



**CITY OF UMLAND**  
**Notice and Agenda of Umland City Council Special Meeting**

**Notice is hereby given that the City Council of the City of Umland, Texas will hold a Special Meeting at 6:00 p.m. on Wednesday, May 13, 2020 via Zoom Conference. Members of the public may attend the meeting remotely by web or telephone. Meeting login details may be found below.**

*On March 16, 2020, and until further notice or until the state disaster declaration expires, the Governor of the State of Texas has suspended certain sections of the Texas Open Meetings Act. Therefore, this meeting is hereby posted and will be held in accordance with those sections of the Texas Open Meetings Act in effect as of the date of the posting of this agenda.*

Members of the public may join the Zoom Meeting by one of the following methods:

**By web:**

<https://us02web.zoom.us/j/88388399798?pwd=a2RjZEthYXFzUFRuTXNMb0ZKdUlydz09>

Meeting ID: 883 8839 9798

Password: 773963

One tap mobile

+13462487799,,88388399798#,,1#,773963# US (Houston)

+12532158782,,88388399798#,,1#,773963# US (Tacoma)

**By phone:**

Dial by your location

+1 346 248 7799 US (Houston)

+1 253 215 8782 US (Tacoma)

+1 669 900 9128 US (San Jose)

+1 312 626 6799 US (Chicago)

+1 646 558 8656 US (New York)

+1 301 715 8592 US (Germantown)

Meeting ID: 883 8839 9798

Password: 773963

Find your local number: <https://us02web.zoom.us/j/88388399798?pwd=a2RjZEthYXFzUFRuTXNMb0ZKdUlydz09>

#### **A. CALL TO ORDER**

1. Oath of Office:
  - Place 1 - Jessica Hodge (2020 – 2022)
  - Place 2 - Brian Heideman (2020 – 2022)
  - Place 3 - Daniel Heideman (2020 – 2022)
  - Place 4 - Naomi Schrock (2020 – 2021)
2. Roll Call
3. Declaration of Quorum
4. Pledges
  - a. United States
  - b. Texas - "Honor the Texas flag; I pledge allegiance to thee, Texas, one state under God, one and indivisible."

#### **B. PUBLIC COMMENTS**

Due to the remote nature of this meeting all public comment speakers must submit public comments to the City Secretary at CITYSECRETARY@UHLANDTX.US by providing their name, and contact information they wish to be made public, as well as the name and date of the meeting and each topic they wish to speak about no later than one (1) hour **PRIOR** to the start of the scheduled meeting. All speakers will be allowed to speak for three (3) minutes on each topic for which they properly submitted.

Public comments on agenda items will be taken at the time each topic is called.

At this time, public comments will be taken from the audience on any topic NOT listed on the agenda. **No discussion or formal action will be taken at this meeting on topics not on the agenda.** Inquiries about matters not listed on the agenda should be directed to City Staff following the meeting.

#### **C. PUBLIC HEARING**

***Property Subdivision and Land Development Ordinance***

#### **D. CONSENT AGENDA**

The following routine, clerical, and administrative items require no public hearing and are anticipated to require little or no individualized discussion by the City Council. It is intended that these items will be acted upon with a single motion as a collective, singular item. A City Council Member may request separate deliberation for a specific item or items at which time that item or items will be removed from the consent agenda for discussion as a regular agenda item. Prior to a vote, the City Council may add to the consent agenda an item or items listed elsewhere on the regular agenda.

1. March 4, 2020 Regular City Council meeting minutes
2. Financials of March and April 2020



#### **E. CITY STAFF REPORTS**

Staff reports include briefings on pending matters from City officials or City staff.

1. Introduction of City Secretary
2. Status update on due diligence for feasibility of City to acquire cemetery
3. Status update on current grant projects
4. Coming up:
  - June - fee schedule review
  - July - zoning ordinance review; review of ordinance 151: Building and Construction Regulations
  - August - review of 1445 interlocal with counties

#### **F. DISCUSSION ONLY ITEMS**

Items listed under this heading are for discussion purposes ONLY. No formal action will be taken at this meeting on the items discussed under this heading.

1. Ordinance for transferring / moving of structures on City Streets
2. COVID-19: State of Texas executive orders and disaster declarations
3. Disaster / Emergency Funds and Financial assistance
4. Emergency management: Council duties and responsibilities
5. City of Uhland purchasing land for Utility easements and future ROW

#### **G. DISCUSSION AND POSSIBLE ACTION ITEMS**

Items listed under this heading are for discussion and possible action.

1. Appointment of President Pro Tempore
2. Amendments to Ordinance No. 147 "Sign Ordinance"
3. Transportation Plan
4. Property Subdivision and Land Development Ordinance.
5. Uhland Planning and Zoning Commission: Appointment of Lacey Duke
6. Personnel Policy
7. Financial Signatories and Delegation of Authority Policy
8. RFP for City of Uhland Banking Services

#### **H. EXECUTIVE SESSION**

The City Council may retire to executive session any time between the meeting's opening and adjournment for the purposes of 1) consultation with *legal* counsel pursuant to Chapter 551.071 of the Texas Government Code, 2) deliberation regarding *real property* pursuant to Chapter 551.072 of the Texas Government Code, 3) deliberation about *Gifts and Donations* pursuant to Chapter 551.073 of the Texas Government Code, 4) discussion of *personnel matters* pursuant to Chapter 551.074 of the Texas Government Code, 5) deliberation regarding the deployment, or specific occasions for implementation of *security* personnel or devices pursuant to Chapter 551.076 of the Texas Government Code, 6) deliberation regarding *economic development* negotiations pursuant to Chapter 551.087 of the Texas Government Code. ***Action, if any, on topics discussed will be taken in open session.***

## **I. ANNOUNCEMENTS**

Announcements include items of community interest, including expressions of thanks, congratulations or condolence; information regarding holiday schedules; honorary or salutory recognitions of public officials, public employees, or other citizens; reminders on upcoming events organized or sponsored by the City; information regarding social, ceremonial, or community events organized or sponsored by a non-City entity that is scheduled to be attended by City officials or employees; and announcements involving imminent threats to the public's health and safety which have arisen after the posting of the agenda. No action will be taken, or in-depth discussion will occur on any announcement.

## **J. ATTENDANCE BY OTHER ELECTED OR APPOINTED OFFICIALS**

It is anticipated that members of other city boards, commissions and/or committees may attend the meeting in numbers that may constitute a quorum of the other city boards, commissions and/or committees. Notice is hereby given that the meeting, to the extent required by law, is also noticed as a meeting of the other boards, commissions and/or committees of the City, whose members may be in attendance. The members of the boards, commissions and/or committees may participate in discussions on the same items listed on the agenda, which occur at the meeting, but no action will be taken by such in attendance unless such item and action is specifically provided for on an agenda for that board, commission and/or committee subject to the Texas Open Meetings Act.

## **K. ADJOURNMENT**

### **CERTIFICATION**

I, the undersigned authority, do hereby certify that this Notice and Agenda of Meeting of the Umland City Council was posted on the City Hall bulletin board, a place convenient and readily accessible to the general public at all times, on the following date and time indicated, and remained so posted continuously for 72 hours preceding the scheduled time of said meeting.

Traci R. McGinley Posted: May 8<sup>th</sup>, 2020 at 12:50 a.m. (p.m.)  
Traci R. McGinley, City Secretary

*In compliance with the Americans with Disabilities Act, the City of Umland will provide reasonable accommodations for persons attending City Council meetings. Braille is not available. To better serve you, requests should be received 48 hours prior to the meetings. Please contact Traci R. McGinley, City Secretary, at 512-398-7399 or email [citysecretary@uhlandtx.us](mailto:citysecretary@uhlandtx.us).*



## **CITY OF UHLAND**

### **Uhland City Council Regular Meeting Minutes**

Notice is hereby given of a regular meeting of the City Council of Uhland to consider the following agenda items on:

**Wednesday, March 4, 2020 at 6:00 p.m. at**

City Hall Council Chambers, 15 North Old Spanish Trail, Uhland Texas

#### **A. CALL TO ORDER**

1. Roll Call. Mayor Hunter, Hodge, Schrock, B. Heideman, D. Heideman and Garonzik present.
2. Declaration of Quorum
3. Pledges
  - a. United States
  - b. Texas - "Honor the Texas flag; I pledge allegiance to thee, Texas, one state under God, one and indivisible."

#### **B. PUBLIC COMMENTS**

All public comment speakers must submit a completed Public Comment Form for each topic they wish to speak about to the City Administrator five (5) minutes **PRIOR** to the start of the scheduled meeting. All speakers will be allowed to speak for three (3) minutes on each topic for which they properly submitted a Public Comment Form. Public comments on agenda items will be taken at the time each topic is called.

At this time, public comments will be taken from the audience on any topic NOT listed in the agenda. **No discussion or formal action will be taken at this meeting on topics not on the agenda.** Inquiries about matters not listed on the agenda should be directed to City Staff following the meeting.

***Bill Fry with Plum Creek Utility update on wastewater Las Estancia 2 still acquiring easements, acquisition of easement for downtown, construction starting on Millcreek. TCEQ inspection, starting expansion of plant.***

*Public Hearing for amending the Subdivision Ordinance No. 219*

*Public hearing opened at 6:03 pm B. Heideman would like to see fiber, internet and broadband as a utility in the ordinance. Litter patrol around new developments, requirements of underground utilities public hearing closed at 6:07 pm.*

#### **C. CONSENT AGENDA**



The following routine, clerical, and administrative items require no public hearing and are anticipated to require little or no individualized discussion by the City Council. It is intended that these items will be acted upon with a single motion as a collective, singular item. A City Council Member may request separate deliberation for a specific item or items at which time that item or items will be removed from the consent agenda for discussion as a regular agenda item. Prior to a vote, the City Council may add to the consent agenda an item or items listed elsewhere on the regular agenda.

1. Discussion and possible action on approval of January 2020 financials.
2. Discussion and possible action on approving minutes of February 5, 2019 Regular City Council meeting.

**Motion made by B. Heideman to approve consent agenda seconded by Schrock. All ayes.**

#### **D. CITY STAFF REPORTS**

Staff reports include briefings on pending matters from City officials or City staff.

#### **E. DISCUSSION ONLY ITEMS**

Items listed under this heading are for discussion purposes ONLY. No formal action will be taken at this meeting on the items discussed under this heading.

1. Tx Dot update on SH 21 improvements.

**TxDOT Representatives shared the super 2 layout plan, the super 2 is letting March 5, 2020.**

**Last Thursday of each month is when contracts are awarded.**

**Council spoke of lowering speed limit to 45 and if it would limit the accidents.**

**Speed Study has been requested.**

**Garonzik offered to be the point of contact for Tx Dot.**

**Council requested a warrant study for High Road and SH21.**

2. Agreement (ILA) with Hay's County for the Second Amended and Restated Interlocal Agreement for Roadway Repair. **No discussion**

3. Amending Ordinance No. 219 Subdivision Ordinance and setting the second public hearing. **Second public hearing set to next City Council meeting.**

#### **F. DISCUSSION AND POSSIBLE ACTION ITEMS**

Items listed under this heading are for discussion and possible action.

##### **Uhland Economic Development Corporation (EDC)**

1. 3-month contract not to exceed \$1000 per month with Victor Garza to serve as the EDC consultant.

**Erica Heideman representing the Uhland EDC introduced Victor Garza and requested the 90-day contract be approved. Motion made by Garonzik to approve 90-day contract seconded by B. Heideman. All ayes.**



## **Uhland Planning and Zoning (P&Z)**

### **City of Uhland**

1. Consider authorizing staff and legal to investigate the feasibility of the City of Uhland acquiring Live Oak Cemetery. **Motion to approve staff to investigate made by Schrock seconded by B. Heideman, D. Heideman abstained all others aye.**
2. Amendments to Sign Ordinance: review and consider amendments to Ordinance No. 147 Sign Ordinance. **Motion to table made by B. Heideman due to legal not being present at meeting seconded by Hodge. All ayes.**
3. Transportation plan: review and consider adoption of Transportation Plan. **Motion to table by Hodge due to questions on ROW requirements, eminent domain, and legal questions seconded by Garonzik. All ayes**

### **G. EXECUTIVE SESSION**

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- 2) deliberation regarding real property pursuant to Chapter 551.072 of the Texas Government Code.
- 3) deliberation about Gifts and Donations pursuant to Chapter 551.073 of the Texas Government Code.
- 4) discussion of personnel matters pursuant to Chapter 551.074 of the Texas Government Code.
- 5) deliberation regarding the deployment, or specific occasions for implementation of security personnel or devices pursuant to Chapter 551.076 of the Texas Government Code; and/or
- 6) deliberation regarding economic development negotiations pursuant to Chapter 551.087 of the Texas Government Code.

*Action, if any, on topics discussed will be taken in open session.*

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Announcements include items of community interest, including expressions of thanks, congratulations or condolence; information regarding holiday schedules; honorary or salutary recognitions of public officials, public employees, or other citizens; reminders on upcoming events organized or sponsored by the City; information regarding social, ceremonial, or community events organized or sponsored by a non-City entity that is scheduled to be attended by City officials or employees; and announcements involving imminent threats to the public's health and safety which have arisen after the posting of the agenda. No action will be taken, or in-depth discussion will occur on any announcement.

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on the same items listed on the agenda, which occur at the meeting, but no action will be taken by such in attendance unless such item and action is specifically provided for on an agenda for that board, commission and/or committee subject to the Texas Open Meetings Act.

## **J. ADJOURNMENT**

**Meeting adjourned at 7:39 pm.**

**Approved May 13, 2020 \_\_\_\_\_**  
**Karen Gallaher, City Administrator**

## City of Uhland

10000 City of Uhland, Period Ending 03/31/2020

## RECONCILIATION REPORT

Reconciled on: 04/29/2020

Reconciled by: Kim Smith

Any changes made to transactions after this date aren't included in this report.

## Summary

USD

Statement beginning balance.....	340,380.71
Checks and payments cleared (47).....	-166,866.48
Deposits and other credits cleared (40).....	53,832.03
Statement ending balance.....	<u>227,346.26</u>
Register balance as of 03/31/2020.....	227,346.26
Cleared transactions after 03/31/2020.....	0.00
Uncleared transactions after 03/31/2020.....	-14,130.53
Register balance as of 04/29/2020.....	213,215.73

## Details

Checks and payments cleared (47)

DATE	TYPE	REF NO.	PAYEE	AMOUNT (USD)
02/25/2020	Bill Payment	4497	CAMPO	-415.00
02/25/2020	Bill Payment	4503	SCHMIDT FIRE & SAFETY	-363.00
02/25/2020	Bill Payment	4500	HAYS CENTRAL APPRAISAL DIST	-7.02
02/25/2020	Bill Payment	4501	LANGFORD COMMUNITY MAN...	-1,785.00
02/25/2020	Bill Payment	4504	TEXAS DISPOSAL SYSTEMS	-100.00
02/25/2020	Bill Payment	4499	EZ STREET COMPANY	-1,170.00
02/25/2020	Bill Payment	4498	Donald L Allman	-2,000.00
02/25/2020	Bill Payment	4502	LVN ENGINEERING	-1,542.50
03/02/2020	Expense	DD	MCCLINTOCK CODE REVIEW L...	-8,191.30
03/02/2020	Expense		TML MULTISTATE INTERGOVE...	-1,790.92
03/03/2020	Expense		Gateway	-10.00
03/03/2020	Expense		WASTE CONNECTION	-7,611.72
03/03/2020	Credit Card Payment			-221.75
03/03/2020	Expense	356820	BIZ DOC INC.	-1.50
03/03/2020	Credit Card Payment			-259.60
03/05/2020	Payroll Check	DD	Gary D. Gallaher	-1,452.12
03/05/2020	Payroll Check	DD	Karen S. Gallaher	-2,364.30
03/05/2020	Payroll Check	DD	Matthew Hodge	-1,169.35
03/05/2020	Payroll Check	DD	Gary D. Gallaher	-250.00
03/09/2020	Credit Card Payment			-257.01
03/10/2020	Credit Card Payment			-102.55
03/10/2020	Expense		Merchant Services	-70.95
03/10/2020	Credit Card Payment			-2,804.66
03/10/2020	Expense		SPECTRUM BUSINESS	-234.36
03/10/2020	Expense		Merchant Services	-70.95
03/10/2020	Expense	DD	Amy Akers	-12,875.00
03/11/2020	Tax Payment		IRS	-1,506.84
03/12/2020	Expense		SPECTRUM BUSINESS	-234.36
03/12/2020	Expense		FIRST LOCKHART NATIONAL B...	-5.00
03/16/2020	Transfer			-25,000.00
03/17/2020	Transfer			-25,000.00
03/17/2020	Expense		COUNTY LINE SUD	-41.25
03/18/2020	Transfer			-25,000.00
03/19/2020	Payroll Check	DD	Karen S. Gallaher	-2,364.28
03/19/2020	Transfer			-25,000.00
03/19/2020	Payroll Check	DD	Gary D. Gallaher	-1,452.11
03/19/2020	Payroll Check	DD	Gary D. Gallaher	-250.00
03/19/2020	Payroll Check	DD	Matthew Hodge	-1,169.35
03/20/2020	Expense		BLUEBONNET ELECTRIC	-383.32
03/20/2020	Check	NSF	Rosalinda Acuna	-1,055.00
03/25/2020	Expense		BIZ DOC INC.	-81.18
03/25/2020	Tax Payment		IRS	-1,506.90
03/27/2020	Credit Card Payment			-148.95
03/27/2020	Credit Card Payment			-79.91
03/27/2020	Payroll Check	DD	Karen S. Gallaher	-2,364.30

DATE	TYPE	REF NO.	PAYEE	AMOUNT (USD)
03/30/2020	Expense		TEXAS COMPTROLLER OF PU...	-1,133.78
03/30/2020	Expense		UHLAND ECONOMIC DEVELOP...	-5,969.39
Total				-166,866.48
Deposits and other credits cleared (40)				
DATE	TYPE	REF NO.	PAYEE	AMOUNT (USD)
02/27/2020	Sales Receipt	2033	USTI - BATCH PAYMENTS	1,300.74
02/28/2020	Sales Receipt	ach 49760	USTI epay	458.26
03/02/2020	Sales Receipt	2034	USTI - BATCH PAYMENTS	1,840.24
03/03/2020	Sales Receipt	ach49923	USTI epay	821.27
03/03/2020	Receive Payment	08514894	GRISTMILL HIGHLANDS	1,446.90
03/03/2020	Sales Receipt	2036	USTI - BATCH PAYMENTS	238.86
03/03/2020	Sales Receipt	2039	USTI - BATCH PAYMENTS	753.19
03/04/2020	Receive Payment	136118898	Melinda Calle	150.00
03/04/2020	Deposit		KB HOMES	2,451.31
03/04/2020	Deposit		KB HOMES	2,669.71
03/06/2020	Receive Payment	004101	Liquor Depot	794.25
03/06/2020	Sales Receipt	2988	USTI - BATCH PAYMENTS	598.61
03/09/2020	Receive Payment	5014	LIVING TREE CHURCH	300.00
03/09/2020	Sales Receipt	2986	USTI - BATCH PAYMENTS	669.44
03/09/2020	Deposit		CALDWELL COUNTY TAX ASSE...	452.98
03/09/2020	Sales Receipt	ach50320	USTI epay	378.17
03/10/2020	Sales Receipt	2046	USTI - BATCH PAYMENTS	653.53
03/10/2020	Sales Receipt	ach 50781	USTI epay	593.51
03/11/2020	Deposit		HAYS COUNTY APPRASIAL DIS...	3,216.75
03/12/2020	Deposit		CALDWELL COUNTY TAX ASSE...	21.58
03/12/2020	Receive Payment	2507	Rosalinda Acuna	1,055.00
03/17/2020	Deposit		TEXAS COMPTROLLER	17,830.79
03/17/2020	Sales Receipt	ach50934	USTI epay	261.31
03/19/2020	Sales Receipt	2049	USTI - BATCH PAYMENTS	1,063.84
03/20/2020	Deposit		CALDWELL COUNTY APPRAIS...	231.24
03/20/2020	Sales Receipt	2050	USTI - BATCH PAYMENTS	719.93
03/20/2020	Receive Payment	478465	Rosalinda Acuna	1,055.00
03/20/2020	Receive Payment	478466	Rosalinda Acuna	40.00
03/23/2020	Receive Payment	08515326	KB HOMES	2,451.31
03/23/2020	Receive Payment	08515313	KB HOMES	2,669.71
03/24/2020	Sales Receipt	2054	USTI - BATCH PAYMENTS	817.79
03/24/2020	Sales Receipt	51423	USTI epay	541.46
03/27/2020	Sales Receipt	2057	USTI - BATCH PAYMENTS	734.92
03/27/2020	Sales Receipt	ach51648	USTI epay	781.20
03/31/2020	Receive Payment	1015	Josh Thornton	672.00
03/31/2020	Sales Receipt	3013	USTI - BATCH PAYMENTS	2,745.32
03/31/2020	Journal	JE		234.36
03/31/2020	Journal	JE		70.95
03/31/2020	Journal	JE		1.50
03/31/2020	Deposit		FLNB	45.10
Total				53,832.03

Additional Information

Uncleared checks and payments after 03/31/2020

DATE	TYPE	REF NO.	PAYEE	AMOUNT (USD)
04/01/2020	Expense		WASTE CONNECTION	-7,611.72
04/01/2020	Tax Payment		IRS	-709.35
04/02/2020	Payroll Check	DD	Karen S. Gallaher	-2,491.90
04/02/2020	Payroll Check	DD	Gary D. Gallaher	-250.00
04/02/2020	Payroll Check	DD	Gary D. Gallaher	-1,452.12
04/02/2020	Expense		Gateway	-10.00
04/02/2020	Payroll Check	DD	Matthew Hodge	-1,161.67
04/06/2020	Expense		TML MULTISTATE INTERGOVE...	-1,790.92
04/07/2020	Credit Card Payment			-210.72
04/07/2020	Credit Card Payment			-805.76
04/08/2020	Expense		COUNTY LINE SUD	-40.60
04/08/2020	Tax Payment		IRS	-1,504.25

DATE	TYPE	REF NO.	PAYEE	AMOUNT (USD)
04/09/2020	Expense	DD	Amy Akers	-5,162.50
04/09/2020	Credit Card Payment			-52.83
04/09/2020	Credit Card Payment			-25.46
04/10/2020	Expense		Merchant Services	-70.95
04/12/2020	Expense		SPECTRUM BUSINESS	-234.36
04/13/2020	Expense		TML MULTISTATE INTERGOVE...	-2,507.23
04/16/2020	Bill Payment	4508	TEXAS MUNICIPAL LEAGUE	-2,450.00
04/16/2020	Bill Payment	4509	VADIM MUNICIPAL SOFTWARE ...	-1,005.02
04/16/2020	Bill Payment	4507	TEXAS DISPOSAL SYSTEMS	-200.00
04/16/2020	Bill Payment	4505	DELTRA	-1,454.25
04/16/2020	Bill Payment	4506	LVN ENGINEERING	-5,318.39
04/16/2020	Payroll Check	DD	Matthew Hodge	-1,161.67
04/16/2020	Payroll Check	DD	Gary D. Gallaher	-1,452.12
04/16/2020	Payroll Check	DD	Gary D. Gallaher	-250.00
04/16/2020	Payroll Check	DD	Karen S. Gallaher	-2,364.29
04/20/2020	Credit Card Payment			-128.55
04/22/2020	Expense		BLUEBONNET ELECTRIC COO...	-356.54
04/22/2020	Expense		TEXAS COMPTROLLER OF PU...	-1,036.32
04/22/2020	Tax Payment		IRS	-1,504.27
04/23/2020	Expense		WASTE CONNECTION	-3,345.28
04/25/2020	Expense		BIZ DOC INC.	-81.18
04/29/2020	Expense		UHLAND ECONOMIC DEVELOP...	-5,943.60
04/30/2020	Payroll Check	DD	Karen S. Gallaher	-2,487.26
04/30/2020	Payroll Check	DD	Gary D. Gallaher	-1.00
04/30/2020	Payroll Check	DD	Gary D. Gallaher	-1,701.11
04/30/2020	Payroll Check	DD	Matthew Hodge	-1,161.68
05/12/2020	Expense		SPECTRUM BUSINESS	-234.36

Total-59,729.23

Uncleared deposits and other credits after 03/31/2020

DATE	TYPE	REF NO.	PAYEE	AMOUNT (USD)
04/02/2020	Receive Payment	12815	County Line Special Utility District	103.36
04/02/2020	Sales Receipt	3014	USTI epay	600.34
04/03/2020	Sales Receipt	3016	USTI - BATCH PAYMENTS	525.41
04/03/2020	Sales Receipt	3017	USTI - BATCH PAYMENTS	872.45
04/03/2020	Sales Receipt	3025	USTI - BATCH PAYMENTS	260.00
04/07/2020	Sales Receipt	3015	USTI epay	1,247.65
04/07/2020	Receive Payment	224473	Sun Communities	84.00
04/08/2020	Receive Payment	08515825	KB HOMES	2,736.91
04/08/2020	Receive Payment	08515833	KB HOMES	2,329.51
04/08/2020	Receive Payment	085115832	KB HOMES	2,736.91
04/08/2020	Sales Receipt	2076	USTI - BATCH PAYMENTS	865.47
04/08/2020	Sales Receipt	ACH52257	USTI epay	125.34
04/09/2020	Sales Receipt	3024	USTI - BATCH PAYMENTS	210.00
04/09/2020	Sales Receipt	3026	USTI - BATCH PAYMENTS	148.31
04/10/2020	Deposit		TEXAS COMPTROLLER	19,522.49
04/10/2020	Deposit		HAYS COUNTY APPRASIAL DIS...	3,776.52
04/10/2020	Sales Receipt	3027	USTI epay	465.44
04/10/2020	Sales Receipt	3028	USTI - BATCH PAYMENTS	481.86
04/16/2020	Sales Receipt	2081	USTI - BATCH PAYMENTS	151.31
04/20/2020	Sales Receipt	3030	USTI epay	1,460.96
04/22/2020	Sales Receipt	2085	USTI - BATCH PAYMENTS	1,254.40
04/23/2020	Deposit		Jive Communications , Inc.	10.50
04/23/2020	Sales Receipt	2088	USTI - BATCH PAYMENTS	736.99
04/24/2020	Sales Receipt	ach53058	USTI epay	493.11
04/24/2020	Sales Receipt	ach52986	USTI epay	490.27
04/24/2020	Sales Receipt	2092	USTI - BATCH PAYMENTS	462.03
04/24/2020	Deposit		CALDWELL COUNTY TAX ASSE...	151.29
04/28/2020	Sales Receipt	2093	USTI - BATCH PAYMENTS	2,246.36
04/29/2020	Sales Receipt	2096	USTI - BATCH PAYMENTS	153.93
04/29/2020	Sales Receipt	ach3422	USTI epay	200.31
04/29/2020	Sales Receipt	ach 53244	USTI epay	695.27

Total45,598.70

## 10001 Uhland Money Market Account, Period Ending 03/31/2020

## RECONCILIATION REPORT

Reconciled on: 04/28/2020

Reconciled by: Kim Smith

Any changes made to transactions after this date aren't included in this report.

Summary	USD
Statement beginning balance.....	48,212.67
Checks and payments cleared (0).....	0.00
Deposits and other credits cleared (1).....	11.16
Statement ending balance.....	<u>48,223.83</u>
Register balance as of 03/31/2020.....	48,223.83

## Details

Deposits and other credits cleared (1)

DATE	TYPE	REF NO.	PAYEE	AMOUNT (USD)
03/31/2020	Deposit		FLNB	11.16
Total				11.16



City of Umland

10002 Umland Construction Account, Period Ending 03/31/2020

RECONCILIATION REPORT

Reconciled on: 04/28/2020

Reconciled by: Kim Smith

Any changes made to transactions after this date aren't included in this report.

Summary	USD
Statement beginning balance	100.00
Checks and payments cleared (0)	0.00
Deposits and other credits cleared (0)	0.00
Statement ending balance	100.00
Register balance as of 03/31/2020	100.00

10003 Uhlend Debit Card Account, Period Ending 03/31/2020

RECONCILIATION REPORT

Reconciled on: 04/28/2020

Reconciled by: Kim Smith

Any changes made to transactions after this date aren't included in this report.

Summary	USD
Statement beginning balance	121.52
Checks and payments cleared (0)	0.00
Deposits and other credits cleared (0)	0.00
Statement ending balance	121.52
Register balance as of 03/31/2020	121.52

## RECONCILIATION REPORT

Reconciled on: 04/28/2020

Reconciled by: Kim Smith

Any changes made to transactions after this date aren't included in this report.

## Summary

USD

Statement beginning balance	960.85
Checks and payments cleared (0)	0.00
Deposits and other credits cleared (7)	100,022.18
Statement ending balance	100,983.03
Register balance as of 03/31/2020	100,983.03

## Details

Deposits and other credits cleared (7)

DATE	TYPE	REF NO.	PAYEE	AMOUNT (USD)
03/16/2020	Transfer			25,000.00
03/16/2020	Deposit			0.12
03/16/2020	Deposit			0.10
03/17/2020	Transfer			25,000.00
03/18/2020	Transfer			25,000.00
03/19/2020	Transfer			25,000.00
03/31/2020	Deposit			21.96

Total	100,022.18
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# City of Uhland

## BUDGET VS ACTUAL

October 2019 - March 2020

	TOTAL			
	ACTUAL	BUDGET	OVER BUDGET	% OF BUDGET
<b>Income</b>				
40010 AD Valorem - Caldwell County	25,308.49	26,994.27	(1,685.78)	93.76 %
40011 AD Valorem - Hays County	59,462.30	62,477.37	(3,015.07)	95.17 %
40050 Sales Tax Revenue	112,562.15	240,000.00	(127,437.85)	46.90 %
40100 Building Permit Income	41,128.05	166,500.00	(125,371.95)	24.70 %
40101 OSSF Commercial		610.00	(610.00)	
40102 OSSF Residential	1,640.00	4,100.00	(2,460.00)	40.00 %
40103 Sign Permits		1,000.00	(1,000.00)	
40104 Transportation Fee - CGE	250.00	2,500.00	(2,250.00)	10.00 %
40105 Transportation Fees - Millcreek		42,980.00	(42,980.00)	
40106 Transportation Fee - KB Homes	36,840.00	61,400.00	(24,560.00)	60.00 %
40150 Subdivision Income	29,297.59	75,000.00	(45,702.41)	39.06 %
40155 Billable Expense Income	39,386.20		39,386.20	
40200 Solid Waste Services	78,545.54	176,400.00	(97,854.46)	44.53 %
40201 Franchise Fees	34,592.02	54,000.00	(19,407.98)	64.06 %
40202 Solid Waste Services - Restoration/Late Fee	1,665.00	3,000.00	(1,335.00)	55.50 %
40300 Community Center Rental	5,100.00	9,000.00	(3,900.00)	56.67 %
40320 Donations	(173.22)		(173.22)	
40350 Film Friendly Fee	500.00		500.00	
40355 Lottery Fee	17.56		17.56	
40500 Administration Fee Income	6,929.86		6,929.86	
40900 Interest Income	425.68	829.00	(403.32)	51.35 %
<b>Total Income</b>	<b>\$473,477.22</b>	<b>\$926,790.64</b>	<b>\$ (453,313.42)</b>	<b>51.09 %</b>
<b>Cost of Goods Sold</b>				
50050 Sales Tax Income - State Service Fees	2,250.47	2,454.90	(204.43)	91.67 %
50051 EDC Sales Tax Income Transfers	36,796.18	80,000.00	(43,203.82)	46.00 %
50155 Billable Expenses	32,648.70		32,648.70	
<b>Total Cost of Goods Sold</b>	<b>\$71,695.35</b>	<b>\$82,454.90</b>	<b>\$ (10,759.55)</b>	<b>86.95 %</b>
<b>GROSS PROFIT</b>	<b>\$401,781.87</b>	<b>\$844,335.74</b>	<b>\$ (442,553.87)</b>	<b>47.59 %</b>
<b>Expenses</b>				
60050 Community Outreach	943.50	2,000.00	(1,056.50)	47.18 %
60051 Computer Expense & Repair	4,440.32	1,000.00	3,440.32	444.03 %
60053 Continuing Education/Training	580.00	3,500.00	(2,920.00)	16.57 %
60055 Contract Labor	23,912.01	83,250.00	(59,337.99)	28.72 %
60057 Dues Licenses & Subscriptions	247.60	4,844.00	(4,596.40)	5.11 %
60059 Employee Relations	139.01		139.01	
60060 Fees - Accounting	12,000.00	7,500.00	4,500.00	160.00 %
60063 Fees - Bookkeeping	4,182.90	6,228.00	(2,045.10)	67.16 %
60065 Fees - Consulting	10,238.93	22,200.00	(11,961.07)	46.12 %
60070 Fees - Janitorial		750.00	(750.00)	
60071 Fees - Legal	25,637.50	38,400.00	(12,762.50)	66.76 %
60072 Fees - Meetings	86.13	500.00	(413.87)	17.23 %

# City of Uhland

## BUDGET VS ACTUAL

October 2019 - March 2020

	TOTAL			
	ACTUAL	BUDGET	OVER BUDGET	% OF BUDGET
60075 Fees - Professional	902.32	25,000.00	(24,097.68)	3.61 %
60078 Fees - Property Tax Collection	686.50		686.50	
60079 Fees - Waste Collection	50,848.08	90,170.00	(39,321.92)	56.39 %
60081 Small Equipment & Tools < \$2,500	547.38		547.38	
60087 Fuel	2,056.27		2,056.27	
60090 INS - Liability	3,072.06	7,989.00	(4,916.94)	38.45 %
60091 INS - Employee Benefit Insurance	17,908.62	38,400.00	(20,491.38)	46.64 %
60092 INS - Workers Compensation	3,638.00		3,638.00	
70020 Bank Charges	189.82	359.64	(169.82)	52.78 %
70030 Merchant Service Fees	407.62	612.00	(204.38)	66.60 %
70055 Marketing & Promotion		10,000.00	(10,000.00)	
70056 Marketing - Website	1,488.51	7,600.00	(6,111.49)	19.59 %
70060 Meal Expenses	29.74	300.00	(270.26)	9.91 %
70065 Postage	979.70	1,790.00	(810.30)	54.73 %
70070 Rent - Janitorial Equipment	601.50		601.50	
70075 Repairs & Maintenance	7,517.79	135,000.00	(127,482.21)	5.57 %
70090 Payroll - Expenses				
70092 Payroll - Salaries - City Administrator	42,046.66	82,831.81	(40,785.15)	50.76 %
70093 Payroll - Salaries - City Clerk	16,080.79	31,399.36	(15,318.57)	51.21 %
70095 Payroll - Salaries - Public Works Lead	27,268.62	57,135.38	(29,866.76)	47.73 %
70096 Payroll - Salaries - Public Works	17,358.01	35,731.11	(18,373.10)	48.58 %
70200 Payroll - Taxes	7,860.68	15,842.97	(7,982.29)	49.62 %
70210 Payroll - Service Fees	699.29		699.29	
<b>Total 70090 Payroll - Expenses</b>	<b>111,314.05</b>	<b>222,940.63</b>	<b>(111,626.58)</b>	<b>49.93 %</b>
70220 Uniforms	295.96		295.96	
70300 Supplies - Office	1,831.55	18,000.00	(16,168.45)	10.18 %
70301 Supplies - Janitorial	388.40	750.00	(361.60)	51.79 %
70302 Supplies - Maintenance	266.88		266.88	
70400 Telephone & Internet	1,438.26	2,904.00	(1,465.74)	49.53 %
70450 Travel - Mileage Reimbursements	1,635.30	5,000.00	(3,364.70)	32.71 %
70451 Travel - Parking & Tolls		3,800.00	(3,800.00)	
70500 Utilities	3,048.39	7,264.00	(4,215.61)	41.97 %
80070 Hays County Road Fund		50,000.00	(50,000.00)	
<b>Total Expenses</b>	<b>\$293,500.60</b>	<b>\$798,051.27</b>	<b>\$ (504,550.67)</b>	<b>36.78 %</b>
<b>NET OPERATING INCOME</b>	<b>\$108,281.27</b>	<b>\$46,284.47</b>	<b>\$61,996.80</b>	<b>233.95 %</b>
Other Income				
80090 Income - Other	(121.70)		(121.70)	
80100 Grant Income	66,895.69		66,895.69	
<b>Total Other Income</b>	<b>\$66,773.99</b>	<b>\$0.00</b>	<b>\$66,773.99</b>	<b>0.00%</b>
Other Expenses				
80060 Rainy Day Fund		43,784.47	(43,784.47)	
80101 Grant Expense	54,851.31	2,500.00	52,351.31	2,194.05 %



# City of Uhland

## BUDGET VS ACTUAL

October 2019 - March 2020

	TOTAL			
	ACTUAL	BUDGET	OVER BUDGET	% OF BUDGET
<b>Total Other Expenses</b>	<b>\$54,851.31</b>	<b>\$46,284.47</b>	<b>\$8,566.84</b>	<b>118.51 %</b>
NET OTHER INCOME	\$11,922.68	\$ (46,284.47)	\$58,207.15	(25.76 %)
NET INCOME	\$120,203.95	\$0.00	\$120,203.95	0.00%

# City of Uhland

## BALANCE SHEET

As of March 31, 2020

	TOTAL
ASSETS	
Current Assets	
Bank Accounts	
10000 City of Uhland	227,346.26
10001 Uhland Money Market Account	48,223.83
10002 Uhland Construction Account	100.00
10003 Uhland Debit Card Account	121.52
10004 TexSTAR	100,983.03
<b>Total Bank Accounts</b>	<b>\$376,774.64</b>
Accounts Receivable	
12000 Accounts Receivable (A/R)	15,816.31
<b>Total Accounts Receivable</b>	<b>\$15,816.31</b>
Other Current Assets	
12501 Texas Comptroller Reserves	237.71
<b>Total Other Current Assets</b>	<b>\$237.71</b>
<b>Total Current Assets</b>	<b>\$392,828.66</b>
Fixed Assets	
17001 Machinery & Equipment	21,350.00
<b>Total Fixed Assets</b>	<b>\$21,350.00</b>
<b>TOTAL ASSETS</b>	<b>\$414,178.66</b>

# City of Uhland

## BALANCE SHEET

As of March 31, 2020

	TOTAL
LIABILITIES AND EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
20000 Accounts Payable (A/P)	4,109.64
<b>Total Accounts Payable</b>	<b>\$4,109.64</b>
Credit Cards	
20500 Fuelman Fuel Credit Card	83.44
20501 A/P - Fuelman Mastercard	785.77
20503 A/P - Lowes	25.46
20504 A/P - Tractor Supply	52.83
<b>Total Credit Cards</b>	<b>\$947.50</b>
Other Current Liabilities	
20700 A/P - Jimmy McClintock	4,702.47
22500 Sales Tax Payable	939.35
23000 EDC Sales Tax Income Payable	5,943.60
24000 Payroll - Liabilities	0.00
24001 Payroll - Taxes Federal (941/944)	709.35
<b>Total 24000 Payroll - Liabilities</b>	<b>709.35</b>
<b>Total Other Current Liabilities</b>	<b>\$12,294.77</b>
<b>Total Current Liabilities</b>	<b>\$17,351.91</b>
<b>Total Liabilities</b>	<b>\$17,351.91</b>
Equity	
30000 Retained Earnings	157,971.21
30001 Opening Balance Equity	118,651.59
Net Income	120,203.95
<b>Total Equity</b>	<b>\$396,826.75</b>
<b>TOTAL LIABILITIES AND EQUITY</b>	<b>\$414,178.66</b>

# City of Uhland

## INCOME STATEMENT

March 2020

	TOTAL		
	MAR 2020	OCT 2019 - MAR 2020 (YTD)	% OF INCOME
Income			
40010 AD Valorem - Caldwell County	705.80	25,308.49	1.22 %
40011 AD Valorem - Hays County	3,216.75	59,462.30	5.55 %
40050 Sales Tax Revenue	18,192.82	112,562.15	31.37 %
40100 Building Permit Income	8,490.80	41,128.05	14.64 %
40102 OSSF Residential		1,640.00	
40104 Transportation Fee - CGE		250.00	
40106 Transportation Fee - KB Homes	6,140.00	36,840.00	10.59 %
40150 Subdivision Income		29,297.59	
40155 Billable Expense Income	6,518.51	39,386.20	11.24 %
40200 Solid Waste Services	13,273.24	78,545.54	22.88 %
40201 Franchise Fees		34,592.02	
40202 Solid Waste Services - Restoration/Late Fee		1,665.00	
40300 Community Center Rental	450.00	5,100.00	0.78 %
40320 Donations		(173.22)	
40350 Film Friendly Fee		500.00	
40355 Lottery Fee		17.56	
40500 Administration Fee Income	935.71	6,929.86	1.61 %
40900 Interest Income	78.44	425.68	0.14 %
<b>Total Income</b>	<b>\$58,002.07</b>	<b>\$473,477.22</b>	<b>100.00 %</b>
Cost of Goods Sold			
50050 Sales Tax Income - State Service Fees	363.84	2,250.47	0.63 %
50051 EDC Sales Tax Income Transfers	5,943.60	36,796.18	10.25 %
50155 Billable Expenses	5,158.75	32,648.70	8.89 %
<b>Total Cost of Goods Sold</b>	<b>\$11,466.19</b>	<b>\$71,695.35</b>	<b>19.77 %</b>
<b>GROSS PROFIT</b>	<b>\$46,535.88</b>	<b>\$401,781.87</b>	<b>80.23 %</b>
Expenses			
60050 Community Outreach		943.50	
60051 Computer Expense & Repair		4,440.32	
60053 Continuing Education/Training	(765.00)	580.00	(1.32 %)
60055 Contract Labor	4,702.47	23,912.01	8.11 %
60057 Dues Licenses & Subscriptions		247.60	
60059 Employee Relations		139.01	
60060 Fees - Accounting		12,000.00	
60063 Fees - Bookkeeping	593.40	4,182.90	1.02 %
60065 Fees - Consulting	975.00	10,238.93	1.68 %
60071 Fees - Legal	9,075.00	25,637.50	15.65 %
60072 Fees - Meetings		86.13	
60075 Fees - Professional	81.18	902.32	0.14 %
60078 Fees - Property Tax Collection		686.50	

# City of Uhland

## INCOME STATEMENT

March 2020

	TOTAL		
	MAR 2020	OCT 2019 - MAR 2020 (YTD)	% OF INCOME
60079 Fees - Waste Collection	7,611.72	50,848.08	13.12 %
60081 Small Equipment & Tools < \$2,500		547.38	
60087 Fuel	431.88	2,056.27	0.74 %
60090 INS - Liability		3,072.06	
60091 INS - Employee Benefit Insurance	1,790.92	17,908.62	3.09 %
60092 INS - Workers Compensation		3,638.00	
70020 Bank Charges	34.97	189.82	0.06 %
70030 Merchant Service Fees	80.95	407.62	0.14 %
70056 Marketing - Website		1,488.51	
70060 Meal Expenses		29.74	
70065 Postage	147.00	979.70	0.25 %
70070 Rent - Janitorial Equipment	100.00	601.50	0.17 %
70075 Repairs & Maintenance	527.53	7,517.79	0.91 %
70090 Payroll - Expenses			
70092 Payroll - Salaries - City Administrator	8,565.69	42,046.66	14.77 %
70093 Payroll - Salaries - City Clerk		16,080.79	
70095 Payroll - Salaries - Public Works Lead	4,080.38	27,268.62	7.03 %
70096 Payroll - Salaries - Public Works	2,736.10	17,358.01	4.72 %
70200 Payroll - Taxes	1,176.73	7,860.68	2.03 %
70210 Payroll - Service Fees	119.39	699.29	0.21 %
<b>Total 70090 Payroll - Expenses</b>	<b>16,678.29</b>	<b>111,314.05</b>	<b>28.75 %</b>
70220 Uniforms		295.96	
70300 Supplies - Office	(223.71)	1,831.55	(0.39 %)
70301 Supplies - Janitorial	251.14	388.40	0.43 %
70302 Supplies - Maintenance		266.88	
70400 Telephone & Internet	234.36	1,438.26	0.40 %
70450 Travel - Mileage Reimbursements		1,635.30	
70500 Utilities	424.57	3,048.39	0.73 %
<b>Total Expenses</b>	<b>\$42,751.67</b>	<b>\$293,500.60</b>	<b>73.71 %</b>
NET OPERATING INCOME	<b>\$3,784.21</b>	<b>\$108,281.27</b>	<b>6.52 %</b>
Other Income			
80090 Income - Other	(94.17)	(121.70)	(0.16 %)
80100 Grant Income		66,895.69	
<b>Total Other Income</b>	<b>\$ (94.17)</b>	<b>\$66,773.99</b>	<b>(0.16 %)</b>
Other Expenses			
80101 Grant Expense		54,851.31	
<b>Total Other Expenses</b>	<b>\$0.00</b>	<b>\$54,851.31</b>	<b>0.00%</b>
NET OTHER INCOME	<b>\$ (94.17)</b>	<b>\$11,922.68</b>	<b>(0.16 %)</b>
NET INCOME	<b>\$3,690.04</b>	<b>\$120,203.95</b>	<b>6.36 %</b>



**City of Uhland**  
**INCOME STATEMENT BY CLASS**  
 March 2020

	ADMINISTRATION	BUILDING PERMITS	COMMUNITY CENTER	EDC UHLAND	FUTURE ROADWAY IMPACT FEES	PUBLIC WORKS	SUBDIVISION	WASTE MANAGEMENT	TOTAL
Income									
40010 AD Valorem - Caldwell County						705.80			\$705.80
40011 AD Valorem - Hays County						3,216.75			\$3,216.75
40050 Sales Tax Revenue	6,063.97			6,064.88		6,063.97			\$18,192.82
40100 Building Permit Income		8,490.80							\$8,490.80
40106 Transportation Fee - KB Homes					6,140.00				\$6,140.00
40155 Billable Expense Income	40.00						6,478.51		\$6,518.51
40200 Solid Waste Services								13,273.24	\$13,273.24
40300 Community Center Rental			450.00						\$450.00
40500 Administration Fee Income	935.71								\$935.71
40900 Interest Income	78.44								\$78.44
<b>Total Income</b>	<b>\$7,118.12</b>	<b>\$8,490.80</b>	<b>\$450.00</b>	<b>\$6,064.88</b>	<b>\$6,140.00</b>	<b>\$9,986.52</b>	<b>\$6,478.51</b>	<b>\$13,273.24</b>	<b>\$58,002.07</b>
Cost of Goods Sold									
50050 Sales Tax Income - State Service Fees	121.28			121.28		121.28			\$363.84
50051 EDC Sales Tax Income Transfers				5,943.60					\$5,943.60
50155 Billable Expenses							5,158.75		\$5,158.75
<b>Total Cost of Goods Sold</b>	<b>\$121.28</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$6,064.88</b>	<b>\$0.00</b>	<b>\$121.28</b>	<b>\$5,158.75</b>	<b>\$0.00</b>	<b>\$11,466.19</b>
<b>GROSS PROFIT</b>	<b>\$6,996.84</b>	<b>\$8,490.80</b>	<b>\$450.00</b>	<b>\$0.00</b>	<b>\$6,140.00</b>	<b>\$9,865.24</b>	<b>\$1,319.76</b>	<b>\$13,273.24</b>	<b>\$46,535.88</b>
Expenses									
60053 Continuing Education/Training	(765.00)								\$ (765.00)
60055 Contract Labor		4,702.47							\$4,702.47
60063 Fees - Bookkeeping	593.40								\$593.40
60065 Fees - Consulting	975.00								\$975.00
60071 Fees - Legal	9,075.00								\$9,075.00
60075 Fees - Professional	81.18								\$81.18
60079 Fees - Waste Collection								7,611.72	\$7,611.72
60087 Fuel						431.88			\$431.88
60091 INS - Employee Benefit Insurance	596.97					1,193.95			\$1,790.92
70020 Bank Charges	29.97	5.00							\$34.97
70030 Merchant Service Fees		80.95							\$80.95
70065 Postage								147.00	\$147.00
70070 Rent - Janitorial Equipment			100.00						\$100.00
70075 Repairs & Maintenance						527.53			\$527.53
70090 Payroll - Expenses									\$0.00
70092 Payroll - Salaries - City Administrator	8,565.69								\$8,565.69
70095 Payroll - Salaries - Public Works Lead						4,080.38			\$4,080.38
70096 Payroll - Salaries - Public Works						2,736.10			\$2,736.10
70200 Payroll - Taxes	655.28					521.45			\$1,176.73
70210 Payroll - Service Fees	59.70					59.69			\$119.39
<b>Total 70090 Payroll - Expenses</b>	<b>9,280.67</b>					<b>7,397.62</b>			<b>\$16,678.29</b>
70300 Supplies - Office	(223.71)								\$ (223.71)
70301 Supplies - Janitorial			41.19			209.95			\$251.14

City of Uhland  
INCOME STATEMENT BY CLASS  
March 2020

	ADMINISTRATION	BUILDING PERMITS	COMMUNITY CENTER	EDC UHLAND	FUTURE ROADWAY IMPACT FEES	PUBLIC WORKS	SUBDIVISION	WASTE MANAGEMENT	TOTAL
70400 Telephone & Internet	234.36								\$234.36
70500 Utilities	98.50		57.24			268.83			\$424.57
<b>Total Expenses</b>	<b>\$19,976.34</b>	<b>\$4,788.42</b>	<b>\$198.43</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$10,029.76</b>	<b>\$0.00</b>	<b>\$7,758.72</b>	<b>\$42,751.67</b>
NET OPERATING INCOME	<b>\$ (12,979.50)</b>	<b>\$3,702.38</b>	<b>\$251.57</b>	<b>\$0.00</b>	<b>\$6,140.00</b>	<b>\$ (164.52)</b>	<b>\$1,319.76</b>	<b>\$5,514.52</b>	<b>\$3,784.21</b>
Other Income									
80090 Income - Other	7.44							(101.61)	\$ (94.17)
<b>Total Other Income</b>	<b>\$7.44</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$ (101.61)</b>	<b>\$ (94.17)</b>
NET OTHER INCOME	<b>\$7.44</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$ (101.61)</b>	<b>\$ (94.17)</b>
NET INCOME	<b>\$ (12,972.06)</b>	<b>\$3,702.38</b>	<b>\$251.57</b>	<b>\$0.00</b>	<b>\$6,140.00</b>	<b>\$ (164.52)</b>	<b>\$1,319.76</b>	<b>\$5,412.91</b>	<b>\$3,690.04</b>

**City of Uhland**  
**FISCAL YTD INCOME STATEMENT BY CLASS**  
October 2019 - March 2020

	ADMINISTRATION	BUILDING PERMITS	COMMUNITY CENTER	EDC UHLAND	FUTURE ROADWAY IMPACT FEES	GENERAL LAND OFFICE	PUBLIC WORKS	SUBDIVISION	TX CDBG GRANTS	WASTE MANAGEMENT	TOTAL
Income											
40010 AD Valorem - Caldwell County	2,184.03						23,124.46				\$25,308.49
40011 AD Valorem - Hays County	32,789.88						26,672.42				\$59,462.30
40050 Sales Tax Revenue	37,507.91			37,546.35			37,507.89			0.00	\$112,562.15
40100 Building Permit Income	1,177.11	39,950.94									\$41,128.05
40102 OSSF Residential		1,640.00									\$1,640.00
40104 Transportation Fee - CGE							250.00				\$250.00
40106 Transportation Fee - KB Homes		2,456.00			24,560.00		9,824.00				\$36,840.00
40150 Subdivision Income	1,441.25							27,856.34			\$29,297.59
40155 Billable Expense Income	850.00			2,190.00				32,756.20		3,590.00	\$39,386.20
40200 Solid Waste Services	143.31						1,080.68			77,321.55	\$78,545.54
40201 Franchise Fees	33,868.92									723.10	\$34,592.02
40202 Solid Waste Services - Restoration/Late Fee	120.00									1,545.00	\$1,665.00
40300 Community Center Rental			5,100.00								\$5,100.00
40320 Donations	17.57						(190.79)				\$ (173.22)
40350 Film Friendly Fee	500.00										\$500.00
40355 Lottery Fee	17.56										\$17.56
40500 Administration Fee Income	4,430.54							2,499.32			\$6,929.86
40900 Interest Income	425.68										\$425.68
<b>Total Income</b>	<b>\$115,473.76</b>	<b>\$44,046.94</b>	<b>\$5,100.00</b>	<b>\$39,736.35</b>	<b>\$24,560.00</b>	<b>\$0.00</b>	<b>\$98,268.66</b>	<b>\$63,111.86</b>	<b>\$0.00</b>	<b>\$83,179.65</b>	<b>\$473,477.22</b>
Cost of Goods Sold											
50050 Sales Tax Income - State Service Fees	750.17			750.15			750.15				\$2,250.47
50051 EDC Sales Tax Income Transfers				36,796.18							\$36,796.18
50155 Billable Expenses		1,400.00		2,190.00				29,058.70	0.00		\$32,648.70
<b>Total Cost of Goods Sold</b>	<b>\$750.17</b>	<b>\$1,400.00</b>	<b>\$0.00</b>	<b>\$39,736.33</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$750.15</b>	<b>\$29,058.70</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$71,695.35</b>
<b>GROSS PROFIT</b>	<b>\$114,723.59</b>	<b>\$42,646.94</b>	<b>\$5,100.00</b>	<b>\$0.02</b>	<b>\$24,560.00</b>	<b>\$0.00</b>	<b>\$97,518.51</b>	<b>\$34,053.16</b>	<b>\$0.00</b>	<b>\$83,179.65</b>	<b>\$401,781.87</b>
Expenses											
60050 Community Outreach	943.50										\$943.50
60051 Computer Expense & Repair	2,986.07							1,454.25			\$4,440.32
60053 Continuing Education/Training	580.00										\$580.00
60055 Contract Labor		23,912.01									\$23,912.01
60057 Dues Licenses & Subscriptions	247.60										\$247.60
60059 Employee Relations	74.38						64.63				\$139.01
60060 Fees - Accounting	12,000.00										\$12,000.00
60063 Fees - Bookkeeping	4,182.90										\$4,182.90
60065 Fees - Consulting	2,498.75							7,740.18			\$10,238.93
60071 Fees - Legal	25,637.50										\$25,637.50
60072 Fees - Meetings	86.13										\$86.13
60075 Fees - Professional	701.73									200.59	\$902.32
60078 Fees - Property Tax Collection	686.50										\$686.50
60079 Fees - Waste Collection										50,848.08	\$50,848.08
60081 Small Equipment & Tools < \$2,500							547.38				\$547.38
60087 Fuel							2,056.27				\$2,056.27
60090 INS - Liability	3,072.06										\$3,072.06
60091 INS - Employee Benefit Insurance	10,267.59						7,641.03				\$17,908.62
60092 INS - Workers Compensation	1,819.00						1,819.00				\$3,638.00
70020 Bank Charges	184.82	5.00									\$189.82
70030 Merchant Service Fees	51.00	305.62								51.00	\$407.62
70056 Marketing - Website	1,488.51										\$1,488.51
70060 Meal Expenses	29.74										\$29.74
70065 Postage	359.50									620.20	\$979.70
70070 Rent - Janitorial Equipment			601.50								\$601.50
70075 Repairs & Maintenance	50.13		206.07				5,816.10	1,188.49		257.00	\$7,517.79
70090 Payroll - Expenses											\$0.00
70092 Payroll - Salaries - City Administrator	42,046.66										\$42,046.66
70093 Payroll - Salaries - City Clerk	16,080.79										\$16,080.79
70095 Payroll - Salaries - Public Works Lead							27,268.62				\$27,268.62

