

THE VILLAGE OF SAN LEANNA
AGENDA
Special Board of Aldermen Public Meeting
Monday, July 20, 2026
7:00 pm – Community Center – 11906 Sleepy Hollow Rd

A) MEETING CALLED TO ORDER

Roll call
Approval of minutes: Regular B of A Meeting..... June 18, 2026

B) CITIZENS' COMMUNICATION

- 1) Arborist, Cahir Doherty
- 2) Citizen Communication

C) ITEMS SCHEDULED FOR ACTION

- 1) Discussion and possible action pertain to Oak Wilt mitigation planning and budgeting for Oak Wilt centers on Circle Dr and between San Leanna Dr and Katy Ln.
- 2) Consideration of Community Development Block Grant Urban County Cooperation Agreement.
- 3) Consideration of renewal of Interlocal Agreement with Austin/Travis County Health & Human Services for enforcement of Village ordinances.
- 4) Discussion and potential action pertaining to open ordinance violations at 511 Hacienda Dr (multiple), 11507 Sombrero Dr (Health and Sanitation), 11706 Chapel Ln (Health and Sanitation), 11909 Bluebonnet Ln (Junked Vehicle), and 11903 Sleepy Hollow Ln (Junked Vehicle).
- 5) Consideration of request for time extension pertaining to the open Junked Vehicle Ordinance Violation at 11517 Hunting Creek Ln.
- 6) Consideration of upcoming events at the Village of San Leana Community Center.
- 7) Consideration to offer water bill rebate to residents that attend the Village of San Leanna Recycling and Water Conservation event in August 2026.
- 8) Review and approve financial report for June 2026.
- 9) Consideration of updates to Arborist contract and rates.
- 10) Consideration of updates to Water Operator and Assistant Water Operator rates.

D) ITEMS FOR DISCUSSION

- 1) Discussion with preliminary finalization of proposed budget and tax rate for FY 2026-2027.

E) REPORTS AND INFORMATION

- 1) Mayor's Report..... Updates re: meetings/symposiums,
- 2) Zoning Report..... Certificates of Use:
Active Building permits:
- 3) Administrative Report... surveys/reports, complaints, admin updates
- 4) Roads..... Current road maintenance needs, road improv. projects, street signs, speed humps
- 5) Public Affairs..... newsletter, Community events
- 6) Public Safety..... Neighborhood Watch, public safety information, street lights
- 7) Water..... Water system info, drought status, Burn Ban info, drainage info, flood prevention
- 8) Environmental..... Tree Care Program, mowing/trimming, trash/recycling, burn piles

F) ADJOURNMENT TO EXECUTIVE SESSION

- 1) Council will meet in Executive Session to discuss performance review, cost of living/performance-based raises for employees, and other relevant employee matters per Section 551.074 of the Open Meetings Act.

G) RESUME REGULAR MEETING

H) ITEMS SCHEDULED FOR ACTION (Cont'd)

- 9) Decision on possible cost of living/performance-based raises for employees, and other relevant employee matters.
- 10) Finalization of FY 2026-2027 proposed budget and tax rate to be published.

I) ADJOURNMENT

**** ALL ITEMS SPECIFICALLY MENTIONED SEPARATE FROM EXECUTIVE SESSION
MAY HAVE ACTION TAKEN ****

The Board of Aldermen of the Village of San Leanna reserves the right to adjourn into executive session at any time to discuss any of the matters listed above, as authorized by Texas Government Code

Sections 551.071 (Consultation with Attorney), 551.072 (Deliberations about Real Property), 551.073 (Deliberations about Gifts and Donations), 551.074 (Personnel Matters), 551.076 (Deliberations about Security Devices), and 551.086 (Economic Development).

Posted _____ July 17, 2026

Rebecca Howe, City Administrator

**THE VILLAGE OF SAN LEANNA
MINUTES**

Regular Board of Aldermen Public Meeting

Thursday, June 18, 2026

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

A. MEETING CALLED TO ORDER

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

Danny Villarreal and Stephanie Grayson were absent.

Helen Rockenbaugh moved to approve the minutes of the Regular B of A Meeting on May 21, 2026; Mary Wright seconded; motion carried with a vote of 3 in favor – 0 opposed.

