

**THE VILLAGE OF SAN LEANNA
AGENDA**

Regular Board of Aldermen Public Meeting and Public Hearing
Thursday, January 16, 2025
7:00 pm – Community Center – 11906 Sleepy Hollow Rd

A. MEETING CALLED TO ORDER

Roll call

Approval of minutes: Regular B of A Meeting..... November 21, 2024

B. CITIZENS' COMMUNICATION

1. Arborist, Cahir Doherty
2. Citizen communication

C. PUBLIC HEARING I

1. Presentation of information concerning request for a variance to Zoning Ordinance No. 13-001 allowing the construction of a garage/storage building to the west side of the main residence at 500 San Leanna Drive.
2. Citizen Comments.

D. PUBLIC HEARING II

1. Presentation of information concerning request for a variance to Zoning Ordinance No. 13-001 allowing the construction of a lean-to shed to the east side of the main residence at 600 Redbud Trail.
2. Citizen Comments.

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

**** RESUME REGULAR MEETING ****

E. ITEMS SCHEDULED FOR ACTION

1. Consideration of request for a variance to Zoning Ordinance No. 13-001 allowing the construction of a garage/storage building to the west side of the main residence at 500 San Leanna Drive.
2. Consideration of request for a variance to Zoning Ordinance No. 13-001 allowing the construction of a lean-to shed to the east side of the main residence at 600 Redbud Trail.
3. Consideration of resident petition regarding the use of a Flume Water Monitor Device for water conservation efforts.
4. Presentation and consideration of engineer selection for Design Phase of Hazard Mitigation Plan Grant Generator Project.
5. Consideration to submit letter terminating the automatic renewal of the Franchise Agreement for Municipal Waste Management Service in the Village of San Leanna by Waste Connections.
6. Discussion with action related to public posting of a Request for Waste Management Service Proposals for the Village of San Leanna.
7. Consideration of quote from DNZ Landscaping for the 3rd phase of Sunset Drive Bamboo remediation project.
8. Consideration of audit engagement letter with the accounting firm of Donald L. Allman, CPA.
9. Consideration of amendment to FY 2024-2025 budget.
10. Review and approve financial report for November 2024.
11. Review and approve financial report for December 2024.
12. Call for May 3, 2025 General Election.

F. ITEMS FOR DISCUSSION

1. Presentation of updated Village of San Leanna Tree Ordinance with added regulations regarding heritage trees (over 19" in diameter).
2. Discussion of resident proposed ordinance updates for future consideration, specifically pertaining to:
 - a. Regulation of fence placement
 - b. Light trespassing
 - c. Fireworks in the Village of San Leanna

G. 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

H. 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 _____ January 13, 2025

Rebecca Howe, City Administrator

**THE VILLAGE OF SAN LEANNA
MINUTES**

Regular Board of Aldermen Public Meeting
Thursday, October 17, 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.

Danny Villarreal moved to approve minutes of Regular B of A Meeting on October 17, 2024; Jonathan Fein 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 and new trees planted in Jim Payne Park at the Arbor Day Celebration.
2. Claire Dunn reported on open permits in the Village of San Leanna and potential upcoming permits. Council requested that Ms. Dunn obtain open files from Linda Barrett when possible

C. ITEMS SCHEDULED FOR ACTION

1. The audit report was postponed until Don Allman was able to join the call via Zoom.
2. The Council reviewed the Interlocal Agreement with CAPCOG for the use of the CAPCOG Regional Notification System. Helen Rockenbaugh moved to approve the agreement; Danny Villarreal seconded; motion carried with a vote of 5 in favor – 0 opposed.
3. Danny Villarreal moved to cancel the December meeting; Helen Rockenbaugh seconded; motion carried with a vote of 5 in favor – 0 opposed.
4. The Council examined the financial report for October 2024. Danny Villarreal moved to approve the financial report; Jonathan Fein seconded; motion carried with a vote of 5 in favor – 0 opposed.

D. ITEMS FOR DISCUSSION

1. The proposed update to the Village of San Leanna Tree Ordinance, including regulations for heritage trees over 19 inches in diameter, was presented and discussed. Council offered ideas and made alterations to be reviewed at the January meeting.
2. Don Allman joined the meeting via Zoom and presented the audit report for FY 2022-2023, highlighting key findings on the Village's financial position.

ITEMS SCHEDULED FOR ACTION (CONT'D)

(Item 1) The Council discussed the audit report for FY 2022-2023. Helen Rockenbaugh moved to approve the audit report as presented; Danny Villarreal seconded; motion carried with a vote of 5 in favor – 0 opposed.

E. REPORTS AND INFORMATION

1. Mayor's Report: Mayor Quirk reported on Village affairs and meetings attended in the prior month.
2. Administrative: Rebecca Howe reported on meetings with Travis County about Traffic Safety, the Village wide dumpster event, gWorks set-up, and grant trainings attended.
3. Roads: Danny Villarreal reported on the state of Village roads and maintenance work to be completed by Alpha Paving.
4. Public Affairs: Mary Wright reported on upcoming holiday related events, including Pancakes with Santa and Bingo.
5. Public Safety: Christa Gregg reported on public safety.
6. Water: Jonathan Fein reported on the drought status and the status of the water system. The Aquifer District remained in Stage 3 Critical Drought Status with a mandatory 30% conservation period. The City of Austin was in Stage 2 Drought. Mr. Fein reported that the water system was running smoothly and that well levels had risen 14.3 ft. since the previous month, to a level of 145.7 ft.

Mr. Fein provided updates on drainage projects.

7. Environmental: Helen Rockenbaugh reported on parks and tree updates.

F. ADJOURNMENT TO EXECUTIVE SESSION

Council met in Executive Session to discuss personnel matters related to the hiring and compensation of a Meter Reader per Section 551.074 of the Open Meetings Act.

Mayor Quirk resumed the regular meeting.

G. ITEMS SCHEDULED FOR ACTION (CONT'D)

5. Helen Rockenbaugh moved to hire David Dominguez as the Village of San Leanna Meter Reader at the rate of \$345; Danny Villarreal seconded; motion carried with a vote of 5 in favor – 0 opposed.
6. The Council reviewed and considered an amendment to the 2024-2025 FY Budget by resolution 24-006, increasing the Insurance account budget line to \$5930.00 and the Meter Reader account budget line to \$4,200.00. Helen Rockenbaugh moved to approve the amendment; Danny Villarreal seconded; motion carried with a vote of 5 in favor – 0 opposed.

H. ADJOURNMENT

Danny Villarreal moved to adjourn the meeting; Jonathan Fein seconded; meeting adjourned at 9:12 p.m.

THE VILLAGE OF SAN LEANNA
AGENDA
PUBLIC HEARING OF THE ZONING COMMITTEE
Thursday, January 16, 2025
6:00 pm – Community Center - 11906 Sleepy Hollow

A. MEETING CALLED TO ORDER

Roll call

B. PUBLIC HEARING I

1. Presentation of information concerning request for a variance to Zoning Ordinance No. 13-001 allowing the construction of a garage/storage building to the west side of the main residence at 500 San Leanna Drive.
2. Citizen Comments.