# City of Uhland

## FISCAL YTD INCOME STATEMENT BY CLASS

October 2019 - March 2020

	ADMINISTRATION	BUILDING PERMITS	COMMUNITY CENTER	EDC UHLAND	FUTURE ROADWAY IMPACT FEES	GENERAL LAND OFFICE	PUBLIC WORKS	SUBDIVISION	TX CDBG GRANTS	WASTE MANAGEMENT	TOTAL
70096 Payroll - Salaries - Public Works							17,358.01				\$17,358.01
70200 Payroll - Taxes	4,709.92						3,150.76				\$7,860.68
70210 Payroll - Service Fees	349.67						349.62				\$699.29
<b>Total 70090 Payroll - Expenses</b>	<b>63,187.04</b>						<b>48,127.01</b>				<b>\$111,314.05</b>
70220 Uniforms							295.96				\$295.96
70300 Supplies - Office	1,189.54	100.00	70.01							472.00	\$1,831.55
70301 Supplies - Janitorial			178.45				209.95				\$388.40
70302 Supplies - Maintenance			135.77				131.11				\$266.88
70400 Telephone & Internet	1,438.26										\$1,438.26
70450 Travel - Mileage Reimbursements	1,635.30										\$1,635.30
70500 Utilities	1,241.15		560.57				1,246.67				\$3,048.39
<b>Total Expenses</b>	<b>\$136,638.70</b>	<b>\$24,322.63</b>	<b>\$1,752.37</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$67,955.11</b>	<b>\$10,382.92</b>	<b>\$0.00</b>	<b>\$52,448.87</b>	<b>\$293,500.60</b>
NET OPERATING INCOME	<b>\$ (21,915.11)</b>	<b>\$18,324.31</b>	<b>\$3,347.63</b>	<b>\$0.02</b>	<b>\$24,560.00</b>	<b>\$0.00</b>	<b>\$29,563.40</b>	<b>\$23,670.24</b>	<b>\$0.00</b>	<b>\$30,730.78</b>	<b>\$108,281.27</b>
Other Income											
80090 Income - Other	64.12									(185.82)	\$ (121.70)
80100 Grant Income						47,761.00		15,134.69	4,000.00		\$66,895.69
<b>Total Other Income</b>	<b>\$64.12</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$47,761.00</b>	<b>\$0.00</b>	<b>\$15,134.69</b>	<b>\$4,000.00</b>	<b>\$ (185.82)</b>	<b>\$66,773.99</b>
Other Expenses											
80101 Grant Expense						33,207.87		15,858.44	5,785.00		\$54,851.31
<b>Total Other Expenses</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$33,207.87</b>	<b>\$0.00</b>	<b>\$15,858.44</b>	<b>\$5,785.00</b>	<b>\$0.00</b>	<b>\$54,851.31</b>
NET OTHER INCOME	<b>\$64.12</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$14,553.13</b>	<b>\$0.00</b>	<b>\$ (723.75)</b>	<b>\$ (1,785.00)</b>	<b>\$ (185.82)</b>	<b>\$11,922.68</b>
NET INCOME	<b>\$ (21,850.99)</b>	<b>\$18,324.31</b>	<b>\$3,347.63</b>	<b>\$0.02</b>	<b>\$24,560.00</b>	<b>\$14,553.13</b>	<b>\$29,563.40</b>	<b>\$22,946.49</b>	<b>\$ (1,785.00)</b>	<b>\$30,544.96</b>	<b>\$120,203.95</b>

# City of Uhland

## GENERAL LEDGER

March 2020

DATE	TRANSACTION TYPE	NUM	NAME	CLASS	MEMO/DESCRIPTION	AMOUNT	BALANCE
10000 City of Uhland							
	Beginning Balance						334,757.19
03/02/2020	Expense		TML MULTISTATE INTERGOVERNMENTAL EMPLOYEE BENEFITS POOL		monthly employee insurance	(1,790.92)	332,966.27
03/02/2020	Sales Receipt	2977	USTI - BATCH PAYMENTS		waste and recycle income	1,840.24	334,806.51
03/02/2020	Expense	DD	MCCLINTOCK CODE REVIEW LLC			(8,191.30)	326,615.21
03/03/2020	Expense		WASTE CONNECTION		monthly waste	(7,611.72)	319,003.49
03/03/2020	Expense	356820	BIZ DOC INC.			(1.50)	319,001.99
03/03/2020	Expense		Gateway		merchant account	(10.00)	318,991.99
03/03/2020	Credit Card Payment				Fuelman Gas Card - Fuel payment	(221.75)	318,770.24
03/03/2020	Sales Receipt	2979	USTI epay		waste and recycle income	821.27	319,591.51
03/03/2020	Payment	08514894	GRISTMILL HIGHLANDS			1,446.90	321,038.41
03/03/2020	Sales Receipt	2983	USTI - BATCH PAYMENTS		waste and recycle income	238.86	321,277.27
03/03/2020	Sales Receipt	2984	USTI - BATCH PAYMENTS		waste and recycle income	753.19	322,030.46
03/03/2020	Credit Card Payment				Home Depot - bill payment	(259.60)	321,770.86
03/04/2020	Payment	136118898	Melinda Calle		cc rental	150.00	321,920.86
03/04/2020	Deposit		KB HOMES			2,669.71	324,590.57
03/04/2020	Deposit		KB HOMES			2,451.31	327,041.88
03/05/2020	Payroll Check	DD	Karen S. Gallaher		Pay Period: 02/20/2020-03/04/2020	(2,364.30)	324,677.58
03/05/2020	Payroll Check	DD	Gary D. Gallaher		Pay Period: 02/20/2020-03/04/2020	(1,452.12)	323,225.46
03/05/2020	Payroll Check	DD	Gary D. Gallaher		Pay Period: 02/20/2020-03/04/2020	(250.00)	322,975.46
03/05/2020	Payroll Check	DD	Matthew Hodge		Pay Period: 02/20/2020-03/04/2020	(1,169.35)	321,806.11
03/06/2020	Sales Receipt	2988	USTI - BATCH PAYMENTS		waste and recycle income	598.61	322,404.72
03/06/2020	Payment	004101	Liquor Depot		building permit	794.25	323,198.97
03/09/2020	Credit Card Payment				Fuel man fuel cc payment	(257.01)	322,941.96
03/09/2020	Payment	5014	LIVING TREE CHURCH		cc rental	300.00	323,241.96
03/09/2020	Sales Receipt	2986	USTI - BATCH PAYMENTS		waste and recycle income	669.44	323,911.40
03/09/2020	Sales Receipt	2989	USTI epay		waste and recycle income	378.17	324,289.57
03/09/2020	Deposit		CALDWELL COUNTY TAX ASSESSOR-COL		CC advorlem Income	452.98	324,742.55
03/10/2020	Expense		SPECTRUM BUSINESS		TIME WARNER CABL TW CABLE TIME WARNER CABL TW CABLE - ID: 0630008761 SPA UHLAND	(234.36)	324,508.19
03/10/2020	Expense		Merchant Services		merchant account for my permit	(70.95)	324,437.24
03/10/2020	Expense	DD	Amy Akers		legal bill including subdivision ordinance	(12,875.00)	311,562.24
03/10/2020	Sales Receipt	2995	USTI - BATCH PAYMENTS		waste and recycle income	653.53	312,215.77
03/10/2020	Credit Card Payment				Lowes Credit card payment	(102.55)	312,113.22
03/10/2020	Credit Card Payment				Fuelman Mastercard credit card payment	(2,804.66)	309,308.56
03/10/2020	Sales Receipt	2996	USTI epay		waste and recycle income	593.51	309,902.07
03/10/2020	Expense		Merchant Services		merchant account for my permit	(70.95)	309,831.12
03/11/2020	Tax Payment		IRS		Tax Payment for Period: 03/04/2020-03/06/2020	(1,506.84)	308,324.28
03/11/2020	Deposit		HAYS COUNTY APPRASIAL DISTRICT		hays county ad vorlem February 2020	3,216.75	311,541.03
03/12/2020	Expense		FIRST LOCKHART NATIONAL BANK		FLNB NSF CHARGE 4 Summer Sun Cove	(5.00)	311,536.03
03/12/2020	Deposit		CALDWELL COUNTY TAX ASSESSOR-COL		ad vorlem income	21.58	311,557.61

# City of Uhland

## GENERAL LEDGER

March 2020

DATE	TRANSACTION TYPE	NUM	NAME	CLASS	MEMO/DESCRIPTION	AMOUNT	BALANCE
03/12/2020	Payment	2507	Rosalinda Acuna		double permit due to placement without a permit - Originally paid invoice 2992 but payment was NSF	1,055.00	312,612.61
03/12/2020	Expense		SPECTRUM BUSINESS		TIME WARNER CABL TW CABLE TIME WARNER CABL TW CABLE - ID: 0630008761 SPA UHLAND	(234.36)	312,378.25
03/16/2020	Transfer				Checking to TexSTAR - Transfer 03162020	(25,000.00)	287,378.25
03/17/2020	Expense		COUNTY LINE SUD		water bill	(41.25)	287,337.00
03/17/2020	Sales Receipt	2997	USTI epay		waste and recycle income	261.31	287,598.31
03/17/2020	Deposit		TEXAS COMPTROLLER		Sales Tax Income	17,830.79	305,429.10
03/17/2020	Transfer				Checking to TexSTAR - transfer 03172020	(25,000.00)	280,429.10
03/18/2020	Transfer				Checking to TexSTAR - 03182020 transfer	(25,000.00)	255,429.10
03/19/2020	Transfer				Checking to TexSTAR - Transfer 03192020	(25,000.00)	230,429.10
03/19/2020	Sales Receipt	2990	USTI - BATCH PAYMENTS		waste and recycle income	1,063.84	231,492.94
03/19/2020	Payroll Check	DD	Matthew Hodge		Pay Period: 03/05/2020-03/18/2020	(1,169.35)	230,323.59
03/19/2020	Payroll Check	DD	Gary D. Gallaher		Pay Period: 03/05/2020-03/18/2020	(250.00)	230,073.59
03/19/2020	Payroll Check	DD	Gary D. Gallaher		Pay Period: 03/05/2020-03/18/2020	(1,452.11)	228,621.48
03/19/2020	Payroll Check	DD	Karen S. Gallaher		Pay Period: 03/05/2020-03/18/2020	(2,364.28)	226,257.20
03/20/2020	Expense		BLUEBONNET ELECTRIC		electric bill	(383.32)	225,873.88
03/20/2020	Check	NSF	Rosalinda Acuna		NSF 4 Summer Sun Cove	(1,055.00)	224,818.88
03/20/2020	Sales Receipt	2991	USTI - BATCH PAYMENTS		waste and recycle income	719.93	225,538.81
03/20/2020	Payment	478465	Rosalinda Acuna		NSF repayment Cashiers check 4 Summer Sun Cove	1,055.00	226,593.81
03/20/2020	Deposit		CALDWELL COUNTY APPRAISAL DISTRICT		ad vorlem income	231.24	226,825.05
03/20/2020	Payment	478466	Rosalinda Acuna		Uhland NSF FEE 4 Summer Sun Cove	40.00	226,865.05
03/23/2020	Payment	08515326	KB HOMES			2,451.31	229,316.36
03/23/2020	Payment	08515313	KB HOMES			2,669.71	231,986.07
03/24/2020	Sales Receipt	3000	USTI - BATCH PAYMENTS		waste and recycle income	817.79	232,803.86
03/24/2020	Sales Receipt	3009	USTI epay		waste and recycle income	541.46	233,345.32
03/25/2020	Tax Payment		IRS		Tax Payment for Period: 03/18/2020-03/20/2020	(1,506.90)	231,838.42
03/25/2020	Expense		BIZ DOC INC.		monthly printer rental for Waste billing	(81.18)	231,757.24
03/27/2020	Credit Card Payment				Fuelman Gas CC payment	(148.95)	231,608.29
03/27/2020	Credit Card Payment				Home Depot credit card payment	(79.91)	231,528.38
03/27/2020	Payroll Check	DD	Karen S. Gallaher		Pay Period: 03/19/2020-04/01/2020	(2,364.30)	229,164.08
03/27/2020	Sales Receipt	3010	USTI - BATCH PAYMENTS		waste and recycle income	734.92	229,899.00
03/27/2020	Sales Receipt	3011	USTI epay		waste and recycle income	781.20	230,680.20
03/30/2020	Expense		UHLAND ECONOMIC DEVELOPMENT CORPORATION (EDC)		Sales tax Income - February	(5,969.39)	224,710.81
03/30/2020	Expense		TEXAS COMPTROLLER OF PUBLIC ACCOUNTS		Waste and recycle sales tax pymt	(1,133.78)	223,577.03
03/31/2020	Payment	1015	Josh Thornton			672.00	224,249.03
03/31/2020	Journal Entry	JE		Administration	Reverse incorrect entry	1.50	224,250.53
03/31/2020	Journal Entry	JE		Building Permits	Reverse duplicate entry	70.95	224,321.48
03/31/2020	Journal Entry	JE		Administration	Reverse duplicate entry	234.36	224,555.84
03/31/2020	Deposit		FLNB		Interest	45.10	224,600.94
03/31/2020	Sales Receipt	3013	USTI - BATCH PAYMENTS		waste and recycle income	2,745.32	227,346.26

**Total for 10000 City of Uhland**

**\$  
(107,410.93)**

10001 Uhland Money Market Account

Beginning  
Balance

48,212.67

# City of Uhland

## GENERAL LEDGER

March 2020

DATE	TRANSACTION TYPE	NUM	NAME	CLASS	MEMO/DESCRIPTION	AMOUNT	BALANCE
03/31/2020	Deposit		FLNB		Interest	11.16	48,223.83
<b>Total for 10001 Uhland Money Market Account</b>						<b>\$11.16</b>	
10002 Uhland Construction Account							
Beginning Balance							100.00
<b>Total for 10002 Uhland Construction Account</b>							
10003 Uhland Debit Card Account							
Beginning Balance							121.52
<b>Total for 10003 Uhland Debit Card Account</b>							
10004 TexSTAR							
03/16/2020	Transfer				Checking to TexSTAR - Transfer 03162020	25,000.00	25,000.00
03/16/2020	Deposit				Opening Balance	960.85	25,960.85
03/16/2020	Deposit		TexSTAR		Test deposit	0.12	25,960.97
03/16/2020	Deposit		TexSTAR		Test deposit	0.10	25,961.07
03/17/2020	Transfer				Checking to TexSTAR - transfer 03172020	25,000.00	50,961.07
03/18/2020	Transfer				Checking to TexSTAR - 03182020 transfer	25,000.00	75,961.07
03/19/2020	Transfer				Checking to TexSTAR - Transfer 03192020	25,000.00	100,961.07
03/31/2020	Deposit		TexSTAR		Interest	21.96	100,983.03
<b>Total for 10004 TexSTAR</b>						<b>\$100,983.03</b>	
12000 Accounts Receivable (A/R)							
Beginning Balance							7,981.48
03/03/2020	Payment	08515134	KB HOMES			(2,451.31)	5,530.17
03/03/2020	Invoice	2981	KB HOMES			2,451.31	7,981.48
03/03/2020	Invoice	2980	KB HOMES			2,669.71	10,651.19
03/03/2020	Invoice	2976	KB HOMES			2,539.51	13,190.70
03/03/2020	Payment	08515170	KB HOMES			(2,669.71)	10,520.99
03/03/2020	Payment	08514894	GRISTMILL HIGHLANDS			(1,446.90)	9,074.09
03/04/2020	Invoice	2982	Melinda Calle			150.00	9,224.09
03/04/2020	Payment	136118898	Melinda Calle			(150.00)	9,074.09
03/05/2020	Invoice	2985	Liquor Depot			794.25	9,868.34
03/06/2020	Payment	004101	Liquor Depot			(794.25)	9,074.09
03/09/2020	Payment	5014	LIVING TREE CHURCH			(300.00)	8,774.09
03/09/2020	Invoice	2987	LIVING TREE CHURCH			300.00	9,074.09
03/12/2020	Invoice	2992	Rosalinda Acuna			1,055.00	10,129.09
03/12/2020	Payment	2507	Rosalinda Acuna			(1,055.00)	9,074.09
03/20/2020	Payment	478465	Rosalinda Acuna			(1,055.00)	8,019.09
03/20/2020	Payment	478466	Rosalinda Acuna			(40.00)	7,979.09
03/20/2020	Invoice	2993	Rosalinda Acuna			1,055.00	9,034.09
03/20/2020	Invoice	2994	Rosalinda Acuna			40.00	9,074.09
03/23/2020	Payment	08515313	KB HOMES			(2,669.71)	6,404.38
03/23/2020	Payment	08515326	KB HOMES			(2,451.31)	3,953.07
03/23/2020	Invoice	2999	KB HOMES			2,669.71	6,622.78
03/23/2020	Invoice	2998	KB HOMES			2,451.31	9,074.09
03/25/2020	Invoice	3002	County Line Special Utility District			103.36	9,177.45

# City of Uhland

## GENERAL LEDGER

March 2020

DATE	TRANSACTION TYPE	NUM	NAME	CLASS	MEMO/DESCRIPTION	AMOUNT	BALANCE
03/25/2020	Invoice	3004	WALTON DEVELOPMENT AND MANAGEMENT			3,960.00	13,137.45
03/25/2020	Invoice	3007	KB HOMES			930.00	14,067.45
03/25/2020	Invoice	3008	Sun Communities			84.00	14,151.45
03/25/2020	Invoice	3003	Donald McCroskey			336.00	14,487.45
03/25/2020	Invoice	3006	Josh Thornton			672.00	15,159.45
03/25/2020	Invoice	3005	PECAN SPRINGS RV PARK			28.50	15,187.95
03/25/2020	Invoice	3001	AUS-TEX/VILLAGE HOMES			1,300.36	16,488.31
03/31/2020	Payment	1015	Josh Thornton			(672.00)	15,816.31
<b>Total for 12000 Accounts Receivable (A/R)</b>						<b>\$7,834.83</b>	
12501 Texas Comptroller Reserves							
Beginning Balance							239.52
03/17/2020	Deposit		TEXAS COMPTROLLER		Current Retained - 2/3 City Portion	237.71	477.23
03/17/2020	Deposit		TEXAS COMPTROLLER		Prior Retained - 2/3 City Portion	(239.52)	237.71
<b>Total for 12501 Texas Comptroller Reserves</b>						<b>\$ (1.81)</b>	
12999 Undeposited Funds							
03/03/2020	Payment	08515170	KB HOMES			2,669.71	2,669.71
03/03/2020	Payment	08515134	KB HOMES			2,451.31	5,121.02
03/04/2020	Deposit		KB HOMES			(2,451.31)	2,669.71
03/04/2020	Deposit		KB HOMES			(2,669.71)	0.00
<b>Total for 12999 Undeposited Funds</b>						<b>\$0.00</b>	
17001 Machinery & Equipment							
Beginning Balance							21,350.00
<b>Total for 17001 Machinery &amp; Equipment</b>							
20000 Accounts Payable (A/P)							
Beginning Balance							1,675.89
03/06/2020	Bill	33792	LNV ENGINEERING			1,205.00	2,880.89
03/23/2020	Bill	5302547	TEXAS DISPOSAL SYSTEMS		port a potty rental	100.00	2,980.89
03/24/2020	Bill	33944	LNV ENGINEERING			1,128.75	4,109.64
<b>Total for 20000 Accounts Payable (A/P)</b>						<b>\$2,433.75</b>	
20500 Fuelman Fuel Credit Card							
Beginning Balance							279.27
03/02/2020	Expense		FUELMAN		fuel for public works	65.21	344.48
03/02/2020	Expense		FUELMAN		fuel for public works	42.94	387.42
03/03/2020	Credit Card Payment				Fuelman Gas Card - Fuel payment	(221.75)	165.67
03/05/2020	Expense		FUELMAN		fuel for public works	46.77	212.44
03/09/2020	Credit Card Payment				Fuel man fuel cc payment	(257.01)	(44.57)
03/11/2020	Expense		FUELMAN		fuel for public works	56.00	11.43
03/17/2020	Credit Card Expense	1200	FUELMAN		fuel for public works	88.00	99.43
03/20/2020	Credit Card	2712	FUELMAN		fuel for public works	32.98	132.41



# City of Uhland

## GENERAL LEDGER

March 2020

DATE	TRANSACTION TYPE	NUM	NAME	CLASS	MEMO/DESCRIPTION	AMOUNT	BALANCE
	Expense						
03/23/2020	Credit Card Expense	2718	FUELMAN		fuel for public works	28.05	160.46
03/23/2020	Credit Card Expense	2714	FUELMAN		fuel for public works	35.69	196.15
03/27/2020	Credit Card Payment				Fuelman Gas CC payment	(148.95)	47.20
03/31/2020	Journal Entry	JE		Public Works	Adjust Fuelman Gas card bal to actual	36.24	83.44
<b>Total for 20500 Fuelman Fuel Credit Card</b>						<b>\$ (195.83)</b>	
20501 A/P - Fuelman Mastercard							
	Beginning Balance						3,076.35
03/04/2020	Credit Card Credit		Fuelman Fleet Program Master Card		Rebate Reference # 00642697	(7.44)	3,068.91
03/06/2020	Expense		AMAZON		mower deck wheels	39.40	3,108.31
03/09/2020	Expense		AMAZON		Deck wheels	39.40	3,147.71
03/09/2020	Expense		AMAZON		4 gallons of oil	139.00	3,286.71
03/09/2020	Expense		USPS		420 postcard stamps for billing	147.00	3,433.71
03/09/2020	Expense		AMAZON		mower wheels	49.30	3,483.01
03/09/2020	Expense		AMAZON		case of paper	47.98	3,530.99
03/09/2020	Expense		AMAZON		gravely blades	57.85	3,588.84
03/09/2020	Expense		AMAZON		Gravely blades 3 sets	209.95	3,798.79
03/10/2020	Credit Card Payment				Fuelman Mastercard credit card payment	(2,804.66)	994.13
03/12/2020	Expense		INTUIT		monthly payroll service	119.39	1,113.52
03/13/2020	Expense		BH BOOKKEEPERS		Monthly bookkeeping fee March 2020	593.40	1,706.92
03/14/2020	Expense		AMAZON			41.19	1,748.11
03/16/2020	Expense		Fleet dash		Ref # 00762627	29.97	1,778.08
03/17/2020	Credit Card Credit		TML _ Training		Refunded due to COVID-19	(765.00)	1,013.08
03/27/2020	Expense	290593	Fuelman Fleet Program Master Card		2 cases of water	11.98	1,025.06
03/27/2020	Expense		Fuelman Fleet Program Master Card		2 cases of water	11.38	1,036.44
03/27/2020	Expense		Oreilly		oil filter	21.02	1,057.46
03/31/2020	Journal Entry	JE		Administration	Reverse duplicate entry - 02/25 500 check order - credit card and checking account	(271.69)	785.77
<b>Total for 20501 A/P - Fuelman Mastercard</b>						<b>\$ (2,290.58)</b>	
20502 A/P - Home Depot							
	Beginning Balance						259.60
03/03/2020	Credit Card Payment				Home Depot - bill payment	(259.60)	0.00
03/05/2020	Expense		HOME DEPOT		weed killer	79.91	79.91
03/27/2020	Credit Card Payment				Home Depot credit card payment	(79.91)	0.00
<b>Total for 20502 A/P - Home Depot</b>						<b>\$ (259.60)</b>	
20503 A/P - Lowes							
	Beginning Balance						102.55

# City of Uhland

## GENERAL LEDGER

March 2020

DATE	TRANSACTION TYPE	NUM	NAME	CLASS	MEMO/DESCRIPTION	AMOUNT	BALANCE
03/10/2020	Credit Card Payment				Lowes Credit card payment	(102.55)	0.00
03/20/2020	Credit Card Expense	3137920	LOWE'S CC		bolts and drill bits	25.46	25.46
<b>Total for 20503 A/P - Lowes</b>						<b>\$ (77.09)</b>	
20504 A/P - Tractor Supply							
03/25/2020	Credit Card Expense		TRACTOR SUPPLY		shredder parts	52.83	52.83
<b>Total for 20504 A/P - Tractor Supply</b>						<b>\$52.83</b>	
20700 A/P - Jimmy McClintock							
Beginning Balance							8,191.30
03/02/2020	Expense	DD	MCCLINTOCK CODE REVIEW LLC	Building Permits		(8,191.30)	0.00
03/03/2020	Journal Entry	J McClintock Payable		Building Permits	Record J McClintock Payable - 123 Wilma pass	611.65	611.65
03/03/2020	Journal Entry	J McClintock Payable		Building Permits	Record J McClintock Payable - 129 Gustaf Trail	720.85	1,332.50
03/03/2020	Journal Entry	J McClintock payable		Building Permits	Record J McClintock Payable -175 Gustaf Trail	655.75	1,988.25
03/03/2020	Journal Entry	J McClintock payable		Building Permits	Record J McClintock Payable - 236 Wilhem Way	720.85	2,709.10
03/05/2020	Journal Entry	J McClintock Payable		Building Permits	Record J McClintock Payable - Liquor Depot 9971 Camino Real	397.12	3,106.22
03/23/2020	Journal Entry	Jimmy McClintock		Building Permits	Record J McClintock Payable - 4 Summer Sun Cove	263.75	3,369.97
03/23/2020	Journal Entry	Jimmy McClintock		Building Permits	Record J McClintock Payable - 496 Gustaf Trail	720.85	4,090.82
03/23/2020	Journal Entry	Jimmy McClintock		Building Permits	Record J McClintock Payable - 180 Wilhem Way	611.65	4,702.47
<b>Total for 20700 A/P - Jimmy McClintock</b>						<b>\$ (3,488.83)</b>	
22000 Direct Deposit Payable							
03/05/2020	Payroll Check	DD	Matthew Hodge		Direct Deposit	(1,169.35)	(1,169.35)
03/05/2020	Payroll Check	DD	Karen S. Gallaher		Pay Period: 02/20/2020-03/04/2020	2,364.30	1,194.95
03/05/2020	Payroll Check	DD	Gary D. Gallaher		Direct Deposit	(1,452.12)	(257.17)
03/05/2020	Payroll Check	DD	Karen S. Gallaher		Direct Deposit	(2,364.30)	(2,621.47)
03/05/2020	Payroll Check	DD	Gary D. Gallaher		Direct Deposit 2	250.00	(2,371.47)
03/05/2020	Payroll Check	DD	Gary D. Gallaher		Pay Period: 02/20/2020-03/04/2020	1,452.12	(919.35)
03/05/2020	Payroll Check	DD	Matthew Hodge		Pay Period: 02/20/2020-03/04/2020	1,169.35	250.00
03/05/2020	Payroll Check	DD	Gary D. Gallaher		Direct Deposit	(250.00)	0.00
03/19/2020	Payroll Check	DD	Gary D. Gallaher		Direct Deposit 2	250.00	250.00
03/19/2020	Payroll Check	DD	Matthew Hodge		Pay Period: 03/05/2020-03/18/2020	1,169.35	1,419.35
03/19/2020	Payroll Check	DD	Gary D. Gallaher		Direct Deposit	(1,452.11)	(32.76)
03/19/2020	Payroll Check	DD	Gary D. Gallaher		Direct Deposit	(250.00)	(282.76)
03/19/2020	Payroll Check	DD	Karen S. Gallaher		Pay Period: 03/05/2020-03/18/2020	2,364.28	2,081.52
03/19/2020	Payroll Check	DD	Matthew Hodge		Direct Deposit	(1,169.35)	912.17
03/19/2020	Payroll Check	DD	Karen S. Gallaher		Direct Deposit	(2,364.28)	(1,452.11)
03/19/2020	Payroll Check	DD	Gary D. Gallaher		Pay Period: 03/05/2020-03/18/2020	1,452.11	0.00

# City of Uhland

## GENERAL LEDGER

March 2020

DATE	TRANSACTION TYPE	NUM	NAME	CLASS	MEMO/DESCRIPTION	AMOUNT	BALANCE
03/27/2020	Payroll Check	DD	Karen S. Gallaher		Pay Period: 03/19/2020-04/01/2020	2,364.30	2,364.30
03/27/2020	Payroll Check	DD	Karen S. Gallaher		Direct Deposit	(2,364.30)	0.00
<b>Total for 22000 Direct Deposit Payable</b>						<b>\$0.00</b>	
22500 Sales Tax Payable							
Beginning Balance							1,032.17
03/30/2020	Expense		TEXAS COMPTROLLER OF PUBLIC ACCOUNTS	Waste Management	Waste and recycle sales tax pymt	(1,032.17)	0.00
03/31/2020	Journal Entry	mes 190205.34		Waste Management	Record sales tax payable - March	939.35	939.35
<b>Total for 22500 Sales Tax Payable</b>						<b>\$ (92.82)</b>	
23000 EDC Sales Tax Income Payable							
Beginning Balance							5,969.39
03/30/2020	Expense		UHLAND ECONOMIC DEVELOPMENT CORPORATION (EDC)	EDC Uhland	Sales tax Income - February	(5,969.39)	0.00
03/31/2020	Journal Entry	JE		EDC Uhland	Record EDC Sales Tax Income Transfer - March	5,943.60	5,943.60
<b>Total for 23000 EDC Sales Tax Income Payable</b>						<b>\$ (25.79)</b>	
24000 Payroll - Liabilities							
24001 Payroll - Taxes Federal (941/944)							
03/05/2020	Payroll Check	DD	Matthew Hodge		Federal Taxes (941/944)	303.35	303.35
03/05/2020	Payroll Check	DD	Gary D. Gallaher		Federal Taxes (941/944)	494.14	797.49
03/05/2020	Payroll Check	DD	Karen S. Gallaher		Federal Taxes (941/944)	709.35	1,506.84
03/11/2020	Tax Payment		IRS		Federal Taxes (941/944)	(1,506.84)	0.00
03/19/2020	Payroll Check	DD	Matthew Hodge		Federal Taxes (941/944)	303.35	303.35
03/19/2020	Payroll Check	DD	Karen S. Gallaher		Federal Taxes (941/944)	709.39	1,012.74
03/19/2020	Payroll Check	DD	Gary D. Gallaher		Federal Taxes (941/944)	494.16	1,506.90
03/25/2020	Tax Payment		IRS		Federal Taxes (941/944)	(1,506.90)	0.00
03/27/2020	Payroll Check	DD	Karen S. Gallaher		Federal Taxes (941/944)	709.35	709.35
<b>Total for 24001 Payroll - Taxes Federal (941/944)</b>						<b>\$709.35</b>	
24010 Payroll - Miscellaneous Deduction							
03/05/2020	Payroll Check	DD	Gary D. Gallaher		Miscellaneous Deduction	0.00	0.00
03/19/2020	Payroll Check	DD	Gary D. Gallaher		Miscellaneous Deduction	0.00	0.00
<b>Total for 24010 Payroll - Miscellaneous Deduction</b>						<b>\$0.00</b>	
Payroll - Waste Bill							
03/05/2020	Payroll Check	DD	Gary D. Gallaher		waste bill	0.00	0.00
03/19/2020	Payroll Check	DD	Gary D. Gallaher		waste bill	0.00	0.00
<b>Total for Payroll - Waste Bill</b>						<b>\$0.00</b>	
<b>Total for 24000 Payroll - Liabilities</b>						<b>\$709.35</b>	
30000 Retained Earnings							
Beginning Balance							157,971.21
<b>Total for 30000 Retained Earnings</b>							
30001 Opening Balance Equity							
Beginning							117,690.74

# City of Uhland

## GENERAL LEDGER

March 2020

DATE	TRANSACTION TYPE	NUM	NAME	CLASS	MEMO/DESCRIPTION	AMOUNT	BALANCE
Balance							
03/16/2020	Deposit					960.85	118,651.59
<b>Total for 30001 Opening Balance Equity</b>						<b>\$960.85</b>	
40010 AD Valorem - Caldwell County							
Beginning Balance							24,602.69
03/09/2020	Deposit		CALDWELL COUNTY TAX ASSESSOR-COL	Public Works	Caldwell County Ad vorlem	452.98	25,055.67
03/12/2020	Deposit		CALDWELL COUNTY TAX ASSESSOR-COL	Public Works		21.58	25,077.25
03/20/2020	Deposit		CALDWELL COUNTY APPRAISAL DISTRICT	Public Works		231.24	25,308.49
<b>Total for 40010 AD Valorem - Caldwell County</b>						<b>\$705.80</b>	
40011 AD Valorem - Hays County							
Beginning Balance							56,245.55
03/11/2020	Deposit		HAYS COUNTY APPRASIAL DISTRICT	Public Works		3,216.75	59,462.30
<b>Total for 40011 AD Valorem - Hays County</b>						<b>\$3,216.75</b>	
40050 Sales Tax Revenue							
Beginning Balance							94,369.33
03/17/2020	Deposit		TEXAS COMPTROLLER	EDC Uhland	Prior Retained - 1/3 EDC Portion	119.76	94,489.09
03/17/2020	Deposit		TEXAS COMPTROLLER	EDC Uhland	Current Retained - 1/3 EDC Portion	(118.85)	94,370.24
03/17/2020	Deposit		TEXAS COMPTROLLER	Administration	Gross Collections - 2/3 City Portion	6,063.97	100,434.21
03/17/2020	Deposit		TEXAS COMPTROLLER	Public Works	Gross Collections - 2/3 City Portion	6,063.97	106,498.18
03/17/2020	Deposit		TEXAS COMPTROLLER	EDC Uhland	Gross Collections - 1/3 EDC Portion	6,063.97	112,562.15
<b>Total for 40050 Sales Tax Revenue</b>						<b>\$18,192.82</b>	
40100 Building Permit Income							
Beginning Balance							32,637.25
03/03/2020	Invoice	2980	KB HOMES	Building Permits	RESIDENTIAL BUILDING PERMIT 236 Wilhem Way	1,441.71	34,078.96
03/03/2020	Invoice	2981	KB HOMES	Building Permits	RESIDENTIAL BUILDING PERMIT 123 Wilma Pass	1,223.31	35,302.27
03/03/2020	Invoice	2976	KB HOMES	Building Permits	RESIDENTIAL BUILDING PERMIT 175 Gustaf Trail	1,311.51	36,613.78
03/05/2020	Invoice	2985	Liquor Depot	Building Permits	Commercial Building permit 9971 Camino Real 20x55 finish out in Poco Loco	794.25	37,408.03
03/12/2020	Invoice	2992	Rosalinda Acuna	Building Permits	RESIDENTIAL BUILDING PERMIT MH placement 4 summer sun	527.50	37,935.53
03/12/2020	Invoice	2992	Rosalinda Acuna	Building Permits	RESIDENTIAL BUILDING PERMIT MH placement 4 Summer Sun	527.50	38,463.03
03/20/2020	Check	NSF	Rosalinda Acuna	Building Permits	RESIDENTIAL BUILDING PERMIT 4 Summer Sun Cove reverse payment due to NSF	(1,055.00)	37,408.03
03/20/2020	Invoice	2993	Rosalinda Acuna	Building Permits	RESIDENTIAL BUILDING PERMIT 4 Summer Sun Cove NSF payment	1,055.00	38,463.03
03/23/2020	Invoice	2999	KB HOMES	Building Permits	RESIDENTIAL BUILDING PERMIT 496 Gustaf Trail	1,441.71	39,904.74
03/23/2020	Invoice	2998	KB HOMES	Building Permits	RESIDENTIAL BUILDING PERMIT 180 Wihem Way	1,223.31	41,128.05
<b>Total for 40100 Building Permit Income</b>						<b>\$8,490.80</b>	
40102 OSSF Residential							
Beginning Balance							1,640.00
<b>Total for 40102 OSSF Residential</b>							
40104 Transportation Fee - CGE							
Beginning Balance							250.00
<b>Total for 40104 Transportation Fee - CGE</b>							

# City of Uhland

## GENERAL LEDGER

March 2020

DATE	TRANSACTION TYPE	NUM	NAME	CLASS	MEMO/DESCRIPTION	AMOUNT	BALANCE
40106 Transportation Fee - KB Homes							
	Beginning Balance						30,700.00
03/03/2020	Invoice	2976	KB HOMES	Future Roadway Impact Fees	KB HOME ROADWAY IMPACT IMPROVEMENTS 175 Gustaf Trail	1,228.00	31,928.00
03/03/2020	Invoice	2980	KB HOMES	Future Roadway Impact Fees	KB HOME ROADWAY IMPACT IMPROVEMENTS 236 Wilhem Way	1,228.00	33,156.00
03/03/2020	Invoice	2981	KB HOMES	Future Roadway Impact Fees	KB HOME ROADWAY IMPACT IMPROVEMENTS 123 Wilma Pass	1,228.00	34,384.00
03/23/2020	Invoice	2998	KB HOMES	Future Roadway Impact Fees	KB HOME ROADWAY IMPACT IMPROVEMENTS	1,228.00	35,612.00
03/23/2020	Invoice	2999	KB HOMES	Future Roadway Impact Fees	KB HOME ROADWAY IMPACT IMPROVEMENTS 496 Gustaf Trail	1,228.00	36,840.00
<b>Total for 40106 Transportation Fee - KB Homes</b>						<b>\$6,140.00</b>	
40150 Subdivision Income							
	Beginning Balance						29,297.59
<b>Total for 40150 Subdivision Income</b>							
40155 Billable Expense Income							
	Beginning Balance						32,867.69
03/25/2020	Invoice	3006	Josh Thornton	Subdivision	TK Ranch	560.00	33,427.69
03/25/2020	Invoice	3007	KB HOMES	Subdivision	Gristmill Highlands	225.00	33,652.69
03/25/2020	Invoice	3003	Donald McCroskey	Subdivision	Misty Lane	280.00	33,932.69
03/25/2020	Invoice	3007	KB HOMES	Subdivision	Gristmill Highlands	270.00	34,202.69
03/25/2020	Invoice	3002	County Line Special Utility District	Subdivision	County Line SUD wastewater expansion	86.13	34,288.82
03/25/2020	Invoice	3005	PECAN SPRINGS RV PARK	Subdivision	Camino Real Pecan Springs RV	23.75	34,312.57
03/25/2020	Invoice	3004	WALTON DEVELOPMENT AND MANAGEMENT	Subdivision	Anderson Tract 2002	3,600.00	37,912.57
03/25/2020	Invoice	3001	AUS-TEX/VILLAGE HOMES	Administration	PASS THRU LEGAL	40.00	37,952.57
03/25/2020	Invoice	3008	Sun Communities	Subdivision	Sun Communities	70.00	38,022.57
03/25/2020	Invoice	3007	KB HOMES	Subdivision	Gristmill Highlands	280.00	38,302.57
03/25/2020	Invoice	3001	AUS-TEX/VILLAGE HOMES	Subdivision	Harmony Hills	883.63	39,186.20
03/25/2020	Invoice	3001	AUS-TEX/VILLAGE HOMES	Subdivision	Harmony Hills 2002	200.00	39,386.20
<b>Total for 40155 Billable Expense Income</b>						<b>\$6,518.51</b>	
40200 Solid Waste Services							
	Beginning Balance						65,272.30
03/02/2020	Sales Receipt	2977	USTI - BATCH PAYMENTS	Waste Management	Waste and recycle income, USTI batch 2034	1,840.24	67,112.54
03/03/2020	Sales Receipt	2979	USTI epay	Waste Management	Waste and recycle income, USTI batch epay ach 49923	821.27	67,933.81
03/03/2020	Sales Receipt	2984	USTI - BATCH PAYMENTS	Waste Management	Waste and recycle income, USTI batch 2039	753.19	68,687.00
03/03/2020	Sales Receipt	2983	USTI - BATCH PAYMENTS	Waste Management	Waste and recycle income, USTI batch 2036	238.86	68,925.86
03/06/2020	Sales Receipt	2988	USTI - BATCH PAYMENTS	Waste Management	Waste and recycle income, USTI batch 2044	598.61	69,524.47

# City of Uhland

## GENERAL LEDGER

March 2020

DATE	TRANSACTION TYPE	NUM	NAME	CLASS	MEMO/DESCRIPTION	AMOUNT	BALANCE
03/09/2020	Sales Receipt	2989	USTI epay	Waste Management	Waste and recycle income, USTI batch ach50320	378.17	69,902.64
03/09/2020	Sales Receipt	2986	USTI - BATCH PAYMENTS	Waste Management	Waste and recycle income, USTI batch	669.44	70,572.08
03/10/2020	Sales Receipt	2996	USTI epay	Waste Management	Waste and recycle income, USTI batch	593.51	71,165.59
03/10/2020	Sales Receipt	2995	USTI - BATCH PAYMENTS	Waste Management	Waste and recycle income, USTI batch 2046	653.53	71,819.12
03/17/2020	Sales Receipt	2997	USTI epay	Waste Management	Waste and recycle income, USTI batch	261.31	72,080.43
03/19/2020	Sales Receipt	2990	USTI - BATCH PAYMENTS	Waste Management	Waste and recycle income, USTI batch 2049	1,063.84	73,144.27
03/20/2020	Sales Receipt	2991	USTI - BATCH PAYMENTS	Waste Management	Waste and recycle income, USTI batch 2050	719.93	73,864.20
03/24/2020	Sales Receipt	3009	USTI epay	Waste Management	Waste and recycle income, USTI batch ach 51423	541.46	74,405.66
03/24/2020	Sales Receipt	3000	USTI - BATCH PAYMENTS	Waste Management	Waste and recycle income, USTI batch 2054	817.79	75,223.45
03/27/2020	Sales Receipt	3011	USTI epay	Waste Management	Waste and recycle income, USTI batch epay ach51648	781.20	76,004.65
03/27/2020	Sales Receipt	3010	USTI - BATCH PAYMENTS	Waste Management	Waste and recycle income, USTI batch 2057	734.92	76,739.57
03/31/2020	Sales Receipt	3013	USTI - BATCH PAYMENTS	Waste Management	Usti batch 2060	2,745.32	79,484.89
03/31/2020	Journal Entry	mes 190205.34		Waste Management	Record sales tax payable - March	(939.35)	78,545.54
<b>Total for 40200 Solid Waste Services</b>						<b>\$13,273.24</b>	
40201 Franchise Fees							
Beginning Balance							34,592.02
<b>Total for 40201 Franchise Fees</b>							
40202 Solid Waste Services - Restoration/Late Fee							
Beginning Balance							1,665.00
<b>Total for 40202 Solid Waste Services - Restoration/Late Fee</b>							
40300 Community Center Rental							
Beginning Balance							4,650.00
03/04/2020	Invoice	2982	Melinda Calle	Community Center	1/2 BLDG RENTAL, \$150.00 -march 7, 2020	150.00	4,800.00
03/09/2020	Invoice	2987	LIVING TREE CHURCH	Community Center	1/2 BLDG RENTAL, \$150.00	150.00	4,950.00
03/09/2020	Invoice	2987	LIVING TREE CHURCH	Community Center	1/2 BLDG RENTAL, \$150.00	150.00	5,100.00
<b>Total for 40300 Community Center Rental</b>						<b>\$450.00</b>	
40320 Donations							
Beginning Balance							(173.22)
<b>Total for 40320 Donations</b>							
40350 Film Friendly Fee							

# City of Uhland

## GENERAL LEDGER

March 2020

DATE	TRANSACTION TYPE	NUM	NAME	CLASS	MEMO/DESCRIPTION	AMOUNT	BALANCE
Beginning Balance							500.00
<b>Total for 40350 Film Friendly Fee</b>							
40355 Lottery Fee							
Beginning Balance							17.56
<b>Total for 40355 Lottery Fee</b>							
40500 Administration Fee Income							
Beginning Balance							5,994.15
03/20/2020	Invoice	2994	Rosalinda Acuna	Administration	NSF FEE	40.00	6,034.15
03/25/2020	Invoice	3001	AUS-TEX/VILLAGE HOMES	Administration	AMOUNT BILLED TO CITY + 20%	176.73	6,210.88
03/25/2020	Invoice	3002	County Line Special Utility District	Administration	AMOUNT BILLED TO CITY + 20%	17.23	6,228.11
03/25/2020	Invoice	3005	PECAN SPRINGS RV PARK	Administration	AMOUNT BILLED TO CITY + 20%	4.75	6,232.86
03/25/2020	Invoice	3006	Josh Thornton	Administration	AMOUNT BILLED TO CITY + 20%	112.00	6,344.86
03/25/2020	Invoice	3007	KB HOMES	Administration	AMOUNT BILLED TO CITY + 20%	155.00	6,499.86
03/25/2020	Invoice	3004	WALTON DEVELOPMENT AND MANAGEMENT	Administration	10 % ADMINISTRATION COST	360.00	6,859.86
03/25/2020	Invoice	3008	Sun Communities	Administration	AMOUNT BILLED TO CITY + 20%	14.00	6,873.86
03/25/2020	Invoice	3003	Donald McCroskey	Administration	AMOUNT BILLED TO CITY + 20%	56.00	6,929.86
<b>Total for 40500 Administration Fee Income</b>						<b>\$935.71</b>	
40900 Interest Income							
Beginning Balance							347.24
03/16/2020	Deposit		TexSTAR	Administration	Test deposit	0.10	347.34
03/16/2020	Deposit		TexSTAR	Administration	Test deposit	0.12	347.46
03/31/2020	Deposit		FLNB	Administration	Interest	11.16	358.62
03/31/2020	Deposit		TexSTAR	Administration	Interest	21.96	380.58
03/31/2020	Deposit		FLNB	Administration	Interest	45.10	425.68
<b>Total for 40900 Interest Income</b>						<b>\$78.44</b>	
50050 Sales Tax Income - State Service Fees							
Beginning Balance							1,886.63
03/17/2020	Deposit		TEXAS COMPTROLLER	Public Works	2% Service Fees - 2/3 City Portion	121.28	2,007.91
03/17/2020	Deposit		TEXAS COMPTROLLER	EDC Uhland	2% Service Fees - 1/3 EDC Portion	121.28	2,129.19
03/17/2020	Deposit		TEXAS COMPTROLLER	Administration	2% Service Fees - 2/3 City Portion	121.28	2,250.47
<b>Total for 50050 Sales Tax Income - State Service Fees</b>						<b>\$363.84</b>	
50051 EDC Sales Tax Income Transfers							
Beginning Balance							30,852.58
03/31/2020	Journal Entry	JE		EDC Uhland	Record EDC Sales Tax Income Transfer - March	5,943.60	36,796.18
<b>Total for 50051 EDC Sales Tax Income Transfers</b>						<b>\$5,943.60</b>	
50155 Billable Expenses							
Beginning Balance							27,489.95
03/06/2020	Bill	33792	LNV ENGINEERING	Subdivision	TK Ranch	560.00	28,049.95
03/06/2020	Bill	33792	LNV ENGINEERING	Subdivision	Gristmill Highlands	225.00	28,274.95

# City of Uhland

## GENERAL LEDGER

March 2020

DATE	TRANSACTION TYPE	NUM	NAME	CLASS	MEMO/DESCRIPTION	AMOUNT	BALANCE
03/10/2020	Expense	DD	Amy Akers	Subdivision	Anderson Tract 2002	3,600.00	31,874.95
03/10/2020	Expense	DD	Amy Akers	Subdivision	Harmony Hills 2002	200.00	32,074.95
03/24/2020	Bill	33944	LNV ENGINEERING	Subdivision	Camino Real Pecan Springs RV	23.75	32,098.70
03/24/2020	Bill	33944	LNV ENGINEERING	Subdivision	Misty Lane	280.00	32,378.70
03/24/2020	Bill	33944	LNV ENGINEERING	Subdivision	Gristmill Highlands	270.00	32,648.70
<b>Total for 50155 Billable Expenses</b>						<b>\$5,158.75</b>	
60050 Community Outreach							
Beginning Balance							943.50
<b>Total for 60050 Community Outreach</b>							
60051 Computer Expense & Repair							
Beginning Balance							4,440.32
<b>Total for 60051 Computer Expense &amp; Repair</b>							
60053 Continuing Education/Training							
Beginning Balance							1,345.00
03/17/2020	Credit Card Credit		TML _ Training	Administration	refund of TML Training Naomi Schrock	(765.00)	580.00
<b>Total for 60053 Continuing Education/Training</b>						<b>\$ (765.00)</b>	
60055 Contract Labor							
Beginning Balance							19,209.54
03/03/2020	Journal Entry	J McClintock Payable		Building Permits	Record J McClintock Payable - 123 Wilma Pass	611.65	19,821.19
03/03/2020	Journal Entry	J McClintock payable		Building Permits	Record J McClintock Payable - 236 Wilhem Way	720.85	20,542.04
03/03/2020	Journal Entry	J McClintock payable		Building Permits	Record J McClintock Payable - 175 Gustaf Trail	655.75	21,197.79
03/03/2020	Journal Entry	J McClintock Payable		Building Permits	Record J McClintock Payable - 129 Gustaf Trail	720.85	21,918.64
03/05/2020	Journal Entry	J McClintock Payable		Building Permits	Record J McClintock Payable - Liquor Depot 9971 Camino Real	397.12	22,315.76
03/23/2020	Journal Entry	Jimmy McClintock		Building Permits	Record J McClintock Payable -180 Wilhem Way	611.65	22,927.41
03/23/2020	Journal Entry	Jimmy McClintock		Building Permits	Record J McClintock Payable - 496Gustaf Trail	720.85	23,648.26
03/23/2020	Journal Entry	Jimmy McClintock		Building Permits	Record J McClintock Payable - 4 Summer Sun Cove	263.75	23,912.01
<b>Total for 60055 Contract Labor</b>						<b>\$4,702.47</b>	
60057 Dues Licenses & Subscriptions							
Beginning Balance							247.60
<b>Total for 60057 Dues Licenses &amp; Subscriptions</b>							
60059 Employee Relations							
Beginning Balance							139.01



# City of Uhland

## GENERAL LEDGER

March 2020

DATE	TRANSACTION TYPE	NUM	NAME	CLASS	MEMO/DESCRIPTION	AMOUNT	BALANCE
<b>Total for 60059 Employee Relations</b>							
60060 Fees - Accounting							
Beginning							12,000.00
Balance							
<b>Total for 60060 Fees - Accounting</b>							
60063 Fees - Bookkeeping							
Beginning							3,589.50
Balance							
03/13/2020	Expense		BH BOOKKEEPERS	Administration	Monthly bookkeeping fee March 2020	593.40	4,182.90
<b>Total for 60063 Fees - Bookkeeping</b>						<b>\$593.40</b>	
60065 Fees - Consulting							
Beginning							9,263.93
Balance							
03/06/2020	Bill	33792	LNV ENGINEERING	Administration	review of Subdivision Ordinance	420.00	9,683.93
03/24/2020	Bill	33944	LNV ENGINEERING	Administration	Transportation Plan, city council presentation and revisions per City Council comments	555.00	10,238.93
<b>Total for 60065 Fees - Consulting</b>						<b>\$975.00</b>	
60071 Fees - Legal							
Beginning							16,562.50
Balance							
03/10/2020	Expense	DD	Amy Akers	Administration	2002	9,075.00	25,637.50
<b>Total for 60071 Fees - Legal</b>						<b>\$9,075.00</b>	
60072 Fees - Meetings							
Beginning							86.13
Balance							
<b>Total for 60072 Fees - Meetings</b>							
60075 Fees - Professional							
Beginning							821.14
Balance							
03/03/2020	Expense	356820	BIZ DOC INC.	Administration	monthly printer fee for waste and recycle bills overage	1.50	822.64
03/25/2020	Expense		BIZ DOC INC.	Administration	monthly printer fee for waste and recycle bills	81.18	903.82
03/31/2020	Journal Entry	JE		Administration	Reverse incorrect entry	(1.50)	902.32
<b>Total for 60075 Fees - Professional</b>						<b>\$81.18</b>	
60078 Fees - Property Tax Collection							
Beginning							686.50
Balance							
<b>Total for 60078 Fees - Property Tax Collection</b>							
60079 Fees - Waste Collection							
Beginning							43,236.36
Balance							
03/03/2020	Expense		WASTE CONNECTION	Waste Management	monthly waste collection	7,611.72	50,848.08
<b>Total for 60079 Fees - Waste Collection</b>						<b>\$7,611.72</b>	
60081 Small Equipment & Tools < \$2,500							
Beginning							547.38
Balance							

