

**THE VILLAGE OF SAN LEANNA**  
**AGENDA**  
Regular Board of Aldermen Public Meeting & Public Hearing  
Thursday, September 15, 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 and Public Hearing ..... August 18, 2022

Approval of minutes: Special B of A Meeting and Public Hearing... ..... September 8, 2022

**B. CITIZENS' COMMUNICATION**

**C. PUBLIC HEARING**

1. Presentation and discussion of proposed budget for FY 2022-2023.
2. Presentation and discussion of proposed property tax rate for FY 2022-2023.
3. Citizen comments

**\*\* NO ACTION MAY BE TAKEN AT A PUBLIC HEARING \*\***

**\*\* RESUME REGULAR MEETING \*\***

**D. ITEMS SCHEDULED FOR ACTION**

1. Review and approve financial report for August 2022.
2. Adoption of budget for FY 2022-2023.
3. Ratification of adoption of budget for FY 2022-2023.
4. Adoption of property tax rate for FY 2022-2023, by record vote and Ordinance.
5. Consideration of contract for Assistant Water Treatment Plant Operator services.
6. Consideration of revised project plan for the roof replacement and rehabilitation of the Sleepy Hollow Well storage tank.
7. Presentation of tabulation of bids and consideration of approval of contract for proposed road improvement project, the reconstruction of Old Manchaca Road.
8. Consideration of Interlocal Agreement with Travis County for Update to the Hazard Mitigation Action Plan
9. Approval of Village of San Leanna Investment Policy for FY 2022-2023.
10. Consideration to appoint members to the Village of San Leanna Advisory Committee on Trees.

**E. ITEMS FOR DISCUSSION**

**F. REPORTS AND INFORMATION**

1. **Mayor's Report**.....Updates re: meeting/symposium attendance
2. **Zoning Report** .....To be discussed
3. **Administrative Report**... surveys/reports, administrative updates
4. **Roads** .....Current road maintenance needs, road improvement projects, street signs, speed humps
5. **Public Affairs** .....newsletter, Community events
6. **Public Safety**.....Neighborhood Watch, NNO, 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

**G. 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\_\_\_\_\_ September 12, 2022

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Rebecca Howe, City Administrator

**THE VILLAGE OF SAN LEANNA  
MINUTES**

Regular Board of Aldermen Public Meeting  
Thursday, August 18, 2022

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

**A. MEETING CALLED TO ORDER**

Present: Molly Quirk, Christa Gregg, Helen Rockenbaugh, Marcos Campos.

Danny Villarreal and Mary Wright were not present.

Marcos Campos moved to approve minutes of Regular B of A Meeting on July 21, 2022 as written; Helen Rockenbaugh seconded; motion carried with a vote of 3 in favor – 0 opposed.

**B. CITIZENS' COMMUNICATION**

1. Rebecca Howe updated council on the report sent in by Dane Avery noting that there was nothing significant to report with Village trees and that the recent rain would be a huge help.
2. Mayor Quirk read citizen's communication from resident, Dan LaFleur, stating support and appreciation for Dane Avery's help with trees on his property over the years.

**C. ITEMS SCHEDULED FOR ACTION**

1. Council discussed request for expense share to move the Pedernales Electric Cooperative power pole in the right-of-way in front of 736 River Oaks Dr Christa Gregg moved to table the request for expense share until more council members were present, as it was not a request the Village had received before; Helen Rockenbaugh seconded; motion carried with a vote of 3 in favor – 0 opposed.
2. Council discussed action item 3 before action item 2 while documents were being distributed.

Helen Rockenbaugh presented information regarding plans for upgrading walking paths at Jim Payne Park, including poll results and approximate price comparisons for concrete and crushed granite. Council discussed path materials, layout, and ADA accessibility. Helen Rockenbaugh moved to table action to widen and extend walking paths at Jim Payne Park until specific quotes for concrete work could be obtained; Marcos Campos seconded; motion carried with a vote of 3 in favor – 0 opposed.

3. Council discussed arborist contract services in the Village of San Leanna and reviewed the proposal submitted by Dane Avery for the 2022-2023 fiscal year. Council briefly discussed needed updates to the position and opening the position to more applicants before selecting an arborist. Mayor Quirk appointed Helen Rockenbaugh, Marcos Campos, and herself to a committee for the creation of a request for proposals (RFP) to be posted for the position. Helen Rockenbaugh moved to table action on arborist contract services until the request for proposals was drafted; Marcos Campos seconded; motion carried with a vote of 3 in favor – 0 opposed.
4. Rebecca Howe presented information on the Right-of-way Tree Watering Program and options for incentivizing participation as the current structure provided a very small rate adjustment to

participants. The program aims to incentivize a handful of San Leanna residents to water specific oak trees in the public right-of-way in times of drought when the trees may suffer from drought related stress. After some discussion, Marcos Campos moved to institute a \$10 water bill credit for each participating resident during months that the program is in effect and to authorize the reimbursement of costs associated with program-related watering; Christa Gregg seconded; motion carried with a vote of 3 in favor – 0 opposed.

5. Marcos Campos moved to approve the audit engagement letter with the accounting firm of Donald L. Allman, CPA; Helen Rockenbaugh seconded; motion carried with a vote of 3 in favor – 0 opposed.
6. Helen Rockenbaugh moved to approve renewal of Interlocal Agreement with Austin/Travis County Health & Human Services for enforcement of Village ordinances; Marcos Campos seconded; motion carried with a vote of 3 in favor – 0 opposed.
7. Helen Rockenbaugh moved to approve financial report for July 2022; Christa Gregg seconded; motion carried with a vote of 3 in favor – 0 opposed.

#### **D. ITEMS FOR DISCUSSION**

1. Rebecca Howe presented the tax rate and proposed budget in depth, with council members discussing plans and required budgets for each department.

#### **E. REPORTS AND INFORMATION**

1. Mayor's Report: Mayor Quirk reported on the status of the Zoning Ordinance update and water issues in the surrounding areas.

Linda Barrett reported that two certificates of use were issued for 501 Hacienda and 512 River Oaks, and all other active permits remained unchanged primarily due to difficulty obtaining materials. Mrs. Barrett reported that the 2022-2023 fiscal year could see as many as nine new home builds.

