THE VILLAGE OF SAN LEANNA AGENDA

Regular Board of Aldermen Public Meeting Thursday, July 17, 2025 7:00 pm – Community Center – 11906 Sleepy Hollow Rd

A	MEE.	TING	CAI	LLEI	OTO (ORDER

Roll call		
Approval of minutes:	Regular B of A Meeting	 June 19, 2025

B. CITIZENS' COMMUNICATION

- 1. Cahir Doherty, Arborist
- 2. Citizens' Communication

C. ITEMS SCHEDULED FOR ACTION

- 1. Discussion and possible action regarding Zoning Ordinance violation at 11705 Chapel Lane, regarding the employment of a non-resident individual for home-based business activities.
- 2. Oak wilt update with discussion and possible action regarding Oak Wilt on Circle Dr and between San Leanna Dr and Katy Ln.
- 3. Consideration of 2025 Contract with Texas Disposal Systems for Municipal Solid Waste and Recycling Collection and Disposal Services.
- 4. Discussion and possible action regarding potential violations to Health and Sanitation Ordinance 24-003 and Zoning Ordinance 13-001 at 511 Hacienda Dr.
- 5. Review and approve financial report for June 2025.

D. ITEMS FOR DISCUSSION

1. Discussion of 2025 estimated tax rolls, tax rate options, and plans and proposals for the FY 25-26 budget cycle.

E. REPORTS AND INFORMATION

1. Mayor's Report	 Updates re: meeting/symposium attendance
2. Zoning Report	 To be discussed
3. Administrative Report	 surveys/reports, administrative updates
4. Roads	 Current road maintenance needs, road improvement projects,
	street signs, speed humps
5. Public Affairs	 Newsletter, Community events
6. Public Safety	 Neighborhood Watch, NNO, public safety information,
	street lights
7. Water	 Water system info, drought status, Burn Ban info, drainage
	info, flood prevention
8. Environmental	 Tree Care Program, mowing/trimming, trash/recycling, burn
	piles

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	July 14, 2025
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Rebecca Howe, City A	dministrator

THE VILLAGE OF SAN LEANNA MINUTES

Regular Board of Aldermen Public Meeting Thursday, June 19, 2025 7:00 p.m. – Community Center – 11906 Sleepy Hollow Dr

A. MEETING CALLED TO ORDER

Present: Molly Quirk, Helen Rockenbaugh, Jonathan Fein, Mary Wright

Danny Villarreal was not present.

Stephanie Grayson was present and was officially installed. Oath of office was administered by Rebecca Howe

Jonathan Fein moved to approve the minutes of the Special B of A Meeting on May 22, 2025; Mary Wright seconded; motion carried with a vote of 4 in favor – 0 opposed.

B. CITIZENS' COMMUNICATION

1. Arborist Cahir Doherty updated the Council on areas needing attention to the canopy as well as a makeshift bamboo tipi at the park. Mr. Doherty touched on areas of hypoxylon and Oak Wilt, but reserved most discussion of Oak Wilt for the following agenda item.

C. ITEMS SCHEDULED FOR ACTION

- 1. Council reviewed community feedback on updating Village postal addresses to "San Leanna, TX 78652." Rebecca Howe reported that approximately 230 survey cards were mailed and 116 votes were returned and recorded, with in 39 favor and 77 against the address change. Stephanie Grayson moved to table any further action regarding a city-wide address change; Mary wright seconded; motion carried with a vote of 4 in favor 0 opposed.
- 2. Cahir Doherty provided an oak wilt update, specifically referencing infected trees on Circle Drive and between San Leanna Drive and Katy Lane, as well as differences in approach from representatives with the Texas Forest Service. Council reviewed the trenching map supplied by the Texas Forest Service and Rebecca Howe reported on a meeting scheduled with the Texas Forest Service, Cahir Doherty, and herself during the second week of July. No action was taken as council waited for more information and a formal recommendation.
- 3. Rebecca Howe updated Council on the protests filed with Travis Central Appraisal District regarding 2025 valuations for publicly owned Village properties. Ms. Howe reported that the informal hearings on public properties were held and that the district was not able to immediately offer as resolution. The formal hearing was scheduled for August 14, 2025, and it was noted that the Appraisal District had removed the erroneous sale comparison

from 610 Redbud Trail from the hearing evidence, but had not altered any other values based on that erroneous sale record. Ms. Howe stated that she would be seeking legal advice prior to the August 14th hearing. No official action was taken.