# City of Uhland

## GENERAL LEDGER

March 2020

DATE	TRANSACTION TYPE	NUM	NAME	CLASS	MEMO/DESCRIPTION	AMOUNT	BALANCE
<b>Total for 60081 Small Equipment &amp; Tools &lt; \$2,500</b>							
60087 Fuel							
Beginning Balance							1,624.39
03/02/2020	Expense		FUELMAN	Public Works	fuel	65.21	1,689.60
03/02/2020	Expense		FUELMAN	Public Works	fuel	42.94	1,732.54
03/05/2020	Expense		FUELMAN	Public Works	fuel	46.77	1,779.31
03/11/2020	Expense		FUELMAN	Public Works	fuel	56.00	1,835.31
03/17/2020	Credit Card Expense	1200	FUELMAN	Public Works		88.00	1,923.31
03/20/2020	Credit Card Expense	2712	FUELMAN	Public Works		32.98	1,956.29
03/23/2020	Credit Card Expense	2718	FUELMAN	Public Works		28.05	1,984.34
03/23/2020	Credit Card Expense	2714	FUELMAN	Public Works		35.69	2,020.03
03/31/2020	Journal Entry	JE		Public Works	Adjust Fuelman Gas card bal to actual	36.24	2,056.27
<b>Total for 60087 Fuel</b>						<b>\$431.88</b>	
60090 INS - Liability							
Beginning Balance							3,072.06
<b>Total for 60090 INS - Liability</b>							
60091 INS - Employee Benefit Insurance							
Beginning Balance							16,117.70
03/02/2020	Expense		TML MULTISTATE INTERGOVERNMENTAL EMPLOYEE BENEFITS POOL	Administration		596.97	16,714.67
03/02/2020	Expense		TML MULTISTATE INTERGOVERNMENTAL EMPLOYEE BENEFITS POOL	Public Works		1,193.95	17,908.62
<b>Total for 60091 INS - Employee Benefit Insurance</b>						<b>\$1,790.92</b>	
60092 INS - Workers Compensation							
Beginning Balance							3,638.00
<b>Total for 60092 INS - Workers Compensation</b>							
70020 Bank Charges							
Beginning Balance							154.85
03/12/2020	Expense		FIRST LOCKHART NATIONAL BANK	Building Permits	NSF Fee 4 Summer Sun Cove	5.00	159.85
03/16/2020	Expense		Fleet dash	Administration	Ref # 00762627	29.97	189.82
<b>Total for 70020 Bank Charges</b>						<b>\$34.97</b>	
70030 Merchant Service Fees							
Beginning Balance							326.67
03/03/2020	Expense		Gateway	Building Permits	February fee	10.00	336.67
03/10/2020	Expense		Merchant Services	Building Permits	Merchant account service fee monthly for My permit.org	70.95	407.62
03/10/2020	Expense		Merchant Services	Building Permits	Merchant account service fee monthly for My permit.org	70.95	478.57

# City of Uhland

## GENERAL LEDGER

March 2020

DATE	TRANSACTION TYPE	NUM	NAME	CLASS	MEMO/DESCRIPTION	AMOUNT	BALANCE
03/31/2020	Journal Entry	JE		Building Permits	Reverse duplicate entry	(70.95)	407.62
<b>Total for 70030 Merchant Service Fees</b>						<b>\$80.95</b>	
70056 Marketing - Website							
Beginning							1,488.51
Balance							
<b>Total for 70056 Marketing - Website</b>							
70060 Meal Expenses							
Beginning							29.74
Balance							
<b>Total for 70060 Meal Expenses</b>							
70065 Postage							
Beginning							832.70
Balance							
03/09/2020	Expense		USPS	Waste Management	420 postcard stamps	147.00	979.70
<b>Total for 70065 Postage</b>						<b>\$147.00</b>	
70070 Rent - Janitorial Equipment							
Beginning							501.50
Balance							
03/23/2020	Bill	5302547	TEXAS DISPOSAL SYSTEMS	Community Center	RENTED PORTA POTTY FOR CC RENTAL. LOTS OF RAIN IN THE FORECAST. SEPTIC MIGHT GET FULL AND UNABLE TO FLUSH TOILETS INSIDE	100.00	601.50
<b>Total for 70070 Rent - Janitorial Equipment</b>						<b>\$100.00</b>	
70075 Repairs & Maintenance							
Beginning							6,990.26
Balance							
03/05/2020	Expense		HOME DEPOT	Public Works	weed killer	79.91	7,070.17
03/06/2020	Expense		AMAZON	Public Works	mower deck wheels	39.40	7,109.57
03/09/2020	Expense		AMAZON	Public Works	deck wheels	39.40	7,148.97
03/09/2020	Expense		AMAZON	Public Works	4 gallons of oil	139.00	7,287.97
03/09/2020	Expense		AMAZON	Public Works	mower wheels	49.30	7,337.27
03/09/2020	Expense		AMAZON	Public Works	Gravel blades	57.85	7,395.12
03/20/2020	Credit Card Expense	3137920	LOWE'S CC	Public Works		25.46	7,420.58
03/25/2020	Credit Card Expense		TRACTOR SUPPLY	Public Works		52.83	7,473.41
03/27/2020	Expense		Fuelman Fleet Program Master Card	Public Works	2 cases water	11.38	7,484.79
03/27/2020	Expense	290593	Fuelman Fleet Program Master Card	Public Works	2 cases water	11.98	7,496.77
03/27/2020	Expense		Oreilly	Public Works	oil filter	21.02	7,517.79
<b>Total for 70075 Repairs &amp; Maintenance</b>						<b>\$527.53</b>	
70090 Payroll - Expenses							
70092 Payroll - Salaries - City Administrator							
Beginning							33,480.97
Balance							
03/05/2020	Payroll Check	DD	Karen S. Gallaher	Administration	Gross Pay - This is not a legal pay stub	2,855.23	36,336.20
03/19/2020	Payroll Check	DD	Karen S. Gallaher	Administration	Gross Pay - This is not a legal pay stub	2,855.23	39,191.43
03/27/2020	Payroll Check	DD	Karen S. Gallaher	Administration	Gross Pay - This is not a legal pay stub	2,855.23	42,046.66

# City of Uhland

## GENERAL LEDGER

March 2020

DATE	TRANSACTION TYPE	NUM	NAME	CLASS	MEMO/DESCRIPTION	AMOUNT	BALANCE
<b>Total for 70092 Payroll - Salaries - City Administrator</b>						<b>\$8,565.69</b>	
70093 Payroll - Salaries - City Clerk							
Beginning Balance							16,080.79
<b>Total for 70093 Payroll - Salaries - City Clerk</b>							
70095 Payroll - Salaries - Public Works Lead							
Beginning Balance							23,188.24
03/05/2020	Payroll Check	DD	Gary D. Gallaher	Public Works	Gross Pay - This is not a legal pay stub	2,040.19	25,228.43
03/19/2020	Payroll Check	DD	Gary D. Gallaher	Public Works	Gross Pay - This is not a legal pay stub	2,040.19	27,268.62
<b>Total for 70095 Payroll - Salaries - Public Works Lead</b>						<b>\$4,080.38</b>	
70096 Payroll - Salaries - Public Works							
Beginning Balance							14,621.91
03/05/2020	Payroll Check	DD	Matthew Hodge	Public Works	Gross Pay - This is not a legal pay stub	1,368.05	15,989.96
03/19/2020	Payroll Check	DD	Matthew Hodge	Public Works	Gross Pay - This is not a legal pay stub	1,368.05	17,358.01
<b>Total for 70096 Payroll - Salaries - Public Works</b>						<b>\$2,736.10</b>	
70200 Payroll - Taxes							
Beginning Balance							6,683.95
03/05/2020	Payroll Check	DD	Gary D. Gallaher	Public Works	Employer Taxes	156.07	6,840.02
03/05/2020	Payroll Check	DD	Karen S. Gallaher	Administration	Employer Taxes	218.42	7,058.44
03/05/2020	Payroll Check	DD	Matthew Hodge	Public Works	Employer Taxes	104.65	7,163.09
03/19/2020	Payroll Check	DD	Karen S. Gallaher	Administration	Employer Taxes	218.44	7,381.53
03/19/2020	Payroll Check	DD	Gary D. Gallaher	Public Works	Employer Taxes	156.08	7,537.61
03/19/2020	Payroll Check	DD	Matthew Hodge	Public Works	Employer Taxes	104.65	7,642.26
03/27/2020	Payroll Check	DD	Karen S. Gallaher	Administration	Employer Taxes	218.42	7,860.68
<b>Total for 70200 Payroll - Taxes</b>						<b>\$1,176.73</b>	
70210 Payroll - Service Fees							
Beginning Balance							579.90
03/12/2020	Expense		INTUIT	Public Works	monthly payroll service	59.69	639.59
03/12/2020	Expense		INTUIT	Administration	monthly payroll service	59.70	699.29
<b>Total for 70210 Payroll - Service Fees</b>						<b>\$119.39</b>	
<b>Total for 70090 Payroll - Expenses</b>						<b>\$16,678.29</b>	
70220 Uniforms							
Beginning Balance							295.96
<b>Total for 70220 Uniforms</b>							
70300 Supplies - Office							
Beginning Balance							2,055.26
03/09/2020	Expense		AMAZON	Administration	case of paper	47.98	2,103.24
03/31/2020	Journal Entry	JE		Administration	Reverse duplicate entry - 02/25 500 check order - credit card and checking account	(271.69)	1,831.55
<b>Total for 70300 Supplies - Office</b>						<b>\$ (223.71)</b>	

# City of Uhland

## GENERAL LEDGER

March 2020

DATE	TRANSACTION TYPE	NUM	NAME	CLASS	MEMO/DESCRIPTION	AMOUNT	BALANCE
70301 Supplies - Janitorial							
Beginning Balance							137.26
03/09/2020	Expense		AMAZON	Public Works	gravely blades 3 sets	209.95	347.21
03/14/2020	Expense		AMAZON	Community Center	paper towels for community center	41.19	388.40
<b>Total for 70301 Supplies - Janitorial</b>						<b>\$251.14</b>	
70302 Supplies - Maintenance							
Beginning Balance							266.88
<b>Total for 70302 Supplies - Maintenance</b>							
70400 Telephone & Internet							
Beginning Balance							1,203.90
03/10/2020	Expense		SPECTRUM BUSINESS	Administration	TIME WARNER CABL TW CABLE TIME WARNER CABL TW CABLE - ID: 0630008761 SPA UHLAND	234.36	1,438.26
03/12/2020	Expense		SPECTRUM BUSINESS	Administration	TIME WARNER CABL TW CABLE TIME WARNER CABL TW CABLE - ID: 0630008761 SPA UHLAND	234.36	1,672.62
03/31/2020	Journal Entry	JE		Administration	Reverse duplicate entry	(234.36)	1,438.26
<b>Total for 70400 Telephone &amp; Internet</b>						<b>\$234.36</b>	
70450 Travel - Mileage Reimbursements							
Beginning Balance							1,635.30
<b>Total for 70450 Travel - Mileage Reimbursements</b>							
70500 Utilities							
Beginning Balance							2,623.82
03/17/2020	Expense		COUNTY LINE SUD	Administration	water usage	39.75	2,663.57
03/17/2020	Expense		COUNTY LINE SUD	Administration	SERVICE FEE	1.50	2,665.07
03/20/2020	Expense		BLUEBONNET ELECTRIC	Public Works	Street Light	103.97	2,769.04
03/20/2020	Expense		BLUEBONNET ELECTRIC	Community Center	community center	57.24	2,826.28
03/20/2020	Expense		BLUEBONNET ELECTRIC	Public Works	LIGHTS	164.86	2,991.14
03/20/2020	Expense		BLUEBONNET ELECTRIC	Administration	MONTHLY ELECTRIC BILL	57.25	3,048.39
<b>Total for 70500 Utilities</b>						<b>\$424.57</b>	
80090 Income - Other							
Beginning Balance							(27.53)
03/04/2020	Credit Card Credit		Fuelman Fleet Program Master Card	Administration	Rebate Reference # 00642697	7.44	(20.09)
03/30/2020	Expense		TEXAS COMPTROLLER OF PUBLIC ACCOUNTS	Waste Management	Waste and recycle sales tax pymt - Fees	(101.61)	(121.70)
<b>Total for 80090 Income - Other</b>						<b>\$ (94.17)</b>	
80100 Grant Income							
Beginning Balance							66,895.69
<b>Total for 80100 Grant Income</b>							
80101 Grant Expense							
Beginning Balance							54,851.31

City of Uhland  
GENERAL LEDGER  
March 2020

DATE	TRANSACTION TYPE	NUM	NAME	CLASS	MEMO/DESCRIPTION	AMOUNT	BALANCE
Total for 80101 Grant Expense							

## City of Uhland

10000 City of Uhland, Period Ending 04/30/2020

## RECONCILIATION REPORT

Reconciled on: 05/27/2020

Reconciled by: Kim Smith

Any changes made to transactions after this date aren't included in this report.

## Summary

USD

Statement beginning balance.....	227,346.26
Checks and payments cleared (37).....	-57,703.95
Deposits and other credits cleared (33).....	45,836.17
Statement ending balance.....	<u>215,478.48</u>
Register balance as of 04/30/2020.....	215,478.48
Cleared transactions after 04/30/2020.....	0.00
Uncleared transactions after 04/30/2020.....	6,749.24
Register balance as of 05/27/2020.....	<u>222,227.72</u>

## Details

Checks and payments cleared (37)

DATE	TYPE	REF NO.	PAYEE	AMOUNT (USD)
04/01/2020	Tax Payment		IRS	-709.35
04/01/2020	Expense		WASTE CONNECTION	-7,611.72
04/02/2020	Payroll Check	DD	Karen S. Gallaher	-2,491.90
04/02/2020	Expense		Gateway	-10.00
04/02/2020	Payroll Check	DD	Matthew Hodge	-1,161.67
04/02/2020	Payroll Check	DD	Gary D. Gallaher	-250.00
04/02/2020	Payroll Check	DD	Gary D. Gallaher	-1,452.12
04/07/2020	Credit Card Payment			-210.72
04/07/2020	Credit Card Payment			-805.76
04/08/2020	Tax Payment		IRS	-1,504.25
04/08/2020	Expense		COUNTY LINE SUD	-40.60
04/09/2020	Expense	DD	Amy Akers	-5,162.50
04/09/2020	Credit Card Payment			-25.46
04/09/2020	Credit Card Payment			-52.83
04/10/2020	Expense		Merchant Services	-70.95
04/12/2020	Expense		SPECTRUM BUSINESS	-234.36
04/13/2020	Expense		TML MULTISTATE INTERGOVE...	-2,507.23
04/16/2020	Bill Payment	4507	TEXAS DISPOSAL SYSTEMS	-200.00
04/16/2020	Bill Payment	4505	DELTRA	-1,454.25
04/16/2020	Bill Payment	4509	VADIM MUNICIPAL SOFTWARE ...	-1,005.02
04/16/2020	Bill Payment	4508	TEXAS MUNICIPAL LEAGUE	-2,450.00
04/16/2020	Payroll Check	DD	Matthew Hodge	-1,161.67
04/16/2020	Payroll Check	DD	Gary D. Gallaher	-1,452.12
04/16/2020	Payroll Check	DD	Gary D. Gallaher	-250.00
04/16/2020	Payroll Check	DD	Karen S. Gallaher	-2,364.29
04/16/2020	Bill Payment	4506	LVN ENGINEERING	-5,318.39
04/20/2020	Credit Card Payment			-128.55
04/22/2020	Tax Payment		IRS	-1,504.27
04/22/2020	Expense		TEXAS COMPTROLLER OF PU...	-1,036.32
04/22/2020	Expense		BLUEBONNET ELECTRIC COO...	-356.54
04/23/2020	Expense		WASTE CONNECTION	-3,345.28
04/25/2020	Expense		BIZ DOC INC.	-81.18
04/29/2020	Expense		UHLAND ECONOMIC DEVELOP...	-5,943.60
04/30/2020	Payroll Check	DD	Gary D. Gallaher	-1.00
04/30/2020	Payroll Check	DD	Gary D. Gallaher	-1,701.11
04/30/2020	Payroll Check	DD	Matthew Hodge	-1,161.68
04/30/2020	Payroll Check	DD	Karen S. Gallaher	-2,487.26

Total	-57,703.95
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Deposits and other credits cleared (33)

DATE	TYPE	REF NO.	PAYEE	AMOUNT (USD)
04/02/2020	Sales Receipt	3014	USTI epay	600.34
04/02/2020	Receive Payment	12815	County Line Special Utility District	103.36

DATE	TYPE	REF NO.	PAYEE	AMOUNT (USD)
04/03/2020	Sales Receipt	3025	USTI - BATCH PAYMENTS	260.00
04/03/2020	Sales Receipt	3017	USTI - BATCH PAYMENTS	872.45
04/03/2020	Sales Receipt	3016	USTI - BATCH PAYMENTS	525.41
04/07/2020	Sales Receipt	3015	USTI epay	1,247.65
04/07/2020	Receive Payment	224473	Sun Communities	84.00
04/08/2020	Receive Payment	08515825	KB HOMES	2,736.91
04/08/2020	Sales Receipt	ACH52257	USTI epay	125.34
04/08/2020	Receive Payment	08515833	KB HOMES	2,329.51
04/08/2020	Receive Payment	085115832	KB HOMES	2,736.91
04/08/2020	Sales Receipt	2076	USTI - BATCH PAYMENTS	865.47
04/09/2020	Sales Receipt	3024	USTI - BATCH PAYMENTS	210.00
04/09/2020	Sales Receipt	3026	USTI - BATCH PAYMENTS	148.31
04/10/2020	Sales Receipt	3027	USTI epay	465.44
04/10/2020	Deposit		HAYS COUNTY APPRASIAL DIS...	3,776.52
04/10/2020	Deposit		TEXAS COMPTROLLER	19,522.49
04/10/2020	Sales Receipt	3028	USTI - BATCH PAYMENTS	481.86
04/16/2020	Sales Receipt	2081	USTI - BATCH PAYMENTS	151.31
04/20/2020	Sales Receipt	3030	USTI epay	1,460.96
04/22/2020	Sales Receipt	2085	USTI - BATCH PAYMENTS	1,254.40
04/23/2020	Deposit		Jive Communications , Inc.	10.50
04/23/2020	Sales Receipt	2088	USTI - BATCH PAYMENTS	736.99
04/24/2020	Sales Receipt	ach52986	USTI epay	490.27
04/24/2020	Sales Receipt	ach53058	USTI epay	493.11
04/24/2020	Sales Receipt	2092	USTI - BATCH PAYMENTS	462.03
04/24/2020	Deposit		CALDWELL COUNTY TAX ASSE...	151.29
04/28/2020	Sales Receipt	2093	USTI - BATCH PAYMENTS	2,246.36
04/29/2020	Sales Receipt	ach3422	USTI epay	200.31
04/29/2020	Sales Receipt	ach 53244	USTI epay	695.27
04/29/2020	Sales Receipt	2096	USTI - BATCH PAYMENTS	153.93
04/30/2020	Deposit		CALDWELL CO APPR	228.06
04/30/2020	Deposit		FLNB	9.41
Total				45,836.17

Additional Information

Uncleared checks and payments after 04/30/2020

DATE	TYPE	REF NO.	PAYEE	AMOUNT (USD)
05/04/2020	Expense		Gateway	-10.00
05/05/2020	Credit Card Payment			-2,146.08
05/05/2020	Expense		WASTE CONNECTION	-7,611.72
05/06/2020	Tax Payment		IRS	-1,504.25
05/06/2020	Credit Card Payment			-192.66
05/08/2020	Expense	FLNB	FLNB	-5.00
05/08/2020	Expense	NSF	DARLA VOWELL	-30.31
05/11/2020	Expense		Merchant Services	-70.95
05/11/2020	Credit Card Payment			-80.72
05/12/2020	Expense		SPECTRUM BUSINESS	-234.36
05/14/2020	Expense	DD	Amy Akers	-6,837.50
05/14/2020	Payroll Check	DD	Matthew Hodge	-1,161.67
05/14/2020	Payroll Check	DD	Gary D. Gallaher	-1,452.11
05/14/2020	Payroll Check	DD	Karen S. Gallaher	-2,364.29
05/14/2020	Payroll Check	DD	Gary D. Gallaher	-250.00
05/15/2020	Expense		TEXAS MUNICIPAL LEAGUE IN...	-2,507.23
05/18/2020	Expense		SPECTRUM BUSINESS	-233.89
05/18/2020	Expense		COUNTY LINE SUD	-39.95
05/20/2020	Tax Payment		IRS	-1,504.29
05/20/2020	Expense		TEXAS COMPTROLLER OF PU...	-961.26
05/26/2020	Expense		UHLAND ECONOMIC DEVELOP...	-6,507.52
Total				-35,705.76

Uncleared deposits and other credits after 04/30/2020

DATE	TYPE	REF NO.	PAYEE	AMOUNT (USD)
05/01/2020	Sales Receipt	2102	USTI - BATCH PAYMENTS	1,125.57
05/05/2020	Sales Receipt	2105	USTI - BATCH PAYMENTS	1,797.81



DATE	TYPE	REF NO.	PAYEE	AMOUNT (USD)
05/05/2020	Sales Receipt	ach 53642	USTI epay	946.61
05/05/2020	Sales Receipt	05062020	USTI - BATCH PAYMENTS	417.06
05/06/2020	Receive Payment	08516175	KB HOMES	930.00
05/07/2020	Sales Receipt	USTI 05062020	USTI - BATCH PAYMENTS	120.62
05/08/2020	Deposit		OOMA, INC.	4.71
05/08/2020	Sales Receipt	2115	USTI - BATCH PAYMENTS	559.61
05/08/2020	Sales Receipt	ach53978	USTI epay	130.31
05/08/2020	Sales Receipt	3048	USTI - BATCH PAYMENTS	373.00
05/08/2020	Sales Receipt	ach53804	USTI epay	717.51
05/11/2020	Deposit		HAYS COUNTY APPRASIAL DIS...	3,753.70
05/11/2020	Deposit		CALDWELL CO APPR	21.58
05/11/2020	Deposit		TEXAS COMPTROLLER	101.67
05/12/2020	Deposit		TEXAS COMPTROLLER	21,356.72
05/14/2020	Sales Receipt	3053	USTI epay	90.93
05/14/2020	Sales Receipt	3055	USTI - BATCH PAYMENTS	261.55
05/14/2020	Receive Payment	8351	Donald McCroskey	336.00
05/14/2020	Receive Payment	no number on check	Martha / Domingo Robledo	500.00
05/14/2020	Deposit		GRANITE TELECOMMUNICATI...	10.50
05/14/2020	Deposit		SPECTRUM ADVAVCED SERVI...	37.19
05/14/2020	Deposit		SW BELL	71.83
05/18/2020	Deposit		CHARTER COMMUNICATIONS	2,123.93
05/19/2020	Receive Payment	08516280	KB HOMES	2,661.31
05/19/2020	Receive Payment	08516426	KB HOMES	2,589.91
05/19/2020	Sales Receipt	ach54360	USTI epay	499.65
05/19/2020	Sales Receipt	3054	USTI - BATCH PAYMENTS	800.29
05/22/2020	Deposit		CALDWELL CO APPR	115.43
Total				42,455.00

## 10001 Uhland Money Market Account, Period Ending 04/30/2020

## RECONCILIATION REPORT

Reconciled on: 05/27/2020

Reconciled by: Kim Smith

Any changes made to transactions after this date aren't included in this report.

Summary	USD
Statement beginning balance.....	48,223.83
Checks and payments cleared (0).....	0.00
Deposits and other credits cleared (1).....	5.95
Statement ending balance.....	<u>48,229.78</u>
Register balance as of 04/30/2020.....	48,229.78

## Details

Deposits and other credits cleared (1)

DATE	TYPE	REF NO.	PAYEE	AMOUNT (USD)
04/30/2020	Deposit		FLNB	5.95
Total				5.95

## City of Uhland

10002 Uhland Construction Account, Period Ending 04/30/2020

## RECONCILIATION REPORT

Reconciled on: 05/27/2020

Reconciled by: Kim Smith

Any changes made to transactions after this date aren't included in this report.

## Summary

USD

Statement beginning balance.....	100.00
Checks and payments cleared (0).....	0.00
Deposits and other credits cleared (0).....	0.00
Statement ending balance.....	100.00
Register balance as of 04/30/2020.....	100.00
Cleared transactions after 04/30/2020.....	0.00
Uncleared transactions after 04/30/2020.....	0.00
Register balance as of 05/27/2020.....	100.00

## Additional Information

Uncleared checks and payments after 04/30/2020

DATE	TYPE	REF NO.	PAYEE	AMOUNT (USD)
05/04/2020	Check	214	COUNTY LINE SUD	-16,407.47

Total	-16,407.47
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Uncleared deposits and other credits after 04/30/2020

DATE	TYPE	REF NO.	PAYEE	AMOUNT (USD)
05/04/2020	Deposit		TEXAS COMPTROLLER OF PU...	16,407.47

Total	16,407.47
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## 10003 Uhlana Debit Card Account, Period Ending 04/30/2020

## RECONCILIATION REPORT

Reconciled on: 05/27/2020

Reconciled by: Kim Smith

Any changes made to transactions after this date aren't included in this report.

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## Summary

USD

Statement beginning balance.....	121.52
Checks and payments cleared (0).....	0.00
Deposits and other credits cleared (0).....	0.00
Statement ending balance.....	<u>121.52</u>
Register balance as of 04/30/2020.....	121.52

# City of Uhland

## BUDGET VS ACTUAL

October 2019 - April 2020

	TOTAL			
	ACTUAL	BUDGET	OVER BUDGET	% OF BUDGET
<b>Income</b>				
40010 AD Valorem - Caldwell County	25,687.84	26,994.27	(1,306.43)	95.16 %
40011 AD Valorem - Hays County	63,238.82	62,477.37	761.45	101.22 %
40050 Sales Tax Revenue	132,506.81	240,000.00	(107,493.19)	55.21 %
40100 Building Permit Income	45,247.38	166,500.00	(121,252.62)	27.18 %
40101 OSSF Commercial		610.00	(610.00)	
40102 OSSF Residential	1,640.00	4,100.00	(2,460.00)	40.00 %
40103 Sign Permits		1,000.00	(1,000.00)	
40104 Transportation Fee - CGE	250.00	2,500.00	(2,250.00)	10.00 %
40105 Transportation Fees - Millcreek		42,980.00	(42,980.00)	
40106 Transportation Fee - KB Homes	40,524.00	61,400.00	(20,876.00)	66.00 %
40150 Subdivision Income	30,015.59	75,000.00	(44,984.41)	40.02 %
40155 Billable Expense Income	39,386.20		39,386.20	
40200 Solid Waste Services	91,726.66	176,400.00	(84,673.34)	52.00 %
40201 Franchise Fees	33,884.52	54,000.00	(20,115.48)	62.75 %
40202 Solid Waste Services - Restoration/Late Fee	1,665.00	3,000.00	(1,335.00)	55.50 %
40300 Community Center Rental	5,100.00	9,000.00	(3,900.00)	56.67 %
40320 Donations	(173.22)		(173.22)	
40350 Film Friendly Fee	500.00		500.00	
40355 Lottery Fee	17.56		17.56	
40500 Administration Fee Income	6,929.86		6,929.86	
40900 Interest Income	477.95	829.00	(351.05)	57.65 %
<b>Total Income</b>	<b>\$518,624.97</b>	<b>\$926,790.64</b>	<b>\$ (408,165.67)</b>	<b>55.96 %</b>
<b>Cost of Goods Sold</b>				
50050 Sales Tax Income - State Service Fees	2,649.59	2,454.90	194.69	107.93 %
50051 EDC Sales Tax Income Transfers	43,303.70	80,000.00	(36,696.30)	54.13 %
50155 Billable Expenses	35,411.59		35,411.59	
<b>Total Cost of Goods Sold</b>	<b>\$81,364.88</b>	<b>\$82,454.90</b>	<b>\$ (1,090.02)</b>	<b>98.68 %</b>
<b>GROSS PROFIT</b>	<b>\$437,260.09</b>	<b>\$844,335.74</b>	<b>\$ (407,075.65)</b>	<b>51.79 %</b>
<b>Expenses</b>				
60050 Community Outreach	943.50	2,000.00	(1,056.50)	47.18 %
60051 Computer Expense & Repair	6,899.59	1,000.00	5,899.59	689.96 %
60053 Continuing Education/Training	580.00	3,500.00	(2,920.00)	16.57 %
60055 Contract Labor	25,971.69	83,250.00	(57,278.31)	31.20 %
60057 Dues Licenses & Subscriptions	347.60	4,844.00	(4,496.40)	7.18 %
60059 Employee Relations	139.01		139.01	
60060 Fees - Accounting	12,000.00	7,500.00	4,500.00	160.00 %
60063 Fees - Bookkeeping	4,776.30	6,228.00	(1,451.70)	76.69 %
60065 Fees - Consulting	10,238.93	22,200.00	(11,961.07)	46.12 %
60070 Fees - Janitorial		750.00	(750.00)	
60071 Fees - Legal	30,400.00	38,400.00	(8,000.00)	79.17 %
60072 Fees - Meetings	86.13	500.00	(413.87)	17.23 %



# City of Uhland

## BUDGET VS ACTUAL

October 2019 - April 2020

	TOTAL			
	ACTUAL	BUDGET	OVER BUDGET	% OF BUDGET
60075 Fees - Professional	983.50	25,000.00	(24,016.50)	3.93 %
60078 Fees - Property Tax Collection	686.50		686.50	
60079 Fees - Waste Collection	61,805.08	90,170.00	(28,364.92)	68.54 %
60081 Small Equipment & Tools < \$2,500	547.38		547.38	
60087 Fuel	2,415.07		2,415.07	
60090 INS - Liability	3,072.06	7,989.00	(4,916.94)	38.45 %
60091 INS - Employee Benefit Insurance	20,415.85	38,400.00	(17,984.15)	53.17 %
60092 INS - Workers Compensation	6,088.00		6,088.00	
70020 Bank Charges	219.79	359.64	(139.85)	61.11 %
70030 Merchant Service Fees	488.57	612.00	(123.43)	79.83 %
70055 Marketing & Promotion		10,000.00	(10,000.00)	
70056 Marketing - Website	1,588.49	7,600.00	(6,011.51)	20.90 %
70060 Meal Expenses	29.74	300.00	(270.26)	9.91 %
70065 Postage	1,154.70	1,790.00	(635.30)	64.51 %
70070 Rent - Janitorial Equipment	701.50		701.50	
70075 Repairs & Maintenance	8,765.57	135,000.00	(126,234.43)	6.49 %
70090 Payroll - Expenses				
70091 Payroll - Salaries	0.00		0.00	
70092 Payroll - Salaries - City Administrator	50,612.35	82,831.81	(32,219.46)	61.10 %
70093 Payroll - Salaries - Office Assistant	16,080.79	31,399.36	(15,318.57)	51.21 %
70095 Payroll - Salaries - Public Works Lead	33,389.19	57,135.38	(23,746.19)	58.44 %
70096 Payroll - Salaries - Public Works	21,433.51	35,731.11	(14,297.60)	59.99 %
<b>Total 70091 Payroll - Salaries</b>	<b>121,515.84</b>	<b>207,097.66</b>	<b>(85,581.82)</b>	<b>58.68 %</b>
70200 Payroll - Taxes	9,295.95	15,842.97	(6,547.02)	58.68 %
70210 Payroll - Service Fees	814.42		814.42	
<b>Total 70090 Payroll - Expenses</b>	<b>131,626.21</b>	<b>222,940.63</b>	<b>(91,314.42)</b>	<b>59.04 %</b>
70220 Uniforms	295.96		295.96	
70300 Supplies - Office	1,805.41	18,000.00	(16,194.59)	10.03 %
70301 Supplies - Janitorial	388.40	750.00	(361.60)	51.79 %
70302 Supplies - Maintenance	347.60		347.60	
70400 Telephone & Internet	1,672.62	2,904.00	(1,231.38)	57.60 %
70450 Travel - Mileage Reimbursements	1,885.86	5,000.00	(3,114.14)	37.72 %
70451 Travel - Parking & Tolls		3,800.00	(3,800.00)	
70500 Utilities	3,445.53	7,264.00	(3,818.47)	47.43 %
80070 Hays County Road Fund		50,000.00	(50,000.00)	
<b>Total Expenses</b>	<b>\$342,812.14</b>	<b>\$798,051.27</b>	<b>\$ (455,239.13)</b>	<b>42.96 %</b>
<b>NET OPERATING INCOME</b>	<b>\$94,447.95</b>	<b>\$46,284.47</b>	<b>\$48,163.48</b>	<b>204.06 %</b>
Other Income				
80090 Income - Other	(214.86)		(214.86)	
80100 Grant Income	66,895.69		66,895.69	
<b>Total Other Income</b>	<b>\$66,680.83</b>	<b>\$0.00</b>	<b>\$66,680.83</b>	<b>0.00%</b>
Other Expenses				

# City of Uhland

## BUDGET VS ACTUAL

October 2019 - April 2020

	TOTAL			
	ACTUAL	BUDGET	OVER BUDGET	% OF BUDGET
80060 Rainy Day Fund		43,784.47	(43,784.47)	
80101 Grant Expense	54,851.31	2,500.00	52,351.31	2,194.05 %
<b>Total Other Expenses</b>	<b>\$54,851.31</b>	<b>\$46,284.47</b>	<b>\$8,566.84</b>	<b>118.51 %</b>
NET OTHER INCOME	<b>\$11,829.52</b>	<b>\$ (46,284.47)</b>	<b>\$58,113.99</b>	<b>(25.56 %)</b>
NET INCOME	<b>\$106,277.47</b>	<b>\$0.00</b>	<b>\$106,277.47</b>	<b>0.00%</b>

# City of Uhland

## BALANCE SHEET

As of April 30, 2020

	TOTAL
<b>ASSETS</b>	
Current Assets	
Bank Accounts	
10000 City of Uhland	215,478.48
10001 Uhland Money Market Account	48,229.78
10002 Uhland Construction Account	100.00
10003 Uhland Debit Card Account	121.52
10004 TexSTAR	101,019.94
<b>Total Bank Accounts</b>	<b>\$364,949.72</b>
Accounts Receivable	
12000 Accounts Receivable (A/R)	15,628.95
<b>Total Accounts Receivable</b>	<b>\$15,628.95</b>
Other Current Assets	
12501 Texas Comptroller Reserves	260.76
<b>Total Other Current Assets</b>	<b>\$260.76</b>
<b>Total Current Assets</b>	<b>\$380,839.43</b>
Fixed Assets	
17001 Machinery & Equipment	21,350.00
<b>Total Fixed Assets</b>	<b>\$21,350.00</b>
<b>TOTAL ASSETS</b>	<b>\$402,189.43</b>
<b>LIABILITIES AND EQUITY</b>	
Liabilities	
Current Liabilities	
Accounts Payable	
20000 Accounts Payable (A/P)	2,224.14
<b>Total Accounts Payable</b>	<b>\$2,224.14</b>
Credit Cards	
20500 Fuelman Fuel Credit Card	102.97
20501 A/P - Fuelman Mastercard	1,141.32
20503 A/P - Lowes	80.72
<b>Total Credit Cards</b>	<b>\$1,325.01</b>
Other Current Liabilities	
20700 A/P - Jimmy McClintock	6,762.15
22500 Sales Tax Payable	966.09
23000 EDC Sales Tax Income Payable	6,507.52
24000 Payroll Liabilities	0.00
24001 Payroll - Taxes Federal (941/944)	1,504.25
<b>Total 24000 Payroll Liabilities</b>	<b>1,504.25</b>
<b>Total Other Current Liabilities</b>	<b>\$15,740.01</b>
<b>Total Current Liabilities</b>	<b>\$19,289.16</b>
<b>Total Liabilities</b>	<b>\$19,289.16</b>
Equity	
30000 Retained Earnings	157,971.21
30001 Opening Balance Equity	118,651.59
Net Income	106,277.47
<b>Total Equity</b>	<b>\$382,900.27</b>
<b>TOTAL LIABILITIES AND EQUITY</b>	<b>\$402,189.43</b>

# City of Uhland

## INCOME STATEMENT

April 2020

	TOTAL		
	APR 2020	OCT 2019 - APR 2020 (YTD)	% OF INCOME
Income			
40010 AD Valorem - Caldwell County	379.35	25,687.84	0.84 %
40011 AD Valorem - Hays County	3,776.52	63,238.82	8.36 %
40050 Sales Tax Revenue	19,944.66	132,506.81	44.18 %
40100 Building Permit Income	4,119.33	45,247.38	9.12 %
40102 OSSF Residential		1,640.00	
40104 Transportation Fee - CGE		250.00	
40106 Transportation Fee - KB Homes	3,684.00	40,524.00	8.16 %
40150 Subdivision Income		30,015.59	
40155 Billable Expense Income		39,386.20	
40200 Solid Waste Services	13,181.12	91,726.66	29.20 %
40201 Franchise Fees	10.50	33,884.52	0.02 %
40202 Solid Waste Services - Restoration/Late Fee		1,665.00	
40300 Community Center Rental		5,100.00	
40320 Donations		(173.22)	
40350 Film Friendly Fee		500.00	
40355 Lottery Fee		17.56	
40500 Administration Fee Income		6,929.86	
40900 Interest Income	52.27	477.95	0.12 %
<b>Total Income</b>	<b>\$45,147.75</b>	<b>\$518,624.97</b>	<b>100.00 %</b>
Cost of Goods Sold			
50050 Sales Tax Income - State Service Fees	399.12	2,649.59	0.88 %
50051 EDC Sales Tax Income Transfers	6,507.52	43,303.70	14.41 %
50155 Billable Expenses	2,762.89	35,411.59	6.12 %
<b>Total Cost of Goods Sold</b>	<b>\$9,669.53</b>	<b>\$81,364.88</b>	<b>21.42 %</b>
<b>GROSS PROFIT</b>	<b>\$35,478.22</b>	<b>\$437,260.09</b>	<b>78.58 %</b>
Expenses			
60050 Community Outreach		943.50	
60051 Computer Expense & Repair	2,459.27	6,899.59	5.45 %
60053 Continuing Education/Training		580.00	
60055 Contract Labor	2,059.68	25,971.69	4.56 %
60057 Dues Licenses & Subscriptions		347.60	
60059 Employee Relations		139.01	
60060 Fees - Accounting		12,000.00	
60063 Fees - Bookkeeping	593.40	4,776.30	1.31 %
60065 Fees - Consulting		10,238.93	
60071 Fees - Legal	4,762.50	30,400.00	10.55 %
60072 Fees - Meetings		86.13	

# City of Uhland

## INCOME STATEMENT

April 2020

	TOTAL		
	APR 2020	OCT 2019 - APR 2020 (YTD)	% OF INCOME
60075 Fees - Professional	81.18	983.50	0.18 %
60078 Fees - Property Tax Collection		686.50	
60079 Fees - Waste Collection	10,957.00	61,805.08	24.27 %
60081 Small Equipment & Tools < \$2,500		547.38	
60087 Fuel	358.80	2,415.07	0.79 %
60090 INS - Liability		3,072.06	
60091 INS - Employee Benefit Insurance	2,507.23	20,415.85	5.55 %
60092 INS - Workers Compensation	2,450.00	6,088.00	5.43 %
70020 Bank Charges	29.97	219.79	0.07 %
70030 Merchant Service Fees	80.95	488.57	0.18 %
70056 Marketing - Website	99.98	1,588.49	0.22 %
70060 Meal Expenses		29.74	
70065 Postage	175.00	1,154.70	0.39 %
70070 Rent - Janitorial Equipment	100.00	701.50	0.22 %
70075 Repairs & Maintenance	1,247.78	8,765.57	2.76 %
70090 Payroll - Expenses			
70091 Payroll - Salaries		0.00	
70092 Payroll - Salaries - City Administrator	8,565.69	50,612.35	18.97 %
70093 Payroll - Salaries - Office Assistant		16,080.79	
70095 Payroll - Salaries - Public Works Lead	6,120.57	33,389.19	13.56 %
70096 Payroll - Salaries - Public Works	4,075.50	21,433.51	9.03 %
<b>Total 70091 Payroll - Salaries</b>	<b>18,761.76</b>	<b>121,515.84</b>	<b>41.56 %</b>
70200 Payroll - Taxes	1,435.27	9,295.95	3.18 %
70210 Payroll - Service Fees	115.13	814.42	0.26 %
<b>Total 70090 Payroll - Expenses</b>	<b>20,312.16</b>	<b>131,626.21</b>	<b>44.99 %</b>
70220 Uniforms		295.96	
70300 Supplies - Office	73.86	1,805.41	0.16 %
70301 Supplies - Janitorial		388.40	
70302 Supplies - Maintenance	80.72	347.60	0.18 %
70400 Telephone & Internet	234.36	1,672.62	0.52 %
70450 Travel - Mileage Reimbursements	250.56	1,885.86	0.55 %
70500 Utilities	397.14	3,445.53	0.88 %
<b>Total Expenses</b>	<b>\$49,311.54</b>	<b>\$342,812.14</b>	<b>109.22 %</b>
<b>NET OPERATING INCOME</b>	<b>\$ (13,833.32)</b>	<b>\$94,447.95</b>	<b>(30.64 %)</b>
Other Income			
80090 Income - Other	(93.16)	(214.86)	(0.21 %)
80100 Grant Income		66,895.69	
<b>Total Other Income</b>	<b>\$ (93.16)</b>	<b>\$66,680.83</b>	<b>(0.21 %)</b>

# City of Uhland

## INCOME STATEMENT

April 2020

	TOTAL		
	APR 2020	OCT 2019 - APR 2020 (YTD)	% OF INCOME
Other Expenses			
80101 Grant Expense		54,851.31	
<b>Total Other Expenses</b>	<b>\$0.00</b>	<b>\$54,851.31</b>	<b>0.00%</b>
NET OTHER INCOME	<b>\$ (93.16)</b>	<b>\$11,829.52</b>	<b>(0.21 %)</b>
NET INCOME	<b>\$ (13,926.48)</b>	<b>\$106,277.47</b>	<b>(30.85 %)</b>



**City of Uhland**  
**INCOME STATEMENT BY CLASS**  
April 2020

	ADMINISTRATION	BUILDING PERMITS	COMMUNITY CENTER	EDC UHLAND	FUTURE ROADWAY IMPACT FEES	PUBLIC WORKS	SUBDIVISION	WASTE MANAGEMENT	TOTAL
Income									
40010 AD Valorem - Caldwell County						379.35			\$379.35
40011 AD Valorem - Hays County						3,776.52			\$3,776.52
40050 Sales Tax Revenue	6,652.06			6,640.54		6,652.06			\$19,944.66
40100 Building Permit Income		4,119.33							\$4,119.33
40106 Transportation Fee - KB Homes					3,684.00				\$3,684.00
40200 Solid Waste Services								13,181.12	\$13,181.12
40201 Franchise Fees	10.50								\$10.50
40900 Interest Income	52.27								\$52.27
<b>Total Income</b>	<b>\$6,714.83</b>	<b>\$4,119.33</b>	<b>\$0.00</b>	<b>\$6,640.54</b>	<b>\$3,684.00</b>	<b>\$10,807.93</b>	<b>\$0.00</b>	<b>\$13,181.12</b>	<b>\$45,147.75</b>
Cost of Goods Sold									
50050 Sales Tax Income - State Service Fees	133.04			133.04		133.04			\$399.12
50051 EDC Sales Tax Income Transfers				6,507.52					\$6,507.52
50155 Billable Expenses							2,762.89		\$2,762.89
<b>Total Cost of Goods Sold</b>	<b>\$133.04</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$6,640.56</b>	<b>\$0.00</b>	<b>\$133.04</b>	<b>\$2,762.89</b>	<b>\$0.00</b>	<b>\$9,669.53</b>
<b>GROSS PROFIT</b>	<b>\$6,581.79</b>	<b>\$4,119.33</b>	<b>\$0.00</b>	<b>\$ (0.02)</b>	<b>\$3,684.00</b>	<b>\$10,674.89</b>	<b>\$ (2,762.89)</b>	<b>\$13,181.12</b>	<b>\$35,478.22</b>
Expenses									
60051 Computer Expense & Repair	1,454.25							1,005.02	\$2,459.27
60055 Contract Labor		2,059.68							\$2,059.68
60063 Fees - Bookkeeping	593.40								\$593.40
60071 Fees - Legal	4,762.50								\$4,762.50
60075 Fees - Professional	41.18							40.00	\$81.18
60079 Fees - Waste Collection								10,957.00	\$10,957.00
60087 Fuel						358.80			\$358.80
60091 INS - Employee Benefit Insurance	596.97					1,910.26			\$2,507.23
60092 INS - Workers Compensation	2,450.00								\$2,450.00
70020 Bank Charges	29.97								\$29.97
70030 Merchant Service Fees		80.95							\$80.95
70056 Marketing - Website	99.98								\$99.98
70065 Postage								175.00	\$175.00
70070 Rent - Janitorial Equipment			100.00						\$100.00
70075 Repairs & Maintenance						1,247.78			\$1,247.78
70090 Payroll - Expenses									\$0.00
70091 Payroll - Salaries									\$0.00
70092 Payroll - Salaries - City Administrator	8,565.69								\$8,565.69
70095 Payroll - Salaries - Public Works Lead						6,120.57			\$6,120.57
70096 Payroll - Salaries - Public Works						4,075.50			\$4,075.50
<b>Total 70091 Payroll - Salaries</b>	<b>8,565.69</b>					<b>10,196.07</b>			<b>\$18,761.76</b>
70200 Payroll - Taxes	655.27					780.00			\$1,435.27
70210 Payroll - Service Fees	115.13								\$115.13
<b>Total 70090 Payroll - Expenses</b>	<b>9,336.09</b>					<b>10,976.07</b>			<b>\$20,312.16</b>
70300 Supplies - Office						73.86			\$73.86
70302 Supplies - Maintenance						80.72			\$80.72
70400 Telephone & Internet	234.36								\$234.36
70450 Travel - Mileage Reimbursements	250.56								\$250.56

City of Uhland  
INCOME STATEMENT BY CLASS  
April 2020

	ADMINISTRATION	BUILDING PERMITS	COMMUNITY CENTER	EDC UHLAND	FUTURE ROADWAY IMPACT FEES	PUBLIC WORKS	SUBDIVISION	WASTE MANAGEMENT	TOTAL
70500 Utilities	159.39		72.89			164.86			\$397.14
<b>Total Expenses</b>	<b>\$20,008.65</b>	<b>\$2,140.63</b>	<b>\$172.89</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$14,812.35</b>	<b>\$0.00</b>	<b>\$12,177.02</b>	<b>\$49,311.54</b>
NET OPERATING INCOME	<b>\$ (13,426.86)</b>	<b>\$1,978.70</b>	<b>\$ (172.89)</b>	<b>\$ (0.02)</b>	<b>\$3,684.00</b>	<b>\$ (4,137.46)</b>	<b>\$ (2,762.89)</b>	<b>\$1,004.10</b>	<b>\$ (13,833.32)</b>
Other Income									
80090 Income - Other	3.81							(96.97)	\$ (93.16)
<b>Total Other Income</b>	<b>\$3.81</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$ (96.97)</b>	<b>\$ (93.16)</b>
NET OTHER INCOME	<b>\$3.81</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$ (96.97)</b>	<b>\$ (93.16)</b>
NET INCOME	<b>\$ (13,423.05)</b>	<b>\$1,978.70</b>	<b>\$ (172.89)</b>	<b>\$ (0.02)</b>	<b>\$3,684.00</b>	<b>\$ (4,137.46)</b>	<b>\$ (2,762.89)</b>	<b>\$907.13</b>	<b>\$ (13,926.48)</b>

**City of Umland**  
**FISCAL YTD INCOME STATEMENT BY CLASS**  
October 2019 - April 2020

	ADMINISTRATION	BUILDING PERMITS	COMMUNITY CENTER	EDC UHLAND	FUTURE ROADWAY IMPACT FEES	GENERAL LAND OFFICE	PUBLIC WORKS	SUBDIVISION	TX CDBG GRANTS	WASTE MANAGEMENT	TOTAL
Income											
40010 AD Valorem - Caldwell County	2,184.03						23,503.81				\$25,687.84
40011 AD Valorem - Hays County	32,789.88						30,448.94				\$63,238.82
40050 Sales Tax Revenue	44,159.97			44,186.89			44,159.95			0.00	\$132,506.81
40100 Building Permit Income	1,177.11	44,070.27									\$45,247.38
40102 OSSF Residential		1,640.00									\$1,640.00
40104 Transportation Fee - CGE							250.00				\$250.00
40106 Transportation Fee - KB Homes		2,456.00			28,244.00		9,824.00				\$40,524.00
40150 Subdivision Income	1,824.33							28,191.26			\$30,015.59
40155 Billable Expense Income	40.00			2,190.00				37,156.20			\$39,386.20
40200 Solid Waste Services	143.31						1,080.68			90,502.67	\$91,726.66
40201 Franchise Fees	33,879.42							0.00		5.10	\$33,884.52
40202 Solid Waste Services - Restoration/Late Fee	120.00									1,545.00	\$1,665.00
40300 Community Center Rental			5,100.00								\$5,100.00
40320 Donations	(173.22)										\$ (173.22)
40350 Film Friendly Fee	500.00										\$500.00
40355 Lottery Fee	17.56										\$17.56
40500 Administration Fee Income	6,929.86										\$6,929.86
40900 Interest Income	477.95										\$477.95
<b>Total Income</b>	<b>\$124,070.20</b>	<b>\$48,166.27</b>	<b>\$5,100.00</b>	<b>\$46,376.89</b>	<b>\$28,244.00</b>	<b>\$0.00</b>	<b>\$109,267.38</b>	<b>\$65,347.46</b>	<b>\$0.00</b>	<b>\$92,052.77</b>	<b>\$518,624.97</b>
Cost of Goods Sold											
50050 Sales Tax Income - State Service Fees	883.21			883.19			883.19				\$2,649.59
50051 EDC Sales Tax Income Transfers				43,303.70							\$43,303.70
50155 Billable Expenses	40.00	1,400.00		2,190.00				31,781.59	0.00		\$35,411.59
<b>Total Cost of Goods Sold</b>	<b>\$923.21</b>	<b>\$1,400.00</b>	<b>\$0.00</b>	<b>\$46,376.89</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$983.19</b>	<b>\$31,781.59</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$81,364.88</b>
<b>GROSS PROFIT</b>	<b>\$123,146.99</b>	<b>\$46,766.27</b>	<b>\$5,100.00</b>	<b>\$0.00</b>	<b>\$28,244.00</b>	<b>\$0.00</b>	<b>\$108,384.19</b>	<b>\$33,565.87</b>	<b>\$0.00</b>	<b>\$92,052.77</b>	<b>\$437,260.09</b>
Expenses											
60050 Community Outreach	943.50										\$943.50
60051 Computer Expense & Repair	5,894.57									1,005.02	\$6,899.59
60053 Continuing Education/Training	580.00										\$580.00
60055 Contract Labor		25,971.69									\$25,971.69
60057 Dues Licenses & Subscriptions	247.60	100.00									\$347.60
60059 Employee Relations	74.38						64.63				\$139.01
60060 Fees - Accounting	12,000.00										\$12,000.00
60063 Fees - Bookkeeping	4,776.30										\$4,776.30
60065 Fees - Consulting	2,498.75							7,740.18			\$10,238.93
60071 Fees - Legal	30,400.00										\$30,400.00
60072 Fees - Meetings	86.13										\$86.13
60075 Fees - Professional	742.91									240.59	\$983.50
60078 Fees - Property Tax Collection	686.50										\$686.50
60079 Fees - Waste Collection										61,805.08	\$61,805.08
60081 Small Equipment & Tools < \$2,500							547.38				\$547.38
60087 Fuel							2,415.07				\$2,415.07
60090 INS - Liability	3,072.06										\$3,072.06
60091 INS - Employee Benefit Insurance	10,864.56						9,551.29				\$20,415.85
60092 INS - Workers Compensation	4,269.00						1,819.00				\$6,088.00
70020 Bank Charges	214.79	5.00									\$219.79
70030 Merchant Service Fees		488.57									\$488.57
70056 Marketing - Website	1,588.49										\$1,588.49
70060 Meal Expenses	29.74										\$29.74
70065 Postage	359.50									795.20	\$1,154.70
70070 Rent - Janitorial Equipment			701.50								\$701.50
70075 Repairs & Maintenance	50.13		206.07				7,320.88	1,188.49			\$8,765.57
70090 Payroll - Expenses											\$0.00
70091 Payroll - Salaries											\$0.00
70092 Payroll - Salaries - City Administrator	50,612.35										\$50,612.35
70093 Payroll - Salaries - Office Assistant	16,080.79										\$16,080.79

City of Uhland  
FISCAL YTD INCOME STATEMENT BY CLASS  
October 2019 - April 2020

