

THE VILLAGE OF SAN LEANNA
AGENDA
Regular Board of Aldermen Public Meeting
Thursday, February 15, 2024
7:00 pm – Community Center – 11906 Sleepy Hollow Rd

A. MEETING CALLED TO ORDER

Roll call
Approval of minutes: Regular B of A Meeting..... January 18, 2024

B. CITIZENS' COMMUNICATION

1. Arborist, Cahir Doherty
2. Citizen communication

C. ITEMS SCHEDULED FOR ACTION

1. Consideration of proposed update to Village of San Leanna Noise Ordinance.
2. Consideration of proposed update to Village of San Leanna Health and Sanitation Ordinance.
3. Discussion and potential action regarding water conservation measures and existing water rate structures for Stage IV Exceptional Drought Status.
4. Consideration of updated User Drought Contingency Plan.
5. Consideration of updated User Conservation Plan.
6. Consideration to take action regarding ongoing unpermitted building at 500 Leanna Woods Cove.
7. Review and approve financial report for January 2024.

D. ITEMS FOR DISCUSSION

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 employee duties, assignments, and compensation updates per Section 551.074 of the Open Meetings Act.

G. RESUME REGULAR SESSION

H. ITEMS SCHEDULED FOR ACTION

8. Possible action related to the Meter Reader position and associated compensation.

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 _____ February 12, 2024

Rebecca Howe, City Administrator

**THE VILLAGE OF SAN LEANNA
MINUTES**

Regular Board of Aldermen Public Meeting
Thursday, January 18, 2024
7:00 p.m. – Community Center – 11906 Sleepy Hollow

A. MEETING CALLED TO ORDER

Mayor Pro Tem, Danny Villarreal, called the meeting to order.

Present: Danny Villarreal, Helen Rockenbaugh, Christa Gregg, Marcos Campos, Mary Wright

Mayor Molly Quirk was not present.

Marcos Campos moved to approve minutes of Regular B of A Meeting on November 16, 2023 as written; Christa Gregg seconded; motion carried with a vote of 4 in favor – 0 opposed.

B. CITIZENS' COMMUNICATION

1. Arborist, Cahir Doherty, reported on the state of the trees in the Village, particularly focusing on oak wilt processes and that the Oak Wilt risk increases in February each year.
2. Jessica Habicht addressed council with concerns over the decibel limit noted in the proposed Noise Ordinance update. Ms. Habicht provided reports from her noise monitors showing readings over and around 65 decibels when the home was unoccupied by renters. Ms. Habicht expressed concern that the limit of 65 decibels might be too low based on her reports.

C. ITEMS SCHEDULED FOR ACTION

1. Council very briefly discussed the proposed Short-Term Rental Ordinance, noting that legal had reviewed and cleared the ordinance regarding concerns expressed at the previous meeting. Legal maintained that the ordinance, as written, was not in conflict with other existing San Leanna ordinances. Helen Rockenbaugh moved to adopt Short-Term Rental Ordinance No. 24-00; Marcos Campos seconded; motion carried with a vote of 4 in favor – 0 opposed.
2. Christa Gregg moved to table the proposed update to the Village of San Leanna Noise Ordinance as the City Administrator was waiting for clarification on the terms of enforcement; Mary Wright seconded; motion carried with a vote of 4 in favor – 0 opposed.
3. Helen Rockenbaugh moved to table the proposed update to the Village of San Leanna Health and Sanitation Ordinance as the draft had not been finalized by legal; Mary Wright seconded; motion carried with a vote of 4 in favor – 0 opposed.
4. Council discussed a complaint received regarding use of fireworks and discharge of firearms in the Village of San Leanna on holidays. The City Administrator noted that discharge of firearms was already addressed and prohibited through the Firearms Ordinance and also noted that fireworks were permitted generally but prohibited during burn bans and times of drought. Helen Rockenbaugh moved to recommend hours for use of fireworks, during non-drought and burn ban circumstances, as policy rather than ordinance, noting that the City Administrator

shall send a reminder before major holidays citing hours for courteous use of fireworks; Mary Wright seconded; motion carried with a vote of 4 in favor – 0 opposed.