- 4. The Council discussed tiered waste and recycling service options, selecting biweekly recycling service and weekly waste collection services. After reviewing the proposed contract language from Texas Disposal Systems and outlining changes and questions regarding service start date and collection limitations, Jonathan Fein moved to approve the selected tier and authorize the City Administrator to finalize the contract with requested changes; Mary Wright seconded; motion carried with a vote of 4 in favor 0 opposed.
- 5. The financial report for May 2025 was reviewed. Jonathan Fein moved to approve the report; Mary Wright seconded; motion carried with a vote of 4 in favor 0 opposed.

D. ITEMS FOR DISCUSSION

- 1. Council discussed ongoing speed mediation requests. Rebecca Howe presented a map of all areas where speedbumps had been requested, committing to meet with Danny Villarreal to record locations of current speedbumps and to plan for quote. Topics included repainting of speed humps, installation of additional signage, and evaluation of locations for new speedbumps. The Board discussed pros and cons of speedbumps.
- 2. The Council also discussed preliminary FY 25-26 budget considerations and Rebecca Howe presented a brief review of budget procedures and tax rate information.

E. REPORTS AND INFORMATION

- 1. Mayor's Report Mayor Quirk reported on legislative updates and an upcoming meeting with CapMetro to learn about their master transportation plan.
- 2. Zoning Report Claire Dunn reported on current open permits, reporting on a certificate of occupancy at 512 River Oaks Dr and an upcoming accessory building on Sombrero Dr.
- 3. Administrative Report Rebecca Howe updated the Council on the status of the TWDB drainage plan grant application and the budget timeline.
- 4. Roads Danny Villarreal was not present to report on roads.
- 5. Public Affairs Mary Wright reported on plans for 4th of July, a potential bingo event, and that Trunk or Treat would be held the Friday before Halloween.
- 6. Public Safety Stephanie Grayson reported that National Night Out would be October 7th and council discussed some items traditionally considered part of Public Safety as it was Mrs. Grayson's

- 7. Water Jonathan Fein reported on the drought status and the status of the water system. The Aquifer District was 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 fallen 4.9 ft. since the previous month, to a level of 147 ft. The burn ban was not in effect.
 - Mr. Fein also reported on successful repairs to the south well pump.
- 8. Environmental Helen Rockenbaugh reported on the Tree Committee meeting, plans for Arbor Day, and plans for Oak Wilt education at the 4th of July event. Council and staff discussed mowing and trimming needs along FM 1626.

Ms. Howe reminded all that fireworks would not be permitted during the drought or a burn ban.

F. ADJOURNMENT

Jonathan Fein moved to adjourn the meeting; Helen Rockenbaugh seconded; meeting adjourned at 8:31 pm.



July 18, 2025

Ramsay and Rebecca Midwood 511 Hacienda Dr Austin, TX 78748

Subject: Notice of Violation – Village of San Leanna Ordinance No. 24-003 – Property Maintenance

This letter serves as an official notice regarding a violation of Village of San Leanna Ordinance No. 24-003, "Public Health, Sanitation, and Vegetation Maintenance Ordinance," concerning the maintenance of the public right-of-way adjoining your property at 511 Hacienda Dr.

During a recent observation, it was noted that there is an accumulation of rubbish in the public right-of-way adjacent to your property, including but not limited to what appears to be discarded televisions and broken furniture or wood. The items have been in the right of way since at least July 11th, 2025, when first observed by Village staff. Ample time has been given to have the items placed in garbage receptacles or otherwise removed from the property on a scheduled waste collection day.

Village of San Leanna Ordinance No. 24-003, Section 6(a) and 6(b), states the following:

- 6(a) "A person who is an owner, tenant, resident, occupant, agent or person having supervision of any lot, tract, or parcel of land, or a portion thereof, occupied or unoccupied within the Village shall: Keep the lot, tract, parcel of land, or part thereof, free from dangerous weeds, weeds, rubbish, refuse, brush, and other objectionable, unsightly, or unsanitary matter, as provided by Texas Health and Safety Code sections 342.004 and 342.008."
- 6(b) "Maintain all surface areas within the right-of-way, including sidewalks and curbs, in a clean, safe and efficient manner. Maintenance shall include, but not limited to, removal of trash and debris, trimming trees, so as not to prevent unsafe or obstructed pedestrian and vehicle travel, and keeping all grass and weeds trimmed or mowed to a height not to exceed fifteen (15) inches."

Therefore, you are hereby requested to remove the aforementioned rubbish from the public right-of-way and bring your property into compliance with Ordinance No. 24-003 within **seven (7) days** from the receipt of this notice.

