

AGENDA
CITY COUNCIL OF THE CITY OF UNIVERSAL CITY, TEXAS
2150 Universal City Blvd, Universal City, TX 78148
Regular Meeting, Tuesday, February 20, 2024 @ 6:30 P.M.

1. CALL TO ORDER: Mayor John Williams at 6:30 p.m.
2. QUORUM CHECK and VOTE TO CONSIDER THE EXCUSE OF ABSENT MEMBERS (if applicable):
3. INVOCATION and PLEDGE OF ALLEGIANCE:
4. STAFF REPORTS AND OTHER DISCUSSION ITEMS: Items in this section are not expected to require action by City Council and are generally for information only. However, any item listed in this section may become an action item without further notice with the consent of the Mayor at the request of any Councilmember.
 - a. CITY MANAGER'S REPORT:
 - b. STAFF REPORT:
 1. [ORR Report](#)
5. CITIZENS TO BE HEARD: At this time, the public is invited to address the City Council and speak on any matter not specifically listed for public hearing elsewhere in this agenda. *PLEASE NOTE NO CITY COUNCIL DISCUSSION, RESPONSE, DELIBERATION, OR ACTION WILL BE TAKEN ON THIS TOPICS AT THIS TIME.* Please limit your comments to three minutes.
6. ANNOUNCEMENTS: With respect to items not listed elsewhere on this agenda, members may report on items of community interest e.g., community or employee awards, proclama, events, and recognitions. Members may also request specific information or a recitation of existing policy from Staff, or request placement of items on the agenda for discussion or action at a following meeting.
 - a. CITY MANAGER'S ANNOUNCEMENTS
 - b. MAYOR'S ANNOUNCEMENTS
 - c. COUNCILMEMBERS' ANNOUNCEMENTS
7. CONSENT AGENDA:
 - TAB A: All matters listed under this item are considered to be routine by City Council and will be enacted by one motion. There will be no separate discussion of these items. If discussion is desired, that item will be removed from the consent agenda and considered separately.
 - aa) [Consider the minutes of the Tuesday, 06 February 2024 Regular Meeting.](#)
 - bb) [Ordinance 544-A-2024: An ordinance approving, adopting, and renewing the Purchase Policy of the City of Universal City.](#)
8. ACTION ITEMS:
 - TAB B: Resolution 902-2024: A resolution of the City Council of Universal City, Texas to appoint Dr. Chichi Junda Woo as the official Health Authority for the City of Universal City; and setting an effective date.
 - TAB C: Resolution 969-2024-3: A resolution of the City Council of the City of Universal City approving a project of the Universal City Economic Development Corporation as authorized by Section 505.158 of the Texas Local Government Code, authorizing certain financial assistance to be used for targeted infrastructure located within the City of Universal City, Texas; and providing for an effective date.

NO TAB 1: Executive Session:

 - aa) Pursuant to Texas Gov't Code Sec. 551.071(2) regarding consultation with attorneys in which the duty of the attorney to the governmental body under the Texas Disciplinary Rules of Professional Conduct of the State Bar of Texas clearly conflicts with discussion in Open Session; consultation with City Attorney.
 - bb) Reconvene in Open Session and take action, if needed, on any item pertaining to or listed in the Executive Session section of this Agenda.
10. ADJOURNMENT:

TAB Z

In accordance with the requirements of Texas Government Code section 551.127, a member of the governing body may participate in this meeting from a remote location. A quorum of the governing body as well as the presiding officer shall be physically present at the above

posted location, which shall be open to the public. The video and audio feed of those participating remotely shall be visible and audible to the public for all open portions of the meeting. A member of a governmental body who participates in a meeting remotely as provided by law, shall be counted as present at the meeting for all purposes.

All items on the agenda are eligible for possible discussion and action. The City Council reserves the right to adjourn into Executive Session at any time during the course of this meeting to discuss any of the matters listed above, as authorized by Texas Government Code Sections 551.071 (Consultation with Attorney), 551.072 (Deliberations about Real Property), 551.073 (Deliberations about Gifts and Donations), 551.074 (Personnel Matters), 551.076 (Deliberations about Security Devices,) and 551.086 (Economic Development).

This facility is wheelchair accessible & accessible parking spaces are available. Requests for accommodation or interpretive services must be made 72 hours prior to this meeting. Please contact the city clerk's office at (210) 619-0701 if these services are needed.

CITY OF UNIVERSAL CITY

Date: 02/20/2024

TO: City Council
FROM: Maribel Garcia, Deputy City Clerk
SUBJECT: **FY 22-23 ORR Report; FY 23-24 Q1 ORR Report**

Historical Background

The City, in compliance with the Public Information Act, fulfills open records requests on a regular basis. Any office which fills requests tracks their time spent on filling requests. While all departments in the City encounter fulfilling open records requests, respondents to the requests mainly include the City Clerk's Office and the Police Department Records Division.

The reports attached show trends in increased records requesting and increased efficiency of Staff in responding to these requests. The City Clerk's Office intends to provide quarterly reports of open records requests quantities and time spent with a final FY report in October-November of each year.

Action Requested

No action is required.

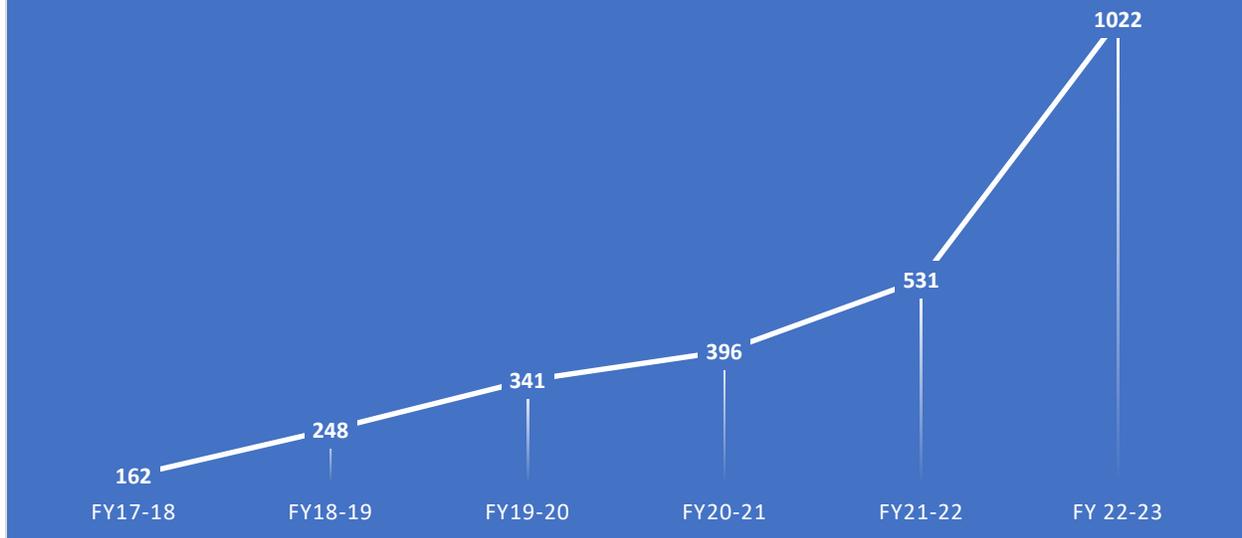
Staff Recommendation

Staff recommends Council acknowledge the information and provide further guidance if deemed necessary.

Attachments: FY 22-23 ORR Report
FY 23-24 Q1 ORR Report

NUMBER OF OPEN RECORD REQUESTS

— Number of Open Record Requests



Number of requests have increased 92% since FY21-22.

Number of requests have increased 531% since FY17-18

FY 20-21

Staff spent approximately 1186 Hours fulfilling open records requests.

148 Entire Work Days. Average 3 Hours spent on each request.

FY 21-22

Staff spent approximately 386 Hours fulfilling open records requests.

48 Entire Work Days. Average 0.72 Hours spent on each request.

FY 22-23

Staff spent approximately 448 Hours fulfilling open records requests.

55 Entire Work Days. Average 0.44 Hours spent on each request.

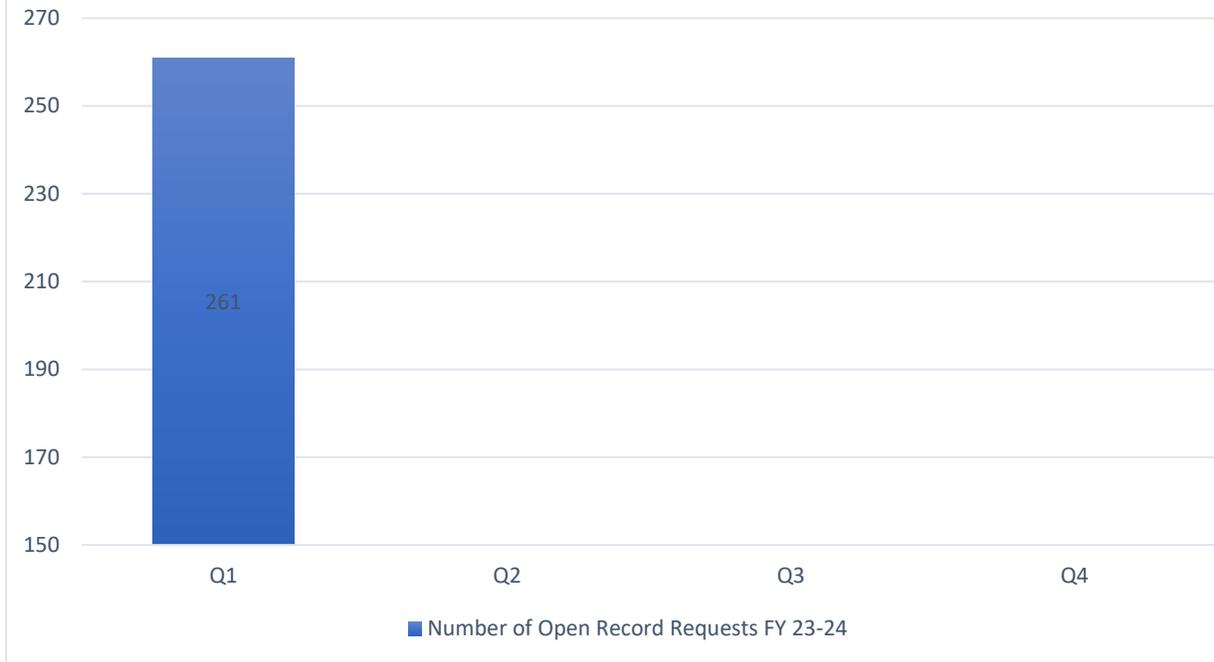
Improved Processes:

PD Software Change to Spillman Software

More Experience with Barracuda E-mail Archiver

More Electronic Records

Number of Open Record Requests FY 23-24



Q1

City Clerk	29 Requests	26 hours
Development Services	10 Requests	1 hour
Police Department	261 Requests	69.5 hours

Q2

Q3

Q4

MINUTES
CITY COUNCIL OF THE CITY OF UNIVERSAL CITY, TEXAS
 Regular Meeting, Wednesday, 06 February 2024

1. CALL ORDER: Mayor John Williams at 6:30 P.M.

2. QUORUM CHECK and VOTE TO CONSIDER THE EXCUSE OF ABSENT MEMBERS (if applicable):

Maribel Garcia, Deputy City Clerk

Present:

Mayor John Williams
 Mayor Pro Tem Goolsby
 Councilmember Steven Buck
 Councilmember Ashton Bulman
 Councilmember Christina Fitzpatrick
 Councilmember Paul Najarian
 Councilmember Phil Vaughan

Staff Present:

Kim Turner, City Manager
 Megan Santee, City Attorney
 Michael Cassata, Development Services Director
 Christine Green, Finance Director
 Randy Luensmann, Public Works Director
 Brandon Peterson, Assistant Public Works Director
 Maribel Garcia, Deputy City Clerk

Mayor Williams noted a quorum was present.

3. INVOCATION and PLEDGE OF ALLEGIANCE:

Councilmember Najarian gave the invocation. Mayor Williams led the Pledge of Allegiance to the United States and Texas flags.

4. STAFF REPORTS AND OTHER DISCUSSION ITEMS:

a. CITY MANAGER’S REPORT: None.

b. STAFF REPORT:

1. Financial/Investment Report: Ms. Green reported that General Fund expenditures exceeded revenues by approximately \$1.1 million because the ad valorem taxes would not be posted until January when funds are received. The Debt Service Fund reflected revenues exceeding expenditures by \$1,000,036 because debt service interest payments do not occur until February. Capital Projects reflected revenues exceeding expenditures in the amount of \$135,435 because GO Bonds approved by Council in October 2023 would need to be posted to the budget through a Budget Amendment. She briefly reviewed Utilities, Stormwater, the Golf Course budget status including Venue Tax Revenues. She noted that Council had the investment report.

2. Utility Deposits: Ms. Green presented a Water Utility Deposits Review including the deposit range from 2004 to date. She explained that the current utility deposit breaks down to \$50 deposit for Water, \$50 deposit for Sewer, \$20 deposit for Garbage, and \$15 non-refundable administrative fee. The total current deposit is \$135. She noted that the City’s deposit fee is significantly less than other cities, and that deposit fees are important due to many people not paying their final bill. The deposit fee covers administrative fees which encompass costs associated with opening and closing accounts and changing utilities accounts.

Council discussed deposits and their refundability. They heard deposit fees of other cities. They reached a general consensus that they would not want to increase the deposit fee past \$135, but they understand a non-refundable \$15 administrative fee added to the \$120 deposit.

3. PW ARPA Projects: Mr. Luensmann reported that all generators were received the day before the meeting except for one. All were installed except the golf course. The golf course generator

project should be completed and tested by the end of February. Additionally, all generators would be connected to the generator monitoring system. Total generators installed were reported.

Councilmember Vaughan received clarification that the only facilities not on generator coverage were parks. All facilities such as water/sewer and operational facilities such as City Hall were covered.

5. CITIZENS TO BE HEARD:

- Bernie Rubal, 635 Balboa, complained of a pothole that he discovered on a walk. He reported that the pothole was deep and that Public Works crews were able to fix it quickly. However, he expressed concern that the ARPA Pipe Bursting project on the agenda was not specific as to why or how the sewer lines included in the project were prioritized. He noted that the project follows the general Aviation District Area. He asked Councilmember who sit on the EDC to ask for fair cost sharing, stating that other areas of the City also show high need.

6. ANNOUNCEMENTS:

a. CITY MANAGER'S ANNOUNCEMENTS:

Mrs. Turner reported that Flashlight Night would be February 9th. Golf Course Happy Hours would commence again on Thursdays from 5-8pm. Snowfest would be February 17th. Children under the age of two would be able to enter the event for free. She noted that Incode, the City's financial system, would be down on February 15th for maintenance; people will not be able to make payments to Court and Utilities during this time.

b. MAYOR'S ANNOUNCEMENTS:

Mayor Williams noted that Dr. Rocha Garcia was unanimously picked for the Bexar County Appraisal District Board. He also reported that he was able to promote the JBSA Air Show on April 6th and 7th.

c. COUNCILMEMBERS' ANNOUNCEMENTS:

Councilmember Najarian expressed excitement for the NE Partnership Meeting coming up and announced that he would be running in the May 2024 election. He felt honored to have served the City regardless of whether he would be reelected.

Councilmember Fitzpatrick felt proud that the City had a business-friendly reputation. She shared her experience with businesses showing gratitude toward the City and EDC.

Councilmember Buck echoed comments made by Councilmember Fitzpatrick regarding the appreciation businesses show toward the City. He also felt proud seeing projects passed by Council and EDC come to fruition. He shared that he would not be able to attend Snowfest as he would be out of town.

Mayor Pro Tem Goolsby expressed appreciation for City Staff with specific regard to the Development Services department. He stated that the City had a long had a negative reputation in the building department, but that this reputation had improved tremendously with developers now stated the City's department is one of their favorites to work with since the building inspector is incredibly knowledgeable and the rest of Staff extremely helpful. He commended the department

for the improvement.

Councilmember Bulman received consensus to discuss a widespread deer issue in Universal City. It was noted that the Texas Parks and Wildlife Commission could present on this topic.

7. CONSENT AGENDA:

Councilmember Bulman requested that Item d) under the Consent Agenda be voted on separately.

Councilmember Najarian moved to approve the following Consent Agenda items:

- a) Consider the minutes of the Tuesday, January 2nd, 2024 Regular Meeting.
- b) Ordinance No. 655-M-2024 (PC 596 SU 017): An ordinance approving a Specific Use Permit to Valerie Burton for an Administrative and Business Offices use in the form of a cleaning business in a C3-Commercial Services District on property located at 320 Kitty Hawk Road, Suites 108 & 109, providing for non-severability; and establishing an effective date.
- c) Resolution No. 966-2024 (Mall-Litto): A resolution authorizing a project, which will facilitate the promotion and development of new or expanded commercial development, and which was approved by Board of Directors of the Universal City Economic Development Corporation on 11 January 2024; and, providing an effective date.
- d) Resolution No. 967-2024: A resolution of the City of Universal City authorizing the purchase of real property located at 110-118 E. Byrd, Universal City, Texas, by the Universal City Economic Development Corporation, for projects to promote new or expanded business development.

Mayor Pro Tem Goolsby seconded the motion.

**Vote: Yeas: Najarian, Goolsby, Buck, Bulman, Fitzpatrick, Vaughan
Nays: None**

Motion to approve carried.

Mayor Pro Tem Goolsby moved to approve the following Consent Agenda items:

- d) Resolution No. 967-2024: A resolution of the City of Universal City authorizing the purchase of real property located at 110-118 E. Byrd, Universal City, Texas, by the Universal City Economic Development Corporation, for projects to promote new or expanded business development.

Councilmember Buck seconded the motion.

**Vote: Yeas: Goolsby, Buck, Fitzpatrick, Najarian
Nays: Bulman, Vaughan**

Motion to approve carried.

8. ACTION ITEMS:

B. Interlocal Cooperative Agreement for the Tri-County Fraud Task Force.

Mrs. Turner presented background for the Task Force, its initiatives, and stated that the Task Force had asked to disband, having met its purpose. With new methods of fraud reaching beyond robo-calls, the Task Force had become obsolete.

Councilmember Najarian moved to authorize the Mayor and Mrs. Turner to take action necessary to submit a 90-day notice of cancellation for the agreement. Councilmember Fitzpatrick seconded the motion.

**Vote: Yeas: Najarian, Fitzpatrick, Goolsby, Buck, Bulman, Vaughan
Nays: None**

Motion to approve carried.

- C. KB Home Lone Star, Inc. Developer Petition for Final Acceptance of public improvements of the KB Kitty Hawk Phase 6 Subdivision to include the water system, sanitary sewer system, and drainage and streets systems.**

Mrs. Turner explained the amendments and changes in the policy. She reminded Council that this item and the next item were brought to them in preliminary stages, and this would be the final stage of approval. Staff recommended approval since proper reviews had been completed. She explained the repeal of everything not included in this policy.

Mayor Pro Tem Goolsby received clarification that third party testing was completed at a different stage of the project, leaving no need for third party testing now.

Councilmember Bulman moved to approve the petition for final acceptance of public improvements to KB Kitty Hawk Phase 6. Councilmember Najarian seconded the motion.

**Vote: Yeas: Bulman, Najarian, Goolsby, Buck, Fitzpatrick, Vaughan
Nays: None**

Motion to approve carried.

- D. KB Home Lone Star, Inc. Developer Petition for Final Acceptance of public improvements of the KB Kitty Hawk Phase 6 Subdivision to include the water system, sanitary sewer system, and drainage and streets systems.**

Mayor Pro Tem Goolsby moved to approve the petition for final acceptance of public improvements to KB Kitty Hawk Phase 6. Councilmember Bulman seconded the motion.

**Vote: Yeas: Goolsby, Bulman, Buck, Fitzpatrick, Najarian, Vaughan
Nays: None**

Motion to approve carried.

Purchase Policy: TABS E-G

- E. Resolution 895-D-2024: A resolution to repeal Resolution 895-D-2021 Employee Purchase Card Policy for the City of Universal City; establishing legislative findings; and setting an effective date.**

Mrs. Turner noted that certain policies had to be repealed to consolidate the policies into the Purchase Policy. This resolution as well as the next item were recommended for approval to that end.

Councilmember Buck moved to approve Resolution 895-D-2024. Councilmember Najarian seconded the motion.

Vote: Yeas: Buck, Najarian, Goolsby, Bulman, Fitzpatrick, Vaughan
Nays: None

Motion to approve carried.

- F. Resolution 895-E-2024: A resolution to repeal Resolution 895-E-2021 Employee Fuel Card Policy for the City of Universal City; establishing legislative findings; and setting an effective date.**

Mayor Pro Tem Goolsby moved to approve Resolution 895-E-2024. Councilmember Fitzpatrick seconded the motion.

Vote: Yeas: Goolsby, Fitzpatrick, Bulman, Buck, Najarian, Vaughan
Nays: None

Motion to approve carried.

- G. Ordinance 544-B-2024: An ordinance approving, adopting, and renewing the Purchase Policy of the City of Universal City.**

Mrs. Turner explained that this ordinance would consolidate all policies regarding purchasing into this Purchase Policy. Given that this would be an ordinance, it would update the City's Code of Ordinances and be available for all Staff and the public to view.

Councilmember Buck received confirmation that the purchase card and fuel card policies repealed with the last two resolutions were inserted verbatim into the Purchase Policy under this ordinance.

Councilmember Vaughan recommended an amendment to the motion to require the City Manager to come to Council 9 months prior to garbage collection contract expiration for guidance. He understood that State law allowed cities to forgo the Request for Proposal (RFP) process.

Councilmember Buck and Mrs. Turner discussed the current process of presenting a contract before Council. Mrs. Turner noted that Staff has always deferred to Council discretion on whether to go out for an RFP or not before putting contracts together.

Councilmember Najarian explained the last Waste Management contract and why an RFP was not requested. He explained that the options for an RFP had always been available and chosen before when deemed beneficial by Council.

Councilmember Bulman clarified the request for amendment was only for Staff to be required to present the option for an RFP, not for Staff to be required to put out an RFP; the ultimate decision to go out for an RFP would be at the discretion of Council.

Mrs. Turner noted that this was the current process, though not written through policy. She opined that any City Manager would seek Council guidance in whether to proceed with an RFP before fully negotiating a contract. She explained the City's method of keeping up with contract expirations to assure Councilmembers that they would be notified in a timely manner.

Mrs. Turner reviewed purchasing co-ops. She explained why co-ops were included in one section of the Purchase Policy but not another.

Councilmember Najarian stated he would not amend his motion. Mayor Pro Tem Goolsby agreed.

Councilmember Najarian moved to approve Ordinance 544-B-2024. Mayor Pro Tem Goolsby seconded the motion.

Vote: Yeas: Najarian, Goolsby, Buck, Bulman, Fitzpatrick, Vaughan
Nays: None

Motion to approve carried.

H. Resolution 961-A-2024: A resolution amending the Fiscal Year 2023/24 Budget of the City of Universal City, Texas.

Ms. Green stated the items included in the budget amendment included the GO Bond approval from October that she mentioned during her Staff Report, and a storm drainage project that was included in the FY 2023 budget but would carry over to FY 2024 as it was not done.

Councilmember Vaughan moved to approve Resolution No. 961-A-2024. Councilmember Bulman seconded the motion.

Vote: Yeas: Vaughan, Bulman, Goolsby, Buck, Fitzpatrick, Najarian
Nays: None

Motion to approve carried.

I. Bid Acceptance of the UC ARPA Sewer Pipe Bursting Projects.

Mrs. Turner explained how ARPA monies were received and how they were budgeted. She reported that the ARPA sewer line went through the open bid process and came back over budget. He determined which sewer lines would be covered with remaining ARPA funds.

Mr. Luensmann noted the map which showed locations of the sewer lines to be included in the project. He stated Staff recommended approval of the low base bid of \$1,393,620 to be awarded to King Solution Services with a deductive change order for sewer line segments A and H in the amount of \$379,460 to ensure the project stays within budget. He reported that the areas targeted were the oldest sections of the sewer line. These pipes are asbestos-cement pipes which are worse than the clay pipes which also need replacement. He noted that this project was not the first pipe bursting project for the City.

Councilmember Vaughan and Mr. Luensmann clarified location of the lines and whether they fed into San Antonio River Authority (SARA) or Cibolo Creek Municipal Authority (CCMA).

At the suggestion of Councilmember Vaugh to use Utilities Revenues to fund lines A and H, Mr. Luensmann wished to hold off on funding them with this method since he was waiting for a grant from Bexar County to be approved. These grant funds may be able to cover the cost of the

missed lines.

Councilmember Buck preferred to complete sewer lines A and H finding the money in the budget rather than waiting given the convenience of contractors already working on the lines.

Mrs. Turner noted that the project would have to be funded by the Sewer Fund since the Utilities Fund is an enterprise fund; this places restrictions on the Utilities Fund.

Mr. Luensmann added that this project could roll over to other budget years. He was cautious to spend sewer funds given the magnitude of upcoming projects.

Councilmember Buck deferred to Staff recommendation.

Mrs. Turner stated Staff would explore funding possibilities and report on the project in May.

Mayor Pro Tem Goolsby moved to award bid acceptance as recommended to King Solutions in the amount of \$1,393,620. Councilmember Najarian seconded the motion.

Vote: Yeas: Goolsby, Najarian, Buck, Bulman, Fitzpatrick, Vaughan
Nays: None

Motion to approve carried.

J. Bid Acceptance of the Red Horse Parking Lot 1 Improvements.

Mr. Luensmann stated there were thirteen bidders. He explained the location of the parking lot and the four phases of the Red Horse Park project. This would be the third phase with the fourth phase being in FY 2025 with added improvements across the ditch.

Councilmember Fitzpatrick received assurance that Industrial Construction Co. was reputable.

Councilmember Vaughan moved to award bid acceptance to Industrial Construction Co. in the amount of the low base bid of \$130,471.65. Councilmember Bulman seconded the motion.

Vote: Yeas: Vaughan, Bulman, Goolsby, Buck, Fitzpatrick, Najarian
Nays: None

Motion to approve carried.

K. Bid Acceptance from Hydro Resources – Mid Continent, Inc. for the Water Well Drilling of UC Edwards Water Well #12.

Mr. Luensmann explained that initially, Well #5 had shut down due to steel casing deteriorated. Well #5, while it had been a secluded site with plenty of space when it was created, was now tightly surrounded and lacked the space required for drilling. Consequently, the bid process for Well #5 resulted in one exceedingly high bid which was rejected. Locations for a new well site resulted in the site for the new Well #12 was chosen. Mr. Luensmann explained reverse drilling which would pull debris out and was highly recommended by engineers. The project would require two months of non-stop work.

Mrs. Turner warned that the work would be very loud and constant day and night. However, this work is essential to getting water service to the area. The drilling cannot stop once it has started due to the method of drilling.

Mr. Luensmann emphasized that this project was critical to water service. He explained that the project would be started in March to attempt to be finished before summer heat. He clarified that the cost was to drill the hole, but the project to install the well's motors would be separate and in the FY 2025 budget.

Councilmember Bulman moved to award bid acceptance to Hydro Resources for \$.
Councilmember Buck seconded the motion.

Vote: Yeas: Bulman, Buck, Goolsby, Fitzpatrick, Najarian, Vaughan
Nays: None

Motion to approve carried.

- L. Resolution 968-2024: A resolution of the City Council of the City of Universal City, Texas calling a General Election to be held on May 4, 2024, to elect City officers; and approving and authorizing contract documents and procedures related thereto.**

Ms. Turner explained that Guadalupe and Bexar County would be contracted to hold the City's election. Guadalupe County could be expected to be available for May elections now that they have a vote center system that allows residents to vote at any Guadalupe County polling station. Mrs. Turner noted that the Council meeting scheduled directly after the election on May 7th would be too soon to canvass the vote. There would need to be a May 14th Special Meeting to conduct canvassing.

Councilmember Najarian moved to approve Resolution No. 968-2024. Councilmember Fitzpatrick seconded the motion.

Vote: Yeas: Najarian, Fitzpatrick, Goolsby, Buck, Bulman, Vaughan
Nays: None

Motion to approve carried.

9. ADJOURNMENT: Mayor Williams adjourned the meeting at 7:45 P.M.

APPROVED:

John Williams, Mayor

ATTEST:

Maribel Garcia, Deputy City Clerk



2024 PURCHASE POLICY

**Ordinance 544-B-2024
February 2024**

STATEMENT OF GENERAL POLICY

It is the policy of the City of Universal City that all purchasing shall be conducted strictly based on economic merit and business quality. This policy is intended to promote the best interest of the citizens of the City of Universal City, Texas.

It is important to remember that City purchasing operates in full view of the public. In order to ensure an open purchasing process and economy in purchasing, the City Council has determined that competitive bidding and purchasing cooperatives will be used as much as possible in the purchase of goods and services for the City. To support the local economy, staff are encouraged to buy from local businesses when possible and feasible.

The City of Universal City intends to maintain a cost-effective purchasing system conforming to good management practices. To be successful, the system must be backed by proper attitudes and cooperation of not only every department head and official, but also every supervisor and employee of the City of Universal City. The establishment and maintenance of a good purchasing system is possible only through cooperative effort.

The purchasing process is not instantaneous. Time is required to complete the steps required by State law. To accomplish timely purchasing of products and services at the best value to the City of Universal City, all departments must cooperate fully. Prior planning and the timely submission of requisitions are essential to expedite the purchasing process and to assure that the process is orderly and lawful.

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1.0 GOVERNING AUTHORITY

The primary governing authority for the City of Universal City's Purchasing Policy shall be the Local Government Code Chapter 252, "*Purchasing and Contracting Authority of Municipalities*" and the City of Universal City Charter. All procurement activity shall be governed by this Purchasing Policy, in accordance with applicable State and local government codes.

All powers of the City vest in the City Council. Authority for purchasing of goods and services is delegated to the City Manager provided the purchase does not exceed \$100,000. Purchases exceeding \$100,000 will require City Council approval. The City Manager is authorized to acquire legal services within the Legal Contracts, up to the limits of budget allocations, or outside these contracts providing the services cost is \$10,000 or less.

2.0 PURPOSE AND SCOPE

This Purchasing Policy establishes internal controls that deter fraud, waste, abuse of public funds, and ensures that all expenditures justify a public purpose and are in accordance with established priorities as required by the City Charter and applicable State laws.

All procurement activities for the City shall be administered in accordance with the provisions of this policy and applicable State purchasing requirements with express intent to promote open and fair conduct in all aspects of the procurement process.

3.0 OBJECTIVES

The Finance Department is responsible for ensuring that City departments comply with federal, State, and local statutes regulating competitive sealed bids, as amended, and competitive sealed proposals, professional services, technology purchases, cooperative purchases, and emergency and sole-source purchases. The City Staff solicits all competitive procurements required by law and with the department head shall evaluate bids and proposals and makes recommendations to the City Council for awarding contracts.

The Finance Department is a functional support division and should be included in all phases of acquisition, through planning, ordering, and receiving. Finance Department staff ensures compliance with State of Texas purchasing statutes and the City's purchasing policies.

The Finance Department is committed to providing quality service through effective teamwork and communication with City departments and vendors alike, to fulfill the purchasing needs of the City in a professional, responsive, and timely manner in compliance with all City policies and applicable federal, State, county, and local purchasing laws. Public purchasing has the responsibility to obtain the highest quality and best value for the tax dollar in a fair, efficient, and equitable manner. To achieve this objective the Finance Department seeks to foster as much competition as possible. In doing so, we adopt the goal of fairness by ensuring all who wish to compete for the opportunity to sell to the City of Universal City can do so. Our policy is intended to:

1. Give all suppliers full, fair, prompt and courteous consideration;
2. Encourage open and fair competition;
3. Solicit supplier suggestions in the determination of clear and adequate specifications and standards;
4. Cooperate with suppliers and consider possible difficulties they may encounter; and
5. Observe strict truthfulness and highest ethics in all transactions and correspondence.

3.1 General Duties of the Finance Department

1. Observe and enforce policies;
2. Advise and assist in the formulation of policies and procedures connected with the purchasing activities of the City and keep the City Manager advised of such policies and procedures;
3. Investigate and analyze research done in the field of purchasing by other governmental agencies and by private industry, in an effort to keep abreast of current developments in the fields of purchasing, prices, market conditions and new products;
4. Coordinate, organize, and assist departments in the specification writing process to ensure that specifications are written concisely and are not written in an exclusive manner;
5. Join with other governmental agencies in cooperative purchasing plans when it is in the best interest of the City;
6. Evaluate competitive solicitations;
7. Act in an advisory role as a non-voting member on evaluation committees as needed;
8. Assist departments in preparing recommendations for competitive solicitations for City Council approval;
9. Combine purchases of similar items whenever possible and practical, for better pricing and to establish a more competitive atmosphere;
12. Dispose of surplus City property;
13. Conduct regular training sessions for employees involved in the purchasing process as needed.

4.0 CODE OF ETHICS

By participating in the procurement process, employees of the City of Universal City agree to:

- Avoid the intent and appearance of unethical or compromising practice in relationships, actions, and communications.
- Demonstrate loyalty to the City of Universal City by diligently following the lawful instructions of the employer, using reasonable care, and only authority granted.
- Refrain from any private business or professional activity that would create a conflict between personal interests and the interest of the City of Universal City.
- Refrain from soliciting or accepting money, loans, credits, or prejudicial discounts, and the acceptance of gifts, entertainment, favors, or services from present or potential suppliers that might influence, or appear to influence purchasing decisions.
- Never discriminate unfairly by the dispensing of special favors or privileges to anyone, whether as payment for services or not; and never accept for himself or herself or for family members, favors or benefits under circumstance which might be construed by reasonable persons as influencing the performance of Governmental duties.
- Engage in no business with the City of Universal City, directly or indirectly, which is inconsistent with the conscientious performance of Governmental duties.
- Handle confidential or proprietary information belonging to employer or suppliers with due care and

proper consideration of ethical and legal ramifications and governmental regulations.

- Never use any information gained confidentially in the performance of Governmental duties as a means of making private profit.
- Promote positive supplier relationships through courtesy and impartiality in all phases of the purchasing cycle.
- Know and obey the letter and spirit of laws governing the purchasing function and remain alert to the legal ramifications of purchasing decisions.
- Expose corruption and fraud wherever discovered.
- Uphold these principles, ever conscious that public office is a public trust.

5.0 COMPETITIVE PURCHASING REQUIREMENTS

Under no circumstances shall multiple requisitions be used to circumvent other applicable bidding requirements or City Council approval. All purchases will be made through a purchase order (PO) or requisitions process with the exception of utility bills, services, insurance, payroll related expenses, other non-competitive regularly occurring expenses, etc.

5.1 Procedures for Purchases Less than \$3,000

The ordering Department with the assistance of the Finance Department selects the vendor and enters a requisition. Once a purchase order is issued the ordering department places the order and/or picks up the materials.

- City Manager delegates supervisory personnel the authority to approve purchase of goods and services less than \$1,000.
- City Manager delegates department heads the authority to approve purchase of goods and services less than \$7,500.

5.2 Procedures for Purchases of \$3,000 to \$50,000

All purchases greater than \$3,000 but less than \$50,000 must be processed in accordance with the following procedure:

- Purchases totaling \$3,000 to \$50,000 will require three or more written quotes, when available. Two “no” quotes returned equal one quote.
- All quotations received must be provided in writing, by electronic mail or by facsimile from the vendor and attached electronically to the requisition.
- All requisitions \$7,500 and over will require approval by the City Manager prior to purchase order being issued.

5.3 Historically Underutilized Businesses (HUB)

Local Government Code Chapter 252.0215 Competitive bidding in relations to Historically Underutilized Business (HUB) vendors, states that a municipality, in making an expenditure of more than \$3,000 but less than \$50,000, shall contact at least two HUBs on a rotating basis. If the list fails to identify a HUB in the county in which the City is situated, the City is exempt from this section.

HUB – Certified businesses that are at least 51% owned, operated, and controlled by the qualifying groups

which include Asian Pacific Americans, Black Americans, Hispanic Americans, Native Americans and American Women.

5.4 Purchases more than \$50,000

1. Except as otherwise exempted by applicable State law, requisitions for item(s) whose aggregate total cost is more than \$50,000 must be processed as a competitive solicitation (**e.g. sealed bids, request for proposals, and request for offers.**) Texas Local Government Code, Subchapter B, Section 252.021 defines the requirements for competitive bids.

