



CITY OF UHLAND

Notice and Agenda of Umland City Council Regular Meeting Wednesday, January 6, 2021 at 6:00 p.m.

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

Notice is hereby given that the City Council of the City of Umland, Texas will hold a meeting 100% via Zoom Conference. Attendees 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.

Attendees may join the Zoom Meeting by one of the following methods:

By web:

Join Zoom Meeting

<https://us02web.zoom.us/j/2508443928?pwd=Q2dyWVFYMNpjUStCaWdxYzRTN0pHQOT09>

Meeting ID: 250 844 3928

Passcode: 313687

One tap mobile

+13462487799,,2508443928#,,,,*313687# US (Houston)

+12532158782,,2508443928#,,,,*313687# US (Tacoma)

Dial by your location

+1 346 248 7799 US (Houston)

+1 253 215 8782 US (Tacoma)

+1 669 900 9128 US (San Jose)

+1 301 715 8592 US (Washington D.C.)

+1 312 626 6799 US (Chicago)

+1 646 558 8656 US (New York)

Meeting ID: 250 844 3928

Passcode: 313687

Find your local number: <https://us02web.zoom.us/j/kdAilwkFrE>

A. CALL TO ORDER

1. Roll Call
2. Declaration of Quorum

B. PUBLIC COMMENTS

All participants and speakers are hereby reminded of the City's Decorum and Public Comment Policy. Due to the remote nature of this meeting all public comment speakers must submit public comments to the City Administrator at city@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

Public hearings are for public information and input ONLY. No formal action will be taken at this meeting on the items discussed under this heading unless such action is otherwise listed on this agenda as an action item. The hearing(s) will be opened to receive an introduction / report / information from City Staff, then the applicant (if applicable) will be given an opportunity to speak, and then any other interested person(s) will be given an opportunity to provide comment on the hearing topic.

1. El Camino Ranch RV Resort Planned Development District (PDD)

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. December 2, 2020 Regular City Council Meeting Minutes
2. Financials of November 2020

E. ANNOUNCEMENTS

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.

1. County Line SUD Monthly Report

F. CITY STAFF REPORTS

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

Coming Up 2021:

- Emergency Management Planning
- Review of Subdivision Ordinance
- Amendment to Fee Schedule

G. 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. Cluster Mailboxes

H. DISCUSSION AND POSSIBLE ACTION ITEMS

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

1. Ordinance Repealing and Replacing El Camino Ranch RV Resort Planned Development District (PDD) Ordinance No. 240.
2. Deposit Agreement for professional fees related to the Watermill Public Improvement District and PDD.
3. Amendment to Engagement Letter for legal services with The Knight law Firm, LLP.
4. Action to authorize the issuance of a request for qualifications for financial advisor services.
5. Personnel Matters:
 - i. Discipline/Removal/Dismissal of Traci McGinley
 - ii. Repeal of Ordinance No. 247
6. Amendment to Personnel Policies

7. Action to approve Ordinance for providing the participation in the Texas Municipal Retirement System and the supplemental death benefits fund (TMRS), and to make current service and prior service contributions.
8. Action to approve Client Engagement Agreement between the Umland Economic Development Corporation and the law Office of Victor Garza PLLC "Law Firm".

I. 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.**

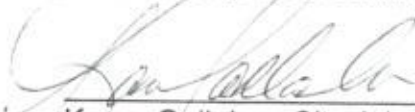
J. ATTENDANCE BY OTHER ELECTED OR APPOINTED OFFICIALS

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.



Karen Gallaher, City Administrator

Posted: December 30, 2020 at 10:22 a.m. / p.m.

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 Karen Gallaher, City Administrator, at 512-398-7399 or email city@uhlandtx.us.

City of Uhland
BALANCE SHEET
As of November 30, 2020

	TOTAL
ASSETS	
Current Assets	
Bank Accounts	
10000 City of Uhland Checking	226,922.00
10001 Uhland Money Market Account	48,272.22
10002 Uhland Construction Account	100.00
10003 Uhland Debit Card Account	96.52
10004 TexSTAR Checking	451,231.71
10099 Petty Cash	401.55
Total Bank Accounts	\$727,024.00
Accounts Receivable	
12000 Accounts Receivable (A/R)	130,179.26
Total Accounts Receivable	\$130,179.26
Other Current Assets	
12501 Texas Comptroller Reserves	489.48
Total Other Current Assets	\$489.48
Total Current Assets	\$857,692.74
Fixed Assets	
17001 Machinery & Equipment	21,350.00
Total Fixed Assets	\$21,350.00
TOTAL ASSETS	\$879,042.74
LIABILITIES AND EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
20000 Accounts Payable (A/P)	10,268.68
Total Accounts Payable	\$10,268.68
Credit Cards	
20501 A/P - Fuelman Mastercard	2,860.36
20503 A/P - Lowes	193.60
Total Credit Cards	\$3,053.96
Other Current Liabilities	
20700 A/P - Jimmy McClintock	7,120.00
24000 Payroll Liabilities	0.00
24001 Payroll - Taxes Federal (941/944)	2,275.60
Total 24000 Payroll Liabilities	2,275.60
Total Other Current Liabilities	\$9,395.60
Total Current Liabilities	\$22,718.24
Total Liabilities	\$22,718.24
Equity	
30000 Retained Earnings	738,628.57
30001 Opening Balance Equity	118,651.59
Net Income	(955.66)
Total Equity	\$856,324.50
TOTAL LIABILITIES AND EQUITY	\$879,042.74

City of Uhland
INCOME STATEMENT
November 2020

		TOTAL	
	NOV 2020	OCT - NOV, 2020 (YTD)	% OF INCOME
Income			
40010 AD Valorem - Caldwell County	2,090.04	2,452.77	2.45 %
40011 AD Valorem - Hays County	1,792.89	2,845.37	2.10 %
40050 Sales Tax Revenue	37,477.52	77,668.50	43.95 %
40100 Building Permit Income	10,603.88	51,306.62	12.44 %
40102 OSSF Residential		410.00	
40106 Transportation Fee - KB Homes	4,912.00	20,876.00	5.76 %
40155 Billable Expense Income	9,449.46	9,449.46	11.08 %
40200 Solid Waste Services	14,492.73	29,868.25	17.00 %
40201 Franchise Fees	2,199.00	2,209.59	2.58 %
40202 Solid Waste Services - Restoration/Late Fee	712.95	712.95	0.84 %
40500 Administration Fee Income	1,429.95	2,669.95	1.68 %
40550 Merchant Processing Fee Income	60.96	417.19	0.07 %
40900 Interest Income	50.83	109.79	0.06 %
Total Income	\$85,272.21	\$200,996.44	100.00 %
Cost of Goods Sold			
50050 Sales Tax Income - State Service Fees	749.19	1,553.59	0.88 %
50051 EDC Sales Tax Income Transfers	12,254.80	25,364.19	14.37 %
50155 Billable Expenses	9,828.46	16,540.72	11.53 %
Total Cost of Goods Sold	\$22,832.45	\$43,458.50	26.78 %
GROSS PROFIT	\$62,439.76	\$157,537.94	73.22 %
Expenses			
60051 Computer Expense & Repair	1,738.23	10,646.50	2.04 %
60053 Continuing Education/Training	122.50	585.00	0.14 %
60055 Contract Labor	2,520.00	18,120.00	2.96 %
60059 Employee Morale	140.62	140.62	0.16 %
60063 Fees - Bookkeeping	593.40	1,186.80	0.70 %
60065 Fees - Consulting		600.00	
60071 Fees - Legal	5,772.50	8,972.50	6.77 %
60072 Fees - Meetings	125.08	193.87	0.15 %
60075 Fees - Professional	3,466.59	3,547.77	4.07 %
60078 Fees - Property Tax Collection		754.04	
60079 Fees - Waste Collection	9,284.36	21,914.00	10.89 %
60090 INS - Liability	4,327.68	7,838.04	5.08 %
60091 INS - Employee Benefit Insurance	4,103.60	10,215.95	4.81 %
70020 Bank Charges	34.97	105.25	0.04 %
70030 Merchant Service Fees	10.00	712.57	0.01 %
70065 Postage	15.05	29.70	0.02 %
70070 Rent - Janitorial Equipment		636.00	

City of Uhland
INCOME STATEMENT
November 2020

		TOTAL	
	NOV 2020	OCT - NOV, 2020 (YTD)	% OF INCOME
70075 Public Works - Streets	2,813.06	3,308.55	3.30 %
70079 Uniforms	169.98	169.98	0.20 %
70080 Small Equipment & Tools < \$2,500		770.31	
70083 Fuel	180.79	367.99	0.21 %
Total 70075 Public Works - Streets	3,163.83	4,616.83	3.71 %
70090 Payroll - Expenses			
70091 Payroll - Salaries			
70092 Payroll - Salaries - City Administrator	5,916.04	17,345.89	6.94 %
70093 Payroll - Salaries - City Secretary	4,230.40	11,884.78	4.96 %
70095 Payroll - Salaries - Office Assistant	2,400.00	4,005.00	2.81 %
70096 Payroll - Salaries - Public Works Lead	4,288.48	12,319.69	5.03 %
70097 Payroll - Salaries - Public Works	2,871.84	7,102.70	3.37 %
Total 70091 Payroll - Salaries	19,706.76	52,658.06	23.11 %
70200 Payroll - Taxes	1,507.56	4,028.35	1.77 %
70210 Payroll - Service Fees	127.92	251.57	0.15 %
Total 70090 Payroll - Expenses	21,342.24	56,937.98	25.03 %
70300 Supplies - Office	4,336.75	7,059.42	5.09 %
70302 Supplies - Maintenance/Community Center	475.82	475.82	0.56 %
70400 Telephone & Internet	236.04	471.92	0.28 %
70450 Travel - Mileage Reimbursements	449.97	817.85	0.53 %
70500 Utilities	398.22	837.55	0.47 %
Total Expenses	\$62,657.45	\$157,415.98	73.48 %
NET OPERATING INCOME	\$ (217.69)	\$121.96	(0.26 %)
Other Income			
80090 Income - Other	16.41	31.88	0.02 %
80100 Grant Income		14,222.20	
Total Other Income	\$16.41	\$14,254.08	0.02 %
Other Expenses			
80101 Grant Expense	1,000.00	15,331.70	1.17 %
Total Other Expenses	\$1,000.00	\$15,331.70	1.17 %
NET OTHER INCOME	\$ (983.59)	\$ (1,077.62)	(1.15 %)
NET INCOME	\$ (1,201.28)	\$ (955.66)	(1.41 %)

City of Umland
INCOME STATEMENT BY CLASS
November 2020

	ADMINISTRATION	BUILDING PERMITS	EDC UHLAND	FUTURE ROADWAY IMPACT FEES	PUBLIC WORKS	SUBDIVISION	TX CDBG GRANTS	WASTE MANAGEMENT	TOTAL
Income									
40010 AD Valorem - Caldwell County					2,090.04				\$2,090.04
40011 AD Valorem - Hays County					1,792.89				\$1,792.89
40050 Sales Tax Revenue	12,486.50		12,504.53		12,486.49				\$37,477.52
40100 Building Permit Income		10,603.88							\$10,603.88
40106 Transportation Fee - KB Homes				4,912.00					\$4,912.00
40155 Billable Expense Income						9,449.46			\$9,449.46
40200 Solid Waste Services								14,492.73	\$14,492.73
40201 Franchise Fees	2,199.00								\$2,199.00
40202 Solid Waste Services - Restoration/Late Fee								712.95	\$712.95
40500 Administration Fee Income	1,429.95								\$1,429.95
40550 Merchant Processing Fee Income		60.96							\$60.96
40900 Interest Income	50.83								\$50.83
Total Income	\$16,166.28	\$10,664.84	\$12,504.53	\$4,912.00	\$16,369.42	\$9,449.46	\$0.00	\$15,205.66	\$65,272.21
Cost of Goods Sold									
50050 Sales Tax Income - State Service Fees	249.73		249.73		249.73				\$749.19
50051 EDC Sales Tax Income Transfers			12,254.80						\$12,254.80
50155 Billable Expenses	(112.50)					9,940.96			\$9,828.46
Total Cost of Goods Sold	\$137.23	\$0.00	\$12,504.53	\$0.00	\$249.73	\$9,940.96	\$0.00	\$0.00	\$22,632.45
GROSS PROFIT	\$16,029.05	\$10,664.84	\$0.00	\$4,912.00	\$16,119.69	\$ (491.50)	\$0.00	\$15,205.66	\$62,439.76
Expenses									
60051 Computer Expense & Repair	1,738.23								\$1,738.23
60053 Continuing Education/Training	122.50								\$122.50
60055 Contract Labor		2,520.00							\$2,520.00
60059 Employee Morale	84.23				56.38				\$140.62
60063 Fees - Bookkeeping	593.40								\$593.40
60071 Fees - Legal	5,772.50								\$5,772.50
60072 Fees - Meetings	125.08								\$125.08
60075 Fees - Professional	3,426.00								\$3,426.00
60079 Fees - Waste Collection								40.59	\$3,466.59
60090 INS - Liability	4,327.68							9,284.36	\$9,284.36
60091 INS - Employee Benefit Insurance	2,444.18				1,859.42				\$4,303.60
70020 Bank Charges	34.97								\$34.97
70030 Merchant Service Fees		10.00							\$10.00
70065 Postage	15.05								\$15.05
70075 Public Works - Streets					2,813.06				\$2,813.06
70079 Uniforms					169.98				\$169.98
70083 Fuel					180.79				\$180.79
Total 70075 Public Works - Streets					3,163.83				\$3,163.83
70090 Payroll - Expenses									\$0.00
70091 Payroll - Salaries									\$0.00
70092 Payroll - Salaries - City Administrator	5,916.04								\$5,916.04
70093 Payroll - Salaries - City Secretary	4,230.40								\$4,230.40
70095 Payroll - Salaries - Office Assistant	2,400.00								\$2,400.00
70096 Payroll - Salaries - Public Works Lead					4,288.48				\$4,288.48
70097 Payroll - Salaries - Public Works					2,871.84				\$2,871.84
Total 70091 Payroll - Salaries	12,546.44				7,160.32				\$19,706.76
70200 Payroll - Taxes	959.80				547.76				\$1,507.56
70210 Payroll - Service Fees	63.96				63.96				\$127.92
Total 70090 Payroll - Expenses	13,570.20				7,772.04				\$21,342.24
70300 Supplies - Office	4,331.71				5.04				\$4,336.75
70302 Supplies - Maintenance/Community Center	475.82								\$475.82
70400 Telephone & Internet	236.04								\$236.04
70450 Travel - Mileage Reimbursements	307.89				142.08				\$449.97
70500 Utilities	199.93				198.23				\$398.22
Total Expenses	\$37,805.41	\$2,530.00	\$0.00	\$0.00	\$12,997.09	\$0.00	\$0.00	\$9,324.95	\$62,657.45
NET OPERATING INCOME	\$ (21,776.36)	\$8,134.84	\$0.00	\$4,912.00	\$3,122.60	\$ (491.50)	\$0.00	\$5,880.73	\$ (217.69)
Other Income									
80090 Income - Other	11.09							5.32	\$16.41
Total Other Income	\$11.09	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$5.32	\$16.41
Other Expenses									
80101 Grant Expense							1,000.00		\$1,000.00
Total Other Expenses	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$1,000.00	\$0.00	\$1,000.00
NET OTHER INCOME	\$11.09	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$ (1,000.00)	\$5.32	\$ (983.59)
NET INCOME	\$ (21,765.27)	\$8,134.84	\$0.00	\$4,912.00	\$3,122.60	\$ (491.50)	\$ (1,000.00)	\$5,886.05	\$ (1,201.28)

City of Umland

FISCAL YTD INCOME STATEMENT BY CLASS

October - November, 2020

	ADMINISTRATION	BUILDING PERMITS	COMMUNITY CENTER	EDC UHLAND	FUTURE ROADWAY IMPACT FEES
Income					
40010 AD Valorem - Caldwell County					
40011 AD Valorem - Hays County					
40050 Sales Tax Revenue	25,893.23			25,882.05	
40100 Building Permit Income		51,306.62			
40102 OSSF Residential		410.00			
40106 Transportation Fee - KB Homes					20,876.00
40155 Billable Expense Income					
40200 Solid Waste Services					
40201 Franchise Fees	2,209.59				
40202 Solid Waste Services - Restoration/Late Fee					
40500 Administration Fee Income	2,669.95				
40550 Merchant Processing Fee Income		417.19			
40900 Interest Income	109.79				
Total Income	\$30,882.56	\$52,133.81	\$0.00	\$25,882.05	\$20,876.00
Cost of Goods Sold					
50050 Sales Tax Income - State Service Fees	517.87			517.86	
50051 EDC Sales Tax Income Transfers				25,364.19	
50155 Billable Expenses	(15.24)			300.00	
Total Cost of Goods Sold	\$502.63	\$0.00	\$0.00	\$26,182.05	\$0.00
GROSS PROFIT	\$30,379.93	\$52,133.81	\$0.00	\$ (300.00)	\$20,876.00
Expenses					
60051 Computer Expense & Repair	7,049.46	3,125.04			
60053 Continuing Education/Training	585.00				
60055 Contract Labor		18,120.00			
60059 Employee Morale	84.23				
60063 Fees - Bookkeeping	1,186.80				
60065 Fees - Consulting	600.00				
60071 Fees - Legal	8,972.50				
60072 Fees - Meetings	193.87				
60075 Fees - Professional	3,466.59				
60078 Fees - Property Tax Collection	754.04				
60079 Fees - Waste Collection					
60090 INS - Liability	7,838.04				
60091 INS - Employee Benefit Insurance	6,646.27				
70020 Bank Charges	100.25				
70030 Merchant Service Fees		712.57			
70065 Postage	29.70				
70070 Rent - Janitorial Equipment			636.00		
70075 Public Works - Streets					
70079 Uniforms					
70080 Small Equipment & Tools < \$2,500					
70083 Fuel					
Total 70075 Public Works - Streets					

City of Uhland

FISCAL YTD INCOME STATEMENT BY CLASS

October - November, 2020

	ADMINISTRATION	BUILDING PERMITS	COMMUNITY CENTER	EDC UHLAND	FUTURE ROADWAY IMPACT FEES
70090 Payroll - Expenses					
70091 Payroll - Salaries					
70092 Payroll - Salaries - City Administrator	17,345.89				
70093 Payroll - Salaries - City Secretary	11,884.78				
70095 Payroll - Salaries - Office Assistant	4,005.00				
70096 Payroll - Salaries - Public Works Lead					
70097 Payroll - Salaries - Public Works					
Total 70091 Payroll - Salaries	33,235.67				
70200 Payroll - Taxes	2,542.53				
70210 Payroll - Service Fees	125.78				
Total 70090 Payroll - Expenses	35,903.98				
70300 Supplies - Office	7,054.38				
70302 Supplies - Maintenance/Community Center	475.82				
70400 Telephone & Internet	471.92				
70450 Travel - Mileage Reimbursements	533.69				
70500 Utilities	402.39				
Total Expenses	\$82,348.93	\$21,957.61	\$636.00	\$0.00	\$0.00
NET OPERATING INCOME	\$ (51,969.00)	\$30,176.20	\$ (636.00)	\$ (300.00)	\$20,876.00
Other Income					
80090 Income - Other	21.53				
80100 Grant Income					
Total Other Income	\$21.53	\$0.00	\$0.00	\$0.00	\$0.00
Other Expenses					
80101 Grant Expense					
Total Other Expenses	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
NET OTHER INCOME	\$21.53	\$0.00	\$0.00	\$0.00	\$0.00
NET INCOME	\$ (51,947.47)	\$30,176.20	\$ (636.00)	\$ (300.00)	\$20,876.00

City of Uhland

FISCAL YTD INCOME STATEMENT BY CLASS

October - November, 2020

	PUBLIC WORKS	SUBDIVISION	TX CDBG GRANTS	WASTE MANAGEMENT	TOTAL
Income					
40010 AD Valorem - Caldwell County	2,452.77				\$2,452.77
40011 AD Valorem - Hays County	2,845.37				\$2,845.37
40050 Sales Tax Revenue	25,893.22				\$77,668.50
40100 Building Permit Income					\$51,306.62
40102 OSSF Residential					\$410.00
40106 Transportation Fee - KB Homes					\$20,876.00
40155 Billable Expense Income		9,449.46			\$9,449.46
40200 Solid Waste Services				29,868.25	\$29,868.25
40201 Franchise Fees					\$2,209.59
40202 Solid Waste Services - Restoration/Late Fee				712.95	\$712.95
40500 Administration Fee Income					\$2,669.95
40550 Merchant Processing Fee Income					\$417.19
40900 Interest Income					\$109.79
Total Income	\$31,191.36	\$9,449.46	\$0.00	\$30,581.20	\$200,996.44
Cost of Goods Sold					
50050 Sales Tax Income - State Service Fees	517.86				\$1,553.59
50051 EDC Sales Tax Income Transfers					\$25,364.19
50155 Billable Expenses		16,255.96			\$16,540.72
Total Cost of Goods Sold	\$517.86	\$16,255.96	\$0.00	\$0.00	\$43,458.50
GROSS PROFIT	\$30,673.50	\$ (6,806.50)	\$0.00	\$30,581.20	\$157,537.94
Expenses					
60051 Computer Expense & Repair				472.00	\$10,646.50
60053 Continuing Education/Training					\$585.00
60055 Contract Labor					\$18,120.00
60059 Employee Morale	56.39				\$140.62
60063 Fees - Bookkeeping					\$1,186.80
60065 Fees - Consulting					\$600.00
60071 Fees - Legal					\$8,972.50
60072 Fees - Meetings					\$193.87
60075 Fees - Professional				81.18	\$3,547.77
60078 Fees - Property Tax Collection					\$754.04
60079 Fees - Waste Collection				21,914.00	\$21,914.00
60090 INS - Liability					\$7,838.04
60091 INS - Employee Benefit Insurance	3,569.68				\$10,215.95
70020 Bank Charges				5.00	\$105.25
70030 Merchant Service Fees					\$712.57
70065 Postage					\$29.70
70070 Rent - Janitorial Equipment					\$636.00
70075 Public Works - Streets	3,308.55				\$3,308.55
70079 Uniforms	169.98				\$169.98
70080 Small Equipment & Tools < \$2,500	770.31				\$770.31
70083 Fuel	367.99				\$367.99
Total 70075 Public Works - Streets	4,616.83				\$4,616.83