C. PUBLIC HEARING II

1. Presentation of information concerning request for a variance to Zoning Ordinance No. 13-001 allowing the construction of a lean-to shed to the east side of the main residence at 600 Redbud Trail.
2. Citizen Comments.

D. VOTE ON RECOMMENDATION

E. ADJOURNMENT

Posted _____ Monday, January 13, 2025

Rebecca Howe
Village Administrator

January 13, 2025

The Nelsons, of 500 San Leanna Dr, initially reached out to the Village in 2023 for a variance to place a garage structure to west side of their main residence, providing plans and neighbor signatures.

More information was requested of the Nelsons at that time and after updating plans and addressing the Board in May and June 2023, about their request, the Nelson's chose to postpone the project.

Plans from 2023 called for a variance to place the structure slightly in front of the front foundation line of the main residence. Updated plans for the 2025 call for a variance to place the structure to the west side of the residence, in-line with or ~5 feet back from the front foundation line of the main residence. Mr. Nelson has submitted the following updated request:

I have attached the latest information that I have, the details have changed slightly but there are no major changes to the original plans. The builder believes he can fit the foundation in the place I've chosen and still leave the largest elm (out of those to be cleared) in that area. This is why the building is rotated more than the original plan showed.

If that proves to be unworkable, I will have them place it exactly in-line with the house, a few feet behind the line extending along the front edge of the house. As to the dimensions shown in the plan, the only dimension that I did not include was the distance to the western edge of the property, as it is considerably more than 10 feet away. Let me know if this information is something that will be required.

*If you have any questions or need further information, I am always at your disposal.
Thanks, John*

Please note: Updated plans follow this request and the original request and plans are included thereafter.

Thank you for your time and consideration!

May 15, 2023

Re: Request for a variance to Zoning Ordinance No. 13001 allowing the construction of a garage/storage building with no electricity or plumbing to the side and slightly to the front of the main residence at 500 San Leanna Dr

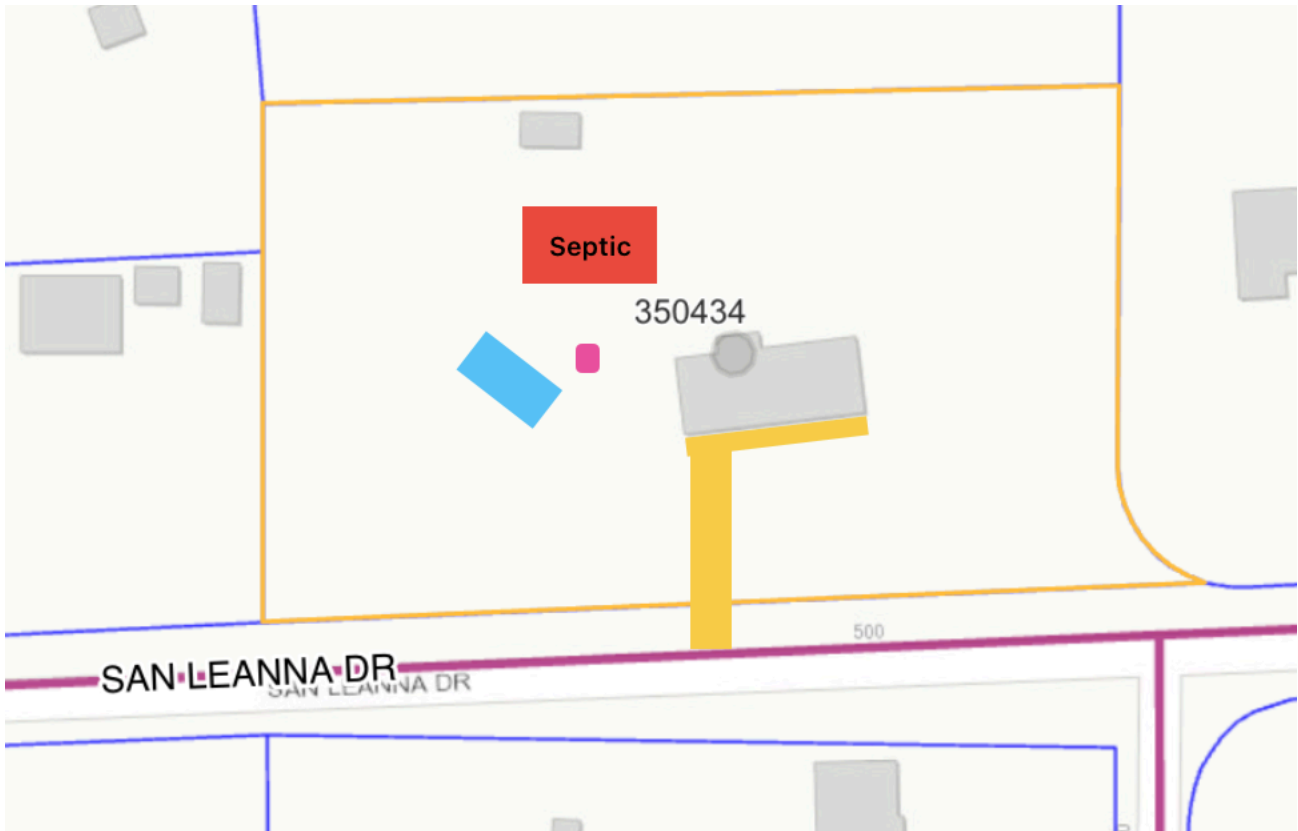
Dear Zoning Commission and Village of San Leanna Board of Aldermen:

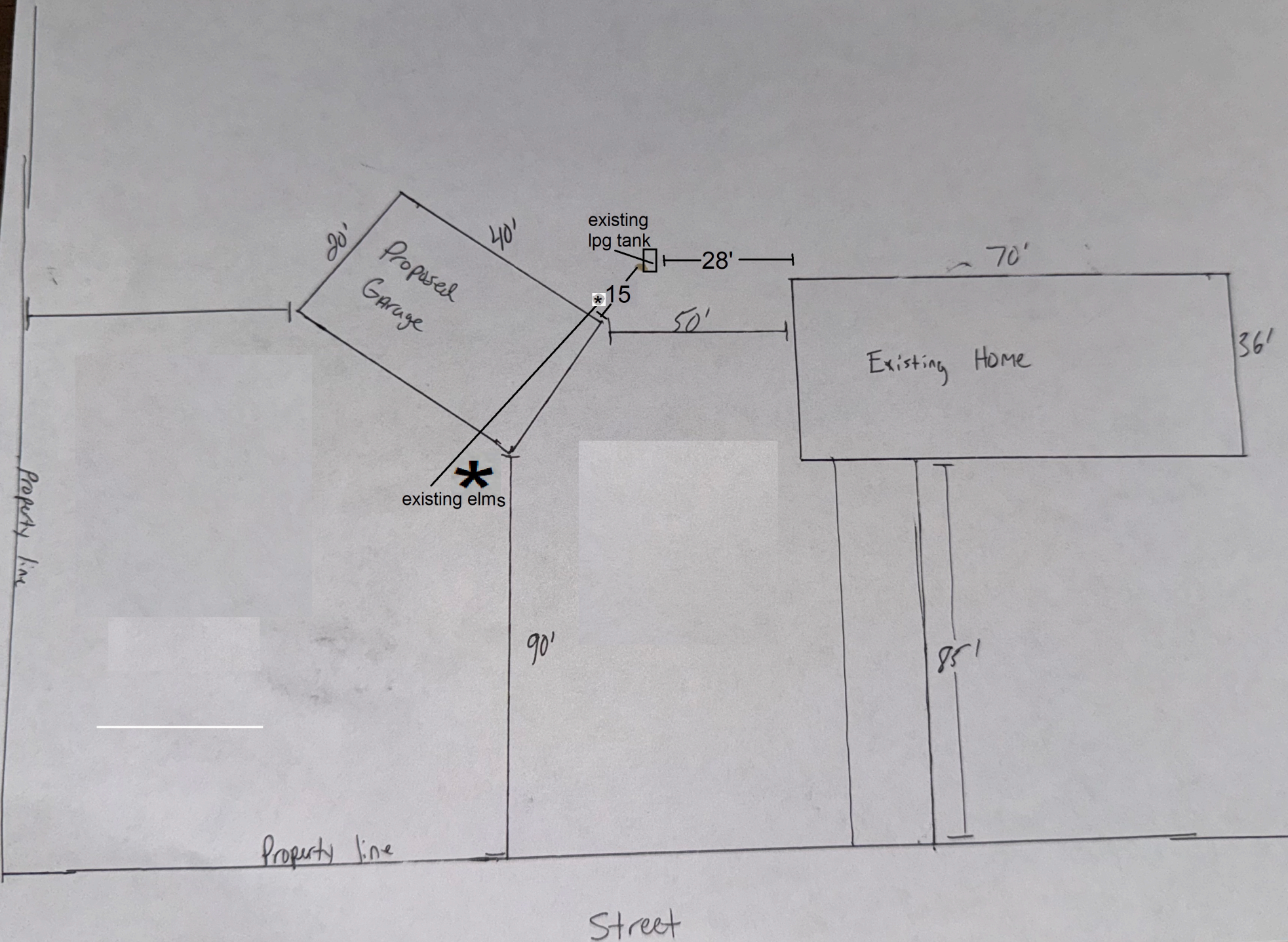
I am proposing to build a garage and office at 500 San Leanna Dr. Due to the location of the house driveway, the best location for a garage is approximately in line with the front of the main house, which necessitates this variance request. Locating the structure behind the house is not possible due to the placement of the septic system field.

The building construction will be a metal building by Mueller Industries, oriented with the long dimension approximately the same as that of the house, that is, East-West, with the garage door facing the driveway. For comparison, the building would be similar in appearance to the existing utility building at 506 San Leanna, although smaller. The building dimensions are 20x40x10.

Thank you for your consideration,

John Nelson
500 San Leanna Dr





FRONT

East



LEFT SIDE

South
Street side



RIGHT SIDE

North



Building Details

Basics (in ft.):

width X length X height: **20 X 40 X 10**

Pitch: **3**

Overhang sides: **0**

Overhang end: **0**

Single slope: **no**

Wainscot: **none**

Gutter: **no**

Leantos

Colors

Wall:	Roof:	Trim:
Colony Green	Galvalume Plus	Ivy Green

RollUp: **Burnished Slate**

Wainscot: **none**

Liner Panels: **none**

Accessories

Ridge Vent Type / Mode: **none**

Insulation: **yes**

right wall door_3x7

front wall door_3x7

front wall rollup_10x8

James and Marcena Sorrels

600 Redbud Trail
Austin, TX 78748

January 7, 2025

Zoning Commission
San Leanna, TX

To whom it may concern:

My husband and I would like to build a shed for storing the lawn mower and other garden tools. We are unable to build it in our backyard, because the bulk of the backyard is used for septic fields. The best, and really only place available for us to put the shed is on the east side of the house.

We have a 5-foot bump out in the garage on the east side of the house; we want to situate the shed behind that bump out. I've attached pictures and the plot plan to show you what the shed would look like and how it would fit behind the bump out. The size of the shed will be 4' by 12' and will be painted to blend in with the brick. The shingles on the roof of the shed will match the shingles on our house. The style of the shed will be a lean-to, with the higher side immediately next to the house. We have a 6-foot fence along that side of the property, so we do not expect the shed to be any kind of an eyesore. Likely you won't be able to see it from the street. In addition, it will not interfere with the required 10-foot setback from the side lot line.




Attached also are signatures from the neighbors on either side of us, Debbie Shiller and Gina Leonard, indicating they have no problem with our plans.

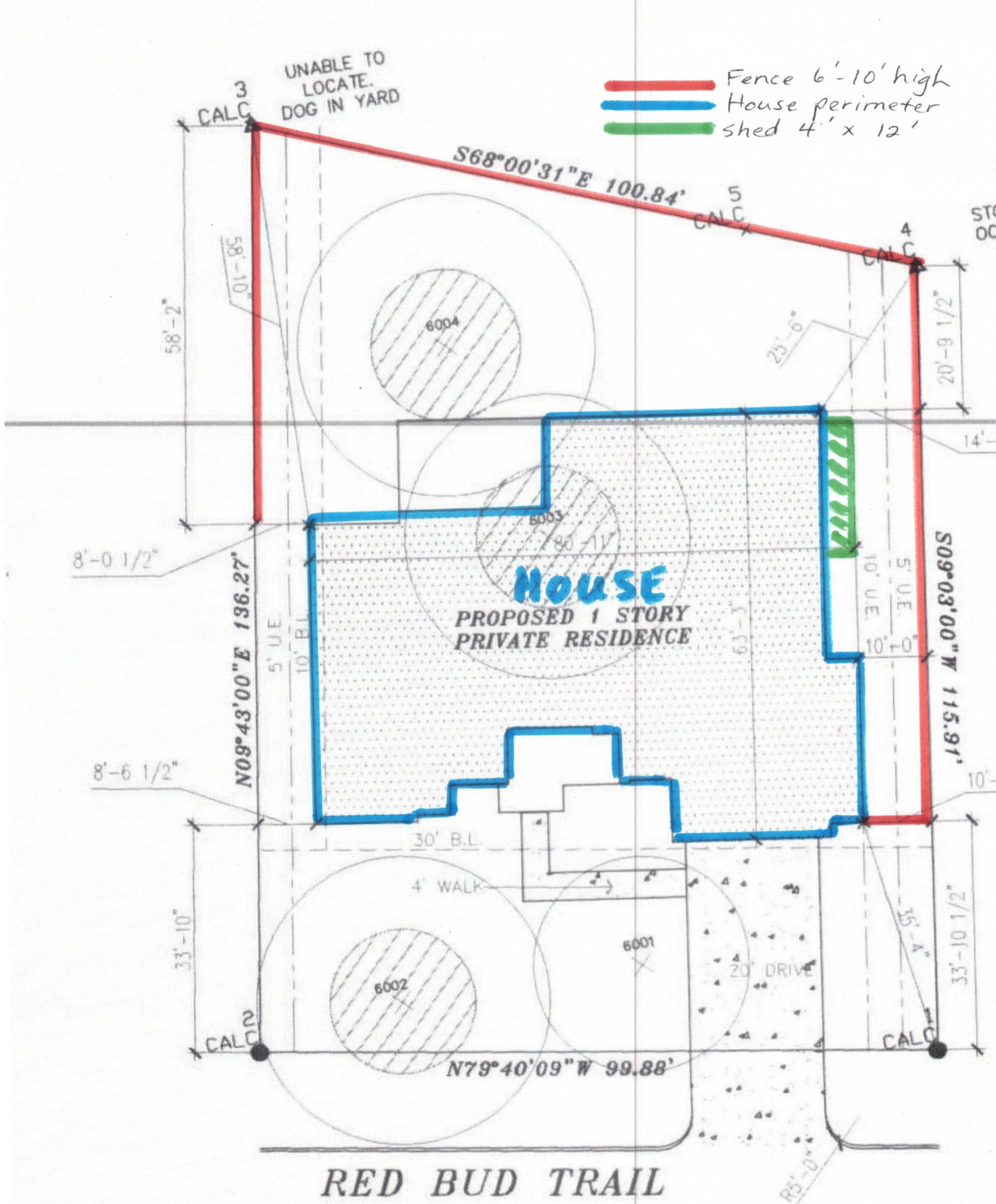
Please let me know if you approve the variance indicated above at your earliest convenience. Thank you so much for your attention to this matter.