Texas Local Government Code, Section 252.062, defines the Criminal Penalties as follows:

- (a) *A municipal officer or employee commits an offense if the officer or employee intentionally or knowingly makes or authorizes separate, sequential, or component purchases to avoid the competitive bidding requirements of Section 252.021. An offense under this subsection is a Class B Misdemeanor.*
- (b) *A municipal officer or employee commits an offense if the officer or employee intentionally or knowingly violates Section 252.021, other than by conduct described in subsection (a). An offense under this subsection is a Class B Misdemeanor.*
- (c) *A municipal officer or employee commits an offense if the officer or employee intentionally or knowingly violates this chapter, other than by conduct described by subsection (a) or (b). An offense under this subsection is a Class C Misdemeanor.*

Conviction for any of these offenses may result in immediate removal from office or employment. In the event the Texas Local Government Code is amended it shall prevail over this section of the purchasing policy.

5.5 Reciprocity

The State of Texas Reciprocity Law provides that the State or political subdivision cannot award contracts or purchases to non-resident bidders having local preference laws in their resident states unless their bid is lower than the lowest bid submitted by a responsible Texas resident bidder by the amount that a Texas resident bidder would be required to underbid a nonresident bidder to obtain a comparable contract in the state in which the nonresident's principal place of business is located.

5.6 Award of Contract

The City of Universal City shall award contracts based on criteria deemed in the best interest of the City.

Texas Local Government Code, Section 252.043, states, in part:

- (a) *If the competitive sealed bidding requirement applies to the contract for goods or services, the contract must be awarded to the lowest responsible bidder or to the bidder who provides goods or services at the best quality and value for the municipality.*
- (b) *In determining the best value for the municipality, the municipality may consider:*
 - 1) *the purchase price;*
 - 2) *the reputation of the bidder and of the bidder's goods or services;*
 - 3) *the quality of the bidder's goods or services;*
 - 4) *the extent to which the goods or services meet the municipality's needs;*

- 5) *the bidder's past relationship with the municipality;*
 - 6) *the impact on the ability of the municipality to comply with laws and rules relating to contracting with historically underutilized businesses and nonprofit organizations employing persons with disabilities;*
 - 7) *the total long-term cost to the municipality to acquire the bidder's goods or services; and*
 - 8) *any relevant criteria specifically listed in the requirements for bids or proposals.*
- (c) *Before awarding a contract under this section, a municipality must indicate in the bid specifications and requirements that the contract may be awarded either to the lowest responsible bidder or to the bidder who provides goods or services at the best value for the municipality.*

5.7 Disclosure of Information

Access to bidder-declared trade secrets or confidential information shall be in accordance with the Texas Government Code Chapter 552, the Public Information Act, and applicable City policies implementing this chapter.

Texas Local Government Code Chapter 252.049(b) states, in part:

If provided in a RFP, proposals shall be opened in a manner that avoids disclosure of the contents to competing offers and keeps the proposals secret during negotiations. All proposals are open for public inspection after the contract is awarded, but trade secrets and confidential information in the proposals are not open for public inspection.

5.8 Professional Services

Personal and professional services are exempt from the competitive bidding process and may be procured using Request for Proposals (RFP) documents. The Finance Department is available to consult with departments regarding the preparation of information; however, the presentation of technical and qualifications aspects of personal and/or professional services included in any RFP documents is the sole responsibility of the requesting department.

1. Texas Government Code, Chapter 2254, Subchapter A, Professional Services, states that contracts for the procurement of defined professional services may not be awarded based on competitive bids. Instead, they must be awarded on the basis:
 - (a) *Of demonstrated competence and qualifications to perform the services;*
 - (b) *For a fair and reasonable price;*
2. Professional Services for the purposes of Government Code Chapter 2254 are defined as those "services within the scope of the practice, as defined by state law, of accounting, architecture, landscape architecture, land surveying, medicine, optometry, professional engineering, real estate appraising, or professional nursing, or provided in connection with the professional employment or practice of a person who is licensed or registered as a certified public accountant, an architect, a landscape architect, a land surveyor, a physician, including a surgeon, an optometrist, a professional engineer, a state certified or state licensed real estate appraiser, or a registered nurse.

5.9 Automated Information Systems

All requests for computer equipment, software, telecommunications and related services or supplies should be submitted to the City's IT Consultant for review and technical evaluation. The IT Consultant will review each request for compatibility with other hardware and software and will investigate alternatives if needed.

Recommendations and comments will include but not be limited to:

- Additional costs incurred because of the purchase;
- Compatibility considerations;
- Cost effectiveness of the request; and
- Alternatives that would effectively meet the users' needs.

No purchases for computer-related equipment or supplies are allowed without this review.

- (c) *Prior to obtaining City signatures on contracts, staff shall present the responsive bidder with Standard Government Contract and Purchase Rider for Contracts (The Rider) for its review and signature. The Rider should be attached to the final contract document for the City. The Rider is included in the Addendum of this Policy.*

5.10 Cooperative Purchases

Cooperative purchasing occurs when two or more governmental entities coordinate some or all purchasing efforts to reduce administrative costs, take advantage of quantity discounts, share specifications, and create a heightened awareness of legal requirements. Cooperative purchasing can occur through inter-local agreements, state contracts, piggybacking, and joint purchases and should be used when deemed in the City's best interest.

5.11 Emergency Purchases

Valid emergencies are those that occur because of the breakdown of equipment which must be kept in operation to maintain the public's safety or health, or whose breakdown would result in the disruption of City operations. When this situation occurs, the department heads may exercise the authority of the City Manager and supervisory personnel may exercise the authority of the department heads but must report the facts and circumstances to the City Manager as soon as possible.

The Legislature exempted certain items from sealed bidding in the Texas Local Government Code Section 252.022(a), including but not limited to:

1. *A procurement made because of a public calamity that requires the immediate appropriation of money to relieve the necessity of the municipality's residents or to preserve the property of the municipality.*
2. *A procurement necessary to preserve or protect the public health or safety of the municipality's residents;*
3. *Procurement is necessary because of unforeseen damage to public machinery, equipment or other property.*

5.12 Sole Source Purchases

Sole-source purchases are items that are available from only one source because of patents, copyrights, secret processes, or natural monopolies as defined by the Local Government Code.

When a department has identified a specific item with unique features or characteristics essential and necessary to the requesting department and no alternate products are available, a detailed written justification must be provided to the Finance Department in advance for review and approval.

6.0 LEGAL DEFINITION

The legislature exempted certain items from sealed bidding in the Vernon's Texas Codes Annotated- Local Government Code Section 252.022 (a) 7, in part: Procurement of items available from only one source, including:

1. Items that are available from only one source because of patents, copyrights, secret processes, or natural monopolies;

2. Films, manuscripts, or books
3. Gas, water, garbage, and other utility services;
4. Captive replacement parts or components for equipment;
5. Books, papers, and other library materials for a public library that are available only from the person holding exclusive distribution rights to the materials; and
6. Management services provided by a nonprofit organization to a municipal museum, park, zoo, or other facility to which the organization has provided significant financial or other benefits.

7.0 RECOMMENDATION TO CITY COUNCIL

The Manager, or designed staff member, will make a final recommendation to the City Council for awarding of contracts in accordance with Section 5.6.

8.0 ACCOUNTABILITY

- A. Directors and all supervisory personnel are accountable to the City Manager for their purchasing decisions. The person requesting the purchase order is held accountable for ensuring purchases are free from fraud, waste and abuse and are in support of established priorities.
- B. The City Manager is accountable to the City Council for all purchases.

9.0 ADDENDUMS

9.1 Purchase Card Policy



CITY OF UNIVERSAL CITY

Purchasing Card Policy

1. AUTHORITY

Employees and elected officials of the City of Universal City who are issued a purchasing card are responsible for understanding all guidelines governing use of the City purchasing card. Department Heads are responsible for reviewing and approving all departmental charges including those made with a purchasing card. The Finance Director or her/his designee is the Purchasing Card Administrator for the City and is responsible for monitoring card usage and serves as the contact person with the Card Issuer.

2. DEFINITIONS

Card Issuer – Any financial institution that issues purchasing cards on behalf of credit card networks. Typical services include providing electronic transaction authorization and billing the City for all purchases made on the cards.

Cardholder – an employee of the City who is approved by his/her Department Head and City Manager to use a purchasing card to execute purchasing transactions on behalf of the City.

Department Head – Organizational official who must approve employee's request for a purchasing card, designate default accounting codes for purchases on the purchasing card and submit paperwork to the Purchasing Card Administrator. Department Head approval delegates transaction authority to the Cardholder.

Organization – Arranges with the card issuer to have purchasing cards issued to approved employees and agrees to accept liability for the employee's use of the cards. For this policy, Organization shall be interchangeable with City.

Purchasing Card Administrator – the central administrator located in the City's Finance Department who coordinates the purchasing card program and acts as the intermediary in correspondence with the card issuer.

Vendor – The merchant from whom a cardholder is making a purchase.

3. POLICY

I. PURPOSE

The purpose of the Purchasing Card policy is to establish guidelines governing the use of the Purchasing Card for the City of Universal City.

The purchasing card program has been implemented to provide a more efficient method of making purchases less than \$2,500. Purchases made pursuant to this policy shall be from the current budget year. Purchases will be charged directly to the departmental account numbers and will show on each department's financial report. The City will issue one payment each month the Card Issuer for all Purchasing Card purchases.

The primary benefits of the purchasing card program are:

- More timely purchase and receipt of goods
- Reduction in costs associated with processing purchase orders
- Increased information about purchasing transactions
- Volume of activity associated with use of the card dramatically increases the efficiency of procuring low dollar items and eliminates the need for a requisition/purchase order processes

The Finance Department will administer the purchasing card program and will act as the liaison between the Cardholders, Vendors and Card Issuer.

Program Overview

- Purchasing Cards will be issued to City employees with the City Manager's approval.
- Cards may be subject to immediate revocation at the discretion of the City Manager.
- All transactions shall follow the Purchase Procedure Requirements as adopted under Ordinance 544-A-03 and hereto attached as Exhibit A.
- The name of the employee will be embossed on the card.
- Purchasing Cards will **not** be transferable between individuals or departments.
- The Employee's Department Head must approve the request for a card for the Cardholder.
- Cardholders make purchases and receive a monthly statement from the Card Issuer.
- Cardholder matches receipts to monthly statement and forwards with completed Activity Log to the Purchasing Card Administrator for review and filing.
- Monthly department reports of Cardholder transactions will be distributed to the Purchasing Card Administrator. Cardholders will have the responsibility for overriding the default accounting code for transactions, identify transactions subject to use tax, approving bills and adding cost share information if required. All monthly Activity Logs must have the Department Heads approval for transaction expenditures.
- The Card Issuer sends a consolidated invoice to the City at the end of each monthly billing cycle.
- A payment (bank account draft) is made to the Card Issuer within 25 days after the end of the billing cycle.
- Employees who are issued a City credit card (either for temporary or permanent use) will be required to sign a Universal City Purchasing Card Agreement.

A. Transaction Limits

Transaction limits are hereby established to ensure compliance with state purchasing laws, maintain proper budgetary controls, and to minimize excessive use of any individual credit line. Individual monthly card limits cannot exceed those established by the municipal governing authority. The established single transaction limit for each card must be less than \$2,500.00 The established monthly card limit is based upon the city's budgetary constraints and is not to exceed \$50,000 per

month. Any exceptions to the standardized limits must have express written approval by the municipal governing authority and must be added to this policy by amendment or addendum.

II. LEGAL ISSUES

All procurement rules found in the City of Universal City Personnel and Procedures Manual apply to the use of the purchasing card. Cardholders, program users, or approving officials who knowingly, or through willful neglect, fail to comply with this mandate may be subject to suspension or termination of account privileges or other disciplinary action, up to and fully including termination of employment and criminal prosecution of the law.

The City Purchasing Card Administrator and the City Manager reserve the right to withdraw any authority or delegated approval due to non-compliance with applicable laws, rules, regulations, policies, and procedures, or the terms of any conditional approval.

A. Personal Purchases Prohibited

Cardholders are prohibited from using the Purchasing Card for the purchase of any goods or services not directly or indirectly related to City business. Intentional use of the card for personal purchases will result in disciplinary action, up to and including termination and criminal prosecution.

B. Split Purchase Personal Purchases Prohibited

Competitive bidding is required for all open-market purchases anticipated to be \$2,500 or more.

Cardholders are prohibited from splitting a transaction between two or more transactions on a single account, two or more transactions on multiple accounts, or two or more transactions using the P-Card to circumvent competitive solicitation requirements.

C. Payment of Sales and Use Tax

State law exempts purchases made by state entities/local governments from State Sales and Use Tax when payment is made with appropriated funds. Cardholders must present the Sales and Use Tax Exemption, Form to suppliers upon request.

The requirement for out-of-state suppliers to charge Sales and Use Tax on shipments to purchasers in the State of Texas does not apply to tax-exempt state/local government entities. If the supplier refuses to remove taxes, the cardholder must make the purchase from a different supplier whenever possible.

Cardholders are responsible for ensuring that merchants do not charge tax or provide a credit for inadvertent charges.

1. If taxes are charged, the cardholder must contact the merchant to obtain a credit to the account. Sales tax cannot be disputed with the bank.
2. Credits cannot be obtained by any other method, including, but not limited to, cash, gift cards, or store credit.
3. Documentation of attempts to obtain credit for any state Sales and Use Tax charged in error must be maintained with the documentation for the transaction where the tax was charged.

D. Records Retention Requirements

The City of Universal City maintains the official Records Retention Schedule.

1. Documents related to transactions (e.g.-receipts) are accounting records and must be maintained according to the requirements of Accounts Payable Files.
2. Documents related to the issuance of accounts to employees (e.g.-profile forms) are accounting records and must be maintained according to the requirements of Purchasing Card Administration Records.

III. SPENDING LIMITS

All purchasing cards have default account numbers, embedded controls, and spending limits as well as restrictions on merchant category codes. Additional controls have been added to each purchasing card in order to assist in keeping charges within the City of Universal City monetary spending limits and budgeted year. These spending limits are embedded in each card via the magnetic strip and are imposed at the point of sale when the card is swiped.

Cardholder Spending Limits

The available limits on a Purchasing Card include:

- \$ per transaction – Single Transaction Limit (STL)
- \$ per month – Credit Limit (CL) – this is a monthly limit

The established standard monthly credit card limit is based on the Cardholder's budgetary responsibility not to exceed **\$2,500.00** per month. If a cardholder requires a higher monthly limit, they may request, with appropriate justification, an exception from the Finance Director. Monthly limits will be reviewed on an annual basis to determine if there is still a need for the higher limit. Note that the monthly limit is refreshed at the beginning of the billing cycle.

IV. CARDHOLDER/DEPARTMENT HEAD RESPONSIBILITIES

Issuance of a purchasing card is a relationship of trust between cardholders, departments, and the City. The Purchasing Division's responsibility is to provide quality service and information to Department Heads and Cardholders. Cardholders' responsibilities are outlined below.

All cardholders are *de facto* purchasing agents for the City. All card program personnel must have a minimum understanding of the City's procurements rules.

The Cardholder is responsible for ensuring the card is used within the guidelines stated in this Purchasing Card Policy relating to the expenditure of departmental funds. Failure to comply with program guidelines may result in permanent revocation of the card, notification of the situation to his/her immediate supervisor and Department Head, and further disciplinary measures up to and including possible termination and/or criminal prosecution.

Card Usage

1. Ensure that no other persons have access to any card information (i.e.-card account number, expiration date, security code, etc.)
2. Ensure that all purchases comply with State/City internal policies.

Approval Procedure

Always follow proper internal departmental procedures in obtaining approval for the purchase. If unsure as to whether an item to be purchased does or does not fall within City's purchasing card guidelines, contact the Purchasing Card Administrator before making the purchase.

Maintain Transaction Log

As card transactions occur, the Cardholder must record all purchases and credits on a transaction log. Transaction logs help to keep a running tally of monthly charges and identify outstanding transactions not yet billed on the monthly bank statement. Maintaining these logs will assist the Cardholder in staying within the established purchasing limits of the card. The log may also be used to verify receipt of the correct quantity and product along with verification of billing in the correct price.

Ensure Adequate Documentation

If receipts do not provide sufficient detail to identify what the purchase is and what the business reason is for the purchase, the Cardholder should include additional details documented on the receipt, transaction log or other supporting documentation. If adequate documentation is unavailable, a missing receipt affidavit form must be completed, signed, and kept on file with the monthly bank statement. A pattern of missing receipts, which is defined as more than three (3) times in one fiscal year, will result in suspension of purchasing card privileges for a minimum of three (3) months. A copy of each missing receipt form should be forwarded to the Purchasing Card Administrator for tracking purposes.

Security

Cardholders are responsible for always safeguarding the purchasing card and account numbers. To prevent unauthorized use and limit the potential for fraud, the Cardholder should use basic security measures, as outlined below:

- Keep the purchasing card and account number in a secure location. Safeguard it as if it were your own personal credit card.
- Do not loan or share the purchasing card with others, including co-workers within the department.
- Review monthly bank statements immediately upon receipt, to detect unauthorized transactions.
- Before placing an order with an online merchant, make sure the site is secure before entering your account information. The URL, or website address, should begin with *https*. A graphic, such as a lock, should appear in the bottom right corner of your browser bar.

To aid in security, best practices to prevent fraud and misuse include NOT allowing an individual other than the cardholder to:

- Have physical possession of the purchasing card to make payments to point of sale vendors;
- Have access to the purchasing card number and expiration date to make payments via telephone, internet, or in person;
- Have access to receipts or invoices that display the complete purchasing card number and expiration date.

- Lost, stolen, or fraudulently used purchasing cards must be reported to the Card Issuer immediately. The Purchasing Card Administrator must be immediately notified in writing and given the card to be properly disposed. After reporting the compromised Card Issuer and the Purchasing Card Administrator, send the card to the Purchasing Card Administrator to be properly disposed.

Dispute Resolution

The Cardholder is responsible for resolving disputes with the vendor. Such disputes may include incorrect pricing, delivery problems, incorrect items received, damaged items, etc. ***A fraudulent charge is not handled in the same manner as a dispute. Bank services will contact the Purchasing Card Administrator for any fraudulent charges.***

Reconciliation of Billing Statements

A reconciliation of the monthly billing statement to receipts, invoices, and other supporting documentation must occur on a monthly basis. The following steps must be completed when performing the monthly reconciliation process:

1. Compile the monthly reconciliation package. This package consists of all **original** documentation, including receipts, credits, transaction logs, and other supporting documentation. The package must be reconciled and attached to the signed/dated transaction log and monthly bank statement.
2. The Cardholder must review the reconciliation package and sign/date the monthly bank statement to indicate that a review of the reconciliation package has been conducted. The reconciliation package should be submitted to the Department Head.
3. A review by the Department Head of each Cardholder's transactions must occur to ensure that the purchase was reasonable, appropriate, and necessary while also in compliance with purchasing card rules and regulations. This review must be conducted on a monthly basis and must be evidenced by a signature of the Department Head.
4. The reconciliation package is forwarded to the Purchasing Card Administrator for further review to assure that Steps 1-3 are performed on each Cardholder.

Department Head

This role has sole authority for assignment of purchasing cards and roles. This responsibility to assign cards and roles may not be delegated (even to those individuals holding signature authority). The Department Head has overall budgetary responsibility for the department's purchasing card program and is responsible for following sound business practices. The Department Head recommends the issuance of new cards which includes recommending the single transaction and monthly credit limits. The Department Head must establish and maintain internal controls on usage of the card. Each Department Head is responsible for the prevention and detection of instances of fiscal irregularities and related misconduct. In addition, Department Heads are expected to recognize risks and exposures inherent in their area of responsibility and to be aware of indications of fraud and related misconduct.

V. PURCHASING CARD ADMINISTRATOR RESPONSIBILITIES

The Purchasing Card Administrator serves as the main point-of-contact for all card program personnel and serves as a liaison between end-user and the bankcard Issuer. The Purchasing Card Administrators fulfill responsibilities in the following areas:

Card Management:

1. Develops and maintains the City's Purchasing Card policy to address policy issues unique to the City.
2. Develops internal procedures for requesting new cards and/or changes to existing cards (e.g.-change in spending limits).
3. Works with management to determine appropriate cardholder spending limits based on budget restrictions, job requirements, historical spending patterns, and overall procurement practices.
4. Maintain the cardholder agreement for all cardholders.
5. Maintain account information and secure all cardholder information.
6. Keep cardholders up to date on new or changing information
7. Upon receipt of information indicating fraudulent use or lost/stolen cards immediately reports it to appropriate parties, including the Card Issuer.
8. Ensure all purchasing card accounts are being utilized properly as set forth by state law and this policy.
9. Define the City's policy and procedures for proper documentation and storage of receipts, logs, and approvals required under this policy.
10. Identifies any changes to named persons authorized to use a government purchasing card.
11. Any other duties assigned by the municipal governing authority.

Reconciliation Procedures

The Purchasing Card Administrator is responsible for developing internal procedures for:

1. Reconciliation procedures that ensure timely payment and/or allocation of transactions to the General Ledger at least monthly.
2. Documentation for reconciliation of transactions.
3. Disputing a transaction with the Card Issuer.

VI. INTERNAL CONTROLS

A strong system of internal controls is essential for detection and deterrence of fraud, misuse, or abuse of the purchasing card. Internal controls include policies, procedures, and training in addition to spending limits and restrictions.

A. General Requirements

The Finance Department established an internal control structure that ensures compliance with state/local government procurement laws, sound accounting practices, and internal policy.

Minimum requirements include:

1. Separation of duties between ordering cards, making transactions, and review/approval of transactions for payment.
2. Limits on the number of cardholders assigned to a department in order to ensure adequate review of business need and documentation for each purchase.
3. Provision for annual independent audit or review of the purchasing card program by the Purchasing Card Administrator or other business unit assigned audit responsibilities.

B. Cardholder Spending Limits and Utilization

Imposing spending limits enables management to provide cardholders with the purchasing power to accomplish the needs of the job without exposing the City to unnecessary risk. Spending limits should be based on job responsibilities. Cardholder spending limits must be reviewed at least annually to determine

if actual usage is consistent with spending limits and increases or decreases made as needed.

VII. UNAUTHORIZED PURCHASES

The Purchasing Card **SHALL NOT** be used to purchase the following items:

- Alcohol
- Cash Advances
- Entertainment (except for City sponsored events)
- Firearms/Explosives (except for law enforcement activities)
- Bonds and Capital Improvement Expenditures.
- Professional Services - Architectural/Engineering, Legal or other state-certified professionals.
- Personal Purchases
- Sales Tax from Vendors within the State of Texas using City Funds
- Travel/Training, Meals and Entertainment – The card may be used for travel/training and meals **only** for pre-approved city business in lieu of per diem.

VIII. UNAUTHORIZED PRACTICES

A. Purchase Card Sharing

Only that person named on the purchasing card is the authorized user. Purchasing Card sharing is prohibited and will result in immediate termination of the purchasing card and all purchasing card privileges for one year. Purchasing card sharing is the practice of allowing an individual other than the cardholder whose name appears on the front of the purchasing card to have access to the purchasing card or purchasing card number to initiate or complete a transaction. Purchasing card sharing increases the risk of fraud and cardholder liability.

B. Personal Use

All personal use (intentional or unintentional) of the purchasing card must be handled by the Cardholder as follows:

- ***Immediately report the purchase to the Department Head.***
- ***Attach a memo or e-mail to the Purchasing Card Administrator explaining the circumstance of what happened (including a timeline of the incident) and include a copy of the receipt and/or other supporting documentation.***
- ***Funds shall be reimbursed by personal check made payable to City of Universal City.***
Please be sure to reference the applicable purchasing card transaction #.
- ***The personal charge must be reported even if the vendor credits the charge.***
- ***Submit the entire package to Purchasing Card Administrator.***

Three or more incidents of personal misuse in a three-month period may result in automatic suspension of purchasing card privileges for a minimum of 3 months.

C. Violations

The use of a government purchasing card may be suspended or revoked when it has been determined that the Cardholder has violated the approved policies or state law regarding the use of the government purchasing card. The purchasing card shall be revoked whenever a Cardholder is removed from employment with the City. The Cardholder may be held personally liable for the transactions (up to and including payroll deductions) for the total dollar amount of the unauthorized purchases, plus any administrative fee charged by the crediting agency in connection with the misuse.

**CITY OF UNIVERSAL CITY
PURCHASING CARDHOLDER AGREEMENT**

I, _____, agree to the following regarding my use of the City of Universal City Purchasing Card:

1. I understand that under no circumstances will I use the purchasing card to make personal or non-work-related purchases, either for myself or for others. A personal or non-work-related purchase with the intent to reimburse the City is unacceptable and shall be considered a fraudulent purchase.
2. I understand that I am liable for the amount of unauthorized purchases or advances, plus any administrative fees charged by the bank in connection with the misuse and that I will be required to reimburse the City of Universal City for all costs associated with such improper use.
3. I understand that I will not request or receive cash from suppliers because of exchanges or returns.
4. I understand that I am the only individual authorized to use the purchasing card assigned to me. It is not transferable to any other individual.
5. I understand that the City of Universal City can terminate my right to use the purchasing card at any time for any reason. I agree to return the card to my Purchasing Card Administrator immediately upon request, upon my transfer to another department, or upon my termination of employment.
6. I will follow the established procedures for using the purchasing card. Failure to do so may result in either revocation of my user privileges or other possible disciplinary actions, up to and including termination of employment.
7. I have reviewed the Purchasing Card Policy and understand the procedures and requirements for using the purchasing card. I understand that I cannot use the purchasing card for those goods and services listed within the "Unauthorized Purchases" section of the Purchasing Card Policies and Procedures.
8. I agree that should I willfully violate the terms of this Agreement and use the purchasing card for personal use or gain that I will surrender my purchasing card and reimburse City off Universal City for all incurred charges and any fees related to the collection of those charges. I understand that I can be held personally liable to the City of Universal City for any unauthorized purchases or other misuse.

Cardholder Name (Print)

Purchasing Card Account Number

Cardholder Signature

Purchasing Card Administrator Signature

Social Security Number (last four)

Date

Department _____

CITY OF UNIVERSAL CITY

PURCHASING CARD MISSING RECEIPT FORM

I, _____, have either not received or misplaced a Purchasing Card receipt totaling \$ _____. This expense was on behalf of the City of Universal City. This form is submitted in lieu of the original receipt.

Reference Number: _____ Date: _____

Supplier Name: _____ Amount: \$ _____

Supplier Address & Telephone number: _____

- Items purchased:
- (1) _____
 - (2) _____
 - (3) _____
 - (4) _____
 - (5) _____
 - (6) _____

I certify that the amounts shown above were expended for the City of Johns Creek business purposes.

Cardholder Signature Date

P-Card Administrator Signature Date

Director Signature Date

**CITY OF UNIVERSAL CITY
PURCHASING CARD DISPUTE FORM**

Name (Please Print)

Purchasing Card Account Number

Statement Date	Reference Number	Posting Date	Transaction Date	Amount	Supplier Name

Please Check the Appropriate Box(s)

- I certify that the charges listed above were not made by me nor were the goods or services represented by the above transaction received by me.
- I do not recognize the transaction as listed above. Please inform me of the supplier name and description of goods purchased.
- The credit was listed as a sale on my statement. Enclosed is a copy of my credit memorandum.
- The amount of the sales slips was increased from \$_____ to \$_____. Enclosed is my copy of the sales slip prior to alteration.
- I received a price adjustment (credit slip) on the above transaction, and it has not appeared on my statement. Enclosed is a copy of my cancellation notification to the supplier.
- Although I did participate in the above transaction, goods and/or services were to be provided on (date)_____, but as of this date are yet to be received. I have contacted the supplier to no avail. I am therefore disputing the entire charge, or a portion, in the amount of \$_____.
- Although I did participate in the transaction, it has been canceled. Enclosed is a copy of my cancellation notification to the supplier.
- Although I did make the above transaction, the goods were received damaged/unsuitable for the purpose intended (explain below). I have attempted to return the goods. I am therefore disputing the entire charge, or a portion, in the amount of \$_____.
- Although I did engage in the above transaction, my enclosed documentation does not conform to the characterization of the item (explain below). I have attempted to return the goods. I am therefore disputing the entire charge, or a portion, in the amount of \$_____.
- I am disputing the charges because: *(Please explain completely)*.

_____ *Date Signature* **Form PURCHASE CARD POLICY-4**

9.2 Fuel Card Policy



CITY OF UNIVERSAL CITY

Fleet Fuel Card Policy

4. AUTHORITY

Employees of the City of Universal City who are issued a fleet fuel card are responsible for understanding all guidelines governing use of the City fleet fuel card. Department Heads are responsible for reviewing and approving all departmental charges including those made with a fleet fuel card. The Finance Director or her/his designee is the Fleet Fuel Card Administrator for the City and is responsible for monitoring card usage and serves as the contact person with the Card Issuer.

5. DEFINITIONS

Card Issuer – Any financial institution that issues fleet fuel cards on behalf of credit card networks. Typical services include providing electronic transaction authorization and billing the City for all purchases made on the cards.

Cardholder – an employee of the City who is approved by his/her Department Head and City Manager to use a fleet fuel card to execute purchasing transactions on behalf of the City.

Department Head – Organizational official who must approve employee's request for a fleet fuel card, designate default accounting codes for purchases on the fleet fuel card and submit paperwork to the Fleet Fuel Card Administrator. Department Head approval delegates transaction authority to the Cardholder.

Organization – Arranges with the card issuer to have fleet fuel cards issued to approved employees and agrees to accept liability for the employee's use of the cards. For this policy, Organization shall be interchangeable with City.

Fleet Fuel Card Administrator – the central administrator who coordinates the fleet fuel card program and acts as the intermediary in correspondence with the card issuer.

Vendor – The merchant from whom a cardholder is making a purchase.

6. POLICY

I. PURPOSE

The purpose of the Fleet Fuel Card Policy is to establish guidelines governing the use of the fleet fuel card for the City of Universal City.

The fleet fuel card program has been implemented to provide a more efficient method of making purchases for fuel and limited automotive/equipment parts and repairs. Purchases made pursuant to this policy shall be from the current budget year. Purchases will be charged directly to the departmental account numbers and

will show on each department's financial report. The City will issue one payment each month the Card Issuer for all fleet fuel card purchases.

The primary benefits of the fleet fuel card program are:

- a. More timely purchase and receipt of goods
- b. Reduction in costs associated with processing purchase orders
- c. Increased information about purchasing transactions
- d. Volume of activity associated with use of the card dramatically increases the efficiency of procuring low dollar items and eliminates the need for a requisition/purchase order processes

The Finance Department will administer the fleet fuel card program and will act as the liaison between the Cardholders, Vendors and Card Issuer.

Program Overview

- Fleet fuel cards will be issued to City employees with the City Manager's approval.
- Fleet fuel cards shall be used to purchase fuel, maintenance purchases, or roadside assistance services for Universal City-owned vehicles and is subject to immediate revocation at the discretion of the City Manager.
- The name of the vehicle will be embossed on the card; each employee will have a unique Personal Identification Number (PIN)
- Fleet fuel cards will **not** be transferable between individuals or departments.
- The Employee's Department Head must approve the request for a card for the Cardholder.
- Cardholders make purchases and receive a monthly statement from the Card Issuer.
- Cardholder matches receipts to monthly statement and forwards with completed Activity Log to the Fleet Fuel Card Administrator for review and filing.
- Monthly department reports of Cardholder transactions will be distributed to the Fleet Fuel Card Administrator. Cardholders will have the responsibility for overriding the default accounting code for transactions, identify transactions subject to use tax, approving bills and adding cost share information if required. All monthly Activity Logs must have the Department Heads approval for transaction expenditures.
- The Card Issuer sends a consolidated invoice to the City at the end of each monthly billing cycle.
- A payment (bank account draft) is made to the Card Issuer within 25 days after the end of the billing cycle.
- Employees who are issued a City credit card (either for temporary or permanent use) will be required to sign a Universal City Fleet Fuel Card Agreement.

A. Transaction Limits

Transaction limits are hereby established to ensure compliance with state purchasing laws, maintain proper budgetary controls, and to minimize excessive use of any individual credit line. Individual monthly card limits cannot exceed those established by the municipal governing authority. The established single transaction limit for each card must be less than \$1,000.00 The established monthly card limit is based upon the City's budgetary constraints and is not to exceed \$25,000 per month. Any exceptions to the standardized limits must have express written approval by the municipal governing authority and must be added to this policy by amendment or addendum.

II. LEGAL ISSUES

In addition to any governing state law, the procurement rules found in the City of Universal City Personnel and Procedures Manual shall apply to the use of the fleet fuel card. Cardholders, program users, or approving

officials who knowingly, or through willful neglect, fail to comply with this mandate may be subject to suspension or termination of account privileges or other disciplinary action, up to and fully including termination of employment and criminal prosecution of the law.

The City Fleet Fuel Card Administrator and the City Manager reserve the right to withdraw any authority or delegated approval due to non-compliance with applicable laws, rules, regulations, policies, and procedures, or the terms of any conditional approval.

A. Personal Purchases Prohibited

Cardholders are prohibited from using the Fleet Fuel Card for the purchase of any goods or services not directly or indirectly related to City business. Intentional use of the card for personal purchases will result in disciplinary action, up to and including termination and criminal prosecution.

B. Split Purchases Prohibited

Cardholders are prohibited from splitting a transaction between two or more transactions on a single account, two or more transactions on multiple accounts, or two or more transactions using the fuel card to circumvent credit limits.

C. Payment of Sales and Use Tax on Fleet Supplies and Parts

State law exempts purchases made by state entities/local governments from State Sales and Use Tax when payment is made with appropriated funds. Cardholders must present the Sales and Use Tax Exemption, Form to suppliers upon request.

The requirement for out-of-state suppliers to charge Sales and Use Tax on shipments to purchasers in the State of Texas does not apply to tax-exempt state/local government entities. If the supplier refuses to remove taxes, the cardholder must make the purchase from a different supplier whenever possible.

Cardholders are responsible for ensuring that merchants do not charge tax or provide a credit for inadvertent charges.

1. If taxes are charged, the cardholder must contact the merchant to obtain a credit to the account. Sales tax cannot be disputed with the bank.
2. Credits cannot be obtained by any other method, including, but not limited to, cash, gift cards, or store credit.
3. Documentation of attempts to obtain credit for any state Sales and Use Tax charged in error must be maintained with the documentation for the transaction where the tax was charged.

D. Records Retention Requirements

The City of Universal City maintains the official Records Retention Schedule.

1. Documents related to transactions (e.g.-receipts) are accounting records and must be maintained according to the requirements of Accounts Payable Files.
2. Documents related to the issuance of accounts to employees (e.g.-profile forms) are accounting records and must be maintained according to the requirements of Fleet Fuel Card Administration Records.

III. SPENDING LIMITS

All fleet fuel cards have default account numbers, embedded controls, and spending limits as well as restrictions on merchant category codes. Additional controls have been added to each fleet fuel card in order to assist in keeping charges within the City of Universal City monetary spending limits and budgeted year. These spending limits are embedded in each card via the magnetic strip and are imposed at the point of sale when the card is swiped.

Cardholder Spending Limits

The available limits on a Fleet Fuel Card include:

- a. \$ 1,000 per transaction – Single Transaction Limit (STL)
- b. \$ 4,000 per month – Credit Limit (CL) – this is a monthly limit

The established standard monthly credit card limit is based on the Cardholder's budgetary responsibility not to exceed **\$4,000.00** per month. If a cardholder requires a higher monthly limit, they may request, with appropriate justification, an exception from the Fleet Fuel Card Administrator. Monthly limits will be reviewed on an annual basis to determine if there is still a need for the higher limit. Note that the monthly limit is refreshed at the beginning of the billing cycle.

IV. CARDHOLDER/DEPARTMENT HEAD RESPONSIBILITIES

Issuance of a fleet fuel card is a relationship of trust between cardholders, departments, and the City. The Purchasing Division's responsibility is to provide quality service and information to Department Heads and Cardholders. Cardholders' responsibilities are outlined below.

All cardholders are *de facto* purchasing agents for the City. All card program personnel must have a minimum understanding of the City's procurements rules.

The Cardholder is responsible for ensuring the card is used within the guidelines stated in this Fleet Fuel Card Policy.. Failure to comply with program guidelines may result in permanent revocation of the card, notification of the situation to his/her immediate supervisor and Department Head, and further disciplinary measures up to and including possible termination and/or criminal prosecution.

Card Usage

1. Ensure that no other persons have access to any card information (i.e.-card account number, expiration date, security code, etc.)
2. Ensure that all purchases comply with State/City internal policies.

Approval Procedure

Cardholder shall always follow proper internal departmental procedures in obtaining approval for the purchase. If unsure as to whether an item to be purchased does or does not fall within City's Fleet Fuel Card Guidelines, Cardholder shall contact the Fleet Fuel Card Administrator before making the purchase.

Maintain Transaction Log

As card transactions occur, the Cardholder must record all purchases and credits on a transaction log. Transaction logs help to keep a running tally of monthly charges and identify outstanding transactions not yet

billed on the monthly bank statement. Maintaining these logs will assist the Cardholder in staying within the established purchasing limits of the card. The log may also be used to verify receipt of the correct quantity and product along with verification of billing in the correct price.

