AGENDA
CITY COUNCIL OF THE CITY OF UNIVERSAL CITY, TEXAS
2150 Universal City Blvd, Universal City, TX 78148
Regular Meeting, Tuesday, May 21, 2024 @ 6:30 P.M.

1. CALL TO ORDER: Mayor Tom Maxwell 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: Invocation by Richard "Dick" Neville
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:
      i. Safe Streets Award – Office of Henry Cuellar
      ii. Mental Health Officer Presentation
      iii. City Water Presentation
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
      i. National Poppy Day 2024 – American Legion Post 667
   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.
   a. Consider the minutes of the Tuesday, 07 May 2024 Regular Meeting.
8. ACTION ITEMS:

   TAB B: Approval of Pay Application #3 invoice for the Ivy Lane Street Improvements – Construction.
9. 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.

PROCLAMATION OF THE CITY OF UNIVERSAL CITY

For National Poppy Day 2024

WHEREAS Universal City is the Gateway to Randolph Air Force Base; and

WHEREAS Universal City is closely tied to the military community and supports all military members, including veterans and current service members; and

WHEREAS poppies are worn and displayed as a symbolic tribute to our fallen and the future of living veterans and service members; and

WHEREAS at the end of World War I, The American Legion Family adopted the poppy as a symbol of freedom and the blood sacrificed by troops in wartimes. The symbolic use of the poppy comes from the poem "In Flanders Fields," which movingly begins, "In Flanders Fields the poppies blow, between the cross, row on row," referring to poppies that sprang up in the churned-up earth of newly dug soldier's graves over parts of Belgium and France; and

WHEREAS The American Legion Family has long utilized the red poppy as its official flower, symbolizing the blood shed by those who have served in our U.S. military, and the meaning and symbolism of the poppy, mirroring the manner in which the international community uses the symbol in remembrance of those lost in battle, especially for Remembrance Day, also known as Armistice Day and Poppy Day; and

WHEREAS National Poppy Day encourages all Americans to wear a red poppy in remembrance of the fallen and support living service members and veterans, promoting unity across our county; and

WHEREAS U.S. House Resolution 309 recognized each Friday before Memorial Day as National Poppy Day, making May 24th, 2024, an appropriate date to designate as National Poppy Day.

NOW, THEREFORE, BE IT RESOLVED that Mayor Maxwell of the City of Universal City supports the designation of May 24th, 2024, as National Poppy Day; and

BE IT FURTHER RESOLVED that the Universal City City Council encourages all members and visitors of Universal City, Texas to join in observing this day to honor every service member who has died in the name of liberty, freedom, and democracy while also showing their support for living veterans, service members, and their family members.

IN WITNESS WHEREOF, I have set my hand and caused the Seal of the City of Universal City, Texas to be affixed this 21st day of May 2024.

____

Tom Maxwell, Mayor

MINUTES
CITY COUNCIL OF THE CITY OF UNIVERSAL CITY, TEXAS
Regular Meeting, Tuesday, 07 May 2024

1. **CALL ORDER:** Mayor John Williams at 6:32 P.M.

2. **QUORUM CHECK and VOTE TO CONSIDER THE EXCUSE OF ABSENT MEMBERS (if applicable):**
Maribel Garcia, Deputy City Clerk

Present:	**Staff Present:**
Mayor John Williams	Kim Turner, City Manager
Mayor Pro Tem Goolsby	Cynthia Trevino, City Attorney
Councilmember Steven Buck	Michael Cassata, Development Services Director
Councilmember Ashton Bulman	Randy Luensmann, Public Works Director
Councilmember Christina Fitzpatrick	Johnny Siemens, Police Chief
Councilmember Paul Najarian	Christine Green, Finance Director
Councilmember Phil Vaughan	Jaclyn Redmon, Building Official

Mayor Williams noted a quorum was present.

3. **INVOCATION and PLEDGE OF ALLEGIANCE:**

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

4. **STAFF REPORTS AND OTHER DISCUSSION ITEMS:**
   a. CITY MANAGER'S REPORT:
   b. STAFF REPORT:
   i. FY 2024 Q2 Financial & Investment Report: Given by Ms. Green, a summary of expenditures and revenues were reviewed for the General, Debt Service, Capital Projects, Utility, Stormwater, and Golf Course Funds. The status of accounts was given, including an investment report.
   ii. ORR FY 2024 Q2 Report: Given by Ms. Garcia, a summary of open records requests fulfilled by the City was reviewed. The report was divided between time spent and amount or requests fulfilled by the City Clerk, Development Services Department, and Police Department.

5. **CITIZENS TO BE HEARD:**

- David Karras, 3001 Muscat Way, reviewed twenty surrounding cities, most of which did not require permits for accessory structures. He specifically noted his grievance with the high fee for inspection compared to the amount of time the inspection takes; his two inspections took less than two minutes total. He expressed concern for those impacted by the high permit fees. He reminded Council that he had emailed them four possible solutions and amendments to permit requirements and asked them for their consideration.

- Bernie Rubal, 635 Balboa, asked Council to consider rebranding the City from "The Gateway to Randolph AFB" to "The Gateway to Democracy." He asked them to consider this in light of having a higher voter turnout percentage in the City compared to Bexar County as a whole. He asked them to imagine having a 90-95% voter turnout, and to keep the importance of engaging all groups in mind.

7. **ANNOUNCEMENTS:**

   a. **CITY MANAGER'S ANNOUNCEMENTS:**

Mrs. Turner reminded Council of the Special Meeting to Canvass the May 2024 Election on May 14, 2024 at 6:30 and the Special Joint Meeting of the UCEDC and City Council on May 21st starting at 5:30 PM.

b. MAYORS' ANNOUNCEMENTS: Annual Professional Municipal Clerks Week & Building Safety Month Proclamations

Councilmember Buck read the proclamation declaring the week of May 5-11 as Annual Professional Municipal Clerks Week.

Councilmember Najarian read the proclamation declaring the month of May as Building Safety Month.

Mayor Williams presented the Building Safety Month proclamation to UC Building Official, Jaclyn Redmon. Ms. Redmon noted that Building Safety Month events included two seminars: Aging in Place on May 11, 2024 at 10 AM, and New Homeowner Basics on May 13, 2024 at 6 PM. Both events will be held at the UC Public Library.

Mayor Williams thanked Staff for everything they do.

c. COUNCILMEMBERS' ANNOUNCEMENTS:

Mayor Pro Tem Goolsby noted Universal City voter turnout made it to 9%.

Councilmember Bulman thanked Mr. Karras for his research and hard work. She thanked all volunteers for the Pancake Breakfast. She hoped that voter turnout would improve every year.

Councilmember Najarian noted the Tint World ribbon cutting with the Veterans Memorial Drumline in attendance. He recognized Mr. Rubal for his successful campaign and thanked residents who ran in the recent election. He congratulated newly elected Councilmembers based on unofficial results of the May 2024 Election: these included Bernard Rubal, Phil Vaughan, Lori Putt, and Tom Maxwell. He thanked Universal City residents for the best 6 years of his life, referring to his time on Council.

Councilmember Fitzpatrick reminded everyone of Heroes Camp registration would open with the camp hosted June 3-7 for 12–14-year-olds. She noted successful events such as the Pancake Breakfast hosted by the Fire Department and a Volunteer Fair at the golf course for residents to learn about volunteer opportunities.

N. T. 2: Executive Session:

a) **Pursuant to Texas Gov't Code Sec. 551.072 regarding the purchase and value of real property if deliberation in open session would have a detrimental effect on the position of the corporation in negotiations with a third party; and for attorney consultation pursuant to Sec. 551.071(2); regarding:**
   i. **43 acres of vacant, undeveloped property owned by the City of Universal City (33.3 acres) and the Economic Development Corporation (9.994 acres) located at Loop 1604 and Byrd Boulevard**

b) **Reconvene in Open Session and take action, if needed, on any item pertaining to or listed in the Executive Session section of this Agenda.**

Mayor Williams began the Closed Session at 7:01 P.M.

Mayor Williams convened into Closed Session with present City Council Members, City Manager Kim Turner, City Attorney Cynthia Trevino, Development Services & Economic Development Director Michael Cassata, and Public Works Director Randy Luensmann.

Mayor Williams and the City Council reconvened into Open Session at 7:15 P.M. No action was taken during the Closed Session.

7. CONSENT AGENDA:

Councilmember Najarian moved to approve the following Consent Agenda items:

1) Consider the minutes of the Tuesday, 16 April 2024 Regular Meeting.
2) Resolution No.971-2024 (EDC Bond): A resolution by the City Council of the City of Universal City, Texas authorizing and approving projects and expenditures related to promoting new and expanded business development by the Universal City Economic Development Corporation; and other matters in connection therewith.
4) E. Wright Rowhomes
   a. Ordinance No. 632-PC-584-FLUP-2024: An ordinance amending the Future Land Use Plan to change Land Use designation of property located at 604 Bowie Drive and 206-218 E. Wright Boulevard, Universal City, Texas (CB 5768 BLK 21 LOTS 1-5) from MDR-Medium Density Residential to HDR-High Density Residential; providing for severability; and establishing an effective date.
   b. Ordinance No. 581-Y-PUD-102: An ordinance of the City Council of the City of Universal City, Texas amending the Zoning Map of the City of Universal City, Texas for an approximately 0.717-acre property, located at 604 Bowie Drive and 206-218 E. Wright Boulevard, Universal City, Texas; rezoning said property from R-OT Old Town Residential District to PUD 2024-102 District, generally for High-Density Residential and related uses; adopting the PUD Final Plan related to PUD 2024-102; providing for severability; providing for the publication of the caption of this ordinance; and establishing an effective date.
5) Ordinance No. 307-B-2024: An ordinance amending the requirements for Vehicle Wrecker/Tow Services; superseding Ordinance 307-A-1989; amending Chapter 3-3, Article XI: Vehicle Wrecker Services in its entirety; providing for severability; setting an effective date; and amending the Universal City Code of Ordinances accordingly.
6) Ordinance No. 352-K-2024: An ordinance amending certain sections of Section 4-4-82 – Off Premises Signs of the City Code of Ordinances to amend the allowed locations and other requirements of off premises signs, providing severability, setting an effective date, and to amend the Universal City Codes accordingly.

Councilmember Buck seconded the motion.

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

Motion to approve carried.

Councilmember Buck moved to approve the following Consent Agenda items subject to further legal review by City and developer attorneys:

3) Reunion Development
   d. Resolution No. 970-A-2024: A resolution of the City of Universal City authorizing the sale of Real Property located at 11514 E. Loop 1604 N., Universal City, Texas, by Universal City, Texas, for

projects to promote new or expanded business development.
Councilmember Najarian seconded the motion.