	ADMINISTRATION	BUILDING PERMITS	COMMUNITY CENTER	EDC UHLAND	FUTURE ROADWAY IMPACT FEES	GENERAL LAND OFFICE	PUBLIC WORKS	SUBDIVISION	TX CDBG GRANTS	WASTE MANAGEMENT	TOTAL
70095 Payroll - Salaries - Public Works Lead							33,389.19				\$33,389.19
70096 Payroll - Salaries - Public Works							21,433.51				\$21,433.51
<b>Total 70091 Payroll - Salaries</b>	<b>66,693.14</b>						<b>54,822.70</b>				<b>\$121,515.84</b>
70200 Payroll - Taxes	5,365.19						3,930.76				\$9,295.95
70210 Payroll - Service Fees	464.80						349.62				\$814.42
<b>Total 70090 Payroll - Expenses</b>	<b>72,523.13</b>						<b>59,103.08</b>				<b>\$131,626.21</b>
70220 Uniforms							295.96				\$295.96
70300 Supplies - Office	1,189.54		70.01				73.86			472.00	\$1,805.41
70301 Supplies - Janitorial			178.45				209.95				\$388.40
70302 Supplies - Maintenance			135.77				211.83				\$347.60
70400 Telephone & Internet	1,672.62										\$1,672.62
70450 Travel - Mileage Reimbursements	1,885.86										\$1,885.86
70500 Utilities	1,400.54		633.46				1,411.53				\$3,445.53
<b>Total Expenses</b>	<b>\$158,050.60</b>	<b>\$26,565.26</b>	<b>\$1,925.26</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$83,024.46</b>	<b>\$8,928.67</b>	<b>\$0.00</b>	<b>\$64,317.89</b>	<b>\$342,812.14</b>
NET OPERATING INCOME	<b>\$ (34,903.61)</b>	<b>\$20,201.01</b>	<b>\$3,174.74</b>	<b>\$0.00</b>	<b>\$28,244.00</b>	<b>\$0.00</b>	<b>\$25,359.73</b>	<b>\$24,637.20</b>	<b>\$0.00</b>	<b>\$27,734.88</b>	<b>\$94,447.95</b>
Other Income											
80090 Income - Other	50.50									(265.36)	\$ (214.86)
80100 Grant Income						47,761.00		15,134.69	4,000.00		\$66,895.69
<b>Total Other Income</b>	<b>\$50.50</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$47,761.00</b>	<b>\$0.00</b>	<b>\$15,134.69</b>	<b>\$4,000.00</b>	<b>\$ (265.36)</b>	<b>\$66,680.83</b>
Other Expenses											
80101 Grant Expense						33,207.87		15,858.44	5,785.00		\$54,851.31
<b>Total Other Expenses</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$33,207.87</b>	<b>\$0.00</b>	<b>\$15,858.44</b>	<b>\$5,785.00</b>	<b>\$0.00</b>	<b>\$54,851.31</b>
NET OTHER INCOME	<b>\$50.50</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$14,553.13</b>	<b>\$0.00</b>	<b>\$ (723.75)</b>	<b>\$ (1,785.00)</b>	<b>\$ (265.36)</b>	<b>\$11,829.52</b>
NET INCOME	<b>\$ (34,853.11)</b>	<b>\$20,201.01</b>	<b>\$3,174.74</b>	<b>\$0.00</b>	<b>\$28,244.00</b>	<b>\$14,553.13</b>	<b>\$25,359.73</b>	<b>\$23,913.45</b>	<b>\$ (1,785.00)</b>	<b>\$27,469.52</b>	<b>\$106,277.47</b>

# City of Uhland

## GENERAL LEDGER

April 2020

DATE	TRANSACTION TYPE	NUM	NAME	CLASS	MEMO/DESCRIPTION	AMOUNT	BALANCE
10000 City of Uhland							
	Beginning Balance						227,346.26
04/01/2020	Tax Payment		IRS		Tax Payment for Period: 03/25/2020-03/27/2020	(709.35)	226,636.91
04/01/2020	Expense		WASTE CONNECTION		monthly waste	(7,611.72)	219,025.19
04/02/2020	Payroll Check	DD	Gary D. Gallaher		Pay Period: 03/19/2020-04/01/2020	(250.00)	218,775.19
04/02/2020	Payroll Check	DD	Matthew Hodge		Pay Period: 03/19/2020-04/01/2020	(1,161.67)	217,613.52
04/02/2020	Payment	12815	County Line Special Utility District			103.36	217,716.88
04/02/2020	Sales Receipt	3014	USTI epay		waste and recycle income	600.34	218,317.22
04/02/2020	Payroll Check	DD	Gary D. Gallaher		Pay Period: 03/19/2020-04/01/2020	(1,452.12)	216,865.10
04/02/2020	Expense		Gateway		merchant account	(10.00)	216,855.10
04/02/2020	Payroll Check	DD	Karen S. Gallaher		Pay Period: 03/19/2020-04/01/2020	(2,491.90)	214,363.20
04/03/2020	Sales Receipt	3017	USTI - BATCH PAYMENTS		waste and recycle income	872.45	215,235.65
04/03/2020	Sales Receipt	3016	USTI - BATCH PAYMENTS		waste and recycle income	525.41	215,761.06
04/03/2020	Sales Receipt	3025	USTI - BATCH PAYMENTS		waste and recycle income	260.00	216,021.06
04/07/2020	Sales Receipt	3015	USTI epay		waste and recycle income	1,247.65	217,268.71
04/07/2020	Credit Card Payment				Fuelman Fuel credit card payment	(210.72)	217,057.99
04/07/2020	Credit Card Payment				Fuelman credit card payment	(805.76)	216,252.23
04/07/2020	Payment	224473	Sun Communities			84.00	216,336.23
04/08/2020	Tax Payment		IRS		Tax Payment for Period: 04/01/2020-04/03/2020	(1,504.25)	214,831.98
04/08/2020	Sales Receipt	3021	USTI - BATCH PAYMENTS		waste and recycle income	865.47	215,697.45
04/08/2020	Payment	08515825	KB HOMES			2,736.91	218,434.36
04/08/2020	Payment	08515833	KB HOMES			2,329.51	220,763.87
04/08/2020	Payment	085115832	KB HOMES			2,736.91	223,500.78
04/08/2020	Expense		COUNTY LINE SUD		water bill	(40.60)	223,460.18
04/08/2020	Sales Receipt	3022	USTI epay		waste and recycle income	125.34	223,585.52
04/09/2020	Credit Card Payment				Lowes Credit Card payment	(25.46)	223,560.06
04/09/2020	Credit Card Payment				Tractor Supply CC payment	(52.83)	223,507.23
04/09/2020	Sales Receipt	3024	USTI - BATCH PAYMENTS		waste and recycle income	210.00	223,717.23
04/09/2020	Sales Receipt	3026	USTI - BATCH PAYMENTS		waste and recycle income	148.31	223,865.54
04/09/2020	Expense	DD	Amy Akers			(5,162.50)	218,703.04
04/10/2020	Deposit		HAYS COUNTY APPRASIAL DISTRICT		ad valorem income	3,776.52	222,479.56
04/10/2020	Deposit		TEXAS COMPTROLLER		Sales Tax Income	19,522.49	242,002.05
04/10/2020	Sales Receipt	3028	USTI - BATCH PAYMENTS		waste and recycle income	481.86	242,483.91
04/10/2020	Sales Receipt	3027	USTI epay		waste and recycle income	465.44	242,949.35
04/10/2020	Expense		Merchant Services		merchant account for my permit	(70.95)	242,878.40
04/12/2020	Expense		SPECTRUM BUSINESS		TIME WARNER CABL TW CABLE TIME WARNER CABL TW CABLE - ID: 0630008761 SPA UHLAND	(234.36)	242,644.04
04/13/2020	Expense		TML MULTISTATE INTERGOVERNMENTAL EMPLOYEE BENEFITS POOL		monthly employee insurance	(2,507.23)	240,136.81
04/16/2020	Bill Payment (Check)	4506	LVN ENGINEERING			(5,318.39)	234,818.42
04/16/2020	Bill Payment (Check)	4505	DELTRA			(1,454.25)	233,364.17

# City of Uhland

## GENERAL LEDGER

April 2020

DATE	TRANSACTION TYPE	NUM	NAME	CLASS	MEMO/DESCRIPTION	AMOUNT	BALANCE
04/16/2020	Bill Payment (Check)	4507	TEXAS DISPOSAL SYSTEMS			(200.00)	233,164.17
04/16/2020	Bill Payment (Check)	4508	TEXAS MUNICIPAL LEAGUE			(2,450.00)	230,714.17
04/16/2020	Bill Payment (Check)	4509	VADIM MUNICIPAL SOFTWARE INC.		waste and recycle software USTI	(1,005.02)	229,709.15
04/16/2020	Payroll Check	DD	Matthew Hodge		Pay Period: 04/02/2020-04/15/2020	(1,161.67)	228,547.48
04/16/2020	Payroll Check	DD	Gary D. Gallaher		Pay Period: 04/02/2020-04/15/2020	(1,452.12)	227,095.36
04/16/2020	Payroll Check	DD	Gary D. Gallaher		Pay Period: 04/02/2020-04/15/2020	(250.00)	226,845.36
04/16/2020	Payroll Check	DD	Karen S. Gallaher		Pay Period: 04/02/2020-04/15/2020	(2,364.29)	224,481.07
04/16/2020	Sales Receipt	3029	USTI - BATCH PAYMENTS		waste and recycle income	151.31	224,632.38
04/20/2020	Sales Receipt	3030	USTI epay		waste and recycle income	1,460.96	226,093.34
04/20/2020	Credit Card Payment				Fuelman Fuel credit card payment	(128.55)	225,964.79
04/22/2020	Expense		BLUEBONNET ELECTRIC COOPERATIVE, INC		electric bill and City street lights	(356.54)	225,608.25
04/22/2020	Tax Payment		IRS		Tax Payment for Period: 04/15/2020-04/17/2020	(1,504.27)	224,103.98
04/22/2020	Expense		TEXAS COMPTROLLER OF PUBLIC ACCOUNTS		Waste and recycle sales tax pymt	(1,036.32)	223,067.66
04/22/2020	Sales Receipt	3031	USTI - BATCH PAYMENTS		waste and recycle income	1,254.40	224,322.06
04/23/2020	Expense		WASTE CONNECTION		recycle for march and April	(3,345.28)	220,976.78
04/23/2020	Deposit		Jive Communications , Inc.		Franchise fee income	10.50	220,987.28
04/23/2020	Sales Receipt	3032	USTI - BATCH PAYMENTS		waste and recycle income	736.99	221,724.27
04/24/2020	Sales Receipt	3035	USTI - BATCH PAYMENTS		waste and recycle income	462.03	222,186.30
04/24/2020	Sales Receipt	3033	USTI epay		waste and recycle income	493.11	222,679.41
04/24/2020	Sales Receipt	3034	USTI epay		waste and recycle income	490.27	223,169.68
04/24/2020	Deposit		CALDWELL COUNTY TAX ASSESSOR-COL		advorlem income	151.29	223,320.97
04/25/2020	Expense		BIZ DOC INC.		monthly printer rental for Waste billing	(81.18)	223,239.79
04/28/2020	Sales Receipt	3040	USTI - BATCH PAYMENTS		waste recycle income	2,246.36	225,486.15
04/29/2020	Expense		UHLAND ECONOMIC DEVELOPMENT CORPORATION (EDC)		Sales tax Income - March	(5,943.60)	219,542.55
04/29/2020	Sales Receipt	3039	USTI - BATCH PAYMENTS		waste recycle income	153.93	219,696.48
04/29/2020	Sales Receipt	3037	USTI epay		waste and recycle income	200.31	219,896.79
04/29/2020	Sales Receipt	3038	USTI epay		waste recycle income	695.27	220,592.06
04/30/2020	Payroll Check	DD	Gary D. Gallaher		Pay Period: 04/16/2020-04/29/2020	(1.00)	220,591.06
04/30/2020	Payroll Check	DD	Matthew Hodge		Pay Period: 04/16/2020-04/29/2020	(1,161.68)	219,429.38
04/30/2020	Payroll Check	DD	Gary D. Gallaher		Pay Period: 04/16/2020-04/29/2020	(1,701.11)	217,728.27
04/30/2020	Deposit		FLNB		interest income	9.41	217,737.68
04/30/2020	Payroll Check	DD	Karen S. Gallaher		Pay Period: 04/16/2020-04/29/2020	(2,487.26)	215,250.42
04/30/2020	Deposit		CALDWELL CO APPR		advorlem income	228.06	215,478.48
<b>Total for 10000 City of Uhland</b>						<b>\$ (11,867.78)</b>	
10001 Uhland Money Market Account							
Beginning							48,223.83
Balance							
04/30/2020	Deposit		FLNB			5.95	48,229.78
<b>Total for 10001 Uhland Money Market Account</b>						<b>\$5.95</b>	
10002 Uhland Construction Account							

# City of Uhland

## GENERAL LEDGER

April 2020

DATE	TRANSACTION TYPE	NUM	NAME	CLASS	MEMO/DESCRIPTION	AMOUNT	BALANCE
Beginning Balance							100.00
<b>Total for 10002 Uhland Construction Account</b>							
10003 Uhland Debit Card Account							
Beginning Balance							121.52
<b>Total for 10003 Uhland Debit Card Account</b>							
10004 TexSTAR							
Beginning Balance							100,983.03
04/30/2020	Deposit		TexSTAR			36.91	101,019.94
<b>Total for 10004 TexSTAR</b>						<b>\$36.91</b>	
12000 Accounts Receivable (A/R)							
Beginning Balance							15,816.31
04/02/2020	Payment	12815	County Line Special Utility District			(103.36)	15,712.95
04/07/2020	Payment	224473	Sun Communities			(84.00)	15,628.95
04/08/2020	Invoice	3018	KB HOMES			2,736.91	18,365.86
04/08/2020	Payment	085115832	KB HOMES			(2,736.91)	15,628.95
04/08/2020	Payment	08515833	KB HOMES			(2,329.51)	13,299.44
04/08/2020	Invoice	3019	KB HOMES			2,329.51	15,628.95
04/08/2020	Invoice	3020	KB HOMES			2,736.91	18,365.86
04/08/2020	Payment	08515825	KB HOMES			(2,736.91)	15,628.95
<b>Total for 12000 Accounts Receivable (A/R)</b>						<b>\$ (187.36)</b>	
12501 Texas Comptroller Reserves							
Beginning Balance							237.71
04/10/2020	Deposit		TEXAS COMPTROLLER		Prior Retained - 2/3 City Portion	(237.71)	0.00
04/10/2020	Deposit		TEXAS COMPTROLLER		Current Retained - 2/3 City Portion	260.76	260.76
<b>Total for 12501 Texas Comptroller Reserves</b>						<b>\$23.05</b>	
17001 Machinery & Equipment							
Beginning Balance							21,350.00
<b>Total for 17001 Machinery &amp; Equipment</b>							
20000 Accounts Payable (A/P)							
Beginning Balance							4,109.64
04/01/2020	Bill	12488	DELTRA			1,454.25	5,563.89
04/02/2020	Bill	5344832	TEXAS DISPOSAL SYSTEMS		port a potty rental	100.00	5,663.89
04/06/2020	Bill	34056	LVN ENGINEERING			1,308.75	6,972.64
04/09/2020	Bill	274632	VADIM MUNICIPAL SOFTWARE INC.		USTI Billing software (yearly fee)	1,005.02	7,977.66
04/09/2020	Bill	2761	TEXAS MUNICIPAL LEAGUE			2,450.00	10,427.66
04/16/2020	Bill Payment (Check)	4509	VADIM MUNICIPAL SOFTWARE INC.			(1,005.02)	9,422.64
04/16/2020	Bill Payment (Check)	4505	DELTRA			(1,454.25)	7,968.39



# City of Uhland

## GENERAL LEDGER

April 2020

DATE	TRANSACTION TYPE	NUM	NAME	CLASS	MEMO/DESCRIPTION	AMOUNT	BALANCE
04/16/2020	Bill Payment (Check)	4506	LNV ENGINEERING			(5,318.39)	2,650.00
04/16/2020	Bill Payment (Check)	4508	TEXAS MUNICIPAL LEAGUE			(2,450.00)	200.00
04/16/2020	Bill Payment (Check)	4507	TEXAS DISPOSAL SYSTEMS			(200.00)	0.00
04/22/2020	Bill	34255	LNV ENGINEERING			1,054.14	1,054.14
04/22/2020	Bill	12210	EZ STREET COMPANY			1,170.00	2,224.14
<b>Total for 20000 Accounts Payable (A/P)</b>						<b>\$ (1,885.50)</b>	
20500 Fuelman Fuel Credit Card							
Beginning Balance							83.44
04/01/2020	Expense		FUELMAN		fuel for public works	33.75	117.19
04/01/2020	Expense		FUELMAN		fuel for public works	56.07	173.26
04/07/2020	Credit Card Payment				Fuelman Fuel credit card payment	(210.72)	(37.46)
04/07/2020	Expense		FUELMAN		fuel for public works	46.00	8.54
04/15/2020	Expense	9053404	FUELMAN		fuel for public works	31.92	40.46
04/17/2020	Expense		FUELMAN		fuel for public works	46.64	87.10
04/20/2020	Credit Card Payment				Fuelman Fuel credit card payment	(128.55)	(41.45)
04/23/2020	Expense	331355	FUELMAN		fuel for public works	35.72	(5.73)
04/24/2020	Expense	339374	FUELMAN		fuel for public works	81.00	75.27
04/30/2020	Journal Entry	JE		Public Works	Adjust Fuelman Gas card balance to statement balance	27.70	102.97
<b>Total for 20500 Fuelman Fuel Credit Card</b>						<b>\$19.53</b>	
20501 A/P - Fuelman Mastercard							
Beginning Balance							785.77
04/02/2020	Expense		GO DADDY		domain name registrations	19.99	805.76
04/03/2020	Expense		Oreilly		oil filter	12.48	818.24
04/04/2020	Credit Card Credit		Fuelman Fleet Program Master Card		Rebate Reference # 00952469	(3.81)	814.43
04/07/2020	Credit Card Payment				Fuelman credit card payment	(805.76)	8.67
04/14/2020	Expense		INTUIT		monthly payroll service	115.13	123.80
04/14/2020	Expense		WALMART		Public works ink for printer, water and gatorade	91.18	214.98
04/14/2020	Expense		Fleet dash		Ref # 01051569	29.97	244.95
04/14/2020	Expense		USPS		420 postcard stamps for billing	175.00	419.95
04/15/2020	Expense		AMAZON		mower deck wheels	47.98	467.93
04/20/2020	Expense		BH BOOKKEEPERS		Monthly bookkeeping fee	593.40	1,061.33
04/22/2020	Expense		GO DADDY		SSL Registration 1 year	79.99	1,141.32
<b>Total for 20501 A/P - Fuelman Mastercard</b>						<b>\$355.55</b>	
20503 A/P - Lowes							
Beginning Balance							25.46
04/09/2020	Credit Card				Lowes Credit Card payment	(25.46)	0.00

# City of Uhland

## GENERAL LEDGER

April 2020

DATE	TRANSACTION TYPE	NUM	NAME	CLASS	MEMO/DESCRIPTION	AMOUNT	BALANCE
	Payment						
04/10/2020	Expense		LOWE'S CC		water, fuel system cleaner, weed killer	80.72	80.72
<b>Total for 20503 A/P - Lowes</b>						<b>\$55.26</b>	
20504 A/P - Tractor Supply							
	Beginning Balance						52.83
04/09/2020	Credit Card Payment				Tractor Supply CC payment	(52.83)	0.00
<b>Total for 20504 A/P - Tractor Supply</b>						<b>\$ (52.83)</b>	
20700 A/P - Jimmy McClintock							
	Beginning Balance						4,702.47
04/08/2020	Journal Entry	J McClintock Payable		Building Permits	Record J McClintock Payable - 122 Lena Lane	754.46	5,456.93
04/08/2020	Journal Entry	J McClintock Payable		Building Permits	Record J McClintock Payable - 188 Wilhem Way	550.76	6,007.69
04/08/2020	Journal Entry	J McClintock Payable		Building Permits	Record J McClintock Payable - 191 Gustaf Trail	754.46	6,762.15
<b>Total for 20700 A/P - Jimmy McClintock</b>						<b>\$2,059.68</b>	
22000 Direct Deposit Payable							
04/02/2020	Payroll Check	DD	Matthew Hodge		Direct Deposit	(1,161.67)	(1,161.67)
04/02/2020	Payroll Check	DD	Karen S. Gallaher		Direct Deposit	(2,491.90)	(3,653.57)
04/02/2020	Payroll Check	DD	Karen S. Gallaher		Pay Period: 03/19/2020-04/01/2020	2,491.90	(1,161.67)
04/02/2020	Payroll Check	DD	Gary D. Gallaher		Direct Deposit	(250.00)	(1,411.67)
04/02/2020	Payroll Check	DD	Gary D. Gallaher		Direct Deposit	(1,452.12)	(2,863.79)
04/02/2020	Payroll Check	DD	Gary D. Gallaher		Direct Deposit 2	250.00	(2,613.79)
04/02/2020	Payroll Check	DD	Gary D. Gallaher		Pay Period: 03/19/2020-04/01/2020	1,452.12	(1,161.67)
04/02/2020	Payroll Check	DD	Matthew Hodge		Pay Period: 03/19/2020-04/01/2020	1,161.67	0.00
04/16/2020	Payroll Check	DD	Matthew Hodge		Direct Deposit	(1,161.67)	(1,161.67)
04/16/2020	Payroll Check	DD	Gary D. Gallaher		Direct Deposit 2	250.00	(911.67)
04/16/2020	Payroll Check	DD	Matthew Hodge		Pay Period: 04/02/2020-04/15/2020	1,161.67	250.00
04/16/2020	Payroll Check	DD	Gary D. Gallaher		Direct Deposit	(1,452.12)	(1,202.12)
04/16/2020	Payroll Check	DD	Gary D. Gallaher		Direct Deposit	(250.00)	(1,452.12)
04/16/2020	Payroll Check	DD	Gary D. Gallaher		Pay Period: 04/02/2020-04/15/2020	1,452.12	0.00
04/16/2020	Payroll Check	DD	Karen S. Gallaher		Direct Deposit	(2,364.29)	(2,364.29)
04/16/2020	Payroll Check	DD	Karen S. Gallaher		Pay Period: 04/02/2020-04/15/2020	2,364.29	0.00
04/30/2020	Payroll Check	DD	Matthew Hodge		Pay Period: 04/16/2020-04/29/2020	1,161.68	1,161.68
04/30/2020	Payroll Check	DD	Matthew Hodge		Direct Deposit	(1,161.68)	0.00
04/30/2020	Payroll Check	DD	Gary D. Gallaher		Direct Deposit 2	1.00	1.00
04/30/2020	Payroll Check	DD	Gary D. Gallaher		Direct Deposit	(1,701.11)	(1,700.11)
04/30/2020	Payroll Check	DD	Gary D. Gallaher		Direct Deposit	(1.00)	(1,701.11)
04/30/2020	Payroll Check	DD	Karen S. Gallaher		Pay Period: 04/16/2020-04/29/2020	2,487.26	786.15
04/30/2020	Payroll Check	DD	Karen S. Gallaher		Direct Deposit	(2,487.26)	(1,701.11)
04/30/2020	Payroll Check	DD	Gary D. Gallaher		Pay Period: 04/16/2020-04/29/2020	1,701.11	0.00
<b>Total for 22000 Direct Deposit Payable</b>						<b>\$0.00</b>	
22500 Sales Tax Payable							

# City of Uhland

## GENERAL LEDGER

April 2020

DATE	TRANSACTION TYPE	NUM	NAME	CLASS	MEMO/DESCRIPTION	AMOUNT	BALANCE
Beginning Balance							939.35
04/22/2020	Expense		TEXAS COMPTROLLER OF PUBLIC ACCOUNTS	Waste Management	Waste and recycle sales tax pymt	(939.35)	0.00
04/30/2020	Journal Entry	JE		Waste Management	Record sales tax payable - April	966.09	966.09
<b>Total for 22500 Sales Tax Payable</b>						<b>\$26.74</b>	
23000 EDC Sales Tax Income Payable							
Beginning Balance							5,943.60
04/29/2020	Expense		UHLAND ECONOMIC DEVELOPMENT CORPORATION (EDC)	EDC Uhland	Sales Tax March 2020	(5,943.60)	0.00
04/30/2020	Journal Entry	JE		EDC Uhland	Record EDC Sales Tax Income Transfer - April	6,507.52	6,507.52
<b>Total for 23000 EDC Sales Tax Income Payable</b>						<b>\$563.92</b>	
24000 Payroll Liabilities							
24001 Payroll - Taxes Federal (941/944)							
Beginning Balance							709.35
04/01/2020	Tax Payment		IRS		Federal Taxes (941/944)	(709.35)	0.00
04/02/2020	Payroll Check	DD	Karen S. Gallaher		Federal Taxes (941/944)	709.35	709.35
04/02/2020	Payroll Check	DD	Gary D. Gallaher		waste bill	0.00	709.35
04/02/2020	Payroll Check	DD	Gary D. Gallaher		Federal Taxes (941/944)	494.14	1,203.49
04/02/2020	Payroll Check	DD	Matthew Hodge		Federal Taxes (941/944)	300.76	1,504.25
04/08/2020	Tax Payment		IRS		Federal Taxes (941/944)	(1,504.25)	0.00
04/16/2020	Payroll Check	DD	Gary D. Gallaher		waste bill	0.00	0.00
04/16/2020	Payroll Check	DD	Matthew Hodge		Federal Taxes (941/944)	300.76	300.76
04/16/2020	Payroll Check	DD	Gary D. Gallaher		Federal Taxes (941/944)	494.14	794.90
04/16/2020	Payroll Check	DD	Karen S. Gallaher		Federal Taxes (941/944)	709.37	1,504.27
04/22/2020	Tax Payment		IRS		Federal Taxes (941/944)	(1,504.27)	0.00
04/30/2020	Payroll Check	DD	Gary D. Gallaher		Federal Taxes (941/944)	494.16	494.16
04/30/2020	Payroll Check	DD	Karen S. Gallaher		Federal Taxes (941/944)	709.35	1,203.51
04/30/2020	Payroll Check	DD	Matthew Hodge		Federal Taxes (941/944)	300.74	1,504.25
04/30/2020	Payroll Check	DD	Gary D. Gallaher		waste bill	0.00	1,504.25
<b>Total for 24001 Payroll - Taxes Federal (941/944)</b>						<b>\$794.90</b>	
<b>Total for 24000 Payroll Liabilities</b>						<b>\$794.90</b>	
Miscellaneous Deduction							
04/02/2020	Payroll Check	DD	Gary D. Gallaher		Miscellaneous Deduction	0.00	0.00
04/16/2020	Payroll Check	DD	Gary D. Gallaher		Miscellaneous Deduction	0.00	0.00
04/30/2020	Payroll Check	DD	Gary D. Gallaher		Miscellaneous Deduction	0.00	0.00
<b>Total for Miscellaneous Deduction</b>						<b>\$0.00</b>	
30001 Opening Balance Equity							
Beginning Balance							118,651.59
<b>Total for 30001 Opening Balance Equity</b>							
30000 Retained Earnings							

# City of Uhland

## GENERAL LEDGER

April 2020

DATE	TRANSACTION TYPE	NUM	NAME	CLASS	MEMO/DESCRIPTION	AMOUNT	BALANCE
Beginning Balance							157,971.21
<b>Total for 30000 Retained Earnings</b>							
40010 AD Valorem - Caldwell County							
Beginning Balance							25,308.49
04/24/2020	Deposit		CALDWELL COUNTY TAX ASSESSOR-COL	Public Works		151.29	25,459.78
04/30/2020	Deposit		CALDWELL CO APPR	Public Works	ad-vorlem income	228.06	25,687.84
<b>Total for 40010 AD Valorem - Caldwell County</b>							<b>\$379.35</b>
40011 AD Valorem - Hays County							
Beginning Balance							59,462.30
04/10/2020	Deposit		HAYS COUNTY APPRASIAL DISTRICT	Public Works		3,776.52	63,238.82
<b>Total for 40011 AD Valorem - Hays County</b>							<b>\$3,776.52</b>
40050 Sales Tax Revenue							
Beginning Balance							112,562.15
04/10/2020	Deposit		TEXAS COMPTROLLER	Administration	Gross Collections - 2/3 City Portion	6,652.06	119,214.21
04/10/2020	Deposit		TEXAS COMPTROLLER	EDC Uhland	Current Retained - 1/3 EDC Portion	(130.38)	119,083.83
04/10/2020	Deposit		TEXAS COMPTROLLER	EDC Uhland	Gross Collections - 1/3 EDC Portion	6,652.06	125,735.89
04/10/2020	Deposit		TEXAS COMPTROLLER	Public Works	Gross Collections - 2/3 City Portion	6,652.06	132,387.95
04/10/2020	Deposit		TEXAS COMPTROLLER	EDC Uhland	Prior Retained - 1/3 EDC Portion	118.86	132,506.81
<b>Total for 40050 Sales Tax Revenue</b>							<b>\$19,944.66</b>
40100 Building Permit Income							
Beginning Balance							41,128.05
04/08/2020	Invoice	3020	KB HOMES	Building Permits	RESIDENTIAL BUILDING PERMIT 122 Lena Lane	1,508.91	42,636.96
04/08/2020	Invoice	3018	KB HOMES	Building Permits	RESIDENTIAL BUILDING PERMIT 191 Gustaf Trail	1,508.91	44,145.87
04/08/2020	Invoice	3019	KB HOMES	Building Permits	RESIDENTIAL BUILDING PERMIT 188 Wilhem Way	1,101.51	45,247.38
<b>Total for 40100 Building Permit Income</b>							<b>\$4,119.33</b>
40102 OSSF Residential							
Beginning Balance							1,640.00
<b>Total for 40102 OSSF Residential</b>							
40104 Transportation Fee - CGE							
Beginning Balance							250.00
<b>Total for 40104 Transportation Fee - CGE</b>							
40106 Transportation Fee - KB Homes							
Beginning Balance							36,840.00
04/08/2020	Invoice	3019	KB HOMES	Future Roadway Impact Fees	KB HOME ROADWAY IMPACT IMPROVEMENTS 188 Wihem Way	1,228.00	38,068.00
04/08/2020	Invoice	3020	KB HOMES	Future Roadway Impact Fees	KB HOME ROADWAY IMPACT IMPROVEMENTS 122 Lena Lane	1,228.00	39,296.00
04/08/2020	Invoice	3018	KB HOMES	Future Roadway	KB HOME ROADWAY IMPACT IMPROVEMENTS 191 Gustaf Trail	1,228.00	40,524.00

# City of Uhland

## GENERAL LEDGER

April 2020

DATE	TRANSACTION TYPE	NUM	NAME	CLASS	MEMO/DESCRIPTION	AMOUNT	BALANCE
Impact Fees							
<b>Total for 40106 Transportation Fee - KB Homes</b>						<b>\$3,684.00</b>	
40150 Subdivision Income							
Beginning							30,015.59
Balance							
<b>Total for 40150 Subdivision Income</b>							
40155 Billable Expense Income							
Beginning							39,386.20
Balance							
<b>Total for 40155 Billable Expense Income</b>							
40200 Solid Waste Services							
Beginning							78,545.54
Balance							
04/02/2020	Sales Receipt	3014	USTI epay	Waste Management	Waste and recycle income, USTI batch	600.34	79,145.88
04/03/2020	Sales Receipt	3016	USTI - BATCH PAYMENTS	Waste Management	Waste and recycle income, USTI batch	525.41	79,671.29
04/03/2020	Sales Receipt	3017	USTI - BATCH PAYMENTS	Waste Management	Waste and recycle income, USTI batch	872.45	80,543.74
04/03/2020	Sales Receipt	3025	USTI - BATCH PAYMENTS	Waste Management	Waste and recycle income, USTI batch	260.00	80,803.74
04/07/2020	Sales Receipt	3015	USTI epay	Waste Management	Waste and recycle income, USTI batch epay ach 52048	1,247.65	82,051.39
04/08/2020	Sales Receipt	3021	USTI - BATCH PAYMENTS	Waste Management	Waste and recycle income, USTI batch 2076	865.47	82,916.86
04/08/2020	Sales Receipt	3022	USTI epay	Waste Management	Waste and recycle income, USTI batch ACH 52257	125.34	83,042.20
04/09/2020	Sales Receipt	3026	USTI - BATCH PAYMENTS	Waste Management	Waste and recycle income, USTI batch 2078	148.31	83,190.51
04/09/2020	Sales Receipt	3024	USTI - BATCH PAYMENTS	Waste Management	Waste and recycle income, USTI batch 2074	210.00	83,400.51
04/10/2020	Sales Receipt	3027	USTI epay	Waste Management	Waste and recycle income, USTI batch epay ach52513	465.44	83,865.95
04/10/2020	Sales Receipt	3028	USTI - BATCH PAYMENTS	Waste Management	Waste and recycle income, USTI batch 2079	481.86	84,347.81
04/16/2020	Sales Receipt	3029	USTI - BATCH PAYMENTS	Waste Management	Waste and recycle income, USTI batch 2081	151.31	84,499.12
04/20/2020	Sales Receipt	3030	USTI epay	Waste Management	Waste and recycle income, USTI batch	1,460.96	85,960.08
04/22/2020	Sales Receipt	3031	USTI - BATCH PAYMENTS	Waste Management	Waste and recycle income, USTI batch 2085	1,254.40	87,214.48
04/23/2020	Sales Receipt	3032	USTI - BATCH PAYMENTS	Waste Management	Batch 2088	736.99	87,951.47
04/24/2020	Sales Receipt	3035	USTI - BATCH PAYMENTS	Waste Management	Waste and recycle income, USTI batch 2092	462.03	88,413.50
04/24/2020	Sales Receipt	3033	USTI epay	Waste Management	Waste and recycle income, USTI batch	493.11	88,906.61

# City of Uhland

## GENERAL LEDGER

April 2020

DATE	TRANSACTION TYPE	NUM	NAME	CLASS	MEMO/DESCRIPTION	AMOUNT	BALANCE
04/24/2020	Sales Receipt	3034	USTI epay	Waste Management	Waste and recycle income, USTI batch	490.27	89,396.88
04/28/2020	Sales Receipt	3040	USTI - BATCH PAYMENTS	Waste Management	Waste and recycle income, USTI batch 2093	2,246.36	91,643.24
04/29/2020	Sales Receipt	3038	USTI epay	Waste Management	Waste and recycle income, USTI batch epay ach 53244	695.27	92,338.51
04/29/2020	Sales Receipt	3037	USTI epay	Waste Management	Waste and recycle income, USTI batch epay ach53422	200.31	92,538.82
04/29/2020	Sales Receipt	3039	USTI - BATCH PAYMENTS	Waste Management	Waste and recycle income, USTI batch 2096	153.93	92,692.75
04/30/2020	Journal Entry	JE		Waste Management	Record sales tax payable - April	(966.09)	91,726.66
<b>Total for 40200 Solid Waste Services</b>						<b>\$13,181.12</b>	
40201 Franchise Fees							
Beginning Balance							33,874.02
04/23/2020	Deposit		Jive Communications , Inc.	Administration		10.50	33,884.52
<b>Total for 40201 Franchise Fees</b>						<b>\$10.50</b>	
40202 Solid Waste Services - Restoration/Late Fee							
Beginning Balance							1,665.00
<b>Total for 40202 Solid Waste Services - Restoration/Late Fee</b>							
40300 Community Center Rental							
Beginning Balance							5,100.00
<b>Total for 40300 Community Center Rental</b>							
40320 Donations							
Beginning Balance							(173.22)
<b>Total for 40320 Donations</b>							
40350 Film Friendly Fee							
Beginning Balance							500.00
<b>Total for 40350 Film Friendly Fee</b>							
40355 Lottery Fee							
Beginning Balance							17.56
<b>Total for 40355 Lottery Fee</b>							
40500 Administration Fee Income							
Beginning Balance							6,929.86
<b>Total for 40500 Administration Fee Income</b>							
40900 Interest Income							
Beginning Balance							425.68
04/30/2020	Deposit		TexSTAR	Administration		36.91	462.59

# City of Uhland

## GENERAL LEDGER

April 2020

DATE	TRANSACTION TYPE	NUM	NAME	CLASS	MEMO/DESCRIPTION	AMOUNT	BALANCE
04/30/2020	Deposit		FLNB	Administration		5.95	468.54
04/30/2020	Deposit		FLNB	Administration		9.41	477.95
<b>Total for 40900 Interest Income</b>						<b>\$52.27</b>	
50050 Sales Tax Income - State Service Fees							
Beginning Balance							2,250.47
04/10/2020	Deposit		TEXAS COMPTROLLER	Administration	2% Service Fees - 2/3 City Portion	133.04	2,383.51
04/10/2020	Deposit		TEXAS COMPTROLLER	Public Works	2% Service Fees - 2/3 City Portion	133.04	2,516.55
04/10/2020	Deposit		TEXAS COMPTROLLER	EDC Uhland	2% Service Fees - 1/3 EDC Portion	133.04	2,649.59
<b>Total for 50050 Sales Tax Income - State Service Fees</b>						<b>\$399.12</b>	
50051 EDC Sales Tax Income Transfers							
Beginning Balance							36,796.18
04/30/2020	Journal Entry	JE		EDC Uhland	Record EDC Sales Tax Income Transfer - April	6,507.52	43,303.70
<b>Total for 50051 EDC Sales Tax Income Transfers</b>						<b>\$6,507.52</b>	
50155 Billable Expenses							
Beginning Balance							32,648.70
04/06/2020	Bill	34056	LNV ENGINEERING	Subdivision	Pecan Springs RV	583.75	33,232.45
04/06/2020	Bill	34056	LNV ENGINEERING	Subdivision	Harmony Hills	118.75	33,351.20
04/06/2020	Bill	34056	LNV ENGINEERING	Subdivision	Gristmill Highlands	202.50	33,553.70
04/06/2020	Bill	34056	LNV ENGINEERING	Subdivision	Camino Real Pecan Springs RV	403.75	33,957.45
04/09/2020	Expense	DD	Amy Akers	Subdivision		400.00	34,357.45
04/22/2020	Bill	34255	LNV ENGINEERING	Subdivision	Gristmill Highlands	760.39	35,117.84
04/22/2020	Bill	34255	LNV ENGINEERING	Subdivision	El Camino Real RV park	23.75	35,141.59
04/22/2020	Bill	34255	LNV ENGINEERING	Subdivision	Millcreek	270.00	35,411.59
<b>Total for 50155 Billable Expenses</b>						<b>\$2,762.89</b>	
60050 Community Outreach							
Beginning Balance							943.50
<b>Total for 60050 Community Outreach</b>							
60051 Computer Expense & Repair							
Beginning Balance							4,440.32
04/01/2020	Bill	12488	DELTRA	Administration	quarterly monitoring	1,454.25	5,894.57
04/09/2020	Bill	274632	VADIM MUNICIPAL SOFTWARE INC.	Waste Management	USTI yearly fee	1,005.02	6,899.59
<b>Total for 60051 Computer Expense &amp; Repair</b>						<b>\$2,459.27</b>	
60053 Continuing Education/Training							
Beginning Balance							580.00
<b>Total for 60053 Continuing Education/Training</b>							
60055 Contract Labor							
Beginning Balance							23,912.01



# City of Uhland

## GENERAL LEDGER

April 2020

DATE	TRANSACTION TYPE	NUM	NAME	CLASS	MEMO/DESCRIPTION	AMOUNT	BALANCE
04/08/2020	Journal Entry	J McClintock Payable		Building Permits	Record J McClintock Payable - 122 Lena Lane	754.46	24,666.47
04/08/2020	Journal Entry	J McClintock Payable		Building Permits	Record J McClintock Payable - 188 Wilhem Way	550.76	25,217.23
04/08/2020	Journal Entry	J McClintock Payable		Building Permits	Record J McClintock Payable - 191 Gustaf Trial	754.46	25,971.69
<b>Total for 60055 Contract Labor</b>						<b>\$2,059.68</b>	
60057 Dues Licenses & Subscriptions							
Beginning Balance							347.60
<b>Total for 60057 Dues Licenses &amp; Subscriptions</b>							
60059 Employee Relations							
Beginning Balance							139.01
<b>Total for 60059 Employee Relations</b>							
60060 Fees - Accounting							
Beginning Balance							12,000.00
<b>Total for 60060 Fees - Accounting</b>							
60063 Fees - Bookkeeping							
Beginning Balance							4,182.90
04/20/2020	Expense		BH BOOKKEEPERS	Administration	Monthly bookkeeping fee April	593.40	4,776.30
<b>Total for 60063 Fees - Bookkeeping</b>						<b>\$593.40</b>	
60065 Fees - Consulting							
Beginning Balance							10,238.93
<b>Total for 60065 Fees - Consulting</b>							
60071 Fees - Legal							
Beginning Balance							25,637.50
04/09/2020	Expense	DD	Amy Akers	Administration	monthly contract with overage hours	4,762.50	30,400.00
<b>Total for 60071 Fees - Legal</b>						<b>\$4,762.50</b>	
60072 Fees - Meetings							
Beginning Balance							86.13
<b>Total for 60072 Fees - Meetings</b>							
60075 Fees - Professional							
Beginning Balance							902.32
04/25/2020	Expense		BIZ DOC INC.	Waste Management	monthly printer fee for waste and recycle bills	40.00	942.32
04/25/2020	Expense		BIZ DOC INC.	Administration	monthly printer fee for waste and recycle bills	41.18	983.50
<b>Total for 60075 Fees - Professional</b>						<b>\$81.18</b>	
60078 Fees - Property Tax Collection							

# City of Uhland

## GENERAL LEDGER

April 2020

DATE	TRANSACTION TYPE	NUM	NAME	CLASS	MEMO/DESCRIPTION	AMOUNT	BALANCE
Beginning Balance							686.50
<b>Total for 60078 Fees - Property Tax Collection</b>							
60079 Fees - Waste Collection							
Beginning Balance							50,848.08
04/01/2020	Expense		WASTE CONNECTION	Waste Management	monthly waste collection	7,611.72	58,459.80
04/23/2020	Expense		WASTE CONNECTION	Waste Management	march	1,672.64	60,132.44
04/23/2020	Expense		WASTE CONNECTION	Waste Management	april	1,672.64	61,805.08
<b>Total for 60079 Fees - Waste Collection</b>							<b>\$10,957.00</b>
60081 Small Equipment & Tools < \$2,500							
Beginning Balance							547.38
<b>Total for 60081 Small Equipment &amp; Tools &lt; \$2,500</b>							
60087 Fuel							
Beginning Balance							2,056.27
04/01/2020	Expense		FUELMAN	Public Works	fuel	33.75	2,090.02
04/01/2020	Expense		FUELMAN	Public Works	fuel	56.07	2,146.09
04/07/2020	Expense		FUELMAN	Public Works	fuel	46.00	2,192.09
04/15/2020	Expense	9053404	FUELMAN	Public Works	fuel	31.92	2,224.01
04/17/2020	Expense		FUELMAN	Public Works	fuel	46.64	2,270.65
04/23/2020	Expense	331355	FUELMAN	Public Works	fuel	35.72	2,306.37
04/24/2020	Expense	339374	FUELMAN	Public Works	fuel	81.00	2,387.37
04/30/2020	Journal Entry	JE		Public Works	Adjust Fuelman Gas card balance to statement balance	27.70	2,415.07
<b>Total for 60087 Fuel</b>							<b>\$358.80</b>
60090 INS - Liability							
Beginning Balance							3,072.06
<b>Total for 60090 INS - Liability</b>							
60091 INS - Employee Benefit Insurance							
Beginning Balance							17,908.62
04/13/2020	Expense		TML MULTISTATE INTERGOVERNMENTAL EMPLOYEE BENEFITS POOL	Public Works	March 2020	1,910.26	19,818.88
04/13/2020	Expense		TML MULTISTATE INTERGOVERNMENTAL EMPLOYEE BENEFITS POOL	Administration	March 2020	596.97	20,415.85
<b>Total for 60091 INS - Employee Benefit Insurance</b>							<b>\$2,507.23</b>
60092 INS - Workers Compensation							
Beginning Balance							3,638.00
04/09/2020	Bill	2761	TEXAS MUNICIPAL LEAGUE	Administration	workers compensation audit	2,450.00	6,088.00
<b>Total for 60092 INS - Workers Compensation</b>							<b>\$2,450.00</b>

# City of Uhland

## GENERAL LEDGER

April 2020

DATE	TRANSACTION TYPE	NUM	NAME	CLASS	MEMO/DESCRIPTION	AMOUNT	BALANCE
70020 Bank Charges							
Beginning Balance							189.82
04/14/2020	Expense		Fleet dash	Administration	Ref # 01051569	29.97	219.79
<b>Total for 70020 Bank Charges</b>						<b>\$29.97</b>	
70030 Merchant Service Fees							
Beginning Balance							407.62
04/02/2020	Expense		Gateway	Building Permits	March fee	10.00	417.62
04/10/2020	Expense		Merchant Services	Building Permits	Merchant account service fee monthly for My permit.org	70.95	488.57
<b>Total for 70030 Merchant Service Fees</b>						<b>\$80.95</b>	
70056 Marketing - Website							
Beginning Balance							1,488.51
04/02/2020	Expense		GO DADDY	Administration	domain name registrations	19.99	1,508.50
04/22/2020	Expense		GO DADDY	Administration	SSL Registration 1 year	79.99	1,588.49
<b>Total for 70056 Marketing - Website</b>						<b>\$99.98</b>	
70060 Meal Expenses							
Beginning Balance							29.74
<b>Total for 70060 Meal Expenses</b>							
70065 Postage							
Beginning Balance							979.70
04/14/2020	Expense		USPS	Waste Management	500 postcard stamps	175.00	1,154.70
<b>Total for 70065 Postage</b>						<b>\$175.00</b>	
70070 Rent - Janitorial Equipment							
Beginning Balance							601.50
04/02/2020	Bill	5344832	TEXAS DISPOSAL SYSTEMS	Community Center	RENTED PORTA POTTY FOR CC RENTAL. LOTS OF RAIN IN THE FORECAST. SEPTIC MIGHT GET FULL AND UNABLE TO FLUSH TOILETS INSIDE	100.00	701.50
<b>Total for 70070 Rent - Janitorial Equipment</b>						<b>\$100.00</b>	
70075 Repairs & Maintenance							
Beginning Balance							7,517.79
04/03/2020	Expense		Oreilly	Public Works	f250 exhaust system bondo	12.48	7,530.27
04/14/2020	Expense		WALMART	Public Works	water and Gatorade for public works	17.32	7,547.59
04/15/2020	Expense		AMAZON	Public Works		47.98	7,595.57
04/22/2020	Bill	12210	EZ STREET COMPANY	Public Works	2- (1) TON BULK SACK,	1,170.00	8,765.57
<b>Total for 70075 Repairs &amp; Maintenance</b>						<b>\$1,247.78</b>	
70090 Payroll - Expenses							
70091 Payroll - Salaries							
70092 Payroll - Salaries - City Administrator							
Beginning Balance							42,046.66

# City of Uhland

## GENERAL LEDGER

April 2020

DATE	TRANSACTION TYPE	NUM	NAME	CLASS	MEMO/DESCRIPTION	AMOUNT	BALANCE
04/02/2020	Payroll Check	DD	Karen S. Gallaher	Administration	Gross Pay - This is not a legal pay stub	2,855.23	44,901.89
04/16/2020	Payroll Check	DD	Karen S. Gallaher	Administration	Gross Pay - This is not a legal pay stub	2,855.23	47,757.12
04/30/2020	Payroll Check	DD	Karen S. Gallaher	Administration	Gross Pay - This is not a legal pay stub	2,855.23	50,612.35
<b>Total for 70092 Payroll - Salaries - City Administrator</b>						<b>\$8,565.69</b>	
70093 Payroll - Salaries - Office Assistant							
Beginning Balance							16,080.79
<b>Total for 70093 Payroll - Salaries - Office Assistant</b>							
70095 Payroll - Salaries - Public Works Lead							
Beginning Balance							27,268.62
04/02/2020	Payroll Check	DD	Gary D. Gallaher	Public Works	Gross Pay - This is not a legal pay stub	2,040.19	29,308.81
04/16/2020	Payroll Check	DD	Gary D. Gallaher	Public Works	Gross Pay - This is not a legal pay stub	2,040.19	31,349.00
04/30/2020	Payroll Check	DD	Gary D. Gallaher	Public Works	Gross Pay - This is not a legal pay stub	2,040.19	33,389.19
<b>Total for 70095 Payroll - Salaries - Public Works Lead</b>						<b>\$6,120.57</b>	
70096 Payroll - Salaries - Public Works							
Beginning Balance							17,358.01
04/02/2020	Payroll Check	DD	Matthew Hodge	Public Works	Gross Pay - This is not a legal pay stub	1,358.50	18,716.51
04/16/2020	Payroll Check	DD	Matthew Hodge	Public Works	Gross Pay - This is not a legal pay stub	1,358.50	20,075.01
04/30/2020	Payroll Check	DD	Matthew Hodge	Public Works	Gross Pay - This is not a legal pay stub	1,358.50	21,433.51
<b>Total for 70096 Payroll - Salaries - Public Works</b>						<b>\$4,075.50</b>	
<b>Total for 70091 Payroll - Salaries</b>						<b>\$18,761.76</b>	
70200 Payroll - Taxes							
Beginning Balance							7,860.68
04/02/2020	Payroll Check	DD	Gary D. Gallaher	Public Works	Employer Taxes	156.07	8,016.75
04/02/2020	Payroll Check	DD	Matthew Hodge	Public Works	Employer Taxes	103.93	8,120.68
04/02/2020	Payroll Check	DD	Karen S. Gallaher	Administration	Employer Taxes	218.42	8,339.10
04/16/2020	Payroll Check	DD	Matthew Hodge	Public Works	Employer Taxes	103.93	8,443.03
04/16/2020	Payroll Check	DD	Karen S. Gallaher	Administration	Employer Taxes	218.43	8,661.46
04/16/2020	Payroll Check	DD	Gary D. Gallaher	Public Works	Employer Taxes	156.07	8,817.53
04/30/2020	Payroll Check	DD	Gary D. Gallaher	Public Works	Employer Taxes	156.08	8,973.61
04/30/2020	Payroll Check	DD	Matthew Hodge	Public Works	Employer Taxes	103.92	9,077.53
04/30/2020	Payroll Check	DD	Karen S. Gallaher	Administration	Employer Taxes	218.42	9,295.95
<b>Total for 70200 Payroll - Taxes</b>						<b>\$1,435.27</b>	
70210 Payroll - Service Fees							
Beginning Balance							699.29
04/14/2020	Expense		INTUIT	Administration	monthly payroll service	115.13	814.42
<b>Total for 70210 Payroll - Service Fees</b>						<b>\$115.13</b>	
<b>Total for 70090 Payroll - Expenses</b>						<b>\$20,312.16</b>	
70220 Uniforms							
Beginning Balance							295.96

# City of Uhland

## GENERAL LEDGER

April 2020

DATE	TRANSACTION TYPE	NUM	NAME	CLASS	MEMO/DESCRIPTION	AMOUNT	BALANCE
<b>Total for 70220 Uniforms</b>							
70300 Supplies - Office							
Beginning Balance							1,731.55
04/14/2020	Expense		WALMART	Public Works	ink for Public works printer	73.86	1,805.41
<b>Total for 70300 Supplies - Office</b>						<b>\$73.86</b>	
70301 Supplies - Janitorial							
Beginning Balance							388.40
<b>Total for 70301 Supplies - Janitorial</b>							
70302 Supplies - Maintenance							
Beginning Balance							266.88
04/10/2020	Expense		LOWE'S CC	Public Works	water, fuel system cleaner, weed killer	80.72	347.60
<b>Total for 70302 Supplies - Maintenance</b>						<b>\$80.72</b>	
70400 Telephone & Internet							
Beginning Balance							1,438.26
04/12/2020	Expense		SPECTRUM BUSINESS	Administration	TIME WARNER CABL TW CABLE TIME WARNER CABL TW CABLE - ID: 0630008761 SPA UHLAND	234.36	1,672.62
<b>Total for 70400 Telephone &amp; Internet</b>						<b>\$234.36</b>	
70450 Travel - Mileage Reimbursements							
Beginning Balance							1,635.30
04/02/2020	Payroll Check	DD	Karen S. Gallaher	Administration	Reimbursement	127.60	1,762.90
04/30/2020	Payroll Check	DD	Karen S. Gallaher	Administration	Reimbursement	122.96	1,885.86
<b>Total for 70450 Travel - Mileage Reimbursements</b>						<b>\$250.56</b>	
70500 Utilities							
Beginning Balance							3,048.39
04/08/2020	Expense		COUNTY LINE SUD	Administration	SERVICE FEE	1.50	3,049.89
04/08/2020	Expense		COUNTY LINE SUD	Administration	water usage	39.10	3,088.99
04/22/2020	Expense		BLUEBONNET ELECTRIC COOPERATIVE, INC	Community Center	Community Center	72.89	3,161.88
04/22/2020	Expense		BLUEBONNET ELECTRIC COOPERATIVE, INC	Public Works	street lights	164.86	3,326.74
04/22/2020	Expense		BLUEBONNET ELECTRIC COOPERATIVE, INC	Administration	City office	118.79	3,445.53
<b>Total for 70500 Utilities</b>						<b>\$397.14</b>	
80090 Income - Other							
Beginning Balance							(121.70)
04/04/2020	Credit Card Credit		Fuelman Fleet Program Master Card	Administration	Rebate Reference # 00952469	3.81	(117.89)
04/22/2020	Expense		TEXAS COMPTROLLER OF PUBLIC ACCOUNTS	Waste Management	Waste and recycle sales tax pymt - Fees	(96.97)	(214.86)
<b>Total for 80090 Income - Other</b>						<b>\$ (93.16)</b>	
80100 Grant Income							
Beginning							66,895.69

City of Uhland  
GENERAL LEDGER  
April 2020

DATE	TRANSACTION TYPE	NUM	NAME	CLASS	MEMO/DESCRIPTION	AMOUNT	BALANCE
			Balance				
			<b>Total for 80100 Grant Income</b>				
			80101 Grant Expense				
			Beginning				54,851.31
			Balance				
			<b>Total for 80101 Grant Expense</b>				

**ORDINANCE NO. \_\_\_\_\_**

**AN ORDINANCE OF THE CITY OF UHLAND, TEXAS; AMENDING ORDINANCE NO. 147, "AN ORDINANCE AMENDING THE CITY OF UHLAND ORDINANCE #28"; PROVIDING FOR A REPEALER, SEVERABILITY AND AN EFFECTIVE DATE.**

**WHEREAS**, pursuant to Texas Local Government Code Section 51.001, the City has general authority to adopt an ordinance or police regulation that is for the good government, peace or order of the City and is necessary or proper for carrying out a power granted by law to the City; and

**WHEREAS**, pursuant to Chapter 216 of the Texas Local Government Code, the City has the authority to regulate signs; and

**WHEREAS**, the City Council finds that it is necessary to and proper for the good government, peace and order of the City of Uhlend to amend the City's sign regulations in accordance with this ordinance; and

**NOW, THEREFORE, BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF UHLAND, TEXAS:**

**A. FINDINGS OF FACT**

The forgoing recitals are incorporated into this Ordinance by reference as findings of fact of if expressly set forth herein.