Ensure Adequate Documentation

If receipts do not provide sufficient detail to identify what the purchase is and what the business reason is for the purchase, the Cardholder shall include additional details documented on the receipt, transaction log or other supporting documentation. If adequate documentation is unavailable, a missing receipt affidavit form must be completed, signed, and kept on file with the monthly bank statement. A pattern of missing receipts, which is defined as more than three (3) times in one fiscal year, will result in suspension of fleet fuel card privileges for a minimum of three (3) months. A copy of each missing receipt form must be forwarded to the Fleet Fuel Card Administrator for tracking purposes.

Security

Cardholders are responsible for always safeguarding the fleet fuel card and account numbers. To prevent unauthorized use and limit the potential for fraud, the Cardholder shall use basic security measures, as outlined below:

- Fleet fuel card and account number shall be kept in a secure location. Safeguard it as if it were your own personal credit card.
- Cardholder shall not loan or share the fleet fuel card PIN with others, including co-workers within the department.
- Cardholder shall review monthly statements immediately upon receipt, to detect unauthorized transactions.

To aid in security, best practices to prevent fraud and misuse include NOT allowing an individual other than the cardholder to:

- Have physical possession of the fleet fuel card to make payments to point of sale vendors;
- Have access to the fleet fuel card number and expiration date to make payments via telephone, internet, or in person;
- Have access to receipts or invoices that display the complete fleet fuel card number and expiration date.
- Lost, stolen, or fraudulently used fleet fuel cards must be reported to the Card Issuer immediately. The Fleet Fuel Card Administrator must be immediately notified in writing and given the card to be properly disposed. After reporting the compromised Card Issuer and the Fleet fuel card Administrator, send the card to the Fleet Fuel Card Administrator to be properly disposed.

Dispute Resolution

The Cardholder is responsible for resolving disputes with the vendor. Such disputes may include incorrect pricing, delivery problems, incorrect items received, damaged items, etc. ***A fraudulent charge is not handled in the same manner as a dispute. Bank services will contact the Fleet Fuel Card Administrator for any fraudulent charges.***

Reconciliation of Billing Statements

A reconciliation of the monthly billing statement to receipts, invoices, and other supporting documentation must occur on a monthly basis. The following steps must be completed when performing the monthly reconciliation process:

1. Compile the monthly reconciliation package. This package consists of all **original** documentation, including receipts, credits, transaction logs, and other supporting documentation. The package must be reconciled and attached to the signed/dated transaction log and monthly bank statement.
2. The Cardholder must review the reconciliation package and sign/date the monthly bank statement to indicate that a review of the reconciliation package has been conducted. The reconciliation package must be submitted to the Department Head.
3. A review by the Department Head of each Cardholder's transactions must occur to ensure that the purchase was reasonable, appropriate, and necessary while also in compliance with fleet fuel card rules and regulations. This review must be conducted on a monthly basis and must be evidenced by a signature of the Department Head.
4. The reconciliation package is forwarded to the Fleet Fuel Card Administrator for further review to assure that Steps 1-3 are performed on each Cardholder.

Department Head

This role has sole authority for assignment of fleet fuel cards and roles. This responsibility to assign cards and roles may not be delegated (even to those individuals holding signature authority). The Department Head has overall budgetary responsibility for the department's fleet fuel card program and is responsible for following sound business practices. The Department Head recommends the issuance of new cards which includes recommending the single transaction and monthly credit limits. The Department Head must establish and maintain internal controls on usage of the card. Each Department Head is responsible for the prevention and detection of instances of fiscal irregularities and related misconduct. In addition, Department Heads are expected to recognize risks and exposures inherent in their area of responsibility and to be aware of indications of fraud and related misconduct.

V. FLEET FUEL CARD ADMINISTRATOR RESPONSIBILITIES

The Fleet Fuel Card Administrator serves as the main point-of-contact for all card program personnel and serves as a liaison between end-user and the bankcard Issuer. The Fleet Fuel Card Administrators fulfill responsibilities in the following areas:

Card Management:

1. Develops and maintains the City's Fleet Fuel Card Policy to address policy issues unique to the City.
2. Develops internal procedures for requesting new cards and/or changes to existing cards (e.g.-change in spending limits).
3. Works with management to determine appropriate cardholder spending limits based on budget restrictions, job requirements, historical spending patterns, and overall procurement practices.
4. Maintain the cardholder agreement for all cardholders.
5. Maintain account information and secure all cardholder information.
6. Keep cardholders up to date on new or changing information.
7. Upon receipt of information indicating fraudulent use or lost/stolen cards immediately reports it to appropriate parties, including the Card Issuer.
8. Ensure all fleet fuel card accounts are being utilized properly as set forth by State law and this policy.
9. Define the City's policy and procedures for proper documentation and storage of receipts, logs, and approvals required under this policy.
10. Identifies any changes to named persons authorized to use a government fleet fuel card.

11. Any other duties assigned by the municipal governing authority.

Reconciliation Procedures

The Fleet Fuel Card Administrator is responsible for developing internal procedures for:

1. Reconciliation procedures that ensure timely payment and/or allocation of transactions to the General Ledger at least monthly.
2. Documentation for reconciliation of transactions.
3. Disputing a transaction with the Card Issuer.

VI. INTERNAL CONTROLS

A strong system of internal controls is essential for detection and deterrence of fraud, misuse, or abuse of the fleet fuel card. Internal controls include policies, procedures, and training in addition to spending limits and restrictions.

A. General Requirements

The Finance Department established an internal control structure that ensures compliance with state/local government procurement laws, sound accounting practices, and internal policy.

Minimum requirements include:

1. Separation of duties between ordering cards, making transactions, and review/approval of transactions for payment.
2. Limits on the number of cardholders assigned to a department in order to ensure adequate review of business need and documentation for each purchase.
3. Provision for annual independent audit or review of the fleet fuel card program by the Fleet Fuel Card Administrator or other business unit assigned audit responsibilities.

B. Cardholder Spending Limits and Utilization

Imposing spending limits enables management to provide cardholders with the purchasing power to accomplish the needs of the job without exposing the City to unnecessary risk. Spending limits should be based on job responsibilities. Cardholder spending limits must be reviewed at least annually to determine if actual usage is consistent with spending limits and increases or decreases made as needed.

VII. UNAUTHORIZED PURCHASES

The Fleet Fuel Card SHALL ONLY be used to purchase fuel, maintenance purchases, or roadside assistance services for Universal City-owned vehicles. Any other purchases are not authorized.

UNAUTHORIZED PRACTICES

A. Fleet Fuel Card Sharing

Only the named vehicle and the associated personal PIN on the fleet fuel card is the authorized user. Fleet Fuel Card sharing is prohibited and will result in immediate termination of the fleet

fuel card and all fleet fuel card privileges for one year. Fleet fuel card sharing is the practice of allowing an individual other than the vehicle whose name appears on the front of the fleet fuel card to have access to the fleet fuel card or fleet fuel card number to initiate or complete a transaction. Fleet fuel card sharing increases the risk of fraud and cardholder liability.

B. Personal Use

All personal use (intentional or unintentional) of the fleet fuel card is prohibited. Personal use of the fleet fuel card shall be handled by the Cardholder as follows:

- a. *Immediately report the purchase to the Department Head.***
- b. *Attach a memo or e-mail to the Fleet Fuel Card Administrator explaining the circumstance of what happened (including a timeline of the incident) and include a copy of the receipt and/or other supporting documentation.***
- c. *Funds shall be reimbursed by personal check made payable to City of Universal City.***
Please be sure to reference the applicable fleet fuel card transaction #.
- d. *The personal charge must be reported even if the vendor credits the charge.***
- e. *Submit the entire package to Fleet Fuel Card Administrator.***

Three or more incidents of personal misuse in a three month period may result in automatic suspension of fleet fuel card privileges for a minimum of 3 months.

C. Violations

The use of a government fleet fuel card may be suspended or revoked when it has been determined that the Cardholder has violated the approved policies or State law regarding the use of the government fleet fuel card. The fleet fuel card shall be revoked whenever a Cardholder is removed from employment with the City. The Cardholder may be held personally liable for the transactions (up to and including payroll deductions) for the total dollar amount of the unauthorized purchases, plus any administrative fee charged by the crediting agency in connection with the misuse.

CITY OF UNIVERSAL CITY
FLEET FUEL CARD AGREEMENT

I, _____, agree to the following regarding my use of the City of Universal City Fleet Fuel Card:

9. I understand that under no circumstances will I use the fleet fuel card to make personal or non-work-related purchases, either for myself or for others. A personal or non-work-related purchase with the intent to reimburse the City is unacceptable and shall be considered a fraudulent purchase.
10. I understand that I am liable for the amount of unauthorized purchases or advances, plus any administrative fees charged by the bank in connection with the misuse and that I will be required to reimburse the City of Universal City for all costs associated with such improper use.
11. I understand that I will not request or receive cash from suppliers because of exchanges or returns.
12. I understand that I am the only individual authorized to use the Fleet Fuel Card and PIN assigned to me. It is not transferable to any other individual.
13. I understand that the City of Universal City can terminate my right to use the fleet fuel card at any time for any reason. I agree to return the card to my Fleet Fuel Card Administrator immediately upon request, upon my transfer to another department, or upon my termination of employment.
14. I will follow the established procedures for using the fleet fuel card. Failure to do so may result in either revocation of my user privileges or other possible disciplinary actions, up to and including termination of employment.
15. I have reviewed the Fleet fuel card Policy and understand the procedures and requirements for using the fleet fuel card. I understand that the Fleet Fuel Card shall only be used to purchase fuel, maintenance, or roadside assistance services for Universal City-owned vehicles.
16. I agree that should I violate the terms of this Agreement and use the fleet fuel card for personal use or gain that I will surrender my fleet fuel card and reimburse City of Universal City for all incurred charges and any fees related to the collection of those charges. I understand that I can be held personally liable to the City of Universal City for any unauthorized purchases or other misuse.

Cardholder Name (Print)

Fleet Fuel Card Account Number

Cardholder Signature

Fleet Fuel Card Administrator Signature

Social Security Number (last four)

Date

Department _____

CITY OF UNIVERSAL CITY

FLEET FUEL CARD MISSING RECEIPT FORM

I, _____, have either not received or misplaced a Fleet Fuel Card receipt totaling \$ _____. This expense was on behalf of the City of Universal City. This form is submitted in lieu of the original receipt.

Reference Number: _____ Date: _____

Supplier Name: _____ Amount: \$ _____

Supplier Address & Telephone number: _____

- Items purchased:
- (1) _____
 - (2) _____
 - (3) _____
 - (4) _____
 - (5) _____
 - (6) _____

I certify that the amounts shown above were expended for the City of Universal City business purposes.

Cardholder Signature Date

Fuel Card Administrator Signature Date

Director Signature Date

**CITY OF UNIVERSAL CITY FLEET
FUEL CARD DISPUTE FORM**

Name (Please Print)

Fleet Fuel Card Account Number

Statement Date	Reference Number	Posting Date	Transaction Date	Amount	Supplier Name

Please Check the Appropriate Box(s)

- I certify that the charges listed above were not made by me nor were the goods or services represented by the above transaction received by me.
- I do not recognize the transaction as listed above. Please inform me of the supplier name and description of goods purchased.
- The credit was listed as a sale on my statement. Enclosed is a copy of my credit memorandum.
- The amount of the sales slips was increased from \$ _____ to \$ _____ Enclosed is my copy of the sales slip prior to alteration.
- I received a price adjustment (credit slip) on the above transaction, and it has not appeared on my statement. Enclosed is a copy of my cancellation notification to the supplier.
- Although I did participate in the transaction, it has been canceled. Enclosed is a copy of my cancellation notification to the supplier.
- I am disputing the charges because: *(Please explain completely)*.

Date

Signature

9.3 Contract and Purchasing Rider (The Rider)



CITY OF UNIVERSAL CITY, TEXAS

STANDARD GOVERNMENTAL CONTRACT AND PURCHASING RIDER FOR CONTRACTS WITH THE CITY OF UNIVERSAL CITY, TEXAS

(Version August 2021)

By submitting a response to a solicitation or bid, or by entering into a contract for goods or services and/or by accepting a purchase order, the contracting party identified below agrees that the below terms and conditions shall govern all agreements with the City unless otherwise agreed to by a specifically executed provision within the contract and if permissible by law. Absent a specifically executed provision, the below terms are BINDING and SUPERSEDE any and all other terms and/or conditions whether oral or written.

1. Application. This Governmental Rider applies to, is part of, and takes precedence over any conflicting provision in or attachment to the Contract (Contract) (attached hereto) of _____ (Vendor). The Contract involved in this Rider is described as follows:

Title of Contract: _____

2. Payment Provisions. The City's payments under the Contract, including the time of payment and the payment of interest on overdue amounts, are subject to Chapter 2251, Texas Government Code. City reserves the right to modify any amount due to contractor presented by invoice to the city if necessary to conform the amount to the terms of the contract.

3. Multiyear Contracts. If the City's city council does not appropriate funds to make any payment for a fiscal year after the City's fiscal year in which the contract becomes effective and there are no proceeds available for payment from the sale of bonds or other debt instruments, then the Contract automatically terminates at the beginning of the first day of the successive fiscal year. (Section 5, Article XI, Texas Constitution). It is understood and agreed the City shall have the right to terminate the agreement at the end of any City fiscal year if the governing body of the City does not appropriate funds sufficient to continue the contract, as determined by the City's budget for the fiscal year in question. The City may execute such termination by giving contractor a written notice of termination at the end of its then current fiscal year.

4. Best Value Determination. All competitive bids or proposals received shall be evaluated based on the best value for the City. Best value shall be determined any relevant criteria specifically listed in the solicitation and by considering all or part of the criteria listed below:

- a. Bid price.
- b. Reputation of the bidder and of bidder's goods and services.
- c. The quality of the bidder's goods or services.

- d. The extent to which the goods or services meet the City's needs.
- e. Bidder's past relationship with the City. All vendors shall be evaluated on their past performance and prior dealings with the City to include, but not limited to, failure to meet specifications, poor quality, poor workmanship, and late delivery.

5. Local Preference. The City Council supports the local preference option for purchasing. In accordance with Chapter 271.9051 of the State of Texas Local Government Code, the City Council may choose to award a competitive bid to a bidder whose principal place of business is in the City limits, provided that this bid is within 5% of the lowest bid price received.

6. No Ex-Parte Communications during Competitive Bidding Period. To insure the proper and fair evaluation of a response, the City prohibits ex parte communication (e.g., unsolicited) initiated by the proposed contractor to a City official or employee evaluating or considering the responses prior to the time a formal decision has been made. Questions and other communication from vendors will be permissible until 5:00 pm on the day specified as the deadline for questions. Any communication between responder and the City after the deadline for questions will be initiated by the appropriate City official or employee in order to obtain information or clarification needed to develop a proper and accurate evaluation of the response. Ex parte communication may be grounds for disqualifying the offending responder from consideration or award of the solicitation then in evaluation, or any future solicitation.

7. Abandonment or Default. A vendor who abandons or defaults the work on the contract and causes the City to purchase the services elsewhere may be charged for any increased cost of goods, materials and/or services related thereto and shall not be considered disqualified in any re-advertisement of the service and may not be considered in future bids for the same type of work for a period of three years for the same scope of work, goods or services.

8. Disclosure of Litigation. Each vendor shall include in its proposal a complete disclosure of any civil or criminal litigation or investigation pending which involves the respondent or which has occurred in the past in which the respondent has been judged guilty or liable by a competent court regardless of whether the Court Order or Judgment is final or on appeal.

9. Cancellation. The City reserves the right to cancel the contract without penalty by providing 30 days prior written notice to the contracting party. Termination under this paragraph shall not relieve the vendor of any obligation or liability that has occurred prior to cancellation. **NOTE: This contract is subject to cancellation, without penalty, at any time the City deems the vendor to be non-compliant with contractual obligations.**

10. Annual Vendor Performance Review. The City reserves the right to review the vendor's performance at the end of each twelve month contract period and to cancel all or part of the agreement (without penalty) or continue the contract through the next period.

11. Compliance with other laws and certification of eligibility to contract. Any offer to contract with the City shall be considered an executed certification that the vendor will/shall comply with all federal, state, and local laws, statutes, ordinances, rules and regulations, (as amended during the contracting period) and any orders and decrees of any court or administrative bodies or tribunals in any matter affecting the performance of the resulting agreement, including without limitation, immigration laws, workers' compensation laws, minimum and maximum salary and wage statutes and regulations, and licensing laws and regulations. ***Additionally, such offer shall indicate that the vendor has fully read and understood the terms and conditions for eligibility to contract***

with the City pursuant to the City's Ordinances and certifies they are in compliance with those local requirements. When requested, the vendor shall furnish the City with satisfactory proof of its compliance within 10 days or any contract with the City is void.

12. Compliance with all Codes, Permitting and Licensing Requirements. The successful vendor shall comply with all national, state and local standards, codes and ordinances as well as any other authorities that have jurisdiction pertaining to equipment and materials used and their application. None of the terms or provisions of the specification shall be construed as waiving any rules, regulations or requirements of these authorities. The successful vendor shall be responsible for obtaining all necessary permits, certificates and/or licenses to fulfill contractual obligations.

13. Mandatory Contracting Provisions. Where applicable, the City of Universal City may not enter into a contract with a vendor for goods and services unless the contract contains a written verification from the company that it; (i) does not boycott Israel; (ii) will not boycott Israel during the term of the contract; (iii) does not boycott energy companies; (iv) will not boycott energy companies during the term of the contract; (v) does not have a practice, policy, guidance or directive that discriminates against a firearm entity or firearm trade association; and (vi) will not discriminate during the term of the contract against a firearm entity or firearm trade association (Texas Government Code, Chapter 2271.002; 2274.002).

Vendor hereby verifies that it does not boycott Israel, and agrees that, during the term of this agreement, will not boycott Israel as this term is defined in the Texas Government Code, Section 808.001, as amended. Vendor hereby verifies that it does not boycott energy companies, and agrees that, during the term of this agreement, will not boycott energy companies as this term is defined in Texas Government Code, Section 809.001, as amended. Vendor hereby verifies that it does not have a practice, policy, guidance or directive that discriminates against a firearm entity or firearm trade association, and agrees that, during the term of this agreement, will not discriminate against a firearm entity or firearm trade association as those terms are defined in Texas Government Code, Section 2274.001, as amended.

Further, Vendor hereby certifies that it is not a company identified under Texas Government Code, Section 2252.152 as a company engaged in business with Iran, Sudan, or Foreign Terrorist Organizations.

14. Liability and Indemnity of City. Any provision of the Contract is void and unenforceable if it: (1) limits or releases either party from liability that would exist by law in the absence of the provision; (2) creates liability for either party that would not exist by law in the absence of the provision; or (3) waives or limits either party's rights, defenses, remedies, or immunities that would exist by law in the absence of the provision.. (Section 5, Article XI, Texas Constitution)

15. Indemnity and Independent Contractor Status of Contractor. Vendor shall indemnify, save harmless and defend the City, its officers, agents, and employees from and against any and all suits, actions, legal proceedings, claims, demands, damages, costs, expenses, attorney's fees and any and all other costs or fees (whether grounded in Constitutional law, Tort, Contract, or Property Law, or raised pursuant to local, state or federal statutory provision), arising out of the performance of the resulting agreement and/or arising out of a willful or negligent act or omission of the contractor, its officers, agents, and employees. It is understood and agreed that the contractor and any employee or sub-contractor of contractor shall not be considered an employee of the City. The contractor shall not be within protection or coverage of the City's workers' compensation insurance, health insurance, liability insurance or any other insurance that the City from time to time may have in force and effect. City specifically reserves the right to reject any and all contractor's employees, representatives or sub-contractors and/or their employees for any cause, should the presence of any such person on City property

or their interaction with City employees be found not in the best interest of the City, harassing, or is found to interfere with the effective and efficient operation of the City's workplace.

16. Liens. Vendor agrees to and shall indemnify and save harmless the City against any and all liens and encumbrances for all labor, goods and services which may be provided under the resulting agreement. At the City's request the contractor or subcontractors shall provide a proper release of all liens, or satisfactory evidence of freedom from liens shall be delivered to the City.

17. Confidentiality. Any provision in the Contract that attempts to prevent the City's disclosure of information that is subject to public disclosure under federal or Texas law or regulation, or court or administrative decision or ruling, is invalid. (Chapter 552, Texas Government Code)

18. Tax Exemption. The City is not liable to Vendor for any federal, state, or local taxes for which the City is not liable by law, including state and local sales and use taxes (Section 151.309 and Title 3, Texas Tax Code) and federal excise tax (Subtitle D of the Internal Revenue Code). Accordingly, those taxes may not be added to any item. Texas limited sales tax exemption certificates will be furnished upon request. Vendors shall not charge for said taxes. If billed, the City will remit payment less sales tax.

19. Contractual Limitations Period. Any provision of the Contract that establishes a limitations period that does not run against the City by law or that is shorter than two years is void. (Sections 16.061 and 16.070, Texas Civil Practice and Remedies Code)

20. Sovereign Immunity. Any provision of the Contract that seeks to waive the City's immunity from suit and/or immunity from liability is void unless agreed to by specific acknowledgement of the provision within the contract.

21. Governing Law and Venue. Texas law governs this Contract and any lawsuit on this Contract must be filed in a court that has jurisdiction in Bexar County, Texas.

22. Certificate of Interested Parties (TEC Form 1295). For contracts needing City Council approval, the City may not accept or enter into a contract until it has received from the Contractor a completed, signed, and notarized TEC Form 1295 complete with a certificate number assigned by the Texas Ethics Commission ("TEC"), pursuant to Texas Government Code § 2252.908 and the rules promulgated thereunder by the TEC. The Contractor understands that failure to provide said form complete with a certificate number assigned by the TEC may prohibit the City from entering the Contract.

Pursuant to the rules prescribed by the TEC, the TEC Form 1295 must be completed online through the TEC's website, assigned a certificate number, printed, signed and notarized, and provided to the City. The TEC Form 1295 may accompany the bid or may be submitted separately, but must be provided to the City prior to the award of the contract. Neither the City nor its consultants have the ability to verify the information included in a TEC Form 1295, and neither have an obligation nor undertake responsibility for advising any bidder with respect to the proper completion of the TEC Form 1295.

CITY OF UNIVERSAL CITY, TEXAS

VENDOR NAME _____

By: _____

By: _____

Title: City Manager _____

Title: _____

Date: _____

Date: _____

Sec. 1-4-4. Expenditures; bidding.

- (1) Expenditures less than the amount established from time to time by the Texas Government Code, the current amount being twenty-five thousand dollars (\$25,000.00), shall be made according to administrative policies and practices established by the city manager as appropriated in the annual budget.
- (2) All expenditures exceeding said amount shall be made according to formal bidding procedures as prescribed by the Texas Local Government Code.

(Ord. No. 544-A-03, 1-21-03)

SUMMARY OF PURCHASE PROCEDURES REQUIREMENTS *state law*

PURCHASE AMOUNT OF PURCHASE	APPROVAL REQUIRED	AVAILABILITY OF FUNDS	PURCHASE ORDER	BID REQUIRED	TYPE & NUMBER OF BIDS	SPECIFICATIONS & DESCRIPTION	QUANTITIES & UNIT PRICE
Under \$50.00 (Petty Cash)	Department Head	City Treasurer Verification	No	No	None	Not Applicable	On Sales Receipt
Repetitive Under \$2,500.00	Department Head	City Treasurer Verification	Yes	No	None, But check different sources periodically	On Purchase Order	On Purchase Order
Single Items Between \$2500.00 - \$15,000.00	Department Head & City Manager	City Treasurer Verification	Yes	Yes	3 Oral Bids	On Purchase Order	On Purchase Order
Over \$15,000.00 Under \$50,000.00	Department Head & City Manager	City Treasurer Verification	Yes	Yes	Written Informal (Unadvertised)	On Purchase Order or Specification Sheet	On Purchase Order or Specification Sheet
\$50,000.00 or more	Department Head, City Manager & City Council	City Treasurer Verification	No (Instead provide a copy of Accepted Bid to Treasurer)	Yes	Written Formal (Advertised)	On Bid Form with Specification Sheet	On Bid Form

EXHIBIT A

Sec. 1-4-2. Competitive bids policy; exceptions.

- (a) *Policy:* It shall be the policy of the City, before making any purchase or contract in a substantial amount for supplies, materials, equipment or contractual services, to assure that opportunity exists for competition by prospective suppliers or contractors.
- (b) *Competitive bids:* Purchases or contracts involving the expenditure of five thousand dollars (\$5,000.00) or more, require published bid invitations. Formal bid advertisement and contract award procedures will be in accordance with Chapter 252, Local Government Code.
- (c) *Exceptions:* Competitive bids and/or advertising need not be required in the following instances:
 - (1) A procurement made because of a public calamity that requires the immediate appropriation of money to relieve the necessity of the municipality's residents or to preserve the property of the municipality.
 - (2) A procurement necessary to preserve or protect the public health or safety of the municipality's residents.
 - (3) A procurement necessary because of unforeseen damage to public machinery, equipment, or other property.
 - (4) A procurement for personal or professional services.
 - (5) A procurement for work that is performed and paid for by the day as the work progresses.
 - (6) A purchase of land or a right-of-way.
 - (7) A procurement of items that are available from only one source, including:
 - a. Items that are available from only one source because patents, copyrights, secret processes, or natural monopolies,
 - b. Films, manuscripts, or books,
 - c. Electricity, gas, water, and other utility services,
 - d. Captive replacement parts or components for equipment,
 - e. Books, papers, and other library materials for a public library that are available only from the persons holding the exclusive distribution rights to the materials.
 - (8) A purchase of rare books, papers, and other library materials for a public library.
 - (9) Paving, drainage, street widening, and other public improvements, or related matters, if at least one-third ($\frac{1}{3}$) of the cost is to be paid by or through special assessments levied on property that will benefit from the improvements.
 - (10) A public improvement project, authorized by the voters of the municipality, for which there is a deficiency of funds for completing the project in accordance with the plans and purposes authorized by the voters.
 - (11) A payment under a contract by which a developer participates in the construction of a public improvement as provided by Subchapter C, Chapter 212.
 - (12) Personal property sold;
 - a. At an auction by a state licensed auctioneer.
 - b. At a going out of business sale held in compliance with Subchapter F, Chapter 17, Business and Commerce Code, or

-
- c. By a political subdivision of this state, a state agency of this state, or an entity of the federal government.

(Ord. No. 304, §§ 1—4, 9-5-78; Ord. No. 304-A, 8-6-91)

Editor's note(s)—Ord. No. 304, §§ 1—4, adopted Sept. 5, 1978, being nonamendatory of the Code, has been codified herein as § 1-4-2 at the editor's discretion.

CITY OF UNIVERSAL CITY

Date: 02/20/2024

TO: City Council
FROM: Kim M. Turner, City Manager
SUBJECT: Resolution 902-2024 Public Health Official

Historical Background

The City has an Interlocal Agreement (ILA) with the City of San Antonio to utilize the Metropolitan Health District as the official Health Authority for Universal City. Every two years, the City needs to appoint or reappoint the term of the Health Official. Dr. Chichi Woo has been acting in that capacity for the last four years. Her current term with the City expires on 20 May 2024 and she needs to be reappointed for another two-year term.

Action Requested

Approve Resolution 902-2024 and authorize Mayor Williams to sign the Certificate of Appointment of Dr. Chichi Woo for an additional two-year term; 21 May 2024 through 20 May 2026.

Procurement Methodology

This is an appointment procedure only and requires no procurement by the City.

Source and Amount of Funding

This is an appointment procedure only and requires no funding by the City.

Staff Recommendation

Staff recommends approval of the Resolution and the Certificate of Appointment.

Attachments: Resolution 902-2024
2024 Certificate of Appointment
Notifiable Conditions List
2022 Certificate of Appointment

RESOLUTION 902-2024

A RESOLUTION OF THE CITY COUNCIL OF UNIVERSAL CITY, TEXAS TO APPOINT DR. CHICHI JUNDA WOO AS THE OFFICIAL HEALTH AUTHORITY FOR THE CITY OF UNIVERSAL CITY; AND SETTING AN EFFECTIVE DATE.

WHEREAS, during the 68th Legislature, Governor Mark White signed the “Local Public Reorganization Act” into law; and,

WHEREAS, during the 71st Legislature, the legislature recodified the Act as Chapter 121 of the Texas Health and Safety Code, which, among other things, defines the powers of counties and municipalities as it relates to local regulation of public health, including the establishment of a public health district; and,

WHEREAS, In 1977, The City Council of Universal City approved and adopted Ordinance 155-A to establish a Health Department including the role and responsibilities of a Health Authority (Officer).

WHEREAS, Universal City is a member of the San Antonio Metropolitan Health District, a public health district under Texas Health and Safety Code Chapter 121, Subchapter E; and,

WHEREAS, the members of the public health district shall approve the appointment of a physician as the health authority for the district; and,

WHEREAS, the Health and Safety Code defines a health authority as an individual who acts as a State Officer when performing their duties which include aiding the State with quarantine, sanitation enforcement, public health law enforcement, reportable diseases, and vital statistics collection; and,

WHEREAS, A Health Authority must be a competent physician with a reputable professional standing who is a resident of Texas, is legally qualified to practice medicine, and shall serve for a term of two years and may be appointed to successive terms; and,

WHEREAS, Universal City seeks a Health Authority who strives to do what is best in the interest of all Universal City residents, one who encourages preparedness, prevention, response, and recovery activities; and,

WHEREAS, Universal City requires the appointment of a Health Authority who will work collaboratively with the Mayor, City Manager, City staff, and the Bexar County Hospital District (OBA University Health System); and,

WHEREAS, Dr. Chichi Junda Woo is a licensed physician who meets all statutory requirements and was approved by the City Council of San Antonio as the Health Authority for the San Antonio Metropolitan Health District.

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF UNIVERSAL CITY, TEXAS:

Approval of the appointment of Dr. Chichi Junda Woo as the Health Authority for the City of Universal City from May 21, 2024, through May 20, 2026.

THIS resolution will take effect upon its passage, approval and publication as provided by law.

PASSED, ADOPTED AND APPROVED by the City Council of the City of Universal City on this the 20th day of February 2024.

CITY OF UNVIERSAL CITY, TEXAS

APPROVED:

John Williams, MAYOR

ATTEST:

APPROVED AS TO FORM:

Maribel Garcia, Deputy City Clerk

Megan R. Santee, City Attorney
Denton Navarro Rodriguez Bernal Santee & Zech, P.C.



Certificate of Appointment

for a

Health Authority

The Health Authority has been appointed and approved by the:

(Put an "X" by the appropriate designation below)

_____ Commissioners Court for _____ County

Governing Body for the Municipality of UNIVERSAL CITY

_____ Director, _____ Health Department

_____ Director, _____ Public Health District

I, John Williams, acting in my capacity
as: *(Put an "X" by the appropriate designation below)*

_____ County Judge or Designee

Mayor or Designee

_____ Non-physician and the Local Health Department Director

_____ Non-physician and the Public Health District Director

do hereby certify the physician, CHICHI JUNDA WOO, who is licensed
by the Texas Board of Medical Examiners, was duly appointed as the (check as applicable),

_____ Health Authority

Health Authority Designee

for the jurisdiction of UNIVERSAL CITY, Texas.

Date term of office begins May 21, 2024

Date term of office ends May 20, 2026, unless removed by law.

I certify to the above information on this the _____ day of _____, 2024 .

Signature of Appointing Official



**METROPOLITAN
HEALTH DISTRICT**

2023 Texas Notifiable Conditions

Report all suspected cases to

San Antonio Metropolitan Health District, unless noted by *

Reporting forms are available at <http://www.sanantonio.gov/Health/HealthProfessionals/ReportableDiseases>.

Call as indicated for immediately reportable conditions

Epidemiology Program			
24/7 Main Line: (210) 207-8876 Fax: (210) 207-2007			
Fax for COVID-19: (210) 207-8807			
Condition	When to Report	Condition	When to Report
Amebic meningitis and encephalitis	Within 1 week	Leishmaniasis	Within 1 week
Anaplasmosis	Within 1 week	Listeriosis ⁶	Within 1 week
Anthrax^{1, 2}	Call Immediately	Lyme disease	Within 1 week
Arboviral infections ^{3,4}	Within 1 week	Malaria	Within 1 week
*Asbestosis ⁵	Within 1 week	Measles (rubeola)	Call Immediately
Ascariasis	Within 1 week	Meningococcal infection, invasive (<i>Neisseria meningitidis</i>)⁶	Call Immediately
Babesiosis ⁴	Within 1 week	Mumps	Within 1 work day
Botulism (adult and infant)^{2,6,7}	Call Immediately	Paragonimiasis	Within 1 week
Brucellosis^{1, 2}	Within 1 work day	Pertussis	Within 1 work day
Campylobacteriosis	Within 1 week	*Pesticide poisoning, acute occupational ¹⁷	Within 1 week
*Cancer ⁸	See rules ⁶	Plague (<i>Yersinia pestis</i>)^{1, 2}	Call Immediately
Candida auris	Within 1 work day	Poliomyelitis, acute paralytic	Call Immediately
Carbapenem-resistant Enterobacteriales (CRE)⁹	Within 1 work day	Poliovirus infection, non-paralytic	Within 1 work day
Chagas disease ⁴	Within 1 week	Prion disease such as Creutzfeldt-Jakob disease (CJD) ¹⁸	Within 1 week
Chickenpox (varicella) ¹⁰	Within 1 week	Q fever	Within 1 work day
*Contaminated sharps injury ¹¹	Within 1 month	Rabies, human	Call Immediately
* Controlled substance overdose¹²	Report Immediately	Rubella (including congenital)	Within 1 work day
Coronavirus, novel¹³	Call Immediately	Salmonellosis, including typhoid fever ⁶	Within 1 week
Cryptosporidiosis	Within 1 week	Shiga toxin-producing <i>Escherichia coli</i> ⁶	Within 1 week
Coronavirus Disease 2019 (COVID-19)	Within 1 week	Shigellosis	Within 1 week
Cyclosporiasis	Within 1 week	*Silicosis ⁵	Within 1 week
Cysticercosis	Within 1 week	Smallpox^{1, 2}	Call Immediately
Diphtheria⁶	Call Immediately	*Spinal cord injury ¹⁴	Within 10 work days
*Drowning/near drowning ¹⁴	Within 10 work days	Spotted fever rickettsioses	Within 1 week
Echinococcosis	Within 1 week	Streptococcal disease (<i>S. pneumo.</i> ⁶), invasive	Within 1 week
Ehrlichiosis	Within 1 week	<i>Taenia solium</i> and undifferentiated <i>Taenia</i> infection	Within 1 week
Fascioliasis	Within 1 week	Tetanus	Within 1 week
<i>Haemophilus influenzae</i> , invasive	Within 1 week	Tick-borne relapsing fever	Within 1 week
*Hansen's disease (leprosy) ¹⁵	Within 1 week	*Traumatic brain injury ¹⁴	Within 10 work days
Hantavirus infection	Within 1 week	Trichinosis	Within 1 week
Hemolytic uremic syndrome (HUS)	Within 1 week	Trichuriasis	Within 1 week
Hepatitis A	Within 1 work day	Tularemia^{1, 2}	Call Immediately
Hepatitis B, C, and E (acute)	Within 1 week	Typhus	Within 1 week
Hepatitis B infection identified prenatally or at delivery (mother)	Within 1 week	Vancomycin-intermediate <i>Staph aureus</i> (VISA)⁶	Call Immediately
Hepatitis B, perinatal (HBsAg+ < 24 months old) (child)	Within 1 work day	Vancomycin-resistant <i>Staph aureus</i> (VRSA)⁶	Call Immediately
Hookworm (ancylostomiasis)	Within 1 week	<i>Vibrio</i> infection, including cholera⁶	Within 1 work day
Influenza-associated pediatric mortality	Within 1 work day	Viral hemorrhagic fever (including Ebola)²	Call Immediately
Influenza, novel	Call Immediately	Yellow fever	Call Immediately
* Lead, child blood, any level & adult blood, any level¹⁶	Call/Fax Immediately	Yersiniosis	Within 1 week
Legionellosis	Within 1 week		

In addition to specified reportable conditions, **any outbreak, exotic disease, or unusual group expression of disease that may be of public health concern should be reported by the most expeditious means available. This includes any case of a select agent.** ²

See select agent list at <https://www.selectagents.gov/sat/list.htm>

*See condition-specific footnote for reporting contact information

(Rev. 1/23) Expires 1/31/24 -- Go to <http://www.sanantonio.gov/Health/HealthProfessionals/ReportableDiseases> for updates.