2. Administrative: Rebecca Howe reported on updates with Capital Metro BCT funding, the Travis County Hazard Mitigation Plan update, and GLO grant opportunities.
3. Roads: Danny Villarreal was not present but Mayor Quirk reported on pothole filled with sample material.
4. Public Affairs: Mary Wright was not present to report on Public Affairs.
5. Public Safety: Christa Gregg reported that on plans for National Night Out on October 4<sup>th</sup> including a jump house, snow cones, and food.
6. Water: Marcos Campos reported 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 0.9 ft. since the previous month, to a level of 153.2 ft. The burn ban was in effect.

7. Environmental: Helen Rockenbaugh reported on tree work, disc golf basket installation, and issues with the electrical service installation at Jim Payne Park.

#### **F. ADJOURNMENT TO EXECUTIVE SESSION**

8. Mayor Quirk adjourned to executive session.

The Board of Aldermen met 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**

Mayor Quirk resumed the regular meeting.

#### **H. ITEMS SCHEDULED FOR ACTION**

9. Christa Gregg moved to finalize the employee compensation budget lines as follows:

Joshua Gregg (Meter Reader) at \$1920 per year paid monthly.

Linda Barrett (Zoning Administrator) at \$12,000 per year paid monthly - hours in excess of 40 per month to be billed at \$25 per hour.

Rebecca Howe (2/3 City Administrator, 1/3 Bookkeeper) at \$61,215 per year paid bi-monthly.

Rebecca Howe (Employee Benefit Stipend) at \$3000 per year paid monthly.

Helen Rockenbaugh seconded; motion carried with a vote of 3 in favor – 0 opposed.

10. Helen Rockenbaugh moved to add and finalize the contractor compensation budget lines as follows:

Byron Townsend (Water Operator) at \$33,000 per year paid monthly.

Assistant

Christa Gregg seconded; motion carried with a vote of 3 in favor – 0 opposed.

10. Christa Gregg moved to finalize the proposed budget and tax rate for FY 2022-2023; Marcos Campos seconded; council voted as follows:

FOR: Marcos Campos, Christa Gregg, Helen Rockenbaugh

AGAINST:

PRESENT and not voting:

ABSENT: Danny Villarreal, Mary Wright;

motion carried with a vote of 3 in favor – 0 opposed.

#### **I. ADJOURNMENT**

Marcos Campos moved to adjourn the meeting; Christa Gregg seconded; meeting adjourned at 10:07 pm.

**THE VILLAGE OF SAN LEANNA  
MINUTES**

Regular Board of Aldermen Public Meeting  
Thursday, September 8, 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.

**B. PUBLIC HEARING**

Marcos Campos arrived and was counted present.

1. Mayor Quirk opened the public hearing and presented the budget for FY 2022-2023. Council reviewed and discussed the proposed budget for FY 2022-2023 an increase in the Road Maintenance budget from \$26,000 to \$50,000 and an increase in the Environmental Maintenance budget from \$25,000 to \$30,000.
2. During Citizens Communication, resident, Fred Helmerichs, expressed concerns related to road maintenance quality, trees encroaching on the road, and ongoing expenses related to the arborist position.

**C. ITEMS SCHEDULED FOR ACTION**

1. Danny Villarreal moved update the proposed budget for FY 2022-2023 with an increase in the Road Maintenance budget from \$26,000 to \$50,000 and an increase in the Environmental Maintenance budget from \$25,000 to \$30,000; Christa Gregg seconded; motion carried with a vote of 4 in favor – 0 opposed.
2. Council reviewed the drafted request for proposals for Arborist Services developed in committee. Danny Villarreal moved to approve the updated contractor roles and finalize the request for proposals to be posted for the role of Arborist in the Village of San Leanna; Marcos Campos seconded; motion carried with a vote of 4 in favor – 0 opposed.
3. Council discussed developing a Sponsorship Policy to allow business and non-profit co-sponsorship of community events, noting both advantages to the policy and potential complications. Marcos Campos moved to table until the spring 2023 to allow more time for research and consideration; Danny Villarreal seconded; motion carried with a vote of 4 in favor – 0 opposed.

**D. ADJOURNMENT**

Danny Villarreal moved to adjourn the meeting; Christa Gregg seconded; meeting adjourned at 7:47 pm.

**VILLAGE OF SAN LEANNA  
GENERAL FUND REPORT  
8-1-2022 -- 8-31-2022**

**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>AMENDED BUDGET</u>
101	PROPERTY TAXES	\$331.76	\$199,035.50	\$199,367.26	(\$4,367.26)	\$195,000.00
102	FRANCHISE TAXES	\$1,168.10	\$14,010.63	\$15,178.73	(\$178.73)	\$15,000.00
103	INTEREST	\$1,126.06	\$1,968.43	\$3,094.49	(\$2,894.49)	\$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
<b><u>TOTALS:</u></b>		\$2,625.92	\$224,570.26	\$227,196.18	(\$8,418.81)	\$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	\$2,857.79	\$32,322.02	\$35,179.81	\$3,686.86	\$38,866.67
114	TML INSURANCE	\$785.75	\$2,326.25	\$3,112.00	\$18.00	\$3,130.00
115	LEGAL	\$0.00	\$690.50	\$690.50	\$2,309.50	\$3,000.00
116	TAXES	\$15.00	\$4,464.43	\$4,479.43	\$1,720.57	\$6,200.00
117	ENVIRONMENTAL MAINTENANCE	\$6,894.76	\$10,846.24	\$17,741.00	\$12,259.00	\$30,000.00
118	PUBLIC INFORMATION	\$198.64	\$252.63	\$451.27	\$348.73	\$800.00
119	AUDIT	\$0.00	\$6,000.00	\$6,000.00	\$0.00	\$6,000.00
120	SECURITY LIGHTS	\$247.83	\$2,480.52	\$2,728.35	\$471.65	\$3,200.00
121	OFFICE EXPENSES	\$359.49	\$6,127.48	\$6,486.97	\$2,213.03	\$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	\$515.00	\$2,455.00	\$2,970.00	\$2,030.00	\$5,000.00
125	MISCELLANEOUS	\$0.00	\$350.84	\$350.84	\$649.16	\$1,000.00
126	ARBORIST	\$1,000.00	\$9,900.00	\$10,900.00	\$2,100.00	\$13,000.00
128	COUNCIL EXPENSES	\$0.00	\$52.50	\$52.50	\$47.50	\$100.00
129	PUBLIC AFFAIRS	\$224.12	\$1,644.66	\$1,868.78	\$631.22	\$2,500.00
130	COMMUNITY CENTER	\$209.02	\$1,572.64	\$1,781.66	\$3,218.34	\$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	\$262.95	\$610.07	\$873.02	\$826.98	\$1,700.00
136	ADVISOR	\$461.75	\$4,996.17	\$5,457.92	\$542.08	\$6,000.00
137	EMPLOYEE BENEFIT STIPEND	\$210.87	\$2,480.00	\$2,690.87	\$309.13	\$3,000.00
<b><u>TOTALS:</u></b>		\$14,242.97	\$98,494.78	\$112,737.75	\$106,039.62	\$218,777.37

