

**THE VILLAGE OF SAN LEANNA  
AGENDA**

Regular Board of Aldermen Public Meeting  
Thursday, October 17, 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..... September 19, 2024

**B. CITIZENS' COMMUNICATION**

1. Arborist, Cahir Doherty
2. Citizen communication

**C. ITEMS SCHEDULED FOR ACTION**

1. Consideration of proposed Village of San Leanna Heritage Tree Ordinance.
2. Discussion and possible action on HMPG Generator Project design phase cost proposal.
3. Consideration to implement CAPCOG Regional Notification System.
4. Consideration of updated Village of San Leanna Investment Policy for FY 2024-2025.
5. Designation, by Resolution 24-005, of official newspaper for publication of required notices.
6. Review and approve financial report for September 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**

**\*\* 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 \_\_\_\_\_ October 14, 2024

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

**THE VILLAGE OF SAN LEANNA  
MINUTES**

Regular Board of Aldermen Public Meeting  
Thursday, September 19, 2024  
7:00 p.m. – Community Center – 11906 Sleepy Hollow

**A. MEETING CALLED TO ORDER**

Present: Molly Quirk, Danny Villarreal, Helen Rockenbaugh, Christa Gregg, Jonathan Fein, Mary Wright

Helen Rockenbaugh moved to approve minutes of Regular B of A Meeting on August 15, 2024; Danny Villarreal seconded; motion carried with a vote of 5 in favor – 0 opposed.

**B. CITIZENS' COMMUNICATION**

1. Arborist, Cahir Doherty, reported on the state of the trees in the Village, emphasizing the importance of oak wilt prevention even with the oak trimming season.
2. Helen Rockenbaugh informed those present about an upcoming gun violence prevention gathering at the Capitol.
3. Rebecca Howe addressed council regarding resident requested speedbump painting as well as two developments outside the Village City limits that residents had expressed concern around; a waste water facility over the aquifer and an industrial complex off Old San Antonio Rd.

**C. ITEMS SCHEDULED FOR ACTION**

1. Helen Rockenbaugh moved to adopt TML-IRP Cyber Liability and Data Breach Response Interlocal Agreement allowing for Cyber Liability coverage for the Village; Danny Villarreal seconded; motion carried with a vote of 5 in favor – 0 opposed.
2. Council reviewed the HMPG Generator Project design phase cost proposal from Ardurra. The proposal included design, administration, and construction phases of the project. Christa Gregg moved to request a scope adjustment with FEMA to include the design phase of the project which was not originally included in the cost estimation on the grant application; Mary Wright seconded; motion carried with a vote of 5 in favor – 0 opposed.
3. Council discussed resident plans for a Community Wide Garage Sale on October 12, 2024. Helen Rockenbaugh moved to promote the Community Garage Sale by email and social media and to order a banner to place on FM 1626; Jonathan Fein seconded; motion carried with a vote of 5 in favor – 0 opposed.
4. Danny Villarreal moved to authorize City Administrator, Rebecca Howe, to place surplus office and utility shed items on Municibid for auction; Mary Wright seconded; motion carried with a vote of 5 in favor – 0 opposed.
5. Christa Gregg moved to table any amendment to the budget for FY 2023-2024; Danny Villarreal seconded; motion carried with a vote of 5 in favor – 0 opposed.

6. Danny Villarreal moved to approve financial report for August 2024; Mary Wright seconded; motion carried with a vote of 5 in favor – 0 opposed.

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

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

1. Mayor's Report: Mayor Quirk spoke briefly about loose dogs in the Village and inquired about open Short Term Rental permits. Mayor Quirk also touched on the upcoming TML Conference and scheduling a educational meeting regarding road bonds.

Claire Dunn reported on open permits in the Village of San Leanna and potential upcoming permits. All open permits remained in progress with the generator on Circle Dr

2. Administrative: Rebecca Howe reported that an interlocal agreement with Austin Animal Services had been requested, Lead and Copper sampling, revised Lead and Copper Rule, Arbor Day signs, issues with bamboo remediation, grant applications for water meters and drainage studies, reverse 9-1-1 services for the Village, and an upcoming meeting with Travis County about Traffic Safety.