Report to STDs/ HIV Program
Main Line: (210) 207-8830 Fax: (210) 207-2116

Condition	When to Report	Condition	When to Report
Acquired immune deficiency syndrome (AIDS) ¹⁹	Within 1 week	Human immunodeficiency virus (HIV), acute infection^{19,20}	Within 1 work day
Chancroid ¹⁹	Within 1 week	Human immunodeficiency virus (HIV), non-acute Infection ^{19,20}	Within 1 week
<i>Chlamydia trachomatis</i> infection ¹⁹	Within 1 week	Syphilis – all other stages ^{19,21}	Within 1 week
Gonorrhea ¹⁹	Within 1 week	Syphilis – primary and secondary stages^{19,21}	Within 1 work day

Report to Tuberculosis Program
Main Line: (210) 207-8823 Fax: (210) 207-8779

Tuberculosis infection ²²	Within 1 week	Tuberculosis (<i>Mycobacterium tuberculosis</i> complex)^{6,23}	Within 1 work day
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2023 Texas Notifiable Conditions Footnotes

1. Lab isolate should be sent to San Antonio Metropolitan Health District (Metro Health) lab. Call 210-207-5883 for specimen submission information.
2. Please secure select agent isolates and specimens in accordance with the guidance in the [Select Agent Regulation](#), and immediately initiate a consultation with public health regarding need for further testing or sequencing. Notify any transfer facilities of any test results of high consequence/interest
3. Arboviral infections including, but not limited to, those caused by California serogroup virus, chikungunya virus, dengue virus, Eastern equine encephalitis (EEE) virus, St. Louis encephalitis (SLE) virus, Western equine encephalitis (WEE) virus, West Nile (WN) virus, and Zika virus.
4. All blood collection centers should report all donors with reactive tests for West Nile virus, Zika virus, *Babesia* species and *Trypanosoma cruzi* (Chagas disease) to the DSHS Zoonosis Control Branch. If your center uses a screening assay under an IND protocol, please include results of follow-up testing as well. Fax the report to Metro Health at 210-207-2007 and send to DSHS by secure email to WNV@dshs.texas.gov or fax the report to 512-776-7454. Providing the following data points will suffice: Collection Agency; Unique BUI #; Test Name, Collection Date; Last Name, First Name, Donor Phone Number, Donor Address, Date of Birth, Age, Sex, Race, and Hispanic Ethnicity (Y/N).
5. For asbestos and Silicosis reporting information see <http://www.dshs.texas.gov/epitox/Asbestosis-and-Silicosis-Surveillance/>.
6. Lab samples of the following must be sent to the Department of State Health Services, Laboratory Services Section, 1100 West 49th Street, Austin, Texas 78756-3199 or other public health laboratory as designated by the Department of State Health Services: *Candida auris* isolates, *Clostridium botulinum* isolates, *Corynebacterium diphtheriae* isolates, *Haemophilus influenzae* isolates from normally sterile sites in children under five years old, *Listeria monocytogenes* isolates, *Neisseria meningitidis* isolates from normally sterile sites or purpuric lesions, *Salmonella* species isolates (also requested - specimens positive for *Salmonella* by culture-independent diagnostic testing (CIDT) methods), Shiga toxin-producing *Escherichia coli* (all *E.coli* O157:H7 isolates and any *E.coli* isolates or specimens in which Shiga toxin activity has been demonstrated), isolates of all members of the *Mycobacterium tuberculosis* complex, *Staphylococcus aureus* with a vancomycin MIC greater than 2 µg/mL (VISA and VRSA), *Streptococcus pneumoniae* isolates from normally sterile sites in children under five years old, and *Vibrio* species isolates (also requested - specimens positive for *Vibrio* by culture-independent diagnostic testing (CIDT) methods). Pure cultures (or specimens) should be submitted as they become available accompanied by a current department Specimen Submission Form. See the Texas Administrative Code (TAC) Chapter 97: §97.3(a)(4), §97.4(a)(6), and §97.5(a)(2)(C). Call 512-776-7598 for specimen submission information.
7. Report suspected botulism immediately by phone to 210-207-8876.
8. For more information on cancer reporting rules and requirements go to <http://www.dshs.state.tx.us/tcr/reporting.shtm>.
9. See additional CRE reporting information at http://www.dshs.state.tx.us/IDCU/health/antibiotic_resistance/Reporting-CRE.doc.
10. For Varicella (Chickenpox) reporting see <https://www.sanantonio.gov/Health/HealthProfessionals/ReportableDiseases> for the Varicella Reporting Form.
11. Applicable for governmental entities. Not applicable to private facilities. (TAC §96.201) Initial reporting forms for Contaminated Sharps at http://www.dshs.texas.gov/idcu/health/infection_control/bloodborne_pathogens/reporting/.
12. To report a Controlled Substance Overdose, go to <http://odreport.dshs.texas.gov/>.
13. Novel coronavirus causing severe acute respiratory disease includes Middle East Respiratory Syndrome (MERS) and Severe Acute Respiratory Syndrome (SARS). Call immediately for SARS, MERS, or any other novel coronavirus cases.
14. Please refer to specific rules and regulations for injury reporting and who to report to at <http://www.dshs.state.tx.us/injury/rules.shtm>
15. Reporting forms are available at <https://www.dshs.texas.gov/idcu/disease/hansens/forms.shtm>.
16. For lead reporting information see <http://www.dshs.texas.gov/lead/Reporting-Laws-Administrative-Code.aspx>.
17. For pesticide reporting information see <https://www.dshs.texas.gov/sites/default/files/epitox/pestrptfrm.pdf>.
18. For purposes of surveillance, CJD notification also includes Kuru, Gerstmann-Sträussler-Scheinker (GSS) disease, fatal familial insomnia (FFI), sporadic fatal insomnia (sFI), Variably Protease-Sensitive Prionopathy (VPSPr), familial CJD (fCJD) or genetic CJD (gCJD), variant CJD (vCJD), iatrogenic CJD (iCJD) and any novel prion disease affecting humans.
19. Please refer to specific rules and regulations for HIV/STD reporting and who to report to at: <http://www.sanantonio.gov/Portals/0/Files/health/HealthProfessionals/ReportableConditions-STDs.pdf>
20. Any person suspected of having HIV should be reported, including HIV exposed infants.
21. Laboratories should report syphilis test results within 3 work days of the testing outcome.
22. TB infection is determined by a positive result from an FDA-approved Interferon-Gamma Release Assay (IGRA) test such as T-Spot® TB or QuantiFERON® - TB GOLD In-Tube Test or a tuberculin skin test, and a normal chest radiograph with no presenting symptoms of TB disease. See rules and reporting information at <http://www.dshs.state.tx.us/idcu/disease/tb/reporting/>. Please report skin test results in millimeters.
23. Reportable tuberculosis disease includes the following: suspected tuberculosis disease pending final laboratory results; positive nucleic acid amplification tests; clinically or laboratory-confirmed tuberculosis disease; and all *Mycobacterium tuberculosis* (*M. tb*) complex including *M. tuberculosis*, *M. bovis*, *M. africanum*, *M. canettii*, *M. microti*, *M. caprae*, and *M. pinnipedii*. See rules and reporting information at <http://www.dshs.texas.gov/idcu/disease/tb/reporting/>.

San Antonio Metropolitan Health District

Epidemiology Program
 Phone (210) 207-8876
 Fax (210) 207-2007
 Fax for COVID-19: (210) 207-8807

Sexually Transmitted Diseases/HIV Program
 Phone (210) 207-8830
 Fax (210) 207-2116

Tuberculosis Program
 Phone (210) 207-8823
 Fax (210) 207-8779



Certificate of Appointment

for a

Health Authority

The Health Authority has been appointed and approved by the:

(Check the appropriate designation below)

_____ Commissioners Court for _____ County

Governing Body for the Municipality of UNIVERSAL CITY

_____ Director, _____ Health Department

_____ Director, _____ Public Health District

I, John Williams, acting in my capacity as:

(Check the appropriate designation below)

_____ County Judge or Designee

Mayor or Designee

_____ Non-physician and the Local Health Department Director

_____ Non-physician and the Public Health District Director

do hereby certify the physician, CHICHI JUNDA WOO, who is licensed by the Texas Board of Medical Examiners, was duly appointed as the (check as applicable),

Health Authority

_____ Health Authority Designee

for the jurisdiction of UNIVERSAL CITY, Texas.

Date term of office begins MAY 20, 20 22

Date term of office ends MAY 19, 20 24, unless removed by law.

I certify to the above information on this the 1 day of February, 2022

John Williams
Signature of Appointing Official

CITY OF UNIVERSAL CITY

Date: 2/20/2024

TO: City Council

FROM: Kim M. Turner, City Manager

SUBJECT: Consider Resolution No. 969 2024-3: A City Council Resolution approving a UCEDC project related to construction of the Bowie Street Parking Lot at 119 E. Aviation Blvd.

Historical Background

The EDC acquired 119 E. Aviation in 2022. While the long-term use of the property has not yet been identified, the EDC has determined to use the property in the interim as a public parking lot. The Bowie Street Parking Lot will serve as additional parking for existing businesses in the Aviation District as well as provide parking for any new businesses.

In June 2023, the EDC authorized a contract for professional services with 6S Engineering, Inc. to provide the survey and design of the Bowie Street Parking Lot in the amount of \$20,480.00.

With the survey and design complete, staff recently accepted bids for construction services of the parking lot. CemenTech Concrete Services came in with a low bid of \$102,197.10 (attached).

On February 8, 2024, the EDC Board of Directors unanimously approved Resolution No. 2024-3 authorizing the project.

Action Requested

City Council consideration of Resolution No. 969 2024-3, approving the Bowie Street Parking Lot project, as approved by the UCEDC.

Procurement Methodology

The UCEDC acquired the property in 2022.

Source and Amount of Funding

The UCEDC included funding for construction of the Bowie Street Parking Lot project in its current budget. The project cost comes to \$102,197.10.

Staff Recommendation

Staff recommends approval of Resolution No. 969 2024-3 to further facilitate achieving the Aviation District Masterplan vision, as established by City Council. Specifically, additional public parking will provide much-needed overflow parking for nearby businesses.

CITY OF UNIVERSAL CITY
Specifications
And
Bid Form

Description/Specifications: Bowie St. Parking Lot

BIDDER #1	BIDDER #2	BIDDER #3
Name <u>CemenTech Concrete Services</u>	Name <u>4B Paving, Inc.</u>	Name <u>Allbrite Construction</u>
Address <u>10650 Culebra Rd.</u> <u>San Antonio, Tx 78251</u>	Address <u>P.O. Box 1065</u> <u>Spring Branch, Tx 78070</u>	Address <u>10811 Iota Dr.</u> <u>San Antonio, Tx 78217</u>
Phone <u>(210) 548-1643</u>	Phone <u>(830) 228-5849</u>	Phone <u>(210) 490-6495</u>

Bid Price <u>\$102,197.10</u>	Bid Price <u>\$304,319.00</u>	Bid Price <u>\$ 374,151.00</u>
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Delivery/Availability Date: <u>Immediate</u>	Delivery/Availability Date: _____	Delivery/Availability Date: _____
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Make/Model _____	Make/Model _____	Make/Model _____
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Deviations From Specifications: _____ _____ _____	Deviations From Specifications: _____ _____ _____	Deviations From Specifications: _____ _____ _____
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Bid Received: Date: <u>12-21-23</u> Time: <u>1:00 PM</u>	Bid Received: Date: <u>1-23-24</u> Time: <u>10:10 AM</u>	Bid Received: Date: <u>1-19-24</u> Time: <u>9:37 AM</u>
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_____ (Signed)	_____ (Signed) CITY OF UNIVERSAL CITY	_____ (Signed)
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ESTIMATE

CemenTech Concrete Services
10650 Culebra Rd.
Suite #104-179
san antonio, TX 78251

cementechconcreteservices@gmail.com
m
+1 (210) 548-1643



Randy Luensmann

Bill to

Randy Luensmann
City of Universal City

Estimate details

Estimate no.: 1266
Estimate date: 12/14/2023

#	Date	Product or service	SKU	Amount
1.		Standard light pole Base Install concrete and reinforcement bars for base of light pole.		\$8,800.00
2.		City Concrete Approach 6" concrete approach with #4 rebar OC. 3000psi concrete with medium broom finish.		\$9,448.00
3.		City sidewalk concrete flatwork Install A2 flex base and 6 gauge Welded wire Mesh. Install 3000 psi concrete and leave medium broom finish		\$34,228.00
4.		2" Asphalt type "D" install, moisture condition and compact A2 flex base provided by Universal City. See Install 2" of type "D" asphalt and compact with steel drum compactor and/or plate compactor. stripe parking lot according to proposed plan. BOWIE DR PARKING LOT.		\$49,721.10
			Total	\$102,197.10

Note to customer

BOWIE DR PARKING LOT



PROPOSAL

City of Universal City
2150 Universal City Blvd
Universal City, TX 78148

1/23/2024

Attn: Matthew Otte
210-658-5364
pwmanager@uctx.gov

We propose to furnish all materials, labor, and equipment to complete the following project:
RE: Bowie Street Parking Lot

Demo Per Plans

1. 99 LF Curb
 2. 266 Sqft Sidewalk
 3. 4,925 Sqft Asphalt Removal
 4. Remove & Relocate Mailbox
- \$16,046.00 Plus Tax**

Site Work: 75' x 250'

1. Remove vegetation & haul off
 2. Excavate to depth 10", moisture condition and compact subgrade
 3. Install GEO Grid, install & compact 8" A-2 Base
- \$111,256.00 Plus Tax**

Electrical Conduit: 284 LF - 3"

1. Trench to depth of 36"
 2. Install 3", Sch 40 and backfill
- \$16,838.00 Plus Tax**

Concrete Work:

1. Machine curb, concrete approach & sidewalk
 2. 4" concrete riprap
- \$106,911.00 Plus Tax**

Paving:

1. Prime Oil
 2. 2" Type B Asphalt
 3. 4" Striping
- \$47,298.00 Plus Tax**

**** If applicable: Bond** **\$5,970.00**

TOTAL: \$304,319.00 Plus Tax

We will not be responsible for damages to underground utilities unless clearly marked by owner or authorized agent. All materials to be as specified. All work to be completed in a substantial workmanlike manner according to standard practices. Any deviation or alteration from above specification involving extra costs will be executed only upon written orders, and will become an extra charge over and above the estimate.

Brandy Baker, President, 4-B Paving, Inc.

Authorized Agent

Date

Date

Four B Paving, Inc.
P.O. Box 1065, Spring Branch, TX 78070
Ph: 830-228-5849 Fax: 830-228-5869
fourbpav@gvtc.com



Proposal

January 19, 2024

Bowie Street Parking Lot Universal City, Texas

Allbrite Construction bids the scope of work as indicated below:

PARKING LOT INSTALLATION

Bid as per plans provided.



Total cost w/o tax \$374,151.00

Ted Solano
Sr. Project Manager
(210)884-2266
[**ted@allbriteconstruction.com**](mailto:ted@allbriteconstruction.com)

CONSTRUCTION PLANS FOR BOWIE STREET PARKING LOT UNIVERSAL CITY, TEXAS

6S JOB NO. 2023-003-01

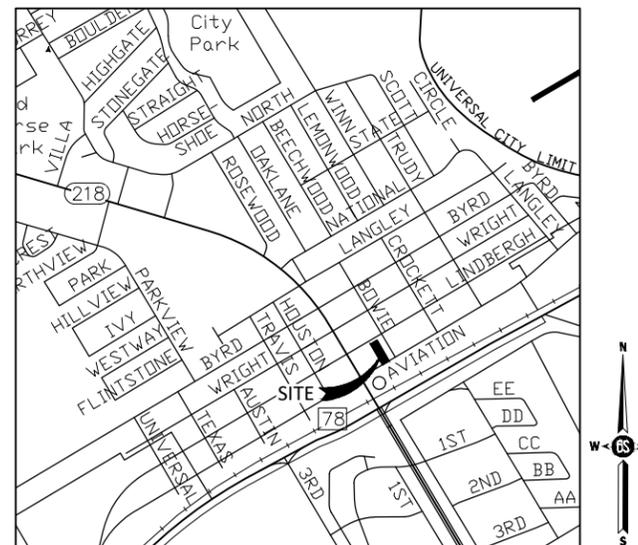
MAYOR
JOHN WILLIAMS

MAYOR PRO-TEM
RICHARD NEVILLE

COUNCILMEN
BEAR GOOLSBY
PAUL NAJARIAN
STEVEN BUCK
WILLIAM SHELBY
PHIL VAUGHAN

CITY MANAGER
KIM TURNER

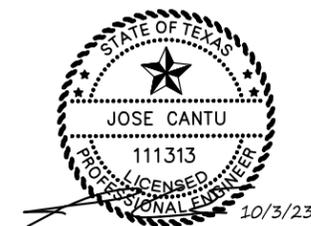
DIRECTOR OF PUBLIC WORKS
RANDY LUENSMANN



LOCATION MAP
N.T.S

Sheet List Table

Sheet Number	Sheet Title
1	COVER SHEET
2	GENERAL NOTES
3	EXISTING DEMOLITION PLAN
4	SITE DIMENSION & UTILITY PLAN
5	SITE PARKING DETAILS
6	SITE GRADING
7	STORMWATER POLLUTION PREVENTION PLAN



8405 Coughran Rd.
Pleasanton, Tx. 78064
830.570.3220

100% SUBMITTAL

\\10.120.120.55\Files\Projects\2023\2023-003-01 - UC Bowie St Parking\410 DESIGN\050 CAD\Dwg\C-GEN NOTES.dwg [Layout1] Plotted Oct 19, 2023 at 5:27pm by JoseC (Last Saved by: Robert Defraitas)

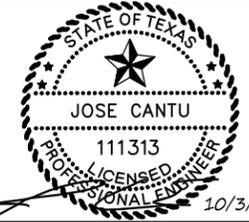
STREET GENERAL NOTES:

- ALL WORK IS TO BE INSTALLED IN ACCORDANCE WITH STANDARDS OF THE CITY OF UNIVERSAL CITY. MATERIALS AND CONSTRUCTION PROCEDURES WITHIN THE SCOPE OF THIS CONTRACT WILL CONFORM TO APPLICABLE CITY OF UNIVERSAL CITY SUBDIVISIONS REGULATIONS AND, STANDARD SPECIFICATIONS AND DETAILS.
- FOR ALL REFERENCES TO THE TEXAS DEPARTMENT OF TRANSPORTATION (TXDOT), THE CONTRACTOR SHALL SEE THEIR CURRENT STANDARD SPECIFICATIONS FOR CONSTRUCTION AND MAINTENANCE OF HIGHWAYS, STREETS, AND BRIDGES, WHICH IS ALSO LOCATED AT WWW.TXDOT.GOV.
- ALL CONCRETE SHALL BE AS DETAILED ON THE PLAN SHEETS AND MEET MATERIAL REQUIREMENTS OF TXDOT ITEM 421, "HYDRAULIC CEMENT CONCRETE".
- ALL REINFORCING STEEL SHALL BE GRADE 60, MEET THE MATERIAL AND CONSTRUCTION REQUIREMENTS OF TXDOT ITEM 440, "REINFORCING STEEL", AND BE LISTED ON THE TXDOT APPROVED LIST OF SUPPLIERS WHICH IS LOCATED AT WWW.TXDOT.GOV.
- CONCRETE CURING SHALL BE WITH AN IMPERVIOUS MEMBRANE APPLICATION AND SHALL MEET THE MATERIAL AND APPLICATION REQUIREMENTS OF THE CITY OF SAN ANTONIO "MEMBRANE CURING" AND BE LISTED ON THE TXDOT APPROVED LIST OF SUPPLIERS WHICH IS LOCATED AT WWW.TXDOT.GOV. IN ADDITION TO THE CONTRACTOR APPLYING THE CURING COMPOUND THEY ARE TO INSTALL CONTRACTION/EXPANSION JOINTS ON CONCRETE WORK.
- ALL CONCRETE CONSTRUCTION AND FINISHING SHALL MEET THE REQUIREMENTS OF TXDOT ITEM 420 "CONCRETE STRUCTURES" FOR PUBLIC WORKS CONSTRUCTION.
- THE CONTRACTOR IS REQUIRED TO ATTEND A PRE-CONSTRUCTION CONFERENCE AND SHALL SCHEDULE IT WITH THE CITY PUBLIC WORKS DEPARTMENT (RANDY LUENSMANN AT (210) 658-5364) A MINIMUM OF ONE (1) WEEK PRIOR TO BEGINNING CONSTRUCTION.
- MANHOLES SHALL BE BROKEN BELOW THE FINISH GRADE LEVEL UNTIL THE BASE IS COMPLETED AND THEN RESTORED.
- THE ENGINEER WILL STAKE THE STREET ONE TIME ONLY AND FURNISH CUT SHEETS TO THE STREET CONTRACTOR; ANY CONSTRUCTION STAKES REMOVED OR DESTROYED BY THE CONTRACTOR OR HIS EMPLOYEES WILL BE REPLACED AT THE CONTRACTOR'S EXPENSE.
- AN INDEPENDENT TESTING LABORATORY APPROVED BY THE CITY OF UNIVERSAL CITY SHALL PERFORM ALL "FIELD AND LABORATORY TESTING". THE CITY REQUIRES ALL INSPECTION AND/OR TESTING FIRMS TO BE ACCREDITED, QUALIFIED, AND IN COMPLIANCE WITH THE REQUIREMENTS OF ASTM E329, "STANDARD SPECIFICATION FOR AGENCIES ENGAGED IN CONSTRUCTION INSPECTION AND/OR TESTING". FIRMS MUST PRESENT A COPY OF THEIR CURRENT, OFFICIAL ACCREDITATION BY THE AMERICAN ASSOCIATION FOR LABORATORY ACCREDITATION (A2LA) OR THE AMERICAN ASSOCIATION OF STATE HIGHWAY AND TRANSPORTATION OFFICIALS (AASHTO) AND CURRENT AMRL AND CCRL PROFICIENCY RESULTS. THE FIRMS SHALL BE ACCREDITED IN ALL MATERIAL TEST PROCEDURES REQUIRED TO BE PERFORMED FOR EACH PROJECT.
- THE CITY SHALL PAY ALL TESTING FOR PUBLIC WORKS PROJECTS UNLESS OTHERWISE AGREED UPON AND APPROVED BY THE CITY. FOR NON- PUBLIC WORKS PROJECTS OR PRIVATE DEVELOPMENTS, THE CONTRACTOR SHALL PAY ALL COSTS OF TESTING. THE FOLLOWING TEST SCHEDULE SHALL BE ADHERED TO:
 - ALL IMPORT FILL PLACED IN THE STREET'S SUBGRADE SHALL BE SELECT MATERIAL, WITH A PLASTICITY INDEX LESS THAN FIFTEEN (15), AND COMPACTED IN MAXIMUM EIGHT (8) INCH LIFTS TO 98% DENSITY OF TXDOT'S TEST METHOD TEX 113-E. PROVIDE TESTING ON EACH EIGHT (8) INCH COMPACTED LIFT. SUBGRADE MOISTURE DENSITY TESTING SHALL BE AT THE MINIMUM FREQUENCY OF THREE (3) PER BLOCK AND SHALL NOT TO EXCEED FIVE HUNDRED (500) FOOT SPACING.
 - THE RATE OF LIME TREATED/STABILIZED OF THE SUBGRADE SHALL REDUCE THE PLASTICITY INDEX TO 20 OR LESS OR IN ACCORDANCE WITH THE GEOTECHNICAL RECOMMENDATIONS AND SHALL BE CONSTRUCTED IN ACCORDANCE WITH TXDOT ITEM 260, LIME TREATMENT (ROAD-MIXED).
 - FLEXIBLE BASE TESTING SHALL INCLUDE - P.I., L.L., GRADATION, AND WET BALL MILL OF MATERIAL SHALL BE TESTED UPON DELIVERY TO THE PROJECT AND AS DIRECTED BY THE CITY. MOISTURE DENSITY TESTING SHALL BE AT THE MINIMUM RATE OF THREE (3) PER BLOCK AND SHALL NOT TO EXCEED FIVE HUNDRED (500) FOOT SPACING. THE QUALITY CONTROL TEST ON THE MATERIALS SHALL BE PERFORMED BY THE CONTRACTOR'S CITY APPROVED TESTING FIRM. IN-PLACE DENSITY SHALL MEET THE REQUIREMENTS DETAILED IN THE CITY'S SUBDIVISION REGULATIONS.
 - HOT AND WARM MIX ASPHALTIC CONCRETE (HMAC/WMAC) DENSITY - IN PLACE DENSITY TESTING SHALL RESULT BETWEEN 92% AND 97% OF THE MAXIMUM THEORETICAL GRAVITY PER TEX 207-F. A SET OF TWO (2) CORES SHALL BE RANDOMLY SAMPLED AT A DISTANCE NOT TO EXCEED FIVE HUNDRED (500) FOOT SPACING PER BLOCK. ALL QUALITY CONTROL NUCLEAR TESTING OF THE IN-PLACE HMAC/WMAC IS FOR QUALITY CONTROL INFORMATION ONLY. THE HMAC/WMAC THICKNESS IS REQUIRED TO BE MEASURED BY CORE. FIELD QUALITY CONTROL PERSONNEL SHALL BE TXDOT LEVEL IB CERTIFIED AND BE PRESENT AT START AND THROUGH THE DURATION OF THE PLACEMENT OPERATIONS OF THE HMAC/WMAC TO DOCUMENT DENSITY, THICKNESS, AND COMPACTION AND PLACEMENT OPERATIONS. THE CITY WILL DETERMINE THE REMOVAL AND REPLACEMENT OF ALL FAILED PRODUCTION AND PLACEMENT HMAC/WMAC TEST RESULTS.
 - RECYCLED ASPHALT SHINGLES (RAS) SHALL NOT BE USED IN ANY HMAC OR WMAC MIXES.
 - CONCRETE STRUCTURES - A MINIMUM OF ONE (1) SET OF COMPRESSIVE CONCRETE STRENGTH TEST OF 4, SIX (6) INCH DIAMETER CYLINDERS EACH WILL BE TESTED PER EACH STRUCTURE AND THE FREQUENCY SHALL BE NO LESS THAN ONE (1) SET PER SIXTY (60) CUBIC YARDS OF CONCRETE PLACED AND AT LEAST ONE (1) SET PER DAY.
 - CONCRETE CURB AND SIDEWALK - PROVIDE ONE (1) SET OF FOUR (4), SIX (6) INCH DIAMETER CYLINDERS PER EACH 500 LINEAR FEET OF CURB AND/OR SIDEWALK AND AT LEAST ONE (1) SET PER DAY.
 - THE CONTRACTOR SHALL SUBMIT CONCRETE, WMAC, AND HMAC DESIGNS A MINIMUM OF 2 WEEKS PRIOR TO THE PLACEMENT OF THE MATERIAL.
- ALL SUBGRADE AND FLEXIBLE BASE MATERIALS SHALL BE PROOF ROLLED WITH A HEAVY PNEUMATIC ROLLER (MINIMUM 25 TONS) IN CONFORMANCE WITH TXDOT ITEM 216, "PROOF ROLLING" AND COMPACTED TO THE DENSITY REQUIREMENT SHOWN IN THE CITY OF UC ITEM 200, "FLEXIBLE BASE". TESTS FOR DENSITY WILL BE PERFORMED WITHIN TWENTY-FOUR (24) HOURS AFTER COMPACTION OPERATIONS ARE COMPLETED. IF THE MATERIAL FAILS TO MEET THE DENSITY SPECIFIED, IT SHALL BE REWORKED AS NECESSARY TO OBTAIN THE DENSITY REQUIRED. THE CONTRACTOR SHALL MAINTAIN A MOIST BASE SURFACE AFTER IT HAS BEEN TESTED UNTIL THE NEXT PAVEMENT LAYER IS CONSTRUCTED. SOFT AND YIELDING AREAS DISCOVERED SHALL BE CORRECTED BY THE CONTRACTOR AT THEIR EXPENSE.
- SURFACE STRUCTURES SUCH AS MAILBOXES, STREET SIGNS, FENCES, DRIVEWAYS, SIDEWALKS, LANDSCAPING, CONCRETE ISLANDS, CURBS OR CONCRETE DRIVEWAYS, ETC., VISIBLE AT THE TIME OF THE SURVEY ARE SHOWN ON THE PLANS. IT IS THE CONTRACTOR'S RESPONSIBILITY TO SAFEGUARD AND MAINTAIN ANY AND ALL SURFACE STRUCTURES DURING THE COURSE OF WORK AND TO REPLACE OR REPAIR THOSE ITEMS WHICH ARE DAMAGED BY THE CONTRACTOR WITH LIKE OR BETTER QUALITY AND SHALL BE RESPONSIBLE FOR RESTORING TO ITS ORIGINAL OR BETTER CONDITION (NO SEPARATE PAY ITEM).
- LOCATIONS AND DEPTHS OF EXISTING UTILITIES SHOWN ON THE PLANS ARE UNDERSTOOD TO BE APPROXIMATE. ACTUAL LOCATIONS MUST BE FIELD VERIFIED BY THE CONTRACTOR AT LEAST 48 HOURS PRIOR TO CONSTRUCTION. IT SHALL BE THE CONTRACTOR'S RESPONSIBILITY TO LOCATE ALL UTILITIES, PROTECT THEM DURING CONSTRUCTION AND REPAIR ANY DAMAGE TO OTHER UTILITIES AT NO COST TO THE CITY OF UNIVERSAL CITY.
- IT IS THE CONTRACTOR'S RESPONSIBILITY TO SEE THAT ALL SIGNS AND BARRICADES ARE PROPERLY INSTALLED AND MAINTAINED. ALL LOCATIONS AND DISTANCES WILL BE DECIDED UPON IN THE FIELD BY THE CONTRACTOR, USING THE TEXAS MANUAL ON UNIFORM TRAFFIC CONTROL DEVICES. THE CITY'S CONSTRUCTION INSPECTOR/TRAFFIC ENGINEERING REPRESENTATIVE WILL ONLY BE RESPONSIBLE TO INSPECT BARRICADES AND SIGNS. IF IN THE OPINION OF THE TRAFFIC ENGINEERING REPRESENTATIVE/ CONSTRUCTION INSPECTOR, THE TRAFFIC CONTROL DEVICES DO NOT CONFORM TO ESTABLISHED STANDARDS, ARE INCORRECTLY PLACED OR INSUFFICIENT IN QUANTITY TO PROTECT THE TRAVELING GENERAL PUBLIC, THE CONSTRUCTION INSPECTOR WILL HAVE THE OPTION OF STOPPING THE OPERATIONS UNTIL SUCH TIME AS THE CONDITIONS ARE CORRECTED AT NO EXPENSE TO THE CITY OF UNIVERSAL CITY.
- CITY TO FURNISH AND INSTALL STREET NAME SIGNS, STOP SIGNS, SPEED LIMIT, YIELD SIGNS, ETC. DEVELOPER SHALL REIMBURSE CITY FOR MATERIAL AND LABOR COSTS.
- THE STREET CONTRACTOR IS REQUIRED TO ADJUST ALL EXISTING MANHOLES (SEE "ADJUSTING EXISTING MANHOLES" OF THE SPECIFICATION) AND WATER VALVES TO MATCH THE GRADE OF THE STREET SECTION OR THE ELEVATION SPECIFIED ON THE PLANS OR AS DIRECTED BY THE ENGINEER.

- DUE TO FEDERAL REGULATIONS TITLE 49, PART 192.181 ACCESS TO GAS VALVES MUST BE MAINTAINED AT ALL TIMES. THE CONTRACTOR MUST PROTECT AND WORK AROUND ANY GAS VALVES THAT ARE IN THE PROJECT AREA.
- CONTRACTOR SHALL VERIFY THE EXACT LOCATION OF UNDERGROUND UTILITIES AND OTHER UNDERGROUND STRUCTURES WHETHER SHOWN ON THE PLANS OR NOT. CONTRACTOR WILL NOTIFY ALL UTILITY COMPANIES AT LEAST 72 HOURS PRIOR TO EXCAVATION.

CITY OF UNIVERSAL CITY	(210) 658-5364
WATER AND SANITARY SEWER	(210) 658-5365
STORM DRAIN	(210) 658-5364
DIG TESS	1-800-344-8377
TEXAS STATE WIDE ONE CALL LOCATORS	1-800-545-6005 OR 811 COSA
TRAFFIC SIGNAL OPERATIONS	210-207-7720
CITY PUBLIC SERVICE (ELECTRIC AND GAS)	
TIME WARNER CABLE	
AT&T MCI	
VERIZON	
- CONCRETE CURB SHALL BE CONSTRUCTED WITH A MAXIMUM OF EIGHTY (80) FEET BETWEEN EXPANSION JOINTS AND MARKED AT TEN (10) FOOT INTERVALS WITH APPROVED STEEL MARKING TOOLS. EXPANSION JOINTS SHALL BE PLACED AT THE BEGINNING OF ALL RADII AND AT A MAXIMUM OF EIGHTY (80) FOOT INTERVALS AS DIRECTED BY THE ENGINEER.
- THE CONTRACTOR SHALL NOTIFY THE CITY PUBLIC WORKS DEPARTMENT (PUBLIC WORKS DIRECTOR OR HIS AUTHORIZED REPRESENTATIVE AT 658- 5364) PRIOR TO PLACING BACKFILL OR CONCRETE AND PRIOR TO ANY TESTING. CONTRACTOR SHALL REQUEST INSPECTIONS A MINIMUM OF 24 HOURS IN ADVANCE. NO INSPECTIONS ARE AVAILABLE BETWEEN 12:00 P.M. AND 1:00 P.M. OR AFTER 4:00 P.M. DAILY, ON WEEKENDS, OR ON CITY HOLIDAYS.
- CONCRETE SIDEWALKS SHALL HAVE TOOLED WEAKENED PLANE JOINTS EVERY FOUR (4) FEET AND DOWELED EXPANSION JOINT WITH ONE QUARTER INCH (¼) BITUMASTIC MATERIAL SEVENTY FIVE FEET (75) ON CENTER AND ABUTTING EXISTING STRUCTURES.
- ALL WORKMANSHIP AND MATERIAL SHALL CONFORM TO THE CITY OF UNIVERSAL CITY ORDINANCES FOR PUBLIC WORKS CONSTRUCTION AND TXDOT ITEMS 5 AND 6.
- CONTRACTOR SHALL INSTALL CURB FOR HANDICAP RAMPS AS SHOWN ON THE PLANS AND ADA STANDARD PLAN SHEETS.
- CONTRACTOR SHALL PROVIDE BRASS KEYS TO BE USED TO OPEN LOCKING MANHOLE COVERS ON DRAINAGE STRUCTURES DURING PRELIMINARY INSPECTION FOR ACCEPTANCE OF PROJECT.
- ALL TRENCHES PART OF A ROADWAY RECONSTRUCTION OR PROPOSED ROADWAY PROJECT ARE TO BE BACKFILLED AND COMPACTED AS NOTED IN UNIVERSAL CITY STANDARD SPECIFICATIONS AND STANDARD DRAWINGS.
- WHEN UNDER PAVEMENT, ALL UTILITY TRENCHES NOT PART OF A ROADWAY RECONSTRUCTION OR PROPOSED ROADWAY PROJECT ARE TO BE BACKFILLED WITH FLOWABLE FILL FOR THE SECONDARY BACKFILL UP TO THE BOTTOM OF THE BASE MATERIAL GRADE, UNLESS OTHERWISE DIRECTED BY THE CITY. MATCH EXISTING PAVEMENT TYPE, REINFORCEMENT (FOR CONCRETE PAVEMENTS), AND THICKNESS.
- REMOVE EXISTING CURB ON ALL NEW DRIVEWAYS AND PLACE THE COMPLETE PAVEMENT THICKNESS WITH A MINIMUM OF FIVE (5) INCHES THICKNESS ON RESIDENTIAL AND SIX (6) INCHES MINIMUM ON COMMERCIAL; DEPENDING ON TRAFFIC WEIGHT.
- CONCRETE PLACED IN NEW DRIVEWAYS INCLUDING ALLEY'S SHALL MEET A MINIMUM 3,000 PSI COMPRESSIVE STRENGTH AT 28 DAYS.
- EXCESS MATERIAL IS TO BE DISPOSED OF AS DIRECTED BY THE ENGINEER. NO EXCESS MATERIAL SHALL BE DUMPED OR ALLOWED TO ENTER ANY WATERWAY, CULVERT OR OTHER DRAINAGE STRUCTURE. THE CONTRACTOR SHALL NOT PLACE ANY MATERIAL IN THE 100-YEAR FLOODPLAIN WITHOUT OBTAINING AN APPROVED FLOOD PLAIN PERMIT.
- ANY WORK COMPLETED WITHOUT PRIOR AUTHORIZATION WHETHER INCLUDED IN THE PLANS AND SPECIFICATIONS OR NOT, SHALL NOT BE COMPENSATED BY THE CITY OF UNIVERSAL CITY.
- IF THE STREET HAS BEEN CONSTRUCTED AND ACCEPTED, ANY NEW OPEN CUT UTILITY TRENCHES SHALL USE FLOWABLE FILL CONSTRUCTED TO THE BOTTOM OF THE SURFACE LAYER. NO OPEN CUT TRENCHES WILL BE ALLOWED ON ANY STREET LESS THAN TWO (2) YEARS OF AGE. IF THE OPEN CUT TRENCH IS REQUIRED AND APPROVED, THE UTILITY ENTITY WILL MILL AND OVERLAY THE ENTIRE STREET BLOCK AS DIRECTED BY THE ENGINEER.
- ALL UTILITY INSTALLATIONS PLANNED FOR A DEVELOPMENT WILL REQUIRE PROGRESS MEETINGS WITH THE CITY OF UC STAFF THROUGHOUT THE DESIGN OF THE UTILITY PLANS. UPON SUBMITTAL OF THE FINAL ROADWAY DESIGN PLANS, THE UTILITY COMPANY MUST SUBMIT THEIR SET OF PLANS AND THE PRIME CONSULTING FIRM WILL CREATE A MASTER UTILITY SHEET(S) COORDINATING THE HORIZONTAL AND VERTICAL ALIGNMENTS AND ANY JOINT VENTURES.
- ALL UTILITY COMPANIES ARE REQUIRED TO SUBMIT A LETTER STATING THEY HAVE COMPLETED ONE HUNDRED (100) PERCENT INSTALLATION OF THEIR SYSTEM PRIOR TO THE PRIME CONTRACTOR'S PLACEMENT OF THE FINAL PAVEMENT'S SURFACE COURSE.

