

THE VILLAGE OF SAN LEANNA
AGENDA
Regular Board of Aldermen Public Meeting
Thursday, August 18, 2022
7:00 pm – Community Center – 11906 Sleepy Hollow Rd

A. MEETING CALLED TO ORDER

Roll call

Approval of minutes: Regular B of A Meeting..... July 21, 2022

B. CITIZENS' COMMUNICATION

C. ITEMS SCHEDULED FOR ACTION

1. Consideration of request for expense share to move the Pedernales Electric Cooperative power pole in the right-of-way in front of 736 River Oaks Dr.
2. Discussion and possible action pertaining to arborist contract services in the Village of San Leanna.
3. Discussion with potential action to widen and extend walking paths at Jim Payne Park.
4. Consideration of update to the Right-of-way Tree Watering Program incentive rate schedule.
5. Consideration of audit engagement letter with the accounting firm of Donald L. Allman, CPA.
6. Consideration of renewal of Interlocal Agreement with Austin/Travis County Health & Human Services for enforcement of Village ordinances.
7. Review and approve financial report for July 2022.

D. ITEMS FOR DISCUSSION

1. Discussion with preliminary finalization of proposed budget and tax rate for FY 2022-2023.

E. REPORTS AND INFORMATION

1. **Mayor's Report**..... Updates re: meetings/symposiums,
2. **Zoning Report**..... Certificates of Use:
Active Building permits:
3. **Administrative Report**... surveys/reports, complaints, admin updates
4. **Roads**..... Current road maintenance needs, road improv. projects, street signs, speed humps
5. **Public Affairs**..... newsletter, Community events
6. **Public Safety**..... Neighborhood Watch, public safety information, street lights
7. **Water**..... Water system info, drought status, Burn Ban info, drainage info, flood prevention
8. **Environmental**..... Tree Care Program, mowing/trimming, trash/recycling, burn piles

F. ADJOURNMENT TO EXECUTIVE SESSION

1. Council will meet in Executive Session to discuss performance review, cost of living/performance-based raises for employees, and other relevant employee matters per Section 551.074 of the Open Meetings Act.

G. RESUME REGULAR MEETING

H. ITEMS SCHEDULED FOR ACTION (Cont'd)

8. Decision on possible cost of living/performance-based raises for employees, and other relevant employee matters.
9. Consideration of updates to contractor pay.
10. Finalization of proposed budget and tax rate for FY 2022-2023.

I. ADJOURNMENT

**** ALL ITEMS SPECIFICALLY MENTIONED SEPARATE FROM EXECUTIVE SESSION
MAY HAVE ACTION TAKEN ****

The Board of Aldermen of the Village of San Leanna reserves the right to adjourn into executive session at any time to discuss any of the matters listed above, as authorized by Texas Government Code Sections 551.071 (Consultation with Attorney), 551.072 (Deliberations about Real Property), 551.073 (Deliberations about Gifts and Donations), 551.074 (Personnel Matters), 551.076 (Deliberations about Security Devices), and 551.086 (Economic Development).

Posted _____ August 15, 2022

Rebecca Howe, City Administrator

**THE VILLAGE OF SAN LEANNA
MINUTES**

Regular Board of Aldermen Public Meeting
Thursday, July 21, 2022

7:00 p.m. – Community Center – 11906 Sleepy Hollow

A. MEETING CALLED TO ORDER

Present: Molly Quirk, Christa Gregg, Danny Villarreal, Mary Wright.

Helen Rockenbaugh and Marcos Campos were not present.

Danny Villarreal moved to approve minutes of Regular B of A Meeting on June 16, 2022 as written; Christa Gregg seconded; motion carried with a vote of 3 in favor – 0 opposed.

B. CITIZENS' COMMUNICATION

Helen Rockenbaugh arrived and was counted present.

C. ITEMS SCHEDULED FOR ACTION

1. Helen Rockenbaugh moved to appoint Danny Villarreal as Mayor Pro Tem; Christa Gregg seconded; motion carried with a vote of 4 in favor – 0 opposed.

Danny Villarreal was installed as Mayor Pro Tem.

2. Council reviewed the tabulation of bids and recommendation letter from Ardurra Engineering for proposed road improvement project, the reconstruction of Old Manchaca Road. The project received one bid. Ardurra recommended that the Village of San Leanna reject the bid and put the project back out to bid, as the bid received was over market pricing and project budget. Danny Villarreal moved to reject the bid on the Old Manchaca Road project and restart the bid process; Helen Rockenbaugh seconded; motion carried with a vote of 4 in favor – 0 opposed.
3. Council reviewed documents submitted by the owner of 732 and 736 River Oaks Dr showing utility easement releases granted by Pedernales Electric Cooperative, Charter Communications, and Southwestern Bell. Helen Rockenbaugh moved to grant the vacation the 10' utility easements between 732 River Oaks Dr and 736 River Oaks Dr. with the property owner to be responsible for any necessary filing fees with Travis County; Mary Wright seconded; motion carried with a vote of 4 in favor – 0 opposed.
4. Council discussed the history of the annexation of Indian Tree Trail and reviewed the petition submitted by resident requesting the paving of Indian Tree Trail. As a resident living on Indian Tree Trail, Danny Villarreal recused himself from acting on the petition. Helen Rockenbaugh moved to accept the resident petition to pave Indian Tree Trail, allowing for Indian Tree Trail to be added to the prioritization list for upcoming projects; Christa Gregg seconded; motion carried with a vote of 3 in favor – 0 opposed.
5. Council reviewed the updated Participating Agency Agreement (PAA) with Capital Area of Texas Regional Advisory Council (CATRAC). Danny Villarreal moved to table action on the agreement until the previous agreement and further information on its relevancy to Village of

San Leanna operations were available for review; Helen Rockenbaugh seconded; motion carried with a vote of 4 in favor – 0 opposed.