Council briefly discussed traffic safety concerns on FM 1626.

3. Roads: Danny Villarreal reported that much of the crack sealing had been completed but the remaining portion would be finished the following week.
4. Public Affairs: Mary Wright reported on a successful Bingo Brunch and Garden Club meeting. Trunk-or-Treat was scheduled for October 26<sup>th</sup>. Mrs. Wright reported on upcoming fall events at the Menchaca Fire Station as well.
5. Public Safety: Christa Gregg reported on National Night Out was coming up on Wednesday October 2nd.
6. Water: Jonathan Fein reported on the drought status and the status of the water system. The Aquifer District had declared Stage 2 Critical Drought Status with a mandatory 30% conservation period. The City of Austin was in Stage 1 Drought. Mr. Fein reported that the water system was running smoothly and that well levels had fallen 15 ft. since the previous month, to a level of 158.1 ft. The burn ban was in effect.

Mr. Fein also reported on the progress of drainage projects on Sunset Dr and Redbud Trl.

7. Environmental: Helen Rockenbaugh reported on improvements to the walking benches on Chapel Ln and River Oaks Dr, as well as planning for the Arbor Day event on November 2<sup>nd</sup> and on plans for tree dedications and placement of the Tree City signs. Mrs. Rockenbaugh reported that the Tree Committee was meeting the following week and she would be working on the Heritage Tree Ordinance to restrict removal of large trees in the Village.

#### **F. ADJOURNMENT**

Danny Villarreal moved to adjourn the meeting; Christa Gregg seconded; meeting adjourned at 8:08 pm.



# Capital Area Council of Governments

## Regional Notification System (RNS)

### Policies & Procedures

Version 3.5—Effective: October 26, 2018

#### 1. POLICY

##### 1.1. Acceptable uses of the CAPCOG RNS

1.1.1. The CAPCOG RNS is funded by the Capital Area Emergency Communications District (CAECD) and its use is restricted to legitimate governmental activities. Any personal use or use for partisan political activities is strictly prohibited.

1.1.2. The RNS system relies on a variety of databases with the usage divided into three tiers:

1.1.2.1. Tier I: **EMERGENCY USE:** Utilizes the 9-1-1, Open Source, Registrant databases and IPAWS for the purpose of “warning or alerting citizens regarding information in an emergency situation where property or human life is in jeopardy.” Each person that accesses or initiates this level of notification must be a Certified User.

1.1.2.2. Tier II: **PUBLIC SAFETY USE:** Utilizes User Data to make notifications to personnel from participating jurisdictions. Both Certified and Restricted users may initiate a Tier II alert.

1.1.2.1. Tier III: **COMMUNITY NOTIFICATIONS:** Utilizes open source and registrant data to make social and civic notifications through a jurisdiction’s social media platforms and/or email. Jurisdictions may use Tier III for internal notifications using the Everbridge app, email or social media platforms.

##### 1.2. CAPCOG shall:

1.2.1. Maintain a regional notification system.

1.2.2. Designate the Regional Account Administrator (RAA).

1.2.3. The RAA is responsible for:

1.2.3.1. Providing credentials to the LOAs and validating the list of LOAs quarterly.

1.2.3.2. Providing or authorizing training for Certified Users.

1.2.3.3. Providing technical and procedural guidance for notification use and administration.

1.2.3.4. Providing training, including course materials, for all LOAs. This may be accomplished by conducting a Train-the-Trainer course for all or some of the jurisdictions/organizations.

1.2.3.5. Providing technical and procedural guidance for RNS use and administration.

1.2.3.6. CAPCOG retains administrative rights to all organizations.

### 1.3. Participating jurisdictions/organizations:

1.3.1. The RNS is available to any county or city or other authorized organization that is a member of CAPCOG.

1.3.2. These jurisdictions and organizations must execute an agreement to participate in the CAPCOG RNS and abide by the provisions of these policies and procedures.

1.3.3. Each jurisdiction/organization participating in the CAPCOG RNS shall:

1.3.3.1. Designate a Local Organization Administrator to serve as a point of contact (POC) for CAPCOG for the purpose of administering the RNS and notify CAPCOG immediately when the designated POC is no longer valid.

