

AGENDA  
CITY COUNCIL OF THE CITY OF UNIVERSAL CITY, TEXAS  
2150 Universal City Blvd, Universal City, TX 78148  
Regular Meeting, Tuesday, September 03, 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:
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:
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. PUBLIC HEARINGS: At this time, the public is invited to address each item listed in this section. Please limit your comments to the topics of the specific Public Hearing. If more than one Public Hearing is listed in this section to be held, citizens will be allowed to speak during each individual hearing.
  - a. Public Hearing: FY 2024-2025 Budget (2<sup>nd</sup> Hearing).
  - b. Public Hearing: 2024 Tax Rate to support the FY 2024-2025 Budget (2<sup>nd</sup> Hearing).
7. 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
8. 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.

  - 11) Consider the minutes of the Tuesday, 06 August 2024 Regular Meeting.
  - 22) Ordinance 406-J-2024: An ordinance of the City Council of the City of Universal City, Texas, amending Ordinance 406-I-2013 (The Drought Response Plan) and Ordinance 406-I-1-2013 (Amendment to Stage II Response – Aquifer Watch – Stage II Water Use Limitations); establishing legislative findings, amending the Universal City Code of Ordinances accordingly; providing repeal and replacement; providing severability; and establishing an effective date.
  - 33) Ordinance 525-X-2024: An ordinance of the City Council of the City of Universal City, Texas, revising 525-U-2021, Schedule A (Base Rates) as provided in Section 2-3-9 Modification of Rates, Exhibit "A"; providing for severability; and providing for an effective date.
  - 44) Ordinance 149-M-31-09-2024 (Water Rates): An ordinance of the City of Universal City, Texas, amending Ordinance 149 Fee Schedules; amending Ordinance 149-M-31-9-2023 and repealing all ordinances or parts of ordinances in conflict; and amending the Universal City Code of Ordinances accordingly.
  - 55) Ordinance 149-M-32-09-2024 (Sewer Rates): An ordinance of the City of Universal City, Texas, amending Ordinance 149 Fee Schedules; amending Ordinance 149-M-32-09-2023; repealing all or parts of ordinances in conflict; and amending the Universal City Code of Ordinances accordingly.
  - 66) Ordinance 570-D-2024 (Stormwater Rates): An ordinance of the City of Universal City, Texas, renewing Ordinance 570-D-2023 establishing Municipal Storm Water Utility Fees.
9. ACTION ITEMS:

NO TAB 1: Executive Session:

- aa) Pursuant to Texas Gov't Code Sec. 551.071, Consultation with Attorney, to discuss and deliberate pending litigation titled Cause No. 2024CV06511: *CAMINO NUEVO, LLC, a Texas Limited Liability Company vs. BOARD OF ADJUSTMENT OF THE CITY OF UNIVERSAL CITY and THE CITY OF UNIVERSAL CITY.*, in the Bexar County Clerk Court at Law 10; regarding property located at 205 W Byrd Blvd.
- 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.

Proposed Budget and Tax Rate

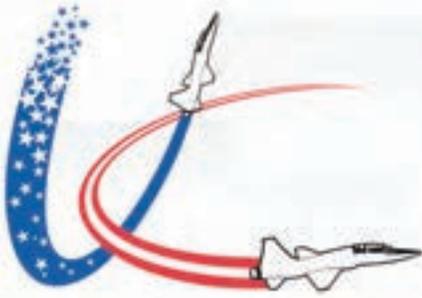
- TAB B:** Resolution 909-E-2024 (FY 2025 Budget Adoption): A resolution by the City Council of the City of Universal City, Texas adopting the Fiscal Year 2024-2025 Budget; providing authorization to execute the budget; and providing for an effective date.
- TAB C:** Resolution 909-D-2024: A resolution by the City Council of the City of Universal City, Texas ratifying the property tax increase reflected in the Adopted Budget for Fiscal Year 2024-2025.
- TAB D:** Ordinance 656-E-2024: An ordinance setting the Ad Valorem Tax Rate for 2024 at \$0.514382 per \$100 of Appraised Value; and appointing a Tax Assessor/Collector (1<sup>st</sup> Reading).

10. ADJOURNMENT:

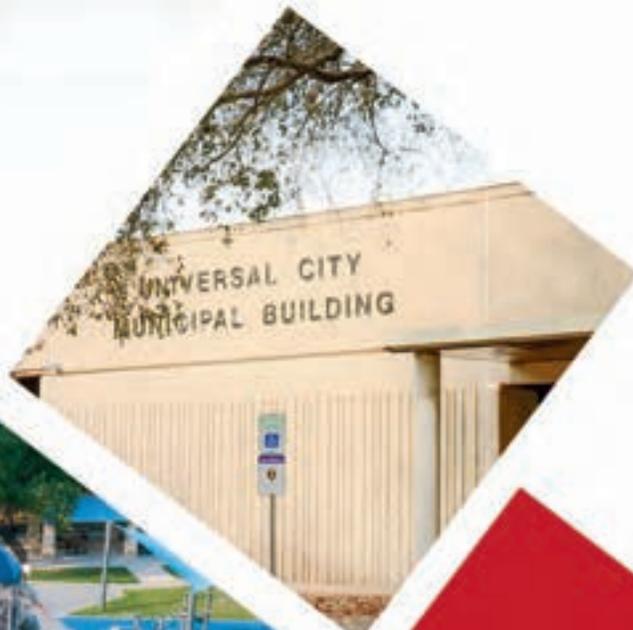
In accordance with the requirements of Texas Government Code section 551.127, a member of the governing body may participate in this meeting from a remote location. A quorum of the governing body as well as the presiding officer shall be physically present at the above posted location, which shall be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



**UNIVERSAL CITY**  
Est. 1900



**2024**  
**2025**

**FISCAL YEAR**  
**PROPOSED ANNUAL BUDGET**



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**City of Universal City Proposed Budget**  
 For the Fiscal Year  
 October 1, 2024 – September 30, 2025

This budget will raise more in total property tax than last year's budget by \$307,607 or 2.9%, and of that amount \$115,043 is tax revenue to be raised from new property added to the tax role this year.

The amounts shown above are based on the City's property tax rates calculated or proposed as follows:

Tax Rate	Proposed FY 2025	Adopted FY 2024
Total Property Tax Rate	.514382	.517499
• Maintenance & Operating	.436882	.430945
• Debt Service Rate	.077500	.086554

The above information is presented on the cover page of the City's FY 2025 Proposed Budget to comply with requirements of Section 102.005 of the Texas Local Government Code.

**FY 2025 Debt Obligations for the General Fund are \$2,168,380**





# 2025 BUDGET MESSAGE

## Mayor and Council,

On behalf of the Universal City staff, I am pleased to present the Annual Budget for Fiscal Year 2025. The attached document represents the City's financial plan and operations guide for the next fiscal year. The FY 2025 Budget addresses current challenges such as growth demands, redevelopment demands, our competitive labor market, and inflationary pressure on operating expenses while continuing to dedicate resources to community safety.

## GENERAL FUND HIGHLIGHTS

The General Fund is the chief operating fund of the government. It is used to account for all current financial resources not required by law or administrative action to be reported in other designated funds. The primary governmental functions occurring within this fund are public safety, public works, community development services, and general government operations such as city management, finance and human resources.

## GENERAL FUND REVENUES

The General Fund revenues are projected to increase from \$19,285,581 in FY 2024 to \$19,928,122 in FY 2025. The increase is attributed to the continued growth in sales tax, ad valorem tax, and fees. The largest source of General Fund revenue comes from ad valorem tax (47%) and eighteen percent (18%) of General Fund revenue is derived from sales taxes. Combined, these taxes and fees fund the operations and maintenance for the City's General Fund and the City's general Debt Service obligations.

## GENERAL FUND EXPENDITURES

There are four governmental functions within the General Fund: public safety, public works, community development, and general government. Protecting constituents from harm is the primary responsibility of government. In FY 2025, 44% of expenditures is for public safety. Additionally, the FY 2025 Budget allocates General Fund expenditures of 18.5% for General Services including Vehicles & Equipment, and Animal Care and Control; 7% percent for development services; 12% for community services (Library and Parks); 8% for general government; and 10.5% for non-departmental expenses such as insurance, electricity and similar items.

The following indicates the expenditures highlights within the General Fund:

### PUBLIC SAFETY

Police and Fire are the two departments that provide the Public Safety function. The most significant expenditure in the General Fund is related to police protection. By far the largest department in the City, the budget for the Police Department is \$4,882,646 for FY 2025. Over the last several years there has been significant investment in Police equipment, hardware, software, and building improvements. Therefore, the only Capital Purchases included in this budget are \$50,000 for computer information systems and \$110,000 for the replacement of two Police vehicles.

Fire prevention, fire suppression, emergency medical services, and emergency management remain a high priority for the Fire Department. The FY 2025 annual budget incorporates expenditures totaling \$3,874,524. Capital Purchases or Improvements included in this budget include Capital Replacement Funds toward fire truck purchases, roof replacement, fire fighting breathing apparatuses, AED defibrillators, computer replacement, and classroom chairs.

### PUBLIC WORKS

The Public Works Department consists of Administration, Animal Care & Control, Streets, Grounds, Stormwater, Fleet and Parks & Recreation. Public Works is responsible for the construction and maintenance of streets and public sidewalks. Additionally, they are responsible for the maintenance of City facilities, vehicles, parks, and ponds. Some major items included in this budget are a diesel mechanic, a part-time Senior Activity Coordinator, vehicle and equipment replacement, HVAC replacement at the Public Works and Animal Care facilities.

In FY 2025, Parks & Recreation received \$650,000 in Venue Tax revenues; up by \$100,000 from FY 2024. Park expenditures include a \$375,000 renovation and expansion of the Pavilion at UC Park; \$200,000 for Grant matching/application; replacement of a 2006 vehicle; and a plethora of upgrades including sod, irrigation, backstops, lighting, benches, and other park amenities throughout the City.

### DEVELOPMENT SERVICES

The Development Services functions consist of the Health Sanitation, Code Enforcement, Building Permits & Inspections, GIS, and Planning & Zoning and Building & Standards. Additional appropriations for these functions are primarily attributed to moving personnel from the Stormwater Fund to Development Services.

## LIBRARY SERVICES

The Library is a hub for access to information, information technology, and a plethora of community activities. The Library budget increased from \$113, 500 in FY 24 to \$135,200 for FY 25. The increase is attributable to increasing the library collection and for the replacement of the public computers.

## GENERAL GOVERNMENT

These divisions deliver the general government function of the City: City Council, City Manager, City Secretary, Finance, Human Resources, and Municipal Court. It is the mission of these divisions to effectively execute policies, programs, and directives of the City in a practical, accountable, and transparent manner.

## NON-DEPARTMENTAL GENERAL FUND

The Non-Departmental Fund represents items required to be budgeted and are therefore not subject to budget cuts; insurance, telecom services, electricity, etc. This General Fund is designed to avoid inflating the General Fund for specific Departments. For FY 2025 Non-Departmental expenses total \$2,099,500. Appropriations for this fund include \$50,000 for two HVAC units at City Hall. There are no staff assigned to the Non-Departmental General Fund.

# **UTILITY FUND HIGHLIGHTS**

The Utility Fund accounts for the City's water distribution, wastewater collection and treatment and sanitation. Being an enterprise fund, it is designed to be financed and operated in a manner similar to private businesses. Accordingly, charges should be sufficient to cover annual operating and capital costs while providing income for future capital needs.

## **UTILITY FUND REVENUES**

Utility revenue is expected to increase by **\$858,743** for a total revenue of \$17,080,848. Water and sewer collection fees and bond revenues for capital improvements make up the bulk of the utility revenue at \$15,640,157.

## **UTILITY FUND EXPENDITURES**

The Utility Fund is comprised of five programs: Administration, Utility Billing, Water Distribution, Water Wells and Wastewater Collection. The primary responsibility of the Utility Fund is to operate and maintain the water distribution and wastewater collection in an efficient manner. Capital expenses planned for FY 2025 include

tank painting at numerous well sites, rehabilitation of water and sewer lines in areas where street projects will occur, other sewer line upgrades, land purchase for a future water tower, equipment and vehicle replacement, and more water rights purchases and leases. The Utility Fund expenditures also cover Utility Debt Service payments.

## **MISC. FUND AND SPECIAL REVENUE HIGHLIGHTS**

### **GOLF FUND**

The Golf Fund is comprised of 7 divisions: General Administration, Course & Grounds, Cart Barn, Pro Shop, Range, Food & Beverage, and Marketing. In part, the Golf Fund is supported by the Special Revenue Fund as authorized under Section 334 of the Local Government Code. The Golf Fund revenues is estimated at \$4,418,000. Some Capital purchases and projects identified in the Golf Fund are grounds equipment and cart leases, parking lot expansion and ADA compliance renovation, lounge and kitchen equipment, power washing and painting of the exterior building and surrounds, and general course, building and equipment maintenance.

### **STORMWATER FUND**

The Stormwater Fund accounts for the managing and maintenance of the City's stormwater system. Included in this budget is \$1,508,990 to continue the Stormwater Management Program as required by Federal and State statutes. Capital projects for the Stormwater Fund include work on the Oak Meadows and Persia Drive storm drains and clearing along Cibolo Creek.

### **DEBT SERVICE FUNDS**

A fund established to finance and account for the accumulation of resources for, and the payment of, general long-term debt principal and interest. This Fund includes General Debt Service and Utility Debt Service. Utility Debt Service is paid through Utility Revenue. General Debt Service is paid through Ad Valorem Taxes. For FY 2025, a nominal amount of General Debt Service Funds is attributed to the library construction. Overwhelmingly, General Debt Service Funds are associated with street bond projects.

### **CAPITAL IMPROVEMENT FUNDS**

Capital Improvement Funds are for projects that occur over several years. For this budget, Capital Improvement Funds are \$12,123,565. Projects included within this fund include reconstruction of E. Langley and National Blvd; construction of the Emergency Access Road on Kitty Hawk; Ivy Lane and Hillview Drive streets; and the recent street bond issuance for reconstruction on Churchwood, Crosswood,

Gamblewood, Inkswood, Medicine Rock, Old Converse Rd, Persia and Travis drives and the 600 block of W. Wright Blvd.

## **SPECIAL REVENUE FUNDS**

Special Revenue Funds account for proceeds that are special assessments and that have legally restricted uses. Seized assets, some court revenue, and impact fees are but a few of the Special Revenue Funds.

## **ACKNOWLEDGEMENTS**

Every budget is an attempt to balance the current and future needs within the framework of limited resources, and this year's budget has been constructed within those guidelines. The proposed budget sustains City operations and services, incorporates our debt model and includes capital needs toward improving City operations and infrastructure.

The presentation of this report could not have been accomplished without the efficient and dedicated services of the entire Universal City staff. I would like to express my sincere appreciation to Chirstine Green, Finance Director, for her leadership on this project and all of the leadership team who assisted and contributed to the preparation of this report.

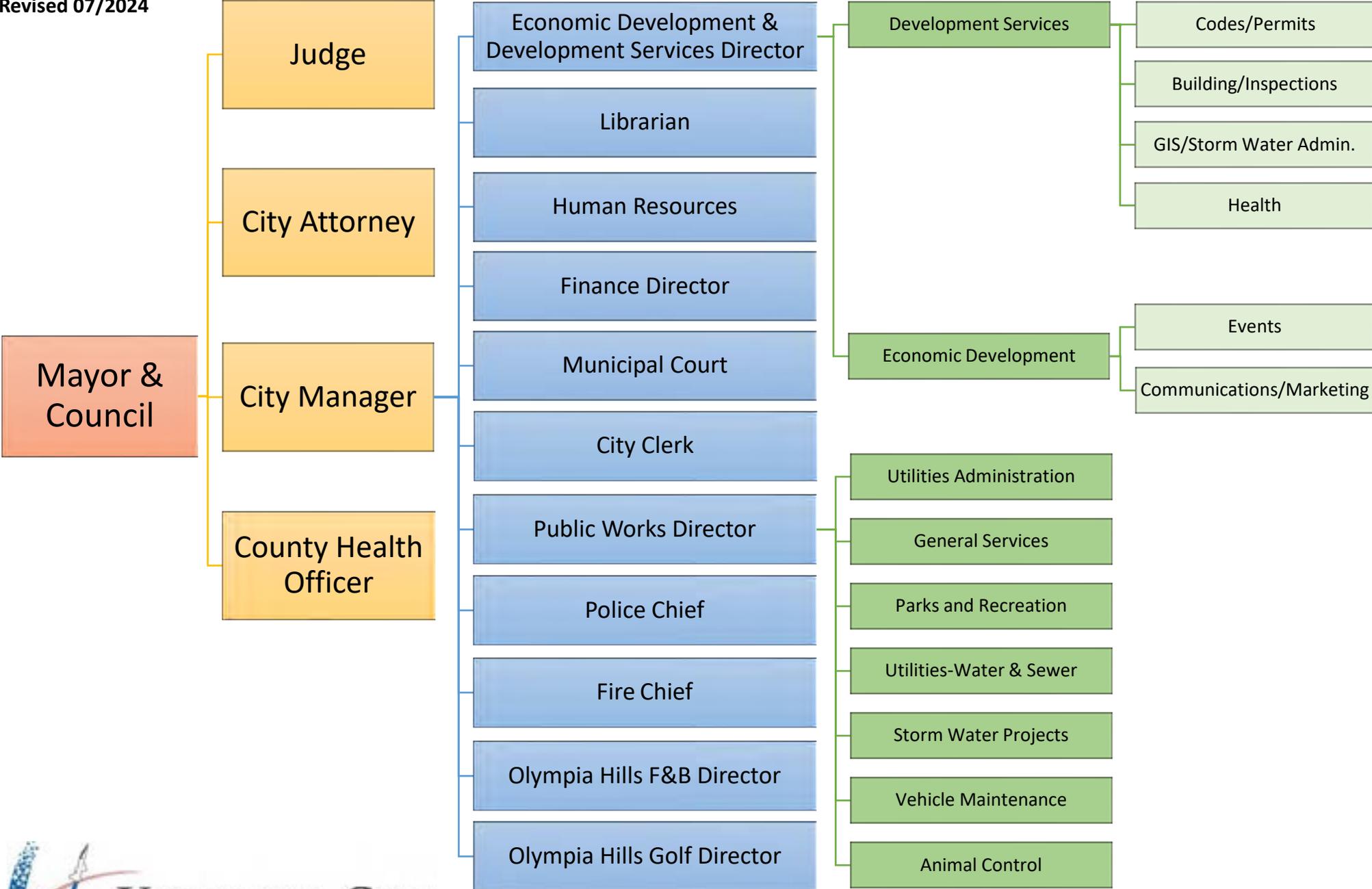
As a staff, we thank the Mayor, City Council, and residents of Universal City for your continued support as we strive to make Universal City the best it can be for residents, business owners, and visitors. Individually and collectively we all contribute to exemplary and sustainable services while providing excellent stewardship of Universal City's resources.

**Kim M. Turner, City Manager**



# Organizational Chart

Revised 07/2024

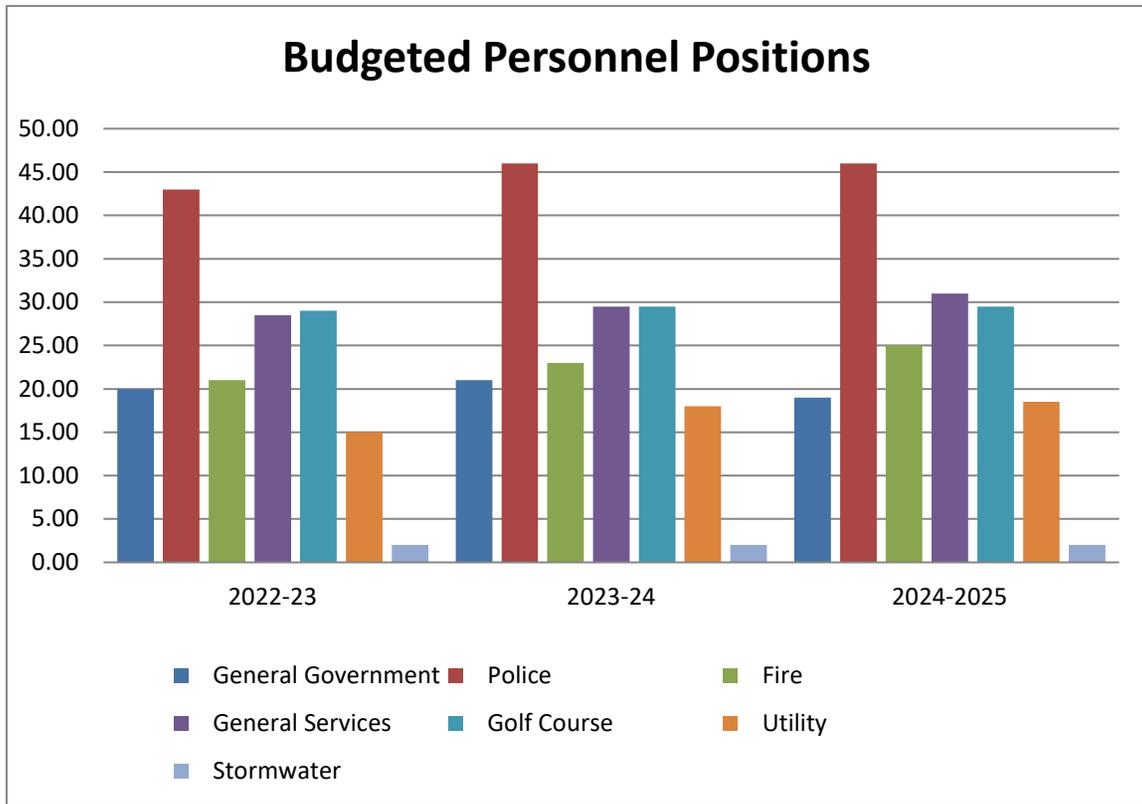


**CITY OF UNIVERSAL CITY  
PROPOSED FY 2025 BUDGET  
SUMMARY - ALL FUNDS**

Fund	Estimated Beginning Fund Balance Oct. 1, 2024	Estimated Revenues	Transfers In	Estimated Expenses	Transfers Out	Use of Fund Balance	Estimated Ending Fund Balance Sept. 30, 2025
<b>General Fund</b>	\$ 17,003,013	\$ 18,447,372	\$ 1,480,750	\$ 19,378,122	\$ 550,000	\$ -	\$ 17,003,013
<b>Enterprise Funds:</b>							
*Utility Fund	38,162,504	11,591,294	-	10,405,292	1,687,095	5,561,164	\$ 37,661,411
**Stormwater Management	7,400,000	889,808	-	543,218	52,000	619,182	\$ 7,694,590
Golf Course Fund	3,344,955	3,243,000	1,304,000	4,020,539	325,000	-	\$ 3,546,416
<b>Special Revenue Funds:</b>							
Court Technology Fund	120,000	50,000	-	50,000	-	-	\$ 120,000
Court Building Security Fund	105,000	50,000	-	50,000	-	-	\$ 105,000
Police Federal Seizure Fund	19,000	2,500	-	2,500	-	-	\$ 19,000
Police State Seizure Fund	52,250	2,500	-	2,500	-	-	\$ 52,250
PEG Fund	330,000	60,000	-	60,000	-	-	\$ 330,000
Hotel Motel Fund	450,000	155,000	-	-	129,000	-	\$ 476,000
Child Safety Fund	96,645	15,200	-	5,000	-	-	\$ 106,845
Water Impact Fees	2,425,000	170,000	-	-	-	-	\$ 2,595,000
Sewer Impact Fees	510,000	25,750	-	-	-	-	\$ 535,750
ARPA Fund	1,110,461	15,000	-	-	940,000	-	\$ 185,461
Venue Tax Fund	15,000	1,831,000	-	-	1,825,000	-	\$ 21,000
<b>Miscellaneous Funds:</b>							
General Capital Replacement Fund	398,201	75,000	1,350,000	-	-	-	\$ 1,823,201
Utility Capital Replacement Fund	5,000	500	25,000	-	-	-	\$ 30,500
<b>Debt Service Funds:</b>							
General Debt Service Fund	1,064,764	1,753,380	-	2,168,380	-	415,000	\$ 649,764
Utility Debt Service Fund	50,000	-	1,437,095	1,437,095	-	-	\$ 50,000
<b>Capital Improvement Funds:</b>							
General Fund Capital Improvements	10,886,036	1,316,801	-	12,123,565	-	10,806,764	\$ 79,272
*Utility Fund Capital Improvements	-	-	-	6,670,164	-	-	\$ (6,670,164)
**Stormwater Fund Capital Improvements	-	-	-	959,415	-	-	\$ (959,415)
<b>Total Funds</b>	<b>\$ 83,547,829</b>	<b>\$ 39,694,105</b>	<b>\$ 5,596,845</b>	<b>\$ 57,875,790</b>	<b>\$ 5,508,095</b>	<b>\$ 17,402,110</b>	<b>\$ 65,454,894</b>

## Budgeted Personnel Positions FY 2025

<b>Function</b>	<b>2022-23</b>	<b>2023-24</b>	<b>2024-2025</b>
General Government	20.00	21.00	19.00
Police	43.00	46.00	46.00
Fire	21.00	23.00	25.00
General Services	28.50	29.50	31.00
Golf Course	29.00	29.50	29.50
Utility	15.00	18.00	18.50
Stormwater	2.00	2.00	2.00
<b>Total</b>	<b>158.50</b>	<b>169.00</b>	<b>171.00</b>



**BUDGETED PERSONNEL POSITIONS BY DIVISION**

Full-Time Equivalents

<b>General Fund</b>	<b>2022-23</b>	<b>2023-24</b>	<b>2024-2025</b>
<b>General Government</b>			
City Manager (Admin)	3.50	6.00	3.00
Human Resources	0.00	1.50	1.50
Finance	6.50	3.50	3.50
Municipal Court	3.00	3.00	3.00
Development Services	7.00	7.00	8.00
<b>Total General Government</b>	<b>20.00</b>	<b>21.00</b>	<b>19.00</b>
<b>Police</b>			
Administration	1.00	2.00	2.00
Dispatch	8.00	8.00	8.00
Records Tech	2.00	2.00	2.00
Detectives	3.00	4.00	4.00
Patrol Officers	21.00	21.00	21.00
Patrol Sergeants	3.00	3.00	3.00
Patrol Lieutenants	3.00	3.00	3.00
Mental Health Officer	0.00	1.00	1.00
Chief & Assistant Chief	2.00	2.00	2.00
<b>Total Police</b>	<b>43.00</b>	<b>46.00</b>	<b>46.00</b>
<b>Fire</b>			
Fire Administration	1.00	1.00	1.00
Fire Chief & Assistant Chief	2.00	2.00	2.00
Fire Operations	18.00	20.00	22.00
<b>Total Fire</b>	<b>21.00</b>	<b>23.00</b>	<b>25.00</b>
<b>General Services</b>			
Vehicle Maintenance	2.50	2.50	3.50
Animal Control	5.50	5.50	5.50
Library	3.50	3.50	3.50
Street Maintenance	12.00	13.00	13.00
Parks and Recreation	5.00	5.00	5.50
<b>Total General Services</b>	<b>28.50</b>	<b>29.50</b>	<b>31.00</b>
<b>General Fund Total</b>	<b>112.50</b>	<b>119.50</b>	<b>121.00</b>
<b>Utility Fund</b>			
Water Administration	5.00	5.00	5.00
Utility Billing	0.00	2.00	2.50
Water/Wastewater Operations	8.00	9.00	9.00
Sewer	2.00	2.00	2.00
<b>Utility Fund Total</b>	<b>15.00</b>	<b>18.00</b>	<b>18.50</b>
<b>Stormwater Fund</b>			
Stormwater	2.00	2.00	2.00
<b>Stormwater Fund Total</b>	<b>2.00</b>	<b>2.00</b>	<b>2.00</b>
<b>Golf Course Fund</b>			
Golf Course	12.00	12.00	12.00
Pro Shop	5.50	5.50	5.50
Food & Beverage	9.00	9.50	9.50
Carts	2.50	2.50	2.50
<b>Golf Course Fund Total</b>	<b>29.00</b>	<b>29.50</b>	<b>29.50</b>
<b>Total City Positions (FTE &amp; PTE)</b>	<b>158.50</b>	<b>169.00</b>	<b>171.00</b>
<b>PTE</b>	<b>38</b>	<b>39</b>	<b>39</b>



## **FY 2024 - 2025 Annual Budget**

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### **FINANCIAL POLICIES**

#### **INTRODUCTION**

The financial policies establish a basic framework for the fiscal management of the City. The policies encompass requirements of the City Charter and the Texas Local Government Code. The policies provide a format to evaluate the City's operations and the authoritative procedures by which the City conducts its financial affairs. A periodic review is conducted, and modifications are made to accommodate the needs of the City.

#### **FISCAL YEAR**

The City operates on a fiscal year that begins on October 1<sup>st</sup> and ends on September 30<sup>th</sup> of the succeeding year. The fiscal year will also be established as the accounting and budget year.

#### **BUDGET ADMINISTRATION**

The City will maintain a budgetary control system to ensure expenditures are made in accordance with the adopted annual budget and the City Charter. The budget shall provide a complete financial plan of all City funds and activities for the ensuing fiscal year and, except as required by law or City Charter, shall be in such form as the City Manager deems desirable or Council may require.

The City Charter requires the City Manager to submit a budget and an accompanying message to the Council for the ensuing fiscal year on or before the thirty-first day of July of each year. It is required by State law that the budget be balanced. A budget is considered balanced when expected resources, including the use of accumulated resources, exceed or are equal to anticipated expenditures. The budget is approved in the form of an appropriations ordinance. During the year, the City Manager has the authority to transfer any unencumbered appropriation balance or portion thereof from one department to another within the same fund in the manner provided by law.

The City uses a program-based budget approach to operating expenditures. Each year every activity and program are evaluated anew; goals and objectives are set for the coming year; and costs are analyzed on a line-by-line basis.

The Annual Budget includes appropriations for all City operating funds. Capital project funds are presented separately in a dedicated section. Appropriations for the annual operating budget lapse at the end of each fiscal year. Appropriations for capital projects carry over until project completion.



## FY 2024 - 2025 Annual Budget

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### FINANCIAL POLICIES

#### **BUDGET STRUCTURE**

The budget document is divided into the following fund groups. These fund groups account for all the City's revenues and expenditures.

#### **General Fund**

The General Fund is the primary operating fund for the City. It is viewed as the general government fund and accounts for a vast number of financial resources, except for resources required to be accounted for in other funds. This includes expenditures for general government, public safety, community and development services, public works, parks and recreation and the library.

#### **Enterprise Funds**

Enterprise Funds are used to account for governmental activities that are like those found in private businesses. The major revenue source for these funds is the rate revenue generated from the customers who receive the services provided. Expenses for these services are paid for through revenue generated from services provided, specialized tax revenue, and bond proceeds. The City has three enterprise funds: Utility Fund, Stormwater Fund, and Golf Course Fund. Each fund accounts separately for the function it supports.

***Utility Fund*** – This fund is used to account for the operations of the water, wastewater, non-potable, and refuse services in the City.

***Stormwater Fund*** – This fund is used to account for development fees assessed to support drainage maintenance and upkeep.

***Golf Course Fund*** – This fund was established to provide budgeting and accountability for revenues received to support the operations and maintenance of the golf course and event center.

#### **Debt Service Funds**

The Debt Service Funds are used to account for the debt service portion of property tax revenues received. Debt service taxes are specifically assessed for the payment of general long-term debt principal and interest. The use of a separate fund ensures that debt service tax revenues are not commingled with other revenues and not used for any purpose other than debt repayment.



## FY 2024 - 2025 Annual Budget

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### FINANCIAL POLICIES

#### **Special Revenue Funds**

Special Revenue Funds are used to account for the proceeds of certain specific revenue sources that are legally restricted to expenditures for specified purposes.

***Court Technology Fund*** – This fund was established to provide budgeting and accountability for revenues collected from a technology fee assessed through the municipal court system. The Texas legislature established the fee in 1999 to provide a funding source to local municipal courts for future technological enhancements to their respective court system.

***Court Security Fund*** - This fund was established to provide budgeting and accountability for revenues collected from a security fee assessed through the municipal court system. This fee can only be used to finance security personnel or items used for the purpose of providing security services for the building that houses the Municipal Court.

***Seized Assets Funds*** – These funds (Police State Seizure Fund & Police Federal Seizure Fund) provide budgeting and accountability for revenues collected from the sale of forfeited and seized assets used in certain illegal activities.

***Capital Replacement Funds*** – This fund was established to provide budgeting and accountability for the purpose of paying for the replacement of capital assets. It is intended to promote prudent financial management by increasing awareness of the ongoing need for capital goods replacement, segregating dollars reserved for future capital item purchases from current operating funds, preventing inadvertent use of capital replacement reserves for non-capital item expenditures, and encouraging management to do more long-term replacement planning, ensuring that funds are available when needed.

***PEG Fund*** – This fund was established to provide budgeting and accountability for revenues received from cable service providers for a cable television franchise fee. Funding from this source can only be used for capital investments intended for improving the broadcast capabilities of the organization.



## FY 2024 - 2025 Annual Budget

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### FINANCIAL POLICIES

**Hotel Occupancy Tax Fund** – This fund was established to provide budgeting and accountability for revenues received from hotel occupancy taxes collected by providers from their guests who rent a room or space in a hotel costing \$15 or more each day. The tax also includes bed and breakfasts, condominiums, apartments and houses. Under Texas law, funding from this source can only be used to directly promote tourism and the convention/hotel industry. This means the proceeds should be spent on projects or events that result in visitors or attendees staying overnight in the community, generating more hotel occupancy tax.

**Child Safety Fund** – This fund was established to provide budgeting and accountability for revenues received by the municipal court related to child safety violations.

**Impact Fee Funds** – These two funds (Water Impact Fund & Sewer Impact Fund) were established to provide budgeting and accountability for revenues received from impact fees. Impact fees are authorized under Chapter 395 of the Texas Local Government Code and are defined as a charge imposed against new development to pay for the off-site construction or expansion of infrastructure facilities that are necessitated by and benefit the new development. Revenues from these fees are specifically used to fund impact fee eligible projects.

**ARPA Fund** – This fund was established to provide budgeting and accountability of grant revenues received through the American Rescue Plan Act of 2021 (H.R. 1319).

**Venue Tax Fund** – This fund was established to provide budgeting and accountability for legally permissible uses of venue tax revenues.

### Capital Improvement Funds

Capital Improvement Funds are used to account for all major capital improvements that are financed by the City’s general obligation bonds, revenue bonds, and certificates of obligation.

### **BASIS OF ACCOUNTING AND BUDGETING**

The City of Universal City’s annual budgets shall be prepared and adopted on a basis consistent with generally accepted accounting principles (GAAP) as promulgated by the Governmental Accounting Standards Board (GASB) and other recognized professional standards for all governmental and proprietary funds.



## FY 2024 - 2025 Annual Budget

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### FINANCIAL POLICIES

#### **Governmental Funds**

Accordingly, all governmental fund budgets are presented using the current resource measurement focus and modified accrual basis of accounting. Under this method of accounting, revenue and other governmental fund resources are recognized in the accounting period in which they become susceptible to accrual – that is, when they become both “measurable and available” to finance current operating expenditures for the fiscal period.

Expenditures in the governmental funds are generally recognized under the modified accrual basis of accounting when the related fund liability is incurred, if measurable. An exception to this general rule is principal and interest on long-term debt, which is recognized when due.

Because the appropriated budget is used as the basis for control and comparison of budgeted and actual amounts, the basis for preparing the budget is the same as the basis of accounting.

Most of the City’s basic services are included in governmental funds such as General Fund and Special Revenue Funds.

#### **Proprietary Funds**

The City’s proprietary funds budgets are presented using the economic resources measurement focus and accrual basis of accounting. Under this method of accounting, revenue is recognized when earned and becomes measurable while expenses are recognized in the period incurred, if measurable.

The City’s business-type activities, such as the Utility Fund, Golf Course, and Stormwater Funds are classified as proprietary funds.

#### **REVENUES**

For every annual budget, the City shall levy two property tax rates: operations & maintenance and debt service, the debt service levy shall be sufficient for meeting all principal and interest payment associated with the City’s outstanding tax-supported debt for that budget year. The debt service levy and related debt service expenditures shall be accounted for in the debt service fund. The operations and maintenance levy shall be accounted for in the general fund.

Revenues are budgeted conservatively using an objective approach to analyze historical data and inherent trends. Adjustments are made to account for known events and projected economic activity within the City.



## **FY 2024 - 2025 Annual Budget**

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### **FINANCIAL POLICIES**

Revenue from “one-time” or limited duration sources will not be used to pay for recurring expenditures within the City’s budget.

#### **EXPENDITURES / EXPENSES**

The City will budget, account, and report detailed expenditures in the following categories: personnel, supplies, repair and maintenance, contracted services, capital outlay and transfers.

The City will constantly strive to improve the level of service for its citizens without increased level of cost. The City will also seek to reduce the cost of the current level of services provided through innovative programs and initiatives.

Personnel expenditures will reflect the minimum staffing necessary to maintain the established quality and scope of City services. The City will maintain a market-competitive compensation and benefit package to attract and retain quality employees.

The City will provide for adequate maintenance of capital assets and for their timely replacement. Each division shall project future capital requirements for a minimum of five years to accommodate the acquisition of capital while maintaining a consistent level of expenditures for each budget year.

#### **CASH MANAGEMENT / INVESTMENT POLICIES**

Investments and cash management will be the responsibility of the City Manager and of the Finance Director, City investment Officer. Investments of the City will be made in accordance with the City’s adopted Investment Policy.

The City will diversify use of investment instruments to avoid incurring unreasonable risks inherent in over-investing in specific instruments, individual financial institutions, or maturities.

Cash will be combined into one pooled operating account to facilitate effective management of the City’s resources and to maximize yield from the overall portfolio.

The Finance Director shall present reports on the City’s investments quarterly to the Mayor and City Council.



## **FY 2024 - 2025 Annual Budget**

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### **FINANCIAL POLICIES**

#### **ACCOUNTING, AUDITING, AND FINANCIAL REPORTING POLICIES**

The City's accounting system will be maintained in accordance with generally accepted accounting principles.

The City places continued emphasis on the maintenance of an accounting system that provides strong internal budgetary and accounting controls designed to provide reasonable, but not absolute, assurances regarding the safeguarding of assets.

Quarterly, the Finance Director shall submit to the City Council a report covering the financial condition of the City. The financial report will compare actual revenues and expenditures to budgeted amounts for all major funds.

An independent audit of the City of Universal City is performed annually. This audit is conducted within six months of the close of the previous fiscal year. All reports prepared by the auditors, the independent auditors' report and management's response to those reports, will be presented to the Mayor and City Council at a regularly scheduled Council meeting.

#### **FUND BALANCE / RESERVE POLICIES**

On June 6, 2023, the City Council approved a Fund Balance Policy in compliance with Governmental Accounting Standards Board Statement 54.

The City of Universal City recognizes that the maintenance of a fund balance is essential to the preservation of the financial integrity of the City and is fiscally advantageous for both the City and taxpayers. This policy establishes goals and provides guidance concerning the desired level of fund balance maintained by the City of Universal City to mitigate financial risk that can occur from unforeseen revenue fluctuations, unanticipated expenditures, and similar circumstances.

The City of Universal City will maintain an operating reserve for use in the event of unanticipated, extraordinary expenditures and / or the loss of a major revenue source.

The fund balance reserves will be maintained as follows General Fund twelve (12) months, Water-Sewer and Venue six (6) months, stormwater three (3) months. The operating reserves shall be established at a minimum of the applicable Fund budgeted expenditures for the current fiscal year.



## **FY 2024 - 2025 Annual Budget**

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### **FINANCIAL POLICIES**

#### **LONG TERM FINANCIAL PLAN**

The City shall establish and maintain a long-term financial plan that has a clear vision and measurable goals to guide the City and provides direction to staff as Universal City moves forward. It reflects and identifies milestones to be achieved, delineates initiatives each department must take to achieve goals that are set forth, sustains organizational excellence, and empowers residents to help shape the City's future.

#### **CONCLUSION**

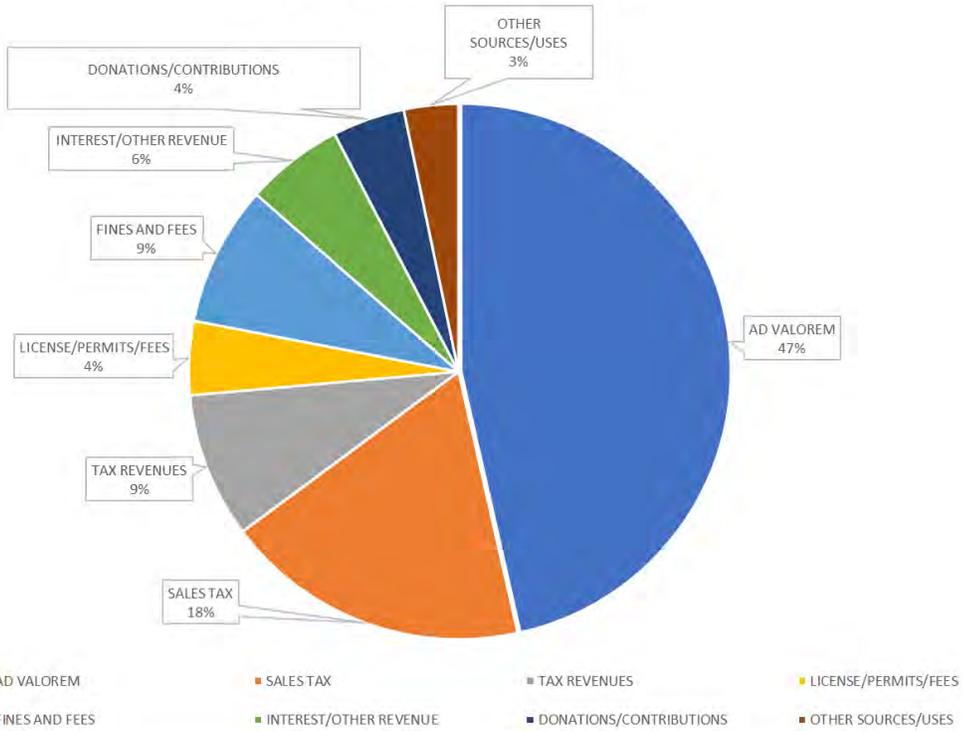
The budget for Fiscal Year 2024-2025 is committed to the Council's policy of preserving strong financial position by maintaining strong fund balances and reserves, recommending a balanced budget, and maintaining current programs. The Fiscal Year 2024-2025 Annual Budget asserts our commitment to meet and exceed our community's highest priority expectations. We continue to strive to meet these needs at the lowest possible cost to our citizens.

# GENERAL FUND DEPARTMENTS

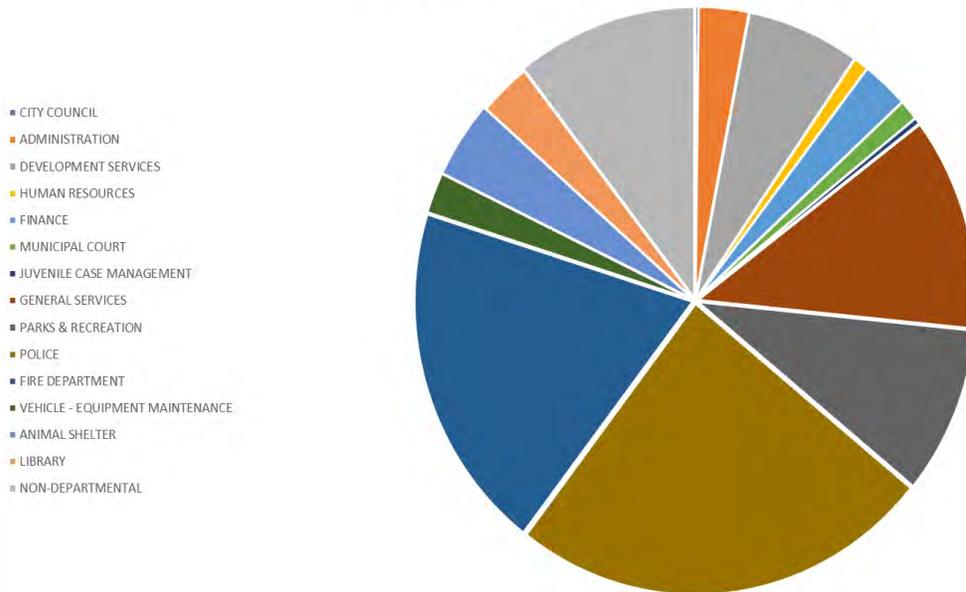
- City Council
- Administration
- Development Services
- Human Resources
- Finance
- Municipal Court
- General Services
- Parks & Recreation
- Police
- Fire
- Vehicle Maintenance
- Animal Shelter
- Library
- Non-Departmental



## REVENUES BY TYPE



## EXPENSES BY DEPARTMENT



**CITY OF UNIVERSAL CITY - GENERAL FUND FINANCIAL SUMMARY  
PROPOSED OPERATING BUDGET FISCAL YEAR 2025**

	2022-2023 ACTUAL	2023-2024 BUDGET	2023-2024 ACTUAL	2024-2025 PROPOSED BUDGET
<b>REVENUE SUMMARY</b>				
TAX REVENUE	13,499,575	14,259,819	10,990,492	14,564,690
LICENSE/PERMITS/FEES	1,187,896	953,000	406,565	887,666
FINES AND FEES	1,173,666	1,267,600	648,109	1,688,000
INTEREST/OTHER REVENUE	1,212,352	720,000	627,171	1,173,016
DONATIONS/CONTRIBUTIONS	1,678,151	1,057,500	103,456	862,250
GRANTS	238,263	2,500	8,279	2,500
OTHER SOURCES/USES	-	1,025,162	-	650,000
<b>TOTAL REVENUE</b>	<b>18,989,905</b>	<b>19,285,581</b>	<b>12,784,072</b>	<b>19,828,122</b>
<b>EXPENDITURE SUMMARY</b>				
CITY COUNCIL	-	-	-	35,390
ADMINISTRATION	2,333,452	1,394,297	888,246	576,947
DEVELOPMENT SERVICES	856,142	1,197,185	455,881	1,305,770
HUMAN RESOURCES	-	153,051	82,216	171,183
FINANCE	610,566	636,460	263,317	537,975
MUNICIPAL COURT	281,820	208,238	90,731	229,207
JUVENILE CASE MANAGEMENT	55,286	68,171	30,080	71,003
GENERAL SERVICES	1,872,074	1,943,123	735,625	2,328,832
PARKS & RECREATION	1,842,948	1,426,640	929,212	1,800,200
POLICE	4,407,047	5,079,195	2,347,880	4,882,646
FIRE DEPARTMENT	3,018,545	3,309,023	1,465,178	3,874,524
VEHICLE - EQUIPMENT MAINTENANCE	242,211	287,255	154,086	450,900
ANIMAL SHELTER	602,476	690,369	347,333	865,180
LIBRARY	414,035	504,773	220,688	598,865
TRANSFER OUT TO CAPITAL	159,227	-	-	-
NON-DEPARTMENTAL	-	2,387,801	1,678,464	2,099,500
<b>TOTAL EXPENDITURES</b>	<b>16,695,830</b>	<b>19,285,581</b>	<b>9,688,936</b>	<b>19,828,122</b>
<b>REVENUE OVER/(UNDER) EXPENDITURES</b>	<b>2,294,075</b>	<b>-</b>	<b>3,095,137</b>	<b>(0)</b>

**CITY OF UNIVERSAL CITY - GENERAL FUND FINANCIAL SUMMARY  
PROPOSED OPERATING BUDGET FISCAL YEAR 2025**

	2022-2023 ACTUAL	2023-2024 BUDGET	2023-2024 ACTUAL	2024-2025 PROPOSED BUDGET
<b>REVENUES</b>				
<b>TAX REVENUES</b>				
AD VALOREM TAXES	8,176,598	8,716,201	8,308,788	9,162,540
TAX PENALTIES AND INTEREST	41,836	50,000	18,481	20,000
FRANCHISE FEES	1,311,507	1,657,468	692,559	1,415,000
PEG FUNDS	33,739	-	-	-
CPS 1% CAPITAL PROJECTS	207,044	225,000	108,144	216,000
SALES TAX	3,523,512	3,500,000	1,817,665	3,650,000
MIXED DRINK TAX	34,074	37,500	16,888	35,000
MIXED BEV. SALES TAX	41,728	47,500	20,298	41,000
BINGO TAX	301	150	134	150
SCHOOL CROSSING GUARD TAX	26,697	26,000	7,537	25,000
HOTEL/MOTEL TAX	102,539	-	-	-
<b>TOTAL TAX REVENUE</b>	<b>13,499,575</b>	<b>14,259,819</b>	<b>10,990,492</b>	<b>14,564,690</b>
<b>LICENSE/PERMITS/FEES</b>				
CONTRACTOR REG FEES	40,353	35,200	26,285	40,000
BUILDING PERMITS	611,930	615,000	294,918	578,000
CONSTRUCTION SCAN FEES	29	500	-	500
ENGINEERING SERVICES	13,101	90,000	3,238	74,320
HOME IMPROVEMENT CONTRACTOR	200	6,000	-	-
ELECTRICIANS	1,000	1,000	500	1,000
ANIMAL, LICENSE AND FEES	14,065	16,500	7,571	15,142
AUTOMOBILE IMPOUNDING	15,974	12,500	8,647	17,294
SOLICITOR FEE	70	50	148	296
FOOD ESTABLISHMENT PERMIT	44,685	45,000	11,088	45,000
ALCOHOLIC BEVERAGE PERMIT	4,755	4,400	750	1,500
MOBILE HOME SPACE PERMIT	470	450	160	320
PROPERTY LIENS	227	-	-	3,000
COIN OPERATED MACHINE PERMIT	675	500	120	675
FOOD HANDLER CARDS	90	300	-	90
PARK FACILITY RENTAL FEE	96,982	100,000	45,241	100,000
LIBRARY FEES	130	600	264	528
ALARM PERMITS & SERVICES	9,043	25,000	7,635	10,000
WARRANT FEES	101,690	-	-	-
MUNICIPAL COURT TECH FUND	28,650	-	-	-
ADMINISTRATIVE COURT FEES	68,967	-	-	-
COURT BUILDING SECURITY FUND	33,478	-	-	-
CITY CHILD SAFETY/SCHOOL ZONE	10,796	-	-	-
CITY FTA	7,218	-	-	-
CITY - TIME PAYMENTS	5,929	-	-	-
CITY - COURT COST SERVICE FEE	40,503	-	-	-
CITY - JUDICIAL FEE	1,144	-	-	-
CITY-TRUANCY PREVENTION	32,249	-	-	-
JUVENILE CASE MANAGER	3,492	-	-	-
<b>TOTAL LICENSE/PERMITS/FEES</b>	<b>1,187,896</b>	<b>953,000</b>	<b>406,565</b>	<b>887,666</b>
<b>FINES AND FEES</b>				
JUVENILE CASE MANAGER	-	6,000	1,557	3,000
WARRANT FEES	-	130,000	56,893	135,000
<b>MUNICIPAL COURT FINES &amp; FEES</b>	<b>1,173,666</b>	<b>1,131,600</b>	<b>589,659</b>	<b>1,550,000</b>
<b>TOTAL FINES</b>	<b>1,173,666</b>	<b>1,267,600</b>	<b>648,109</b>	<b>1,688,000</b>