6. Council considered the \$72,000 quote from D & H Services and related funding options for repairs to the roof and storage tank at the South (Sleepy Hollow) water facility. Danny Villarreal moved to begin the bidding process for the project, using ARPA funds if engineering was not required for the use of funds or allocating unallocated funds otherwise; Christa Gregg seconded; motion carried with a vote of 4 in favor – 0 opposed.
7. Council discussed plans for installation of electricity and lights at Jim Payne Park. Danny Villarreal moved to authorize a budget up to \$6,000 for the electricity installation project; Mary Wright seconded; motion carried with a vote of 4 in favor – 0 opposed.
8. Danny Villarreal moved to table action on widening and extending paths at Jim Payne Park until quotes were available for both concrete and granite path materials; Mary Wright seconded; motion carried with a vote of 4 in favor – 0 opposed.
9. Danny Villarreal moved to approve financial report for June 2022; Helen Rockenbaugh seconded; motion carried with a vote of 4 in favor – 0 opposed.

D. ITEMS FOR DISCUSSION

1. City Administrator, Rebecca Howe, explained the tax rate setting process and council discussed departmental plans for the budget for FY 2022-2023.

E. REPORTS AND INFORMATION

1. Mayor's Report: Mayor Quirk reported the passing of Mayor Jim Payne, touching on his legacy and his decades of dedicated service to the Village of San Leanna. Mayor Quirk reminded everyone to check on their neighbors, particularly the elderly, as temperatures continued to hover above 100 degrees.

Linda Barrett was not present but Rebecca Howe read the supplied Zoning. Ms. Howe reported that there were two upcoming single family home build and all other active permits remained unchanged. One pending permit application had been interrupted by a septic system citation from Travis County.

Mayor Quirk reported that there had been complaints received regarding unsafe driving on golf carts and ATVs in the Village. Recent Texas Law made driving registered golf carts on the road legal unless a local ordinance was in effect.

2. Administrative: Rebecca Howe reported on the delayed status of the Travis County Hazard Mitigation Plan and the recently submitted Hazard Mitigation Plan Grant program application for a generator at the North Well. Ms Howe had also applied for the Asset Management Program for Small Systems (AMPSS) grant through the Texas Water Development Board.

Austin Animal Services had reached out about community education opportunities regarding wildlife in the area. Ms. Howe reported that she had registered for PFIA training and the TML Tax and Budget Seminar.

Council discussed conducting a brush pick up event.

3. Roads: Danny Villarreal reported that Travis County TNR would be submitting a quote for pothole and crack sealing and he would be testing out some new temporary pot hole filler samples in the meantime.

Council discussed issues with the TxDOT FM 1626 project and concerns about the width of San Leanna Dr on the County end of the road.

4. Public Affairs: Mary Wright reported on options for a family fun day in September and the planned community event lineup for the 2022-2023 fiscal year.
5. Public Safety: Christa Gregg reported on preliminary plans for National Night Out and council discussed coyotes in the Village and safety measures for the meter reader.
6. Water: Marcos Campos was not present, but Rebecca Howe read his supplied report on the drought status and the status of the water system. The Aquifer District had declared Stage 2 Alarm Drought Status with a mandatory 20% conservation period. The City of Austin was in Stage 1 Drought. Marcos Campos reported that the water system was running smoothly and that well levels had fallen 16.6 ft. since the previous month, to a level of 154.1 ft. The burn ban was in effect. A new AC unit had been installed in the pump house.
7. Environmental: Helen Rockenbaugh reported on research conducted on arborist services and a dead tree limb removed from the right-of- way on Circle Dr. Council discussed placement of the frisbee disc baskets at Jim Payne Park and permeable trail materials.

F. ADJOURNMENT

Danny Villarreal moved to adjourn the meeting; Christa Gregg seconded; meeting adjourned at 8:55 pm.

Request received from Cooper Rounds regarding power pole at 736 River Oaks:

I have had several meetings with PEC engineers and have worked out a plan with them to get power to my property. One of my requests to the Village and to PEC is to move one of the utility poles in order to make it much easier to build on my lots. In the attached pdf item, yellow represents a rough version of my property line. "1" in blue is the location of the current utility pole. It is on village property, very near the edge of my property line and the support wire is anchored in the middle of my lot. The proposal is to move the utility pole position to "2" in blue, closer to the road, still on the village property. This will allow the support wire to anchor at the edge of my property line and remove the obstruction for me to build a garage near this location.

My reasoning is, in addition to the personal benefit, currently no power runs down River Oaks Drive between 736 and 710. If mine or any of the other lots in between need power, additional utility poles will have to be installed. It's clear to me as well as the PEC engineers that because of the angle of the lines, if the pole is not moved, then a huge number of village trees will have to be cut down in order to have required clearance for lines going down the road. If the pole stays in the "1" position, 20-30 feet of Village trees will have to be cut down or trimmed following the length of River Oaks Drive for as long as poles are added (identified by blue line from 1 Blue.) If they move this pole closer to the road very little tree cutting or trimming will be required to add power down the road (pink line shown from 2 Blue) I feel that this is mutually beneficial for the Village and for me, as well as the other properties on River Oaks Drive between 736 and 710. PDF and Quote attached.

This request is simply to move the utility pole and get power to my property. I am requesting the Village to pay for half of the cost to move the utility pole (+/-3415) and I will pay the other half as well as the cost of my new service install.