1.3.3.2. Each user must have a uniquely identifiable official jurisdictional account.

1.3.3.3. Credentials shall be issued only to employees of the jurisdiction and is not to be shared publicly. In the event a user is no longer authorized to access and activate the RNS, the RNS credentials shall be terminated by the participating jurisdiction/organization in accordance with local policy.

1.3.3.4. Protect the confidentiality of addressing databases and of information furnished by 9-1-1 database providers, and notify Capital Area Emergency Communications District (CAECD) Director of Emergency Communications in

writing within two business days of the receipt of a request for addressing databases or information, to include those made under the *Texas Public Information Act*.

1.3.3.5. Execute an agreement to participate in the system stating that it will abide by these policies and procedures. This agreement will be for one year, effective on the date signed by CAPCOG and the organization, and will be automatically renewed unless cancelled in writing by either party.

1.3.3.6. Local policies to direct the use of the RNS must be consistent with this agreement.

## 2. DEFINITIONS

2.1. **Regional Account Administrator (RAA)** — A CAPCOG employee responsible for day-to-day operations of the overall CAPCOG RNS to include system access privileges, contract maintenance, quality assurance and quality improvement (QA/QI), system usage, accounting and program training.

2.2. **Local Organization Administrator (LOA)** — An employee of a participating CAPCOG jurisdiction/organization responsible for day to day operations of the RNS program on the local level to include system access privileges, QA/QI, system usage, accounting, and program training. CAPCOG allows two LOAs per organization; typically that will be a county emergency management coordinator and a county PSAP supervisor except in cities with a population of 50,000.

2.2.1. Each participating jurisdiction/organization will provide CAPCOG with the name and contact information of their LOAS and users.

2.2.2. The LOAS will be the points-of-contact for the RAA in the administration of the CAPCOG RNS.

2.2.3. LOAs must ensure all users complete and submit the non-disclosure agreement and credential documentation.

2.3. **Certified User** — An individual who has been designated by the LOA to activate that part of the system that relies on the 9-1-1 database. Certified Users must have received training on the system and must complete a non-disclosure agreement regarding the 9-1-1 database. This agreement must be submitted to CAPCOG before the Certified User is granted access to that portion of the RNS that utilizes the 9-1-1 database.

- 2.4. **IPAWS Certified User** — An individual who has the credentials to access the IPAWS database.
- 2.5. **Limited Access User** — An individual who has been designated by the RAA or LO to activate any portion of the CAPCOG RNS that does not rely on the 9-1-1 database.
- 2.6. **9-1-1 Database** — The list of telephone numbers and associated names and addresses that are collected by telephone service providers for use in the 9-1-1 emergency telephone system. State law (*Texas Administrative Code, Title 1, Part 12, Rule §252.13*) restricts use of the information in this database to the “purpose of warning or alerting citizens regarding information in an emergency situation where property or human life is in jeopardy”.
- 2.7. **Open Source Data** — The list of names (persons/businesses), addresses, and phone numbers purchased through open sources. This data is not subject to the regulations that govern the 9-1-1 data, and may be used for both emergency and public safety messages. It may also include email, SMS, social media.
- 2.8. **Registrant Data** — The list of names (persons/businesses), addresses and phone numbers of persons that elect to self-register personal information into the notification database. At the discretion of a participating jurisdiction and with the approval of the RAA, it may include persons who register for the State of Texas Emergency Assistance Registry (STEAR) or similar programs. Although this data is not subject to the regulations that govern the 9-1-1 data, its use is limited to emergency notifications and public safety notifications. It may also include email, SMS, social media. This data may be used by a participating jurisdiction to push out social/civic notifications through its social media platforms.
- 2.9. **User Data** — The list of names, addresses, phone numbers and other contact information for persons who have been identified as having a legitimate role related to the planning, response, recovery, and mitigation of emergencies or disasters. This may include information that is considered confidential under provisions of state law. Examples of User Data list include police department SWAT team members, list of individuals to be notified in case of flooding along a river, etc.
- 2.10. **Integrated Public Alert and Warning System (IPAWS)** – an internet-based capability managed by the Federal Emergency Management Agency that Federal, State, territorial, tribal, and local authorities can use to issue critical public alerts and warnings. Agencies must be approved by FEMA prior to using IPAWS.