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

Motion to approve carried.

Councilmember Buck moved to approve the following Consent Agenda items subject to further legal review by City and developer attorneys:

3) Reunion Development
  e. Resolution No. 970-B-2024: A resolution of the City of Universal City authorizing the sale of Real Property located at 11514 E. Loop 1604 N., 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: Buck, Goolsby, Bulman, Fitzpatrick, Najarian
Nays: None
Recusal: Vaughan

Motion to approve carried.

Councilmember Najarian moved to approve the following Consent Agenda items:

3) Reunion Development
  a. Ordinance No. 632-PC-583-FLUP-2024: An ordinance amending the Future Land Use Plan to change Land Use designation of property located at 11514 E. Loop 1604 N, Universal City, Texas from HC-Highway Commercial and OS-Open Space to HC-Highway Commercial, HDR-High Density Residential, and OS-Open Space; providing for severability; and establishing an effective date.
  b. Ordinance No. 581-Y-PUD-2024-101: An ordinance of the City Council of the City of Universal City, Texas, amending the Zoning Map of the City of Universal City, Texas for an approximately 43-acre property located at 11514 E. Loop 1604 N; rezoning said property from OS-Open Space and C4-General Commercial to PUD 2024-101 District, generally for Multi-Family Residential, Commercial, Office-Research and Open Space; adopting the PUD Final Plan related to PUD 2024-101 District; providing for severability; providing for the publication of the caption of this ordinance; and establishing an effective date.
  c. Ordinance No. 581-AA-2024: An ordinance of the City Council of the City of Universal City, Texas approving an agreement with Reunion Development Partners, LLC to program economic development incentives for public project enhancements, development standards, emergency service access, and correlated infrastructure relating to the development of Reunion Development in Universal City; and establishing a Savings Clause and an effective date.

Councilmember Fitzpatrick seconded the motion.

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

Motion to approve carried.

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

7) Resolution No. 970-C-2024: A resolution of the City of Universal City authorizing the purchase of Real Property located at 216 Pat Booker Road, Universal City, Texas, by the Universal City Economic Development Corporation, for projects to promote new or expanded business development.

Councilmember Najarian seconded the motion.

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

Motion to approve carried.

8. ACTION ITEMS:

Police Department Grants Resolutions

- **B. Resolution 943-A-2024: Body-Worn Camera Grant – 2024 – Office of Governor Grant 3529603**
- **C. Resolution 943-B-2024: Body-Worn Camera Grant – 2024 – Office of Governor Grant 3529604**
- **D. Resolution 943-C-2024: Rifle Resistant Body Armor Grant – 2025 – Office of Governor Grant 4976701**
- **E. Resolution 943-D-2024: ALEERT Travel Assistance Grant – 2024 – Office of Governor Grant 4936401**

Mrs. Turner explained that the resolutions allow the Police Department to apply for the grants.

Mayor Pro Tem Goolsby moved to approve TABS B-E; all Resolutions related to Police grants. Councilmember Bulman seconded the motion.

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

Motion to approve carried.

F. Resolution 972-2024: A Resolution of the City of Universal City, Texas approving the application for grant funds from the Bureau of Reclamation WaterSMART: Planning and Project Design Grant for FY 2024 Program Funding Opportunity NO. R23AS00109.

Mrs. Turner explained that this would be the second application the City submits for the grant, with the first having been submitted and awarded last year. The grant assists to replace old hardware such as water meters. This grant would fund approximately five hundred new meters.

Councilmember Vaughan moved to approve Resolution 972-2024. Mayor Pro Tem Goolsby seconded the motion.

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

Motion to approve carried.

G. Agreement between Bexar County and UC for County ARPA Sewer Pipe Bursting Funds.

Mrs. Turner explained that Bexar County had extra ARPA funds for which they had recently opened access to cities. These funds must be committed by Bexar County by December of 2024. ARPA funding was used by the City for sewer pipe bursting projects. Mrs. Turner reported that Bexar County had agreed to award the City's request which led to the agreement on the agenda for approval. She noted that the original request for $2 Million was based on the project estimate, though the project's actual cost was under budget.

Mr. Luensmann informed Council that he had requested Bexar County allow excess funds granted to be used on other projects. They indicated that they would allow this for projects in the same area; ARPA funds have specifications that must be followed, with the area cited falling under these requirements. Mr. Luensmann stated projects would be submitted to Bexar County before finalization of the contract.

Councilmember Vaughan asked for the status of discussion to replace ARPA funds in the future.

Mrs. Turner confirmed that a revised budget would be presented to Council with recommendations for where to best utilize ARPA funds.

Councilmember Buck moved to approve the agreement between Bexar County and Universal City for County ARPA funds. Councilmember Najarian seconded the motion.

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

Motion to approve carried.

H. Permit Requirements for Accessory Structures.

Councilmember Vaughan reported that this item was brought to Council by Mr. Karras. Councilmember Vaughan felt that, given the intention of the permitting process to control building safety, and that he did not believe accessory structures posed building safety threats, he felt the permits were unnecessary. He added that the International Code Council did not recommend requirements for permits for accessory structures. He noted that the City adopted an ordinance removing the exemption of permit requirements for accessory structures under 120 feet according to the International Building Code and two hundred feet according to the International Residential Code. He reported that of the cities Mr. Karras researched, only five required permits for said structures. He asked Councilmembers for their opinions on the permitting process for accessory structures.

Councilmember Fitzpatrick opined that structural integrity in the face of intensifying winds is cause for concern when exempting accessory structures from the permitting process. She worried that these structures would be converted into shrapnel at the high wind speeds possible for the area. She felt there was value in the permitting process given that Mr. Karras stayed with a better-quality product after the process concluded. She was open to considering the cost of the permit.

Mayor Williams opened the floor for a Staff presentation.

Mr. Cassata responded to concerns regarding the fee structure for permits. He noted that research showed a lack of standardization in fee formulation across the country for permits. He emphasized that Universal City had reevaluated their fee schedule five years ago to mitigate inconsistencies in the fee structure; the City's current fee schedule is based on the true cost to the City while being revenue neutral. He explained the process of fee formulation for Universal City, including consideration of Staff involved, closeout of the permit, number of inspections, and direct and indirect costs. Certain permit categories were also consolidated.

Mrs. Turner commended Mr. Cassata for the consolidation of about forty-one permits to eight categories and noted that State legislature passed fee structure guidelines two legislatures ago that now makes some of the fee structures cited by Mr. Karras and across the state illegal. The City was ahead of the curve in compliance and will now be assisting other cities with their fee structures.

Ms. Redmon reviewed the City's history with accessory structure requirements and the switch from the Southern Building Code to the International Building Code. There have always been differences in accessory structure permit requirements when it comes to square footage requirements ranging from 150-250 square feet. The City removed the permit exemption for accessory structures when it switched from the Southern Building Code to the International Building Code. She presented surrounding area codes regarding accessory structures and noted inclusions of the accessory structure exemptions, verbiage used for definitions, and the classification of accessory structures as non-livable spaces that will not be utilized for occupancy. She also noted the confusing nature of the fee structures of surrounding areas. She explained that the intention of the Building Official at the time of the passage of the City's ordinance excluding the exemption for accessory structures was that it provides consistency and equitable administration of the Code, as well as ensure structural stability and avoidance of unintended consequences. Unintended consequences include things like easement considerations, setback requirements, prevention of code compliance cases, and avoiding demolition costs.

Councilmember Buck and Ms. Redmon discussed specifics of Mr. Karras's case and reasons why San Antonio and Austin may not require permits for accessory structures, with San Antonio being more lenient with the exemption to include structures of up to three hundred square feet. These reasons include not having sufficient Staff for their city size to enforce accessory structure inspection requirements. Additionally, damage potentially caused by accessory structures may have been found to be minimal. However, it was noted by Ms. Redmon that they cannot say definitively why either Austin or San Antonio would decide this route for accessory structures.

Mrs. Turner gave background for the exemption being removed in 2004, explaining that the City Council was concerned with sheds on properties being improperly constructed as well as being placed wherever the owner wished. Some sheds were also rented as living spaces. However, she said the consideration for Council was whether the homeowner was assisted at the beginning before installation or whether they were addressed after complaints when the structure is already established. The latter could lead to more expensive consequences for the homeowner.

Councilmember Buck clarified that he agreed with the Code as it was written; he only disagreed with requiring a permit. He believed homeowners had the obligation to be aware of and adhere to the Code of Ordinances.

Councilmember Najarian discussed unintended consequences of not having inspections in the case of damage caused by the accessory structure when filing insurance claims or dealing with title companies.

Mrs. Turner added that this can happen when houses are sold as well after inspections are conducted where certain structures are not up to Code. Title companies may ask for letters of approval for structures in non-compliance with the City Code, but the City cannot provide them when the structure was built and completed outside of the permitting process.

Councilmember Najarian concluded that he did not feel safe with allowing residents to forego the inspection process but felt that the permit process was too expensive for the residents.

Mayor Pro Tem Goolsby expressed confidence in Code Compliance's ability to catch structures out of Code. He was favorable of exceptions to the permit requirements, and felt the City was in a different circumstance than when the exemptions were excluded from the Code. He did not agree with requiring a permit for building something in your own backyard.

Councilmember Bulman agreed with the freedom of a homeowner to do what they would like with their property. She felt the City could manage the potential Code Compliance issues. She also felt that homeowners should be responsible for structures built noncompliant with Code.

Councilmember Vaughan moved to direct Staff to present an Ordinance that reinserts the accessory structure exception into the City Code of Ordinances, referring to the exceptions included in the International Building Code and International Residential Code. He asked that the language be copied from these codes and inserted into City Code, for action on a future agenda. Councilmember Bulman seconded the motion.

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

Motion to approve carried.

9. **ADJOURNMENT:** Mayor Williams adjourned the meeting at 7:58 P.M.

APPROVED:

____
Tom Mawell, Mayor

ATTEST:

____
Maribel Garcia, Deputy City Clerk

TAB B

CITY OF UNIVERSAL CITY

DATE: 5/07/2024

TO: Members of City Council

FROM: Kim Turner, City Manager

COPY:

SUBJECT: Consider Approval of Pay Application #3 invoice for the Ivy Lane Street Improvements - Construction

The attached pay application #3 invoice requires the approval of City Council for the City to receive federal funding reimbursement from the Bexar County Community Development Block Grant (CDBG).

Staff recommends approval of pay application #3 in the amount of $104,436.64 to D&D Contractors Inc. for the Ivy Lane Street Improvements construction.