Pedernales Electric Cooperative
9115 Circle Dr.
Austin, Texas 78736
pec.coop

QUOTE: 227656

Order Date: 06/27/2022
Terms: Due Upon Receipt
Expire Date: 09/27/2022

JEFFREY ROUNDS
PO BOX 307
MANCHACA TX 78652-0307

Account: 921817

Page 1 of 1

Description: WO 155686 RL_JEFFREY ROUNDS 736 RIVER OAKS DRIVE_OH

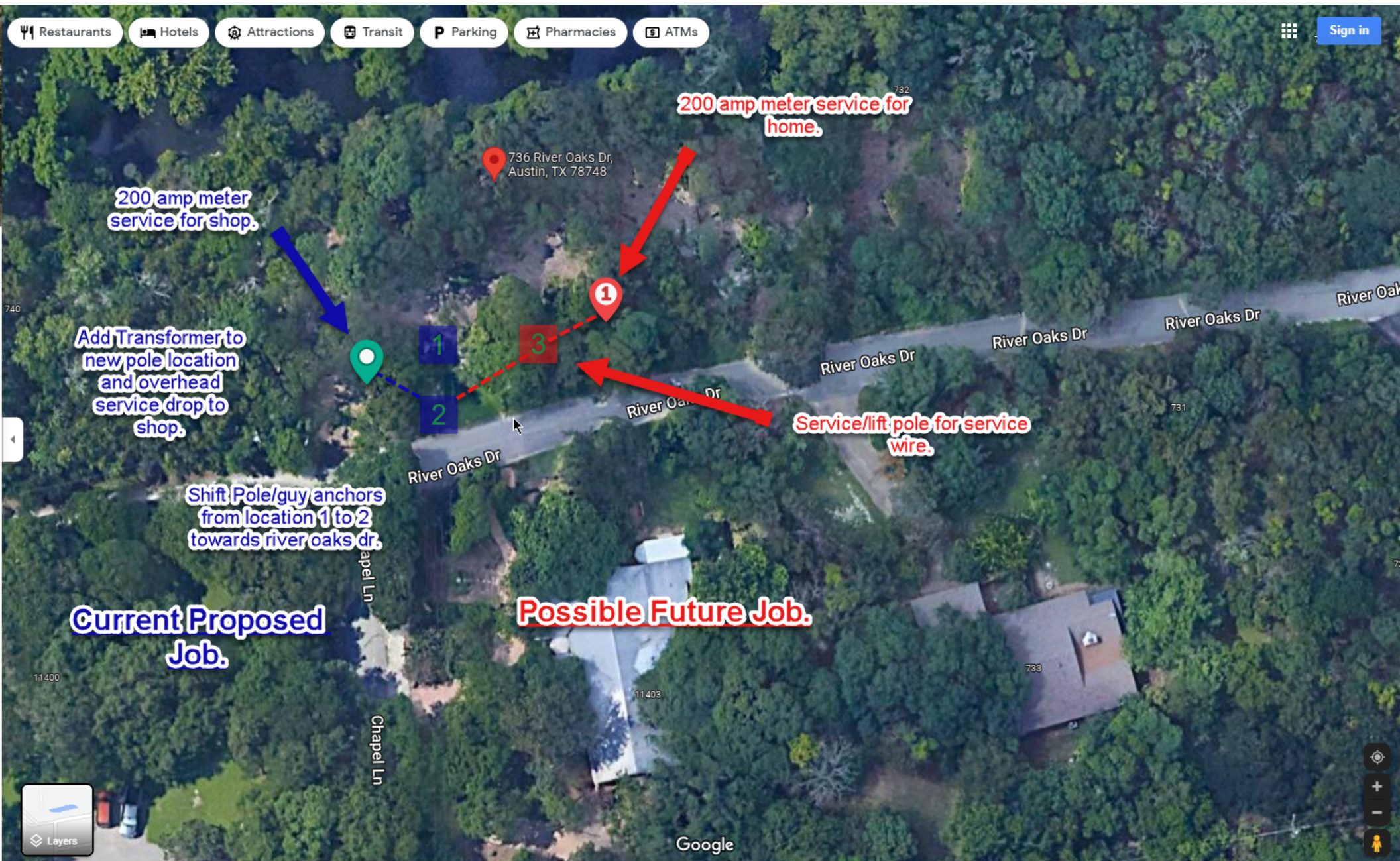
Instructions: WO 155686 - 736 RIVER OAKS DRIVE - TOTATL COST FOR NEW OH LINE EXTENSION - PRESTON INGRAHAM

CATALOG ITEM	DESCRIPTION	QUANTITY	UOM	UNIT PRICE	AMOUNT	TAX
CIAC-LINE EXTENSIONS	Total Construction-Line Extensions	1.000	EA	6,831.5500	6,831.55	
CIAC-LINE EXTENSIONS	New Service and Meter Installation	1.000	EA	507.0200	507.02	

MESSAGES

TOTAL ORDER AMOUNT:

\$ 7,338.57



736 River Oaks Dr,
Austin, TX 78748

200 amp meter
service for shop.

200 amp meter service for
home.

Add Transformer to
new pole location
and overhead
service drop to
shop.

Shift Pole/guy anchors
from location 1 to 2
towards river oaks dr.

Current Proposed
Job.

Possible Future Job.

Service/lift pole for service
wire.

ALG-CL-1.3: Audit Engagement Letter—Yellow Book

Donald L. Allman, CPA PC 4749 Williams Drive Suite 322 Georgetown TX 78633

August 8, 2022

To the Mayor and City Council and Rebecca Howe, Village Administrator

Village of San Leanna, 11906 Sleepy Hollow, San Leanna TX 78652

We are pleased to confirm our understanding of the services we are to provide the Village of San Leanna for the year ended September 30, 2022.

Audit Scope and Objectives

We will audit the financial statements of the governmental activities, the business-type activities, the aggregate discretely presented component units, each major fund, and the aggregate remaining fund information, and the disclosures, which collectively comprise the basic financial statements of the Village of San Leanna as of and for the year ended September 30, 2022. Accounting standards generally accepted in the United States of America (GAAP) provide for certain required supplementary information (RSI), such as management's discussion and analysis (MD&A), to supplement the Village of San Leanna's basic financial statements. Such information, although not a part of the basic financial statements, is required by the Governmental Accounting Standards Board who considers it to be an essential part of financial reporting for placing the basic financial statements in an appropriate operational, economic, or historical context. As part of our engagement, we will apply certain limited procedures to the Village of San Leanna's RSI in accordance with auditing standards generally accepted in the United States of America (GAAS). These limited procedures will consist of inquiries of management regarding the methods of preparing the information and comparing the information for consistency with management's responses to our inquiries, the basic financial statements, and other knowledge we obtained during our audit of the basic financial statements. We will not express an opinion or provide any assurance on the information because the limited procedures do not provide us with sufficient appropriate evidence to express an opinion or provide any assurance. The following RSI is required by GAAP and will be subjected to certain limited procedures, but will not be audited:

- 1) Management's Discussion and Analysis
- 2) Budget to Actual
- 3) Pension Information

The objectives of our audit are to obtain reasonable assurance as to whether the financial statements as a whole are free from material misstatement, whether due to fraud or error; issue an auditor's report that includes our opinion about whether your financial statements are fairly presented, in all material respects, in conformity with GAAP; and report on the fairness of the supplementary information referred to in the second paragraph when considered in relation to the financial statements as a whole. Reasonable assurance is a high level of assurance but is not absolute assurance and therefore is not a guarantee that an audit conducted in accordance with GAAS and *Government Auditing Standards* will always detect a material misstatement when it exists. Misstatements, including omissions, can arise from fraud or error and are considered material if there is a substantial likelihood that, individually or in the aggregate, they would influence the judgment of a reasonable user made based on the financial statements.