City of Uhland

FISCAL YTD INCOME STATEMENT BY CLASS

October - November, 2020

	PUBLIC WORKS	SUBDIVISION	TX CDBG GRANTS	WASTE MANAGEMENT	TOTAL
70090 Payroll - Expenses					\$0.00
70091 Payroll - Salaries					\$0.00
70092 Payroll - Salaries - City Administrator					\$17,345.89
70093 Payroll - Salaries - City Secretary					\$11,884.78
70095 Payroll - Salaries - Office Assistant					\$4,005.00
70096 Payroll - Salaries - Public Works Lead	12,319.69				\$12,319.69
70097 Payroll - Salaries - Public Works	7,102.70				\$7,102.70
Total 70091 Payroll - Salaries	19,422.39				\$52,658.06
70200 Payroll - Taxes	1,485.82				\$4,028.35
70210 Payroll - Service Fees	125.79				\$251.57
Total 70090 Payroll - Expenses	21,034.00				\$56,937.98
70300 Supplies - Office	5.04				\$7,059.42
70302 Supplies - Maintenance/Community Center					\$475.82
70400 Telephone & Internet					\$471.92
70450 Travel - Mileage Reimbursements	284.16				\$817.85
70500 Utilities	435.16				\$837.55
Total Expenses	\$30,001.26	\$0.00	\$0.00	\$22,472.18	\$157,415.98
NET OPERATING INCOME	\$672.24	\$ (6,806.50)	\$0.00	\$8,109.02	\$121.96
Other Income					
80090 Income - Other				10.35	\$31.88
80100 Grant Income			14,222.20		\$14,222.20
Total Other Income	\$0.00	\$0.00	\$14,222.20	\$10.35	\$14,254.08
Other Expenses					
80101 Grant Expense			15,331.70		\$15,331.70
Total Other Expenses	\$0.00	\$0.00	\$15,331.70	\$0.00	\$15,331.70
NET OTHER INCOME	\$0.00	\$0.00	\$ (1,109.50)	\$10.35	\$ (1,077.62)
NET INCOME	\$672.24	\$ (6,806.50)	\$ (1,109.50)	\$8,119.37	\$ (955.66)

City of Uland
GENERAL LEDGER
November 2020

DATE	TRANSACTION TYPE	NUM	CUSTOMER	VENDOR	EMPLOYEE	CLASS	MEMO DESCRIPTION	AMOUNT	BALANCE
10000 City of Uland Checking									
	Beginning Balance								297,850.36
11/01/2020	Expense			SPECTRUM BUSINESS			November 2020		
11/01/2020	Sales Receipt	3370	USTI - BATCH PAYMENTS				waste and recycle income	(226.24)	296,624.12
11/01/2020	Expense	10618479		WASTE CONNECTION			October 2020 Commercial accounts and residential recycle	(7,872.84)	288,751.27
11/01/2020	Expense	10618477		WASTE CONNECTION			October 2020	(7,871.71)	280,879.56
11/02/2020	Expense	00		MCCUNTOCK CODE REVIEW LLC				(15,600.00)	265,279.56
11/02/2020	Expense	38115179		BZ DOC INC			monthly printer rents for Waste bring	(81.18)	265,200.37
11/02/2020	Sales Receipt	3371	USTI - BATCH PAYMENTS				waste and recycle income	1,073.71	266,274.08
11/02/2020	Sales Receipt	3420	MPN - 1500					212.18	266,486.26
11/03/2020	Expense			Merchant Services			checking to TextStar	(25,002.00)	241,484.26
11/03/2020	Expense	00		MCCUNTOCK CODE REVIEW LLC			merchant account for my permit	(73.00)	241,411.26
11/03/2020	Sales Receipt	3382	HS HOMES				SD Permit - 154 Lena Lane	(10,800.00)	230,611.26
11/03/2020	Sales Receipt	3372	HS HOMES				SD Permit - 178 Lena Lane	3,496.80	234,108.06
11/03/2020	Sales Receipt	3374	HS HOMES				SD Permit - 227 Lena Lane	3,300.60	237,408.66
11/03/2020	Sales Receipt	3373	HS HOMES				SD Permit - 179 Lena Lane	4,360.00	241,768.66
11/03/2020	Sales Receipt	3375	USTI-4642				waste and recycle	1,968.47	243,737.13
11/04/2020	Tax Payment			IRS			Tax Payment for Period: 10/28/2020-10/30/2020	(2,388.11)	241,349.02
11/04/2020	Bill Payment (Check)	4554		RELIABLE TIRE DISPOSAL			tire disposal	(159.00)	241,190.02
11/04/2020	Bill Payment (Check)	4555		South Centre Planning & Development Commission				(3,126.00)	238,064.02
11/04/2020	Bill Payment (Check)	4551		Cuech Consultants LTD				(10,074.00)	227,990.02
11/04/2020	Bill Payment (Check)	4556		CALDWELL COUNTY APPRAISAL DISTRICT			yearly fee	(784.00)	227,206.02
11/04/2020	Sales Receipt	3376	USTI - BATCH PAYMENTS				waste and recycle income	308.58	227,514.60
11/04/2020	Bill Payment (Check)	4558		TEXAS DISPOSAL SYSTEMS			oct - march rental	(935.00)	226,579.60
11/04/2020	Bill Payment (Check)	4559		OFFICE OF THE COUNTY AUDITOR			Hays County animal control	(800.00)	225,779.60
11/04/2020	Bill Payment (Check)	4552		DELTA SYSTEMS, LLC				(3,863.00)	221,916.60
11/04/2020	Sales Receipt	3423	MPN - 1500					112.00	222,028.60
11/04/2020	Bill Payment (Check)	4549		Berlin Publications, Inc			grant/public notice	(159.50)	221,869.10
11/05/2020	Credit Card Payment			Lowes			credit card payment	(1,212.41)	220,656.69
11/05/2020	Sales Receipt	3377	USTI - BATCH PAYMENTS				waste and recycle income	488.00	221,144.69
11/05/2020	Credit Card Credit			Fuelman Fleet Program Master Card			bill payment	(4,707.18)	216,437.51
11/05/2020	Sales Receipt	3378	USTI - BATCH PAYMENTS				waste income	288.90	216,726.41
11/05/2020	Deposit			CHARTER COMMUNICATIONS			franchise fees	2,112.69	218,839.10
11/05/2020	Bill Payment (Check)			Any Avars				(8,475.00)	210,364.10
11/05/2020	Sales Receipt	3379	USTI - BATCH PAYMENTS				waste and recycle income	195.50	209,969.24
11/05/2020	Deposit			HAYS COUNTY APPRAISAL DISTRICT			ad valorem income	439.97	210,409.21
11/10/2020	Sales Receipt	3380	USTI-4642				waste and recycle income	1,139.54	211,548.75
11/10/2020	Sales Receipt	3381	USTI - BATCH PAYMENTS				waste and recycle income	387.23	211,935.98
11/10/2020	Payroll Check	00			Gary D. Galtner		Pay Period: 10/29/2020-11/11/2020	(350.00)	211,585.98
11/10/2020	Payroll Check	00			Gary D. Galtner		Pay Period: 10/29/2020-11/11/2020	(1,559.90)	209,926.08
11/10/2020	Payroll Check	00			Karen S. Galtner		Pay Period: 10/29/2020-11/11/2020	(2,483.30)	207,442.78
11/10/2020	Credit Card Credit			Fuelman Fleet Program Master Card			bill payment	(4,435.50)	203,007.28
11/10/2020	Payroll Check	00			Traci R. McGinley		Pay Period: 10/29/2020-11/11/2020	(1,887.47)	201,119.81
11/10/2020	Payroll Check	00			Kimberly D. Weatherford		Pay Period: 10/29/2020-11/11/2020	(1,321.44)	199,798.37
11/10/2020	Payroll Check	00			Matthew Hodges		Pay Period: 10/29/2020-11/11/2020	(1,261.68)	198,536.69
11/10/2020	Sales Receipt	3384	USTI - BATCH PAYMENTS				waste and recycle income	269.75	198,806.44
11/10/2020	Sales Receipt	3383	USTI-4642				waste and recycle income	217.48	199,023.92
11/16/2020	Expense	852011A		COUNTY LINE SUD			water bill	(38.20)	198,985.72
11/16/2020	Expense			TXL MULTISTATE INTERGOVERNMENTAL EMPLOYEE BENEFITS POOL			monthly employee insurance	(4,103.80)	194,881.92
11/16/2020	Sales Receipt	3385	USTI - BATCH PAYMENTS				waste and recycle income	605.10	195,487.02
11/16/2020	Payment			The City of Galveston Motor Court and Campground			RV Park	(1,036.13)	194,450.89
11/17/2020	Deposit			CALDWELL CO APPR			ad valorem income	1,287.80	195,738.69
11/17/2020	Deposit			TEXAS COMPTROLLER			Sales Tax Income	36,764.40	232,503.09
11/17/2020	Sales Receipt	3387	USTI - BATCH PAYMENTS				waste and recycle income	253.44	232,756.53
11/17/2020	Deposit			GRANITE TELECOMMUNICATIONS			franchise fee	10.96	232,767.49
11/17/2020	Sales Receipt	3386	USTI-4642				waste and recycle income	805.88	233,573.37
11/17/2020	Deposit			SOUTHWESTERN BELL TELEPHONE COMPANY			Franchise Fee	71.98	233,645.35
11/18/2020	Tax Payment			IRS			Tax Payment for Period: 11/11/2020-11/13/2020	(2,276.53)	231,368.82
11/18/2020	Sales Receipt	3388	USTI - BATCH PAYMENTS				waste and recycle income	527.79	231,896.61
11/18/2020	Expense			BUGSBORNET ELECTRIC			electric bill	(940.20)	230,956.41
11/18/2020	Expense			TEXAS COMPTROLLER OF PUBLIC ACCOUNTS			Waste and recycle sales tax 4yr/1	(1,087.76)	229,868.65
11/18/2020	Sales Receipt	3389	MPN				MPN Building Permits Deposit	815.06	230,683.71
11/18/2020	Deposit			ODMA, INC			Waste and recycle income	811.06	231,494.77
11/18/2020	Sales Receipt	3391	USTI - BATCH PAYMENTS				franchise fee	4.77	231,499.54
11/18/2020	Sales Receipt	3392	USTI - BATCH PAYMENTS				waste and recycle income	838.65	232,338.19
11/20/2020	Sales Receipt	3413	USTI-4642				USTI payment is off by \$0.21. Batch shows \$538.64 and they paid \$538.43	712.95	233,051.14
11/20/2020	Payment	04613718		WEHBE Properties				(384.93)	232,666.21
11/20/2020	Sales Receipt	3398	USTI - BATCH PAYMENTS				waste and recycle income	342.48	233,008.69
11/20/2020	Sales Receipt	3392	USTI - BATCH PAYMENTS				waste and recycle income	543.54	233,552.23
11/20/2020	Deposit			CALDWELL CO APPR			Ad Valorem - Calwell	0.97	233,553.20
11/24/2020	Expense			ULAND ECONOMIC DEVELOPMENT CORPORATION (EDC)			Sales tax income - October & November	(25,344.18)	208,209.02
11/24/2020	Sales Receipt	3424	MPN - 1500					248.40	208,457.42
11/24/2020	Sales Receipt	3421	USTI - BATCH PAYMENTS				waste and recycle income	445.18	208,902.60
11/25/2020	Payroll Check	00			Kimberly D. Weatherford		Pay Period: 11/12/2020-11/25/2020	(1,139.71)	207,762.89
11/25/2020	Payroll Check	00			Gary D. Galtner		Pay Period: 11/12/2020-11/25/2020	(250.00)	207,512.89
11/25/2020	Payroll Check	00			Gary D. Galtner		Pay Period: 11/12/2020-11/25/2020	(1,959.94)	205,552.95
11/25/2020	Payroll Check	00			Traci R. McGinley		Pay Period: 11/12/2020-11/25/2020	(1,887.47)	203,665.48
11/25/2020	Payroll Check	00			Matthew Hodges		Pay Period: 11/12/2020-11/25/2020	(1,259.80)	202,405.68
11/25/2020	Deposit			CALDWELL CO APPR			Ad Valorem - Calwell	280.56	202,686.24
11/25/2020	Sales Receipt	3406	USTI - BATCH PAYMENTS				waste and recycle income	35.00	202,721.24
11/25/2020	Sales Receipt	3407	USTI - BATCH PAYMENTS				waste and recycle income	121.24	202,842.48
11/25/2020	Payroll Check	00			Karen S. Galtner		Pay Period: 11/12/2020-11/25/2020	(2,483.30)	200,359.18
11/25/2020	Sales Receipt	3404	USTI - BATCH PAYMENTS				waste and recycle income	(2,483.30)	197,875.88
11/25/2020	Deposit			FLNB				10.30	197,886.18
11/25/2020	Deposit			CALDWELL CO APPR			Ad Valorem - Calwell	630.29	198,516.47
11/25/2020	Deposit			CALDWELL CO APPR			Ad Valorem - Calwell	630.29	199,146.76
11/25/2020	Sales Receipt	3405	USTI - BATCH PAYMENTS				waste and recycle income	170.02	199,316.78
11/25/2020	Deposit			HAYS COUNTY TAX ASSESSOR-COLLECTOR			Ad Valorem - Hays	1,382.50	200,700.28
Total for 10000 City of Uland Checking								5	(70,128.36)
10001 Uland Money Market Account									
	Beginning Balance								48,286.27
11/03/2020	Deposit			FLNB				5.86	48,292.13
Total for 10001 Uland Money Market Account								5.86	48,292.13
10002 Uland Construction Account									
	Beginning Balance								100.00
Total for 10002 Uland Construction Account									100.00
10003 Uland Debt Cert Account									
	Beginning Balance								101.52
Total for 10003 Uland Debt Cert Account									101.52

City of Uhland
GENERAL LEDGER
November 2020

DATE	TRANSACTION TYPE	NUM	CUSTOMER	VENDOR	EMPLOYEE	CLASS	MEMO DESCRIPTION	AMOUNT	BALANCE
11/30/2020	Expense			FLNB			NET	8.20	36.32
Total for 10000 Uhland Debt Cert Account								\$ (0.00)	
10004 TaxSTAR Checking									
Beginning Balance									420,196.89
11/03/2020	Transfer						checking to TaxStar	25,005.00	401,196.89
11/30/2020	Deposit		TaxSTAR					34.80	401,201.71
Total for 10004 TaxSTAR Checking								25,039.80	
10088 Party Cash									
Beginning Balance									401.55
Total for 10088 Party Cash									
12000 Accounts Receivable (A/R)									
Beginning Balance									121,060.51
11/16/2020	Payment		This Old E) Casino Mito Court and					(1,330.13)	120,030.38
11/23/2020	Invoice	3387	CAYEPTUND					948.17	120,211.55
11/23/2020	Invoice	3385	LAS ENTANCIAS S					5,875.00	126,586.55
11/23/2020	Invoice	3384	RANCH ROAD DEVELOPMENT					520.30	127,106.85
11/23/2020	Invoice	3386	ALIS-TEX VILLAGE HOMES					3,096.80	130,173.65
11/23/2020	Invoice	3388	SAM					394.11	130,567.76
11/23/2020	Invoice	3393	KB HOMES					(306.53)	130,179.23
11/23/2020	Payment	34 13719	WEHBE Properties						89,080.70
Total for 12000 Accounts Receivable (A/R)									
12501 Texas Comptroller Reserves									
Beginning Balance									525.85
11/17/2020	Deposit		TEXAS COMPTROLLER				Prior Retained - 20 City Portion	(508.90)	16.95
11/17/2020	Deposit		TEXAS COMPTROLLER				Current Retained - 20 City Portion	489.48	493.43
Total for 12501 Texas Comptroller Reserves								\$ (36.07)	
17001 Machinery & Equipment									
Beginning Balance									21,350.00
Total for 17001 Machinery & Equipment									
20000 Accounts Payable (A/P)									
Beginning Balance									10,801.58
11/01/2020	Bill			TEXAS MUNICIPAL LEAGUE INTERGOVERNMENTAL RISK POOL			General Liability	4,327.88	15,179.26
11/02/2020	Bill	2549		The Knight Law Firm, LLP Attorneys at Law			RFD Training and workshop	385.00	15,564.26
11/04/2020	Bill	numerous		Cuomo Consultants, LTD				10,074.02	25,638.28
11/04/2020	Bill	26198		RELIABLE TIRE DISPOSAL			TIRE Disposal	199.00	25,797.28
11/04/2020	Bill Payment (Check)	4549		Barton Publications, Inc				(109.50)	25,687.78
11/04/2020	Bill Payment (Check)	4552		DELTA SYSTEMS, LLC				(2,963.00)	21,724.78
11/04/2020	Bill Payment (Check)	4554		RELIABLE TIRE DISPOSAL				(199.26)	21,525.52
11/04/2020	Bill Payment (Check)	4551		Cuomo Consultants, LTD				(10,074.02)	11,451.50
11/04/2020	Bill Payment (Check)	4555		South Central Planning & Development Commission				(3,139.04)	8,312.46
11/04/2020	Bill Payment (Check)	4550		CALDWELL COUNTY APPRAISAL DISTRICT				(784.04)	7,528.42
11/04/2020	Bill Payment (Check)	4553		OFFICE OF THE COUNTY AUDITOR				800.00	7,512.65
11/04/2020	Bill Payment (Check)	4556		TEXAS DISPOSAL SYSTEMS				(936.20)	6,376.45
11/06/2020	Bill	2010		Any Aears				3,475.00	14,851.48
11/09/2020	Bill Payment (Check)			Any Aears				(8,475.00)	6,376.48
11/10/2020	Bill	3850		LANGFORD COMMUNITY MANAGEMENT SERVICES			#1216002 - 2016 DRP - sidewalk - final grant funds	1,000.00	7,376.48
11/10/2020	Bill	20094462		EZ STREET COMPANY			(1) 961 bulk pack	1,175.00	8,546.68
11/30/2020	Bill	13526		DELTA SYSTEMS, LLC			technical support	1,722.00	10,268.68
Total for 20000 Accounts Payable (A/P)								\$ (362.90)	
20501 A/P - Fuellman Mastercard									
Beginning Balance									4,821.71
11/02/2020	Expense			Blair Audio			sound system for council room	3,357.35	7,959.06
11/02/2020	Expense			Fuellman Floor Program Master Card			fuel	39.50	7,998.56
11/02/2020	Expense			AMAZON			COVID 19	429.84	8,428.40
11/02/2020	Expense			AMAZON			COVID 19	49.98	8,478.38
11/03/2020	Expense			AMAZON			office furniture / shelves	138.32	8,616.70
11/03/2020	Expense			Fuellman Floor Program Master Card			fuel	74.99	8,691.69
11/03/2020	Expense			TEXAS MUNICIPAL CLERKS			educational	122.50	8,814.19
11/04/2020	Credit Card Credit			Fuellman Floor Program Master Card			Rebate Reference # 01869465	(11.09)	8,798.10
11/05/2020	Credit Card Credit			Fuellman Floor Program Master Card			Bill Payment	(4,707.19)	4,090.91
11/05/2020	Expense	WV5247088		ZOOM			zoom meeting	15.99	4,107.30
11/05/2020	Expense			AMAZON			ballotage and ix status election code 2020 adtron	65.99	4,173.29
11/06/2020	Expense			Lewis			Public works	19.44	4,244.05
11/10/2020	Expense			Honda Dealer			airbox and psi	19.84	4,263.89
11/10/2020	Expense			KENT POWER SPORTS OF AUSTIN			2 PS 4 oil change kit	79.89	4,303.03
11/10/2020	Expense			Honda Dealer			supplies to install hot water to bathrooms	447.50	4,750.53
11/10/2020	Expense			BH-BOOKKEEPERS			November Services	593.43	5,379.50
11/11/2020	Expense			AMAZON			new tables for council chambers	135.98	5,515.01
11/11/2020	Expense			AMAZON			double pulley gravelly	110.39	5,625.90
11/11/2020	Expense			AMAZON			deck sprinle assembly gravelly	79.93	5,705.83
11/11/2020	Expense			Lewis			supplies	76.90	5,782.73
11/11/2020	Expense			Best Buy			TV bracket for council chambers	59.99	5,842.74
11/11/2020	Expense			AMAZON			table covers for council chambers	27.50	5,840.24
11/11/2020	Expense			Best Buy			Hisense TV for council chambers	399.99	6,240.23
11/11/2020	Expense			Chatham Trail BBQ			meeting with new planner	45.29	6,285.52
11/12/2020	Expense			INTUIT			monthly payroll service	127.99	6,413.51
11/12/2020	Expense			Honda Dealer			supplies - council chambers outlet boxes	40.96	6,454.30
11/12/2020	Expense			Honda Dealer			council chambers - floor boxes	54.08	6,512.38
11/12/2020	Credit Card Credit			Fuellman Floor Program Master Card			Bill Payment	(4,435.55)	2,076.83
11/13/2020	Expense			AMAZON			12/18/20 - Spoke to Amazon and \$14.06 was charged on someone else's Amazon account on our card.	14.06	2,090.89
11/13/2020	Expense			USPS			contract for OLO to UNV	15.05	2,105.94
11/13/2020	Expense			Lewis Gaskets			meeting with planner south side	26.80	2,132.74
11/13/2020	Expense			Lewis			supplies	26.60	2,159.34
11/16/2020	Expense			Best Deal			Half a 32551725	26.97	2,225.31
11/16/2020	Expense	WVQ7960		BE DOG INC.			Rush Coverage	52.35	2,277.66
11/17/2020	Expense			HEB			employee ham and turkey for holidays	27.30	2,304.96
11/17/2020	Expense			HEB			employee ham and turkey for holidays	29.03	2,334.09
11/17/2020	Expense			ACADEMY			work boots Matt and Gary	168.96	2,503.05
11/17/2020	Expense			HEB			employee ham and turkey for holidays	28.94	2,532.01
11/17/2020	Expense			HEB			employee ham and turkey for holidays	27.45	2,559.36
11/17/2020	Expense			Adobe			monthly fee	16.25	2,575.19
11/17/2020	Expense			HEB			employee ham and turkey for holidays	27.30	2,602.49
11/18/2020	Expense			AMAZON			ethernet box	157.03	2,761.52
11/23/2020	Expense		POCO LOCO MARKET				fuel	66.90	2,828.42
11/23/2020	Expense			WALMART			pens	5.04	2,833.86
11/23/2020	Expense			AMAZON			table cover council chambers	27.50	2,861.36
Total for 20501 A/P - Fuellman Mastercard								\$ (1,761.36)	
20503 A/P - Lewis									
Beginning Balance									927.97