APPLICATION FOR PAYMENT

CAP702

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

PROJECT:
1411
Ivy Lane Street Improvements

Application No.:	Application Date:	Period To:	Contract Date:
3	APR 30,2024	APR 30,2024	JAN 24,2024

Project Nos:

Distribution List: ☐ Owner ☐ Architect ☐ Contractor ☐ Construction Mgr ☐ Field ☐ Other

From Contractor:
D&D CONTRACTORS, INC.
1463 Bolton Rd
Marion, TX 78124

VIA ARCHITECT:
GEI / Givler Engineering, Inc.
515 Busby Dr., Suite 101
San Antonio, TX 78209

CONTRACT FOR: 667,739.78

Contractor's Application for Payment

Application is made for payment as shown below, with attached Continuation Sheet.

1. Original Contract Amount: $ 667,739.78
2. Net of Change Orders: $ 0.00
3. Net Amount of Contract: $ 667,739.78
4. Total Completed & Stored to Date: $ 478,710.57
5. Retainage Summary:
   - a. 10.00 % of Completed Work $ 47,871.07
   - b. 0.00 % of Stored Material $ 0.00
   - Total Retainage: $ 47,871.07
6. Total Completed Less Retainage: $ 430,839.50
7. Less Previous Applications: $ 326,402.86
8. Current Payment Due, This Application: $ 104,436.64
9. Contract Balance (Including Retainage): $ 236,900.28

CHANGE ORDER Activity	Additions	Subtractions
Total previously approved:	0.00	0.00
Total approved this Month:	0.00	0.00
Sub Totals:	0.00	0.00
NET of Change Orders:	0.00	

CONTRACTOR'S CERTIFICATION:

The Contractor's signature here certifies that, to the best of their knowledge, this document accurately reflects the work completed in this Application for Payment. The Contractor also certifies that all payments have been made for work on previous Applications for Payment and also that the Current Payment Is Due.

(Authorizing Signature)
D&D CONTRACTORS, INC.

Date: APR 30,2024
State Authorized: Texas
County of: Guadalupe
Subscribed and sworn to before me this 30th day of April 2024
Notary Public:
My Commission expires: 2/8/27

GERALD ELLIS MCLEOD, JR. NOTARY PUBLIC STATE OF TEXAS ID 134190278 EXP. 02-08-2027

ARCHITECT'S CERTIFICATION:

The Architect's signature here certifies that, based on their own observations, the Contract Documents and the information contained herein, this document accurately reflects the work completed in this Application for Payment. The Architect also certifies the Contractor is entitled to the amount certified for payment.

AMOUNT CERTIFIED: $104,436.64

(Architects Signature) Date: 5/1/2024

City Manager Date 5/2/2024

Acct # 03-5640-4900-4986

PROJECT : Ivy Lane Street Improvements
Contractor Project ID Number: 1411
CONTRACTOR: D&D Contractors, Inc.   Original Contract Amount: $667,739.78

Estimate #: 3
Contract $667,739.78   Estimate Period: 3/30/24 to 4/30/24

BID ITEM NO.	ITEM DESCRIPTION	UNIT	BID QTY	CO QTY	REVISED QTY	UNIT PRICE	ITEM PRICE	PREVIOUS QTY DONE	QTY THIS PERIOD	REMAINING QTY	% COMP	Amount $ Remaining	TOTAL QTY DONE	PAY AMOUNT THIS PERIOD	TOTAL AMOUNT COMPLETED
1	Mobilization	LS	1.00		1.00	$ 56,947.44	$ 56,947.44	0.50		0.50	50%	$28,473.72	0.50	$0.00	$28,473.72
2	Insurance & bonds	LS	1.00		1.00	$ 12,041.07	$ 12,041.07	1.00		0.00	100%	$0.00	1.00	$0.00	$12,041.07
3	Storm Water Pollution Prevention Plan	LS	1.00		1.00	$ 5,106.46	$ 5,106.46	1.00		0.00	100%	$0.00	1.00	$0.00	$5,106.46
4	Traffic Control	LS	1.00		1.00	$ 5,309.83	$ 5,309.83	0.66	0.34	0.00	100%	$0.00	1.00	$1,805.34	$5,309.83
5	PROJECT SIGN	LS	1.00		1.00	$ 1,444.93	$ 1,444.93	1.00		0.00	100%	$0.00	1.00	$0.00	$1,444.93
6	REMOVE CONCRETE HEADER CURB	LF	1483.70		1483.70	$ 2.84	$ 4,213.71	1483.70		0.00	100%	$0.00	1483.70	$0.00	$4,213.71
7	REMOVE CONCRETE CURB & GUTTER	LF	16.30		16.30	$ 2.84	$ 46.29	16.30		0.00	100%	$0.00	16.30	$0.00	$46.29
8	REMOVE SIDEWALK	SY	77.30		77.30	$ 14.34	$ 1,108.48	77.30		0.00	100%	$0.00	77.30	$0.00	$1,108.48
9	REMOVE DRIVEWAY APRON WITH FLUSH CURB	SY	408.63		408.63	$ 12.94	$ 5,287.67	408.63		0.00	100%	$0.00	408.63	$0.00	$5,287.67
10	REMOVE CONCRETE INLET APRON	SY	3.72		3.72	$ 206.72	$ 769.00	3.72		0.00	100%	$0.00	3.72	$0.00	$769.00
11	REMOVE & STORE MAILBOXES	EA	28.00		28.00	$ 79.25	$ 2,219.00	28.00		0.00	100%	$0.00	28.00	$0.00	$2,219.00
12	REMOVE CONCRETE RESIDENTIAL ENTRY SIDEWALK	SY	39.00		39.00	$ 37.25	$ 1,452.75	39.00		0.00	100%	$0.00	39.00	$0.00	$1,452.75
13	ROADWAY EXCAVATION INCLUDING HAULING	CY	2400.00		2400.00	$ 31.27	$ 75,048.00	2400.00		0.00	100%	$0.00	2400.00	$0.00	$75,048.00
14	ADJUST EXISTING SANITARY SEWER MANHOLES TO PROPOSED GRADE	EA	2.00		2.00	$ 1,972.72	$ 3,945.44	0.00	2.00	0.00	100%	$0.00	2.00	$3,945.44	$3,945.44
15	INSTALL CONCRETE RESIDENTIAL ENTRY SIDEWALK	SY	39.00		39.00	$ 95.49	$ 3,724.11	0.00	39.00	0.00	100%	$0.00	39.00	$3,724.11	$3,724.11
16	INSTALL CONCRETE CURB & GUTTER	LF	1441.00		1441.00	$ 21.97	$ 31,658.77	947.00	494.00	0.00	100%	$0.00	1441.00	$10,853.18	$31,658.77
17	INSTALL CONCRETE SPILL CURB	LF	84.75		84.75	$ 21.97	$ 1,861.96	51.00	33.75	0.00	100%	$0.00	84.75	$741.49	$1,861.96
18	INSTALL RESIDENTIAL CONCRETE DRIVEWAY APRON INCLUDING LAYDOWN CURB	SY	448.40		448.40	$ 107.11	$ 48,028.12	0.00	448.40	0.00	100%	$0.00	448.40	$48,028.12	$48,028.12
19	INSTALL 4' CONCRETE SIDEWALK	SY	80.00		80.00	$ 91.11	$ 7,288.80	0.00	80.00	0.00	100%	$0.00	80.00	$7,288.80	$7,288.80
20	INSTALL CONCRETE INLET APRON	SY	3.72		3.72	$ 231.91	$ 862.71	0.00	3.72	0.00	100%	$0.00	3.72	$862.71	$862.71
21	LIME STABILIZE SUBGRADE	SY	3829.00		3829.00	$ 12.98	$ 49,700.42	3829.00		0.00	100%	$0.00	3829.00	$0.00	$49,700.42
22	INSTALL TENSAR GEOGRID TX-5 ON LIME-STABILIZED SUBGRADE	SY	3829.00		3829.00	$ 4.11	$ 15,737.19	3829.00		0.00	100%	$0.00	3829.00	$0.00	$15,737.19
23	OVERBUILD EMBANKMENT	CY	113.00		113.00	$ 17.90	$ 2,022.70	113.00		56.50	100%	$0.00	113.00	$0.00	$2,022.70
24	INSTALL CRUSHED MOISTURE CONDITIONED LIMESTONE FLEXIBLE BASE (6" COMPACTED DEPTH)	SY	3829.00		3829.00	$ 17.12	$ 65,552.48	2113.02	1715.98	0.00	100%	$0.00	3829.00	$29,377.58	$65,552.48
25	PRIME COAT	GAL	400.00		400.00	$ 4.70	$ 1,880.00	0.00		400.00	0%	$1,880.00	0.00	$0.00	$0.00
26	INSTALL ASPHALT TREATED BASE (4" COMPACTED DEPTH)	SY	3175.52		3175.52	$ 26.49	$ 84,119.52	0.00		3175.52	0%	$84,119.52	0.00	$0.00	$0.00
27	TACK COAT	GAL	400.00		400.00	$ 4.09	$ 1,636.00	0.00		400.00	0%	$1,636.00	0.00	$0.00	$0.00
28	PAVE 2" TYPE "D" HMAC 70-22 VIRGIN MIX	SY	3175.52		3175.52	$ 16.26	$ 51,633.96	0.00		3175.52	0%	$51,633.96	0.00	$0.00	$0.00
29	REINSTALL & MAILBOXES	EA	28.00		28.00	$ 213.25	$ 5,971.00	0.00	18.00	10.00	64%	$2,132.50	18.00	$3,838.50	$3,838.50
30	REPAIR IRRIGATION	LS	1.00		1.00	$ 4,543.30	$ 4,543.30	0.00	0.50	0.50	50%	$2,271.65	0.50	$2,271.65	$2,271.65
31	PROVIDE AND INSTALL TOP SOIL & SOD	SY	1624.00		1624.00	$ 10.42	$ 16,922.08	812.00		812.00	50%	$8,461.04	812.00	$0.00	$8,461.04
32	PREPARE 10' DRAINAGE EASEMENT	LS	1.00		1.00	$ 4,729.41	$ 4,729.41	1.00		0.00	100%	$0.00	1.00	$0.00	$4,729.41
33	REMOVE WOOD FENCE	LF	20.00		20.00	$ 10.26	$ 205.20	20.00		0.00	100%	$0.00	20.00	$0.00	$205.20
34	REMOVE METAL PLANTER EDGING	LF	8.00		8.00	$ 1.71	$ 13.68	0.00	8.00	0.00	100%	$0.00	8.00	$13.68	$13.68
35	PROVIDE & INSTALL 5' CURB INLET, INCL. EXCAVATION, BACKFILL & HAULING	EA	1.00		1.00	$ 9,106.62	$ 9,106.62	1.00		0.00	100%	$0.00	1.00	$0.00	$9,106.62
36	PROVIDE & INSTALL 24" HDPE, INCL. EXCAVATION, BACKFILL & HAULING	LF	195.00		195.00	$ 113.81	$ 22,192.95	195.00		0.00	100%	$0.00	195.00	$0.00	$22,192.95