**CITY OF UNIVERSAL CITY - GENERAL FUND FINANCIAL SUMMARY  
PROPOSED OPERATING BUDGET FISCAL YEAR 2025**

**INTEREST/OTHER INCOME**

SALE OR USE OF PROPERTY	27,135	-	3,500	-
INTEREST INCOME	1,031,959	625,000	521,258	1,042,516
OTHER INCOME	12,244	50,000	22,526	22,500
WASTE MANAGEMENT DONATIONS	7,000	-	1,000	7,000
CC PROCESSING FEES	20,419	45,000	13,150	30,000
CHAPTER 59 SEIZED ASSETS	5,509	-	3,951	-
SPECIAL EVENTS REVENUES	99,163	-	61,785	62,000
OPIOD ABATEMENT	8,924	-	-	9,000
<b>TOTAL INTEREST/OTHER INCOME</b>	<b>1,212,352</b>	<b>720,000</b>	<b>627,171</b>	<b>1,173,016</b>

**DONATIONS/CONTRIBUTIONS**

UTILITY OVERHEAD TRANSFER	200,000	205,000	-	225,000
EDC PAYROLL REIMBURSEMENT	220,332	325,000	-	-
EDC OVERHEAD TRANSFER	-	98,000	-	88,750
STORMWATER OVERHEAD TRANSFER	50,000	51,000	-	52,000
ARPA REIMBURSEMENT	863,879	-	-	140,000
GOLF COURSE OVERHEAD TRANSFER	302,879	310,000	-	325,000
RIGHT OF WAYS FEES	18,053	22,000	7,696	16,000
PARK DONATIONS	-	40,000	40,024	-
LIBRARY DONATIONS	13,318	3,000	24,919	15,000
ANIMAL SHELTER OPERATING DONATIONS	6,850	3,000	390	500
DONATIONS - VETERANS PARK	215	500	-	-
DONATIONS - FIRE DEPARTMENT	2,627	-	30,427	-
<b>TOTAL DONATIONS/CONTRIBUTIONS</b>	<b>1,678,151</b>	<b>1,057,500</b>	<b>103,456</b>	<b>862,250</b>

**GRANTS**

STATE LEOSE POLICE ALLOCATION	2,423	2,500	5,737	2,500
GRANTS - POLICE DEPT	9,755	-	2,541	-
TX PARK AND WILDLIFE	225,000	-	-	-
TEXAS COMMISSION ON THE ARTS	1,085	-	-	-
<b>TOTAL GRANTS</b>	<b>238,263</b>	<b>2,500</b>	<b>8,279</b>	<b>2,500</b>

**OTHER SOURCES/USES**

TRANSFER IN FROM VENUE TAX FUND	-	550,000	-	650,000
TRANSFER IN FROM ARPA FUND	-	475,162	-	-
<b>TOTAL OTHER SOURCE/USES</b>	<b>-</b>	<b>1,025,162</b>	<b>-</b>	<b>650,000</b>

**TOTAL REVENUE**

<b>18,989,905</b>	<b>19,285,581</b>	<b>12,784,072</b>	<b>19,828,122</b>
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**CITY OF UNIVERSAL CITY - GENERAL FUND FINANCIAL SUMMARY  
PROPOSED OPERATING BUDGET FISCAL YEAR 2025**

		EXPENDITURES			
<b>PAYROLL</b>					
	REGULAR PAY	6,514,664	7,561,815	3,305,957	7,810,954
	OVERTIME PAY	619,553	510,418	282,142	416,250
	FLSA MANDATED OVERTIME PAY	239,966	278,606	148,174	90,000
	HOLIDAY PAY	294,774	361,616	184,711	348,882
	LONGEVITY PAY	53,004	80,500	79,184	71,568
	CERTIFICATION PAY	54,850	107,300	26,400	91,500
	F.I.C.A.	461,255	534,343	250,812	547,408
	MEDICARE EXPENSE	108,973	124,692	59,643	128,023
	EMPLOYEE RETIREMENT	1,416,938	1,709,908	858,704	1,787,021
<b>TOTAL PAYROLL</b>		<u>9,763,977</u>	<u>11,269,199</u>	<u>5,195,726</u>	<u>11,291,605</u>
<b>ALLOWANCES</b>					
	TRAVEL EXPENSE	54,256	66,750	19,832	61,985
	PHONE ALLOWANCE	1,246	900	462	-
	LICENSE/CERTIFICATIONS	1,251	9,660	-	12,255
	UNIFORM ALLOWANCE	51,758	47,495	18,330	76,080
	UNIFORM MAINTENANCE	63,927	56,264	32,557	69,780
	TRAINING	80,300	69,390	35,304	99,676
	FIRE MARSHALL EXPENSES	-	20,000	-	20,000
	COUNCIL ALLOWANCE	1,490	3,000	898	2,640
	LEOSE TRAINING	-	1,800	-	1,800
	EMPLOYEE ENGAGEMENT	9,629	8,940	11,328	-
	EMPLOYEE AWARDS	2,186	2,200	613	4,000
	TUITION REIMBURSEMENT	15,705	8,900	4,188	15,000
	MISCELLANEOUS EXPENSE	-	4,650	7,637	-
<b>TOTAL ALLOWANCES</b>		<u>281,747</u>	<u>299,949</u>	<u>131,149</u>	<u>363,216</u>
<b>COMMUNICATIONS</b>					
	TELEPHONE	55,337	9,400	4,444	9,700
	CELL PHONES/PAGERS	92,702	65,000	47,908	-
	RADIO SYSTEM MAINTENANCE	55,231	48,000	32,316	52,000
	POSTAGE	13,067	17,250	5,815	17,475
	PRINTING	5,172	6,150	3,674	8,800
	ADVERTISING	87	150	-	200
	NEWS PAPER PUBLICATIONS	22,171	9,500	7,466	10,000
	PEG CHANNEL SUPPLIES	53,735	-	-	-
	MEMBERSHIPS/SUBSCRIPTIONS	52,281	50,310	34,060	72,590
	PROMOTION/DEVELOPMENT OF CITY	21,745	15,000	14,725	-
<b>TOTAL COMMUNICATIONS</b>		<u>371,528</u>	<u>220,760</u>	<u>150,408</u>	<u>170,765</u>
<b>UTILITIES</b>					
	ELECTRICITY EXPENSE	315,707	160,500	75,516	165,500
	GAS EXPENSE	1,323	5,000	3,046	4,750
	INTERNET EXPENSE	25,481	5,410	2,713	5,575
	CABLE EXPENSE	1,163	900	550	900
<b>TOTAL UTILITIES</b>		<u>343,674</u>	<u>171,810</u>	<u>81,825</u>	<u>176,725</u>
<b>SUPPORT SERVICES</b>					
	TAX APPRASIAL	49,533	42,000	28,840	55,000
	TAX ASSESSING AND COLLECTIONS	159	1,000	77	750
	LEGAL SERVICES	176,055	110,000	343,788	135,000
	ELECTION EXPENSE	811	12,000	7,648	8,500
	ENGINEERING SERVICES	47,767	90,000	37,839	198,820
	3RD PARTY INSPECTION FEES	165,031	150,000	62,250	160,000
<b>TOTAL SUPPORT SERVICES</b>		<u>439,357</u>	<u>405,000</u>	<u>480,441</u>	<u>558,070</u>

**CITY OF UNIVERSAL CITY - GENERAL FUND FINANCIAL SUMMARY  
PROPOSED OPERATING BUDGET FISCAL YEAR 2025**

**CONTRACT SERVICES**

PLANNING	8,500	225,000	-	25,000
INSPECTIONS	4,720	4,600	1,495	6,400
MAINTENANCE VEHICLE	103,045	100,000	36,195	101,800
MAINTENANCE OF MOBILE EQUIP.	44,022	33,000	16,848	36,000
MAINTENANCE OTHER EQUIP	38,450	32,151	21,586	43,868
MAINTENANCE BUILDING	323,772	258,665	116,309	414,088
MAINTENANCE OF SIDEWALKS/CURBS	-	10,000	-	10,000
MAINTANANCE OF STREETS	77,839	183,000	-	172,000
MAINTENANCE OF GROUND	191,066	260,260	160,665	288,470
MAINTENANCE OF TRAFFIC SIGNALS	6,963	9,000	2,149	130,223
HSA CONTRIBUTIONS	-	-	-	-
INSURANCE AND BONDS	820,643	-	-	-
WORKERS COMPENSATION	104,832	-	-	-
WORKERS UNEMPLOYMENT INS	284	-	-	-
AUDIT SERVICE	68,600	38,000	29,500	35,000
FIRST AID SUPPLIES	1,326	1,000	603	1,224
PHYSICAL EXAMS	52,823	53,050	9,085	55,506
EMERGENCY AMBULANCES	345,554	342,715	171,358	357,771
HAZARDOUS MATERIAL TE	500	1,000	1,000	1,000
APPLICANT PROCESSING	8,275	3,476	530	2,525
PUBLIC SAFETY CONTIGENCY	6,500	7,250	-	7,250
EQUIPMENT RENTAL	8,262	8,500	920	26,500
SPECIAL EVENT EXPENDITURES	154,543	155,000	161,179	80,000
SECURITY	9,230	61,800	4,615	92,232
JAIL EXPENSE	-	3,000	-	3,000
BEXAR COUNTY CRIME LAB	10,689	12,000	1,505	10,000
BANK FEES	24,771	15,000	15,303	-
OTHER CONTRACT SERVICES	432,524	493,554	119,083	506,614
TECHNOLOGY SERVICES	244,175	253,700	176,537	252,297
CONTIGENCY	-	228,000	-	-
GRANT APPLICATION/MATCH	-	-	-	353,500
<b>TOTAL CONTRACT SERVICES</b>	<b>3,091,909</b>	<b>2,792,721</b>	<b>1,046,465</b>	<b>3,012,268</b>

**SUPPLIES AND MATERIALS**

ENTERTAINMENT	6,624	8,000	1,302	6,800
BASE MATERIALS	4,031	7,500	-	10,000
SAND/DIRT MATERIALS	6,394	8,000	3,152	8,000
CONCRETE	84,923	70,000	23,611	110,000
ASPHALT	43,956	25,500	4,934	42,500
SIGNAGE	11,798	25,000	9,602	47,760
OPERATING SUPPLIES	223,640	168,964	69,834	236,440
POLICE EQUIPMENT	-	11,000	34,335	55,000
VOLUNTEER SUPPLIES	-	1,250	1,175	3,000
GASOLINE EXPENSE	114,265	110,950	53,481	114,300
OIL/LUBRICANTS	2,391	5,000	20,101	55,000
OFFICE SUPPLIES	17,991	-	223	-
JANITORIAL SUPPLIES	19,422	15,500	8,061	15,900
OFFICE EQUIPMENT	8,608	169,962	10,803	16,000
HAND TOOLS	4,650	8,300	6,454	23,295
COMMUNITY RISK REDUCTION	10,615	100	43	-
PPE & MAINTENANCE	30,695	49,900	6,024	50,000
BOOKS & PERIODICALS	26,788	34,600	18,087	50,000
BOOKS & PERIODICALS DONATIONS	13,617	-	11,742	-
AUDIO/VISUAL MATERIALS	9,688	9,446	1,838	12,000
OPERATING EXPENSE - DONATIONS	16,470	-	17,886	-
<b>TOTAL SUPPLIES AND MATERIALS</b>	<b>656,566</b>	<b>728,972</b>	<b>302,689</b>	<b>855,995</b>

**CITY OF UNIVERSAL CITY - GENERAL FUND FINANCIAL SUMMARY  
PROPOSED OPERATING BUDGET FISCAL YEAR 2025**

**REAL PROPERTY AND EQUIPMENT**

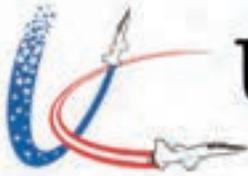
OFFICE EQUIPMENT - REAL PROPERTY	-	12,350	4,850	13,708
FURNITURE & FIXTURES	5,961	18,975	-	26,500
OTHER EQUIPMENT	119,172	199,650	87,336	338,270
VEHICLES	383,431	335,000	177,216	286,000
COURT TECHNICAL EQUIPMENT	37,449	-	-	-
COURT SECURITY	74,596	-	-	-
ENGINEERING, ALLEY/ ROADWAY	26,024	45,000	-	45,000
LEASE/PURCHASE MOBILE EQUIPMENT	169,356	85,000	79,039	34,500
PARK IMPROVEMENTS	901,178	425,000	313,003	375,000
OTHER SOURCES/USES	-	15,000	12,085	24,000
COMPUTER EQUIPMENT	5,960	12,000	-	15,000
COMPUTER INFORMATION	37,211	50,000	10,222	35,000
BUILDING & STRUCTURES	67,550	90,000	86,191	107,000
<b>TOTAL REAL PROPERTY AND EQUIPMENT</b>	<b>1,827,889</b>	<b>1,287,975</b>	<b>769,942</b>	<b>1,299,978</b>

**NON-DEPARTMENTAL**

PROMOTION-DEVELOPMENT	-	25,000	-	40,000
TRANSFER OUT TO CAPITAL	159,227	-	-	-
TRANSFER OUT TO CAPITAL REPLACEMENT	-	398,201	-	550,000
TELEPHONES	-	42,000	19,917	45,000
CELL PHONES	-	-	-	30,000
ELECTRICITY EXPENSE	-	149,400	16,261	40,000
ELECTRICITY EXPENSE PVT STREETLIGHTS	-	-	84,191	145,000
INTERNET EXPENSE	-	30,000	12,057	24,000
CABLE TV EXPENSE	-	1,000	285	1,000
BUILDING MAINTENANCE	-	35,000	33,538	50,000
GROUNDS MAINTENANCE	-	-	-	12,000
CC BANK FEES	-	-	-	32,000
OTHER CONTRACT SERVICES	-	-	-	68,500
INSURANCE AND BONDS	-	1,015,000	482,110	840,000
WORKER'S COMPENSATION	-	135,200	80,205	145,000
WORKER'S UNEMPLOYMENT INS	-	20,000	82	22,000
CAPITAL OUTLAY BUILDING	-	537,000	949,817	55,000
<b>NON-DEPARTMENTAL</b>	<b>159,227</b>	<b>2,387,801</b>	<b>1,678,464</b>	<b>2,099,500</b>

**TOTAL GENERAL FUND EXPENDITURES**      **16,935,874**      **19,564,187**      **9,837,109**      **19,828,122**

**REVENUE OVER/(UNDER) EXPENDITURES**      **2,054,031**      **-**      **2,946,963**      **(0)**



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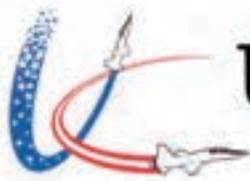
## **GENERAL FUND-01 CITY COUNCIL-5109**

The City Council is the legislative and governing body for the City. The Council is comprised of a mayor and six council members. The Mayor and council are elected at-large. All serve two year terms. The City Council enacts ordinances, which ensure the health, safety, and welfare of the residents.

Council meetings are scheduled at 6:30 p.m. on the first and third Tuesday of each month.

**CITY OF UNIVERSAL CITY - CITY COUNCIL  
PROPOSED OPERATING BUDGET FISCAL YEAR 2025**

CITY COUNCIL	FY 2023 Actual	FY 2024 Budget	FY 2024 Actual	FY 2025 Proposed Budget
TRAVEL EXPENSE	-	-	-	4,550
UNIFORM ALLOWANCE	-	-	-	1,850
TRAINING	-	-	-	7,350
COUNCIL ALLOWANCE	-	-	-	2,640
<b>Total Allowances</b>	-	-	-	<b>16,390</b>
PRINTING	-	-	-	500
MEMBERSHIPS/SUBSCRIPTIONS	-	-	-	3,800
<b>Total Communications</b>	-	-	-	<b>4,300</b>
OPERATING SUPPLIES	-	-	-	14,700
<b>Total Supplies and Materials</b>	-	-	-	<b>14,700</b>
<b>Total City Council</b>	-	-	-	<b>35,390</b>



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## **GENERAL FUND-01 ADMINISTRATION-5110**

The Administration Department is responsible for executing City Council policies, programs, and directives as well as conducting City operations in a practical, responsible, and efficient manner; ensuring the accuracy and integrity of all City records; and responding promptly to citizen inquiries and requests. This department is also responsible for legal notifications, public information, and providing administrative support to the City Council.

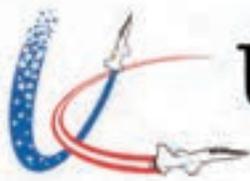
The City Manager provides the best possible working relationship with the City Council, City Department Directors, City Staff and the Citizens of Universal City.

**CITY OF UNIVERSAL CITY - ADMINISTRATION  
PROPOSED OPERATING BUDGET FISCAL YEAR 2025**

<b>ADMINISTRATION</b>	<b>FY 2023</b>	<b>FY 2024</b>	<b>FY 2024</b>	<b>FY 2025</b>
	<b>Actual</b>	<b>Budget</b>	<b>Actual</b>	<b>Proposed</b>
				<b>Budget</b>
REGULAR PAY	442,799	485,228	223,619	306,207
OVERTIME PAY	5,445	7,000	4,714	4,000
HOLIDAY PAY	16,393	25,711	5,966	2,541
LONGEVITY PAY	1,908	4,080	4,080	2,208
FICA EXPENSE	25,055	32,365	12,095	19,527
MEDICARE EXPENSE	6,961	7,569	3,814	4,567
EMPLOYEE RETIREMENT	88,429	103,569	58,720	63,747
<b>Total Payroll</b>	<b>586,990</b>	<b>665,522</b>	<b>313,008</b>	<b>402,797</b>
TRAVEL EXPENSE	21,809	15,000	10,307	5,000
PHONE ALLOWANCE	1,246	900	462	-
UNIFORM ALLOWANCE	1,031	750	218	250
TRAINING	5,987	5,000	2,375	6,000
TUITION REIMBURSEMENT	15,705	8,900	4,188	15,000
EMPLOYEE ENGAGEMENT	5,104	4,950	8,910	-
COUNCIL ALLOWANCE	1,490	3,000	898	-
MISCELLANEOUS EXPENSE	-	4,650	7,637	-
<b>Total Allowances</b>	<b>52,372</b>	<b>43,150</b>	<b>34,995</b>	<b>26,250</b>
TELEPHONES	46,541	-	-	-
CELL PHONES	92,702	65,000	47,908	-
POSTAGE	11,245	15,000	5,305	14,000
PRINTING	187	500	-	500
NEWSPAPER PUBLICATIONS	22,171	9,500	7,466	10,000
PEG CHANNEL SUPPLIES	53,735	-	-	-
MEMBERSHIPS/SUBSCRIPTIONS	13,935	10,000	4,716	8,000
PROMOTION/DEVELOPMENT OF CITY	21,745	15,000	14,725	-
<b>Total Communications</b>	<b>262,262</b>	<b>115,000</b>	<b>80,120</b>	<b>32,500</b>
ELECTRICITY EXPENSE	18,241	-	-	-
INTERNET EXPENSE	20,363	-	-	-
<b>Total Utilities</b>	<b>38,604</b>	<b>-</b>	<b>-</b>	<b>-</b>
LEGAL SERVICES	139,033	55,000	320,528	55,000
ELECTION EXPENSE	811	12,000	7,648	8,500
<b>Total Support Services</b>	<b>139,844</b>	<b>67,000</b>	<b>328,175</b>	<b>63,500</b>
INSPECTIONS	2,372	500	705	1,400

OTHER EQUIPMENT MAINTENANCE	275	275	357	500
BUILDING MAINTENANCE	16,998	-	-	-
GROUNDS MAINTENANCE	125	-	-	-
INSURANCE AND BONDS	820,643	-	-	-
WORKERS COMPENSATION	104,832	-	-	-
WORKERS UNEMPLOYMENT INS	284	-	-	-
PHYSICAL EXAMS	11,088	-	-	-
APPLICANT PROCESSING	968	1	9	-
SECURITY	1,623	1,200	560	1,500
BANK FEES	22,570	15,000	15,303	-
OTHER CONTRACT SERVICES	124,255	149,999	36,811	20,000
TECHNOLOGY SERVICES	117,648	95,000	66,316	10,000
CONTINGENCY	-	228,000	-	-
<b>Total Contract Services</b>	<b>1,223,681</b>	<b>489,975</b>	<b>120,061</b>	<b>33,400</b>
OPERATING SUPPLIES	13,016	10,000	5,032	15,000
GASOLINE EXPENSE	-	150	-	-
OFFICE SUPPLIES	8,073	-	-	-
JANITORAL SUPPLIES	4,715	3,500	2,006	3,500
OFFICE EQUIPMENT	3,896	-	-	-
<b>Total Supplies and Materials</b>	<b>29,700</b>	<b>13,650</b>	<b>7,037</b>	<b>18,500</b>
OFFICE EQUIPMENT - REAL PROP	-	-	4,850	-
<b>Total Real Property and Equipment</b>	<b>-</b>	<b>-</b>	<b>4,850</b>	<b>-</b>
<b>Total Administration</b>	<b>2,333,452</b>	<b>1,394,297</b>	<b>888,246</b>	<b>576,947</b>





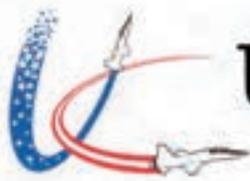
## GENERAL FUND-01 DEVELOPMENT SERVICES-5115

The Development Services Department (DSD) operates under the auspices of Chapter 4, Property and Structure regulations of the Universal City Code of Ordinances, as well as other adopted Ordinances. The daily function of the DSD is to assist local agencies, developers, businesses, and residents with plan review, permitting and inspection of construction projects. Additionally, the daily operations include Code Compliance for the execution of property maintenance codes,

Health Inspections for food service establishments, the creation and implementation of the City's five-year Stormwater Management Plan and Water/Wastewater Impact Fee Plan. Special assignments for the DSD include revitalization and development plans, implementation and oversight of the Comprehensive Plan to include the Future Land Use Plan, the Zoning Ordinance, the Sign Ordinance, specialized land use plans, and certain strategic initiatives of the City.

**CITY OF UNIVERSAL CITY - DEVELOPMENT SERVICES  
PROPOSED OPERATING BUDGET FISCAL YEAR 2025**

	FY 2023	FY 2024	FY 2024	FY 2025
DEVELOPMENT SERVICES	Actual	Budget	Actual	Proposed Budget
REGULAR PAY	445,546	513,196	227,785	676,898
OVERTIME PAY	724	2,100	860	1,000
HOLIDAY PAY	19,417	23,585	8,944	21,165
LONGEVITY PAY	1,824	4,128	4,128	6,432
CERTIFICATION PAY	1,200	1,200	600	1,200
FICA EXPENSE	29,054	33,740	15,970	43,815
MEDICARE EXPENSE	6,795	7,891	3,735	10,247
EMPLOYEE RETIREMENT	89,591	107,970	54,168	143,035
Total Payroll	594,150	693,810	316,189	903,792
TRAVEL EXPENSE	1,200	3,200	1,029	20,850
UNIFORM ALLOWANCE	1,609	1,575	247	2,450
TRAINING	2,985	6,000	1,949	10,276
EMPLOYEE ENGAGEMENT	30	300	112	-
Total Allowances	5,824	11,075	3,337	33,576
POSTAGE	-	-	-	375
PRINTING	-	-	284	300
MEMBERSHIPS/SUBSCRIPTIONS	296	1,450	120	3,422
Total Communications	296	1,450	404	4,097
ENGINEERING SERVICES	47,767	90,000	37,839	74,320
3RD PARTY INSPECTIONS	165,031	150,000	62,250	160,000
Total Support Services	212,798	240,000	100,089	234,320
VEHICLE MAINTENANCE	587	2,000	60	2,300
OTHER EQUIPMENT MAINTENANCE	-	100	28	2,000
HSA CONTRIBUTIONS	-	-	-	-
PHYSICAL EXAMS	-	-	408	-
OTHER CONTRACT SERVICES	-	-	-	20,000
PLANNING	8,500	200,000	-	-
TECHNOLOGY SERVICES	30,131	40,000	32,693	82,397
Total Contract Services	39,219	242,100	33,189	106,697
OPERATING SUPPLIES	(472)	5,000	1,401	18,480
GASOLINE EXPENSE	2,591	2,000	1,272	2,300
OFFICE SUPPLIES	1,735	-	-	-
Total Supplies and Materials	3,855	7,000	2,673	20,780
OFFICE EQUIPMENT - REAL PROP	-	1,750	-	2,508
Total Real Property and Equipment	-	1,750	-	2,508
Total Development Services	856,142	1,197,185	455,881	1,305,770



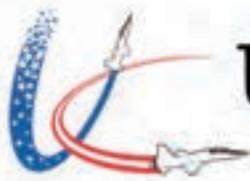
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## **GENERAL FUND-01 HUMAN RESOURCES-5116**

The Human Resources Department is responsible for providing guidance and support in human capital management to all departments in establishing and maintaining a work environment that seeks to align our most valuable assets, employees, with the City's strategy to serve our citizens. Human Resources develops and interprets policies, acts as an internal consultant on personnel issues, administers employee benefits, and guides employee training.

**CITY OF UNIVERSAL CITY - HUMAN RESOURCES  
PROPOSED OPERATING BUDGET FISCAL YEAR 2025**

HUMAN RESOURCES	FY 2023 Actual	FY 2024 Budget	FY 2024 Actual	FY 2025 Proposed Budget
REGULAR PAY	-	110,103	60,069	121,088
OVERTIME PAY	-	-	307	350
HOLIDAY PAY	-	-	1,638	1,352
LONGEVITY PAY	-	1,632	1,632	1,776
FICA EXPENSE	-	6,826	3,919	7,723
MEDICARE EXPENSE	-	1,321	916	1,806
EMPLOYEE RETIREMENT	-	21,844	12,398	25,212
Total Payroll	-	141,726	80,879	159,308
TRAVEL EXPENSE	-	1,200	-	800
UNIFORM ALLOWANCE	-	100	-	150
TRAINING	-	600	-	1,400
Total Allowances	-	1,900	-	2,350
POSTAGE	-	50	-	50
PRINTING	-	300	-	300
MEMBERSHIPS/SUBSCRIPTIONS	-	350	115	450
Total Communications	-	700	115	800
PHYSICAL EXAMS	-	200	113	200
APPLICANT PROCESSING	-	25	1	25
OTHER CONTRACT SERVICES	-	5,500	-	5,500
TECHNOLOGY SERVICES	-	1,000	888	1,000
Total Contract Services	-	6,725	1,002	6,725
OPERATING SUPPLIES	-	500	220	500
OFFICE EQUIPMENT	-	-	-	1,500
Total Supplies and Materials	-	500	220	2,000
FURNITURE & FIXTURE	-	1,500	-	-
Total Real Property and Equipment	-	1,500	-	-
Total Human Resources	-	153,051	82,216	171,183



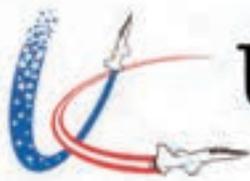
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## GENERAL FUND-01 FINANCE-5118

The Finance Department is responsible for monitoring and accounting for all financial transactions of the City. The Department aims to ensure that the City's financial resources are protected through sound financial management, including allocation of resources consistent with community goals and providing timely, accurate, and reliable information that will assist in making informed decisions. The Finance Department provides the following services: accounting, accounts payable/receivable, budgeting, investments, financial reporting, payroll, risk management, audit and special financial analysis.

**CITY OF UNIVERSAL CITY - FINANCE  
PROPOSED OPERATING BUDGET FISCAL YEAR 2025**

FINANCE	FY 2023 Actual	FY 2024 Budget	FY 2024 Actual	FY 2025 Proposed Budget
REGULAR PAY	318,217	253,581	106,368	273,522
OVERTIME PAY	3,822	1,000	-	500
HOLIDAY PAY	11,610	2,355	1,588	5,340
LONGEVITY PAY	1,040	292	288	624
FICA EXPENSE	20,965	16,031	7,362	17,359
MEDICARE EXPENSE	4,902	3,749	1,722	4,060
EMPLOYEE RETIREMENT	61,614	51,300	25,583	56,669
Total Payroll	422,170	328,308	142,910	358,075
TRAVEL EXPENSE	5,207	1,000	557	3,000
UNIFORM ALLOWANCE	843	-	-	500
TRAINING	2,038	4,000	4,410	4,500
EMPLOYEE ENGAGEMENT	876	1,340	134	-
Total Allowances	8,965	6,340	5,101	8,000
POSTAGE	28	50	-	50
PRINTING	144	-	-	-
MEMBERSHIPS/SUBSCRIPTIONS	2,706	600	270	600
Total Communications	2,878	650	270	650
TAX APPRAISAL	49,533	42,000	28,840	55,000
TAX ASSESSING AND COLLECTIONS	159	1,000	77	750
Total Support Services	49,693	43,000	28,917	55,750
BUILDING MAINTENANCE	-	-	-	-
HSA CONTRIBUTIONS	-	-	-	-
AUDIT SERVICE	68,600	38,000	29,500	35,000
PHYSICAL EXAMS	4	-	-	-
APPLICANT PROCESSING	88	-	-	-
OTHER CONTRACT SERVICES	45,752	36,500	33,512	37,000
TECHNOLOGY SERVICES	14,345	23,000	22,797	38,500
Total Contract Services	128,789	97,500	85,809	110,500
OPERATING SUPPLIES	(2,900)	1,000	309	4,500
OFFICE SUPPLIES	973	-	-	-
OFFICE EQUIPMENT	-	159,662	-	500
Total Supplies and Materials	(1,927)	160,662	309	5,000
Total Finance	610,566	636,460	263,317	537,975



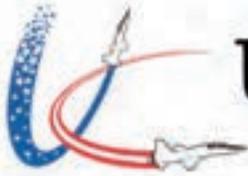
## GENERAL FUND-01 MUNICIPAL COURT-5120

The Municipal Court represents the judicial branch of the City's government and has jurisdiction over all Class C misdemeanors and City Ordinances. The Universal City Municipal Court is a Court of Record. Staff is responsible for ensuring all court papers are accurate, orderly, and complete. Staff processes Class C misdemeanor traffic infractions cited by the Universal City Police Department as well as City Ordinance violations issued by Animal Care and Code Compliance. Staff strive to provide fair and impartial information via telephone, email, and in-person. Staff work diligently to ensure information provided on the City's website is accurate and up to date.

Staff works closely with citizens, attorneys, prosecutors, and judges. Court personnel regularly attend training, seminars, and webinars to keep up their certifications and to stay up to date of State regulations. The staff also directly interacts with the public, providing all services needed including explaining to defendants the court procedures and their options.

**CITY OF UNIVERSAL CITY - MUNICIPAL COURT  
PROPOSED OPERATING BUDGET FISCAL YEAR 2024**

MUNICIPAL COURT	FY 2023 Actual	FY 2024 Budget	FY 2024 Actual	FY 2025 Proposed Budget
REGULAR PAY	98,065	112,313	48,288	119,787
OVERTIME PAY	-	500	255	500
HOLIDAY PAY	4,279	2,250	1,438	-
LONGEVITY PAY	288	768	576	768
CERTIFICATION PAY	-	600	-	300
FICA EXPENSE	6,371	7,219	3,376	7,524
MEDICARE EXPENSE	1,490	1,688	790	1,760
EMPLOYEE RETIREMENT	19,910	23,100	11,448	24,562
Total Payroll	130,402	148,438	66,170	155,202
TRAVEL EXPENSE	265	550	-	555
UNIFORM ALLOWANCE	341	-	-	400
TRAINING	400	600	-	600
EMPLOYEE ENGAGEMENT	355	400	203	-
Total Allowances	1,361	1,550	203	1,555
PRINTING	1,170	1,250	898	1,250
MEMBERSHIPS/SUBSCRIPTIONS	214	200	165	200
Total Communications	1,384	1,450	1,063	1,450
LEGAL SERVICES	37,022	55,000	23,260	70,000
Total Support Services	37,022	55,000	23,260	70,000
PHYSICAL EXAMS	122	-	-	-
APPLICANT PROCESSING	9	-	-	-
TECHNOLOGY SERVICES	2,127	800	-	-
Total Contract Services	2,258	800	-	-
OPERATING SUPPLIES	(2,583)	1,000	35	1,000
OFFICE SUPPLIES	8	-	-	-
Total Supplies & Materials	(2,576)	1,000	35	1,000
COURT TECHNICAL EQUIPMENT	37,449	-	-	-
COURT SECURITY	74,596	-	-	-
Total Real Property and Equipment	112,045	-	-	-
Total Municipal Court	281,897	208,238	90,731	229,207



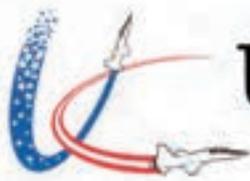
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## **GENERAL FUND-01 JUVENILE COURT-5121**

The juvenile case manager provides services in cases involving juvenile offenders before a court consistent with the court's statutory powers. The juvenile case manager assists the court in administering the court's juvenile docket and in supervising its orders in juvenile cases.

**CITY OF UNIVERSAL CITY - JUVENILE CASE MANAGEMENT  
PROPOSED OPERATING BUDGET FISCAL YEAR 2025**

JUVENILE CASE MANAGEMENT	FY 2023 Actual	FY 2024 Budget	FY 2024 Actual	FY 2025 Proposed Budget
REGULAR PAY	40,272	48,127	20,835	50,530
OVERTIME PAY	311	750	303	350
HOLIDAY PAY	2,210	2,535	1,692	2,659
LONGEVITY PAY	592	480	192	288
CERTIFICATION PAY	300	600	-	300
FICA EXPENSE	2,715	3,254	1,530	3,356
MEDICARE EXPENSE	635	761	358	785
EMPLOYEE RETIREMENT	8,055	10,414	5,171	10,955
Total Payroll	55,090	66,921	30,080	69,223
TRAVEL EXPENSE	-	750	-	530
UNIFORM ALLOWANCE	196	-	-	200
TRAINING	-	400	-	950
Total Allowances	196	1,150	-	1,680
PRINTING	-	50	-	50
Total Communications	-	50	-	50
OPERATING SUPPLIES	-	50	-	50
Total Supplies and Materials	-	50	-	50
Total Juvenile Case Management	55,286	68,171	30,080	71,003



UNIVERSAL CITY  
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## GENERAL FUND-01 GENERAL SERVICES-5140

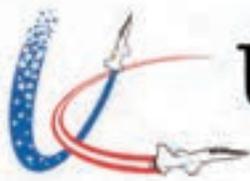
The General Services department is responsible for providing essential infrastructure and services to the City. This includes maintaining and repairing roads, City-owned sidewalks, managing traffic and transportation systems, maintaining public buildings and facilities, managing public parks and open spaces, and providing support for emergency response and disaster management. The department is also involved in planning and developing new infrastructure projects and initiatives to improve the quality of life for residents. The goal of the General Services Department is to ensure that the City's essential services and infrastructure are well-maintained and accessible to all residents.

**CITY OF UNIVERSAL CITY - GENERAL SERVICES  
PROPOSED OPERATING BUDGET FISCAL YEAR 2025**

GENERAL SERVICES	FY 2023 Actual	FY 2024 Budget	FY 2024 Actual	FY 2025 Proposed Budget
REGULAR PAY	573,920	690,164	320,265	639,809
OVERTIME PAY	22,947	18,000	13,232	18,000
HOLIDAY PAY	30,791	36,325	20,824	32,331
LONGEVITY PAY	8,560	18,016	17,184	10,080
CERTIFICATION PAY	4,850	5,400	2,100	5,400
FICA EXPENSE	39,113	47,362	24,125	43,748
MEDICARE EXPENSE	9,147	11,077	5,642	10,231
EMPLOYEE RETIREMENT	122,390	151,559	83,039	142,817
Total Payroll	811,717	977,903	486,412	902,417
TRAVEL EXPENSE	306	400	-	1,400
LICENSES/CERTIFICATIONS	524	600	-	600
UNIFORM ALLOWANCE	2,264	5,400	433	5,400
UNIFORM MAINTENANCE	11,411	9,000	5,144	15,652
TRAINING	909	750	2	2,800
EMPLOYEE ENGAGEMENT	396	-	-	-
Total Allowances	15,809	16,150	5,579	25,852
RADIO SYSTEM MAINT	-	4,000	-	8,000
Total Communications	-	4,000	-	8,000
ELECTRICITY EXPENSE	198,089	96,000	45,000	100,000
GAS EXPENSE	(2,585)	1,500	373	1,250
Total Utilities	195,505	97,500	45,373	101,250
VEHICLE MAINTENANCE	12,133	10,000	9,298	15,000
MOBILE EQUIPMENT MAINTENANCE	38,084	28,000	12,305	30,000
OTHER EQUIPMENT MAINTENANCE	150	-	-	-
BUILDING MAINTENANCE	3,658	3,000	4,022	14,500
SIDWALKS/CURBS MAINTENANCE	-	10,000	-	10,000
STREETS MAINTENANCE	77,839	183,000	-	172,000
GROUNDS MAINTENANCE	59,419	60,000	36,436	65,600
SIGNALS MAINTENANCE	6,963	9,000	2,149	130,223
PHYSICAL EXAMS	1,130	1,300	1,410	2,040
APPLICANT PROCESSING	106	-	6	-
EQUIPMENT RENTAL	6,067	6,000	410	24,000
SECURITY	-	53,000	-	55,000

OTHER CONTRACT SERVICES	80,804	39,920	1,948	39,920
PLANNING	-	25,000	-	25,000
TECHNOLOGY SERVICES	2,045	-	23	-
ENGINEERING SERVICES	-	-	-	124,500
GRANT APPLICATION/MATCH	-	-	-	154,000
<b>Total Contracts</b>	<b>288,399</b>	<b>428,220</b>	<b>68,006</b>	<b>861,783</b>
BASE MATERIALS	4,031	7,500	-	10,000
CONCRETE	50,473	30,000	7,659	50,000
ASPHALT	43,956	25,000	4,934	40,000
SIGNAGE	11,798	25,000	9,602	47,760
OPERATING SUPPLIES	27,299	27,000	6,201	37,000
GASOLINE EXPENSE	33,915	28,000	12,431	28,000
OIL/LUBRICANTS	2,391	5,000	-	5,000
HAND TOOLS	1,046	1,500	1,109	3,000
<b>Total Supplies &amp; Materials</b>	<b>174,910</b>	<b>149,000</b>	<b>41,937</b>	<b>220,760</b>
ENGINEERING	26,024	45,000	-	45,000
VEHICLES	160,919	120,000	-	111,000
LEASE/PURCHASE MOBILE EQUIP	169,356	85,000	79,039	34,500
OFFICE EQUIPMENT - REAL PROP	-	3,000	-	4,000
FURNITURE & FIXTURES	-	3,000	-	3,000
OTHER EQUIPMENT	29,436	14,350	9,279	11,270
<b>Total Real Property and Equipment</b>	<b>385,735</b>	<b>270,350</b>	<b>88,318</b>	<b>208,770</b>
<b>Total General Services</b>	<b>1,872,074</b>	<b>1,943,123</b>	<b>735,625</b>	<b>2,328,832</b>





## **GENERAL FUND-01 PARKS & RECREATION-5150**

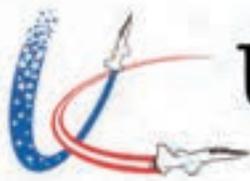
The Parks & Recreation Department is responsible for maintaining and improving the City's public parks and outdoor spaces. This includes managing and maintaining public parks, playgrounds, and green spaces, as well as planning and implementing landscaping projects to enhance the beauty and functionality of the City's outdoor areas. Additionally, the Department coordinates with other City departments, the Parks & Recreation Committee, Parks Partners, and other community organizations to ensure that public spaces are well-utilized and accessible to all residents. The goal of the Parks & Recreation Department is to create and maintain safe, attractive, and functional public spaces that promote community engagement and enhance the quality of life for residents.

**CITY OF UNIVERSAL CITY - PARKS AND RECREATION  
PROPOSED OPERATING BUDGET FISCAL YEAR 2025**

	FY 2023	FY 2024	FY 2024	FY 2025
PARKS AND RECREATION	Actual	Budget	Actual	Proposed Budget
REGULAR PAY	195,377	247,482	103,540	287,919
OVERTIME PAY	15,068	13,788	8,650	14,000
HOLIDAY PAY	11,148	13,025	8,323	15,154
LONGEVITY PAY	352	672	672	1,728
CERTIFICATION PAY	2,550	5,400	1,200	5,400
FICA EXPENSE	14,306	17,383	8,087	20,100
MEDICARE EXPENSE	3,346	4,065	1,891	4,701
EMPLOYEE RETIREMENT	43,688	55,625	27,033	65,618
<b>Total Payroll</b>	<b>285,835</b>	<b>357,440</b>	<b>159,396</b>	<b>414,620</b>
TRAVEL EXPENSE	-	-	-	300
LICENSES/CERTIFICATES	200	60	-	2,655
UNIFORM ALLOWANCE	2,608	2,500	2,187	3,000
TRAINING	1,688	1,740	1,738	2,000
EMPLOYEE ENGAGEMENT	51	-	-	-
<b>Total Allowances</b>	<b>4,546</b>	<b>4,300</b>	<b>3,925</b>	<b>7,955</b>
PRINTING	1,354	750	194	750
MEMBERSHIPS/SUBSCRIPTIONS	2,400	3,000	98	4,000
<b>Total Communications</b>	<b>3,754</b>	<b>3,750</b>	<b>292</b>	<b>4,750</b>
VEHICLE MAINTENANCE	1,477	1,500	333	3,000
MOBILE EQUIPMENT MAINTENANCE	5,938	5,000	4,543	6,000
OTHER EQUIPMENT MAINTENANCE	1,347	500	15	500
BUILDING MAINTENANCE	97,900	115,500	62,534	102,580
GROUNDS MAINTENANCE	81,456	140,400	93,536	184,100
PHYSICAL EXAMS	165	750	619	1,000
APPLICANT PROCESSING	530	-	32	-
EQUIPMENT RENTAL	2,196	2,500	510	2,500
SPECIAL EVENT EXPENDITURES	154,543	155,000	161,179	80,000
BANK FEES	2,201	-	-	-
OTHER CONTRACT SERVICES	133,289	70,500	43,538	240,600
TECHNOLOGY SERVICES	1,203	1,000	594	-
GRANT APPLICATION/MATCH	-	-	-	199,500
<b>Total Contract Services</b>	<b>482,246</b>	<b>492,650</b>	<b>367,434</b>	<b>819,780</b>

ENTERTAINMENT	1,471	1,500	802	1,800
SAND/DIRT	6,394	8,000	3,152	8,000
CONCRETE	34,450	40,000	15,952	60,000
ASPHALT	-	500	-	2,500
OPERATING SUPPLIES	45,368	30,000	16,345	35,000
GASOLINE	2,904	7,500	2,159	7,500
HAND TOOLS	1,023	1,000	-	14,295
<b>Total Supplies and Materials</b>	<b>91,611</b>	<b>88,500</b>	<b>38,410</b>	<b>129,095</b>
VEHICLES	73,778	-	-	-
OTHER EQUIPMENT	-	40,000	34,667	25,000
PARK IMPROVEMENTS	901,178	425,000	313,003	375,000
OTHER SOURCES/USES	-	15,000	12,085	24,000
<b>Total Real Property and Equipment</b>	<b>974,955</b>	<b>480,000</b>	<b>359,755</b>	<b>424,000</b>
<b>Total Parks and Recreation</b>	<b>1,842,948</b>	<b>1,426,640</b>	<b>929,212</b>	<b>1,800,200</b>





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## **GENERAL FUND-01**

### **POLICE-5180**

The Universal City Police Department (UCPD) is a full-service Police Department which practices a community policing model, emphasizing both strong community relations and law enforcement. The UCPD consists of a patrol division, a special operations unit, a traffic section, a criminal investigation division (CID), and a veteran command staff. The UCPD are trained drone pilots, crime scene investigators, and members of a regional SWAT team.

**CITY OF UNIVERSAL CITY - POLICE  
PROPOSED OPERATING BUDGET FISCAL YEAR 2025**

	FY 2023	FY 2024	FY 2024	FY 2025
POLICE	Actual	Budget	Actual	Proposed Budget
REGULAR PAY	2,414,684	2,853,548	1,197,525	2,885,287
OVERTIME PAY	343,721	250,000	137,202	250,000
HOLIDAY PAY	119,251	146,645	81,507	153,980
LONGEVITY PAY	16,284	24,064	24,064	20,352
CERTIFICATION PAY	22,150	50,000	9,650	32,000
FICA EXPENSE	180,040	206,103	95,981	207,180
MEDICARE EXPENSE	42,106	48,202	22,447	48,453
EMPLOYEE RETIREMENT	555,717	659,533	325,986	676,344
Total Payroll	3,693,952	4,238,095	1,894,362	4,273,596
TRAVEL EXPENSE	14,279	7,500	5,507	7,500
UNIFORM ALLOWANCE	21,711	21,050	8,298	25,000
UNIFORM MAINTENANCE	34,885	33,000	17,995	33,000
TRAINING	43,441	26,500	15,934	26,500
LEOSE TRAINING	-	1,800	-	1,800
EMPLOYEE ENGAGEMENT	249	1,950	1,969	-
Total Allowances	114,564	91,800	49,702	93,800
RADIO SYSTEM MAINT	52,479	40,000	31,316	40,000
POSTAGE	1,103	1,200	253	1,200
PRINTING	446	500	-	500
MEMBERSHIPS/SUBSCRIPTIONS	4,921	8,500	8,767	8,500
Total Communications	58,950	50,200	40,336	50,200
ELECTRICITY EXPENSE	29,375	-	5,589	-
Total Utilities	29,375	-	5,589	-
LEGAL SERVICES	-	-	-	10,000
Total Support Services	-	-	-	10,000
VEHICLE MAINTENANCE	22,874	25,000	5,551	20,000
OTHER EQUIPMENT MAINTENANCE	7,740	7,500	4,116	7,500
BUILDING MAINTENANCE	63,268	50,000	13,429	25,000
PHYSICAL EXAMS	22,098	32,050	1,783	28,000
APPLICANT PROCESSING	2,811	1,500	302	1,500
PUBLIC SAFETY CONTINGENCIES	6,500	7,250	-	7,250

BEXAR COUNTY CRIME LAB	10,689	12,000	1,505	10,000
SECURITY	1,008	2,000	420	2,000
JAIL EXPENSE	-	3,000	-	3,000
OTHER CONTRACT SERVICES	1,393	170,000	808	62,000
TECHNOLOGY SERVICES	31,092	11,500	18,995	19,500
<b>Total Contract Services</b>	<b>169,475</b>	<b>321,800</b>	<b>46,910</b>	<b>185,750</b>
OPERATING SUPPLIES	110,407	14,000	9,238	14,000
POLICE EQUIPMENT	-	11,000	34,335	55,000
GASOLINE EXPENSE	49,610	42,000	24,845	45,000
OFFICE SUPPLIES	3,874	-	-	-
JANITORIAL SUPPLIES	4,026	2,300	1,722	2,300
OFFICE EQUIPMENT	162	8,000	10,015	8,000
<b>Total Supplies and Maintenance</b>	<b>168,079</b>	<b>77,300</b>	<b>80,154</b>	<b>124,300</b>
VEHICLES	103,911	195,000	177,216	110,000
COMPUTER INFORMATION SYSTEM	37,211	50,000	10,222	35,000
FURNITURE & FIXTURES	3,437	-	-	-
OTHER EQUIPMENT	28,093	55,000	43,390	-
<b>Total Real Property and Equipment</b>	<b>172,652</b>	<b>300,000</b>	<b>230,828</b>	<b>145,000</b>
<b>Total Police</b>	<b>4,407,047</b>	<b>5,079,195</b>	<b>2,347,880</b>	<b>4,882,646</b>





## **GENERAL FUND-01 FIRE-5210**

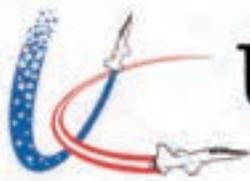
The Universal City Fire Department provides fire suppression/rescue services, mobile intensive care EMS services, and health and fire safety inspections to the Citizens of Universal City. These services are accomplished through the following divisions: Administration, Inspections, Fire Suppression and EMS Operations.