Sincerely,

Marcena Sorrels

UNABLE TO LOCATE. DOG IN YARD

-  Fence 6'-10' high
-  House perimeter
-  shed 4' x 12'



RED BUD TRAIL



We approve the request for a variance for the shed being built on the east side of the house at 600 Redbud Trail by Marcena and Jim Sorrels:

Debbie Shiller

Debbie Shiller

1/12/25

Date

602 Redbud Trail

Gina Leonard

Gina Leonard

1/12/25

Date

504 Redbud Trail

John Pannell
XXX River Oaks Dr
Austin, TX 78748
January 9, 2025

Dear Village of San Leanna Council,

In June 2024, I purchased the Flume Smart Home Water Monitor and Leak Detector. After receiving the Flume device, I attempted to install it on my water meter, only to find that it did not function. Upon contacting Flume customer support, I was informed that my water meter was too old to be compatible with their device. I have been a resident of San Leanna for 45 years and have had the same water meter throughout this time.

On June 15, 2024, I reached out to Rebecca to inquire about replacing my water meter. Rebecca responded that the water operator was concerned about permitting any device to be attached to the meter. I provided information about the Flume device and noted that it was being used successfully by the West Travis County PUA. Rebecca informed me that water meters were on order and assured me she would notify me when they became available.

I followed up with Rebecca on November 20, 2024, to check on the status of the water meter replacement. She mentioned that the matter might need to be brought before the council. On December 13, 2024, I emailed Molly for assistance in resolving this issue. Molly replied, stating that Rebecca was the appropriate contact and that she was collaborating with Byron to find answers.

On January 7, 2025, I received an email from Rebecca explaining that replacing the water meter would require addressing the policy with the council. I am now formally requesting the council's approval to:

1. Replace my outdated water meter with one that is compatible with the Flume device.
2. Allow me to connect the Flume Smart Home Water Monitor to the new water meter.

Additional information to be referenced regarding my request follows:

Water districts that support the use of Flume, including:

- **City of Round Rock, Texas** (offering rebates),
 - [City of Round Rock, TX - Flume Rebate](#)
- **City of San Antonio, Texas** (providing Flume devices to residents for free),
 - [San Antonio, TX - Get a Flume for Free](#)
- **City of Los Angeles, California** (providing Flume devices to residents for free).
 - [Los Angeles Department of Water and Power - Act Fast - Get Flume for Free](#)

Additionally, links to the Flume product page and a list of cities where the Flume water monitor is permitted.

- Link to the Flume Water Monitor Product:
 - <https://flumewater.com/product/>
- A list of Cities that allow Flume Water Monitors on their meters:
 - <https://flumewater.com/about-flume-utility-and-business-solutions/>

Thank you for considering my request. I look forward to your response.

Sincerely,

John Pannell

Estimate #63149



Billing Address

Village Of San Leanna
PO Box 1107
Manchaca TX 78652
village@sanleannatx.com



Contact: Dan Villarreal

Service Address

Village Of San Leanna
PO Box 1107
Manchaca TX 78652
village@sanleannatx.com



Contact: Dan Villarreal

Send Payment To

DNZ LANDSCAPING, LLC
2609 Bliss Spillar Road
Manchaca Texas 78652



Sent On	11/20/24
Total	\$7,087.50
Payments	\$0.00
Balance	\$7,087.50

Charges

Item	Description	Unit Cost	Tax	Quantity	Line Total
Service:Labor	Trenching And Installing 300' Of Bamboo Root Barrier 18" Deep	\$21.00	✓	300.0	\$6,300.00
				Subtotal	\$6,300.00
				Tax	\$787.50
				Total	\$7,087.50

Payments

Date	Type	Amount
No payments		

Notes

ALL CREDIT CARD PAYMENTS WILL BE CHARGED A 2% CONVINC FEE

Terms

Here is your estimate for you to review. Please confirm you did received the estimate and let us know if you have any questions or concerns about the estimate. If you would like to approved the estimate, hit approve and please sign the estimate at the bottom.

Signatures

Name	Signature	Reason	Requested	Signed	Document
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ALG-CL-1.3: Audit Engagement Letter—Yellow Book

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

December 9, 2024

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

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

We are pleased to confirm our understanding of the services we are to provide the Village of San Leanna for the year ended September 30, 2024.