REVISIONS	
DATE	NO.

 <p>UNIVERSAL CITY Gateway to Randolph AFB</p>	 <p>STATE OF TEXAS JOSE CANTU 111313 PROFESSIONAL ENGINEER 10/3/23</p>
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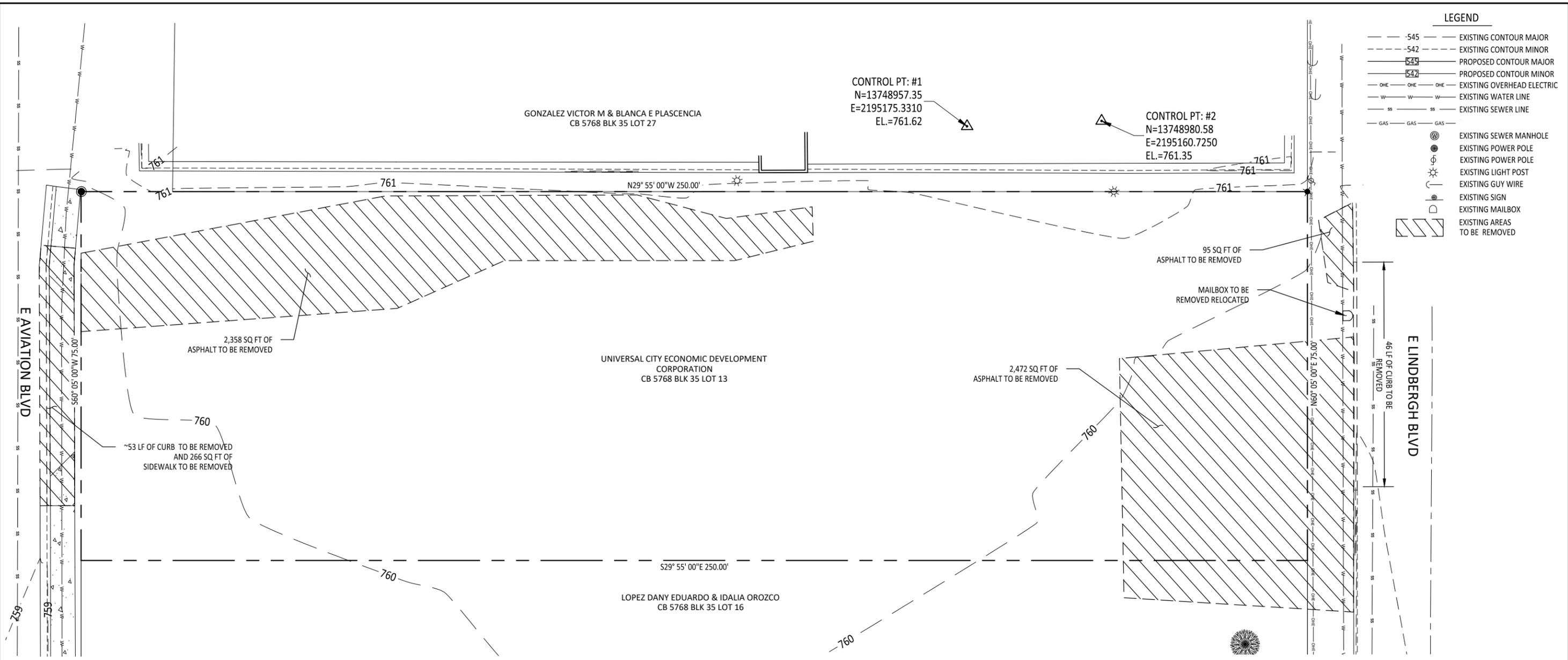
	TBPE F-18435 ENGINEERING, INC.	8405 Coughran Rd. Pleasanton, Tx. 78064 830.570.3220
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**BOWIE STREET PARKING
UNIVERSAL CITY, TEXAS**

GENERAL NOTES

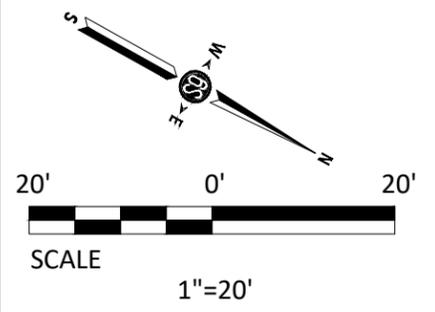
30. SUBMITTAL	PROJECT NO.: 2023-003-01	DATE: 10/2/2023
DRWN. BY: RAD	DSGN. BY: JAC	CHKD. BY: JWS
SHEET NO.: 2 OF 7		

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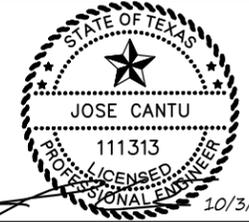
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---	542	EXISTING CONTOUR MINOR
---	543	PROPOSED CONTOUR MAJOR
---	542	PROPOSED CONTOUR MINOR
OHE	OHE	EXISTING OVERHEAD ELECTRIC
W	W	EXISTING WATER LINE
SS	SS	EXISTING SEWER LINE
GAS	GAS	EXISTING SEWER MANHOLE
⊙	⊙	EXISTING POWER POLE
⊙	⊙	EXISTING POWER POLE
☀	☀	EXISTING LIGHT POST
— —	— —	EXISTING GUY WIRE
⊙	⊙	EXISTING SIGN
⊙	⊙	EXISTING MAILBOX
▨	▨	EXISTING AREAS TO BE REMOVED



REVISIONS	
DATE	NO.



UNIVERSAL CITY
Gateway to Randolph AFB



10/3/23

6S TBPE F-18435 8405 Coughran Rd.
Pleasanton, Tx. 78064
830.570.3220

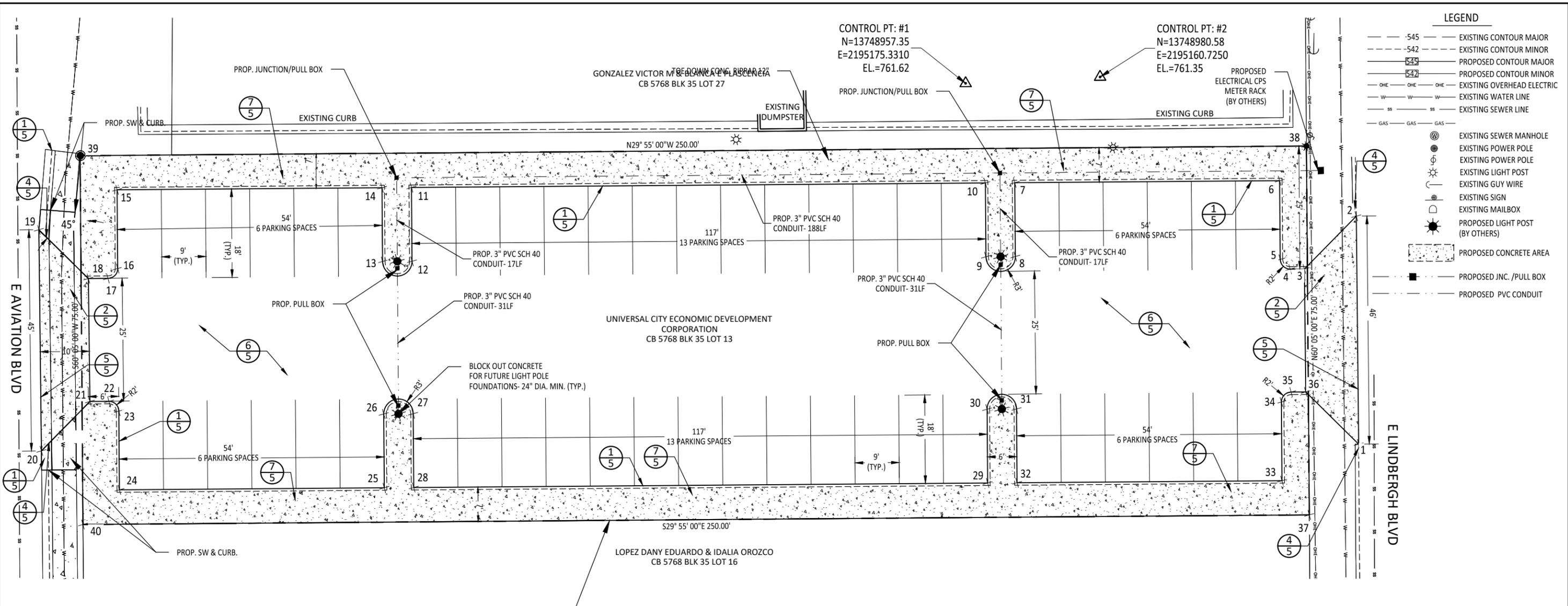
ENGINEERING, INC.

BOWIE STREET PARKING
UNIVERSAL CITY, TEXAS

EXISTING DEMOLITION PLAN

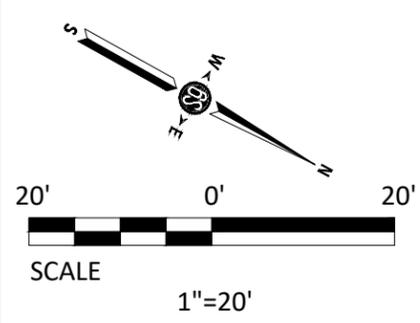
30	SUBMITTAL	PROJECT NO.: 2023-003-01	DATE: 10/2/2023
DRWN. BY: RAD	DSGN. BY: JAC	CHKD. BY: JWS	SHEET NO.: 3 OF 7

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LEGEND

- 545 --- EXISTING CONTOUR MAJOR
- 542 --- EXISTING CONTOUR MINOR
- 543 --- PROPOSED CONTOUR MAJOR
- 542 --- PROPOSED CONTOUR MINOR
- OHE --- EXISTING OVERHEAD ELECTRIC
- W --- EXISTING WATER LINE
- SS --- EXISTING SEWER LINE
- GAS --- EXISTING SEWER MANHOLE
- ⊙ --- EXISTING POWER POLE
- ⊙ --- EXISTING POWER POLE
- ☀ --- EXISTING LIGHT POST
- --- EXISTING GUY WIRE
- ⊙ --- EXISTING SIGN
- ⊙ --- EXISTING MAILBOX
- ☀ --- PROPOSED LIGHT POST (BY OTHERS)
- --- PROPOSED CONCRETE AREA
- --- PROPOSED INC./PULL BOX
- --- PROPOSED PVC CONDUIT



- SITE NOTES:**
1. CONTRACTOR SHALL IMMEDIATELY NOTIFY THE ENGINEER OF ANY QUESTIONS THAT MAY ARISE CONCERNING THE INTENT, PLACEMENT, OR LIMITS OF DIMENSIONS NECESSARY FOR CONSTRUCTION OF THIS PROJECT.
 2. THE CONTRACTOR SHALL PRESERVE ALL CONSTRUCTION STAKES, MARKS, ETC. IF ANY ARE DESTROYED OR REMOVED BY THE CONTRACTOR OR HIS EMPLOYEES, THEY SHALL BE REPLACED AT THE CONTRACTORS EXPENSE.
 3. CONTRACTOR SHALL BE RESPONSIBLE FOR RESTORING TO ITS ORIGINAL OR BETTER CONDITION ANY DAMAGE DONE TO EXISTING UTILITIES, FENCES, PAVEMENT, CURBS, DRIVEWAYS, OR SIDEWALKS (NO SEPARATE PAY ITEM).
 4. CONTRACTOR SHALL BE RESPONSIBLE FOR COORDINATING WITH ALL NECESSARY UTILITY COMPANIES FOR PROVIDING TEMPORARY SERVICES DURING CONSTRUCTION.
 5. ALL DIMENSIONS MUST BE VERIFIED ON THE JOB AND THE ENGINEER MUST BE NOTIFIED OF ANY DISCREPANCIES BEFORE PROCEEDING WITH CONSTRUCTION.
 6. THE CONTRACTOR SHALL SAW CUT EXISTING PAVEMENT, CURBS, AND SIDEWALKS AT NEW PAVEMENT, CURBS, AND SIDEWALK JUNCTURES. NO JAGGED OR IRREGULAR CUTS WILL BE ALLOWED OR ACCEPTED.

POINT TABLE

Point #	Northing	Easting
1	13749063.20	2195199.80
2	13749039.97	2195159.67
3	13749036.05	2195174.23
4	13749033.53	2195175.68
5	13749030.80	2195174.94
6	13749022.82	2195161.07
7	13748976.02	2195188.01
8	13748983.50	2195201.01
9	13748978.30	2195204.00
10	13748970.82	2195191.00
11	13748869.41	2195249.35
12	13748876.89	2195262.35
13	13748871.69	2195265.34
14	13748864.21	2195252.34
15	13748817.40	2195279.27
16	13748825.38	2195293.14
17	13748824.65	2195295.87
18	13748821.18	2195297.87
19	13748807.52	2195294.19
20	13748830.08	2195333.09

POINT TABLE

Point #	Northing	Easting
21	13748833.75	2195319.48
22	13748837.11	2195317.54
23	13748839.85	2195318.28
24	13748847.83	2195332.15
25	13748894.63	2195305.21
26	13748887.15	2195292.21
27	13748892.35	2195289.22
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31	13748998.96	2195227.88
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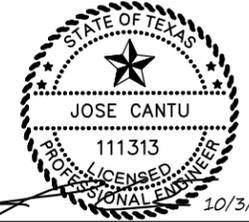
NOTES:
ALL DIMENSIONS AND POINTS ARE TO THE FACE OF CURB UNLESS OTHERWISE NOTED

REVISIONS

DATE	NO.



UNIVERSAL CITY
Gateway to Randolph AFB



JOSE CANTU
111313
LICENSED PROFESSIONAL ENGINEER

10/3/23



6S ENGINEERING, INC.

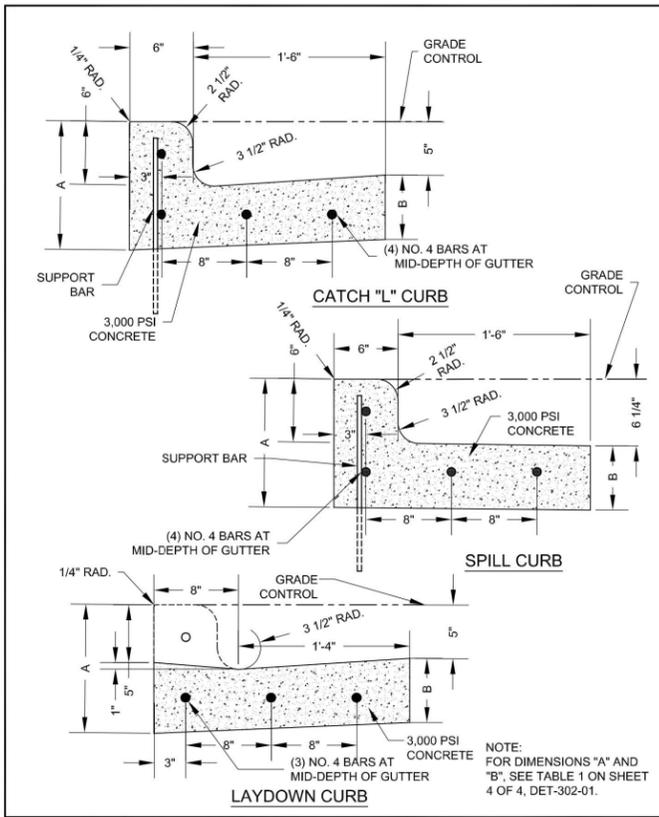
TBPE F-18435
8405 Coughran Rd.
Pleasanton, Tx. 78064
830.570.3220

**BOWIE STREET PARKING
UNIVERSAL CITY, TEXAS**

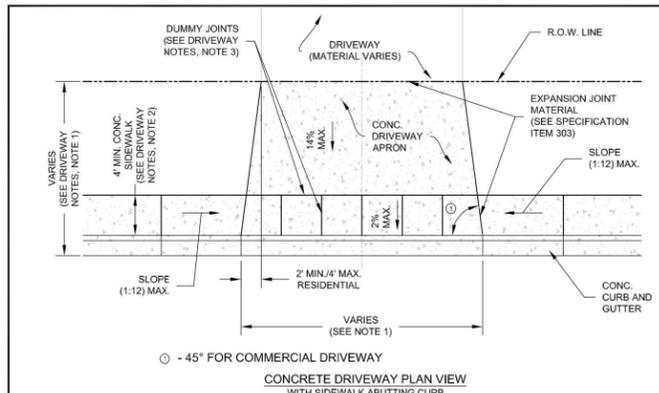
SITE DIMENSION & UTILITY PLAN

30 SUBMITTAL	PROJECT NO.: 2023-003-01	DATE: 10/2/2023
DRWN. BY: RAD	DSGN. BY: JAC	CHKD. BY: JWS
SHEET NO.: 4 OF 7		

\\10.120.120.55\65 Files\Projects\2023\Projects\410 DESIGN\050 CAD\DWG\C-SITEDIMENSION.dwg [details] Plotted Oct 19, 2023 at 5:27 pm by JoseC (Last Saved by: JoseC)



	CITY OF UNIVERSAL CITY DEPARTMENT OF PUBLIC WORKS CATCH 'L' CURB, SPILL CURB, AND LAYDOWN CURB		ADOPTED 8/18/11 REVISED 12/14/18 STANDARD NO. DET-302-01 1 OF 4
	THE ARCHITECT/ENGINEER ASSUMES RESPONSIBILITY FOR APPROPRIATE USE OF THIS STANDARD. RECORD COPY SIGNED BY RANDY LIEBERMAN, PUBLIC WORKS DIRECTOR.		

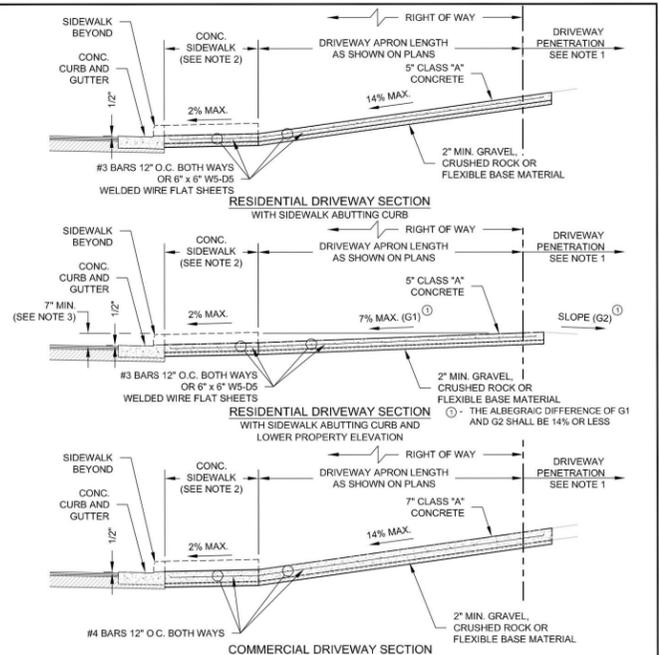


CONCRETE DRIVEWAY GENERAL NOTES:

- THE PROPOSED DRIVEWAY SHOULD MATCH THE EXISTING WIDTH AT THE PROPERTY LINE. THE ACCESS WIDTH SHALL BE WITHIN THE FOLLOWING VALUES:

USE CLASSIFICATION	STANDARD	MAX. ACCESS WIDTH	FLARE DIMENSION	
			MIN.	MAX.
SINGLE FAMILY RESIDENTIAL	ONE-CAR GARAGE	16 FEET	2'-0"	4'-0"
	TWO-CAR GARAGE	25 FEET		
	THREE-CAR GARAGE	32 FEET		
TWO-FAMILY RESIDENTIAL, R2-R4	2, ONE-CAR GARAGE 2, TWO-CAR GARAGES	25 FEET	2'-0"	4'-0"
TOWNHOUSE (3 STORIES HIGH OR LESS)	TWO-CAR GARAGE	25 FEET	2'-0"	4'-0"
GROUP HOMES		25 FEET	2'-0"	4'-0"
4-PLEX		25 FEET	2'-0"	4'-0"
COMMERCIAL (TWO-WAY DRIVE) APARTMENT COMPLEX (TWO-WAY DRIVE)	RECOMMENDED MINIMUM MAXIMUM (UP TO 175' FRONTAGE) MAXIMUM (GREATER THAN 175' FRONTAGE)	30 FEET 25 FEET 35 FEET 52 FEET	45°	45°
COMMERCIAL (ONE-WAY DRIVE) APARTMENT COMPLEX (ONE-WAY DRIVE)	RECOMMENDED (INGRESS) RECOMMENDED (EGRESS) MINIMUM MAXIMUM	18 FEET 18 FEET 16 FEET 25 FEET	45°	45°

	CITY OF UNIVERSAL CITY DEPARTMENT OF PUBLIC WORKS DRIVEWAY TYPE 1 (SIDEWALK ABUTTING CURB)		ADOPTED 8/18/11 REVISED 12/14/18 STANDARD NO. DET-302-08 1 OF 3
	THE ARCHITECT/ENGINEER ASSUMES RESPONSIBILITY FOR APPROPRIATE USE OF THIS STANDARD. RECORD COPY SIGNED BY RANDY LIEBERMAN, PUBLIC WORKS DIRECTOR.		

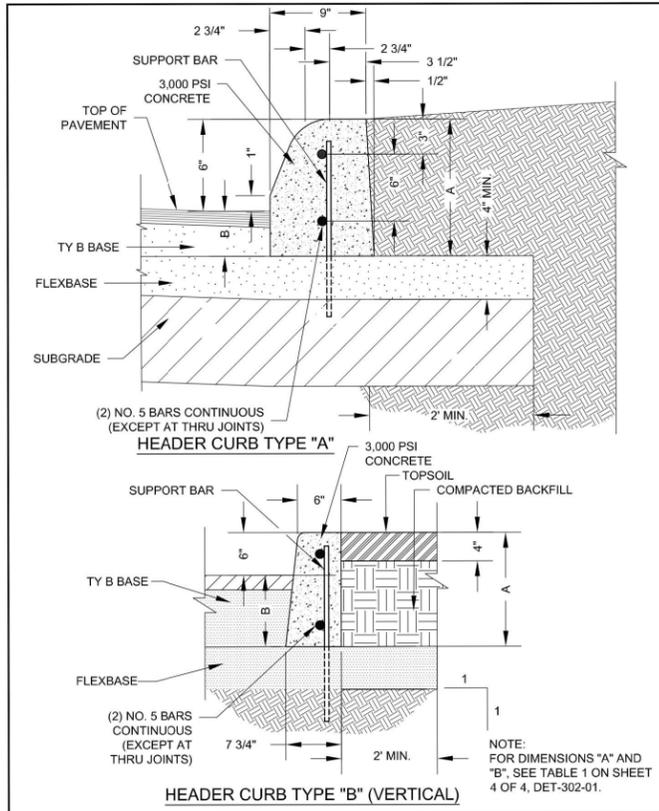


- CONCRETE DRIVEWAY GENERAL NOTES:**
- DRIVEWAY PENETRATION REFERS TO A PORTION OF THE DRIVEWAY WITHIN PRIVATE PROPERTY THAT MAY BE NECESSARY FOR RECONSTRUCTION TO COMPLY WITH A MAXIMUM DRIVEWAY SLOPE.
 - FOR TYPICAL RESIDENTIAL TYPE STREETS, SIDEWALKS SHALL HAVE A MINIMUM WIDTH OF FOUR (4) FEET. FOR COMMERCIAL OR STREETS OTHER THAN TYPICAL RESIDENTIAL STREETS, THE SIDEWALK SHALL BE A MINIMUM WIDTH OF SIX (6) FEET. WHERE THE CITY HAS DESIGNATED A BIKE ROUTE, THE CITY MAY REQUIRE AN EIGHT (8) CONCRETE SIDEWALK FOR DUAL PURPOSES.
 - THE MINIMUM SEVEN (7) INCHES HEIGHT WILL NOT NECESSARILY OCCUR AT THE PROPERTY LINE. IT MAY OCCUR WITHIN THE RIGHT OF WAY OR WITHIN THE DRIVEWAY PENETRATION ON PRIVATE PROPERTY.

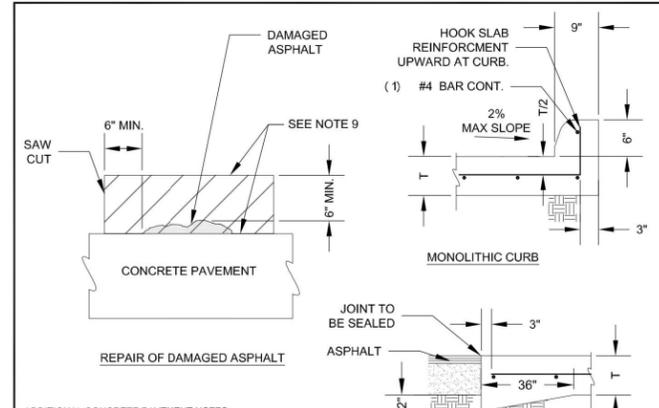
	CITY OF UNIVERSAL CITY DEPARTMENT OF PUBLIC WORKS DRIVEWAY TYPE 1 (SIDEWALK ABUTTING CURB)		ADOPTED 8/18/11 REVISED 12/14/18 STANDARD NO. DET-302-08 2 OF 3
	THE ARCHITECT/ENGINEER ASSUMES RESPONSIBILITY FOR APPROPRIATE USE OF THIS STANDARD. RECORD COPY SIGNED BY RANDY LIEBERMAN, PUBLIC WORKS DIRECTOR.		

- ADDITIONAL NOTES:**
- RESIDENTIAL SIDE ENTRY GARAGES SHALL HAVE A MINIMUM OF TWENTY (20) FEET SETBACK FROM THE ADJACENT SIDE PROPERTY LINE.
 - FOR TYPICAL RESIDENTIAL TYPE STREETS, SIDEWALKS SHALL HAVE A MINIMUM WIDTH OF FOUR (4) FEET. FOR COMMERCIAL OR STREETS OTHER THAN TYPICAL RESIDENTIAL STREETS, THE SIDEWALK SHALL BE A MINIMUM WIDTH OF SIX (6) FEET. WHERE THE CITY HAS DESIGNATED A BIKE ROUTE, THE CITY MAY REQUIRE AN EIGHT (8) CONCRETE SIDEWALK FOR DUAL PURPOSES.
 - DUMMY JOINTS PARALLEL TO THE CURB SHALL BE PLACED WHERE THE SIDEWALK MEETS THE DRIVEWAY. DUMMY JOINTS PERPENDICULAR TO THE CURB, AND WITHIN THE BOUNDARIES OF THE PARALLEL DUMMY JOINTS, SHALL BE PLACED AT INTERVALS EQUAL TO THE WIDTH OF THE SIDEWALK.
 - A MINIMUM OF TWO ROUND AND SMOOTH DOWEL BARS, 1/2" IN DIAMETER AND TWENTY-FOUR (24) INCHES IN LENGTH, SHALL BE SPACED EIGHTEEN (18) INCHES APART AT EACH EXPANSION JOINT. DOWEL SLEEVES SHALL BE PLACED ON DOWEL BARS ON ONE SIDE OF THE EXPANSION JOINT UNIFORMLY.
 - CIRCULAR DRIVES SHALL BE A MAXIMUM OF TWO (2) SIXTEEN (16) FEET CURB CUTS WITH A MINIMUM OF TWENTY-EIGHT (28) FEET BETWEEN EACH CUT.
 - ALL DRIVEWAYS SHALL BE SLOPED TOWARDS THE STREET FROM THE RIGHT-OF-WAY LINE.
 - REINFORCEMENT SHALL BE ACCURATELY PLACED AT SLAB MID-DEPTH AND HELD FIRMLY IN PLACE BY MEANS OF "BAR SUPPORTS" OF ADEQUATE STRENGTH AND NUMBER THAT WILL PREVENT DISPLACEMENT AND KEEP THE STEEL AT ITS PROPER POSITION DURING THE PLACEMENT OF THE PORTLAND CEMENT CONCRETE. IN NO INSTANCE SHALL THE STEEL BE PLACED DIRECTLY ON THE SUBGRADE OR SAND CUSHION LAYER. MAINTAIN A MINIMUM 2" CLEAR COVER FOR REINFORCEMENT FROM FORMS AND ADJACENT SURFACES.
 - IF DIMENSION IS LESS THAN 5 FEET, REMOVE CURB AND GUTTER TO EXISTING EXPANSION JOINT AND POUR MONOLITHICALLY WITH THE DRIVEWAY.
 - IF THE BASE IS OVER EXCAVATED WHERE THE CURB AND GUTTER WAS REMOVED, BACKFILL WITH CONCRETE MONOLITHICALLY WITH THE DRIVEWAY.
 - ALL DRIVEWAYS MUST BE CONSTRUCTED WITHIN THE STREET FRONTAGE OF THE SUBJECT PROPERTY AS DETERMINED BY EXTENDING THE SIDE PROPERTY LINES TO THE CURB.
 - DRIVEWAYS ARE TO BE LOCATED NO CLOSER TO THE CORNER OF AN INTERSECTING RIGHTS-OF-WAY THAN 60% OF PARCEL FRONTAGE OR 50 FEET, WHICHEVER IS LESS.
 - DRIVEWAYS ARE TO BE CONSTRUCTED WITHIN THE CURB RETURN OF A STREET INTERSECTION.
 - SINGLE FAMILY LOTS LIMITED TO ONE DRIVEWAY EXCEPT FOR APPROVED SEMICIRCULAR DRIVES.
 - WHEN TWO (2) DRIVEWAYS ARE USED (ONE PER UNIT; TWO MAXIMUM) FOR DUPLEXES AND TOWN HOMES, SINGLE FAMILY STANDARDS SHALL APPLY.
 - WHILE THE PROPERTY OWNER REMAINS RESPONSIBLE FOR GRADE BREAKS WITHIN PRIVATE PROPERTY, THE FIRE DEPARTMENT SHALL BE CONSULTED WHERE THE DRIVEWAY IS ESSENTIAL TO EMERGENCY VEHICLE ACCESS AND "G1" PLUS "G2" IS GREATER THAN 14%.
 - SEE SPECIFICATION ITEM 303 FOR APPROVED MATERIAL FOR EXPANSION JOINTS.
 - THE SIDEWALK, REGARDLESS OF ITS LOCATION WITH RESPECT TO THE CURB OR PROPERTY LINE, SHALL BE CONNECTED TO THE DRIVEWAY AT THESE LOCATIONS.
 - PLACE A DUMMY JOINT DOWN THE CENTER OF ALL DRIVEWAYS.
 - WATER METER BOXES AND WASTEWATER CLEANOUTS ARE PROHIBITED FROM BEING LOCATED IN DRIVEWAY, SIDEWALK, AND CURB AREAS.
 - WHEN INSTALLING NEW DRIVEWAY, REMOVE EXISTING CURB IF SIGNS OF STRESS EXIST AND POUR MONOLITHICALLY WITH THE DRIVEWAY (2" PAST EACH SIDE).
 - WHEN TIE IN TO EXISTING CONCRETE USE #4 BARS 18" IN LENGTH DOWNEDED 9" SPACED AT 2" O.C. EPOXY GROUT ALL THE BARS. COMPLETELY FILL THE TIE BAR HOLE WITH TYPE III, CLASS A OR CLASS C EPOXY BEFORE INSERTING THE TIE BAR INTO THE HOLE.
 - SUBGRADE PREPARATION, SHAPE AND COMPACT SUBGRADE TO THE LINE, GRADE, AND CROSS-SECTION SHOWN ON THE PLANS. BEFORE AND DURING COMPACTION, BRING THE SCARIFIED LAYER TO THE MOISTURE CONTENT DIRECTED, AND COMPACT UNTIL THERE IS NO EVIDENCE OF FURTHER CONSOLIDATION.
 - PLACING BASE MATERIAL, WHEN SHOWN ON THE PLANS, PLACE, SPREAD, AND COMPACT MATERIAL IN ACCORDANCE WITH THE APPLICABLE ITEM TO THE REQUIRED OR DIRECTED DEPTH.

	CITY OF UNIVERSAL CITY DEPARTMENT OF PUBLIC WORKS DRIVEWAY NOTES		ADOPTED 8/18/11 REVISED 12/14/18 STANDARD NO. DET-302-08 3 OF 3
	THE ARCHITECT/ENGINEER ASSUMES RESPONSIBILITY FOR APPROPRIATE USE OF THIS STANDARD. RECORD COPY SIGNED BY RANDY LIEBERMAN, PUBLIC WORKS DIRECTOR.		

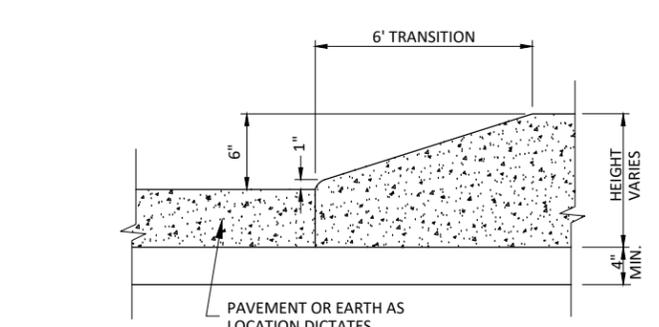


	CITY OF UNIVERSAL CITY DEPARTMENT OF PUBLIC WORKS HEADER CURB TYPE 'A' AND TYPE 'B'		ADOPTED 8/18/11 REVISED 12/14/18 STANDARD NO. DET-302-01 3 OF 4
	THE ARCHITECT/ENGINEER ASSUMES RESPONSIBILITY FOR APPROPRIATE USE OF THIS STANDARD. RECORD COPY SIGNED BY RANDY LIEBERMAN, PUBLIC WORKS DIRECTOR.		