**CITY OF UNIVERSAL CITY - FIRE  
PROPOSED OPERATING BUDGET FISCAL YEAR 2025**

FIRE	FY 2023 Actual	FY 2024 Budget	FY 2024 Actual	FY 2025 Proposed Budget
REGULAR PAY	1,387,989	1,577,176	707,594	1,661,159
OVERTIME PAY	212,472	200,000	108,256	110,000
FLSA MANDATED OVERTIME	-	-	-	90,000
HOLIDAY PAY	54,808	83,010	36,537	87,161
LONGEVITY PAY	17,932	17,976	17,976	18,720
CERTIFICATION PAY	17,150	37,800	9,650	40,000
FICA EXPENSE	103,739	118,871	57,091	124,436
MEDICARE EXPENSE	24,262	27,801	13,352	29,102
EMPLOYEE RETIREMENT	325,298	380,389	195,370	406,225
<b>Total Payroll</b>	<b>2,143,649</b>	<b>2,443,023</b>	<b>1,145,826</b>	<b>2,566,803</b>
TRAVEL EXPENSE	9,676	35,000	2,432	11,500
LICENSES/CERTIFICATIONS	527	9,000	-	9,000
UNIFORM ALLOWANCE	19,564	13,000	6,658	32,250
UNIFORM MAINTENANCE	12,900	8,000	6,600	14,400
TRAINING	19,733	20,000	7,927	32,400
FIRE MARSHALL EXPENSES	-	20,000	-	20,000
EMPLOYEE AWARDS	2,186	2,200	613	4,000
EMPLOYEE ENGAGEMENT	370	-	-	-
<b>Total Allowances</b>	<b>64,956</b>	<b>107,200</b>	<b>24,230</b>	<b>123,550</b>
RADIO SYSTEM MAINT	2,752	4,000	1,000	4,000
POSTAGE	279	200	98	400
PRINTING	52	950	516	950
MEMBERSHIPS/SUBSCRIPTIONS	15,623	9,000	8,397	19,300
<b>Total Communications</b>	<b>18,706</b>	<b>14,150</b>	<b>10,012</b>	<b>24,650</b>
ELECTRICITY EXPENSE	19,832	16,000	6,024	16,000
GAS EXPENSE	3,908	3,500	2,673	3,500
CABLE TV EXPENSE	1,163	900	550	900
<b>Total Utilites</b>	<b>24,902</b>	<b>20,400</b>	<b>9,247</b>	<b>20,400</b>
INSPECTIONS	1,583	2,000	-	2,200
VEHICLE MAINTENANCE	64,586	60,000	20,952	60,000
OTHER EQUIPMENT MAINTENANCE	24,175	16,000	17,070	26,250
BUILDING MAINTENANCE	80,778	30,000	16,774	203,000

GROUNDS MAINTENANCE	18,130	15,000	8,922	-
PHYSICAL EXAMS	17,521	17,950	2,670	20,000
EMERGENCY AMBULANCE SERVICE	345,554	342,715	171,358	357,771
HAZARDOUS MATERIAL TEAM SVC	500	1,000	1,000	1,000
APPLICANT PROCESSING	2,397	750	161	500
SECURITY	1,176	1,200	490	26,200
OTHER CONTRACT SERVICES	2,222	2,085	148	1,000
TECHNOLOGY SERVICES	13,603	11,000	3,039	10,500
<b>Total Contract Services</b>	<b>572,225</b>	<b>499,700</b>	<b>242,585</b>	<b>708,421</b>
OPERATING SUPPLIES	21,881	28,500	12,787	32,000
GASOLINE EXPENSE	22,988	25,000	11,520	25,000
OFFICE SUPPLIES	1,272	-	-	-
JANITORIAL SUPPLIES	4,647	2,700	2,115	3,200
OFFICE EQUIPMENT	633	1,050	789	2,500
HAND TOOLS	-	300	-	500
COMMUNITY RISK REDUCTION	10,615	100	43	-
PPE & MAINTENANCE	30,695	49,900	6,024	50,000
<b>Total Supplies and Materials</b>	<b>92,731</b>	<b>107,550</b>	<b>33,278</b>	<b>113,200</b>
VEHICLES	44,824	20,000	-	-
COMPUTER EQUIPMENT/ FA	5,960	12,000	-	15,000
FURNITURE & FIXTURE	-	5,000	-	13,500
OTHER EQUIPMENT	50,592	80,000	-	289,000
<b>Total Real Property and Equipment</b>	<b>101,376</b>	<b>117,000</b>	<b>-</b>	<b>317,500</b>
<b>Total Fire</b>	<b>3,018,545</b>	<b>3,309,023</b>	<b>1,465,178</b>	<b>3,874,524</b>



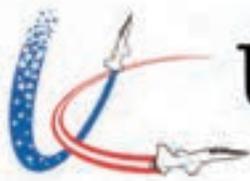


## GENERAL FUND-01 VEHICLE MAINTENANCE-5240

The Vehicle Equipment and Maintenance Department is responsible for ensuring that the city's fleet of vehicles and equipment are well-maintained, safe, and reliable. This includes maintaining and repairing a wide variety of vehicles and equipment, such as police cars, fire trucks, street sweepers, and other specialized vehicles and machinery. The Department is also responsible for coordinating with other City departments to ensure that vehicles and equipment are used efficiently and effectively. This Department also manages fueling and maintenance schedules, maintains inventory records, and oversees the purchasing and disposal of vehicles and equipment. The goal of the Vehicle Equipment and Maintenance Department is to ensure that the City's essential services are delivered efficiently and effectively, while also minimizing downtime and maintenance costs through effective planning and management.

**CITY OF UNIVERSAL CITY - VEHICLE & EQUIPMENT MAINTENANCE  
PROPOSED OPERATING BUDGET FISCAL YEAR 2025**

	FY 2023	FY 2024	FY 2024	FY 2025
VEHICLE & EQUIPMENT MAINTENANCE	Actual	Budget	Actual	Proposed Budget
REGULAR PAY	148,549	158,122	76,054	232,280
OVERTIME PAY	4,531	3,780	3,008	3,800
HOLIDAY PAY	7,339	7,750	4,835	8,000
LONGEVITY PAY	768	2,112	2,112	1,920
CERTIFICATION PAY	4,300	4,200	2,150	4,800
FICA EXPENSE	10,053	10,910	5,472	15,550
MEDICARE EXPENSE	2,351	2,551	1,280	3,637
EMPLOYEE RETIREMENT	27,050	34,911	16,118	50,762
<b>Total Payroll</b>	<b>204,942</b>	<b>224,336</b>	<b>111,029</b>	<b>320,748</b>
TRAVEL EXPENSE	-	400	-	400
UNIFORM ALLOWANCE	337	620	289	620
UNIFORM MAINTENANCE	2,818	3,764	1,550	3,764
TRAINING	621	800	234	800
<b>Total Allowances</b>	<b>3,777</b>	<b>5,584</b>	<b>2,073</b>	<b>5,584</b>
MEMBERSHIPS/SUBSCRIPTIONS	9,061	12,960	7,606	18,268
<b>Total Communications</b>	<b>9,061</b>	<b>12,960</b>	<b>7,606</b>	<b>18,268</b>
VEHICLE MAINTENANCE	756	500	-	500
OTHER EQUIPMENT MAINTENANCE	-	500	-	500
BUILDING MAINTENANCE	1,891	2,000	430	2,500
PHYSICAL EXAMS	55	300	55	400
OTHER CONTRACT SERVICES	-	1,000	-	1,000
TECHNOLOGY SERVICES	1,095	800	68	800
<b>Total Contract Services</b>	<b>3,797</b>	<b>5,100</b>	<b>553</b>	<b>5,700</b>
OPERATING SUPPLIES	4,269	25,000	7,172	27,000
GASOLINE EXPENSE	209	2,300	207	2,500
OILS AND LUBRICANTS	-	-	20,101	50,000
HAND TOOLS	2,580	5,500	5,345	5,500
<b>Total Supplies and Materials</b>	<b>7,059</b>	<b>32,800</b>	<b>32,825</b>	<b>85,000</b>
OFFICE EQUIPMENT - REAL PROPERTY	-	2,600	-	2,600
FURNITURE & FIXTURES	2,525	1,375	-	-
OTHER EQUIPMENT	11,051	2,500	-	13,000
<b>Total Real Property and Equipment</b>	<b>13,575</b>	<b>6,475</b>	<b>-</b>	<b>15,600</b>
<b>Total Vehicle &amp; Equipment Maintenance</b>	<b>242,211</b>	<b>287,255</b>	<b>154,086</b>	<b>450,900</b>



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## **GENERAL FUND-01 ANIMAL SHELTER-5260**

The Animal Care and Control Department is responsible for enforcing local laws and regulations related to the care, management, and control of domestic and wild animals within the City. Activities include responding to calls related to animal welfare, such as neglect, abuse, or cruelty, as well as managing the population of stray and feral animals through capture, impoundment, and adoption programs. The Department is also responsible for providing education and outreach to the community on issues related to responsible pet ownership, animal health and safety, and wildlife management. Additionally, the Department works closely with other City departments and external partners, such as Homes for the Homeless, veterinarians, animal welfare organizations, and law enforcement agencies, to ensure the effective and humane management of animal-related issues in the community. The goal of the Animal Care and Control Department is to promote public health and safety, protect animal welfare, and ensure that animals are managed in a way that is both responsible and sustainable for the community.

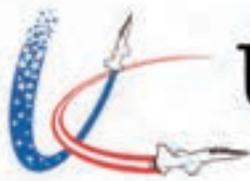
**CITY OF UNIVERSAL CITY - ANIMAL SHELTER  
PROPOSED OPERATING BUDGET FISCAL YEAR 2025**

<b>ANIMAL SELTER</b>	<b>FY 2023</b>	<b>FY 2024</b>	<b>FY 2024</b>	<b>FY 2025</b>
	<b>Actual</b>	<b>Budget</b>	<b>Actual</b>	<b>Proposed</b>
				<b>Budget</b>
REGULAR PAY	265,630	294,438	125,550	303,135
OVERTIME PAY	10,376	13,500	5,356	13,500
HOLIDAY PAY	13,667	15,500	9,286	16,000
LONGEVITY PAY	3,008	5,040	5,040	5,760
CERTIFICATION PAY	2,350	2,100	1,050	2,100
FICA EXPENSE	18,158	20,496	9,665	21,111
MEDICARE EXPENSE	4,247	4,793	2,260	4,937
EMPLOYEE RETIREMENT	52,885	65,587	30,520	68,916
<b>Total Payroll</b>	<b>370,322</b>	<b>421,454</b>	<b>188,727</b>	<b>435,459</b>
TRAVEL EXPENSE	264	750	-	3,100
UNIFORM ALLOWANCE	1,253	2,500	-	4,010
UNIFORM MAINTENANCE	1,912	2,500	1,267	2,964
TRAINING	1,859	1,500	-	2,900
<b>Total Allowances</b>	<b>5,288</b>	<b>7,250</b>	<b>1,267</b>	<b>12,974</b>
TELEPHONES	5,846	5,900	2,954	5,900
POSTAGE	-	500	-	500
PRINTING	1,305	1,000	972	2,700
MEMBERSHIPS/SUBSCRIPTIONS	(168)	400	-	550
<b>Total Communications</b>	<b>6,983</b>	<b>7,800</b>	<b>3,926</b>	<b>9,650</b>
ELECTRICITY EXPENSE	35,477	32,500	13,318	32,500
INTERNET EXPENSE	1,508	1,510	768	1,675
<b>Total Utilities</b>	<b>36,985</b>	<b>34,010</b>	<b>14,086</b>	<b>34,175</b>

**CITY OF UNIVERSAL CITY - ANIMAL SHELTER  
PROPOSED OPERATING BUDGET FISCAL YEAR 2025**

INSPECTIONS	340	1,600	340	1,600
VEHICLE MAINTENANCE	631	1,000	-	1,000
OTHER EQUIPMENT MAINTENANCE	4,763	6,776	-	6,618
BUILDING MAINTENANCE	42,301	38,165	11,852	42,508
GROUNDS MAINTENANCE	23,421	26,000	8,952	27,770
FIRST AID SUPPLIES	1,326	1,000	603	1,224
PHYSICAL EXAMS	210	500	-	2,366
APPLICANT PROCESSING	1,014	500	-	500
SECURITY	2,016	1,000	1,680	4,032
OTHER CONTRACT SERVICES	1,606	8,500	440	65,594
TECHNOLOGY SERVICES	7,994	9,600	3,737	9,600
Total Contract Services	85,622	94,641	27,604	162,812
OPERATING SUPPLIES	3,910	16,914	4,491	23,710
DONATION - DAILY OPERATIONS	13,050	-	17,886	-
VOLUNTEER SUPPLIES	-	1,250	1,175	3,000
GASOLINE EXPENSE	2,047	4,000	1,047	4,000
OFFICE SUPPLIES	851	-	223	-
JANITORIAL SUPPLIES	2,531	4,000	709	3,900
OFFICE EQUIPMENT	3,917	1,250	-	3,500
OPERATING EXPENSE-DONATIONS	3,419	-	-	-
Total Supplies and Materials	29,726	27,414	25,531	38,110
BUILDING & STRUCTURE	67,550	90,000	86,191	107,000
VEHICLES	-	-	-	65,000
OTHER EQUIPMENT	-	7,800	-	-
Total Real Property and Equipment	67,550	97,800	86,191	172,000
Total Animal Shelter	602,476	690,369	347,333	865,180





**UNIVERSAL CITY**  
Est. 1960

## **GENERAL FUND-01**

### **LIBRARY-5270**

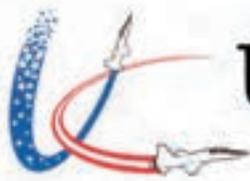
The Universal City Public Library (UCPL) provides a wide variety of educational, business and recreational needs to the citizens of Universal City. Citizens needs are met by offering materials in print and non-print format, copying, faxing, computers, Preschool Story time, Book Clubs and additional programs. The UCPL staff coordinates with a plethora of volunteers, the Library Advisory Committee, and the Friends of the Library to serve the needs of the community with programming requirements for Library patrons of all age groups.

**CITY OF UNIVERSAL CITY - LIBRARY  
PROPOSED OPERATING BUDGET FISCAL YEAR 2025**

LIBRARY	FY 2023 Actual	FY 2024 Budget	FY 2024 Actual	FY 2025 Proposed Budget
REGULAR PAY	183,614	218,337	88,465	253,332
OVERTIME PAY	135	-	-	250
HOLIDAY PAY	3,861	2,925	2,134	3,200
LONGEVITY PAY	448	1,240	1,240	912
FICA EXPENSE	11,687	13,783	6,138	15,977
MEDICARE EXPENSE	2,733	3,224	1,436	3,737
EMPLOYEE RETIREMENT	22,312	44,108	13,150	52,157
Total Payroll	224,791	283,617	112,564	329,565
TRAVEL EXPENSE	1,251	1,000	-	2,500
TRAINING	640	1,500	736	1,200
EMPLOYEE ENGAGEMENT	2,198	-	-	-
Total Allowances	4,089	2,500	736	3,700
TELEPHONES	2,950	3,500	1,490	3,800
POSTAGE	411	250	158	900
PRINTING	514	850	810	1,000
ADVERTISING	87	150	-	200
MEMBERSHIPS/SUBSCRIPTIONS	3,293	3,850	3,806	5,500
Total Communications	7,255	8,600	6,264	11,400
ELECTRICITY EXPENSE	14,693	16,000	5,585	17,000
INTERNET EXPENSE	3,611	3,900	1,945	3,900
Total Utilities	18,303	19,900	7,530	20,900
INSPECTIONS	425	500	450	1,200
OTHER EQUIPMENT MAINTENANCE	-	500	-	-
BUILDING MAINTENANCE	16,978	20,000	7,268	24,000
GROUNDS MAINTENANCE	8,514	18,860	12,819	11,000
PHYSICAL EXAMS	429	-	2,027	1,500
APPLICANT PROCESSING	353	700	19	-
SECURITY	3,407	3,400	1,465	3,500
OTHER CONTRACT SERVICES	43,203	9,550	1,878	14,000
TECHNOLOGY SERVICES	22,890	60,000	27,389	80,000
Total Contract Services	96,198	113,510	53,314	135,200

ENTERTAINMENT	5,153	6,500	500	5,000
OPERATING SUPPLIES	3,446	10,000	6,603	13,500
OFFICE SUPPLIES	1,204	-	-	-
JANITORAL SUPPLIES	3,504	3,000	1,510	3,000
BOOKS & PERIODICALS	26,788	34,600	18,087	50,000
BOOKS & PERIODICAL DONATIONS	13,617	-	11,742	-
AUDIO/VISUAL MATERIALS	9,688	9,446	1,838	12,000
<b>Total Supplies and Materials</b>	<b>63,399</b>	<b>63,546</b>	<b>40,281</b>	<b>83,500</b>
OFFICE EQUIPMENT - REAL PROP	-	5,000	-	4,600
FURNITURE & FIXTURES	-	8,100	-	10,000
<b>Total Real Property and Equipment</b>	<b>-</b>	<b>13,100</b>	<b>-</b>	<b>14,600</b>
<b>Total Library</b>	<b>414,035</b>	<b>504,773</b>	<b>220,688</b>	<b>598,865</b>





## **GENERAL FUND-01 NON-DEPARTMENTAL-5990**

The Non Departmental budget represents activities that are not budgeted within a specific General Fund department. These items are typically required to be funded and are therefore not subject to budget cuts. The expenditures are budgeted in Non-Departmental to avoid inflating the General Fund budgets of the Departments. This section also includes expenses related to interdepartmental transfers and PVT street lights. There are no staff assigned to this Department.

**CITY OF UNIVERSAL CITY - GENERAL FUND NON-DEPARTMENTAL  
PROPOSED OPERATING BUDGET FISCAL YEAR 2025**

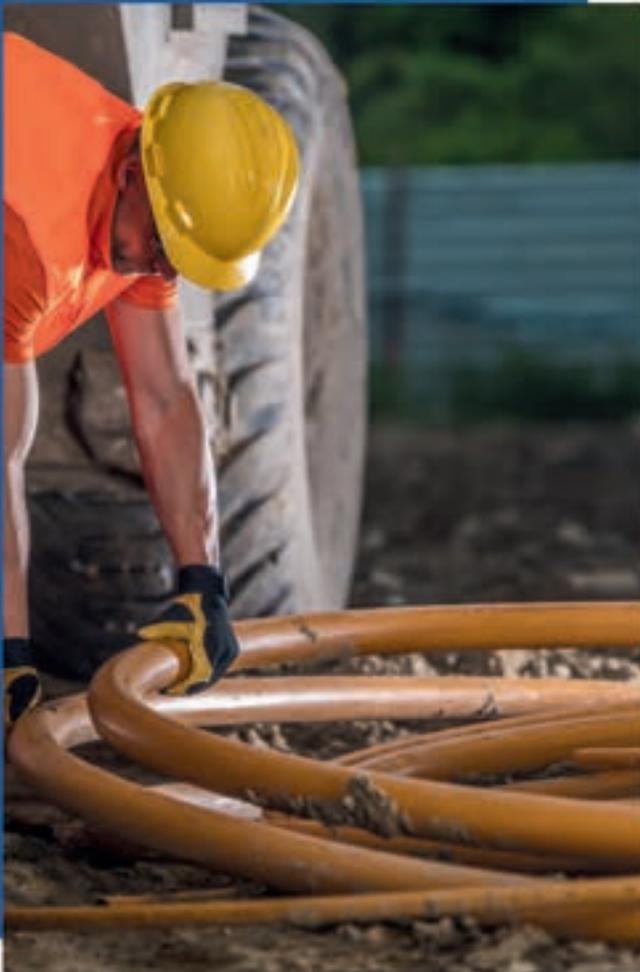
NON-DEPARTMENTAL	FY 2023 Actual	FY 2024 Budget	FY 2024 Actual	FY 2025 Proposed Budget
TELEPHONES	-	42,000	19,917	45,000
CELL PHONES	-	-	-	30,000
ELECTRICITY EXPENSE	-	149,400	16,261	40,000
ELECTRICITY EXPENSE PVT STREETLIGHTS	-	-	84,191	145,000
INTERNET EXPENSE	-	30,000	12,057	24,000
CABLE TV EXPENSE	-	1,000	285	1,000
<b>Total Utilities</b>	-	<b>222,400</b>	<b>132,712</b>	<b>285,000</b>
BUILDING MAINTENANCE	-	35,000	33,538	50,000
GROUNDS MAINTENANCE	-	-	-	12,000
CC BANK FEES	-	-	-	32,000
OTHER CONTRACT SERVICES	-	-	-	68,500
INSURANCE AND BONDS	-	1,015,000	482,110	840,000
WORKER'S COMPENSATION	-	135,200	80,205	145,000
WORKER'S UNEMPLOYMENT INS	-	20,000	82	22,000
<b>Total Contract Services</b>	-	<b>1,205,200</b>	<b>595,936</b>	<b>1,169,500</b>
PROMOTION-DEVELOPMENT	-	25,000	-	40,000
<b>Total Other/ Uses</b>	-	<b>25,000</b>	-	<b>40,000</b>
CAPITAL OUTLAY LAND	-	-	412,817	-
CAPITAL OUTLAY BUILDING	-	537,000	537,000	55,000
<b>Total Real Property</b>	-	<b>537,000</b>	<b>949,817</b>	<b>55,000</b>
TRANSFER OUT TO CAPITAL REPLACEMENT	-	398,201	-	550,000
<b>Total Other/ Uses</b>	-	<b>398,201</b>	-	<b>550,000</b>
<b>Total General Fund Non-departmental</b>	-	<b>2,387,801</b>	<b>1,678,464</b>	<b>2,099,500</b>

# ENTERPRISE FUNDS

- Utility
- Stormwater
- Golf Course

# UTILITY FUND DEPARTMENTS

- Public Works
- Utilities Administration
- Water
- Sewer



**CITY OF UNIVERSAL CITY - UTILITIES  
PROPOSED OPERATING BUDGET FISCAL YEAR 2025**

	FY 2023 Actual	FY 2024 Budget	FY 2024 Actual	FY 2025 Proposed Budget
<b>REVENUE SUMMARY</b>				
WATER REVENUE	5,861,268	4,659,477	2,556,048	4,941,645
SEWER REVENUE	4,732,453	4,886,885	2,432,356	5,137,348
UTILITY FEES & RENTS	808,191	779,349	426,219	786,128
INTEREST/OTHER REVENUE	1,111,876	581,938	590,606	726,200
OTHER/SOURCE USES	-	-	-	5,561,164
<b>TOTAL REVENUE</b>	<b>12,513,789</b>	<b>10,907,649</b>	<b>6,005,229</b>	<b>17,152,485</b>
<b>EXPENDITURE SUMMARY</b>				
PUBLIC WORKS	1,220,710	1,090,888	508,299	1,055,400
ADMINISTRATION	367,081	350,594	221,335	465,026
WATER DEVELOPMENT	2,109,867	2,705,350	1,337,800	3,179,622
SEWER DEVELOPMENT	3,014,092	3,184,263	1,258,222	3,319,241
NON-DEPARTMENTAL	-	869,858	243,445	954,300
DEBT SERVICE	553,910	1,443,799	342,391	1,437,095
CAPITAL PROJECTS	-	6,577,353	-	6,670,164
<b>TOTAL EXPENDITURES</b>	<b>7,265,660</b>	<b>16,222,105</b>	<b>3,911,491</b>	<b>17,080,848</b>
<b>REVENUE OVER/(UNDER) EXPENDITURES</b>	<b>5,248,128</b>	<b>(5,314,456)</b>	<b>2,093,738</b>	<b>71,637</b>

<b>REVENUES</b>				
<b>WATER REVENUE</b>				
RESIDENTIAL WATER	3,417,671	2,819,792	1,517,344	2,932,235
COMMERCIAL IRRIGATION WATER	985,549	936,872	498,574	1,036,546
COMMERCIAL WATER	109,778	76,107	55,185	80,881
BLENDED WATER	653,247	602,166	337,532	639,931
BLENDED WATER IRRIGATION	178,124	91,343	90,872	95,021
COMMERCIAL IRRIGATION REUSE WATER	135,769	58,752	10,247	61,086
WATER CONNECTION FEES	56,998	25,000	23,250	46,500
WATER IMPACT FEES	269,271	-	-	-
RES. WATER PAYMENT PENALTY	43,991	36,445	18,540	36,445
MULTI-FAMILY WATER PAYMENT PENALTY	6,682	8,500	2,210	8,500
COMM. WATER PAYMENT PENALTY	4,187	4,500	2,294	4,500
<b>TOTAL WATER REVENUE</b>	<b>5,861,268</b>	<b>4,659,477</b>	<b>2,556,048</b>	<b>4,941,645</b>
<b>SEWER REVENUE</b>				
RESIDENTIAL SEWER	2,825,484	2,839,087	1,476,975	2,958,925
COMMERCIAL SEWER	1,746,066	1,952,749	898,321	2,086,264
BLENDED SEWER	71,988	47,737	36,447	49,653
RES. SEWER PMT PENALTY	38,694	35,006	17,857	35,006
WASTEWATER IMPACT FEE	41,022	-	-	-
COMM. SEWER PMT PENALTY	9,198	12,306	2,756	7,500
<b>TOTAL SEWER REVENUE</b>	<b>4,732,453</b>	<b>4,886,885</b>	<b>2,432,356</b>	<b>5,137,348</b>
<b>UTILITY FEES &amp; RENTS</b>				
FEES AND SERVICE CHARGES	87,547	102,105	37,575	102,105
GARBAGE PAYMENT PENALTY	22,437	23,000	11,203	23,000
GARBAGE FRANCHISE FEE	192,785	165,000	104,632	170,000
WATER TANK RENTAL AGREEMENT	123,892	128,900	66,700	128,900
EAA MANAGEMENT FEE	377,497	356,221	204,218	358,000
EAA PAYMENT PENALTY	4,032	4,123	1,891	4,123
<b>TOTAL UTILITY FEES &amp; RENTS</b>	<b>808,191</b>	<b>779,349</b>	<b>426,219</b>	<b>786,128</b>
<b>INTEREST/OTHER REVENUE</b>				
INTEREST INCOME	838,597	480,000	570,587	665,675
OTHER INCOME	246,255	20,000	14,008	28,000
CC PROCESSING	11,035	15,000	5,512	15,000
VENDING MACHINE	(181)	920	(691)	2,000
RECYCLING	13,046	13,500	-	13,000
BRUSH CHIPPING	3,090	2,500	1,170	2,500
BRUSH CHIPPING PENALTY	34	18	21	25
PRIOR YEAR FUNDS	-	50,000	-	-
<b>TOTAL INTEREST/OTHER REVENUE</b>	<b>1,111,876</b>	<b>581,938</b>	<b>590,606</b>	<b>726,200</b>
<b>OTHER SOURCES/USES</b>				
TRANSFER IN FROM ARPA FUND	-	-	-	-
BOND BALANCES	-	-	-	5,561,164
<b>TOTAL OTHER SOURCE/USES</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>5,561,164</b>
<b>TOTAL UTILITY REVENUE</b>	<b>12,513,789</b>	<b>10,907,649</b>	<b>6,005,229</b>	<b>17,152,485</b>

<b>EXPENDITURES</b>					
	REGULAR PAY	1,051,422	1,227,140	534,082	1,332,696
	OVERTIME PAY	41,979	42,000	24,216	48,000
	HOLIDAY PAY	56,865	64,398	35,178	65,152
	LONGEVITY PAY	9,232	20,784	20,784	14,880
	CERTIFICATION PAY	13,950	14,400	7,900	19,200
	F.I.C.A.	63,945	84,781	39,979	91,756
	MEDICARE EXPENSE	16,861	19,827	9,449	21,459
	EMPLOYEE RETIREMENT	230,760	271,298	138,495	299,537
<b>TOTAL PAYROLL</b>		<b>1,485,013</b>	<b>1,744,628</b>	<b>810,083</b>	<b>1,892,679</b>
	TRAVEL EXPENSE	635	4,032	126	7,300
	UNIFORM ALLOWANCE	2,655	7,830	1,272	10,650
	UNIFORM MAINTENANCE	11,092	19,480	5,182	14,700
	TRAINING	15,738	20,600	3,922	22,100
	EMPLOYEE RECOGNITION	2,997	2,300	2,240	8,400
<b>TOTAL ALLOWANCES</b>		<b>33,116</b>	<b>54,242</b>	<b>12,743</b>	<b>63,150</b>
	TELEPHONE	11,048	-	-	-
	CELL PHONE/PAGERS	1,302	6,800	152	10,805
	RADIO SYSTEM MAINTENANCE	399	8,000	-	8,000
	POSTAGE	43,900	42,360	15,855	48,580
	PRINTING	25,665	27,020	9,310	25,820
	MEMBERSHIPS/SUBSCRIPTIONS	2,745	5,414	585	6,227
	UNCOLLECTIBLE ACCOUNTS	14,810	5,000	-	8,000
<b>TOTAL COMMUNICATIONS</b>		<b>99,868</b>	<b>94,594</b>	<b>25,903</b>	<b>107,432</b>
	ELECTRICITY EXPENSE	310,504	-	-	-
	GAS EXPENSE	5,018	8,600	3,272	8,600
	CABLE EXPENSE	1,171	-	-	-
<b>TOTAL UTILITIES</b>		<b>316,693</b>	<b>8,600</b>	<b>3,272</b>	<b>8,600</b>
	LEGAL SERVICES	4,142	6,000	323	6,000
	ENGINEER SERVICES	168,498	160,500	102,386	202,500
	PLANNING	14,543	150,000	1,509	102,679
	ADMINISTRATIVE TRANSFER TO GF	200,000	-	-	-
<b>TOTAL SUPPORT SERVICES</b>		<b>387,184</b>	<b>316,500</b>	<b>104,218</b>	<b>311,179</b>
	INSPECTIONS	-	1,400	-	1,400
	FIRST AID SUPPLIES	1,519	18,700	1,100	20,000
	MAINTENANCE VEHICLE	17,971	22,000	4,914	22,500
	MAINTENANCE MOBILE EQUIPMENT	61,942	45,915	13,551	45,915
	MAINTENANCE OTHER EQUIP.	23,743	22,000	1,806	27,500
	INSURANCE AND BONDS	153,978	-	-	-
	WORKERS COMPENSATION	16,305	-	-	-
	WORKERS UNEMPLOYMENT	-	-	-	-
	MAINTENANCE OF WATER SYSTEM	78,823	60,000	17,546	65,000
	WATER TANK REPAIRS	25,364	247,540	26,135	247,540
	TOILET REBATE PROGRAM	225	1,500	375	1,000
	SARA SEWAGE TREATMENT	1,450,402	1,245,729	667,603	1,552,498
	WASHING MACHINE REBATE	75	450	-	450
	MAINTENANCE SEWER SYSTEM	45,000	45,000	-	45,000
	CCMA SEWAGE TREATMENT	1,142,073	1,271,922	501,335	1,167,915
	SEWER SYSTEM STUDY	125,000	90,000	-	125,000
	EDWARDS AA MGMT/TCEQ MGMT	345,750	348,000	345,116	365,000
	CARRIZO PURCHASE	28,350	50,000	176,295	273,000
	WATER SYSTEM STUDY	27,375	40,000	-	-
	WATER METER TESTING	5,840	9,800	-	10,780
	PHYSICAL EXAMS	608	650	2,391	7,220
	EQUIPMENT RENTAL	8,923	14,500	-	16,500
	SECURITY	2,016	2,200	1,008	2,690
	GROUND WATER RIGHTS	-	230,000	5,875	368,025

	BANK FEES	134,161	65,000	76,185	130,000
	SARA REUSE WATER	66,164	66,165	33,082	66,165
	OTHER CONTRACT SERVICES	91,627	137,645	37,832	175,600
	LIVE OAK/MEADOW OAKS FEE	11,889	5,000	5,002	8,500
	TECHNOLOGY SERVICES	139,796	201,400	167,361	156,500
<b>TOTAL CONTRACT SERVICES</b>		<b>4,004,920</b>	<b>4,242,516</b>	<b>2,084,514</b>	<b>4,901,698</b>
	OPERATING SUPPLIES	134,754	181,500	54,916	188,500
	WATER METERS	150,341	269,295	193,032	270,031
	GASOLINE EXPENSE	44,353	55,400	14,971	55,400
	OFFICE SUPPLIES	2,912	-	16	1,500
	JANITORIAL SUPPLIES	4,923	5,000	1,470	5,000
	HAND TOOLS	11,567	8,400	1,164	12,700
<b>TOTAL SUPPLIES AND MATERIALS</b>		<b>348,850</b>	<b>519,595</b>	<b>265,568</b>	<b>533,131</b>
	VEHICLES	-	183,000	-	-
	MOBILE EQUIPMENT	-	95,000	-	20,000
	OFFICE EQUIPMENT - REAL PROPERTY	-	19,400	-	16,900
	FURNITURE & FIXTURES	-	13,100	-	16,100
	OTHER EQUIPMENT	8,794	32,420	8,443	55,420
	OTHER SOURCES	-	-	-	-
<b>TOTAL REAL PROPERTY AND EQUIPMENT</b>		<b>8,794</b>	<b>342,920</b>	<b>8,443</b>	<b>108,420</b>
	TELEPHONES	-	11,500	4,630	36,000
	ELECTRICITY EXPENSE	-	368,000	109,681	368,000
	CABLE TV EXPENSE	-	1,300	724	1,500
	AUDIT SERVICES	-	10,000	10,000	10,000
	BUILDING MAINTENANCE	-	69,800	32,455	81,300
	INSURANCE AND BONDS	-	176,748	72,041	180,000
	WORKER'S COMPENSATION	-	17,510	13,902	20,000
	WORKER'S UNEMPLOYMENT INS	-	5,000	12	7,500
	TRANSFER TO GENERAL FUND ADMINISTRATIVE FEES	-	210,000	-	225,000
	TRANSFER OUT TO CAPITAL REPLACEMENT	-	-	-	25,000
<b>TOTAL UTILITY NON-DEPARTMENTAL</b>		<b>-</b>	<b>869,858</b>	<b>243,445</b>	<b>954,300</b>

**UTILITY FUND DEBT SERVICE**

DEBT SERVICE - 2012 PRINCIPAL	-	335,000	-	345,000
DEBT SERVICE - 2012 INTEREST	40,200	27,200	13,600	13,800
DEBT SERVICE - 2012 FEES	400	400	200	400
DEBT SERVICE - 2015 PRINCIPAL	-	135,000	-	140,000
DEBT SERVICE - 2015 INTEREST	71,806	66,607	33,303	61,206
DEBT SERVICE - 2015 FEES	400	400	200	400
SARA DEBT SERVICE PRINCIPAL	145,000	145,000	145,000	145,000
SARA DEBT SERVICE INTEREST	24,878	22,109	11,747	22,109
DEBT SERVICE - 2017 PRINCIPAL	-	130,000	-	135,000
DEBT SERVICE FEES - 2017 INTEREST	72,481	68,581	34,291	64,681
DEBT SERVICE FEES - 2017 FEES	400	400	200	400
DEBT SERVICE - 2020 PRINCIPAL	-	160,000	-	160,000
DEBT SERVICE FEES - 2020 INTEREST	16,037	14,345	7,172	12,593
DEBT SERVICE FEES - 2020 FEES	-	400	-	400
DEBT SERVICE - 2022 PRINCIPAL	-	145,000	-	150,000
DEBT SERVICE FEES - 2022 INTEREST	182,308	192,957	96,478	185,706
DEBT SERVICE FEES - 2022 FEES	-	400	200	400
<b>TOTAL DEBT SERVICE</b>	<b>553,910</b>	<b>1,443,799</b>	<b>342,391</b>	<b>1,437,095</b>

**UTILITY FUND CAPITAL IMPROVEMENTS**

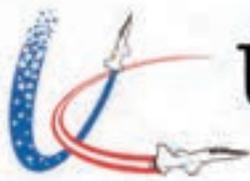
SEWER LINE REHABILITATION - BOND FUNDS	(915,542)	2,027,111	-	1,992,686
WATER TANK PAINTING - BOND FUNDS	915,542	-	-	209,000
Well#10&#11 1 million gallon tank replacement - BOND FUNDS	-	1,210,000	-	1,091,236
OLD PW YARD CAPITAL IMPROVEMENTS MULTI-YEAR	-	450,000	-	300,000
WELL # 9 UPGRADE REHABILITATION	-	-	-	-
ANNUAL WATER LINE REHAB PROJECT	-	250,000	-	300,000
ANNUAL SEWER LINE REHAB PROJECT	-	250,000	-	300,000
Walmart water line	-	350,000	-	-
Well #12 Development - BOND FUNDS	-	900,242	-	1,400,242
Centerbrook 3.9 acre Land Acquisition - BOND FUNDS	-	1,140,000	-	1,077,000
<b>TOTAL CAPITAL IMPROVEMENTS</b>	<b>-</b>	<b>6,577,353</b>	<b>-</b>	<b>6,670,164</b>

**CITY OF UNIVERSAL CITY - PUBLIC WORKS  
PROPOSED OPERATING BUDGET FISCAL YEAR 2025**

PUBLIC WORKS	FY 2023 Actual	FY 2024 Budget	FY 2024 Actual	FY 2025 Proposed Budget
REGULAR PAY	343,359	386,025	189,467	402,266
OVERTIME PAY	2,206	3,000	1,238	3,000
HOLIDAY PAY	16,769	20,315	7,832	20,315
LONGEVITY PAY	3,312	8,032	8,032	4,800
CERTIFICATION PAY	600	600	200	600
F.I.C.A.	20,310	25,857	12,987	26,721
MEDICARE EXPENSE	5,452	6,047	3,136	6,249
EMPLOYEE RETIREMENT	70,586	82,742	45,934	87,230
<b>TOTAL PAYROLL</b>	<b>462,594</b>	<b>532,618</b>	<b>268,827</b>	<b>551,181</b>
TRAVEL EXPENSE	635	500	126	1,300
UNIFORM ALLOWANCE	151	1,500	65	3,650
UNIFORM MAINTENANCE	6,861	8,200	845	3,000
TRAINING	3,741	4,000	747	4,000
EMPLOYEE ENGAGEMENT	2,997	2,100	2,094	3,900
<b>TOTAL ALLOWANCES</b>	<b>14,384</b>	<b>16,300</b>	<b>3,878</b>	<b>15,850</b>
TELEPHONE	9,249	-	-	-
POSTAGE	2,261	900	-	3,000
PRINTING	203	1,000	941	1,500
MEMBERSHIPS/SUBSCRIPTIONS	1,846	3,000	301	2,000
<b>TOTAL COMMUNICATIONS</b>	<b>13,560</b>	<b>4,900</b>	<b>1,242</b>	<b>6,500</b>
ELECTRICITY EXPENSE	-	-	-	-
GAS EXPENSE	5,018	8,600	3,272	8,600
CABLE EXPENSE	1,171	-	-	-
<b>TOTAL UTILITIES</b>	<b>6,189</b>	<b>8,600</b>	<b>3,272</b>	<b>8,600</b>
LEGAL SERVICES	4,142	6,000	323	6,000
ENGINEER SERVICES	168,498	160,500	102,386	202,500
PLANNING	14,543	150,000	1,509	102,679
ADMINISTRATIVE TRANSFER	200,000	-	-	-
<b>TOTAL SUPPORT SERVICES</b>	<b>387,184</b>	<b>316,500</b>	<b>104,218</b>	<b>311,179</b>
INSPECTIONS	-	1,400	-	1,400
VEHICLE MAINTENANCE	-	1,500	15	1,500
OTHER EQUIP MAINT	10,846	1,000	-	1,000
BUILDING MAINTENANCE	10,122	-	-	-
INSURANCE AND BONDS	153,978	-	-	-
WORKERS COMPENSATION	16,305	-	-	-
WORKERS UNEMPLOYMENT	-	-	-	-
FIRST AID SUPPLIES	1,519	18,700	1,100	20,000
PHYSICAL EXAMS	-	200	355	400
EQUIPMENT RENTAL	-	1,500	-	1,500
SECURITY	2,016	2,200	1,008	2,690
BANK FEES	-	-	-	-

OTHER CONTRACT SERVICES	1,257	20,070	4,365	5,600
TECHNOLOGY SERVICES	127,658	147,900	113,933	106,500
<b>TOTAL CONTRACT SERVICES</b>	<b>323,700</b>	<b>194,470</b>	<b>120,775</b>	<b>140,590</b>
OPERATING SUPPLIES	6,211	7,000	3,287	8,500
OFFICE SUPPLIES	1,966	-	-	-
JANITORIAL SUPPLIES	4,923	5,000	1,470	5,000
COMPUTER EQUIPMENT	-	2,500	1,330	
<b>TOTAL SUPPLIES AND MATERIALS</b>	<b>13,100</b>	<b>14,500</b>	<b>6,087</b>	<b>13,500</b>
OFFICE EQUIPMENT - REAL PROPERTY	-	3,000	-	5,000
FURNITURE & FIXTURES	-	-	-	3,000
OTHER EQUIPMENT	-	-	-	
<b>TOTAL REAL PROPERTY AND EQUIPMENT</b>	<b>-</b>	<b>3,000</b>	<b>-</b>	<b>8,000</b>
<b>TOTAL PUBLIC WORKS</b>	<b>1,220,710</b>	<b>1,090,888</b>	<b>508,299</b>	<b>1,055,400</b>



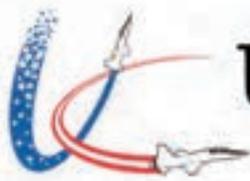


## UTILITY FUND-04 UTILITIES ADMINISTRATION-5415

The Utility Billing Department is responsible for managing and administering the billing and payment process for the various utility services provided by the City, such as water, sewer, and waste services. This typically includes maintaining accurate customer records, generating bills and statements, processing payments and refunds, and responding to customer inquiries and concerns. The Department is also responsible for implementing and enforcing billing policies and procedures, such as late fees, service disconnects, and payment plans, as well as providing assistance and support to customers who are experiencing financial hardship. Additionally, the department works closely with other City departments and external partners to ensure that utility billing practices are aligned with local regulations and industry standards. The goal of the Utility Billing Department is to ensure that customers are billed accurately and in a timely manner, while also promoting transparency, accountability, and customer satisfaction in the delivery of essential utility services.

**CITY OF UNIVERSAL CITY - UT ADMINISTRATION  
PROPOSED OPERATING BUDGET FISCAL YEAR 2025**

<b>UT ADMINISTRATION</b>	<b>FY 2023 Actual</b>	<b>FY 2024 Budget</b>	<b>FY 2024 Actual</b>	<b>FY 2025 Proposed Budget</b>
REGULAR PAY	93,520	110,238	46,561	143,936
OVERTIME PAY	449	1,500	530	1,500
HOLIDAY PAY	5,187	5,512	3,763	5,512
LONGEVITY PAY	144	480	480	672
F.I.C.A.	4,269	7,299	3,298	9,400
MEDICARE EXPENSE	1,300	1,707	771	2,198
EMPLOYEE RETIREMENT	23,220	23,358	11,546	30,688
<b>TOTAL PAYROLL</b>	<b>128,088</b>	<b>150,094</b>	<b>66,949</b>	<b>193,906</b>
UNIFORM ALLOWANCE	211	500	-	500
TRAINING	2,075	2,000	-	3,500
EMPLOYEE ENGAGEMENT	-	-	-	500
<b>TOTAL ALLOWANCES</b>	<b>2,286</b>	<b>2,500</b>	<b>-</b>	<b>4,500</b>
POSTAGE	41,395	38,000	15,832	42,120
PRINTING	22,145	23,000	8,273	21,000
MEMBERSHIPS/SUBSCRIPTIONS	289	-	-	-
<b>TOTAL COMMUNICATIONS</b>	<b>63,829</b>	<b>61,000</b>	<b>24,105</b>	<b>63,120</b>
UNCOLLECTIBLE ACCOUNT	14,810	5,000	-	8,000
<b>TOTAL SUPPORT SERVICES</b>	<b>14,810</b>	<b>5,000</b>	<b>-</b>	<b>8,000</b>
OTHER EQUIP MAINT	-	500	-	500
BANK FEES	134,161	65,000	76,185	130,000
OTHER CONTRACT SERVICES	10,268	-	417	-
TECHNOLOGY SERVICES	12,138	53,500	53,428	50,000
<b>TOTAL CONTRACT SERVICES</b>	<b>156,567</b>	<b>119,000</b>	<b>130,030</b>	<b>180,500</b>
OPERATING SUPPLIES	1,378	3,500	251	4,000
OFFICE SUPPLIES	123	-	-	1,500
<b>TOTAL SUPPLIES AND MATERIALS</b>	<b>1,501</b>	<b>3,500</b>	<b>251</b>	<b>5,500</b>
OFFICE EQUIPMENT - REAL PROPERTY	-	4,500	-	4,500
FURNITURE & FIXTURES	-	5,000	-	5,000
<b>TOTAL REAL PROPERTY AND EQUIPMENT</b>	<b>-</b>	<b>9,500</b>	<b>-</b>	<b>9,500</b>
<b>TOTAL UTILITY ADMINISTRATION EXPENDITURES</b>	<b>367,081</b>	<b>350,594</b>	<b>221,335</b>	<b>465,026</b>



**UNIVERSAL CITY**  
Est. 1960

## **UTILITY FUND-04 WATER/SEWER-5420/5440**

The Water and Sewer Departments are responsible for providing safe and reliable water and wastewater services to the residents of the City. This includes sourcing, treating, and distributing clean water to homes and businesses, as well as discharging wastewater and sewage. The Departments are also responsible for maintaining and repairing the City's water and sewer infrastructure, including pipes, pumps, and treatment plants. Additionally, the Departments may implement water conservation and pollution prevention programs to ensure the sustainable use and protection of the City's water resources. The goal of the Water and Sewer Departments is to ensure that the community has access to clean water for drinking and other uses, adequate supplies to support emergency fire services, while also protecting public health and the environment through proper wastewater management.

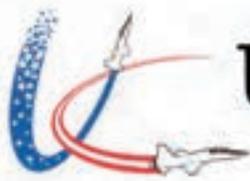
**CITY OF UNIVERSAL CITY - WATER  
PROPOSED OPERATING BUDGET FISCAL YEAR 2025**

WATER	FY 2023 Actual	FY 2024 Budget	FY 2024 Actual	FY 2025 Proposed Budget
REGULAR PAY	504,329	553,795	255,043	633,737
OVERTIME PAY	33,534	28,000	19,652	34,000
HOLIDAY PAY	28,729	29,716	19,911	31,687
LONGEVITY PAY	4,672	9,872	9,872	8,640
CERTIFICATION PAY	10,100	11,400	6,200	15,600
F.I.C.A.	32,809	39,210	20,106	44,867
MEDICARE EXPENSE	8,275	9,170	4,702	10,493
EMPLOYEE RETIREMENT	112,846	125,471	68,468	146,470
<b>TOTAL PAYROLL</b>	<b>735,294</b>	<b>806,634</b>	<b>403,954</b>	<b>925,494</b>
TRAVEL EXPENSE	-	1,732	-	4,000
UNIFORM ALLOWANCE	2,043	4,900	1,207	5,570
UNIFORM MAINTENANCE	3,726	8,580	3,761	9,000
TRAINING	8,147	8,000	2,535	8,000
EMPLOYEE ENGAGEMENT	-	200	146	2,000
<b>TOTAL ALLOWANCES</b>	<b>13,916</b>	<b>23,412</b>	<b>7,649</b>	<b>28,570</b>
TELEPHONE	1,799	-	-	-
CELL PHONE/PAGERS	1,302	6,800	152	10,805
RADIO SYSTEM MAINTENANCE	399	8,000	-	8,000
POSTAGE	243	3,460	23	3,460
PRINTING	3,317	3,020	97	3,320
MEMBERSHIPS/SUBSCRIPTIONS	609	2,414	284	4,227
<b>TOTAL COMMUNICATIONS</b>	<b>7,670</b>	<b>23,694</b>	<b>556</b>	<b>29,812</b>
ELECTRICITY EXPENSE	310,504	-	-	-
<b>TOTAL UTILITIES</b>	<b>310,504</b>	<b>-</b>	<b>-</b>	<b>-</b>
VEHICLE MAINTENANCE	14,971	18,000	4,899	18,000
MOBILE EQUIP MAINT	56,942	40,915	13,551	40,915
OTHER EQUIP MAINT	6,897	14,500	1,806	20,000
BUILDING MAINTENANCE	16,754	-	-	-
WATER SYSTEM MAINTENANCE	78,823	60,000	17,546	65,000
WATER TANK REPAIRS	25,364	247,540	26,135	247,540
TOILET REBATE PROGRAM	225	1,500	375	1,000
WASHING MACHINE REBATE	75	450	-	450
EDWARDS AA MGMT/TCEQ MGMT	345,750	348,000	345,116	365,000
CARRIZO PURCHASE	28,350	50,000	176,295	273,000
WATER SYSTEM STUDY	27,375	40,000	-	-
WATER METER TESTING	5,840	9,800	-	10,780
PHYSICAL EXAMS	608	450	2,036	6,820
APPLICANT PROCESSING	437	-	34	-
EQUIPMENT RENTAL	2,423	8,000	-	8,000

GROUND WATER RIGHTS	-	230,000	5,875	368,025
SARA REUSE WATER	66,164	66,165	33,082	66,165
OTHER CONTRACT SERVICES	60,102	96,575	33,051	150,000
LIVE OAK/MEADOW OAKS FEE	11,889	5,000	5,002	8,500
TECHNOLOGY SERVICES	-	-	-	3,000
<b>TOTAL CONTRACT SERVICES</b>	<b>748,990</b>	<b>1,236,895</b>	<b>664,804</b>	<b>1,652,195</b>
OPERATING SUPPLIES	102,166	146,000	48,421	150,000
WATER METERS	150,341	269,295	193,032	270,031
GASOLINE EXPENSE	23,053	34,100	10,239	34,100
OFFICE SUPPLIES	822	-	16	-
HAND TOOLS	8,317	5,400	686	5,500
<b>TOTAL SUPPLIES AND MATERIALS</b>	<b>284,699</b>	<b>454,795</b>	<b>252,394</b>	<b>459,631</b>
VEHICLES	-	120,000	-	-
MOBILE EQUIPMENT	-	-	-	20,000
OFFICE EQUIPMENT - REAL PROPERTY	-	7,400	-	7,400
FURNITURE & FIXTURES	-	8,100	-	8,100
OTHER EQUIPMENT	8,794	24,420	8,443	48,420
<b>TOTAL REAL PROPERTY AND EQUIPMENT</b>	<b>8,794</b>	<b>159,920</b>	<b>8,443</b>	<b>83,920</b>
<b>TOTAL WATER EXPENDITURES</b>	<b>2,109,867</b>	<b>2,705,350</b>	<b>1,337,800</b>	<b>3,179,622</b>

**CITY OF UNIVERSAL CITY - SEWER  
PROPOSED OPERATING BUDGET FISCAL YEAR 2025**

	<b>FY 2023 Actual</b>	<b>FY 2024 Budget</b>	<b>FY 2024 Actual</b>	<b>FY 2025 Proposed Budget</b>
<b>SEWER DEVELOPMENT</b>				
REGULAR PAY	110,214	177,082	43,010	152,758
OVERTIME PAY	5,790	9,500	2,796	9,500
HOLIDAY PAY	6,180	8,855	3,672	7,638
LONGEVITY PAY	1,104	2,400	2,400	768
CERTIFICATION PAY	3,250	2,400	1,500	3,000
F.I.C.A.	6,557	12,415	3,589	10,767
MEDICARE EXPENSE	1,834	2,903	839	2,518
EMPLOYEE RETIREMENT	24,108	39,727	12,547	35,150
<b>TOTAL PAYROLL</b>	<b>159,037</b>	<b>255,282</b>	<b>70,353</b>	<b>222,098</b>
TRAVEL EXPENSE	-	1,800	-	2,000
UNIFORM ALLOWANCE	250	930	-	930
UNIFORM MAINTENANCE	504	2,700	576	2,700
TRAINING	1,775	6,600	640	6,600
EMPLOYEE ENGAGEMENT	-	-	-	2,000
<b>TOTAL ALLOWANCES</b>	<b>2,530</b>	<b>12,030</b>	<b>1,216</b>	<b>14,230</b>
VEHICLE MAINTENANCE	3,000	2,500	-	3,000
MOBILE EQUIPMENT MAINTENANCE	5,000	5,000	-	5,000
OTHER EQUIP MAINTENANCE	6,000	6,000	-	6,000
BUIDLING MAINTENANCE	-	5,000	-	-
SARA SEWAGE TREATMENT	1,450,402	1,245,729	667,603	1,552,498
SEWER SYSTEM MAINTENANCE	45,000	45,000	-	45,000
CCMA SEWAGE TREATMENT	1,142,073	1,271,922	501,335	1,167,915
SEWER SYSTEM STUDY	125,000	90,000	-	125,000
EQUIPMENT RENTAL	6,500	5,000	-	7,000
OTHER CONTRACT SERVICES	20,000	21,000	-	20,000
<b>TOTAL CONTRACT SERVICES</b>	<b>2,802,975</b>	<b>2,697,151</b>	<b>1,168,939</b>	<b>2,931,413</b>
OPERATING SUPPLIES	25,000	25,000	2,957	26,000
GASOLINE EXPENSE	21,300	21,300	4,732	21,300
COMPUTER EQUIPMENT	-	-	1,848	5,000
HAND TOOLS	3,250	3,000	478	7,200
<b>TOTAL SUPPLIES AND MATERIALS</b>	<b>49,550</b>	<b>49,300</b>	<b>10,014</b>	<b>59,500</b>
VEHICLES	-	63,000	-	-
MOBILE EQUIPMENT	-	95,000	-	-
LEASE/PURCHASE MOBILE EQUIP	-	-	-	85,000
OFFICE EQUIPMENT - REAL PROPERTY	-	4,500	-	-
FURNITURE & FIXTURES	-	-	-	-
OTHER EQUIPMENT	-	8,000	7,700	7,000
<b>TOTAL REAL PROPERTY AND EQUIPMENT</b>	<b>-</b>	<b>170,500</b>	<b>7,700</b>	<b>92,000</b>
<b>TOTAL SEWER EXPENDITURES</b>	<b>3,014,092</b>	<b>3,184,263</b>	<b>1,258,222</b>	<b>3,319,241</b>



## UTILITY FUND-04 NON-DEPARTMENTAL-5990

The Non Departmental budget represents activities that are not budgeted within a specific Utility Fund department. These items are typically required to be funded and are therefore not subject to budget cuts. The expenditures are budgeted in Non-Departmental to avoid inflating the Utility Fund budgets of the Departments.