The objectives also include reporting on internal control over financial reporting and compliance with provisions of laws, regulations, contracts, and award agreements, noncompliance with which could have a material effect on the financial statements in accordance with *Government Auditing Standards*.

Auditor's Responsibilities for the Audit of the Financial Statements

We will conduct our audit in accordance with GAAS and the standards for financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States, and will include tests of your accounting records of the Village of San Leanna and other procedures we consider necessary to enable us to express such opinions. As part of an audit in accordance with GAAS and *Government Auditing Standards*, we exercise professional judgment and maintain professional skepticism throughout the audit.

We will evaluate the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management. We will also evaluate the overall presentation of the financial statements, including the disclosures, and determine whether the financial statements represent the underlying transactions and events in a manner that achieves fair presentation. We will plan and perform the audit to obtain reasonable

assurance about whether the financial statements are free of material misstatement, whether from (1) errors, (2) fraudulent financial reporting, (3) misappropriation of assets, or (4) violations of laws or governmental regulations that are attributable to the government or to acts by management or employees acting on behalf of the government. Because the determination of waste and abuse is subjective, *Government Auditing Standards* do not expect auditors to perform specific procedures to detect waste or abuse in financial audits nor do they expect auditors to provide reasonable assurance of detecting waste or abuse.

Because of the inherent limitations of an audit, combined with the inherent limitations of internal control, and because we will not perform a detailed examination of all transactions, there is an unavoidable risk that some material misstatements may not be detected by us, even though the audit is properly planned and performed in accordance with GAAS and *Government Auditing Standards*. In addition, an audit is not designed to detect immaterial misstatements or violations of laws or governmental regulations that do not have a direct and material effect on the financial statements. However, we will inform the appropriate level of management of any material errors, fraudulent financial reporting, or misappropriation of assets that comes to our attention. We will also inform the appropriate level of management of any violations of laws or governmental regulations that come to our attention, unless clearly inconsequential. Our responsibility as auditors is limited to the period covered by our audit and does not extend to any later periods for which we are not engaged as auditors.

We will also conclude, based on the audit evidence obtained, whether there are conditions or events, considered in the aggregate, that raise substantial doubt about the government's ability to continue as a going concern for a reasonable period of time.

Our procedures will include tests of documentary evidence supporting the transactions recorded in the accounts, tests of the physical existence of inventories, and direct confirmation of receivables and certain assets and liabilities by correspondence with selected customers, creditors, and financial institutions. We will also request written representations from your attorneys as part of the engagement.

We may, from time to time and depending on the circumstances, use third-party service providers in serving your account. We may share confidential information about you with these service providers but remain committed to maintaining the confidentiality and security of your information. Accordingly, we maintain internal policies, procedures, and safeguards to protect the confidentiality of your personal information. In addition, we will secure confidentiality agreements with all service providers to maintain the confidentiality of your information and we will take reasonable precautions to determine that they have appropriate procedures in place to prevent the unauthorized release of your confidential information to others. In the event that we are unable to secure an appropriate confidentiality agreement, you will be asked to provide your consent prior to the sharing of your confidential information with the third-party service provider. Furthermore, we will remain responsible for the work provided by any such third-party service providers.

Our audit of financial statements does not relieve you of your responsibilities.

Audit Procedures—Internal Control

We will obtain an understanding of the government and its environment, including internal control relevant to the audit, sufficient to identify and assess the risks of material misstatement of the financial statements, whether due to error or fraud, and to design and perform audit procedures responsive to those risks and obtain evidence that is sufficient and appropriate to provide a basis for our opinions. Tests of controls may be performed to test the effectiveness of certain controls that we consider relevant to preventing and detecting errors and fraud that are material to the financial statements and to preventing and detecting misstatements resulting from illegal acts and other noncompliance matters that have a direct and material effect on the financial statements. Our tests, if performed, will be less in scope than would be necessary to render an opinion on internal control and, accordingly, no opinion will be expressed in our report on internal control issued pursuant to *Government Auditing Standards*. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentation, or the override of internal control. An audit is not designed to provide assurance on internal control or to identify significant deficiencies or material weaknesses. Accordingly, we will express no such opinion. However, during the audit, we will communicate to management and those charged with governance internal control related matters that are required to be communicated under AICPA professional standards and *Government Auditing Standards*.

Audit Procedures—Compliance

As part of obtaining reasonable assurance about whether the financial statements are free of material misstatement, we will perform tests of the Village of San Leanna's compliance with the provisions of applicable laws, regulations, contracts, agreements, and grants. However, the objective of our audit will not be to provide an opinion on overall

compliance and we will not express such an opinion in our report on compliance issued pursuant to *Government Auditing Standards*.

Other Services

We will also assist in preparing the financial statements and related notes of the Village of San Leanna in conformity with accounting principles generally accepted in the United States of America based on information provided by you. These nonaudit services do not constitute an audit under *Government Auditing Standards* and such services will not be conducted in accordance with *Government Auditing Standards*. We will perform the services in accordance with applicable professional standards. The other services are limited to the financial statement services previously defined. We, in our sole professional judgment, reserve the right to refuse to perform any procedure or take any action that could be construed as assuming management responsibilities.

You agree to assume all management responsibilities relating to the financial statements and related notes and any other nonaudit services we provide. You will be required to acknowledge in the management representation letter our assistance with preparation of the financial statements and related notes and that you have reviewed and approved the financial statements and related notes prior to their issuance and have accepted responsibility for them. Further, you agree to oversee the nonaudit services by designating an individual, preferably from senior management, with suitable skill, knowledge, or experience; evaluate the adequacy and results of those services; and accept responsibility for them.