**B. AMENDMENTS**

Only the sections and the subsections thereof which are identified herein of the City of Uhlend's Sign Ordinance shall be considered amended and or added, as appropriate, all other sections and subsections shall remain as written or previously amended. Where an amendment or addition is added to an existing section such amendment or addition is underlined herein and where a section is removed the word "delete" will follow the specific section or subsection number. Where a section or subsection is identified herein and 'delete' is not used, such existing sentences and language not identified shall remain unchanged. The City of Uhlend Sign Ordinance is amended as follows:

**Sec 01-11.1 New Signs**

New signs will follow the regulations of this Ordinance and shall be required to obtain appropriate permits per section 01-12.0.

**Division 2. Administration**

**Sec 01-12.0 Sign permits**

3. Sign permit applications shall contain the following:
  - b. Appropriate fees as shown on the City of Uhlend's Fee Schedule
  - c. A dimensioned sign plan showing:
4. The following signs do not require a permit but are required to follow all other provisions and regulations of this ordinance:

Window signs



Residential yard signs

Movable signs

Political signs

5. The following signs are exempt from the provisions and regulations of this Ordinance:
  - I. Holiday and festival decorations, except as specifically regulated herein.

#### **Sec 01-12.1 Prohibited Signs**

1. The following signs are prohibited from installation, construction, repair, alteration, or relocation within the City, except as otherwise permitted herein:

#### **Sec 01-12.2 Waivers**

1. A waiver request may be submitted for all regulations herein.
2. Waivers from the requirements of this Ordinance are subject to approval by the City Administrator.
4. The City Administrator may, at the City Administrator's sole discretion, place the waiver on the City's Planning and Zoning Commission agenda for review and approval.
5. DELETE.

### **Section II. Sign Standards**

#### **Division 1. Definitions**

#### **Sec 02-21.0 Sign Types**

30. Residential Yard Sign – All residential yard signs shall be removed within 72 hours after the sale.

#### **Division 2. Wall Signs**

#### **Sec 02-22.0 Generally**

1. All wall signs on a building shall not take up more than 30% of the area of that elevation.

#### **Division 4. Other Signs**

#### **Sec 02-24.1 Signs in Public Rights-Of-Ways**

4. The process for right-of way agreement or license agreement shall be as follows:
  - a. The application shall be submitted to the City Administrator or designee;
  - b. Right-of-way sign applications shall be reviewed within 30days of the submission of a complete application; and
  - c. the City Administrator may, at the City Administrator's sole discretion, place the application on the City's Planning and Zoning Commission agenda for review and approval.

5. Right-of-way signs shall not be placed in the right-of way along any residential property without the property owner's written consent. A residential property shall include all residentially zoned property, or agricultural property wherein a residence is located. Such consent shall become part of the application and agreement.

#### **Division 5. Temporary Signs**

##### **Sec 02-25.0 Generally**

1. All temporary signs shall require a permit except as exempted in Sec 01-12.0(4).

#### **Division 6. Supplementary Regulations**

##### **Sec 02-26.10 Examples of Sign Area Calculations**

- b. DELETE

##### **Sec 02-26.3 Enforcement & Maintenance**

3. If after 3 days, the unsafe condition has not been corrected through repair or removal, the City Administrator or designee may cause the repair or removal of such sign, at the expense of the property owner or lessee. If the total costs are not paid in full within 30 days of the repairs or removal, the amount owed shall be certified as an assessment against the property of the sign owner, and lien upon that property, together with an additional 3 percent penalty for collection as prescribed for unpaid real estate taxes.

#### **C. REPEALER**

To the extent reasonably possible, this Ordinance and Ordinances #28 and No. 147 are to be read together in harmony. However, all ordinances, or parts thereof, that are in conflict or inconsistent with any provision of this Ordinance are hereby repealed to the extent of such conflict, and the provisions of this Ordinance shall be and remain controlling as to the provisions contained herein.

#### **D. SEVERABILITY**

Should any of the clauses, sentences, paragraphs, sections or parts of this Ordinance be deemed invalid, unconstitutional, or unenforceable by a Court of law, or administrative agency with jurisdiction over the matter, such action shall not be construed to affect any other valid portion of this Ordinance.

#### **E. EFFECTIVE DATE**

This Ordinance shall be effective immediately upon passage and publication.

#### **F. PROPER NOTICE AND MEETING**

It is hereby officially found and determined that the meeting at which this Ordinance was passed was open to the public, and that public notice of the time, place and purpose of said meeting was given as required by the Texas Open Meetings Act, Chapter 551 of the Texas Government Code. Notice was also provided as required by Chapter 52 of the Texas Local Government Code.

PASSED AND APPROVED this \_\_\_\_ day of \_\_\_\_\_, 2020.

---

Vicki Hunter, Mayor

ATTEST:

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Karen Gallaher, City Administrator









**City of Uhland**  
**Property Subdivision and Land Development**  
**Ordinance**

## TABLE OF CONTENTS

### ARTICLE I. GENERAL PROVISIONS

SECTION 1. SHORT TITLE .....	10
SECTION 2. ENACTMENT .....	10
A. Adoption of Chapter 212, Subchapter B of the Texas Local Government .....	10
B. Regulation of Property Development .....	10
SECTION 3. PURPOSE AND OBJECTIVES .....	10
SECTION 4. APPLICATION OF REGULATIONS .....	10
SECTION 5. DEFINITIONS .....	10
SECTION 6. GENERAL REQUIREMENTS AND PROHIBITIONS .....	15
A. Plat Required .....	16
B. Plan Required .....	16
C. Compliance with All Applicable City Ordinances and Resolutions .....	16
D. Permits in Unauthorized Subdivisions or Developments .....	16
E. Utility Services in Unauthorized Subdivisions or Developments .....	16
F. Public Services in Unauthorized Subdivisions or Developments .....	16
G. Payment of Indebtedness .....	17

### ARTICLE II. APPLICATION PROCEDURES

SECTION 1. PRE-APPLICATION CONFERENCE .....	17
SECTION 2. APPLICATIONS IN GENERAL .....	17
A. Uniform Application Date .....	17
B. Timeline .....	17
C. City Consultants .....	18
D. Submission Requirements .....	18
E. Complete Application Required .....	18
F. Vested Rights .....	19
SECTION 3. PROCESSING OF APPLICATION; STEPS .....	19
A. City Staff Review .....	19
B. Review by the City Planning and Zoning Commission .....	19
C. Review by the City Council .....	19
D. Conditional Approval or Disapproval .....	19
E. Recording Requirement .....	20
SECTION 4. SUBMISSION OF PRELIMINARY PLAT .....	20
A. Form and Content of Preliminary Plat .....	20
B. Preliminary Plat Approval Expiration .....	21

SECTION 5. SUBMISSION OF FINAL PLAT .....	21
A. Preliminary Plat Prerequisite .....	21
B. Form and Content of Final Plat .....	22
SECTION 6. SUBMISSION OF DEVELOPMENT PLAN .....	24
A. Form and Content of Development Plan .....	24
B. Expiration of Development Plan .....	26
<b>ARTICLE III. GENERAL STANDARDS</b>	
SECTION 1. MINIMUM REQUIREMENTS .....	26
SECTION 2. GENERAL DESIGN .....	26
SECTION 3. LOT STANDARDS .....	27
A. Minimum Lot Size .....	27
B. Building Setback Lines.....	27
C. Lot Frontage Requirements .....	27
D. Lot Shape .....	27
SECTION 4. EASEMENTS.....	27
A. Dedication Required .....	27
B. Location of Easements .....	27
C. Gates Required in Fences .....	27
D. Easements Part of Lot Area .....	28
SECTION 5. SURVEY REQUIREMENTS .....	28
A. Placement of Lot Markers and Street Monuments .....	28
B. Lot Markers for Utility Easements .....	28
<b>ARTICLE IV. THOROUGHFARES</b>	
SECTION 1. GENERAL LAYOUT AND ALIGNMENT OF STREETS.....	28
A. General Requirements .....	28
B. Access Requirements .....	28
C. Off-Site Improvements .....	28
D. Continuation of Existing Streets.....	29
E. Interior Circulation and Projection .....	29
F. Prohibited Streets .....	29
1. Street Jogs.....	29
2. Half Streets .....	29
3. Dead-End Streets .....	29
4. Private Streets.....	29
SECTION 2. REQUIRED STREET IMPROVEMENTS .....	30



A. General Specifications .....	30
B. Right-of-Way and Pavement Exceptions for Single Family Residential Streets .....	30
SECTION 3. STREET GEOMETRY STANDARDS .....	31
A. Exceptions to Minimum Radius Requirements .....	32
B. Curves .....	32
1. Reverse Curves .....	32
2. Vertical Curvature .....	32
C. Sight Distance Requirements .....	32
D. Intersection Design .....	33
SECTION 4. MINIMUM PAVEMENT DESIGN STANDARDS .....	33
SECTION 5. STANDARDS FOR ALTERNATE PAVEMENT DESIGNS .....	33
A. Soils Investigation .....	33
B. Pavement Design Loads .....	33
SECTION 6. MISCELLANEOUS STREETS .....	34
A. Protection of Limited Access Streets .....	34
B. Cul-De-Sacs .....	34
C. Alleys .....	35
D. Curbs .....	35
SECTION 7. SIDEWALKS .....	35
A. General Requirements .....	35
B. Location of Sidewalks .....	36
C. Sidewalk Obstructions .....	36
D. Timing of Sidewalk Construction .....	36
SECTION 8. DRIVEWAYS .....	36
A. General Requirements .....	36
B. Locational Requirements .....	36
SECTION 9. TRAFFIC CONTROL DEVICES; STREET NAMES AND ADDRESSES .....	37
SECTION 10. STREET LIGHTING .....	37
<b>ARTICLE V. DRAINAGE AND FLOOD HAZARDS</b>	
SECTION 1. GENERAL REQUIREMENTS .....	37
A. Facilities Required .....	37
B. Stormwater Management .....	37
C. Construction Sequencing and Erosion Controls .....	37
D. Land Clearing Restrictions .....	38
E. Enforcement of Erosion Controls and Clearing Restrictions .....	38

SECTION 2. REQUIRED DRAINAGE STUDY .....	38
SECTION 3. DRAINAGE EASEMENTS .....	39
A. General Requirement .....	39
B. Enclosed Systems .....	39
C. Open Channels .....	39
D. Overflow Drainage .....	39
E. Detention Ponds, Retention Ponds and Siltation Ponds .....	39
SECTION 4. DRAINAGE SYSTEM DESIGN STANDARDS .....	40
A. General Requirements .....	40
B. Method of Computing Runoff .....	40
C. Assumptions of Runoff Calculations .....	41
D. Use of Streets and Alleys as Drainage Facilities .....	41
E. Storm Sewers .....	42
F. Street Inlets to Storm Sewers .....	42
G. Capacity of Open Drainage Channels .....	42
H. Lining of Open Drainage Channels .....	42
I. Design of Concrete Lined Channels .....	43
J. Design of Sod-Lined and Earth Channels .....	43
SECTION 5. FLOOD HAZARD .....	44
A. General Policy .....	44
B. Flood Plain Designations and General Restrictions .....	44
C. General Requirements in Flood Plains .....	44
D. Flood Hazards to Water and Wastewater Systems .....	44
E. Review of Proposed Subdivision Flood Hazards .....	44
F. Access to Subdivisions .....	45
<b>ARTICLE VI. UTILITY EXTENSIONS AND GENERAL IMPROVEMENTS</b>	
SECTION 1. GENERAL REQUIREMENTS .....	45
A. Obligations of Applicant .....	45
B. Engineer Responsible .....	45
C. Construction Plans .....	45
D. Installation of Utilities Before Paving .....	45
E. Inspection of Improvements .....	46
F. As-Built Plans or Drawings .....	46
G. Utility Easements .....	46
1. Overhang Easements .....	46
2. Additional Easements for Guy Wires .....	46
SECTION 2. WATER AND SEWERS .....	46
A. General Requirements for Water Systems .....	46
1. Service Required .....	46

2. Obligations of Applicant .....	47
B. Water System Design Standards.....	47
C. Sanitary Sewers.....	47
1. General Requirements .....	47
2. Obligations of Applicant .....	47
D. Wastewater System Design Standards .....	48
1. General Design Standards .....	48
2. Sewer Location .....	48
3. Materials.....	48
4. Trenching.....	48
5. Minimum Diameter of Mains .....	48
6. Manholes .....	48
7. Lift Stations and Force Mains .....	48
8. Minimum Diameter of Service Lines .....	49

#### **ARTICLE VII. OPEN SPACES**

#### **ARTICLE VIII. FINANCIAL GURANTEES**

SECTION 1. REQUIRED PERFORMANCE BOND.....	49
SECTION 2. ADJUSTMENT OF BOND/DEPOSIT .....	49
SECTION 3. REDUCTION AND EXPIRATION OF BOND .....	49
SECTION 4. PAYMENT OF BOND .....	50

#### **ARTICLE IX. PUBLIC IMPROVEMENTS ACCEPTANCE REQUIREMENTS**

#### **ARTICLE X. PERMITS AND UTILITY CONNECTIONS**

#### **ARTICLE XI. VACATING PLATS AND PLANS, REPLATS AND AMENDING PLATS AND PLANS**

SECTION 1. VACATING PLATS AND PLANS .....	51
SECTION 2. AMENDING PLATS AND PLANS .....	51
A. Purpose for Amendment .....	51
B. Application Process .....	52
C. Effect of Amended Plat or Plan .....	52
SECTION 3. REPLAT .....	52
A. Replatting Without Vacating Preceding Plat .....	52
B. Partial Replats .....	52

#### **ARTICLE XII. VARIANCES**

SECTION 1. POWER TO GRANT VARIANCES.....	52
SECTION 2. PROCEDURES FOR VARIANCES .....	52

SECTION 3. FINDINGS REQUIRED FOR VARIANCES .....	53
SECTION 4. EFFECT OF GRANTING VARIANCES .....	53
<b>ARTICLE XIII. FEES, ENFORCEMENT AND IMPLEMENTATION</b>	
SECTION 1. APPLICATION AND REVIEW FEES .....	53
SECTION 2. DEVELOPMENT AND IMPACT FEES .....	54
A. Roadway Impact Fee .....	54
B. Parkland Fee .....	54
SECTION 3. ENFORCEMENT .....	54
A. Enforcement of Regulations .....	54
B. Stop Work Order .....	54
C. Certificate of Non-compliance .....	55
D. Civil Legal Action .....	55
E. Criminal Penalty .....	55
SECTION 4. IMPLEMENTATION .....	55
A. Severability .....	55
B. Effect of Other Ordinances and Regulations .....	56
C. Repealer .....	56
D. Savings Clause .....	56
E. Hearing .....	56
F. Meeting Open to Public .....	56
G. Effective Date .....	56



## APPENDICES

### EXHIBIT "A" – Example Plat Certificates

Registered professional land surveyor's Certificate .....	57
Engineer's Certificate .....	57
Owner's Acknowledgement .....	58
Approval of the City Council .....	58
County Clerk's Certificate of Recording and Authentication .....	58

### EXHIBIT "B" – Example Plat Notes

Easement Notes .....	59
Drainage Easement .....	59
Utility Easement .....	59
Public Easement .....	60
Fence Notes .....	60
Sidewalk Notes .....	60

## LIST OF TABLES

Table A. Required Street Improvements .....	30
Table B. Typical Street Cross-Sections .....	31
Table C. Street Geometry Standards .....	31
Table D. Design Values for Constant "K," Vertical Curvature .....	32
Table E. Minimum Sight Distances .....	32
Table F. Minimum Pavement Load Standards .....	33
Table G. Minimum Curb Radius Requirements .....	35
Table H. Rational Method Runoff Coefficients by Zoning District .....	40
Table I. Rational Method Runoff Coefficients for Composite Analysis .....	40
Table J. Minimum Drainage Channel Freeboard .....	42
Table K. Velocity Control Requirements .....	43

**ORDINANCE NO. \_\_\_\_**

**AN ORDINANCE OF THE CITY OF UHLAND, TEXAS, REPEALING AND REPLACING ORDINANCE NO. 219; PRESCRIBING RULES AND REGULATIONS GOVERNING THE SUBDIVISION OF PROPERTY AND THE DEVELOPMENT OF LAND WITHIN THE INCORPORATED AREA AND THE EXTRATERRITORIAL JURISDICTION OF THE CITY OF UHLAND, TEXAS; CONTAINING CERTAIN DEFINITIONS; PRESCRIBING PROCEDURES AND REQUIREMENTS FOR PLAT AND PLAN SUBMISSIONS; REQUIRING FEES; PROVIDING STANDARDS FOR STREETS, SIDEWALKS, DRAINAGE, FLOOD CONTROL AND UTILITIES; PROVIDING FOR A PENALTY; AND PROVIDING A SEVERABILITY CLAUSE.**

**WHEREAS**, under the provisions of the Constitution and laws of the State of Texas, including particularly Chapter 212 of the Local Government Code, as amended, a City may provide that the owner of a tract of land within the limits or in the extraterritorial jurisdiction of a municipality who divides the tract in two or more parts to lay out a subdivision of the tract, including an addition to a municipality, to lay out suburban, building, or other lots, or to lay out streets, alleys, squares, parks, or other parts of the tract intended to be dedicated to public use or for the use of purchasers or owners of lots fronting on or adjacent to the streets, alleys, squares, parks, or other parts, must have a plat of the subdivision prepared and have the plat approved by the City; and

**WHEREAS**, on February 13, 2019 the Council of the City of Uhland, Texas adopted Ordinance No. 219; and

**WHEREAS**, the City of Uhland is committed to the concept that the cost of development must be borne by the developer and must not become burdensome to the taxpayers; and

**WHEREAS**, in order to promote the health, safety, and general welfare of the municipality and to provide for the safe, orderly and healthful development of the municipality the City Council of the City of Uhland, Texas desires to repeal Ordinance No. 219, as adopted and amended, and replace it with the standards, rules and regulations set forth herein;

**NOW, THEREFORE, BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF UHLAND, TEXAS, THAT:**

**PROPERTY SUBDIVISION AND LAND DEVELOPMENT**

**ORDINANCE**

**OF**

**THE CITY OF UHLAND, TEXAS**

## **ARTICLE I. GENERAL PROVISIONS**

### **SECTION 1. SHORT TITLE**

This Ordinance and the standards, rules and regulations contained herein shall be known as the "PROPERTY SUBDIVISION AND LAND DEVELOPMENT ORDINANCE."

### **SECTION 2. ENACTMENT**

#### **A. Adoption of Chapter 212, Subchapter B of the Texas Local Government**

Chapter 212, Subchapter B of the Texas Local Government Code and any successor or replacement statute is hereby adopted by the City of Uhland, Texas in its entirety and incorporated herein for all purposes.

#### **B. Regulations of Property Development.**

The standards, rules and regulations contained herein shall govern the subdivisions and development of land both within the corporate limits of the City of Uhland, Texas (the "City"), and within the extraterritorial jurisdiction of the City (the "ETJ"), (together the "City" and "ETJ" the "Uhland Area").

### **SECTION 3. PURPOSE AND OBJECTIVES**

The standards, rules and regulations contained herein are adopted by the City of Uhland, Texas for the following purposes and objectives:

- A. To protect, promote and provide for the public health, safety, and general welfare of the City, the ETJ and the Uhland Area;
- B. To encourage the safe, orderly and healthful development of the City, the ETJ and the Uhland Area; and
- C. To safeguard and insure the wise use and management of natural resources in the City, the ETJ and the Uhland Area.

### **SECTION 4. APPLICATION OF REGULATIONS**

On or after the passage of this ordinance, any person, firm or corporation seeking approval of any plat, plan or replat of any subdivision or development of land within the corporate limits of the City and its legally established extraterritorial jurisdiction shall be required to comply with the requirements of this ordinance before such approval may be granted. Any subdivision plats or development plans that have not been approved by the City before passage of this ordinance shall be required to comply with the requirements of this ordinance.

### **SECTION 5. DEFINITIONS**

For the purpose of this ordinance, certain terms and words are hereby defined as follows. For the convenience of the reader, these terms are usually indicated by **bold print and underling**, but the absence of such indications does not imply a different meaning. Terms not defined herein shall be construed in accordance with the Zoning Ordinance, other City codes and ordinances, or their customary usage and meaning. The word "shall" is mandatory and not permissive. The word "may" is permissive and not

mandatory. The words “may not” are both prohibitive. Headings and captions are for reference purposes only, and shall not be used in the interpretation of this ordinance.

**Access Street:** any street within a subdivision or development along the boundaries of the subdivision or development which would serve any properties outside the plat or development plan.

**Access Way:** a public or private thoroughfare by which pedestrians shall have lawful and usable ingress and egress to a property line.

**Alley:** A minor public right-of-way not intended to provide the primary means of access to abutting lots, which is used primarily for vehicular service access to the back or sides of properties otherwise abutting on a street.

**Alley, Commercial:** An Alley designed to access the rear or side of non-residential lots or the rear of residential lots with rear entry garages.

**Alley, Residential:** An alley designed to access the rear or side of residential lots without rear entry garages.

**Applicant:** a person or entity who submits to the City an application for an approval required by this Ordinance. To be qualified as an Applicant under this Ordinance, the person or entity must have sufficiently documented legal authority or proprietary interests in the land to commence and maintain proceedings under this Ordinance. The term may include the Property Owner, developer or subdivider or an agent thereof who files a Plan or Plat application.

**Arterial Street:** a principal traffic artery carrying higher volumes of traffic than an access street and connects areas throughout a subdivision and to State Highways.

**Building Setback Line:** The line within a property defining the minimum horizontal distance between a building and lot lines.

**Capital Improvements Program (CIP):** the official proposed schedule, if any, of the City’s future public projects listed together with cost estimates and the anticipated means of financing each project, as adopted by the City Council.

**City:** The City of Uhland, Texas.

**City Administrator:** The City’s chief administrative officer, as appointed by the City Council.

**City Consultants:** Any person or firm authorized by the City Council to provide consulting services to, on behalf of and for the benefit of the City.

**City Staff:** Any full or part time employee of the City.

**City Council:** The City Council of the City of Uhland, Texas also referred to, from time to time, as the Board of Alderman of the City of Uhland, Texas.

**Clearing and Grubbing:** the removal and disposal of trees, stumps, brush, roots, vegetation, logs, rubbish and other matter from a designated right-of-way.



**Comprehensive Plan:** the official plan, if any, as adopted, revised or amended by the City Council which indicates the general goals and aspirations for development of the City and providing locations within the corporate limits of the City and the City's ETJ for various land uses, transportation uses, public and private buildings, streets, parks, utilities, and other public and private developments and improvements.

**Concept Plan:** a rough draft or idea of a proposed land development to include a drawing, superimposed on a topographic map, depicting the overall conceptual layout of a proposed development which generally elaborates the anticipated plan of development; shall not constitute a "Plan", as defined below. Concept Plans are referred to as "land studies", and as such are only intended for preliminary use and shall not be submitted for City approval. Concept Plans shall be included in Plat applications where the subdivision creates more than four (4) tracts of land, provides for public improvements, or public easements are dedicated therein.

**County:** means the applicable County or Counties in which the subdivision or development is located.

**Developer:** Any person or any agent thereof, developing or proposing to develop land so as to constitute a development as that term is defined herein. In any event, the term "developer" shall be restricted to include only the owner, equitable owner or authorized agent of such owner or equitable owner, of land sought to be developed.

**Development:** An altering of landscape in any number of ways typically for the purpose of construction or reconstruction of buildings, structures, or other land improvements.

**Easement, Non-Vehicular Access:** An easement dedicated to the public prohibiting vehicular traffic on, over or across said easement.

**Easement, Overhang:** An interest in land granted to the City, to the public generally, or to a private or public corporation for installing or maintaining utilities over private land. This easement does not grant the right of entry thereon with machinery and vehicles for maintenance.

**Easement, Sidewalk:** An interest in land granted to the public for the installation of and public use of, sidewalk across or over private land, together with the right to enter thereon with machinery and vehicles necessary for the installation and maintenance of said sidewalk.

**Easement, Utility:** An interest in land granted to the City, to the public, or to a public or private corporation for installing or maintaining utilities across, over or under private land, together with the right to enter thereon with machinery and vehicles necessary for the maintenance of said utility.

**Easement, Public Use:** An interest in land granted to the City, to the public, or to a public or private corporation for general use by the public in any manner deemed appropriate by the receiving entity.

**Extraterritorial Jurisdiction "ETJ":** The area beyond the corporate city limits in which a municipality may exercise such powers and duties as outlined by Texas Law, to include but not limited to the Texas Local Government Code; and as determined by Chapter 42 of the Texas Local Government Code.

**Extreme limits:** The side slope intercept with the natural ground or proposed finished ground elevation of a channel.

**Final Plat:** Includes the survey description for each lot in the plat plus plat notes and dedication, recording and approval statements to be recorded with the county.

**Flood Plain:** Any land area susceptible to being inundated by water from the unusual and rapid accumulation or runoff of surface waters from any source as determined by the most recent versions of the floodplain maps created and distributed by the Federal Emergency Management Agency (FEMA).

**Floodway:** The channel of a river or watercourse and portions of the adjacent floodplain as depicted in the current floodway map provided to the City of Uhlend by Federal Emergency Management Agency (FEMA) or as determined by an engineering study in area not depicted in the current floodway map.

**Half-Street:** Any portion of a street which does not meet the minimum right-of-way widths required by this ordinance or which is to be widened to full width at some later date.

**Impervious Surface:** The impermeable surface of any street, alley, sidewalk, driveway or parking area, the roof of any building or structure, and the top surface of any deck or other construction of any character which is so designed or built such that rain falling on the surface is carried off that surface without directly penetrating the ground beneath it.

**Interior Street:** A minor street which enters or traverses a subdivision, or whose entire course is located within the boundaries of a subdivision, as distinguished from a perimeter street.

**Limited Access Street:** A street along, which direct vehicular ingress and egress to and from adjacent residential property is prohibited.

**Local Street:** a street or road which is intended primarily to serve traffic within a neighborhood or residential area and provides access to adjacent land over short distances.

**Lot:** An undivided parcel of land having frontage on a public street or an approved open space having direct street access, and which is, or in the future may be, offered for sale, conveyance, transfer, or improvement which is designated as a distinct and separate parcel, and which is identified by a lot number, or other symbol in a duly approved subdivision plat which has been properly filed of record.

**Lot, Corner:** A lot at the point of intersection of and abutting on two or more intersecting streets, the angle of intersection being not more than 135 degrees.

**Lot, Double Front:** Any lot, not a corner lot, with frontage on two streets which are parallel to each other or within 45 degrees of being parallel to each other.

**Major Thoroughfare:** A limited access arterial street designed to carry a large volume of traffic from one part of the city to another, along a route generally indicated in the city's transportation plan.

**Marginal Access Street:** A street which is parallel and adjacent to a limited access street or collector street and which primarily provides vehicular access to abutting properties and protection from high speed through traffic.

**Minor Street:** Any street other than a major thoroughfare, a collector street or a marginal access street, which serves and is accessed by individual properties and lots fronting thereon.

**Monumenting:** The process of establishing permanent markers to locate a boundary of a subdivision and/or establishing right-of-way limits or centerlines.



**Parkway:** A landscaped thoroughfare along a roadway; often in a median, between a street and a sidewalk, and/or between a sidewalk and an adjacent property.

**Perimeter Street:** A street or dedicated street right-of-way adjacent to and abutting the boundary of any subdivision or tract of land.

**Plan:** means a subdivision development plan, including a subdivision plan, subdivision construction plan, site plan, land development application, and site development.

**Planning and Zoning Commission:** created by the City Council (the “P&Z Commission”); is responsible for planning, zoning and recommending to the City Council future developments and related projects for the City.

**Planning Director:** The person, and the person’s designated representative, directed by the City Administrator to administer the plans and city ordinances related to land development and architectural standards. The director shall consult with experts as necessary to carry out the provisions of this ordinance.

**Plat:** The map or plan of a subdivision of a tract of land into one or more smaller tracts of land.

**Preliminary Plat:** Provides detailed graphic information and associated text indicating property boundaries, easements, land use, streets, utilities, drainage and other information required to evaluate the proposed development.

**Primary Collector Street:** A limited access street which collects and distributes traffic from and to two or more secondary collector streets and which feeds into the major thoroughfares.

**Private Street:** A street which is not a public thoroughfare.

**Public Improvement:** Any road, street, utility or other facility or structure which is intended for public use, including but not limited to roads, sidewalks, drainage and utility facilities which are constructed privately for the benefit of the subdivision or development and later dedicated to the City, owned by a property owners association or owned by a utility entity.

**Reserve Strip:** An area of land adjacent to a public right-of-way, title to which is retained by the land owner (subdivider), the purpose of such strip being to control access across said land.

**Replatting:** The re-subdivision of any part or all of an existing subdivision, together with any change of lot size therein, or with the relocation of any street lines, public improvements or public dedications.

**Residential Street:** A minor street which is located entirely within a single-family residential area.

**Sanitary Sewer:** A system of underground pipes that carries sewage from bathrooms, sinks, kitchens, and other plumbing components to either a wastewater treatment system; to include a septic system where a wastewater treatment system is not available or required.

**Secondary Collector Street:** A limited access street which collects traffic from two or more minor street and feeds into another secondary collector, a primary collector, or a major thoroughfare.

**Street:** A public or private right-of-way, however designated, other than an alley, which carries vehicular traffic or provides vehicular access to adjacent land.

**Street Improvements:** any street or thoroughfare, together with all appurtenances required by the City to be provided with such street or thoroughfare, and including but not limited to curbs, gutters, sidewalks, access ways, drainage facilities, and traffic control devices.

**Subdivider:** Any person or any agent thereof, dividing or proposing to divide land so as to constitute a subdivision as that term is defined herein. In any event, the term “subdivider” shall be restricted to include only the owner, equitable owner or authorized agent of such owner or equitable owner, of land sought to be subdivided.

**Subdivision:** A division of any tract of land situated within the corporate limits, or within the extraterritorial jurisdiction of the City of Umland, in two or more parts, including an addition to the municipality, to lay out suburban, building, or other lots, or to lay out streets, alleys, squares, parks, or other parts of the tract intended to be dedicated to public use or for the use of purchasers or owners of lots fronting on or adjacent to the streets, alleys, squares, parks or other parts. “Subdivision” includes a division of a tract regardless of whether it is made by using a meets and bounds description in a deed of conveyance or in a contract for a deed, by using a contract of sale or other executory contract to convey, or by using any other method including a replat.

**Submission Date:** the date upon which all necessary forms, fees, plans, drawings and information has been submitted to the City, reviewed for completeness, and deemed complete by the issuance of a submission receipt from the City.

**Tract:** An undivided parcel of land, usually more than five acres, which in the future may be subdivided into smaller parcels identified as lots.

**Traffic Control Devices:** means any device or apparatuses designed to control the flow of traffic, including but not limited to signage and lighting.

**Transportation Plan:** the City’s general plan, if any, providing for the flow of both vehicular and pedestrian movement and flow throughout the City, including but not limited to roads, streets, street improvements, access ways, easements and right-of-ways.

**Trunk Main:** A water main whose primary purpose is to transport water to the distribution system within a subdivision or a sewer main whose primary purpose is to transport wastewater from the collection system within a subdivision or a storm drain system whose primary purpose is to transport stormwater runoff within a subdivision. Trunk mains are not directly connected to Individual lots.

**Utility:** Any privately or publicly owned entity which furnishes to the public a service, including, without limitation, sanitary sewer, gas, electricity, water, telephone, petroleum products, telegraph, heat, steam or chilled water, together with the equipment, structures, and apparatuses belonging to such entity and located within and near the City.

**Zoning Ordinance:** Where referenced herein those standards and regulations of the City’s adopted Zoning Ordinance as referenced shall apply to all subdivisions and developments of land for which this Ordinance is applicable both in the corporate limits of the City and the City’s ETJ.

## **SECTION 6. GENERAL REQUIREMENTS AND PROHIBITIONS**



A. Plat Required.

All subdivisions of land located in the City or in the City's ETJ shall require a Plat approved by the City. It shall be unlawful for any land owner, or the agent of any land owner, to lay out, subdivide, plat or replat any land into lots, blocks and streets either within the City or within the City's ETJ without first receiving the approval of the City in accordance with this ordinance. No transfer or combination of land in the nature of a subdivision as defined herein shall be exempt from the provisions of this ordinance even though the instrument or document of transfer may describe land so subdivided by meets and bounds. Subdivisions of land in which each tract is greater than five (5) acres, each tract has access, and no public improvement is being dedicated are not subject to this ordinance. A subdivider is required to file a concept plan with the plat if the subdivision creates more than four (4) tracts of land, provides for public improvements, or public easements are dedicated therein.

B. Plan Required.

All land development in the City or in the City's ETJ shall require a Plan. No development of land, of any nature, shall be exempt from the provisions of this ordinance. If at the time of application, the applicant is required to file a Plat, a plan is not required in addition to the plat. Where a plat has been previously approved and does not contain all of the information for a development plan as required herein the developer shall file a plan addressing such development deficiencies.

C. Compliance with All Applicable City Ordinances and Resolutions.

Prior to the final approval of any Plat or Plan such shall be required to comply with all applicable City Ordinances and Resolutions unless such Plat or Plan has been granted a variance, in accordance with this Ordinance, for each specific non-compliance.

D. Permits in Unauthorized Subdivisions or Developments.

No building, site, construction or repair permit of any kind shall be issued by the City for any site, structure or construction thereof on a lot until the Plat or Plan has been accepted and approved by the City in accordance with this ordinance and filed for record with the County.

E. Utility Services in Unauthorized Subdivisions or Developments.

No utility shall install or construct facilities within a subdivision or development unless the final Plat or Plan has been accepted and approved by the City in accordance with this Ordinance, filed for record with the County, and a site construction permit, which includes utility facility construction and installation, has been approved. Utilities shall not set consumer or end user meters, sell or provide any service on or to a lot unless all corresponding building permits and inspections have been approved. A Utility is required to verify that the lot to or upon which service is being requested is part of a final Plat or Plan that has been accepted and approved by the City in accordance with this ordinance, filed for record with the County, and that all permits and inspections have been approved.

F. Public Services in Unauthorized Subdivisions or Developments.

The City shall not install, repair, maintain, authorize, or provide any streets or public utility services on or to any lot until a Plat, within which the lot is created, and, if required, the Plan have been

accepted and approved by the City in accordance with this ordinance, and filed for record with the County.

G. Payment of Indebtedness.

All property of which is proposed to be subdivided or developed shall be free of tax, fee, assessment or any other indebtedness obligations due and owing to the City.

## **ARTICLE II. APPLICATION PROCEDURES**

### **SECTION 1. PRE-APPLICATION CONFERENCE**

Before filing an application for any Plan or Plat, the applicant shall request a conference with the City's Planning Director, or the Planning Director's designated Staff, and the chair of the P&Z Commission. At this conference, the applicant shall present a draft Plat and/or a Concept Plan to elicit the advice of the Planning Director, the P&Z Commission Chair and other City Staff or City Consultants, as necessary, on the procedures, specifications and standards required by the City. Applicants are encouraged to consult early and often with City Staff and City Consultants.

### **SECTION 2. APPLICATIONS IN GENERAL**

A. Uniform Application Date.

Plat and plan applications shall be filed with the City and applications shall only be accepted by the City on the fourth (4<sup>th</sup>) Friday of each month during the regular set business hours of City Hall, and if the fourth Friday falls on a State, Federal or City Holiday the City shall accept applications on the next regular business day during the regular set business hours of City Hall.

B. Timeline.

City Staff and City Consultants will make best efforts to review submitted applications for completeness in no less than ten (10) business days from the application date. The P&Z Commission shall approve, approve with conditions, or disapprove a complete plat or plan application within thirty (30) days of the date on which a complete application is filed with the City. City Council shall approve, approve with conditions, or disapprove the plan or plat application within thirty (30) days after the date the plan or plat application is approved by the P&Z Commission. If either the P&Z Commission or City Council conditionally approves or disproves a plat or plan application and the applicant may submit a written response to the respective authority satisfying each condition for the conditional approval or remedying each reason for disapproval. Responses shall be submitted on the uniform application date. If the applicant submits a written response the respective authority shall then approve or disapprove the previously conditionally approved or disapproved plan or plat application within fifteen (15) days of receipt of the applicant's written response. An applicant may request in writing to extend the original 30-day day timeline of either the P&Z Commission or the City for a period of no longer than 30 days.



C. City Consultants.

All fees for City contract professional services such as engineering, legal, planning and any other professional services needed to review or consult upon any Plat or Plan, as deemed necessary by the Planning Director, shall be passed through to each applicant respectively for each plan or plat upon which such consultant's services are provided. Such accrued consulting fees shall be paid to the City upon receipt of invoice from the City. Failure to pay accrued and invoiced consulting fees shall prevent an application from being advanced to the next step in the processing of applications, to include, but not limited to, a disapproval or conditional approval of an application pending payment of accrued consulting fees.

D. Submission Requirements.

An application shall include all of the following:

1. A completed application with signatures of the property owner and, if different, the subdivider or developer as applicant;
2. Proof of property ownership;
3. A tax certificate showing that all taxes have been paid for the subject property;
4. The applicable filing, review and development Fees, including the City's consultants' Fees as required by Subsection C of this Section\*;
5. Documentation of any prior or proposed annexation, zoning change or development agreement;
6. Letters of approval from third party entity's in charge of utility's;
7. Proof of notices to the applicable School district(s) and Emergency Services District(s);
8. Three blue or black line copies of the Plat or Plan;
9. All Plats and plans shall be prepared by a registered professional land surveyor and a professional engineer licensed in the State of Texas and bear his/her seal on nylon or comparable substitute sheets, 18 inches by 24 inches, and to a scale of either one inch to 100 feet or one inch to 50 feet. Where more than one sheet is required an index sheet shall be filed showing the entire subdivision with a scale of one inch to 400 feet;
10. Six reproducible copies of the Plat or Plan for distribution to board members;
11. Three detailed sets of drawings and specifications bearing the seal and signature of a registered professional engineer, together with detailed cost estimates of all improvements;
12. A digital file of the Plat and/or Plan and supporting documents in a format specified by the Planning Director; and
13. If applicable:
  - a) a variance application listing each anticipated variance request, and
  - b) letters of approval from third party entity's in charge of road attachments.

\*All applicable fees must be paid prior to application consideration and may only be waived by the City Council upon applicant request during the City Council's review of the application; estimated development and impact fees may be escrowed at the time of application.

E. Complete Application Required.

No application shall be accepted for processing unless it is accompanied by all documents, applicable fees and other materials as required by and prepared in accordance with this Ordinance and the

requirements of Chapter 212 of the Texas Local Government Code. Applications which do not include all required information, fees and materials or in which such is not submitted in the proper format shall be considered incomplete, shall not be accepted for official submission by the City, shall not be scheduled on any P&Z Commission or City Council meeting agenda, and shall be returned to the applicant.

F. Vested Rights.

Vested rights shall only accrue upon City Council approval of a Final Plat or Plan.

**SECTION 3. PROCESSING OF APPLICATION; STEPS**

A. City Staff Review.

City staff, with the assistance of Consultants as necessary, shall inspect the Application to see that it conforms to all of the requirements of this ordinance and Chapter 212 of the Texas Local Government Code. If the application conforms to the requirements it will be deemed complete and submitted to the Planning and Zoning Commission. Applications that are found to have deficiencies and otherwise do not conform with the requirements will be deemed incomplete and shall be rejected and returned by the Planning Director to the Applicant with notes of deficiencies and instructions to re-submit on the next uniform application date. Deficiencies may include, but are not limited to, missing documents, unpaid fees, inaccurate number of submission copies, ect.

B. Review by the City Planning and Zoning Commission.

The City Planning and Zoning commission shall review and approve, approve with conditions, or disapprove the application within 30 days of the date on which a complete application is received by the City. Upon approval by the P&Z Commission the application will be submitted to the City Council.

C. Review by the City Council.

The City Council shall approve, approve with conditions, or disapprove the application within 30 days of the date on which the P&Z Commission approved the application. Approval of the application by the City Council shall constitute final acceptance of the Plat or Plan by the City.

D. Conditional Approval or Disapproval.

If the application is conditionally approved or disapproved by either authority, the Planning and Zoning Commission or the City Council, the authority shall provide the applicant a written statement of the conditions for the conditional approval or reasons for disapproval that clearly articulates each specific condition or reason. The applicant may submit a written response to the respective authority satisfying each condition for the conditional approval or remedying each reason for disapproval. Responses shall be submitted on the uniform application date. If the applicant submits a written response the respective authority shall then approve or disapprove the previously conditionally approved or disapproved plan or plat application within fifteen (15) days of receipt of the applicant's written response.



E. Recording Requirement.

The applicant shall file the approved Final Plat or Plan, respectively, for record with the appropriate County and provide the City with two reproducible recorded copies of the recorded Final Plat or Plan within 30 days of the City Council meeting at which the Final Plat or Plan was approved. A Final Plat or Plan is not effective until recorded and no permits shall be issued nor utilities installed until the Final plat or Plan is recorded and copies are provided to the City.

**SECTION 4. SUBMISSION OF PRELIMINARY PLAT**

A. Form and Content of Preliminary Plat.

The following information must be shown on or must accompany the preliminary plat:

1. A complete legal description by metes and bounds of the land being subdivided;
2. Name of the subdivision, if any, and the names of the land owner or owners, the registered professional land surveyor and engineer responsible for the preparation of the Plat;
3. A location map showing the relation of the subdivision to existing streets and water courses in all directions within a one mile radius of the subdivision;
4. A scale;
5. North point, with north to the top of the sheet if possible, and the bearing of record;
6. Two-foot contour interval surveys tied to City Control Monuments or USGS Bench Marks, Where conditions exist that make the use of two-foot contours impractical, alternate intervals may be used upon approval of the City Engineer;
7. The location of the City limit lines and the outer border of the City's extraterritorial jurisdiction if either traverses the subdivision or is contiguous to a subdivision boundary;
8. The total acres being subdivided, the size of each lot being created, and the location of the subdivision in reference to an original corner of the original survey of which said land is a part;
9. Subdivider's ownership boundaries (drawn in heavy lines) with overall dimensions and bearings;
10. Lot and block lines, numbers, of all proposed lots and blocks, dimensions for front, rear and side lot lines;
11. The location of building setback lines, including front, rear and side setback lines shown by dashed lines for each lot;
12. The locations, dimensions and purposes of all recorded and proposed easements;
13. Approximate ties to well established points;
14. The names and classification of all proposed streets and alleys and the locations of right-of-way widths of all proposed streets and alleys;
15. Complete curve data (delta, arc length, radius, tangent, point of curve, point of reverse curve, point of tangent, log chord with bearing) between all lot corner pins;
16. Plat notes indicating the location of sidewalks on both sides of all streets (except where sidewalks are not required by this ordinance) and the installation of double swing gates across all utility easements;
17. The location, right-of-way width, name and description of all existing or recorded streets, alleys, or other transportation features or similar reservations which are within or adjacent to the subdivision, as determined from existing records;
18. Any right-of-way dedication as required by the State, County or City;

19. Name and location of adjacent subdivisions, watercourses on or adjacent to the proposed subdivision, and the property lines and names of the property owners in all adjoining undescribed tracts;
20. The centerline of watercourses, creeks and existing drainage structures within and adjacent to the subdivision (Pertinent drainage data and the limits of areas subject to flooding shall be shown, delineating the 100-year flood if applicable);
21. A note as to whether any part of the subdivision is located within a drainage basin which is upstream from a City water supply lake, and if so, a map at a convenient scale showing the location of the entire subdivision in relation to the drainage basin and calculations showing the maximum allowable area covered by impervious surfaces in the area of the subdivision;
22. Subdivisions in an area having special flood hazards shall show on the plat:
  - (a) A flood zone for that area which is subject to inundation by the 100-year flood,
  - (b) The surface elevation of the 100-year flood at intervals of every 500 lineal feet and this must be based on a certified engineering survey taking into consideration the full development of watershed, and
  - (c) Minimum slab elevations of all lots that abut the 100-year flood plain (lots to be built in the 100-year floodplain require a LOMR be submitted and approved by FEMA, or a no-rise certification be provided by a professional engineer and approved by the City Engineer);
23. The location of any existing water wells or septic systems including leach fields, with notations indicating whether they will remain or be capped or removed;
24. The limits of any water supply protection zone and plat notes to implement the zone requirements;
25. Plat notes restricting the percentage of the area of each lot which may be covered by impervious surfaces.
26. A soil test of the subject property;
27. A preliminary erosion control plan;
28. A traffic impact analysis (TIA);
29. A preliminary drainage study; and
30. The name of the school district in which the subdivision is located.

**B. Preliminary Plat Approval Expiration.**

Approval of the preliminary plat by the City Council shall lapse two years from the date of approval by the City Council if a Final plat application is not filed within the two years.

**SECTION 5. SUBMISSION OF FINAL PLAT**

**A. Preliminary Plat Prerequisite.**

Upon approval of the preliminary plat, but prior to the expiration of the preliminary plat approval, the subdivider may submit an application for a Final plat. No final plat shall be considered by the City unless a preliminary plat has been approved by the City Council. The final plat and all accompanying data shall conform to the preliminary plat as approved by the City Council, incorporating any and all changes, modifications and corrections requested by the City.

**B. Form and Content of Final Plat.**

The following information from the preliminary plat must be shown on or must accompany the final plat:

1. A complete legal description by metes and bounds of the land being subdivided;
2. Name of the subdivision, if any, and the names of the land owner or owners, the registered professional land surveyor and engineer responsible for the preparation of the Plat;
3. A location map showing the relation of the subdivision to existing streets and water courses in all directions within a one mile radius of the subdivision;
4. A scale;
5. North point, with north to the top of the sheet if possible, and the bearing of record;
6. Two –foot contour interval surveys tied to City Control Monuments or USGS Bench Marks, Where conditions exist that make the use of two-foot contours impractical, alternate intervals may be used upon approval of the City Engineer;
7. The location of the City limit lines and the outer border of the City's extraterritorial jurisdiction if either traverses the subdivision or is contiguous to a subdivision boundary;
8. An accurate on-the-ground survey of the property with perimeter and internal lot line, bearings and distances, pinned corners, and curve data;
9. The total acres being subdivided, the size of each lot being created, and the location of the subdivision in reference to an original corner of the original survey of which said land is a part;
10. Subdivider's ownership boundaries (drawn in heavy lines) with overall dimensions and bearings;
11. Lot and block lines, numbers, of all proposed lots and blocks, dimensions for front, rear and side lot lines;
12. The location of building setback lines, including front, rear and side setback lines shown by dashed lines for each lot;
13. The locations, dimensions and purposes of all recorded and proposed easements within or abutting the boundary of the subdivision;
14. Ties to well-established points, such as property corners at street intersections, and geo-referenced coordinates based on NAD83. For subdivisions of five acres or less, provide a minimum of one tie and two geo-referenced points on property corners. For each five acres in excess of five acres, add one tie and one geo-referenced point. Space the ties and geo-referenced points as evenly as feasible around the perimeter of the subdivision;
15. The names and classification of all proposed streets and the locations of right-of-way widths of all proposed streets and alleys;
16. Complete curve data (delta, arc length, radius, tangent, point of curve, point of reverse curve, point of tangent, log chord with bearing) between all lot corner pins;
17. Plat notes indicating the location of sidewalks on both sides of all streets (except where sidewalks are not required by this ordinance) and the installation of double swing gates across all utility easements;
18. The location, right-of-way width, name and description of all existing or recorded streets, alleys, or other transportation features or similar reservations which are within or adjacent to the subdivision, as determined from existing records;



19. Any right-of-way dedication as required by the State, County or City;
20. Name and location of adjacent subdivisions, watercourses on or adjacent to the proposed subdivision, and the property lines and names of the property owners in all adjoining undescribed tracts;
21. The centerline of watercourses, creeks and existing drainage structures within and adjacent to the subdivision (Pertinent drainage data and the limits of areas subject to flooding shall be shown, delineating the 100-year flood if applicable);
22. A note as to whether any part of the subdivision is located within a drainage basin which is upstream from a City water supply lake, and if so, a map at a convenient scale showing the location of the entire subdivision in relation to the drainage basin and calculations showing the maximum allowable area covered by impervious surfaces in the area of the subdivision;
23. Subdivisions in an area having special flood hazards shall show on the plat:
  - (a) A flood zone for that area which is subject to inundation by the 100-year flood,
  - (b) The surface elevation of the 100-year flood at intervals of every 500 lineal feet and this must be based on a certified engineering survey taking into consideration the full development of watershed, and
  - (c) Minimum slab elevations of all lots that abut the 100-year flood plain;
  - (d) The location of any existing water wells or septic systems including leach fields, with notations indicating whether they will remain or be capped or removed;
24. The limits of any water supply protection zone and plat notes to implement the zone requirements;
25. Plat notes restricting the percentage of the area of each lot which may be covered by impervious surfaces;
26. A soil test of the subject property; and
27. The name of the school district in which the subdivision is located.

The following additional or updated information shall be shown on or must accompany the Final Plat:

28. An erosion control plan;
29. A drainage study;
30. Tree analysis, landscaping and irrigation plans, if applicable, and screening and retaining wall schematics, if applicable;
31. The dimensions of each street, sidewalk, alley, square, park, or other part of the property intended to be dedicated to public use or for the use of purchasers or owners of lots fronting on or adjacent to the street, sidewalk, alley, square, park, or other part of the subdivision;
32. Paving and design detail, including drainage apparatuses, of all thoroughfares (vehicular and pedestrian);
33. Each existing or proposed building, structure, or improvement or proposed modification of the external configuration of the building, structure, or improvement involving a change of the building, structure, or improvement;
34. The total number and identification of lots being developed and the type of development for each lot;
35. The location and results of percolation tests shall be shown on each lot which is to utilize an on-site wastewater disposal system (The name and address of the person performing such

- percolation tests shall be noted on the plat), or a water distribution and sanitary sewer plan including proposed pipe sizes and grading;
36. A site or site development plan;
  37. A construction plan;
  38. A phasing plan; and
  39. If required, traffic impact analysis (TIA) and traffic control plans.

The following Plat Notes and Certificates shall be shown on the Final Plat:

40. Certificate, signature and seal of the registered professional land surveyor who surveyed the land (see Exhibit A);
41. Certificate, signature and seal of the engineer (see Exhibit A);
42. Certificate of approval for the Mayor and the City Secretary (see Exhibit A);
43. Certificate for recording the Plan in the County Clerk's office;
44. A certificate of ownership and dedication to the City of all streets, easements, alleys, parks, playgrounds or other dedicated public uses, signed and acknowledged before a notary public by the owners and by any holders of liens against the land (see Exhibit A);
45. Other appropriate Plan notes (see Exhibit B);
46. Appropriate easement notes (see Exhibit B); and
47. Letters of Certifications from the utility providers.

## **SECTION 6. SUBMISSION OF DEVELOPMENT PLAN**

### **A. Form and Content of Development Plan.**

1. A complete legal description by metes and bounds of the land being developed;
2. Name of the development and the names of the land owner or owners, the registered professional land surveyor and engineer responsible for the preparation of the Plat;
3. A scale;
4. North point, with north to the top of the sheet if possible, and the bearing of record;
5. Two –foot contour interval surveys tied to City Control Monuments or USGS Bench Marks. Where conditions exist that make the use of two-foot contours impractical, alternate intervals may be used upon approval of the City Engineer;
6. A location map showing the relation of the subdivision to existing streets and water courses in all directions within a one mile radius of the subdivision;
7. The location of the City limit lines and the outer border of the City's extraterritorial jurisdiction if either traverses the development or is contiguous to a subdivision boundary;
8. The total acres being developed and the location of the development in reference to an original corner of the original survey of which said land is a part;
9. Each existing or proposed building, structure, or improvement or proposed modification of the external configuration of the building, structure, or improvement involving a change of the building, structure, or improvement;
10. The total number and identification of lots being developed and the type of development for each lot;
11. Lot and block lines, numbers, of all developed lots and blocks, dimensions for front, rear and side lot lines, and the street address of each lot;

12. The location of building setback lines, including front, rear and side setback lines shown by dashed lines for each lot;
13. The locations, dimensions and purposes of all recorded and proposed easements within or abutting the boundary of the development;
14. The names and classification of all proposed streets and the locations of right-of-way widths of all proposed streets and alleys;
15. Complete curve data (delta, arc length, radius, tangent, point of curve, point of reverse curve, point of tangent, log chord with bearing) between all lot corner pins;
16. Traffic impact analysis (TIA) and traffic control plans, if required;
17. Plan notes indicating the location of sidewalks on both sides of all streets (except where sidewalks are not required by this ordinance) and the installation of double swing gates across all utility easements;
18. Paving and design detail, including drainage apparatuses, of all thoroughfares (vehicular and pedestrian);
19. The location, right-of-way width, name and description of all existing or recorded streets, alleys, or other transportation features or similar reservations which are within or adjacent to the development, as determined from existing records;
20. The dimensions of each street, sidewalk, alley, square, park, or other part of the property intended to be dedicated to public use or for the use of purchasers or owners of lots fronting on or adjacent to the street, sidewalk, alley, square, park, or other part of the development;
21. Name and location of adjacent developments, watercourses on or adjacent to the proposed development, and the property lines and names of the property owners in all adjoining undescribed tracts;
22. Tree analysis, landscaping and irrigation plans, if applicable, and screening and retaining wall schematics, if applicable;
23. The centerline of watercourses, creeks and existing drainage structures within and adjacent to the development (Pertinent drainage data and the limits of areas subject to flooding shall be shown, delineating the 100-year flood if applicable);
24. A note as to whether any part of the development is located within a drainage basin which is upstream from a City water supply lake, and if so, a map at a convenient scale showing the location of the entire development in relation to the drainage basin and calculations showing the maximum allowable area covered by impervious surfaces in the area of the development;
25. Developments in an area having special flood hazards shall show on the plat:
  - (a) A flood zone for that area which is subject to inundation by the 100-year flood,
  - (b) The surface elevation of the 100-year flood at intervals of every 500 lineal feet and this must be based on a certified engineering survey taking into consideration the full development of watershed, and
  - (c) Minimum slab elevations of all lots that abut the 100-year flood plain;
26. The limits of any water supply protection zone and plat notes to implement the zone requirements;
27. Plan notes restricting the percentage of the area of each lot which may be covered by impervious surfaces;
28. A soil test of the subject property;
29. An erosion control plan;



30. A drainage study;
31. The location and results of percolation tests shall be shown on each lot which is to utilize an on-site wastewater disposal system (The name and address of the person performing such percolation tests shall be noted on the plat), or a water distribution and sanitary sewer plan including proposed pipe sizes and grading;
32. A site or site development plan;
33. A construction plan;
34. A phasing plan;
35. Certificate, signature and seal of the licensed registered professional land surveyor who surveyed the land (see Exhibit A);
36. Certificate, signature and seal of the engineer (see Exhibit A);
37. Certificate of approval for the Mayor and the City Secretary (see Exhibit A);
38. Certificate for recording the Plan in the County Clerk's office;
39. A certificate of ownership and dedication to the City of all streets, easements, alleys, parks, playgrounds or other dedicated public uses, signed and acknowledged before a notary public by the owners and by any holders of liens against the land (see Exhibit A);
40. Other appropriate Plan notes (see Exhibit B); and
41. Appropriate easement notes (see Exhibit B).