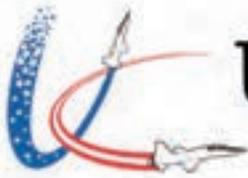
**CITY OF UNIVERSAL CITY - UTILITY NON-DEPARTMENTAL  
PROPOSED OPERATING BUDGET FISCAL YEAR 2025**

UTILITY NON-DEPARTMENTAL	FY 2023 Actual	FY 2024 Budget	FY 2024 Actual	FY 2025 Proposed Budget
TELEPHONES	-	11,500	4,630	36,000
ELECTRICITY EXPENSE	-	368,000	109,681	368,000
CABLE TV EXPENSE	-	1,300	724	1,500
<b>Total Utilities</b>	-	<b>380,800</b>	<b>115,035</b>	<b>405,500</b>
AUDIT SERVICES	-	10,000	10,000	10,000
BUILDING MAINTENANCE	-	69,800	32,455	81,300
INSURANCE AND BONDS	-	176,748	72,041	180,000
WORKER'S COMPENSATION	-	17,510	13,902	20,000
WORKER'S UNEMPLOYMENT INS	-	5,000	12	7,500
<b>Total Contract Services</b>	-	<b>279,058</b>	<b>128,410</b>	<b>298,800</b>
TRANSFER TO GENERAL FUND ADMINISTRATIVE FEES	-	210,000	-	225,000
TRANSFER OUT TO CAPITAL REPLACEMENT	-	-	-	25,000
<b>Total Other/ Uses</b>	-	<b>210,000</b>	-	<b>250,000</b>
<b>Total Utility Non-departmental</b>	-	<b>869,858</b>	<b>243,445</b>	<b>954,300</b>

# STORMWATER FUND DEPARTMENTS

- Stormwater





## **STORMWATER FUND-09**

### **STORMWATER-5345**

The Stormwater department is responsible for managing and maintaining the City's stormwater system which includes the infrastructure and facilities used to manage rainfall and runoff from storms. This includes managing storm drains, detention and retention ponds, culverts, and other drainage systems that help to prevent flooding and erosion in the community. The Department is also responsible for regulating the use of chemicals and other pollutants that can enter the stormwater system, as well as developing and implementing strategies to mitigate the impact of stormwater on local water resources and ecosystems. Additionally, the Department may work closely with other City departments and community organizations to educate residents about the importance of stormwater management and promote sustainable practices to reduce the impact of stormwater runoff. The goal of the Stormwater Department is to protect public health and safety by minimizing the risk of flooding and other storm-related hazards, while also preserving the quality of the City's water resources and natural environment.

**CITY OF UNIVERSAL CITY -STORMWATER  
PROPOSED OPERATING BUDGET FISCAL YEAR 2025**

	FY 2023 Actual	FY 2024 Budget	FY 2024 Actual	FY 2025 Proposed Budget
<b>REVENUES</b>				
<b>WATER REVENUE</b>				
RESIDENTIAL	369,638	392,601	194,627	393,582
MULTI-FAMILY	89,201	94,729	47,269	94,729
COMMERCIAL	332,247	326,032	174,753	328,477
RES. STORMWATER PAYMENT PENALTY	4,761	4,320	-	4,320
MULTIFAMILY STORMWATER PAYMENT PENALTY	459	720	-	720
COMM. STORMWATER PMENT PENALTY	2,028	1,980	2,235	1,980
<b>TOTAL WATER REVENUE</b>	<b>800,574</b>	<b>820,382</b>	<b>418,884</b>	<b>823,808</b>
<b>INTEREST/OTHER REVENUE</b>				
INTEREST INCOME	13,994	30,270	33,897	65,000
OTHER INCOME	-	-	-	-
Transfer In - GC CIP Hole 8 & 9	650,000	450,000	-	-
PRIOR PERIOD FUNDS	-	444,687	-	-
USE OF FUND BALANCE	-	650,000	-	619,182
<b>TOTAL INTEREST/OTHER REVENUE</b>	<b>663,994</b>	<b>1,574,957</b>	<b>33,897</b>	<b>684,182</b>
<b>DONATIONS/CONTRIBUTIONS</b>				
RECYCLING DONATIONS	-	1,000	9,600	1,000
<b>TOTAL DONATIONS/CONTRIBUTIONS</b>	<b>-</b>	<b>1,000</b>	<b>9,600</b>	<b>1,000</b>
<b>TOTAL STORMWATER REVENUE</b>	<b>1,464,569</b>	<b>2,396,339</b>	<b>462,381</b>	<b>1,508,990</b>
<b>EXPENDITURES</b>				
<b>TOTAL PAYROLL</b>				
REGULAR PAY	131,265	139,922	63,972	124,083
OVERTIME PAY	5,139	5,000	1,797	5,000
HOLIDAY PAY	7,397	6,000	4,201	6,204
LONGEVITY PAY	1,344	3,776	3,776	672
CERTIFICATION PAY	2,400	2,400	1,200	2,400
F.I.C.A.	8,792	9,685	4,963	8,578
MEDICARE EXPENSE	2,125	2,265	1,161	2,006
EMPLOYEE RETIREMENT	28,054	30,990	16,590	28,004
<b>TOTAL PAYROLL</b>	<b>186,516</b>	<b>200,038</b>	<b>97,659</b>	<b>176,947</b>
<b>TOTAL ALLOWANCES</b>				
TRAVEL EXPENSE	-	2,604	-	3,900
LICENSE/CERTIFICATIONS	-	365	-	365
UNIFORM RENTAL/JACKETS	-	800	-	800
TRAINING	-	3,100	-	1,000
EMPLOYEE RECOGNITION	-	-	-	-
<b>TOTAL ALLOWANCES</b>	<b>-</b>	<b>6,869</b>	<b>-</b>	<b>6,065</b>
<b>TOTAL COMMUNICATIONS</b>				
CELL PHONE/PAGERS	1,773	1,456	401	976
RADIO SYSTEM MAINT.	-	5,496	-	4,596
POSTAGE	27	100	-	200
PRINTING	57	200	39	300
NEWSPAPER PUBLICATIONS	-	1,000	-	1,400
MEMBERSHIPS/SUBSCRIPTIONS	100	1,250	100	200
<b>TOTAL COMMUNICATIONS</b>	<b>1,957</b>	<b>9,502</b>	<b>539</b>	<b>7,672</b>
<b>TOTAL SUPPORT SERVICES</b>				
ADMINISTRATIVE TRANSFER	50,000	51,000	-	52,000
<b>TOTAL SUPPORT SERVICES</b>	<b>50,000</b>	<b>51,000</b>	<b>-</b>	<b>52,000</b>
MAINTENANCE VEHICLES	95	1,500	111	1,500
MAINTENANCE OTHER EQUIP.	2,194	5,000	1,581	5,000

	INSURANCE AND BONDS	16,185	16,480	8,297	16,480
	WORKERS UNEMPLOYMENT	18,882	297	-	306
	ENGINEERING SERVICES	53,401	175,400	20,430	145,000
	TECHNOLOGY SERVICES	-	49,466	18,848	1,840
<b>TOTAL CONTRACT SERVICES</b>		<b>90,757</b>	<b>248,143</b>	<b>49,267</b>	<b>170,126</b>
	OPERATING SUPPLIES	3,743	8,000	-	8,000
	GASOLINE	3,526	6,200	599	3,000
	OFFICE SUPPLIES	-	600	-	600
	HAND TOOLS	-	500	-	800
	HOUSEHOLD HAZARDOUS WASTE	11,497	12,300	5,450	12,300
	FALL/SPRING CLEANUP	2,539	12,700	5,008	12,700
	CREEK CLEANUP	1,725	1,500	-	1,500
<b>TOTAL SUPPLIES AND MATERIALS</b>		<b>23,030</b>	<b>41,800</b>	<b>11,057</b>	<b>38,900</b>
	VEHICLES	1,698	45,000	13,990	87,000
	OFFICE EQUIPMENT	-	9,187	-	2,508
	FURNITURE & FIXTURES	-	500	-	2,000
	OTHER EQUIPMENT	-	-	-	-
<b>TOTAL REAL PROPERTY AND EQUIPMENT</b>		<b>1,698</b>	<b>54,687</b>	<b>13,990</b>	<b>91,508</b>
<b>STORMWATER CAPITAL IMPROVEMENTS</b>					
	CIBOLO CREEK PROPERTY CLEARING/FENCING	9,018	40,000	-	40,000
	2022 CDBG PARKVIEW PROJECT (PHASE 17) WEST BYRD 2	-	-	-	-
	2021 CDBG PHASE 16	-	-	-	-
	PERSIA STORM DRAINAGE PROJECT	-	290,500	-	609,415
	GOLF COURSE HOLE 8 & 9 STORM DRAINAGE PROJECT	-	1,123,800	-	-
	OAK MEADOWS DRAINAGE PROJECT	-	250,000	-	250,000
	2023 CDBG IVY LANE DRAINAGE PROJECT	-	80,000	-	-
<b>TOTAL STORMWATER CAPITAL IMPROVEMENTS</b>		<b>9,018</b>	<b>1,784,300</b>	<b>-</b>	<b>899,415</b>
	<b>TOTAL STORMWATER EXPENDITURES</b>	<b>362,976</b>	<b>2,396,339</b>	<b>172,512</b>	<b>1,442,633</b>
	<b>REVENUE OVER/(UNDER) EXPENDITURES</b>	<b>1,101,593</b>	<b>-</b>	<b>289,869</b>	<b>66,357</b>

# GOLF FUND DEPARTMENTS



- General Administration
- Course & Grounds
- Cart Barn
- Pro Shop
- Range
- Food & Beverage
- Marketing

**CITY OF UNIVERSAL CITY - GOLF COURSE SUMMARY  
PROPOSED OPERATING BUDGET FISCAL YEAR 2025**

	FY 2023 ACTUAL	FY 2024 BUDGET	FY 2024 ACTUAL	FY 2025 PROPOSED BUDGET
<b>REVENUE SUMMARY</b>				
GENERAL AND ADMIN	1,688,795	1,311,500	665,685	1,518,000
COURSE AND GROUNDS	1,691,220	1,807,000	898,373	1,740,000
GOLF/PRO SHOP	132,363	144,000	75,311	151,000
RANGE	102,753	100,000	54,763	100,000
FOOD AND BEVERAGE	948,701	833,000	395,471	780,000
MARKETING	22,542	112,000	112,000	129,000
<b>TOTAL REVENUE</b>	<b>4,586,374</b>	<b>4,307,500</b>	<b>2,201,602</b>	<b>4,418,000</b>
<b>EXPENDITURE SUMMARY</b>				
GENERAL AND ADMIN	1,799,141	1,572,850	157,561	1,373,011
COURSE AND GROUNDS	1,084,903	1,300,987	665,837	1,435,308
CARTS	165,199	175,709	59,294	264,853
GOLF/PRO SHOP	254,189	281,668	131,085	296,333
RANGE	44,272	46,100	5,905	20,500
FOOD AND BEVERAGE	795,897	799,574	382,327	898,995
MARKETING	22,542	112,000	55,243	129,000
<b>TOTAL EXPENDITURES</b>	<b>4,166,143</b>	<b>4,288,888</b>	<b>1,457,251</b>	<b>4,418,000</b>
<b>REVENUE OVER/(UNDER) EXPENDITURES</b>	<b>420,232</b>	<b>18,612</b>	<b>744,350</b>	<b>(0)</b>

**REVENUES**

<b>GOLF COURSE REVENUE</b>				
OTHER G&A INCOME	9,124	16,500	215	8,000
TRANSFER IN	(381,396)	-	-	-
TRSF IN VENUE TAX REVENUE	1,761,756	1,200,000	451,724	1,175,000
INTEREST INCOME	151,630	15,000	106,084	210,000
CC PROCESSING FEES	67,681	-	27,661	45,000
GREEN FEES	1,403,092	1,672,000	710,200	1,680,000
RANGE FEES	102,753	100,000	54,763	100,000
ADVANTAGE PROGRAM	6,939	90,000	55,457	50,000
OTHER COURSE & GROUND INCOME	9,379	15,000	5,517	10,000
TOURNAMENT GREEN FEES	244,437	30,000	127,199	-
CART FEES	3,372	-	-	-
CARTTRAC	24,000	-	-	-
CLOTHING	28,986	32,000	14,973	30,000
ACCESSORIES	25,242	31,000	18,010	36,000
BALLS/GLOVES	68,064	66,000	29,879	60,000
CLUBS	1,176	2,000	3,024	6,000
CLUB RENTAL	8,895	13,000	9,424	19,000
FOOD CLUBHOUSE	87,931	80,000	40,517	80,000
FOOD BANQUET	242,358	200,000	96,103	200,000

**CITY OF UNIVERSAL CITY - GOLF COURSE SUMMARY  
PROPOSED OPERATING BUDGET FISCAL YEAR 2025**

	BEVERAGE CLUBHOUSE	38,899	38,000	13,056	25,000
	BEVERAGE BANQUET	6,417	9,000	4,954	9,000
	BEER CLUBHOUSE	206,040	215,000	79,574	159,000
	BEER BANQUET	28,905	26,000	10,929	25,000
	LIQUOR CLUBHOUSE	123,805	120,000	47,829	95,000
	LIQUOR BANQUETS	30,895	30,000	10,616	27,000
	EVENT REVENUE	183,451	115,000	91,893	160,000
	BILLBOARD REVENUE	80,000	80,000	80,000	80,000
	TRANSFER FROM HOTEL MOTEL	22,542	112,000	112,000	129,000
<b>TOTAL REVENUE</b>		<b>4,586,374</b>	<b>4,307,500</b>	<b>2,201,602</b>	<b>4,418,000</b>
	<b>EXPENDITURES</b>				
	REGULAR PAY	761,357	791,970	163,244	821,203
	HOURLY	321,600	348,289	369,454	503,501
	OVERTIME PAY	30,500	24,500	15,481	25,000
	HOLIDAY PAY	28,671	29,000	14,424	30,450
	LONGEVITY PAY	5,053	14,063	14,736	17,520
	F.I.C.A.	71,901	74,818	42,494	86,656
	MEDICARE EXPENSE	18,336	17,499	9,938	20,266
	EMPLOYEE RETIREMENT	141,177	198,533	84,277	178,501
	U/C EXPENSE	-	-	47	4,500
<b>TOTAL PAYROLL</b>		<b>1,378,596</b>	<b>1,498,672</b>	<b>714,094</b>	<b>1,687,597</b>
	TRAVEL EXPENSE	-	5,700	-	8,700
	TRAINING	2,219	4,096	564	9,600
<b>TOTAL ALLOWANCES</b>		<b>2,219</b>	<b>9,796</b>	<b>564</b>	<b>18,300</b>
	TELEPHONE	3,360	4,000	1,324	4,500
	RADIO SYSTEM MAINTENANCE	-	450	-	1,000
	POSTAGE	144	300	-	300
	PRINTING	-	-	-	750
	MEMBERSHIPS/SUBSCRIPTIONS	8,038	18,000	4,336	18,600
<b>TOTAL COMMUNICATIONS</b>		<b>11,542</b>	<b>22,750</b>	<b>5,660</b>	<b>25,150</b>
	ELECTRICITY EXPENSE	39,088	46,500	17,348	43,000
	GAS EXPENSE	5,156	4,000	2,113	5,000
	WATER EXPENSE	1,425	1,200	556	1,500
	INTERNET EXPENSE	9,309	10,000	4,016	10,000
<b>TOTAL UTILITIES</b>		<b>54,977</b>	<b>61,700</b>	<b>24,034</b>	<b>59,500</b>
	GOLF INTEREST EXP	24,207	25,000	13,928	7,565
	LOAN PAYMENTS	111,427	109,392	27,675	185,772
	TAXES/LICENSES	26,814	12,700	-	29,700
	ADMINISTRATIVE TRANSFER	302,879	310,000	-	325,000
	TRANSFER TO STORMWATER	650,000	450,000	-	-
<b>TOTAL SUPPORT SERVICES</b>		<b>1,115,327</b>	<b>907,092</b>	<b>41,602</b>	<b>548,037</b>
	ADVERTISING	22,542	112,000	55,243	129,000
	INSPECTIONS	376	500	-	500
	MAINTENANCE OTHER EQUIP	59,116	52,600	42,858	58,500
	MAINTENANCE BUILDING	29,566	61,000	18,664	68,000
	AUDIT SERVICE	-	-	-	7,500
	INSURANCE AND BONDS	100,962	100,000	55,742	110,000
	WORKERS COMPENSATION	15,232	20,000	12,832	20,000

**CITY OF UNIVERSAL CITY - GOLF COURSE SUMMARY  
PROPOSED OPERATING BUDGET FISCAL YEAR 2025**

	PHYSICAL EXAMS	3,291	3,821	358	3,400
	APPLICANT PROCESSING	5,590	29	(23)	535
	FIRST AID SUPPLIES	1,690	1,500	717	1,500
	EQUIPMENT RENTAL	6,370	6,500	1,829	6,500
	EQUIPMENT LEASE	-	118,000	44,100	145,000
	SECURITY	6,132	8,900	2,210	8,000
	BANK FEES	50,837	3,500	6,410	48,000
	OTHER CONTRACT SERVICES	13,531	4,000	79	76,461
	COMPUTER SUPPLIES	-	12,000	-	2,000
	TECHNOLOGY SERVICES	16,793	6,400	7,666	20,000
	LAUNDRY/UNIFORMS	6,950	9,800	3,382	9,800
	CART REPAIRS	14,280	10,000	15,324	15,000
	TEMP STAFF	1,024	-	-	-
<b>TOTAL CONTRACT SERVICES</b>		<b>354,279</b>	<b>530,548</b>	<b>267,390</b>	<b>729,696</b>
	ENTERTAINMENT	6,604	9,000	4,500	25,000
	OPERATING SUPPLIES	70,582	56,700	27,187	36,700
	OFFICE SUPPLIES	1,041	-	-	4,000
	OTHER EXPENSES	14,818	5,500	1,170	6,000
	JANITORAL SUPPLIES	9,992	9,000	4,942	10,000
	RANGE BALLS	3,917	6,100	5,500	11,000
	RANGE SUPPLIES	-	9,500	-	5,000
<b>TOTAL SUPPLIES AND MATERIALS</b>		<b>106,953</b>	<b>95,800</b>	<b>43,299</b>	<b>97,700</b>
	AQUATIC FEED	-	-	-	2,300
	CHEMICAL FERTILIZER	29,502	38,000	36,785	40,000
	FERTILIZER	23,791	36,000	34,690	40,000
	GAS/OIL	16,742	40,000	8,166	40,000
	IRRIGATION	21,516	13,500	9,529	23,500
	LANDSCAPE	46,823	35,000	34,218	45,000
	SAND/TOPDRESS	6,827	-	-	15,000
	SEED	6,325	19,000	16,628	19,000
	SMALL TOOLS	1,578	1,500	447	1,500
	WATER	100,000	100,000	41,667	100,000
<b>TOTAL GROUND MAINTENANCE</b>		<b>253,104</b>	<b>283,000</b>	<b>182,130</b>	<b>326,300</b>
	FURNITURE & FIXTURES	-	-	-	18,000
<b>TOTAL FURNITURE &amp; FIXTURES</b>		<b>-</b>	<b>-</b>	<b>-</b>	<b>18,000</b>
	BUILDING IMPROVEMENTS	-	500,000	6,128	565,000
<b>TOTAL REAL PROPERTY- EQUIP</b>		<b>-</b>	<b>500,000</b>	<b>6,128</b>	<b>565,000</b>
	MERCHANDISE	73,951	90,000	32,447	80,000
	COGS - FOOD	139,779	112,000	64,245	105,300
	COGS - BEVERAGE	27,117	25,850	8,629	15,500
	COGS - BEER	66,314	67,480	27,734	45,920
	COGS - LIQUOR	45,584	37,500	15,110	29,700
<b>TOTAL COST OF GOODS SOLD</b>		<b>352,745</b>	<b>332,830</b>	<b>148,164</b>	<b>276,420</b>
	HANDICAP	2,567	500	-	300
<b>TOTAL GOLF/PRO SHOP</b>		<b>2,567</b>	<b>500</b>	<b>-</b>	<b>300</b>
	BAR SUPPLIES	2,647	1,000	227	6,500
	CLEANING SUPPLIES	177	200	-	-

**CITY OF UNIVERSAL CITY - GOLF COURSE SUMMARY  
PROPOSED OPERATING BUDGET FISCAL YEAR 2025**

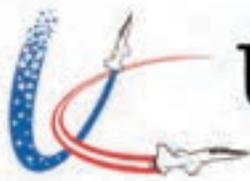
FLOWERS/DRECORATIONS	2,481	5,000	1,737	7,000
KITCHEN SUPPLIES	11,722	15,000	5,747	22,500
LINENS	27,510	25,000	16,351	30,000
<b>TOTAL BAR, FOOD AND BEVERAGE</b>	<b>44,538</b>	<b>46,200</b>	<b>24,062</b>	<b>66,000</b>
2008 REFINANCING OF 97 CERT. - PRIN	455,000	-	-	-
2008 REFINANCING OF 97 CERT. - INT	34,094	-	-	-
FEEES	200	-	-	-
<b>TOTAL DEBT SERVICE</b>	<b>489,294</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>TOTAL GOLF COURSE EXPENDITURES</b>	<b>4,166,140</b>	<b>4,288,888</b>	<b>1,457,126</b>	<b>4,418,000</b>
<b>REVENUE OVER/(UNDER) EXPENDITURES</b>	<b>420,235</b>	<b>18,612</b>	<b>744,475</b>	<b>(0)</b>



CITY OF UNIVERSAL CITY - GENERAL AND ADMIN  
PROPOSED OPERATING BUDGET FISCAL YEAR 2025

GENERAL AND ADMIN	FY 2023 ACTUAL	FY 2024 BUDGET	FY 2024 ACTUAL	FY 2025 PROPOSED BUDGET
<b>REVENUE</b>				
OTHER G&A INCOME	9,124	16,500	215	8,000
TRANSFER IN GF	(381,396)	-	-	-
TRSF IN VENUE TAX REVENUE	1,761,756	1,200,000	451,724	1,175,000
BILLBOARD REVENUE	80,000	80,000	80,000	80,000
INTEREST INCOME	151,630	15,000	106,084	210,000
CC PROCESSING FEE	67,681	-	27,661	45,000
<b>TOTAL REVENUE</b>	<b>1,688,795</b>	<b>1,311,500</b>	<b>665,685</b>	<b>1,518,000</b>
<b>EXPENDITURES</b>				
U/C EXPENSE	-	-	46	4,500
<b>TOTAL PAYROLL</b>	<b>-</b>	<b>-</b>	<b>46</b>	<b>4,500</b>
TRAVEL	-	5,500	-	8,500
TRAINING	-	-	-	1,500
<b>TOTAL ALLOWANCES</b>	<b>-</b>	<b>5,500</b>	<b>-</b>	<b>10,000</b>
TELEPHONE	3,360	4,000	1,324	4,500
RADIO SYSTEM MAINTENANCE	-	450	-	1,000
POSTAGE	144	300	-	300
PRINTING	-	-	-	750
MEMBERSHIPS/SUBSCRIPTIONS	7,569	11,000	3,987	10,000
<b>TOTAL COMMUNICATIONS</b>	<b>11,073</b>	<b>15,750</b>	<b>5,311</b>	<b>16,550</b>
ELECTRICITY EXPENSE	39,088	46,500	17,348	43,000
GAS EXPENSE	5,156	4,000	2,113	5,000
WATER EXPENSE	1,425	1,200	556	1,500
INTERNET EXPENSE	9,309	10,000	4,016	10,000
<b>TOTAL UTILITIES</b>	<b>54,977</b>	<b>61,700</b>	<b>24,034</b>	<b>59,500</b>
TAXES/LICENSES	26,814	10,000	-	27,000
ADMINISTRATIVE TRANSFER TO GENERAL FUND	302,879	310,000	-	325,000
<b>TOTAL SUPPORT SERVICES</b>	<b>329,693</b>	<b>320,000</b>	<b>-</b>	<b>352,000</b>
INSPECTIONS	376	500	-	500
MAINTENANCE OTHER EQUIP	758	5,100	5,322	7,500
MAINTENANCE BUILDING	27,501	38,000	17,519	38,000
AUDIT SERVICE	-	-	-	7,500
INSURANCE AND BONDS	100,962	100,000	55,742	110,000
WORKERS COMPENSATION	15,232	20,000	12,832	20,000
FIRST AID SUPPLIES	1,690	1,500	717	1,500
SECURITY	6,132	8,900	2,210	8,000
BANK FEES	50,837	3,500	6,410	48,000
OTHER CONTRACT SERVICES	13,531	4,000	79	76,461
COMPUTER EXPENSE	-	12,000	-	2,000
TECHNOLOGY SERVICES	16,793	6,400	7,666	20,000
<b>TOTAL CONTRACT SERVICES</b>	<b>233,812</b>	<b>199,900</b>	<b>108,497</b>	<b>339,461</b>
OPERATING SUPPLIES	9,673	8,000	8,604	11,000
OTHER EXPENSES	9,587	3,000	-	1,000
OFFICE SUPPLIES	1,041	-	-	4,000
JANITORIAL SUPPLIES	9,992	9,000	4,942	10,000
<b>TOTAL SUPPLIES AND MATERIALS</b>	<b>30,293</b>	<b>20,000</b>	<b>13,545</b>	<b>26,000</b>
BUILDING IMPROVEMENTS	-	500,000	6,128	565,000
<b>TOTAL REAL PROPERTY- EQUIP</b>	<b>-</b>	<b>500,000</b>	<b>6,128</b>	<b>565,000</b>
TRANSFER OUT TO STORMWATER	650,000	450,000	-	-
<b>TOTAL INTERFUND TRANSFER</b>	<b>650,000</b>	<b>450,000</b>	<b>-</b>	<b>-</b>
2008 REFINANCING OF 97 CERT. - PRIN	455,000	-	-	-
2008 REFINANCING OF 97 CERT. - INT	34,094	-	-	-
FEES	200	-	-	-
<b>TOTAL DEBT SERVICE</b>	<b>489,294</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>TOTAL GENERAL AND ADMIN EXPENDITURES</b>	<b>1,799,141</b>	<b>1,572,850</b>	<b>157,561</b>	<b>1,373,011</b>





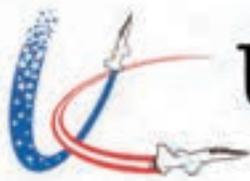
**UNIVERSAL CITY**  
EST. 1960

## **GOLF FUND-07 COURSE & GROUNDS-5910**

The Course and Grounds Department prepares, maintains, and repairs tees, greens, roughs, fairways, sand traps, creeks, and ponds. The Department also Oversees the planting, watering, mowing, weeding, trimming and renovation of turf and landscaping. Additionally, the Department operates and maintains vehicles, tools and equipment including but not limited to hand tools, commercial mower (rotary and reel), weed eater, blower, chain saw, pickup truck, trailers, utility vehicles, and golf carts, in accordance with all safety regulations and procedures. When necessary, the Department clears trash, brush, weeds and debris from grounds and facilities. Other daily activities include setting tee markers, cups, and rakes bunkers in accordance with golf course play standards.

CITY OF UNIVERSAL CITY - COURSE AND GROUNDS  
PROPOSED OPERATING BUDGET FISCAL YEAR 2025

COURSE AND GROUNDS REVENUE	FY 2023 ACTUAL	FY 2024 BUDGET	FY 2024 ACTUAL	FY 2025 PROPOSED BUDGET
GREEN FEES	1,403,092	1,672,000	710,200	1,680,000
ADVANTAGE PROGRAM	6,939	90,000	55,457	50,000
OTHER COURSE & GROUND INCOME	9,379	15,000	5,517	10,000
TOURNAMENT GREEN FEES	244,437	30,000	127,199	-
CART FEES	3,372	-	-	-
CARTTRAC	24,000	-	-	-
<b>TOTAL REVENUE</b>	<b>1,691,220</b>	<b>1,807,000</b>	<b>898,373</b>	<b>1,740,000</b>
<b>EXPENDITURES</b>				
REGULAR PAY	367,293	458,028	106,858	507,417
HOURLY	216,332	142,190	178,238	160,340
OVERTIME PAY	10,542	13,000	6,911	13,000
HOLIDAY PAY	15,740	18,000	8,077	18,900
LONGEVITY PAY	3,500	8,248	8,248	9,120
F.I.C.A.	34,075	39,652	20,109	43,944
MEDICARE EXPENSE	8,463	9,274	4,703	10,277
EMPLOYEE RETIREMENT	82,140	126,891	52,345	108,810
<b>TOTAL PAYROLL</b>	<b>738,084</b>	<b>815,283</b>	<b>385,489</b>	<b>871,808</b>
TRAVEL EXPENSE	-	200	-	200
TRAINING	125	604	553	600
<b>TOTAL ALLOWANCES</b>	<b>125</b>	<b>804</b>	<b>553</b>	<b>800</b>
MEMBERSHIPS/SUBSCRIPTIONS	604	5,000	199	5,000
<b>TOTAL COMMUNICATIONS</b>	<b>604</b>	<b>5,000</b>	<b>199</b>	<b>5,000</b>
MAINTENANCE OTHER EQUIP	53,221	35,000	25,989	35,000
MAINTENANCE BUILDING	2,065	23,000	1,146	30,000
PHYSICAL EXAMS	987	400	-	400
APPLICANT PROCESSING	3,561	-	-	-
EQUIPMENT RENTAL	-	500	-	500
EQUIPMENT LEASE	-	118,000	44,100	145,000
LAUNDRY/UNIFORMS	6,182	8,000	3,382	8,000
<b>TOTAL CONTRACT SERVICES</b>	<b>66,016</b>	<b>184,900</b>	<b>74,616</b>	<b>218,900</b>
OPERATING SUPPLIES	12,474	12,000	11,594	12,000
OTHER EXPENSES	573	-	573	500
INTEREST EXPENSE	13,922	-	10,683	-
<b>TOTAL SUPPLIES AND MATERIALS</b>	<b>26,970</b>	<b>12,000</b>	<b>22,851</b>	<b>12,500</b>
AQUATIC WEED	-	-	-	2,300
CHEMICAL FERTILIZER	29,502	38,000	36,785	40,000
FERTILIZER	23,791	36,000	34,690	40,000
GAS/OIL	16,742	40,000	8,166	40,000
IRRIGATION	21,516	13,500	9,529	23,500
LANDSCAPE	46,823	35,000	34,218	45,000
SAND/TOPDRESS	6,827	-	-	15,000
SEED	6,325	19,000	16,628	19,000
SMALL TOOLS	1,578	1,500	447	1,500
WATER	100,000	100,000	41,667	100,000
<b>TOTAL GROUND MAINTENANCE</b>	<b>253,104</b>	<b>283,000</b>	<b>182,130</b>	<b>326,300</b>
<b>TOTAL COURSE AND GROUNDS EXPENDITURES</b>	<b>1,084,903</b>	<b>1,300,987</b>	<b>665,837</b>	<b>1,435,308</b>



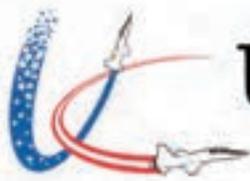
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## **GOLF FUND-07 CART BARN-5920**

The Cart Barn Department operates and maintains golf carts to include charging batteries, washing and detailing in accordance with all safety regulations and procedures; identifies and reports problems requiring additional attention. The Department also assists in maintaining golf course grounds to include storing equipment, locking gates, picking practice areas, and cleaning cart barn.

**CITY OF UNIVERSAL CITY - CARTS  
PROPOSED OPERATING BUDGET FISCAL YEAR 2025**

	FY 2023 ACTUAL	FY 2024 BUDGET	FY 2024 ACTUAL	FY 2025 PROPOSED BUDGET
<b>CARTS</b>				
<b>EXPENDITURES</b>				
HOURLY	21,764	26,676	5,446	44,460
OVERTIME PAY	514	-	417	500
LONGEVITY	209	-	672	912
F.I.C.A.	1,891	1,654	926	2,844
MEDICARE EXPENSE	442	387	217	665
<b>TOTAL PAYROLL</b>	<b>24,819</b>	<b>28,717</b>	<b>7,678</b>	<b>49,381</b>
CART REPAIRS	14,280	10,000	15,324	15,000
PHYSICAL EXAMS	988	573	358	500
APPLICANT PROCESSING	699	27	(27)	135
EQUIPMENT LEASE	111,427	109,392	27,675	185,772
EQUIPMENT LEASE INTEREST	10,285	25,000	3,244	7,565
<b>TOTAL CONTRACT SERVICES</b>	<b>137,679</b>	<b>144,992</b>	<b>46,574</b>	<b>208,972</b>
OPERATING SUPPLIES	2,541	500	5,042	5,000
OTHER EXPENSES	160	1,500	-	1,500
<b>TOTAL SUPPLIES AND MATERIALS</b>	<b>2,701</b>	<b>2,000</b>	<b>5,042</b>	<b>6,500</b>
<b>TOTAL CARTS EXPENDITURES</b>	<b>165,199</b>	<b>175,709</b>	<b>59,294</b>	<b>264,853</b>



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## **GOLF FUND-07**

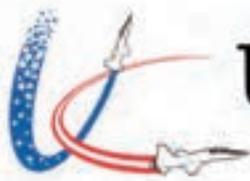
### **PRO SHOP-5930**

The Pro Shop Department oversees the operation of the City golf course pro shop, including greeting customers, scheduling play, collecting fees, merchandise sales, providing effective customer service, and basic facility and cart maintenance; greets golf course guests and provides prompt, courteous and friendly customer services to the public, in order to maintain positive customer relations. The Department collects greens fees and cart rental fees; accurately accounts for funds received, and reconciles cash register sales with daily sales report; prepares accounting reports for receipts and deposits as directed.

Additionally, the Pro Shop schedules tee times for daily golf course use and coordinates play; instructs guests in course rules and enforces rules and regulations governing golf course usage; preserves order in and around pro shop and premises; sells and promotes pro shop clothing, equipment, supplies and merchandise; straightens and stocks merchandise displays; and cleans facilities, cleans and inspects carts, and opens/closes facilities as needed. The Pro Shop also assists with special tournaments, youth programs and other programs designed to promote the public interest and participation in the sport of golf.

**CITY OF UNIVERSAL CITY - PRO SHOP  
PROPOSED OPERATING BUDGET FISCAL YEAR 2025**

		FY 2023 ACTUAL	FY 2024 BUDGET	FY 2024 ACTUAL	FY 2025 PROPOSED BUDGET
<b>PRO SHOP REVENUE</b>					
CLOTHING		28,986	32,000	14,973	30,000
ACCESSORIES		25,242	31,000	18,010	36,000
BALLS/GLOVES		68,064	66,000	29,879	60,000
CLUBS		1,176	2,000	3,024	6,000
CLUB RENTAL		8,895	13,000	9,424	19,000
	<b>TOTAL REVENUE</b>	<b>132,363</b>	<b>144,000</b>	<b>75,311</b>	<b>151,000</b>
<b>EXPENDITURES</b>					
REGULAR PAY		46,683	76,002	38,846	77,621
HOURLY		82,671	68,623	34,312	88,358
OVERTIME PAY		10,295	6,000	3,746	6,000
HOLIDAY PAY		3,991	4,000	2,516	4,200
LONGEVITY PAY		240	1,447	1,448	2,112
F.I.C.A.		10,464	9,667	6,771	11,054
MEDICARE EXPENSE		2,983	2,261	1,584	2,585
EMPLOYEE RETIREMENT		16,156	17,320	8,549	18,202
	<b>TOTAL PAYROLL</b>	<b>173,483</b>	<b>185,320</b>	<b>97,770</b>	<b>210,133</b>
MEMBERSHIPS/SUBSCRIPTIONS		46	500	150	600
	<b>TOTAL COMMUNICATIONS</b>	<b>46</b>	<b>500</b>	<b>150</b>	<b>600</b>
PHYSICAL EXAMS		329	1,348	-	1,000
APPLICANT PROCESSING		318	-	1	300
LAUNDRY/UNIFORMS		-	1,000	-	1,000
	<b>TOTAL CONTRACT SERVICES</b>	<b>647</b>	<b>2,348</b>	<b>1</b>	<b>2,300</b>
OPERATING SUPPLIES		2,028	2,000	255	2,000
OTHER EXPENSES		1,467	1,000	337	1,000
	<b>TOTAL SUPPLIES AND MATERIALS</b>	<b>3,495</b>	<b>3,000</b>	<b>592</b>	<b>3,000</b>
MERCHANDISE		73,951	90,000	32,447	80,000
LES KIEL MEMORIAL FUND		-	-	125	-
	<b>TOTAL COST OF GOODS SOLD</b>	<b>73,951</b>	<b>90,000</b>	<b>32,572</b>	<b>80,000</b>
HANDICAP		2,567	500	-	300
	<b>TOTAL GOLF/PRO SHOP</b>	<b>2,567</b>	<b>500</b>	<b>-</b>	<b>300</b>
	<b>TOTAL EXPENDITURES</b>	<b>254,189</b>	<b>281,668</b>	<b>131,085</b>	<b>296,333</b>



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## **GOLF FUND-07 FOOD & BEVERAGE-5950**

The Food & Beverage Department directs and oversees the food and beverage planning and services which includes menu planning and costs, preparation and presentation of food and drinks, and adherence to quality and safety standards. This Department plans, coordinates, and oversees all special events for the golf course. Additionally, the Department identifies marketing opportunities to promote food and beverage products; identifies marketing opportunities to promote special event use of the venue itself; and controls food and beverage purchases and inventories.

CITY OF UNIVERSAL CITY - FOOD AND BEVERAGE  
PROPOSED OPERATING BUDGET FISCAL YEAR 2025

FOOD AND BEVERAGE REVENUE	FY 2023 ACTUAL	FY 2024 BUDGET	FY 2024 ACTUAL	FY 2025 PROPOSED BUDGET
FOOD CLUBHOUSE	87,931	80,000	40,517	80,000
FOOD BANQUET	242,358	200,000	96,103	200,000
BEVERAGE CLUBHOUSE	38,899	38,000	13,056	25,000
BEVERAGE BANQUET	6,417	9,000	4,954	9,000
BEER CLUBHOUSE	206,040	215,000	79,574	159,000
BEER BANQUET	28,905	26,000	10,929	25,000
LIQUOR CLUBHOUSE	123,805	120,000	47,829	95,000
LIQUOR BANQUETS	30,895	30,000	10,616	27,000
EVENT REVENUE	183,451	115,000	91,893	160,000
TOTAL REVENUE	948,701	833,000	395,471	780,000
<b>EXPENDITURES</b>				
REGULAR PAY	347,381	257,940	17,541	236,165
HOURLY	833	110,800	151,458	210,343
OVERTIME PAY	9,150	5,500	4,407	5,500
HOLIDAY PAY	8,940	7,000	3,832	7,350
LONGEVITY PAY	1,104	4,368	4,368	5,376
F.I.C.A.	25,472	23,845	14,687	28,814
MEDICARE EXPENSE	6,448	5,577	3,435	6,739
EMPLOYEE RETIREMENT	42,882	54,322	23,384	51,489
TOTAL PAYROLL	442,209	469,352	223,111	551,775
TRAINING	2,094	3,492	11	7,500
TOTAL ALLOWANCES	2,094	3,492	11	7,500
MEMBERSHIPS/SUBSCRIPTIONS	(181)	1,500	-	3,000
TOTAL COMMUNICATIONS	(181)	1,500	-	3,000
TAX/LICENSES	-	2,700	-	2,700
TOTAL SUPPORT SERVICES	-	2,700	-	2,700
MAINTENANCE OTHER EQUIP	5,137	12,000	11,547	14,000
PHYSICAL EXAMS	987	1,500	-	1,500
APPLICANT PROCESSING	1,012	-	3	100
EQUIPMENT RENTAL	6,370	6,000	1,829	6,000
LAUNDRY/UNIFORMS	768	800	-	800
TEMP STAFF	1,024	-	-	-
TOTAL CONTRACT SERVICES	15,297	20,300	13,379	22,400
ENTERTAINMENT	6,604	9,000	4,500	25,000
OPERATING SUPPLIES	3,511	4,200	1,287	4,200
OTHER EXPENSES	3,030	-	260	2,000
TOTAL SUPPLIES AND MATERIALS	13,146	13,200	6,047	31,200
FURNITURE & FIXTURES	-	-	-	18,000
TOTAL FURNITURE & FIXTURES	-	-	-	18,000
COGS - FOOD	139,779	112,000	64,245	105,300
COGS - BEVERAGE	27,117	25,850	8,629	15,500
COGS - BEER	66,314	67,480	27,734	45,920
COGS - LIQUOR	45,584	37,500	15,110	29,700
TOTAL COST OF GOODS SOLD	278,794	242,830	115,718	196,420
BAR SUPPLIES	2,647	1,000	227	6,500
CLEANING SUPPLIES	177	200	-	-
FLOWERS/DRECORATIONS	2,481	5,000	1,737	7,000
KITCHEN SUPPLIES	11,722	15,000	5,747	22,500
LINENS	27,510	25,000	16,351	30,000
TOTAL BAR, FOOD AND BEVERAGE	44,538	46,200	24,062	66,000
TOTAL EXPENDITURES	795,897	799,574	382,327	898,995

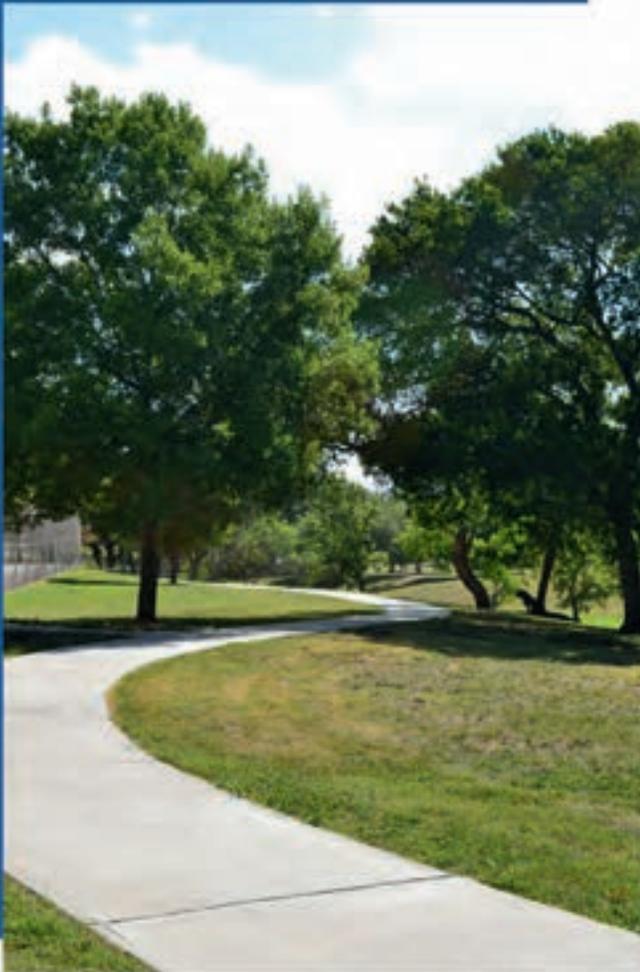
**CITY OF UNIVERSAL CITY - MARKETING  
PROPOSED OPERATING BUDGET FISCAL YEAR 2025**

<b>MARKETING REVENUES</b>	<b>FY 2023 ACTUAL</b>	<b>FY 2024 BUDGET</b>	<b>FY 2024 ACTUAL</b>	<b>FY 2025 PROPOSED BUDGET</b>
<b>TRANSFER IN FROM OTHER FUNDS</b>	<b>22,542</b>	<b>112,000</b>	<b>112,000</b>	<b>129,000</b>
<b>TOTAL MARKETING REVENUES</b>	<b>22,542</b>	<b>112,000</b>	<b>112,000</b>	<b>129,000</b>
<b>EXPENDITURES</b>				
<b>ADVERTISING</b>	<b>22,542</b>	<b>112,000</b>	<b>55,243</b>	<b>129,000</b>
<b>TOTAL CONTRACT SERVICES</b>	<b>22,542</b>	<b>112,000</b>	<b>55,243</b>	<b>129,000</b>
<b>TOTAL MARKETING EXPENDITURES</b>	<b>22,542</b>	<b>112,000</b>	<b>55,243</b>	<b>129,000</b>



# DEBT SERVICE FUNDS

- General Debt Service
- Utility Debt Service



**CITY OF UNIVERSAL CITY  
GENERAL FUND DEBT SERVICE FISCAL YEAR 2025**

	ACTUAL FY 2023	BUDGET FY 2024	ACTUAL BUDGET FY 2024	PROPOSED BUDGET FY 2025
<b>TAX REVENUES</b>				
AD VALOREM	2,090,182	1,750,623	1,672,579	1,670,000
TAX PENALTIES/INTEREST	72,817	8,750	-	8,380
<b>TOTAL TAX REVENUE</b>	<b>2,163,000</b>	<b>1,759,373</b>	<b>1,672,579</b>	<b>1,678,380</b>
<b>INTEREST/OTHER REVENUES</b>				
USE OF FUND BALANCE	-	388,377	388,377	415,000
INTEREST INCOME	-	-	44,685	75,000
<b>TOTAL INTEREST/OTHER REVENUES</b>	<b>-</b>	<b>388,377</b>	<b>433,062</b>	<b>490,000</b>
<b>TOTAL REVENUE</b>	<b>2,163,000</b>	<b>2,147,750</b>	<b>2,105,641</b>	<b>2,168,380</b>
<b>DEBT EXPENSES</b>				
2008 REFINANCING OF 97 CERT. - PRIN	474,000	-	-	-
2008 REFINANCING OF 97 CERT. - INT	17,396	-	-	-
FEES	200	-	-	-
<b>GC - PAYOFF YEAR 2023</b>				
2014 CERTIFICATES OF OBLIGATION PRINCIPAL	140,000	145,000	-	150,000
2014 CERTIFICATES OF OBLIGATION INTEREST	82,375	77,475	38,738	72,400
FEES	400	400	400	400
<b>LIBRARY - PAYOFF YEAR 2034</b>				
2016 GO BONDS PRINCIPAL	225,000	230,000	-	240,000
2016 GO BONDS INTEREST	88,000	81,250	40,625	74,350
FEES	400	400	400	400
<b>STREETS - PAYOFF YEAR 2036</b>				
2019 GO & REFUNDING BONDS PRINCIPAL	455,000	465,000	-	485,000
2019 GO & REFUNDING BONDS INTEREST	222,200	213,100	106,550	194,500
FEES	400	400	400	400
<b>STREETS - PAYOFF YEAR 2039</b>				
2022 GO BONDS PRINCIPAL	250,000	340,000	-	405,000
2022 GO BONDS INTEREST	155,953	113,100	56,550	96,100
FEES	400	400	400	400
<b>STREETS - PAYOFF YEAR 2042</b>				
2023 GO BONDS PRINCIPAL	-	205,000	-	190,000
2023 GO BONDS INTEREST	-	275,825	87,841	259,030
FEES	-	400	400	400
<b>STREETS - PAYOFF YEAR 2043</b>				
<b>TOTAL GENERAL FUND DEBT SERVICE</b>	<b>2,111,724</b>	<b>2,147,750</b>	<b>332,304</b>	<b>2,168,380</b>
<b>REVENUE OVER (UNDER) EXPENDITURES</b>	<b>51,276</b>	<b>-</b>	<b>1,773,337</b>	<b>-</b>