**VILLAGE OF SAN LEANNA  
WATER FUND REPORT  
8-1-2022 -- 8-31-2022**

**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	\$22,397.48	\$111,000.05	\$133,397.53	(\$8,397.53)	\$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	\$0.00	\$2,100.00	\$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
<b><u>TOTALS:</u></b>		\$22,397.48	\$120,718.21	\$143,115.69	\$8,427.64	\$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	\$25,000.00	\$27,500.00	\$2,500.00	\$30,000.00
211	DISTRICT FEES	\$1,345.18	\$4,661.45	\$6,006.63	\$43.37	\$6,050.00
212	MAINTENANCE/REPAIR	\$534.50	\$31,189.10	\$31,723.60	\$18,276.40	\$50,000.00
213	ELECTRICITY	\$992.13	\$6,361.31	\$7,353.44	\$1,646.56	\$9,000.00
214	BOOKKEEPER	\$1,428.88	\$16,160.27	\$17,589.15	\$1,844.18	\$19,433.33
215	BILLING SUPPLIES	\$292.50	\$1,383.50	\$1,676.00	\$224.00	\$1,900.00
216	METER READER	\$295.52	\$1,759.58	\$2,055.10	\$504.90	\$2,560.00
217	METER REFUNDS	\$0.00	\$450.00	\$450.00	\$550.00	\$1,000.00
218	MISCELLANEOUS	\$41.01	\$54.58	\$95.59	\$4.41	\$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	\$1,882.57	\$15,992.74	\$17,875.31	\$7,124.69	\$25,000.00
<b>TOTALS:</b>		\$9,312.29	\$105,612.53	\$114,924.82	\$36,618.51	\$151,543.33

**CHECKING ACCOUNT BALANCE:**

BEGINNING BALANCE	\$19,582.68	\$44,606.08
TOTAL REVENUES	\$25,023.40	
TRANSFER-TEXPOOL	\$0.00	
TOTAL EXPENSES	\$23,555.26	
<b>ROAD FUND EXPENSES</b>	<b>\$2,348.00</b>	
TRANSFER-TEXPOOL	\$0.00	
INTEREST RET-TEXPOOL	\$1,126.06	\$27,929.32

<b>ENDING BALANCE</b>	<b>\$17,576.76</b>
<b>22-23 District Fee Expense</b>	<b>(\$75.00)</b>
<b>ENDING BALANCE - ACTUAL</b>	<b>\$17,501.76</b>

**CHECKBOOK BALANCE**

**\$17,501.76**

**TEXPOOL BALANCE:**

BEGINNING BALANCE	\$613,058.60
DEPOSITS	\$0.00
INTEREST	\$1,126.06
<b>TOTAL</b>	<b>\$614,184.66</b>
WITHDRAWALS	\$0.00

**ENDING BALANCE**

**\$614,184.66**

**VILLAGE OF SAN LEANNA  
FINANCIAL REPORT  
8-1-2022 -- 8-31-2022**

**ROAD IMPROVEMENT FUND - 2017-2021**

<u>REVENUES</u>	<u>CURRENT MONTH</u>	<u>YTD TOTAL</u>	<u>DIFFERENCE</u>	<u>BUDGET 21-22</u>
301 CAPITAL METRO - BTC FUNDING 2021	\$0.00	\$0.00	\$0.00	\$0.00
302 TRANSFER - CAPITAL METRO - RESERVED	\$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 F	\$0.00	\$0.00	\$140,000.00	\$140,000.00
	\$0.00	\$0.00	\$107,960.00	\$107,960.00
<b><u>TOTALS:</u></b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$332,000.00</b>	<b>\$332,000.00</b>
<u>EXPENSES</u>				
310 ROAD IMPROVEMENT - OLD MANCHACA RI	\$0.00	\$0.00	\$300,000.00	\$300,000.00
311 ENGINEERING - MISC	\$2,348.00	\$18,031.00	\$13,969.00	\$32,000.00
<b><u>TOTALS:</u></b>	<b>\$2,348.00</b>	<b>\$18,031.00</b>	<b>\$313,969.00</b>	<b>\$332,000.00</b>

**ROAD IMPROVEMENT FUND 2022**

<u>REVENUES</u>	<u>CURRENT</u>	<u>YTD TOTAL</u>	<u>DIFFERENCE</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 - RESERVED	\$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 F	\$0.00	\$0.00	\$0.00	\$0.00
<b><u>TOTALS:</u></b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$28,000.00</b>	<b>\$28,000.00</b>
<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
<b><u>TOTALS:</u></b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>

**CORONAVIRUS LOCAL FISCAL RECOVERY FUNDING (CLFRF) - ARPA**

<u>REVENUES:</u>	<u>CURRENT MONTH</u>	<u>YTD TOTAL</u>	<u>DIFFERENCE</u>	<u>BUDGET 21-22</u>
501 CORONAVIRUS LOCAL FISCAL RECOVERY FUI	\$0.00	\$124.14	\$62,689.60	\$62,813.74
502 CLFRF RESERVE FUNDING	\$0.00	\$0.00	\$37,277.54	\$37,277.54
<b><u>TOTALS:</u></b>	<b>\$0.00</b>	<b>\$124.14</b>	<b>\$99,967.14</b>	<b>\$100,091.28</b>
<u>EXPENSES:</u>				
510 WATER SYSTEM IMPROVEMENTS - NORTH WE	\$0.00	\$0.00	\$0.00	\$0.00
511 WATER SYSTEM IMPROVEMENTS - SOUTH WE	\$0.00	\$0.00	\$0.00	\$0.00
<b><u>TOTALS:</u></b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>