Audit Scope and Objectives

We will audit the financial statements of the governmental activities, the business-type activities, the aggregate discretely presented component units, each major fund, and the aggregate remaining fund information, and the disclosures, which collectively comprise the basic financial statements of the Village of San Leanna as of and for the year ended September 30, 2024. Accounting standards generally accepted in the United States of America (GAAP) provide for certain required supplementary information (RSI), such as management's discussion and analysis (MD&A), to supplement the Village of San Leanna's basic financial statements. Such information, although not a part of the basic financial statements, is required by the Governmental Accounting Standards Board who considers it to be an essential part of financial reporting for placing the basic financial statements in an appropriate operational, economic, or historical context. As part of our engagement, we will apply certain limited procedures to the Village of San Leanna's RSI in accordance with auditing standards generally accepted in the United States of America (GAAS). These limited procedures will consist of inquiries of management regarding the methods of preparing the information and comparing the information for consistency with management's responses to our inquiries, the basic financial statements, and other knowledge we obtained during our audit of the basic financial statements. We will not express an opinion or provide any assurance on the information because the limited procedures do not provide us with sufficient appropriate evidence to express an opinion or provide any assurance. The following RSI is required by GAAP and will be subjected to certain limited procedures, but will not be audited:

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

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

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

Auditor's Responsibilities for the Audit of the Financial Statements

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

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

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

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

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

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

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

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

Audit Procedures—Internal Control

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

Audit Procedures—Compliance

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

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

Other Services

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

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

Responsibilities of Management for the Financial Statements

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

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

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

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

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

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

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

Engagement Administration, Fees, and Other

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

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

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

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

Donald Allman is the engagement partner and is responsible for supervising the engagement and signing the reports or authorizing another individual to sign them. We expect to begin our audit on approximately March 15, 2025 and to issue our reports no later than May 15, 2025.

Our fee for services will be at our standard hourly rates plus out-of-pocket costs (such as report reproduction, word processing, postage, travel, copies, telephone, etc.) except that we agree that our gross fee, including expenses, will not exceed \$8,000. Our standard hourly rates vary according to the degree of responsibility involved and the experience level of the personnel assigned to your audit. Our invoices for these fees will be rendered each month as work progresses and are payable on presentation. In accordance with our firm policies, work may be suspended if your account becomes 30 days or more overdue and may not be resumed until your account is paid in full. If we elect to terminate our services for nonpayment, our engagement will be deemed to have been completed upon written notification of termination, even if we have not completed our report. You will be obligated to compensate us for all time expended and to reimburse us for all out-of-pocket costs through the date of termination.^{rr} The above fee is based on anticipated cooperation from your personnel and the assumption that unexpected circumstances will not be encountered during the audit.^{ss} If significant additional time is necessary, we will discuss it with you and arrive at a new fee estimate before we incur the additional costs.

Reporting

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

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

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

Very truly yours,

Donald L. Allman CPA

RESPONSE:

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

Management signature: _____
 Title: _____
 Date: _____

Governance signature: _____
 Title: _____
 Date: _____

Practical Considerations

**AMENDED BUDGET
VILLAGE OF SAN LEANNA
FISCAL YEAR 2024-2025**

GENERAL FUND

REVENUES:

<u>ACCOUNT</u>	<u>ACCOUNT NAME</u>	<u>AMENDED BUDGET 2024-2025</u>
101	PROPERTY TAXES	\$295,000.00
102	FRANCHISE TAXES	\$15,000.00
103	INTEREST	\$10,000.00
104	BUILDING PERMITS	\$5,000.00
106	MISCELLANEOUS	\$100.00
107	TRANSFER FROM RESERVE	\$0.00
108	REAL PROPERTY	\$0.00
<u>TOTALS:</u>		\$325,100.00

EXPENSES:

<u>ACCOUNT</u>	<u>ACCOUNT NAME</u>	<u>AMENDED BUDGET 2024-2025</u>
112	ROAD MAINTENANCE	\$47,000.00
113	CITY ADMINISTRATOR	\$45,413.00
114	TML INSURANCE	\$5,930.00
115	LEGAL	\$5,000.00
116	TAXES	\$6,572.00
117	ENVIRONMENTAL MAINTENANCE	\$32,500.00
118	PUBLIC INFORMATION	\$800.00
119	AUDIT	\$8,000.00
120	SECURITY LIGHTS	\$3,200.00
121	OFFICE EXPENSES	\$6,000.00
122	ORG.MEMBERSHIP DUES	\$1,000.00
123	APPRAISALS	\$1,600.00
124	BUILDING INSPECTIONS	\$5,000.00
125	MISCELLANEOUS	\$1,500.00
126	ARBORIST	\$13,780.00
128	COUNCIL EXPENSES	\$100.00
129	PUBLIC AFFAIRS	\$3,500.00
130	COMMUNITY CENTER	\$3,000.00
131	ENGINEER	\$1,500.00
132	FLOOD PREVENTION	\$50,000.00
133	EMPLOYEE REIMBURSEMENT	\$200.00
134	HEALTH DEPT.CONTRACT	\$1,500.00
135	PUBLIC SAFETY	\$1,500.00
136	ZONING ADMINISTRATOR	\$12,000.00
137	EMPLOYEE BENEFIT STIPEND	\$3,000.00
<u>TOTALS:</u>		\$259,595.00

VILLAGE OF SAN LEANNA

RESOLUTION NO. R25-001

AMENDMENT TO MUNICIPAL BUDGET FOR FY 2024-2025

WHEREAS, the municipal budget for the Village of San Leanna for fiscal year 2024-2025 was approved on the 15th day of August, 2024; and

WHEREAS, the public hearing on said budget has been held as advertised; and

WHEREAS, the Board of Aldermen desire to amend said budget;

NOW, THEREFORE, BE IT RESOLVED, by the Board of Aldermen of the Village of San Leanna, that the following amendments to the approved budget for FY 2024-2025 be made:

GENERAL FUND EXPENSES:

	<u>From</u>	<u>To</u>
a) Item # 114 – Audit	\$ 6,000.00	\$ 8,000.00
b) Item # 123 – Appraisals	\$ 1,500.00	\$ 1,600.00

EXPLANATION OF AMENDMENT:

- a) Audit budget amended to provide for increased Auditor rate, per engagement letter received from Don L. Allman, CPA.
- b) Appraisals budget amended to provide for slightly higher than anticipated appraisal cost per parcel.

PASSED AND APPROVED on this 16th day of January, 2025, with a vote of ayes, nays, and abstentions of the Board of Aldermen of the Village of San Leanna, Texas.

Molly Quirk, Mayor

Attest:

Rebecca Howe, City Secretary/Administrator

**VILLAGE OF SAN LEANNA
GENERAL FUND REPORT
11-1-2024 -- 11-30-2024**

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>BUDGET</u>
101	PROPERTY TAXES	\$6,758.81	\$319.42	\$7,078.23	\$287,921.77	\$295,000.00
102	FRANCHISE TAXES	\$45.86	\$44.65	\$90.51	\$14,909.49	\$15,000.00
103	INTEREST	\$1,536.22	\$1,458.79	\$2,995.01	\$7,004.99	\$10,000.00
104	BUILDING PERMITS	\$0.00	\$0.00	\$0.00	\$5,000.00	\$5,000.00
106	MISCELLANEOUS	\$250.00	\$0.00	\$250.00	(\$150.00)	\$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>		\$8,590.89	\$1,822.86	\$10,413.75	\$314,686.25	\$325,100.00