CITIZENS' COMMUNICATION

1. Arborist Cahir Doherty provided an update on oak wilt conditions throughout the Village, including recent monitoring of treatment areas, growth of newly planted trees, recommendations for continued disease prevention and tree maintenance, and potential removal of large fallen tree on Chapel Lane at Hunting Creek Lane.
2. Bryan Lopez of Sierra Scapes introduced himself and discussed landscape maintenance services, including mowing, drainage improvements, and vegetation management. Council members discussed potential opportunities for future maintenance projects within the Village.

C. ITEMS SCHEDULED FOR ACTION

1. Jonathan Fein moved to nominate and appoint Danny Villarreal as the Mayor Pro Tem; Mary Wright seconded; motion carried with a vote of 3 in favor – 0 opposed. Danny Villarreal was not present to be installed.
2. The Council reviewed correspondence received regarding the Animal Ordinance No. 12-001 violation at 11908 Sleepy Hollow pertaining to the keeping of a rooster within Village limits. After discussion, Helen Rockenbaugh moved to proceed with action consistent with the Animal Ordinance and allow 14 days for compliance, as the resident had committed to remove the rooster and council determined that Ordinance 12-001 possibly did not explicitly provide for exceptions to the rooster prohibition as written; Jonathan Fein seconded; motion carried with a vote of 3 in favor – 0 opposed.
3. The Council reviewed Schaumburg & Polk, Inc.'s Recommendation of Award for the Hazard Mitigation Plan Grant Sunset Well Generator Project to Salvation Site Services. Following discussion of the engineering recommendation, references, and project requirements, Helen Rockenbaugh moved to approve the recommendation of award; Mary Wright seconded; motion carried with a vote of 3 in favor – 0 opposed.

4. The Council discussed proposed drainage maintenance projects identified through consultation with DNZ Landscaping. Priority drainage areas and routine maintenance needs were reviewed. Helen Rockenbaugh moved to approve the recommended drainage maintenance projects; Mary Wright seconded; motion carried with a vote of 3 in favor – 0 opposed.
5. Rebecca Howe reported that there was no actionable update on the Hunting Creek Lane Grading Improvement Project through Ardurra Engineering as it was still in the design phase. Jonathan Fein moved to table action on the project; Helen Rockenbaugh seconded; motion carried with a vote of 3 in favor – 0 opposed.
6. Rebecca Howe presented a proposed adjustment to ensure budget accuracy through the end of the fiscal year. Helen Rockenbaugh moved to approve the budget amendment providing for additional funding for drainage maintenance; Jonathan Fein seconded; motion carried with a vote of 3 in favor – 0 opposed.
7. The financial report and reconciliation for May 2026 were reviewed. Jonathan Fein moved to approve the report; Mary Wright seconded; motion carried with a vote of 3 in favor – 0 opposed.

D. ITEMS SCHEDULED FOR DISCUSSION

1. The Council discussed updates regarding oak wilt trenching activities. Rebecca Howe reported on administrative delays with signing paperwork. Council discussed scheduling a meeting for the following week to create a timeline plan.
2. The Council discussed municipal legal counsel services for the Village, including options for future legal representation and specialized municipal law services. Ms. Howe reported that the legal representative for the Village of San Leanna at Messer Fort, PLLC, had left the practice without notice to the Village. Council requested that Ms. Howe explore alternative options for legal services.
3. Updates were provided regarding open ordinance violations at 511 Hacienda Drive, 11507 Sombrero Drive, 11706 Chapel Lane, 11909 Bluebonnet Lane, 11903 Sleepy Hollow Lane, and 11517 Hunting Creek Lane. Ms. Howe summarized current compliance efforts and ongoing enforcement actions, reporting that the owner of 11517 Hunting Creek Lane had requested an extension to July 31, 2026 which would be considered in July due to the timing of the request.
4. The Council continued preliminary discussions regarding priorities for the FY 2026-2027 budget, including infrastructure improvements, drainage maintenance, roadway projects, and operational needs.
5. Rebecca Howe presented the proposed table of contents for the codification of Village ordinances. The Council discussed the overall organization of the code and future phases of the codification process.

6. The Council reviewed updated amendments to the Zoning Ordinance that will be workshopped prior to consideration at the July 2026 meeting. Discussion focused on future committee review at 5:30 pm prior to the 7 pm Council meeting.