City of Umland
GENERAL LEDGER
November 2020

DATE	TRANSACTION TYPE	NUM	CUSTOMER	VENDOR	EMPLOYEE	CLASS	MEMO DESCRIPTION	AMOUNT	BALANCE
11/02/2020	Expense			Lowe's			Public works	394.44	1,212.47
11/05/2020	Credit Card Payment			Lowe's			credit card payment	(1,212.44)	0.00
11/05/2020	Expense			Lowe's			supplies	190.60	190.60
Total for 2020 AP - Lowe's									\$ (794.37)
20700 AP - Jimmy McCloskey									
Beginning Balance									24,800.00
11/02/2020	Expense	DD		MCCLINTOCK DODE REVIEW LLC			Building Permits	(10,000.00)	14,800.00
11/05/2020	Expense	DD		MCCLINTOCK DODE REVIEW LLC			Building Permits	(10,000.00)	4,800.00
11/05/2020	Journal Entry		Jimmy McCloskey				Record J McCloskey Payable - sales interest 3072 3375 3374 3382 KB HOMES	3,400.00	7,000.00
11/05/2020	Journal Entry		Jimmy McCloskey				Building Permits	120.00	7,120.00
Total for 20700 AP - Jimmy McCloskey									\$ (17,480.00)
22000 Direct Deposit Payable									
11/12/2020	Payroll Check	DD			Gary D. Gallaher		Direct Deposit	(1,559.33)	(1,559.33)
11/12/2020	Payroll Check	DD			Gary D. Gallaher		Direct Deposit	(250.30)	(1,809.63)
11/12/2020	Payroll Check	DD			Kimberly D. Weatherford		Pay Period: 10/29/2020-11/11/2020	(1,101.44)	(2,911.07)
11/12/2020	Payroll Check	DD			Traci R. McKinley		Pay Period: 10/29/2020-11/11/2020	(1,867.47)	(4,778.54)
11/12/2020	Payroll Check	DD			Matthew Hodge		Direct Deposit	(2,261.65)	(7,040.19)
11/12/2020	Payroll Check	DD			Gary D. Gallaher		Direct Deposit 2	350.00	(6,690.19)
11/12/2020	Payroll Check	DD			Matthew Hodge		Pay Period: 10/29/2020-11/11/2020	(1,261.68)	(7,951.87)
11/12/2020	Payroll Check	DD			Karen S. Gallaher		Pay Period: 10/29/2020-11/11/2020	2,483.30	(5,468.57)
11/12/2020	Payroll Check	DD			Traci R. McKinley		Direct Deposit	(1,687.47)	(7,156.04)
11/12/2020	Payroll Check	DD			Karen S. Gallaher		Direct Deposit	(2,483.30)	(9,639.34)
11/12/2020	Payroll Check	DD			Gary D. Gallaher		Pay Period: 10/29/2020-11/11/2020	1,559.33	(8,080.01)
11/12/2020	Payroll Check	DD			Kimberly D. Weatherford		Direct Deposit	(1,101.44)	(9,181.45)
11/05/2020	Payroll Check	DD			Matthew Hodge		Pay Period: 11/12/2020-11/25/2020	1,256.95	(7,924.50)
11/05/2020	Payroll Check	DD			Matthew Hodge		Direct Deposit	(1,256.95)	(9,181.45)
11/05/2020	Payroll Check	DD			Traci R. McKinley		Pay Period: 11/12/2020-11/25/2020	1,867.47	(7,313.98)
11/05/2020	Payroll Check	DD			Traci R. McKinley		Direct Deposit	(1,867.47)	(9,181.45)
11/05/2020	Payroll Check	DD			Gary D. Gallaher		Pay Period: 11/12/2020-11/25/2020	1,559.34	(7,622.11)
11/05/2020	Payroll Check	DD			Gary D. Gallaher		Direct Deposit 2	350.00	(7,272.11)
11/05/2020	Payroll Check	DD			Gary D. Gallaher		Direct Deposit	(1,559.34)	(8,831.45)
11/05/2020	Payroll Check	DD			Gary D. Gallaher		Direct Deposit	(2,200.00)	(11,031.45)
11/05/2020	Payroll Check	DD			Kimberly D. Weatherford		Pay Period: 11/12/2020-11/25/2020	1,126.71	(12,158.16)
11/05/2020	Payroll Check	DD			Kimberly D. Weatherford		Direct Deposit	(1,126.71)	(13,284.87)
11/05/2020	Payroll Check	DD			Kimberly D. Weatherford		Direct Deposit	(1,126.71)	(14,411.58)
11/05/2020	Payroll Check	DD			Karen S. Gallaher		Direct Deposit	(2,483.30)	(16,894.88)
11/05/2020	Payroll Check	DD			Karen S. Gallaher		Pay Period: 11/12/2020-11/25/2020	2,483.30	(19,378.18)
Total for 22000 Direct Deposit Payable									\$0.00
22500 Sales Tax Payable									
Beginning Balance									1,063.11
11/10/2020	Expense			TEXAS COMPTROLLER OF PUBLIC ACCOUNTS		Waste Management	Waste and recycle rates for yml	(1,063.11)	0.00
Total for 22500 Sales Tax Payable									\$ (1,063.11)
23000 EDC Sales Tax Income Payable									
Beginning Balance									13,106.30
11/24/2020	Expense			UHLAND ECONOMIC DEVELOPMENT CORPORATION (EDC)		EDC Umland	Sales tax income - October	(13,109.39)	0.91
11/24/2020	Expense			UHLAND ECONOMIC DEVELOPMENT CORPORATION (EDC)		EDC Umland	Sales tax income - November	(12,254.80)	(12,254.80)
11/05/2020	Journal Entry	JE		UHLAND ECONOMIC DEVELOPMENT CORPORATION (EDC)		EDC Umland	Record EDC Sales Tax Income Transfer - November	12,254.80	0.11
Total for 23000 EDC Sales Tax Income Payable									\$ (13,106.30)
24000 Payroll Liabilities									
24001 Payroll - Taxes Federal (941/944)									
Beginning Balance									2,366.11
11/04/2020	Tax Payment			IRS			Federal Taxes (941/944)	(2,366.11)	0.00
11/12/2020	Payroll Check	DD			Gary D. Gallaher		Federal Taxes (941/944)	632.67	632.67
11/12/2020	Payroll Check	DD			Karen S. Gallaher		Federal Taxes (941/944)	737.43	1,370.10
11/12/2020	Payroll Check	DD			Traci R. McKinley		Federal Taxes (941/944)	435.94	1,806.04
11/12/2020	Payroll Check	DD			Kimberly D. Weatherford		Federal Taxes (941/944)	257.83	2,063.87
11/12/2020	Payroll Check	DD			Matthew Hodge		Federal Taxes (941/944)	(322.34)	1,741.53
11/18/2020	Tax Payment			IRS			Federal Taxes (941/944)	(2,278.53)	(4,020.06)
11/25/2020	Payroll Check	DD			Gary D. Gallaher		Federal Taxes (941/944)	530.39	(3,489.67)
11/25/2020	Payroll Check	DD			Traci R. McKinley		Federal Taxes (941/944)	426.94	(3,916.61)
11/25/2020	Payroll Check	DD			Kimberly D. Weatherford		Federal Taxes (941/944)	257.83	(4,174.44)
11/25/2020	Payroll Check	DD			Karen S. Gallaher		Federal Taxes (941/944)	737.43	(4,911.87)
11/25/2020	Payroll Check	DD			Matthew Hodge		Federal Taxes (941/944)	301.43	(5,213.30)
Total for 24001 Payroll - Taxes Federal (941/944)									\$ (110.87)
24003 Payroll - Taxes - SUTA									
11/12/2020	Payroll Check	DD			Traci R. McKinley		TX Unemployment Tax	0.00	0.00
11/25/2020	Payroll Check	DD			Traci R. McKinley		TX Unemployment Tax	0.00	0.00
Total for 24003 Payroll - Taxes - SUTA									\$0.00
Miscellaneous Deduction (deleted)									
11/12/2020	Payroll Check	DD			Kimberly D. Weatherford		Miscellaneous Deduction	0.00	0.00
11/12/2020	Payroll Check	DD			Gary D. Gallaher		Miscellaneous Deduction	0.00	0.00
11/25/2020	Payroll Check	DD			Kimberly D. Weatherford		Miscellaneous Deduction	0.00	0.00
11/25/2020	Payroll Check	DD			Gary D. Gallaher		Miscellaneous Deduction	0.00	0.00
Total for Miscellaneous Deduction (deleted)									\$0.00
Total for 24000 Payroll Liabilities									\$ (110.87)
Payroll - Liabilities (deleted)									
Payroll - Waste Bill (deleted)									
11/12/2020	Payroll Check	DD			Gary D. Gallaher		waste bill	0.00	0.00
11/25/2020	Payroll Check	DD			Gary D. Gallaher		waste bill	0.00	0.00
Total for Payroll - Waste Bill (deleted)									\$0.00
Total for Payroll - Liabilities (deleted)									\$0.00
30000 Retained Earnings									
Beginning Balance									728,628.57
Total for 30000 Retained Earnings									728,628.57
30001 Opening Balance Equity									
Beginning Balance									118,651.59
Total for 30001 Opening Balance Equity									118,651.59
40010 AD Valorem - Caldwell County									
Beginning Balance									362.70
11/17/2020	Deposit		CALDWELL CO APPR			Public Works	ad valorem income	1,091.30	1,454.00
11/23/2020	Deposit		CALDWELL CO APPR			Public Works	Ad Valorem - Caldwell	0.07	1,454.07
11/30/2020	Deposit		CALDWELL CO APPR			Public Works	Ad Valorem - Caldwell	290.58	1,744.65
11/30/2020	Deposit		CALDWELL CO APPR			Public Works	Ad Valorem - Caldwell	82.37	1,827.02
11/30/2020	Deposit		CALDWELL CO APPR			Public Works	Ad Valorem - Caldwell	636.29	2,463.31
Total for 40010 AD Valorem - Caldwell County									\$2,096.94
40011 AD Valorem - Hays County									
Beginning Balance									1,552.48

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11/09/2020	Deposit		HAYS COUNTY APPRAISAL DISTRICT			Public Works	ad valorem income	439.97	1,482.45
11/30/2020	Deposit		HAYS COUNTY TAX ASSESSOR COLLECTOR			Public Works	Ad valorem - Hays	1,362.92	2,845.37
Total for 40011 AD Valorem - Hays County								\$1,792.89	
40000 Sales Tax Revenue									
Beginning Balance									40,190.98
11/17/2020	Deposit		TEXAS COMPTROLLER			Administration	Gross Collections - 2/3 City Portion		
11/17/2020	Deposit		TEXAS COMPTROLLER			EDC Umland	Current Retained - 1/3 EDC Portion	12,486.50	52,677.48
11/17/2020	Deposit		TEXAS COMPTROLLER			EDC Umland	Prior Retained - 1/3 EDC Portion	292.77	52,970.25
11/17/2020	Deposit		TEXAS COMPTROLLER			Public Works	Gross Collections - 2/3 City Portion	12,486.49	65,456.74
11/17/2020	Deposit		TEXAS COMPTROLLER			EDC Umland	Gross Collections - 1/3 EDC Portion	12,486.49	77,943.23
Total for 40000 Sales Tax Revenue									
40100 Building Permit Income									\$37,477.52
Beginning Balance									46,702.74
11/03/2020	Sales Receipt	3422	MPN - 1500			Building Permits	222 Ella Marie	187.19	46,889.93
11/03/2020	Sales Receipt	3374	KB HOMES			Building Permits	MPN 2020-147, 227 Lona Lane	1,635.69	48,525.62
11/03/2020	Sales Receipt	3374	KB HOMES			Building Permits	MPN 2020-147, 227 Lona Lane	350.00	48,875.62
11/03/2020	Sales Receipt	3382	KB HOMES			Building Permits	MPN 2020-147, 227 Lona Lane	50.00	48,925.62
11/03/2020	Sales Receipt	3382	KB HOMES			Building Permits	MPN 2020-151, 184 Lona Lane	1,625.60	44,841.12
11/03/2020	Sales Receipt	3382	KB HOMES			Building Permits	MPN 2020-151, 184 Lona Lane	350.00	44,891.12
11/03/2020	Sales Receipt	3373	KB HOMES			Building Permits	MPN 2020-151, 184 Lona Lane	50.00	44,841.12
11/03/2020	Sales Receipt	3373	KB HOMES			Building Permits	MPN 2020-148, 178 Lona Lane	350.00	45,291.12
11/03/2020	Sales Receipt	3372	KB HOMES			Building Permits	MPN 2020-148, 178 Lona Lane	350.00	45,641.12
11/03/2020	Sales Receipt	3373	KB HOMES			Building Permits	MPN 2020-148, 178 Lona Lane	50.00	45,691.12
11/03/2020	Sales Receipt	3373	KB HOMES			Building Permits	MPN 2020-148, 178 Lona Lane	50.00	45,741.12
11/03/2020	Sales Receipt	3372	KB HOMES			Building Permits	MPN 2020-148, 178 Lona Lane	2,712.00	48,453.12
11/04/2020	Sales Receipt	3423	MPN - 1500			Building Permits	MPN 2020-148, 178 Lona Lane	1,788.80	50,241.92
11/19/2020	Sales Receipt	3389	MPN			Building Permits	building 222 Ella Marie	87.20	50,329.12
11/19/2020	Sales Receipt	3389	MPN			Building Permits	MPN 2020-155, 8 S. Plam Creek Rd	195.00	50,524.12
11/19/2020	Sales Receipt	3389	MPN			Building Permits	MPN 2020-154, 2004 Cotton Gin Road	195.00	50,719.12
11/19/2020	Sales Receipt	3389	MPN			Building Permits	MPN 2020-155, 8 S. Plam Creek Rd	195.00	50,914.12
11/24/2020	Sales Receipt	3424	MPN - 1500			Building Permits	MPN 2020-155, 8 S. Plam Creek Rd	179.10	51,093.22
Total for 40100 Building Permit Income								218.40	51,311.62
40102 OS&F Residential									\$15,800.00
Beginning Balance									410.00
Total for 40102 OS&F Residential									
40106 Transportation Fee - KB Homes									15,904.00
Beginning Balance									15,904.00
11/03/2020	Sales Receipt	3373	KB HOMES			Future Roadway Impact Fee	KB HOME ROADWAY IMPACT IMPROVEMENTS	1,228.00	17,132.00
11/08/2020	Sales Receipt	3372	KB HOMES			Future Roadway Impact Fee	KB HOME ROADWAY IMPACT IMPROVEMENTS 1/3 Lona Lane	1,228.00	18,420.00
11/08/2020	Sales Receipt	3382	KB HOMES			Future Roadway Impact Fee	KB HOME ROADWAY IMPACT IMPROVEMENTS	1,228.00	19,648.00
11/03/2020	Sales Receipt	3374	KB HOMES			Future Roadway Impact Fee	KB HOME ROADWAY IMPACT IMPROVEMENTS	1,228.00	20,876.00
Total for 40106 Transportation Fee - KB Homes								\$4,912.00	
40155 Biltable Expense Income									
11/03/2020	Invoice	3395	RANCH ROAD DEVELOPMENT	Quatro Consultants, LTD		Subdivision	Harvest Creek, 10202005	1,305.00	1,305.00
11/03/2020	Invoice	3395	RANCH ROAD DEVELOPMENT	Quatro Consultants, LTD		Subdivision	Harvest Creek, 10052001	1,127.00	2,432.00
11/03/2020	Invoice	3395	RANCH ROAD DEVELOPMENT	Quatro Consultants, LTD		Subdivision	Mill Creek, 10042002	1,305.00	3,737.00
11/03/2020	Invoice	3394	AUS-TEA/VILLAGE HOMES	Quatro Consultants, LTD		Subdivision	Harmony Hills, 10202013	333.00	4,070.00
11/03/2020	Invoice	3394	AUS-TEA/VILLAGE HOMES	Quatro Consultants, LTD		Subdivision	Harmony Hills, 10202013	140.00	4,210.00
11/03/2020	Invoice	3396	SAM	Any Aest		Subdivision	High Road Plaza, 82010	1,800.00	6,010.00
11/03/2020	Invoice	3396	SAM	Quatro Consultants, LTD		Subdivision	Umland Plaza, 10020005	87.50	6,097.50
11/03/2020	Invoice	3396	SAM	Quatro Consultants, LTD		Subdivision	Umland Plaza 10052002, 10102000	517.50	6,615.00
11/03/2020	Invoice	3396	SAM	Quatro Consultants, LTD		Subdivision	Umland Plaza 10052000	805.00	7,420.00
11/23/2020	Invoice	3393	KB HOMES	Quatro Consultants, LTD		Subdivision	Gravel Rd 06040/L, 10262012	310.79	7,730.79
11/23/2020	Invoice	3393	KB HOMES	Quatro Consultants, LTD		Subdivision	Gravel Highlands	47.50	7,778.29
11/23/2020	Invoice	3395	RANCH ROAD DEVELOPMENT	Quatro Consultants, LTD		Subdivision	Mitroak, 10060007	836.00	8,614.29
11/23/2020	Invoice	3395	RANCH ROAD DEVELOPMENT	Quatro Consultants, LTD		Subdivision	Mitroak Pl 2, 10020008	406.13	9,020.42
11/23/2020	Invoice	3397	LAS ENTANCIAS 2	LVN ENGINEERING		Subdivision	Las Entanacias 2	771.00	9,791.42
Total for 40155 Biltable Expense Income								\$5,448.40	
40200 Solid Waste Services									15,375.52
Beginning Balance									15,375.52
11/01/2020	Sales Receipt	3370	USTI - BATCH PAYMENTS			Waste Management	Waste and recycle income, USTI batch	1,952.59	17,328.11
11/02/2020	Sales Receipt	3371	USTI - BATCH PAYMENTS			Waste Management	Waste and recycle income, USTI batch	1,670.71	18,998.82
11/03/2020	Sales Receipt	3376	USTI - BATCH PAYMENTS			Waste Management	Waste and recycle income, USTI batch	1,958.47	20,957.29
11/04/2020	Sales Receipt	3378	USTI - BATCH PAYMENTS			Waste Management	Waste and recycle income, USTI batch	358.28	21,315.57
11/05/2020	Sales Receipt	3377	USTI - BATCH PAYMENTS			Waste Management	Waste and recycle income, USTI batch	489.02	21,804.59
11/06/2020	Sales Receipt	3378	USTI - BATCH PAYMENTS			Waste Management	Waste and recycle income, USTI batch	289.80	22,094.39
11/09/2020	Sales Receipt	3379	USTI - BATCH PAYMENTS			Waste Management	Waste and recycle income, USTI batch	195.93	22,290.32
11/10/2020	Sales Receipt	3380	USTI - BATCH PAYMENTS			Waste Management	Waste and recycle income, USTI batch	1,139.54	23,429.86
11/10/2020	Sales Receipt	3381	USTI - BATCH PAYMENTS			Waste Management	Waste and recycle income, USTI batch	287.23	23,717.09
11/10/2020	Sales Receipt	3384	USTI - BATCH PAYMENTS			Waste Management	Waste and recycle income, USTI batch	286.75	23,993.84
11/10/2020	Sales Receipt	3383	USTI - BATCH PAYMENTS			Waste Management	Waste and recycle income, USTI batch	217.48	24,211.32
11/16/2020	Sales Receipt	3385	USTI - BATCH PAYMENTS			Waste Management	Waste and recycle income, USTI batch	605.13	24,816.45
11/17/2020	Sales Receipt	3387	USTI - BATCH PAYMENTS			Waste Management	Waste and recycle income, USTI batch	250.44	25,066.89
11/17/2020	Sales Receipt	3386	USTI - BATCH PAYMENTS			Waste Management	Waste and recycle income, USTI batch	805.83	25,872.72
11/18/2020	Sales Receipt	3388	USTI - BATCH PAYMENTS			Waste Management	Waste and recycle income, USTI batch	507.79	26,380.51
11/19/2020	Sales Receipt	3390	USTI - BATCH PAYMENTS			Waste Management	Waste and recycle income, USTI batch	511.08	26,891.59
11/20/2020	Sales Receipt	3391	USTI - BATCH PAYMENTS			Waste Management	Waste and recycle income, USTI batch	538.05	27,429.64
11/23/2020	Sales Receipt	3390	USTI - BATCH PAYMENTS			Waste Management	Waste and recycle income, USTI batch	342.48	27,772.12
11/23/2020	Sales Receipt	3392	USTI - BATCH PAYMENTS			Waste Management	Waste and recycle income, USTI batch	543.56	28,315.68
11/24/2020	Sales Receipt	3401	USTI - BATCH PAYMENTS			Waste Management	Waste and recycle income, USTI batch	449.18	28,764.86
11/25/2020	Sales Receipt	3403	USTI - BATCH PAYMENTS			Waste Management	Waste and recycle income, USTI batch	121.24	28,886.10
11/25/2020	Sales Receipt	3406	USTI - BATCH PAYMENTS			Waste Management	Waste and recycle income, USTI batch	35.00	28,921.10
11/30/2020	Sales Receipt	3404	USTI - BATCH PAYMENTS			Waste Management	Waste and recycle income, USTI batch	848.00	29,769.10
11/30/2020	Sales Receipt	3405	USTI - BATCH PAYMENTS			Waste Management	Waste and recycle income, USTI batch	758.00	30,527.10
Total for 40200 Solid Waste Services								\$14,482.73	
40201 Franchise Fees									10.59
Beginning Balance									10.59
11/06/2020	Deposit		CHARTER COMMUNICATIONS			Administration		2,112.69	2,123.28
11/17/2020	Deposit		GRANITE TELECOMMUNICATIONS			Administration	ROW Fee	10.58	2,133.86
11/17/2020	Deposit		SOUTHWESTERN BELL TELEPHONE COMPANY			Administration	ROW Fee	70.38	2,204.24
11/20/2020	Deposit		COMA, INC.			Administration	Rescue fee	4.77	2,209.01
Total for 40201 Franchise Fees									
40202 Solid Waste Services - Restorand/Late Fee									\$5,199.00
11/20/2020	Sales Receipt	3413	USTI - BATCH PAYMENTS			Waste Management	waste and recycle income	712.95	712.95
Total for 40202 Solid Waste Services - Restorand/Late Fee								\$712.95	
40200 Administration Fee Income									1,240.00
Beginning Balance									1,240.00
11/02/2020	Sales Receipt	3422	MPN - 1500			Administration	Application and Plan Review (MPN) 222 Ella Marie	25.00	1,265.00
11/03/2020	Sales Receipt	3382	KB HOMES			Administration	MPN 2020-151, 184 Lona Lane	50.00	1,315.00
11/03/2020	Sales Receipt	3374	KB HOMES			Administration	MPN 2020-147, 227 Lona Lane	50.00	1,365.00
11/03/2020	Sales Receipt	3373	KB HOMES			Administration	MPN 2020-148, 178 Lona Lane	50.00	1,415.00
11/03/2020	Sales Receipt	3372	KB HOMES			Administration	MPN 2020-149, 178 Lona Lane	50.00	1,465.00
11/04/2020	Sales Receipt	3423	MPN - 1500			Administration	Application and Plan Review (MPN) 222 Ella Marie	25.00	1,490.00
11/19/2020	Sales Receipt	3389	MPN			Administration	MPN 2020-156, 4 Summer Sun Cove	23.00	1,513.00
11/19/2020	Sales Receipt	3389	MPN			Administration	MPN 2020-155, 8 S. Plam Creek Rd	25.00	1,538.00