Responsibilities of Management for the Financial Statements

Our audit will be conducted on the basis that you acknowledge and understand your responsibility for designing, implementing, establishing, and maintaining effective internal controls relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error, and for evaluating and monitoring ongoing activities to help ensure that appropriate goals and objectives are met; following laws and regulations; and ensuring that management and financial information is reliable and properly reported. Management is also responsible for implementing systems designed to achieve compliance with applicable laws, regulations, contracts, and grant agreements. You are also responsible for the selection and application of accounting principles, for the preparation and fair presentation of the financial statements and all accompanying information in conformity with accounting principles generally accepted in the United States of America, and for compliance with applicable laws and regulations and the provisions of contracts and grant agreements.

Management is responsible for making drafts of financial statements, all financial records, and related information available to us and for the accuracy and completeness of that information (including information from outside of the general and subsidiary ledgers). You are also responsible for providing us with (1) access to all information of which you are aware that is relevant to the preparation and fair presentation of the financial statements, such as records, documentation, identification of all related parties and all related-party relationships and transactions, and other matters; (2) additional information that we may request for the purpose of the audit; and (3) unrestricted access to persons within the government from whom we determine it necessary to obtain audit evidence. At the conclusion of our audit, we will require certain written representations from you about your responsibilities for the financial statements; compliance with laws, regulations, contracts, and grant agreements; and other responsibilities required by GAAS and *Government Auditing Standards*.

Your responsibilities include adjusting the financial statements to correct material misstatements and for confirming to us in the written representation letter that the effects of any uncorrected misstatements aggregated by us during the current engagement and pertaining to the latest period presented are immaterial, both individually and in the aggregate, to the financial statements of each opinion unit taken as a whole.

You are responsible for the design and implementation of programs and controls to prevent and detect fraud, and for informing us about all known or suspected fraud affecting the government involving (1) management, (2) employees who have significant roles in internal control, and (3) others where the fraud could have a material effect on the financial statements. Your responsibilities include informing us of your knowledge of any allegations of fraud or suspected fraud affecting the government received in communications from employees, former employees, grantors, regulators, or others. In addition, you are responsible for identifying and ensuring that the government complies with applicable laws, regulations, contracts, agreements, and grants and for taking timely and appropriate steps to remedy fraud and noncompliance with provisions of laws, regulations, or contracts or grant agreements that we report.

You are responsible for the preparation of the supplementary information, which we have been engaged to report on, in conformity with accounting principles generally accepted in the United States of America (GAAP). You agree to include our report on the supplementary information in any document that contains, and indicates that we have

reported on, the supplementary information. You also agree to [include the audited financial statements with any presentation of the supplementary information that includes our report thereon OR make the audited financial statements readily available to users of the supplementary information no later than the date the supplementary information is issued with our report thereon]. Your responsibilities include acknowledging to us in the written representation letter that (1) you are responsible for presentation of the supplementary information in accordance with GAAP; (2) you believe the supplementary information, including its form and content, is fairly presented in accordance with GAAP; (3) the methods of measurement or presentation have not changed from those used in the prior period (or, if they have changed, the reasons for such changes); and (4) you have disclosed to us any significant assumptions or interpretations underlying the measurement or presentation of the supplementary information.

Management is responsible for establishing and maintaining a process for tracking the status of audit findings and recommendations. Management is also responsible for identifying and providing report copies of previous financial audits, attestation engagements, performance audits or other studies related to the objectives discussed in the Audit Scope and Objectives section of this letter. This responsibility includes relaying to us corrective actions taken to address significant findings and recommendations resulting from those audits, attestation engagements, performance audits, or other studies. You are also responsible for providing management's views on our current findings, conclusions, and recommendations, as well as your planned corrective actions, for the report, and for the timing and format for providing that information.

Engagement Administration, Fees, and Other

We understand that your employees will prepare all cash, accounts receivable, or other confirmations we request and will locate any documents selected by us for testing.

We will provide copies of our reports to the Village of San Leanna; however, management is responsible for distribution of the reports and the financial statements. Unless restricted by law or regulation, or containing privileged and confidential information, copies of our reports are to be made available for public inspection.

The audit documentation for this engagement is the property of Donald L. Allman CPA PC and constitutes confidential information. However, subject to applicable laws and regulations, audit documentation and appropriate individuals will be made available upon request and in a timely manner to Williamson County or its designee, a federal agency providing direct or indirect funding, or the U.S. Government Accountability Office for the purposes of a quality review of the audit, to resolve audit findings, or to carry out oversight responsibilities. We will notify you of any such request. If requested, access to such audit documentation will be provided under the supervision of Donald L. Allman, CPA PC personnel. Furthermore, upon request, we may provide copies of selected audit documentation to the aforementioned parties. These parties may intend or decide to distribute the copies or information contained therein to others, including other governmental agencies.

The audit documentation for this engagement will be retained for a minimum of five years after the report release date or for any additional period requested by the Williamson County. If we are aware that a federal awarding agency or auditee is contesting an audit finding, we will contact the party(ies) contesting the audit finding for guidance prior to destroying the audit documentation.

Donald Allman is the engagement partner and is responsible for supervising the engagement and signing the reports or authorizing another individual to sign them. We expect to begin our audit on approximately March 15, 2023 and to issue our reports no later than May 15, 2023.

Our fee for services will be at our standard hourly rates plus out-of-pocket costs (such as report reproduction, word processing, postage, travel, copies, telephone, etc.) except that we agree that our gross fee, including expenses, will not exceed \$6,000. Our standard hourly rates vary according to the degree of responsibility involved and the experience level of the personnel assigned to your audit. Our invoices for these fees will be rendered each month as work progresses and are payable on presentation. In accordance with our firm policies, work may be suspended if your account becomes 30 days or more overdue and may not be resumed until your account is paid in full. If we elect to terminate our services for nonpayment, our engagement will be deemed to have been completed upon written notification of termination, even if we have not completed our report. You will be obligated to compensate us for all time expended and to reimburse us for all out-of-pocket costs through the date of termination.^{rr} The above fee is based on anticipated cooperation from your personnel and the assumption that unexpected circumstances will not be encountered during the audit.^{ss} If significant additional time is necessary, we will discuss it with you and arrive at a new fee estimate before we incur the additional costs.