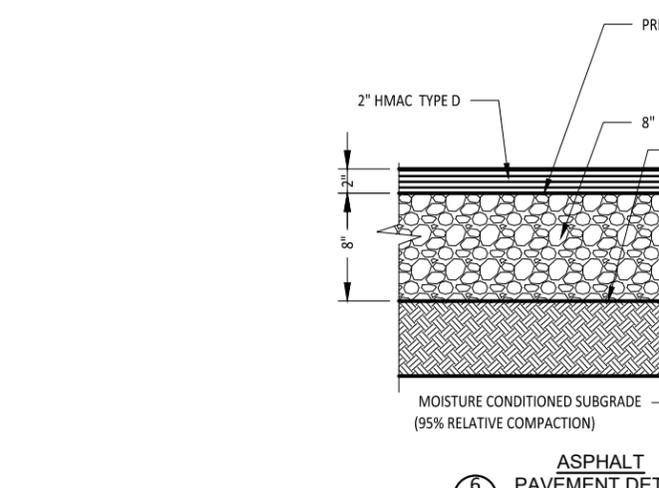


- ADDITIONAL CONCRETE PAVEMENT NOTES:**
- ALL CONCRETE SHALL TEST 4,000 P.S.I. AT 28 DAYS.
 - CONCRETE PAVEMENT CONSTRUCTION SHALL BE PAID UNDER TxDOT ITEM 360 AT THE UNIT PRICE BID, WHICH PRICE SHALL BE FULL COMPENSATION FOR ALL DEMOLITION, REMOVAL OF EXISTING CURB, EXCAVATION, HAULING, CRUSHED LIMESTONE, REINFORCING STEEL, CONCRETE, CONCRETE CURBS, JOINTS, AND INCIDENTALS NECESSARY TO COMPLETE THE WORK.
 - CONCRETE PAVEMENT AND CURB SHALL BE MONOLITHICALLY POURED. ALL EXISTING CURBING SHALL BE REMOVED AND REPLACED AS PER STANDARD DETAILS.
 - THE CONTRACTOR SHALL CONSTRUCT AN EXPANSION JOINT AT THE END OF EACH CURB RADIUS AND SPACED AT 80' MAX INTERVALS. NO DIRECT PAYMENT SHALL BE MADE FOR CONSTRUCTION OF AN EXPANSION JOINT.
 - ACTUAL CONCRETE PAVEMENT LENGTH AND WIDTH TO BE FIELD DETERMINED BY UC REPRESENTATIVE.
 - DO NOT DRIVE ON PAVEMENT UNTIL CONCRETE HAS REACHED A STRENGTH OF 2,800 P.S.I.
 - BREAK TEST CYLINDERS AS FOLLOWS:
2 AT 3 DAYS
2 AT 7 DAYS
2 AT 28 DAYS
 - SAWCUT AS SOON AS THE CONCRETE IS STRONG ENOUGH TO SUPPORT THE SAWING EQUIPMENT AND TO PREVENT AGGREGATE RAVELING DURING THE SAWING OPERATION. ALL JOINTS SHOULD BE SAW CUT WITHIN 12 HOURS OF THE CONCRETE'S PLACEMENT. JOINTS SHALL BE FILLED WITH AN APPROVED ELASTIC TYPE MATERIAL AFTER SAW CUTTING.
 - REMOVE AND REPLACE EXISTING ASPHALT PAVEMENT BY MATCHING EXISTING PAVEMENT SECTION. USE A MINIMUM 2" TYPE D HMA. NO DIRECT PAYMENT WILL BE MADE FOR SUCH REPAIRS.
 - "T" DIMENSION DEPENDS ON STREET TYPE. PAVEMENT THICKNESS SHOULD BE AS DIRECTED. SEE DET-203-01, CONCRETE PAVEMENT TABLES FOR PAVEMENT THICKNESS.
 - SAWED JOINTS SHALL BE USED FOR LONGITUDINAL JOINTS WHEREVER MORE THAN ONE LANE WIDTH IS PLACED IN A SINGLE POUR. KEYED CONSTRUCTION JOINTS SHALL BE USED AT ALL OTHER JOINTS.

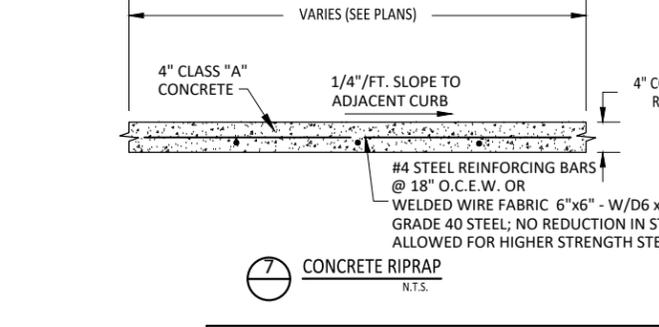
	CITY OF UNIVERSAL CITY DEPARTMENT OF PUBLIC WORKS STREET SECTIONS CONCRETE PAVEMENT		ADOPTED 8/18/11 REVISED 12/14/18 STANDARD NO. DET-203-01 6 OF 6
	THE ARCHITECT/ENGINEER ASSUMES RESPONSIBILITY FOR APPROPRIATE USE OF THIS STANDARD. RECORD COPY SIGNED BY RANDY LIEBERMAN, PUBLIC WORKS DIRECTOR.		



4 CURB TRANSITION DETAIL
N.T.S.



6 ASPHALT PAVEMENT DETAIL

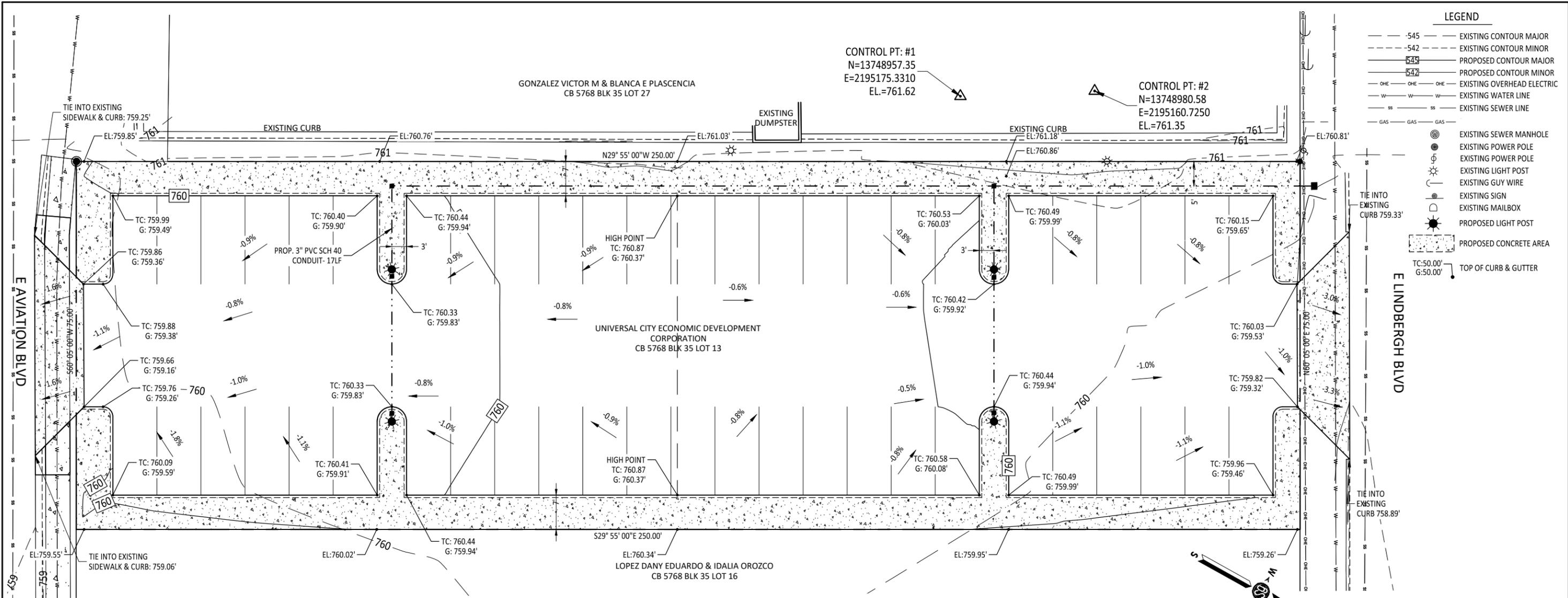


7 CONCRETE RIPRAP
N.T.S.

REVISIONS DATE NO.	
TBPE F-18435 ENGINEERING, INC.	8405 Coughran Rd. Pleasanton, Tx. 78064 830.570.3220
BOWIE STREET PARKING UNIVERSAL CITY, TEXAS SITE PARKING DETAILS	

30% SUBMITTAL	PROJECT NO.: 2023-003-01	DATE: 10/2/2023
DRWN. BY: RAD	DSGN. BY: JAC	CHKD. BY: JWS
		SHEET NO.: 5 OF 7

\\10.120.120.55\65 Files\Projects\2023\2023-003-01 - UC Bowie St Parking\410 DESIGN\050 CAD\DWG\C-GRADING PLAN.dwg [Layout1] Plotted Oct. 19, 2023 at 5:28pm by JoseC (Last Saved by: JoseC)



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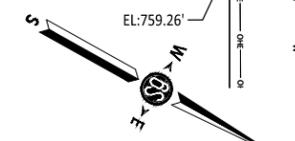
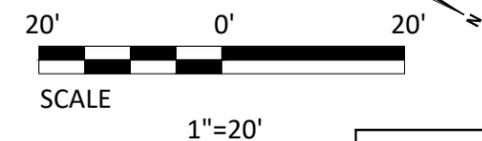
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---	542	EXISTING CONTOUR MINOR
---	545	PROPOSED CONTOUR MAJOR
---	542	PROPOSED CONTOUR MINOR
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W	W	EXISTING WATER LINE
SS	SS	EXISTING SEWER LINE
GAS	GAS	EXISTING SEWER MANHOLE
⊙		EXISTING POWER POLE
⊙		EXISTING POWER POLE
⊙		EXISTING LIGHT POST
⊙		EXISTING GUY WIRE
⊙		EXISTING SIGN
⊙		EXISTING MAILBOX
⊙		PROPOSED LIGHT POST
⊙		PROPOSED CONCRETE AREA
⊙		TOP OF CURB & GUTTER

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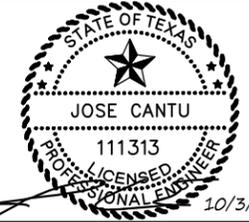
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GRADING NOTES:

1. ALL GRADES AND CONTOURS SHOWN ARE FINAL, TOP OF FINISHED SURFACE ELEVATIONS UNLESS OTHERWISE NOTED. CONTRACTOR SHALL SUBTRACT THICKNESS OF PAVEMENT, BASE, TOP SOIL, SOD, ETC. TO ACHIEVE SUBGRADE ELEVATION.
2. POSITIVE DRAINAGE SHALL BE MAINTAINED ON ALL SURFACE AREAS WITHIN THE SCOPE OF THIS PROJECT DRAINAGE SHALL BE DIRECTED AWAY FROM ALL BUILDING FOUNDATIONS. CONTRACTOR SHOULD TAKE PRECAUTIONS NOT TO ALLOW ANY PONDING OF WATER.
3. NO ABRUPT CHANGE OF GRADE SHALL OCCUR IN THE ROADWAYS, PARKING AREAS, OR SIDEWALKS.
4. ALL DISTURBED AREAS SHALL BE REVEGETATED IN ACCORDANCE WITH PROJECT SPECIFICATIONS AND LANDSCAPING PLANS.
5. UTILITIES SHOWN ON THE PLANS ARE FROM THE BEST INFORMATION SOURCES AVAILABLE AT THE TIME OF DESIGN BUT MAY NOT REPRESENT ALL EXISTING UTILITIES ON SITE. THE CONTRACTOR WILL BE RESPONSIBLE FOR DETERMINING THE EXACT LOCATION OF ALL UTILITIES AND DRAINAGE STRUCTURES WHETHER SHOWN ON THE PLANS OR NOT. THE CONTRACTOR SHALL UNCOVER EXISTING UTILITIES PRIOR TO CONSTRUCTION TO VERIFY SIZE, GRADE, AND LOCATION. THE CONTRACTOR SHALL NOTIFY THE ENGINEER IMMEDIATELY OF ANY DEVIATIONS FROM PLANS PRIOR TO BEGINNING CONSTRUCTION. ANY DAMAGE TO EXISTING UTILITIES, WHETHER SHOWN ON THE PLANS OR NOT, SHALL BE THE CONTRACTOR'S RESPONSIBILITY TO REPAIR, AT HIS EXPENSE.
6. ALL MATERIALS AND CONSTRUCTION PROCEDURES WITHIN THE SCOPE OF THIS PROJECT.
7. CONTRACTOR SHALL BE RESPONSIBLE FOR RESTORING TO ORIGINAL OR BETTER CONDITION ANY DAMAGES DONE TO EXISTING BUILDINGS, UTILITIES, FENCES, PAVEMENT, CURBS, SIDEWALKS, OR DRIVEWAYS (NO SEPARATE PAY ITEM).
8. DUE TO FEDERAL REGULATION TITLE 49, PART 192.181, CPS MUST MAINTAIN ACCESS TO GAS VALVES AT ALL TIMES. THE CONTRACTOR MUST PROTECT AND WORK AROUND ANY GAS VALVES THAT ARE IN THE PROJECT AREA.
9. THE CONTRACTOR SHALL BE RESPONSIBLE FOR COORDINATING WITH ALL NECESSARY UTILITY COMPANIES FOR PROVIDING TEMPORARY UTILITY SERVICES DURING CONSTRUCTION. THE CONTRACTOR SHALL PAY FOR ALL TEMPORARY UTILITY SERVICES.
10. CONTRACTOR SHALL IMMEDIATELY NOTIFY THE ENGINEER OF ANY QUESTIONS THAT MAY ARISE CONCERNING THE INTENT, PLACEMENT, OR LIMITS OF DIMENSIONS OR GRADES NECESSARY FOR CONSTRUCTION OF THIS PROJECT.
11. THE CONTRACTOR SHALL BE RESPONSIBLE FOR ACQUIRING ALL PERMITS, TESTS, APPROVALS, AND ACCEPTANCES REQUIRED TO COMPLETE CONSTRUCTION OF THIS PROJECT.
12. ALL EXCAVATION IS UNCLASSIFIED.
13. ALL CURBS ARE 6 INCH UNLESS OTHERWISE SPECIFIED.
14. SEE CIVIL DETAIL SHEETS FOR APPLICABLE DETAILS.
15. ALL CONSTRUCTION AREAS WITHIN THE SITE SHALL BE STRIPPED OF ALL VEGETATION AND LOOSE TOPSOIL. ANY POCKETS OF DEBRIS ENCOUNTERED SHOULD ALSO BE REMOVED.
16. CONTRACTOR AND/OR CONTRACTOR'S INDEPENDENTLY RETAINED EMPLOYEE OR STRUCTURAL DESIGN/SAFETY/EQUIPMENT CONSULTANT, IF ANY, SHALL REVIEW THESE PLANS AND ANY AVAILABLE GEOTECHNICAL INFORMATION AND THE ANTICIPATED INSTALLATION SITE(S) WITHIN THE PROJECT WORK AREA IN ORDER TO DEVELOP THE CONTRACTOR'S PLANS TO IMPLEMENT THE PROJECT DESCRIBED IN THE CONTRACT DOCUMENTS. THE CONTRACTOR'S PLANS SHALL PROVIDE FOR ADEQUATE TRENCH SAFETY SYSTEMS THAT COMPLY WITH, AS A MINIMUM, OSHA STANDARDS FOR TRENCH EXCAVATIONS. SPECIFICALLY, CONTRACTOR AND/OR CONTRACTORS INDEPENDENTLY RETAINED EMPLOYEE OR SAFETY CONSULTANT SHALL DEVELOP AND IMPLEMENT A TRENCH SAFETY PROGRAM IN ACCORDANCE WITH OSHA STANDARDS GOVERNING THE PRESENCE AND ACTIVITIES OF INDIVIDUALS WORKING IN AND AROUND TRENCH EXCAVATION.



REVISIONS	
DATE	NO.

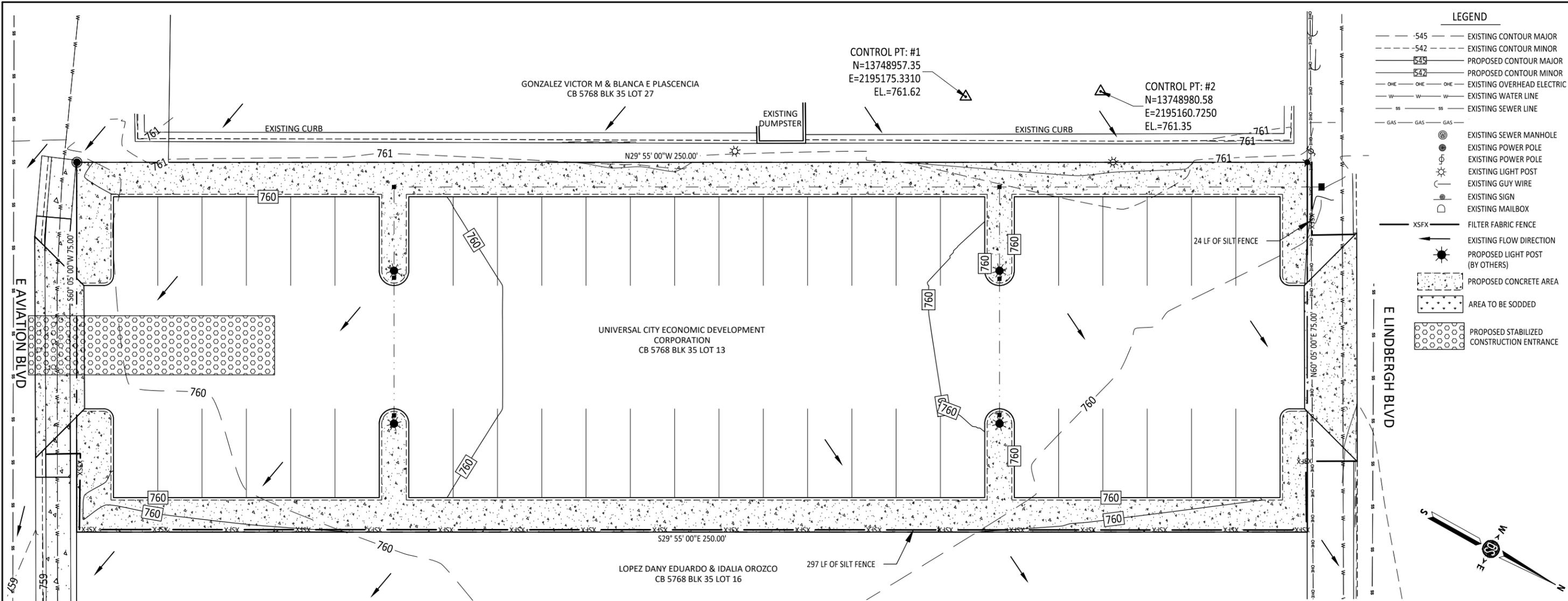
ENGINEERING, INC. 8405 Coughran Rd. Pleasanton, Tx. 78064 830.570.3220

BOWIE STREET PARKING
UNIVERSAL CITY, TEXAS

SITE GRADING

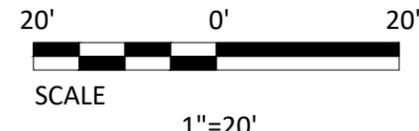
30 # SUBMITTAL	PROJECT NO.: 2023-003-01	DATE: 10/2/2023
DRWN. BY: RAD	DSGN. BY: JAC	CHKD. BY: JWS
SHEET NO.: 6		OF 7

\\10.120.120.55\65 Files\Projects\2023\003-01 - UC Bowie St Parking\410 DESIGN\050 CAD\Dwg\C-SWPP PLAN.dwg [Layout] Plotted Oct 19, 2023 at 5:28pm by JoseC (Last Saved by: Robert Defraitas)



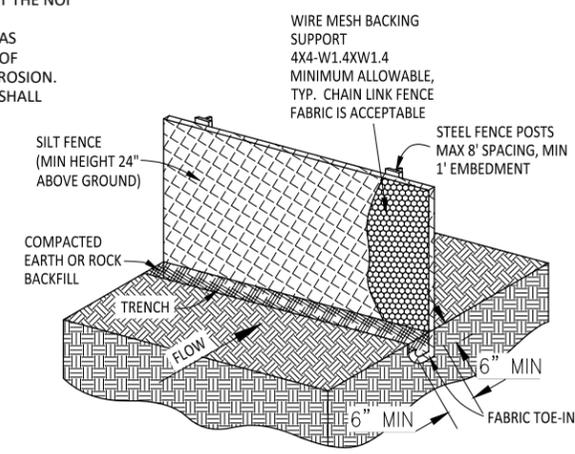
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—OHE	OHE	EXISTING OVERHEAD ELECTRIC
—W	W	EXISTING WATER LINE
—SS	SS	EXISTING SEWER LINE
—GAS	GAS	EXISTING SEWER MANHOLE
⊙		EXISTING POWER POLE
⊙		EXISTING POWER POLE
⊙		EXISTING LIGHT POST
⊙		EXISTING LIGHT WIRE
⊙		EXISTING SIGN
⊙		EXISTING MAILBOX
—XSF		FILTER FABRIC FENCE
→		EXISTING FLOW DIRECTION
⊙		PROPOSED LIGHT POST (BY OTHERS)
▨		PROPOSED CONCRETE AREA
▨		AREA TO BE SODDED
▨		PROPOSED STABILIZED CONSTRUCTION ENTRANCE



GENERAL NOTES:

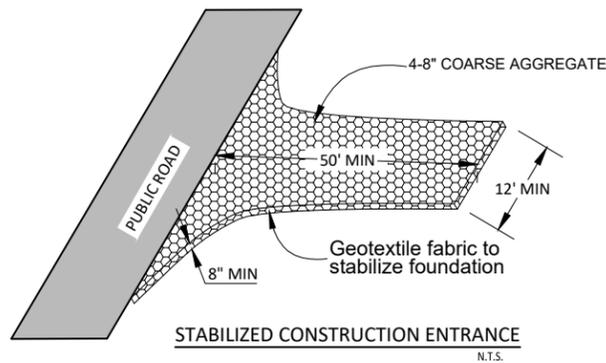
1. THE CONTRACTOR AND DEVELOPER MUST COMPLETE AND SUBMIT THE NOI TO THE TCEQ IN ACCORDANCE WITH TPDES GENERAL PERMIT.
2. IF DURING CONSTRUCTION, EROSION IS FOUND TO OCCUR IN AREAS LACKING TEMPORARY BMP'S. CONTRACTOR SHALL REPAIR AREAS OF EROSION AND INSTALL NECESSARY BMP'S TO PREVENT FURTHER EROSION. REVISIONS SHALL BE MARKED ON FACE OF SWPPP AND ENGINEER SHALL BE NOTIFIED.
3. SEQUENCE OF MAJOR ACTIVITIES:
 - * INSTALLATION OF TEMPORARY BEST MANAGEMENT PRACTICES
 - * MASS GRADING
 - * UTILITY INSTALLATION
 - * CONSTRUCTION OF BUILDING PADS
 - * CONSTRUCTION OF BUILDINGS
 - * FINAL SITE GRADING
 - * FINAL PAVING OF PARKING LOT AND DRIVE LANES
4. THE CONTRACTOR IS RESPONSIBLE FOR MAINTAINING THESE SEDIMENT CONTROL MEASURES THROUGHOUT THE DURATION OF CONSTRUCTION AND UNTIL FINAL STABILIZATION HAS BEEN MET. NO SEPARATE PAYMENT WILL BE MADE FOR THE MAINTENANCE OR REMOVAL OF THE SEDIMENT CONTROL MEASURES.



SILT FENCE DETAIL
N.T.S.

GENERAL NOTES:

1. STEEL POSTS WHICH SUPPORT THE SILT FENCE SHALL BE INSTALLED ON A SLIGHT ANGLE TOWARD THE ANTICIPATED RUNOFF SOURCE.
2. THE TOE OF THE SILT FENCE SHALL BE TRENCHED IN WITH A SPADE OR MECHANICAL TRENCHER, SO THAT THE DOWNSLOPE FACE OF THE TRENCH IS FLAT AND PERPENDICULAR TO THE LINE OF FLOW.
3. THE TRENCH SHOULD BE A MINIMUM OF 6 INCHES DEEP AND 3-4 FEET WIDE TO ALLOW FOR THE SILT FENCE TO BE LAID IN THE GROUND AND BACKFILLED.
4. SILT FENCE SHOULD BE SECURELY FASTENED TO EACH STEEL SUPPORT POST OR TO WOVEN WIRE, WHICH IS IN TURN ATTACHED TO THE STEEL FENCE POSTS.
5. INSPECTION SHALL BE FREQUENT AND REPAIR OR REPLACEMENT SHALL BE MADE PROMPTLY AS NEEDED.
6. SILT FENCE SHALL BE REMOVED WHEN IT HAS SERVED ITS USEFULNESS, SO AS NOT TO BLOCK OR IMPEDE STORM FLOW OR DRAINAGE.
7. SEDIMENT TRAPPED BY THIS PRACTICE SHALL BE DISPOSED OF IN AN APPROVED SITE IN A MANNER THAT WILL NOT CONTRIBUTE TO ADDITIONAL SILTATION.
8. ACCUMULATED SILT SHALL BE REMOVED WHEN IT REACHES A DEPTH OF 6 INCHES AND DISPOSED OF IN AN APPROVED SPOIL SITE OR AS IN No. 7 ABOVE.
9. 30-INCH MINIMUM HEIGHT MEASURED FROM THE EXISTING OR GRADED GROUND.



GENERAL MATERIALS:

1. THE AGGREGATE SHOULD CONSIST OF 4 TO 8 INCH WASHED STONE OVER A STABLE FOUNDATION AS SPECIFIED IN THE PLAN.
2. THE AGGREGATE SHOULD BE PLACED WITH A MINIMUM THICKNESS OF 8 INCHES.
3. THE GEOTEXTILE FABRIC SHOULD BE DESIGNED SPECIFICALLY FOR USE AS A SOIL FILTRATION MEDIA WITH AN APPROXIMATE WEIGH OF 6 OZ/SQ YD, A MULLEN BURST RATING OF 140 LB/SQ IN, AND AN EQUIVALENT OPENING SIZE GREATER THAN A NUMBER 50 SIEVE.
4. IF A WASHING FACILITY IS REQUIRED, A LEVEL AREA WITH A MINIMUM OF 4 INCH WASHED STONE OR COMMERCIAL RACK SHOULD BE INCLUDED IN THE PLANS. DIVERT WASTEWATER TO A SEDIMENT TRAP OR BASIN.

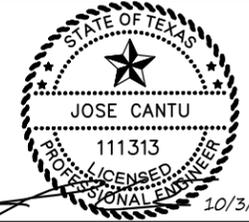
INSTALLATION:

1. AVOID CURVES ON PUBLIC ROADS AND STEEP SLOPES. REMOVE VEGETATION AND OTHER OBJECTIONABLE MATERIAL FROM THE FOUNDATION AREA. GRADE CROWN FOUNDATION FOR POSITIVE DRAINAGE.
2. THE MINIMUM WIDTH OF THE ENTRANCE/EXIT SHOULD BE 12 FEET OR THE FULL WIDTH OF THE EXIT ROADWAY, WHICHEVER IS GREATER.
3. THE CONSTRUCTION ENTRANCE SHOULD BE AT LEAST 50 FEET LONG.
4. IF THE SLOPE TOWARD THE ROAD EXCEEDS 2%, CONSTRUCTION A RIDGE OF 6 TO 8 INCHES HIGH WITH 3:1 (H:V) SIDE SLOPES, ACROSS THE FOUNDATION APPROXIMATELY 15 FEET FROM THE ENTRANCE TO DIVERT RUNOFF AWAY FROM THE PUBLIC ROAD.
5. PLACE GEOTEXTILE FABRIC AND GRADE FOUNDATION TO IMPROVE STABILITY, ESPECIALLY WHERE WET CONDITIONS ARE ANTICIPATED.
6. PLACE STONE TO DIMENSIONS AND GRADE SHOWN ON PLANS. LEAVE SURFACE SMOOTH AND SLOPE FOR DRAINAGE.
7. DIVERT ALL SURFACE RUNOFF AND DRAINAGE FROM THE STONE PAD TO A SEDIMENT TRAP OR BASIN.
8. INSTALL PIPE UNDER PAD AS NEEDED TO MAINTAIN PROPER PUBLIC ROAD DRAINAGE.

INSPECTION AND MAINTENANCE

1. THE ENTRANCE SHOULD BE MAINTAINED IN A CONDITION, WHICH WILL PREVENT TRACKING OR FLOWING OF SEDIMENT ONTO PUBLIC RIGHTS-OF-WAY. THIS MAY REQUIRE PERIODIC TOP DRESSING WITH ADDITIONAL STONE AS CONDITIONS DEMAND AND REPAIR AND/OR CLEANOUT OF ANY MEASURES USED TO TRAP SEDIMENT.
2. ALL SEDIMENT SPILLED, DROPPED, WASHED, OR TRACKED ON TO PUBLIC RIGHTS-OF-WAY SHOULD BE REMOVED IMMEDIATELY BY CONTRACTOR.
3. WHEN NECESSARY, WHEELS SHOULD BE CLEANED TO REMOVE SEDIMENT PRIOR TO ENTRANCE ONTO PUBLIC RIGHTS-OF-WAY.
4. WHEN WASHING IS REQUIRED, IT SHOULD BE DONE ON AN AREA STABILIZED WITH CRUSHED STONE THAT DRAINS INTO AN APPROVED SEDIMENT TRAP OR SEDIMENT BASIN.
5. ALL SEDIMENT SHOULD BE PREVENTED FROM ENTERING ANY STORM DRAIN, DITCH OR WATER COURSE BY USING APPROVED METHODS.

REVISIONS	
DATE	NO.

ENGINEERING, INC. 8405 Coughran Rd. Pleasanton, Tx. 78064 830.570.3220

BOWIE STREET PARKING
UNIVERSAL CITY, TEXAS

STORMWATER POLLUTION PREVENTION PLAN

30 # SUBMITTAL	PROJECT NO.: 2023-003-01	DATE: 10/2/2023
DRWN. BY: RAD	DSGN. BY: JAC	CHKD. BY: JWS
SHEET NO.: 7 OF 7		

DEVELOPMENT SERVICES DEPARTMENT

MONTHLY REPORT

JANUARY 2024

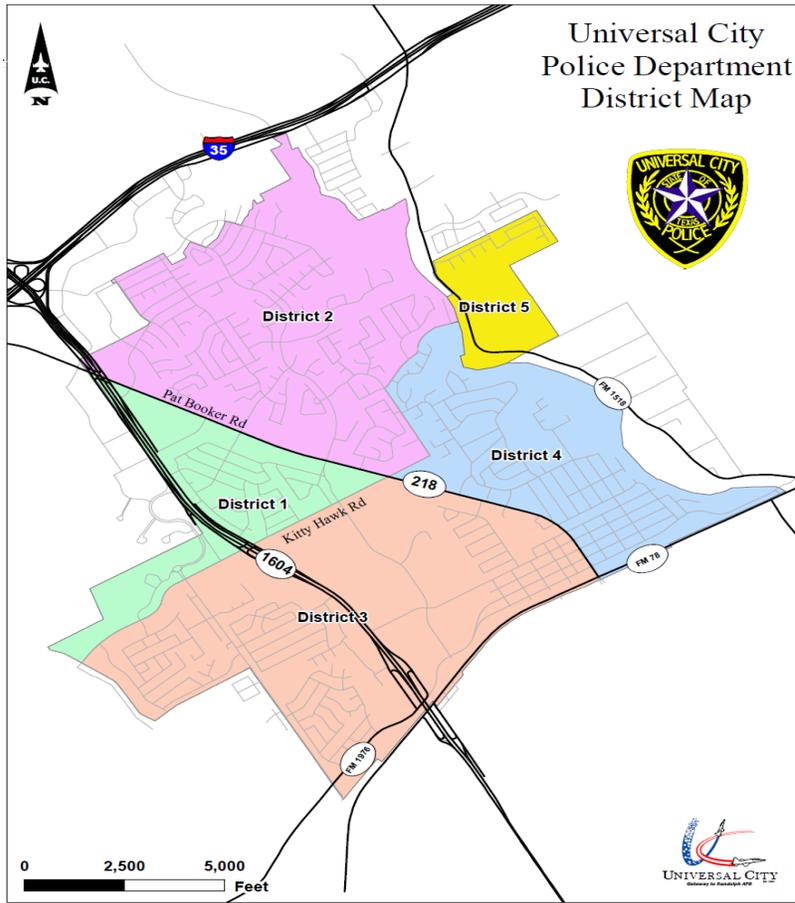
BUILDING		
<u>PERMITS ISSUED</u> 101	<u>CERTIFICATES OF OCCUPANCY</u> 2	
<u>TOTAL INSPECTIONS</u> 391	<u>1ST TIME INSPECTIONS</u> 339	<u>RE-INSPECTIONS</u> 52
HEALTH		
<u>TOTAL INSPECTIONS</u> 29	<u>1ST TIME INSPECTIONS</u> 8	<u>RE-INSPECTIONS</u> 21
CODE COMPLIANCE		
<u>CASES OPENED</u> 45	<u>CASES CLOSED</u> 27	



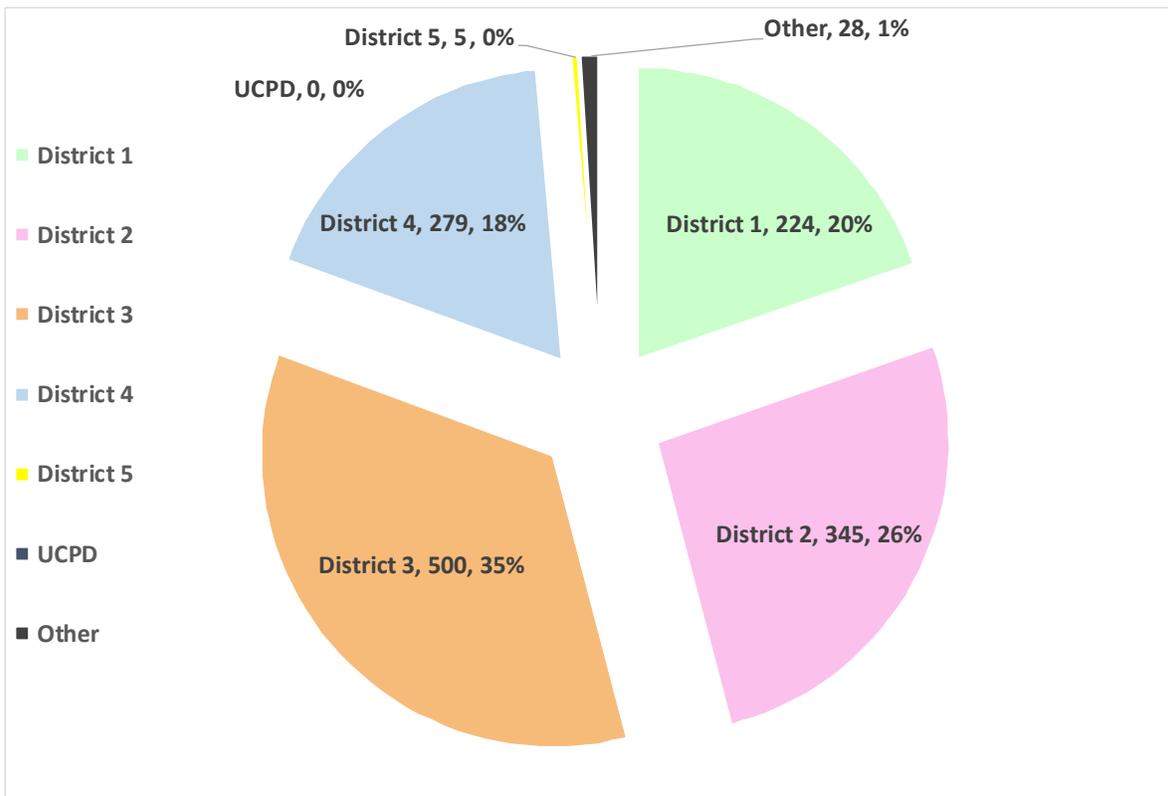
January 2024

ACTIVITY REPORT

“To provide patrol services, respond to emergencies, investigate crimes, and develop crime prevention programs that will render a safe environment for our community”.



Call activity received by Communication Technicians include the following: Officer initiated, backup calls, 911 emergency and non-emergency telephone calls.