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11/19/2020	Sales Receipt	3389	MPN			Administration	MPN 2020-154, 2004 Cotton Gin Road	25.00	1,565.00
11/19/2020	Sales Receipt	3389	MPN			Administration	MPN 2020-153, 6 Summer Sun Cove	25.00	1,590.00
11/23/2020	Invoice	3390				Administration	10 % ADMINISTRATION COST	278.90	1,868.90
11/23/2020	Invoice	3394	AUS-TEX VILLAGE HOMES			Administration	10 % ADMINISTRATION COST	47.30	1,916.20
11/23/2020	Invoice	3395	RANCH ROAD DEVELOPMENT			Administration	\$100.00HR - \$100 MINIMUM	100.00	2,016.20
11/23/2020	Invoice	3395	RANCH ROAD DEVELOPMENT			Administration	10 % ADMINISTRATION COST	815.91	2,932.11
11/23/2020	Invoice	3397	LAS ENTANCIAS 2			Administration	10 % ADMINISTRATION COST	77.11	3,009.22
11/24/2020	Invoice	3393	KB HOMES			Administration	10 % ADMINISTRATION COST	35.83	3,045.05
11/24/2020	Sales Receipt	3424	MPN - 1500			Administration	Application and Plan Review (MPN)	25.00	3,070.05
Total for 40600 Administration Fee Income								81,429.96	
4050 Merchant Processing Fee Income									
Beginning Balance									356.23
11/04/2020	Sales Receipt	3423	MPN - 1500			Building Permits	Reimbursement of Merchant Processing Fees for Credit Card Payments 202 Ella Marie	5.00	361.23
11/19/2020	Sales Receipt	3389	MPN			Building Permits	MPN 2020-156, 4 Summer Sun Cove	12.96	374.19
11/19/2020	Sales Receipt	3389	MPN			Building Permits	MPN 2020-155, 8 S. Plum Creek Rd.	12.96	387.15
11/19/2020	Sales Receipt	3389	MPN			Building Permits	MPN 2020-154, 3904 Cotton Gin Road	12.96	400.11
11/19/2020	Sales Receipt	3389	MPN			Building Permits	MPN 2020-153, 6 Summer Sun Cove	12.96	413.07
11/24/2020	Sales Receipt	3424	MPN - 1500			Building Permits	Reimbursement of Merchant Processing Fees for Credit Card Payments	5.00	418.07
Total for 40660 Merchant Processing Fee Income								80.86	
40800 Interest Income									
Beginning Balance									58.96
11/09/2020	Deposit		TexSTAR			Administration		34.87	93.83
11/09/2020	Deposit			FLNB		Administration		10.06	103.89
11/09/2020	Deposit			FLNB		Administration		5.95	109.84
Total for 40800 Interest Income								50.88	
5000 Sales Tax Income - State Service Fees									
Beginning Balance									304.43
11/17/2020	Deposit		TEXAS COMPTROLLER			Public Works	2 % Service Fees - 20 City Portion	243.73	1,058.16
11/17/2020	Deposit		TEXAS COMPTROLLER			EDC Umland	2 % Service Fees - 10 EDC Portion	243.73	1,301.89
11/17/2020	Deposit		TEXAS COMPTROLLER			Administration	2 % Service Fees - 20 City Portion	243.73	1,545.62
Total for 50000 Sales Tax Income - State Service Fees								731.19	
6001 EDC Sales Tax Income Transfers									
Beginning Balance									13,108.39
11/09/2020	Journal Entry	JE		UMLAND ECONOMIC DEVELOPMENT CORPORATION (EDC)		600 UMLAND	Record EDC Sales Tax Income Transfer - November	12,254.80	25,363.19
Total for 6001 EDC Sales Tax Income Transfers								12,254.80	
60155 Miscellaneous Expenses									
Beginning Balance									6,712.26
11/04/2020	Bill	numerous	AUS-TEX VILLAGE HOMES	Cuervo Consultants, LTD		Subdivision	Hemlock Hills, 10290013	353.00	7,065.26
11/04/2020	Bill	numerous	SAM	Cuervo Consultants, LTD		Subdivision	Umland Plaza 10552003, 10192028	617.60	7,682.86
11/04/2020	Bill	numerous	RANCH ROAD DEVELOPMENT	Cuervo Consultants, LTD		Subdivision	Harvest Creek, 10292006	1,365.00	9,047.86
11/04/2020	Bill	numerous	RANCH ROAD DEVELOPMENT	Cuervo Consultants, LTD		Subdivision	Milcreek, 10292007	998.00	10,045.86
11/04/2020	Bill	numerous	Barb Hopper	Cuervo Consultants, LTD		Subdivision	Harvey Tract predevelopment meeting, 10292014	679.00	10,724.86
11/04/2020	Bill	numerous	RANCH ROAD DEVELOPMENT	Cuervo Consultants, LTD		Subdivision	Milcreek Ph 2, 10292008	406.12	11,130.98
11/04/2020	Bill	numerous	SAM	Cuervo Consultants, LTD		Subdivision	Umland Plaza, 10292005	57.50	11,188.48
11/04/2020	Bill	numerous	KIP KRONENBERG	Cuervo Consultants, LTD		Subdivision	TK Ranch, 10292015	333.00	11,521.48
11/04/2020	Bill	numerous	KB HOMES	Cuervo Consultants, LTD		Subdivision	Griffith Ph2 object, 10292012	310.78	11,832.26
11/04/2020	Bill	numerous	JAKE SULLIVAN	Cuervo Consultants, LTD		Subdivision	Sullivan Tract, 10292011	517.50	12,349.76
11/04/2020	Bill	numerous	The Old El Camino Molo Court and Campground	Cuervo Consultants, LTD		Subdivision	El Camino Ranch RV Resort PDG amendment 10292010	1,201.50	13,551.26
11/04/2020	Bill	numerous	Spr Communities	Cuervo Consultants, LTD		Subdivision	Crema Crossing Ph 2-4, 10292028	234.50	13,785.76
11/06/2020	Bill	2010	SAM	Amy Akins		Subdivision	High Road Plaza, #2010	1,620.30	15,406.06
11/06/2020	Bill	2010	UMLAND EDC	Amy Akins		Administration	EDC credit #2010	(1,123.00)	14,283.06
11/06/2020	Bill	2010	The Old El Camino Molo Court and Campground	Amy Akins		Subdivision	El Camino RV Resort, #2010	1,500.00	15,783.06
11/06/2020	Bill	2010	Barb Hopper	Amy Akins		Subdivision	Harvey Tract # 2010	106.00	15,889.06
Total for 60155 Miscellaneous Expenses								88,826.46	
60051 Computer Expense & Repair									
Beginning Balance									8,908.27
11/17/2020	Expense			Above		Administration	monthly asse pro	18.29	8,926.56
11/30/2020	Bill	13320		DELTA SYSTEMS, LLC		Administration	technical support	1,722.00	10,648.56
Total for 60051 Computer Expense & Repair								1,740.29	
60053 Continuing Education/Training									
Beginning Balance									462.50
11/23/2020	Expense			TEXAS MUNICIPAL CLERKS		Administration	Retreats (source)	122.50	585.00
Total for 60053 Continuing Education/Training								122.50	
60055 Contract Labor									
Beginning Balance									15,600.00
11/30/2020	Journal Entry	Jimmy McClellan				Building Permits	Record J McClellan Payable - sales receipt 3372 3373 3374 3382 KB HOMES	3,400.00	19,000.00
11/30/2020	Journal Entry	Jimmy McClellan				Building Permits	Record J McClellan Payable - sales receipt 3389 MPN 4 x \$3000	120.00	19,120.00
Total for 60055 Contract Labor								3,520.00	
60059 Employee Meals									
11/17/2020	Expense			HEB		Administration	lunch with free turkey for employee for Thanksgiving	27.90	27.90
11/17/2020	Expense			HEB		Public Works	lunch with free turkey for employee for Thanksgiving	27.45	55.35
11/17/2020	Expense			HEB		Public Works	lunch with free turkey for employee for Thanksgiving	29.54	84.89
11/17/2020	Expense			HEB		Administration	lunch with free turkey for employee for Thanksgiving	27.30	112.19
11/17/2020	Expense			HEB		Administration	lunch with free turkey for employee for Thanksgiving	29.63	141.82
Total for 60059 Employee Meals								142.82	
60063 Fees - Bookkeeping									
Beginning Balance									593.40
11/19/2020	Expense			BH BOOKKEEPERS		Administration	November services	253.40	1,846.80
Total for 60063 Fees - Bookkeeping								253.40	
60065 Fees - Consulting									
Beginning Balance									600.00
Total for 60065 Fees - Consulting									
60071 Fees - Legal									
Beginning Balance									3,200.00
11/02/2020	Bill	2549	WALTON DEVELOPMENT AND MANAGEMENT	The Wright Law Firm, LLP Attorneys at Law		Administration	PDG Training and workshop	385.00	3,585.00
11/08/2020	Bill	2010		Amy Akins		Administration	Invoice 2010	5,397.50	8,982.50
Total for 60071 Fees - Legal								5,782.50	
60073 Fees - Meetings									
Beginning Balance									68.79
11/09/2020	Expense	INVS2471068		ZOOM		Administration	Zoom Monthly meetings	15.90	84.69
11/11/2020	Expense			Orsham Trail BBQ		Administration	meeting with new designer	48.20	132.89
11/19/2020	Expense			Life Centers		Administration	meeting with designer and	58.80	191.69
Total for 60073 Fees - Meetings								122.90	
60075 Fees - Professional									
Beginning Balance									81.18
11/02/2020	Expense	28110178		BIG DOC INC.		Administration	monthly printer fee for waste and recycle bills	45.89	127.07
11/02/2020	Expense	28110178		BIG DOC INC.		Administration	monthly printer fee for waste and recycle bills	45.89	172.96
11/04/2020	Bill	numerous		Cuervo Consultants, LTD		Administration	City of Umland Colwell City 1445 revised agreement, 10302003	733.50	906.46
11/04/2020	Bill	numerous		Cuervo Consultants, LTD		Administration	City of Umland, future development map, 10302002	639.00	1,545.46

City of Umland
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DATE	TRANSACTION TYPE	NUM	CUSTOMER	VENDOR	EMPLOYEE	CLASS	MEMO DESCRIPTION	AMOUNT	BALANCE
11/04/2020	BI	RUMPHOUS		Castro Consultants, LTD.		Administration	City of Umland covering 81.7 Mig. 1092001	1,307.56	8,892.42
11/04/2020	BI	RUMPHOUS		Castro Consultants, LTD.		Administration	City of Umland Pays City Heat L.A. Review. 10302004	136.00	9,027.42
11/04/2020	BI	RUMPHOUS		Castro Consultants, LTD.		Administration	City of Umland Collier Gen. Road. 10202009	468.00	9,495.42
11/16/2020	Expense	84237800		SU DOC INC.		Administration	Road Coverage	52.35	9,547.77
Total for 80075 Fees - Professional									
40078 Fees - Property Tax Collection									
Beginning Balance									754.34
Total for 80078 Fees - Property Tax Collection									
80079 Fees - Waste Collection									
Beginning Balance									12,629.64
11/01/2020	Expense	15819477		WASTE CONNECTION		Waste Management	October 2020	7,811.72	20,241.36
11/01/2020	Expense	15819478		WASTE CONNECTION		Waste Management	October 2020 Commercial accounts and residential recycle	1,672.64	21,814.00
Total for 80079 Fees - Waste Collection									
80090 INS - Liability									
Beginning Balance									3,810.38
11/01/2020	BI			TEXAS MUNICIPAL LEAGUE INTERGOVERNMENTAL RISK POOL		Administration	Geners Liability	4,327.68	7,838.04
Total for 80090 INS - Liability									
80091 INS - Employee Benefit Insurance									
Beginning Balance									8,112.35
11/16/2020	Expense	8522011A		T.M. MULTISTATE INTERGOVERNMENTAL EMPLOYEE BENEFITS POOL		Administration	November 2020	2,444.18	8,556.53
11/16/2020	Expense	8522011A		T.M. MULTISTATE INTERGOVERNMENTAL EMPLOYEE BENEFITS POOL		Public Works	November 2020	1,058.40	10,215.93
Total for 80091 INS - Employee Benefit Insurance									
70020 Bank Charges									
Beginning Balance									70.28
11/16/2020	Expense			First Coast		Administration	Ref # 62872290	29.37	100.25
11/03/2020	Expense			FLAB		Administration	Charged Back Checks	5.20	105.25
Total for 70020 Bank Charges									
70030 Merchant Service Fees									
Beginning Balance									702.57
11/03/2020	Expense			Merchant Services		Building Permits	Merchant account service fee monthly for My permit.org	10.00	712.57
Total for 70030 Merchant Service Fees									
70065 Postage									
Beginning Balance									14.65
11/13/2020	Expense			USPS		Administration	mailed out LNV booklet	15.58	29.70
Total for 70065 Postage									
70070 Rent - Jurisdictional Equipment									
Beginning Balance									636.00
Total for 70070 Rent - Jurisdictional Equipment									
70075 Public Works - Streets									
Beginning Balance									495.49
11/02/2020	Expense			Lowe's		Public Works	supplies	284.44	779.93
11/04/2020	BI	26188		RELIABLE TIRE DISPOSAL		Public Works	TIRE Disposal	189.00	968.93
11/06/2020	Expense			Lowe's		Public Works	supplies	79.32	1,018.25
11/10/2020	Expense			Home Depot		Public Works	supplies to install hot water to bathroom	447.50	1,465.75
11/10/2020	Expense			Home Depot		Public Works	2) PS-4 of charge kit	79.98	1,545.73
11/10/2020	Expense			Home Depot		Public Works	2) (1) TON BULK SACK,	19.44	1,565.17
11/10/2020	BI	20024462		SZ STREET COMPANY		Public Works	double curvey gravelly	1,170.00	2,735.17
11/11/2020	Expense			AMAZON		Public Works	supplies	110.39	2,845.56
11/11/2020	Expense			Lowe's		Public Works	back candle assembly gravelly	76.90	2,922.46
11/12/2020	Expense			Home Depot		Public Works	supplies - council chambers cabinet bases	45.88	2,968.34
11/12/2020	Expense			Home Depot		Public Works	council chambers - floor boxes	54.08	3,022.42
11/13/2020	Expense			Lowe's		Public Works	supplies	28.40	3,150.82
11/23/2020	Expense			Lowe's		Public Works	supplies	59.60	3,210.42
Total for 70075 Public Works - Streets									
70079 Uniforms									
11/17/2020	Expense			ACADEMY		Public Works	work boots Matt and Gary	183.28	169.30
Total for 70079 Uniforms									
70080 Small Equipment & Tools < \$2,500									
Beginning Balance									776.81
Total for 70080 Small Equipment & Tools < \$2,500									
70083 Fuel									
Beginning Balance									167.20
11/02/2020	Expense			Furman Fleet Program Master Card		Public Works	fuel	59.50	226.70
11/03/2020	Expense			Furman Fleet Program Master Card		Public Works	fuel	74.29	301.69
11/23/2020	Expense		FOOD LOCO MARKET			Public Works	fuel	66.30	367.99
Total for 70083 Fuel									
Total for 70075 Public Works - Streets with sub									
70090 Payroll - Expenses									
70091 Payroll - Salaries									
70092 Payroll - Salaries - City Administrator									
Beginning Balance									11,429.85
11/12/2020	Payroll Check	DD			Karen S. Galanter	Administration	Gross Pay - This is not a legal pay stub	2,958.02	14,387.87
11/25/2020	Payroll Check	DD			Karen S. Galanter	Administration	Gross Pay - This is not a legal pay stub	2,958.02	17,345.89
Total for 70092 Payroll - Salaries - City Administrator									
70093 Payroll - Salaries - City Secretary									
Beginning Balance									7,854.38
11/30/2020	Journal Entry	JE			Traci McGinley	Administration	Release City Secretary wages to correct account	4,230.40	11,884.78
Total for 70093 Payroll - Salaries - City Secretary									
70094 Payroll - Salaries - City Clerk									
11/12/2020	Payroll Check	DD			Traci P. McGinley	Administration	Gross Pay - This is not a legal pay stub	2,115.20	2,115.20
11/25/2020	Payroll Check	DD			Traci P. McGinley	Administration	Gross Pay - This is not a legal pay stub	2,115.20	4,230.40
11/30/2020	Journal Entry	JE			Traci McGinley	Administration	Release City Secretary wages to correct account	(4,230.40)	0.00
Total for 70094 Payroll - Salaries - City Clerk									
70095 Payroll - Salaries - Office Assistant									
Beginning Balance									1,805.00
11/12/2020	Payroll Check	DD			Kimberly D. Weatherford	Administration	Gross Pay - This is not a legal pay stub	1,905.00	2,809.00
11/25/2020	Payroll Check	DD			Kimberly D. Weatherford	Administration	Gross Pay - This is not a legal pay stub	1,905.00	4,305.00
Total for 70095 Payroll - Salaries - Office Assistant									
70096 Payroll - Salaries - Public Works Lead									
Beginning Balance									8,291.21
11/12/2020	Payroll Check	DD			Gary D. Galanter	Public Works	Gross Pay - This is not a legal pay stub	2,144.24	10,175.45
11/25/2020	Payroll Check	DD			Gary D. Galanter	Public Works	Gross Pay - This is not a legal pay stub	2,144.24	12,319.69
Total for 70096 Payroll - Salaries - Public Works Lead									
70097 Payroll - Salaries - Public Works									
Beginning Balance									4,220.80