PROJECT : Ivy Lane Street Improvements
Contractor Project ID Number: 1411
CONTRACTOR: D&D Contractors, Inc. Original Contract Amount: $667,739.78

Estimate #: 3
Contract $667,739.78 Estimate Period: 3/30/24 to 4/30/24

BID ITEM NO.	ITEM DESCRIPTION	UNIT	BID QTY	CO QTY	REVISED QTY	UNIT PRICE	ITEM PRICE	PREVIOUS QTY DONE	QTY THIS PERIOD	REMAINING QTY	% COMP	Amount $ Remaining	TOTAL QTY DONE	PAY AMOUNT THIS PERIOD	TOTAL AMOUNT COMPLETED
37	CONCRETE ENCASEMENT, CRADLES,SADDLES AND COLLARS FOR TIE INTO 5' CURB INLET & EXISTING JUNCTION	CY	2.00		2.00	$ 2,133.60	$ 4,267.20	2.00		0.00	100%	$0.00	2.00	$0.00	$4,267.20
38	Provide & Install Topsoil & Sod	SY	236.30		236.30	$ 10.49	$ 2,478.79	236.30		0.00	100%	$0.00	236.30	$0.00	$2,478.79
39	REPAIR IRRIGATION	LS	1.00		1.00	$ 985.32	$ 985.32	0.00	0.50	0.50	50%	$492.66	0.50	$492.66	$492.66
40	REPLACE WOOD FENCE	LF	20.00		20.00	$ 53.85	$ 1,077.00	0.00	20.00	0.00	100%	$0.00	20.00	$1,077.00	$1,077.00
41	REPLACE METAL PLANTER EDGING	LF	8.00		8.00	$ 17.11	$ 136.88	0.00	8.00	0.00	100%	$0.00	8.00	$136.88	$136.88
Alt Bid Items														$0.00	
42	Mobilization	LS	1.00		1.00	$ 301.03	$ 301.03	1.00		0.00	100%	$0.00	1.00	$0.00	$301.03
43	Insurance & bonds	LS	1.00		1.00	$ 2,408.21	$ 2,408.21	1.00		0.00	100%	$0.00	1.00	$0.00	$2,408.21
44	Storm Water Pollution Prevention Plan	LS	1.00		1.00	$ 1,902.88	$ 1,902.88	1.00		0.00	100%	$0.00	1.00	$0.00	$1,902.88
45	Traffic Control	LS	1.00		1.00	$ 2,052.86	$ 2,052.86	1.00		0.00	100%	$0.00	1.00	$0.00	$2,052.86
46	REMOVE CONCRETE HEADER CURB	LF	171.40		171.40	$ 2.84	$ 486.78	171.40		0.00	100%	$0.00	171.40	$0.00	$486.78
47	REMOVE CONCRETE RESIDENTIAL ENTRY SIDEWALK	SY	3.00		3.00	$ 46.66	$ 139.98	3.00		0.00	100%	$0.00	3.00	$0.00	$139.98
48	REMOVE SIDEWALK	SY	78.60		78.60	$ 13.73	$ 1,079.18	78.60		0.00	100%	$0.00	78.60	$0.00	$1,079.18
49	REMOVE & STORE MAILBOXES	EA	1.00		1.00	$ 30.97	$ 30.97	1.00		0.00	100%	$0.00	1.00	$0.00	$30.97
50	ROADWAY EXCAVATION INCLUDING HAULING	CY	61.00		61.00	$ 33.11	$ 2,019.71	61.00		0.00	100%	$0.00	61.00	$0.00	$2,019.71
51	MILL ASPHALT PAVEMENT IN 50' GAS EASEMENT	CY	87.00		87.00	$ 86.70	$ 7,542.90	87.00		0.00	100%	$0.00	87.00	$0.00	$7,542.90
52	INSTALL CONCRETE CURB & GUTTER	LF	171.40		171.40	$ 36.28	$ 6,218.39	132.00	39.40	0.00	100%	$0.00	171.40	$1,429.43	$6,218.39
53	INSTALL RESIDENTIAL ENTRY SIDEWALK	SY	3.00		3.00	$ 163.83	$ 491.49	3.00		0.00	100%	$0.00	3.00	$0.00	$491.49
54	INSTALL 4" CONCRETE SIDEWALK	SY	76.00		76.00	$ 114.86	$ 8,729.36	76.00		0.00	100%	$0.00	76.00	$0.00	$8,729.36
55	LIME STABILIZE SUBGRADE	SY	314.00		314.00	$ 9.91	$ 3,111.74	314.00		0.00	100%	$0.00	314.00	$0.00	$3,111.74
56	INSTALL TENSAR GEOGRID TX-5 ON LIME-STABILIZED SUBGRADE	SY	314.00		314.00	$ 4.48	$ 1,406.72	314.00		0.00	100%	$0.00	314.00	$0.00	$1,406.72
57	OVERBUILD EMBANKMENT	CY	8.90		8.90	$ 2.33	$ 20.74	8.90		0.00	100%	$0.00	8.90	$0.00	$20.74
58	INSTALL CRUSHED MOISTURE CONDITIONED	SY	314.00		314.00	$ 17.56	$ 5,513.84	314.00		0.00	100%	$0.00	314.00	$0.00	$5,513.84
59	PRIME COAT	GAL	20.00		20.00	$ 4.70	$ 94.00	0.00		20.00	0%	$94.00	0.00	$0.00	$0.00
60	INSTALL ASPHALT TREATED BASE (4" COMPACTED DEPTH)	SY	257.00		257.00	$ 26.49	$ 6,807.93	0.00		257.00	0%	$6,807.93	0.00	$0.00	$0.00
61	TACK COAT	GAL	20.00		20.00	$ 16.26	$ 325.20	0.00		20.00	0%	$325.20	0.00	$0.00	$0.00
62	PAVE 2" TYPE "D" HMAC 70-22 VIRGIN MIX	SY	171.40		171.40	$ 4.09	$ 701.03	0.00		171.40	0%	$701.03	0.00	$0.00	$0.00
63	REINSTALL & MAILBOXES	EA	1.00		1.00	$ 154.14	$ 154.14	0.00	1.00	0.00	100%	$0.00	1.00	$154.14	$154.14
64	REPAIR IRRIGATION	LS	1.00		1.00	$ 604.04	$ 604.04	1.00		0.00	100%	$0.00	1.00	$0.00	$604.04
65	PROVIDE AND INSTALL TOP SOIL & SOD	SY	100.80		100.80	$ 23.02	$ 2,320.42	100.80		0.00	100%	$0.00	100.80	$0.00	$2,320.42
					Adjusted Contract Amount:		$ 667,739.78					$189,029.21		$ 116,040.72	$ 478,710.57
												0.10	10% (5%) Retainage	$ 11,604.08	$ 47,871.07
													Previous Paid		$ 326,402.86
													Amount Due	$ 104,436.64	$ 104,436.64
													% of Contract Billed	17.38%	71.69%

MUNICIPAL COURT MONTHLY STATISTICS

	2024			Fines Collected			2022			Fines Collected			2021	Fines Collected		
	#Tkts	#FTAs	Total Tickets	Total $	Retained $	Warrant $	#Tkts	#FTAs	Total Tickets	Total $	Retained $	Warrant $	#Tkts	Total $	Retained $	Warrant $
Jan	528	136	392	176,881	127,704	75,994	769	224	545	179,400	122,584	46,504	357	131,296	97,279	54,622
Feb	535	147	388	192,852	145,935	100,104	675	270	405	136,714	90,742	47418	291	161,835	121,373	101,512
Mar	601	161	440	192,852	144,570	89,286	812		812	282,601	205,523	148663	571	227,516	179,417	161,317
Apr	689	168	521	192,852	145,319	92,982	670	134	536	178,085	127,049	70752	545	140,086	104,830	68,199
May							678	137	541	190,454	130,156	76784	636	149,068	110,534	77,370
June							813	215	598	188,765	131,234	61,857	747	143,549	100,135	63,239
July							879	94	785	177,224	121,073	57,100	563	166,071	117,286	59,904
Aug							804	230	574	216,074	138,889	82,038	685	185,422	124,940	79,797
Sept							739	195	544	175,055	119,173	49,755	758	151,030	101,576	47,413
Oct							570	171	399	183,292	126,285	56,268	832	167,922	116,943	54,745
Nov							545	107	438	140,620	100,362	53,052	563	133,342	95,779	64,734
Dec							513	169	344	137,763	98,476	40,277	749	167,727	112,399	51,184
TOTALS							8467	1946	6521	2,186,047	1,511,546	790,468	7,297	1,924,864	1,382,491	883,036
AVG							705.58	161.33		182,171	125,962	65,872	608	160,405	115,208	73,670