Failure to comply with the provisions of this section within the prescribed time period will result in your being considered in violation of this section and subject to the penalties and fines set forth in the Ordinance. This may include administrative action by the Village to have the violation removed at your expense, with a lien potentially placed against your property for incurred costs.

P.O.Box 1107, Manchaca, TX 78652 phone: 512.280.3898 email: village@sanleannatx.com

We appreciate your prompt attention to this matter and your cooperation in helping to maintain the health and safety of our Village.

Sincerely,

Rebecca Howe City Administrator

P.O.Box 1107, Manchaca, TX 78652 phone: 512.280.3898 email: village@sanleannatx.com

VILLAGE OF SAN LEANNA GENERAL FUND REPORT 6-1-2025 -- 6-30-2025

REVENUES:

ACCOUNT	ACCOUNT NAME	CURRENT <u>MONTH</u>	YTD. BEG. CURRENT MO	YTD. END OF CURRENT MO	<u>DIFFERENCE</u>	AMENDED BUDGET
101	PROPERTY TAXES	\$4,021.57	\$293,089.73	\$297,111.30	(\$2,111.30)	\$295,000.00
102	FRANCHISE TAXES	\$52.24	\$12,549.96	\$12,602.20	\$2,397.80	\$15,000.00
103	INTEREST	\$2,205.25	\$14,761.84	\$16,967.09	(\$15,467.09)	\$1,500.00
104	BUILDING PERMITS	\$0.00	\$660.00	\$660.00	\$4,340.00	\$5,000.00
106	MISCELLANEOUS	\$0.00	\$950.00	\$950.00	(\$850.00)	\$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
	TOTALS:	\$6,279.06	\$322,011.53	\$328,290.59	(\$11,690.59)	\$316,600.00

EXPENSES:

ACCOUNT	ACCOUNT NAME	CURRENT MONTH	YTD. BEG. CURRENT MO	YTD. END OF CURRENT MO	DIFFERENCE	AMENDED BUDGET
112	ROAD MAINTENANCE	\$0.00	\$17,150.17	\$17,150.17	\$22,849.83	\$40,000.00
113	CITY ADMINISTRATOR	\$3,328.27	\$31,173.65	\$34,501.92	\$10,911.08	\$45,413.00
114	TML INSURANCE	\$0.00	\$6,908.02	\$6,908.02	\$1.98	\$6,910.00
115	LEGAL	\$164.50	\$542.50	\$707.00	\$4,293.00	\$5,000.00
116	TAXES	\$0.00	\$5,955.28	\$5,955.28	\$616.72 _	\$6,572.00
117	ENVIRONMENTAL MAINTENANCE	\$1,315.00	\$7,813.61	\$9,128.61	\$23,371.39	\$32,500.00
118	PUBLIC INFORMATION	\$0.00	\$749.72	\$749.72	\$50.28 _	\$800.00
119	AUDIT	\$0.00	\$0.00	\$0.00	\$8,000.00	\$8,000.00
120	SECURITY LIGHTS	\$241.67	\$2,011.90	\$2,253.57	\$946.43	\$3,200.00
121	OFFICE EXPENSES	\$705.28	\$3,775.13	\$4,480.41	\$1,519.59	\$6,000.00
122	ORG. MEMBERSHIP DUES	\$0.00	\$801.90	\$801.90	\$198.10	\$1,000.00
123	APPRAISALS	\$0.00	\$1,161.96	\$1,161.96	\$438.04	\$1,600.00
124	BUILDING INSPECTIONS	\$495.00	\$1,090.00	\$1,585.00	\$3,415.00	\$5,000.00
125	MISCELLANEOUS	\$45.00	\$1,291.24	\$1,336.24	\$163.76	\$1,500.00
126	ARBORIST	\$780.00	\$6,150.00	\$6,930.00	\$6,850.00	\$13,780.00
128	COUNCIL EXPENSES	\$0.00	\$0.00	\$0.00	\$100.00	\$100.00
129	PUBLIC AFFAIRS	\$8.59	\$1,542.83	\$1,551.42	\$1,948.58 -	\$3,500.00
130	COMMUNITY CENTER	\$167.96	\$1,838.77	\$2,006.73	\$993.27	\$3,000.00
131	ENGINEER	\$0.00	\$0.00	\$0.00	\$1,500.00	\$1,500.00
132	FLOOD PREVENTION	\$0.00	\$11,000.00	\$11,000.00	\$39,000.00	\$50,000.00
133	EMPLOYEE REIMBURSEMENT	\$0.00	\$0.00	\$0.00	\$200.00	\$200.00
134	HEALTH DEPT. CONTRACT	\$0.00	\$1,500.00	\$1,500.00	\$0.00	\$1,500.00
135	PUBLIC SAFETY	\$0.00	\$794.94	\$794.94	\$705.06 -	\$1,500.00
136	ADVISOR	\$823.10	\$7,329.10	\$8,152.20	\$3,847.80	\$12,000.00
137	EMPLOYEE BENEFIT STIPEND	\$209.18	\$2,078.26	\$2,287.44	\$712.56	\$3,000.00
	TOTALS:	\$8,283.55	\$112,658.98	\$120,942.53	\$132,632.47	\$253,575.00