**CITY OF UNIVERSAL CITY - UTILITY DEBT SERVICE  
PROPOSED OPERATING BUDGET FISCAL YEAR 2025**

	FY 2023 Actual	FY 2024 Budget	FY 2024 Actual	FY 2025 Proposed Budget
<b>UTILITY FUND - DEBT SERVICE</b>				
DEBT SERVICE - 2012 PRINCIPAL	-	335,000	-	345,000
DEBT SERVICE - 2012 INTEREST	40,200	27,200	13,600	13,800
DEBT SERVICE - 2012 FEES	400	400	200	400
DEBT SERVICE - 2015 PRINCIPAL	-	135,000	-	140,000
DEBT SERVICE - 2015 INTEREST	71,806	66,607	33,303	61,206
DEBT SERVICE - 2015 FEES	400	400	200	400
SARA DEBT SERVICE PRINCIPAL	145,000	145,000	145,000	145,000
SARA DEBT SERVICE INTEREST	24,878	22,109	11,747	22,109
DEBT SERVICE - 2017 PRINCIPAL	-	130,000	-	135,000
DEBT SERVICE FEES - 2017 INTEREST	72,481	68,581	34,291	64,681
DEBT SERVICE FEES - 2017 FEES	400	400	200	400
DEBT SERVICE - 2020 PRINCIPAL	-	160,000	-	160,000
DEBT SERVICE FEES - 2020 INTEREST	16,037	14,345	7,172	12,593
DEBT SERVICE FEES - 2020 FEES	-	400	-	400
DEBT SERVICE - 2022 PRINCIPAL	-	145,000	-	150,000
DEBT SERVICE FEES - 2022 INTEREST	182,308	192,957	96,478	185,706
DEBT SERVICE FEES - 2022 FEES	-	400	200	400
<b>TOTAL DEBT SERVICE</b>	<b>553,910</b>	<b>1,443,799</b>	<b>342,391</b>	<b>1,437,095</b>
<b>TOTAL UTILITY FUND - DEBT SERVICE</b>	<b>553,910</b>	<b>1,443,799</b>	<b>342,391</b>	<b>1,437,095</b>



# CAPITAL IMPROVEMENT FUNDS



**CITY OF UNIVERSAL CITY - CAPITAL IMPROVEMENTS PROGRAM  
PROPOSED OPERATING BUDGET FISCAL YEAR 2025**

REVENUE	2021 - 2022	2022 - 2023	2023-2024 Budget	2024-2025 Proposed Budget
INTEREST INCOME	4,014,866	6,700	288,010	532,019
OTHER INCOME EAST AVIATION BOND REIMB	-	2,149,158	2,020,310	-
2022 STREET BOND ROAD	-	3,120,000	3,000,000	-
2023 STREET BOND ROAD	-	-	6,000,000	-
CDBG GRANT AWARD (IVY LANE)	-	-	378,394	378,394
CDBG GRANT AWARD (HILLVIEW DRIVE)	-	-	300,000	406,388
USE OF FUND BALANCE	-	-	-	10,806,764
<b>TOTAL REVENUE</b>	<b>4,014,866</b>	<b>5,275,858</b>	<b>11,986,714</b>	<b>12,123,565</b>
 <b>GENERAL FUND - CAPITAL IMPROVEMENTS PROGRAM</b>				
PARK IMPROVEMENTS (RED HORSE PARK PARKING LOT 4)	180,000	280,700	160,300	380,000
2016 STREET BOND ROAD RECONSTRUCTION	324,085	-	-	-
*2019 STREET BOND ROAD CONSTRUCTION	2,930,950	2,149,158	2,149,158	2,140,944
2022 ANNUAL ROAD REPAIRS (CDBG IVY GRANT MATCH)	400,000	400,000	400,000	-
**2022 STREET BOND ROAD RECONSTRUCTION	-	2,446,000	2,567,256	2,802,621
***2023 STREET BOND ROAD RECONSTRUCTION	-	-	6,000,000	6,000,000
HILLVIEW DRIVE CDBG STREET IMPROVEMENTS	-	-	600,000	600,000
ANNUAL ALLEY RECONSTRUCTION (ALLEY C-5)	-	-	110,000	200,000
<b>TOTAL CIP EXPENDITURES</b>	<b>3,835,035</b>	<b>5,275,858</b>	<b>11,986,714</b>	<b>12,123,565</b>
<b>REVENUES OVER/(UNDER) EXPENDITURES</b>	<b>179,831</b>	<b>-</b>	<b>-</b>	<b>-</b>

\* East Kitty Hawk Emergency Service Road

\*\* East Langley & National

\*\*\* Churchwood - Crosswood Dr - Gamblewood - Inkswood - Logswood  
Medicine Rock - Old Converse Rd - Persia Dr - Travis Dr - West Wright (600 Blk)

**CITY OF UNIVERSAL CITY - UTILITIES CAPITAL IMPROVEMENTS  
PROPOSED OPERATING BUDGET FISCAL YEAR 2025**

	<b>FY 2023 ACTUAL</b>	<b>FY 2024 BUDGET</b>	<b>2022-2023 Actual</b>	<b>FY 2025 PROPOSED BUDGET</b>
<b>UTILITY FUND - CAPITAL IMPROVEMENTS</b>				
SEWER LINE REHABILITATION - BOND FUNDS	(915,542)	2,027,111	-	1,992,686
WATER TANK PAINTING - BOND FUNDS	915,542	-	-	209,000
Well #10 & #11 1 million gallon tank replacement - BOND FUNDS	-	1,210,000	-	1,091,236
OLD PW YARD CAPITAL IMPROVEMENTS MULTI-YEAR	-	450,000		300,000
WELL # 9 UPGRADE REHABILITAION	-	-		-
ANNUAL WATER LINE REHAB PROJECT	-	250,000		300,000
ANNUAL SEWER LINE REHAB PROJECT	-	250,000		300,000
Walmart water line		350,000		-
Well #12 Development - BOND FUNDS		900,242		1,400,242
Centerbrook 3.9 acre Land Acquisition - BOND FUNDS		1,140,000		1,077,000
<b>TOTAL CAPITAL IMPROVEMENTS</b>	<b>-</b>	<b>6,577,353</b>		<b>6,670,164</b>

**CITY OF UNIVERSAL CITY - STORMWATER CAPITAL IMPROVEMENTS  
PROPOSED OPERATING BUDGET FISCAL YEAR 2025**

<b>STORMWATER CAPITAL IMPROVEMENTS</b>	<b>FY 2023 Actual</b>	<b>FY 2024 Budget</b>	<b>FY 2025 Proposed Budget</b>
CIBOLO CREEK PROPERTY CLEARING/FENCING	9,018	40,000	40,000
2022 CDBG PARKVIEW PROJECT (PHASE 17) WEST BYRD 2	-	-	-
2021 CDBG PHASE 16	-	-	-
PERSIA STORM DRAINAGE PROJECT	-	290,500	609,415
GOLF COURSE HOLE 8 & 9 STORM DRAINAGE PROJECT	-	1,123,800	-
OAK MEADOWS DRAINAGE PROJECT	-	250,000	250,000
2023 CDBG IVY LANE DRAINAGE PROJECT	-	80,000	-
NORTHLAKE POND BRUSH CLEANING			60,000
<b>TOTAL STORMWATER CAPITAL IMPROVEMENTS</b>	<b>9,018</b>	<b>1,784,300</b>	<b>959,415</b>

# SPECIAL REVENUE FUNDS



- Court Technology
- Court Security
- Seized Assets
  - Federal
  - State
- Capital Replacement Funds
- General
  - Utility
  - PEG
- Hotel/Motel Tax Fund
- Impact Fee Funds
- Water
- Sewer
- ARPA
- Venue Tax
- Child Safety



**CITY OF UNIVERSAL CITY - MUNICIPAL COURT TECH FUND  
PROPOSED OPERATING BUDGET FISCAL YEAR 2025**

<b>REVENUE</b>	<b>2022-2023 ACTUAL</b>	<b>2023-2024 BUDGET</b>	<b>2024-2025 PROPOSED</b>
MUNICIPAL COURT TECH FEES	-	50,000	45,000
INTEREST INCOME	-	1,000	5,000
<b>TOTAL MUNICIPAL COURT TECH REVENUE</b>	<b>-</b>	<b>51,000</b>	<b>50,000</b>
<b>EXPENDITURES</b>			
COURT TECHNICAL EQUIPMENT	-	50,000	50,000
<b>TOTAL MUNICIPAL COURT TECH EXPENDITURES</b>	<b>-</b>	<b>50,000</b>	<b>50,000</b>
<b>REVENUE OVER/(UNDER) EXPENDITURES</b>	<b>-</b>	<b>1,000</b>	<b>-</b>

**CITY OF UNIVERSAL CITY - COURT BUILDING SECURITY FUND  
PROPOSED OPERATING BUDGET FISCAL YEAR 2025**

	<b>2022-2023</b>	<b>2023-2024</b>	<b>2024-2025</b>
<b>REVENUE</b>	<b>ACTUAL</b>	<b>BUDGET</b>	<b>PROPOSED</b>
BLDG COURT SECURITY FEES	-	40,000	45,000
INTEREST INCOME	-	2,000	5,000
<b>TOTAL COURT BUILDING SECURITY REVENUE</b>	<b>-</b>	<b>42,000</b>	<b>50,000</b>
<b>EXPENDITURES</b>			
COURT SECURITY EXPENSES	-	30,000	50,000
<b>TOTAL COURT BUILDING SECURITY EXPENDITURES</b>	<b>-</b>	<b>30,000</b>	<b>50,000</b>
<b>REVENUE OVER/(UNDER) EXPENDITURES</b>	<b>-</b>	<b>12,000</b>	<b>-</b>

**CITY OF UNIVERSAL CITY - FED SEIZED ASSET FUND  
PROPOSED OPERATING BUDGET FISCAL YEAR 2025**

	<b>2022-2023</b>	<b>2023-2024</b>	<b>2024-2025</b>
<b>REVENUES</b>	<b>ACTUAL</b>	<b>BUDGET</b>	<b>PROPOSED</b>
FEDERAL SEIZED ASSETS	-	-	-
INTEREST INCOME	-	2,500	2,500
<b>TOTAL FED SEIZED ASSET REVENUE</b>	<b>-</b>	<b>2,500</b>	<b>2,500</b>
<b>EXPENDITURES</b>			
SUPPLIES	-	2,500	2,500
TRAINING	-	-	-
EQUIPMENT	-	-	-
<b>TOTAL FED SEIZED ASSET EXPENDITURES</b>	<b>-</b>	<b>2,500</b>	<b>2,500</b>
<b>REVENUE OVER/(UNDER) EXPENDITURES</b>	<b>-</b>	<b>-</b>	<b>-</b>

**CITY OF UNIVERSAL CITY - STATE SEIZED ASSET FUND  
PROPOSED OPERATING BUDGET FISCAL YEAR 2025**

<b>REVENUE</b>	<b>2022-2023 ACTUAL</b>	<b>2023-2024 BUDGET</b>	<b>2024-2025 PROPOSED</b>
CHAPTER 59 STATE SEIZED ASSETS	-	-	-
INTEREST INCOME	-	2,500	2,500
<b>TOTAL STATE SEIZED ASSET REVENUE</b>	<b>-</b>	<b>2,500</b>	<b>2,500</b>
<b>EXPENDITURES</b>			
SUPPLIES	-	2,500	2,500
TRAINING	-	-	-
EQUIPMENT	-	-	-
<b>TOTAL STATE SEIZED ASSET EXPENDITURES</b>	<b>-</b>	<b>2,500</b>	<b>2,500</b>
<b>REVENUE OVER/(UNDER) EXPENDITURES</b>	<b>-</b>	<b>-</b>	<b>-</b>

**CITY OF UNIVERSAL CITY - GENERAL FUND CAPITAL REPLACEMENT  
PROPOSED OPERATING BUDGET FISCAL YEAR 2025**

<b>REVENUE</b>	<b>2022-2023 ACTUAL</b>	<b>2023-2024 BUDGET</b>	<b>2024-2025 PROPOSED</b>
TRANSFER IN FROM GENERAL	-	398,201	550,000
TRANSFER IN FROM ARPA	-	-	800,000
INTEREST INCOME	-	-	75,000
<b>TOTAL GENERAL FUND CAPITAL REPLACEMENT REVENUE</b>	<b>-</b>	<b>398,201</b>	<b>1,425,000</b>
<b>EXPENDITURES</b>			
CAPITAL REPLACEMENT EXPENSES	-	-	-
<b>TOTAL GENERAL FUND CAPITAL REPLACEMENT EXPENDITURES</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>REVENUE OVER/(UNDER) EXPENDITURES</b>	<b>-</b>	<b>398,201</b>	<b>1,425,000</b>

City of Universal						
General Fund						
5-Year Capital Purchase Plan						
Department	Description	2024-2025	2025-2026	2026-2027	2027-2028	2028-2029
<b>Development Services</b>						
	Ford Edge	\$ -	\$ 60,000	\$ -	\$ -	\$ -
	Ford Ranger	-	-	60,000	-	-
	Comprehensive Plan Update	-	-	-	-	300,000
	<b>Total Development Services</b>	<b>\$ -</b>	<b>\$ 60,000</b>	<b>\$ 60,000</b>	<b>\$ -</b>	<b>\$ 300,000</b>
<b>Finance</b>						
	Executime (Incode)	\$ -	\$ 30,000	\$ -	\$ -	\$ -
	<b>Total Finance</b>	<b>\$ -</b>	<b>\$ 30,000</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
<b>General Services</b>						
	Tilt Trailer	\$ 30,000	\$ -	\$ -	\$ -	\$ -
	Asphalt Patch Truck	20,000	-	-	-	-
	Tractor	75,000	-	-	-	-
	10' Shredder	16,000	-	-	-	-
	17' Tilt Trailer	4,500	10,000	-	-	-
	16' Landscape Trailers (x3)	-	30,000	-	-	-
	Stump Grinder	9,920	-	-	-	-
	Veralift Aerial Truck	-	171,000	-	-	-
	EDCO Traffic Line Remover	-	10,000	-	-	-
	Graco Street Paint Marker	-	5,000	-	-	-
	Asphalt Zipper	-	-	100,000	-	-
	Graco Line Driver Truck	-	-	25,000	-	-
	Kubota Zero Turn Mower	-	-	8,000	-	-
	Wacker Neuson Packer WP1550	-	-	-	7,500	-
	Crafcio Super Shot	-	-	-	45,000	-
	Leeboy Motor Grader	-	-	-	200,000	-
	Lincoln Ranger 8 Welder	-	-	-	-	7,000
	Leeboy Tack Distributor	-	-	-	-	15,000
	Leeboy Paving Machine	-	-	-	-	200,000
	<b>Total General Services</b>	<b>\$ 155,420</b>	<b>\$ 226,000</b>	<b>\$ 133,000</b>	<b>\$ 252,500</b>	<b>\$ 222,000</b>
<b>Parks &amp; Recreation</b>						
	Water Fountains (x2)	\$ 15,000	\$ -	\$ -	\$ -	\$ -
	Ford F-150	0	60,000	-	-	-
	Enclosed Mower	25,000	-	-	-	-
	Benches and Trash Receptacles	10,000	-	-	-	-
	Water Reel	-	-	6,000	-	-
	<b>Total Parks &amp; Recreation</b>	<b>\$ 50,000</b>	<b>\$ 60,000</b>	<b>\$ 6,000</b>	<b>\$ -</b>	<b>\$ -</b>
<b>Police</b>						
	Computer	\$ 35,000	\$ -	\$ -	\$ -	\$ -
	Ford Explorer	55,000	55,000	55,000	55,000	55,000
	Ford Explorer	55,000	55,000	55,000	55,000	55,000
	<b>Total Police</b>	<b>\$ 145,000</b>	<b>\$ 110,000</b>	<b>\$ 110,000</b>	<b>\$ 110,000</b>	<b>\$ 110,000</b>
<b>Fire</b>						
Transfer to Capital Replacement Fund	Fire Trucks	\$ 550,000	\$ 550,000	\$ 550,000	\$ -	\$ -
	SCBA's (Backpack Harness) NFPA Regulated	230,000	-	-	-	-
	Classroom Chairs	13,500	-	-	-	-
	Computer Replacements	15,000	-	-	-	-
	EMS Life pack	50,000	-	-	-	-
	AED	9,000	-	-	-	-
Transfer to Capital Replacement Fund	Recycle Brush Truck	-	100,000	100,000	-	-
	<b>Total Fire</b>	<b>\$ 867,500</b>	<b>\$ 650,000</b>	<b>\$ 650,000</b>	<b>\$ -</b>	<b>\$ -</b>
<b>Vehicle - Equipment Maint</b>						
	Floor Scrub Machine	\$ 11,000	\$ -	\$ -	\$ -	\$ -
	Ford F-450 1 1/2 Ton Pickup	\$ -	\$ -	\$ 95,000	\$ -	\$ -
	<b>Total Vehicle - Equipment Maint</b>	<b>\$ 11,000</b>	<b>\$ -</b>	<b>\$ 95,000</b>	<b>\$ -</b>	<b>\$ -</b>
<b>Animal Shelter</b>						
	A/C Replacement (Unit #1)	\$ 97,450	\$ -	\$ -	\$ -	\$ -
	F-150	65,000	-	-	-	-
	Kennel Updates	9,550	-	-	-	-
	<b>Total Animal Shelter</b>	<b>\$ 172,000</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
<b>Non-Departmental</b>						
City Hall	A/C Replacements	\$ 55,000	\$ -	\$ -	\$ 40,000	\$ -
	<b>Total Non-Departmental</b>	<b>\$ 55,000</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 40,000</b>	<b>\$ -</b>

**CITY OF UNIVERSAL CITY - UTILITY FUND CAPITAL REPLACEMENT  
PROPOSED OPERATING BUDGET FISCAL YEAR 2025**

<b>REVENUE</b>	<b>2022-2023 ACTUAL</b>	<b>2023-2024 BUDGET</b>	<b>2024-2025 PROPOSED</b>
TRANSFER IN FROM UTILITY	-	5,000	25,000
INTEREST INCOME	-	-	500
<b>TOTAL UTILITY FUND CAPITAL REPLACEMENT REVENUE</b>	<b>-</b>	<b>5,000</b>	<b>25,500</b>
<b>EXPENDITURES</b>			
CAPITAL REPLACEMENT EXPENSES	-	-	-
<b>TOTAL UTILITY FUND CAPITAL REPLACEMENT EXPENDITURES</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>REVENUE OVER/(UNDER) EXPENDITURES</b>	<b>-</b>	<b>5,000</b>	<b>25,500</b>

**CITY OF UNIVERSAL CITY - PEG  
PROPOSED OPERATING BUDGET FISCAL YEAR 2025**

<b>REVENUE</b>	<b>2022-2023 ACTUAL</b>	<b>2023-2024 BUDGET</b>	<b>2024-2025 PROPOSED</b>
FRANCHISE FEES	-	130,000	45,000
INTEREST INCOME	-	5,000	15,000
<b>TOTAL PEG REVENUE</b>	<b>-</b>	<b>135,000</b>	<b>60,000</b>
<b>EXPENDITURES</b>			
SUPPLIES	-	5,000	5,000
ADVERTISING	-	5,000	-
PEG CHANNEL		15,000	55,000
<b>TOTAL PEG EXPENDITURES</b>	<b>-</b>	<b>25,000</b>	<b>60,000</b>
<b>REVENUE OVER/(UNDER) EXPENDITURES</b>	<b>-</b>	<b>110,000</b>	<b>-</b>

**CITY OF UNIVERSAL CITY - HOTEL MOTEL TAX  
PROPOSED OPERATING BUDGET FISCAL YEAR 2025**

	<b>2022-2023</b>	<b>2023-2024</b>	<b>2024-2025</b>
<b>REVENUE</b>	<b>ACTUAL</b>	<b>BUDGET</b>	<b>PROPOSED</b>
HOT TAX REVENUE	-	170,000	130,000
INTEREST INCOME	-	6,000	25,000
<b>TOTAL HOTEL MOTEL TAX REVENUE</b>	<b>-</b>	<b>170,000</b>	<b>155,000</b>
<b>EXPENDITURES</b>			
SUPPLIES	-	50,000	-
ADVERTISING	-	-	-
TRANSFER OUT TO GOLF COURSE		112,000	129,000
<b>TOTAL HOTEL MOTEL TAX EXPENDITURES</b>	<b>-</b>	<b>162,000</b>	<b>129,000</b>
<b>REVENUE OVER/(UNDER) EXPENDITURES</b>	<b>-</b>	<b>8,000</b>	<b>26,000</b>

**CITY OF UNIVERSAL CITY - WATER IMPACT FEES  
PROPOSED OPERATING BUDGET FISCAL YEAR 2025**

<b>REVENUE</b>	<b>2022-2023 ACTUAL</b>	<b>2023-2024 BUDGET</b>	<b>2024-2025 PROPOSED</b>
WATER IMPACT FEES	-	135,000	135,000
INTEREST INCOME	-	-	35,000
<b>TOTAL WATER IMPACT FEES REVENUE</b>	<b>-</b>	<b>135,000</b>	<b>170,000</b>
<b>EXPENDITURES</b>			
WATER IMPACT EXPENSES	-	-	-
<b>TOTAL WATER IMPACT FEES EXPENDITURES</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>REVENUE OVER/(UNDER) EXPENDITURES</b>	<b>-</b>	<b>135,000</b>	<b>170,000</b>

**CITY OF UNIVERSAL CITY - SEWER IMPACT FEES  
PROPOSED OPERATING BUDGET FISCAL YEAR 2025**

<b>REVENUE</b>	<b>2022-2023 ACTUAL</b>	<b>2023-2024 BUDGET</b>	<b>2024-2025 PROPOSED</b>
SEWER IMPACT FEES	-	25,000	25,000
INTEREST INCOME	-	-	750
<b>TOTAL SEWER IMPACT FEES REVENUE</b>	<b>-</b>	<b>25,000</b>	<b>25,750</b>
<b>EXPENDITURES</b>			
SEWER IMPACT EXPENSES	-	-	-
<b>TOTAL SEWER IMPACT FEES EXPENDITURES</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>REVENUE OVER/(UNDER) EXPENDITURES</b>	<b>-</b>	<b>25,000</b>	<b>25,750</b>

**CITY OF UNIVERSAL CITY - ARPA GRANT  
PROPOSED OPERATING BUDGET FISCAL YEAR 2025**

	<b>2022-2023</b>	<b>2023-2024</b>	<b>2024-2025</b>
<b>REVENUE</b>	<b>ACTUAL</b>	<b>BUDGET</b>	<b>PROPOSED</b>
INTEREST INCOME	-	15,000	15,000
USE OF FUND BALANCE	-	1,932,162	925,000
<b>TOTAL ARPA REVENUE</b>	<b>-</b>	<b>1,947,162</b>	<b>940,000</b>
<b>EXPENDITURES</b>			
TRANSFER TO GENERAL FUND:			
<i>SOFTWARE</i>	-	257,600	-
<i>SERVERS</i>	-	115,000	-
<i>PUBLIC SAFETY MEDICAL SUPPLIES &amp; EQUIPMENT</i>	-	77,628	-
<i>MENTAL HEALTH</i>	-	140,000	140,000
<i>EQUIPMENT</i>	-	8,800	-
<i>VEHICLES</i>	-	20,000	-
<i>OTHER EXPENSES</i>	-	31,829	-
TRANSFER TO GENERAL FUND CAPITAL REPLACEMENT:			
<i>PIERCE ENFORCER FIRE LADDER TRUCK</i>	-	-	800,000
TRANSFER TO WATER - SEWER:			
<i>WATER/SEWER SECURITY</i>	-	174,305	-
<i>SEWER INFRASTRUCTURE</i>	-	1,122,000	-
<b>TOTAL ARPA EXPENDITURES</b>	<b>-</b>	<b>1,947,162</b>	<b>940,000</b>
<b>REVENUE OVER/(UNDER) EXPENDITURES</b>	<b>-</b>	<b>-</b>	<b>-</b>

**CITY OF UNIVERSAL CITY - VENUE TAX  
PROPOSED OPERATING BUDGET FISCAL YEAR 2025**

	<b>2022-2023</b>	<b>2023-2024</b>	<b>2024-2025</b>
<b>REVENUE</b>	<b>ACTUAL</b>	<b>BUDGET</b>	<b>PROPOSED</b>
VENUE SALES TAX	-	1,750,000	1,825,000
INTEREST INCOME	-	3,000	6,000
<b>TOTAL VENUE TAX REVENUE</b>	<b>-</b>	<b>1,753,000</b>	<b>1,831,000</b>
<b>EXPENDITURES</b>			
TRANSFER TO GOLF COURSE	-	1,200,000	1,175,000
TRANSFER TO GENERAL FUND	-	550,000	650,000
OTHER EXPENSES	-	-	-
<b>TOTAL VENUE TAX EXPENDITURES</b>	<b>-</b>	<b>1,750,000</b>	<b>1,825,000</b>
<b>REVENUE OVER/(UNDER) EXPENDITURES</b>	<b>-</b>	<b>3,000</b>	<b>6,000</b>

**CITY OF UNIVERSAL CITY - CHILD SAFETY FUND  
PROPOSED OPERATING BUDGET FISCAL YEAR 2025**

	<b>2022-2023</b>	<b>2023-2024</b>	<b>2024-2025</b>
<b>REVENUE</b>	<b>ACTUAL</b>	<b>BUDGET</b>	<b>PROPOSED</b>
CHILD SAFETY FEES	-	15,000	15,000
INTEREST INCOME	-	-	200
<b>TOTAL MUNICIPAL COURT TECH REVENUE</b>	<b>-</b>	<b>15,000</b>	<b>15,200</b>
<b>EXPENDITURES</b>			
CHILD SAFETY EXPENSES	-	5,000	5,000
<b>TOTAL MUNICIPAL COURT TECH EXPENDITURES</b>	<b>-</b>	<b>5,000</b>	<b>5,000</b>
<b>REVENUE OVER/(UNDER) EXPENDITURES</b>	<b>-</b>	<b>10,000</b>	<b>10,200</b>



## FY 2024 – 2025 Annual Budget

### APPENDICES

#### GLOSSARY OF TERMS

<b>Account:</b>	A term used to identify an individual asset, liability, expenditure control, revenue control, encumbrance, or fund balance.
<b>Accounting System:</b>	The total set of records and procedures which are used to record, classify and report information on the financial status and operations of an entity.
<b>Accrual Basis of Accounting:</b>	The method of accounting under which revenues are recorded when they are earned (whether or not cash is received at the time) and expenditure that are recorded when goods and services are received (whether or not cash disbursements are made at that time).
<b>Ad Valorem Tax:</b>	A tax levied on the assessed value of real property (also known as “property tax”).
<b>Amortization:</b>	The process of extinguishing a long-term obligation through a series of scheduled payments over a period of time.
<b>Appropriation:</b>	A specific amount of money authorized by City Council to make expenditures and incur obligations for specific purposes, frequently used interchangeable with “expenditures”.
<b>Assessed Valuation:</b>	A valuation set upon real property or other property by a government as a basis for levying taxes. Assessed value of property is determined by the Bexar County Appraisal District and the Guadalupe Appraisal District.
<b>Asset:</b>	An economic resource, tangible or intangible property owned by the City for which a monetary value has been set.
<b>Audit:</b>	A systematic examination of all governmental resources concluding in a written report and prepared by a certified public accountant. It is intended to test whether financial statements fairly present financial position and results of operation.
<b>Balance Sheet:</b>	A statement purporting to present the financial position of an entity by disclosing its assets, liabilities, and fund balance as of a specified date.



## FY 2024 – 2025 Annual Budget

### APPENDICES

<b>Balanced Budget:</b>	The status of a budget whereby expected resources, including the use of accumulated reserves, exceed or are equal to anticipated expenditures.
<b>Base Budget:</b>	Ongoing expenses for personnel, contractual services, supplies, and equipment required to maintain the same level of service as previously authorized by the City Council.
<b>Bond:</b>	Bonds are used as long-term debt instruments to pay for capital expenditures. A bond is a written promise to pay a specified sum of money (principal) at a specified future date (maturity date), as well as periodic interest paid at a specified percentage of the principal (interest rate).
<b>Bond Rating:</b>	The creditworthiness of a government’s debt as evaluated by independent agencies.
<b>Budget (Operating):</b>	A plan of financial operation embodying an estimate of proposed expenditures for a given period and the proposed means of financing them. The term usually indicates a financial plan for a single fiscal year.
<b>Budget Calendar:</b>	A schedule of key dates with which the City follows in the preparation and adoption of the budget.
<b>Budget Ordinance:</b>	The official enactment by the City Council establishing the legal authority for officials to obligate and expend resources.
<b>Capital Asset:</b>	Assets of significant value (\$5,000 or greater individually) which have a useful life of more than one year.
<b>Capital Improvement Program:</b>	A plan for capital expenditures to be incurred each year over a fixed period of several years setting forth each capital project, identifying the expected beginning and ending date for each project, the amount and the method of financing.
<b>Capital Outlay:</b>	Expenditures which result in the acquisition or addition of capital assets.
<b>Cash Basis of Accounting:</b>	Basis of accounting that recognizes transactions or events when related cash amounts are received or disbursed.



## FY 2024 – 2025 Annual Budget

### APPENDICES

<b>Cash Management:</b>	The management of cash necessary to fund government services while investing available cash to earn interest revenue. Cash management refers to the activities of forecasting the inflows and the outflows of cash, mobilizing cash to improve its availability for investment, establishing and maintaining banking relationships, and investing funds to achieve the highest interest and return available for temporary cash balances.
<b>Certificate of Obligation (CO):</b>	Legal debt instruments used to finance capital improvement projects, equipment purchases, and other assets. Certificates of obligation are backed by the full faith and credit of the government entity and are fully payable from a property tax levy. Certificates of obligation differ from general obligation debt in that they are approved by the City Council and are not voter approved.
<b>Certified Tax Rolls:</b>	A list of all taxable properties, values and exemptions in the City.
<b>Chart of Accounts:</b>	The classification system used by the City to organize the accounting for various funds.
<b>Contingency:</b>	The appropriation of reserve funds for future allocation in the event specific budget allotments have expired and additional funds are needed.
<b>Debt Service:</b>	The obligation to pay the principal and interest of all bonds and other debt instruments according to a pre-determined payment schedule.
<b>Debt Service Fund:</b>	A fund established to finance and account for the accumulation of resources for, and the payment of, general long-term debt principal and interest. Also called a sinking fund.
<b>Delinquent Taxes:</b>	Taxes remaining unpaid after January 31 <sup>st</sup> , in which a penalty is assessed for non-payment.
<b>Department:</b>	An administrative division of the City having management responsibility for an operation or a group of related operations within a functional area.
<b>Depreciation:</b>	Expiration in the service life of capital assets, attributable to wear and tear through use and lapse of time, obsolescence, inadequacy, or other physical or functional cause. The portion of the cost of a capital asset charged as an expense during a particular period.



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<b>Effective Tax Rate:</b>	A tax rate which will generate the same amount of tax revenue on the same tax base in the next fiscal year as in the current fiscal year.
<b>Encumbrance:</b>	Obligations in the form of purchase orders, contracts, or salary commitments, which are reserved in specified appropriations. Encumbrances cease to exist when an invoice is paid or when an actual liability is established.
<b>Enterprise Fund:</b>	A proprietary fund used to account for operations that are financed and operated in a manner similar to private business enterprise where the intent of the governing body is to recover the cost of providing goods or services through fees. Rate schedules for these services are established so that revenues are adequate to meet all necessary expenses including debt service for capital costs.
<b>Expenditure:</b>	The incurring of liability, payment of cash, or the transfer property for the purpose of acquiring an asset or service or settling a loss.
<b>Fiscal Year (FY):</b>	A designated 12-month accounting period. The fiscal year for the City begins on October 1 <sup>st</sup> and ends on September 30 the following year.
<b>Full Faith and Credit:</b>	A pledge of the general taxing power of a government to repay debt obligations (typically used in reference to bonds).
<b>Full-Time Equivalent (FTE):</b>	A measure of authorized personnel calculated by dividing hours of work per year by the number of hours worked per year by a full-time employee.
<b>Fund:</b>	A fiscal and accounting entity with a self-balancing set of accounts recording cash and other financial resources, together with all related liabilities and residual equities or balances and changed therein. Funds are usually established to account for activities of a certain type.
<b>Fund Balance:</b>	The excess of an entity's revenues over expenditures and encumbrances since the inception of the fund. This number should equal the difference between the revenues and the expenditures reported in a governmental fund.
<b>GAAP:</b>	Generally Accepted Accounting Principles – uniform standard and guidelines for financial accounting and reporting. They govern the form and content of the financial statements of an entity. GAAP encompasses.



## FY 2024 – 2025 Annual Budget

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the conventions, rules, and procedures necessary to define accepted accounting practices at a particular time. They include not only broad guidelines of general application, but also detailed practices and procedures. GAAP provides a standard by which to measure financial presentations. The primary authoritative body on the application of GAAP to state and local governments is the Governmental Accounting Standards Board (GASB). GASB is a private, non-governmental organization.

**General Fund:**

The largest fund within the City, the general fund accounts for most of the financial resources of the government, which may be used for any lawful purpose. The general fund is used to account for the ordinary operations of the City.

**General Obligation Bond:**

Bonds for whose payments the full faith and credit for the issuing body are pledged. More commonly, but not necessarily, general obligation bonds are those payable from taxes and other general revenue. GO Bonds must be authorized by public referenda.

**Governmental Fund:**

The broadest category of fund types which includes those funds that are used to account for tax-supported (governmental) activities. It refers to the general fund, all special revenue funds, and the debt service fund.

**Grant:**

Contributions or gifts of cash or other assets from another government to be used for a specific purpose, activity, or facility.

**Impact Fees:**

Fees charged by an entity to developers to cover, in whole or in part, the anticipated cost of improvements provided by the entity, necessitated as the result of a development.

**Interfund Transfers:**

The expenditure group used to account for transfers between funds.

**Internal Control:**

A plan of organization for purchasing, accounting, other financial activities which, among other things, provides that: the duties of employees are subdivided so that no single employee handles a financial action from beginning to end; proper authorizations from specific responsible officials are obtained before key steps in the processing of transactions are completed; and records and procedures are arranged appropriately to facilitate effective control.



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<b>Internal Service Fund:</b>	A proprietary fund type that may be used to report any activity that provides goods or services to other funds, departments, or agencies of the primary government and its component units.
<b>Investments:</b>	Securities and real estate purchases and held for the production of income in the form of interest, dividends, rentals, or base payments received.
<b>Levy:</b>	To impose taxes, special assessments, or service charges for the support of City activities.
<b>Liability:</b>	Debt or other legal obligations arising out of transactions for goods and services received in the past which must be liquidated renewed, or refunded at some future date. A liability does not include encumbrances.
<b>Line Item Budget:</b>	A budget that lists each expenditure category (salary, materials, telephone, service, travel, etc.) separately along with the dollar amount budgeted for each specified category.
<b>Limited Tax Note:</b>	A short-term, interest-bearing note issued by a government in anticipation of tax revenues to be received at a later date. The note is retired from the tax revenues to which it is related.
<b>Long-Term Debt:</b>	Debt amount with a maturity of more than one year.
<b>Maturities:</b>	The dates on which the principal or stated values of investments or debt obligations mature and may be reclaimed.
<b>Modified Accrual Accounting:</b>	A basis of accounting according to which (a) revenues are recognized in the accounting period in which they become available and measureable and (b) expenditures are recognized in the accounting period in which the fund liability is incurred, if measureable. This differs from the full accrual, which recognizes the financial effect of transactions when they occur, regardless of the timing of related cash flows. Both differ from the cash basis of accounting that recognizes transactions when related cash amounts are received or disbursed.
<b>OPEB:</b>	Other Post Employment Benefits which are accounting, and financial reporting provisions requiring government employers (under GASB) to measure and report the liabilities associated with other (than pension) post-employment benefits. A major category of OPEB is retiree medical insurance benefits.



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<b>Operating Budget:</b>	A financial plan that presents expenditures for the fiscal year and estimates of revenue to finance them.
<b>Ordinance:</b>	A formal legislative enactment of the City carrying full force and effect of a law within the City. Enactment of ordinances are often specified or implied by the City Charter. Revenue – raising measures or assessment of fees and fines are normally established by an ordinance.
<b>Reserve:</b>	An account used to indicate that a portion of fund equity is legally restricted for a specific purpose or not available for appropriation and spending.
<b>Retained Earnings:</b>	An ownership account reflecting the accumulated earnings of a proprietary-type fund.
<b>Revenue:</b>	The yield of taxes and other sources of income that the City collects and receives into the treasure for public use.
<b>Revenue Bond:</b>	Government issued bonds which do not pledge the full faith and credit of the jurisdiction and must therefore rely on operating revenues other than property taxes to repay the bonded indebtedness. These bonds are used by enterprise funds.
<b>Special Revenue Fund:</b>	A fund used to account for the proceeds of specific revenue sources (other than special assessments, expendable trusts, or for major capital projects) that are legally restricted to expenditure for specified purposes.
<b>Tax Base:</b>	The total value of all real and personal property in the City as of January 1 <sup>st</sup> of each year, as certified by the Appraisal Review Board.
<b>Tax Levy:</b>	The total amount to be raised by general property taxes for purposes specified in the tax levy ordinance.
<b>Tax Rate:</b>	The amount of tax levied for each \$100 of assessed valuation.
<b>Yield:</b>	The rate earned on an investment based on the price paid for the investment.



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#### ACRONYMS

BCAD	Bexar County Appraisal District
CAFR	Comprehensive Annual Financial Report
CIP	Capital Improvements Program
CO	Certificates of Obligation Debt
EDC	Economic Development Corporation
FTE	Full-Time Equivalent
FY	Fiscal Year
GAAP	Generally Accepted Accounting Principles
GAD	Guadalupe Appraisal District
GASB	Governmental Accounting Standards Board
GF	General Fund
GFOA	Government Finance Officers Association
GO	General Obligation Debt
HOT	Hotel Occupancy Tax
I&S	Interest & Sinking
LEOSE	Law Enforcement Officers Standards & Education
O&M	Operations & Maintenance
P&Z	Planning & Zoning Commission
RB	Revenue Bonds
TML	Texas Municipal League
UCPD	Universal City Police Department
UF	Utility Fund

**City of Universal City Proposed Budget**  
 For the Fiscal Year  
 October 1, 2024 – September 30, 2025

This budget will raise more in total property tax than last year's budget by \$307,607 or 2.9%, and of that amount \$115,043 is tax revenue to be raised from new property added to the tax role this year.

The amounts shown above are based on the City's property tax rates calculated or proposed as follows:

Tax Rate	Proposed FY 2025	Adopted FY 2024
Total Property Tax Rate	.514382	.517499
• Maintenance & Operating	.436882	.430945
• Debt Service Rate	.077500	.086554

The above information is presented on the cover page of the City's FY 2025 Proposed Budget to comply with requirements of Section 102.005 of the Texas Local Government Code.

**FY 2025 Debt Obligations for the General Fund are \$2,168,380**

**MINUTES**  
**CITY COUNCIL OF THE CITY OF UNIVERSAL CITY, TEXAS**  
 Regular Meeting, Tuesday, 06 August 2024

**1. CALL ORDER:** Mayor Tom Maxwell 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 Tom Maxwell  
 Mayor Pro Tem Christina Fitzpatrick  
 Councilmember Ashton Bulman  
 Councilmember Bear Goolsby  
 Councilmember Lori Putt  
 Councilmember Bernard Rubal  
 Councilmember Phil Vaughan

**Staff Present:**

Kim Turner, City Manager  
 Clarissa Rodriguez, City Attorney  
 Michael Cassata, Development Services Director  
 Randy Luensmann, Public Works Director  
 Johnny Siemens, Police Chief  
 Steve Mihalski, Assistant Police Chief  
 Christina Blumenthal, Library Director  
 Todd Perna, Fire Chief  
 Sal Garcia, OHGC Golf Operations Director  
 Jeremy Laak, OHGC Grounds Superintendent  
 Katie Rein, OHGC Food & Beverage Director  
 Christine Green, Finance Director  
 Mateo Garcia, Finance Manager  
 Maribel Garcia, Deputy City Clerk

Ms. Garcia confirmed a quorum was present.

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

Councilmember Bulman gave the invocation. Mayor Maxwell 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:** Ms. Blumenthal reported on the success of the library's summer programs; attendance increased by 654 from the prior year.

**5. CITIZENS TO BE HEARD:**

- Mike Hayes, 310 Kitty Hawk, promoted his business. He owned the event center on Kitty Hawk and converted a small part of the building into an adult lounge. He encouraged use of the space for the community.
- Ken Mitts, 13410 Adonis, commented on the minutes of the City Council meeting on July 9, 2024 regarding the golf course and the lack of an official business plan. He questioned further investment in the golf course. He appreciated the work conducted by golf course staff, especially Katie Rein, but felt it was time to account for golf course revenues and expenditures to gain a more accurate image of the state of the golf course. He felt that after 20 years of attempting to make the golf course profitable, it was time to put the investment of the golf course to the residents by ballot measure.

- Kim Igleheart, 736 Garden Meadow, supported the library and the variety of community events. She expressed concern regarding the meeting room policy, feeling that it was unnecessary to revisit as it had been updated two years ago. She called into question the restriction on events held by political candidates, noting the change from the prior policy. She indicated that she felt this was part of positive civic engagement and that it was unjust to not allow candidates the opportunity to use the space while, in her interpretation of the policy, incumbent candidates could use it.

## **7. ANNOUNCEMENTS:**

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

Mrs. Turner reminded Council that they would be taking photos before the August 20<sup>th</sup> meeting. She informed them of updates to the Gateway Magazine and the City website. Chester's Hamburgers would be celebrating their 40<sup>th</sup> anniversary at the 410 location on August 20<sup>th</sup>. Staff would make sure a flower arrangement was sent since Council would not be able to attend. She also gave an overview of the new mass-notification system, Civic Ready, which would replace Blackboard Connect.

### **b. MAYORS' ANNOUNCEMENTS:**

Mayor Maxwell noted that a previously mentioned Council collaboration workshop would be scheduled for September 6th, 2024 from 8 a.m. to 4 p.m. The workshop would be a collaboration workshop to be effective in conducting the people's business. He also reported the award of a \$100,000 grant to the Water Department for needle replacements. He also commended the Communications Department for their changes to the content of the Gateway Magazine, making it more personal and concise.

### **c. COUNCILMEMBERS' ANNOUNCEMENTS:**

Councilmember Putt noted the library's great events. She also commended Mr. Hayes for the Kitty Hawk event center.

Mayor Pro Tem Fitzpatrick thanked the City for assisting with the UCCPAAA Casino Night and reported its success. She also commended the library for their Bridgerton Tea events aimed toward young girls.

Councilmember Rubal reiterated his proposed four-tiered prioritization structure for the City's budget, though he noted the lack of support from Council. He reported that, after meeting with Staff, he felt encourage with the progress of the Finance department and the five-year plan for budgeting. He commended Ms. Green.

## **7. CONSENT AGENDA:**

Councilmember Putt moved to approve the following Consent Agenda items:

- 1) Consider the minutes of the Tuesday, 09 July 2024 Special Meeting – Budget Work Session – as amended.
- 2) Ordinance 625-A-2024: New Non-Retroactive Repeating COLA option.

Councilmember Fitzpatrick seconded the motion.

**Vote: Yeas: Putt, Fitzpatrick, Bulman, Goolsby, Putt, Rubal, Vaughan**

Nays: None

Motion to approve carried.

**8. ACTION ITEMS:**

**N. T. 1: Executive Session:**

- a) Pursuant to Texas Gov't Code Sec. 551.071, Consultation with Attorney, to discuss and deliberate pending litigation titled *C. Branford, Individually and as Next Friend of E.C., A Minor v. City of Universal City and Playcore, Inc.*, in the 45th Judicial District Court, Bexar County Texas.
- 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 Maxwell began the Closed Session at 6:55 P.M.**

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

**Mayor Maxwell and the City Council reconvened into Open Session at 7:20 P.M. No action was taken during the Closed Session.**

**Library Policy Resolutions**

- B. Resolution 889-J-2024: A resolution deleting in its entirety the 2012 Interlibrary Loan Policy; adopting a 2024 Interlibrary Loan Policy for the Municipal Library of the City of Universal City; establishing legislative findings; providing repeal and adoption; and setting an effective date.**

Mrs. Turner explained that the policy had not been updated in ten years. This update would bring the Library into uniformity with the library with which it exchanges books.

Councilmember Vaughan moved to approve Resolution 889-J-2024. Councilmember Goolsby seconded the motion.

**Vote: Yeas: Vaughan, Goolsby, Putt, Fitzpatrick, Bulman, Rubal  
Nays: None**

**Motion to approve carried.**

- C. Resolution 889-K-2024: A resolution amending the Library Meeting Room Policy for the Municipal Library of the City of Universal City; establishing legislative findings; providing deletion and adoption; and setting an effective date.**

Mrs. Turner explained that the Library Advisory Commission had reviewed the policy and moved to recommend it to Council. The policy makes updates for the sake of clarity with the public in reserving the room.

Councilmember Vaughan moved to postpone the item until the City presents the policy accompanied with a more comprehensive Public Meeting Space Policy. Councilmember Bulman

seconded the motion.

Councilmember Vaughan explained that he felt the Library Meeting Room Policy put too many restrictions on a public meeting space as compared to the prior policy. He said this would not be an issue if other City spaces were open for free public use. Therefore, he proposed a Public Meeting Space Policy that incorporated other City spaces such as the Cimarron Clubhouse, for selective free days for public reservations. He reviewed potential logistics of the reservation policy.

Councilmember Rubal was reassured that a member of Library staff would always be available to discuss reserving the Library meeting room, as the Library Meeting Room Policy requires.

Mrs. Turner clarified for Council that the Library meeting room was only available for reservations when not in use by the Library of Library programs – this would only be after business hours. The only reservation that preempts Library programs would be Bexar County Elections. She reminded Council that the Library meeting room was built, first and foremost, for Library activities.

Councilmember Bulman agreed with Councilmember Vaughan in that she felt the Library Meeting Room Policy was much more restrictive than before and took away a service from residents. She asked that it be clarified whether the meeting room was for the Library or for the public. She emphasized that, if the Library Meeting Room Policy were to move forward, there should be other City facilities open for free public use to replace the service provided by the Library meeting room.

Mrs. Turner and Councilmember Bulman discussed the uses of the Library meeting room compared to spaces such as the Cimarron Clubhouse – the meeting room was used for educational non-partisan and non-political purposes whereas the Cimarron Clubhouse could be used for personal events by paid rental. Mrs. Turner emphasized that the City has the obligation to be non-partisan and non-political, explaining the restrictions of the Library Meeting Room Policy.

Ms. Blumenthal further explained the definitions of political events by the Texas State Library Archives Commission and the American Library Association. She noted that the policy was in line with both organizations' standards and mirrors Schertz's policy.

It was noted that while Schertz has other meeting spaces, these are available for paid rental rather than free public use.

Mayor Pro Tem Fitzpatrick felt that while providing a public meeting space was nice to have, it was not the City's responsibility to provide this space for free. She asserted that the City provided public meeting spaces, even at a cost, and that other local businesses provided them as well.

Councilmember Vaughan further explained his concern with the policy to include the ability of the Library to preempt existing reservations.

Mrs. Turner clarified that this only happens due to elections, and that those who reserve the space around elections times are made aware of the possibility of preemption due to elections.

Councilmember Vaughan restated his motion at the Mayor's request.

**Vote: Yeas: Vaughan, Bulman, Putt, Rubal  
Nays: Fitzpatrick, Goolsby, Putt  
Mayor Maxwell voted Yea, breaking the tie.**

**Motion to approve carried.**

**D. FY 2024-2025 Budget Presentation.**

Ms. Green began her presentation noting that the majority of the budget was made up of the Utility Fund and General Fund, both including Capital Improvements Funds. She gave an overview of budget highlights: 1) a 5% cost of living for existing staff, 2) a new department for City Council, 3) EDC payroll expenditures transferred from Administration to the EDC budget, 4) new positions added or transferred including a full-time diesel mechanic to offset diesel maintenance costs, a part-time Senior Activities Coordinator under the Parks budget, and a transfer of the GIS Analyst payroll from Stormwater to Development Services. She noted that 74% of anticipated revenues for the General Fund were from ad valorem, sales tax, and other tax revenues, in the order of contribution. Total revenue and expenditures for the General Fund were balanced, both totaling \$19,928,122. Of General Fund departments, Public Safety including Fire and Police made up 44% of the budget, and General Services and Parks and Recreation made up 21% of the budget. The remaining twelve departments in the General Fund only made up 35% of the budget. She reviewed the departments and presented substantial changes from FY 2024. These changes are listed below with the exclusion of changes already noted:

- The Administration budget was significantly reduced by accounting appropriately for non-departmental contract services and by transferring Council expenses to their department.
- Finance decreased significantly from the FY 2024 budget by decreasing audit costs and opting out of a software update that would not be beneficial considering the cost.
- General Services saw an 18% increase from FY 2024, primarily due to engineering costs and streets/signal maintenance.
- Parks and Recreation saw increases from budgeting for grant matches which allows grant application preparedness to bring in more funding.
- Police saw a decrease due to the retirement of tenured Staff and the reduction of overtime by implementing a 12-hour work schedule.
- Fire saw a small increase due to mandated overtime budgeting, needed roof repairs, and required safety equipment replacement.
- Vehicle Maintenance had an increase in cost of goods for maintenance materials.
- The Animal Shelter saw differences from necessary installation of security cameras, AC unit replacement, and vehicle purchase.

Enterprise fund changes were presented. The Utility Fund added a part-time utility clerk and saw increased expenditures for capital purchases. Golf Course revenues were reported at a total of \$1,508,909 and expenditures at \$1,442,633, resulting in a balanced budget. Of revenues, the Venue Tax made up 26% with course and grounds fees bringing in 39%. Ms. Green explained that, of Venue Tax revenue totaling \$1,831,000, \$1,175,000 would go to the golf course and \$650,000 would go to the General Fund for parks purposes. Of the \$1,175,000 in Venue Tax revenue allocated to the golf course, 48% would fund capital improvements, 24% would fund golf course operations, and 28% would be allocated as an overhead transfer for administrative services. Capital improvement projects included parking lot resurfacing and expansion, resurfacing of the deck and wrap-around, exterior painting and maintenance which had not been conducted in eleven years, and kitchen lounge updates. Ms. Green reviewed debt service

funds for the Utility Fund and General Fund. The General Fund would utilize some excess fund balance. Capital Improvements for the General Fund were listed, and it was noted that a list of streets included in this was included in the item coversheet. Capital improvements were also reviewed for the Stormwater and Utility Fund. Special Revenue funds were listed; it was explained that these funds have restricted uses. Ms. Green reviewed the ARPA fund and noted allocation of money to fund a fire truck and to fund payroll for Mental Health Officers. The Venue Tax was briefly reviewed again. In conclusion, she emphasized that all items presented were needs of the City to perform their jobs. She reiterated her request that, if Council were to support a tax rate that is lower than the No New Revenue Rate and therefore reducing the budget, that Staff be allowed to make decisions on what to cut.