**RESERVED FUND BALANCES**

<b><u>WATER FUND CONTINGENCY</u></b>	<b>\$50,000</b>	<b>\$50,000</b>
<b><u>ROAD FUND:</u></b>		
RESTRICTED CAPITAL METRO	\$42,040	\$42,040
RESERVE FOR PROJECTS	<u>\$140,000</u>	<u>\$140,000</u>
<b>TOTAL ROAD RESERVE</b>	<b>\$182,040</b>	<b>\$182,040</b>
<b><u>GENERAL FUND CONTINGENCY</u></b>	<b>\$50,000</b>	<b>\$50,000</b>
<b><u>CLFRF - ARPA FUND RESERVE</u></b>	<b>\$37,402</b>	<b>\$37,402</b>
<b>CURRENT BUDGET RESERVE</b>	<b><u>\$141,181</u></b>	<b><u>\$142,649</u></b>
<b><u>TOTAL ALL RESERVED FUNDS</u></b>	<b>\$460,623</b>	<b>\$462,091</b>
<b>TOTAL TEXPOOL AND CHECKBOOK</b>	\$632,641	\$631,686
<b>LESS TOTAL RESERVED</b>	<u>\$460,623</u>	<u>\$462,091</u>
<b><u>UNALLOCATED AVAILABLE FUNDS</u></b>	<b>\$172,018</b>	<b>\$169,595</b>



VILLAGE OF SAN LEANNA  
ORDINANCE NO. 22-002

AN ORDINANCE OF THE VILLAGE OF SAN LEANNA, TEXAS, LEVYING  
AD VALOREM TAXES FOR USE AND SUPPORT OF THE MUNICIPAL  
GOVERNMENT FOR THE VILLAGE OF SAN LEANNA, TEXAS FOR THE  
2022-2023 FISCAL YEAR.

**WHEREAS**, the Chief Appraisers of the Travis Central Appraisal District has prepared and certified the appraisal roll of the Village of San Leanna, Texas, said roll being that portion of the approved appraisal roll of the Travis Central Appraisal District which lists property taxable by the Village of San Leanna, Texas; and

**WHEREAS**, the Board of Aldermen and City Administrator has published the new revenue tax rate, the voter-approval tax rate, an explanation of how they were calculated, and has fulfilled all other requirements for publication as contained in Section 26.052 (e) of the Texas Tax Code as it pertains to Small Taxing Units, in a manner designed to come to the attention of all residents of the Village of San Leanna; and

**WHEREAS**, the Board of Aldermen has complied with all applicable requirements of the Texas Tax Code prior to the settling of the tax rate for the Village of San Leanna for 2022.

NOW, THEREFORE, BE IT ORDAINED BY THE BOARD OF ALDERMEN OF  
THE VILLAGE OF SAN LEANNA:

SECTION 1.

That the tax rate of the Village of San Leanna, Texas for the tax year 2022 be, and is hereby, set at \$0.2498 on each one hundred dollars (\$ 100) of the taxable value of real and personal property not exempt from taxation by the Constitution and laws of this State situated within the corporate limits of the Village of San Leanna.

SECTION 2.

That there is hereby levied for the tax year 2022 upon all real and personal property not exempt from taxation by the Constitution and laws of this State situated within the corporate limits of the Village of San Leanna, and there shall be collected for the use and support of the municipal government of the Village of San Leanna, Texas.

### SECTION 3.

In accordance with the provisions and requirements of Section 26.05 of the Texas Property Tax Code, as amended, the City Council hereby states that THIS TAX RATE WILL RAISE MORE TAXES FOR MAINTENANCE AND OPERATIONS THAN LAST YEAR'S TAX RATE.

### SECTION 4.

In accordance with the provisions and requirements of Section 26.05 of the Texas Property Tax Code, as amended, the Board of Aldermen hereby states that THE TAX RATE WILL EFFECTIVELY BE RAISED BY 18.11 PERCENT AND WILL RAISE TAXES FOR MAINTENANCE AND OPERATIONS ON A \$100,000 HOME BY APPROXIMATELY \$38.30.

### SECTION 5.

That the Travis County Tax Assessor and Collector is hereby authorized to assess and collect the taxes of the Village of San Leanna employing the above tax rate.

### SECTION 6.

That the City Administrator of the Village of San Leanna shall keep accurate and complete records of all monies collected under this Ordinance and the purposes for which same are expended.

### SECTION 7.

That monies collected pursuant to this Ordinance shall be expended as set forth in the Village of San Leanna's FY 2022-2023 Annual Budget.

### SECTION 8

That all monies collected which are not specifically appropriated shall be deposited in the General Fund.

### SECTION 9

That this Ordinance shall take effect and be in full force and effect from and after its passage and approval according to law.

PASSED AND APPROVED THIS THE 15th DAY OF SEPTEMBER 2022 BY  
THE FOLLOWING MOTION,

MOTION:

"I MOVE THAT PROPERTY TAX BE INCREASED BY THE ADOPTION OF A TAX RATE OF \$0.2498 PER \$100 VALUATION, WHICH IS EFFECTIVELY A 18.11 PERCENT INCREASE IN THE TAX RATE".

WHICH WAS MADE BY \_\_\_\_\_ TO  
MOTION SECONDED BY \_\_\_\_\_

APPROVE THIS ORDINANCE HAVING RECEIVED \_\_\_ AYES, \_\_\_ NAYES,  
AND \_\_\_ ABSTAINED.

\_\_\_\_\_  
Molly Quirk, Mayor

ATTEST:

\_\_\_\_\_  
Rebecca Howe, City Administrator



September 7, 2022

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

**RE: 2022 Street Improvements  
Old Manchaca Road  
Contract Award Recommendation to Aaron Concrete Contractors, LP**

Dear Ms. Howe,

Bids were received and opened on August 30, 2022, at 2:00 P.M. Two bids were received, and the results are shown in the attached Bid Tabulation Summary. The lowest bidder on the project is Aaron Concrete Contractors, LP with a total bid amount of \$309,152.00.

I have reviewed the Contractor's bid documents, completed reference checks, and based on our experience with similar projects, Aaron Concrete Contractors, LP is qualified to complete this work. It is my recommendation that the Village of San Leanna, contingent on the approval of the City Council, award the construction contract for the 2022 Street Improvements to **Aaron Concrete Contractors, LP** for the total bid amount of **\$309,152.00**.

If you have any additional questions, I can be contacted at 210-822-2232.