VILLAGE OF SAN LEANNA WATER FUND REPORT 6-1-2025 -- 6-30-2025

REVENUES:

TOTALS:

CHECKBOOK BALANCE

REVENUES:	•					
<u>ACCOUNT</u>	ACCOUNT NAME	CURRENT MONTH	YTD. BEG. CURRENT MO	YTD. END OF CURRENT MO	DIFFERENCE	AMENDED <u>BUDGET</u>
201 202 203 204 205	WATER BILLING WATER TAP FEES METER DEP/CONNECT FEES MISCELLANEOUS TRANSFER FROM RESERVE	\$14,062.49 \$0.00 \$750.00 \$0.00 \$0.00	\$90,252.65 \$0.00 \$150.00 \$0.00 \$0.00	\$104,315.14 \$0.00 \$900.00 \$0.00 \$0.00	\$20,684.86 \$9,600.00 \$100.00 \$100.00 \$9,507.00	\$125,000.00 \$9,600.00 \$1,000.00 \$100.00 \$9,507.00
	TOTALS:	\$14,812.49	\$90,402.65	\$105,215.14	\$39,991.86	\$151,543.33
EXPENSES:		CURRENT	YTD. BEG.	YTD. END OF		AMENDED
<u>ACCOUNT</u>	ACCOUNT NAME	<u>MONTH</u>	CURRENT MO	CURRENT MO	DIFFERENCE	<u>BUDGET</u>
210 211	WATER OPERATOR DISTRICT FEES	\$2,975.00 \$0.00	\$23,800.00 \$4,640.62	\$26,775.00 \$4,640.62	\$8,925.00 \$1,559.38	\$35,700.00 \$6,200.00

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<u>ACCOUNT</u>	ACCOUNT NAME	<u>MONTH</u>	CURRENT MO	<u>CURRENT MO</u>	<u>DIFFERENCE</u>	<u>BUDGET</u>
040	WATER ORERATOR	#0.075.00	# 00 000 00	#00 775 00	#0.005.00	#25 700 00
210	WATER OPERATOR	\$2,975.00	\$23,800.00	\$26,775.00	\$8,925.00	\$35,700.00
211	DISTRICT FEES	\$0.00	\$4,640.62	\$4,640.62	\$1,559.38	\$6,200.00
212	MAINTENANCE/REPAIR	\$12,057.73	\$8,949.56	\$21,007.29	\$8,992.71	\$30,000.00
213	ELECTRICITY	\$1,059.51	\$6,044.96	\$7,104.47	\$1,895.53	\$9,000.00
214	BOOKKEEPER	\$1,664.13	\$15,586.81	\$17,250.94	\$5,456.06	\$22,707.00
215	BILLING SUPPLIES	\$149.46	\$868.63	\$1,018.09	\$881.91	\$1,900.00
216	METER READER	\$318.61	\$2,575.00	\$2,893.61	\$1,306.39	\$4,200.00

215	BILLING SUPPLIES	\$149.46	\$868.63	\$1,018.09	\$881.91	\$1,900.00
216	METER READER	\$318.61	\$2,575.00	\$2,893.61	\$1,306.39	\$4,200.00
217	METER REFUNDS	\$0.00	\$300.00	\$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	\$1,759.61	\$14,078.58	\$15,838.19	\$9,161.81	\$25,000.00
222	ASSISTANT WATER OPERATOR	\$350.00	\$2,800.00	\$3,150.00	\$1,050.00	\$4,200.00

\$20,334.05

CHECKING ACCOUNT BALA	NCE:		TEXPOOL BALANCE:	
BEGINNING BALANCE TOTAL REVENUES	\$11,194.10 \$21,091.55	. ,	BEGINNING BALANCE DEPOSITS	\$628,445.04 \$0.00
TRANSFER-TEXPOOL TOTAL EXPENSES ROAD FUND EXPENSE	\$20,000.00 \$28,617,60 \$0,00		INTEREST	\$2,205.25
TRANSFER-TEXPOOL INTEREST RET-TEXPOOL	\$ 0.00 \$2,205.25	\$30,822.85	TOTAL	\$630,650.29
ENDING BALANCE		\$21,462.80	WITHDRAWALS	\$20,000.00