WRITTEN REPORTS

ORIGINAL	214
SUPPLEMENTAL	127
TOTAL	341

CALL TYPES

PRIMARY	793
BACK-UP	529
CALL FOR SERVICE	2483
TOTAL	3805

INVESTIGATIONS

ASSIGNED	
CLEARED	
TOTAL	

SUMMONS

CITATIONS	444
WARNINGS	392
TOTAL	836

ARREST

ADULT	56
JUVENILE	4
TOTAL	60

ACCIDENTS

MAJOR	14
MINOR	48
TOTAL	62

UNIVERSAL CITY POLICE DEPARTMENT

JAN-2024

Case ID	Crash Date	Occurred On	Intersecting Road	Intersection Offset Amt	Direction	Private Drive / Parking Lot
FM0078		7 crashes				
240000461	01/11/2024	FM0078	SL1604	0.530 MILES	W	NO
240001243	01/29/2024	FM0078	W 3RD ST	0		NO
240000453	01/11/2024	FM0078	SH0218	75.000 FEET	E	NO
240000507	01/12/2024	FM0078	SH0218	0		NO
240000529	01/12/2024	FM0078	FM1518	929.000 FEET	SW	NO
240000529	01/12/2024	FM0078	FM1518	792.000 FEET	W	NO
240000673	01/16/2024	FM0078	3RD ST W	0		NO
FM1976		2 crashes				
240000599	01/14/2024	FM1976	SL1604	0		NO
240000041	01/01/2024	FM1976	OLD CIMARRON TRL	200.000 FEET	E	NO
IH0035		1 crash				
240000615	01/12/2024	IH0035	SL1604	37.000 FEET	N	NO
SL1604		9 crashes				
240001010	01/23/2024	SL1604	FM1976	0.750 MILES	S	NO
240001200	01/27/2024	SL1604	SL1604	0		NO
240000426	01/10/2024	SL1604	SH0218	100.000 FEET	W	NO
240000619	01/15/2024	SL1604	SH0218	375.000 FEET	NW	NO
240000442	01/11/2024	SL1604	KITTY HAWK RD	0		NO
240000892	01/21/2024	SL1604	KITTY HAWK RD	1000.000 FEET	N	NO
240000113	01/03/2024	SL1604	PAT BOOKER RD	1000.000 FEET	N	NO
2400000718	01/17/2024	SL1604	W BYRD BLVD	0		NO
240000978	01/23/2024	SL1604	W BYRD BLVD	0		NO
UNIVERSAL CITY BLVD		1 crash				
240000410	01/10/2024	UNIVERSAL CITY BLVD	KITTY HAWK RD	50.000 FEET	S	NO
ATHENIAN DR		1 crash				
240000601	01/14/2024	ATHENIAN DR	PAT BOOKER RD	15.000 FEET	E	NO
ATHENIAN		1 crash				

UNIVERSAL CITY POLICE DEPARTMENT

JAN-2024

Case ID	Crash Date	Occurred On	Intersecting Road	Intersection Offset Amt	Direction	Private Drive / Parking Lot
240000775	01/18/2024	ATHENIAN	PAT BOOKER RD	462.000 FEET	E	NO
SH0218		8 crashes				
240000617	01/14/2024	SH0218	NOT REPORTED	0		NO
240000819	01/19/2024	SH0218	SL1604	0		NO
240001273	01/29/2024	SH0218	SL1604	100.000 FEET	S	NO
240000561	01/13/2024	SH0218	UNIVERSAL CITY BLVD	100.000 FEET	N	NO
240001134	01/26/2024	SH0218	SH0218	200.000 FEET	NE	YES
240000720	01/17/2024	SH0218	W AVIATION BLVD	0		NO
240001557	01/26/2024	SH0218	W LINDBERGH BLVD	0		NO
240000396	01/09/2024	SH0218	W LINDBERG BLVD	0		NO
KITTY HAWK RD		7 crashes				
240000210	01/05/2024	KITTY HAWK RD	SL1604	0		NO
240000395	01/09/2024	KITTY HAWK RD	SL1604	50.000 FEET	W	NO
240000276	01/07/2024	KITTY HAWK RD	UNIVERSAL CITY BLVD	442.000 FEET	W	NO
240000882	01/21/2024	KITTY HAWK RD	UNIVERSAL CITY BLVD	350.000 FEET	S	YES
240001219	01/28/2024	KITTY HAWK RD	QUIVIRA DR	20.000 FEET	E	NO
240000568	01/13/2024	KITTY HAWK RD	OLD CIMARRON TRL	530.000 FEET	E	NO
240001151	01/26/2024	KITTY HAWK RD	OLD CIMARRON TRL	200.000 FEET	W	NO
KITTY HAWK		1 crash				
2400001022	01/24/2024	KITTY HAWK	SL1604	200.000 FEET	W	YES
WEST OAK		1 crash				
2400000165	01/04/2024	WEST OAK	HIGH OAK	40.000 FEET	NW	NO
E AVIATION BLVD		1 crash				
240001310	01/30/2024	E AVIATION BLVD	SH0218	100.000 FEET	E	NO
FM 78		1 crash				
240000097	01/03/2024	FM 78	PAT BOOKER RD	0		NO
BALBOA DR		1 crash				
240001182	01/27/2024	BALBOA DR	CORTES DR	15.000 FEET	S	NO

UNIVERSAL CITY POLICE DEPARTMENT

JAN-2024

Case ID	Crash Date	Occurred On	Intersecting Road	Intersection Offset Amt	Direction	Private Drive / Parking Lot
<hr/>						
Grand Total: 42						

Agency Executive Dashboard: UNIVERSAL CITY POLICE DEPARTMENT

Crash Summary by Year

by Crash Category	2021	2022	2023	2024 *
Total Crashes	505	401	438	52
Fatal (K)	2	1	1	--
Other Injury (A,B,C)	125	126	117	15
Non-Injury (N, U)	378	274	320	37
DUI	21	25	19	2
DWI	13	14	7	2
Speed Related	134	97	124	9
CMV Involved	14	8	5	1
Intersection Related	195	175	216	24
Motorcycle Involved	11	6	6	1
Cell Phone Related	3	9	4	1

by Crash Severity	2021	2022	2023	2024 *
FATAL INJURY	2	1	1	0
NOT INJURED	369	267	311	37
POSSIBLE INJURY	46	58	45	8
SUSPECTED MINOR INJURY	57	62	60	3
SUSPECTED SERIOUS INJURY	22	6	12	4

by Weather Condition	2021	2022	2023	2024 *
CLEAR	448	372	368	38
CLOUDY	22	10	39	8
FOG	1	0	0	0
OTHER (EXPLAIN IN NARRATIVE)	1	0	0	0
RAIN	25	19	31	5
SLEET/HAIL	2	0	0	1
SNOW	6	0	0	0

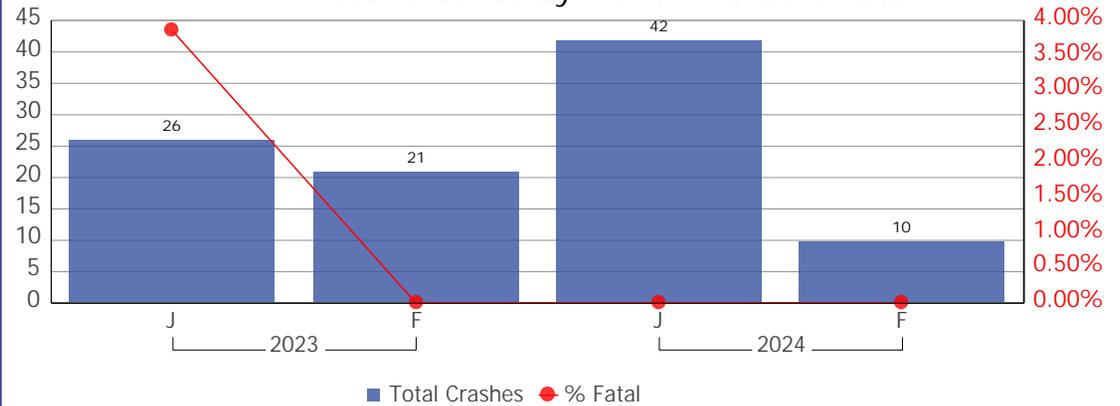
-- = No crash data

*Thresholds are based on YTD vs. YTD LY values

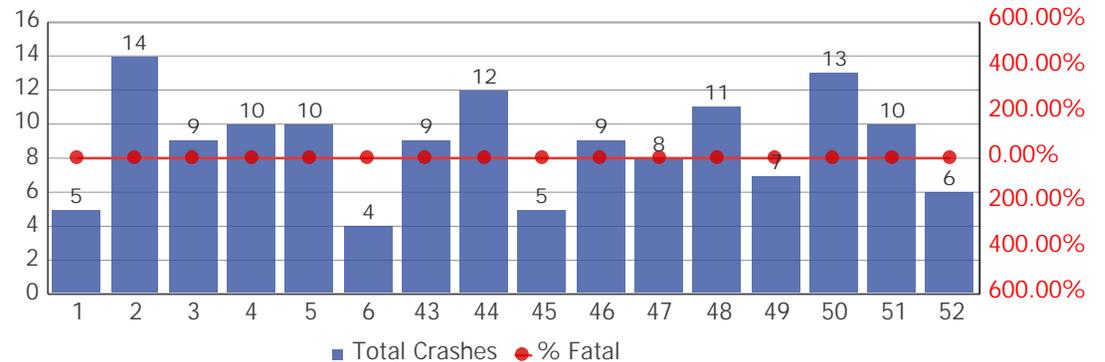
Crash Summary YTD

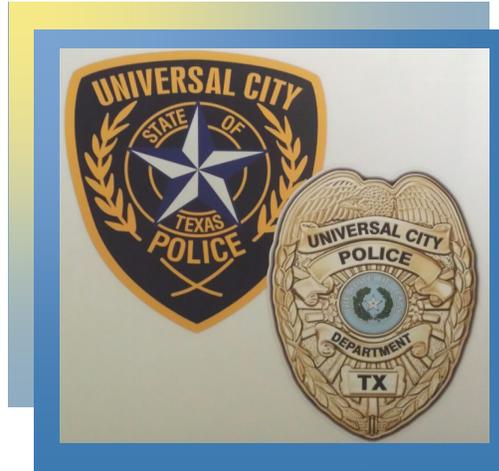
Top 5 Crash Contributing Factors YTD	Crashes	Crashes YTD LY	DUI Crashes	Fatal Crashes	Fatalities
DRIVER INATTENTION	12	11	--	--	--
FAILED TO YIELD RIGHT OF WAY - TURNING LEFT	7	2	--	--	--
CHANGED LANE WHEN UNSAFE	6	6	--	--	--
FAILED TO CONTROL SPEED	6	11	--	--	--
FAILED TO YIELD RIGHT OF WAY - STOP SIGN	5	1	--	--	--

Total Crashes by Month: Percent Fatal



Total Crashes Last 16 Weeks: Percent Fatal





Racial Profiling Annual Report 2023

Pro-active in building a partnership
between police and public!

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City of Live Oak	C-4
City of San Antonio	C-4
City of Schertz	C-4

Racial Profiling Report

Motor Vehicle Racial Profiling Report	1-9
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Charts

Motor Vehicle Stops by Race.....	Chart 1
----------------------------------	---------

Appendices

State of Texas Racial Profiling Law	Appendix A
Universal City Police Department's Racial Profiling Policy	Appendix B

**Complete listing of stops available upon request*

Universal City Police Department's Racial Profiling Annual Report 2023

Introduction

The following Racial Profiling Annual Report was published and submitted to the governing body of the municipality and the Texas Commission on Law Enforcement in accordance with Texas Criminal Procedure ART.2.132, regarding Law Enforcement Policy on Racial Profiling (Appendix A).

Department Policy

It is the policy of this department to police in a proactive manner and, to aggressively investigate suspected violations of the law. Universal City officers actively enforce state and local laws in a responsible and professional manner, without regard to gender, race, ethnicity, or national origin. Officers are strictly prohibited from engaging in racial profiling as defined by departmental policy number 02-P01 (Appendix B), and shall be applicable to all respectful persons, whether drivers, passengers, or pedestrians.

What is Racial Profiling

Racial profiling is the practice by which unethical police officers target individuals based on race. Inherently the activity puts Hispanic, Blacks, and other racial minorities at increased risk of being stopped, detained, searched, cited, and arrested.

Purpose of the Law

The law empowers civil rights advocates, activists, and police agencies alike to document and combat racial profiling and make Texas law enforcement agencies more accountable for racially biased tactics. Not only does the law prohibit police officers from engaging in racial profiling, it mandates Texas law enforcement agencies to put into place a detailed written policy on racial profiling that include:

- Clearly define specific acts of racial profiling and strictly prohibit them.
- Require officer training on how to prevent racial profiling.
- Require collection of racial profiling data.
- Set up standards for annual reporting of data to a local governing agency.
- Create standards for documenting information collected on video and/or audio-tape, if used, and standards for reviewing the documentation for compliance with agency's racial profiling policy.
- Develop a complaint process.
- Require disciplinary action against officers that are found to have committed racial profiling.
- Provide for public education about the complaint process.

Data Collection

Data collection is an essential component to monitoring and preventing racial profiling practices. Statistics showing the magnitude of racial profiling are essential to proving that the practice is a problem. The following information is collected pursuant to the law:

- The gender and race/ethnicity of the individual;
- Initial reason for the stop and the street location;
- Whether a search was conducted and if so, whether the individual detained consented to the search and if any contraband was discovered;
- The reason for the search and if an arrest resulted from the stop or search;
- Whether the peace officer knew the race or ethnicity of the individual detained before detaining that individual;
- Whether the officer issued a written warning or citation as a result of the stop;
- Whether the officer used physical force that resulted in bodily injury.

Demographics

In determining a fair assessment of stops made on drivers and pedestrians living in, passing through or stopping in Universal City required an assessment and evaluation in urban and suburban jurisdictions' census. From the census a fair estimation was made to determine racial breakdown of those individuals that were likely to drive through or visit Universal City, and those living in the community that may be stopped while driving within the city or entering or leaving. However, the U.S. Census Data is not always accurate and does not measure "driving population."

Universal City is nestled between Interstate 35 and Interstate 10. It has four major thoroughfares that bring vehicles and people into the community: Loop 1604, State Highway 218/Pat Booker Road, Farm Market Road 78, and Farm Market Road 1976.

Texas Department of Public Safety is in Universal City on State Highway 218/Pat Booker Road, which brings vehicles and people from all adjacent cities, including San Antonio, into the city.

Randolph Air Force Base is the major employer for many travelers passing through Universal City. Statistics from www.jbsa.af.mil places on-base employment at approximately 14,000.

Other jurisdictions' 2020 census were also taken into consideration regarding racial makeup in determining fair estimate of minorities that may travel through Universal City and be stopped. The census figures, provided by the United States Census Bureau, taken into consideration are shown on pages **C-1 through C-4** of this report.

Reporting and Compiling Data

Racial Profiling statistics for the year **2023** commenced at midnight January 1 and ended at 1159 PM December 31st.

The police department records traffic stops through video and audio recordings, and collects information from citations, warnings, and field contacts. The following information is collected: date of stop; person's gender; race or ethnicity of individual; whether race was known before stop; indicates if a search was conducted and if the search was consensual; if the person was issued a citation or warning; and if an arrest was made.

Analysis Concerns

Every effort was made to collect accurate data for this report. Much of the information relating to a person was usually obtained from the individual's driver license or identification card and in some cases was given to the officer verbally.

The police department continues to evaluate the data collection process to determine weaknesses in collecting accurate data regarding traffic and pedestrian stops, traffic and pedestrian stops relating to an investigation or an arrest, and the number of citations or warnings issued. When an error or weakness is found in the record keeping process, immediate corrective action is taken, to rectify the issue.

Final Analysis

Between January 1, 2023 and December 31st, officers made 10,328 traffic stops. Males were stopped 57% of the time and females 43%. In comparing racial makeup of individuals contacted during traffic stops Whites were stopped 48% of the time, Blacks 19%, and Hispanics 30%. Other races were stopped 3% of the time. **(Chart 1)**

Two hundred and twenty-seven searches resulted from those stops, 33% searched were White, 29% Black, 36% Hispanic, and 2% other race. Out of 227 searches, 16 were consensual. During all searches, contraband was found on 143 individuals.

Less than 1% (120) of those stopped were arrested. Forty two (36%) of those arrested were White, twenty eight (24%) Black, Forty seven (40%) Hispanic, and three (0%) were other races.

The study supports the evidence that racial profiling does not exist in the Universal City Police Department. And, that the police department's policy to ensure that its' police officers' function lawfully and with the highest standards of ethics and integrity reassure the public that the department is acting pro-actively in a manner to deter racial profiling incidents.



2020 Census
Supplied by: United States Census Bureau

State of Texas

28,995,881

Caucasian	28,819,758	(78.7%)
African American	3,740,469	(12.9%)
American/Alaska Indian	289,959	(1%)
Asian	1,507,786	(5.2%)
Native Hawaiian	28,996	(0.1%)
Two or more races	608,914	(2.1%)
Males	14,410,953	(49.7%)
Females	14,584,928	(50.3%)
Hispanic	10,902,451	(39.7%)

2020 Census
Supplied by: United States Census Bureau

By County

Bexar County **2,003,554**

Caucasian	1,688,996	(84.3%)
African American	172,306	(8.6%)
American/Alaska Indian	24,043	(1.2%)
Asian	66,117	(3.3%)
Native Hawaiian	4,007	(0.2%)
Two or more races	48,085	(2.4%)
Males	989,756	(49.4%)
Females	1,013,798	(50.6%)
Hispanic	1,216,157	(60.7%)

Comal County **156,209**

Caucasian	145,118	(92.9%)
African American	4,218	(2.7%)
American/Alaska Indian	1,406	(0.9%)
Asian	2,187	(1.4%)
Native Hawaiian	156	(0.1%)
Two or more races	3,124	(2%)
Males	77,323	(49.5%)
Females	78,886	(50.5%)
Hispanic	43,895	(28.1%)

Guadalupe County **131,533**

Caucasian	111,948	(85.1%)
African American	11,588	(8.8%)
American/Alaska Indian	1,394	(1%)
Asian	2,631	(2%)
Native Hawaiian	276	(0.2%)
Two or more races	3,696	(2.8%)
Males	65,109	(49.5%)
Females	66,424	(50.5%)
Hispanic	50,640	(38.5%)

2020 Census
Supplied by: United States Census Bureau

By City

Universal City **20,890**

Caucasian	14,830	(70.7%)
African American	2,755	(13.1%)
American/Alaska Indian	0	(0.0%)
Asian	625	(2.6%)
Native Hawaiian	207	(0.1%)
Two or more races	1,251	(5.8%)
Males	10,320	(49.4%)
Females	10,570	(50.6%)
Hispanic	7,541	(36.1%)

Cibolo **31,281**

Caucasian	20,458	(65.4%)
African American	5,005	(16%)
American/Alaska Indian	219	(0.7%)
Asian	688	(2.2%)
Native Hawaiian	125	(0.4%)
Two or more races	1,408	(4.5%)
Males	15,484	(49.5%)
Females	15,797	(50.5%)
Hispanic	9,384	(30%)

Converse **28,171**

Caucasian	15,663	(55.6%)
African American	6,677	(23.7%)
American/Alaska Indian	169	(0.6%)
Asian	817	(2.9%)
Native Hawaiian	141	(0.5%)
Two or more races	1,747	(6.2%)
Males	14,029	(49.8%)
Females	14,142	(50.2%)
Hispanic	12,085	(42.9%)

2020 Census
Supplied by: United States Census Bureau

Live Oak			16,499
Caucasian	11,054	(67%)	
African American	2,458	(14.9%)	
American/Alaska Indian	132	(0.8%)	
Asian	825	(5%)	
Native Hawaiian	16	(0.1%)	
Two or more races	1,386	(8.4%)	
Males	7,936	(48.1%)	
Females	8,563	(51.9%)	
Hispanic	5,511	(33.4%)	

San Antonio			1,547,253
Caucasian	1,242,444	(80.3%)	
African American	108,308	(7%)	
American/Alaska Indian	12,378	(.8%)	
Asian	43,323	(2.8%)	
Native Hawaiian	1,547	(0.1%)	
Two or more races	46,418	(3%)	
Males	764,343	(49.4%)	
Females	782,910	(50.6%)	
Hispanic	993,336	(64.2%)	

Schertz			42,042
Caucasian	29,387	(69.9%)	
African American	5,045	(12%)	
American/Alaska Indian	126	(0.3%)	
Asian	1,303	(3.1%)	
Native Hawaiian	252	(0.6%)	
Two or more races	1,850	(4.4%)	
Males	20,601	(49%)	
Females	21,441	(51%)	
Hispanic	13,201	(31.4%)	

A word cloud containing the terms: Ethnicity, Race, Religion, Origin, Skin-color, and Appearance. The words are arranged in a cluster, with 'Ethnicity' and 'Race' at the top, 'Religion' and 'Origin' in the middle, and 'Skin-color' and 'Appearance' at the bottom. The colors range from dark red to yellow.

Ethnicity
Race
Religion
Origin
Skin-color
Appearance

Racial Profiling Report

Texas TCOLE SB1187 Racial Profiling Report (2022)

PLEASE NOTE: This report is based on the format provided by the Texas Commission on Law Enforcement (TCOLE), current as of Dec. 14, 2022.

01. Total Traffic Stops		
		10,328
		10,328

02. Location of Stop		
CITY STREET	70.73%	7,305
COUNTY ROAD	0.98%	101
PRIVATE PROPERTY OR OTHER	0.22%	23
STATE HIGHWAY	27.25%	2,814
US HIGHWAY	0.82%	85
Total	100.00%	10,328

03. Was Race Known Prior to Stop?		
N	99.71%	10,298
Y	0.29%	30
Total	100.00%	10,328

04. Race or Ethnicity		
ALASKA NATIVE/AMERICAN INDIAN	0.29%	30
ASIAN/PACIFIC ISLANDER	2.74%	283
BLACK	19.43%	2,007
HISPANIC/LATINO	29.73%	3,070
WHITE	47.81%	4,938
Total	100.00%	10,328

05. Gender			
FEMALE	ALASKA NATIVE/AMERICAN INDIAN	0.27%	12
	ASIAN/PACIFIC ISLANDER	3.21%	144
	BLACK	18.56%	833

Texas TCOLE SB1187 Racial Profiling Report (2022)

PLEASE NOTE: This report is based on the format provided by the Texas Commission on Law Enforcement (TCOLE), current as of Dec. 14, 2022.

05. Gender			
FEMALE	HISPANIC/LATINO	28.31%	1,271
	WHITE	49.65%	2,229
		100.00%	4,489
MALE	ALASKA NATIVE/AMERICAN INDIAN	0.31%	18
	ASIAN/PACIFIC ISLANDER	2.38%	139
	BLACK	20.11%	1,174
	HISPANIC/LATINO	30.81%	1,799
	WHITE	46.39%	2,709
		100.00%	5,839
Total			10,328

06. Reason for Stop?			
MOVING TRAFFIC VIOLATION	ALASKA NATIVE/AMERICAN INDIAN	0.33%	27
	ASIAN/PACIFIC ISLANDER	2.89%	234
	BLACK	19.60%	1,586
	HISPANIC/LATINO	29.32%	2,372
	WHITE	47.85%	3,871
		100.00%	8,090
PRE EXISTING KNOWLEDGE	BLACK	34.78%	8
	HISPANIC/LATINO	21.74%	5
	WHITE	43.48%	10
		100.00%	23
VEHICLE TRAFFIC VIOLATION	ALASKA NATIVE/AMERICAN INDIAN	0.18%	3
	ASIAN/PACIFIC ISLANDER	2.19%	37
	BLACK	17.78%	300
	HISPANIC/LATINO	30.76%	519

Universal City, TX PD

Jan 1, 2023 - Dec 31, 2023

Texas TCOLE SB1187 Racial Profiling Report (2022)

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06. Reason for Stop?			
VEHICLE TRAFFIC VIOLATION	WHITE	49.08%	828
		100.00%	1,687
VIOLATION OF LAW	ASIAN/PACIFIC ISLANDER	2.27%	12
	BLACK	21.40%	113
	HISPANIC/LATINO	32.95%	174
	WHITE	43.37%	229
		100.00%	528
Total			10,328
07. Was a Search Conducted?			
N	ALASKA NATIVE/AMERICAN INDIAN	0.29%	29
	ASIAN/PACIFIC ISLANDER	2.76%	279
	BLACK	19.22%	1,941
	HISPANIC/LATINO	29.59%	2,989
	WHITE	48.14%	4,863
		100.00%	10,101
Y	ALASKA NATIVE/AMERICAN INDIAN	0.44%	1
	ASIAN/PACIFIC ISLANDER	1.76%	4
	BLACK	29.07%	66
	HISPANIC/LATINO	35.68%	81
	WHITE	33.04%	75
		100.00%	227
Total			10,328
08. Reason for Search?			
CONSENT	BLACK	12.50%	2

Texas TCOLE SB1187 Racial Profiling Report (2022)

PLEASE NOTE: This report is based on the format provided by the Texas Commission on Law Enforcement (TCOLE), current as of Dec. 14, 2022.

08. Reason for Search?			
CONSENT	HISPANIC/LATINO	37.50%	6
	WHITE	50.00%	8
		100.00%	16
CONTRABAND IN PLAIN VIEW	ASIAN/PACIFIC ISLANDER	10.00%	1
	BLACK	30.00%	3
	HISPANIC/LATINO	40.00%	4
	WHITE	20.00%	2
		100.00%	10
INCIDENT TO ARREST	ALASKA NATIVE/AMERICAN INDIAN	1.64%	1
	ASIAN/PACIFIC ISLANDER	1.64%	1
	BLACK	22.95%	14
	HISPANIC/LATINO	32.79%	20
	WHITE	40.98%	25
		100.00%	61
INVENTORY	BLACK	19.05%	4
	HISPANIC/LATINO	38.10%	8
	WHITE	42.86%	9
		100.00%	21
NO SEARCH	ALASKA NATIVE/AMERICAN INDIAN	0.29%	29
	ASIAN/PACIFIC ISLANDER	2.76%	279
	BLACK	19.22%	1,941
	HISPANIC/LATINO	29.59%	2,989
	WHITE	48.14%	4,863
		100.00%	10,101
PROBABLE CAUSE	ASIAN/PACIFIC ISLANDER	1.68%	2
	BLACK	36.13%	43

Texas TCOLE SB1187 Racial Profiling Report (2022)

PLEASE NOTE: This report is based on the format provided by the Texas Commission on Law Enforcement (TCOLE), current as of Dec. 14, 2022.

08. Reason for Search?			
PROBABLE CAUSE	HISPANIC/LATINO	36.13%	43
	WHITE	26.05%	31
		100.00%	119
Total			10,328

09. Was Contraband Discovered?			
N	ALASKA NATIVE/ AMERICAN INDIAN	1.19%	1
	ASIAN/ PACIFIC ISLANDER	1.19%	1
	BLACK	25.00%	21
	HISPANIC/ LATINO	32.14%	27
	WHITE	40.48%	34
			100.00%
Y	ASIAN/ PACIFIC ISLANDER	2.10%	3
	BLACK	31.47%	45
	HISPANIC/ LATINO	37.76%	54
	WHITE	28.67%	41
		100.00%	143
Total			227

10. Description of Contraband			
ALCOHOL	BLACK	29.41%	5
	HISPANIC/LATINO	41.18%	7

Universal City, TX PD

Jan 1, 2023 - Dec 31, 2023

Texas TCOLE SB1187 Racial Profiling Report (2022)

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10. Description of Contraband			
ALCOHOL	WHITE	29.41%	5
		100.00%	17
DRUGS	ASIAN/PACIFIC ISLANDER	2.54%	3
	BLACK	34.75%	41
	HISPANIC/LATINO	38.14%	45
	WHITE	24.58%	29
		100.00%	118
OTHER	BLACK	26.32%	10
	HISPANIC/LATINO	44.74%	17
	WHITE	28.95%	11
		100.00%	38
STOLEN PROPERTY	BLACK	16.67%	1
	HISPANIC/LATINO	50.00%	3
	WHITE	33.33%	2
		100.00%	6
WEAPONS	BLACK	66.67%	4
	HISPANIC/LATINO	16.67%	1
	WHITE	16.67%	1
		100.00%	6
Total			185

11. Result of the Stop			
CITATION	ALASKA NATIVE/AMERICAN INDIAN	0.30%	18
	ASIAN/PACIFIC ISLANDER	2.65%	159
	BLACK	19.15%	1,149
	HISPANIC/LATINO	33.88%	2,033
	WHITE	44.02%	2,641

Texas TCOLE SB1187 Racial Profiling Report (2022)

PLEASE NOTE: This report is based on the format provided by the Texas Commission on Law Enforcement (TCOLE), current as of Dec. 14, 2022.

11. Result of the Stop			
		100.00%	6,000
CITATION AND ARREST	ALASKA NATIVE/AMERICAN INDIAN	0.93%	1
	ASIAN/PACIFIC ISLANDER	1.85%	2
	BLACK	22.22%	24
	HISPANIC/LATINO	39.81%	43
	WHITE	35.19%	38
		100.00%	108
WRITTEN WARNING	ALASKA NATIVE/AMERICAN INDIAN	0.26%	11
	ASIAN/PACIFIC ISLANDER	2.90%	122
	BLACK	19.72%	830
	HISPANIC/LATINO	23.53%	990
	WHITE	53.59%	2,255
		100.00%	4,208
WRITTEN WARNING AND ARREST	BLACK	33.33%	4
	HISPANIC/LATINO	33.33%	4
	WHITE	33.33%	4
		100.00%	12
Total			10,328
12. Arrest Based On			
OUTSTANDING WARRANT	ALASKA NATIVE/AMERICAN INDIAN	3.12%	1
	BLACK	37.50%	12
	HISPANIC/LATINO	34.38%	11
	WHITE	25.00%	8
		100.00%	32

Texas TCOLE SB1187 Racial Profiling Report (2022)

PLEASE NOTE: This report is based on the format provided by the Texas Commission on Law Enforcement (TCOLE), current as of Dec. 14, 2022.

12. Arrest Based On			
VIOLATION OF CITY ORDINANCE	WHITE	100.00%	2
		100.00%	2
VIOLATION OF PENAL CODE	ASIAN/PACIFIC ISLANDER	2.56%	2
	BLACK	20.51%	16
	HISPANIC/LATINO	42.31%	33
	WHITE	34.62%	27
		100.00%	78
VIOLATION OF TRAFFIC LAW	HISPANIC/LATINO	37.50%	3
	WHITE	62.50%	5
		100.00%	8
Total			120

13. Was Physical Force Used?			
N	ALASKA NATIVE/AMERICAN INDIAN	0.29%	30
	ASIAN/PACIFIC ISLANDER	2.74%	283
	BLACK	19.44%	2,007
	HISPANIC/LATINO	29.73%	3,070
	WHITE	47.80%	4,936
		100.00%	10,326
USE OF FORCE - NO BODILY INJURY	WHITE	100.00%	2
		100.00%	2
Total			10,328

Was Arrest Due to Contraband Found?			
N	ALASKA NATIVE/AMERICAN INDIAN	1.52%	1
	ASIAN/PACIFIC ISLANDER	1.52%	1

Universal City, TX PD

Jan 1, 2023 - Dec 31, 2023

Texas TCOLE SB1187 Racial Profiling Report (2022)

PLEASE NOTE: This report is based on the format provided by the Texas Commission on Law Enforcement (TCOLE), current as of Dec. 14, 2022.

Was Arrest Due to Contraband Found?			
N	BLACK	21.21%	14
	HISPANIC/LATINO	37.88%	25
	WHITE	37.88%	25
		100.00%	66
Y	ASIAN/PACIFIC ISLANDER	1.85%	1
	BLACK	25.93%	14
	HISPANIC/LATINO	40.74%	22
	WHITE	31.48%	17
	100.00%	54	
Total			120

Racial Profiling Report - Del Carmen

PLEASE NOTE: The official form does not allow for Other and Unknown in the Race or Ethnicity boxes on the TCOLE website. Please contact TCOLE for instructions on how to resolve these issues. This report only includes traffic stops resulting in a citation, traffic stops resulting in a citation with an arrest, traffic stops resulting in a warning with an arrest, and field interviews that resulted in an arrest. This report does not include any stops from traffic collisions.

Table 1. (Motor Vehicle Contacts Including Tickets, Citations and Warnings) - COUNT

	CITATION	WRITTEN WARNING	CITATION AND ARREST	WRITTEN WARNING AND ARREST	Total
A	159	122	2		283
B	1,149	830	24	4	2,007
H	2,033	990	43	4	3,070
I	18	11	2		31
W	2,641	2,255	38	4	4,938
Total	6,000	4,208	109	12	10,329

Table 1. (Motor Vehicle Contacts Including Tickets, Citations and Warnings) - %

	CITATION	WRITTEN WARNING	CITATION AND ARREST	WRITTEN WARNING AND ARREST	Total
A	1.54%	1.18%	0.02%		2.74%
B	11.12%	8.05%	0.23%	0.04%	19.44%
H	19.68%	9.60%	0.42%	0.04%	29.73%
I	0.17%	0.11%	0.02%		0.30%
W	25.53%	21.85%	0.37%	0.04%	47.78%
Total	58.04%	40.79%	1.06%	0.12%	100.00%

Racial Profiling Report - Del Carmen

PLEASE NOTE: The official form does not allow for Other and Unknown in the Race or Ethnicity boxes on the TCOLE website. Please contact TCOLE for instructions on how to resolve these issues. This report only includes traffic stops resulting in a citation, traffic stops resulting in a citation with an arrest, traffic stops resulting in a warning with an arrest, and field interviews that resulted in an arrest. This report does not include any stops from traffic collisions.

Table 2. (Motor Vehicle Searches and Arrests) - COUNT

	Searches		Consensual Searches		Custody Arrests		Total
	Search Conducted	No Search	Non Consensual or No Search	Consensual Search	Arrest Made	No Arrest	
A	4	279	283		2	281	283
B	66	1,941	2,005	2	28	1,979	2,007
H	81	2,989	3,064	6	47	3,023	3,070
I	2	29	31		2	29	31
W	75	4,863	4,930	8	42	4,896	4,938
Total	228	10,101	10,313	16	121	10,208	10,329

Table 2. (Motor Vehicle Searches and Arrests) - %

	Searches		Consensual Searches		Custody Arrests		Total
	Search Conducted	No Search	Non Consensual or No Search	Consensual Search	Arrest Made	No Arrest	
A	0.04%	2.71%	2.74%		0.02%	2.72%	3%
B	0.64%	18.80%	19.42%	0.02%	0.27%	19.17%	19%
H	0.78%	28.95%	29.68%	0.06%	0.46%	29.28%	30%
I	0.02%	0.28%	0.30%		0.02%	0.28%	0%
W	0.73%	47.05%	47.70%	0.08%	0.41%	47.37%	48%
Total	2.21%	97.79%	99.84%	0.16%	1.17%	98.83%	100%

Racial Profiling Report - Del Carmen

PLEASE NOTE: The official form does not allow for Other and Unknown in the Race or Ethnicity boxes on the TCOLE website. Please contact TCOLE for instructions on how to resolve these issues. This report only includes traffic stops resulting in a citation, traffic stops resulting in a citation with an arrest, traffic stops resulting in a warning with an arrest, and field interviews that resulted in an arrest. This report does not include any stops from traffic collisions.

Total Number of Instances where Officers Knew Race and Ethnicity of Individuals Before Being Detained	Total Number of Instances where Officers Did Not Know the Race and Ethnicity of Individuals Before Being Detained
30	10,299

Racial Profiling Report - Del Carmen

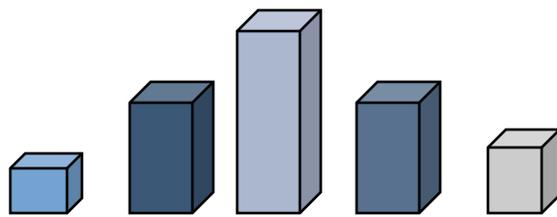
PLEASE NOTE: The official form does not allow for Other and Unknown in the Race or Ethnicity boxes on the TCOLE website. Please contact TCOLE for instructions on how to resolve these issues. This report only includes traffic stops resulting in a citation, traffic stops resulting in a citation with an arrest, traffic stops resulting in a warning with an arrest, and field interviews that resulted in an arrest. This report does not include any stops from traffic collisions.