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	\$0.00	\$0.00	\$40,000.00	\$40,000.00
113	CITY ADMINISTRATOR	\$4,259.70	\$3,361.60	\$7,621.30	\$37,791.70	\$45,413.00
114	TML INSURANCE	\$0.00	\$5,928.02	\$5,928.02	\$1.98	\$5,930.00
115	LEGAL	\$0.00	\$0.00	\$0.00	\$5,000.00	\$5,000.00
116	TAXES	\$1,428.48	\$0.00	\$1,428.48	\$5,143.52	\$6,572.00
117	ENVIRONMENTAL MAINTENANCE	\$1,365.00	\$681.62	\$2,046.62	\$30,453.38	\$32,500.00
118	PUBLIC INFORMATION	\$99.99	\$0.00	\$99.99	\$700.01	\$800.00
119	AUDIT	\$0.00	\$0.00	\$0.00	\$6,000.00	\$6,000.00
120	SECURITY LIGHTS	\$254.76	\$254.76	\$509.52	\$2,690.48	\$3,200.00
121	OFFICE EXPENSES	\$347.21	\$365.73	\$712.94	\$5,287.06	\$6,000.00
122	ORG. MEMBERSHIP DUES	\$0.00	\$801.90	\$801.90	\$198.10	\$1,000.00
123	APPRAISALS	\$0.00	\$0.00	\$0.00	\$1,500.00	\$1,500.00
124	BUILDING INSPECTIONS	\$0.00	\$165.00	\$165.00	\$4,835.00	\$5,000.00
125	MISCELLANEOUS	\$0.13	\$626.36	\$626.49	\$873.51	\$1,500.00
126	ARBORIST	\$780.00	\$760.00	\$1,540.00	\$12,240.00	\$13,780.00
128	COUNCIL EXPENSES	\$0.00	\$0.00	\$0.00	\$100.00	\$100.00
129	PUBLIC AFFAIRS	\$260.89	\$42.15	\$303.04	\$3,196.96	\$3,500.00
130	COMMUNITY CENTER	\$83.39	\$390.90	\$474.29	\$2,525.71	\$3,000.00
131	ENGINEER	\$0.00	\$0.00	\$0.00	\$1,500.00	\$1,500.00
132	FLOOD PREVENTION	\$0.00	\$0.00	\$0.00	\$50,000.00	\$50,000.00
133	EMPLOYEE REIMBURSEMENT	\$0.00	\$0.00	\$0.00	\$200.00	\$200.00
134	HEALTH DEPT. CONTRACT	\$0.00	\$0.00	\$0.00	\$1,500.00	\$1,500.00
135	PUBLIC SAFETY	\$0.00	\$794.94	\$794.94	\$705.06	\$1,500.00
136	ADVISOR	\$1,076.50	\$923.50	\$2,000.00	\$10,000.00	\$12,000.00
137	EMPLOYEE BENEFIT STIPEND	\$289.13	\$210.87	\$500.00	\$2,500.00	\$3,000.00
<u>TOTALS:</u>		\$10,245.18	\$15,307.35	\$25,552.53	\$224,942.47	\$250,495.00

**VILLAGE OF SAN LEANNA
WATER FUND REPORT
11-1-2024 -- 11-30-2024**

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>BUDGET</u>
201	WATER BILLING	\$7,481.31	\$11,661.74	\$19,143.05	\$105,856.95	\$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	\$0.00	\$0.00	\$1,000.00	\$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	\$9,507.00	\$9,507.00
<u>TOTALS:</u>		\$7,481.31	\$11,661.74	\$19,143.05	\$126,063.95	\$145,207.00

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	\$2,975.00	\$2,975.00	\$5,950.00	\$29,750.00	\$35,700.00
211	DISTRICT FEES	\$0.00	\$0.00	\$0.00	\$6,200.00	\$6,200.00
212	MAINTENANCE/REPAIR	\$83.00	\$812.70	\$895.70	\$29,104.30	\$30,000.00
213	ELECTRICITY	\$1,010.45	\$867.71	\$1,878.16	\$7,121.84	\$9,000.00
214	BOOKKEEPER	\$2,129.84	\$1,680.80	\$3,810.64	\$18,896.36	\$22,707.00
215	BILLING SUPPLIES	\$18.54	\$32.27	\$50.81	\$1,849.19	\$1,900.00
216	METER READER	\$318.61	\$160.00	\$478.61	\$3,721.39	\$4,200.00
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	\$1,654.20	\$1,702.45	\$3,356.65	\$21,643.35	\$25,000.00
222	ASSISTANT WATER OPERATOR	\$350.00	\$350.00	\$700.00	\$3,500.00	\$4,200.00
TOTALS:		\$8,539.64	\$8,580.93	\$17,120.57	\$128,086.43	\$145,207.00

CHECKING ACCOUNT BALANCE:

BEGINNING BALANCE	\$17,158.71	\$33,230.91
TOTAL REVENUES	\$16,072.20	
TRANSFER-TEXPOOL	\$0.00	
TOTAL EXPENSES	\$18,784.82	
ROAD FUND EXPENSES	\$0.00	
TRANSFER-TEXPOOL	\$0.00	
INTEREST RET-TEXPOOL	\$1,536.22	\$20,521.04
ENDING BALANCE		\$12,909.87
CHECKBOOK BALANCE		\$12,909.87

TEXPOOL BALANCE:

BEGINNING BALANCE	\$395,141.99
DEPOSITS	\$0.00
INTEREST	\$1,536.22
	\$396,678.21
TOTAL	
WITHDRAWALS	\$0.00
ENDING BALANCE	\$396,678.21

**VILLAGE OF SAN LEANNA
FINANCIAL REPORT
11-1-2024 -- 11-30-2024**

ROAD IMPROVEMENT FUND 2022-2025

<u>REVENUES</u>	<u>BUDGET 24-25</u>			
301 CAPITAL METRO - BTC FUNDING 2022 -2025	\$0.00	\$0.00	\$19,500.00	\$19,500.00
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
<u>TOTALS:</u>	\$0.00	\$0.00	\$19,500.00	\$19,500.00
EXPENSES				
310 ROAD IMPROVEMENT - TBD	\$0.00	\$0.00	\$0.00	\$0.00
311 MISC	\$0.00	\$0.00	\$0.00	\$0.00
<u>TOTALS:</u>	\$0.00	\$0.00	\$0.00	\$0.00

CORONAVIRUS LOCAL FISCAL RECOVERY FUNDING (CLFRF) - ARPA

<u>REVENUES:</u>	<u>CURRENT MONTH</u>	<u>YTD TOTAL</u>	<u>DIFFERENCE</u>	<u>BUDGET 24-25</u>
501 CORONAVIRUS LOCAL FISCAL RECOVERY FUNDING	\$0.00	\$0.00	\$0.00	\$0.00
502 CLFRF RESERVE FUNDING	\$0.00	\$0.00	\$9,921.28	\$9,921.28
<u>TOTALS:</u>	\$0.00	\$0.00	\$9,921.28	\$9,921.28
EXPENSES:				
510 WATER SYSTEM IMPROVEMENTS - NORTH WELL - TBD	\$0.00	\$0.00	\$601.28	\$601.28
511 WATER SYSTEM IMPROVEMENTS - SOUTH WELL - TBD	\$0.00	\$0.00	\$0.00	0
512 PUBLIC HEALTH / INFRASTRUCTURE	\$0.00	\$0.00	\$9,320.00	\$9,320.00
<u>TOTALS:</u>	\$0.00	\$0.00	\$9,921.28	\$9,921.28