Reporting

We will issue a written report upon completion of our audit of the Village of San Leanna's financial statements. Our report will be addressed to the Mayor and City Council of the Village of San Leanna. Circumstances may arise in which our report may differ from its expected form and content based on the results of our audit. Depending on the nature of these circumstances, it may be necessary for us to modify our opinions, add a separate section, or add an emphasis-of-matter or other-matter paragraph to our auditor's report, or if necessary, withdraw from this engagement. If our opinions are other than unmodified, we will discuss the reasons with you in advance. If, for any reason, we are unable to complete the audit or are unable to form or have not formed opinions, we may decline to express opinions or issue reports, or we may withdraw from this engagement.

We will also provide a report (that does not include an opinion) on internal control related to the financial statements and compliance with the provisions of laws, regulations, contracts, and grant agreements, noncompliance with which could have a material effect on the financial statements as required by *Government Auditing Standards*. The report on internal control and on compliance and other matters will state (1) that the purpose of the report is solely to describe the scope of testing of internal control and compliance, and the results of that testing, and not to provide an opinion on the effectiveness of the entity's internal control on compliance, and (2) that the report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the entity's internal control and compliance. The report will also state that the report is not suitable for any other purpose.^{xx} If during our audit we become aware that the Village of San Leanna is subject to an audit requirement that is not encompassed in the terms of this engagement, we will communicate to management and those charged with governance that an audit in accordance with U.S. generally accepted auditing standards and the standards for financial audits contained in *Government Auditing Standards* may not satisfy the relevant legal, regulatory, or contractual requirements.

We appreciate the opportunity to be of service to the Village of San Leanna and believe this letter accurately summarizes the significant terms of our engagement. If you have any questions, please let us know. If you agree with the terms of our engagement as described in this letter, please sign the attached copy and return it to us.

Very truly yours,

Donald L. Allman CPA

RESPONSE:

This letter correctly sets forth the understanding of the Village of San Leanna.

Management signature: _____

Title: _____

Date: _____

Governance signature: _____

Title: _____

Date: _____

Practical Considerations



August 3, 2022

Rebecca Howe, City Administrator
Village of San Leanna
P.O. Box 1107
Manchaca, TX 78652

Dear Ms. Howe,

Under the terms of the Interlocal Agreement between the Village of San Leanna and the City of Austin, for public health services, is set to expire on September 30, 2022. Per Section 2.0, this agreement may be renewed for one (1) additional one-year term upon written approval of the parties.

Please find enclosed two original agreement renewal forms signed by Austin Public Health Director Adrienne Sturup. To finalize the renewal of the agreement, please have the City Manager/Administrator/Secretary as appropriate sign these two forms and return one original copy to the Environmental Health Services Division using the enclosed stamped, self-addressed envelope.

We appreciate the opportunity to work with your city to provide these public health services. Should you have any questions, please do not hesitate to contact Environmental Health Supervisor, Matthew Reid at (512) 978-0336 or by e-mail at Matthew.Reid@austintexas.gov

Respectfully,

Marcel Elizondo, Interim Assistant Director
Environmental Health Services Division
Austin Public Health

Attachments

Attachment A
Renewal of Interlocal Agreement Forms
Notice of Compliance Schedule

cc: Adrienne Sturup, Director APH
Todd Mers, Interim Program Manager II, APH/EHSD
Nga Dao, Administrative Manager, APH/EHSD
Matthew Reid, Environmental Health Supervisor, APH/ EHSD
Denise Estrada, Customer Solutions Coordinator



**FOURTH RENEWAL OF INTERLOCAL AGREEMENT
FOR PUBLIC HEALTH SERVICES
BETWEEN THE CITY OF AUSTIN AND THE VILLAGE OF SAN LEANNA**

This Fourth Renewal of the Interlocal Agreement for Public Health Services is entered into by and between the City of Austin, a Texas home-rule municipality located in Travis, Hays and Williamson counties (Austin), and Village of San Leanna, a Texas municipal corporation located in Travis County (San Leanna).

Austin and San Leanna entered into an interlocal agreement under which Austin provides certain public health services to San Leanna in exchange for compensation in the form of inspection, permit and other fees.


The initial term of the Agreement became effective on October 1, 2018 and the first renewal of the Agreement became effective on October 1, 2019.

The terms of the initial Agreement permit the parties to renew the Agreement for up to four successive one-year terms. Austin and San Leanna wish to renew the Agreement for a one-year term effective October 1, 2022, and terminating on September 30, 2023.

NOW, THEREFORE, for good and valuable consideration, the amount and sufficiency of which are acknowledged, Austin and San Leanna agree to amend the Agreement as follows:

- 1) The Agreement is renewed for an additional one-year term from October 1, 2022, through September 30, 2023 (2023 Term).
- 2) All other terms and conditions of the Agreement shall remain in full force and effect for the 2023 Term.

CITY OF AUSTIN
A Texas Home Rule Municipality

By: 
Title: Director

VILLAGE OF SAN LEANNA

By: _____
Title: _____

**VILLAGE OF SAN LEANNA
GENERAL FUND REPORT
7-1-2022 -- 7-31-2022**

REVENUES:

<u>ACCOUNT</u>	<u>ACCOUNT NAME</u>	<u>CURRENT MONTH</u>	<u>YTD. BEG. CURRENT MO</u>	<u>YTD. END OF CURRENT MO</u>	<u>DIFFERENCE</u>	<u>AMENDED BUDGET</u>
101	PROPERTY TAXES	\$445.36	\$198,590.14	\$199,035.50	(\$4,035.50)	\$195,000.00
102	FRANCHISE TAXES	\$61.58	\$13,949.05	\$14,010.63	\$989.37	\$15,000.00
103	INTEREST	\$799.84	\$1,168.59	\$1,968.43	(\$1,768.43)	\$200.00
104	BUILDING PERMITS	\$0.00	\$3,000.00	\$3,000.00	\$2,000.00	\$5,000.00
106	MISCELLANEOUS	\$0.00	\$6,555.70	\$6,555.70	(\$6,455.70)	\$100.00
109	TRANSFER FROM RESERVE	\$0.00	\$0.00	\$0.00	\$3,477.37	\$3,477.37
<u>TOTALS:</u>		\$1,306.78	\$223,263.48	\$224,570.26	(\$5,792.89)	\$218,777.37