City of Umland
GENERAL LEDGER
November 2020

DATE	TRANSACTION TYPE	NUM	CUSTOMER	VENDOR	EMPLOYEE	CLASS	MEMODESCRIPTION	AMOUNT	BALANCE
Balance									
11/12/2020	Payroll Check	00							
11/25/2020	Payroll Check	00			Matthew Hodge	Public Works	Gross Pay - This is not a legal pay stub	1,437.80	5,668.46
					Matthew Hodge	Public Works	Gross Pay - This is not a legal pay stub	1,434.24	7,102.70
Total for 70007 Payroll - Salaries - Public Works									\$2,871.04
Total for 70001 Payroll - Salaries									\$18,706.76
70200 Payroll - Taxes									
Beginning Balance									
11/12/2020	Payroll Check	00			Matthew Hodge	Public Works	Employer Taxes	109.87	2,650.79
11/18/2020	Payroll Check	00			Karen S. Galacher	Administration	Employer Taxes	236.29	2,887.08
11/18/2020	Payroll Check	00			Gary D. Galacher	Public Works	Employer Taxes	164.04	3,051.09
11/18/2020	Payroll Check	00			Traci R. McGinley	Administration	Employer Taxes	101.81	3,152.90
11/18/2020	Payroll Check	00			Kimberly D. Weatherford	Administration	Employer Taxes	81.80	3,234.70
11/25/2020	Payroll Check	00			Matthew Hodge	Public Works	Employer Taxes	109.72	3,344.42
11/25/2020	Payroll Check	00			Traci R. McGinley	Administration	Employer Taxes	161.81	3,506.23
11/25/2020	Payroll Check	00			Gary D. Galacher	Public Works	Employer Taxes	164.03	3,710.26
11/25/2020	Payroll Check	00			Kimberly D. Weatherford	Administration	Employer Taxes	81.80	3,802.06
11/25/2020	Payroll Check	00			Karen S. Galacher	Administration	Employer Taxes	235.29	4,037.35
Total for 70200 Payroll - Taxes									\$1,507.56
70210 Payroll - Service Fees									
Beginning Balance									
11/18/2020	Expense			INTUIT		Public Works	monthly payroll service	63.96	123.65
11/18/2020	Expense			INTUIT		Administration	monthly payroll service	63.96	251.57
Total for 70210 Payroll - Service Fees									\$127.92
Total for 70060 Payroll - Expenses									\$21,342.24
70300 Supplies - Office									
Beginning Balance									
11/02/2020	Expense			Stem Audio		Administration	sound system for council room	3,337.35	6,060.02
11/03/2020	Expense			AMAZON		Administration	office furniture / chairs	136.32	6,196.34
11/05/2020	Expense			AMAZON		Administration	cartridge and ink staples electron code 2020 edition	63.90	6,260.23
11/11/2020	Expense			AMAZON		Administration	new tables for council chambers	135.99	6,396.21
11/11/2020	Expense			Best Buy		Administration	table covers for council chambers	37.50	6,433.71
11/11/2020	Expense			Best Buy		Administration	TV bracket for council chambers	79.89	6,513.60
11/13/2020	Expense			AMAZON		Administration	Hyperice TV for council chambers	898.89	6,555.79
11/15/2020	Expense			AMAZON		Administration	charges on software eea's amazon account but on city credit card	14.06	6,569.85
11/23/2020	Expense			WALMART		Public Works	Emmett six pens	187.63	7,026.88
11/23/2020	Expense			AMAZON		Administration	table cover council chambers	37.50	7,064.38
Total for 70300 Supplies - Office									\$4,336.75
70302 Supplies - Maintenance/Community Center									
11/02/2020	Expense			AMAZON		Administration	COVID 19	429.84	429.84
11/02/2020	Expense			AMAZON		Administration	COVID 19	45.58	475.42
Total for 70302 Supplies - Maintenance/Community Center									\$475.42
70400 Telephone & Internet									
Beginning Balance									
11/01/2020	Expense			SPECTRUM BUSINESS		Administration	November 2020	235.04	471.43
Total for 70400 Telephone & Internet									\$235.04
70450 Travel - Mileage Reimbursements									
Beginning Balance									
11/12/2020	Payroll Check	00			Traci R. McGinley	Administration	Reimbursement	39.42	404.20
11/12/2020	Payroll Check	00			Matthew Hodge	Public Works	Reimbursement	39.42	443.72
11/12/2020	Payroll Check	00			Karen S. Galacher	Administration	Reimbursement	36.42	477.14
11/12/2020	Payroll Check	00			Gary D. Galacher	Public Works	Reimbursement	34.42	511.76
11/12/2020	Payroll Check	00			Kimberly D. Weatherford	Administration	Reimbursement	67.47	579.23
11/25/2020	Payroll Check	00			Traci R. McGinley	Administration	Reimbursement	36.42	615.65
11/25/2020	Payroll Check	00			Gary D. Galacher	Public Works	Reimbursement	34.62	650.27
11/25/2020	Payroll Check	00			Kimberly D. Weatherford	Administration	Reimbursement	84.74	735.01
11/25/2020	Payroll Check	00			Karen S. Galacher	Administration	Reimbursement	35.42	770.43
11/25/2020	Payroll Check	00			Matthew Hodge	Public Works	Reimbursement	35.42	805.85
Total for 70450 Travel - Mileage Reimbursements									\$449.87
70500 Utilities									
Beginning Balance									
11/15/2020	Expense			COUNTY LINE SUD		Administration	SERVICE FEE	1.50	442.80
11/15/2020	Expense			COUNTY LINE SUD		Administration	water	96.50	477.30
11/18/2020	Expense			BLUEBONNET ELECTRIC		Public Works	LIGHTS	67.09	544.39
11/18/2020	Expense			BLUEBONNET ELECTRIC		Public Works	Street Light	121.27	675.66
11/18/2020	Expense			BLUEBONNET ELECTRIC		Administration	MONTHLY ELECTRIC BILL	161.93	837.59
Total for 70500 Utilities									\$398.29
80000 Income - Other									
Beginning Balance									
11/04/2020	Credit Card Credit			Furman Fleet Program Master Card		Administration	Rebate Reference # 01809485	11.06	26.54
11/19/2020	Expense			TEXAS COMPTROLLER OF PUBLIC ACCOUNTS		Waste Management	Waste and recycle sales tax byznt - bmsy ling discount	5.32	31.86
Total for 80000 Income - Other									\$16.41
80100 Grant Income									
Beginning Balance									
Total for 80100 Grant Income									14,222.20
80101 Grant Expense									
Beginning Balance									
11/19/2020	bill	3850		LANFORD COMMUNITY MANAGEMENT SERVICES		TX CDBG GRANTS	#718302 - 2018 DRP - sewer/water - localgrant funds	1,000.00	15,331.70
Total for 80101 Grant Expense									\$1,000.00

**EL CAMINO RANCH
RV RESORT**

PLANNED DEVELOPMENT DISTRICT

Approved _____, 202__

ORDINANCE NO. _____

AN ORDINANCE REPEALING AND REPLACING ORDINANCE No. 240, CHANGING THE ZONING CLASSIFICATION OF APPROXIMATELY 19.541 ACRES OF LAND LOCATED AT THE NORTHWEST CORNER OF STATE HIGHWAY 21 AND GRISTMILL ROAD (CR 153), TO PLANNED DEVELOPMENT ("PD"); ESTABLISHING LAND USES AND DEVELOPMENT STANDARDS FOR THE CONSTRUCTION AND OPERATION OF A MIXED USE PROJECT FEATURING A RECREATIONAL VEHICLE RESORT AND COMMERCIAL/RETAIL USES; AND PROVIDING FOR: RULES, STANDARDS, PROCEDURES, AND SEVERABILITY.

WHEREAS, DLCL ENTERPRISES, INC., ("Owner") owns a total of 19.541 acres of land, more or less, located in Hays County, Texas, and more particularly described by the metes and bounds description and the survey which are collectively attached as Exhibit "A" to Attachment "1" (the "Property"). The Property is located wholly within the City's corporate limits; and

WHEREAS, Owner plans to develop approximately 16.541 acres of the Property as a recreational vehicle resort and approximately 3 acres of the Property as commercial/retail uses (the "Project"), which will benefit and serve the present and future citizens of the City; and

WHEREAS, a Planned Development ("PD") district accommodates large or complex developments under unified control planned as a single continuous project providing greater design flexibility in return for desirable features not normally required in conventional zoning districts to create a superior development to that which would occur using conventional zoning regulations; and

WHEREAS, the City of Umland seeks to protect the health, safety, and welfare of those living in, working in, and visiting the City; and

WHEREAS, the City of Umland entered into a Planned Development Agreement with the Owner and created the El Camino Ranch RV Resort PD District on February 5th 2020 under Ordinance No. 240; and

WHEREAS, Owner has submitted an application to the City to repeal and replace the existing Planned Development Agreement to change certain zoning regulations within the PD District; and

WHEREAS, the City has been in negotiations with the Owner of the Property to create a new PD Agreement to repeal and replace the original, attached hereto as Attachment "1", (the "PDA"); and

WHEREAS, the City held hearings and invited public comment on the proposed changes to the El Camino Ranch RV Resort PD District in public hearings held on the day of at o'clock P.M. and on the 14th day of December, 2020 at 4 o'clock P.M. and on the 16th day of December, 2020 at 6 o'clock P.M. and on the 6th day of January, 2021 at 6 o'clock P.M.; and

WHEREAS, pursuant to Chapter 51 of the Texas Local Government Code, the City has general authority to adopt this Ordinance; and

WHEREAS, pursuant to Chapter 211 of the Texas Local Government Code, the City has broad zoning authority; and

WHEREAS, the City finds that the land use and development standards established in the proposed El Camino Ranch RV Resort PDA are consistent to promote the public health, safety, and general welfare of those living in, working in, and visiting the City.

NOW, THEREFORE, BE IT ORDAINED by the City Council of the City of Umland:

ARTICLE I. FINDINGS OF FACT

The foregoing Recitals are hereby adopted as findings of facts and are incorporated fully herein.

ARTICLE II. SHORT TITLE

This Ordinance shall be commonly cited as the "El Camino Ranch RV Resort Planned Development".

ARTICLE III. ENACTMENT

- A. Zoning Map.** The official zoning map of the City of Umland is hereby amended to reflect the zoning designations established in the PD Master Plan attached as Exhibit "B" to Attachment "1".
- B. Development Plan.** This Ordinance, together with Attachment "1" and the exhibits thereto constitutes the land use standards and development plan for the El Camino Ranch RV Resort PD District upon the Property, as reflected in Attachment "1", covered by this Ordinance. All land use and development of the El Camino Ranch RV Resort PD on the Property must conform to the limitations and conditions set forth in this Ordinance, Attachment "1" and the exhibits thereto. Enactment of this Ordinance shall constitute the City's approval of the land use standards and development plan.

- C. Planned Development (PD) Master Plan.** The PD Master Plan detailed in Exhibit "B" of Attachment "1" to this Ordinance, is hereby approved.
- D Applicable Regulations.** Except as specifically provided by this Ordinance, the El Camino Ranch RV Resort PD Project is subject to all provisions of the City's Ordinances in effect on the effective date of this Ordinance. To the extent any provisions of this Ordinance conflicts with any provisions of City Ordinances or any related regulations, the provisions of this Ordinance shall control.
- E. Variances.** The approval of this Ordinance, Attachment "1" and Exhibits A-D constitutes the approval of the development standards and shall be deemed to be the functional equivalent of the approval of variances, exceptions, and alternative standards from conflicting provisions of City Ordinances. When considering a request for variances, exceptions, or alternative standards for the El Camino Ranch RV Resort PD Project that were not addressed by the development standards contained herein, the City shall consider this Ordinance, the PD Master Plan, and the City's, then existing, Ordinances collectively.
- F. Resolution of Conflicts.** The documents governing the PD should be read in harmony to the fullest extent possible. If a conflict arises between the charts included in the exhibits and the illustrations contained in the exhibits, the charts shall control. If a conflict arises between the terms of this Ordinance and the exhibits, the terms of this Ordinance shall control.
- G. Attachments and Exhibits.** The following Attachment and Exhibits thereto are incorporated into this Ordinance in their entirety, as though set forth fully in the text of this Ordinance:

Attachment "1" – El Camino Ranch RV Resort PD

Exhibit "A" Property Description

Exhibit "B" PD Master Plan

Exhibit "C" PD Greenspace/Open Space Plan

Exhibit "D" PD Phasing Plan

ARTICLE III. REPEALER

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 matters regulated, herein.

ARTICLE IV. 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.

ARTICLE V. PROPERTY RECORDS

The City Administrator is hereby directed to record a Notice of this Ordinance in the real property records of the County (so as to bind the City, the Owner and all future owners of the Property), and to provide regulatory certainty during the Term of this Ordinance.

ARTICLE VI. PUBLICATION

The City Administrator is hereby directed to record and publish the attached rules, regulations and policies in the City's Ordinances as authorized by Chapter 52 of the Texas Local Government Code.

ARTICLE VII. PROPER NOTICE & 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 Open Meetings Act, Texas Government Code, Chapter 551. Notice was also provided as required by Chapter 52 of the Texas Local Government Code.

ARTICLE VIII. EFFECTIVE DATE

This Ordinance shall be effective immediately upon passage by the City Council and publication as required by law.

[Signature Page Follows]

PASSED AND APPROVED this, the _____ day of _____ 20_____.

_____ Yeas _____ Nays _____ Abstentions

CITY OF UHLAND, TEXAS:

Vicki Hunter, Mayor

Attest:

Karen Gallaher, City Administrator

Attachment "1"

**EL CAMINO RANCH
RV RESORT**

PLANNED DEVELOPMENT AGREEMENT

SECTION 1. ENACTMENT PROVISIONS

1.1 Popular Name.

This Agreement shall be commonly cited as the "El Camino Ranch RV Resort Planned Development" Agreement (the "PDA").

1.2 Purpose.

The enactment of the corresponding Ordinance memorializes the City Council's approval of this PDA as the "El Camino Ranch RV Resort Planned Development" and memorializes the City's legislative creation of the "El Camino Ranch RV Resort Planned Development" District.

1.3. Scope.

This PDA is by and between the City and DLCL ENTERPRISES, INC., ("Owner"), and replaces and supersedes the Planned Development Agreement approved and entered into by and between the City and DLCL ENTERPRISES, INC on February 5, 2020 and is hereby between shall apply to the Property as described in Exhibit "A" attached hereto and incorporated herein for all purposes.

SECTION 2. DEFINITIONS

2.1 General.

Words and phrases used in this Agreement shall have the meanings set forth in this section. Terms that are not defined below but are defined elsewhere in the City Code of Ordinances, shall be given the meanings set forth in the Ordinance for which it is defined. Words and phrases not defined in any City Ordinance shall be given their common, ordinary meaning unless the context clearly requires otherwise. When not inconsistent with the context, words used in the present tense shall include the future tense, words in the plural shall include the singular, and words in the masculine gender shall include the female gender; and vise-a-versa. The word "shall" is always mandatory and the word "may" is merely directory. Headings and captions are for reference only.

2.2 Specific.

1. **All-weather surface:** means an area, which is usable or operative in all kinds of weather over which emergency and the area's typical passenger vehicles can pass at all times and which is constructed of a material, such as brick, pavers, asphalt or concrete over compacted sub-base and base as appropriate based on the geotechnical recommendation.

2. **Applicable Requirements:** shall mean the applicable federal and state laws, city ordinances, rules and regulations, and the El Camino Ranch RV Resort PD Development Standards, contained herein.
3. **Applicant:** shall mean any owner, developer, person or entity engaging in subdivision or development of any of the Property or applying for any permit, approval, variance or waiver for any of the Property.
4. **Certified Inspector:** shall mean an independent certified state licensed inspector to inspect the Vertical Building Improvements as to their conformity with applicable city ordinances and building codes and related building plans.
5. **City:** shall mean the City of Uhland, Texas, a Texas Type A, general law municipality.
6. **City Administrator:** shall mean the person or entity engaged by City to serve in the capacity of City's chief administrative officer.
7. **City Code of Ordinances:** shall mean the collective duly adopted ordinances of the City, together with all related administrative rules and technical criteria manuals.
8. **City Council:** shall mean the governing body of the City of Uhland, Texas.
9. **City Engineer:** shall mean the person or entity engaged by the City to serve in the capacity of engineer for the City of Uhland, Texas.
10. **County:** shall mean Hays County.
11. **Cottage:** means site-built or manufactured structure, which is (i) deliverable on a single chassis, (ii) between 120 square feet and 500 square feet, and (ii) equipped with bathroom and kitchen facilities, for guests of a recreational vehicle park.
12. **Development Standards:** shall mean the land use standards for the Property as described in this Agreement. All land use and development of the Property in the El Camino Ranch RV Resort PD District must conform to the limitations and conditions set forth in this Agreement.
13. **Development Plan:** shall mean this Ordinance, this Attachment "1" and the exhibits attached hereto, together, constitutes the development plan for the El Camino Ranch RV Resort PD on the Property.
14. **Driveway system:** means a private all-weather surface facility providing access for vehicles and pedestrians to parking spaces, garages, dwellings, or other structures or land uses within the recreational vehicle park.
15. **Effective Date:** and similar references shall mean the date this Ordinance is approved and adopted.

16. **Final Plat:** shall mean a map of a subdivision, addition or development, together with any applicable development plan, covenants, restrictions, dedications or easements, to be recorded in the County property records after approval by City.
17. **Masonry:** shall be defined as stone, simulated stone, brick, hard-coat stucco, and cement-based siding.
18. **Master Plan:** The Master Plan attached hereto as Exhibit "B" shows the boundary of the Property, location of water quality ponds and notable drainage areas. The Master Plan, along with the other exhibits attached hereto, also provides for parking, building setbacks, and other pertinent development features.
19. **Owner:** shall mean (i) the Owner named above, or (ii) any subsequent owner of any part of the Property that is a successor or assignee of any rights from Owner in the Property, in whole or in part.
20. **Park model:** means a recreational vehicle, which does not exceed 400 square feet, sits on a chassis typically placed on rented, leased or purchased sites in a recreational vehicle park and is built to the ANSI 119.5 standard as set forth by the Recreational Park Trailer Industry Association.
21. **Preliminary Plat:** shall mean a map showing the salient features of a proposed development, submitted for the purpose of preliminary consideration and communication prior to the submission of a Final Plat.
22. **Project:** shall mean the El Camino Ranch RV Resort Planned Development on the Property as generally delineated in the PD Master Plan attached hereto as Exhibit "B" and incorporated herein for all purposes.
23. **Property:** shall have the meaning set forth in the recitals to this Ordinance, and consists of the 19.541 acres of land, more or less, located in Hays County, Texas, and more particularly described in Exhibit "A" attached hereto and incorporated herein for all purposes.
24. **Recreation area:** means an area designed for open space or recreation for exclusive use by the patrons of a recreational vehicle park.
25. **Recreational vehicle:** means a motor vehicle primarily designed as living quarters for recreational camping or travel use. The term includes a travel trailer, camping trailer, truck camper, 5th wheel, and motor home. The term Recreation Vehicle does not include Park Models or Cabins as defined herein.
26. **Recreational vehicle resort:** shall mean the 16.541 acres of the Property upon which recreational vehicle sites and/or cottage sites are located.

27. **Site:** shall mean any individual parcel of land within the Project designated for a specific permitted use.
28. **Recreational Vehicle Parking Pad:** shall mean the all-weather parking surface at each site upon which a recreational vehicle and at least one tow vehicle shall be parked, and including the required and optional utility connections.
29. **Vertical Building Improvements:** shall mean the construction and reconstruction of a building, structure or any above ground improvement or development, not including roads, drainage facilities or utility facilities, and not including manufactured homes, modular housing or industrialized buildings covered by Chapters 1201 or 1202 of the Texas Occupations Code.

SECTION 3. LAND USE AND ZONING

3.1 Zoning.

The zoning classification of the property is hereby changed to El Camino Ranch RV Resort Planned Development.

3.2 Permitted Uses.

The project may be developed to contain a recreational vehicle resort on approximately 16.541 acres of the Property, and commercial/retail uses, including convenience store with fuel sales, on approximately 3 acres of the Property. Specifically, there shall be no more than 340 recreational vehicle sites located within the Property.

3.3 Prohibited Uses.

The project shall not contain any uses not otherwise allowed herein.

3.4 Maximum Densities.

a. Recreational Vehicle Resort. The Project shall not exceed the maximum gross density of 20.4951 sites per acre and only one cottage and or recreational vehicle per site.

b. Commercial/Retail Uses. The Project shall not exceed the following maximum gross densities

(maximum site-size per use not including parking):

- 1) Fast-Food: 16,000 square feet
- 2) Restaurant: 60,000 square feet
- 3) Grocery Store: 100,000 square feet
- 4) Hotel: 200 rooms
- 5) Movie Theater: 45,000 square feet
- 6) Office: 60,000 square feet

- 7) Gym or Health Club: 12,000 square feet
- 8) Farmers Market
- 9) Fruit/Vegetable/Produce Stand
- 10) Food Truck Court
- 11) Beer Garden
- 12) Live Music and/or Event Venue
- 13) Convenience Store with Fuel Sales: 10,000 square feet *

* Refer to Section 6.4 for additional standards

3.5 Permitting and Approval Criteria.

All applications for permits required by the City for the use and development of the Property shall be consistent with this Agreement. All aspects of such approvals which are not specifically covered by this Agreement shall be governed by the City Code of Ordinances.

3.6 Unified Development.

The Property shall be treated as a unified development for the purposes of requirements relating to drainage, structural and non-structural water quality and detention control, impervious cover, utility service, traffic impact analysis, landscaping, open space, green space, and tree replacement and mitigation.

3.7 Phased Development.

The Project may be developed in phases over time and the phasing of development may be changed from time to time, including phases being developed concurrently, in response to market conditions or other factors.

3.8 Traffic Impact Analysis

Owner shall complete a Traffic Impact Analysis (TIA) for the entire 19.541 acre tract based on the projected land uses described in this PDA, as amended.

The Owner will scope the TIA with TXDOT and the City. A draft TIA scope will be provided for review and approval of TXDOT and the City prior to beginning the work. The TIA will be reviewed and approved by the City Engineer and TXDOT.

Improvements recommended by the TIA shall be borne by the Developer/Owner. Cost of improvements shall be described and prorated to the specific land use trip generation as described in the TIA. The City of Umland reserves the right to ask the TIA be amended if land use and trip generation change from original assumptions.

Improvement construction will be phased based on certain triggering events identified in the TIA.

SECTION 4.

DEVELOPMENT STANDARDS

4.1 Open Space Requirements.

A minimum of 20 percent (20%) of the gross Property area, not including streets or sidewalks, shall be developed in the form of landscaped areas, green space, recreation area, open space, greenbelt or any combination thereof. Drainage easements, water quality ponds and detention ponds of which are designed as recreational space or park space, as illustrated in Exhibit "C", may be counted in the Open Space Requirements.