DEVELOPMENT SERVICES DEPARTMENT

MONTHLY REPORT

APRIL 2024

BUILDING	
PERMITS ISSUED	CERTIFICATES OF OCCUPANCY
136	10

TOTAL INSPECTIONS	1ST TIME INSPECTIONS	RE-INSPECTIONS
445	388	57

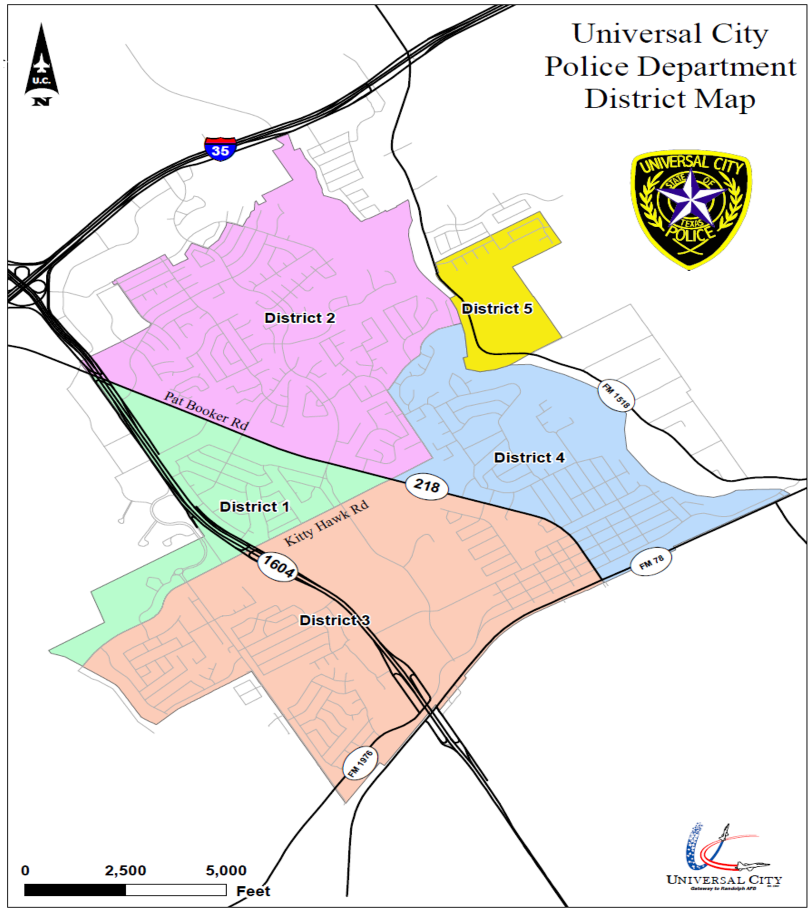
HEALTH		
TOTAL INSPECTIONS	1ST TIME INSPECTIONS	RE-INSPECTIONS
62	41	21

CODE COMPLIANCE	
CASES OPENED	CASES CLOSED
69	78

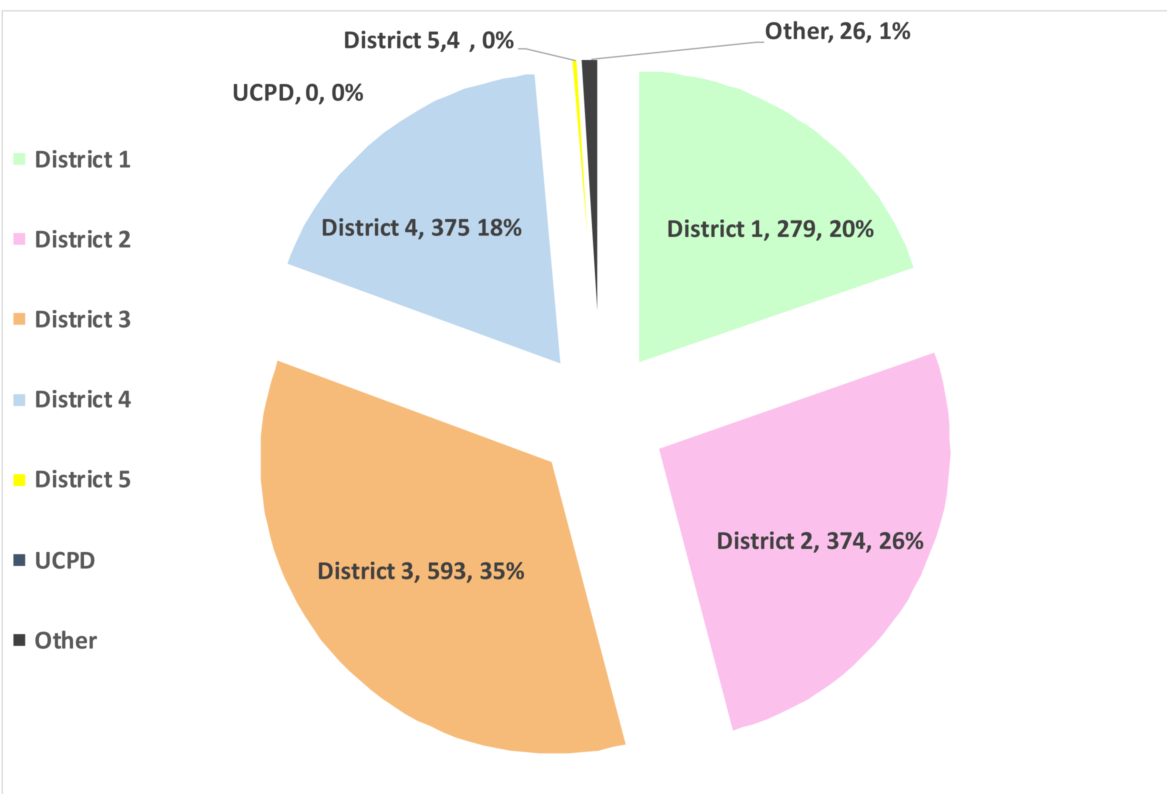
UNIVERSAL CITY POLICE DEPARTMENT

April 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	254
SUPPLEMENTAL	209
TOTAL	463

CALL TYPES	
PRIMARY	899
BACK-UP	617
CALL FOR SERVICE	2837
TOTAL	4353

INVESTIGATIONS	
ASSIGNED	200
CLEARED	17
TOTAL	183

SUMMONS	
CITATIONS	558
WARNINGS	552
TOTAL	1110

ARREST	
ADULT	79
JUVENILE	4
TOTAL	83

ACCIDENTS	
MAJOR	22
MINOR	33
TOTAL	55

Agency Executive Dashboard: UNIVERSAL CITY POLICE DEPARTMENT

Crash Summary by Year

by Crash Category	2021	2022	2023	2024 *
Total Crashes	505	401	438	158
Fatal (K)	2	1	1	--
Other Injury (A,B,C)	125	126	117	43
Non-Injury (N, U)	378	274	320	115
DUI	21	25	19	9
DWI	13	14	7	3
Speed Related	134	97	124	25
CMV Involved	14	8	5	6
Intersection Related	195	175	216	66
Motorcycle Involved	11	6	6	5
Cell Phone Related	3	9	4	1

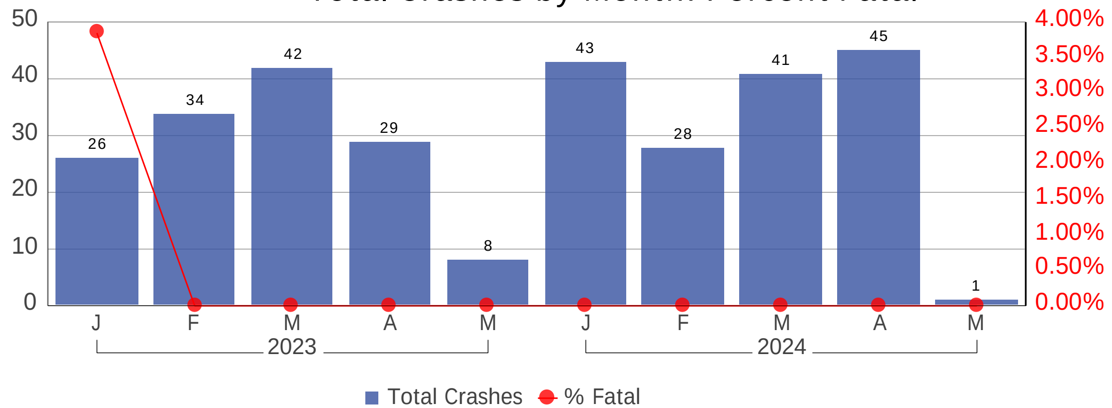
by Crash Severity	2021	2022	2023	2024 *
FATAL INJURY	2	1	1	0
NOT INJURED	369	267	311	115
POSSIBLE INJURY	46	58	45	21
SUSPECTED MINOR INJURY	57	62	60	14
SUSPECTED SERIOUS INJURY	22	6	12	8

by Weather Condition	2021	2022	2023	2024 *
CLEAR	448	372	368	134
CLOUDY	22	10	39	16
FOG	1	0	0	0
OTHER (EXPLAIN IN NARRATIVE)	1	0	0	0
RAIN	25	19	31	7
SLEET/HAIL	2	0	0	1
SNOW	6	0	0	0

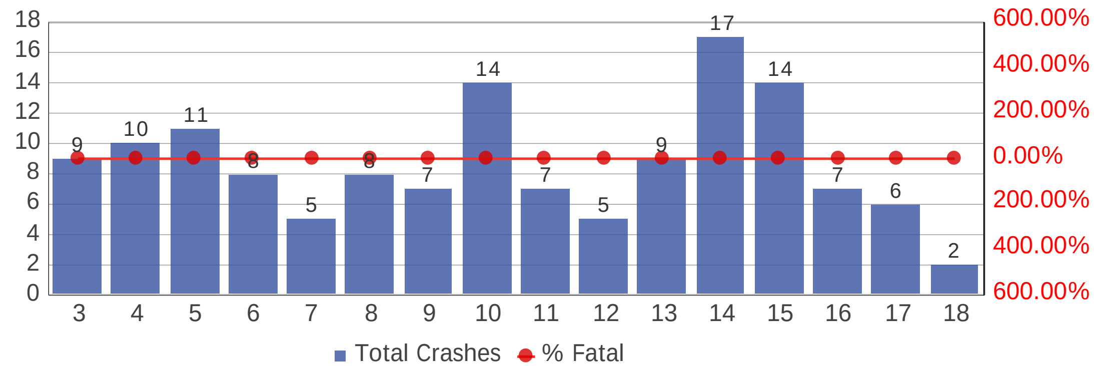
Crash Summary YTD

Top 5 Crash Contributing Factors YTD	Crashes	Crashes YTD LY	DUI Crashes	Fatal Crashes	Fatalities
DRIVER INATTENTION	34	45	--	--	--
FAILED TO YIELD RIGHT OF WAY - TURNING LEFT	22	10	--	--	--
FAILED TO CONTROL SPEED	21	34	3	--	--
FOLLOWED TOO CLOSELY	18	9	--	--	--
CHANGED LANE WHEN UNSAFE	16	13	--	--	--