5. Rebecca Howe reported that no further feedback had been received from residents on Hunting Creek regarding the placement of speedbumps to slow traffic. Marcos Campos moved to table consideration of placing speed bumps on Hunting Creek Ln until a favorable opinion was received from over half the residents of Hunting Creek Ln; Christa Gregg seconded; motion carried with a vote of 4 in favor – 0 opposed.
6. Council discussed the status of water billing and the meter reading position. Rebecca Howe made the recommendation to postpone hiring a new meter and explore smart meter options and grants. Helen Rockenbaugh moved to have Rebecca Howe compose a job description for the Meter Reader position to be posted and to begin research smart meter options; Christa Gregg seconded; motion carried with a vote of 4 in favor – 0 opposed.

Helen Rockenbaugh moved to compensate Rebecca Howe for meter reading at the rate of \$160 per month, as council provided for the position in the 2023-2024 Adopted Budget; Christa Gregg seconded; motion carried with a vote of 4 in favor – 0 opposed.

7. Christa Gregg moved to call for the May 4, 2024 General Election; Helen seconded; motion carried with a vote of 4 in favor – 0 opposed.
8. Helen Rockenbaugh moved to approve financial report for November 2023; Mary Wright seconded; motion carried with a vote of 4 in favor – 0 opposed.
9. Helen Rockenbaugh moved to approve financial report for December 2023; Mary Wright seconded; motion carried with a vote of 4 in favor – 0 opposed.

D. ITEMS FOR DISCUSSION

1. Helen Rockenbaugh presented a proposal for public awareness regarding water conservation. Council discussed water conservation and rate structures in light of the concerning Stage IV Exceptional Drought Status in the Village. Mrs. Rockenbaugh stated that she would compile a water conservation document for residents and look into conducting a water conservation contest. Rebecca Howe stated that she would present rate recommendations and updates for the User Drought Contingency Plan at the February meeting.
2. Rebecca Howe informed Council that legal reviewed the Animal Ordinance and no updates were required under the new State Legislation regarding animals. Linda Barrett presented updates regarding the Zoning Ordinance Committee's progress toward a recommended update.

E. REPORTS AND INFORMATION

1. Mayor's Report: Mayor Quirk was not present to report.

Linda Barrett reported on issued certificates of use on an electrical panel at 11500 Chapel Ln and a carport at 11403 Chapel Ln.

2. Administrative: Rebecca Howe reported on grant status and an upcoming dumpster placement.

3. Roads: Danny Villarreal reported on notable pothole and crack sealing needs.
4. Public Affairs: Mary Wright reported on a successful Garden Club meeting and Bingo day on the January 13th and plans for a Spring event.
5. Public Safety: Christa Gregg reported on the attempted robbery and minor assault of a San Leanna postal worker around the holidays.
6. Water: Marcos Campos reported on the drought status and the status of the water system. The Aquifer District had declared Stage 4 Exceptional Drought Status with a mandatory 40% 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 risen 3.2 ft. since the previous month, to a level of 138.3 ft. The burn ban was in not effect.

Mr. Campos reported on a few culverts that needed clearing out.

7. Environmental: Helen Rockenbaugh reported on a China berry tree that fell in the right of way during a storm. Mrs. Rockenbaugh also reported that San Leanna's Tree City Application was accepted and moved to the next level. Plans for disc golf installation had been slotted for February.

F. ADJOURNMENT

Helen Rockenbaugh moved to adjourn the meeting; Christa Gregg seconded; meeting adjourned at 9:12 pm.

**VILLAGE OF SAN LEANNA
GENERAL FUND REPORT
1-1-2024 -- 1-31-2024**

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>BUDGET</u>
101	PROPERTY TAXES	\$108,246.33	\$136,907.96	\$245,154.29	\$19,845.71	\$265,000.00
102	FRANCHISE TAXES	\$10,201.62	\$1,148.05	\$11,349.67	\$3,650.33	\$15,000.00
103	INTEREST	\$1,205.31	\$2,203.38	\$3,408.69	\$1,591.31	\$5,000.00
104	BUILDING PERMITS	\$0.00	\$0.00	\$0.00	\$5,000.00	\$5,000.00
106	MISCELLANEOUS	\$22,997.50	\$0.00	\$22,997.50	(\$22,897.50)	\$100.00
107	TRANSFER FROM RESERVE	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
108	REAL PROPERTY	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
<u>TOTALS:</u>		\$142,650.76	\$140,259.39	\$282,910.15	\$7,189.85	\$290,100.00