Councilmember Bulman and Mr. Luensmann discussed streets and drainage projects. It was explained that drainage must be installed before conducting street maintenance.

Council discussed the twelve-hour work shift change in the Police Department. Prior overtime was due to staffing shortages and overtime as a pull-factor for hiring was minimal. Police Staff were supportive of the shift change.

Councilmember Rubal commended Police for their response times.

#### **N. T. 2: FY 2024 Tax Rate Presentation.**

Mrs. Turner commended Mrs. Greens work conducting review of the tax calculations provided by Bexar County.

Mr. Garcia presented the No New Revenue (NNR), Voter Approval, and De Minimis tax rates provided the Bexar County Assessors and reviewed for accuracy by City Staff. All three rates were broken down into their Maintenance & Operations rate and their Debt Service rate. The 2023 Tax Rate was noted for comparison. Staff recommended the NNR rate. This would amount to an annual change of \$1.88 per \$100,000 in taxable value of a home. For the average home in Universal City, the change would be \$5.46 in ad valorem taxes. If Council decided to lower the proposed NNR tax rate by one cent, City revenue would decrease by \$200,000. This one cent decrease in the proposed tax rate would amount to saving a homeowner approximately \$10 per \$100,000 taxable property value annually.

Mrs. Turner simplified for Council that the average home in Universal City, totaling \$290,000 in taxable value, would save \$29 annually if Council adopted a rate one cent below the NNR rate. The budget was proposed using the NNR rate.

Councilmember Vaughan felt confident that the numbers presented were accurate. He discussed the difference in tax rates with a one cent change representing 1% of the General Fund budget. He noted that the bond attorneys presented the ability of the Venue Tax to be transferred to the Parks budget. He advocated for this to give money back to the taxpayers and stated the fund balance of the golf course could be used to supplement shortfalls. He felt that the taxpayer savings presented was only insubstantial if the tax burden wasn't already high. He compared the City's tax rate to surrounding cities with lower rates. He asserted that this would not only attract more residents to Universal City, but also businesses who must pay higher tax rates without homeowner deductions.

Mrs. Turner noted that approximately \$1 million in Venue Tax revenue would be transferred to

the General Fund already, and that prior years saw no transfers. She also emphasized that Universal City is not a City which can rely on sales tax to lower the ad valorem rate like the cities Councilmember Vaughan compared. The City would have to rely more heavily on ad valorem taxes while businesses developed to supplement with sales tax revenue.

Mrs. Green echoed statements made by Mrs. Turner and gave the example that Live Oak earns approximately \$3 million more in sales tax than Universal City. Venue Tax revenue could not make up that difference. Furthermore, utilizing the Venue Tax for the Parks budget may be detrimental to acquire grants for projects, thus limiting revenue opportunities.

Councilmember Rubal indicated that the savings from a one cent tax decrease would be significant in the long term. He asserted his position that the Venue Tax should be reallocated to the General Fund permanently by way of ballot measure put to the voters. He argued that there were better uses for the sales tax revenue from the Venue Tax and that it was the City's responsibility to make the golf course self-sustaining without the Venue Tax. He emphasized that he was not trying to close the golf course but only trying to ensure it was well-managed.

Mrs. Green reminded Council to be cautious of using the golf course fund balance due to the Fund Balance Policy they passed and to be mindful that a catastrophe could wipe out the balance.

Mayor Pro Tem Fitzpatrick felt that the budget presented was full of necessities. She advocated for consideration of the tax rate with the current budget and revenues due to the fact a ballot measure would not be viable until November, and passage of that measure was not guaranteed. Furthermore, she indicated her disagreement with use of the fund balance. She believed the budget was proactive, but that consideration of a Venue Tax reallocation was premature due to needing a ballot measure to do so.

Councilmember Vaughan believed the City had adequate sales tax but that it was held back by the forced allocation of half of it to the Venue Tax and EDC tax. He did not agree that the use of golf course fund balance would for this year would take it below its Fund Balance Policy. Furthermore, he asserted this would allow the City to not make budget cuts. He also offered the option of not using the Venue Tax for anything and reserving it for future allocation, after presentation of needs, either to the golf course or other projects.

Mrs. Green stated that the Comptroller's Office did not recommend leaving the Venue Tax to accrue interest and recommended using it for the purpose it was passed, namely the golf course or parks.

Mrs. Turner reminded Council that Staff was looking for guidance regarding how to proceed with the tax rate, including direction to decrease it resulting in budget adjustments.

Councilmember Putt said residents expect high-quality services from the City and the difference of \$200,000 would affect that. She supported the NNR rate.

**Mayor Maxwell briefly recessed the meeting at 8:28 p.m. He reconvened into Open Session at 8:33 p.m.**

Council further discussed the repercussions of a \$200,000 tax revenue reduction. It was clarified that, while the Venue Tax could be allocated to parks, the one cent tax rate reduction would still

be postponing capital projects at the golf course.

Councilmember Rubal asserted that there were non-essential departments that had budget increases that could be reduced. He used the Library as an example.

Councilmembers Bulman, Rubal, and Vaughan expressed support for a tax rate of \$0.509382.

Mayor Maxwell, Mayor Pro Tem Fitzpatrick, and Councilmembers Goolsby and Putt supported the proposed NNR rate.

**E. Resolution 926-B-2024: A resolution amending the Property Assessed Clean Energy (PACE) Program Report to accommodate newly eligible properties.**

Mrs. Turner gave a brief overview of the PACE program which could benefit businesses.

Jack Belt, the Program Liaison with Texas PACE Authority, presenting on behalf of AACOG and the Texas PACE authority, gave an overview of the PACE program. No time, personnel, or funds were required of the City to enable the PACE program. The program aims to decrease utility costs while increasing net operating income. It also aims to update technology in buildings which relieves strains on the electrical grid, water resources, and air quality. Eligible properties include commercial, non-profit, industrial, agricultural, and 5+ unit multi-family establishments. Economic benefits of program outcomes included attracting new businesses, creating new jobs, increasing activity, making multi-family housing more affordable, and creating higher tax rolls. He explained the PACE program process and listed qualifying improvement projects. He briefly presented "PACE in a Box" which was a toolkit of recommendations and document templates for programs.

Councilmember Goolsby moved to approve Resolution 926-B-2024. Councilmember Bulman seconded the motion.

**Vote: Yeas: Goolsby, Bulman, Fitzpatrick, Putt, Rubal, Vaughan  
Nays: None**

**Motion to approve carried.**

**F. Interlocal Agreement with Harris County Department of Education (DBA Choice Partners) and the City of Universal City.**

Mrs. Turner explained that this would be a purchasing co-op that included pre-qualified contractors.

Councilmember Goolsby moved to approve preliminary acceptance of Phase 2 of the Cibolo Crossing subdivision. Councilmember Bulman seconded the motion.

**Vote: Yeas: Goolsby, Putt, Fitzpatrick, Bulman, Rubal, Vaughan  
Nays: None**

**Motion to approve carried.**

**G. Bid Acceptance of the CDBG Hillview Drive Street Improvements.**

Mrs. Turner briefly explained the item including requested award to D&D Contractors.

Councilmember Vaughan, Councilmember Bulman, and Mr. Luensmann the performance history of D&D Contractors, as well as the process for choosing which contractor to award the bid contract. All contractors who submitted bids for this project were companies the City had worked with before and would have been chosen if they had lowest bid.

Councilmember Goolsby moved to award the low base bid in the amount of \$710,056.17 to D&D Contractors for the Hillview Drive Street Improvements. Councilmember Putt seconded the motion.

**Vote: Yeas: Goolsby, Putt, Fitzpatrick, Bulman, Rubal, Vaughan  
Nays: None**

**Motion to approve carried.**

**H. Board and Commission Appointment – BOA.**

Mrs. Turner explained that a BOA vacancy was missed during transition and review prior to Board and Commission appointments. This item would fill the vacancy.

Mayor Maxwell recommended Mary Flack and noted that she was chosen as a backup for BOA if Council decided to go a different direction during regular appointments.

Councilmember Vaughan moved to approve the appointment of Ms. Flack to the Board of Adjustment. Councilmember Bulman seconded the motion.

**Vote: Yeas: Vaughan, Bulman, Fitzpatrick, Goolsby, Putt, Rubal  
Nays: None**

**Motion to approve carried.**

**9. ADJOURNMENT:** Mayor Maxwell adjourned the meeting at 9:02 P.M.

**APPROVED:**

\_\_\_\_\_  
Tom Maxwell, Mayor

**ATTEST:**

\_\_\_\_\_  
Maribel Garcia, Deputy City Clerk

# CITY OF UNIVERSAL CITY

Date: 08/20/2024

**TO:** City Council  
**FROM:** Randy Luensmann, Director of Public Works  
**SUBJECT:** Ordinance 406-J-2024 The Drought Response Plan. Amending Ordinance 406-I-2013 and Ordinance 406-I-1-2013.

## **Historical Background**

The City's Drought Contingency Plan, last updated in 2013, is being revised to incorporate minor changes. This update ensures compliance with state mandates and reflects feedback and lessons learned since the last revision, helping us better manage future drought conditions. The state requires this plan to be updated and submitted every five years. A public meeting was held on Tuesday, August 13<sup>th</sup>, 2024, at 4:00 p.m. to accept input for the Drought Contingency Plan in accordance with TCEQ requirements.

## **Action Requested**

City Council approval of Ordinance 406-J-2024. Requires two readings.

## **Procurement Methodology**

This is an Ordinance revision only and requires no procurement by the City.

## **Source and Amount of Funding**

This is an Ordinance revision only and requires no funding by the City.

## **Staff Recommendation**

Approve Ordinance 406-J-2024 to update the City's Code of Ordinances.

Attachments:

- [Ordinance 406-J-2024](#)
- [Exhibit A - Clean Version](#)
- [Exhibit A - Redlined Version](#)

**ORDINANCE 406-J-2024**

AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF UNIVERSAL CITY, TEXAS, AMENDING ORDINANCE 406-I-2013 (THE DROUGHT RESPONSE PLAN) AND ORDINANCE 406-I-1-2013 (AMENDMENT TO STAGE II RESPONSE – AQUIFER WATCH – STAGE II WATER USE LIMITATIONS); ESTABLISHING LEGISLATIVE FINDINGS; AMENDING THE UNIVERSAL CITY CODE OF ORDINANCES ACCORDINGLY; PROVIDING REPEAL AND REPLACEMENT; PROVIDING SEVERABILITY; AND ESTABLISHING AN EFFECTIVE DATE.

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WHEREAS, the Texas Water Code, Chapter 11 and the Texas Administrative Code Title 30, Chapter 288 require public water suppliers within certain specifications to develop, implement, and submit updated Drought Contingency plans to the Texas Commission on Environmental Quality every five years.

WHEREAS, the City of Universal City is a home rule City acting under its home rule Charter and the laws of the State of Texas; and,

WHEREAS, the City Council finds it necessary to establish the provision of this ordinance regarding a drought response plan; and,

WHEREAS, the City Council finds that it would be advantageous and beneficial to the citizens of the City of Universal City, Texas, to adopt this ordinance regulating water use limitations within the City of Universal City; and,

WHEREAS, the City Council of the City of Universal City, Texas, has determined that it is in the best interest of the public and in support of the health, safety, and general welfare of the citizens of the City that the Drought Response Plan be established and amended hereinafter stated; and,

WHEREAS, the City has complied with all conditions precedent necessary to take this action, has properly noticed and conducted all public meetings pursuant to the Texas Local Government Code, Texas Government Code, Texas Water Code, and Texas Administrative Code, as applicable.

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

**Section 1. Recitals.** The recitals set forth above are adopted herein for all purposes.

**Section 2. Amendments per Exhibit A.** The Universal City Code of Ordinances Part II, Chapter 2-10-Water and Sewers, Article V. Draught Response Plan shall be amended according to “Exhibit A.”

**Section 3. Repeal.** Ordinance 406-I-2013 and Ordinance 406-I-1-2013, and all other ordinance or parts of ordinances in conflict herewith are hereby repealed to the extent that they are in conflict.

**Section 4. Severability.** If any provisions of this ordinance shall be held void or

unconstitutional, it is hereby provided that all other parts of the same which are not held void or unconstitutional shall remain in full force and effect.

**Section 5.** This Ordinance shall be construed and enforced in accordance with the laws of the State of Texas and the United States of America.

**Section 6.** It is officially found, determined, and declared that the meeting at which this Ordinance is adopted was open to the public and public notice of the time, place, and subject matter of the public business to be considered at such meeting, including this Ordinance, was given, all as required by Chapter 551, as amended, Texas Government Code.

**Section 7. Effective Date.** This ordinance shall take effect upon its passage, approval, and publication as provided by law.

**PASSED, on first reading** by the City Council of the City of Universal City on this the 20<sup>th</sup> day of August, 2024.

**PASSED AND APPROVED, on second reading** by the City Council of the City of Universal City on this the 3<sup>rd</sup> day of September, 2024.

CITY OF UNIVERSAL CITY, TEXAS

APPROVED

\_\_\_\_\_  
Tom Maxwell, Mayor

ATTEST:

APPROVED AS TO LEGAL SUFFICIENCY:

\_\_\_\_\_  
Maribel Garcia, Deputy City Clerk

\_\_\_\_\_  
Cynthia Trevino, City Attorney  
Denton Navarro Rodriguez Bernal Santy & Zech, P.C.

- Distribution:
- Fire Department
- Police Department
- Finance Department
- Utility Department
- Public Works Department
- Development Service Department
- Municipal Code Corporation
- Ordinance Work Book
- Original

## EXHIBIT A

PART II - MUNICIPAL SERVICES AND FACILITIES  
Chapter 2-10 - WATER AND SEWERS  
ARTICLE V. DROUGHT RESPONSE PLAN

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### **ARTICLE V. DROUGHT RESPONSE PLAN<sup>1</sup>**

#### **Sec. 2-10-101. Declaration of policy, purpose, and intent.**

In order to conserve the available water supply and protect the integrity of water supply facilities, with particular regard for domestic water use, sanitation, and fire protection, and to protect and preserve public health, welfare, and safety and minimize the adverse impacts of water supply shortage or other water supply emergency conditions, the City of Universal City hereby adopts the following regulations and restrictions on the delivery and consumption of water.

Water uses limited or prohibited under this Drought Response Plan (the Plan) are considered to be nonessential and continuation of such uses during times of water shortage or other emergency water supply conditions are deemed to constitute a waste of water which subjects the offender(s) to penalties as defined in Section X [section 2-10-110] of this Plan.

(Ord. No. 406-I-2013, § I, 4-2-13)

#### **Sec. 2-10-102. Public Education and Outreach.**

The City of Universal City will periodically provide the public with information about the Plan, including information about the conditions under which each stage of the Plan is to be initiated or terminated and the drought response measures to be implemented in each stage. This information will be provided on the utility bill, by means of utility bill inserts or mailouts.

(Ord. No. 406-I-2013, § II, 4-2-13)

The City will afford an opportunity for the public to provide input into the preparation of the Plan by means of providing a public notice and holding a public meeting on a specified date and time with 72 hours' notice at the City Council Chambers. The purpose of this meeting will be to accept input on the Plan.

#### **Sec. 2-10-103. Coordination with regional water planning groups.**

The service area of the City of Universal City is located within the Senate Bill 1 - Region L (South Central Texas Region) and City of Universal City has provided a copy of this Plan to the South Central Texas Regional Water Planning Group.

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<sup>1</sup>Editor's note(s)—Section XX of Ord. No. 406-I-2013, adopted April 2, 2013, superseded the former drought response plan, and enacted new provisions as herein codified. Former Art. V, §§ 2-10-101—2-10-120, derived from Ord. No. 406-H-2009, adopted Feb. 17, 2009; Ord. No. 406-H-1-2009, adopted July 21, 2009; and Ord. No. 406-H-2-2011, adopted June 21, 2011.

Cross reference(s)—Flow requirement standards for plumbing fixtures, § 4-6-80 et seq.

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(Ord. No. 406-I-2013, § III, 4-2-13)

**Sec. 2-10-104. Authorization.**

The City Manager is hereby authorized and directed to implement the applicable provisions of this Plan upon determination that such implementation is necessary to protect public health, safety, and welfare. The City Manager shall have the authority to initiate or terminate each "Stage" or other water supply emergency response measures as described in this Plan.

(Ord. No. 406-I-2013, § IV, 4-2-13)

**Sec. 2-10-105. Application.**

The provisions of this Plan shall apply to all entities, persons, customers, and property utilizing water provided by the City of Universal City. The terms "person" and "customer" as used in the Plan include individuals, corporations, partnerships, associations, and all other legal entities.

(Ord. No. 406-I-2013, § V, 4-2-13)

**Sec. 2-10-106. Definitions.**

For the purposes of this Plan, the following definitions shall apply:

*Aesthetic use:* The use of water for fountains, waterfalls, and landscape lakes and ponds where such use is entirely ornamental and serves no other functional purpose.

*Agricultural water use:* Irrigation for the purpose of growing crops commercially for human consumption or to use as feed for livestock or poultry.

*Athletic fields:* A sports play field, the essential feature of which is turf grass, used primarily for organized sports for schools, professional sports or sanctioned league play.

*Automatic pool fill:* A water level sensing device that can control a valve to add make-up water to a pool, spa or water feature.

*Beneficial use:* The amount of water that is economically necessary for a purpose not otherwise prohibited by the city, state or federal law or regulation, when reasonable intelligence and reasonable diligence is used in applying water for that purpose.

*Blowdown meter:* A meter that tracks the amount of water discharged from a cooling tower system.

*Bucket:* A bucket or other container holding five (5) gallons or less, used singularly by one (1) person.

*City:* The City of Universal City.

*Concentration:* Recirculated water that has elevated levels of total dissolved solids as compared to the original make-up water.

*Connection:* The delivery point by which water is delivered to the City water system.

*Cooling tower:* An open water recirculation device that uses fans or natural draft to draw or force air to contact and cool water through the evaporative process.

*Drip irrigation:* An irrigation system (drip, porous pipe, etc.) that applies water at low-flow levels directly to the roots of the plant.

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*Day:* A 24-hour period beginning at midnight.

*Discretionary use:* Any use listed as follows or any other use of groundwater that is not an essential use (compare with "essential use"), provided that use of groundwater is essential and not discretionary to the extent the use is necessary to prevent danger to public health, safety, or welfare, or to comply with state or federal law:

- (a) Recreational use to the extent the groundwater is not recycled, including the watering of turf areas.
- (b) Landscape irrigation, including residential, commercial, and public landscapes, golf courses, athletic fields, and cemeteries.
- (c) Filling or maintaining swimming pools.
- (d) Ornamental outdoor fountains and similar features.
- (e) Washing or [of] an impervious outdoor ground covering such as a parking lot, driveway, street, or sidewalk.
- (f) Use in connection with an aquaculture operation, to the extent the groundwater is not recycled.
- (g) Charity car washes, commercial and residential car washes that are not certified as a conservation car wash or do not recycle at least seventy-five (75) percent of the water it uses.

*Domestic water use:* The use of water, other than uses in the "outdoor" category, for personal human needs or for household purposes, such as drinking, bathing, cooling, heating, cooking, sanitation or cleaning, whether the use occurs in a residence or in a commercial or industrial facility.

*Emergency connection:* The delivery point by which water is delivered to the City water system in the event of an emergency.

*Essential use:* Use of water that is:

- (a) Essential to the protection of public health, safety, or welfare, including, but not limited to, use for drinking, food preparation, personal hygiene, public sanitation, control or prevention of disease, and fire fighting; or
- (b) Essential to an industrial use, agricultural or military activity which directly supports gainful employment, unless the use is specifically defined in this plan as discretionary use; or
- (c) Essential to irrigation use for farms and crops.

*Existing facility:* A swimming pool, hot tub or any similar facility, including residential and private facilities, installed during any period for which a drought contingency plan stage has not been declared or during a stage that has been rescinded. This term does not include pools specifically maintained to provide habitat for aquatic life.

*Existing landscape plant:* A landscaping plant existing after such period of time as to accomplish an establishment and maintenance of growth.

*Golf course:* An irrigated and landscaped playing area made up of greens, tees, fairways, roughs and related areas used for the playing of golf.

*Groundwater:* Water within or withdrawn from the Edwards Aquifer or the Carrizo-Wilcox Aquifer.

*Hand-held hose:* A hose attended by one (1) person, fitted with a manual or automatic shutoff nozzle.

*Health care facility:* Any hospital, clinic, nursing home or other health care or medical research facility.

*Hose-end sprinkler:* A sprinkler that applies water to landscape plants that is piped through a flexible, movable hose.

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*Household use:* The use of water, other than uses in the outdoor category, for personal needs or for household purposes, such as drinking, bathing, heating, cooking, sanitation or cleaning, whether the use occurs in a residence or in a commercial or industrial facility.

*Impervious surface:* Any structure or any street, driveway, sidewalk, patio or other surface covered with concrete, brick, paving, tile or other impervious materials.

*Industrial use:* The use of water for or in connection with commercial or industrial activities, including manufacturing, bottling, brewing, food processing, scientific research and technology, recycling, production of concrete, asphalt, and cement, commercial uses of water for entertainment, and hotel or motel lodging, generation of power other than hydroelectric, and other business activities.

*Irrigation system:* Also referred to as in-ground or permanent irrigation system, a system with fixed pipes and emitters or heads that apply water to landscape plants.

*Landscape renovation:* The removal and replacement of existing landscape plants with new landscape plants.

*Landscape watering:* The application of water to grow or maintain plants such as flowers, ground covers, turf or grasses, shrubs, and trees, but for the purposes of these rules does not include:

- (a) Essential use without waste of water by a commercial nursery to the extent the water is used for production rather than decorative landscaping;
- (b) Application of water without waste to a noncommercial family garden or orchard, the produce of which is for household consumption only; and
- (c) Application of water in the morning before 10:00 a.m. and in the evening after 8:00 p.m. by means of a bucket (not to exceed five (5) gallons in capacity), hand-held hose, soaker hose, or properly installed drip irrigation system, immediately next to a concrete foundation solely for the purpose of preventing, and to the extent the watering is necessary to prevent, substantial damage to the foundation or the structure caused by movement of the foundation.

*Landscaping plant:* Any member of the kingdom plantae, including any tree, shrub, vine, herb, flower, succulent, ground cover or grass species that grows or has been planted out-of-doors.

*Livestock:* Cattle, sheep, goats, hogs, poultry, horses, and game, domestic, exotic and other animals and birds, including zoo animals, used for commercial or personal purposes.

*Livestock use:* The use of water for drinking by or washing of livestock.

*Make-up:* Partial refilling due to evaporative water loss and backwashing.

*Make-up meter:* A meter that measures the amount of water entering a cooling tower system.

*Msl:* Elevation above mean sea level.

*New facility:* A swimming pool, hot tub or any similar facility, including residential and private facilities, installed during any current drought contingency plan stage. When the stage is rescinded, the new facility will be treated thereafter as an existing facility. This term does not include wading pools or pools specifically maintained to provide habitat for aquatic life.

*New landscaping plant:* Any plant or seed planted in or transplanted to an area within such period of time as to accomplish a reasonable establishment and maintenance of growth. Application of grass seed to an existing stand of grass or turf is not considered new landscaping for the purposes of this chapter.

*Other outside use:* The use of water outdoors for the maintenance, cleaning and washing of structures and mobile equipment, including automobiles and boats, and the washing of streets, driveways, sidewalks, patios, and other similar areas.

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*Park:* A tract of land, other than a golf course, maintained by a city, private organization, or individual, as a place of beauty or of public recreation.

*Pervious surface:* Any ground surface which can absorb water or other liquids.

*Power production:* The use of water for steam generation and the use of water for cooling and for replenishment of cooling reservoirs.

*Pressure washer:* A machine that uses water or a water based product applied at high pressure to clean impervious surfaces.

*Property address:* The street address of a property, unless multiple street addresses are served by a single meter, in which case the billing address will be used.

*Rain sensor:* A device designed to stop the flow of water to an automatic irrigation system when rainfall has been detected.

*Reduction goals:* The percentages of reduction in water use from certified baseline use volumes that are imposed in connection with the respective stages. The following reduction goals are the established minimum reduction goals for each Demand Reduction Stage:

*Stage I:* Twenty (20) percent correlative water level: Index Well J-17 falls to or is less than six hundred sixty (660) feet msl based on a ten-day rolling average calculated and determined by the Edwards Aquifer Authority.

*Stage II:* Thirty (30) percent correlative water level: Index Well J-17 falls to or is less than six hundred fifty (650) feet msl based on a ten-day rolling average calculated and determined by the Edwards Aquifer Authority.

*Stage III:* Thirty-five (35) percent correlative water level: Index Well J-17 falls to or is less than six hundred forty (640) feet msl based on a ten-day rolling average calculated and determined by the Edwards Aquifer Authority. Alternatively, Stage III may be implemented before or after the J-17 levels described above as deemed necessary by the City Manager.

*Stage IV:* Forty (40) percent correlative water level: Index Well J-17 falls to or is less than six hundred thirty (630) feet msl based on a ten-day rolling average calculated and determined by the Edwards Aquifer Authority or the City Manager declares an emergency water shortage condition exists.

These stages are not cumulative. For example, the total reduction from certified baseline use volume to be achieved for Stage III is thirty-five (35) percent.

*Schertz-Seguin Local Government Corporation:* A nonprofit corporation of the State of Texas, created and existing under the laws of the State, including the Texas Transportation Corporation Act, as amended, Texas Transportation Code Section 431.001 et seq., the City of Schertz, Texas, a home-rule city ("Schertz"); the City of Seguin, Texas, a home-rule city ("Seguin");

*Reused water:* Water that has been recycled or reclaimed after it has been used for any beneficial purpose.

*Soaker hose:* Plastic or flexible hose with holes that send a fine spray in the air. Also includes flexible leaky hoses that emit water across the entire length based on water pressure, and connect directly to a flexible hose or spigot.

*Spa:* Any substructure associated with a swimming pool often described as a hot tub.

*Sprinkler:* An emitter that applies water to the landscape plants in a stream that travels through the air. Sprinkler irrigation can be applied by an irrigation system or hose-end sprayer or a soaker hose that sprays water in the air.

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*Swimming pool:* Any structure, basin, chamber, or tank including hot tubs containing an artificial body of water for swimming, diving, or recreational bathing, and having a depth of two (2) feet or more at any point.

- (a) *Private residential swimming pool.* Any swimming pool located on private property under the control of the homeowner, the use of which is limited to swimming or bathing by the homeowner's family or invited guests.
- (b) *Public swimming pool.* Any swimming pool, other than a private residential swimming pool, intended to be used collectively by persons for swimming or bathing, operated by any person as defined herein, whether owner, lessee, operator, licensee, or concessionaire, regardless of whether a fee is charged for such use. The term includes, but is not limited to, apartment community pools, condominium association pools and community association pools.

*TDS:* Total dissolved solids.

*Trigger level:* The mean sea level of the Edwards Aquifer as indicated by the J-17 index well.

*Vegetable garden:* Any noncommercial garden planted primarily for household use. For this use, "noncommercial" includes incidental direct selling of produce from such a vegetable garden to the public.

*Waste:* Water without obtaining maximum beneficial use thereof. Waste shall include, but not limited to, causing, suffering, or permitting a flow of water used for landscape watering to run into any river, creek or other natural watercourse or drain, superficial or underground channel, bayou, or into any sanitary or storm sewer, any street, road or highway or other impervious surface area, or upon the lands of another person or upon public lands. Waste shall also include, but not be limited to, any discharge of water used for commercial, industrial, municipal or domestic purposes to any storm, sanitary sewer, or septic system without the user first having obtained maximum beneficial use thereof. Waste shall also include, but not limited to, failure to repair any controllable leak on property owned by any registered meter holder.

*Water:* Includes, but is not limited to, potable water supplied by a water purveyor, potable water withdrawn from any groundwater well, surface water from any river, creek, natural watercourse, pond, lake or reservoir, and recycled water supplied by a water purveyor.

*Watering day:* A day designated for landscape watering limited to the standard 24-hour period of 12:00 a.m. to midnight. Thus, if it is Stage I and Wednesday is a designated watering day, the period of time referenced is Wednesday morning between midnight and 10:00 a.m., and Wednesday evening between 8:00 p.m. and midnight.

*Watering days and hours:* A day designated for landscape watering, limited as follows:

Last Digit of Address	Day
0 and 1	Monday
2 and 3	Tuesday
4 and 5	Wednesday
6 and 7	Thursday
8 and 9	Friday

- (a) Stage I is limited to the morning hours from midnight to 10:00 a.m. and the evening hours from 8:00 p.m. to midnight. Thus, if Friday is a designated watering day, the period of time referenced is Friday morning between 12:00 a.m. to 10:00 a.m. and Friday evening between 8:00 p.m. and midnight.
- (b) Stage II is limited to the morning hours of 7:00 a.m. to 11:00 a.m., and the evening hours of 7:00 p.m. to 11:00 p.m.
- (c) Stage III is limited to the morning hours of 7:00 a.m. to 10:00 a.m., and the evening hours of 8:00 p.m. to 11:00 p.m. Monday, Wednesday, and Friday for irrigation by drip irrigation, or five-gallon bucket.

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Landscape irrigation with a soaker hose, in-ground irrigation system or hose-end sprinkler is permitted once a week after Stage III has been declared only on the designated watering day in Stages I and II during the hours of 7:00 a.m. to 10:00 a.m. and 8:00 p.m. to 11:00 p.m. Landscape watering with a handheld hose is allowed at any time on any day.

- (d) During Stage IV, Stage III landscape irrigation restrictions remain in effect. Additional restrictions on water use may be established at the discretion of the Edwards Aquifer Authority or City Council.

*Water utility:* Water used for withdrawal, treatment, transmission and distribution by potable water systems.

(Ord. No. 406-I-2013, § VI, 4-2-13)

## **Sec. 2-10-107. Criteria for initiation and termination of drought response stages.**

The City Manager shall monitor water supply and/or demand conditions on a weekly basis and shall determine when conditions warrant initiation or termination of each stage of the Plan, that is, when the specified "triggers" are reached. The City Manager, or designee, may declare later stages of drought or delay a later stage of drought when deemed necessary.

The City triggering criteria for initiation described below are based on the aquifer stage conditions. The aquifer conditions shall be based on the Edwards Aquifer water levels in Well AY-68-37-203 in San Antonio (also known as "Dodd Field Test Well" or "J-17") as set out in this section. These trigger levels were mandated by the Edwards Aquifer Authority.

The City triggering criteria for termination described below are based on when the Edwards Aquifer trigger levels at the J-17 Index Well is above the same stage trigger level for ten (10) consecutive days. The City Manager, or his/her designee, shall monitor consistency of aquifer level to determine if conditions warrant termination of the measures, and such determination shall include consideration of pumpage trends, seasonal adjustments, and current and forecast precipitation unless conditions significantly change to warrant an earlier review for stage termination. After due consideration of all of the above-described conditions, the City Manager may declare the measures terminated.

### *Stage I Triggers—Aquifer Awareness*

*Requirements for initiation.* Customers shall be required to conserve water and adhere to the prescribed limitations on certain water uses, defined in Section VII [section 2-10-106], Definitions, when the Edwards Aquifer index well, J-17, level falls to or is less than six hundred sixty (660) feet msl based on a ten-day rolling average calculated and determined by the Edwards Aquifer Authority. The water use reduction goal for this stage is twenty (20) percent.

*Requirements for termination.* Stage I of the Plan may be rescinded only when the Edwards Aquifer level at the J-17 Index Well is above the trigger level of six hundred sixty (660) msl for ten (10) consecutive days and it is determined conditions warrant termination of the measures.

### *Stage II Triggers—Aquifer Watch*

*Requirements for initiation.* Customers shall be required to conserve water and adhere to the prescribed limitations on certain water uses, defined in Section VII [section 2-10-106], Definitions, when the Edwards Aquifer index well, J-17 aquifer level falls to or is less than six hundred fifty (650) feet msl based on a ten-day rolling average calculated and determined by the Edwards Aquifer Authority. The water use reduction goal for this stage is thirty (30) percent.

*Requirements for termination.* Stage II of the Plan may be rescinded only when Edwards Aquifer level at the J-17 Index Well are above the trigger level of six hundred fifty (650) feet msl for ten (10) consecutive days

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and it is determined conditions warrant termination of the measures. Conditions will determine if all restrictions are terminated or if a previous less restrictive stage will apply.

*Stage III Triggers—Aquifer Alert*

*Requirements for initiation.* Customers shall be required to conserve water and adhere to the prescribed limitations on certain water uses, defined in Section VII [section 2-10-106], Definitions, when the Edwards Aquifer index well, J-17 level falls to or is less than six hundred forty (640) feet msl based on a ten-day rolling average calculated and determined by the Edwards Aquifer Authority. Alternatively, Stage III may be implemented before or after the J-17 levels described above as deemed necessary by the City Manager. The water use reduction goal for this stage is thirty-five (35) percent.

*Requirements for termination.* Stage III of the Plan may be rescinded only when the Edwards Aquifer level at the J-17 Index Well is above the trigger level of six hundred forty (640) feet msl for ten (10) consecutive days and it is determined conditions warrant termination of the measures. Conditions will determine if all restrictions are terminated or if a previous less restrictive stage will apply.

*Stage IV Triggers—Emergency Water Shortage Conditions*

*Requirements for initiation.* Customers shall be required to conserve water and adhere to the prescribed limitations on certain water uses, defined in Section VII [section 2-10-106], Definitions, when the Edwards Aquifer index well, J-17 level falls to or less than six hundred thirty (630) feet msl based on a ten-day rolling average calculated and determined by the Edwards Aquifer Authority or the City Manager declares an emergency water shortage condition exists.

Customers shall be required to comply with these additional requirements and limitations for Stage IV of this Plan when the City Manager or his/her designee determines that a water supply emergency exists based on:

1. Reduction in available water supply up to a repeat of the drought of record;
2. Major water production or distribution system limitations;
3. Supply source contamination;
4. System outage due to the failure or damage of major water system components; or
5. The Edwards Aquifer Authority board has declared a prohibition of all sprinkler irrigation throughout the entire Edwards Aquifer region.

The water use reduction goal for this stage is forty (40) percent.

*Requirements for termination.* Stage IV of the Plan may be rescinded only when the Edwards Aquifer level at the J-17 Index Well is above the trigger level of six hundred thirty (630) feet msl for ten (10) consecutive days and it is determined conditions warrant termination of the measures. Conditions will determine if all restrictions are terminated or if a previous less restrictive stage will apply.

(Ord. No. 406-I-2013, § VII, 4-2-13)

**Sec. 2-10-108. Wasting water, water use reduction measures and drought response stages.**

(1) *Wasting Water.*

- (a) It shall be unlawful for any person or customer to waste water for any use other than described in the Plan.
- (b) Landscape irrigation, using individual sprinklers or sprinkler systems, is prohibited year-round between the hours of 10:00 a.m. and 8:00 p.m. (MANDATORY) when no other water use reduction measures and drought response stages are in effect.

- (c) It shall be a violation if a person or customer allows water to run off onto an impervious street, ditch or drain, or fails to repair a controllable leak.
- (d) Cooling towers (effective April 2013):
  1. Cooling towers not utilizing recycled water, shall operate a minimum of four (4) cycles of concentration.
  2. Newly constructed cooling towers shall be operated with conductivity controllers, as well as make-up and blow down meters.
- (2) *Water Use Reduction Measures and Drought Response Stages.* The City Manager or his/her designee shall monitor water supply and/or demand conditions on a daily basis and, in accordance with the triggering criteria set forth in Section VIII [section 2-10-107] of this Plan, shall determine that an aquifer awareness, aquifer watch, aquifer alert, or emergency water shortage condition exists and shall implement the following actions upon publication of notice at City Hall and/or signs posted in public places, city website, Facebook and water utility bills. In addition, the City Manager or his/her designee shall notify directly, or cause to be notified directly, the following individuals and entities, as appropriate for the requisite drought stage: (1) Mayor, (2) Members of the City Council, (3) Police Chief, (4) Fire Chief, (5) City Emergency Management Coordinator, (6) Public Works Director, (7) City Clerk, (8) Code Enforcement Officer, (9) Utility Administration, (10) all utility customers, and (11) Parks/streets superintendents and public facilities managers.

*Stage I Response—Aquifer Awareness*

*Trigger Criteria:* The Edwards Aquifer index well J-17 is at or below six hundred sixty (660) feet msl based on a ten-day rolling average calculated and determined by the Edwards Aquifer Authority.

*Goal:* Achieve a twenty (20) percent reduction in total water use.

*Supply Management Measures:* The City of Universal City will continue its on-going education program, coordination activities, special-use provision, reuse and recycling program, fire hydrant and line monitoring program, and programs with water purveyors and companies. In addition, the City of Universal City shall reduce or discontinue flushing of water mains as far as is practical and prudent. The City will also utilize its Carrizo connection with the Schertz-Seguin Local Government Corporation if deemed appropriate.

*Stage I Water Use Limitations:* Under threat of penalty for violation, the following water use limitations shall apply to all persons:

- (a) Water customers shall comply with mandatory limits of landscape irrigation. Watering days will be based on the last digit of the address:

Last Digit of Address	Day
0 and 1	Monday
2 and 3	Tuesday
4 and 5	Wednesday
6 and 7	Thursday
8 and 9	Friday

If there is no street address associated with the property such as a parkway or if there is more than one (1) street address with a single contiguous property the irrigation day is Wednesday.

- (b) No person may waste water.
- (c) Landscape irrigation with a hand-held hose, drip irrigation system or five-gallon bucket is allowed at any time on any day. UNATTENDED HAND-HELD HOSE WILL BE CONSIDERED THE SAME AS SPRINKLERS.

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- (d) Landscape irrigation by means of a soaker hose, hose-end sprinkler or an in-ground sprinkler system is allowed only once a week on the designated watering day as determined by the last digit street address but limited to the morning hours from midnight to 10:00 a.m. and the evening hours from 8:00 p.m. to midnight.
  - (e) No person may allow irrigation runoff to escape from that person's land.
  - (f) Restaurants and other eating establishments are prohibited from serving water to customers except upon request of the customer.
  - (g) Residential car washing and mobile equipment (e.g., washing vehicles at a residence) is permitted only on Saturday and Sunday with a pressure washer, hand-held hose equipped with an automatic shut-off nozzle or bucket of five (5) gallons or less, without waste. Fleet Managers are encouraged to only wash those vehicles as is necessary for health and safety.
  - (h) Charity car washes are prohibited except at a commercial car wash that recycles at least seventy-five (75) percent of the water it uses or that is certified as a conservation car wash.
  - (i) Water customers are requested to practice water conservation and to minimize or discontinue water use for nonessential purposes.
  - (j) All nonpublic swimming pools must have a minimum of twenty-five (25) percent of the surface area covered with evaporation screens when not in use. Inflatable pool toys or floating decorations may be used. ~~Auto fill feature shall be turned off.~~
  - (k) Groundwater may be used to replenish swimming pools to maintenance level. Draining of swimming pools is permitted only onto a pervious surface or onto a pool deck where the water is transmitted directly to a pervious surface, only if:
    - 1. Draining excess water from the pool due to rain to lower the water to the maintenance level;
    - 2. Repairing, maintaining, or replacing a pool component that has become hazardous; or
    - 3. Repairing a pool leak.Refilling of swimming pools permitted only if pool has been drained for the repairs, maintenance or replacement set out in items 2. or 3., above.
  - (l) Newly installed swimming pools may be filled to maintenance level.
  - (m) Use of Edwards Aquifer water for the irrigation of golf course greens, tees, and fairways is prohibited except on designated watering days between the hours 12:00 midnight and 10:00 a.m. and between 8:00 p.m. and 12:00 midnight. However, if the golf course utilizes water source other than that provided from the Edwards Aquifer, the facility shall not be subject to these regulations.
  - (n) Sprinkler system maintenance and testing is prohibited except on designated watering days between the hours 8:00 a.m. and 12:00 noon and between 7:00 p.m. and 11:00 p.m.
  - (o) Essential and utility use - (VOLUNTARY).
    - a. Fire fighting - no restrictions.
    - b. Medical use by health care facilities - no restrictions.
    - c. Water utility use:
      - i. Leak detection and system repairs are recommended.
      - ii. Sewer line flushing - reduction is recommended.
      - iii. Fire hydrant flushing - reduction is recommended.

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### *Stage II Response—Aquifer Watch*

*Trigger Criteria:* The Edwards Aquifer index well J-17 is at or below six hundred fifty (650) feet msl based on a ten-day rolling average calculated and determined by the Edwards Aquifer Authority.

*Goal:* Achieve a thirty (30) percent reduction in total water use.

*Supply Management Measures:* In addition to the supply management measures for Stage I, the City of Universal City will closely monitor the system for leaks and provide rapid repairs and reduce or discontinue the irrigation of public landscaped areas. The City will also utilize its Carrizo connection with the Schertz-Seguin Local Government Corporation if deemed appropriate.

*Stage II Water Use Limitations:* Under threat of penalty for violation, the following water use limitations shall apply to all persons:

- (a) All of the limitations and prohibitions applicable in Stage I apply in Stage II unless otherwise specified as follows.
- (b) Irrigation with a soaker hose, hose-end sprinkler or in-ground irrigation system is allowed only once a week on the designated watering day as determined by address during the hours of 7:00 a.m. to 11:00 a.m. and 7:00 p.m. to 11:00 p.m.
- (c) Landscape irrigation with a drip irrigation system or five-gallon bucket is allowed during the Stage II hours of 7:00 a.m. to 11:00 a.m. and 7:00 p.m. to 11:00 p.m. on any day. Landscape irrigation with a hand-held hose is allowed at any time on any day. UNATTENDED HAND-HELD HOSE WILL BE CONSIDERED THE SAME AS SPRINKLERS.
- (d) No person may use groundwater for an ornamental outdoor fountain or similar feature, unless the water is recycled and the only additional groundwater used for the feature is to compensate for evaporative losses.
- (e) Athletic Fields: Public or private owners of an athletic field must comply with the provisions of this Plan unless an administrative waiver has been approved by the City Manager.
- (f) Use of water from hydrants shall be limited to fire fighting, related activities, or other activities necessary to maintain public health, safety, and welfare, except that use of water from designated fire hydrants for construction purposes may be allowed under special permit from the City of Universal City.
- (g) No residential or nonresidential property owners may use water to pressure wash an impervious outdoor ground covering such as a parking lot, driveway, street, or sidewalk unless for health or safety reasons. Residential and nonresidential property owners may pressure wash their property for health and safety or in preparation of residential property maintenance such as for painting.

### *Stage III Response—Aquifer Warning*

*Trigger Criteria:* The Edwards Aquifer index well J-17 is at or below six hundred forty (640) feet msl based on a ten-day rolling average calculated and determined by the Edwards Aquifer Authority. Alternatively, Stage III may be implemented before or after the J-17 levels described above as deemed necessary by the City Manager.

*Goal:* Achieve a thirty-five (35) percent reduction in total water use.

*Supply Management Measures:* In addition to the supply management measures in Stages I and II, the City of Universal City will patrol the system for any waste of water and will issue citations as required. The City will also utilize its Carrizo connection with the Schertz-Seguin Local Government Corporation if deemed appropriate.

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*Stage III Water Use Limitations:* All requirements of Stage I and II shall remain in effect during Stage III unless otherwise specified as follows:

- (a) Landscape irrigation by drip irrigation system or five-gallon bucket is allowed on every Monday, Wednesday, and Friday only during the Stage III hours of 7:00 a.m. to 10:00 a.m. and 8:00 p.m. to 11:00 p.m.. Landscape irrigation with a hand-held hose is allowed at any time on any day. UNATTENDED HAND-HELD HOSE WILL BE CONSIDERED THE SAME AS SPRINKLERS.
- (b) Landscape irrigation with a soaker hose, an in-ground irrigation system or hose-end sprinkler is permitted every other week beginning on the second Monday after Stage III has been declared and only on the designated water day assigned in Stages I and II during the hours of 7:00 a.m. to 10:00 a.m. and 8:00 p.m. to 11:00 p.m.
- (c) No person may use groundwater for an ornamental outdoor fountain or similar feature.
- (d) No residential or nonresidential property owners may use water to pressure wash an impervious outdoor ground covering such as a parking lot, driveway, street, or sidewalk unless for health or safety reasons.

*Stage IV Response—Emergency Water Shortage Conditions*

*Trigger Criteria:*

- (1) The Edwards Aquifer index well J-17 is at or below six-hundred thirty (630) feet msl based on a ten-day rolling average calculated and determined by the Edwards Aquifer Authority or the City Manager declares an emergency water shortage condition exists;
- (2) Reduction in available water supply up to a repeat of the drought of record;
- (3) Major water production or distribution system limitations;
- (4) Supply source contamination;
- (5) System outage due to the failure or damage of major system components; or
- (6) The Edwards Aquifer Authority board has declared a prohibition of all sprinkler irrigation throughout the entire Edwards Aquifer region.

*Goal:* Achieve a forty (40) percent reduction in total water use.

*Supply Management Measures:* The City of Universal City will continue to implement the supply management measures of Stages I, II, and III, as well as utilize its Carrizo connection with the Schertz-Seguin Local Government Corporation and its emergency connection with the City of Selma if deemed appropriate by both Cities.

*Water Use Limitations:* All requirements of Stage I, II and III shall remain in effect during Stage IV unless otherwise specified as follows:

- (a) Stage III landscape irrigation restrictions remain in effect.
- (b) Use of water to wash any motor vehicle, motorbike, boat, trailer, airplane, recreational vehicle or other vehicle is absolutely prohibited except at car washes that recycle at least seventy-five (75) percent of the water it uses or that is certified as a conservation car wash.
- (c) Implementation of additional drought contingency measures may be applied by the direction of the Edwards Aquifer Authority.
- (d) A surcharge equal to two times (2 x) the current rate per Ordinance 149-M-31-9-2023 as amended for all classes of customers will be charged to any customer who consumes more gallons than shown in the table below for each respective class of customers.

**2 x the Volume Rate**  
(Per 1,000 Gallons)  
**All Months**

*Single-Family Residential and Irrigation\**

For Monthly Use Between:	In City	Out of City
10,000 to 19,999 gallons	2 x current rate	n/a
20,000 – 40,999 gallons	2 x current rate	n/a
41,000 – 99,999,999 gallons	2 x current rate	n/a

*Multifamily Residential and Irrigation Per Dwelling Unit\*\**

For Monthly Use Between:	In City	Out of City
5,000 – 6,999 gallons	2 x current rate	2 x current rate
7,000 – 7,999 gallons	2 x current rate	2 x current rate
8,000 – 99,999,999 gallons	2 x current rate	2 x current rate

*Separate Commercial Irrigation Meters*

For Monthly Use Between:	In City	Out of City	Combined Inside-Outside City
51,000 to 100,999 gallons	2 x current rate	2 x current rate	2 x current rate
101,000 to 200,999 gallons	2 x current rate	2 x current rate	2 x current rate
201,000 to 300,999 gallons	2 x current rate	2 x current rate	2 x current rate
301,000 to 400,999 gallons	2 x current rate	2 x current rate	2 x current rate
401,000 gallons and over	2 x current rate	2 x current rate	2 x current rate

(Ord. No. 406-I-2013, § VIII, 4-2-13; Ord. No. 406-I-1-2013, § 1, 5-7-13)

**Sec. 2-10-109. Violations.**

It shall be a violation of this article for any person in the corporate city limits of Universal City who intentionally, knowingly, recklessly, or criminally negligently to allow or cause water waste, to allow or cause landscape watering outside the prescribed hours for landscape watering, or to allow or cause any violation of any provision of this article.

(Ord. No. 406-I-2013, § IX, 4-2-13)

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### **Sec. 2-10-110. Continued violations.**

At locations of three (3) repeated or continued violations during the same calendar year, the Code Enforcement Officer shall have the authority to issue citations and the City Manager shall have the authority to discontinue the supply of potable water to the registered meter holder.

(Ord. No. 406-I-2013, § X, 4-2-13)

### **Sec. 2-10-111. Enforcement.**

- (a) No person shall knowingly or intentionally allow the use of water from the City of Universal City for residential, commercial, industrial, agricultural, governmental, or any other purpose in a manner contrary to any provision of this Plan, or in an amount in excess of that permitted by the drought response stage in effect at the time pursuant to action taken by the City Manager in accordance with provisions of this Plan.
- (b) Any person who violates this Plan is guilty of a misdemeanor and, upon conviction shall be punished by a fine of not less than one hundred dollars (\$100.00) and not more than three hundred dollars (\$300.00) during Stage I, by a fine of not less than three hundred fifty dollars (\$350.00) and not more than five hundred dollars (\$500.00) during Stage II, by a fine of not less than five hundred fifty dollars (\$550.00) and not more than seven hundred dollars (\$700.00) during Stage III, by a fine of not less than seven hundred fifty dollars (\$750.00) and not more than one thousand dollars (\$1,000.00) during Stage IV. Each occurrence that one (1) or more of the provisions in this Plan is violated shall constitute a separate offense. If a person is convicted of three (3) or more distinct violations of this Plan during a calendar year, the City Manager shall, upon due notice to the customer, be authorized to discontinue water service to the premises where such violations occur. Services discontinued under such circumstances shall be restored only upon payment of a reconnection charge and any other costs incurred by the City of Universal City in discontinuing service. In addition, suitable assurance must be given by the customer to the City Manager in writing that the same action shall not be repeated while the Plan is in effect. Compliance with this Plan may also be sought through injunctive relief in the district court.
- (c) Any person, including a person classified as a water customer of the City of Universal City, in apparent control of the property where a violation occurs or originates shall be presumed to be the violator, and proof that the violation occurred on the person's property shall constitute a "rebuttable presumption" that the person in apparent control of the property committed the violation. Parents shall be presumed to be responsible for violations of their minor children and proof that a violation, committed by a child, occurred on property within the parent's control shall constitute a rebuttable presumption that the parent committed the violation. Further, a water customer shall be held responsible for a violation committed by a guest, relative or any other occupant of the property.
- (d) The Code Enforcement Officer or other City employee designated by the City Manager, including police officers, may issue a citation to a person he/she reasonably believes to be in violation of this article. The citation shall be prepared in triplicate and shall contain the name and address of the alleged violator, if known, the offense charged, and shall direct him/her to appear in the municipal court on the date shown on the citation. The alleged violator shall be served a copy of the citation. Service of the citation shall be complete upon delivery of the citation to the alleged violator. The alleged violator shall appear in municipal court to enter a plea. If the alleged violator fails to appear in municipal court, a warrant for his/her arrest may be issued.