\$79,644.16

\$99,978.21

\$21,462.50 ENDING BALANCE

\$45,228.79

\$145,207.00

\$610,650.29

VILLAGE OF SAN LEANNA FINANCIAL REPORT 6-1-2025 -- 6-30-2025

ROAD IMPROVEMENT FUND 2022 - 2025

REVENUE	<u>s</u>				BUDGET 24-25
301	CAPITAL METRO - BTC FUNDING 2022-2025	\$0.00	\$0.00	\$19,500.00	\$19,500.00
302	TRANSFER - CAPITAL METRO - RESERVED	\$0.00	\$0.00	\$0.00	\$0.00
303	CAPMETRO - BTC - PROJECT REIMBURSEN	\$0.00	\$0.00	\$0.00	\$0.00
304	TRANSFER - ROAD PROJECT RESERVED F	\$0.00	\$0.00	\$0.00	\$0.00
	TOTALS:	\$0.00	\$0.00	\$19,500.00	\$19,500.00
EXPENSES	<u>3</u>				
310	ROAD IMPROVEMENT - TBD	\$0.00	\$0.00		\$0.00
311	MISC	\$0.00	\$0.00	•	\$0.00
	TOTALS:	\$0.00	\$0.00	0 \$0.00	\$0.00
	CORONAVIRUS LOCAL FISCAL I	RECOVERY FU	NDING (CLFR	F) - ARPA	
REVENUE	<u>s:</u>	CURRENT MONTH	YTD TOTAL	DIFFERENCE	BUDGET 24-25
501	CORONAVIRUS LOCAL FISCAL RECOVERY FU	\$0.00	\$0.00	\$0.00	\$0.00
502	CLFRF RESERVE FUNDING	\$0.00	\$0.00	. ,	\$9,921.28
	TOTALS:	\$0.00	\$0.00	\$9,921.28	\$9,921.28
EXPENSES	<u>3:</u>				
510	WATER SYSTEM IMPROVEMENTS - NORTH WE	\$0.00	\$601.28		\$601.28
511	WATER SYSTEM IMPROVEMENTS - SOUTH WE	\$0.00	\$0.00		\$0.00
512	PUBLIC HEALTH / INFRASTRUCTURE TOTALS:	\$0.00 \$0.00	\$8,455.00 \$9,056.2 8		\$9,320.00 \$9,921.28
	TOTALS.	ψ0.00	ψ9,030.20	φουσ.υυ	ψ9,321.20
	HAZARD MITIGATION GRANT	PROGRAM (H	MPG) - GENER	RATOR	
REVENUE	<u>S:</u>	CURRENT MONTH	YTD TOTAL	DIFFERENCE	BUDGET 24-25
601	HAZARD MITIGATION GRANT FUNDING	\$0.00	\$0.00	\$139,426.20	\$139,426.20
602	LOCAL (10%) SHARE FUNDING - RESERVE	\$0.00	\$0.00	\$15,491.80	\$15,491.80
	TOTALS:	\$0.00	\$0.00	\$154,918.00	\$154,918.00
EXPENSES	}:				
610	GENERATOR PROJECT	\$0.00	\$0.00	\$154,918.00	\$154,918.00
	TOTALS: 0	\$0.00	\$0.00	\$154,918.00	\$154,918.00
	RESERVED I	FUND BALANC	ES		
WATER FL	JND CONTINGENCY		\$ 35,000.00		\$ 35,000.00
			Ψ σσ,σσσ.σσ		\$ 00,000.00
ROAD FUI RESTRICT	<u>ND:</u> ED 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
GENERAL	FUND CONTINGENCY		\$ 47,000.00		\$ 47,000.00
CLFRF - A	ARPA FUND RESERVE		\$ 865.00		\$ 865.00
CURRENT	BUDGET RESERVE Funds exceeding EOY Anticipated Expenses	& Reserves	\$ 415,164.14 \$ 208,685.28		\$ 407,637.79 \$229,776.53
TOTAL TE	XPOOL AND CHECKBOOK		\$ 639,639.14		\$632,112.79
TOTAL AL	L RESERVED FUNDS		\$ 224,475.00		\$ 224,475.00
UNALLOC	ATED AVAILABLE FUNDS		\$ 208,685.28		\$ 229,776.53