Total Crashes by Month: Percent Fatal



Total Crashes Last 16 Weeks: Percent Fatal



-- = No crash data
*Thresholds are based on YTD vs. YTD LY values

5/6/2024 9:40:17 AM

Case ID	Crash Date	Occurred On		Intersecting Road	Intersection Offset Amt	Direction	Private Drive / Parking Lot
FM0078			2 crashes				
240004787	04/09/2024	FM0078		W 3RD ST	0.500 MILES	E	NO
240004849	04/10/2024	FM0078		SH0218	100.000 FEET	E	NO
FM1976			2 crashes				
240004393	04/02/2024	FM1976		SPRINGWOOD SQUARE	0		NO
240004530	04/05/2024	FM1976		OLD CIMARRON TRL	200.000 FEET	E	NO
SL1604			10 crashes				
240004773	04/09/2024	SL1604		SL1604	1.000 FEET	S	NO
240005204	04/17/2024	SL1604		SL1604	0		NO
240005253	04/18/2024	SL1604		ATHENIAN	132.000 FEET	SW	NO
240004607	04/06/2024	SL1604		GIBBS SPRAWL RD	132.000 FEET	N	NO
240004607	04/06/2024	SL1604		GIBBS SPRAWL RD	63.000 FEET	NE	NO
240004292	04/01/2024	SL1604		KITTY HAWK RD	293.000 FEET	SE	NO
240004551	04/05/2024	SL1604		PAT BOOKER RD	143.000 FEET	W	NO
240005308	04/19/2024	SL1604		PAT BOOKER RD	100.000 FEET	W	NO
240004665	04/07/2024	SL1604		W BYRD BLVD	50.000 FEET	N	NO
240004976	04/13/2024	SL1604		MEADOWLAND	835.000 FEET	S	NO
SH0218			10 crashes				
240004527	04/05/2024	SH0218		SL1604	0		NO
240004398	04/02/2024	SH0218		UNIVERSAL CITY BLVD	217.000 FEET	S	NO
240004381	04/02/2024	SH0218		ATHENIAN	30.000 FEET	N	NO
240005749	04/27/2024	SH0218		ATHENIAN	106.000 FEET	NW	NO
240005264	04/18/2024	SH0218		E LOOP 1604 N	0		NO
240004538	04/05/2024	SH0218		KITTY HAWK RD	50.000 FEET	S	NO
240004593	04/06/2024	SH0218		VILLAGE GRN	16.000 FEET	NW	NO
240005078	04/15/2024	SH0218		ROSE GARDEN DR	0		NO
240004543	04/05/2024	SH0218		W WRIGHT BLVD	11.000 FEET	N	NO
240004828	04/10/2024	SH0218		E BYRD	100.000 FEET	S	NO

Case ID	Crash Date	Occurred On	Intersecting Road	Intersection Offset Amt	Direction	Private Drive / Parking Lot
KITTY HAWK RD		4 crashes				
240005194	04/17/2024	KITTY HAWK RD	NOT REPORTED	0		YES
240004775	04/09/2024	KITTY HAWK RD	UNIVERSAL CITY BLVD	500.000 FEET	E	NO
240004653	04/07/2024	KITTY HAWK RD	WAGON XING	0		NO
240004546	04/05/2024	KITTY HAWK RD	DE VACA DR	5.000 FEET	NW	NO
PAT BOOKER RD		5 crashes				
240004877	04/11/2024	PAT BOOKER RD	FM0078	100.000 FEET	N	NO
240005748	04/27/2024	PAT BOOKER RD	ATHENIAN DR	0		NO
240004277	04/01/2024	PAT BOOKER RD	KITTY HAWK RD	500.000 FEET	E	YES
240005405	04/21/2024	PAT BOOKER RD	KITTY HAWK RD	500.000 FEET	S	YES
240005475	04/22/2024	PAT BOOKER RD	LINDBERGH BLVD	0		NO
BARKWOOD		1 crash				
240004879	04/11/2024	BARKWOOD	ARTESIA WELLS	50.000 FEET	S	NO
E AVIATION BLVD		3 crashes				
240004604	04/06/2024	E AVIATION BLVD	BOWIE DR	37.000 FEET	W	NO
240004883	04/11/2024	E AVIATION BLVD	BOWIE DR	0		NO
240004912	04/12/2024	E AVIATION BLVD	E AVIATION BLVD	1.000 FEET	E	YES
W BYRD BLVD		1 crash				
240004600	04/06/2024	W BYRD BLVD	TRAVIS DR	0		NO
W LINDBERGH BLVD		1 crash				
240004983	04/13/2024	W LINDBERGH BLVD	HOUSTON DR	0		NO
MEADOWLAND		1 crash				
240005208	04/17/2024	MEADOWLAND	DUKEWAY DR	37.000 FEET	SW	NO
TIGUEX		1 crash				
240004963	04/13/2024	TIGUEX	FORUM RD	75.000 FEET	SW	NO
E BYRD BLVD		1 crash				
240004372	04/02/2024	E BYRD BLVD	TRUDY LN	290.000 FEET	E	NO

Case ID	Crash Date	Occurred On		Intersecting Road	Intersection Offset Amt	Direction	Private Drive / Parking Lot
STRAIGHT LN			1 crash				
240005464	04/22/2024	STRAIGHT LN		CIBOLO TRL	0		NO
MEADOW SPGS			1 crash				
240005806	04/27/2024	MEADOW SPGS		ARTESIA WELLS	50.000 FEET	E	YES
E LOOP 1604			1 crash				
240005828	04/29/2024	E LOOP 1604		FM 1976	11.000 FEET	NW	NO

Grand Total: 45

MINUTES
ECONOMIC DEVELOPMENT CORPORATION OF THE CITY OF UNIVERSAL CITY, TEXAS
Regular Meeting, Thursday, 08 February 2024

1. **CALL TO ORDER:** Mr. Dagg, Vice President at 5:00 P.M.

2. **QUORUM CHECK:** Kristin Mueller, City Clerk **Present:**

   Lenny Dagg, Vice President
   Christina Fitzpatrick, Director
   Bear Goolsby, Director
   Roland Hinojosa, Secretary
   Bryan Kuhlmann, Director

   Not Present:
   Dick Crow, President
   Dick Neville, Treasurer

   Also Present:
   Kim Turner, City Manager
   Michael Cassata, Economic Development Director
   Randy Luensmann, Public Works Director
   Maribel Garcia, Deputy City Clerk

   Mr. Hinojosa noted a quorum was present.

3. **INTRODUCTION OF GUESTS:** None.

4. **OLD BUSINESS:**

   Mr. Hinojosa moved to approve the following consent agenda item: a) Minutes of the 11 January 2024 Regular Meeting. Ms. Fitzpatrick seconded the motion.

   Vote: All in favor, none opposed.
   Motion to approve carried.

   Mr. Cassata gave the Financial Report.

   Mr. Goolsby moved to approve the following consent agenda items: b) Financial Report. Ms. Fitzpatrick seconded the motion.

   Vote: All in favor, none opposed.
   Motion to approve carried.

5. **NEW BUSINESS:**

   A. **Consider Resolution 2024-3: A resolution of the UCEDC authorizing staff to award a contract for construction services for the Bowie Street Parking Lot.**

   Mr. Cassata gave a brief history of the property purchase and location of the project. He explained that the EDC had moved forward to provide a parking lot as a temporary but necessary step toward area revitalization in the Aviation District.

   Mr. Luensmann answered questions regarding next steps in the project.

   Mr. Hinojosa received clarification that the low bid was drastically lower than others due to a partnership with the City to include City labor and machinery. Base asphalt would be recycled asphalt that the City has stored near Walmart. This would be considered a shared contract. Mr.

Luensmann would manage the project.

Mr. Goolsby and Mr. Luensmann discussed ADA requirements and parking lot lighting.

The commission discussed the difference in price between the lowest bid and others. They emphasized the need to explain that the EDC is not required to go out for bids. There was discussion regarding an explanation of why the EDC would not reimburse the City for services provided during this project; the explanation given was that EDC provides many services to the City that the City does not reimburse.

Mr. Kuhlman confirmed that the lot and all improvements on the lot would belong to the EDC.

Ms. Fitzpatrick received an explanation regarding the transition from initial talks of using crushed granite to now opting for asphalt. Mr. Luensmann explained that asphalt is better long term and is approved as an all-weather product approved for fire apparatus.

Mrs. Turner emphasized that this project would be an investment beneficial to both residential and commercial development.

Mr. Dagg received confirmation that overnight parking would not be allowed and signage, as well as towing, would be enforced.

More project specifics were discussed such as further clarification on ADA parking and ramps, possibility for cameras in the future through existing conduit in lights, and possible future sidewalk projects.

Mr. Kuhlmann moved to approve Resolution 2023-8 for $102,197.10 Mr. Goolsby seconded the motion.

Vote: All in favor, none opposed.
Motion to approve carried.

B. Next Meeting: Thursday, 14 March 2024 at 5:00 pm, Council Chambers.

6. STAFF REPORT:

Mr. Cassata gave updates on economic development projects throughout the City.

Mrs. Turner noted that Snowfest would be held February 17th from 1-8pm, Flashlight Night would be held on February 9th starting at 6:30pm, Happy Hour at Olympia Hills Golf Course and Events Center would be held from 5-8pm that same night, February 8th, and Mr. Neville's birthday was also that same day.

7. PUBLIC COMMENT: None.

8. ADJOURNMENT: Mr. Crow adjourned the meeting at 5:26 P.M.

Leonard Dagg, Vice President

MINUTES

ECONOMIC DEVELOPMENT CORPORATION OF THE CITY OF UNIVERSAL CITY, TEXAS

Regular Meeting, Thursday, 14 March 2024

1. **CALL TO ORDER:** Mr. Dagg, Vice President at 5:00 P.M.

2. **QUORUM CHECK:** Michael Cassata, Development Services & EDC Director

Present:
Lenny Dagg, Vice President
Christina Fitzpatrick, Director
Bear Goolsby, Director
Roland Hinojosa, Secretary
Dick Neville, Treasurer

Also Present:
Kim Turner, City Manager
Michael Cassata, Economic Development Director
Maribel Garcia, Deputy City Clerk
Janet Pitman, CPA (Auditor) - ABIP
Victor Quiroga, Bond Counsel – Specialized Public Finance Inc.

Not Present:
Dick Crow, President
Bryan Kuhlmann, Director

Mr. Hinojosa noted a quorum was present.

3. **INTRODUCTION OF GUESTS:** None.

4. **OLD BUSINESS:**

Mr. Hinojosa moved to approve the following consent agenda item with discussed edits: a) Minutes of the 08 February 2024 Regular Meeting. Ms. Neville seconded the motion.

Vote: All in favor, none opposed.
Motion to approve carried.

Mr. Neville gave the Financial Report.

Mr. Goolsby moved to approve the following consent agenda item: b) Financial Report. Ms. Fitzpatrick seconded the motion.

Vote: All in favor, none opposed.
Motion to approve carried.

5. **NEW BUSINESS:**

A. Discuss & Consider the Financial Audit Report for Fiscal Year 2022-2023.

Ms. Pitman presented her audit report, stating methodology and management principles used. The audit was reported as an independent and unmodified opinion, which is the best given for independent audits. She gave a brief overview of financial highlights, including land acquisition and business incentive expenditures, explained the error in recording payroll since it was a General Fund transfer, and noted expenditures came in under budget and sales tax revenue was slightly over expected amounts. She said there were no additional notes on finance statements. She reported that the EDC was PFIA compliant through collateralization of investments.