Respectfully Submitted,  
Ardurra Group, Inc.  
TBPE Firm No. F-10053

A handwritten signature in blue ink that reads "R. Zamora, P.E." with a stylized flourish.

Ricardo J. Zamora, P.E., CFM  
Senior Project Manager

Attachment: Bid Tabulation Summary



Street Improvements  
Old Mancha Road  
August 30, 2022, 2:00 P.M.

Patin construction, LLC  
3800 W. 2nd Street  
Taylor, TX 76574  
(512) 269-1071

Aaron Concrete  
Contractors, LP  
P.O. Box 27107  
Austin, TX 78755-2107  
(512) 926-7326

ITEM	DESCRIPTION	UNIT	QUANTITY	Unit Price	Extended Price	Unit Price	Extended Price
100-6001	PREPARING RIGHT OF WAY	LS	1	\$ 95,000.00	\$ 95,000.00	\$ 24,000.00	\$ 24,000.00
160-6003	FURNISHING AND PLACING TOPSOIL (4")	SY	615	\$ 10.00	\$ 6,150.00	\$ 8.00	\$ 4,920.00
162-6002	BLOCK SODDING	SY	615	\$ 25.00	\$ 15,375.00	\$ 9.00	\$ 5,535.00
251-6036	REWORK BS MTL (TY C) (8") (DENS CONT)	SY	1,902	\$ 20.00	\$ 38,040.00	\$ 18.00	\$ 34,236.00
275-6001	CEMENT	TON	26	\$ 300.00	\$ 7,800.00	\$ 260.00	\$ 6,760.00
275-6002	CEMENT TREAT (EXIST MATL) (6")	SY	1,902	\$ 10.00	\$ 19,020.00	\$ 18.00	\$ 34,236.00
310-6001	PRIME COAT (MULTI OPTION)	GAL	368	\$ 5.00	\$ 1,840.00	\$ 6.00	\$ 2,208.00
340-6106	D-GR HMA(SQ) TY-D PG64-22 (1.5" COMP. DEPTH)	TON	375	\$ 50.00	\$ 18,750.00	\$ 181.00	\$ 67,875.00
354-6041	PLANE ASPH CONC PAV (1.5")	SY	2,806	\$ 15.00	\$ 42,090.00	\$ 6.00	\$ 16,836.00
464-6001	RC PIPE (CL III)(12 IN)	LF	60	\$ 100.00	\$ 6,000.00	\$ 143.00	\$ 8,580.00
467-6326	SET (TY II) (12 IN) (RCP) (6: 1) (P)	EA	4	\$ 2,500.00	\$ 10,000.00	\$ 3,115.00	\$ 12,460.00
500-6001	MOBILIZATION	LS	1	\$ 10,000.00	\$ 10,000.00	\$ 38,287.00	\$ 38,287.00
502-6001	BARRICADES, SIGNS AND TRAFFIC HANDLING	LS	1	\$ 10,000.00	\$ 10,000.00	\$ 2,545.00	\$ 2,545.00
506-6001	ROCK FILTER DAMS (INSTALL) (TY 1)	LF	30	\$ 30.00	\$ 900.00	\$ 63.00	\$ 1,890.00
506-6011	ROCK FILTER DAMS (REMOVE)	LF	30	\$ 2.00	\$ 60.00	\$ 57.00	\$ 1,710.00
506-6020	CONSTRUCTION EXITS (INSTALL) (TY 1)	SY	115	\$ 15.00	\$ 1,725.00	\$ 30.00	\$ 3,450.00
506-6024	CONSTRUCTION EXITS (REMOVE)	SY	115	\$ 2.00	\$ 230.00	\$ 25.00	\$ 2,875.00
506-6038	TEMP SEDMT CONT FENCE (INSTALL)	LF	850	\$ 3.00	\$ 2,550.00	\$ 5.00	\$ 4,250.00
506-6039	TEMP SEDMT CONT FENCE (REMOVE)	LF	850	\$ 1.00	\$ 850.00	\$ 1.00	\$ 850.00
530-6005	DRIVEWAYS (ACP)	SY	90	\$ 50.00	\$ 4,500.00	\$ 80.00	\$ 7,200.00
636-6002	ALUMINUM SIGNS (TY G)	SF	30	\$ 100.00	\$ 3,000.00	\$ 38.00	\$ 1,140.00
666-6042	REFL PAV MRK TY I (W)12"(SLD)(100MIL)	LF	90	\$ 50.00	\$ 4,500.00	\$ 47.00	\$ 4,230.00
760-6001	DITCH CLEANING AND RESHAPING (FOOT)	LF	615	\$ 25.00	\$ 15,375.00	\$ 9.00	\$ 5,535.00
AUSTIN ITEM 5045-3W	ADJUSTING WATER VALVE BOXES TO GRADE	EA	2	\$ 1,000.00	\$ 2,000.00	\$ 3,042.00	\$ 6,084.00
COSA ITEM 800	12-FOOT PARABOLIC ASPHALT CONCRETE SPEED HUMP	SY	30	\$ 500.00	\$ 15,000.00	\$ 382.00	\$ 11,460.00
Total Base Bid					\$ 330,755.00		\$ 309,152.00

**INTERLOCAL AGREEMENT BETWEEN  
VILLAGE OF SAN LEANNA AND COUNTY OF TRAVIS  
FOR UPDATE TO HAZARD MITIGATION ACTION PLAN**

This Agreement is made and entered into by and between San Leanna, Texas (the "City") and County of Travis, a corporate and political subdivision of the State of Texas (the "County"), hereinafter collectively referred to as the "Parties," upon the premises and for the consideration stated herein.