EXPENSES:

<u>ACCOUNT</u>	<u>ACCOUNT NAME</u>	<u>CURRENT MONTH</u>	<u>YTD. BEG. CURRENT MO</u>	<u>YTD. END OF CURRENT MO</u>	<u>DIFFERENCE</u>	<u>AMENDED BUDGET</u>
112	ROAD MAINTENANCE	\$0.00	\$0.00	\$0.00	\$26,555.70	\$26,555.70
113	CITY ADMINISTRATOR	\$3,238.90	\$29,083.12	\$32,322.02	\$6,544.65	\$38,866.67
114	TML INSURANCE	\$0.00	\$2,326.25	\$2,326.25	\$803.75	\$3,130.00
115	LEGAL	\$93.00	\$597.50	\$690.50	\$2,309.50	\$3,000.00
116	TAXES	\$453.51	\$4,010.92	\$4,464.43	\$1,735.57	\$6,200.00
117	ENVIRONMENTAL MAINTENANCE	\$15.23	\$10,831.01	\$10,846.24	\$19,153.76	\$30,000.00
118	PUBLIC INFORMATION	\$70.28	\$182.35	\$252.63	\$547.37	\$800.00
119	AUDIT	\$0.00	\$6,000.00	\$6,000.00	\$0.00	\$6,000.00
120	SECURITY LIGHTS	\$247.83	\$2,232.69	\$2,480.52	\$719.48	\$3,200.00
121	OFFICE EXPENSES	\$393.19	\$5,734.29	\$6,127.48	\$2,572.52	\$8,700.00
122	ORG. MEMBERSHIP DUES	\$0.00	\$773.90	\$773.90	\$226.10	\$1,000.00
123	APPRAISALS	\$0.00	\$786.43	\$786.43	\$38.57	\$825.00
124	BUILDING INSPECTIONS	\$185.00	\$2,270.00	\$2,455.00	\$2,545.00	\$5,000.00
125	MISCELLANEOUS	\$260.00	\$90.84	\$350.84	\$649.16	\$1,000.00
126	ARBORIST	\$1,000.00	\$8,900.00	\$9,900.00	\$3,100.00	\$13,000.00
128	COUNCIL EXPENSES	\$0.00	\$52.50	\$52.50	\$47.50	\$100.00
129	PUBLIC AFFAIRS	\$238.39	\$1,406.27	\$1,644.66	\$855.34	\$2,500.00
130	COMMUNITY CENTER	\$205.13	\$1,367.51	\$1,572.64	\$3,427.36	\$5,000.00
131	ENGINEER	\$0.00	\$0.00	\$0.00	\$1,500.00	\$1,500.00
132	FLOOD PREVENTION	\$0.00	\$5,862.50	\$5,862.50	\$44,137.50	\$50,000.00
133	EMPLOYEE REIMBURSEMENT	\$0.00	\$0.00	\$0.00	\$200.00	\$200.00
134	HEALTH DEPT. CONTRACT	\$0.00	\$1,500.00	\$1,500.00	\$0.00	\$1,500.00
135	PUBLIC SAFETY	\$0.00	\$610.07	\$610.07	\$1,089.93	\$1,700.00
136	ADVISOR	\$500.00	\$4,496.17	\$4,996.17	\$1,003.83	\$6,000.00
137	EMPLOYEE BENEFIT STIPEND	\$250.00	\$2,230.00	\$2,480.00	\$520.00	\$3,000.00
<u>TOTALS:</u>		\$7,150.46	\$91,344.32	\$98,494.78	\$120,282.59	\$218,777.37

VILLAGE OF SAN LEANNA
WATER FUND REPORT
7-1-2022-- 7-31-2022

REVENUES:

<u>ACCOUNT</u>	<u>ACCOUNT NAME</u>	<u>CURRENT MONTH</u>	<u>YTD. BEG. CURRENT MO</u>	<u>YTD. END OF CURRENT MO</u>	<u>DIFFERENCE</u>	<u>AMENDED BUDGET</u>
201	WATER BILLING	\$19,895.79	\$91,104.26	\$111,000.05	\$13,999.95	\$125,000.00
202	WATER TAP FEES	\$0.00	\$7,618.16	\$7,618.16	\$1,981.84	\$9,600.00
203	METER DEP/CONNECT FEES	\$150.00	\$1,950.00	\$2,100.00	(\$1,100.00)	\$1,000.00
204	MISCELLANEOUS	\$0.00	\$0.00	\$0.00	\$100.00	\$100.00
205	TRANSFER FROM RESERVE	\$0.00	\$0.00	\$0.00	\$15,843.33	\$15,843.33
<u>TOTALS:</u>		\$20,045.79	\$100,672.42	\$120,718.21	\$30,825.12	\$151,543.33

EXPENSES:

<u>ACCOUNT</u>	<u>ACCOUNT NAME</u>	<u>CURRENT MONTH</u>	<u>YTD. BEG. CURRENT MO</u>	<u>YTD. END OF CURRENT MO</u>	<u>DIFFERENCE</u>	<u>AMENDED BUDGET</u>
210	WATER OPERATOR	\$2,500.00	\$22,500.00	\$25,000.00	\$5,000.00	\$30,000.00
211	DISTRICT FEES	\$0.00	\$4,661.45	\$4,661.45	\$1,388.55	\$6,050.00
212	MAINTENANCE/REPAIR	\$1,132.12	\$30,056.98	\$31,189.10	\$18,810.90	\$50,000.00
213	ELECTRICITY	\$1,050.66	\$5,310.65	\$6,361.31	\$2,638.69	\$9,000.00
214	BOOKKEEPER	\$1,619.43	\$14,540.84	\$16,160.27	\$3,273.06	\$19,433.33
215	BILLING SUPPLIES	\$80.00	\$1,303.50	\$1,383.50	\$516.50	\$1,900.00
216	METER READER	\$172.24	\$1,587.34	\$1,759.58	\$800.42	\$2,560.00
217	METER REFUNDS	\$0.00	\$450.00	\$450.00	\$550.00	\$1,000.00
218	MISCELLANEOUS	\$0.00	\$54.58	\$54.58	\$45.42	\$100.00
220	CITY OF AUSTIN CONTRACT	\$0.00	\$2,600.00	\$2,600.00	\$3,900.00	\$6,500.00
221	CITY OF AUSTIN WATER	\$1,662.09	\$14,330.65	\$15,992.74	\$9,007.26	\$25,000.00
TOTALS:		\$8,216.54	\$97,395.99	\$105,612.53	\$45,930.80	\$151,543.33