**EXHIBIT 1**  
**RNS NONDISCLOSURE AGREEMENT FOR**  
**CERTIFIED USERS/LIMITED ACCESS USERS / IPAWS USERS**

- I, the undersigned, understand the sensitivity and confidentiality of the 9-1-1 database information that supports the CAPCOG Regional Notification System (RNS). I further realize that the potential for abuse of the RNS mandates that all Certified Users exercise extreme caution in granting access to the system, all of its components, and any derivative information or reports generated by it.
- I understand and agree that any use of the system that relies on the 9-1-1 database will be limited to emergency situations where property or human life is in jeopardy.
- Access to the RNS and related information is provided solely for legitimate governmental purposes by authorized personnel. Any other use is prohibited. Therefore, I agree to take reasonable precautions to prevent accidental or unauthorized access to the RNS, it's supporting documentation, related screen names and passwords, and any documents or reports (hardcopy or electronic) produced by the system.
- Account numbers, User IDs and Personal Identification Numbers (PIN) may not be disclosed to any third party.
- I understand and agree that any person requesting access to the System must contact the Regional Account Administrator or the Local Organization Administrator, be trained on the system and be given their own User IDs and PINs.
- I will not copy, or permit anyone else to copy, any documentation (physical or electronic versions) of the RNS software or the output images unless the copying is required to support use of the system or official use archives.
- If I receive a request under the Texas Public Information Act for disclosure of any of the RNS 9-1-1 database information, I agree not to disclose the information, but instead to notify the Local Program Administrator (LPA) for my jurisdiction/organization who will follow procedures noted in Section 4.3.3.3 of the CAPCOG RNS Policies and Procedures.
- IPAWS users must sign and attach IPAWS agreement.

**I certify that I have read and understand this Nondisclosure Agreement.**

Name (printed) \_\_\_\_\_

Jurisdiction \_\_\_\_\_

\_\_\_\_\_  
(Signature)

\_\_\_\_/\_\_\_\_/\_\_\_\_  
(Date)

**Please return a signed Nondisclosure Agreement and Certification of Training to:**

**CAPCOG Homeland Security Division  
6800 Burleson Road  
Building 310, Suite 165  
Austin, TX 78744**



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.

**Resolution No. 24-006**

**A RESOLUTION OF THE VILLAGE OF SAN LEANNA, TEXAS  
APPROVING INVESTMENT POLICY**

WHEREAS, the Board of Aldermen of the Village of San Leanna has reviewed the Village’s Investment Policy for Fiscal Year 2024-25; and

WHEREAS, there is a continuing need to invest and reinvest the Village’s funds in order to manage properly the fiscal affairs of the Village and to comply with other pertinent resolutions and ordinances of the Village; and

WHEREAS, The Public Funds Investment Act as amended (the “Act”) authorizes the Village to invest and reinvest its available funds in authorized investments; and

WHEREAS, the Act requires the Village to adopt a written investment policy regarding the investment of its funds, designating investment officers to carry out investment policies, and make various provisions related thereto: now therefore,

BE IT RESOLVED BY THE BOARD OF ADLERMEN OF THE VILLAGE OF SAN LEANNA, TEXAS:

That the attached Investment Policy, for the Village of San Leanna, Texas, is hereby approved and adopted.

PASSED AND APPROVED this 17th day of October 2024.

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Molly Quirk, Mayor

ATTEST:

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Rebecca Howe, City Administrator

**RESOLUTION NO. R 24-005**

**A RESOLUTION OF THE VILLAGE OF SAN LEANNA, TEXAS,  
DESIGNATING AN OFFICIAL NEWSPAPER FOR FISCAL YEAR 2024-2025**

**WHEREAS**, the Village of San Leanna is required to adopt an official municipal newspaper at the beginning of each fiscal year, as per Chapter 52.004 of the Texas Local Government Code; and

**WHEREAS**, The Hays Free Press, a newspaper published in the City of Kyle, has a local circulation, is printed once per week, and meets the statutory requirements for official newspapers;