E. REPORTS AND INFORMATION

- 1) Mayor's Report – Mayor Molly Quirk reported some road and bamboo encroachment issues on Hacienda Drive.
- 2) Zoning Report – Claire Dunn was not present to report. Rebecca Howe conveyed updates on open building permits as provided by email. Ms. Howe reported on issues with the easement release at 11303 Lake Dr.
- 3) Administrative Report – Rebecca Howe reported on the upcoming city-wide mailed newsletter and Consumer Confidence Report for the water system, as well as updates on the utility poles left on the ground on Chapel Ln and HMPG Generator Project status.
- 4) Roads – Danny Villarreal was not present to report on Roads. Council discussed road paint and cleaning street signs.
- 5) Public Affairs – Mary Wright reported on plans for the 4th of July and Halloween. Council discussed a potential plan for a Halloween Block Party in the place of Trunk-or-Treat.
- 6) Public Safety – Stephanie Grayson was not present to report on Public Safety. Mayor Quirk reported on vandalism of a port-a-potty and a mailbox in the Hacienda Dr/River Oaks Dr/ San Leanna Dr area.
- 7) Water – Jonathan Fein reported on the drought status and the status of the water system. The Aquifer District was in Stage 3 Exceptional Drought Status with a mandatory 40% conservation period. The City of Austin was in Conservation Stage. Mr. Fein reported that the water system was running smoothly and that well levels had risen 0.5 ft. since the previous month, to a level of 145.7 ft. The burn ban was not in effect.

The solenoid valve for the Austin interconnect had arrived and was pending installation.

- 8) Environmental – Helen Rockenbaugh updated the Board on park, butterfly garden, and tree maintenance. Council discussed nuances of leash regulations and signage at the parks.

F. ADJOURNMENT

Jonathan Fein moved to adjourn the meeting; Mary Wright seconded; meeting adjourned at 8:55 pm.



Oak Wilt Treatment Plan

<https://texasoakwilt.org>

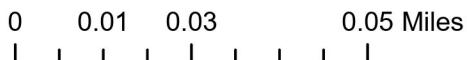


Legend

TrenchType

- Cost Shareable Primary
- Proposed

- Oak Wilt Mortality Center
- Trench Option 2



Name: San Leanna
County: Travis
Quad: Oak Hill
Case Number:
Northing: 3335238
Easting: 614237
Map Date: 1/09/2026
Forester: Camille Wiseman



Oak Wilt Treatment Plan

<https://texasoakwilt.org>



Legend

TrenchType

Non Cost Shareable
Trench

Oak Wilt Mortality
Center

0 0.02 0.04 0.08 Miles

Name: San Leanna
County: Travis
Quad: Oak Hill
Case Number: 2025-AU-2-1
Northing: 3335238
Easting: 614237
Map Date: 1/09/2026
Forester Camille Wiseman

**VILLAGE OF SAN LEANNA
GENERAL FUND REPORT
6-1-2026 -- 6-30-2026**

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>
101	PROPERTY TAXES	\$ 717.76	\$ 322,159.82	\$ 322,877.58	\$ (12,877.58)	\$ 310,000.00
102	FRANCHISE TAXES	\$ 938.62	\$ 12,832.21	\$ 13,770.83	\$ 1,229.17	\$ 15,000.00
103	INTEREST	\$ 2,563.98	\$ 18,116.44	\$ 20,680.42	\$ (5,680.42)	\$ 15,000.00
104	BUILDING PERMITS	\$ 120.00	\$ 220.00	\$ 340.00	\$ 4,660.00	\$ 5,000.00
106	MISCELLANEOUS	\$ -	\$ 150.00	\$ 150.00	\$ (50.00)	\$ 100.00
107	TRANSFER FROM RESERVE	\$ -	\$ -	\$ -	\$ 12,740.00	\$ 12,740.00
108	REAL PROPERTY	\$ -	\$ -	\$ -	\$ -	\$ -
<u>TOTALS:</u>		\$ 4,340.36	\$ 353,478.47	\$ 357,818.83	\$ 21.17	\$ 357,840.00