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>BUDGET</u>
112	ROAD MAINTENANCE	\$0.00	\$154.62	\$154.62	\$25,845.38	\$26,000.00
113	CITY ADMINISTRATOR	\$2,924.74	\$9,859.02	\$12,783.76	\$30,463.57	\$43,247.33
114	TML INSURANCE	\$0.00	\$5,423.32	\$5,423.32	\$0.68	\$5,424.00
115	LEGAL	\$902.00	\$107.50	\$1,009.50	\$3,990.50	\$5,000.00
116	TAXES	\$1,643.65	\$485.88	\$2,129.53	\$4,442.47	\$6,572.00
117	ENVIRONMENTAL MAINTENANCE	\$300.00	\$8,039.99	\$8,339.99	\$16,660.01	\$25,000.00
118	PUBLIC INFORMATION	\$0.00	\$90.02	\$90.02	\$709.98	\$800.00
119	AUDIT	\$0.00	\$0.00	\$0.00	\$6,000.00	\$6,000.00
120	SECURITY LIGHTS	\$254.76	\$757.35	\$1,012.11	\$2,187.89	\$3,200.00
121	OFFICE EXPENSES	\$2,665.20	\$3,353.61	\$6,018.81	\$981.19	\$7,000.00
122	ORG. MEMBERSHIP DUES	\$0.00	\$783.50	\$783.50	\$216.50	\$1,000.00
123	APPRAISALS	\$0.00	\$350.87	\$350.87	\$849.13	\$1,200.00
124	BUILDING INSPECTIONS	\$0.00	\$1,805.00	\$1,805.00	\$3,195.00	\$5,000.00
125	MISCELLANEOUS	\$0.00	\$35.00	\$35.00	\$1,465.00	\$1,500.00
126	ARBORIST	\$790.00	\$2,060.00	\$2,850.00	\$10,930.00	\$13,780.00
128	COUNCIL EXPENSES	\$0.00	\$0.00	\$0.00	\$100.00	\$100.00
129	PUBLIC AFFAIRS	\$355.63	\$858.70	\$1,051.28	\$1,948.72	\$3,000.00
130	COMMUNITY CENTER	\$192.58	\$643.34	\$835.92	\$2,164.08	\$3,000.00
131	ENGINEER	\$0.00	\$95.00	\$95.00	\$1,405.00	\$1,500.00
132	FLOOD PREVENTION	\$0.00	\$900.00	\$900.00	\$9,100.00	\$10,000.00
133	EMPLOYEE REIMBURSEMENT	\$0.00	\$570.69	\$570.69	(\$370.69)	\$200.00
134	HEALTH DEPT. CONTRACT	\$0.00	\$0.00	\$0.00	\$1,500.00	\$1,500.00
135	PUBLIC SAFETY	\$0.00	\$50.00	\$50.00	\$1,450.00	\$1,500.00
136	ADVISOR	\$1,187.61	\$2,930.13	\$4,117.74	\$8,242.26	\$12,360.00
137	EMPLOYEE BENEFIT STIPEND	\$328.26	\$671.74	\$1,000.00	\$2,000.00	\$3,000.00
<u>TOTALS:</u>		\$11,544.43	\$40,025.28	\$51,406.66	\$135,476.67	\$186,883.33

**VILLAGE OF SAN LEANNA
WATER FUND REPORT
1-1-2024-- 1-31-2024**

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>BUDGET</u>
201	WATER BILLING	\$12,613.57	\$47,794.28	\$60,407.85	\$64,592.15	\$125,000.00
202	WATER TAP FEES	\$0.00	\$0.00	\$0.00	\$9,600.00	\$9,600.00
203	METER DEP/CONNECT FEES	\$0.00	\$150.00	\$150.00	\$850.00	\$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	\$3,648.67	\$3,648.67
TOTALS:		\$12,613.57	\$47,944.28	\$60,557.85	\$78,790.82	\$137,025.00

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>BUDGET</u>
210	WATER OPERATOR	\$2,860.00	\$8,580.00	\$11,440.00	\$22,880.00	\$34,320.00
211	DISTRICT FEES	\$566.41	\$1,345.18	\$1,911.59	\$4,288.41	\$6,200.00
212	MAINTENANCE/REPAIR	\$93.00	\$1,145.67	\$1,238.67	\$28,761.33	\$30,000.00
213	ELECTRICITY	\$567.11	\$2,134.83	\$2,701.94	\$6,298.06	\$9,000.00
214	BOOKKEEPER	\$1,462.35	\$4,929.49	\$6,391.84	\$15,236.83	\$21,628.67
215	BILLING SUPPLIES	\$116.98	\$375.70	\$492.68	\$1,407.32	\$1,900.00
216	METER READER	\$0.00	\$0.00	\$0.00	\$2,000.00	\$2,000.00
217	METER REFUNDS	\$0.00	\$0.00	\$0.00	\$1,000.00	\$1,000.00
218	MISCELLANEOUS	\$0.00	\$0.00	\$0.00	\$100.00	\$100.00
220	CITY OF AUSTIN CONTRACT	\$0.00	\$0.00	\$0.00	\$5,200.00	\$5,200.00
221	CITY OF AUSTIN WATER	\$1,646.29	\$5,294.96	\$6,941.25	\$18,058.75	\$25,000.00
222	ASSISTANT WATER OPERATOR	\$250.00	\$750.00	\$1,000.00	\$2,000.00	\$3,000.00
TOTALS:		\$7,562.14	\$24,555.83	\$32,117.97	\$107,230.70	\$139,348.67