**NOW, THEREFORE, BE IT RESOLVED,**

**That the Board of Aldermen of the Village of San Leanna hereby designates the Hays Free Press as the official newspaper for publication of all notices required by Texas state law during FY 2024-2025.**

**PASSED AND APPROVED** on this 17<sup>th</sup> day of October, 2024 by a vote of \_\_\_\_ in favor \_\_\_\_ opposed.

\_\_\_\_\_  
**Molly Quirk**  
**Mayor, Village of San Leanna**

**Attest:**

\_\_\_\_\_  
**Rebecca Howe**  
**City Administrator**



**VILLAGE OF SAN LEANNA  
GENERAL FUND REPORT  
9-1-2024 -- 9-30-2024**

**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>AMENDED BUDGET</u>
101	PROPERTY TAXES	\$0.00	\$268,796.63	\$268,796.63	(\$3,796.63)	\$265,000.00
102	FRANCHISE TAXES	\$46.45	\$14,748.28	\$14,794.73	\$205.27	\$15,000.00
103	INTEREST	\$1,325.71	\$12,925.57	\$14,251.28	(\$9,251.28)	\$5,000.00
104	BUILDING PERMITS	\$500.00	\$1,520.00	\$2,020.00	\$2,980.00	\$5,000.00
106	MISCELLANEOUS	\$88,358.00	\$24,247.50	\$112,605.50	(\$112,505.50)	\$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
<b><u>TOTALS:</u></b>		\$90,230.16	\$322,237.98	\$412,468.14	(\$122,368.14)	\$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>AMENDED BUDGET</u>
112	ROAD MAINTENANCE	\$16,768.50	\$154.62	\$16,923.12	\$9,076.88	\$26,000.00
113	CITY ADMINISTRATOR	\$4,502.35	\$38,243.53	\$42,745.88	\$501.45	\$43,247.33
114	TML INSURANCE	\$0.00	\$5,423.32	\$5,423.32	\$0.68	\$5,424.00
115	LEGAL	\$0.00	\$8,368.50	\$8,368.50	\$1,631.50	\$10,000.00
116	TAXES	\$1,481.69	\$4,536.02	\$6,017.71	\$554.29	\$6,572.00
117	ENVIRONMENTAL MAINTENANCE	\$1,950.00	\$30,516.62	\$32,466.62	\$33.38	\$32,500.00
118	PUBLIC INFORMATION	\$0.00	\$376.77	\$376.77	\$423.23	\$800.00
119	AUDIT	\$6,000.00	\$0.00	\$6,000.00	\$0.00	\$6,000.00
120	SECURITY LIGHTS	\$254.76	\$2,795.43	\$3,050.19	\$149.81	\$3,200.00
121	OFFICE EXPENSES	\$455.76	\$6,203.89	\$6,659.65	\$340.35	\$7,000.00
122	ORG. MEMBERSHIP DUES	\$0.00	\$783.50	\$783.50	\$216.50	\$1,000.00
123	APPRAISALS	\$350.86	\$1,052.61	\$1,403.47	\$96.53	\$1,500.00
124	BUILDING INSPECTIONS	\$295.00	\$3,625.00	\$3,920.00	\$1,080.00	\$5,000.00
125	MISCELLANEOUS	\$450.00	\$466.09	\$916.09	\$583.91	\$1,500.00
126	ARBORIST	\$720.00	\$8,295.00	\$9,015.00	\$4,765.00	\$13,780.00
128	COUNCIL EXPENSES	\$0.00	\$33.74	\$33.74	\$66.26	\$100.00
129	PUBLIC AFFAIRS	\$852.36	\$1,992.25	\$2,844.61	\$155.39	\$3,000.00
130	COMMUNITY CENTER	\$204.69	\$2,142.05	\$2,346.74	\$653.26	\$3,000.00
131	ENGINEER	\$0.00	\$95.00	\$95.00	\$1,405.00	\$1,500.00
132	FLOOD PREVENTION	\$16,400.00	\$2,100.00	\$18,500.00	\$0.00	\$18,500.00
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	\$50.00	\$620.69	\$670.69	\$829.31	\$1,500.00
136	ADVISOR	\$1,076.50	\$8,014.45	\$9,090.95	\$3,269.05	\$12,360.00
137	EMPLOYEE BENEFIT STIPEND	\$328.26	\$2,632.61	\$2,960.87	\$39.13	\$3,000.00
<b><u>TOTALS:</u></b>		\$52,140.73	\$129,971.69	\$182,112.42	\$26,070.91	\$208,183.33