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	\$ 164.05	\$ 26,985.25	\$ 27,149.30	\$ 22,850.70	\$ 50,000.00
113	CITY ADMINISTRATOR	\$ 4,000.00	\$ 32,392.26	\$ 36,392.26	\$ 11,607.74	\$ 48,000.00
114	TML INSURANCE	\$ -	\$ 7,081.48	\$ 7,081.48	\$ 518.52	\$ 7,600.00
115	LEGAL	\$ -	\$ 560.78	\$ 560.78	\$ 4,439.22	\$ 5,000.00
116	TAXES	\$ 585.23	\$ 5,298.29	\$ 5,883.52	\$ 1,216.48	\$ 7,100.00
117	ENVIRONMENTAL MAINTENANCE	\$ 10,872.15	\$ 10,758.24	\$ 21,630.39	\$ 38,369.61	\$ 60,000.00
118	PUBLIC INFORMATION	\$ -	\$ -	\$ -	\$ 800.00	\$ 800.00
119	AUDIT	\$ -	\$ 8,000.00	\$ 8,000.00	\$ 8,000.00	\$ 16,000.00
120	SECURITY LIGHTS	\$ 243.59	\$ 1,937.11	\$ 2,180.70	\$ 1,019.30	\$ 3,200.00
121	OFFICE EXPENSES	\$ 239.73	\$ 2,986.16	\$ 3,225.89	\$ 774.11	\$ 4,000.00
122	ORG. MEMBERSHIP DUES	\$ -	\$ 802.70	\$ 802.70	\$ 297.30	\$ 1,100.00
123	APPRAISALS	\$ 431.19	\$ 858.29	\$ 1,289.48	\$ 410.52	\$ 1,700.00
124	BUILDING INSPECTIONS	\$ 720.00	\$ 1,125.00	\$ 1,845.00	\$ 3,155.00	\$ 5,000.00
125	MISCELLANEOUS	\$ 400.00	\$ (29.64)	\$ 370.36	\$ 1,129.64	\$ 1,500.00
126	ARBORIST	\$ 811.00	\$ 6,433.00	\$ 7,244.00	\$ 6,756.00	\$ 14,000.00
128	COUNCIL EXPENSES	\$ -	\$ -	\$ -	\$ 100.00	\$ 100.00
129	PUBLIC AFFAIRS	\$ -	\$ 570.52	\$ 570.52	\$ 2,929.48	\$ 3,500.00
130	COMMUNITY CENTER	\$ 345.29	\$ 18,718.36	\$ 19,063.65	\$ 1,936.35	\$ 21,000.00
131	ENGINEER	\$ -	\$ -	\$ -	\$ 1,500.00	\$ 1,500.00
132	FLOOD PREVENTION	\$ -	\$ -	\$ -	\$ 80,000.00	\$ 80,000.00
133	EMPLOYEE REIMBURSEMENT	\$ -	\$ -	\$ -	\$ 200.00	\$ 200.00
134	HEALTH DEPT. CONTRACT	\$ -	\$ 1,500.00	\$ 1,500.00	\$ -	\$ 1,500.00
135	PUBLIC SAFETY	\$ -	\$ 994.36	\$ 994.36	\$ 505.64	\$ 1,500.00
136	ADVISOR	\$ 1,040.00	\$ 8,493.44	\$ 9,533.44	\$ 2,946.56	\$ 12,480.00
137	EMPLOYEE BENEFIT STIPEND	\$ 250.00	\$ 1,831.66	\$ 2,081.66	\$ 918.34	\$ 3,000.00
138	DIGITAL INFRASTRUCTURE	\$ -	\$ 7,187.25	\$ 7,187.25	\$ 872.75	\$ 8,060.00
<u>TOTALS:</u>		\$ 20,102.23	\$ 137,297.26	\$ 157,399.49	\$ 192,380.51	\$ 357,840.00

**VILLAGE OF SAN LEANNA
WATER FUND REPORT
6-1-2026 -- 6-30-2026**

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	\$ 10,478.42	\$ 89,280.21	\$ 99,758.63	\$ 25,241.37	\$ 125,000.00
202	WATER TAP FEES	\$ -	\$ -	\$ -	\$ 9,600.00	\$ 9,600.00
203	METER DEP/CONNECT FEES	\$ 150.00	\$ 1,200.00	\$ 1,350.00	\$ (350.00)	\$ 1,000.00
204	MISCELLANEOUS	\$ -	\$ -	\$ -	\$ 100.00	\$ 100.00
205	TRANSFER FROM RESERVE	\$ -	\$ -	\$ -	\$ 12,648.00	\$ 12,648.00
<u>TOTALS:</u>		\$ 10,628.42	\$ 90,480.21	\$ 101,108.63	\$ 47,239.37	\$ 148,348.00