(Ord. No. 406-I-2013, § XI, 4-2-13)

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### **Sec. 2-10-112. Exceptions.**

The Public Works Director or other city employee designated, may, in writing, grant temporary exception for existing water uses otherwise prohibited under this Plan if it is determined that failure to grant such exception would cause an emergency condition adversely affecting the health, sanitation, or fire protection for the public or the person requesting such exception and if one (1) or more of the following conditions are met:

- (a) Compliance with this Plan cannot be technically accomplished during the duration of the water supply shortage or other condition for which the Plan is in effect; or
- (b) Alternative methods can be implemented which will achieve the same level of reduction in water use.

(Ord. No. 406-I-2013, § XII, 4-2-13)

### **Sec. 2-10-113. Administrative waivers.**

Administrative waivers may only be considered for newly installed landscapes located at new residential and commercial properties, and public and private athletic fields.

Persons requesting a waiver from the provisions of this article shall file a petition for an administrative waiver with the Director of Public Works within five (5) days after adoption of the Plan or after a particular drought response stage has been invoked. All petitions for administrative waivers shall be reviewed and considered for approval by the Director of Public Works or other designated City employee, and shall include the following:

- (a) Name and address of the petitioner(s).
- (b) Purpose of water use.
- (c) Specific provision(s) of the Plan from which the petitioner is requesting relief.
- (d) Detailed statement as to how the specific provision of the Plan adversely affects the petitioner or what damage or harm will occur to the petitioner or others if petitioner complies with this article.
- (e) Description of the relief requested.
- (f) Period of time for which the exception is sought.
- (g) Alternative water use restrictions or other measures the petitioner is taking or proposes to take to meet the intent of this Plan and the compliance date.
- (h) Any other pertinent information.

Waivers granted by the Director of Public Works shall be subject to the following conditions:

- (a) Waivers for newly planted landscapes may qualify for a three-week exception from the one-day-per-week watering rules. The property owner shall specify the date of landscape installation. If the request is approved, a letter of confirmation stating the duration of the permit will be mailed to the applicant. Over-seeding existing turf or other landscape is not considered new landscape and will not be given a waiver.
- (b) Waivers for athletic fields shall be in the interest to maintain safety. There are two (2) options for requesting a variance to athletic field watering restrictions for safety reasons:
  - 1. Each athletic field may be watered once a week between midnight and 8:00 a.m. or 8:00 p.m. to midnight during Stages I, II and III.

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2. For campuses with multiple fields, each field may be irrigated on a separate day if time does not allow for irrigation of all fields on a single day within the specified hours. On the application please indicate the day of the week each field will be watered.
- (c) Waivers granted shall expire when the drought response stage is no longer in effect, unless the petitioner has failed to meet specified requirements.

No waiver granted by the Public Works Department shall be retroactive or otherwise justify any violation of this Plan occurring prior to the issuance of the waiver.

(Ord. No. 406-I-2013, § XIII, 4-2-13)

#### **Sec. 2-10-114. Nuisance.**

The violation of any part of this chapter shall be a nuisance which may be abated and enjoined by the City of Universal City. Any person creating a public nuisance shall be subject to the provision of the Code governing such nuisances, including reimbursing the City of Universal City for any costs incurred in removing, abating or remedying said nuisance. The owner of any property where said nuisance has occurred shall be liable to the City, acting through and on behalf of the City of Universal City, for the cost of such abatement and shall pay such cost on demand and the City, acting through and on behalf of the City, shall have a right to file a lien on the property to secure payment of the cost of such abatement.

(Ord. No. 406-I-2013, § XIV, 4-2-13)

#### **Sec. 2-10-115. Access to premises.**

The City of Universal City and all persons or agents employed thereby shall, at all reasonable hours, contact property owner/customer to make an appointment to gain access to premises to ascertain if water is being wasted within the corporate limits of the City and whether provisions of the Plan have been, and are being, complied with in all respects. In the event of an emergency where City personnel cannot make contact with property owner/customer and it is determined that water is being wasted, the City shall turn off water service to the property at issue until such emergency is addressed.

(Ord. No. 406-I-2013, § XV, 4-2-13)

#### **Sec. 2-10-116. Reporting requirements.**

Upon implementation of "Stage I—Aquifer Awareness," City reporting requirements will be in compliance with the Edwards Aquifer Authority adopted Code Chapter 715 Subchapter E (Critical Period Management Rules).

(Ord. No. 406-I-2013, § XVI, 4-2-13)

#### **Sec. 2-10-117. Liability.**

Nonliability for the City or of the persons carrying out the provisions of this article: This article is an exercise of the City of its governmental functions for the protection of the public, peace, health, and safety and neither the City of Universal City, Texas, nor the agents and representatives of said City, association, or in good faith carrying out, complying with or attempting to comply with, any order, rule or regulation promulgated pursuant to the provisions of this article shall be liable for any damage sustained to persons as the result of said activity.

(Ord. No. 406-I-2013, § XVII, 4-2-13)

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**Sec. 2-10-118. Severability.**

It is hereby declared to be the intention of the City of Universal City that the sections, paragraphs, sentences, clauses, and phrases of this article are severable and, if any phrase, clause, sentence, paragraph, or section of this Plan shall be declared unconstitutional by the valid judgment or decree of any court of competent jurisdiction, such unconstitutionality shall not affect any of the remaining phrases, clauses, sentences, paragraphs, and sections of this Plan, since the same would not have been enacted by the City of Universal City without the incorporation into this Plan of any such unconstitutional phrase, clause, sentence, paragraph, or section.

(Ord. No. 406-I-2013, § XVIII, 4-2-13)

**Sec. 2-10-119. This article to prevail if conflict.**

In the event any section of this article conflicts in effect or application with any other section of the Code or ordinance, the section(s) of this chapter shall prevail.

(Ord. No. 406-I-2013, § XIX, 4-2-13)

**Sec. 2-10-120. Reserved.**

## **ARTICLE V. DROUGHT RESPONSE PLAN<sup>1</sup>**

### **Sec. 2-10-101. Declaration of policy, purpose, and intent.**

In order to conserve the available water supply and protect the integrity of water supply facilities, with particular regard for domestic water use, sanitation, and fire protection, and to protect and preserve public health, welfare, and safety and minimize the adverse impacts of water supply shortage or other water supply emergency conditions, the City of Universal City hereby adopts the following regulations and restrictions on the delivery and consumption of water.

Water uses limited or prohibited under this Drought Response Plan (the Plan) are considered to be nonessential and continuation of such uses during times of water shortage or other emergency water supply conditions are deemed to constitute a waste of water which subjects the offender(s) to penalties as defined in Section X [section 2-10-110] of this Plan.

(Ord. No. 406-I-2013, § I, 4-2-13)

### **Sec. 2-10-102. Public Education and Outreach.**

The City of Universal City will periodically provide the public with information about the Plan, including information about the conditions under which each stage of the Plan is to be initiated or terminated and the drought response measures to be implemented in each stage. This information will be provided on the utility bill, by means of utility bill inserts or mailouts.

(Ord. No. 406-I-2013, § II, 4-2-13)

The city will afford an opportunity for the public to provide input into the preparation of the Plan by means of providing a public notice and holding a public meeting on a specified date and time with 72 hours' notice at the City Council Chambers. The purpose of this meeting will be to accept input on the Plan.

**Commented [AF1]:** Added in per TCEQ requirements.

### **Sec. 2-10-103. Coordination with regional water planning groups.**

The service area of the City of Universal City is located within the Senate Bill 1 - Region L (South Central Texas Region) and City of Universal City has provided a copy of this Plan to the South Central Texas Regional Water Planning Group.

(Ord. No. 406-I-2013, § III, 4-2-13)

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<sup>1</sup>Editor's note(s)—Section XX of Ord. No. 406-I-2013, adopted April 2, 2013, superseded the former drought response plan, and enacted new provisions as herein codified. Former Art. V, §§ 2-10-101—2-10-120, derived from Ord. No. 406-H-2009, adopted Feb. 17, 2009; Ord. No. 406-H-1-2009, adopted July 21, 2009; and Ord. No. 406-H-2-2011, adopted June 21, 2011.

Cross reference(s)—Flow requirement standards for plumbing fixtures, § 4-6-80 et seq.

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**Sec. 2-10-104. Authorization.**

The City Manager is hereby authorized and directed to implement the applicable provisions of this Plan upon determination that such implementation is necessary to protect public health, safety, and welfare. The City Manager shall have the authority to initiate or terminate each "Stage" or other water supply emergency response measures as described in this Plan.

(Ord. No. 406-I-2013, § IV, 4-2-13)

**Sec. 2-10-105. Application.**

The provisions of this Plan shall apply to all entities, persons, customers, and property utilizing water provided by the City of Universal City. The terms "person" and "customer" as used in the Plan include individuals, corporations, partnerships, associations, and all other legal entities.

(Ord. No. 406-I-2013, § V, 4-2-13)

**Sec. 2-10-106. Definitions.**

For the purposes of this Plan, the following definitions shall apply:

*Aesthetic use:* The use of water for fountains, waterfalls, and landscape lakes and ponds where such use is entirely ornamental and serves no other functional purpose.

*Agricultural water use:* Irrigation for the purpose of growing crops commercially for human consumption or to use as feed for livestock or poultry.

*Athletic fields:* A sports play field, the essential feature of which is turf grass, used primarily for organized sports for schools, professional sports or sanctioned league play.

*Automatic pool fill:* A water level sensing device that can control a valve to add make-up water to a pool, spa or water feature.

*Beneficial use:* The amount of water that is economically necessary for a purpose not otherwise prohibited by the city, state or federal law or regulation, when reasonable intelligence and reasonable diligence is used in applying water for that purpose.

*Blowdown meter:* A meter that tracks the amount of water discharged from a cooling tower system.

*Bucket:* A bucket or other container holding five (5) gallons or less, used singularly by one (1) person.

*City:* The City of Universal City.

*Concentration:* Recirculated water that has elevated levels of total dissolved solids as compared to the original make-up water.

*Connection:* The delivery point by which water is delivered to the City water system.

*Cooling tower:* An open water recirculation device that uses fans or natural draft to draw or force air to contact and cool water through the evaporative process.

*Drip irrigation:* An irrigation system (drip, porous pipe, etc.) that applies water at low-flow levels directly to the roots of the plant.

*Day:* A 24-hour period beginning at midnight.

Deleted: Director of Public Works  
Deleted: Director of Public Works

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*Discretionary use:* Any use listed as follows or any other use of groundwater that is not an essential use (compare with "essential use"), provided that use of groundwater is essential and not discretionary to the extent the use is necessary to prevent danger to public health, safety, or welfare, or to comply with state or federal law:

- (a) Recreational use to the extent the groundwater is not recycled, including the watering of turf areas.
- (b) Landscape irrigation, including residential, commercial, and public landscapes, golf courses, athletic fields, and cemeteries.
- (c) Filling or maintaining swimming pools.
- (d) Ornamental outdoor fountains and similar features.
- (e) Washing or [of] an impervious outdoor ground covering such as a parking lot, driveway, street, or sidewalk.
- (f) Use in connection with an aquaculture operation, to the extent the groundwater is not recycled.
- (g) Charity car washes, commercial and residential car washes that are not certified as a conservation car wash or do not recycle at least seventy-five (75) percent of the water it uses.

*Domestic water use:* The use of water, other than uses in the "outdoor" category, for personal human needs or for household purposes, such as drinking, bathing, cooling, heating, cooking, sanitation or cleaning, whether the use occurs in a residence or in a commercial or industrial facility.

*Emergency connection:* The delivery point by which water is delivered to the City water system in the event of an emergency.

*Essential use:* Use of water that is:

- (a) Essential to the protection of public health, safety, or welfare, including, but not limited to, use for drinking, food preparation, personal hygiene, public sanitation, control or prevention of disease, and fire fighting; or
- (b) Essential to an industrial use, agricultural or military activity which directly supports gainful employment, unless the use is specifically defined in this plan as discretionary use; or
- (c) Essential to irrigation use for farms and crops.

*Existing facility:* A swimming pool, hot tub or any similar facility, including residential and private facilities, installed during any period for which a drought contingency plan stage has not been declared or during a stage that has been rescinded. This term does not include pools specifically maintained to provide habitat for aquatic life.

*Existing landscape plant:* A landscaping plant existing after such period of time as to accomplish an establishment and maintenance of growth.

*Golf course:* An irrigated and landscaped playing area made up of greens, tees, fairways, roughs and related areas used for the playing of golf.

*Groundwater:* Water within or withdrawn from the Edwards Aquifer or the Carrizo-Wilcox Aquifer.

*Hand-held hose:* A hose attended by one (1) person, fitted with a manual or automatic shutoff nozzle.

*Health care facility:* Any hospital, clinic, nursing home or other health care or medical research facility.

*Hose-end sprinkler:* A sprinkler that applies water to landscape plants that is piped through a flexible, movable hose.

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*Household use:* The use of water, other than uses in the outdoor category, for personal needs or for household purposes, such as drinking, bathing, heating, cooking, sanitation or cleaning, whether the use occurs in a residence or in a commercial or industrial facility.

*Impervious surface:* Any structure or any street, driveway, sidewalk, patio or other surface covered with concrete, brick, paving, tile or other impervious materials.

*Industrial use:* The use of water for or in connection with commercial or industrial activities, including manufacturing, bottling, brewing, food processing, scientific research and technology, recycling, production of concrete, asphalt, and cement, commercial uses of water for entertainment, and hotel or motel lodging, generation of power other than hydroelectric, and other business activities.

*Irrigation system:* Also referred to as in-ground or permanent irrigation system, a system with fixed pipes and emitters or heads that apply water to landscape plants.

*Landscape renovation:* The removal and replacement of existing landscape plants with new landscape plants.

*Landscape watering:* The application of water to grow or maintain plants such as flowers, ground covers, turf or grasses, shrubs, and trees, but for the purposes of these rules does not include:

- (a) Essential use without waste of water by a commercial nursery to the extent the water is used for production rather than decorative landscaping;
- (b) Application of water without waste to a noncommercial family garden or orchard, the produce of which is for household consumption only; and
- (c) Application of water in the morning before 10:00 a.m. and in the evening after 8:00 p.m. by means of a bucket (not to exceed five (5) gallons in capacity), hand-held hose, soaker hose, or properly installed drip irrigation system, immediately next to a concrete foundation solely for the purpose of preventing, and to the extent the watering is necessary to prevent, substantial damage to the foundation or the structure caused by movement of the foundation.

*Landscaping plant:* Any member of the kingdom plantae, including any tree, shrub, vine, herb, flower, succulent, ground cover or grass species that grows or has been planted out-of-doors.

*Livestock:* Cattle, sheep, goats, hogs, poultry, horses, and game, domestic, exotic and other animals and birds, including zoo animals, used for commercial or personal purposes.

*Livestock use:* The use of water for drinking by or washing of livestock.

*Make-up:* Partial refilling due to evaporative water loss and backwashing.

*Make-up meter:* A meter that measures the amount of water entering a cooling tower system.

*Msl:* Elevation above mean sea level.

*New facility:* A swimming pool, hot tub or any similar facility, including residential and private facilities, installed during any current drought contingency plan stage. When the stage is rescinded, the new facility will be treated thereafter as an existing facility. This term does not include wading pools or pools specifically maintained to provide habitat for aquatic life.

*New landscaping plant:* Any plant or seed planted in or transplanted to an area within such period of time as to accomplish a reasonable establishment and maintenance of growth. Application of grass seed to an existing stand of grass or turf is not considered new landscaping for the purposes of this chapter.

*Other outside use:* The use of water outdoors for the maintenance, cleaning and washing of structures and mobile equipment, including automobiles and boats, and the washing of streets, driveways, sidewalks, patios, and other similar areas.

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*Park:* A tract of land, other than a golf course, maintained by a city, private organization, or individual, as a place of beauty or of public recreation.

*Pervious surface:* Any ground surface which can absorb water or other liquids.

*Power production:* The use of water for steam generation and the use of water for cooling and for replenishment of cooling reservoirs.

*Pressure washer:* A machine that uses water or a water based product applied at high pressure to clean impervious surfaces.

*Property address:* The street address of a property, unless multiple street addresses are served by a single meter, in which case the billing address will be used.

*Rain sensor:* A device designed to stop the flow of water to an automatic irrigation system when rainfall has been detected.

*Reduction goals:* The percentages of reduction in water use from certified baseline use volumes that are imposed in connection with the respective stages. The following reduction goals are the established minimum reduction goals for each Demand Reduction Stage:

*Stage I:* Twenty (20) percent correlative water level: Index Well J-17 falls to or is less than six hundred sixty (660) feet msl based on a ten-day rolling average calculated and determined by the Edwards Aquifer Authority.

*Stage II:* Thirty (30) percent correlative water level: Index Well J-17 falls to or is less than six hundred fifty (650) feet msl based on a ten-day rolling average calculated and determined by the Edwards Aquifer Authority.

*Stage III:* Thirty-five (35) percent correlative water level: Index Well J-17 falls to or is less than six hundred forty (640) feet msl based on a ten-day rolling average calculated and determined by the Edwards Aquifer Authority. Alternatively, Stage III may be implemented before or after the J-17 levels described above as deemed necessary by the City Manager.

*Stage IV:* Forty (40) percent correlative water level: Index Well J-17 falls to or is less than six hundred thirty (630) feet msl based on a ten-day rolling average calculated and determined by the Edwards Aquifer Authority or the City Manager declares an emergency water shortage condition exists.

These stages are not cumulative. For example, the total reduction from certified baseline use volume to be achieved for Stage III is thirty-five (35) percent.

*Schertz-Seguin Local Government Corporation:* A nonprofit corporation of the State of Texas, created and existing under the laws of the State, including the Texas Transportation Corporation Act, as amended, Texas Transportation Code Section 431.001 et seq., the City of Schertz, Texas, a home-rule city ("Schertz"); the City of Seguin, Texas, a home-rule city ("Seguin");

*Reused water:* Water that has been recycled or reclaimed after it has been used for any beneficial purpose.

*Soaker hose:* Plastic or flexible hose with holes that send a fine spray in the air. Also includes flexible leaky hoses that emit water across the entire length based on water pressure, and connect directly to a flexible hose or spigot.

*Spa:* Any substructure associated with a swimming pool often described as a hot tub.

*Sprinkler:* An emitter that applies water to the landscape plants in a stream that travels through the air. Sprinkler irrigation can be applied by an irrigation system or hose-end sprayer or a soaker hose that sprays water in the air.

**Swimming pool:** Any structure, basin, chamber, or tank including hot tubs containing an artificial body of water for swimming, diving, or recreational bathing, and having a depth of two (2) feet or more at any point.

- (a) **Private residential swimming pool.** Any swimming pool located on private property under the control of the homeowner, the use of which is limited to swimming or bathing by the homeowner's family or invited guests.
- (b) **Public swimming pool.** Any swimming pool, other than a private residential swimming pool, intended to be used collectively by persons for swimming or bathing, operated by any person as defined herein, whether owner, lessee, operator, licensee, or concessionaire, regardless of whether a fee is charged for such use. The term includes, but is not limited to, apartment community pools, condominium association pools and community association pools.

**TDS:** Total dissolved solids.

**Trigger level:** The mean sea level of the Edwards Aquifer as indicated by the J-17 index well.

**Vegetable garden:** Any noncommercial garden planted primarily for household use. For this use, "noncommercial" includes incidental direct selling of produce from such a vegetable garden to the public.

**Waste:** Water without obtaining maximum beneficial use thereof. Waste shall include, but not limited to, causing, suffering, or permitting a flow of water used for landscape watering to run into any river, creek or other natural watercourse or drain, superficial or underground channel, bayou, or into any sanitary or storm sewer, any street, road or highway or other impervious surface area, or upon the lands of another person or upon public lands. Waste shall also include, but not be limited to, any discharge of water used for commercial, industrial, municipal or domestic purposes to any storm, sanitary sewer, or septic system without the user first having obtained maximum beneficial use thereof. Waste shall also include, but not limited to, failure to repair any controllable leak on property owned by any registered meter holder.

**Water:** Includes, but is not limited to, potable water supplied by a water purveyor, potable water withdrawn from any groundwater well, surface water from any river, creek, natural watercourse, pond, lake or reservoir, and recycled water supplied by a water purveyor.

**Watering day:** A day designated for landscape watering limited to the standard 24-hour period of 12:00 a.m. to midnight. Thus, if it is Stage I and Wednesday is a designated watering day, the period of time referenced is Wednesday morning between 12:00 a.m. to 10:00 a.m., and Wednesday evening between 8:00 p.m. and midnight.

**Watering days and hours:** A day designated for landscape watering, limited as follows:

Last Digit of Address	Day
0 and 1	Monday
2 and 3	Tuesday
4 and 5	Wednesday
6 and 7	Thursday
8 and 9	Friday

- (a) Stage I is limited to the morning hours from midnight to 10:00 a.m. and the evening hours from 8:00 p.m. to midnight. Thus, if Friday is a designated watering day, the period of time referenced is Friday morning between 12:00 a.m. to 10:00 a.m. and Friday evening between 8:00 p.m. and midnight.
- (b) Stage II is limited to the morning hours of 7:00 a.m. to 11:00 a.m., and the evening hours of 7:00 p.m. to 11:00 p.m.
- (c) Stage III is limited to the morning hours of ~~7:00 a.m. to 10:00 a.m., and the evening hours of 8:00 p.m. to 11:00 p.m.~~ **Monday, Wednesday, and Friday** for irrigation by drip irrigation, or five-gallon bucket.

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Landscape irrigation with a soaker hose, in-ground irrigation system or hose-end sprinkler is permitted ~~once a week after Stage III has been declared only on the designated watering day in Stages I and II during the hours of 7:00 a.m. to 10:00 a.m. and 8:00 p.m. to 11:00 p.m.~~ Landscape watering with a handheld hose is allowed at any time on any day.

- (d) During Stage IV, Stage III landscape irrigation restrictions remain in effect. Additional restrictions on water use may be established at the discretion of the Edwards Aquifer Authority or City Council.

*Water utility:* Water used for withdrawal, treatment, transmission and distribution by potable water systems.

(Ord. No. 406-I-2013, § VI, 4-2-13)

### Sec. 2-10-107. Criteria for initiation and termination of drought response stages.

The City Manager shall monitor water supply and/or demand conditions on a weekly basis and shall determine when conditions warrant initiation or termination of each stage of the Plan, that is, when the specified "triggers" are reached. The City Manager, or designee, may declare later stages of drought or delay a later stage of drought when deemed necessary.

The City triggering criteria for initiation described below are based on the aquifer stage conditions. The aquifer conditions shall be based on the Edwards Aquifer water levels in Well AY-68-37-203 in San Antonio (also known as "Dodd Field Test Well" or "J-17") as set out in this section. These trigger levels were mandated by the Edwards Aquifer Authority.

The City triggering criteria for termination described below are based on when the Edwards Aquifer trigger levels at the J-17 Index Well is above the same stage trigger level for ~~ten (10) consecutive days~~. The City Manager, or his/her designee, shall monitor consistency of aquifer level to determine if conditions warrant termination of the measures, and such determination shall include consideration of pumpage trends, seasonal adjustments, and current and forecast precipitation unless conditions significantly change to warrant an earlier review for stage termination. After due consideration of all of the above-described conditions, the City Manager may declare the measures terminated.

#### Stage I Triggers—Aquifer Awareness

*Requirements for initiation.* Customers shall be required to conserve water and adhere to the prescribed limitations on certain water uses, defined in Section VII [section 2-10-106], Definitions, when the Edwards Aquifer index well, J-17, level falls to or is less than six hundred sixty (660) feet msl based on a ten-day rolling average calculated and determined by the Edwards Aquifer Authority. The water use reduction goal for this stage is twenty (20) percent.

*Requirements for termination.* Stage I of the Plan may be rescinded only when the Edwards Aquifer level at the J-17 Index Well is above the trigger level of six hundred sixty (660) msl for ~~ten (10) consecutive days~~ and it is determined conditions warrant termination of the measures.

#### Stage II Triggers—Aquifer Watch

*Requirements for initiation.* Customers shall be required to conserve water and adhere to the prescribed limitations on certain water uses, defined in Section VII [section 2-10-106], Definitions, when the Edwards Aquifer index well, J-17 aquifer level falls to or is less than six hundred fifty (650) feet msl based on a ten-day rolling average calculated and determined by the Edwards Aquifer Authority. The water use reduction goal for this stage is thirty (30) percent.

*Requirements for termination.* Stage II of the Plan may be rescinded only when Edwards Aquifer level at the J-17 Index Well are above the trigger level of six hundred fifty (650) feet msl for ~~ten (10) consecutive days~~

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and it is determined conditions warrant termination of the measures. Conditions will determine if all restrictions are terminated or if a previous less restrictive stage will apply.

*Stage III Triggers—Aquifer Alert*

*Requirements for initiation.* Customers shall be required to conserve water and adhere to the prescribed limitations on certain water uses, defined in Section VII [section 2-10-106], Definitions, when the Edwards Aquifer index well, J-17 level falls to or is less than six hundred forty (640) feet msl based on a ten-day rolling average calculated and determined by the Edwards Aquifer Authority. Alternatively, Stage III may be implemented before or after the J-17 levels described above as deemed necessary by the City Manager. The water use reduction goal for this stage is thirty-five (35) percent.

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*Requirements for termination.* Stage III of the Plan may be rescinded only when the Edwards Aquifer level at the J-17 Index Well is above the trigger level of six hundred forty (640) feet msl for **ten (10) consecutive days** and it is determined conditions warrant termination of the measures. Conditions will determine if all restrictions are terminated or if a previous less restrictive stage will apply.

*Stage IV Triggers—Emergency Water Shortage Conditions*

*Requirements for initiation.* Customers shall be required to conserve water and adhere to the prescribed limitations on certain water uses, defined in Section VII [section 2-10-106], Definitions, when the Edwards Aquifer index well, J-17 level falls to or less than six hundred thirty (630) feet msl based on a ten-day rolling average calculated and determined by the Edwards Aquifer Authority or the City Manager declares an emergency water shortage condition exists.

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Customers shall be required to comply with these additional requirements and limitations for Stage IV of this Plan when the City Manager or his/her designee determines that a water supply emergency exists based on:

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1. Reduction in available water supply up to a repeat of the drought of record;
2. Major water production or distribution system limitations;
3. Supply source contamination;
4. System outage due to the failure or damage of major water system components; or
5. The Edwards Aquifer Authority board has declared a prohibition of all sprinkler irrigation throughout the entire Edwards Aquifer region.

The water use reduction goal for this stage is forty (40) percent.

*Requirements for termination.* Stage IV of the Plan may be rescinded only when the Edwards Aquifer level at the J-17 Index Well is above the trigger level of six hundred thirty (630) feet msl for **ten (10) consecutive days** and it is determined conditions warrant termination of the measures. Conditions will determine if all restrictions are terminated or if a previous less restrictive stage will apply.

(Ord. No. 406-I-2013, § VII, 4-2-13)

**Sec. 2-10-108. Wasting water, water use reduction measures and drought response stages.**

(1) *Wasting Water.*

- (a) It shall be unlawful for any person or customer to waste water for any use other than described in the Plan.
- (b) Landscape irrigation, using individual sprinklers or sprinkler systems, is prohibited year-round between the hours of 10:00 a.m. and 8:00 p.m. (MANDATORY) when no other water use reduction measures and drought response stages are in effect.

- (c) It shall be a violation if a person or customer allows water to run off onto an impervious street, ditch or drain, or fails to repair a controllable leak.
- (d) Cooling towers (effective April 2013):
  1. Cooling towers not utilizing recycled water, shall operate a minimum of four (4) cycles of concentration.
  2. Newly constructed cooling towers shall be operated with conductivity controllers, as well as make-up and blow down meters.

(2) *Water Use Reduction Measures and Drought Response Stages.* The City Manager or his/her designee shall monitor water supply and/or demand conditions on a daily basis and, in accordance with the triggering criteria set forth in Section VIII [section 2-10-107] of this Plan, shall determine that an aquifer awareness, aquifer watch, aquifer alert, or emergency water shortage condition exists and shall implement the following actions upon publication of notice at City Hall and/or signs posted in public places, city website, Facebook and water utility bills. In addition, the City Manager or his/her designee shall notify directly, or cause to be notified directly, the following individuals and entities, as appropriate for the requisite drought stage: (1) Mayor, (2) Members of the City Council, (3) Police Chief, (4) Fire Chief, (5) City Emergency Management Coordinator, (6) Public Works Director, (7) City Clerk, (8) Code Enforcement Officer, (9) Utility Administration, **(10) all utility customers**, and (11) Parks/streets superintendents and public facilities managers.

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*Stage I Response—Aquifer Awareness*

*Trigger Criteria:* The Edwards Aquifer index well J-17 is at or below six hundred sixty (660) feet msl based on a ten-day rolling average calculated and determined by the Edwards Aquifer Authority.

*Goal:* Achieve a twenty (20) percent reduction in total water use.

*Supply Management Measures:* The City of Universal City will continue its on-going education program, coordination activities, special-use provision, reuse and recycling program, fire hydrant and line monitoring program, and programs with water purveyors and companies. In addition, the City of Universal City shall reduce or discontinue flushing of water mains as far as is practical and prudent. The City will also utilize its Carrizo connection with the Schertz-Seguin Local Government Corporation if deemed appropriate.

*Stage I Water Use Limitations:* Under threat of penalty for violation, the following water use limitations shall apply to all persons:

- (a) Water customers shall comply with mandatory limits of landscape irrigation. Watering days will be based on the last digit of the address:

Last Digit of Address	Day
0 and 1	Monday
2 and 3	Tuesday
4 and 5	Wednesday
6 and 7	Thursday
8 and 9	Friday

If there is no street address associated with the property such as a parkway or if there is more than one (1) street address with a single contiguous property the irrigation day is Wednesday.

- (b) No person may waste water.
- (c) Landscape irrigation with a hand-held hose, drip irrigation system or five-gallon bucket is allowed at any time on any day. UNATTENDED HAND-HELD HOSE WILL BE CONSIDERED THE SAME AS SPRINKLERS.

- (d) Landscape irrigation by means of a soaker hose, hose-end sprinkler or an in-ground sprinkler system is allowed only once a week on the designated watering day as determined by the last digit street address but limited to the morning hours from midnight to 10:00 a.m. and the evening hours from 8:00 p.m. to midnight.
- (e) ~~No residential or nonresidential property owners may use water to pressure wash an impervious outdoor ground covering such as a parking lot, driveway, street, or sidewalk unless for health or safety reasons. Residential and nonresidential property owners may pressure wash their property for health and safety or in preparation of residential property maintenance such as for painting.~~
- (f) No person may allow irrigation runoff to escape from that person's land.
- (g) Restaurants and other eating establishments are prohibited from serving water to customers except upon request of the customer.
- (h) Residential car washing and mobile equipment (e.g., washing vehicles at a residence) is permitted only on Saturday and Sunday with a pressure washer, hand-held hose equipped with an automatic shut-off nozzle or bucket of five (5) gallons or less, without waste. Fleet Managers are encouraged to only wash those vehicles as is necessary for health and safety.
- (i) Charity car washes are prohibited except at a commercial car wash that recycles at least seventy-five (75) percent of the water it uses or that is certified as a conservation car wash.
- (j) Water customers are requested to practice water conservation and to minimize or discontinue water use for nonessential purposes.
- (k) All nonpublic swimming pools must have a minimum of twenty-five (25) percent of the surface area covered with evaporation screens when not in use. Inflatable pool toys or floating decorations may be used. ~~Auto fill feature shall be turned off.~~
- ~~(l) Groundwater may be used to replenish swimming pools to maintenance level. Draining of swimming pools is permitted only onto a pervious surface or onto a pool deck where the water is transmitted directly to a pervious surface, only if:~~
  - ~~1. Draining excess water from the pool due to rain to lower the water to the maintenance level;~~
  - ~~2. Repairing, maintaining, or replacing a pool component that has become hazardous; or~~
  - ~~3. Repairing a pool leak.~~

~~Refilling of swimming pools permitted only if pool has been drained for the repairs, maintenance or replacement set out in items 2, or 3, above.~~
- (m) ~~Newly installed nonpublic swimming pools may be filled to maintenance level.~~
- ~~(n) Use of fountains, waterfalls, or other aesthetic water features, outdoors is prohibited.~~
- (o) Use of Edwards Aquifer water for the irrigation of golf course greens, tees, and fairways is prohibited except on designated watering days between the hours 12:00 midnight and 10:00 a.m. and between 8:00 p.m. and 12:00 midnight. However, if the golf course utilizes water source other than that provided from the Edwards Aquifer, the facility shall not be subject to these regulations.
- ~~(p) Sprinkler system maintenance and testing is prohibited except on designated watering days between the hours 8:00 a.m. and 12:00 noon and between 7:00 p.m. and 11:00 p.m.~~
- (q) ~~Essential and utility use - (VOLUNTARY).~~
  - a. Fire fighting - no restrictions.
  - b. Medical use by health care facilities - no restrictions.

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- c. Water utility use:
  - i. Leak detection and system repairs are recommended.
  - ii. Sewer line flushing - reduction is recommended.
  - iii. Fire hydrant flushing - reduction is recommended.

**Stage II Response—Aquifer Watch**

*Trigger Criteria:* The Edwards Aquifer index well J-17 is at or below six hundred fifty (650) feet msl based on a ten-day rolling average calculated and determined by the Edwards Aquifer Authority.

*Goal:* Achieve a thirty (30) percent reduction in total water use.

*Supply Management Measures:* In addition to the supply management measures for Stage I, the City of Universal City will closely monitor the system for leaks and provide rapid repairs and reduce or discontinue the irrigation of public landscaped areas. The City will also utilize its Carrizo connection with the Schertz-Seguin Local Government Corporation if deemed appropriate.

*Stage II Water Use Limitations:* Under threat of penalty for violation, the following water use limitations shall apply to all persons:

- (a) All of the limitations and prohibitions applicable in Stage I apply in Stage II unless otherwise specified as follows.
- (b) Irrigation with a soaker hose, hose-end sprinkler or in-ground irrigation system is allowed only once a week on the designated watering day as determined by address during the hours of 7:00 a.m. to 11:00 a.m. and 7:00 p.m. to 11:00 p.m.
- (c) Landscape irrigation with a drip irrigation system or five-gallon bucket is allowed during the Stage II hours of 7:00 a.m. to 11:00 a.m. and 7:00 p.m. to 11:00 p.m. on any day. Landscape irrigation with a hand-held hose is allowed at any time on any day. UNATTENDED HAND-HELD HOSE WILL BE CONSIDERED THE SAME AS SPRINKLERS.

- ~~(d) No person may use groundwater for an ornamental outdoor fountain or similar feature, unless the water is recycled and the only additional groundwater used for the feature is to compensate for evaporative losses.~~
- ~~(e) Athletic Fields: Public or private owners of an athletic field must comply with the provisions of this Plan unless an administrative waiver has been approved by the City Manager.~~
- ~~(f) Use of water from hydrants shall be limited to fire fighting, related activities, or other activities necessary to maintain public health, safety, and welfare, except that use of water from designated fire hydrants for construction purposes may be allowed under special permit from the City of Universal City.~~
- ~~(g) No residential or nonresidential property owners may use water to pressure wash an impervious outdoor ground covering such as a parking lot, driveway, street, or sidewalk unless for health or safety reasons. Residential and nonresidential property owners may pressure wash their property for health and safety or in preparation of residential property maintenance such as for painting.~~

**Stage III Response—Aquifer Warning**

*Trigger Criteria:* The Edwards Aquifer index well J-17 is at or below six hundred forty (640) feet msl based on a ten-day rolling average calculated and determined by the Edwards Aquifer Authority. Alternatively, Stage III may be implemented before or after the J-17 levels described above as deemed necessary by the City Manager.

*Goal:* Achieve a thirty-five (35) percent reduction in total water use.

**Moved up [1]:** Groundwater may be used to replenish swimming pools to maintenance level. Draining of swimming pools is permitted only onto a pervious surface or onto a pool deck where the water is transmitted directly to a pervious surface, only if: ¶

1. Draining excess water from the pool due to rain to lower the water to the maintenance level; ¶
2. Repairing, maintaining, or replacing a pool component that has become hazardous; or ¶
3. Repairing a pool leak. ¶

Refilling of swimming pools permitted only if pool has been drained for the repairs, maintenance or replacement set out in items 2. or 3., above.

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*Supply Management Measures:* In addition to the supply management measures in Stages I and II, the City of Universal City will patrol the system for any waste of water and will issue citations as required. The City will also utilize its Carrizo connection with the Schertz-Seguin Local Government Corporation if deemed appropriate.

*Stage III Water Use Limitations:* All requirements of Stage I and II shall remain in effect during Stage III unless otherwise specified as follows:

(a) Landscape irrigation by drip irrigation system or five-gallon bucket is allowed on every Monday, Wednesday, and Friday only during the Stage III hours of 7:00 a.m. to ~~10:00 a.m.~~ and ~~8:00 p.m.~~ to 11:00 p.m.. Landscape irrigation with a hand-held hose is allowed at any time on any day. UNATTENDED HAND-HELD HOSE WILL BE CONSIDERED THE SAME AS SPRINKLERS.

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(b) Landscape irrigation with a soaker hose, an in-ground irrigation system or hose-end sprinkler is permitted every other week beginning on the second Monday after Stage III has been declared and only on the designated water day assigned in Stages I and II during the hours of 7:00 a.m. to ~~10:00 a.m.~~ and ~~8:00 p.m.~~ to 11:00 p.m.

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(c) No person may use groundwater for an ornamental outdoor fountain or similar feature.

~~(d) No residential or nonresidential property owners may use water to pressure wash an impervious outdoor ground covering such as a parking lot, driveway, street, or sidewalk unless for health or safety reasons. Residential and nonresidential property owners may pressure wash their property for health and safety or in preparation of residential property maintenance such as for painting.~~

#### Stage IV Response—Emergency Water Shortage Conditions

##### Trigger Criteria:

- (1) The Edwards Aquifer index well J-17 is at or below six-hundred thirty (630) feet msl based on a ten-day rolling average calculated and determined by the Edwards Aquifer Authority or the City Manager declares an emergency water shortage condition exists;
- (2) Reduction in available water supply up to a repeat of the drought of record;
- (3) Major water production or distribution system limitations;
- (4) Supply source contamination;
- (5) System outage due to the failure or damage of major system components; or
- (6) The Edwards Aquifer Authority board has declared a prohibition of all sprinkler irrigation throughout the entire Edwards Aquifer region.

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*Goal:* Achieve a forty (40) percent reduction in total water use.

*Supply Management Measures:* The City of Universal City will continue to implement the supply management measures of Stages I, II, and III, as well as utilize its Carrizo connection with the Schertz-Seguin Local Government Corporation and its emergency connection with the City of Selma if deemed appropriate by both Cities.

*Water Use Limitations:* All requirements of Stage I, II and III shall remain in effect during Stage IV unless otherwise specified as follows:

- (a) Stage III landscape irrigation restrictions remain in effect.
- (b) Use of water to wash any motor vehicle, motorbike, boat, trailer, airplane, recreational vehicle or other vehicle is absolutely prohibited except at car washes that recycle at least seventy-five (75) percent of the water it uses or that is certified as a conservation car wash.

- (c) Implementation of additional drought contingency measures may be applied by the direction of the Edwards Aquifer Authority.
- (d) A surcharge equal to two times (2 x) the current rate per Ordinance ~~149-M-31-05~~ 149-M-31-9-2023 as amended for all classes of customers will be charged to any customer who consumes more gallons than shown in the table below for each respective class of customers.

**2 x the Volume Rate**  
(Per 1,000 Gallons)  
**All Months**

*Single-Family Residential and Irrigation\**

For Monthly Use Between:	In City	Out of City
10,000 to 19,999 gallons	2 x current rate	n/a
20,000 – 40,999 gallons	2 x current rate	n/a
41,000 – 99,999,999 gallons	2 x current rate	n/a

*Multifamily Residential and Irrigation Per Dwelling Unit\*\**

For Monthly Use Between:	In City	Out of City
5,000 – 6,999 gallons	2 x current rate	2 x current rate
7,000 – 7,999 gallons	2 x current rate	2 x current rate
8,000 – 99,999,999 gallons	2 x current rate	2 x current rate

*Separate Commercial Irrigation Meters*

For Monthly Use Between:	In City	Out of City	Combined Inside-Outside City
51,000 to 100,999 gallons	2 x current rate	2 x current rate	2 x current rate
101,000 to 200,999 gallons	2 x current rate	2 x current rate	2 x current rate
201,000 to 300,999 gallons	2 x current rate	2 x current rate	2 x current rate
301,000 to 400,999 gallons	2 x current rate	2 x current rate	2 x current rate
401,000 gallons and over	2 x current rate	2 x current rate	2 x current rate

(Ord. No. 406-I-2013, § VIII, 4-2-13; Ord. No. 406-I-1-2013, § 1, 5-7-13)

**Sec. 2-10-109. Violations.**

It shall be a violation of this article for any person in the corporate city limits of Universal City who intentionally, knowingly, recklessly, or criminally negligently to allow or cause water waste, to allow or cause landscape watering outside the prescribed hours for landscape watering, or to allow or cause any violation of any provision of this article.

(Ord. No. 406-I-2013, § IX, 4-2-13)

**Sec. 2-10-110. Continued violations.**

At locations of three (3) repeated or continued violations during the same calendar year, the Code Enforcement Officer shall have the authority to issue citations and the City Manager shall have the authority to discontinue the supply of potable water to the registered meter holder.

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(Ord. No. 406-I-2013, § X, 4-2-13)

**Sec. 2-10-111. Enforcement.**

- (a) No person shall knowingly or intentionally allow the use of water from the City of Universal City for residential, commercial, industrial, agricultural, governmental, or any other purpose in a manner contrary to any provision of this Plan, or in an amount in excess of that permitted by the drought response stage in effect at the time pursuant to action taken by the City Manager in accordance with provisions of this Plan.
- (b) Any person who violates this Plan is guilty of a misdemeanor and, upon conviction shall be punished by a fine of not less than one hundred dollars (\$100.00) and not more than three hundred dollars (\$300.00) during Stage I, by a fine of not less than three hundred fifty dollars (\$350.00) and not more than five hundred dollars (\$500.00) during Stage II, by a fine of not less than five hundred fifty dollars (\$550.00) and not more than seven hundred dollars (\$700.00) during Stage III, by a fine of not less than seven hundred fifty dollars (\$750.00) and not more than one thousand dollars (\$1,000.00) during Stage IV. Each occurrence that one (1) or more of the provisions in this Plan is violated shall constitute a separate offense. If a person is convicted of three (3) or more distinct violations of this Plan during a calendar year, the City Manager shall, upon due notice to the customer, be authorized to discontinue water service to the premises where such violations occur. Services discontinued under such circumstances shall be restored only upon payment of a reconnection charge and any other costs incurred by the City of Universal City in discontinuing service. In addition, suitable assurance must be given by the customer to the City Manager in writing that the same action shall not be repeated while the Plan is in effect. Compliance with this Plan may also be sought through injunctive relief in the district court.
- (c) Any person, including a person classified as a water customer of the City of Universal City, in apparent control of the property where a violation occurs or originates shall be presumed to be the violator, and proof that the violation occurred on the person's property shall constitute a "rebuttable presumption" that the person in apparent control of the property committed the violation. Parents shall be presumed to be responsible for violations of their minor children and proof that a violation, committed by a child, occurred on property within the parent's control shall constitute a rebuttable presumption that the parent committed the violation. Further, a water customer shall be held responsible for a violation committed by a guest, relative or any other occupant of the property.
- (d) The Code Enforcement Officer or other City employee designated by the City Manager, including police officers, may issue a citation to a person he/she reasonably believes to be in violation of this article. The citation shall be prepared in triplicate and shall contain the name and address of the alleged violator, if known, the offense charged, and shall direct him/her to appear in the municipal court on the date shown on the citation. The alleged violator shall be served a copy of the citation. Service of the citation shall be complete upon delivery of the citation to the alleged violator. The alleged violator shall appear in municipal court to enter a plea. If the alleged violator fails to appear in municipal court, a warrant for his/her arrest may be issued.

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(Ord. No. 406-I-2013, § XI, 4-2-13)

**Sec. 2-10-112. Exceptions.**

The Public Works Director or other city employee designated, may, in writing, grant temporary exception for existing water uses otherwise prohibited under this Plan if it is determined that failure to grant such exception would cause an emergency condition adversely affecting the health, sanitation, or fire protection for the public or the person requesting such exception and if one (1) or more of the following conditions are met:

- (a) Compliance with this Plan cannot be technically accomplished during the duration of the water supply shortage or other condition for which the Plan is in effect; or
- (b) Alternative methods can be implemented which will achieve the same level of reduction in water use.

(Ord. No. 406-I-2013, § XII, 4-2-13)

**Sec. 2-10-113. Administrative waivers.**

Administrative waivers may only be considered for newly installed landscapes located at new residential and commercial properties, and public and private athletic fields.

Persons requesting a waiver from the provisions of this article shall file a petition for an administrative waiver with the Director of Public Works within five (5) days after adoption of the Plan or after a particular drought response stage has been invoked. All petitions for administrative waivers shall be reviewed and considered for approval by the Director of Public Works or other designated City employee, and shall include the following:

- (a) Name and address of the petitioner(s).
- (b) Purpose of water use.
- (c) Specific provision(s) of the Plan from which the petitioner is requesting relief.
- (d) Detailed statement as to how the specific provision of the Plan adversely affects the petitioner or what damage or harm will occur to the petitioner or others if petitioner complies with this article.
- (e) Description of the relief requested.
- (f) Period of time for which the exception is sought.
- (g) Alternative water use restrictions or other measures the petitioner is taking or proposes to take to meet the intent of this Plan and the compliance date.
- (h) Any other pertinent information.

Waivers granted by the Director of Public Works shall be subject to the following conditions:

- (a) Waivers for newly planted landscapes may qualify for a three-week exception from the one-day-per-week watering rules. The property owner shall specify the date of landscape installation. If the request is approved, a letter of confirmation stating the duration of the permit will be mailed to the applicant. Over-seeding existing turf or other landscape is not considered new landscape and will not be given a waiver.
- (b) Waivers for athletic fields shall be in the interest to maintain safety. There are two (2) options for requesting a variance to athletic field watering restrictions for safety reasons:
  - 1. Each athletic field may be watered once a week between midnight and 8:00 a.m. or 8:00 p.m. to midnight during Stages I, II and III.

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2. For campuses with multiple fields, each field may be irrigated on a separate day if time does not allow for irrigation of all fields on a single day within the specified hours. On the application please indicate the day of the week each field will be watered.

~~(e) Waivers granted shall expire when the drought response stage is no longer in effect, unless the petitioner has failed to meet specified requirements.~~

No waiver granted by the Public Works Department shall be retroactive or otherwise justify any violation of this Plan occurring prior to the issuance of the waiver.

(Ord. No. 406-I-2013, § XIII, 4-2-13)

#### Sec. 2-10-114. Nuisance.

The violation of any part of this chapter shall be a nuisance which may be abated and enjoined by the City of Universal City. Any person creating a public nuisance shall be subject to the provision of the Code governing such nuisances, including reimbursing the City of Universal City for any costs incurred in removing, abating or remedying said nuisance. The owner of any property where said nuisance has occurred shall be liable to the City, acting through and on behalf of the City of Universal City, for the cost of such abatement and shall pay such cost on demand and the City, acting through and on behalf of the City, shall have a right to file a lien on the property to secure payment of the cost of such abatement.

(Ord. No. 406-I-2013, § XIV, 4-2-13)

#### Sec. 2-10-115. Access to premises.

The City of Universal City and all persons or agents employed thereby shall, at all reasonable hours, contact property owner/customer to make an appointment to gain access to premises to ascertain if water is being wasted within the corporate limits of the City and whether provisions of the Plan have been, and are being, complied with in all respects. In the event of an emergency where City personnel cannot make contact with property owner/customer and it is determined that water is being wasted, the City shall turn off water service to the property at issue until such emergency is addressed.

(Ord. No. 406-I-2013, § XV, 4-2-13)

#### Sec. 2-10-116. Reporting requirements.

Upon implementation of "Stage I—Aquifer Awareness," City reporting requirements will be in compliance with the Edwards Aquifer Authority adopted Code Chapter 715 Subchapter E (Critical Period Management Rules).

(Ord. No. 406-I-2013, § XVI, 4-2-13)

#### Sec. 2-10-117. Liability.

Nonliability for the City or of the persons carrying out the provisions of this article: This article is an exercise of the City of its governmental functions for the protection of the public, peace, health, and safety and neither the City of Universal City, Texas, nor the agents and representatives of said City, association, or in good faith carrying out, complying with or attempting to comply with, any order, rule or regulation promulgated pursuant to the provisions of this article shall be liable for any damage sustained to persons as the result of said activity.

(Ord. No. 406-I-2013, § XVII, 4-2-13)

**Deleted:** (c) Waivers may be granted for filling a newly installed nonpublic swimming pool with groundwater.¶  
(d) Waivers may be granted for pressure washing at a residential or commercial property for general property maintenance purposes.¶

**Deleted:** c

**Deleted:** Director of Public WorksDirector of Public Works

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**Sec. 2-10-118. Severability.**

It is hereby declared to be the intention of the City of Universal City that the sections, paragraphs, sentences, clauses, and phrases of this article are severable and, if any phrase, clause, sentence, paragraph, or section of this Plan shall be declared unconstitutional by the valid judgment or decree of any court of competent jurisdiction, such unconstitutionality shall not affect any of the remaining phrases, clauses, sentences, paragraphs, and sections of this Plan, since the same would not have been enacted by the City of Universal City without the incorporation into this Plan of any such unconstitutional phrase, clause, sentence, paragraph, or section.

(Ord. No. 406-I-2013, § XVIII, 4-2-13)

**Sec. 2-10-119. This article to prevail if conflict.**

In the event any section of this article conflicts in effect or application with any other section of the Code or ordinance, the section(s) of this chapter shall prevail.