**VILLAGE OF SAN LEANNA  
WATER FUND REPORT  
9-1-2024 -- 9-30-2024**

**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>AMENDED BUDGET</u>
201	WATER BILLING	\$8,603.69	\$117,350.11	\$125,953.80	(\$953.80)	\$125,000.00
202	WATER TAP FEES	\$0.00	\$5,607.00	\$5,607.00	\$3,993.00	\$9,600.00
203	METER DEP/CONNECT FEES	\$0.00	\$900.00	\$900.00	\$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	\$3,648.67	\$3,648.67
<b><u>TOTALS:</u></b>		\$8,603.69	\$123,857.11	\$132,460.80	\$6,887.87	\$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	\$2,860.00	\$31,460.00	\$34,320.00	\$0.00	\$34,320.00
211	DISTRICT FEES	\$1,480.18	\$4,602.95	\$6,083.13	\$116.87	\$6,200.00
212	MAINTENANCE/REPAIR	\$5,410.00	\$34,571.45	\$39,981.45	\$10,018.55	\$50,000.00
213	ELECTRICITY	\$814.49	\$6,544.63	\$7,359.12	\$1,640.88	\$9,000.00
214	BOOKKEEPER	\$2,251.17	\$19,121.78	\$21,372.95	\$255.72	\$21,628.67
215	BILLING SUPPLIES	\$241.15	\$1,283.09	\$1,524.24	\$375.76	\$1,900.00
216	METER READER	\$0.00	\$0.00	\$0.00	\$2,000.00	\$2,000.00
217	METER REFUNDS	\$200.00	\$100.00	\$300.00	\$700.00	\$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	\$1,868.85	\$19,741.17	\$21,610.02	\$3,389.98	\$25,000.00
222	ASSISTANT WATER OPERATOR	\$250.00	\$2,750.00	\$3,000.00	\$0.00	\$3,000.00
<b>TOTALS:</b>		\$15,375.84	\$120,175.07	\$135,550.91	\$23,797.76	\$159,348.67

**CHECKING ACCOUNT BALANCE:**

BEGINNING BALANCE	\$40,094.61	\$183,743.46
TOTAL REVENUES	\$98,833.85	
ROAD REVENUE	\$44,815.00	
TRANSFER-TEXPOOL	\$0.00	
TOTAL EXPENSES	\$67,516.57	
MISC ROAD IMPROV EXPENSE	\$0.00	
TRANSFER-TEXPOOL	\$0.00	
INTEREST RET-TEXPOOL	\$1,325.71	\$68,842.28
<b>ENDING BALANCE</b>		<b>\$114,901.18</b>
<b>CHECKBOOK BALANCE</b>		<b>\$114,901.18</b>

**TEXPOOL BALANCE:**

BEGINNING BALANCE	\$312,357.49
DEPOSITS	\$0.00
INTEREST	\$1,325.71
<b>TOTAL</b>	<b>\$313,683.20</b>
WITHDRAWALS	\$0.00
<b>ENDING BALANCE</b>	<b>\$313,683.20</b>

**VILLAGE OF SAN LEANNA  
FINANCIAL REPORT  
9-1-2024 -- 9-30-2024**

**ROAD IMPROVEMENT FUND 2022-2025**

<u>REVENUES</u>	<u>BUDGET 23-24</u>			
301 CAPITAL METRO - BTC FUNDING 2022 -2025	\$44,815.00	\$44,815.00	-\$21,815.00	\$23,000.00
302 TRANSFER - CAPITAL METRO - RESERVED FUNDS	\$0.00	\$0.00	\$0.00	\$0.00
303 CAPMETRO - BTC - PROJECT REIMBURSEMENT	\$0.00	\$0.00	\$0.00	\$0.00
304 TRANSFER - ROAD PROJECT RESERVED FUNDS	\$0.00	\$0.00	\$0.00	\$0.00
<b><u>TOTALS:</u></b>	<b>\$44,815.00</b>	<b>\$44,815.00</b>	<b>-\$21,815.00</b>	<b>\$23,000.00</b>