All landscape areas and open space areas within the Property shall be maintained by the owner including supplemental maintenance of any recreation, drainage and detention pond areas.

4.2 Impervious Cover.

The Project shall not exceed an aggregate of sixty percent (60%) in impervious cover.

4.3 Recreational Vehicle Resort Site Requirements.

Site Width Minimum	Twenty-five feet (25')
Site Length Minimum	Fifty feet (50')
Minimum setbacks measured from nearest improved parking space or cottage foundation	Five feet (5')
Average Site Area	Seventeen-hundred-fifty feet (1750')

4.4 Commercial Site Requirements.

The "Commercial Reserve" site illustrated on Exhibit "B" shall comply with all applicable rules and regulations of the General Business (GB) Zoning District not otherwise specified herein.

4.5 Utility Service.

Except where approved in writing by the City Administrator, all utilities shall adhere to the following:

- a. All wet and dry utilities to include water, wastewater, electrical, telephone and cable television distribution and service lines will be underground, other than overhead lines that are three phase or larger which are required to be brought to the project for service availability.
- b. All utility connections and the improvements thereof shall be the responsibility of Owner.

- c. Each recreational vehicle site shall be provided with a connection to an adequate water supply, wastewater collection system, and electrical connection as approved by the City and State.
- d. Individual wastewater connections shall be provided at each recreational vehicle site.
- e. Internal water, wastewater and electrical facilities within the Project shall be privately owned and maintained. No plats shall be approved until adequate water, wastewater and electrical services are provided pursuant to the requirements of the City.
- f. The Project shall provide safe and adequate facilities for the collection and removal of solid waste and garbage in accordance with all requirements of the City. If individual solid waste and garbage receptacles are not provided at each recreational vehicle site, a centralized location with adequate dumpsters shall be provided.

4.6 Fencing Plan.

At minimum, a split 3-rail fence to include landscaping on the exterior of the fence shall be constructed along the building line along HWY 21 and Grist Mill Road as illustrated on Exhibit "B".

4.7 Pedestrian Circulation.

A five-foot (5') wide sidewalk shall be constructed within the ROW and dedicated to the public along Grist Mill Road and Highway 21 (*subject to TxDOT Approval*) abutting the Property. All sidewalks shall be made of concrete.

4.8 Internal Drives.

To allow for adequate vehicular traffic circulation, all private drives within the recreational resort section of the Project shall have a minimum of twenty (20) feet of all-weather surface for one-way drives and a minimum of twenty-four (24) feet of all-weather surface for two-way drives; and all internal drive aisles within the commercial use section of the Project shall be designed to meet City standards.

4.9 Drainage.

The Project shall comply with all City of Umland ordinances and regulations related to floodplain and drainage. Owner shall create and submit a drainage plan to the City for approval prior to any permitting within the Project. The drainage plan shall incorporate the results of a drainage study conducted at the Owner's expense.

4.10 Lighting.

Area lighting shall be designed and installed to be Dark Sky compliant and shall be submitted to and approved by the City Engineer prior to installation. All fixtures shall utilize Light-Emitting Diode (LED) lighting or other alternative lighting as approved by the City. Solar fixtures may be used.

4.11 Landscaping Requirements.

All landscaping shall enhance the natural aesthetic beauty of the Umland area through diverse use of both native and non-invasive adapted species of plants. A minimum of 20% of the gross acreage of the property (3.90 acres) shall be landscaped. A minimum of 80 percent of the required landscaping shall be native plants and the remaining 20 percent may be non-invasive adapted plants. Invasive species, as defined by the Ladybird Johnson Wildflower Center, are prohibited. All landscaping materials shall be drought tolerant and native type materials. Native plants shall be defined as plants identified in the City of Austin's Grow Green Guide, 5th Edition Revised 2016. Under no circumstance shall any non-invasive existing tree in excess of eighteen (18) inch DBH in diameter be removed or demolished from the site without specific prior approval of the City.

- a. **Maintenance.** All landscaping shall be maintained by the Owner and each successive Owner in accordance with the approved development plan for the property.
- b. **Planting Criteria.**
 - 1) Planting shall remain at least five feet (5') from edge of roadways and driveways.
 - 2) Planting should be at least five feet (5') from underground utilities and twenty-five feet (25') from overhead lines
 - 3) Planting should be at least five feet (5') from fire hydrants.
- c. **Shade Trees shall be defined as the following:**
 - 1) Bald Cypress
 - 2) Burr Oak
 - 3) Cedar Elm
 - 4) Chinquapin Oak
 - 5) Chinese (Lacebark) Elm
 - 6) Live Oak
 - 7) Monterey Oak
 - 8) Pecan
 - 9) Shumard Oak
 - 10) Texas Ash
 - 11) Texas Red Oak
- d. **Evergreen Ornamental Trees shall be defined as the following:**
 - 1) Wax Myrtle
 - 2) Yaupon Holly
 - 3) Mountain Laurel
 - 4) Little Gem Magnolia
 - 5) Eastern Red Cedar
 - 6) Cherry Laurel

- e. **Commercial Buffer-yards.** At minimum a fifteen feet (15') wide landscaped buffer-yard shall be constructed and maintained between any commercial site and any adjoining recreational vehicle resort sites. The buffer-yard shall be located on the commercial site and shall consist of at least one (1) shade tree and two (2) evergreen ornamental trees per each seven-hundred-fifty (750) square feet of buffer-yard.

4.12 Tree Protection, Mitigation and Preservation. A tree survey, protection, mitigation, and preservation plan for all healthy non-invasive trees with an eight (8) inch DBH in diameter shall be created for the Project and submitted to the City prior to the Start of site development work. Prior to the start of any site work all protection and preservation measures of all existing trees to remain on site shall be completed to prevent any disturbance within each tree's critical root zone. Replacement trees for all existing non-invasive trees shall be planted prior to completion of the Project.

4.13 Signage.

All signage shall be erected at the expense of the Owner and subject to the applicable rules and regulations of the City and State.

SECTION 5. RECREATIONAL VEHICLE RESORT DESIGN STANDARDS

5.1 Recreational Vehicles.

- 1) Recreational Vehicles shall be mechanically maintained, operable and maintain proper transportation registration.
- 2) Each recreational vehicle parking pad shall be constructed with an all-weather surface and provide space to accommodate one recreational vehicle and at least one tow vehicle.

5.2 Cottages.

- 1) When a cottage is utilized as a park model, such cottage placed within a recreational vehicle park must be in compliance with the ANSI Recreational Park Trailer Standard ANSI A119.5, 2009 Edition.
- 2) If a cottage is site-built, it must meet all requirements of the building codes of the city.

5.3 Main Office and Visitor Parking.

- 1) The recreational vehicle resort shall construct and maintain a main office in accordance with the commercial architecture and design standards described in Section 6.

- 2) There shall be a minimum of four (4) visitor parking spaces located at the main office of the recreational vehicle resort and one additional visitor parking space for every ten (10) recreational vehicle sites, with a minimum of twenty (20) additional visitor parking spaces, located throughout the resort, to include handicap spaces as required by the Americans with Disabilities Act.

5.4 Recreation/Amenity and Common Area(s).

- 1) The recreational vehicle resort shall contain at least one outdoor recreation and/or amenity area that shall be easily accessible to all recreational vehicle resort users.
- 2) If the recreation area includes a swimming pool, the swimming pool shall be permitted in accordance with all applicable regulations of the City and the State.
- 3) Any recreation or amenity facilities to be open after dark shall be lit and shall provide lighting that is appropriately designed to not spill onto adjacent properties and to provide appropriate lumens for nighttime foot traffic.
- 4) If pets are permitted in the recreational vehicle resort, there shall be a designated, clearly marked pet relief area that is to be maintained regularly to ensure exceptional sanitary conditions. Designated pet waste receptacles shall also be provided.
- 6) Sanitary facilities shall be provided at minimum as follows for every 50 sites:
 - a) two (2) non-ADA unisex restroom facilities;
 - b) one (1) ADA compliant restroom facility;
 - c) one (1) unisex shower; and
 - d) one (1) wash basin.

5.5 Prohibitions.

The following conditions are specifically prohibited within the recreational vehicle resort:

- 1) Detached accessory structures at recreational vehicle sites;
- 2) Parking of motorized vehicles on surfaces other than the all-weather pad;
- 3) More than one (1) recreational vehicle per site;
- 4) Campfires;
- 5) Tent camping outside of any designated tent camping area; and
- 6) Unleashed animals except in designated areas.

SECTION 6.

COMMERCIAL/RETAIL ARCHITECTURE AND DESIGN STANDARDS

6.1 Material Requirements.

In addition to any other building product or material that is approved for use by the national model code adopted by the City and published within the last three code cycles, for non-residential construction, all non-residential buildings and structures may include the following materials:

- a. Wood or "Hardi-Board"
- b. Glass; except, mirrored glazing is prohibited
- c. Pre-finished, non-reflective metal siding
- d. Canvas awnings on steel or aluminum framing
- e. Steel and/or aluminum framing for trellis, canopies, awnings, roof elements, exposed columns and other architectural features of painted and/or galvanized finish

6.2 Masonry Façade Requirements.

All commercial/retail buildings and structures shall include the following masonry standards excluding features such as doors, windows, trim and accent features on non-load bearing design elements:

- a. Buildings larger than 25,000 square feet of gross area: at least 65 percent of all exterior wall surfaces; and at least 85 percent of the front elevation
- b. Buildings larger than 4,500 square feet of gross area: at least 70 percent of all exterior wall surfaces; and at least 90 percent of the front elevation
- c. Buildings smaller than 4,500 square feet of gross area: at least 75 percent of all exterior wall surfaces; and at least 95 percent of the front elevation

6.3 Roofing.

Flat roofs, metal roofs, parapet roofs, and facades are permitted. Raised parapet walls, sloped roofs shapes, awnings/canopies, trellis and similar architectural design elements shall be incorporated to add visual interest, shield the "flat-roof" from view and add continuity of design throughout.

6.4 Standards Applicable to Convenience Stores

Notwithstanding any other provisions contained herein, the following additional standards shall apply to any Convenience Store use on the Commercial parcel:

- a. All customer facing exterior wall surfaces, excluding windows and doors, shall be constructed of ninety-five percent (95%) brick or natural stone and mortar as approved by the City.
- b. All lighting from the building and gas canopy shall be designed and located so as to prevent glare or direct illumination across the bounding property line from a visible source of illumination nor may any such light be of such intensity as to create a nuisance or detract from the use and enjoyment of adjacent property. The use of full cut-off down lighting or other dark sky techniques to minimize light pollution shall be required.

- c. A minimum 15 foot landscape buffer containing 1 shade tree and 10 shrubs (5 gallon minimum) every 40 feet of linear frontage shall be required along the frontage of Highway 21 and Grist Mill Road.
- d. All driveway access points to Highway 21 shall be subject to review and approval of TxDOT
- e. The number of and the construction of driveway access points to Gristmill Road shall be subject to review and approval of the City.
- f. All vehicular parking and circulation must be contained on-site within the commercial lot. Parking along Grist Mill Road and Highway 21 rights-of-way shall be expressly prohibited.
- g. Owner shall provide for the utility connection and parking space of at least two level 2 electric vehicle charging stations or at least one DC fast charging station as defined by the US Department of Energy.

SECTION 7. IMPACT, DEVELOPMENT AND PERMIT FEES

7.1 Roadway Impact Fee.

For the improvement of the City's public roadways affected by the Project, the Developer/Owner shall pay for any and all TIA required road or street enhancements required to serve the 19.541 acre tract.

7.2 Site Plan Review and Permit Fee.

The Owner shall pay site plan review, permit and inspection fees based upon the uses defined herein:

- a. Commercial/Retail – the Owner/Developer of the Commercial/Retail shall pay the site plan review, permit and inspection fees as per the City Fee Schedule Ordinance, as amended at the time of permit application.
- b. Recreational Vehicle Resort – the Developer/Owner of the Recreational Vehicle Resort shall pay a fee to the City in the amount of thirty-thousand dollars (\$30,000.00) prior to issuance of the site development permit.

7.3 Other Development, Platting, Permit and Inspection Fees.

All other development, permit and inspection fees required for the Project shall be in accordance with the City's Ordinances and applicable schedule of such fees, as amended at the time of permit application.

SECTION 8. AMENDMENTS

Due to the fact that the Project comprises a significant land area and its development may occur in phases over a number of years, Owner may make major or minor amendments to the PD Master Plan upon notification to, and approval from, the City. Major amendments shall be those that (a) increase the number of recreational vehicle sites, (b) increase or decrease the amount of land area allocated to each permitted use; (c) seek to allow a use which is prohibited by the Development Standards; or (d) increase the total Project's impervious cover. Major amendments to the PD Master Plan shall require approval by City Council. Any amendment which is not classified as a major amendment shall be classified as a minor amendment. Minor amendments shall be administratively approved by the City Administrator except that the City Administrator may, at the City Administrator's sole discretion, seek approval from the City Council. If the City Administrator and Owner dispute the classification of an amendment as major or minor, the issue shall be referred to City Council for final determination.

SECTION 9. ADDITIONAL LAND

Owner may, in the future, desire to add Additional Land to the Project. Owner may add Additional Land that it owns or acquires adjacent to the Property provided the following:

- 1) Prior to submittal of any replat applications for Additional Land, Owner shall provide the City with an updated Master Plan depicting the additional land and its corresponding use;
- 2) As part of the replat application the Owner shall have conducted a drainage study and traffic impact analysis for the additional land in relation to a 20year growth impact; and
- 3) Upon approval of the replat, unless otherwise agreed upon, the additional land shall be subject to the terms of this Agreement.

[Signature Pages Follow and may be executed separately.]

CITY OF UHLAND, TEXAS

By: _____
Vicki Hunter, Mayor

Date: _____

STATE OF TEXAS §
COUNTY OF _____ §

This instrument was acknowledged before me, on the ____ day of _____, 202____, by VICKI HUNTER, Mayor of the City of Umland, Texas, on behalf of said City.

Notary Public, State of Texas

DLCL ENTERPRISES, INC.,

By: _____

Name: _____

Title: _____

Date: _____

STATE OF TEXAS §

COUNTY OF _____ §

This instrument was acknowledged before me, on the ____ day of _____, 202____, by _____, as the _____ of and on behalf of said DLCL ENTERPRISES, INC.

Notary Public, State of Texas

EXHIBIT "A"
PROPERTY DESCRIPTION



Ace Surveying, Inc.

RHONDA K. BUTLER
REGISTERED PROFESSIONAL
LAND SURVEYOR #5409
FIRM #10160700

P. O. BOX 597
DEVINE, TEXAS 78016
Phone: 830-334-7264
Fax: 830-665-5796
Email: acesurveying@sbcglobal.net

**19.541 ACRES
HAYS COUNTY, TEXAS**

A field note description of a 19.541 acre tract of land situated in Hays County, Texas, out of the August Reuss Survey, Abstract 398, also being out of and a part of a 26.891 acre tract of land described in deed recorded in Volume 1731, Page 802 of the Official Public Records of Hays County, Texas and being more particularly described as follows: (Note: Basis of bearing is WGS 84, NAD 83, Texas State Plane, South Central Zone 4204, iron pins set are ½" rebar with pink plastic cap stamped "RKB 5409")

Beginning at an iron pin found for the northeast corner of the herein described tract and the southeast corner of a 12.33 acre tract of land described in deed recorded in Volume 379, Page 380 of the Official Public Records of Hays County, Texas, in a curve to the right, in the west right-of-way line of State Highway 21;

Thence with said curve to the right having a radius of 4533.66 feet, an arc length of 1485.01 feet (Chord bears S 27°57'53" W, a distance of 1478.38 feet to an iron pin set for a southeast corner of the herein described tract, at a cut-back corner to Grist Mill Road;

Thence S 78°11'00" W, 91.15 feet to an iron pin found for the end of said cut-back, in the northeast right-of-way line of said Grist Mill Road;

Thence N 45°45'55" W, 996.21 feet along the southwest line of the herein described tract and the northeast right-of-way line of said Grist Mill Road to an iron pin set for the west corner of the herein described tract and the south corner of a 40' road easement described in deed recorded in Volume 5041, Page 492 of the Official Public Records of Hays County, Texas;

Thence N 44°00'26" E, 400.00 feet along a northwest line of the herein described tract to an iron pin set for the north corner of the herein described tract;

Thence S 45°45'37" E, 507.79 feet along an interior line of the herein described tract to an iron pin found for the re-entrant corner of the herein described tract;

Thence along a northwest line of the herein described tract the following 2 calls:

- 1) N 31°02'29" E, 281.22 feet to an iron pin found for an angle point;
- 2) N 32°30'52" E, 517.11 feet to an iron pin set for the northwest corner of the herein described tract, in the south line of aforesaid 12.33 acre tract;

Thence along the north line of the herein described tract and the south line of said 12.33 acre tract the following 2 calls:

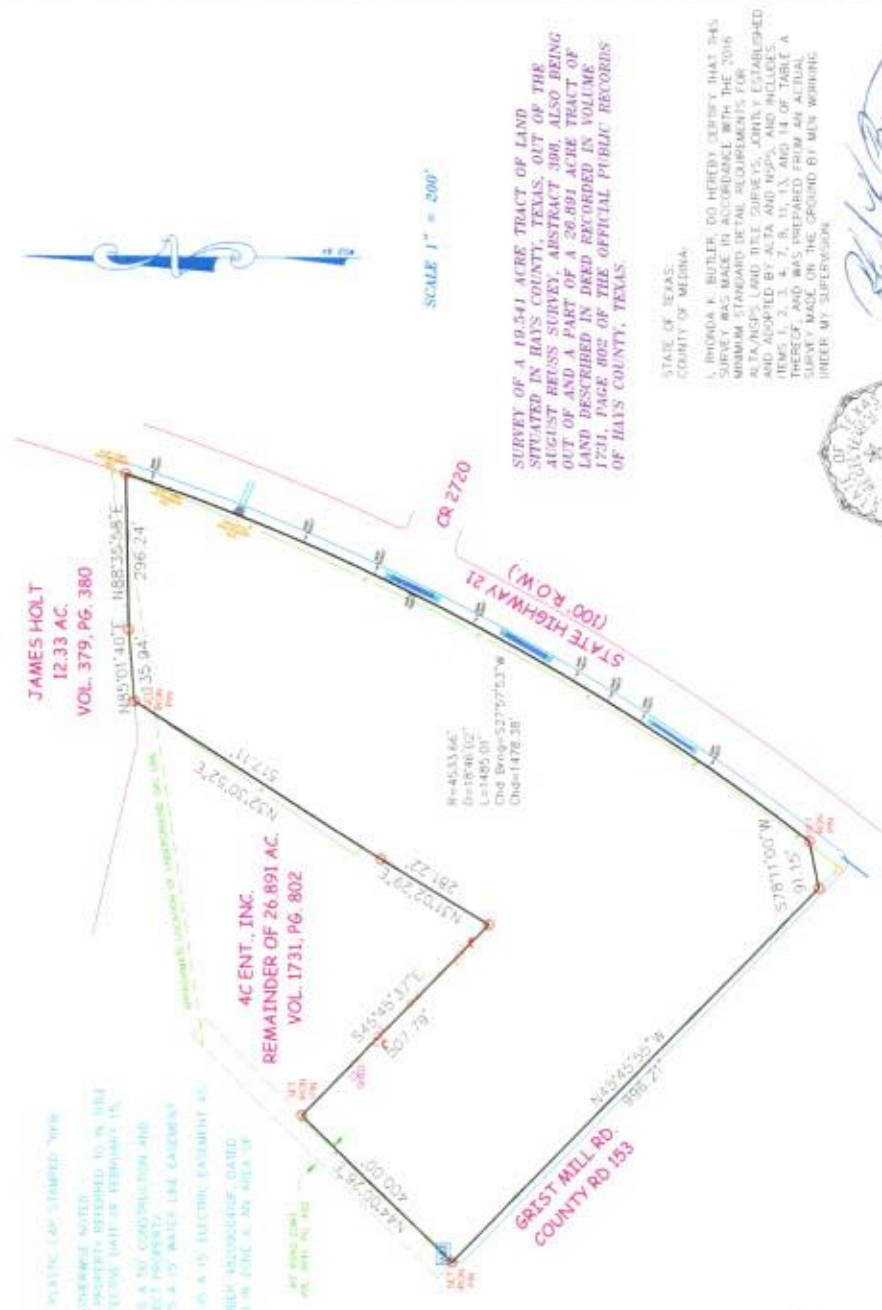
- 1) N 85°01'40" E, 135.94 feet to cotton spindle found for an angle point;
- 2) N 88°35'58" E, 296.24 feet to the place of beginning and containing 19.541 acres of land according to a survey made on the ground on March 26, 2019 by Ace Surveying, Inc.