Mr. Hinojosa noted the difference in budgeted versus actual interest.

Mrs. Turner explained this difference was due to moving banks and gaining a better interest rate that applies to savings and investment accounts.

Mr. Hinojosa moved to approve the Financial Audit Report for Fiscal Year 2022-2023. Mr. Neville seconded the motion.

Vote: All in favor, none opposed.
Motion to approve carried.

B. Discuss & Consider approval of a Financing Plan for the issuance of Sales Tax Revenue Bonds, Series 2024.

Mr. Quiroga explained the process of adopting a financing plan and presented a procedural timeline for authorization of the plan. He further explained that he needed EDC direction to move forward. A joint meeting between City Council and the EDC would take place May 21st, the interest rate would be locked in on the same day, and funds would be available June 18th. He explained the debt service coverage ratio model to manage multiple EDC debts. He gave the EDC two methods of financing: one front loading debt payments due to overlapping debt schedules, and the other making all payments somewhat level by delaying a few debt payments to soften the blow of new bonds.

Mr. Dagg received clarification that the EDC was in more of an acquisition phase of development rather than anticipating selling any property.

Mr. Quiroga informed the Board that the interest rate used in the model was a conservative 5% though the actual may be 4.5%. He explained the use of a more conservative interest rate due to sales tax being volatile as a funding source.

Mr. Hinojosa was reassured that 5% interest was a safe rate by which to estimate.
After asking, the Board received Staff opinions that option B to make debt payments more even was recommended.

C. Consider approval of Resolution 2024-4: A resolution setting a public hearing on the expenditure of Sales Tax Revenues in the approximate amount of $5,300,000 related to various Projects; Providing Notice of the Projects and Authorizing the publication of a Notice of Public Hearing; and other matters in connection therewith.

Regarding Resolution 2024-4, Mr. Neville moved to approve the Board Resolution Authorizing Notice of and setting a Public Hearing related to various projects. Mr. Hinojosa seconded the motion.

Vote: All in favor, none opposed.
Motion to approve carried.

D. Consider Performance Agreement between the UCEDC and Alamo Community Disc Club approving the expenditure of funds for an economic development incentive.

Amy Monahan, President of the Alamo Community Disc Club, gave history of the Live Oak Summer Open and stated this Open anticipated somewhere between 320 and 348 registrants. She explained the events hosted in Universal City related to the Open. A players' party will be hosted at Northeast Lakeview College. An overview of requested sponsorship level benefits was given. She explained the cost-sharing of coupons given to participants for local businesses.

Mr. Hinojosa received a review of benefits that all levels of sponsorship give. It was clarified that there is only one top tier sponsor (Live Oak), and that Universal City would be the second-to-top tier sponsor.

Mrs. Turner and Ms. Fitzpatrick discussed ideas for swag-bag items. Adult friendly places such as Screaming Chameleon and Gather Brewing were to be the focus.

Regarding the Performance Agreement between the UCEDC and Alamo Community Disc Club, Mr. Goolsby moved to approve the Performance Agreement. Ms. Fitzpatrick seconded the motion.

Vote: All in favor, none opposed.
Motion to approve carried.

E. CLOSED SESSION: Pursuant to Texas Gov't Code Sec. 551.072 regarding the purchase and value of real property if deliberation in open session would have a detrimental effect on the position of the corporation in negotiations with a third party; and for attorney consultation pursuant to Sec. 551.071(2) regarding: a) UCEDC organizational chart regarding personnel; b) the potential purchase of real property located at 216 Pat Booker Road.

Vice President Dagg began the Closed Session at 5:37 PM.

Vice President Dagg convened into Closed Session with present EDC Board Members, City Manager Kim Turner, and Economic Development Director Michael Cassata.

Vice President Dagg and the EDC reconvened into Open Session at 6:05 PM. No action was taken during the Closes Session.

F. Reconvene in Open Session and take action, if needed, on any item pertaining to or listed in the Executive Session section of this Agenda.

Mr. Goolsby stated that in accordance with Section 501.152 and Section 505.158, Chapters 501 and 505 of the Texas Local Gov't Code, the UCEDC Board of Directors determined that the potential purchase of property at 216 Pat Booker Road met the definitions of Project and Cost and, therefore, moved to authorize Staff to proceed with negotiations on the purchase of property at 216 Pat Booker Road and any related expenditures. Mr. Neville seconded the motion.

Vote: All in favor, none opposed.
Motion to approve carried.

G. Staff Presentation regarding proposed changes to the Sign Code regarding Off-Premises Signs.

Mr. Cassata explained the proposed changes to the Sign Code to allow certain off-premises signs in the Aviation District; it would allow agreements between business owners for sign use as well as allow the EDC and City to use signs in the right-of-way for off-premises uses. This was to address the lack of visibility of businesses on side streets from Pat Booker Road.

Ms. Turner reviewed the Ordinance approval process for the Sign Code.

Mr. Hinojosa asked about City-owned electronic signs and sign standards.

Mrs. Turner answered that the City owns two electronic signs with one waiting to be installed. The signs do not have guidelines to follow, but there should be public sign guidelines established for practicality of use. Aesthetic standards can be set for the District later in development.

Mr. Cassata explained Staff was exploring how to repurpose the EDC-owned sign fronting 302 Pat Booker Road using the existing sign structure.

The Board and Mrs. Turner discussed how the amendment to the Sign Code could encourage businesses to locate on side roads without feeling the need to be directly on Pat Booker for visibility.

Mr. Goolsby recommended consultation with a signage company to recommend lettering size and sign dimensions.

Mr. Dagg noted this could be an opportunity for extra income for businesses on Pat Booker Road.

Staff clarified that each business on Pat Booker Road in the Aviation District can only provide one sign for advertising business off Pat Booker Road. They emphasized that this amendment would only apply to the Aviation District and businesses located within the Aviation District.

Mr. Goolsby raised concerns over one business monopolizing off-premises signs and used Buccee's frequency of signage as an example.

Mrs. Turner cautioned that sign content cannot be regulated, but stated the EDC could regulate the content on their own sign.

Mr. Cassata noted it may be possible to limit the number of signs utilized off-premises per business, just not the content.

The Board conveyed consensus to explore options to limit the number of off-premises signs per business in the Aviation District to avoid off-premises sign monopolization.

Mr. Cassata explained that this item would be presented to the Planning and Zoning Commission prior to presentation to City Council.

Ms. Fitzpatrick stated that the EDC, in an effort to meet the vision of the Aviation District Masterplan and foster revitalization and economic activity in that area of town, authorized Staff to provide its recommendation to City Council to proceed with a proposed amendment to the Sign Code, Section 4-4-82 – Off Premises Signs, to allow certain off-premises signs in the Aviation District that promote or advertise businesses in that district. Mr. Hinojosa seconded the motion.

Vote: All in favor, none opposed.
Motion to approve carried.

H. Staff Presentation regarding the upcoming Comprehensive Plan Update.

Mr. Cassata explained the want for both EDC and Planning and Zoning Commission feedback prior to presentation before City Council. He noted the procedural timeline for the Comprehensive Plan. He explained that a Comprehensive Plan gives Staff guidance when creating and amending sections of the City Code. He reviewed the various consultants that would be involved in the Comprehensive Plan creation and their areas of expertise, costs between $200,000 and $325,000, cost comparisons to cities of similar size, and length of the Comprehensive Plan. He noted the plan would be funded from the City's budget as well as the EDC's budget. He reviewed topics generally covered in a Comprehensive Plan and other potential topics. He emphasized the need for the plan to provide action items for Staff. He presented Staff recommendations for inclusion in the Comprehensive Plan as well as extra topics for the EDC to consider. Mr. Cassata discussed the following optional topics: Transportation and Mobility plan –

Public Transit Consideration, Housing Policy, Image, Identity & Community Character, Hazard Mitigation, Land Use & Development – Commerce & Employment Policies, and a Parks, Open Space, and Environmental Features Plan to revisit.

Mr. Neville raised objections to public transit as it would be expensive to contract with VIA.

Staff explained that the plan would only investigate whether the community would benefit from public transit and what alternatives could be explored. "Public Transit" does not have to mean VIA; it could also include micro-transits and ride sharing coupons.

The Board and Staff discussed how long the Comprehensive Plan would apply; it could be from 2024-2029 or be targeted for 40 years. The scope is flexible. They discussed budget allocations and that not all optional topics could be covered within the budget, but core topics would absolutely be covered by the plan.

Mr. Goolsby agreed with all optional recommendations but felt public transit, hazard mitigation, and parks and open spaces could be done outside of the plan. He felt housing policy may be helpful but could be done outside of the plan, and he questioned whether City branding through image and identity could be developed outside of the plan. He felt the City was already on the right track with land use and development.

Mr. Cassata explained the history of the Land Use Plan and how restrictive it is. He wanted the Comprehensive Plan to address this and make it more flexible. He explained the restrictions were the reason Staff could not respond to changing land use needs that would allow some non-conforming uses automatically.

Mr. Hinojosa agreed with Staff recommendations and asked to consider the addition of parks due to new parks being developed.

Mrs. Turner clarified that the new parks were included in the new 10-year Parks and Open Spaces Master Plan adopted by the City in 2023.

The Board received Staff clarifications and explanations regarding the Comprehensive Plan budget and process of Requests for Proposals. They also received clarification on the scope and intent of including image and identity branding in the Comprehensive Plan.

The Board reached consensus regarding a recommendation to include the following, if possible, in the Comprehensive Plan: Image, Identity & Community Character Plan.

Mr. Goolsby moved for the UCEDC Board of Directors to authorize Staff to provides its recommendations to City Council regarding what specific content areas to consider in the update to the City's Comprehensive Plan and to also include the Image, Identity, & Community Character Plan to their recommendations. Mr. Nevilles seconded the motion.

Vote: All in favor, none opposed.
Motion to approve carried.

I. Next Meeting: Thursday, 11 April 2024 at 5:00 pm, Council Chambers.

6. STAFF REPORT:

Mr. Cassata gave updates on economic development projects throughout the City.

Mr. Neville noted that SeaWorld would sell tickets for $60 for their 60th anniversary.

7. **PUBLIC COMMENT:** None.

8. **ADJOURNMENT:** Vice President Dagg adjourned the meeting at 6:55 P.M.

Dick Crow, President

MINUTES
PARKS & RECREATION COMMISSION OF THE CITY OF UNIVERSAL CITY, TEXAS
Regular Meeting, Tuesday Evening, 27 February 2024

1. **CALL TO ORDER:** Nick Ferguson, who received consensus to preside over the meeting in Chair Waterfield's absence, called the meeting to order at 6:00 P.M.