CHECKING ACCOUNT BALANCE:

BEGINNING BALANCE	\$2,555.31	\$43,907.88
TOTAL REVENUES	\$21,352.57	
TRANSFER-TEXPOOL	\$20,000.00	
TOTAL EXPENSES	\$15,367.00	
ROAD FUND EXPENSE	\$433.00	
TRANSFER-TEXPOOL	\$0.00	
INTEREST RET-TEXPOOL	\$799.84	\$16,599.84

ENDING BALANCE **\$27,308.04**
LESS JUNE DEPOSITS **(\$7,725.36)**
ENDING BALANCE - ACTUAL **\$19,582.68**

CHECKBOOK BALANCE **\$19,582.68**

TEXPOOL BALANCE:

BEGINNING BALANCE	\$632,258.76
DEPOSITS	\$0.00
INTEREST	\$799.84

TOTAL **\$633,058.60**

WITHDRAWALS **\$20,000.00**

ENDING BALANCE **\$613,058.60**

**VILLAGE OF SAN LEANNA
FINANCIAL REPORT
7-1-2022 -- 7-31-2022**

ROAD IMPROVEMENT FUND - 2017-2021

<u>REVENUES</u>		<u>CURRENT</u>	<u>YTD TOTAL</u>	<u>DIFFERENCE</u>	<u>BUDGET 21-22</u>
		<u>MONTH</u>			
301	CAPITAL METRO - BTC FUNDING 2021	\$0.00	\$0.00	\$0.00	\$0.00
302	TRANSFER - CAPITAL METRO - RESERVE	\$0.00	\$0.00	\$42,040.00	\$42,040.00
303	CAPMETRO - BTC - PROJECT REIMBURSE	\$0.00	\$0.00	\$42,000.00	\$42,000.00
304	TRANSFER - ROAD PROJECT RESERVED	\$0.00	\$0.00	\$140,000.00	\$140,000.00
		\$0.00	\$0.00	\$107,960.00	\$107,960.00
<u>TOTALS:</u>		\$0.00	\$0.00	\$332,000.00	\$332,000.00

<u>EXPENSES</u>					
310	ROAD IMPROVEMENT - OLD MANCHACA	\$0.00	\$0.00	\$300,000.00	\$300,000.00
311	ENGINEERING - MISC	\$433.00	\$15,683.00	\$16,317.00	\$32,000.00
<u>TOTALS:</u>		\$433.00	\$15,683.00	\$316,317.00	\$332,000.00

ROAD IMPROVEMENT FUND 2022

<u>REVENUES</u>		<u>BUDGET 21-22</u>			
301-22	CAPITAL METRO - BTC FUNDING 2022	\$0.00	\$0.00	\$14,000.00	\$14,000.00
302-22	TRANSFER - CAPITAL METRO - RESERVE	\$0.00	\$0.00	\$0.00	\$0.00
303	CAPMETRO - BTC - PROJECT REIMBURSE	\$0.00	\$0.00	\$14,000.00	\$14,000.00
304	TRANSFER - ROAD PROJECT RESERVED	\$0.00	\$0.00	\$0.00	\$0.00
<u>TOTALS:</u>		\$0.00	\$0.00	\$28,000.00	\$28,000.00

<u>EXPENSES</u>					
310	ROAD IMPROVEMENT - TBD	\$0.00	\$0.00	\$0.00	\$0.00
311	MISC	\$0.00	\$0.00	\$0.00	\$0.00
<u>TOTALS:</u>		\$0.00	\$0.00	\$0.00	\$0.00

CORONAVIRUS LOCAL FISCAL RECOVERY FUNDING (CLFRF) - ARPA

<u>REVENUES:</u>		<u>CURRENT</u>	<u>YTD TOTAL</u>	<u>DIFFERENCE</u>	<u>BUDGET 21-22</u>
		<u>MONTH</u>			
501	CORONAVIRUS LOCAL FISCAL RECOVERY F	\$0.00	\$124.14	\$62,689.60	\$62,813.74
502	CLFRF RESERVE FUNDING	\$0.00	\$0.00	\$37,277.54	\$37,277.54
<u>TOTALS:</u>		\$0.00	\$124.14	\$99,967.14	\$100,091.28

<u>EXPENSES:</u>					
510	WATER SYSTEM IMPROVEMENTS - NORTH W	\$0.00	\$0.00	\$0.00	\$0.00
511	WATER SYSTEM IMPROVEMENTS - SOUTH W	\$0.00	\$0.00	\$0.00	\$0.00
<u>TOTALS:</u>		\$0.00	\$0.00	\$0.00	\$0.00

RESERVED FUND BALANCES

<u>WATER FUND CONTINGENCY</u>	\$50,000	\$50,000
<u>ROAD FUND:</u>		
RESTRICTED CAPITAL METRO	\$42,040	\$42,040
RESERVE FOR PROJECTS	<u>\$140,000</u>	<u>\$140,000</u>
TOTAL ROAD RESERVE	\$182,040	\$182,040
<u>GENERAL FUND CONTINGENCY</u>	\$50,000	\$50,000
<u>CLFRF - ARPA FUND RESERVE</u>	\$37,402	\$37,402
CURRENT BUDGET RESERVE	<u>\$135,196</u>	<u>\$141,181</u>
<u>TOTAL ALL RESERVED FUNDS</u>	\$454,637	\$460,623
TOTAL TEXPOOL AND CHECKBOOK	\$634,814	\$632,641
LESS TOTAL RESERVED	<u>\$454,637</u>	<u>\$460,623</u>
<u>UNALLOCATED AVAILABLE FUNDS</u>	\$180,177	\$172,018