WHEREAS, the County desires to update the Travis County Hazard Mitigation Plan (the "Plan") approved by the Federal Emergency Management Agency ("FEMA") on November 3, 2017;

WHEREAS, the County applied for and was awarded a grant by the Federal Emergency Management Agency ("FEMA") to update the Plan;

WHEREAS, the Parties desire to cooperate in the 2022 update to the Plan to incorporate hazard mitigation planning for the City;

WHEREAS, the County will contract with a project consultant to update the Plan, following FEMA and Texas Division of Emergency Management requirements described in the FEMA grant application and grant contract;

WHEREAS, the Parties are authorized to enter into this Agreement in all respects by the Interlocal Cooperation Act, Texas Government Code Section 791.001 et seq.;

NOW, THEREFORE, the Parties agree as follows:

1. The City will be responsible for:
  - (a) Designating a project representative;
  - (b) Attending up to four committee meetings;
  - (c) Providing City-specific information related to past hazards and at-risk populations and properties;
  - (d) Reviewing and commenting on drafts of the Plan, with specific emphasis on the City;
  - (e) Attending two public meetings;
  - (f) Facilitating the City's adoption of the final Plan (including a signed resolution of adoption); and
  - (g) Paying \$100.00 as the City's portion of Plan preparation costs. This is a one-time payment by City. Using this agreement as the invoice, the City shall make payment within 30 days after receiving a written request from the County. The City may pay by check or electronic payment through ACH. Payments by check must be mailed or delivered to the address for

notice for Travis County. For electronic payments, the City may contact the Treasurer's Office at (512) 854-9365 for assistance with setting up electronic payment through ACH, which deposits payments directly into the Travis County account. Payment is deemed to have been made on the date of receipt of the ACH transfer of funds. Overdue payments accrue interest as specified in Texas Government Code, chapter 2251.

2. The County will be responsible for:

- (a) Hiring and managing a consultant to prepare the Plan update;
- (b) Obtaining and administering grant funding for the Plan update from the Texas Division of Emergency Management;
- (c) Managing the Plan development process; and
- (d) Providing data and information on natural hazards in Travis County, as required in the planning process.

3. Miscellaneous.

(a) Force Majeure. In the event that the performance by the County or the City of any of its obligations or undertakings hereunder shall be interrupted or delayed by any occurrence not occasioned by its own conduct, whether such occurrence be an act of God, or the common enemy, or the result of war, riot, civil commotion, sovereign conduct, or the act or conduct of any person or persons not a party of privy hereto, then it shall be excused from such performance for such period of time as is reasonably necessary after such occurrence to remedy the effects hereto.

(b) Notice. Any notice given hereunder by either party to the other shall be in writing and may be effected by personal delivery in writing or by registered or certified mail, return receipt requested when mailed to the proper party, at the following addresses:

CITY: Molly Quirk, Mayor (or successor)  
Village of San Leanna  
P.O. Box 1107  
Manchaca, TX 78652

COUNTY: Charles Brotherton, County Executive (or successor)  
Travis County Emergency Services  
P.O. Box 1748  
Austin, Texas 78767

Bonnie Floyd, MBA, CPM, CPPO (or successor)  
Travis County Purchasing Agent  
P.O. Box 1748  
Austin, Texas 78767

(c) Number and Gender Defined. As used in this Agreement, whenever the context so indicates, the masculine, feminine, or neuter gender and the singular or plural number shall each be deemed to include the others.

(d) Entire Agreement. This Agreement represents the entire and integrated agreement between the County and the City and supersedes all prior negotiations, representations, or agreements, either oral or written regarding updates to the Plan. This Agreement may not be modified, discharged, or changed in any respect whatsoever except by a further agreement in writing duly executed by authorized representatives of the Parties hereto. No official, representative, agent or employee of Travis County, Texas, has any authority to modify this Agreement, except pursuant to such express authority as may be granted by the Commissioners Court of Travis County, Texas.

(e) Effective Date. This Agreement takes effect upon the last date of due execution of the Agreement by the County and the City.

(f) Other Instruments. The Parties hereto covenant and agree that they will execute other and further instruments and documents as may become necessary or convenient to effectuate and carry out the purposes of this Agreement.

(g) Invalid Provision. Any clause, sentence, provision, paragraph, or article of this Agreement held by a court of competent jurisdiction to be invalid, illegal, or ineffective shall not impair, invalidate, or nullify the remainder of this Agreement, but the effect thereof shall be confined to the clause, sentence, provision, paragraph, or article so held to be invalid, illegal, or ineffective.

(h) Current Funds. Each party paying for the performance of governmental functions or services under this Agreement shall make those payments from current revenues available to the paying party.

(i) Term of the Agreement. This Agreement shall commence on the date on which it is signed by both Parties and shall continue until the final plan is approved by FEMA and copies are provided to the City.

(j) Retention, Accessibility, and Audit of Records. The City shall maintain all records and documentation for the Plan in a readily available state and location for at least three years after the agreement term. The City shall give County, or its duly authorized representatives, access to and the right to examine all records, and other papers related to the Plan, at reasonable times and for reasonable periods. These rights to access continue as long as these records are retained by the City.

(k) Recitals Incorporated. The above Recitals and all terms defined therein are incorporated into this Agreement for all purposes.

(l) The Parties agree to comply with FEMA and Texas Division of Emergency Management requirements described in the grant application and grant contract.

(m) Third Party Rights Not Created and Non-Waiver of Immunity. This Agreement is not intended to and shall not be construed to create any rights or remedies in any person or legal entity that is not a party to it and the Parties are not waiving any defense or



immunity to which they are legally entitled against any person or legal entity that is not a party to this Agreement.

(n) Independent Contractors, No Agency. The parties to this Agreement are independent contractors. An official or employee of one party is not be construed to be the agent or the employee of the other party. Neither party may represent the other for any purpose not expressly authorized in this Agreement without the prior consent of the other party. No agent, official, employee or representative of either party has the authority to amend or assign this Agreement, or waive any violations of this Agreement unless expressly granted specific authority to do so by the respective governing bodies, as applicable.

(o) Applicable Law and Venue. This Agreement is governed by and interpreted in accordance with the laws of the United States of America and of Texas. All obligations under this Agreement are performable in Travis County, Texas.

(p) Multiple Counterparts. This Agreement may be executed (original or facsimile) by the Parties in one or more counterparts, each of which shall be considered one and the same agreement.

San Leanna, TEXAS

By: \_\_\_\_\_

Name: \_\_\_\_\_

Title: \_\_\_\_\_

Authorized Representative

Date: \_\_\_\_\_

Approved as to Form:

\_\_\_\_\_  
Assistant City Attorney

Date: \_\_\_\_\_

TRAVIS COUNTY, TEXAS

By: \_\_\_\_\_

Andy Brown, County Judge

Date: \_\_\_\_\_

**Village of San Leanna, Texas**

**INVESTMENT POLICY AND STRATEGY**

Adopted September 15, 2022

**I. INTRODUCTION**

It is the policy of the Village of San Leanna that the administration of its funds and the investment of those funds shall be handled as its highest public trust. Investments shall be made in a manner which will provide the maximum security of principal while meeting the daily cash flow needs of the Village and conforming to the Public Funds Investment Act (the "Act") Texas Government Code Chapter 2256. It is the intent of the Village to be in complete compliance with local law and the Act.