**B. Expiration of Development Plan.**

Approval of the Development Plan by the City Council shall lapse two years from the date of approval by the City Council if the proposed development is not initiated within the two years.

### **ARTICLE III. GENERAL STANDARDS**

#### **SECTION 1. MINIMUM REQUIREMENTS**

The design standards contained in this ordinance represent minimum values considered necessary to insure good public health and safe development within the City and its surrounding community to include the ETJ. The applicant and applicant's design engineer are required to meet or exceed these standards. Approval of a Plat or Plan by the City shall not be construed as relieving the applicant or the design engineer of responsibility for compliance with this ordinance or with the requirements of other local, county or state authorities having jurisdiction.

#### **SECTION 2. GENERAL DESIGN**

All parcels of a subdivision or development shall be arranged to allow the opening of future streets where streets are not in existence or currently planned on the plat or plan. Except for non-access easements required by this ordinance, there shall be no reserve strips controlling access to land dedicated or intended to be dedicated to public use. The locations, right-of-way widths and names of all proposed streets shall conform with those of the existing streets with which they may be or become extensions. The names of proposed streets shall not duplicate or be deceptively similar to the names of other streets within the City.

### **SECTION 3. LOT STANDARDS**

All lots shall conform to the minimum requirements of the Zoning Ordinance for the applicable use of each lot.

A. Minimum Lot Size.

The size of each lot shall conform to the minimum requirements of the Zoning Ordinance for the applicable use of each lot.

B. Building Setback Lines.

Building setback lines for each lot shall meet the minimum requirements of the Zoning Ordinance for the applicable use of each lot.

C. Lot Frontage Requirements.

Each lot shall be provided with adequate access to an existing or proposed street by frontage on such street and shall meet the minimum street frontage requirements of the Zoning Ordinance for the applicable use of each lot. Double front residential lots are prohibited except when a lot backs on a limited access street or alley. Rear and side driveway access of residential lots to major thoroughfares shall be prohibited. Access to and from all commercial lots shall be specifically reviewed for approval by the appropriate authority or combination thereof. Where access to a state highway is proposed the applicant shall seek approval from TXDOT prior to filing a plat or plan application.

D. Lot Shape.

"Flag" or "panhandle" lots shall be prohibited even where such lot can meet or exceed the minimum frontage requirements found in the Zoning Ordinance for the intended use of the lot.

### **SECTION 4. EASEMENTS**

A. Dedication Required.

Where necessary to adequately serve lots with public utilities, the owner shall dedicate or grant easements for poles, wires, conduits, drainage channels, storm sewers, water lines, gas lines, and other utilities and other related facilities. These easements shall be at least 20 feet wide, except that where a utility or the City determines that a greater width is necessary.

B. Location of Easements.

The easements required under this Ordinance shall be continuous and shall be parallel as closely as possible to the street line frontage. Easements may not straddle but may cross property lines, and they may cross lots other than along lot boundary lines, in such locations as needed in the opinion of the City.

C. Gates Required in Fences.

All fences crossing an easement shall have double swing gates to allow ready access to the easement.



D. Easements Part of Lot Area.

The easements required under this Ordinance shall be considered a part of the lot area for purposes of the minimum lot size requirements of this Ordinance.

**SECTION 5. SURVEY REQUIREMENTS**

A. Placement of Lot Markers and Street Monuments.

Monuments consisting of at least one-half (1/2) inch iron pipe or at least one-half (1/2) inch reinforced steel, 24 inches in length, shall be placed at all corners of the block lines, and at the point on intersection of curves and tangents of the subdivision. Lot markers shall be metal, at least 24 inches in length, placed at each corner of each lot, flush with average ground elevation, or they may be countersunk, if necessary, to avoid being disturbed.

B. Lot Markers for Utility Easements.

There shall be markers placed where a lot line crosses a utility easement with the exception of those blanket utility easements placed around all lots.

**ARTICLE IV. THOROUGHFARES**

**SECTION 1. GENERAL LAYOUT AND ALIGNMENT OF STREETS**

A. General Requirements.

Adequate streets shall be provided by the applicant, and the arrangement, charter, extent, width, grade, location and construction of each shall conform to the City's standards and shall be considered in their relation to existing lots and planned streets, to topographical conditions, to public safety and convenience, and in their appropriate relationship to the proposed uses of land to be served by such streets. The street layout shall be devised for the most advantageous development of the entire City and shall comply with the City's transportation plan where applicable.

B. Access Requirements.

Except where landlocked or prohibited by an approving authority, all residential subdivisions or developments with more than 50 lots must have at least two (2) improved access points connecting the subdivision or development to an existing street or streets for the use by both vehicular and pedestrian traffic.

C. Off-Site Improvements.

Where the City engineer believes that public safety is at risk due to the impact of the subdivision or development on the vehicular or pedestrian traffic in the City the applicant shall make such improvements to adjacent off-site collector and arterial streets and intersections as the City engineer deems necessary to mitigate such public safety concerns. Such off-site improvements may include but are not limited to pavement upgrades, street widening, addition of sidewalks, traffic-control devices or any other improvement which provide for the safe ingress and egress of both pedestrians and vehicles to the subdivision or development. A traffic impact analysis (TIA), in the form and content as

approved by the City engineer, shall be used by the applicant to assist the City engineer in determining the extent of the off-site improvements.

D. Continuation of Existing streets.

Where necessary, existing streets in adjoining areas shall be continued, and the new streets shall be at least as wide as the existing streets and in alignment therewith. Major thoroughfares, primary collectors and secondary collectors shall be extended through any new subdivision along the general route indicated in the City's transportation plan, with due regard to the specific terrain and topography of the subdivision site. Off center street intersections with streets in adjacent subdivisions or developments shall be avoided.

E. Interior Circulation and Projection.

Adequate collector streets shall be provided for the circulation of traffic through the subdivision or development, and adequate minor streets shall be provided to accommodate the subdivision or development.

Where adjoining areas are not subdivided or developed, the arrangement of streets in the subdivision or development shall make provision for the proper projection into such unsubdivided or undeveloped areas.

F. Prohibited Streets.

1. Street Jogs.

Whenever possible, street jogs with center line offsets of less than 150 feet shall be avoided.

2. Half Streets.

In the case of collector, minor, and marginal access streets, no new half-streets shall be platted.

3. Dead-End Streets.

Dead-end streets are prohibited except as short stubs to permit future expansion. The length of such a stub shall not exceed the frontage of the corner lot which has the greater frontage on either side of the dead-end street.

4. Private Streets.

Private streets are prohibited except as specifically approved in the application process and so long as they are not dedicated to the City and wholly maintained by a property owner's association. Private streets must be designated in the plat or plan as a stand alone lot and the plat or plan must provide a separate access and use easement granting any governmental entity right to access and use the private street for any purpose.

## SECTION 2. REQUIRED STREET IMPROVEMENTS

### A. General Specifications.

The applicant shall, at his/her sole expense, provide all necessary street grading, pavement, curbing, gutters, sidewalks, storm drains and parkway landscaping required to service the subdivision, including the perimeter streets contiguous to the subdivision. All street improvements shall meet the minimum specifications in Table A. Bike lanes are anticipated in the pavement widths for wall street classifications except marginal access streets and alleys. ROW for street parking is not contemplated in these specifications and thus shall be provided in addition to the minimums stated where the applicant is proposing street parking. Typical street cross-sections shall be as illustrated in Table B.

**Table A. Required Street Improvements**

<b>Street Classification</b>	<b>Right-of-Way Width</b>	<b>Pavement Width</b>	<b>Parkway</b>	<b>Curbing (curb or curb and gutter)</b>	<b>Sidewalks In parkway</b>
Major Thoroughfare	140'	2@30' with 14' median	2@33'	Yes	6' both sides
Primary Collector	100'	2@25' With 12' median	1@12' in median with 2@19'	Yes	6' both sides
Secondary Collector	86'	50'	1@12' in median with 2@12'	Yes	4' both sides*
Minor Street	60'	40'	2@10'	Yes	4' both sides*
Marginal Access	46'	30'	2@8'	Yes	4' on lot side*
Residential Alley	24'	20'	None	None Required	None Required
Commercial Alley	30'	24'	None	None Required	None Required

\*Sidewalk passing spaces that measure 60 inches (5 feet) on all sides must be located at least every 200 feet for any sidewalk with a minimum width of less than 5 feet.

### B. Right-of-Way and Pavement Exceptions for Single Family Residential Streets.

The street right-of-way may be reduced to 40 feet and the pavement width may be reduced to 30 feet where a single family residential street meets all of the following conditions:

1. The street is not more than one block long and it intersects with other minor streets at a "T" in mid-block.
2. The street does not intersect a collector street or major thoroughfare.
3. A five-foot sidewalk easement is provided on both sides of the street.

**Table B. Typical Street Cross-Sections**

<i>Major Thoroughfare</i> 120' ROW				
<i>Parkway</i>	<i>Roadway</i>	<i>Median</i>	<i>Roadway</i>	<i>Parkway</i>
33'	30'	14'	30'	33'
<i>Primary Collector</i> 100' ROW				
<i>Parkway</i>	<i>Roadway</i>	<i>Median</i>	<i>Roadway</i>	<i>Parkway</i>
19'	25'	12'	25'	19'
<i>Secondary Collector</i> 86' ROW				
<i>Parkway</i>	<i>Roadway</i>	<i>Median</i>	<i>Roadway</i>	<i>Parkway</i>
12'	25'	12'	25'	12'
<i>Minor Street</i> 60' ROW				
	<i>Parkway</i>	<i>Roadway</i>	<i>Parkway</i>	
	10'	40'	10'	
<i>Marginal Access</i> 46' ROW				
	<i>Parkway</i>	<i>Roadway</i>	<i>Parkway</i>	
	8'	30'	8'	

**SECTION 3. STREET GEOMETRY STANDARDS**

The design of all streets in a subdivision or development shall conform to the standards of street geometry in Table C.

**Table C. Street Geometry Standards**

<i>Street Classification</i>	<i>Pavement Crown or Cross Slope</i>	<i>Minimum Grade</i>	<i>Maximum Grade</i>	<i>Centerline Minimum Horizontal Curve Radius</i>
Major Thoroughfare	4"	0.3%	6%	1,200'
Primary Collector	6"	0.3%	6%	600'
Secondary Collector	6"	0.3%	8%	400'
Minor Street	5"	0.3%	10%	150'
Marginal Access	4"	0.3%	10%	100'
Residential Alley	0-7"	0.3%	10%	50'
Commercial Alley	0-7"	0.3%	10%	50'



A. Exceptions to Minimum Radius Requirement.

Exceptions to the minimum centerline horizontal radius requirement in this Section (other than those authorized by Subsection B above) may be granted only by the City Council only upon the City Engineer's recommendation.

B. Curves.

1. Reverse Curves.

Reverse curves shall be separated by a minimum tangent of 100 feet.

2. Vertical Curvature.

A gradual transition from one roadway grade to another shall be accomplished by means of a vertical parabolic curve connecting two intersecting tangents. The minimum length of vertical curve shall be computed from the following formula and table:

$$L = KA$$

Where:

L = the length of vertical curve in feet

K = a constant related to sight distance and geometry of a parabolic curve (see Table D)

A = the algebraic difference in grades in percent

**Table D. Design Values for Constant "K" Vertical Curvature**

<b>Street Classification</b>	<b>"K" Crest Curves</b>	<b>"K" Sag Curves</b>
Major Thoroughfare	70	60
Primary Collector	70	60
Secondary Collector	55	55

C. Sight Distance Requirements.

The minimum sight distances in Table E shall be provided for safe stopping and intersection operations. Where streets are not level, or where other potentially hazardous conditions exist, these distances shall be increased as necessary in the judgment of the City Engineer.

**Table E. Minimum Sight Distances**

<b>Street Classification</b>	<b>Minimum Intersection Sight Distance</b>	<b>Minimum Stopping Sight Distance</b>
Major Thoroughfare	450 ft	300 ft
Primary Collector	400 ft	300 ft
Secondary Collector	300 ft	250 ft

D. Intersection Design.

All streets shall intersect at a 90 degree angle, or as close as possible to a 90 degree angle considering the topography of the site. Each new street intersecting with or extending to meet an existing street shall be tied to the existing street on centerline unless the new street ends at a "T" in mid-block.

**SECTION 4. MINIMUM PAVEMENT DESIGN STANDARDS**

Except as provided in Sub-Section 5 following, the pavement of all streets and alleys shall meet the minimum pavement design specifications as provided by a geotechnical professional engineer based on the existing soil conditions of the proposed site.

**SECTION 5. STANDARDS FOR ALTERNATE PAVEMENT DESIGNS**

The City Engineer may approve alternative pavement designs provided such alternative is so designed as to assure reasonable durability and economy of maintenance and provided the alternative is in accordance with Tables A and B and the following provisions of this Section.

A. Soils Investigation.

The applicant shall, at his/her own expense, cause to be made a soils investigation by a qualified and independent geotechnical engineer licensed to practice in the State of Texas. The filed investigation shall include test borings within the rights-of-way of all proposed streets. The number and locations of such borings shall be subject to the approval of the City Engineer. Atterberg limits and moisture contents shall be determined for all significant boring samples. The method used for these determinations shall be the same as that used by the Texas Department of Transportation using their latest Manual of Testing Procedures, and methods. The results of the soils investigation shall be presented to the applicant and to the City in written report form to be included in the plat or plan application. Included as a part of the report shall be a graphical or tabular presentation of the boring data giving Atterberg limits and moisture contents. A soil description of the layers of different soils encountered in the profile of the hole, their limits in relation to a fixed surface datum, and such other information as needed to complete the soils investigation for pavement design purposes. Minimum depth of soil profile holes boring holes shall be 10 feet unless solid rock formations are encountered sooner.

B. Pavement Design Loads.

Pavement design shall be based on the Texas Department of Transportation (TXDOT) tri-axial design standards in Table F or as amended and updated by TXDOT.

***Table F. Minimum Pavement Load Standards***

<b><i>Street Classification</i></b>	<b><i>Total Equity 18 Kip Single Axle Load Applications</i></b>	<b><i>Average Ten Heavy Wheel Loads Daily</i></b>	<b><i>Load Frequency Design Factor</i></b>
Major Thoroughfare	500k	10,500	1.05
Primary Collector	300k	10,000	1.00
Secondary Collector	300k	10,000	1.00
Minor Street	100k	6,000	0.80
Marginal Access	100k	6,000	0.80



A written report containing pavement design data and recommendations based on the soils investigation shall be prepared at the applicant's expense by a qualified geotechnical engineer licensed to practice in the State of Texas, and shall be presented to the applicant and to the City to be included in the final plat or plan application. The report shall state the load criteria and the soil classifications used. When approved by the City Engineer, the geotechnical engineer preparing the report may use the tri-axial classification soils data given in the Texas Department of Transportation report number 3-05-71-035, entitled "Tri-axial Classification of the Surface Soils of Texas, as Grouped by Soil Conservation Service Series."

When using the tri-axial data, the report shall so state. The pavement design shall be subject to the approval of the City Engineer and shall be shown on the street construction plans as approved. Where the plasticity index of the subgrade soil on which the street is to be built is in excess of 20, the pavement design shall include subgrade stabilization unless approved otherwise by the City Engineer.

When subgrade soils are stabilized the minimum depth of stabilization shall be six (6) inches unless otherwise approved by the City Engineer. In the stabilization of swelling clay soils, the stabilizer used shall be hydrated lime. The lime shall be applied to the subgrade soil in slurry form unless otherwise approved by the City Engineer. Flexible base material and the stabilized layer, if used, shall extend at least 18 inches behind the back of the curb. Minimum thickness of hot-mix, hot-lay asphaltic concrete included in the pavement design shall be one and one-half (1½) inches for minor streets and marginal access streets, two (2) inches for collector streets, and three and one-half (3½) inches for major thoroughfares. Streets and alley pavements in commercial and industrial areas shall utilize the design standards set forth herein for primary collector streets.

## **SECTION 6. MISCELLANEOUS STANDARDS**

### **A. Protection of Limited Access Streets.**

Where a collector street or major thoroughfare borders upon or passes through a subdivision or development, the City may require any of the following alternatives to ensure the separation of local traffic from through traffic:

1. Marginal access streets to be provided on both sides or on the subdivision side of the collector street or major thoroughfare;
2. Five foot non-access easements to be provided along the frontage of the collector street or major thoroughfare; or
3. All lots in the block to back up to, side up to, or front the collector street or major thoroughfare with a minimum of 20 feet of extra building setback, and the primary vehicular access to the lots to be off an alley with garages in the rear.

### **B. Cul-De-Sacs.**

1. Permanent.

In the interior of a subdivision or development, minor streets ending in cul-de-sacs may be platted where the City deems it advisable. Where the land being subdivided or developed adjoins property not being subdivided or developed, minor streets ending in cul-de-sacs may

be platted provided the streets are carried to the boundaries of the subdivision or development. Streets permanently ending in cul-de-sacs may not be longer than 750 feet and shall be provided at the closed end with a paved turnaround at least 100 feet in diameter on a street right-of-way of at least 110 feet in diameter.

2. Temporary.

A temporary turn-around must be built at the end of a street more than 400 feet long that will be extended in the future. The following note shall be placed on the plat "Cross-hatched area is a temporary easement for turn-around purposes until the street is extended to the (direction) on a recorded plat."

C. Alleys.

Alleys are optional in all subdivisions and developments, provided that alleys may only be located on the interior of a subdivision or development and that alleys shall be located along the exterior boundaries or perimeter of a subdivision or development. All alleys must intersect streets at a 90 degree angle, or as close to a 90 degree angle as practicable in the judgment of the City Engineer, and they must be approximately parallel to the streets on both sides. Where two alleys or utility easements intersect or turn at a right angle, a cutoff of not less than 10 feet from the normal intersection of the property or easement line shall be provided along each property or easement line. Dead-end alleys and alleys longer than 1,600 feet shall not be permitted.

D. Curbs.

All streets must have reinforced concrete curb or curb and gutter extending seven and one-half (7½) inches above the pavement surface. Minimum curb radii shall be as follows in Table G:

**Table G. Minimum Curb Radius Requirements**

Street Intersections	25 ft
Non-Residential Driveways	10 ft
Residential Driveways	5 ft

Compacted backfill shall be placed on all of the rights-of-way behind curbs to a minimum elevation equal to the top of the curb. Normal curb exposure shall be required where utility easements intersect streets.

**SECTION 7. SIDEWALKS**

A. General Requirements.

Concrete sidewalks shall be provided on both sides of all streets in a subdivision or development, unless either:

- (1) the applicant does not control one side of the street; or
- (2) the street is a marginal access street parallel to a collector street or a major thoroughfare with existing sidewalks.

Major thoroughfares and primary collector streets shall have minimum six (6) foot wide sidewalks, and each street other than a major thoroughfare or a primary collector shall have minimum four (4) foot wide sidewalks. Passing spaces that measure 60 inches (5 feet) on all sides must be located at least every 200 feet for any sidewalk with a minimum width of less than 5 feet. Access ramps shall be required where all sidewalks meet curbs. All sidewalks and access ramps shall meet or exceed the standards of the American's with Disabilities Act.

**B. Location of Sidewalks.**

Required sidewalks along major thoroughfares and collector streets shall be located in the street right-of-way, adjacent to and parallel to either the property line or the curb, as determined by the City to be most advantageous in connecting to adjacent subdivisions or developments. Required sidewalks along other streets may be located either in the street right-of-way or in a five (5) foot wide sidewalk easement. Along minor streets, the required sidewalks shall be adjacent to and abutting the property line, unless the City approves an alternate location adjacent to the curb, in which case the minimum width shall be increased to five (5) feet. Required sidewalks shall extend along all street frontage including the side of corner lots and block ends; provided, however, that where it is impractical for the applicant to provide such sidewalks on the side lot lines abutting major thoroughfares or drainage ditches, the City may waive this requirement. If physical circumstances prevent locating the sidewalks as provided by this Sub-Section, then the exact location shall be at the discretion of the City.

**C. Sidewalk Obstructions.**

Mailbox clusters, kiosks of any character, and other similar sidewalk obstructions shall be located only in an extension of the sidewalk behind the minimum required sidewalk width, or between the back of curb and the sidewalk.

**D. Timing of Sidewalk Construction.**

Construction of the sidewalks on each street is not necessary until construction begins on the first building on that street. However, to avoid undue costs and damage to sidewalks, the applicant may construct the sidewalk on each lot as it is developed. In no case will a Certificate of Occupancy be issued for a building until the required sidewalks have been constructed.

**SECTION 8. DRIVEWAYS**

**A. General Requirements.**

Driveways shall be constructed of concrete and according to city design standards.

**B. Locational Requirements.**

Where conditions of topography, traffic flow, traffic and pedestrian safety, community appearance or other factors warrant in the judgment of the City Engineer, the City Engineer may establish particular requirements for the number, spacing or location of driveways on the affected lots. Such requirements shall be determined prior to final plat or plan application and they may be required to be recorded as vehicular non-access easements and/or in appropriate plat notes on the final plat or plan.



## **SECTION 9. TRAFFIC CONTROL DEVICES; STREET NAMES AND ADDRESSES**

All traffic control devices, including street signs, shall be provided and installed by the applicant and shall conform with the Texas Manual on Uniform Traffic Control Devices for Streets and Highways. Additionally, all street signs shall meet the City's sign design standards and specifications. All traffic control devices and signage must be installed on a street prior to any building permit for any structure to be constructed at any address on the street. Address number placement or identification of each lot shall conform throughout the subdivision or development and must be visible from the street. The applicant shall obtain the applicable 9-1-1 districts approval of all street names and addresses prior to final plat or plan application.

## **SECTION 10. STREET LIGHTING**

A street lighting plan shall be provided upon application for any anticipated subdivision or development. Streetlights shall be pointed only at the ground and shall be constructed with the newest technology to preserve the night sky.

# **ARTICLE V. DRAINAGE AND FLOOD HAZARDS**

## **SECTION 1. GENERAL REQUIREMENTS**

### **A. Facilities Required.**

The applicant shall provide an adequate storm drainage system to protect each lot throughout the subdivision or development from flooding. These drainage facilities may consist of a combination of natural features, swales, watercourse improvements, bridges and culverts, enclosed storm sewers and other man-made improvements to carry off stormwater within the subdivision or development. The drainage system shall use detention ponds, retention ponds and siltation ponds, individually or in concert, to control runoff and to protect downstream properties from any increase in flooding originating from the subdivision or development. The system shall be integrated with the overall drainage system of the City, and the design of the system must be approved by the City Engineer in accordance with the requirements of this ordinance.

### **B. Stormwater Management.**

Stormwater management shall be provided by the applicant for the temporary storage of peak rates of stormwater runoff. Runoff is then released at a controlled rate which may not exceed either the capacity of the existing downstream drainage systems or the predevelopment peak runoff rates of the subdivision or development site. Temporary storage facilities shall consist of any one or a combination of the following: detention, retention, extended detention, infiltration, or other methods acceptable to the City. Stormwater management facilities shall be designed to reduce post-development peak-rates of discharge to pre-development peak rates of discharge for the 2, 10, 25, 50, and 100 year storm events at each point of discharge from the subdivision or development.

### **C. Construction Sequencing and Erosion Controls.**

A plat or plan, as indicated, shall be accompanied by a comprehensive and detailed report and plan for the control of erosion and sedimentation. The report shall include a construction sequencing plan



which details the proposed placement, maintenance and removal of temporary erosion controls, the slope stabilization techniques which are to be employed and the restoration measures, including vegetative types, which are to be employed as part of the process. The plan shall list and show the location of temporary erosion controls, show the physical details of the controls, and include a construction sequencing list which will govern the timing of the use of various controls in relation to distinct steps in subdivision construction.

**D. Land Clearing Restrictions.**

No clear-cutting or rough-cutting of land shall be permitted until a final plat or plan has been approved by the City Council, except for the limited clearing and rough-cutting which is necessary for soil testing and surveying as required by this ordinance. No other clearing or rough-cutting shall be permitted except as necessary for construction of temporary erosion and sedimentation controls until these controls are in place and approved by the City. Areas to be cleared for temporary storage of soil or construction equipment, or for the permanent disposal of fill material or soils, shall be shown on the plat or plan. The natural vegetation within any water supply protection zone, which is required by this Ordinance, shall not be disturbed except for purposes consistent with the ultimate use of the land in that zone.

**E. Enforcement of Erosion Controls and Clearing Restrictions.**

If an applicant does not comply fully with an approved erosion control and construction sequencing plan, or violates the restrictions on land clearance in the preceding subsection, the City shall notify the applicant in writing that the City may correct the violation and revegetate the disturbed area at the applicant's expense unless, within 30 days after the date of the notice, the applicant complies, corrects the violation, provides the required erosion and sedimentation controls and provides continuing maintenance thereof acceptable to the City.

**SECTION 2. REQUIRED DRAINAGE STUDY.**

The applicant shall submit a drainage study with the plat or plan as indicated. The drainage study shall provide the following information, for both existing and fully developed conditions, for the entire watershed drainage area upstream of the lowest point(s) in the subdivision or development.

1. The entire watershed drainage area(s), depicted on a 7.5 minute series U.S.G.S. map.
2. The drainage area(s) within the subdivision, depicted on a topographic map with two-foot contour intervals.
3. Composite runoff factors.
4. Times of concentration.
5. Related rainfall intensity factors utilizing Atlas 14 rainfall data, as updated by the National Oceanic and Atmospheric Administration.
6. 25 and 100 year flood flow quantities with the 100 year flood plain limits for the existing and fully developed watershed shown on the plat.
7. Preliminary street grades sufficient to determine high points, low points, and direction of runoff flows.
8. Proposed locations of inlets, storm sewers and culverts.
9. Proposed routing of drainage ways.

10. All proposed drainage easements, including width of easements and configuration of channel.
11. The calculations to determine the volume of proposed detention/retention/sedimentation ponds.

The above information shall be supplemented with narrative text describing the watershed and the subdivision or development, including their general soil conditions, downstream channel conditions, all weather access, and the presence of special flood hazard areas within the subdivision or development. The study shall be prepared by a professional engineer registered in the State of Texas. The City Engineer shall review the submission, verify that all ordinance requirements have been met, and forward recommendations to the City Council.

### **SECTION 3. DRAINAGE EASEMENTS.**

#### **A. General Requirements.**

Natural waterways and channels should be used wherever practical to carry runoff. Any modifications to existing waterways and channels must be approved by the City. Where a subdivision or development is traversed by a watercourse, drainageway, natural channel or stream, an easement or right-of-way shall be provided conforming substantially to the 100 year floodway or channel limits of such watercourse, plus additional width as may be designated by the City Engineer to accommodate for the adequate drainage of the floodway, water course or channel taking into account the total impervious cover of the proposed subdivision or development and foreseeable future needs. Such easements shall provide public access and may be designed to allow for public use.

#### **B. Enclosed Systems.**

Storm drainage easements of 15 feet minimum width shall be provided for existing and proposed enclosed drainage systems. Easements shall be centered on the systems. Larger easements, where necessary, shall be provided as directed by the City.

#### **C. Open Channels.**

Storm drainage easements along proposed or existing open channels shall provide sufficient width for the required channel and such additional width as may be required to provide ingress and egress of maintenance equipment; to provide clearance from fences and space for utility connections and facilities; to allow maintenance of the channel bank; and to provide adequate slopes necessary along the bank.

#### **D. Overflow Drainage.**

Storm drainage easements shall be provided for emergency overflow drainage ways of sufficient width to contain within the easement storm water resulting from a 100 year frequency storm less the amount of storm water carried in an enclosed system.

#### **E. Detention Ponds, Retention Ponds and Siltation Ponds.**

Storm drainage easements around proposed detention, retention or siltation ponds shall provide sufficient width for the required pond and such additional width as may be required to provide ingress and egress of maintenance equipment; to provide clearance from fences and space for utility

connections and facilities; to allow maintenance of the pond bank; and to provide adequate slopes necessary along the bank.

#### SECTION 4. DRAINAGE SYSTEM DESIGN STANDARDS.

##### A. General Requirements.

Drainage facilities shall be provided and constructed as specified by the City in accordance with the City's drainage design standards and construction specifications herein or otherwise adopted.

##### B. Method of Computing Runoff.

The method of computing runoff shall be the "Rational Formula" or some other method acceptable to the City Engineer. Runoff rates calculated by the Rational Formula shall be computed using one of the following methods of runoff coefficient determination:

1. Runoff coefficients based on the specific land use established by Zoning Districts according to Table H below, or
2. A composite runoff coefficient based on the percentages of different types of surfaces in the drainage area according to Table I below.

**Table H. Rational Method Runoff Coefficients by Zoning District**

<b>Zoning District</b>	<b>Slope</b>			
	<b>Up to 1%</b>	<b>Over 1% &amp; up to 3%</b>	<b>Over 3% &amp; up to 5%</b>	<b>Over 5%</b>
Undeveloped Areas (storage calculations only)	0.68	0.70	0.72	0.75
Single Family	0.65	0.67	0.69	0.72
Multi-Family	0.75	0.77	0.80	0.84
Commercial	0.85	0.88	0.91	0.95
Industrial	0.90	0.93	0.97	1.00

**Table I. Rational Method Runoff Coefficients for Composite Analysis**

<b>Character of Surface</b>	<b>Return Period</b>			
	<b>5 yrs</b>	<b>10 yrs</b>	<b>25 yrs</b>	<b>100 yrs</b>
<b>DEVELOPED AREAS</b>				
Asphaltic	0.77	0.81	0.86	0.95
Concrete or Roof	0.80	0.83	0.88	0.97
Planted – Poor Condition (grass cover on less than 50% of the area)				
Less than 2% slope	0.34	0.37	0.40	0.47
2% - 7% slope	0.40	0.43	0.46	0.53
More than 7% slope	0.43	0.45	0.49	0.55



Planted – Fair condition (grass cover on 50% to 75% of the area) Less than 2% slope	0.28	0.30	0.34	0.41
2% - 7% slope	0.36	0.38	0.42	0.49
More than 7% slope	0.40	0.42	0.46	0.53
Planted – Good condition (grass cover on more than 75% of the area) Less than 2% slope	0.23	0.25	0.29	0.36
2% - 7% slope	0.32	0.35	0.39	0.46
More than 7% slope	0.37	0.40	0.44	0.51
<i>UNDEVELOPED AREAS (storage calculations only)</i>				
Cultivated Land Less than 2% slope	0.34	0.36	0.40	0.47
2% - 7% slope	0.38	0.41	0.44	0.51
More than 7% slope	0.42	0.44	0.48	0.54
Pasture or Range Land Less than 2% slope	0.28	0.30	0.34	0.41
2% - 7% slope	0.36	0.38	0.42	0.49
More than 7% slope	0.40	0.42	0.46	0.53
Forest or Wooded land Less than 2% slope	0.25	0.28	0.31	0.39
2% - 7% slope	0.34	0.36	0.40	0.47
More than 7% slope	0.39	0.41	0.45	0.52

C. Assumptions for Runoff Calculations.

In all cases, wet antecedent conditions shall be assumed. Runoff rates shall be computed on the basis of ultimate development of the entire watershed upstream from and including the proposed subdivision or development. For determination of time for concentration, times shall be figured on the basis that there shall be an improved drainage system upstream from the point under consideration.

D. Use of Streets and Alleys as Drainage Facilities.

Alleys shall be designed to carry storm water on at least a five-year frequency. Streets may be used for storm water drainage only if the calculated storm water flow does not exceed the height of the curb and the velocity does not exceed 6 feet per second. Minor streets shall be designed on a basis



of at least a five (5) year storm frequency and all other streets on at least a ten (10) year frequency. Where streets are not capable of carrying storm waters as required above, drainage channels or storm sewers shall be provided. Street width shall not be increased beyond the width determined by the street classification solely to accommodate drainage.

E. Storm Sewers.

Where storm sewers are provided or required, their design shall be based on a 100 year storm frequency and the design must be approved by the City Engineer. For all ordinary conditions, storm sewers shall be designed on the assumption that they will flow full under the design discharge; however, whenever the system is placed under a pressure head or there are construction, turns, submerged or inadequate outfalls, or other obstacles, the hydraulic grade line shall be computed and plotted in profile. In all cases adequate outlets shall be provided, and no storm sewers shall be less than 24 inches in diameter.

F. Street Inlets to Storm Sewers.

The entire 25 year discharge shall be picked up at the point where the street can no longer handle the runoff flowing below the height of the curb. No allowance shall be made for overruns or partial street flows combined with storm sewer flows at initial pickup points. Street discharges, after initial pickup, may be based upon street classification for frequency as required.

G. Capacity of Open Drainage Channels.

The design of all open drainage channels shall be based on a 100 year storm frequency and must be approved by the City. All open drainage channels shall be designed with at least the minimum freeboard specified in Table J.

**Table J. Minimum Drainage Channel Freeboard**

<b><i>Design Depth of Flow</i></b>	<b><i>Required Freeboard</i></b>
Less than 5 feet	0.5 ft
5 ft – 10 ft	10% of the design depth
More than 10 ft	1.0 ft

Allowance for extra freeboard shall be made wherever design conditions such as channel bends or turns require it.

H. Lining of Open Drainage Channels.

The following Table K shall be used to determine the type of channel lining which shall be used for scour protection. Velocities are limited flows proposed by a storm event no greater than a 10 year event.

**Table K. Velocity Control Requirements**

<b>Velocity</b>	<b>Type of Channel Lining Required</b>
Less than 3 feet per second	Earth or sod lined
3 ft/s – 5 ft/s	Sod lined
More than 5 feet per second	Concrete lined

Concrete lined channels may also be used at velocities of five feet per second (5 ft/s) or less if so desired by the engineer. Where velocities are in the super critical range, allowance shall be made in the design for the proper handling of the water.

**I. Design of Concrete Lined Channels.**

All concrete lined channels shall be designed according to the following standards, and their design must be approved by the City.

1. From the top of the concrete lining to the top of the channel, the side slope shall not be steeper than two (2) horizontal to one (1) vertical, nor shall the slope be less than twelve (12) horizontal to one (1) vertical.
2. For normal conditions, the concrete lining shall be a minimum of four (4) inches thick and reinforced with No. 3 round bars placed not more than 18 inches on center in both directions. Where the surface, the nature of the ground, height and steepness of slope, or other factors become critical, the design shall be in accordance with the latest structural standards. All concrete lining shall develop a minimum compressive strength of not less than 2,500 pounds per square inch in 28 days.
3. Maximum side slopes of concrete rip-rap shall be one to one, unless actual soils test data submitted by a soils engineer shows that a steeper special design is allowable. A minimum of 200 pounds per square inch in 28 days.
4. Vertical walls shall not exceed a depth of two (2) feet unless the channel is properly fenced or enclosed.
5. Easements or rights-of-way for concrete lined channels shall extend a minimum of two (2) feet on both sides of the extreme limits of the channel.
6. The minimum N value of 0.015 shall be used for the roughness coefficient in Manning's formula for a wood float type surface finish.
7. Where conditions warrant, the design of alternative composite sections is encouraged.

**J. Design of Sod-Lined and Earth Channels.**

All sod-lined and earth channels shall be designed according to the following standards, and their design must be approved by the City.

1. The side slope shall not be steeper than three (3) horizontal to one (1) vertical.
2. Easements or rights-of-way for earth channels shall extend a minimum of two (2) feet on one side and 15 feet for an access road on the opposite side of the extreme limits of the channels, when such channels do not parallel and adjoin a street or alley. When such

channels do parallel and adjoin a street or alley, the easement or right-of-way shall extend a minimum of two (2) feet on both sides of the extreme limits of the channel. Where utilities are installed in the access road of the drainage right-of-way, said right-of-way shall extend two (2) feet on one side and 17 feet on the opposite side of the design limits of the channel. These 17 feet are to provide an access way along the channel with a maximum cross slope of a half-inch (1/2) per foot toward the channel.

3. The minimum N value of 0.035 shall be used for the roughness coefficient in Manning's formula for earth channels.

## **SECTION 5. FLOOD HAZARDS.**

### **A. General Policy.**

All subdivisions and developments shall conform to the "Flood Disaster Protection Act of 1973," Public Law 93-234, and the latest revisions thereof. The policies as dictated by the Federal Emergency Management Agency including any State, County or City resolutions or Ordinances shall be adhered to.

### **B. Flood Plain Designations and General Restrictions.**

Federal flood plains are based on a 100 year frequency discharge, and apply only in those areas where official Federal Emergency Management Agency maps have been prepared, or where 100 year water and surface profile studies are available for the City and its extraterritorial jurisdiction. Until a regulatory flood way is designated, no new construction, substantial improvements, or other development (including fill) shall be permitted in an area having special flood hazards, unless it is demonstrated that the cumulative effect of the proposed subdivision or development, when combined with all other existing and anticipated subdivision or development, will not substantially increase the water surface elevation of the 100 year flood at any point within the City's jurisdiction.

### **C. General Requirements in Flood Plains.**

The minimum building slab elevation abutting the 100 year flood plain shall be one (1) foot above the 100 year flood plain. The limits of the 100 year flood plain and the limits of the floodway shall be shown on the preliminary and final plats as applicable. No structure shall be placed within the 100-year floodplain unless a Letter of Map Revision (LOMR) has been submitted and approved by FEMA.

### **D. Flood Hazards to Water and Wastewater System.**

New or replacement water supply systems and/or wastewater systems shall be designed to minimize or eliminate infiltration of flood waters into the systems and discharges from the systems into flood waters. On-site waste disposal systems shall be located so as to avoid impairment of them or contamination from them during flood.

### **E. Review of Proposed Subdivision Flood Hazards.**

Proposed subdivisions and developments shall be reviewed to assure that:

1. All such proposals are consistent with the need to minimize flood damage;
2. All public utilities and facilities, such as sewer, gas, electrical, and water systems are located, elevated, and constructed to minimize or eliminate flood damage; and



3. Adequate drainage is provided so as to reduce exposure to flood hazards.

F. Access to Subdivisions.

The City Council shall not permit new "island" subdivisions, lots or streets that would be surrounded by the flood waters of the 100 year flood, unless:

1. The area is accessible to high ground by a street elevated above the 100 year flood level; or
2. The evidence presented shows that the surface area and elevation of the "island" is sufficient to sustain the residents safely during a 100 year flood.

## **ARTICLE VI. UTILITY EXTENSIONS AND GENERAL IMPROVEMENTS**

### **SECTION 1. GENERAL REQUIREMENTS**

A. Obligations of Applicant.

The applicant shall construct and/or install at his/her own cost and expense all of the improvements and extensions required by this ordinance. The applicant shall comply with all other provisions of this ordinance prior to final acceptance of the subdivision or development by the City. All utility extensions and improvements required by this ordinance shall be placed underground except where required to cross an existing major thoroughfare.

B. Engineer Responsible.

The applicant shall retain the services of a registered professional engineer, licensed in the State of Texas, whose seal shall be placed on each sheet of the construction plan, and who shall be responsible for the design and supervision of all improvements required in the subdivision or development.

C. Construction Plans.

Three (3) complete sets of construction plans, specifications and contract documents and one digital copy in PDF format shall be filed with the City upon filing of a final plat or plan. These plans and specifications shall include street plans, drainage system plans, sanitary sewer system plans, water system plans and the overall utility layout. The street plans shall show roadway plan and profiles, roadway cross sections and longitudinal slope for drainage, a full description of the proposed pavement or other street improvement, and its grade and slope. The drainage, sanitary sewer, water and utility system plans shall show the dimensions and specifications of the improvements to be installed, including proposed position on the ground, specifications of materials and construction, profiles showing both ground surface and flow line, and other pertinent information of similar nature. All such plans shall comply with the specifications and design standards set forth in this ordinance.

D. Installation of Utilities Before Paving.

Unless the applicant received written approval from the City Administrator to the contrary, all utilities must be installed prior to the paving of a street or alley or portion thereof.



E. Inspection of Improvements.

The City shall from time to time inspect the construction of all utility facilities and streets in the subdivision or development during the course of construction to see that they comply with the standards governing them. In this regard, free access to the subdivision or development shall be accorded the City by the applicant and their agents and employees.

F. As-Built Plans or Drawings.

Upon the completion of construction of any utility or improvement, a scanned set in PDF format, and two (2) sets of reproducible tracings of complete record drawings, dated, signed and certified by the engineer in charge, shall be filed with the City, showing all features as actually installed, including materials, size, location, depth of elevation, numbers, end of lines, connections, wyes, valves, storm sewer drains, inlets, and any other pertinent items. The City shall not accept such public improvements until the foregoing has been submitted to and reviewed by the City Engineer.

G. Utility Easements.

1. Overhang Easements.

Where existing utilities are not located underground or in alleys, an overhang easement of at least five (5) feet wide must be provided on the opposing side of the 20 foot easement strip, at a height at or above 10 feet. In all alleys with existing above ground utilities, overhang easements at least ten (10) feet wide must be provided on each side of the alley for electric and telephone lines, at a height at and above 10 feet or determined and requested by the utility provider.

2. Additional Easements for Guy Wires.

Where existing above-ground utility easements or alleys are not themselves straight within each block, or if they do not connect on a straight course with the utility easements or alleys of adjoining blocks, then additional easements shall be provided for the placing of guy wires on lot division lines in order to support poles set on the curving or deviating easement lines or alley rights-of-way.

**SECTION 2. WATER AND SEWERS**

A. General Requirements for Water Systems.

1. Service Required.

All lots within a subdivision or development shall be provided with domestic water service from the water purveyor certificated by the State of Texas to provide such service. The water distribution system required under this section shall include all pumping station production facilities, elevated storage tanks, fire hydrants and other appurtenances required to adequately serve the area being subdivided. This section does not apply to a lot where a water well exists and its operation is intended to continue as the main source of water for that lot or lots.

2. Obligations of Applicant.

Within the perimeter of the subdivision or development, the applicant shall install, at his/her own cost and expense, all necessary lift stations, booster pumps, mains and appurtenances, including, but not limited to, valves, manholes and fire hydrants. The applicant shall provide all water lines necessary to properly serve each lot of the subdivision and to insure that existing and/or new water facilities can supply the required demand for domestic use and for fire protection at the desired pressure. The applicant shall install all mains and shall extend the service to all lots terminating thereon with a curb stop and meter box. The applicant shall submit a certificate to the City with the final plat or plan application certifying that the system has been designed in accordance with the requirements of the applicable City Ordinances in addition to State of Texas regulatory rules, including but not limited to, the Texas Health Department and the Texas Insurance Commission.

B. Water System Design Standards.

All water production and distribution facilities shall be designed and sized in accordance with the design standards of the certified water purveyor for the subdivision or development.

C. Sanitary Sewers.

1. General Requirements.

Every subdivision and development shall be provided with a sewage disposal system meeting the design requirements of the Texas Commission on Environmental Quality or a successor Agency, and any other applicable State of Texas agency with authority over sanitary sewers or County regulation, and approved by the City. Sanitary sewers shall be connected to serve each lot in the subdivision or development unless the City determines that such connection would require an unreasonable expenditure of funds when compared with other methods of sewage disposal. Where connection to the sewer system is not to be made immediately, plans shall be prepared for installation of a sewage collection system to serve each lot, and those parts of such system which will lie in the portion of streets intended for vehicular traffic shall be installed before the street is paved. The sewage collection and disposal systems required under this section shall include all lift stations, force mains, treatment facilities and appurtenances required to adequately serve the area being subdivided or development.

2. Obligations of Applicant.

The applicant shall install all sanitary sewer mains and lines to serve each lot. If the public sewer system is not within 1,200 feet of the subdivision or development, those portions of the system which lie under paved areas shall be installed and capped off and temporary waste treatment shall be provided in accordance with the requirements of state and county health officials and environmental officials. The applicant shall submit a certificate to the City certifying that the sewer system has been approved by the Texas Commission on Environmental Quality or a successor Agency, any other applicable State of Texas agency with authority over sanitary sewers, and, if applicable, the County.

D. Wastewater System Design Standards.

1. General Design Standards.

All wastewater collection system improvements shall be designed and sized in accordance with Texas Commission on Environmental Quality or a successor Agency, and any other applicable State of Texas agency and County with authority over wastewater systems.

All sewers shall be sized to accommodate the maximum peak flow plus infiltration flows which will render the pipe flowing no greater than three-fourths (3/4) full. Minimum slope shall be according to current Texas Commission on Environmental Quality or a successor Agency, and any other applicable State of Texas agency and County with authority over wastewater systems.

2. Sewer Location.

Where the location of the sewer is not clearly defined by dimensions on drawings, the sewer shall not be closer horizontally than 10 feet, or closer vertically than six feet, to a water supply main or service line. Gravity sewer lines passing over water lines shall be constructed for a distance of at least 10 feet on each side of the crossing with cast iron pipe with no joints within three feet of the crossing, or they shall be encased in concrete in accordance with regulations of the Texas Commission on Environmental Quality or a successor Agency, and any other applicable State of Texas agency and County with authority over wastewater systems.

3. Materials.

Sewer lines shall be of PVC plastic, SDR 35/ASTM 3034, or another type pipe as approved in writing by the City Engineer.

4. Trenching.

Sewers shall be constructed according to Hays County or Caldwell County standard specifications as to trenching, bedding, backfill and compacting.

5. Minimum Diameter of Mains.

Eight (8) inch diameter pipe shall be the minimum acceptable for sewer mains and lines, except that a sewer main less than 600 feet long may be six (6) inches in diameter if located on a cul-de-sac or an existing dead end street within a residential subdivision.

6. Manholes.

Manholes shall be spaced not more than 400 feet apart and shall be constructed in accordance with applicable City road construction standards and if none, the greater of any State, County or City adopted standard specifications.

7. Lift Stations and Force Mains.

Lift station capacity shall be no less than 100 gallons per minute per pump. Lift station force mains shall be designed and sized to produce a complete exchange of wastewater every other cycle of the pumps. Force mains and fittings shall be of cast iron or PVC pipe, pressure class.



The pipe shall have either mechanical joints or rubber gasket joints as approved by the City Engineer. The minimum force main size shall be four (4) inches.

**8. Minimum Diameter of Service Lines.**

Service lines serving individual lots shall be no smaller than six (6) inches in diameter.

**ARTICLE VII. OPEN SPACES**

Applicants shall, in each Plat or Plan, provide land, parcels or lots for open space use within each subdivision or development. A minimum of twenty percent (20%) of the total land being platted or subdivided is required to be set aside for use as open space. Such open space shall be developed for use by the community and dedicated to the City or to a private property owner's association. Right of way for roadways and sidewalks shall not be considered open space. Detention, retention or siltation ponds may be considered for use as open space on a case by case basis depending on the use and improvements made to such ponds. The applicant shall give consideration to suitable sites for parks, playgrounds, recreational facilities and other open space areas.

**ARTICLE VIII. FINANCIAL GUARANTEES**

**SECTION 1. REQUIRED PERFORMANCE BOND**

At the time of application for a final plat or a development plan, the applicant shall file with the City either an irrevocable letter of credit, a cash deposit, a savings assignment, or a performance bond, in an amount equal to the estimated cost of any public improvements to be made in the proposed subdivision or development, including the cost of erosion control during construction. Such bond or other financial guarantee shall be for the faithful performance, installation and completion of such improvements.

**SECTION 2. ADJUSTMENT OF BOND/DEPOSIT**

As soon as possible after approval of a final plat or development plan, but prior to the start of construction, the applicant shall provide the City an executed copy of the public improvement construction contracts or a notarized statement certifying the final contracts so that the City may substantiate the estimated cost of improvements. The performance bond/deposit shall be adjusted to reflect the actual construction costs of the public improvements.

**SECTION 3. REDUCTION AND EXPIRATION OF BOND**

The performance bond/deposit may be reduced from time to time as portions of the improvements are completed, approved and accepted by the City. The bond/deposit shall bear an expiration date of at least one year and shall be retained by the City until all improvements have been completed, approved and accepted by the City.



#### **SECTION 4. PAYMENT OF BOND**

If all improvements have not been completed, approved and accepted by the City 30 days prior to the expiration of the performance bond/deposit, the City shall present the bond/deposit for immediate payment.

#### **ARTICLE IX. PUBLIC IMPROVEMENTS ACCEPTANCE REQUIREMENTS**

After completion of the entire subdivision or development the applicant may apply for the City to accept the public improvements therein. The City's acceptance of improvements shall not be based upon or follow a phasing plan, and shall only be considered after all phases are complete. Prior to final acceptance by the City of completed public improvements the applicant shall submit the following:

1. Either a one (1) year warranty bond conditioned that the improvements are free from defects in materials and workmanship, or an irrevocable letter of credit, cash deposit or savings assignment committing funds for the correction and repair of any defects in materials or workmanship. The bond, letter of credit, cash deposit or savings assignment shall be in the amount of ten (10) percent of the contract price for the improvements.
2. Two (2) sets of certified "As Built" record drawing plans for each subdivision or development improvement.
3. A digital file of the "As Built" record drawing plans for each subdivision or development improvement in a format specified by the City.
4. Two (2) certified copies of all improvement costs, itemized as follows:
  - a. Streets, alleys, curbs, sidewalks and drainage features.
  - b. Water mains, valves, hydrants and services.
  - c. Sewer mains, lift stations, force mains, manholes and services.
5. A release of lien from all subcontractors and contractors verifying that all contractors have been paid and that no liens will be filed on the subdivision.

***THE CITY SHALL NOT ACCEPT ANY PUBLIC IMPROVEMENTS THEREIN UNTIL ALL OF THE REQUIREMENTS ABOVE AND WITHIN THIS ORDINANCE ARE MET. UPON FINAL ACCEPTANCE THE CITY SHALL ISSUE A CERTIFICATE OF ACCEPTANCE TO THE APPLICANT.***

#### **ARTICLE X. PERMITS AND UTILITY CONNECTIONS**

Applications for construction, building or any other permits and utility connections within a subdivision or development shall only be accepted and considered until after the City has approved the Final plat or Development Plan. Permits and utility connection standards and application procedures shall be governed by and in accordance with other applicable City Ordinances.

## **ARTICLE XI. VACATING PLATS AND PLANS, REPLATS AND AMENDING PLATS AND PLANS**

### **SECTION 1. VACATING PLATS AND PLANS**

An applicant may vacate the plat or plan of a tract covered by an approved final plat or plan at any time before any lot in the plat is sold. Upon application the plat or plan is vacated when a signed, acknowledged instrument declaring the plat or plan vacated is approved and recorded in the manner prescribed for the original plat or plan. If lots in the plat or plan have been sold, the plat or plan, or any part of the plat or plan, may be vacated on the application of all the owners of lots in the plat or plan, with approval obtained in the manner prescribed for the original plat or plan. The County Clerk shall write legibly on the vacated plat or plan the word "Vacated" and shall enter on the plat or plan a reference to the volume and page at which the vacating instrument is recorded. On the execution and recording of the vacating instrument, the vacated plat or plan has no effect.

### **SECTION 2. AMENDING PLATS AND PLANS**

#### **A. Purpose for Amendment.**

This section shall only apply if the sole purpose of the amending plat or plan is for one or more of the following purposes, as applicable:

1. To correct an error in any course or distance shown on the prior plat or plan;
2. To add any course or distance that was omitted on the prior plat or plan;
3. To correct an error in the description of the real property shown on the prior plat or plan;
4. To indicate monuments set after death, disability or retirement from practice of the engineer or registered professional land surveyor charged with responsibilities for setting monuments;
5. To show the proper location and character of any monument which has been changed in location or character or which originally was shown at the wrong location or incorrectly as to its character on the plat or plan;
6. To correct any other type of scrivener or clerical error or omission as previously approved by the City Council (such errors and omissions may include, but are not limited to, lot numbers, acreage, street names, and identification of adjacent recorded plats or plans);
7. To correct an error in courses and distance of lot lines between two adjacent lots where both lot owners join in the application for plat amendment and neither lot is abolished, provided that such amendment does not attempt to remove recorded covenants or restrictions and does not have a material adverse effect on the property rights of the other owners in the plat or plan;
8. To relocate a lot line in order to cure an inadvertent encroachment of a building or improvement to a lot line or on an easement; or
9. To relocate one or more lot lines between one or more adjacent lots where the owner or owners of all such lots join in the application for the plat or plan amendment, provided that such amendment does not attempt to remove recorded covenants or restrictions and does not increase the approved number of lots.

**B. Application Process.**

An application for an amended plat or plan shall meet and conform to all procedural and documentary requirements of a Final plat or plan.

**C. Effect of Amended Plat or Plan.**

An amended plat or plan shall be marked as an "Amended Plat" or an "Amended Plan", as applicable, and shall indicate the changes made.

**SECTION 3. REPLAT**

An applicant may replat a subdivision upon application as follows:

**A. Replatting Without Vacating Preceding Plat.**

A replat of a subdivision or part of a subdivision may be recorded and is controlling over the preceding plat without vacation of that plat if the replat is signed and acknowledged by only the owners of the property being replatted, is approved by the City, and does not attempt to amend or remove any covenants or restrictions. Refer to Section 212.015 of the Texas Local Government Code for additional replatting requirements.