HAZARD MITIGATION GRANT PROGRAM (HMGP) - GENERATOR

<u>REVENUES:</u>	<u>CURRENT MONTH</u>	<u>YTD TOTAL</u>	<u>DIFFERENCE</u>	<u>BUDGET 24-25</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
<u>TOTALS:</u>	\$0.00	\$0.00	\$15,491.80	\$154,918.00
EXPENSES:				
610 GENERATOR PROJECT	\$0.00	\$0.00	\$154,918.00	\$154,918.00
<u>TOTALS:</u>	\$0.00	\$0.00	\$154,918.00	\$154,918.00

RESERVED FUND BALANCES

<u>WATER FUND CONTINGENCY</u>	\$ 35,000.00	\$ 35,000.00
<u>ROAD FUND:</u>		
RESTRICTED CAPITAL METRO	\$70,805.00	\$70,805.00
RESERVE FOR PROJECTS	\$ 70,805.00	\$ 70,805.00
TOTAL ROAD RESERVE	\$141,610.00	\$141,610.00
<u>GENERAL FUND CONTINGENCY</u>	\$ 47,000.00	\$ 47,000.00
<u>CLFRF - ARPA FUND RESERVE</u>	\$ 9,921.28	\$ 9,921.28
<u>CURRENT BUDGET RESERVE</u>	\$195,053.10	\$176,056.80
<u>Funds exceeding EOY Anticipated Expenses & Reserves</u>	(\$174,560.62)	(\$176,972.10)
<u>TOTAL TEXPOOL AND CHECKBOOK</u>	\$428,584.38	\$409,588.08
<u>TOTAL ALL RESERVED FUNDS</u>	\$ 233,531.28	\$ 233,531.28
<u>UNALLOCATED AVAILABLE FUNDS</u>	\$0.00	\$0.00

**VILLAGE OF SAN LEANNA
GENERAL FUND REPORT
12-1-2024 -- 12-31-2024**

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	\$141,479.35	\$7,078.23	\$148,557.58	\$146,442.42	\$295,000.00
102	FRANCHISE TAXES	\$37.42	\$90.51	\$127.93	\$14,872.07	\$15,000.00
103	INTEREST	\$1,469.39	\$2,995.01	\$4,464.40	\$5,535.60	\$10,000.00
104	BUILDING PERMITS	\$0.00	\$0.00	\$0.00	\$5,000.00	\$5,000.00
106	MISCELLANEOUS	\$250.00	\$250.00	\$500.00	(\$400.00)	\$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>		\$143,236.16	\$10,413.75	\$153,649.91	\$171,450.09	\$325,100.00

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	\$17,150.17	\$0.00	\$17,150.17	\$22,849.83	\$40,000.00
113	CITY ADMINISTRATOR	\$3,361.60	\$7,621.30	\$10,982.90	\$34,430.10	\$45,413.00
114	TML INSURANCE	\$0.00	\$5,928.02	\$5,928.02	\$1.98	\$5,930.00
115	LEGAL	\$0.00	\$0.00	\$0.00	\$5,000.00	\$5,000.00
116	TAXES	\$0.00	\$1,428.48	\$1,428.48	\$5,143.52	\$6,572.00
117	ENVIRONMENTAL MAINTENANCE	\$0.00	\$2,046.62	\$2,046.62	\$30,453.38	\$32,500.00
118	PUBLIC INFORMATION	\$0.00	\$99.99	\$99.99	\$700.01	\$800.00
119	AUDIT	\$0.00	\$0.00	\$0.00	\$6,000.00	\$6,000.00
120	SECURITY LIGHTS	\$254.76	\$509.52	\$764.28	\$2,435.72	\$3,200.00
121	OFFICE EXPENSES	\$523.64	\$712.94	\$1,236.58	\$4,763.42	\$6,000.00
122	ORG. MEMBERSHIP DUES	\$0.00	\$801.90	\$801.90	\$198.10	\$1,000.00
123	APPRAISALS	\$387.32	\$0.00	\$387.32	\$1,112.68	\$1,500.00
124	BUILDING INSPECTIONS	\$55.00	\$165.00	\$220.00	\$4,780.00	\$5,000.00
125	MISCELLANEOUS	(\$111.36)	\$626.49	\$515.13	\$984.87	\$1,500.00
126	ARBORIST	\$780.00	\$1,540.00	\$2,320.00	\$11,460.00	\$13,780.00
128	COUNCIL EXPENSES	\$0.00	\$0.00	\$0.00	\$100.00	\$100.00
129	PUBLIC AFFAIRS	\$29.64	\$303.04	\$332.68	\$3,167.32	\$3,500.00
130	COMMUNITY CENTER	\$276.48	\$474.29	\$750.77	\$2,249.23	\$3,000.00
131	ENGINEER	\$0.00	\$0.00	\$0.00	\$1,500.00	\$1,500.00
132	FLOOD PREVENTION	\$0.00	\$0.00	\$0.00	\$50,000.00	\$50,000.00
133	EMPLOYEE REIMBURSEMENT	\$0.00	\$0.00	\$0.00	\$200.00	\$200.00
134	HEALTH DEPT. CONTRACT	\$1,500.00	\$0.00	\$1,500.00	\$0.00	\$1,500.00
135	PUBLIC SAFETY	\$0.00	\$794.94	\$794.94	\$705.06	\$1,500.00
136	ADVISOR	\$923.50	\$2,000.00	\$2,923.50	\$9,076.50	\$12,000.00
137	EMPLOYEE BENEFIT STIPEND	\$210.87	\$500.00	\$710.87	\$2,289.13	\$3,000.00
<u>TOTALS:</u>		\$25,341.62	\$25,552.53	\$50,894.15	\$199,600.85	\$250,495.00

**VILLAGE OF SAN LEANNA
WATER FUND REPORT
12-1-2024 -- 12-31-2024**

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	\$8,422.14	\$19,143.05	\$27,565.19	\$97,434.81	\$125,000.00
202	WATER TAP FEES	\$0.00	\$0.00	\$0.00	\$9,600.00	\$9,600.00
203	METER DEP/CONNECT FEES	\$150.00	\$0.00	\$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	\$9,507.00	\$9,507.00
<u>TOTALS:</u>		\$8,572.14	\$19,143.05	\$27,715.19	\$117,491.81	\$145,207.00