The receipt of a market rate of return will be secondary to the requirements for safety and liquidity. The earnings from investment will be used in a manner that best serves the interests of the Village.

The purpose of this Policy is to set specific investment policy and strategy guidelines. Direct specific investment parameters for the investment of public funds in Texas are found in the Act. The Public Funds Collateral Act, Chapter 2257, Texas Government Code, specifies collateral requirements for all public Texas funds deposits.

**II. SCOPE**

This investment policy applies to all financial assets of the City and any new funds created unless specifically exempted by the City Council and this Policy.

**III. OBJECTIVES**

It is the policy of the City that all funds shall be managed and invested with four primary objectives, listed in order of their priority: safety, liquidity, diversification and yield. Investments are to be chosen in a manner which promotes diversity. To match anticipated cash flow requirements the maximum weighted average maturity (WAM) of the overall portfolio may not exceed 6 months.

Safety

The primary objective of the investment activity is the preservation of capital. Each investment transaction shall be conducted in a manner to avoid capital losses, whether from security defaults, safekeeping, or erosion of market value. Investments in high credit quality securities and decisions based on anticipated cash needs are primary factors in providing safety.

Liquidity

The investment portfolio shall be structured to meet all expected obligations in a timely manner. This shall be achieved by matching investment maturities with forecasted cash flow liabilities and maintaining additional liquidity for unexpected liabilities.

Diversification

The portfolio shall be diversified by institution, market sector and maturity as much as possible.

#### Yield

The benchmark for the commingled portfolio shall be the comparable period 6-month U.S. Treasury Bill, designated for its comparability to the expected average cash flow pattern and the Policy maximum weighted average maturity (WAM) limit of 6 months. The investment program shall seek to augment returns above this threshold consistent with risk limitations identified and the Village's prudent investment strategy.

Cash management is the process of managing funds in order to insure maximum cash availability and reasonable yield on short-term investments. The Village shall strive for a cash management program which includes timely collection of accounts receivable, vendor payments in accordance with invoice terms, and prudent investment of assets.

#### **IV. INVESTMENT STRATEGY**

The Village may maintain one commingled portfolio for investment purposes which incorporates the specific uses and the unique characteristics of the funds in the portfolio. The investment strategy has as its primary objective assurance that anticipated liabilities are matched and adequate investment liquidity provided. The Village shall pursue a conservative portfolio management strategy based on a buy-and-hold philosophy. This may be accomplished by creating a ladder maturity structure with some extension for yield enhancement. The maximum maturity of any security will be one year and the maximum dollar weighted average maturity of 6 months or less will be calculated using the stated final maturity date of each security.

The investment strategy for debt service funds shall have as its primary objective the timely payment of debt service obligations. Successive debt service dates will be fully funded before any investment extensions are made.

#### **V. DELEGATION OF RESPONSIBILITY**

No unauthorized person may engage in an investment transaction and all transactions shall be executed as provided under the terms of this Policy and its supporting procedures.

#### Investment Officer(s)

The City Administrator will be designated as Investment Officer, by Board of Aldermen resolution, responsible for investment decisions and activities. The Investment Officer is responsible for creating and maintaining the portfolio in accordance with this Policy, providing timely quarterly reporting to the Council, and establishing supporting procedures. The Village may further contract with an SEC registered investment adviser for non-discretionary management of the portfolio.

All investment officers shall attend at least ten (10) hours of training, from sources approved by the Board of Aldermen, within twelve months of designation as investment officer and shall attend eight (8) hours of training every two successive fiscal years.

Investment Officers shall refrain from personal and business activity that could conflict with proper execution of the investment program or which could impair their ability to make impartial investment decisions. Disclosure shall be made to the Board of Aldermen. An Investment Officer who has a personal business relationship within the two levels of blood or marriage with an organization seeking to sell an investment to the Village who meets the parameters established in the Act, shall file a statement disclosing that relationship to the Board of Aldermen and the Texas Ethics Commission.

#### Board of Aldermen Responsibilities

The Board of Aldermen holds ultimate fiduciary responsibility for the portfolio. It will designate investment officer(s), receive and review quarterly reporting, approve and provide for investment officer training, annually approve broker/dealers, and annually review and adopt the Investment Policy and Strategy.

## **VI. PRUDENCE AND CONTROLS**

The standard of prudence to be applied to all Village investments shall be the “prudent person” rule, which states:

“Investments shall be made with judgment and care, under circumstances then prevailing, which persons of prudence, discretion and intelligence exercise in the management of their own affairs, not for speculation, but for investment, considering the probable safety of their capital as well as the probable income to be derived.”

In determining whether an investment officer has exercised prudence with respect to an investment decision, the determination shall be made taking into consideration the investment of all funds under the Village’s control over which the officer has responsibility rather than a consideration as to the prudence of a single investment.

The Investment Officer, acting in accordance with written procedures and exercising due diligence, shall be responsible but not liable for a specific security’s credit risk or market price changes, provided that these deviations are reported immediately, and that appropriate action is taken to control adverse developments.

### Internal Controls

The Investment Officer is responsible for establishing and maintaining internal controls to reasonably assure that assets are protected from loss, theft, or misuse. The concept of reasonable assurance recognizes that the cost of a control should not exceed the benefits likely to be derived, and, the valuation of costs and benefits requires ongoing estimates and judgments by management.

The internal controls shall address the following points at a minimum:

- Control of collusion,
- Separation of transaction authority from accounting and record keeping,
- Safekeeping of owned and pledged securities,
- Clear delegation of authority,
- Written confirmation for all transactions, and
- Review, maintenance, and monitoring of security procedures both manual and automated.

Annually the Investment Officer shall perform an internal compliance audit to assure compliance with requirements of this Policy and the Act. Annually, the Village’s external auditor shall review the quarterly reports.

### Cash Flow Forecasting

Cash flow forecasting is designed to protect and sustain the cash flow requirements of the Village. The Investment Officer will analyze needs and maintain a cash flow plan to monitor and forecast cash positions for investment purposes.

### Competitive Bidding

All security transactions will be made on documented competitive bid basis to assure the Village is receiving the best available market rates. When issued, US agency securities should be compared to other securities available in the secondary market to determine competitiveness.