**B. Partial Replats.**

A replat of a part of a subdivision may be recorded and is controlling over the preceding plat without vacation of that plat if the replat is signed and acknowledged by only the owners of the property being replatted, and involves only property of less than one acre that fronts an existing street and that is owned and used by a nonprofit corporation established to assist children in at-risk situations through volunteer and individualized attention. An existing covenant or restriction for property that is replatted under this section does not have to be amended or removed if the covenant or restriction was recorded more than 50 years before the date of the replat, and the replatted property has been continuously used by the nonprofit corporation for at least 10 years before the date of the replat.

**ARTICLE XII. VARIANCES**

**SECTION 1. POWER TO GRANT VARIANCES**

The City Council may grant a variance from the requirements of this ordinance when, in the Council's judgment, undue hardship will result from requiring strict compliance. A variance may be granted only when in harmony with the general purpose and intent of this ordinance so that the public health, safety and welfare may be secured, and substantial justice done. Pecuniary hardship to the applicant or owner, standing alone, shall not be deemed to constitute undue hardship. In granting a variance, the City Council shall prescribe only to conditions that it deems necessary or desirable in the public interest.

**SECTION 2. PROCEDURES FOR VARIANCES**

1. The applicant shall submit to the City a written preliminary application for each variance which is known and requested at the time of the preliminary plat or development plan application;



2. The City staff shall determine any additional variances needed in reviewing the application and shall notify the applicant; and
3. The applicant shall submit to the City a written final application for each variance which is being requested, along with the appropriate filing fee for each variance request as established by the City and set forth in the City's Fee Schedule. The City Council shall not consider any action on the final variance application until the fee for each variance requested has been paid.

### **SECTION 3. FINDINGS REQUIRED FOR VARIANCES**

No variance shall be granted unless the City Council makes affirmative finding as to all of the following:

1. That there are special circumstances or conditions affecting the land involved such that the strict application of the provisions of this ordinance would deprive the applicant or owner of the reasonable use of the land;
2. That the variance is necessary for the preservation and enjoyment of a substantial property right of the applicant or owner;
3. That the granting of the variance will not be detrimental to the public health, safety or welfare, or injurious to other property in the area; and
4. That the granting of the variance will not have the effect of preventing the orderly subdivision or development of other land in the area in accordance with the City's Ordinances and regulations.

In making the findings herein required, the City Council shall take into account the nature of the proposed use of the land involved, existing uses of land in the area, the number of persons who will reside or work in the proposed subdivision or development, and the probable effect of such variance upon the public health, safety, convenience and welfare in the City, to include but not limited to, access to necessary utilities, availability of emergency services and the impact on vehicular and pedestrian traffic conditions.

The findings of the City Council, together with the specific facts upon which such findings are based, shall be incorporated into the minutes of the City Council meeting at which each variance is granted.

### **SECTION 4. EFFECT OF GRANTED VARIANCE**

An applicant shall not need to submit multiple variance applications for subsequent or parallel plat or development applications. Therefore, a variance that is granted on a preliminary plat shall be valid and run with the approval of the preliminary plat and there shall not be a requirement to reapply for the same variance with the final plat application. Additionally, a variance approved on a final plat is valid on a development plan and vis-a-versa for the same tract of land so long as the plat or plan approval for which the variance is granted has not expired.

## **ARTICLE XIII. FEES, ENFORCEMENT AND IMPLEMENTATION**

### **SECTION 1. APPLICATION AND REVIEW FEES**

Upon each application the Applicant shall remit to the City such applicable application and review fees. The applicable fees shall be in the amount as established by the City and set forth in the City's Fee Schedule. The cost incurred by the City to retain consultants to assist City Staff in the review process of each Plat or Plan application shall be charged to the applicant for the actual cost of said consultants'



services as professional review fees. Application and review fees are not refundable regardless of whether the Plat or Plan submitted is approved, approved with conditions or denied.

## **SECTION 2. DEVELOPMENT AND IMPACT FEES**

The City may establish certain development and impact fees as set forth in the City's Fee Schedule. Development and impact fees shall be assessed and due at the time of final plat or plan application. The applicant is encouraged to escrow the estimated development and impact fees at the time of application, and such shall be refundable upon the applicants withdraw of the application.

### **A. Roadway Impact Fee.**

Upon Final Plat or Plan approval, the applicant shall render to the City a Roadway Impact fee, in the amount as established by the City's fee schedule, for each lot created in the Final Plat or Plan according to each proposed use. Such Roadway Impact fee is in addition to, and may not be considered in lieu of, any off-site improvements as determined by the City Engineer or traffic mitigation requirements as determined by a TIA.

### **B. Parkland Fee.**

Upon Final Plat or Plan approval, the applicant shall render to the City a parkland fee, in the amount as established by the City's fee schedule, for each lot created in the Final Plat or Plan according to each proposed use. However, any City approved improvement value added to open space provided for in the Plat or Plan shall be credited towards the parkland fee. Improvements may include, but are not limited to, playscapes, benches, trash receptacles, sports courts, and graded and landscaped trails systems.

## **SECTION 3. ENFORCEMENT**

### **A. Enforcement of Regulations.**

The subdivision of any parcel of land by the use of a metes and bounds description for the purpose of sale, transfer, or lease with the intent of evading these regulations by creating a lot, shall be considered a violation of this Ordinance. All such subdivisions or development of land shall be subject to all the requirements contained in this Ordinance. No permit shall be issued or utility connection authorized for a lot developed, subdivided or sold in violation of the provisions of this Ordinance. Appropriate actions may be taken to prevent a violation of this Ordinance; to prevent unlawful subdivisions and developments; to restrain, correct, or abate a violation; or to prevent an anticipated violation. Any remedies or enforcement actions stated herein shall not be exclusive or prevent the City from taking any available lawful action or relief, in law or in equity, to accomplish compliance with this Ordinance.

### **B. Stop Work Order.**

The City shall issue a Stop Work Order on any development, improvements of land or construction therein that is in violation of this Ordinance. Stop work orders shall be effective immediately and any person thereafter shall cease and desist from further development or construction related to the alleged violation until such violation is corrected and a certificate of compliance or waiver is issued by

the City. Work to stabilize and secure the site, or parcel of land may be performed while the Order is in effect.

C. Certificate of Non-compliance.

If any subdivision or development of land exists for which a final plat or plan has not been approved or for which the standards contained or referred to herein have not been complied with in full, the City Council shall pass a resolution reciting the fact of such noncompliance or failure to secure final plat or plan approval, and reciting the fact that all the provisions of this Ordinance will apply to the lots in the subdivision or development and that no building permit may be issued nor any utility connection be approved until final plat or plan approval is secured for the subdivision or development and the City has made final acceptance of all improvements therein. The City Secretary shall cause a certified copy of such resolution under the corporate seal of the City with signature of the Mayor to be filed in the deed records of the applicable County or Counties in which the subdivision or development is located. If final plat or plan approval and full compliance are secured after the filing of such a resolution, the City Secretary shall forthwith file an instrument in the deed records of Guadalupe County stating that such final plat or plan approval has been secured and the City has made final acceptance of the improvements therein.

D. Civil Legal Action.

The City Attorney shall, when directed by the City Council, institute appropriate legal action in a Court of competent jurisdiction to enforce the provisions of this Ordinance or the standards referred to in this Ordinance with respect to any violation thereof which occurs within the City, within the extraterritorial jurisdiction of the City, or within any area subject to all or part of the provisions of this Ordinance.

E. Criminal Penalty.

Any person, corporation or agency violating any provision of this Ordinance shall be guilty of a misdemeanor, and, upon conviction shall be fined an amount not to exceed five-hundred dollars (\$500.00). Each day that such a violation continues shall be a separate offence. Prosecution or conviction under this provision shall never be a bar to any other remedy or relief for violations of this Ordinance.

#### **SECTION 4. IMPLEMENTATION**

A. Severability.

If for any reason any one or more sections, sentences, clauses or parts of this ordinance are held invalid, such judgment shall not affect, impair or invalidate the remaining provisions of this ordinance, but it shall be confined in its operation to the specific sections, sentences, clauses or parts of this ordinance held invalid, the invalidity of any section, sentence, clause or part of this ordinance in one or more instances shall not affect or prejudice in any way the validity of this ordinance in other instances.

B. Effect of Other Ordinances and Regulations.

Wherever higher or more restrictive standards are established by the provisions of any other applicable state or federal statute, or city ordinance, regulation or adopted international code than are established by the provisions of this ordinance, the provisions of such other statute, ordinance or regulation, where not in conflict, shall control.

C. Repealer.

All ordinances or parts of ordinances in conflict herewith are hereby repealed to the extent of such conflict. Ordinance 219 is repealed in its entirety and hereby replaced by this Ordinance.

D. Savings Clause.

This Ordinance shall remain in full force and effect until repealed, save and except as amended.

E. Hearing.

A public hearings for this Ordinance and the regulations herein were held on the \_\_\_\_\_ day of \_\_\_\_\_, 2020 and the \_\_\_\_ day of \_\_\_\_\_, 2020.

F. Meeting Open to Public.

It is hereby found and determined that the meeting at which this Ordinance is passed is open to the public as required by law and that the public notice of the time, place and purpose of said meeting was given as required.

G. Effective Date.

This ordinance shall be effective immediately following its publication in the manner required by the Texas Local Government Code. Thereafter, the requirements contained herein shall apply within the City of Uhland, Texas and the Extraterritorial Jurisdiction of e City of Uhland, Texas, as applicable.

**READ, APPROVED and ADOPTED this \_\_\_\_\_ day of \_\_\_\_\_, 2020.**

**APPROVED:**

**ATTEST:**

\_\_\_\_\_  
**Mayor, Vicki Hunter**

\_\_\_\_\_  
**City Secretary, Karen Gallaher**

**EXHIBIT "A"**

**Example Plat Certificates**

Registered professional land surveyor's Certificate:

STATE OF TEXAS

COUNTY OF \_\_\_\_\_

I hereby certify that this plat/plan is true and correct and was prepared from an actual survey of the property made on the ground under my supervision.

\_\_\_\_\_  
Registered professional land surveyor

Sworn to and subscribed before me this the \_\_\_\_ day of \_\_\_\_\_, 20 \_\_\_\_.

[ Notary Seal ]

\_\_\_\_\_  
Notary Public Signature

Engineer's Certificate:

An engineer's certificate is required in all cases except when the plat/plan does not require engineering considerations.

STATE OF TEXAS

COUNTY OF \_\_\_\_\_

I hereby certify that proper engineering consideration has been given in this plat/plan to the matters of streets, lots and drainage layout. To the best of my knowledge this plat/plan conforms to all requirements of the Subdivision Ordinance, except for those variances granted by the City Council of the City of Umland.

\_\_\_\_\_  
Registered Professional Engineer

Sworn to and subscribed before me this the \_\_\_\_ day of \_\_\_\_\_, 20 \_\_\_\_.

[ Notary Seal ]

\_\_\_\_\_  
Notary Public Signature



Owner's Acknowledgment:

*If the owner authorizes an agent, the owner shall file a notarized letter to that effect.*

STATE OF TEXAS

COUNTY OF \_\_\_\_\_

The owner of land shown on this plat/plan, in person or through a duly authorized agent, dedicates to the use of the public forever all streets, alleys, parks, watercourses, drains, easements and public places thereon shown for the purpose and consideration therein expressed.

\_\_\_\_\_  
Owner

\_\_\_\_\_  
Duly Authorized Agent

Before me, the undersigned authority, on this day personally appeared \_\_\_\_\_  
Known to me to be the person whose name is subscribed to the forgoing instrument, and acknowledged to me that he/she executed the same for the purposes and consideration therein expressed and in the capacity therein stated. Given my hand and seal of office this \_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

[ Notary Seal ]

\_\_\_\_\_  
Notary Public Signature

Approval of The City Council:

This \_\_\_\_\_ Plat / Plan has been submitted to and considered by the City Council of the City of Uhland, Texas, and is hereby approved.

Dated this \_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

\_\_\_\_\_  
Mayor, City of Uhland

\_\_\_\_\_  
City Secretary, City of Uhland

County Clerk's Certificate of Authentication:

*As required by the appropriate County or Counties.*

**EXHIBIT "B"**  
**Example Plat Notes**

**EASEMENT NOTES:**

*All properties or portions of properties designated as easements may be utilized for the following purposes –*

**Drainage Easement:**

Drainage, water diversion, and sanitary control, including without limitation, walls, beds, embankments, spillways, appurtenances, and other engineered devices (the "Drainage System")

Together with the right of ingress and egress over the adjacent land to or from the Easement for the purpose of constructing, reconstructing, inspecting, patrolling, operating, maintain, repairing, and removing the Drainage System; the right to change the size thereof; the right to relocate along the same general direction of the Drainage System; the right to create and/or dredge a stream course, refill, or dig out such stream course, establish or change stream embankments within the Easement, install storm sewer systems, culverts, water gaps, and protecting rails; the right to remove from the Easement all trees and parts thereof, which reasonably endanger or may reasonably interfere with the efficiency of the Drainage System; and the right to place temporary structures for use in constructing or repairing the Drainage System.

With respect to the Drainage System, it is expressly agreed and understood by all parties hereto, that the intention is to improve conditions of sanitation and water drainage control on the Property for the benefit of the Property, adjacent property, and the community, but the City does not guarantee or warrant that such control work will be effective, nor does the City assume any additional liability whatsoever for the effects of flood, standing water, or drainage on or to the Property, or any other property or persons that might be affected by said stream, wash, or gully in its natural state or as changed by the City.

**Utility Easement:**

Utilities, including, without limitations, sewer, water, gas, electricity, telephone, and cable television, with all necessary and/or desirable lines, laterals and/or appurtenances thereto (the "Utilities")

Together with the right of ingress and egress over adjacent land to or from the Easement for the purpose of constructing , reconstructing, inspecting, patrolling, operating, maintain, repairing, and removing the Utilities; the right to place new or additional Utilities in the Easement and to change the size thereof; the right to relocate along the same general direction of the Utilities; the right to remove from the Easement all trees and parts thereof, or other obstructions, which reasonably endanger or may reasonably interfere with the efficiency or operations of the Utilities; and the right to place temporary structures for use in constructing or repairing Utilities.

1. The property owner retains the right to use all or any part of the Easement for any purpose which does not damage, destroy, injure, and/or unreasonably interfere with the use of the Easement. However, the easement shall be kept clear of all structures or other improvements.
2. The Utility shall make commercially reasonable efforts to ensure that damage to the Property is minimized and the Utility will at all times, after doing any work in the connection with the System, restore the Property to the condition in which the Property was found before such work was undertaken to the extent that such restoration is reasonable in accordance with the usual and customary practices.

**Public Use Easement:**

General public use including, streets, open space, drainage and utility.

*(provide specific easement restrictions)*

**FENCE NOTES:**

*Gates Across Easements:* Double swing gates shall be installed wherever fences cross Utility Easements.

*Obstructions of Drainage:* Adequate structures shall be provided to allow the unhindered passage of all storm and drainage flows wherever fences cross Drainage Easements.

**SIDEWALK NOTES:**

Four (4) foot wide [substitute "Six (6) foot wide" where required] reinforced concrete sidewalks shall be installed adjacent to all street frontage property lines of each lot fronting a street at such time as that lot is developed.



CITY OF UHLAND

PLANNING & ZONING COMMISSION APPLICATION

Date 3/19/2020

Name: Lacee Duke

Street Address: 266 Oxen Valley Way

City: Uhland State: TX Zip Code 78640

Telephone Number: 512-905-0271 Email: Laceeduke@gmail.com

What is your preferred method of contact? Cellphone—text preferred, call second

Briefly describe why you are interested in serving on the P&Z Commission:

My partner and I recently moved to Uhland and as a new Uhland citizen concerned about the environmental and economic well-being of our new city, I'd like to put my concern into a positive effect by serving on the P&Z committee.

Briefly describe any special knowledge or experience you may have in Planning & Zoning:

I was a project manager for a high-end landscaping company in Austin, where I dealt directly with the City of Austin zoning office, and I am currently an independent contractor who must understand and abide by municipal laws and regulations to produce a safe and successful project for my livelihood and reputation.

Briefly describe your professional, education and work background:

Bachelor's Degree in Government & Communications—UT at Austin — 2014. / Titles & experience: Project Manager, Event Coordinator, Installation GM, Executive Admin. assistant, Horse Trainer, Camp Counselor, Art Instructor, volunteer firefighter, and etc.

Board members serve at the discretion and appointment of the City Council and are responsible for planning, zoning and recommending to the City Council future developments and related projects for the City of Uhland, Texas. As such, the commission is required to abide by applicable Federal and State Laws in conducting the business of the Commission. In particular those laws include, but are not limited to, the Texas Government Code, the Texas Local Government Code, the Texas Open Meetings Act and the Texas Public Information Act.

Are you willing to adhere to the applicable laws and complete any required training: ☒ Yes  
☐ No?

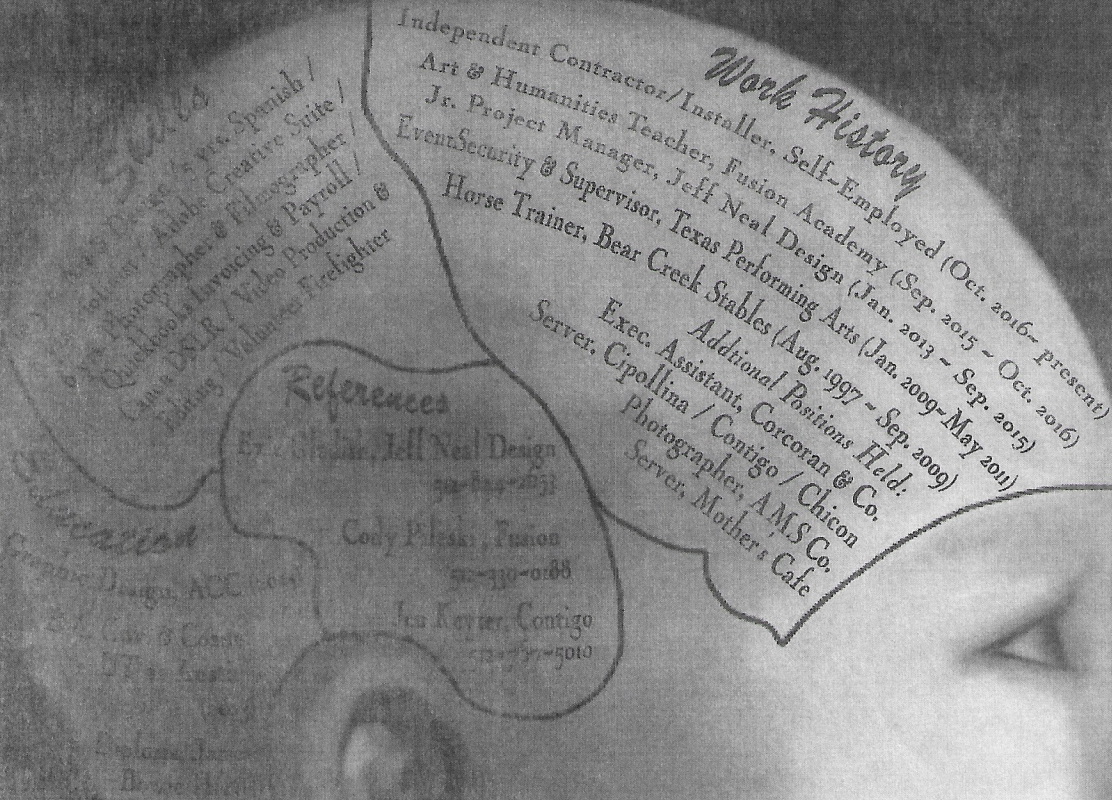
The Commission will likely meet at least once per month on a regular schedule.

Are you available to attend at least one meeting per month: ☒ Yes ☐ No?



# Lacey Duke

Gender: Female Age: 30 Origin: Austin, TX





Specimen:

Slide : 2/2

# Lacey Duke

laceyduke@gmail.com 512-905-0271

I believe in hard work and self-accountability in order to attain our greatest desires.

When I commit to something, I do so with all of myself.

I believe that it's not the mistakes we make that define us but what we do in the wake of them.

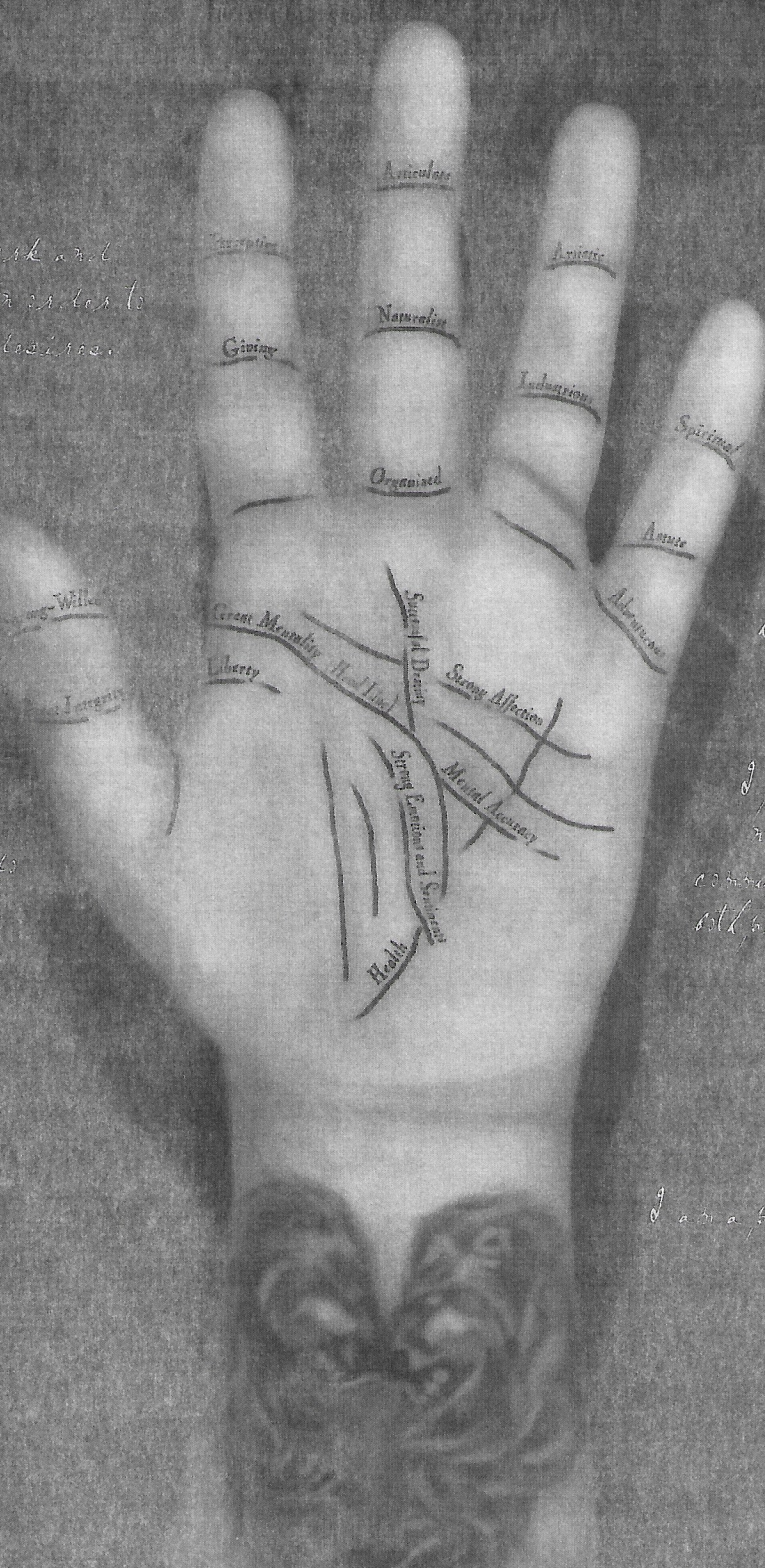
I aim to be the best version of myself as much as humanly possible, allowing myself to see and to grow.

I value and nurture the aspect of human partnerships and collaboration.

I profoundly believe in the necessity of honesty and communication in all endeavors, both professional and personal.

I am a person worthy of your investment.

Sincerely,  
Lacey Duke







# **PERSONNEL POLICIES**

of the

## **City of Uhlend, Texas**

Adopted \_\_\_\_\_

## **TABLE OF CONTENTS**

### **INTRODUCTION**

### **EMPLOYEE ACKNOWLEDGEMENT**

#### **ARTICLE 1. GENERAL POLICIES**

- 1.1 Purpose
- 1.2 Consistency with Applicable Laws
- 1.3 Application
- 1.4 Division of Authority and Responsibilities; Compliance with Policies
- 1.5 Definitions

#### **ARTICLE 2. EQUAL EMPLOYMENT OPPORTUNITY AND NONDISCRIMINATION**

- 2.1 Discrimination Prohibited
- 2.2 Harassment Prohibited
- 2.3 Retaliation Prohibited
- 2.4 Reporting Requirements

#### **ARTICLE 3. STAFFING**

- 3.1 Job Descriptions and Categories; Hiring Based on Job-Related Criteria
- 3.2 Applicant Information; Pre-Employment Reviews; Hiring Decisions
- 3.3 Introductory Period for New Hires
- 3.4 Temporary Employees
- 3.5 Persons with Disabilities
- 3.6 Nepotism Prohibited

#### **ARTICLE 4. JOB PERFORMANCE AND TRAINING**

- 4.1 Performance Evaluations
- 4.2 Training and Development



## **ARTICLE 5. EMPLOYEE ETHICS AND RESPONSIBILITIES**

- 5.1 General
- 5.2 Code of Ethics
- 5.3 Time Keeping and Attendance
- 5.4 Outside Employment
- 5.5 Political Activities
- 5.6 Communication and Professionalism
- 5.7 Use of City Resources
- 5.8 Use of City and Privately-Owned Vehicles
- 5.9 Health, Fitness and Appearance
- 5.10 Reporting Illegal Activities and Policy Violations
- 5.11 Prohibition on Supervision of Romantic Partners
- 5.12 Residence Requirements for Employment

## **ARTICLE 6. PAY INCREASES, PROMOTIONS, DEMOTIONS AND RESIGNATIONS**

- 6.1 Policy
- 6.2 Pay Increases
- 6.3 Promotions
- 6.4 Demotions and Reassignments

## **ARTICLE 7. WORK SCHEDULES AND TIME REPORTING**

- 7.1 Work Schedules, Attendance and Breaks
- 7.2 Overtime; Written Authorization Required
- 7.3 On-Call Duty
- 7.4 Force Majeure; Office and/or Facility Shutdown

## **ARTICLE 8. LEAVE TIME**

- 8.1 Approval of Leave Required
- 8.2 Paid Time Off
- 8.3 Holidays Worked
- 8.4 Accrued PTO Donation Pool
- 8.5 Comp Time

- 8.6 Family Medical Leave
- 8.7 Extended Leave for Illness or Temporary Disability
- 8.8 Military Leave
- 8.9 Civil Leave
- 8.10 Bereavement Leave
- 8.11 Leave of Absence Without Pay
- 8.12 Administrative and Emergency Leave

#### **ARTICLE 9. HOLIDAYS**

- 9.1 General Policy
- 9.2 Holidays Falling on the Weekend
- 9.3 Work During Holidays

#### **ARTICLE 10. COMPENSATION AND DEDUCTIONS**

- 10.1 Pay Periods and Payment Delivery
- 10.2 Deductions

#### **ARTICLE 11. BENEFITS**

- 10.1 General
- 11.2 Benefits Eligibility
- 11.3 Health Insurance Benefits
- 11.4 Life Insurance Benefits
- 11.5 Retirement Benefits
- 11.6 COBRA

#### **ARTICLE 12. REIMBURSEMENT OF EXPENSES**

- 12.1 General Policy
- 12.2 Reimbursable Expenses

#### **ARTICLE 13. HEALTH AND SAFETY**

- 13.1 Safety Policy
- 13.2 Safety Training and Equipment

- 13.3 Employee Responsibilities; Reporting
- 13.4 On the Job Injuries; Worker's Compensation Insurance
- 13.5 Workplace Violence; Weapons Prohibited

#### **ARTICLE 14. DISCIPLINE**

- 14.1 Basis for Disciplinary Action
- 14.2 Disciplinary Process
- 14.3 Administrative Leave Pending Investigations

#### **ARTICLE 15. GRIEVANCES**

- 15.1 Policy
- 15.2 Procedure

#### **ARTICLE 16. PERSONNEL FILES**

- 16.1 General
- 16.2 Personnel Action Form/Log
- 16.3 Contents of Personnel File
- 16.4 Leave, Comp Time and Benefits Records
- 16.5 Confidentiality of Personnel Files; NOTICE of Texas Public Information Act

#### **ARTICLE 17. SEPARATIONS**

- 17.1 Types of Separation
- 17.2 Resignation
- 17.3 Retirement
- 17.4 Termination
- 17.5 Reduction in Force
- 17.6 Death
- 17.7 Employment at Will
- 17.8 Calculation of Separation Pay
- 17.9 Exit Interviews and Return of City of Umland Property

## **ARTICLE 18. DRUG, ALCOHOL AND TOBACCO FREE WORKPLACE**

- 18.1 Statement of Purpose and Scope
- 18.2 Definition of Drug
- 18.3 Alcohol and Drug Testing
- 18.4 Consequences of Violation; Reporting of Arrest or Conviction
- 18.5 Education. Training and Treatment Programs

## **ARTICLE 19. MISCELLANEOUS MATTERS**

- 19.1 Expectation of Privacy
- 19.2 Credit Cards
- 19.3 Purchasing



## **INTRODUCTION**

These Personnel Policies are created by the City Administrator with the approval of the City Council. The City of Umland is committed to providing a workplace where all employees are valued and treated with respect and dignity. Nothing herein these polies creates a legal contract, express or implied, guaranteeing any specific terms of employment; nor do these policies obligate the City to employ any employee, nor do they obligate an employee to continue employment. The City is committed to compliance with the Americans with Disabilities Act and acknowledges that these policies do not cover every matter that might arise in the workplace. At any time and at its sole discretion the City may modify any or all of these policies, or rescind these policies altogether. Notice is not required for changes to become effective although the City will make best efforts to notify employees of changes as they occur.

## EMPLOYEE ACKNOWLEDGEMENT

I acknowledge that I have received a copy of the City of Uhland Personnel Policies on the date written below.

I understand that these Personnel Policies are a general guide, that the provisions of these policies do not constitute an employment agreement (contract) or a guarantee of continued employment, and that my employment is on an "at will" basis. I further understand that the City of Uhland reserves the right to amend any or all of the provisions of these policies, or to rescind these policies altogether, at any time and at its sole discretion.

I do hereby certify that I have received, read, understand, and agree to comply with these policies. Specifically, I have received, read, and agree to comply with the Drug Abuse Policy, Article 17 of these policies. I understand that I may be required to submit to a drug test and/or a background check, to include a criminal history report and/or a credit report, as a condition of employment. I understand that failure to comply with a drug testing request, or a positive drug testing result will cause my application for employment to no longer be considered, any offer of employment to be revoked, and if employed, disciplinary action.

---

Signature

---

Date

---

Printed Employee Name

## **ARTICLE 1. GENERAL POLICIES**

### **Section 1.01 Purpose**

The purpose and scope of these policies is to provide a set of guidelines for promoting and maintaining the safety, productivity and efficiency of City employees in the conduct of City Business.

### **Section 1.02 Consistency with Applicable Laws**

A. These rules are intended to comply and be consistent with all applicable laws. Any provision herein found to be inconsistent with this stated intent will not affect the validity or application of the other provisions.

B. In cases where applicable laws supersede these policies for specific groups of employees, the applicable laws will substitute for these policies only insofar as necessary to comply with the applicable laws.

### **Section 1.03 Application**

These policies will apply to all City of Uhland employees, except where otherwise specifically exempted by these policies or by written agreement.

### **Section 1.04 Division of Authority and Responsibilities; Compliance with Policies**

A. The City Administrator with approval of City Council may amend, revise or revoke these policies without prior notice to, or the approval of, any employee of the City of Uhland.

B. The City Administrator will be responsible for the administration of these policies and maintain a complete set together with all revisions for reference. Continued employment with the City of Uhland by an employee after any revision to these policies take effect will constitute acceptance of the revision by the employee.

C. All employees shall adhere to these policies and shall cooperate with respective management and supervisors in the administration of these policies.

D. Violation of any of the provisions of these Policies by an employee will be grounds for disciplinary action, up to and including termination of employment and loss of accrued benefits to the extent allowed by applicable laws.

### **Section 1.05 Definitions**

In these Policies:

A. *Employee relations committee* means a committee of five (5) persons to include the Mayor as Chair, the City Administrator and three other individuals appointed by the City Council. Council members, except for the Mayor, are prohibited from serving on the committee.

A maximum of one person from each City board or Commission may serve on the committee at a time.

B. *City of Uhland* means the City of Uhland.

C. *City of Uhland Board or Board* means the City of Uhland City Council of the City of Uhland.

D. *Applicable laws* mean all laws, regulations and guidance of the United States, the State of Texas, or another entity that has authority and jurisdiction over City of Uhland with respect to personnel matters.

E. *Comp time* means compensatory time off. Comp time is addressed primarily in Section 7.05.

F. *Confidential information* includes, but is not limited to, any information described as confidential information in these Policies, information on City of Uhland facilities that is confidential under the Texas Homeland Security Act. and any other information an employee is informed or directed to treat as confidential information.

G. *FLSA* means the federal Fair Labor Standards Act. as amended.

H. *FMLA* means the federal Family Medical Leave Act. as amended.

I. *Immediate family* means a spouse, child, stepchild, parent, stepparent, sibling, grandparent, grandchild, spouse of any of the foregoing, or anyone living in the same household as the employee.

J. *PTO* means paid time off.

K. *Human Resources Department* means the individual or persons employed by the City with the duties of performing human resource management, overseeing various aspects of employment, such as planning, recruitment, training, payroll, leave, compliance with labor law and employment standards, administration of employee benefits, and maintenance of employee files. In the absence of a Human Resources Department the City Administrator shall serve in such roll and perform such duties.

L. *Leave Time* is time during normal working hours in which an employee is away from the workplace and does not engage in the performance of job duties. Leave time may be either paid or unpaid.



*Holidays* are days designated by the City of Uhland City Council when City of Uhland's Office is closed on what would otherwise be regular business days.

**End Article 1.**

## **ARTICLE 2. EQUAL EMPLOYMENT OPPORTUNITY AND NONDISCRIMINATION**

Committed to providing equal employment opportunities to qualified persons the City prohibits discrimination, harassment and retaliation, in any form, based upon protected classes as defined by federal, state or local law. Protected classes include race, color, religion, creed, sex, gender identity, pregnancy status, genetic information, sexual orientation, national origin, ethnicity, age, disability, and veteran status or other legally protected class.

Every employee is responsible for maintaining a professional environment free of discrimination, harassment, and retaliation, and for bringing to the City's attention conduct that interferes with providing a work environment free of discrimination, harassment and retaliation. Findings of discrimination, harassment, or retaliation against an employee may result in discipline up to and including discharge.

### **Section 2.01 Discrimination Prohibited**

Discrimination is the unequal or different treatment of an individual in any employment and/or personnel action on the basis of a protected class. As an Equal Employment Opportunity (EEO) employer, the City shall recruit, hire, train, compensate, discipline, provide benefits and promote without regard to protected class. Such employment decisions or personnel actions will be made only on the basis of job-related qualification factors such as skill, knowledge, education, experience, job performance, and compliance with this and other applicable City of Uhlend policies. Reasonable accommodations shall be provided for all employees and qualified applicants with a disability as defined by the Americans with Disabilities Act (ADA), as amended, provided that the individual is otherwise qualified to perform the essential functions of the job and such accommodations can be provided without undue hardship for the City.

### **Section 2.02 Harassment Prohibited**

Harassment is unwelcome verbal or physical conduct toward an individual or a group because of a protected class. Sexual harassment is any unwelcome sex or gender based comments and/or conduct. Prohibited harassing conduct includes, but is not limited to:

- a. Use of epithets, innuendos, names, comments, foul language or slurs because of an individual's protected class;
- b. Jokes, pranks or other banter, including stereotyping based on a protected class; or
- c. Distribution, display, viewing, downloading or discussion of any written or graphic material, including online content, voicemail, e-mail, text-messages, calendars, posters and cartoons, that are sexually suggestive or show hostility toward an individual or group based on a protected class.

Such conduct creates a hostile work environment when it is intended to or actually unreasonably interferes with an individual's work performance or otherwise adversely affects an individual's employment opportunities. Employees shall not engage in conduct which could reasonably create a hostile work environment while on duty or on City premises, to include any work-related setting outside the workplace, such as business trips and professional conferences, etc.

### **Section 2.03 Retaliation Prohibited**

Retaliation is defined as an action or inaction that adversely affects the terms and conditions of employment, and is taken in response to an employee's good faith complaint, participation in an investigation, proceeding or hearing, exercise of rights or availing themselves of any benefit authorized under the personnel policies. An adverse employment action includes, but is not limited to, discharge, demotion, and denial of promotional opportunity. Retaliation can occur even if the underlying complaint is not substantiated.

All employees shall be free to raise a question or concern involving the terms and conditions of their employment. The City prohibits the taking of any adverse employment action against an employee who, in good faith, reports discrimination, harassment, or retaliation; files a complaint regarding a law, policy, practice or procedure; testifies, assists or participates in an investigation, proceeding, or hearing; or exercises rights or avails themselves of any benefit authorized under the personnel policies, such as filing a worker's compensation claim, requesting Family and Medical Leave (FML), or requesting military leave.

### **Section 2.04 Reporting Requirements**

Any employee who believes that they have been subjected to discrimination or harassment based on a protected class, or retaliation based on a protected activity, is encouraged to report it to their supervisor and/or the City Administrator and/or the Human Resources Department. An employee is not required to follow the "chain of command" when reporting harassment, discrimination or retaliation. Threats or conduct requiring immediate attention by law enforcement should be reported to the appropriate law enforcement agency.

Supervisors receiving complaints of discrimination, harassment or retaliation are expected to take appropriate action to stop the alleged conduct and to make the Human Resources Department aware of such complaints and/or conduct without undue delay. A prompt investigation of the complaint and conduct shall be conducted. If the investigation shows evidence of discrimination, harassment or retaliation, the supervisors shall take immediate and appropriate corrective action.

**End Article 2.**

### **ARTICLE 3. STAFFING**

#### **Section 3.01. Job Descriptions and Categories; Hiring Based on Job-Related Criteria**

A. The City of Umland maintains job descriptions which establishes the required and preferred knowledge, skills, and abilities for each staff position. Employees will be expected to perform the duties specified by such job descriptions. These job descriptions will be reviewed by the Human Resources Department in coordination with the City Administrator from time to time to ensure that they adequately and effectively reflect the duties and responsibilities of each position. The City Administrator in coordination with the Human Resources Department may make edits to, change, create new and delete any job description at any time. Any change in job description will be communicated with the employee prior to such change being implemented. Such change in job description may result in changes in pay, employee benefits, duties and/or responsibilities.

B. The job description for each employee's position will be (1) given to the employee, (2) reviewed by the employee, and (3) placed in the employee's personnel file with a certification by the employee that the employee has reviewed it with the supervisor or manager and received a copy of the job description. In the absence of any request for clarification, each employee is considered to understand the responsibilities assigned to the employee's position.

C. Hiring decisions will only be based on job-related criteria, which may include one or more of the following:

1. Experience, education and training;
2. Character, credit worthiness, criminal background and motor vehicle driving record;
3. Ability to perform all tasks required for a position as outlined in the job description for the position, taking into account reasonable accommodations that may be made for persons with disabilities;
4. Performance testing and other requirements related to a position;
5. The provision of complete, true and accurate information in the application and hiring process.

D. City of Umland employees can be categorized in the following ways, depending on the context:

1. On the basis of whether their position is ongoing or temporary in nature. A *regular- employee* position is ongoing in nature, while a *temporary employee* position is temporary in nature.



2. On the basis of whether they are eligible for overtime pay or comp time under the FLSA. A *non-exempt employee* is eligible, and an *exempt employee* is not eligible. Each City of Uhland job description designates whether persons hired in that position are nonexempt or exempt employees.
3. On the basis of the number of hours per work week in their normal schedule. A *full-time employee* has a normal schedule of thirty (30) or more hours per work week. A *part-time employee* has a normal schedule of less than thirty (30) hours per week.

E. An employee may be described in these policies with reference to one or more of these categories, depending on the policy context.

### **Section 3.02 Applicant Information; Pre-Employment Reviews; Hiring Decisions**

- A. The Human Resources Department shall post all City job/position openings.
- B. Each applicant for City employment for any job/position will be required to submit a written application, resume and other pertinent information regarding the applicant's qualifications which may include, but is not limited to, a diploma, a certificate, a transcript, a driving record and letters of reference to the Human Resources Department.
- C. Prior to making a job offer, a Credentials Verification must be completed. Credential Verifications will include confirmation that the candidate has required college hours or degrees, professional licenses, certificates or driving records. After a conditional offer of employment has been made, a prospective or transferring employee may be required to take a physical examination. Exams may not be required of an employee or applicant unless the exam is job specific and required by business necessity. Physical examination standards for various positions will be established and maintained by the hiring department. Required medical examinations will be performed by a physician designated by the Human Resources Department and paid for by the City.
- D. It is the policy of City of Uhland to comply with applicable laws related to immigration by employing only U.S. citizens and non-citizens who are authorized to work in the United States. All employees are asked on their first day of work to provide original documents verifying their citizenship or their right to work in the United States and to complete and sign a verification form required by federal law (Form 1-9). If an employee's right to work in the United States cannot be verified within three days of hire, City of Uhland will carry out a separation of the employee.

E. With the exception of the City Administrator position, the City Secretary position, the Human Resources Director position, the City Attorney position, the City Engineer position, or other Director level or like professional or officer positions, hiring decisions will be made by the Human Resources Department with supervisor input.

F. Except for professional or officer positions which report directly to the City Council, such as the Administrator, City Secretary, City Attorney and City Engineer, the City Administrator shall make such director level and professional staff hiring decisions with the assistance of the Human Resources Department.

G. Hiring decisions for the City Administrator position, the City Secretary position, the City Attorney position, the City Engineer position and other professional or officer positions which report directly to the City Council shall be made by the City Council with the assistance of the Human Resources Department and the Employee Relations Committee.

### **Section 3.03 Introductory Period for New Hires**

A. Each employee, regular full-time and regular part-time, must complete an introductory period of ninety (90) days from date of hire. This period is meant for employees to have the opportunity to evaluate the City of Umland as a place to work and for management to have its first opportunity to evaluate the employee. During this period, a regular full-time employee will be eligible for health insurance benefits and will accrue PTO in accordance with the policy herein. If performance, behavior or compliance with policies is not satisfactory at any time during or after completion of this period, the employee is subject to an extension of the introductory period, a new introductory period, or separation without advance notice. Additionally employees have the right to separate from employment without advance notice. Separation from employment during the introductory period will include forfeiture of accrued benefits to the fullest extent permitted by applicable laws.

B. After thirty (30) days an informal review of the employee will be conducted by the employee's supervisor to discuss areas where the employee is meeting the intent of the position and areas where the employee could improve. This informal review is meant to help the employee be successful.

C. Upon satisfactory completion of the initial introductory period, a 90-day interview will be conducted. As part of the 90-day interview the employee and supervisor will discuss and determine goals and objectives relating to the job description of employee's position to include, but not limited to, continued training, certifications and future advancement. Employees who satisfactorily complete the introductory period are not guaranteed continued employment. All employees, regardless of classification or length of service, are expected to meet and maintain City of Umland standards for job performance and behavior.

### **Section 3.04 Temporary Employees**

A temporary employee is not assigned a probationary period upon employment with the City. Temporary employees are employed to accomplish specific, short-term or seasonal assignments. Most temporary employees will complete assignments within six months. However, in some specialized positions, the Human Resources Department may decide whether to retain a temporary employee longer than six months.

A temporary employee who is hired into a regular budgeted position must serve an introductory period as specified by this policy. The employee, however, will receive service credit from the initial temporary employment or reemployment date. Sick and vacation leave benefits which would have been accrued if the employee had occupied a regular budgeted position will be credited in a like amount to the employee at the time of change to a regular budgeted position. Other leave such as holidays, emergency leave, etc., occurring during temporary employment will not be credited.

### **Section 3.05 Persons with Disabilities**

It is the policy of City of Uhland to comply with all applicable laws concerning the employment of persons with disabilities. City of Uhland will offer a reasonable accommodation to an otherwise qualified person with a disability to enable the person to perform the essential job functions of a position unless doing so would cause an undue hardship, meaning that City of Uhland would incur significant difficulty or expense in providing the accommodation. Questions or requests for accommodation should be addressed to the Human Resources Department.

### **Section 3.6 Nepotism Prohibited**

No person related within the second degree by affinity or consanguinity to the Mayor, any member of the City Council, or the City Administrator shall be appointed to any office, position, clerkship, or other service of the City. This prohibition shall not apply, however, to any person who shall have been continuously employed by the City for a period of two years prior to the election or appointment of the related Mayor, Councilmember or City Administrator. In addition, the Human Resources Department shall not approve the appointment to any supervisor's work group any person who is related within the second degree by affinity or consanguinity to that supervisor, nor shall the appointment of any member of the immediate family of any Department Director be approved unless the Human Resources Department shall determine the necessity thereof because of the lack of qualified applicants for such position.

In the event that a familial relationship of two employees places them in violation of this policy, the employees will be given the opportunity to decide between themselves which of them is to change positions, if available, or resign. If neither of the employees resigns within thirty (30) calendar days, the employee having less time in service will be separated from employment.

### **End Article 3.**

## **ARTICLE 4. JOB PERFORMANCE AND TRAINING**

### **Section 4.01 Performance Evaluations**

At least once per year each supervisor will prepare a written performance evaluation and conduct a performance interview with each respective employee. Each performance interview will include a review of the employee's goals and objectives as they relate to the job description of the employee's position. The written evaluation will be shared with the employee with a copy placed in the employee's personnel file together with a certification by the employee that the employee has reviewed and received a copy of the performance evaluation and participated in a performance interview outlining the goals and objectives discussed.

Additionally, an employee may, in writing, respond to or appeal a supervisor's written evaluation of the employee. Such written response or appeal will be placed in the employee's personnel file and shall be reviewed and addressed according to the grievance procedures herein.

### **Section 4.02 Training and Development**

In order to meet individual and organizational needs, it is the policy of the City of Umland to provide training and development opportunities to encourage high-quality performance to prepare employees for new or increased responsibilities, skills, and to extend opportunities for individual growth, promotion, development, and self-fulfillment.

When City of Umland or state law requires an employee to attend any education or training course, conference, or seminar, City of Umland will provide the necessary time with pay and will reimburse the employee for authorized costs such as tuition or registration fees and travel, meals and lodging based on the rate schedule in effect.

**End Article 4.**



## **ARTICLE 5. EMPLOYEE ETHICS AND RESPONSIBILITIES**

### **Section 5.01 General**

City of Uhland employees must adhere to high standards of public service that emphasize professionalism, courtesy, and avoidance of even the appearance of illegal or unethical conduct. Employees are required to carry out efficiently the work items assigned as their responsibility, to maintain good moral conduct, and to maintain good relationships with their supervisors, fellow employees and the public. All employees of the City of Uhland must observe the City's code of ethics in addition to the following specific employee responsibilities and code of ethics.

### **Section 5.02 Code of Ethics**

1. Employees must be truthful and honest in all matters related to their employment.
2. An employee must hold all confidential information related to City of Uhland in strict confidence. An employee will not disclose or discuss any confidential information with other employees who do not have a need to know or with persons outside City of Uhland without authorization from the Human Resources Department. All employees are encouraged to consult with the City Attorney prior to disclosing or discussing confidential information. Improper or unauthorized disclosure of confidential information will be deemed a violation of these Policies.
3. Employees will direct members of the public to follow state Public Information Act request procedures to access any City of Uhland information.
4. An employee may not solicit or accept or agree to accept financial benefit, other than from City of Uhland, that might reasonably tend to influence their performance of duties for the City of Uhland. or that he or she knows or should know is offered with intent to influence the employee's performance.
5. An employee may not accept any outside employment or benefit that might reasonably induce the employee to disclose confidential information acquired in the performance of duties.
6. An employee may not accept outside employment or benefit that might reasonably tend to impair independence of judgment in performance of duties for the City of Uhland.
7. An employee may not make any personal investment that might reasonably be expected to create a substantial conflict between the employee's private interest and the interests of City of Uhland.

8. An employee may not solicit or accept or agree to accept any financial benefit from any person in exchange for performing duties as a City of Umland employee.
9. Each employee will conduct their work activities according to the highest moral and ethical standards.

#### **Section 5.03 Timekeeping and Attendance**

A. Employees are to be punctual in reporting for work, keeping appointments, and meeting schedules for completion of work.

B. An employee who expects to be late or absent from work must report the expected tardiness or absence to their supervisor no later than fifteen (15) minutes after the employee's shift starting time.

C. Excessive tardiness or absence of an employee may be a reason for disciplinary action. An employee who is absent without leave for three (3) consecutive workdays, and has not reported to their supervisor, is subject to termination, unless the employee provides an acceptable explanation.

D. All employees shall keep track of their time including hours worked and time off. Doing so assists the City in planning and managing the human resources budget from year to year for which additional resources will be considered. Non-exempt employees are expected to use their time card to log in for work no earlier than fifteen (15) minutes before their scheduled work periods, log out for lunch breaks and log out no later than fifteen (15) minutes after their scheduled work periods, unless overtime or comp time has been approved. Exempt employees are expected to submit signed time reports at the close of each pay period to their supervisor for review and approval. Employees will not receive a paycheck unless their time card or report is processed by payroll.

#### **Section 5.04 Outside Employment**

All City employees are prohibited from engaging in other employment, which would interfere with the performance of their City duties and are prohibited from engaging in other employment, which would represent a conflict of interest.

#### **Section 5.05 Political Activities**

A. An employee may not advocate for or against a political cause or a candidate for public office during work periods.

B. An employee may not advocate for or against a candidate for public office on behalf of, or in the name of, City of Umland.

C. City employees may seek election to any public office. Employees seeking election to a City office must request leave no later than the announcement date for candidacy or the official filing deadline for office, whichever comes first. Employees who are elected to a public office shall be required to resign from City employment effective the date they take office, if the City Administrator determines that the office presents a conflict of interest with their City employment.

#### **Section 5.06 Communication and Professionalism**

A. Official communication with the public about the City of Uhland is the responsibility of the City Administrator. Employees are to refer members of the public to the City Administrator if a question from the public is non-routine, controversial, or outside of the scope of the employee's normal duties.

B. It shall be the responsibility of each employee to perform the duties of their positions in a professional manner at a level of cooperation, efficiency and economy acceptable to the City.

#### **Section 5.07 Use of City Resources**

A. Employees are prohibited from using City of Uhland's buildings, facilities, equipment, vehicles, supplies, employee time, computer systems, materials, and any other City resource for personal use or in connection with outside employment, except to the extent that such resources are available to the public.

B. Use of mobile phones, computers, office supplies, copy machines, fax machines, and other equipment may be authorized by the City Administrator for personal use in combination with work; however, such use, in addition to use of personal equipment, is public information subject to disclosure under the state Public Information Act.

#### **Section 5.08 Use of City and Privately-Owned Vehicles**

A. Employees will not use City of Uhland vehicles to transport any person who is not a City of Uhland employee or engaged in the conduct of City of Uhland business.

B. Employees will treat vehicles provided by City of Uhland with care and will report any maintenance needs to their supervisors. Such vehicles may not be used for personal use. Vehicle speed limits and all other legal restrictions will be observed.

C. Employees are prohibited from driving their personal vehicles or City of Uhland vehicles on City of Uhland business while under the influence of alcoholic beverages or controlled substances.

D. An employee will promptly report to their supervisor any fine, fees or penalty imposed in connection with the employee's operation of a City of Uhland vehicle, and the employee will be responsible for paying the fine, fee or penalty. If City of Uhland satisfies any

fine, penalty or fee imposed in connection with a violation of any applicable laws involving an employee's operation of an City of Uhland vehicle, City of Uhland will deduct the amount of such fine, penalty or fee from the employee's compensation.

E. City of Uhland will compensate employees for the use of personal vehicles as provided in this policy.

#### **Section 5.09 Health, Fitness and Appearance**

It shall be the continuing responsibility of each employee to maintain the standards of physical and mental health and fitness required for performing the duties assigned to their position. When the physical or mental health condition of an employee constitutes a hazard to persons or property or prevents the employee from effectively performing the assigned duties, the employee may be requested by the Human Resources Department to submit to a health and/or fitness examination.

The employee will be paid for the time required for such examination which shall be conducted at no cost to the employee for the purpose of determining the employee's health and fitness conditions relative to City employment. Correction or treatment of conditions diagnosed during this examination shall be the responsibility of the employee. A supervisor may require an employee to take periodic follow-up examinations to qualify for continued employment. The City will not receive confidential medical information from the examination and will only receive the evaluator's assessment that the employee is or is not fit for duty.

Additionally, all employees are expected to maintain a neat and clean personal appearance. Standard of dress will be according to City of Uhland's needs and policies.

#### **Section 5.10 Reporting Illegal Activities and Policy Violations.**

It is the responsibility of all employees to report any illegal activity, instance of fraud or violation of City Policies to the Human Resources Department and/or the City Administrator and/or the City Attorney. Employees who report incidents of fraud, illegality, policy violations or who assist in an investigation shall be protected from retaliation of any sort. However, any employee who assists in an investigation but who is found to have participated in the illegal act, fraud or having violated policy being investigated remains subject to discipline. In addition, if it is determined that a report was not made in good faith, or that an employee intentionally provided false information regarding an allegation, disciplinary action may be taken.