CHECKING ACCOUNT BALANCE:

BEGINNING BALANCE	\$136,824.08	\$292,088.41
TOTAL REVENUES	\$155,264.33	
TRANSFER-TEXPOOL	\$0.00	
TOTAL EXPENSES	\$19,106.57	
TRANSFER-TEXPOOL	\$140,000.00	
INTEREST RET-TEXPOOL	\$1,205.31	\$160,311.88
ENDING BALANCE		\$131,776.53
CHECKBOOK BALANCE		\$131,776.53

TEXPOOL BALANCE:

BEGINNING BALANCE	\$161,635.30
DEPOSITS	\$140,000.00
INTEREST	\$1,205.31
TOTAL	\$302,840.61
WITHDRAWALS (PENDING)	\$0.00
ENDING BALANCE	\$302,840.61

**VILLAGE OF SAN LEANNA
FINANCIAL REPORT
1-1-2024 -- 1-31-2024**

ROAD IMPROVEMENT FUND 2022

REVENUES

BUDGET 23-24

301	CAPITAL METRO - BTC FUNDING 2022	\$0.00	\$0.00	\$23,000.00	\$23,000.00
302	TRANSFER - CAPITAL METRO - RESERVED FUNDS	\$0.00	\$0.00	\$0.00	\$0.00
303	CAPMETRO - BTC - PROJECT REIMBURSEMENT 2022	\$0.00	\$0.00	\$0.00	\$0.00
304	TRANSFER - ROAD PROJECT RESERVED FUNDS	\$0.00	\$0.00	\$0.00	\$0.00
	<u>TOTALS:</u>	\$0.00	\$0.00	\$23,000.00	\$23,000.00

EXPENSES

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

REVENUES:

CURRENT YTD TOTAL DIFFERENCE BUDGET 23-24

MONTH

501	CORONAVIRUS LOCAL FISCAL RECOVERY FUNDING	\$0.00	\$0.00	\$0.00	\$0.00
502	CLFRF RESERVE FUNDING	\$0.00	\$0.00	\$0.00	\$28,091.28
	<u>TOTALS:</u>	\$0.00	\$0.00	\$0.00	\$28,091.28

EXPENSES:

510	WATER SYSTEM IMPROVEMENTS - NORTH WELL	\$0.00	\$0.00	\$28,091.28	\$28,091.28
511	WATER SYSTEM IMPROVEMENTS - SOUTH WELL	\$0.00	\$0.00	\$0.00	\$0.00
	<u>TOTALS:</u>	\$0.00	\$0.00	\$28,091.28	\$28,091.28

RESERVED FUND BALANCES

<u>WATER FUND CONTINGENCY</u>	\$ 35,000.00	\$ 35,000.00
<u>ROAD FUND:</u>		
RESTRICTED CAPITAL METRO	\$ 46,778.79	\$ 46,778.79
RESERVE FOR PROJECTS	\$ -	\$ -
TOTAL ROAD RESERVE	\$ 46,778.79	\$ 46,778.79
<u>GENERAL FUND CONTINGENCY</u>	\$ 47,000.00	\$ 47,000.00
<u>CLFRF - ARPA FUND RESERVE</u>	\$ 28,091.28	\$ 28,091.28
<u>CURRENT BUDGET RESERVE</u>	\$ 141,589.31	\$ 277,747.07
<u>Funds exceeding EOY Anticipated Expenses & Reserves</u>	\$ (120,061.58)	\$ 35,039.70
<u>TOTAL TEXPOOL AND CHECKBOOK</u>	\$ 298,459.38	\$ 434,617.14
<u>TOTAL ALL RESERVED FUNDS</u>	\$ 298,459.38	\$ 434,617.14
<u>UNALLOCATED AVAILABLE FUNDS</u>	\$ -	\$ 35,039.70