### Monitoring Credit Ratings

The Act requires that securities requiring a specific credit rating must be liquidated if the rating falls below the minimum rating. The Investment Officer shall monitor, on no less than a monthly basis, the credit rating on all authorized investments in the portfolio for which the policy requires a credit rating. The rating should be based upon independent information from a nationally recognized rating agency. If any security falls below the minimum rating required by Policy, the Investment Officer shall notify the Board of Aldermen of the loss of rating, and liquidation options within two days.

#### Monitoring FDIC Status for Mergers and Acquisitions

A merger or acquisition of brokered CDs into one bank reduces FDIC coverage. The Investment Officer shall monitor, on no less than a weekly basis, the status and ownership of all banks issuing brokered CD securities owned by the Village based upon information from the FDIC (fdic.gov). If any bank has been acquired or merged with another bank in which brokered CDs are owned by the Village, the Investment Officer or Adviser shall immediately liquidate any brokered CD which places the Village above the FDIC insurance level.

### **VII. AUTHORIZED INVESTMENTS**

Assets of the Village may be invested only in the following instruments as further defined by the Act. If changes are made to the Act they will not be authorized until this Policy is modified and adopted by the Board of Aldermen. All investment transactions will be made on a competitive basis.

- A. AAA-rated, Texas Local Government Investment Pools which strive to maintain a \$1 net asset value (NAV) AND as defined by the Act and authorized by resolution of the Board of Aldermen.
- B. AAA-rated, SEC registered money market mutual funds in compliance with SEC Rule 2a-7 and striving to maintain a \$1 net asset value.
- C. FDIC insured or collateralized interest bearing and money market accounts from any FDIC insured bank in Texas.

#### Delivery versus Payment

All securities shall be purchased on a delivery versus payment (DVP) settlement basis. Funds shall not be released until receipt of the security by the Village's approved safekeeping depository. The depository shall provide the Village with proof of ownership or claim by an original document delivered to the Village.

### **VIII. REPORTING**

#### Quarterly Reporting

The Investment Officers shall prepare and submit a signed quarterly investment report to the Board of Aldermen in accordance with the Act giving detail information on each portfolio and bank position and summary information to permit an informed outside reader to evaluate the performance of the investment program. The report will include the following at a minimum:

- A full description of each individual security or bank/pool position held at the end of the reporting period including the amortized book and market value at the beginning and end of the period,
- Unrealized gains or losses (book value minus market value),
- Overall change in market value during the period as a measure of volatility,
- Weighted average yield of the portfolio and its applicable benchmarks,
- Earnings for the period (accrued interest plus accretion minus amortization),

- Allocation analysis of the total portfolio by market sector and maturity, and
- Statement of compliance of the investment portfolio with the Act and the Investment Policy signed by the Investment Officer(s).

Market prices for the calculation of market value will be obtained from independent sources.

## **IX. FINANCIAL COUNTER-PARTIES**

### Depository

At least every five years, a banking services depository shall be selected through a competitive request for proposal [application] or bid process in accordance with the Texas Government Code 105. In selecting a depository, the services, cost of services, credit worthiness, earnings potential, and collateralization by the institutions shall be considered. If securities require safekeeping, the RFP/bid will request information on safekeeping services. The depository contract will provide for collateral if balances exceed the FDIC insurance balance per tax identification number.

All time and demand deposits in any depository of the Village shall be insured or collateralized at all times in accordance with this Policy.

Other banking institutions, from which the Village may purchase certificates of deposit or place interest bearing accounts, will also be designated as a depository for depository/collateral purposes. All depositories will execute a depository agreement and have the Bank's Board or Bank Loan Committee pass a resolution approving the agreement if collateral is required.

### Security Broker/Dealers

All broker/dealers who desire to transact business with the Village must supply the following documents to the Investments Officer(s).

- Financial Industry Regulatory Authority (FINRA) certification and CRD #
- proof of Texas State Securities registration

Each broker/dealer will be sent a copy of the City's investment policy. If material changes are made to the policy, the new policy will be sent to the broker/dealer.

Each local government pool must be provided a copy of the Village's current Investment Policy and certify to a review of the Policy stating that the pool has controls in place to assure only Policy approved investments will be sold to the Village.

A list of qualified broker/dealers will be reviewed and approved at least annually by the Board of Aldermen. In order to perfect the DVP process the banking services depository, or its brokerage subsidiary, will not be used as a broker.

## **XI. COLLATERAL**

### Time and Demand Deposits Pledged Collateral

All bank time and demand deposits shall be collateralized above the FDIC coverage by pledged collateral. In order to anticipate market changes and provide a level of security for all funds, collateral will be maintained and monitored by the pledging depository at a market value of 102% of the deposited principal and accrued interest on the deposits. The bank shall monitor and maintain the margins on a daily basis.

Collateral pledged to secure deposits shall be held by an independent financial institution outside the holding company of the depository. If required, the collateral agreement with the depository shall be approved by resolution of the Bank Board or Bank Loan Committee. The Custodian or bank shall provide a monthly report of collateral directly to the Village.

All collateral shall be subject to inspection and audit by the Village or its independent auditors.

Authorized Collateral

Only the following securities are authorized as collateral for time and demand deposits or repurchase agreements:

- A. FDIC insurance coverage.
- B. Obligations of the United States, its agencies or instrumentalities, or evidence of indebtedness of the United States guaranteed as to principal and interest including MBS and CMO which pass the bank test.
- C. Obligations of any US state or of a county, City or other political subdivision of any state having been rated as investment grade (investment rating no less than "A" or its equivalent) by two nationally recognized rating agencies.
- D. Letter of Credit from the FHLB.

Preference will be given to pledged collateral securities.

**XI. SAFEKEEPING**

All purchased securities are to be cleared to the Village's safekeeping agent on a delivery versus payment (DVP) basis. All safekeeping arrangements shall be approved by the Investment Officer and an agreement of the terms executed in writing. The independent third-party safekeeping agent shall be required to issue safekeeping receipts to the Village listing each specific security, rate, description, maturity, cusip number, and other pertinent information.

**XII. INVESTMENT POLICY ADOPTION**

The Village of San Leanna's Investment Policy shall be reviewed and adopted by resolution of the Board of Aldermen no less than annually. Any changes made to the Policy must be noted in the adopting resolution.