Table 5. Search Data - COUNT

	Searches		Contraband		Arrests		Total
	Search Conducted	No Search	Contraband/Evidence Found	Contraband/Evidence Not Found	Arrest Made	No Arrest	
A	4	279	3	280	2	281	283
B	66	1,941	46	1,961	28	1,979	2,007
H	81	2,989	54	3,016	47	3,023	3,070
I	2	29		31	2	29	31
W	75	4,863	40	4,898	42	4,896	4,938
Total	228	10,101	143	10,186	121	10,208	10,329

Table 5. Search Data - %

	Searches		Contraband		Arrests		Total
	Search Conducted	No Search	Contraband/Evidence Found	Contraband/Evidence Not Found	Arrest Made	No Arrest	
A	0.04%	2.71%	0.03%	2.72%	0.02%	2.72%	3%
B	0.64%	18.80%	0.44%	19.00%	0.27%	19.17%	19%
H	0.78%	28.95%	0.52%	29.21%	0.46%	29.28%	30%
I	0.02%	0.28%		0.30%	0.02%	0.28%	0%
W	0.73%	47.05%	0.39%	47.39%	0.41%	47.37%	48%
Total	2.21%	97.79%	1.38%	98.62%	1.17%	98.83%	100%



Charts

Motor Vehicle Stops By Race

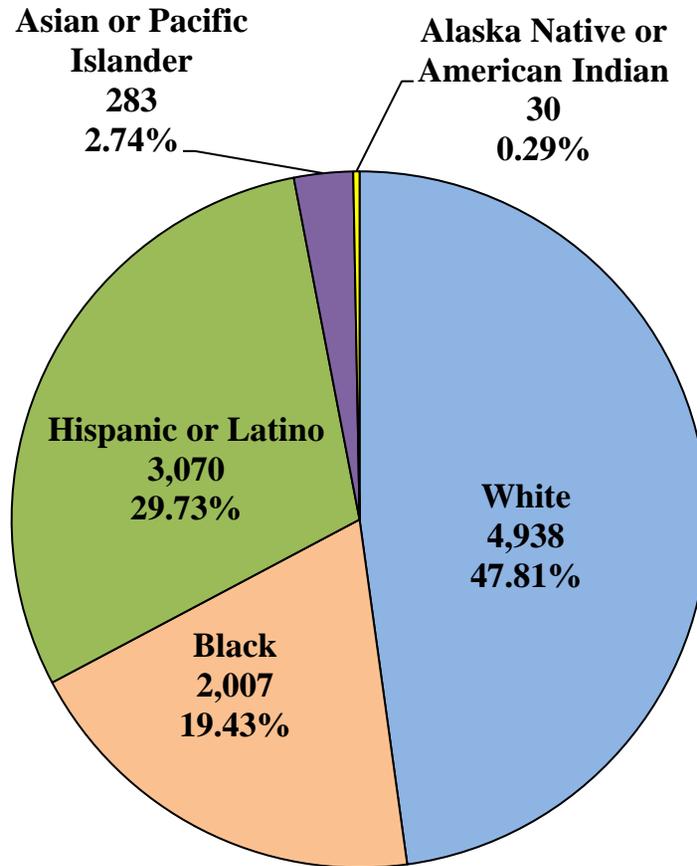
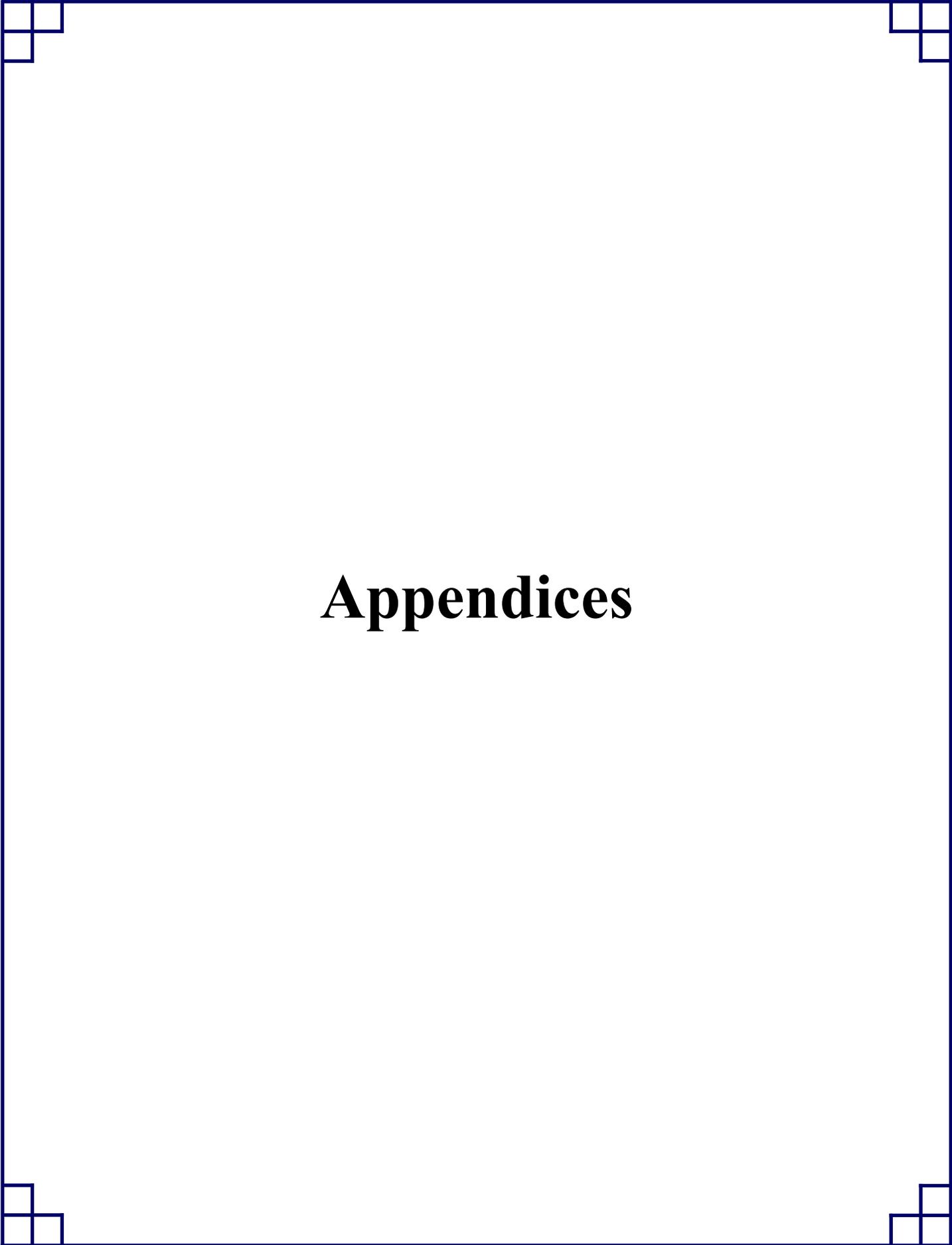
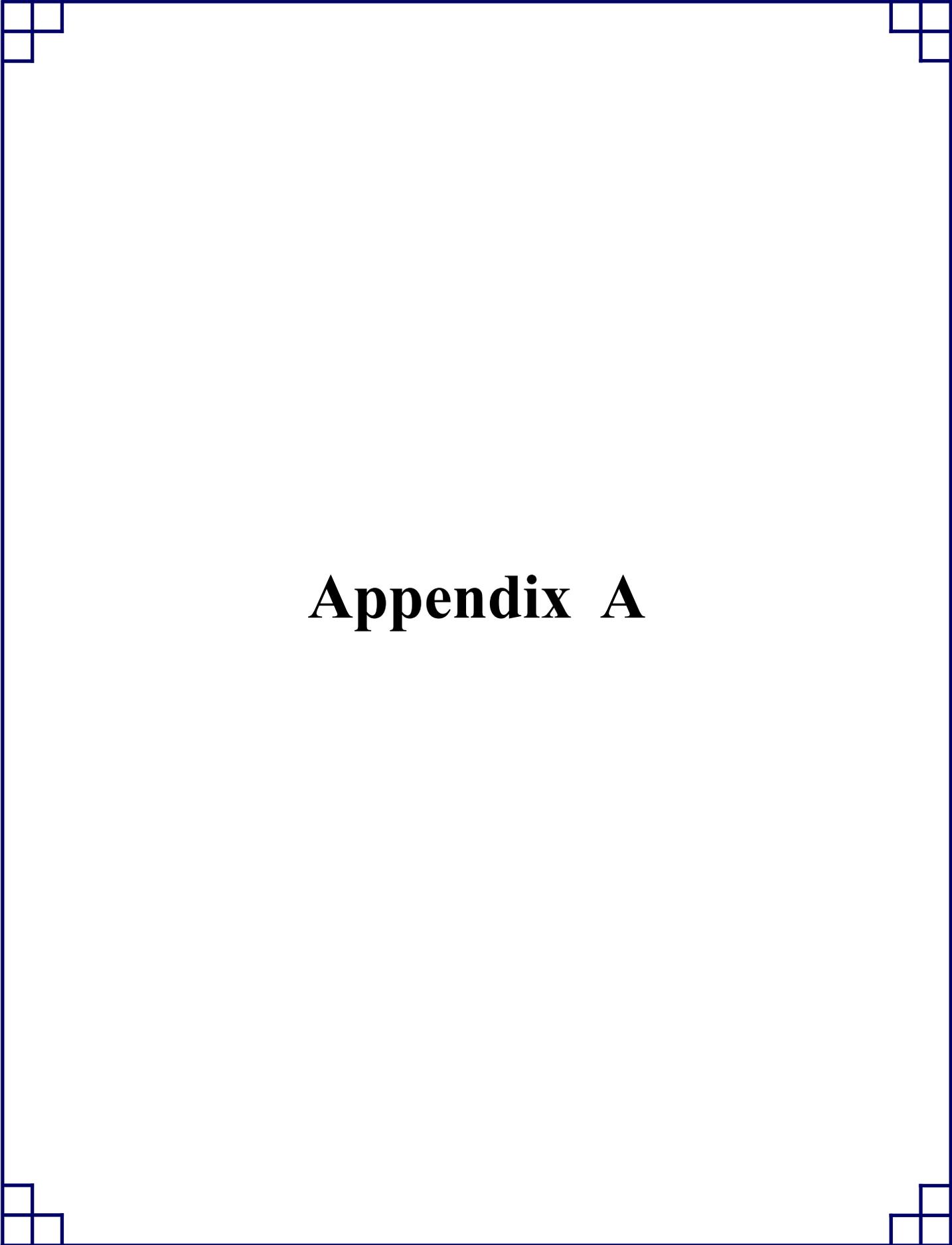


CHART #1



Appendices



Appendix A

Art. 2.131. RACIAL PROFILING PROHIBITED. A peace officer may not engage in racial profiling.

Added by Acts 2001, 77th Leg., ch. 947, Sec. 1, eff. Sept. 1, 2001.

Art. 2.132. LAW ENFORCEMENT POLICY ON RACIAL PROFILING.

(a) In this article:

(1) "Law enforcement agency" means an agency of the state, or of a county, municipality, or other political subdivision of the state, that employs peace officers who make motor vehicle stops in the routine performance of the officers' official duties.

(2) "Motor vehicle stop" means an occasion in which a peace officer stops a motor vehicle for an alleged violation of a law or ordinance.

(3) "Race or ethnicity" means the following categories:

- (A) Alaska native or American Indian;
- (B) Asian or Pacific Islander;
- (C) black;
- (D) white; and
- (E) Hispanic or Latino.

(b) Each law enforcement agency in this state shall adopt a detailed written policy on racial profiling. The policy must:

(1) clearly define acts constituting racial profiling;

(2) strictly prohibit peace officers employed by the agency from engaging in racial profiling;

(3) implement a process by which an individual may file a complaint with the agency if the individual believes that a peace officer employed by the agency has engaged in racial profiling with respect to the individual;

(4) provide public education relating to the agency's complaint and complaint process, including providing the telephone number, mailing address, and e-mail address to make a complaint or complaint with respect to each ticket, citation, or warning issued by a peace officer;

(5) require appropriate corrective action to be taken against a peace officer employed by the agency who, after an investigation, is shown to have engaged in racial profiling in violation of the agency's policy adopted under this article;

(6) require collection of information relating to motor vehicle stops in which a ticket, citation, or warning is issued and to arrests made as a result of those stops, including information relating to:

- (A) the race or ethnicity of the individual detained;

(B) whether a search was conducted and, if so, whether the individual detained consented to the search;

(C) whether the peace officer knew the race or ethnicity of the individual detained before detaining that individual;

(D) whether the peace officer used physical force that resulted in bodily injury, as that term is defined by Section [1.07](#), Penal Code, during the stop;

(E) the location of the stop; and

(F) the reason for the stop; and

(7) require the chief administrator of the agency, regardless of whether the administrator is elected, employed, or appointed, to submit an annual report of the information collected under Subdivision (6) to:

(A) the Texas Commission on Law Enforcement; and

(B) the governing body of each county or municipality served by the agency, if the agency is an agency of a county, municipality, or other political subdivision of the state.

(c) The data collected as a result of the reporting requirements of this article shall not constitute prima facie evidence of racial profiling.

(d) On adoption of a policy under Subsection (b), a law enforcement agency shall examine the feasibility of installing video camera and transmitter-activated equipment in each agency law enforcement motor vehicle regularly used to make motor vehicle stops and transmitter-activated equipment in each agency law enforcement motorcycle regularly used to make motor vehicle stops. The agency also shall examine the feasibility of equipping each peace officer who regularly detains or stops motor vehicles with a body worn camera, as that term is defined by Section [1701.651](#), Occupations Code. If a law enforcement agency installs video or audio equipment or equips peace officers with body worn cameras as provided by this subsection, the policy adopted by the agency under Subsection (b) must include standards for reviewing video and audio documentation.

(e) A report required under Subsection (b)(7) may not include identifying information about a peace officer who makes a motor vehicle stop or about an individual who is stopped or arrested by a peace officer. This subsection does not affect the collection of information as required by a policy under Subsection (b)(6).

(f) On the commencement of an investigation by a law enforcement agency of a complaint described by Subsection (b)(3) in which a video or audio recording of the occurrence on which the complaint is based was made, the agency shall promptly provide a copy of the recording to the peace officer who is the subject of the complaint on written request by the officer.

(g) On a finding by the Texas Commission on Law Enforcement that the chief administrator of a law enforcement agency intentionally failed to submit a report required under Subsection (b)(7), the commission shall begin disciplinary procedures against the chief administrator.

(h) A law enforcement agency shall review the data collected under Subsection (b)(6) to identify any improvements the agency could make in its practices and policies regarding motor vehicle stops.

Added by Acts 2001, 77th Leg., ch. 947, Sec. 1, eff. Sept. 1, 2001.

Amended by:

Acts 2009, 81st Leg., R.S., Ch. 1172 (H.B. [3389](#)), Sec. 25, eff. September 1, 2009.

Acts 2013, 83rd Leg., R.S., Ch. 93 (S.B. [686](#)), Sec. 2.05, eff. May 18, 2013.

Acts 2017, 85th Leg., R.S., Ch. 173 (H.B. [3051](#)), Sec. 1, eff. September 1, 2017.

Acts 2017, 85th Leg., R.S., Ch. 950 (S.B. [1849](#)), Sec. 5.01, eff. September 1, 2017.

Art. 2.133. REPORTS REQUIRED FOR MOTOR VEHICLE STOPS.

(a) In this article, "race or ethnicity" has the meaning assigned by Article [2.132](#)(a).

(b) A peace officer who stops a motor vehicle for an alleged violation of a law or ordinance shall report to the law enforcement agency that employs the officer information relating to the stop, including:

(1) a physical description of any person operating the motor vehicle who is detained as a result of the stop, including:

(A) the person's gender; and

(B) the person's race or ethnicity, as stated by the person or, if the person does not state the person's race or ethnicity, as determined by the officer to the best of the officer's ability;

(2) the initial reason for the stop;

(3) whether the officer conducted a search as a result of the stop and, if so, whether the person detained consented to the search;

(4) whether any contraband or other evidence was discovered in the course of the search and a description of the contraband or evidence;

(5) the reason for the search, including whether:

(A) any contraband or other evidence was in plain view;

(B) any probable cause or reasonable suspicion existed to perform the search;

or

(C) the search was performed as a result of the towing of the motor vehicle or the arrest of any person in the motor vehicle;

(6) whether the officer made an arrest as a result of the stop or the search, including a statement of whether the arrest was based on a violation of the Penal Code, a violation of a traffic law or ordinance, or an outstanding warrant and a statement of the offense charged;

(7) the street address or approximate location of the stop;

(8) whether the officer issued a verbal or written warning or a ticket or citation as a result of the stop; and

(9) whether the officer used physical force that resulted in bodily injury, as that term is defined by Section [1.07](#), Penal Code, during the stop.

(c) The chief administrator of a law enforcement agency, regardless of whether the administrator is elected, employed, or appointed, is responsible for auditing reports under Subsection (b) to ensure that the race or ethnicity of the person operating the motor vehicle is being reported.

Added by Acts 2001, 77th Leg., ch. 947, Sec. 1, eff. Sept. 1, 2001.

Amended by:

Acts 2009, 81st Leg., R.S., Ch. 1172 (H.B. [3389](#)), Sec. 26, eff. September 1, 2009.

Acts 2017, 85th Leg., R.S., Ch. 950 (S.B. [1849](#)), Sec. 5.02, eff. September 1, 2017.

Art. 2.134. COMPILATION AND ANALYSIS OF INFORMATION COLLECTED.

(a) In this article:

(1) "Motor vehicle stop" has the meaning assigned by Article [2.132](#)(a).

(2) "Race or ethnicity" has the meaning assigned by Article [2.132](#)(a).

(b) A law enforcement agency shall compile and analyze the information contained in each report received by the agency under Article [2.133](#). Not later than March 1 of each year, each law enforcement agency shall submit a report containing the incident-based data compiled during the previous calendar year to the Texas Commission on Law Enforcement and, if the law enforcement agency is a local law enforcement agency, to the governing body of each county or municipality served by the agency.

(c) A report required under Subsection (b) must be submitted by the chief administrator of the law enforcement agency, regardless of whether the administrator is elected, employed, or appointed, and must include:

(1) a comparative analysis of the information compiled under Article [2.133](#) to:

(A) evaluate and compare the number of motor vehicle stops, within the applicable jurisdiction, of persons who are recognized as racial or ethnic minorities and persons who are not recognized as racial or ethnic minorities;

(B) examine the disposition of motor vehicle stops made by officers employed by the agency, categorized according to the race or ethnicity of the affected persons, as appropriate, including any searches resulting from stops within the applicable jurisdiction; and

(C) evaluate and compare the number of searches resulting from motor vehicle stops within the applicable jurisdiction and whether contraband or other evidence was discovered in the course of those searches; and

(2) information relating to each complaint filed with the agency alleging that a peace officer employed by the agency has engaged in racial profiling.

(d) A report required under Subsection (b) may not include identifying information about a peace officer who makes a motor vehicle stop or about an individual who is stopped or arrested by a peace officer. This subsection does not affect the reporting of information required under Article [2.133\(b\)\(1\)](#).

(e) The Texas Commission on Law Enforcement, in accordance with Section [1701.162](#), Occupations Code, shall develop guidelines for compiling and reporting information as required by this article.

(f) The data collected as a result of the reporting requirements of this article shall not constitute prima facie evidence of racial profiling.

(g) On a finding by the Texas Commission on Law Enforcement that the chief administrator of a law enforcement agency intentionally failed to submit a report required under Subsection (b), the commission shall begin disciplinary procedures against the chief administrator.

Added by Acts 2001, 77th Leg., ch. 947, Sec. 1, eff. Sept. 1, 2001.

Amended by:

Acts 2009, 81st Leg., R.S., Ch. 1172 (H.B. [3389](#)), Sec. 27, eff. September 1, 2009.

Acts 2013, 83rd Leg., R.S., Ch. 93 (S.B. [686](#)), Sec. 2.06, eff. May 18, 2013.

Acts 2017, 85th Leg., R.S., Ch. 950 (S.B. [1849](#)), Sec. 5.03, eff. September 1, 2017.

Art. 2.136. LIABILITY. A peace officer is not liable for damages arising from an act relating to the collection or reporting of information as required by Article [2.133](#) or under a policy adopted under Article [2.132](#).

Added by Acts 2001, 77th Leg., ch. 947, Sec. 1, eff. Sept. 1, 2001.

Art. 2.137. PROVISION OF FUNDING OR EQUIPMENT.

(a) The Department of Public Safety shall adopt rules for providing funds or video and audio equipment to law enforcement agencies for the purpose of installing video and audio equipment in law enforcement motor vehicles and motorcycles or equipping peace officers with body worn cameras, including specifying criteria to prioritize funding or equipment provided to law enforcement agencies. The criteria may include consideration of tax effort, financial hardship, available revenue, and budget surpluses. The criteria must give priority to:

(1) law enforcement agencies that employ peace officers whose primary duty is traffic enforcement;

- (2) smaller jurisdictions; and
- (3) municipal and county law enforcement agencies.

(b) The Department of Public Safety shall collaborate with an institution of higher education to identify law enforcement agencies that need funds or video and audio equipment for the purpose of installing video and audio equipment in law enforcement motor vehicles and motorcycles or equipping peace officers with body worn cameras. The collaboration may include the use of a survey to assist in developing criteria to prioritize funding or equipment provided to law enforcement agencies.

(c) To receive funds or video and audio equipment from the state for the purpose of installing video and audio equipment in law enforcement motor vehicles and motorcycles or equipping peace officers with body worn cameras, the governing body of a county or municipality, in conjunction with the law enforcement agency serving the county or municipality, shall certify to the Department of Public Safety that the law enforcement agency needs funds or video and audio equipment for that purpose.

(d) On receipt of funds or video and audio equipment from the state for the purpose of installing video and audio equipment in law enforcement motor vehicles and motorcycles or equipping peace officers with body worn cameras, the governing body of a county or municipality, in conjunction with the law enforcement agency serving the county or municipality, shall certify to the Department of Public Safety that the law enforcement agency has taken the necessary actions to use and is using video and audio equipment and body worn cameras for those purposes.

Added by Acts 2001, 77th Leg., ch. 947, Sec. 1, eff. Sept. 1, 2001.

Amended by:

Acts 2017, 85th Leg., R.S., Ch. 950 (S.B. [1849](#)), Sec. 5.04, eff. September 1, 2017.

Art. 2.138. RULES. The Department of Public Safety may adopt rules to implement Articles 2.131-2.137.

Added by Acts 2001, 77th Leg., ch. 947, Sec. 1, eff. Sept. 1, 2001.

Art. 2.1385. CIVIL PENALTY.

(a) If the chief administrator of a local law enforcement agency intentionally fails to submit the incident-based data as required by Article [2.134](#), the agency is liable to the state for a civil penalty in an amount not to exceed \$5,000 for each violation. The attorney general may sue to collect a civil penalty under this subsection.

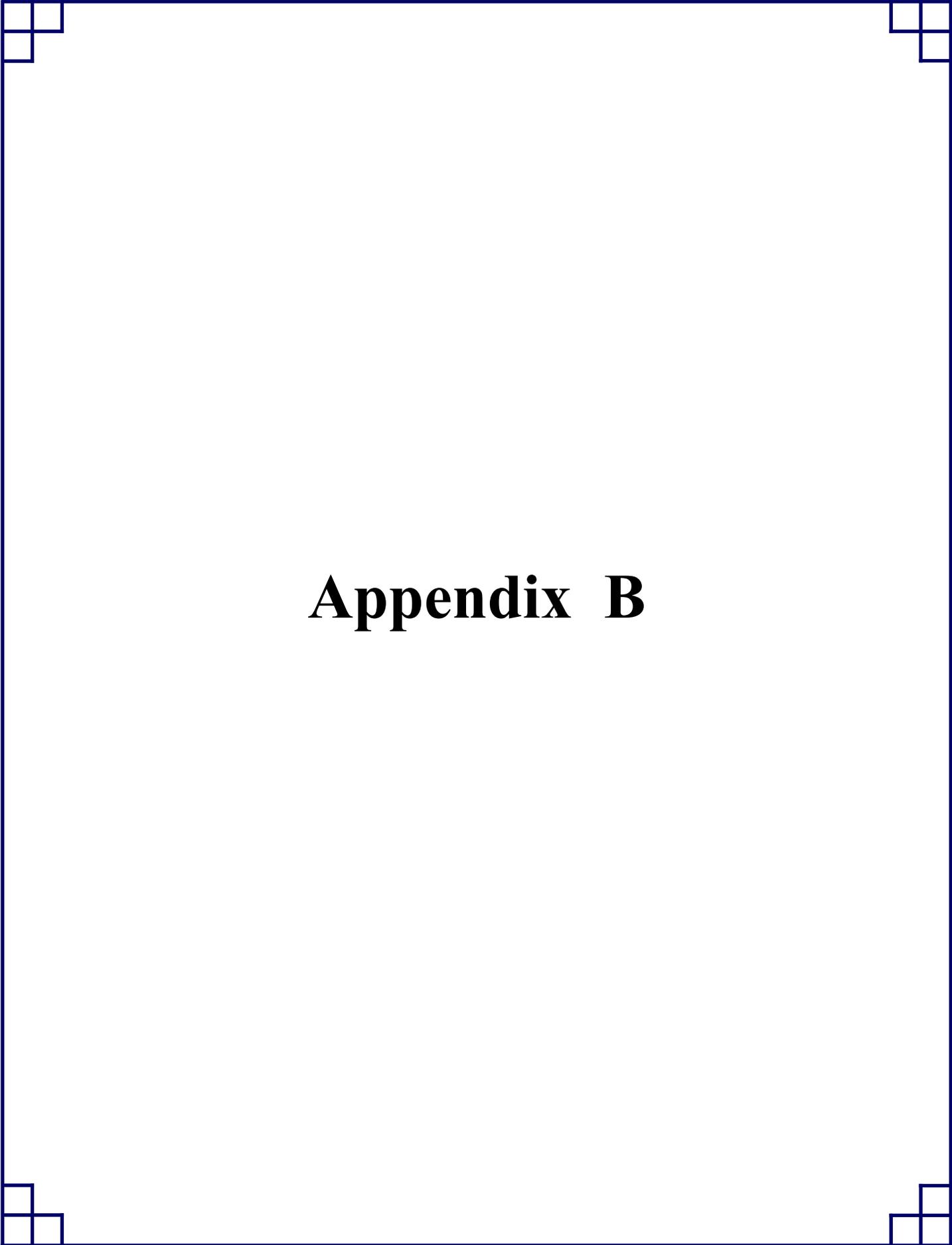
(b) From money appropriated to the agency for the administration of the agency, the executive director of a state law enforcement agency that intentionally fails to submit the incident-based data as required by Article [2.134](#) shall remit to the comptroller the amount of \$1,000 for each violation.

(c) Money collected under this article shall be deposited in the state treasury to the credit of the general revenue fund.

Added by Acts 2009, 81st Leg., R.S., Ch. 1172 (H.B. [3389](#)), Sec. 29, eff. September 1, 2009.

Amended by:

Acts 2017, 85th Leg., R.S., Ch. 950 (S.B. [1849](#)), Sec. 5.05, eff. September 1, 2017.



Appendix B

Order Number 02-P01

Subject: Racial Profiling Policy

Revised Date: 08/13/2019

Approved By:

I. PURPOSE

The purpose of the policy is to reaffirm the Universal City Police Department's commitment to unbiased policing in all its encounters between officer and any person; to reinforce procedures that serve to ensure public confidence and mutual trust through the provision of services in a fair and equitable fashion; and to protect our officers from unwarranted accusations of misconduct when they act within the dictates of departmental policy and the law.

II. POLICY

The Universal City Police Department is committed to respect for constitutional rights in the performance of our duties. Our success is based on the respect we give to our communities, and the respect members of the community observe toward law enforcement. To this end, we shall exercise our sworn duties, responsibilities, and obligations in a manner that does not discriminate on the basis of race, sex, gender, national origin, ethnicity, age, or religion. All people carry biases: in law enforcement, however, the failure to control our biases can lead to illegal arrests, searches, and detentions, thus thwarting the mission of our department. Most importantly, actions guided by bias destroy the trust and respect essential for our mission to succeed. We live and work in communities very diverse in population: respect for diversity and equitable enforcement of the law are essential to our mission.

All enforcement actions, particularly stops of individuals (for traffic and other purposes), investigative detentions, arrests, searches and seizures of persons or property, shall be based on the standards of reasonable suspicion or probable cause as required by the Fourth Amendment to the U. S. Constitution and statutory authority. In all enforcement decisions, officers shall be able to articulate specific facts, circumstances, and conclusions which support probable cause or reasonable suspicion for arrests, searches, seizures, and stops of individuals. Officers shall not stop, detain, arrest, search, or attempt to search anyone based solely upon the person's race, ethnic background, gender, sexual orientation, religion, economic status, age, cultural group, or any other identifiable group. Officers shall base all such actions on a reasonable suspicion that the person or an occupant of a vehicle committed an offense.

All departmental orders are informed and guided by this directive. Nothing in this order limits non-enforcement contacts between officers and the public.

III. DEFINITIONS

Most of the following terms appear in this order. In any case, these terms appear in the larger public discourse about alleged biased enforcement behavior and in other orders. These definitions are intended to facilitate on-going discussion and analysis of our enforcement practices.

- A. Bias: Prejudice or partiality which may be based on preconceived ideas, a person's upbringing, culture, experience, or education.
- B. Biased policing: Stopping, detaining, searching, or attempting to search, or using force against a person based upon his or her race, ethnic background, gender, sexual orientation, religion, economic status, age, cultural group, or any other identifiable group.
- C. Ethnicity: A cluster of characteristics which may include race but also cultural characteristics or traits which are shared by a group with a common experience or history.
- D. Gender: Unlike sex, a psychological classification based on cultural characteristics or traits.
- E. Probable cause: Facts or apparent facts and circumstances within an officer's knowledge and of which the officer had reasonable, trustworthy information to lead a reasonable person to believe that an offense has been or is being committed, and that the suspect has committed it.
- F. Race: A category of people of a particular decent, including Alaska native / American Indian, Black, White, Hispanic or Latino, and Asian or Pacific Islander. As distinct from ethnicity, race only refers to physical characteristics sufficiently distinctive to group people under a classification.
- G. Racial profiling: A law-enforcement initiated action based on an individual's race, ethnicity, or national origin rather than on the individual's behavior or on information identifying the individual as having engaged in criminal activity.
- H. Reasonable suspicion: Articulable, objective facts which lead an experienced officer to suspect that a person has committed, is committing, or may be about to commit a crime. A well-founded suspicion is based on the totality of the circumstances and does not exist unless it can be articulated. Reasonable suspicion supports a stop of a person. Courts require that stops based on reasonable suspicion be "objectively reasonable."
- I. Sex: A biological classification, male or female, based on physical and genetic characteristics.
- J. Stop: The detention of a subject for a brief period of time, based on reasonable suspicion. A stop is an investigative detention.

IV. PROCEDURES

A. General responsibilities

1. Officers are prohibited from engaging in bias based profiling or stopping, detaining, searching, arresting, or taking any enforcement action including seizure or forfeiture activities, against any person based solely on the person's race, ethnic background, gender, sexual orientation, religion, economic status, age, cultural group, or any other

identifiable group. These characteristics, however, may form part of reasonable suspicion or probable cause when officers are seeking a suspect with one or more of these attributes.

2. Reasonable suspicion or probable cause shall form the basis for any enforcement actions or decisions. Individuals shall only be subjected to stops, seizures, or detention upon reasonable suspicion that they have committed, are committing, or are about to commit an offense. Officers shall document the elements of reasonable suspicion and probable cause in appropriate reports when applicable.

3. Officers shall observe all constitutional safeguards and shall respect the constitutional rights of all persons.

a. As traffic stops furnish a primary source of bias-related complaints, officers shall have a firm understanding of the warrantless searches allowed by law, particularly the use of consent. How the officer disengages from a traffic stop may be crucial to a person's perception of fairness or discrimination.

b. Officers shall not use the refusal or lack of cooperation to justify a search of the person or vehicle or a prolonged detention once reasonable suspicion has been dispelled.

4. All personnel shall treat everyone with the same courtesy and respect that they would have others observe to department personnel. To this end, personnel are reminded that the exercise of courtesy and respect engenders a future willingness to cooperate with law enforcement.

a. Personnel shall facilitate an individual's access to other governmental services whenever possible, and shall actively provide referrals to other appropriate agencies.

b. All personnel shall courteously accept, document, and forward to the Chief of Police or designee any complaints made by an individual against the department.

5. When feasible, personnel shall offer explanations of the reasons for enforcement actions or other decisions that bear on individual's well-being unless the explanation would undermine an investigation or jeopardize an officer's safety. When concluding an encounter, personnel shall thank him or her for cooperating.

6. When feasible, all personnel shall identify themselves by name. When a person requests the information, personnel shall give their departmental identification number, name of the immediate supervisor, or any other reasonable information.

7. All personnel are accountable for their actions. Personnel shall justify their actions when required.

B. Supervisory responsibilities

1. Supervisors shall be held accountable for the observance of constitutional safeguards during the performance of their duties. Supervisors shall identify and correct instances of bias in the work of their subordinates.

2. Supervisors shall use the disciplinary mechanisms of the department to ensure compliance with this order and the constitutional requirements of law enforcement.

3. Supervisors shall be mindful that in accounting for the actions and performance of subordinates, supervisors are key to maintaining community trust in law enforcement. Supervisors shall continually reinforce the ethic of impartial enforcement of the laws, and shall ensure that personnel, by their actions, maintain the community's trust in law enforcement.

4. Supervisors are reminded that biased enforcement of the laws engenders not only mistrust of law enforcement, but increases safety risks to personnel. Lack of control over bias also exposes the department to liability consequences. Supervisors shall be held accountable for repeated instances of biased enforcement of their subordinates.

5. Supervisors shall ensure that all enforcement actions are duly documented per departmental policy. Supervisors shall ensure that all reports show adequate documentation of reasonable suspicion and probable cause, if applicable.

6. Supervisors shall facilitate the filing of any complaints about law enforcement service.

C. Disciplinary consequences

Actions prohibited by this order shall be cause for disciplinary action, up to and including dismissal.

D. Training

Officers shall complete all training required by state law regarding bias based profiling.

V. COMPLAINTS

A. The department shall publish literature outlining our prohibitions on bias based policing and an explanation of how to file a complaint. This literature will be made available at all police facilities in the city. The department's complaint process and its bias based profiling policy will be posted on the department's website.

B. Complaints alleging incidents of bias based profiling will be fully investigated by the Universal City Police Department.

C. Complainants will be notified of the results of the investigations when such investigation is completed.

VI. DATA COLLECTION & REPORTING

A. Officers are required to collect information relating to motor vehicle stops for an alleged violation of a law or ordinance in which a citation or warning is issued and/or arrests made as a result of those stops. This information collected must include:

1. A physical description of any person operating the motor vehicle who is detained as a result of the stop, including:
 - a. The person's gender; and
 - b. The person's race or ethnicity of the individual detained;
2. The initial reason for the stop;
3. Whether a search was conducted as a result of the stop, and, if so, whether the person detained consented to the search;

Note: It is strongly recommended that consent searches only be conducted with consent documented in writing or through the audio/video recording. If an individual indicates that they will consent to a search but refuses to sign the form, fill out the consent form anyway and indicate "consented to search but refused to sign," inserting the officer's initials and the signature of any witness in the signature block.

4. Whether any contraband or other evidence was discovered in the course of the search and a description of the contraband or evidence,
5. The reason for the search, including whether:
 - a. Any contraband or other evidence was in plain view;

- b. Any probable cause or reasonable suspicion existed to perform the search; or
 - c. The search was performed as a result of the towing of the motor vehicle or the arrest of any person in the motor vehicle;
6. Whether the officer made an arrest as a result of the stop or the search, including a statement of whether the arrest was based on a violation of the Penal Code, a violation of a traffic law or ordinance, or an outstanding warrant and a statement of the offense charged;
 7. The street address or approximate location of the stop;
 8. Whether the officer issued a written warning or a ticket or citation as a result of the stop (verbal warnings are not permitted by this agency); and
 9. Whether the officer used physical force that resulted in bodily injury, during the stop;
 10. Whether the officer knew the race or ethnicity of the individual detained before detaining that individual.

B. By March 1st of each year, the Chief of Police shall submit a report containing the collection of information above, from the preceding calendar year to:

1. Texas Commission on Law Enforcement
2. The governing body of the municipality served by the agency.

VII. RECORD KEEPING

The department will maintain all required records on traffic stops where a citation or warning is issued or where an arrest is made subsequent to a traffic stop pursuant to state law.

VIII. USE OF MOBILE VIDEO/AUDIO RECORDING EQUIPMENT

A. The Universal City Police Department shall retain the video and audio or audio documentation of each motor vehicle stop for at least 90 days. These recordings are stored using in-house computer servers that are secured in the police Server room.

B. If a complaint is filed with this department alleging that a peace officer employed by the department has engaged in racial profiling with respect to a motor vehicle stop, the department shall retain the video and audio or audio record of the stop until final disposition of the complaint.

C. Police supervisors in Divisions having police vehicles equipped with MVR equipment used to record motor vehicles stops will ensure officers of their Division are recording these stops. A recording of each officer operating such a vehicle will be reviewed at least three times quarterly by their immediate supervisor. If there is less than three such recordings, then the supervisor will review all available recordings during that period. The camera system creates an audit log which reflects the review of each recording. The following information is captured on the log:

1. Date/Time the review conducted
2. Supervisor conducting the review
3. Officer being reviewed
4. Date/Time of the motor vehicle stop(s) being reviewed

E. If the equipment used to record audio and/or video of a motor vehicle stop is malfunctioning or otherwise not operable, the officer shall report the malfunction to his/her supervisor without delay.



UNIVERSAL CITY POLICE DEPARTMENT

2150 Universal City Blvd.
Universal City, Texas 78148
(210) 658-5353

Fax (210) 658-0331

Johnny Siemens, Chief of Police
Steve Mihalski, Assistant Chief of Police

February 13, 2024

Re: 2023 Racial Profiling Complaint

Universal City Police Department had zero racial profiling complaints in 2023.

Complaint Nature: N/A

Outcome of Complaint-related investigation: N/A

John N Siemens
Chief of Police