Rhonda K. Butler
Registered Professional
Land Surveyor #5409
File: Merrill_Clift_State Highway 21



ALTA NSPS Land Title Survey



NOTES:
 1) DATE OF BEARING IS 10/15/14
 2) ALL 1/4" AND 3/8" LET ARE 1/2" WIDE WITH 1/8" HIGH PLASTIC CAP STAMPED WITH YEAR
 3) FROM 1998 FORWARD ALL CORNER MARKS CONFORM WITH THE 2016 SURVEYING ACT
 4) THE PROVISIONS OF THE SURVEYING ACT, THE SURVEYING ACT, AS AMENDED, AND THE SURVEYING ACT, AS AMENDED, ARE APPLIED TO THIS SURVEY
 5) EASEMENTS DESCRIBED IN VOL. 174, PG. 189 IS A 50' CONDUIT AND MAINTENANCE EASEMENT AND MAY AFFECT SUBJECT PROPERTY
 6) EASEMENTS DESCRIBED IN VOL. 208, PG. 137 IS A 10' WATER LINE EASEMENT AND MAY AFFECT SUBJECT PROPERTY
 7) EASEMENT DESCRIBED IN VOL. 330, PG. 174 IS A 15' ELECTRIC EASEMENT AND MAY AFFECT SUBJECT PROPERTY
 8) ACCORDING TO THE F.E.M.A. FIRM PANEL NUMBER 480902040F DATED FEBRUARY 2, 2005, THIS PROPERTY IS LOCATED IN ZONE C, AN AREA OF SPECIAL FLOOD HAZARD

- LEGEND
- 1" = 10' (SOLID LINE) - BOUNDARY
 - 1" = 10' (DASHED LINE) - POWER POLE
 - 1" = 10' (DOTTED LINE) - SIGN
 - 1" = 10' (DASHED LINE) - WATER METER
 - 1" = 10' (DOTTED LINE) - GUY WIRE
 - 1" = 10' (DOTTED LINE) - OVERHEAD ELECTRIC
 - 1" = 10' (DOTTED LINE) - AIR SERVICE

AS Ace Surveying, Inc.
 P. O. BOX 592
 DEWIRE, TEXAS 78016
 817-254-7264
 817-665-5796 FAX
 ace-surveying@comcast.net
 10/15/14
 RHO K BUTLER
 REGISTERED PROFESSIONAL LAND SURVEYOR #409
 SURVEYED: MARCH 26, 2019
 FILE NO. MERRILL_0171 STATE HIGHWAY 21



STATE OF TEXAS,
 COUNTY OF MEDINA,
 I, RHONDA K. BUTLER, DO HEREBY CERTIFY THAT THIS SURVEY WAS MADE IN ACCORDANCE WITH THE 2016 SURVEYING ACT, THE SURVEYING ACT, AS AMENDED, AND THE SURVEYING ACT, AS AMENDED, AND APPLIED BY ALTA AND NSPS, AND INCLUDES ITEMS 1, 2, 3, 4, 7, 8, 11, 13, AND 14 OF TABLE A THEREOF, AND WAS PREPARED FROM AN ACTUAL SURVEY MADE ON THE GROUND BY ME OR UNDER MY SUPERVISION.

Rhonda K. Butler
 RHONDA K. BUTLER
 REGISTERED PROFESSIONAL LAND SURVEYOR #409

SCALE 1" = 200'



SURVEY OF A 10.541 ACRE TRACT OF LAND SITUATED IN HAYS COUNTY, TEXAS, OUT OF THE AUGUST REUSS SURVEY, ABSTRACT 399, ALSO BEING OUT OF AND A PART OF A 26.891 ACRE TRACT OF LAND DESCRIBED IN DEED RECORDED IN VOLUME 1731, PAGE 802 OF THE OFFICIAL PUBLIC RECORDS OF HAYS COUNTY, TEXAS.

EXHIBIT "B"
PD MASTER PLAN

EXHIBIT "C"

PD GREENSPACE/OPEN SPACE PLAN

EXHIBIT "D"
PD PHASING PLAN

INSERT CITY SEAL UPON APPROVAL

PERSONNEL POLICIES

of the

City of Umland Texas

Draft December 2020

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INTRODUCTION

These Personnel Policies are created by the City Administrator with the approval of the City Council. The City of Uhland 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 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 I. 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 Umland 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 Umland

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 Umland 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. *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 Umland with respect to personnel matters.

B. *City or City of Umland* means the City of Umland, Texas.

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

D. *Confidential information* includes, but is not limited to, any information described as confidential information in these Policies, information on City of Umland 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.

E. *Disciplining Authority* means the:

Human Resources Department for all non-Director level or like professional or officer positions;

City Administrator for all Director level, professional or officer position that is not otherwise appointed by the City Council;

Employee Relations Committee for all disciplinary actions, except termination or removal, of professionals or officers appointed by the City Council; and

City Council for the termination or removal of any professional or officer appointed by the Council.

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F. *Employee Relations Committee* means a committee consisting of five persons to include the Mayor as Chair, the Mayor Pro-Tempore, the City Administrator and three other individuals appointed by the City Council the City Attorney. 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. A majority vote of the active committee members shall be required to take any action as herein described. All actions of the Employee Relations Committee may be appealed to the City Council. An appeal from an Employee Relations Committee action shall be in writing and filed with the City Council within five (5) business days and shall be addressed by the City Council in accordance with this policy and the City Meetings and Agenda Policy.

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

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

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

J. *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.

KH. *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.

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.

M. *PTO* means paid time off.

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 Umland 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 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 non-exempt 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 30 or more hours per work week. A *part-time employee* has a normal schedule of less than 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 I-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. Except for 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~~ are appointed by the City Council, such as the City 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~~ ~~are appointed by~~ 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 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 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 30 calendar days, the employee having less time in service will be separated from employment.

End Article 3.

ARTICLE 4. JOB-MANAGEMENT, PERFORMANCE AND TRAINING

Section 4.01 Management and Supervision

All employees, professionals and officers will be notified of their manager or supervisor upon being hired or appointed. The Human Resources Department will make every effort to include such information in each job description or posting with the designation of "reports to". If such designation is missing in the job description or posting then an assumption may be made based upon the other language in the job description or posting such as "at the direction of", "as directed by" or "under the supervision of". Except for the position or individual to which a City Council appointed professional or officer reports, the City Administrator may at any time change the position or individual to which any other position reports and may change the positions or individuals for which any position manages or supervises. Additionally, the City Council may change the position or individual to which an appointed professional or officer reports at any time. The positions impacted by such an organizational change shall be notified in writing of the change.

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Section 4.02 Performance Evaluations

At least once per year each manager/supervisor will prepare a written performance evaluation and conduct a performance interview with each respective employee/direct report. 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.

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

Section 4.03 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 Uhland 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 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 timecard to log in for work no earlier than 15 minutes before their scheduled work periods, log out for lunch breaks and log out no later than 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 timecard 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 Uhland.

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 Umland '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 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 miles of the City of Umland building or facility for which they generally report for work

End Article 5.

ARTICLE 6. PAY INCREASES, LONGEVITY AWARDS, PROMOTIONS, DEMOTIONS AND REASSIGNMENTS

Section 6.01 Policy

Pay increases, promotions, longevity awards, demotions and reassignments will be based on the availability of funds and the following additional parameters.

Section 6.02 Pay Increases

A. Merit 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. The table below should be used as a guide when determining an employee's merit increase based upon the performance evaluation of that employee.

Performance Rating	Merit Increase Structure		
	Hourly	Salary (non-management)	Salary (management)
5	5	4	3.5
<5	4	3.5	3
<4.5	3.5	3	2.5
<4	3	2.5	2
<3.5	2.5	2	1
<3	2	1	0
<2.5	1	0	0
<2	0	0	0

B. Cost-of-Living Increases

The City may grant cost-of-living increases based upon the United States Social Security Administration's (SSA) determination of a cost-of-living adjustment (COLA). The SSA publishes their COLA determination no later than July of each year at the following web address.

<https://www.ssa.gov/OACT/COLA/SSlamts.html>

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 non-performance 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.

Section 6.05 Longevity Awards

The City may grant longevity awards based upon the number of years of an employee's service to the City as an employee in accordance with the following schedule. Longevity payments are made as a lump sum payment during the pay period closest to Thanksgiving based on the anniversary date of employment occurring on or before December 31st of the year of the award.

Longevity Awards	
Years of Service to the City	Award
3	\$750.00
5	\$1,250.00
10	\$2,500.00
15	\$3,750.00
20	\$5,000.00
25	\$6,250.00
30	\$7,500.00
35	\$8,750.00
40	\$10,000.00

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 15-minute break;
- 2) for employees who work up to 6 consecutive hours there will be two 15-minute breaks; and
- 3) for employees who work up to 8 consecutive hours there will be a 30-minute lunch break and two 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 workday, or who is scheduled to work more than the normal hours on a workday, 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 Uhland 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 Uhland operations. A decision on whether to close any or all City of Uhland 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 non-exempt 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 Uhland 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 Uhland 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 hours

E. No later than October 1st of each calendar year each full-time employee with carryover PTO 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 number 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 Uhland 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 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 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, 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 times their regular rate of pay, or they will accrue comp time at the rate of one and one-half 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 Uhland, 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 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 12 months and have worked for City of Uhland at least 1,250 hours over the past 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 30 days in advance. If an employee learns of the need to use Family Medical Leave less than 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 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 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 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 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) 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 Uhland 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 Uhland;
- 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
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 Uhland 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 Uhland; and
5. Any other deductions required by law.

B. In accordance with the policies and general procedures approved by the City of Uhland 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 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 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 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 can 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:

- I. 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 Umland property, including parking lots, grounds, building, or in City of Umland 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 Umland property.

D. City of Umland 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 Umland premises, and provide an orderly and reasonably safe working environment.

E. City of Umland 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 Umland property. Persons who threaten or commit workplace violence do not have any expectation of privacy while on City of Umland premises.

End Article 13.

ARTICLE 14. DISCIPLINE

Section 14.01 Basis for Disciplinary Action

City of Umland 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 Umland property, or in a City of Umland vehicle;
5. Unauthorized use or abuse of City of Umland funds or property;
6. Any violation of the provisions of these and any other City 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 Umland 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 Umland information or unauthorized disclosure of confidential City of Umland information;
15. Failure to observe City of Umland '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 or Administrative Leave with~~ without pay
- 4.5. ~~Suspension or Administrative Leave without pay;~~
- 5.6. ~~Reduction in pay~~ without demotion;
7. Demotion;
- 6.8. ~~Removal from office;~~ and/or
- 7.9. Termination.

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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 are~~ not otherwise ~~report directly to~~ appointed by 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, ~~except in the case of termination of employment or removal from office,~~ against ~~professionals or officers those employees who report directly to that are appointed by~~ the City Council, ~~including, but not limited to, 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, ~~subject to appeal to the City Council as a grievance. If a member of the Employee Relations Committee is the subject of a disciplinary action that member shall not participate as an active member of the committee in the proceedings against themselves.~~

~~E. Termination of employment or removal from office of a professional or officer who was appointed by the City Council shall be initiated by the individual's direct supervisor and submitted in writing to the Employee Relations Committee as a grievance. The Employee Relations Committee shall make a determination on whether or not to recommend termination or removal of the professional or officer to the City Council and/or to take any other disciplinary action against the professional or officer. If the Employee Relations Committee makes a determination to recommend termination or removal to City Council then such recommendation shall be addressed by the City Council in accordance with this policy and the City Meetings and Agenda Policy.~~

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~~FE. 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 the disciplinary action taken or to be taken and a statement of the basis for the action and, except in the case of termination of employment, will state the possible consequences of further unsatisfactory performance or conduct. Each written notice of disciplinary action ~~shall include a blank space for the employee to provide a written response, and after presentation to the employee each such notice shall be included in the employee's personnel file.~~ For a ~~demotion or termination or removal from office of an officer or professional who was appointed by the City Council~~, the notice will state that ~~the such individual disciplinary action is being proposed and will allow for the employee will be given the opportunity to be heard by the City Council prior to to provide a response before a final determination and/or decision is being made on the action to be taken; this will be followed by a notice to the employee of the action being taken by the City Council.~~~~

~~GD. Except for termination or removal, 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 Suspension; 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 suspension or administrative leave with or without pay as a stand-alone disciplinary action or as a condition pending the outcome of the investigation into disciplinary action or grievance filed against such employee. Notwithstanding any other process or procedure detailed herein or in other City Policy, the Mayor may place any employee, professional or officer on emergency administrative leave with pay in relation to a pending disciplinary action or grievance action filed against such employee by the disciplining authority.~~

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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-business 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~~ was appointed by 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 ten five (10) working-business days after receipt of the grievance.

E. The employee may appeal the supervisor's decision or lack of resolution by presenting a written notice to the Human Resources Department within three (3) business working days after the decision or deadline for resolution. The Human Resources Department will attempt to resolve the appeal within five (5) business working days after receipt. Human Resources Department will communicate their determination and/or 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-business days after the decision.

G. Upon receipt of a written grievance or appeal the Committee Chair will attempt to resolve the grievance or appeal within five (5) business working days after receipt of such notice. If the Committee Chair considers Board action on the appeal to be appropriate cannot resolve the appeal, the Chair shall call a committee meeting to hear the appeal which shall take place no later than thirty

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~~(30) days after receiving the written notice of the appeal. At the committee meeting, the Board with the committee shall make a determination and/or decision on the grievance or appeal-consider the appeal at the next available regular Board meeting.~~ Communication by the employee with any member of the ~~Board-Committee~~ regarding the grievance, other than ~~the Chair at a Board~~, prior to the Committee meeting, will be cause for disciplinary action.

End Article 15.

ARTICLE 16. PERSONNEL FILES

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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 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 Policies manual, 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 and/or Dismissal;
4. Reduction in force; or
5. Death.

Section 17.02 Resignation

A. An employee who intends to resign must notify their immediate supervisor or the Human Resources Department in writing at least ten (10) business working 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 and/or Dismissal

Employees may be involuntarily terminated or dismissed 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 ANY 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 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 within twenty-four (24) hours of separation. 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. It is the responsibility of the separated employee to return all City of Uhland property promptly or expect deductions from their final check. 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 to the separated employee within twenty (20) six working business 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.

End Article 17.

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 Uhland's reputation or business, is inconsistent with the employee's job duties, or 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 days after the arrest or conviction.

Section 18.05 Education, Training and Treatment Programs

City of Uhland 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 Uhland 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, TEXAS DEPOSIT AND REIMBURSEMENT AGREEMENT
PROPOSED PLANNED DEVELOPMENT DISTRICT AND PUBLIC IMPROVEMENT
DISTRICT

Watermill – PDD and PID Consultants

THIS DEPOSIT AGREEMENT (this “**Agreement**”) is made and entered into as of _____, 2021 by and between the **CITY OF UHLAND, TEXAS** (the “**City**”) and **RANCH ROAD DEVELOPMENT, INC.** (including its designated successors and assigns, the “**Owner**”).

WHEREAS, the Owner has requested that the City enter into a Development Agreement, to annex and approve PDD zoning for certain property owned or under contract by Owner, and conduct proceedings pursuant to the provisions of Texas Local Government Code Chapter 372 to form a public improvement district (the “**District**”), to enter into a PID Financing Agreement, to levy special assessments, and to issue one or more series of bonds (the “**Bonds**”) to provide for the construction, acquisition, or furnishing of certain public improvements within the District; and

WHEREAS, the Owner is developing real property that would be included within the boundaries of the proposed District; and

WHEREAS, the Owner has agreed to advance moneys to be used by the City Administrator of the City (the “**City Administrator**”) to pay costs and expenses associated with retaining the Consultants (herein defined) to assist the City with assessing the feasibility and desirability of (i) entering into a Development Agreement, if determined needed (the “**Development Agreement**”) and a PID Financing Agreement, (ii) reviewing and preparing the PDD documents and documents and schedules related to annexation of the Property; (iii) forming the district, (iv) levying assessments, and (v) issuing Bonds (the “**Development and PID Matters**”) such advances being subject to reimbursement or credit upon the approval of the Attorney General and City Council and a successful issuance of the Bonds, or the termination or abandonment of such proceedings as provided herein; and

WHEREAS, the parties hereto wish to enter into the Agreement to define the terms and conditions under which moneys will be advanced by and reimbursed to the Owner.

NOW THEREFORE, the parties, for mutual consideration, agree as follows:

SECTION 1. ADVANCEMENT OF MONEYS. The Owner shall advance up to a maximum of \$20,000.00 (the “**Moneys**”) to the City Administrator as provided in Section 3 hereof, which Moneys shall be used by the City exclusively to pay costs generally described in Section 2 hereof. If the Moneys are not advanced in accordance with Section 3, the City shall not proceed with assessing the feasibility and desirability of the Development and PID Matters. The City will notify the Owner if the costs generally described in Section 2 exceed or are expected to exceed \$20,000.00. Upon notification by the City of the costs in Section 2 exceeding \$20,000.00, City and Owner agree to modify this Agreement to increase the amount of Moneys advanced (the “**Additional Moneys**”). If the Additional Moneys are not advanced in accordance with Section 3, the City shall not proceed with assessing the feasibility and desirability of the Development and PID Matters. The City anticipates requesting Additional Moneys in the event the City decides to proceed with creation of the PID.

SECTION 2. USE OF MONEYS ON DEPOSIT. The City has retained the Knight Law Firm LLP as attorneys and P3-Works as PID consultant. The City may engage additional consultants including by not limited to bond counsel, appraisers, market study consultants, planning and engineering consultants, and attorneys (collectively, "**Consultants**"). The Consultants will assist the City with assessing the feasibility and desirability of the Development and PID Matters. The Consultants will be responsible to, and will act as consultants to, the City in connection with the Development and PID Matters. The City Administrator will use the Moneys to pay costs and expenses of the Consultants that are associated with or incidental to the Development and PID Matters (collectively, "**Project Costs**"). Unless waived by the Owner, the City agrees to provide the Owner the names of Consultant candidates on the earlier to occur of (1) at least ten (10) business days prior to approving an agreement to engage any Consultant or (2) five (5) days after opening of the proposals, and to consider the Owner's comments on any such proposals. If the Owner objects to the Consultant, the City will consider the Owner's objection, but the City has sole discretion in the final decision to engage a Consultant. The City is not required to provide candidate proposals or consider the Owner's comments on engagement of financial advisors or bond counsel. The scope of work and terms and conditions of the agreement for the Consultants are, or will be, set forth in agreements on file in the City Administrator's office. The City Administrator may also use the Moneys for other direct City expenses relating to creation of the PID, such as statutorily required public notices. The City Administrator shall maintain records of the payment of all Project Costs and keep such records on file and available for inspection and review by the Owner in the City Administrator's office. Upon request, but not more than monthly, the City agrees to provide the Owner with copies of all invoices for Development and PID Matters that have been paid since the last request. If the Owner objects to any portion of an invoice, the City and the Owner agree in good faith to attempt to resolve the dispute within a reasonable period of time.

SECTION 3. DEPOSITS. The Owner shall deposit with the City the amount of \$20,000.00 within five (5) business days after this Agreement is executed and delivered by the City. Whenever the account reaches a balance below \$5,000.00, the Owner shall deposit an additional \$20,000.00 within five business days of notification by the City Administrator. The City Administrator shall cause all Moneys received from the Owner to be deposited into a separate account maintained by or at the direction of the City Administrator and the Office of the City Direct of Finance. All interest or other amounts earned on Moneys (if any) in such account shall be held in such account for the payment of Project Costs or otherwise applied as set forth in Section 4 hereof.

SECTION 4. REIMBURSEMENT. If proceedings for approval of the formation of the District are unsuccessful and are terminated or abandoned prior to the issuance of the Bonds, the City Administrator shall transfer to the Owner all Moneys, then on deposit in the account established and maintained pursuant to Section 3, exclusive of Moneys necessary to pay Project Costs or portions thereof that (i) have been actually incurred and (ii) are due and owing as of the date of such termination or abandonment.

The Owner shall have the following options upon the successful issuance of the Bonds:

- A. Contingent on the Attorney General's and City Council approval, the Owner may direct the City to reimburse the Owner for the Moneys, previously advanced by the Owner from the proceeds of the Bonds, provided that the amount of the Moneys are included in the calculation of the Bonds;

- B. The Owner may direct the City to return unexpended Moneys, to Owner; or
- C. The Owner may direct the City to do any combination of the above.

SECTION 5. RESERVED RIGHTS. This Agreement does not in any way create an obligation or commitment that the City will execute any agreements, create the District, or proceed with the issuance of the Bonds, and the City expressly reserves the right to terminate or abandon the proceedings at any time prior to the issuance of the Bonds, if in the City's sole discretion, it deems such termination or abandonment to be in the best interests of the City.

SECTION 6. BINDING EFFECT. This Agreement shall be binding on the successors and assigns of the parties hereto.

IN WITNESS WHEREOF, the parties hereto have executed this Agreement effective as of the date above written.

EXECUTED and ACCEPTED this ____ of ____ 2021

CITY OF UHLAND, TEXAS, a municipal corporation

By: _____

_____ **Mayor**

Date: _____

AGREED TO and ACCEPTED this ____ of ____ 2021

RANCH ROAD DEVELOPMENT, INC.

By:  _____

Name: Scott Miller

Title: Manager

The Knight Law Firm, LLP
Attorneys at Law

Executive Office Terrace Suites
223 West Anderson Lane
Suite A-105
Austin, Texas 78752
Tel: 512.323.5778
Fax: 512.323.5773
www.cityattorneytexas.com
attorneys@cityattorneytexas.com

January 6, 2021

City of Uhland
Attn: Karen Gallaher
15 North Old Spanish Trail
Uhland, Texas 78640

Re: Amendment to Scope of Services -- Engagement Letter for Professional Legal Services dated November 16, 2020 (the "Engagement Letter")

Dear Ladies and Gentlemen:

This letter agreement amends the scope of services set forth in the Engagement Letter between the City of Uhland and The Knight Law Firm, LLP. The paragraph below shall amend and replace the Scope and Terms of Engagement set forth in the Engagement Letter. All other terms and conditions of the Engagement Letter shall remain in effect. If this amendment is acceptable to you and the City Council, please confirm by signing in the space provided and returning a fully executed copy to me, retaining a copy for your own files.


Amended Scope and Terms of Engagement

Professional legal services related to: 1) the proposed creation of public improvement districts, levying of assessments, and negotiation and preparation of contracts, ordinances, resolutions, and other documents related to PIDs and the related development; and 2) the proposed creation of a municipal utility district and the negotiation and preparation of contracts, ordinances, resolutions, and other documents related to the same. The City will need to engage separate bond counsel and a financial advisor if PID bonds will be issued. While our services do not include representation regarding the issuance of PID bonds, we work in coordination with the City's designated bond counsel. We will also recommend that the City engage a PID consultant to analyze the feasibility of any proposed PIDs and review matters related to the amount proposed for assessments and bond issuances as well as to advise on the content of the Service and Assessment Plan. All services will be provided when requested by the City Administrator and the City Council. Certain defined terms are included in the body of this letter, and additional terms are contained in the attached document, entitled Engagement Letter - Exhibit "A." The Knight Law Firm's engagement is limited to representation of the City ("You" and/or "Client") in relation to the above-referenced matters(s), which represents the scope of the engagement and the services to be provided. A separate engagement letter, or written addendum, must be executed by both parties for any additional matters for which consultation or legal services may be sought by you in the future.