  

<b>EXPENSES</b>				
310 ROAD IMPROVEMENT - TBD	\$0.00	\$0.00	\$0.00	\$0.00
311 <u>MISC</u>	\$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 23-24</u>
501 CORONAVIRUS LOCAL FISCAL RECOVERY FUNDING	\$0.00	\$0.00	\$0.00	\$0.00
502 CLFRF RESERVE FUNDING	\$0.00	\$18,170.00	\$9,921.28	\$28,091.28
<b><u>TOTALS:</u></b>	<b>\$0.00</b>	<b>\$18,170.00</b>	<b>\$9,921.28</b>	<b>\$28,091.28</b>

  

<b><u>EXPENSES:</u></b>				
510 WATER SYSTEM IMPROVEMENTS - NORTH WELL - TBD	\$0.00	\$13,230.00	\$601.28	\$13,831.28
511 WATER SYSTEM IMPROVEMENTS - SOUTH WELL - TBD	\$0.00	\$0.00	\$0.00	0
512 PUBLIC HEALTH / INFRASTRUCTURE	\$0.00	\$4,940.00	\$9,320.00	\$14,260.00
<b><u>TOTALS:</u></b>	<b>\$0.00</b>	<b>\$18,170.00</b>	<b>\$9,921.28</b>	<b>\$28,091.28</b>

**HAZARD MITIGATION GRANT PROGRAM (HMGP) - GENERATOR**

<u>REVENUES:</u>	<u>CURRENT MONTH</u>	<u>YTD TOTAL</u>	<u>DIFFERENCE</u>	<u>BUDGET 23-24</u>
601 HAZARD MITIGATION GRANT FUNDING	\$0.00	\$0.00	\$0.00	\$139,426.20
602 LOCAL (10%) SHARE FUNDING - RESERVE	\$0.00	\$0.00	\$15,491.80	\$15,491.80
<b><u>TOTALS:</u></b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$15,491.80</b>	<b>\$154,918.00</b>

  

<b><u>EXPENSES:</u></b>				
610 GENERATOR PROJECT	\$0.00	\$0.00	\$154,918.00	\$154,918.00
<b><u>TOTALS:</u></b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$154,918.00</b>	<b>\$154,918.00</b>

**RESERVED FUND BALANCES**

<b><u>WATER FUND CONTINGENCY</u></b>	<b>\$ 35,000.00</b>	<b>\$ 35,000.00</b>
<b><u>ROAD FUND:</u></b>		
RESTRICTED CAPITAL METRO	\$ 25,990.00	\$70,805.00
RESERVE FOR PROJECTS	\$ -	\$ 70,805.00
<b>TOTAL ROAD RESERVE</b>	<b>\$ 25,990.00</b>	<b>\$141,610.00</b>
<b><u>GENERAL FUND CONTINGENCY</u></b>	<b>\$ 47,000.00</b>	<b>\$ 47,000.00</b>
<b><u>CLFRF - ARPA FUND RESERVE</u></b>	<b>\$ 9,921.28</b>	<b>\$ 9,921.28</b>
<b><u>CURRENT BUDGET RESERVE</u></b>	<b>\$ 213,752.03</b>	<b>--</b>
<b><u>Funds exceeding EOY Anticipated Expenses &amp; Reserves</u></b>	<b>\$ 96,366.79</b>	<b>--</b>
<b><u>TOTAL TEXPOOL AND CHECKBOOK</u></b>	<b>\$ 352,452.10</b>	<b>\$428,584.38</b>
<b><u>TOTAL ALL RESERVED FUNDS</u></b>	<b>\$ 352,452.10</b>	<b>\$ 233,531.28</b>
<b><u>UNALLOCATED AVAILABLE FUNDS</u></b>	<b>\$ 96,366.79</b>	<b>\$195,053.10</b>