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	\$2,975.00	\$5,950.00	\$8,925.00	\$26,775.00	\$35,700.00
211	DISTRICT FEES	\$1,898.88	\$0.00	\$1,898.88	\$4,301.12	\$6,200.00
212	MAINTENANCE/REPAIR	\$4,252.93	\$895.70	\$5,148.63	\$24,851.37	\$30,000.00
213	ELECTRICITY	\$740.36	\$1,878.16	\$2,618.52	\$6,381.48	\$9,000.00
214	BOOKKEEPER	\$1,680.80	\$3,810.64	\$5,491.44	\$17,215.56	\$22,707.00
215	BILLING SUPPLIES	\$210.98	\$50.81	\$261.79	\$1,638.21	\$1,900.00
216	METER READER	\$318.61	\$478.61	\$797.22	\$3,402.78	\$4,200.00
217	METER REFUNDS	\$200.00	\$0.00	\$200.00	\$800.00	\$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	\$1,749.88	\$3,356.65	\$5,106.53	\$19,893.47	\$25,000.00
222	ASSISTANT WATER OPERATOR	\$350.00	\$700.00	\$1,050.00	\$3,150.00	\$4,200.00
TOTALS:		\$14,377.44	\$17,120.57	\$31,498.01	\$113,708.99	\$145,207.00

CHECKING ACCOUNT BALANCE:

BEGINNING BALANCE	\$12,909.87	\$184,718.17
TOTAL REVENUES	\$151,808.30	
TRANSFER-TEXPOOL	\$20,000.00	
TOTAL EXPENSES	\$39,719.08	
ARPA FUND EXPENSE	\$3,176.28	
TRANSFER-TEXPOOL	\$0.00	
INTEREST RET-TEXPOOL	\$1,469.39	\$44,564.73
ENDING BALANCE		\$140,353.44
CHECKBOOK BALANCE		\$140,353.44

TEXPOOL BALANCE:

BEGINNING BALANCE	\$396,678.21
DEPOSITS	\$0.00
INTEREST	\$1,469.39
TOTAL	\$398,147.60
WITHDRAWALS	\$20,000.00
ENDING BALANCE	\$378,147.60

**VILLAGE OF SAN LEANNA
FINANCIAL REPORT
12-1-2024 -- 12-31-2024**

ROAD IMPROVEMENT FUND 2022-2025

<u>REVENUES</u>	<u>BUDGET 24-25</u>			
301 CAPITAL METRO - BTC FUNDING 2022 -2025	\$0.00	\$0.00	\$19,500.00	\$19,500.00
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
<u>TOTALS:</u>	\$0.00	\$0.00	\$19,500.00	\$19,500.00
EXPENSES				
310 ROAD IMPROVEMENT - TBD	\$0.00	\$0.00	\$0.00	\$0.00
311 MISC	\$0.00	\$0.00	\$0.00	\$0.00
<u>TOTALS:</u>	\$0.00	\$0.00	\$0.00	\$0.00

CORONAVIRUS LOCAL FISCAL RECOVERY FUNDING (CLFRF) - ARPA

<u>REVENUES:</u>	<u>CURRENT MONTH</u>	<u>YTD TOTAL</u>	<u>DIFFERENCE</u>	<u>BUDGET 24-25</u>
501 CORONAVIRUS LOCAL FISCAL RECOVERY FUNDING	\$0.00	\$0.00	\$0.00	\$0.00
502 CLFRF RESERVE FUNDING	\$0.00	\$0.00	\$9,921.28	\$9,921.28
<u>TOTALS:</u>	\$0.00	\$0.00	\$9,921.28	\$9,921.28
<u>EXPENSES:</u>				
510 WATER SYSTEM IMPROVEMENTS - NORTH WELL - TBD	\$601.28	\$601.28	\$0.00	\$601.28
511 WATER SYSTEM IMPROVEMENTS - SOUTH WELL - TBD	\$0.00	\$0.00	\$0.00	0
512 PUBLIC HEALTH / INFRASTRUCTURE	\$2,575.00	\$2,575.00	\$6,745.00	\$9,320.00
<u>TOTALS:</u>	\$3,176.28	\$3,176.28	\$6,745.00	\$9,921.28

HAZARD MITIGATION GRANT PROGRAM (HMGP) - GENERATOR

<u>REVENUES:</u>	<u>CURRENT MONTH</u>	<u>YTD TOTAL</u>	<u>DIFFERENCE</u>	<u>BUDGET 24-25</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
<u>TOTALS:</u>	\$0.00	\$0.00	\$15,491.80	\$154,918.00
<u>EXPENSES:</u>				
610 GENERATOR PROJECT	\$0.00	\$0.00	\$154,918.00	\$154,918.00
<u>TOTALS:</u>	\$0.00	\$0.00	\$154,918.00	\$154,918.00

RESERVED FUND BALANCES

<u>WATER FUND CONTINGENCY</u>	\$ 35,000.00	\$ 35,000.00
<u>ROAD FUND:</u>		
RESTRICTED CAPITAL METRO	\$70,805.00	\$70,805.00
RESERVE FOR PROJECTS	\$ 70,805.00	\$ 70,805.00
TOTAL ROAD RESERVE	\$141,610.00	\$141,610.00
<u>GENERAL FUND CONTINGENCY</u>	\$ 47,000.00	\$ 47,000.00
<u>CLFRF - ARPA FUND RESERVE</u>	\$ 9,921.28	\$ 9,921.28
<u>CURRENT BUDGET RESERVE</u>	\$176,056.80	\$284,969.76
<u>Funds exceeding EOY Anticipated Expenses & Reserves</u>	(\$176,972.10)	(\$28,340.08)
<u>TOTAL TEXPOOL AND CHECKBOOK</u>	\$409,588.08	\$518,501.04
<u>TOTAL ALL RESERVED FUNDS</u>	\$ 233,531.28	\$ 233,531.28
<u>UNALLOCATED AVAILABLE FUNDS</u>	\$0.00	\$0.00

Applications for ballot by mail shall be mailed to:
(Las solicitudes para boletas que se votarán adelantada por correo deberán enviarse a:)

Rebecca Howe
Name of Early Voting Clerk
(Nombre del Secretario/a de la Votación Adelantada)

P.O. Box 1107
Address (Dirección)

Manchaca, TX 78652
City (Ciudad) Zip Code (Código Postal)

512-280-3898
Telephone Number (Número de teléfono)

village@sanleannatx.com
Email Address (Dirección de Correo Electrónico)

sanleannatx.com
Early Voting Clerk's Website (Sitio web del Secretario/a de Votación Adelantada)

Applications for Ballots by Mail (ABBM)s must be received no later than the close of business on:
(Las solicitudes para boletas que se votarán adelantada por correo deberán recibirse no más tardar de las horas de negocio el:)

04 /22 /2025
(date)(fecha)

Federal Post Card Applications (FPCAs) must be received no later than the close of business on:
(La Tarjeta Federal Postal de Solicitud deberán recibirse no más tardar de las horas de negocio el:)

04 /22 /2024
(date)(fecha)

Issued this 16 day of January, 20 25
(day) (month) (year)

(Emitida este día 16 de January, 20 25.)
(día) (mes) (año)

Signature of Mayor (Firma del Alcalde)

Signature of Councilperson
(Firma del Concejal)

Signature of Councilperson
(Firma del Concejal)

Signature of Councilperson
(Firma del Concejal)

Signature of Councilperson
(Firma del Concejal)

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