Conclusion

This letter and the Engagement Letter constitute the entire terms of the engagement. These written terms of engagement are not subject to any oral agreements or understandings, and they can be modified only by written agreement signed both by The Knight Law Firm and you. Unless expressly stated in these terms of engagement, no obligation or undertaking shall be implied on the part of either The Knight Law Firm or you.

Please carefully review this letter. If there are any questions about these terms of engagement, or if these terms are inaccurate in any way, please let me know immediately. If both documents are acceptable, please sign and return the enclosed copy of this letter.

Respectfully,

Paige Saenz, Principal

CITY OF UHLAND, CITY ACCEPTS THIS LETTER AGREEMENT:

CITY OF UHLAND, CITY

By: _____
Vicki Hunter, Mayor

Date: _____

PRESENTED TO



CITY OF UHLAND

15 North Old Spanish Trail
Umland, TX 78640
512-398-7399
city@uhlandtx.us

**Request for Qualifications
for Financial Advisor**

FINANCIAL ADVISOR
REQUEST FOR
QUALIFICATIONSS AND
STATEMENT OF QUALIFICATIONS

A. INTENT OF PROPOSAL

The City of Uhland is soliciting, via a Request for Qualifications (“RFQ”) and Statement of Qualifications from interested qualified professionals performing financial advisory services interested in providing such services to the City of Uhland in connection with public improvement districts (PIDs) and the issuance of PID bonds.

Firms with relevant municipal financial advisory experience and qualifications are encouraged to submit their statement of interest and qualifications. Preparation of submittals will be at the expense of the financial advisory firm.

The following instructions should be followed:

1. Please respond specifically to all information requested in this Request for Statement of Interest and Qualifications or indicate on the attached acknowledgement form why no response is given.
2. Please limit response to relevant material; additional information must be submitted in the form of an attachment or appendix.
3. Identify the question being answered in the introduction to each response.

The City of Uhland will accept sealed Request for Statement of Interest and Qualifications for a Financial Advisor **until _____, _____, 2021** at Uhland City Hall, 15 North Old Spanish Trail, Uhland, TX 78640. **Qualification statements received after this time will not be considered.**

Please mark on the **outside of the envelope and on any carrier’s envelope**: “City of Uhland Request for Qualifications for Financial Advisor 2021”, and send to the attention of Karen Gallaher, City Administrator, 15 North Old Spanish Trail, Uhland, Texas 78640. For additional information please contact Ms. Karen Gallaher during regular business hours at 512-398-7399.

The City of Uhland will not be responsible in the event that the U.S. Postal Service or any other courier system fails to deliver the sealed qualification statement to the City of Uhland by the given deadline above. Electronic transmission or facsimile of Qualification Statements will not be acceptable.

The City of Uhland reserves the right to reject any or all responses and to waive irregularities contained therein and to accept any response deemed most advantageous to the City of Uhland.

The City of Uhland is subject to the Texas Open Records Act. However, certain types of information may be exempt from disclosure under the Act. Firms submitting information which they deem confidential or proprietary must clearly mark and identify such information page by page. The City of Uhland will, to the extent allowed by applicable law, protect such information from disclosure. The final decision as to what information must be disclosed under the Open Records Act lies with the Texas Attorney General.

B. STATEMENT OF QUALIFICATIONS

The Proposer shall provide a description of the history and background of the firm, identification of the services currently being provided to municipalities in Texas and other information relevant to the provision of Financial Advisory services. The following information shall be included in your proposal:

1. General Information about the firm.
 - A. Name, address and phone number of the firm.
 - B. History of the firm.
 - C. List names and titles of the firm who are directly responsible for financial advisory services.
 - D. Information pertaining to the firm's compliance with licensing and other requirements of the Securities Exchange Commission, the National Association of Securities Dealers and the Municipal Securities Rule Making Board.
2. References – List of three (3) references of cities for which similar services have been provided.
3. Identify personnel to be assigned responsibility for administering the account (provide resume and location for the individual representatives that the firm will assign to the account).
4. Please list the work performed, including the dollar amount of the debt issue or other financing. Please include the names, addresses, and phone number of contact persons. Include in this discussion a list of at least three small municipal clients (under 5,000 population) to include name, and phone number which the firm and the representative assigned to the City of Umland have served in the capacity of financial advisor during the past five years.
5. Additional services – Describe any other service or experiences of the firm which you deem beneficial in acting as Financial Advisor to the City.
6. Discuss the firm's approach in assisting small sized municipal clients (under 5,000 population) in providing services. Identify techniques used to lower financing and/or issuance costs.
7. Identify the specific individuals who will be assigned to the City of Umland, and provide brief resumes for each highlighting their experience with municipal and or other tax-exempt issuers in Texas. Indicate each individual's role relative to the City of Umland account. Also, indicate each individual's availability and the minimum notice required by the firm to guarantee availability.
8. Provide fee schedules as described in Section E, Fees. List any estimated out-of-pocket expenses to be paid by the City of Umland. Explain how your firm controls out-of-pocket expenses.
9. Identify and discuss any potential conflicts of interest, including those dealing with other jurisdictions in the Hays County/Umland regional area.

10. Disclose if your firm currently is or, in the past three years, has been the subject of an SEC, NASD, MSRB, federal, state, or local government inquiry and/or investigation? If so, describe the nature and disposition of any and all such inquiries or investigations. Have any of these entities invoked sanctions against your firm or your staff?
11. Provide evidence of professional liability (E&O) policy with a minimum limit of \$1,000,000.
12. Attach a copy of financial advisory services contract proposed by your firm without fee information.

C. QUALIFICATIONS

A potential Financial Advisor should meet the following qualifications:

1. A minimum of ten (10) years of prior experience in the business of providing financial advisory services to issuers of tax-exempt debt in Texas.
2. Experience with public improvement districts and PID bonds.
3. Experience with various debt instruments including bonds, notes, commercial paper, variable rate issues, leases, and other alternate financing instruments.
4. Experience with obtaining credit supports and bond insurance.
5. Experience with rating agencies and hands-on experience with the credit rating process. Knowledge and experience with ratings criteria used not only by the major credit rating agencies, but also the typical large institutional purchasers of tax-exempt debt.
6. Experience with refinancing and other negotiated underwritings, including refinancing of State loans, restructuring of existing debt, underwriter selection, timing of issues, and pricing.
7. Adequate and experienced staff to assess and complete arbitrage rebate analysis in conformance with regulatory requirements including but not limited to performing the analysis, advising the City of Uhland, issuing formal reports and schedules, and completing all required forms for submission to the U.S. Department of Justice (Internal Revenue Service).
8. Adequate qualified and experienced staff with previous municipal finance experience. Key staff members must be willing and available to respond to questions from the City of Uhland's staff on a continuing basis.
9. Adequate technical support to meet the needs of the City of Uhland.

D. CRITERIA FOR SELECTION

This procurement will comply with all applicable City of Uhland policies and procedures. Any exceptions shall be submitted in writing and be attached hereto. The successful firm will be selected by the City of Uhland using the evaluation factors outlined below. The City of Uhland reserves the right to require oral presentations by any or all firms. In the event of oral presentations, a second matrix shall be used based on the Evaluation Criteria used below with the exception of item (e). These factors shall be applied to all eligible, responsive firms in comparing RFQ's and selecting the financial advisor. Award may be made without oral presentation and or discussion with financial advisory firms after RFQ responses are received by the City of Uhland.

Therefore, RFQ responses should be submitted on the most favorable terms.

All costs directly or indirectly related to preparation of a response or oral presentation, if any, required to supplement and/or clarify an RFQ shall be the sole responsibility of and shall be borne by the responding firm.

The City of Umland will use the following evaluation criteria in selecting the best qualified firm.

- a. Demonstrated understanding of the City of Umland's needs as stated in the Request for Qualifications.
- b. Prior demonstrated applicable experience.
- c. Qualifications and time commitments of staff to deliver all required services stated in the RFQ.
- d. Fee Schedule (as noted in Section E)
- e. Municipal client references.

E. FEES

The successful firm will be asked to provide:

- Fee schedules for short and long-term debt issuance on a transactional basis, expressed as a rate per \$1,000 debt issued.
- Services not directly associated with the issuance of debt to be shown on an hourly or retainer basis.
- A fee schedule for arbitrage rebate calculation services.

F. CONFLICT OF INTEREST QUESTIONNAIRE.

Please complete and submit the Conflict of Interest Questionnaire with the response to this RFQ.

CONFLICT OF INTEREST QUESTIONNAIRE		FORM CIQ
For vendor or other person doing business with local governmental entity		
<p>This questionnaire reflects changes made to the law by H.B. 1491, 80th Leg., Regular Session.</p> <p>This questionnaire is being filed in accordance with Chapter 176, Local Government Code by a person who has a business relationship as defined by Section 176.001(1-a) with a local governmental entity and the person meets requirements under Section 176.006(a).</p> <p>By law this questionnaire must be filed with the records administrator of the local governmental entity not later than the 7th business day after the date the person becomes aware of facts that require the statement to be filed. See Section 176.006, Local Government Code.</p> <p>A person commits an offense if the person knowingly violates Section 176.006, Local Government Code. An offense under this section is a Class C misdemeanor.</p>	OFFICE USE ONLY	
1. Name of person who has a business relationship with local governmental entity.	Date Received	
2. Check this box if you are filing an update to a previously filed questionnaire.		
(The law requires that you file an updated completed questionnaire with the appropriate filing authority not later than the 7 th business day after the date the originally filed questionnaire becomes incomplete or inaccurate.)		
3. Name of local government officer with whom filer has employment or business relationship.		

Name of Officer		
This section (item 3 including subparts A, B, C & D) must be completed for each officer with whom the filer has an employment or other business relationship as defined by Section 176.001(1-a), Local Government Code. Attach additional pages to this Form CIQ as necessary.		
A. Is the local government officer named in this section receiving or likely to receive taxable income, other than investment income, from the filer of the questionnaire?		
Yes No		
B. Is the filer of the questionnaire receiving or likely to receive taxable income, other than investment income, from or at the direction of the local government officer named in this section AND the taxable income is not received from the local governmental entity?		
Yes No		
C. Is the filer of this questionnaire employed by a corporation or other business entity with respect to which the local government officer serves as an officer or director, or holds an ownership of 10 percent or more?		
Yes No		
D. Describe each employment or business relationship with the local government officer named in this section.		
4.		
_____	_____	
Signature of person doing business with the governmental entity	Date	

November 19, 2020

Ms. Traci McGinley
City Secretary
City of Umland
15 N Old Spanish Trl
Umland, TX 78640

Dear Ms. McGinley:

An updated actuarial study has been completed for the City of Umland to begin participation in the Texas Municipal Retirement System (TMRS). The enclosed studies utilize information obtained from your city on October 23, 2020.

Enclosed is contribution rate information from our actuaries concerning all of the different plan options available to your city and a model participation ordinance. Also, enclosed are retirement estimates based on a **5%** member deposit rate and a **1 to 1** city-matching ratio.

The enclosed participation ordinance also includes your city's participation in the Supplemental Death Benefits program.

The Supplemental Death Benefits program provides death benefits for both active and retired employees. In the event a current employee dies, the plan pays a benefit approximately equal to the member's annual salary. If a retiree dies, the plan pays a death benefit of \$7,500.00.

We would appreciate receiving a copy of this ordinance as it is adopted.

If you need additional information or would like a TMRS representative to visit your city, please feel free to contact me at 1-800-924-8677.

Sincerely,

Eric W. Davis
Chief Service Officer



TMRS-New City SDB

TEXAS MUNICIPAL RETIREMENT SYSTEM

AN ORDINANCE PROVIDING FOR THE PARTICIPATION IN THE TEXAS MUNICIPAL RETIREMENT SYSTEM AND THE SUPPLEMENTAL DEATH BENEFITS FUND BY THE CITY OF UHLAND TEXAS; AND TO MAKE CURRENT SERVICE AND PRIOR SERVICE CONTRIBUTIONS TO THE CITY'S ACCOUNT IN THE BENEFIT ACCUMULATION FUND OF THE TEXAS MUNICIPAL RETIREMENT SYSTEM AT THE ACTUARIALLY DETERMINED RATE OF TOTAL EMPLOYEE COMPENSATION.

WHEREAS, Subtitle G of Title 8 of the Government Code, as amended (herein after referred to as the "TMRS Act"), relating to the Texas Municipal Retirement System (the "System"), authorizes the governing body of each city or town to elect, at its option, to have one or more of the city departments participate in such System; and

WHEREAS, the City Council of the City of, Texas, finds that it will be in the public interest for the City to have its employees participate in the System as hereinafter provided; now, therefore,

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

Uhland, Texas, on behalf of said City, hereby exercises its option and elects to have this City and all of the employees of all departments now existing and those hereafter created participate in the System as provided in the TMRS Act.

Section 2. The Mayor is hereby directed to notify the Board of Trustees of the System that this City has elected to participate and have the employees of this City covered in said System.

Section 3. Each person who becomes an employee of this City on or after the effective date of participation of this City whose position shall require more than 1,000 hours per year shall become a member of the System as a condition of their employment.

Section 4. Each employee of this City who is a member of the System is eligible to retire and receive a service retirement annuity if the member has at least 20 years of credited service in the System performed for one or more municipalities that have adopted a like provision under Section 854.202(g) of the TMRS Act.

Section 5. In accordance with the provisions of the TMRS Act, the deposits to be made to the System on account of current service of the employees of the several participating departments are hereby fixed at the rate of _____ percent (5%, 6% or 7%) of the full earnings of each employee of said departments.

Section 6. Each employee who qualifies for such credit shall be allowed "prior service credit" (as defined in Section 853.101 of the TMRS Act) at the rate of _____ percent (50% or 100%) of the "base credit" of such member, calculated in the manner prescribed in Section 853.105 of said Act.

Section 7. For each month of current service rendered to this City by each of its employees who are members of the System, the City elects to provide for each such member at the time of his or her retirement, a

sum that is _____percent (100%, 150%, or 200%) of such member's accumulated deposits for such month of employment; and said sum shall be a liability of the City's account in the benefit accumulation fund.

Section 8. The City Secretary is hereby directed to remit to the Board of Trustees of the System, at its office in Austin, Texas, the city contributions to the System and the amounts which shall be deducted from the compensation or payroll of employees, all as required by said Board under the provisions of the TMRS Act, and the said official is hereby authorized and directed to ascertain and certify officially on behalf of this City the prior service rendered to the said municipality by each of the employees of the participating departments, and the average prior service compensation received by each of the employees of the participating departments and make and execute all prior service certifications and all other reports and certifications which may be required of the City under the provisions of the TMRS Act, or in compliance with the rules and regulations of the Board of Trustees of the System.

Section 9. The City hereby elects to participate in the Supplemental Death Benefits Fund of the System for the purpose of providing in-service death benefits for each of this City's employees who are members of said System, and for the purpose of providing post-retirement death benefits for annuitants whose last covered employment was as an employee of this City, in the amounts and on the terms provided for in Sections 852.004, 854.601 through 854.605, 855.314, 855.408, and 855.502 of Title 8 Subtitle G, of the Texas Government Code, as amended.

Section 10. The City is hereby authorized and directed to notify the Director of the System of adoption of this ordinance, and of the participation of this City in said Fund.

Section 11. Pursuant to Section 855.407(g) of the TMRS Act, the City hereby elects to make future normal and prior service contributions to its account in the benefit accumulation fund of the System at such combined rate of the total compensation paid by this City to employees who are members of the System, as the System's actuary shall annually determine as the rate necessary to fund, within the amortization period determined as applicable to this City under the TMRS Act, the costs of all benefits which are or may become chargeable to or are to be paid out of this City's account in said accumulation fund, regardless of other provisions of the TMRS Act limiting the combined rate of City contributions.

Section 12. The provisions of this ordinance shall become effective on the 1st day of _____, _____.

Passed and approved on this the _____ day of _____, _____.

ATTEST:

APPROVED:

City Secretary or Clerk

Mayor



**Actuarial Study for City Participation
City of Umland
Proposed Participation Date – 01/01/2021**

5% Employee Deposit Rate Contributions – 50% Prior Service Allocation
2021-2022 Required Contributions

	Plan 1	Plan 2	Plan 3
Estimated Payroll - \$223,655			
Employee Contribution Rate	5%	5%	5%
City's Matching Ratio	1 to 1	1.5 to 1	2 to 1
Supplemental Death Benefits Active Employees and Retirees	Yes	Yes	Yes
Prior Service Credit Allocation	50%	50%	50%
City's Contribution Rate			
Normal Cost	2.09%	3.68%	5.27%
Prior Service Cost	3.93%	5.04%	6.15%
Supplemental Death Benefits	<u>0.09%</u>	<u>0.09%</u>	<u>0.09%</u>
Total	6.11%	8.81%	11.51%
City's Estimated Annual Contribution	\$13,665	\$19,704	\$25,743
City's Estimated Unfunded Actuarial Liability	\$66,128	\$84,778	\$103,428

Assumptions:

Number of Current Eligible Employees	4
Average Age	49.96
Average Years of Service	5.63
Average Monthly Employee Salary	\$4,659
Assumed Retirement Eligibility	20 years of service at any age; or Age 60 with 5 years of service, if earlier
Assumed Annual Rate of Payroll Increase	2.75%
Assumed Valuation Interest Rate	6.75%
Amortization Period for Unfunded Actuarial Liability (Years)	9

10/28/2020



**Actuarial Study for City Participation
City of Uhland
Proposed Participation Date – 01/01/2021**

6% Employee Deposit Rate Contributions – 100% Prior Service Allocation
2021-2022 Required Contributions

	Plan 1	Plan 2	Plan 3
Estimated Payroll - \$223,655			
Employee Contribution Rate	6%	6%	6%
City's Matching Ratio	1 to 1	1.5 to 1	2 to 1
Supplemental Death Benefits Active Employees and Retirees	Yes	Yes	Yes
Prior Service Credit Allocation	100%	100%	100%
City's Contribution Rate			
Normal Cost	2.51%	4.42%	6.33%
Prior Service Cost	8.55%	10.84%	13.13%
Supplemental Death Benefits	<u>0.09%</u>	<u>0.09%</u>	<u>0.09%</u>
Total	11.15%	15.35%	19.55%
City's Estimated Annual Contribution	\$24,938	\$34,331	\$43,725
City's Estimated Unfunded Actuarial Liability	\$143,745	\$182,223	\$220,701

Assumptions:

Number of Current Eligible Employees	4
Average Age	49.96
Average Years of Service	5.63
Average Monthly Employee Salary	\$4,659
Assumed Retirement Eligibility	20 years of service at any age; or Age 60 with 5 years of service, if earlier
Assumed Annual Rate of Payroll Increase	2.75%
Assumed Valuation Interest Rate	6.75%
Amortization Period for Unfunded Actuarial Liability (Years)	9

10/28/2020



**Actuarial Study for City Participation
City of Umland
Proposed Participation Date – 01/01/2021**

7% Employee Deposit Rate Contributions – 100% Prior Service Allocation
2021-2022 Required Contributions

	Plan 1	Plan 2	Plan 3
Estimated Payroll - \$223,655			
Employee Contribution Rate	7%	7%	7%
City's Matching Ratio	1 to 1	1.5 to 1	2 to 1
Supplemental Death Benefits Active Employees and Retirees	Yes	Yes	Yes
Prior Service Credit Allocation	100%	100%	100%
City's Contribution Rate			
Normal Cost	2.93%	5.16%	7.38%
Prior Service Cost	9.98%	12.65%	15.32%
Supplemental Death Benefits	<u>0.09%</u>	<u>0.09%</u>	<u>0.09%</u>
Total	13.00%	17.90%	22.79%
City's Estimated Annual Contribution	\$29,075	\$40,034	\$50,971
City's Estimated Unfunded Actuarial Liability	\$167,703	\$212,594	\$257,484

Assumptions:

Number of Current Eligible Employees	4
Average Age	49.96
Average Years of Service	5.63
Average Monthly Employee Salary	\$4,659
Assumed Retirement Eligibility	20 years of service at any age; or Age 60 with 5 years of service, if earlier
Assumed Annual Rate of Payroll Increase	2.75%
Assumed Valuation Interest Rate	6.75%
Amortization Period for Unfunded Actuarial Liability (Years)	9

10/28/2020



Actuarial Study for City Participation
 City of Uhland
 Proposed Participation Date - 01/01/2021
 Preliminary Employee Retirement Estimates

Plan Provisions used to calculate benefit estimates
 5% Employee Deposit Rate
 1 to 1 City Matching Ratio
 100% Prior Service Credit Allocation

Assumptions used to calculate benefit estimates
 2% Annual Salary Increase
 5% Annual Interest Crediting Rate

All ages and Calculations performed in whole years

Name	Current Age	Retirement Age	Assumed Total Months Eligibility Service	Assumed Total of Prior Service Months with City	Assumed Current Monthly Salary	Assumed Monthly Salary at Retirement	Estimated Total Monthly Retirement Benefit
Karen Gallaher	54	60	151	151 \$	6,186 \$	6,967 \$	1,170
Gary Gallaher	50	60	76	76 \$	4,420 \$	5,388 \$	767
Matthew Hodge	37	54	36	36 \$	2,949 \$	4,130 \$	697
Traci McGinley	57	62	7	7 \$	4,583 \$	5,060 \$	200