2. **QUORUM CHECK:** Mr. Ferguson

Commission Members Present:	**Also Present:**
Nick Ferguson, Member	Randy Luensmann, Public Works Director
Mary Eddy, Member	Maribel Garcia, Deputy City Clerk
Janet Tennis, Member	Kris England, Former Member

Absent:
Harry Westerfield, Chairperson
Judy Schindler, Member

Mr. Ferguson noted a quorum was present.

3. **CITIZENS TO BE HEARD:**

- Bernie Rubal, 635 Balboa, reported suggestions from citizens he spoke to regarding Red Horse Park. These suggestions included more benches and the option for bench donation with aesthetic and structural standards. He said Snowfest seemed great but expressed concern that there was not a financial report given to Council following 2023 Snowfest considering overtime hours accrued. He asked that the $100,000 contingency for Snowfest labeled as "Promotions" be balanced forward after a successful event to avoid excess use of taxpayer money.

4. **OLD BUSINESS – MINUTES OF PREVIOUS MEETINGS:**

A. Consider the Minutes of the January 23, 2024 meeting.

Ms. Eddy moved to approve the minutes as written. Ms. Tennis seconded the motion.

Motion to approve carried unanimously.

B. Consider the Minutes of the February 08, 2024 special meeting.

Ms. Tennis moved to approve the minutes as written. Ms. Eddy seconded the motion.

Motion to approve carried unanimously.

5. **NEW BUSINESS:**

A. Update on Red Horse Park playground and pavilion improvements.

Mr. Luensmann reported progress and presented photos showing the pavilion and playground improvements. He explained delays in work due to Snowfest demand for labor. He listed next steps and estimated completion for mid-March. The goal to complete the basketball court would be late March.

Mr. Ferguson suggested a ribbon cutting for Red Horse Park once all improvements are completed.

B. Update on the Red Horse Park parking lot improvement project.

The Commission received an explanation of the project timeline as well as an overview of all four phases of this project; this is the third phase. It would take 60 days to complete. The last phase would cover alleyway parking, which would look the same as the already finished side.

C. Discussion on Veterans Park playground improvements.

Mr. Luensmann presented pictures of work completed at the park. He stated improvements would be completed some time between late March and early April. He explained work delays due to Snowfest labor demands.

Mr. Ferguson complimented the contractor for keeping on top of maintenance and improving upon work they considered to be subpar. He noted the playground equipment was good quality.

D. Update on the Athenian Park walking trail improvements.

Mr. Luensmann explained that the trail would be completed as soon as the concrete arrived. He estimated completion by the end of March.

Ms. Eddy and Mr. Luensmann discussed security camera locations. Ms. Eddy was concerned about pets being dumped in the area.

The Commission agreed that they'd prefer pets be dumped at the dog park or the animal shelter rather than somewhere ill equipped to handle the issue.

E. Snowfest 2024 recap discussion.

The Commission was asked to discuss the recently finished Snowfest regarding improvements or notes.

Mr. Ferguson noted that City Staff and City Council all showed support for Snowfest and thanked volunteers and Staff at the most recent Council meeting.

Mr. Luensmann thanked volunteers and mentioned a serviceman from Fort Sam who wished to talk with the Mayor and City Manager to report what a great experience he had.

The Commission discussed Snowfest and how it is unlike other events in other cities. They emphasized consistent positive reports from children and families in attendance.

Mr. Luensmann explained that ticket sales were down due to inclement weather.

Ms. Eddy noted confusion regarding rides being included in the entrance ticket price.

Both Mr. Ferguson and Ms. Tennis hoped to make the concession stand a permanent volunteer and information booth as it provided weather protection and a breakroom for volunteers and

Staff. They felt it was a natural place to go for information and functioned as such at the 2024 Snowfest.

Mr. Luensmann asked that volunteers be better directed the following year. He also thanked Ms. Eddy for her recruitment of not only Randolph Air Force Base volunteers, but Fort Sam volunteers as well.

Ms. Eddy explained the transportation issue with Fort Sam but presented a JBSA bussing solution to gather everyone at Randolph. From there, Ms. Eddy would have only one pickup location.

Mr. Ferguson received clarification from Mr. Luensmann regarding ticket sales and hand stamping practices. It was explained that they happen at separate stations to mitigate crowding at the booths.

Mr. Ferguson suggested more mixed-genre use of the main stage. He wished for more adult-friendly entertainment like bands. He opined the new stage borrowed from City of San Antonio was great.

Mr. Luensmann stated he would take this into consideration but noted long set-up/teardown times for bands.

Ms. Eddy asked that the Snowfest bear mascot visit the Snowslide next year.

The Commission discussed the success of the speakers playing music. They mentioned environmental factors that may have contributed to this. They discussed an improvement in ATM service, revenue made by vendors remaining unreported, and the need to discuss line management at the vendor meeting. They emphasized the importance of the vendor meeting and discussed making it mandatory with the option of virtual attendance.

Mr. Ferguson suggested an example of a vendor booth be present at the vendor meeting to demonstrate needed equipment and stations.

6. COMMISSION MEMBER ITEMS:

Mr. Ferguson responded to Mr. Rubal’s request for bench donation and confirmed that bench donation with aesthetic and structural standards is already done.

Mr. Luensmann asked the Commission to bring budget priorities to the next meeting for discussion.

7. ADJOURNMENT:

With Commissioners’ consensus to adjourn, Mr. Ferguson adjourned the meeting at 7:04 P.M.

Harry Westerfield
Chairperson

MINUTES
PARKS & RECREATION COMMISSION OF THE CITY OF UNIVERSAL CITY, TEXAS
Regular Meeting, Tuesday Evening, 26 March 2024

1. CALL TO ORDER: Chair Westerfield at 6:16 P.M.

2. QUORUM CHECK: Chair Westerfield

Commission Members Present:
Harry Westerfield, Chairperson
Mary Eddy, Member
Janet Tennis, Member

Also Present:
Randy Luensmann, Public Works Director
Maribel Garcia, Deputy City Clerk
Kris England, Former Member

Absent:
Nick Ferguson, Member
Judy Schindler, Member

Chair Westerfield noted a quorum was present.

3. CITIZENS TO BE HEARD:

- Patty Garcia, 132 Rosewood, complimented the great parks and thanked Public Works for grass maintenance; the ballparks looked great.

4. OLD BUSINESS – MINUTES OF PREVIOUS MEETINGS:

A. Consider the Minutes of the February 27, 2024 meeting.

Ms. Eddy moved to approve the minutes with noted changes reflecting Mr. Ferguson's leadership of the meeting in the absence of Chair Westerfield. Ms. Tennis seconded the motion.

Motion to approve carried unanimously.

5. NEW BUSINESS:

A. Update on Red Horse Park playground and pavilion improvements.

Mr. Luensmann reported progress and presented photos showing the pavilion, barbeque pit, and playground improvements. He said fence replacement was funded by Parks Partners. He presented specific completed pavilion-area improvements including gutters and drainage, bird nest mitigation, handrails, and landscaping. He stated a concrete cornhole area requiring guests to supply cornhole bags would be added outside the pavilion in the grass area.

B. Update on the Red Horse Park parking lot improvement project.

The Commission received an update of the project with pictures presented. Parking lot delays due to asphalt supply were explained. Progress photos of the basketball court were shown, including the installed retaining walls that double as seating around the court. A representative diagram was shown of the basketball court demonstrating the color of the court.

The Commission discussed lighting and hours of operation in relation to the surrounding community.

Mr. Luensmann and Ms. Eddy discussed water fountains and the installation of doggy bag stations. These stations would be installed at four parks including Red Horse and Meadowland.

C. Discussion on Veterans Park playground improvements.

Mr. Luensmann reported progress and next steps. He showed pictures of the finished swing set. Grass would be planted to mitigate mud on the walkway.

D. Update on the Athenian Park walking trail improvements.

Mr. Luensmann reported progress; he noted sidewalk widening and showed pictures of work and trail routing. He explained that the thin asphalt path was replaced with a wider concrete path at least eight feet wide.

E. Discuss future park improvement projects City-wide.

Mr. Luensmann explained that the City would begin budget talks in the next month and asked Commission Members for input on budget prioritization. He listed large parks projects that would be included in the FY 2025 budget, many of which were discussed during the Parks Masterplan meetings. He would work with Council to receive grant matches but noted that grants cannot be used to fund parking lot projects. He mentioned Kimley Horn engineers engaged to do design for Northlake Park; Kimley Horn has a good record of acquiring grants. Trail connectivity from Northlake to 1st Baptist Church would provide means to apply for a "Safe Route to School" grant. Mr. Luensmann also noted the Cibolo Trail Project which would require a grant match of approximately $75,000.

Ms. Eddy asked for Veterans Park parking. The Commission discussed reasons why it was not possible and noted parking only seems to become a problem during events. They mentioned alternatives through surrounding areas' parking availability.

Ms. Eddy questioned efforts to provide lighting at parks. Mr. Luensmann noted bollard lighting for walking trails at Veterans park along with security lighting at the UC Park pavilion. Lighting would continue to be funded, especially for trails. Mr. Luensmann mentioned lighting design efforts.

Chair Westerfield asked that UC Park be prioritized due to its use for community events.

Ms. Eddy asked about sign branding and standardization for parks.

Mr. Luensmann shared plans for space reorganization at UC Park. This included building a maintenance storage area for equipment used to upkeep parks. UC Park provided centrality and access to other parks. He reported he would wait for sign standardization design to consult Brent Luck, who worked on the Parks Masterplan. He would also be consulted for the UC Park reorganization and development.

After the Commission requested Mr. Luensmann thoughts for budget priorities, he presented a plan for the UC Park pavilion, currently used as a basketball/pickleball multi-use court, to be converted into a dedicated covered basketball court. He presented seating layouts. Pickleball would be moved to a different spot in UC Park. He noted that Mr. Luck's plan for UC Park keeps the pavilion in the same spot, making it possible to separate improvements to the pavilion from the overall reorganization of the park. The pavilion improvements would be funded from a budget line item for playground replacement. He also noted that walking trails were also a priority.

The Commission discussed recent pavilion projects and how finished pavilion improvements incentivize improvements for other parks' pavilions.

6. COMMISSION MEMBER ITEMS:

Ms. Eddy asked about ribbon cuttings. She was told that a ribbon cutting for Red Horse Park would need to follow completion of the parking lot and basketball court.

Commission Member vacancies and reappointments were reviewed; no incumbents would term-out during this cycle.

7. ADJOURNMENT:

With Commissioners' consensus to adjourn, Chair Westerfield adjourned the meeting at 7:28 P.M.

Harry Westerfield
Chairperson