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	\$ 3,094.00	\$ 24,752.00	\$ 27,846.00	\$ 9,282.00	\$ 37,128.00
211	DISTRICT FEES	\$ -	\$ 3,295.44	\$ 3,295.44	\$ 2,904.56	\$ 6,200.00
212	MAINTENANCE/REPAIR	\$ 312.17	\$ 12,353.24	\$ 12,665.41	\$ 17,334.59	\$ 30,000.00
213	ELECTRICITY	\$ 767.14	\$ 6,202.98	\$ 6,970.12	\$ 2,029.88	\$ 9,000.00
214	BOOKKEEPER	\$ 2,000.00	\$ 16,196.13	\$ 18,196.13	\$ 5,803.87	\$ 24,000.00
215	BILLING SUPPLIES	\$ 142.62	\$ 1,060.61	\$ 1,203.23	\$ 696.77	\$ 1,900.00
216	METER READER	\$ 360.00	\$ 2,905.24	\$ 3,265.24	\$ 1,054.76	\$ 4,320.00
217	METER REFUNDS	\$ -	\$ 100.00	\$ 100.00	\$ 900.00	\$ 1,000.00
218	MISCELLANEOUS	\$ -	\$ -	\$ -	\$ 100.00	\$ 100.00
220	CITY OF AUSTIN CONTRACT	\$ -	\$ -	\$ -	\$ 5,200.00	\$ 5,200.00
221	CITY OF AUSTIN WATER	\$ 234.55	\$ 10,336.58	\$ 10,571.13	\$ 14,428.87	\$ 25,000.00
222	ASSISTANT WATER OPERATOR	\$ 375.00	\$ 3,000.00	\$ 3,375.00	\$ 1,125.00	\$ 4,500.00
TOTALS:		\$ 7,285.48	\$ 80,202.22	\$ 87,487.70	\$ 60,860.30	\$ 148,348.00

CHECKING ACCOUNT BALANCE:

BEGINNING BALANCE	\$ 13,786.56	\$ 58,755.34
TOTAL REVENUES	\$ 14,968.78	
TRANSFER-TEXPOOL (Pending)	\$ 30,000.00	
TOTAL EXPENSES	\$ 27,387.71	
ROAD FUND EXPENSE	\$ 2,450.00	
TRANSFER-TEXPOOL	\$ -	
INTEREST RET-TEXPOOL	\$ 2,563.98	\$ 32,401.69

ENDING BALANCE **\$ 26,353.65**

CHECKBOOK BALANCE **\$ 26,363.65**

TEXPOOL BALANCE:

BEGINNING BALANCE	\$ 855,389.26
DEPOSITS	\$ -
INTEREST	\$ 2,563.98

TOTAL **\$ 857,953.24**

WITHDRAWALS (Pending) **\$ 30,000.00**

ENDING BALANCE **\$ 827,953.24**

Village of San Leanna
Account Reconciliation
Date: 6-30-2026

BB&T - Account Number 1440001200678

Checks Outstanding	
NO.	AMOUNT
2689	\$ 132.91
3061	\$ 518.00
3118	\$ 1,500.00
3134	\$ 373.00
3161	\$ 259.17
3162	VOID
3163	\$ 431.19
3164	\$ 2,450.00
3165	\$ 332.46
3166	\$ 120.00
3167	\$ 375.00
3168	\$ 811.00
3169	\$ 400.00
3170	\$ 3,147.00
TOTAL*	\$ 10,849.73

Balance at statement date:	\$ <u>7,203.38</u>
Service Fees:	\$ <u>(0.00)*</u>
Pending withdrawals:	\$ <u>0.00</u>
Outstanding checks:	\$ <u>(10,849.73)</u>
Pending deposits:	\$ <u>30,000.00</u>
Checkbook balance:	\$ <u>26,353.65</u>
Reconciled	\$ 0.00

(* Check Adj included in checkbook balance)

District Drought Chart and Status

Barton Springs
Discharge
cubic feet/second (cfs)

District Drought Chart

Lovelady Monitor Well
Water Elevation
feet-mean sea level (ft-msl)

	Water Conservation Period	
38 cfs		478.4 ft-msl
32 cfs 10-day avg →	Stage 1 Alarm Drought	462.7 ft-msl
20 cfs		
	Stage 2 Critical Drought	
14 cfs		457.1 ft-msl ← 457.8 msl 10-day avg
10 cfs	Stage 3 Exceptional Drought	453.4 ft-msl
	Stage 4 Emergency Response Period	

This is the official drought chart used by the Barton Springs-Edwards Aquifer Conservation District.

Last Updated: 7/13/26