#### **Section 5.11 Prohibition on Supervision of Romantic Partners**

An employee may not directly or indirectly supervise or be supervised by another person for which they are in a romantic relationship with.



In the event that a romantic relationship of two employees places them in violation of this policy, the employees will be given the opportunity to decide between themselves which of them is to change positions, if available, or resign. If neither of the employees resigns within thirty (30) calendar days, the employee having less time in service will be separated from employment.

#### **Section 5.12 Residence Requirements For Employment**

An employee whose duties include responding to emergency or on-call requirements must reside within fifteen (15) miles of the City of Uhlend building or facility for which they generally report for work.

#### **End Article 5.**

### **ARTICLE 6. PAY INCREASES. PROMOTIONS. DEMOTIONS AND REASSIGNMENTS**

#### **Section 6.01 Policy**

Pay increases, promotions, demotions and reassignments will be based on performance, evaluated merit, and availability of funds.

#### **Section 6.02 Pay Increases**

The City may grant merit increases for exceptionally good and consistent performance in the same position. They are not used to recognize increased duties and responsibilities (a promotion) and are granted without regard to cost-of-living factors or longevity. Merit increases are granted in conjunction with a performance evaluation of the employee, the results of which are one factor used in merit pay decisions.

#### **Section 6.03 Promotions**

A. A promotion is considered a change from one position to another which recognizes advancement to a higher position requiring higher qualifications and involving greater responsibility. Promotions are usually, but not always, accompanied by a higher pay schedule. An increase of pay with the same position is not considered a promotion. Promotions are subject to recommendation from the Human Resources Department and approval by the City Administrator within staffing patterns and budget limits.

B. Each employee who is promoted shall serve a 90-day introductory period in his/her new position. Any employee who fails to perform satisfactorily during his/her evaluation period will be demoted, transferred, reassigned, or terminated.

#### **Section 6.04 Demotion and Reassignment**

A demotion of an employee may occur at any time an employee fails to satisfactorily meet performance standards established for that position. For situations of severe performance deficiencies, the supervisor may take immediate action, up to and including termination.

Reassignments may be initiated by a supervisor, when the best interests of the City are served by such action, or an employee, considered a voluntary reassignment. It may be necessary to reassign employees to other positions and/or categories with changes in title and pay for nonperformance related reasons, such as an elimination of the employee's current position. Voluntary reassignments and reassignments not related to job performance are not a grievable action.

**End Article 6.**

## **ARTICLE 7. WORK SCHEDULES AND TIME REPORTING**

### **Section 7.01 Work Schedules, Attendance and Breaks**

A. The official work week for all City of Uhland employees begins on Sunday morning at 12:01 a.m. and ends at 12:00 midnight on the following Saturday. Schedules, including workdays, start and end times will be designated by each department supervisor in coordination with the City Administrator. Individual employees may be directed to work special hours or shifts as determined by the needs of their individual job description and department within which they work.

B. Hourly employees will be scheduled unpaid time periods during each shift for lunch and/or breaks as follows:

- 1) for employees who work up to 4 consecutive hours there will be one fifteen (15) minute break;
- 2) for employees who work up to 6 consecutive hours there will be two (2) fifteen (15) minute breaks; and
- 3) for employees who work up to 8 consecutive hours there will be a thirty (30) minute lunch break and two (2) fifteen (15) minute breaks.

Salary employees are encouraged to take lunch and breaks as necessary to stay productive so long as the employee manages their schedule in coordination with their supervisor and in accordance with their job description and department needs.

C. Employees are required to be at their places of work in accordance with the work schedules established by their department. Any employee who fails to report, is habitually tardy, leaves the workplace without proper authorization or misuses leave may be subject to disciplinary action. All departments shall maintain attendance records.

### **Section 7.02 Overtime; Written Authorization Required**

A. A non-exempt employee may be required to work more than 40 hours in a work week. Any such overtime must be authorized in writing in advance by the employee's supervisor. A non-exempt employee who works more than the scheduled hours on a work day, or who is scheduled to work more than the normal hours on a work day, may be required to work fewer than normal or scheduled hours on other days during that work week to avoid accruing overtime or comp time. If this is not feasible and the employee works more than 40 hours in a work week, then the employee will either accrue comp time or be paid overtime compensation of one-and-one-half of the employee's normal rate of pay.

B. Exempt employees are expected to render necessary and reasonable overtime services with no additional monetary compensation. Comp time may be available to exempt employees under certain situations and conditions.

### **Section 7.03 On-Call Duty**

A. On-Call duty provides monitoring and/or reporting for work after normal working hours. This includes nights, weekends and holidays. An employee scheduled for On-Call duty will not be required to remain on City of Umland premises, and will be free to pursue personal activities, but the employee will be required to remain available with the ability to return to work if necessary.

B. An employee while On-Call will accrue the equivalent of two hours of overtime or comp time for each On-Call duty week, whether or not the employee is called out during the week. If an employee is called out during their On-Call duty week, the employee will be paid overtime or will accrue comp time for any actual hours worked beyond the two hours.

### **Section 7.04 Force Majeure; Office and/or Facility Shutdown**

A. At times, emergencies such as severe weather, fires, utility failures, or public health can disrupt City of Umland operations. A decision on whether to close any or all City of Umland offices or facilities will be made by the City Administrator in coordination with the Mayor.

B. When a decision is made to close an office or facility, the City Administrator, with the assistance of all supervisors, will endeavor to give notice and direction to employees.

C. Time off from scheduled work due to emergency closings will be unpaid for all nonexempt employees unless an employee uses accrued comp time or PTO for the time off, or unless the City Administrator decides otherwise and is approved by the City Council.

**End Article 7.**



## **ARTICLE 8. LEAVE TIME**

### **Section 8.01 Approval of Leave Required**

A. All leave taken by City of Umland employees must be approved in writing by the employee's supervisor.

B. Supervisors are responsible for determining that leave is accrued and available for use in the amounts requested by an employee. In addition, supervisors must notify the Human Resources Department regularly of each employee who is taking authorized or unauthorized leave.

### **Section 8.02 Paid Time Off**

A. In lieu of sick time and/or vacation time, all regular full-time employees of City of Umland are entitled to PTO.

B. Full time employees are eligible for PTO based upon the following schedule for accrual of PTO for each bi-weekly pay period:

- In service time of 3 months but less than 2 years - 3.08 hrs/pay period = 80 hours annually
- In service time of 2 year to less than 5 years -4.62 hrs/pay period = 120 hours annually
- In service time of 5 years and over -6.15 hrs/pay period = 160 hours annually

C. Part-time employees are not eligible for PTO.

D. Carryover of PTO from one year to the next is limited to the following:

- In service time of 3 months but less than 5 years - 40 hours
- In service time of 5 years to less than 10 years - 80 hours
- In service time of 10 years to less than 20 years - 120 hours
- In service time of 20 years and over - 160 hour

E. No later than October 1<sup>st</sup> of each calendar year each full time employee with carryover may opt to be paid-out the balance of their carryover PTO. If at the end of a carryover calendar year any excess carryover not used or paid-out will be lost by the employee and automatically donated to the Accrued PTO Donation Pool.

### **Section 8.03 Holidays Worked**

If a non-exempt employee is scheduled to work on a scheduled City holiday, the employee will be given the choice of comp time in the amount of hours worked on the holiday or overtime pay for the hours worked on the holiday.

#### **Section 8.04 Accrued PTO Donation Pool**

A. The purpose of the Accrued PTO Donation Pool (the “Pool”) is to provide for the voluntary donation of accrued PTO by employees for use by coworkers who exhaust their PTO and meet the eligibility criteria in this section. Accrued PTO is not tied to FMLA definitions or criteria and does not extend FMLA work guarantees. While using PTO hours from the Pool, an employee's medical and other benefits coverage continue under the current conditions and costs.

B. Donations to the Pool are voluntary and discretionary and can be made by employees at any time in 4-hour increments, with a maximum annual donation by an employee of 24 hours in any calendar year. Donating employees must maintain a minimum of 40 hours of accrued PTO after any donation to the Pool.

C. Donations will be made to and used from the Pool on a straight hour-for-hour basis, regardless of the classification and/or salary of the donating employee or recipient employee. Once accrued PTO is donated, the donating employee cannot retrieve any portion of the donated PTO.

D. Any accrued PTO that is not paid to an employee upon separation for any reason will automatically roll to the Pool without limitation as to the amount.

E. An employee receiving Workers' Compensation benefits is not eligible to use PTO from the Pool.

F. An employee who wishes to use PTO from the Pool must submit an application form to the Human Resources Department and meet the following eligibility criteria:

1. The applicant must have exhausted or must be about to exhaust their accrued PTO balance, and will have an estimated 20 hours or more of leave without pay unless the applicant is allowed to use PTO from the Pool.
2. The application must include a description of the severe medical condition (see below) for which the request is being made and the anticipated amount of PTO requested. Additional information must be provided by the applicant if requested by the Human Resources Department. The application and related records will be subject to the applicable laws regarding disclosure and non-disclosure of information.
3. The applicant must not be on probation and must be a regular full-time employee.

4. The applicant or an immediate family member must have a severe medical condition that will require a prolonged or extended absence of the applicant from work and will result in a substantial loss of income to the applicant due to the exhaustion of all available PTO. NOTE: Pregnancy and elective surgery are not considered severe conditions except when life-threatening complications arise from them.

G. If an application is for use of 40 hours or less of PTO from the Pool, and 50% or less of the balance of PTO hours in the Pool, the Human Resources Department will review the application, evaluate the balance of PTO hours in the Pool, and make a determination of how much, if any, PTO from the Pool the applicant will receive, and under what circumstances an approval for use of PTO from the Pool may be rescinded. If the Human Resources Department denies an application, the applicant may appeal the decision to the Employee Relations Committee.

H. If an application is for use of more than 40 hours of PTO from the Pool or more than 50% of the balance of PTO hours in the Pool, or if an applicant appeals a decision of the Human Resources Department under G. above, the Employee Relations Committee will review the application, evaluate the balance of PTO hours in the Pool, and make a determination of how much, if any, PTO from the Pool the applicant will receive and under what circumstances an approval for use of PTO from the Pool may be rescinded.

I. Employees must not be currently receiving short-term disability (STD) or long-term disability (LTD) benefit payments except in cases where the "minimum benefit payment" (as determined by the current carrier) is being received. PTO from the Pool may be used for unpaid periods of time establishing eligibility for STD or LTD. or upon exhaustion of STD or LTD benefits, as applicable under the STD/LTD benefit guidelines. If qualified for LTD, an employee may first exhaust PTO from the Pool prior to the start of LTD benefits; the employee will be responsible for notifying the benefits carrier of the intent to delay LTD benefits.

J. Termination of Use of PTO from the Pool. The use of PTO from the Pool will terminate at the first of any of the following:

1. The employee is separated from employment with City of Umland for any reason.
2. The healthcare provider's release of the employee to return to work.
3. The Human Resources Department determines that the employee no longer needs to use PTO from the Pool.

4. The Human Resources Department approves an application for disability retirement for the employee.

K. Tax Liability. Tax liability associated with PTO donated to and used from the Pool, including income tax, Medicare, and FICA withholding will be in accordance with U.S. Internal Revenue Service criteria.

L. As of the day following the last day of use of hours from the Pool, the employee will be placed on unpaid leave through the remainder of an approved period of Family Medical Leave, if applicable. Additional unpaid leave may be requested as allowed by these policies. The employee may reapply for additional PTO from the Pool if the amount previously granted is insufficient to cover the employee's absence. Such applications are subject to the same restrictions that apply to initial applications.

M. If the employee returns to work and has a recurrence of the same or related severe medical condition within six (6) months of the date the employee returned to work, the employee, after using any accrued PTO time, may use PTO previously approved for use from the Pool. If no recurrence of the severe medical condition occurs within six (6) months of the date the employee returns to work, any unused PTO from the Pool will be returned to the Pool.

#### **Section 8.05 Comp Time**

A. Overtime or Comp Time for Non-Exempt Employees. When necessary, in order to maintain the proper services, non-exempt employees may be required to work overtime. A non-exempt employee may receive overtime pay, or if an employee submits a completed comp time agreement form to the employee's supervisor or the Human Resources Department, the employee may accrue comp time. All non-exempt employees required to work overtime will either be compensated at one and one-half (1½) times their regular rate of pay, or they will accrue comp time at the rate of one and one-half (1½) times the number of overtime hours worked. A non-exempt employee will not receive both FLSA overtime pay and comp time for the same overtime hours.

B. Non-Exempt Employee Accrual and Use of Comp Time; Payment for Comp Time. Non-exempt employees are subject to the same limits on accrual of comp time as carryover PTO. Once an employee reaches this cap, the employee will be paid for any overtime hours until the employee reduces their accrued comp time below the cap. All comp time earned and used must be documented on the employee's timesheet, and comp time accrual balances will be shown on the payroll system. Non-exempt employees may be paid for comp time when the taking of comp time would be disruptive to critical functions. An employee who is reclassified from a non-exempt to an exempt position will be paid all accrued comp time upon approval of the reclassification and will cease to be eligible for any additional overtime. Upon separation from employment with City of Umland. a non-exempt employee will be paid for unused comp time at



one and one-half times the employee's average hourly rate over the period for which the employee accrued the comp time.

C.      Comp Time for Exempt Employees. Exempt employees are not paid overtime compensation. City of Uhland permits exempt employees who work over 40 hours in a week to request to their supervisor to earn comp time for the hours worked over 40 hours in a work week. Any time off during the exempt employee's regular scheduled hours must be accounted for through the use of earned comp time or PTO. Comp time for exempt employees is earned on a straight time, hour for hour, basis. When a work week has an observed holiday, the eight hours will count towards the forty (40) hours in a work week for the purpose of calculating comp time accrual.

D.      Exempt employees are not entitled to be paid for accrued comp time upon separation of employment, including retirement, nor will they receive any cash payment beyond their normal salary for the use of comp time. An exempt employee is subject to the same limits on accrual of comp time as carryover PTO.

E.      Exempt employees must track in their bi-weekly timesheets the total amount of hours worked per work week, and per pay period. Supervisor approval is needed to authorize all accrual and use of comp time on the employee's bi-weekly timesheet.

F.      Comp time will not be approved for any working hours during approved trips unless approved by the City Administrator.

G.      Use of Comp Time by Non-Exempt and Exempt Employees:

1.      An employee separating from employment may use up to 40 hours of accrued comp time during their last week on the payroll.
2.      An employee will be permitted to use comp time within a reasonable period after making the request, if doing so does not unduly disrupt the operations of City of Uhland
3.      An employee must secure approval to use comp time through their supervisor or the Human Resources Department.

#### **Section 8.06 Family Medical Leave**

A.      City of Uhland as an employer is covered by the FMLA. but City of Uhland employees will not be legally eligible for FMLA benefits unless and until City of Uhland meets a threshold based on the number of its employees. While not under an obligation to provide FMLA

benefits. City of Uhland will endeavor to provide benefits to its employees as if they were eligible employees under the FMLA.

B. Employees are eligible for Family Medical Leave if they have worked for City of Uhland at least twelve (12) months and have worked for City of Uhland at least 1,250 hours over the past twelve (12) months.

C. An eligible employee may take up to 12 weeks of Family Medical Leave per year for a serious health condition of the employee or an immediate family member, for childbirth or adoption, (or if an employee assumes the role of caring for a child, regardless of the legal or biological relationship. Either day-to-day care or financial support may establish a parental relationship when an employee assumes the role of caring for a child. The leave may include paid leave if an employee has PTO available, or unpaid leave.

D. To take Family Medical Leave, an employee must provide City of Uhland with appropriate notice. If an employee knows in advance, he or she will need to use Family Medical Leave, the employee must notify City of Uhland at least thirty (30) days in advance. If an employee learns of the need to use Family Medical Leave less than thirty (30) days in advance, the employee must give notice as soon as possible.

#### **Section 8.07 Extended Leave For Illness or Temporary Disability**

A. Use of PTO and Comp Time. Upon written approval of the Human Resources Department, an employee may use accrued PTO and/or accrued comp time for the purpose of paid absence from duty during an extended illness or temporary disability.

B. Unpaid Leave of Absence. An employee may be granted an unpaid leave of absence for the purpose of recovery from an extended illness or temporary disability only after using all accrued PTO and accrued comp time and with the written approval of the Human Resources Department. During this time, an employee will accrue no additional PTO or longevity benefits. Other benefits are retained during unpaid leave of absence unless otherwise prohibited by the terms of the benefits program. Medical or another group insurance can be continued if paid for by the employee. Leaves of absence without pay for illness or temporary disability are limited to a maximum of 90 days.

C. Maternity / Paternity Leave. Maternity and paternity leave is treated in the same manner as other extended illness or temporary disability and is available to all employees. Upon approval of the Human Resources Department, employees may be granted up to 90 days of maternity or paternity leave with pay if PTO or comp time is used, or without pay.

D. Conditions. The Human Resources Department may require an employee requesting a leave of absence for extended illness or temporary disability to provide a physician's

statement as to the date upon which the employee will no longer be able to perform their duties and the expected length of the recuperation period as well as a written statement from the employee concerning their intentions about returning to work at City of Umland. An employee on extended leave for illness must contact the employee's supervisor or the Human Resources Department at least once each work week, or on a different schedule approved by the Human Resources Department, to report on their condition. Failure to provide a required report is grounds for revoking the leave and for disciplinary action. The Human Resources Department may require an employee returning to work after an extended illness or temporary disability to submit a physician's statement verifying the employee's fitness for work.

E. Departure Illness. An employee who has an extended illness and for which employment by City of Umland is no longer possible may be provided a one-time payment to assist with any expenses of Hospice or extraordinary treatment not covered by medical insurance at the sole discretion of the City of Umland City Council upon recommendation of the Human Resources Department.

#### **Section 8.08 Military Leave**

A. Regular employees who have successfully completed the introductory period and who are members of the State Military Forces or members of any of the Reserve Components of the Armed Forces of the United States are entitled to leave of absence from their duties, without loss of time or efficiency rating or accrued PTO or salary, on all days during which they are engaged in authorized training or duty ordered by proper authority, for not more than fifteen (15) days in any one calendar year, or as otherwise provided by law. Requests for approval of military leave must have copies of the relevant military orders attached. Military leave in excess of fifteen (15) days in a calendar year will be treated as leave without pay.

B. Regular and temporary employees who are ordered to active duty with the state or federal military forces are entitled to all of the re-employment rights and benefits provided by applicable laws upon their release from active duty.

#### **Section 8.09 Civil Leave**

Employees will be granted civil leave with pay, if sufficient documentation is provided, for jury duty, for service as a subpoenaed witness in an official proceeding, and for the purpose of voting. When an employee has completed civil leave, he or she must report to their supervisor for duty for the remainder of the workday.

#### **Section 8.10 Bereavement Leave**

A. Any regular full-time or part-time employee who has a death in the family will be eligible to take a bereavement leave. Employees must work with their supervisor or the Human Resources Department to ensure time away from work is authorized and paid correctly as indicated below.

B. For the death of an immediate family member, employees may be paid for work hours missed up to a maximum of twenty-four (24) hours per calendar year.

C. For the death of a non-immediate family member, friend, and/or additional bereavement days for the death of an immediate family member, an employee may take leave without pay or as PTO or comp time with the approval of the employee's supervisor or the Human Resources Department. A non-immediate family member will be defined as anyone who does not fall within the definition of immediate family.

D. Upon returning from bereavement leave, the employee's supervisor or the Human Resources Department may require the employee to provide one of the following: (1) a memorial service program; (2) copy of the death certificate; (3) copy of death announcement from a newspaper; (4) a statement from funeral home director indicating the relationship of the employee to the deceased.

#### **Section 8.11 Leave of Absence Without Pay**

A. Leave of absence without pay is an approved absence from duty in a non-pay status. Granting a leave of absence without pay is at the discretion of the Human Resources Department, but such leave is not authorized unless there is a reasonable expectation that the employee will return to work with City of Umland at the end of the approved period. Employees on leave of absence without pay receive no compensation and accrue no benefits. However, previously accrued benefits are retained during a leave of absence unless otherwise prohibited by the terms of the benefit programs. Medical insurance can be continued if paid by the employee.

B. Upon returning to work after a leave of absence without pay, an employee receives an adjusted employment date and adjusted anniversary date which reflect the period of time that the employee used for leave of absence.

C. A leave of absence without pay may be revoked upon receipt of evidence that the reason for granting such leave was misrepresented or has ceased to exist.

D. A leave of absence without pay may be appropriate for any of the following reasons:

- Military service;
- Recovery from extended leave for illness or temporary disability;
- Educational purposes when successful completion will benefit City of Umland;
- Public service assignments; or
- Any other reason which, in the judgment of the Human Resources Department, merits a leave of absence without pay.



## **Section 8.12 Administrative and Emergency Leave**

A. The Human Resources Department is authorized to grant administrative or emergency leave to an employee in certain limited circumstances.

B. The Human Resources Department may authorize administrative leave, with or without pay, with the expectation an employee is returning to full duty, when warranted by unforeseen circumstances not otherwise provided for in these policies.

C. Emergency leave with pay using accrued PTO or accrued comp time may be granted by the Human Resources Department. The length of time granted for emergency leave must be approved by the Human Resources Department in advance and will depend on the circumstances, and such emergency leave will be uncompensated in the absence of accrued PTO or accrued comp time.

**End Article 8.**

## **ARTICLE 9. HOLIDAYS**

### **Section 9.01 General Policy**

The following nine days are observed as paid holidays for City of Uhland full-time employees:

New Year's Eve New Year's Day Independence Day  
Thanksgiving Day and the day after Thanksgiving 2  
Christmas Eve Day  
Christmas Day  
Memorial Day  
Labor Day

In addition to the days listed above, full-time employees will be provided one paid floating holiday to be taken each year during one of the following days:

Martin Luther King, Jr. Day	Presidents Day
Good Friday	Veterans Day

The City of Uhland City Council may designate other holidays.

### **Section 9.02 Holidays Falling on the Weekend**

If a holiday falls on a Saturday, then the previous Friday is the observed holiday. If a holiday falls on a Sunday, then the following Monday is the observed holiday.

### **Section 9.03 Holiday During Paid Leave**

If a holiday falls on an employee's normal day off, or a paid leave day, the employee will receive an additional day off when scheduling is approved.

### **Section 9.04 Work During Holidays**

A supervisor may direct some or all of their employees to report to work on any holiday and the City Administrator may direct some or all employees of the City of Uhland to report for work on any holiday.

**End Article 9.**

## **ARTICLE 10. COMPENSATION AND DEDUCTIONS**

### **Section 10.01 Pay Periods and Payment Delivery**

A. The pay period for City of Umland is every two weeks and employee payments will be distributed at a time designated by the Human Resources Department. The pay period begins on Sunday of the first pay week and ends on Saturday of the second pay week. If payday falls on a holiday, employee payments will be distributed on the last working day preceding the holiday or weekend.

B. Employee payments will not be issued other than on the days set out above.

C. Employee payments will only be deposited electronically to employees. Employees will be required to execute forms for that purpose.

### **Section 10.02 Deductions**

A. Deductions will be made from each employee's pay for the following:

1. Federal Income Tax;
2. Social Security;
3. Medicare;
4. Fines or fees incurred by the employee paid by City of Umland; and
5. Any other deductions required by law.

B. In accordance with the policies and general procedures approved by the City of Umland City Council, deductions from an employee's pay may be authorized by the employee for:

1. Group health/medical insurance;
2. Life insurance and accidental death & dismemberment insurance;
3. Retirement contributions;

4. Such other deductions as may be authorized by the Human Resources Department, the City Administrator, the City of Uhland City Council, or these policies.

**End Article 10.**



## **ARTICLE 11. BENEFITS**

### **Section 11.01 General Policy**

City of Uhland offers a benefits program for some of its employees. However, the existence of a benefits program does not signify that an employee will necessarily be employed for the period of time required to qualify for the benefits offered. The City of Uhland City Council may review the benefits program periodically and elect to change the benefits available to employees, eligibility requirements and the amount paid by the City of Uhland. **LISTING OF A BENEFIT HEREIN THESE POLICIES DOES NOT GUARANTEE THAT THE CITY OFFERS SUCH BENEFIT AT ANY PARTICULAR POINT IN TIME.** Employees and prospective employees are encouraged to speak with the Human Resources Department regarding availability and eligibility of any and all benefits.

**End Article 11.**

## **ARTICLE 12. REIMBURSEMENT OF EXPENSES**

### **Section 12.01 General Policy**

City of Uhland will fully reimburse employees for necessary and reasonable job-related expenses incurred in the authorized conduct of City of Uhland business. All reimbursements will be subject to requirements of documentation and reasonableness and will be honored in compliance with adopted policies and procedures.

### **Section 12.02 Reimbursable Expenses**

A. To be eligible for reimbursement, employee travel expenses must be for necessary City of Uhland business, the details of which shall be approved in advance by the employee's supervisor or the Human Resources Department.

B. An employee must submit a completed reimbursement request form for all expenses for which reimbursement is sought. Expense reimbursements will be limited to necessary and reasonable actual costs as verified by expense receipts which indicate the date, vendor, explanation and itemization of expenses, and if a receipt relates to more than one employee, a list of all persons covered. Receipts must be submitted with reimbursement request forms.

C. When a receipt is not available, the employee will provide a written statement containing the information required above, as well as the reason why a receipt is not available to be submitted.

D. The following expenditures are not reimbursable expenses unless specifically authorized by the Human Resources Department:

1. Alcoholic beverages;
2. Personal employee or family expenses;
3. Sports and entertainment fees;
4. Donations, contributions and non-work-related memberships; and
5. Any other expenditures not reasonably related to and necessary for the efficient conduct of City of Uhland business.

E. First class accommodations on public carriers are not authorized unless lesser fares are not available on required trips or equal in cost to economy class.

F. When approved in advance by the Human Resources Department, employees will be paid mileage for personal vehicles at the standard Internal Revenue Service rate. Employees must provide evidence of privately-owned vehicle liability and property damage insurance prior to any personal vehicle use for City of Uhland authorized travel. Employees who receive a car allowance will be eligible for mileage reimbursement only for roundtrips that exceed 200 miles (100 miles each way).

G. At the discretion of the City Administrator, funds may be advanced to an employee for anticipated travel expenses. An employee who has received advance funds must submit a completed reimbursement request form, and repayment of any excess of advanced funds over substantiated expenses, within seven (7) days of returning to work.

H. During any travel or City of Uhland related activity, an employee must immediately report any incident involving personal injury or property damage to the Human Resources Department for the purpose of initiating an investigation or report to authorities as required by City of Uhland's insurance.

**End Article 12.**

## **ARTICLE 13. HEALTH AND SAFETY**

### **Section 13.01 Safety Policy**

It is the policy of City of Uhland to make every effort to provide healthy and safe working conditions for all employees.

### **Section 13.02 Safety Training and Equipment**

The City will provide safety training and equipment to each employee, as appropriate, related to each employee's duties. In some cases, certain personal items of clothing, items for personal protection (i.e., gloves, shoes, glasses, etc.) or tools may be established as a requirement for certain duties to be provided by the employee for which reimbursement will be made based on the rate schedule in effect.

### **Section 13.03 Employee Responsibilities; Reporting**

A. Employees are responsible for conducting their work activities in a manner that is protective of their own health and safety, as well as that of other employees.

B. An employee must report every on-the-job accident, no matter how minor, to their supervisor or the Human Resources Department within twenty-four (24) hours.

C. Employees must report immediately to their supervisors or the Human Resources Department any work-related condition that pose an immediate threat to the health or safety of employees or visitors.

D. Employees are encouraged to make suggestions to their supervisors or the Human Resources Department of improvements that would make the City of Uhland workplace safer or healthier.

### **Section 13.04 On the Job Injuries; Workers' Compensation Insurance**

A. Insurance. City of Uhland will provide workers' compensation insurance for all of its employees in accordance with applicable law.

B. Compensation. If an employee sustains a bona fide, on-the-job, work-related injury which renders the employee unfit for performing the duties of the job. the employee will receive pay as follows:

1. For up to seven days, the employee will receive their regular pay for that period with the time charged first to comp time or if necessary. PTO.
2. Beginning on the eighth day, and for any days thereafter that the employee is unfit for duty, the employee will receive payments from



City of Uhland's insurance carrier in accordance with applicable law. The employee may use accrued PTO and/or accrued comp time to provide additional compensation above the insurance payments.

C. Medical Attention. An employee who sustains a bona fide, on-the-job, work-related injury' may seek medical attention from the medical facility or professional of their choice. An employee returning to work after such an injury must submit a statement of medical condition and a return to work release from the attending physician. An employee may be required to submit to examination by an independent physician as determined by the Human Resources Department at City of Uhland's expense.

D. Reporting. While on leave because of a bona fide, on-the-job, work-related injury, employees must contact their supervisor or the Human Resources Department at intervals designated by the Human Resources Department to report on their condition. Failure to provide the required medical status reports or to contact the supervisor or the Human Resources Department on the designated schedule may result in revocation of the leave, disciplinary' action, and/or loss of all accrued benefits.

E. Return to Work. An employee who receives written approval for return to work from the attending physician must return to work. Failure to return to work may result in disciplinary action and loss of any accrued benefits. At the discretion of the Human Resources Department, an employee who is able to return to work on light duty status may be required to work and perform duties not contained within their current job description.

F. At the time of final release or settlement of a workers' compensation claim for an employee, if no vacancy exists and a reasonable effort has been made to place the employee in another position, the employee may be separated from employment and paid accrued benefits.

G. An employee does not accrue benefits or PTO while receiving workers' compensation payments.

### **Section 13.05 Workplace Violence; Weapons Prohibited**

A. City of Uhland strives to provide employees, vendors, customers, and visitors with a work environment free from workplace violence. The term "workplace violence" includes violence or threats of violence of any kind, such as verbal or written abuse, threats, stalking, harassment, horseplay, fighting, temper tantrums or other disruptive conduct (even if a statement or conduct is intended as a joke), unwelcome physical touching (sexual or otherwise) or physical assault by any person on City of Uhland premises, or by an City of Uhland employee when on duty or in uniform.

B. Workplace violence may be attributable to a variety of reasons. An employee who experiences stress because of job-related reasons or personal reasons is encouraged to speak with their supervisor or the City Administrator to identify potential resources available or to find additional information related to coping with stress through the Centers for Disease Control and Prevention (CDC) website to aid the employee in effectively dealing with the stress.

C. City of Uhland's effort to avoid workplace violence requires that employees, vendors, customers, and visitors follow certain rules:

1. Workplace violence of any kind is strictly prohibited.
2. Employees are prohibited from carrying or possessing firearms, knives (excluding pocket knives) or other weapons (including concealed weapons) on City of Uhland property, including parking lots, grounds, building, or in City of Uhland vehicles or vehicles used for business activities, unless authorized by the employee's job description or in writing by the City Administrator. An employee who holds a current, valid Texas concealed handgun license may store a handgun in a locked personal vehicle on City of Uhland property.

D. City of Uhland reserves the right, in its sole discretion and to the maximum extent allowed by applicable law, to implement security measures to restrict unauthorized entry, conduct surveillance of City of Uhland premises, and provide an orderly and reasonably safe working environment.

E. City of Uhland reserves the right to conduct searches and inspections to the fullest extent permitted by applicable law in connection with actual or threatened violence where there may be risk to persons or City of Uhland property. Persons who threaten or commit workplace violence do not have any expectation of privacy while on City of Uhland premises.

**End Article 13.**

## **ARTICLE 14. DISCIPLINE**

### **Section 14.01 Basis for Disciplinary Action**

City of Uhland may take disciplinary action against an employee for actions of the employee including, but not limited to the following:

1. Insubordination or other disrespectful or unprofessional conduct;
2. Absence without leave including absence without permission, failure to notify a supervisor of leave, or repeated tardiness or early departures;
3. Endangering the safety of other persons through negligent or willful acts;
4. Intoxication or drug abuse while on duty, on City of Uhland property, or in a City of Uhland vehicle;
5. Unauthorized use or abuse of City of Uhland funds or property;
6. Any violation of the provisions of these Policies;
7. Commission of a crime while on-duty;
8. Conviction, while off duty, of a felony, or driving under the influence or driving while intoxicated, or a crime of moral turpitude, such as fraud, theft, burglary, robbery, or perjury;
9. Failure to report any criminal conviction;
10. Engaging in outside employment without permission, or which interferes in any way with the performance of City of Uhland duties;
11. Engaging in any form of conduct prohibited in any article of these Policies, such as sexual harassment, discrimination against a person or group based on a protected characteristic, and workplace violence;
12. Fighting, horseplay, provoking or instigating a fight, or threatening violence;
13. Falsification or unauthorized alteration of documents or records;

14. Unauthorized use of City of Uhland information or unauthorized disclosure of confidential City of Uhland information;
15. Failure to observe City of Uhland's policies regarding communications with the public;
16. Incompetence or neglect of duty: or
17. Disruptive behavior or any other action which impairs the performance of others.

#### **Section 14.02 Disciplinary Process**

A. Generally, the form of a disciplinary action will depend upon the nature and severity of the infraction, the employee's work record and any mitigating circumstances. City of Uhland does not have a policy mandating progressive disciplinary action. Depending on the circumstances of each individual case, disciplinary action may consist of one or more of the following:

1. Oral warning or counseling;
2. Written warning;
3. Probation;
4. Suspension without pay;
5. Reduction in pay without demotion;
6. Demotion; and/or
7. Termination.

B. Disciplinary action against an employee other than the City Administrator, the City Secretary, the Human Resources Director, the City Attorney, the City Engineer, or other Director level or like professional or officer positions will be decided and carried out by the Human Resources Department, subject to appeal to the Employee Relations Committee as a grievance.

C. All disciplinary actions against other director level or professional staff that do not otherwise report directly to the City Council will be decided and carried out by the City Administrator, subject to appeal to the Employee Relations Committee as a grievance.

D. Disciplinary action against those employees who report directly to the City Council, such as the City Administrator/City Secretary, City Attorney and City Engineer, will be decided and carried out by the City Council with assistance from the Employee Relations Committee.

E. Except in the case of an oral warning/counseling, disciplinary action will be accomplished or preceded by written notice to the employee involved. The notice will include



a statement of the basis for the action and, except in the case of termination, will state the possible consequences of further unsatisfactory performance or conduct. Each written notice of disciplinary action will be included in the employee's personnel file. For a demotion or termination, the notice will state that the disciplinary action is being proposed, and will allow for the employee to provide a response before a decision is made on the action to be taken; this will be followed by a notice to the employee of the action being taken.

F. Except for termination, disciplinary action does not automatically or permanently disqualify an employee from consideration for future promotion, pay increases, commendations, or other beneficial personnel actions.

#### **Section 14.03 Administrative Leave Pending Investigations**

When an investigation is pending to determine whether a basis exists for disciplining an employee, the disciplining authority may place the employee on administrative leave with or without pay pending the outcome of the investigation.

**End Article 14.**

## **ARTICLE 15. GRIEVANCES**

### **Section 15.01 Policy**

It is the policy of City of Umland to deal promptly with disputes and disagreements on the part of employees. No adverse action will be taken against an employee for use of the grievance process described in this Article.

### **Section 15.02 Procedure**

A. The first step in the grievance process is for the employee to have an informal conference with their immediate supervisor, or with the next higher supervisor if the subject of the grievance is the immediate supervisor. If the informal conference with the supervisor does not result in a resolution of the grievance that is satisfactory' to the employee, he or she may file a formal grievance.

B. Formal grievances must be in writing, signed by the employee, and presented within ten (10) working days of the event(s) forming the basis of the grievance. The grievance must include a statement of the basis for the grievance, when and where the event(s) forming the basis of the grievance occurred, the names of the employees and any other persons involved, and the specific remedial action requested by the employee.

C. The formal grievance should be presented to the immediate supervisor, or if the subject of the grievance is the immediate supervisor, the grievance should be presented to the next higher supervisor, with a copy given to the immediate supervisor. If the immediate supervisor is the City Administrator or other professional employee or officer that reports directly to the City Council and the subject of the grievance is that professional or officer, the grievance must be presented to the Chair of the Employee Relations Committee, with a copy given to the immediate supervisor and the City Attorney.

D. The supervisor receiving the formal grievance will notify the Human Resources Department promptly. The supervisor receiving the notice will attempt to resolve the grievance within five working days after receipt of the grievance.

E. The employee may appeal the supervisor's decision by presenting a written notice to the Human Resources Department within three (3) working days after the decision. The Human Resources Department will attempt to resolve the appeal within five (5) working days after receipt. Human Resources Department will communicate their decision to the employee and the immediate supervisor.

F. An employee may appeal a decision of the Human Resources Department by submitting a written notice to the Chair of the Employee Relations Committee within three (3) working days after the decision. The Committee Chair will attempt to resolve the appeal within five (5) working days after receipt. If the Committee Chair considers Board action on

the appeal to be appropriate, the Board will consider the appeal at the next available regular Board meeting. Communication by the employee with any member of the Board regarding the grievance, other than at a Board meeting, will be cause for disciplinary action.

**End Article 15.**

## **ARTICLE 16. PERSONNEL FILES**

### **Section 16.01 General**

A. Personnel files are maintained by the Human Resources Department. The record copy of all personnel information related to an employee will be filed in the employee's personnel file and will be secured against unauthorized access.

B. No information from any record placed in an employee's file will be communicated to any person or organization except by the Human Resources Department or an employee authorized to do so by the Human Resources Department.

C. An employee or their representative designated in writing may examine the employee's personnel file upon request during normal working hours at City of Umland's office. When a supervisor requires access to the personnel file of an employee for the handling of personnel matters, the supervisor must obtain authorization from the Human Resources Department. Access to a personnel file must be performed in the presence of the Human Resources Department.

D. Employees must inform their supervisors of any changes in or corrections to information recorded in their individual personnel files such as home address, telephone number, person to be notified in case of emergency, or other pertinent information.

### **Section 16.02 Personnel Action Form**

A. The Personnel Action Form is the official document for recording and transmitting to the personnel file each personnel action. This form is used to promote uniformity in matters affecting:

1. Employment category;
2. Position title and classification;
3. Pay rate or salary;
4. Disciplinary actions; and
5. Other actions affecting the employee's status.

B. Each Personnel Action Form becomes a permanent part of the employee's personnel file, and a copy is given to the employee.

### **Section 16.03 Contents of Personnel File**

An employee's personnel file contains:

1. An employment record;
2. A copy of the employee's application for employment;



3. A signed copy of the employee's acknowledgement of receiving a copy of these Personnel Policies, the job (class) description for the position he or she currently occupies, and a copy of City of Uhland's personnel evaluation form;
4. Election to disclose or keep confidential Home Address and Home Telephone Number Form;
5. Personnel Action Forms;
6. Performance evaluation records;
7. Records of any citations for excellence or awards for good performance;
8. Records of disciplinary' action;
9. Records of leave accrued and taken; and
10. Any other pertinent information having bearing on the employee's status.

#### **Section 16.04 Leave, Comp Time and Benefits Records**

Official records of annual PTO and Comp Time accrual and of PTO and Comp Time usage are kept for each employee by the Human Resources Department with a copy in the employee's personnel file. PTO and Comp Time balances are shown on the official record to reflect any remaining PTO and Comp Time to which an employee is entitled.

Benefits records of those benefits the employee is entitled to and those benefits for which the employee participate are kept for each employee by the Human Resources Department with a copy in the employee's personnel file.

#### **Section 16.05 Confidentiality of Personnel Files; Texas Public Information Act**

Personnel files will be maintained separately from other City of Uhland records, and they will be kept secured against unauthorized access. Personnel files of employees are the property of City of Uhland. and access to the information they contain is restricted under the Health Insurance Portability and Accountability Act and other applicable laws. However, information contained in personnel files may be subject to disclosure under the Texas Public Information Act.

#### **End Article 16.**

## **ARTICLE 17. SEPARATIONS**

### **Section 17.01 Types of Separation**

All separations of employees are designated as one of the following types:

1. Resignation;
2. Retirement;
3. Termination;
4. Reduction in force; or
5. Death.

### **Section 17.02 Resignation**

A. An employee who intends to resign their immediate supervisor or the Human Resources Department in writing at least ten (10) days prior to the last day of work.

B. An employee who resigns without giving this notice is subject to losing accrued benefits unless the employee provides a valid reason approved by the Human Resources Department for not giving the notice.

### **Section 17.03 Retirement**

The same notice requirements for resignation apply in the case of retirement.

### **Section 17.04 Termination**

Employees may be involuntarily terminated by City of Umland for any reason including as a disciplinary action.

### **Section 17.05 Reduction in Force**

A. A Reduction in Force ("RIF") is an involuntary employment separation initiated by City of Umland for non-disciplinary reasons.

B. If an employee is separated because of a RIF, then the employee will be eligible for all accrued benefits and will be eligible for re-hire by City of Umland should the occasion arise.

### **Section 17.06 Death**

If an employee dies, their estate will be provided with all pay due and any accrued benefits as of the date of death.

### **Section 17.07 Employment at Will**

ALL EMPLOYEES ARE EMPLOYED AT WILL AND MAY BE SEPARATED FROM EMPLOYMENT WITHOUT CAUSE AND WITHOUT AN STATED REASON AT ANY TIME.

#### **Section 17.08 Calculation of Separation Pay**

Upon separation from City of Uhland employment, regular employees who have successfully completed their initial introductory period will be paid for accrued and unused PTO. unless they are terminated as a disciplinary action, in which case payment for accrued and unused PTO will be decided on a case-by-case basis. Payment for PTO balances will be calculated in the following manner:

1. The hours worked during the last pay period in which work was performed will be added to the allowable accrued PTO hours, and the employee will be paid in a lump sum according to the total number of hours payable. The regular hourly rate for salaried employees will be determined by dividing the employee's regular annual salary by 2,080 working hours per year; or
2. For non-exempt and regular full-time employees, any overtime hours (hours in excess of 40 hours per work week, as defined in these policies) worked during the employee's final pay period, which have not been compensated through a time off method will be paid in the final paycheck at a rate of one and one-half (1½) times the employee's regular hourly rate for each overtime hour worked.

#### **Section 17.09 Exit Interviews and Return of City of Uhland Property**

A. The Personnel Action Form for a separation will indicate the type of separation and will be signed by the supervisor or Human Resources Department, and. except in unusual or emergency circumstances, signed by the employee. The supervisor of an employee who is separating will discuss with the employee the reason(s) for the separation in an exit interview whenever possible.

B. Any employee separating employment with City of Uhland, whether voluntary or involuntary, will return all files, records, keys, electronic equipment, credit cards, and any other property of City of Uhland. No final settlement of an employee's pay will be made until all such items are returned in appropriate condition. The cost of replacing non-returned and/or damaged items will be deducted from the employee's final paycheck. Any outstanding financial obligations owed to City of Uhland will also be deducted from the employee's final check. A final check must be paid within six working days after the separation date, so it is the responsibility of the separated employee to return all City of Uhland property promptly or expect deductions from the final check.

## **ARTICLE 18. DRUG, ALCOHOL AND TOBACCO FREE WORKPLACE**

### **Section 18.01 Statement of Purpose and Scope**

A. The effects of alcohol, drug and tobacco use in the workplace are a major concern to City of Uhland and to its employees. For the safety, health and productivity of employees the City of Uhland prohibits alcohol, drug and tobacco use in the workplace. The City's goal is to provide a safe and healthy workplace for all employees, to prevent accidents, and to comply with the Texas Workers' Compensation Act.

B. While on City of Uhland premises, while on duty, while conducting City of Uhland - related business or other activities off premises, while driving an City of Uhland vehicle, or while operating or using City of Uhland property or equipment, an employee is prohibited from using, possessing, selling, transferring, purchasing or being under the influence of drugs or alcohol.

### **Section 18.02 Definition of Drug**

A. For the purpose of this policy, the term "drug^" wherever it appears in this policy statement, includes alcohol, inhalants, illegal drugs (including drugs which are legally obtainable but which were not legally obtained), manufactured or synthetic recreational drugs, and prescribed or over- the-counter drugs which are not being used as prescribed or as intended by the manufacturer.

B. The legal use of prescribed and over-the-counter drugs is permitted while on City of Uhland premises, while on duty, while conducting City of Uhland -related business or other activities off premises, while driving an City of Uhland vehicle, or while operating or using other City of Uhland property or equipment only if it does not impair an employee's ability to perform the essential functions of the job or to operate the vehicle, property or other equipment effectively and in a safe manner that does not endanger the employee, other individuals in the workplace, or the public. Examples of impairment include, but are not limited to, slurred speech, drowsiness, dizziness, confusion, or feeling shaky.

### **Section 18.03 Alcohol and Drug Testing**

#### **A. Pre-Employment Testing**

All applicants for City employment will be subject to alcohol and drug testing and any job offer is contingent upon negative alcohol and drug test results.

#### **B. Random Testing**

All employees are subject to random alcohol and drug testing throughout the year at unannounced times. An employee could be randomly selected for testing more than once

each year. Employees who are randomly selected for testing will be notified by a supervisor and will be required to report to the specimen collection site immediately.

C. Post-Accident Testing

If a commercial driver is involved in an accident in which there is a fatality or the commercial driver receives a citation for a moving traffic violation arising from the accident, the commercial driver will be subject to post-accident alcohol and drug testing. For purposes of this Policy, an accident is any incident involving a commercial motor vehicle

**Section 18.04 Consequences of Violation; Reporting of Arrest or Conviction**

A. Violation of this policy will result disciplinary action. In arriving at a decision on the type of disciplinary action, the seriousness of the infraction, the past record of the employee, and the circumstances surrounding the matter will all be taken into consideration.

B. Disciplinary action may be taken against an employee if the employee's off-duty use of or involvement in alcohol or drugs is damaging to City of Umland's reputation or business, is inconsistent with the employee's job duties, adversely affects the employee's job performance.

C. Employees are required to report to the Human Resources Department any alcohol or drug-related arrest or conviction for an incident occurring on-duty or off-duty within five (5) days after the arrest or conviction.

**Section 18.05 Education, Training and Treatment Programs**

City of Umland does not sponsor or endorse any specific drug treatment programs. Such programs are available through public and private health care facilities in our area. Affected employees are encouraged to seek assistance for themselves and their dependents.

City of Umland does not offer, nor require participation in. drug and alcohol abuse education and training programs. However, various public and private facilities in our area offer such programs and affected employees are encouraged to seek assistance.

**End Article 18.**



## **ARTICLE 19. MISCELLANEOUS MATTERS**

### **Section 19.01 No Expectation of Privacy**

As a condition of employment, employees understand and agree as follows:

1. Employees do not have an expectation of privacy in connection with any of City of Uhland's premises, facilities, equipment, materials, or other property or assets, including without limitation all workspaces, furniture, files, documents, and vehicles, and all information technology and communications resources (including computers, phones, printers, scanners, storage media, data, electronic files, internet, email and messaging).
2. All such property and assets are subject to oversight and inspection by City of Uhland at any time.
3. Employee activities, files, communications on or use of any such property or assets may be monitored, accessed, investigated, and disclosed by City' of Uhland at any time without notice to employees.
4. Any allowance for incidental personal use by an employee of any such property or assets does not create any expectation of privacy for the employee.

### **Section 19.02 Credit Cards**

A City of Uhland employee is prohibited from using a City of Uhland credit card for anything other than official City of Uhland expenses.

### **Section 19.03 Purchasing**

All City of Uhland purchases will be made by authorized personnel only, as outlined in the City of Uhland Purchasing Policy.

**End Article 19.**



## **City of Uhland Delegation of Authority Policy**

### **A. General**

The Delegation of Authority Policy is the principal policy under which the City Council delegates authority to the management of the City at levels which are considered appropriate to enable management to fulfill its responsibilities. In exercising this authority, employees must realize they are obligating the City, are responsible for their actions, and are accountable for their decisions.

In applying the provisions of this Policy, it should be kept in mind that the approval process follows the appropriate reporting chain of command. In addition to the actual approvals of expenses incurred by an employee, most actions taken under this Policy will require a review by the supervisor or department head who has functional responsibility for the particular budgeted amount. Any commitment which may have a financial impact requiring approval by or above the City Administrator requires the review of the City Administrator prior to City Council approval.

Delegation of authority may be given to subordinates in writing by the delegating employee in an amount not to exceed 5% of the delegation employee's authority as shown in Expenditure Controls Table. Total subordinate delegation of authority shall not exceed 20% of the delegation employee's total authority. Such subordinate delegations must be forwarded to the City Administrator, who is responsible for maintaining the official file.

The approval limits as stated within this Policy are considered appropriate based on the type of commitment and relative risk to the City. However, situations may occur that require modification to approval limits. Accordingly, any modification of approval limits must be approved by the City Council.

The approval limits contained in this Policy apply per transaction, commitment or contract. A series of combination of related transactions, commitments, contracts etc., should be combined and considered as one transaction, commitment or contract in terms of determining approval levels.

If a proposed action or decision is not specifically covered herein, the employee must exercise judgment relative to the magnitude of the transaction, commitment, or contract and the potential

risk to the City. An expenditure for a an amount above a budget or for an action/category that is not budgeted shall be approved by the City Council.

It must be emphasized that the amounts set forth in this Policy represent the maximum limits of commitments by the authorized individual. It is often appropriate for individuals covered by this Policy, as well as other employees who are delegated authority, to obtain the counsel and approval of higher authorities, even when not required by this Policy. The principle must be followed as to commitments and transactions which differ from the City's existing commitments and types of transactions that involve an increasing or uncertain risk. It is the responsibility of all individuals delegated authority by this Policy to assess such situations and obtain approvals at levels appropriate to the matter under consideration.

## **B. Capital Authorization and/or Asset Dispositions**

Transactions involving capital investment and/or asset dispositions must be approved as shown in Expenditure Controls Table. All applicable procurement and disposition laws applicable to Texas municipalities shall be adhered to and followed.

### Capital Project Authorization

The capital budget does not constitute approval of specific projects. Approval of each capital project is governed by the policy using the levels of authority as shown in Expenditure Controls Table.

The City Council will be provided a written report in a timely manner of any capital projects as part of the Annual Budget approval.

All capital projects must be processed in accordance with delegation of authority guidelines.

### Disposition of Property, Plant and Equipment

Normal retirements of property, plant, and equipment associated with replacements and other additions are approved in conjunction with the approval of the addition. Retirements which are not associated with such additions, must be approved in accordance with the levels of authority in Expenditure Controls Table. These dollar amounts are generally based upon net book value.

Disposition of all equipment should involve the active participation of applicable site personnel and approved by the City Administrator. In addition, the disposition of any asset with a fair market value exceeding \$2,500 must also be approved by the City Council. An independent appraisal is required prior to commitment to sell equipment reasonably expected to have a value of \$10,000 or more. All sales contracts or proposals accepted for sale of such equipment must be on contract forms approved by the City Attorney and approved in advance by the City Council.

## Real Estate Transactions

The City Council has functional responsibility of all transactions involving real estate and must approve all sale or purchase transactions. The legal aspect and related contracts must be reviewed and approved by the City Attorney. An independent appraisal is required prior to commitment to purchase or sell any real estate reasonably expected to have a value of \$50,000 or more.

### **C. Contracts and Commitments**

Contracts or commitments must be approved by the City Attorney.

### **D. Purchase Commitment**

Purchase orders, contracts, or commitments for inventorable materials or suppliers must be approved according to Delegation of Authority details in the Expenditure Controls Table.

### **E. Leases and Rental Agreements**

The lease or rental of any equipment or physical facility which commits the City to an obligation must be approved according to the Expenditure Controls Table.

Lease and rental agreements must be reviewed by the City Attorney with a copy forwarded to the City Council. In as much as leasing is an alternative to purchasing, lease agreements must be financially justified in the same manner as capital projects.

### **F. Sale and/or Lease of City Equipment, Property and Facilities**

City equipment offered for lease represents a depreciable capital item. Lease terms and conditions are the responsibility of the City Administrator and must be reviewed by the City Attorney.

### **G. Outside Consultants and Special Services**

The total fee for an outside consulting service must be approved in accordance with the levels as shown in the Expenditure Controls Table. The City Council must approve any consultant contract with a law firm or accounting firm.

These amounts also apply to the total fees to be paid to any consultant or consulting firm during any fiscal year, whether or not included in the annual operating budget.

This policy covers all consultants and related services, software packages, personnel surveys, market surveys, etc.

All outside legal must be obtained through the City Attorney, and approved by the City Council.

## **H. Contracts on Approved Projects**

All contracts, purchase orders, etc., associated with approved capital or major expense projects must be on contract forms reviewed by the City Attorney and must include all indemnity, warranty and insurance provisions that will adequately protect the best interests of the City. Any forms, terms, or conditions must be approved by the City Attorney.

Construction or Engineering Service contracts which create mandatory financial obligations on the part of the City and which are associated with an approved capital or major expense project, or an approved supplemental project request must be reviewed by the City Council, in accordance with the Expenditure Controls Table.

The specific commitment authorization levels on a project must be documented at the time of project approval.

## **I. Credit Limits**

Delegation of authority to extend credit, including limits on the amount owed to the City by any citizen, customer or entity shall not exceed \$1,000.

## **J. Banking and Financing**

The City Administrator is responsible for establishing and managing all required banking relationships directly, or through one or more designated persons, to execute banking transactions.

The Signatories to each banking institution shall be the person holding the following titles:

Mayor  
President Pro Tempore City  
Administrator

All other elected council members have inspection and review abilities over any banking transaction and relationship. Paper checks must include the signatures of at least two of the Signatories. All other banking transactions shall have the following specific delegations of authority:

>\$500K	City Council
>\$250K	Two Signatories
<\$250K	City Administrator



## **K. Cash Advances**

Delegation of Authority to approve cash advances related to business travel should be approved through the City Administrator, and signed by the supervisor of the employee requesting such advance.

## **L. Expenditure Controls Table**

Budget and >\$50K	City Council (RFP)
Budgeted and >\$10K	City Council
Budget and <\$10K	City Administrator

PASSED, APPROVED and ADOPTED on the 13<sup>th</sup> day of May, 2020.

**Ayes: 5   Nays: 0   Abstain: 0**

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Vicki Hunter, Mayor

ATTEST:

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Karen Gallaher, City Administrator