(Ord. No. 406-I-2013, § XIX, 4-2-13)

**Sec. 2-10-120. Reserved.**

## CITY OF UNIVERSAL CITY

Date: 08/15/2024

**TO:** City Council  
**FROM:** Kim M. Turner, City Manager  
**SUBJECT:** Ordinance 525-X-2024 Municipal Solid Waste Annual CPI Adjustment

**Historical Background**

Waste Management has delivered to the City a copy of its annual CPI/fuel adjustment methodology. The attached Ordinance provides for a revision of Schedule A of the contract. The residential rate per unit per month will increase from \$26.27 to \$26.87. Per the contract, the rate takes effect automatically. However, it is important for the Council to adopt the new rate, so the City's Code of Ordinances contains the latest data.

**Action Requested**

City Council approval of Ordinance 525-X-2024. Requires two readings.

**Procurement Methodology**

This is an Ordinance revision only and requires no procurement by the City.

**Source and Amount of Funding**

This is an Ordinance revision only and requires no funding by the City.

**Staff Recommendation**

Approve Ordinance 525-X-2024 to update the City's Code of Ordinances.

**ORDINANCE NUMBER: 525-X-2024**

**AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF UNIVERSAL CITY, TEXAS, REVISING 525-U-2021, SCHEDULE A (BASE RATES) AS PROVIDED IN SECTION 2-3-9 MODIFICATION OF RATES, EXHIBIT "A"; PROVIDING FOR SEVERABILITY; AND PROVIDING FOR AN EFFECTIVE DATE**

**WHEREAS**, the City of Universal City, Texas ("City") is a Texas Home Rule City possessing the full power of local self-government pursuant to Article 11, Section 5 of the Texas constitution, Section 51.072 of the Texas Local Government Code, and the City's Home Rule Charter; and

**WHEREAS**, pursuant to Texas Health and Safety Code Section 364.033, in August 2021, the City authorized a contract with a Waste Management of Texas to furnish solid waste collection, transportation, handling, storage, or disposal services per Ordinance 525-U-2021; and

**WHEREAS**, the contract established rates for collection of solid waste for all residences and businesses in the City and authorized contractor to make annual rate adjustments as outlined in Section 2-3-9 Modification to Rates (codified); and

**WHEREAS**, contractor has presented City with its Municipal Solid Waste Annual Adjustment.

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

**SECTION 1. Code of Ordinances Amended.** The Code of Ordinances of the City of Universal City, Part II, Chapter 2-3, Schedule A is hereby deleted in its entirety and replaced it with new Chapter 2-3, Schedule A as provided in the attached **EXHIBIT A**, incorporated fully herein.

**SECTION 2. Continuation clause.** All provisions of the Code of Ordinances of the City of Universal City not herein amended or repealed shall remain in full force and effect.

**SECTION 3. Repealer clause.** All other ordinances or parts of ordinances in conflict herewith are hereby repealed to the extent that they are in conflict.

**SECTION 4. Severability clause.** If any provisions of this ordinance shall be held void or unconstitutional, it is hereby provided that all other parts of the same which are not held void or unconstitutional shall remain in full force and effect.

**SECTION 5.** This Ordinance shall be construed shall be construed and enforced in accordance with the laws of the State of Texas and the United States of America.

**SECTION 6.** It is officially found, determined, and declared that the meeting at which this Ordinance is adopted was open to the public and public notice of the time, place, and subject

matter of the public business to be considered at such meeting, including this Ordinance, was given, all as required by Chapter 551, as amended, Texas Government Code.

**SECTION 7. Effective Date.** This ordinance will take effect upon its passage, approval and publication as provided by law.

**PASSED, on first reading** by the City Council of the City of Universal City on this the \_\_\_\_\_ day of August 2024.

**PASSED AND APPROVED in substantial form, on second reading** by the City Council of the City of Universal City on this the \_\_\_\_\_ of September 2024.

\_\_\_\_\_  
Tom Maxwell, Mayor

Attest:

Approved as to form:

\_\_\_\_\_  
Maribel Garcia, Deputy City Clerk

\_\_\_\_\_  
Cynthia X. Trevino, City Attorney

**EXHIBIT A**

Schedule A  
(Base Rates)

# EXHIBIT A

City of Universal City 9/1/2024 <small>FOR THE CUSTOMER TAB</small>								
RESIDENTIAL RATES (Does Not Include City Franchise Fee)								
1 - WM Provided 96 Gallon Waste Cart - Curbside 2x/wk	\$26.87							
1 - WM Provided 96 Gallon Recycle Cart - Curbside 1x/wk	Included							
Household Hazardous Waste Collectionn - At Your Door	Included							
Brush Waste (6 CY Allowance) - Curbside	Included							
Bulk Waste (Fall & Spring Cleanup) - Convenience Station	Included							
Each Additional WM 96 Gallon Cart (Trash or Recycle)	\$10.47							
Pink Tag/Sticker	\$2.14							
COMMERCIAL HAND COLLECT (Includes 10% Franchise Fee)								
	1XWK	2XWK						
Hand-PU (1-5 Bags)	N/A	N/A						
Hand-PU (5-10 Bags)	N/A	N/A						
Poly Cart-PU (1 Cart)	\$32.92	\$65.69						
Poly Cart-PU (2 Carts)	\$65.69	\$131.66						
Poly Cart-PU (3 Carts)	\$98.75	\$197.49						
Poly Cart-PU (4 Carts)	\$131.66	\$263.31						
COMMERCIAL RATES (Includes 10% Franchise Fee)								
	FREQUENCY PER WEEK							
Container Size / Type	1XWK	2XWK	3XWK	4XWK	5XWK	6XWK	7XWK	EXTRA PU
2 Yard FEL Container	\$60.02	\$120.04	\$180.07	\$240.73	\$299.50	\$299.50	N/A	\$60.02
3 Yard FEL Container	\$90.02	\$153.05	\$270.10	\$360.11	\$450.15	\$378.14	N/A	\$90.02
4 Yard FEL Container	\$102.03	\$240.07	\$360.11	\$480.17	\$600.55	\$720.56	N/A	\$102.03
6 Yard FEL Container	\$137.74	\$306.10	\$540.18	\$720.22	\$900.29	\$1,079.58	N/A	\$137.74
8-Yard FEL Container	\$204.07	\$408.13	\$612.19	\$780.41	\$1,020.32	\$1,196.77	N/A	\$204.07
10 Yard FEL Container	\$299.92	\$600.15	\$900.29	\$1,200.31	\$1,500.39	\$1,814.52	N/A	\$299.92
See Other Charges Or Notes Below								
Delivery	N/A							
Lock Bar, MONTHLY	\$24.32							
Casters MONTHLY	\$24.32							
Redelivery Charge for non payment **	N/A							
Snapshot Charge	Non-Exempt							
TEMPORARY SERVICE								
6 Yard Temp ***	N/A							
8 Yard Temp ***	N/A	*** Temporary Service includes delivery, rental and removal, and disposal						
COMMERCIAL FRONT LOAD COMPACTORS* (Includes or Does Not Inc Franchise Fee?)								
Size	1x	2x	3x	4x	5x	6x	7x	XPU
2 Yard FEL Compactor	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
3 Yard FEL Compactor	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
4 Yard FEL Compactor	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
6 Yard FEL Compactor	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
8 Yard FEL Compactor	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
10 Yard FEL Compactor	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
See Other Charges Or Notes Below								
Delivery	N/A	** Compactor Rate Does Not Include Rental (Choose one and delete the other)						
Lock Bar, MONTHLY	N/A	*Compactor Rate Includes Rental						
Casters	N/A							
Redelivery Fee for non payment:	N/A							
Gate or Enclosure Fee	N/A							
Snapshot Charge	Non-Exempt							
Additional Charge	N/A							
COMMERCIAL FRONT LOAD RECYCLING CONTAINERS (Includes 10% Franchise Fee)								
Size	1x	2x	3x	4x	5x	6x	7x	XPU
2 Yard FEL Container	\$115.71	\$231.42	N/A	N/A	N/A	N/A	N/A	\$115.71
3 Yard FEL Container	\$131.73	\$263.46	N/A	N/A	N/A	N/A	N/A	\$131.73
4 Yard FEL Container	\$175.85	\$351.70	N/A	N/A	N/A	N/A	N/A	\$175.85
6 Yard FEL (Cardboard)	\$263.77	\$527.55	N/A	N/A	N/A	N/A	N/A	\$263.77
8 Yard FEL Cardboard	\$351.70	\$703.41	N/A	N/A	N/A	N/A	N/A	\$351.70
See Other Charges Or Notes Below								
Delivery	N/A							
Lock Bar, MONTHLY	\$26.36							
Casters MONTHLY	\$26.36							
Redelivery Fee for non payment	N/A							
Gate or Enclosure Fee	N/A							
Snapshot Charge	Non-Exempt							
Additional Charge	N/A							
ROLL-OFF RATES (Includes 15% Franchise Fee)								

Container Size / Type	Delivery Rate	Rental Rate	BY Month or Day Rate	Hauling Charge (Per Pull + Disp)	Haul Rate per Pull	Disposal Rate per ton OV6
20 Yard (Open-Top)	\$121.59	\$6.08	Day	\$611.82	N/A	\$46.36
30 Yard (Open-Top)	\$121.59	\$6.08	Day	\$663.57	N/A	\$46.36
40 Yard (Open-Top)	\$121.59	\$6.08	Day	\$695.70	N/A	\$46.36
40 Yard (Open-Top) - City Fall/Spring Cleanup Use*	\$121.59	\$6.08	Day	\$611.82	N/A	\$46.36
20 Yard (Compactor)	N/A	Negotiated	Month	\$588.60	N/A	\$46.36
30 Yard (Compactor)	N/A	Negotiated	Month	\$588.60	N/A	\$46.36
32 Yard (Compactor)	N/A	Negotiated	Month	\$588.60	N/A	\$46.36
34 Yard (Compactor)	N/A	Negotiated	Month	\$588.60	N/A	\$46.36
40 Yard (Compactor)	N/A	Negotiated	Month	\$726.62	N/A	\$46.36
42 Yard (Compactor)	N/A	Negotiated	Month	\$726.62	N/A	\$46.36
Additional Service	N/A	N/A	N/A	N/A	N/A	N/A
REL Charge Rate:			N/A			
TRIP Charge Rate:			N/A			

**NOTES / FREE SERVICES**

City has 2(30YD) Perm Rolloffs at its Public Works Yard and can receive 180 Free Prescheduled Hauls Each Year - Weight cannot exceed 8 Tons Per Haul - WM can Charge Current per ton overage rate OV 8 with a 3 Day Notice of Overage to City. If hauls exceed 180 Permanent free allotment then WM can charge the current haul rate.

City will receive 6(40YD) Temp Rolloffs 2x a year for the Fall & Spring Cleanup held at Public Works Yard. Each cleanup has an allotment of 72 free total hauls between the 6(40YD) Rolloffs. Weight cannot exceed 8 Tons per haul - WM can Charge Current per ton rate OV 8 with a 3 Day Notice of Overage. If hauls exceed 72 free temp haul allotments per event then WM can charge current haul rate.



WM  
1777NE Loop 410, Suite 1001  
San Antonio, TX 78217

August 13, 2024

City of Universal City  
Attn: Kim Turner  
2150 Universal City Blvd.  
Universal City, TX 78148

**Re: Annual Rate Adjustment**

Dear Kim,

WM is pleased to be the current provider of residential solid waste and recycling collection services for the City of Universal City.

Pursuant to Section 9 (CPI Adjustment) of the Municipal Solid Waste Agreement contract base rates for services shall be adjusted by 85% of the average monthly percentage increase of the CPI, US City Average for All Urban Customers, for Garbage and Trash (not Seasonally Adjusted). The 2023 twelve-month average was 568.79; the 2024 twelve-month average was 604.31. The percent, weighted change would be 5.31%. (Please see attached worksheet)

In Section 9. (Fuel Adjustment) base rates shall be adjusted by 15% of the average percentage increase or decrease in the Natural Gas Commercial Price – Texas by the Dept of Energy during the applicable period. The 2023 twelve-month average was 11.93; the 2024 twelve-month average was 9.53. The percent, weighted change would be -3.02% (Please see attached worksheet)

The total annual rate adjustment for September 1, 2024, will be 2.29%

The monthly residential rate per unit per month will increase from \$26.27 to \$26.87.

I have attached reports on how the CPI adjustment for Garbage and Trash; The DOE index for Natural Gas Commercial Price - Texas and a report on how the annual adjustment was calculated. Please review and let me know if there are immediate questions.

As always, WM is grateful for the relationship and partnership that we have with the administration and residents of the City of Universal City, and we look forward to being of service for years to come!

Respectfully,

Gary Gauci  
Public Sector Solutions Manager  
Waste Management of Texas, Inc.  
ggauci@wm.com  
512-484-3819

**City of Universal City  
Annual Rate Adjustment Methodology  
Effective August 12, 2024**

**2022 - 2023 vs 2023 - 2024**

<b>INDEX</b>	<b>2022-2023 12-Month Average</b>	<b>2023-2024 12-Month Average</b>	<b>Change</b>	<b>Change %</b>	<b>Weighting</b>	<b>Applied Rate Adjustment Percentage</b>
BLS CPI-U Garbage & Trash	568.79	604.31	35.52	6.25%	85%	5.31%
EIA/DOE Natural Gas Commercial Price - Texas	11.93	9.53	-2.40	-20.12%	15%	-3.02%

**Total Calculated Annual Rate Adjustment:** **2.29%**

## CITY OF UNIVERSAL CITY

Date: 8/20/2024

**TO:** Members of City Council  
**FROM:** Kim Turner, City Manager  
**SUBJECT:** Discuss and Consider Ordinance 149-M-31-09-2024 (Water Rates)

Attached are the water rates presented and discussed in the budget session that includes a 2% increase in demand charge and a 2% increase in the volume rate.

These rates shall be effective and assessed on the meter readings for utility bills created on and after October 1, 2024, in line with the regular schedules of utility billing practices.

ORDINANCE 149-M-31-09-2024

AN ORDINANCE OF THE CITY OF UNIVERSAL CITY, TEXAS, AMENDING ORDINANCE 149 FEE SCHEDULES; AMENDING ORDINANCE 149-M-31-9-2023 AND REPEALING ALL ORDINANCES OR PARTS OF ORDINANCES IN CONFLICT; AND AMENDING THE UNIVERSAL CITY CODE OF ORDINANCES ACCORDINGLY.

IT IS HEREBY ORDAINED BY THE CITY COUNCIL OF THE CITY OF UNIVERSAL CITY, TEXAS, THAT: Ordinance 149-M and Ordinance 149-M-31-9-2023 shall be amended to change the following fee schedules:

1. The Pass-Through Edwards Aquifer Authority Management Fee, Water Demand and Volume Charge per billing period as per the following tables shall be assessed:

**Fixed Pass-Through Edwards Aquifer Authority Management Fee (Per Month) For All Customers**

<i>Meter Size</i>	<i>In City</i>	<i>Out of City</i>	<i>Combined Inside-Outside City</i>
5/8"	\$ 3.23	\$ 3.23	\$ 3.23
3/4"	\$ 4.85	\$ 4.85	\$ 4.85
1"	\$ 8.08	\$ 8.08	\$ 8.08
1 1/2"	\$ 16.15	\$ 16.15	\$ 16.15
2"	\$ 25.84	\$ 25.84	\$ 25.84
3"	\$ 51.68	\$ 51.68	\$ 51.68
4"	\$ 80.75	\$ 80.75	\$ 80.75
6"	\$161.50	\$161.50	\$161.50
8"	\$258.40	\$258.40	\$258.40
10" Compound Meter	\$370.99	\$370.99	\$370.99
10" Turbine	\$806.49	\$806.49	\$806.49

For sizes not shown, the next larger size shall be issued. Upon request for meters over 8 inches, a proportionate rate shall be established based on meter capacity.

**Fixed Water Demand Charge (Per Month) For All Customers**

<i>Meter Size</i>	<i>In City</i>	<i>Out of City</i>	<i>Combined Inside-Outside City</i>
5/8"	\$ 20.18	\$ 24.21	\$ 23.47
3/4"	\$ 30.24	\$ 36.31	\$ 35.23
1"	\$ 50.39	\$ 60.48	\$ 58.82
1 1/2"	\$ 100.74	\$ 120.89	\$ 117.47
2"	\$ 161.21	\$ 193.44	\$ 187.91
3"	\$ 322.39	\$ 386.90	\$ 375.60
4"	\$ 503.72	\$ 604.49	\$ 586.82
6"	\$1,007.43	\$1,208.93	\$1,173.72
8"	\$1,611.88	\$1,934.26	\$1,877.95
10" Compound Meter	\$2,317.31	\$2,780.78	\$2,694.81
10" Turbine	\$5,037.61	\$6,045.13	\$5,858.24

For sizes not shown, the next larger size shall be issued. Upon request for meters over 8 inches, a proportionate rate shall be established based on meter capacity.

**Volume Rate  
(Per 1,000 Gallons)  
All Months**

Single-Family Residential and Irrigation\*

<i>For Monthly Use Between:</i>	<i>In City</i>	<i>Out of City</i>
1 to 5,999 gallons	\$ 2.60	\$ 3.08
6,000 to 9,999 gallons	\$ 3.89	\$ 4.61
10,000 to 19,999 gallons	\$ 5.12	\$ 6.11
20,000 to 40,999 gallons	\$ 10.21	\$12.21
41,000 gallons and over	\$20.36	\$24.42

Multi-Family Residential with Irrigation Per Dwelling Unit\*\*

<i>For Monthly Use Between:</i>	<i>In City</i>	<i>Out of City</i>
1 to 2,999 gallons	\$ 2.60	\$ 3.08
3,000 to 4,999 gallons	\$ 3.89	\$ 4.61
5,000 to 6,999 gallons	\$ 5.12	\$ 6.11
7,000 to 7,999 gallons	\$10.21	\$12.21
8,000 gallons and over	\$20.36	\$24.42

	<u>Commercial</u>		
	<i>In City</i>	<i>Out of City</i>	<i>Combined Inside-Outside City</i>
ALL USE	\$3.89	\$4.67	\$4.48

<u>Separate Commercial/Multi-Family Irrigation Meters (Potable Water)</u>			
<i>For Monthly Use Between:</i>	<i>In City</i>	<i>Out of City</i>	<i>Combined Inside-Outside City</i>
1 to 50,999 gallons	\$ 3.94	\$ 4.73	\$ 4.04
51,000 to 100,999 gallons	\$ 5.54	\$ 6.65	\$ 5.68
101,000 to 200,999 gallons	\$ 7.75	\$ 9.30	\$ 7.95
201,000 to 300,999 gallons	\$ 10.85	\$13.02	\$11.12
301,000 to 400,999 gallons	\$15.21	\$18.25	\$15.59
401,000 gallons and over	\$21.28	\$25.54	\$21.80

<u>Separate Commercial Irrigation Meter (Reuse Water)</u>			
	<i>In City</i>	<i>Out of City</i>	<i>Combined Inside-Outside City</i>
ALL USE	\$7.98	\$7.98	\$7.98

\* Volumetric sum of the customer’s domestic and irrigation water use shall be the basis for calculating the volume charge.

\*\* Volumetric sum of the customer’s domestic with irrigation water use shall be the basis for calculating the volume charge. This total volume shall be divided by the number of dwelling units (DU’s) in the associated multi-family complex to arrive at the average water use per DU). This then is the basis for calculating the volume charge per DU. This volume charge per DU shall then be multiplied by the associated number of DU’s to arrive at the total volume charge for the customer.

2. These rates shall be effective and assessed to all customers beginning with utility bills rendered on or after October 1, 2024.
3. The Universal City Code of Ordinances, Section 1-4-40, (Y)(2), shall be amended accordingly.
4. All Ordinances or parts of ordinances in conflict herewith, to the extent of such conflict, are hereby repealed.

PASSED on first reading by the City Council of the City of Universal City on this the 20<sup>th</sup> day of August, 2024.

PASSED AND APPROVED on second reading by the City Council of the City of Universal City on this the 3<sup>rd</sup> day of September, 2024.

CITY OF UNIVERSAL CITY, TEXAS

APPROVED:

\_\_\_\_\_  
 Tom Maxwell, Mayor

ATTEST:

APPROVED FOR LEGAL SUFFICIENCY:

\_\_\_\_\_  
 Maribel Garcia, Deputy City Clerk

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

- Distribution:  
 Utilities Department  
 Finance Department  
 Public Works Department  
 Development Services  
 Municipal Code Corporation  
 Work Book  
 Original

**ORDINANCE 149-M-31-9-2023**

**AN ORDINANCE OF THE CITY OF UNIVERSAL CITY, TEXAS, AMENDING ORDINANCE 149 FEE SCHEDULES; AMENDING ORDINANCE 149-M-31-9-2022 AND REPEALING ALL ORDINANCES OR PARTS OF ORDINANCES IN CONFLICT; AND AMENDING THE UNIVERSAL CITY CODE OF ORDINANCES ACCORDINGLY.**

IT IS HEREBY ORDAINED BY THE CITY COUNCIL OF THE CITY OF UNIVERSAL CITY, TEXAS, THAT: Ordinance 149-M and Ordinance 149-M-31-9-2022 shall be amended to change the following fee schedules:

1. The Pass-Through Edwards Aquifer Authority Management Fee, Water Demand and Volume Charge per billing period as per the following tables shall be assessed:

**Fixed Pass-Through Edwards Aquifer Authority Management Fee (Per Month) For All Customers**

<i>Meter Size</i>	<i>In City</i>	<i>Out of City</i>	<i>Combined Inside-Outside City</i>
5/8"	\$ 3.13	\$ 3.13	\$ 3.13
3/4"	\$ 4.70	\$ 4.70	\$ 4.70
1"	\$ 7.83	\$ 7.83	\$ 7.83
1½"	\$ 15.65	\$ 15.65	\$ 15.65
2"	\$ 25.04	\$ 25.04	\$ 25.04
3"	\$ 50.08	\$ 50.08	\$ 50.08
4"	\$ 78.25	\$ 78.25	\$ 78.25
6"	\$156.50	\$156.50	\$156.50
8"	\$250.40	\$250.40	\$250.40
10" Compound Meter	\$359.58	\$359.58	\$359.58
10" Turbine	\$781.68	\$781.68	\$781.68

For sizes not shown, the next larger size shall be issued. Upon request for meters over 8 inches, a proportionate rate shall be established based on meter capacity.

**Fixed Water Demand Charge (Per Month) For All Customers**

<i>Meter Size</i>	<i>In City</i>	<i>Out of City</i>	<i>Combined Inside-Outside City</i>
5/8"	\$ 19.78	\$ 23.74	\$ 23.01
3/4"	\$ 29.65	\$ 35.60	\$ 34.54
1"	\$ 49.40	\$ 59.29	\$ 57.67
1½"	\$ 98.76	\$ 118.52	\$ 115.17
2"	\$ 158.05	\$ 189.65	\$ 184.23
3"	\$ 316.07	\$ 379.31	\$ 368.24
4"	\$ 493.84	\$ 592.64	\$ 575.31
6"	\$ 987.68	\$1,185.23	\$1,150.71
8"	\$1,580.27	\$1,896.33	\$1,841.13
10" Compound Meter	\$2,271.87	\$2,726.25	\$2,641.97
10" Turbine	\$4,938.83	\$5,926.60	\$5,743.37

For sizes not shown, the next larger size shall be issued. Upon request for meters over 8 inches, a proportionate rate shall be established based on meter capacity.

**Volume Rate  
(Per 1,000 Gallons)  
All Months**

*Single-Family Residential and Irrigation\**

<i>For Monthly Use Between:</i>	<i>In City</i>	<i>Out of City</i>
1 to 5,999 gallons	\$ 2.55	\$ 3.02
6,000 to 9,999 gallons	\$ 3.81	\$ 4.52
10,000 to 19,999 gallons	\$ 5.02	\$ 5.99
20,000 to 40,999 gallons	\$ 10.01	\$11.97
41,000 gallons and over	\$19.96	\$23.94

*Multi-Family Residential with Irrigation Per Dwelling Unit\*\**

<i>For Monthly Use Between:</i>	<i>In City</i>	<i>Out of City</i>
1 to 2,999 gallons	\$ 2.55	\$ 3.02
3,000 to 4,999 gallons	\$ 3.81	\$ 4.52
5,000 to 6,999 gallons	\$ 5.02	\$ 5.99
7,000 to 7,999 gallons	\$10.01	\$11.97
8,000 gallons and over	\$19.96	\$23.94

**ORDINANCE 149-M-31-9-2022**

**Page 2 of 2**

	<i>In City</i>	<i>Commercial Out of City</i>	<i>Combined Inside-Outside City</i>
ALL USE	\$3.81	\$4.57	\$4.39

*Separate Commercial/Multi-Family Irrigation Meters (Potable Water)*

<i>For Monthly Use Between:</i>	<i>In City</i>	<i>Out of City</i>	<i>Combined Inside-Outside City</i>
1 to 50,999 gallons	\$ 3.86	\$ 4.63	\$ 4.04
51,000 to 100,999 gallons	\$ 5.43	\$ 6.52	\$ 5.68
101,000 to 200,999 gallons	\$ 7.60	\$ 9.12	\$ 7.95
201,000 to 300,999 gallons	\$ 10.64	\$12.77	\$11.12
301,000 to 400,999 gallons	\$14.91	\$17.89	\$15.59
401,000 gallons and over	\$20.86	\$25.03	\$21.80

*Separate Commercial Irrigation Meter (Reuse Water)*

	<i>In City</i>	<i>Out of City</i>	<i>Combined Inside-Outside City</i>
ALL USE	\$7.82	\$7.82	\$7.82

\* Volumetric sum of the customer's domestic and irrigation water use shall be the basis for calculating the volume charge.

\*\* Volumetric sum of the customer's domestic with irrigation water use shall be the basis for calculating the volume charge. This total volume shall be divided by the number of dwelling units (DU's) in the associated multi-family complex to arrive at the average water use per DU). This then is the basis for calculating the volume charge per DU. This volume charge per DU shall then be multiplied by the associated number of DU's to arrive at the total volume charge for the customer.

2. These rates shall be effective with all bills whose beginning meter reading occurs on or after September 1, 2023.
3. The Universal City Code of Ordinances, Section 1-4-40, (Y)(2)(a) and (Y)(2)(b), shall be amended accordingly.
4. All Ordinances or parts of ordinances in conflict herewith, to the extent of such conflict, are hereby repealed.

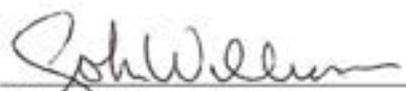
**PASSED AND APPROVED, on first reading** by the City Council of the City of Universal City on this 15<sup>th</sup> day of August 2023.

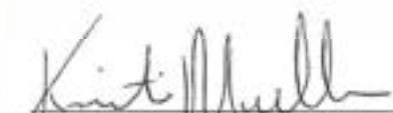
**PASSED AND ADOPTED, on second reading** by the City Council of the City of Universal City on this 5<sup>th</sup> day of September 2023.



ATTEST:

CITY OF UNIVERSAL CITY, TEXAS  
APPROVED:

  
John Williams, Mayor  
APPROVED AS TO LEGAL SUFFICIENCY:

  
Kristin Mueller, City Clerk

  
Megan R. Santee, Attorney at Law  
Denton, Navarro, Rocha, Bernal & Zech, P.C.

## CITY OF UNIVERSAL CITY

Date: 8/20/2024

**TO:** Members of City Council  
**FROM:** Kim Turner, City Manager  
**SUBJECT:** Discuss and Consider Ordinance 149-M-32-09-2024 (Sewer Rates)

Attached are the wastewater rates presented and discussed in the budget session that includes a 2% rate increase in the wastewater demand charge and a 2% rate increase in the volume rate to support FY-2025 increases in the wholesale wastewater treatment costs, an expanded capital program, and increasing operations and maintenance expenses.

These rates shall be effective and assessed on the meter readings for utility bills created on and after October 1, 2024, in line with the regular schedules of utility billing practices.

ORDINANCE 149-M-32-09-2024

AN ORDINANCE OF THE CITY OF UNIVERSAL CITY, TEXAS, AMENDING ORDINANCE 149 FEE SCHEDULES; AMENDING ORDINANCE 149-M-32-09-2023; REPEALING ALL OR PARTS OF ORDINANCES IN CONFLICT; AND AMENDING THE UNIVERSAL CITY CODE OF ORDINANCES ACCORDINGLY.

---

IT IS HEREBY ORDAINED BY THE CITY COUNCIL OF THE CITY OF UNIVERSAL CITY, TEXAS, THAT:

1. Ordinance 149-M, Sewer Service, per billing period, Demand and Volume Charge, and Ordinance 149-M-32-09-2023 be amended to change the following:

**Fixed Demand Charge (Per Month)**

	<i>In City</i>	<i>Out of City</i>	<i>Combined Inside-Outside City</i>
Single-Family Residential:	\$20.55	\$22.84	n/a
All Other Customers*	\$20.55	\$22.84	\$22.34

**Volume Rate (Per 1,000 Gallons)**

	<i>In City</i>	<i>Out of City</i>	<i>Combined Inside-Outside City</i>
Single-Family Residential**	\$4.44	\$ 5.33	n/a
All Other Customers***	\$7.27	\$ 8.70	\$ 8.38

\* Only charged for water used under 3,000 gallons.

\*\* Based on average winter month water use.

\*\*\* Based on monthly metered water use.

2. These rates shall be effective and assessed to all customers beginning with utility bills rendered on or after October 1, 2024.
3. The Universal City Code of Ordinances, Section 1-4-40(Y)(3), shall be amended accordingly and the remainder of Subsection (Y)(3) shall remain unchanged.
4. All Ordinances or parts of ordinances in conflict herewith, to the extent of such conflict, are hereby repealed.

PASSED on first reading by the City Council of the City of Universal City on this the 20<sup>th</sup> day of August, 2024.

PASSED AND APPROVED on second reading by the City Council of the City of Universal City on this the 3<sup>rd</sup> day of September, 2024.

CITY OF UNIVERSAL CITY, TEXAS

APPROVED:

\_\_\_\_\_  
Tom Maxwell, Mayor

ATTEST:

APPROVED FOR LEGAL SUFFICIENCY:

\_\_\_\_\_  
Maribel Garcia, Deputy City Clerk

\_\_\_\_\_  
Cynthia Trevino, City Attorney  
Denton, Navarro, Rodriguez, Bernal, Santee, & Zech, P.C.

Distribution:  
Utilities Department  
Finance Department  
Public Works Department  
Development Services  
Municipal Code Corporation  
Work Book  
Original

ORDINANCE 149-M-32-09-2023

AN ORDINANCE OF THE CITY OF UNIVERSAL CITY, TEXAS, AMENDING ORDINANCE 149 FEE SCHEDULES; AMENDING ORDINANCE 149-M-32-09-2022; REPEALING ALL ORDINANCES OR PARTS OF ORDINANCES IN CONFLICT; AND AMENDING THE UNIVERSAL CITY CODE OF ORDINANCES ACCORDINGLY.

IT IS HEREBY ORDAINED BY THE CITY COUNCIL OF THE CITY OF UNIVERSAL CITY, TEXAS, THAT:

- 1. Ordinance 149-M, Sewer Service, per billing period, Demand and Volume Charge, and Ordinance 149-M-32-09-2022 be amended to change the following:

Fixed Demand Charge (Per Month)

Table with 4 columns: Category, In City, Out of City, Combined Inside-Outside City. Rows include Single-Family Residential and All Other Customers\*.

Volume Rate (Per 1,000 Gallons)

Table with 4 columns: Category, In City, Out of City, Combined Inside-Outside City. Rows include Single-Family Residential\*\* and All Other Customers\*\*\*.

- \* Only charged for water used under 3,000 gallons.
\*\* Based on average winter month water use.
\*\*\* Based on monthly metered water use.

- 2. These rates shall be effective with all bills whose beginning meter reading occurs on or after October 1, 2023.
3. The Universal City Code of Ordinances, Section 1-4-40, (Y) (3), shall be amended accordingly AND the remainder of Subsection 3 shall remain unchanged.
4. All Ordinances or parts of ordinances in conflict herewith, to the extent of such conflict, are hereby repealed.

PASSED AND APPROVED, on first reading by the City Council of the City of Universal City on this 15th day of August 2023.

PASSED AND ADOPTED, on second reading by the City Council of the City of Universal City on this 5th day of September 2023.

CITY OF UNIVERSAL CITY, TEXAS
APPROVED:



John Williams, Mayor (Signature)

ATTEST:

APPROVED AS TO LEGAL SUFFICIENCY:

Kristin Mueller, City Clerk (Signature)

Megan R. Santee, Attorney at Law (Signature)
Denton, Navarro, Rocha, Bernal & Zech, P.C.

## CITY OF UNIVERSAL CITY

Date: 8/20/2024

**TO:** Members of City Council  
**FROM:** Kim Turner, City Manager  
**SUBJECT:** Discuss and Consider Ordinance 570-D-2024 (Stormwater Rates)

Attached are the stormwater rates presented and discussed in the budget session that does not include a rate increase.

These rates shall be effective and assessed on the meter readings for utility bills created on and after October 1, 2024, in line with the regular schedules of utility billing practices.

ORDINANCE NO. 570-D-2024

AN ORDINANCE OF THE CITY OF UNIVERSAL CITY, TEXAS, RENEWING  
ORDINANCE 570-D-2023 ESTABLISHING MUNICIPAL STORM WATER UTILITY FEES.

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

Ordinance 570, Section II – D (3) is hereby renewed as follows:

SECTION II. STORM WATER UTILITY FEE ESTABLISHED:

D. Municipal Storm Water Utility Fees:

3. Based thereon, the City shall fix the following schedule of monthly Municipal Storm Water Utility Fees for each respective category of land use and square footage (sf) size:

- a) Residential Tier 1 (5,000 & more sf) = \$ 5.67 per month
- b) Residential Tier 2 (0-4,999 sf) = \$ 4.29 per month
- c) Multi-family Tier 1 (0–21,999 sf) = \$ 9.53 per month
- d) Multi-family Tier 2 (22,000-43,999 sf) = \$ 29.84 per month
- e) Multi-family Tier 3 (44,000-131,999 sf) = \$ 90.48 per month
- f) Multi-family Tier 4 (132,000 & more sf) = \$430.56 per month
- g) Commercial Tier 1 (0-21,999 sf) = \$ 24.41 per month
- h) Commercial Tier 2 (22,000-43,999 sf) = \$ 66.79 per month
- i) Commercial Tier 3 (44,000-86,999 sf) = \$ 119.70 per month
- j) Commercial Tier 4 (87,000-131,999 sf) = \$206.29 per month
- k) Commercial Tier 5 (132,000 & more) = \$417.82 per month

And, the Universal City Code of Ordinances Section 2-10-147(d)(3) is hereby renewed accordingly.

This Ordinance shall become effective upon its passage and publication as required by law and the Storm Water Utility Fees shall be assessed to the users of all lots and tracts in the city limits of Universal City, Texas, effective beginning with utility bills rendered on or after October 1, 2024.

PASSED on first reading by the City Council of the City of Universal City on this the 20<sup>th</sup> day of August, 2024.

PASSED AND APPROVED on second reading by the City Council of the City of Universal City on this the 3<sup>rd</sup> day of September, 2024.

CITY OF UNIVERSAL CITY, TEXAS  
APPROVED:

\_\_\_\_\_  
Tom Maxwell, Mayor

ATTEST:

APPROVED AS TO LEGAL SUFFICIENCY:

\_\_\_\_\_  
Maribel Garcia, Deputy City Clerk

\_\_\_\_\_  
Cynthia Trevino, City Attorney  
Denton, Navarro, Rodriguez, Bernal, Santee & Zech, P.C.

ORDINANCE NO. 570-D-2023

**AN ORDINANCE OF THE CITY OF UNIVERSAL CITY, TEXAS, AMENDING ORDINANCE 570-C-2022 TO ESTABLISH NEW MUNICIPAL STORM WATER UTILITY FEES; AND AMENDING THE UNIVERSAL CITY, TEXAS, CODE OF ORDINANCES.**

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

Ordinance 570, Section II – D (3) is hereby amended to read:

**SECTION II. STORM WATER UTILITY FEE ESTABLISHED:**

**D. Municipal Storm Water Utility Fees:**

3. Based thereon, the City shall fix the following schedule of monthly Municipal Storm Water Utility Fees for each respective category of land use and square footage (sf) size:

- a) Residential Tier 1 (5,000 & more sf) = \$ 5.67 per month
- b) Residential Tier 2 (0-4,999 sf) = \$ 4.29 per month
- c) Multi-family Tier 1 (0-21,999 sf) = \$ 9.53 per month
- d) Multi-family Tier 2 (22,000-43,999 sf) = \$ 29.84 per month
- e) Multi-family Tier 3 (44,000-131,999 sf) = \$ 90.48 per month
- f) Multi-family Tier 4 (132,000 & more sf) = \$430.56 per month
- g) Commercial Tier 1 (0-21,999 sf) = \$ 24.41 per month
- h) Commercial Tier 2 (22,000-43,999 sf) = \$ 66.79 per month
- i) Commercial Tier 3 (44,000-86,999 sf) = \$ 119.70 per month
- j) Commercial Tier 4 (87,000-131,999 sf) = \$206.29 per month
- k) Commercial Tier 5 (132,000 & more) = \$417.82 per month

And, the Universal City Code of Ordinances Section 2-10-147 (d) (3) is hereby amended accordingly.

This Ordinance shall become effective upon its passage and publication as required by law and the Storm Water Utility Fees shall be assessed to the users of all lots and tracts in the city limits of Universal City, Texas, effective beginning with utility bills rendered for September 1, 2023.

**PASSED AND APPROVED, on first reading** by the City Council of the City of Universal City on this 15<sup>th</sup> day of August 2023.

**PASSED AND ADOPTED, on second reading** by the City Council of the City of Universal City on this 5<sup>th</sup> day of September 2023.



ATTEST:

*Kristin Mueller*  
Kristin Mueller, City Clerk

CITY OF UNIVERSAL CITY, TEXAS  
APPROVED:

*John Williams*  
John Williams, Mayor  
APPROVED AS TO LEGAL SUFFICIENCY:

*Megan R. Santee*  
Megan R. Santee, Attorney at Law  
Denton, Navarro, Rocha, Bernal & Zech, P.C



To: City Council

From: Kim M. Turner, City Manager

Christine Green, Finance Director

Date: September 3, 2024

RE: FY 2025 Proposed Budget Updates & Proposed 2024 Tax Rate

At its 20 August 2024 meeting, City Council did a Record Vote to put forth a consensus of adopting a 2024 total tax rate of \$0.514382 to support the FY 25 budget. Staff was authorized to determine any capital purchases that would be postponed to a future budget in order to have a balanced budget. To that end, the Public Works Department has agreed to postpone the following items to the FY 2026 budget for consideration:

- General Services Mobile Equipment - \$(40,000)
- Parks and Rec Vehicle - \$(60,000)

Assuming City Council will approve the proffered \$0.514382 tax rate, whomever makes the motion must state the 2024 M&O rate, the I&S rate, and the total tax rate verbatim.

Maintenance and Operations	\$0.436882
Debt Service (I&S)	<u>\$0.077500</u>
Total 2024 Tax Rate	\$0.514382

**RESOLUTION 909-E-2024**

**A RESOLUTION BY THE CITY COUNCIL OF THE CITY OF UNIVERSAL CITY, TEXAS ADOPTING THE FISCAL YEAR 2024-2025 BUDGET; PROVIDING AUTHORIZATION TO EXECUTE THE BUDGET; AND PROVIDING FOR AN EFFECTIVE DATE.**

---

**WHEREAS**, a Proposed Budget for the period commencing October 1, 2024 and ending September 30, 2025 has been prepared and submitted by the City Manager and Finance Director in accordance with Article VI of the City Charter; and

**WHEREAS**, the City Council ordered two public hearings to be held regarding the Fiscal Year 2024-2025 Budget, one held on August 20, 2024 and the other held on September 3, 2024; and

**WHEREAS**, public notice of the public hearings were duly posted and published in the San Antonio Express Newspaper and the Seguin Gazette in accordance with Texas Local Government Code 102.0065; and

**WHEREAS**, during said public hearings, all interested persons were given the opportunity to be heard for, or against, any item or amount of any item contained in the budget, after which said public hearing was closed; and

**WHEREAS**, the City Council finds that all provisions pertaining to the adoption of the budget contained within the City Charter and State Codes have been in all things complied with; and

**WHEREAS**, after full and final consideration, the City Council is of the opinion that the budget is in compliance with all pertinent laws of the City and State in that that the budget to be passed is a balanced budget, and that the said budget should be approved and adopted.

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

- 1. Findings.** All findings and recitals found within this resolution are hereby found to be true and correct and are hereby adopted by the City Council and made a part hereof for all purposes as findings of fact.
- 2. Public Hearings.** On August 20, 2024 and September 3, 2024, the City Council held separate public hearings on the City's proposed budget as presented and the proposed property tax rates to obtain comments and recommendations from Universal City taxpayers, residents, businesses, and other interested persons on the City budget, which affects the ad valorem tax rates. Interested persons were given full opportunity to be heard, for or against, regarding any item or amount of any item contained in the budget.
- 3. Adoption.** The Proposed Budget herein presented and attached to this Ordinance for all funds for the 2024-2025 Fiscal Year commencing October 1, 2024 and ending September 30, 2025, is hereby approved and adopted.
- 4. Authorization to Execute Budget.** Such approval and adoption authorizes the City Manager to contract for expenditures without further approval of the City Council for all items budgeted, but not exceeding the limits set by the State of Texas and the City's Purchase Policy, and to transfer unencumbered appropriations within and between departmental operating budgets absent further approval of the City Council without exceeding total net fund appropriations established by this adopted budget.
- 5. Amendments.** If amendments to the Adopted Budget for Fiscal Year 2024-2025 are found to be necessary, the process for budget amendment shall be in accordance with Texas Local Government Code, Chapter 102 and Article VI of the City Charter.
- 6. Conflict.** All resolution or parts of resolutions in conflict with this resolution are hereby repealed.

- 7. Open Meetings.** It is hereby found and determined that the meeting at which this City Council passed this resolution was open to the public as required and public notice of the time, place, and purpose of said meeting was given as required by the Texas Open Meetings Act, Texas Local Government Code Chapter 551.
- 8. Effective Date.** This ordinance shall take effect and be active commencing October 1, 2024, the start of Fiscal Year 2024-2025.

**RESOLVED, PASSED and APPROVED** on this the 3<sup>rd</sup> day of September 2024.

CITY OF UNIVERSAL CITY, TEXAS

APPROVED:

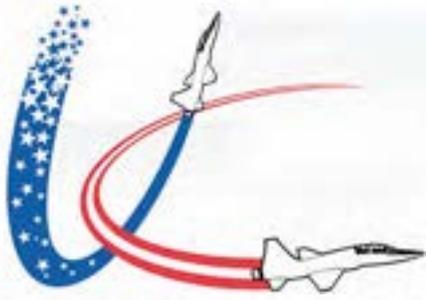
\_\_\_\_\_  
Tom Maxwell, Mayor

ATTEST:

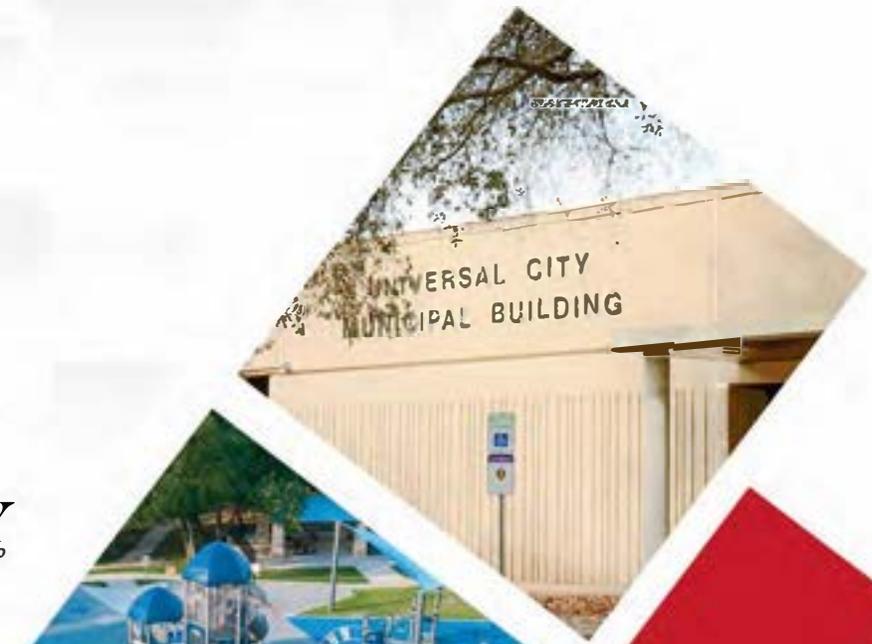
\_\_\_\_\_  
Maribel Garcia, Deputy City Clerk

RECORD of VOTE:

	AYE	NAY	ABSTAIN	NON-VOTING PRESENT
Mayor Tom Maxwell	_____	_____	_____	_____
Mayor Pro Tem Christina Fitzpatrick	_____	_____	_____	_____
Councilmember Ashton Bulman	_____	_____	_____	_____
Councilmember Bear Goolsby	_____	_____	_____	_____
Councilmember Lori Putt	_____	_____	_____	_____
Councilmember Bernard Rubal	_____	_____	_____	_____
Councilmember Phil Vaughan	_____	_____	_____	_____



**UNIVERSAL CITY**  
Est. 1960



**2024**  
**2025**

[Click here to go to budget](#)

**FISCAL YEAR**  
**PROPOSED ANNUAL BUDGET**

**RESOLUTION 909-D-2024****A RESOLUTION BY THE CITY COUNCIL OF THE CITY OF UNIVERSAL CITY, TEXAS RATIFYING THE PROPERTY TAX INCREASE REFLECTED IN THE ADOPTED BUDGET FOR FISCAL YEAR 2024-2025.**

---

**WHEREAS**, The Texas Local Government Code, CHAPTER 102, requires a municipality to prepare an annual budget to cover proposed expenditures; and,

**WHEREAS**, The Texas Local Government Code, CHAPTER 102.007(C), requires a separate vote to ratify the increase in property tax revenue in said budget over the prior year budgeted property tax revenue.

**WHEREAS**, the City Council ordered two public hearings to be held regarding the 2024 Ad Valorem Tax Rate, one held on August 20, 2024 and the other held on September 3, 2024; and

**WHEREAS**, public notice of the public hearings were duly posted and published in the San Antonio Express Newspaper and the Seguin Gazette in accordance with Texas Tax Code, Chapter 26; and

**WHEREAS**, during said public hearings, all interested persons were given the opportunity to be heard for, or against the tax rate and Fiscal Year 2024-2025 Budget, after which said public hearing was closed; and

**WHEREAS**, the City Council finds that all provisions pertaining to the adoption of the budget contained within the City Charter and State Codes have been in all things complied with; and

**WHEREAS**, The City Council of Universal City has determined that it is in the best interest of the City to ratify the property tax increase.

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

1. The total property tax revenue for the Fiscal Year 2025 budget be increased by \$307,607 (2.9%) over the property tax revenue for the Fiscal Year 2024 budget, and of that amount \$115,043 is tax revenue to be raised from new property added to the tax role this year.
2. Such amount derives from new property added to the tax roll, as well as increases in valuation; and,
3. On August 20, 2024 and September 3, 2024, the City Council held separate public hearings on the City's proposed budget as presented and the proposed property tax rates to obtain comments and recommendations from Universal City taxpayers, residents, businesses, and other interested persons on the City budget, which affects the ad valorem tax rates. Interested persons were given full opportunity to be heard, for or against, regarding any item or amount of any item contained in the budget.
4. The Property Tax Increase reflected in the Adopted Budget for Fiscal Year 2024-2025 is hereby ratified.

**RESOLVED, PASSED and APPROVED** on this the 3<sup>rd</sup> day of September 2024.

CITY OF UNIVERSAL CITY, TEXAS  
APPROVED:

---

Tom Maxwell, Mayor

ATTEST:

---

Maribel Garcia, Deputy City Clerk

**ORDINANCE 656-D-2024**

**AN ORDINANCE SETTING THE AD VALOREM TAX RATE FOR 2024 AT \$0.514382 PER \$100 OF APPRAISED VALUE; AND APPOINTING A TAX ASSESSOR/COLLECTOR.**

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**WHEREAS**, the Texas Local Government Code, Section 102.009 permits municipalities to levy taxes in accordance with the budget; and,

**WHEREAS**, the ad valorem tax is based on the appraised value of property; and,

**WHEREAS**, the City Council ordered two public hearings to be held regarding the 2024 Ad Valorem Tax Rate, one held on August 20, 2024 and the other held on September 3, 2024; and

**WHEREAS**, public notice of the public hearings were duly posted and published in the San Antonio Express Newspaper and the Seguin Gazette in accordance with Texas Tax Code, Chapter 26; and

**WHEREAS**, during said public hearings, all interested persons were given the opportunity to be heard for, or against the tax rate and Fiscal Year 2024-2025 Budget, after which said public hearing was closed; and

**WHEREAS**, the City Council took a Record Vote on the tax rate on August 20, 2024, after which results were duly published in the San Antonio Express Newspaper and the Seguin Gazette in according with the Texas Tax Code, Chapter 26; and

**WHEREAS**, after full and final consideration, the City Council is of the opinion that the tax rate adoption process has complied with all laws of the City and State; and

**WHEREAS**, the City Council of the City of Universal City, Texas, has determined an ad valorem tax must be levied to finance necessary services.

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

1. All findings of fact, recitals, and provisions found in this Ordinance are found to be true and correct and are hereby adopted by the City Council.
2. The following ad valorem tax rate is adopted per \$100.00 valuation:
  - \$ 0.436882 For Maintenance and Operations
  - \$ 0.077500 For Debt Service
  - \$ 0.514382 Total Tax Rate
3. THIS TAX RATE WILL RAISE TAXES FOR MAINTENANCE AND OPERATIONS BY .005937 MORE THAN LAST YEAR’S TAX RATE.
4. THE TOTAL REVENUE WILL INCREASE BY 0.049% AND WILL RAISE TAXES FOR MAINTENANCE AND OPERATIONS ON A PROPERTY WITH A TAXABLE VALUE OF \$100,000 BY APPROXIMATELY \$5.93 ANNUALLY.
5. The Bexar and Guadalupe County Tax Assessors/Collectors are directed to assess and collect the ad valorem tax.

**PASSED** on this first read on the 3<sup>rd</sup> day of September 2024.

**PASSED and APPROVED** at the second reading on this the 17<sup>th</sup> day of September 2024.

CITY OF UNIVERSAL CITY

APPROVED:

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Tom Maxwell, Mayor

ATTEST;

APPROVED FOR LEGAL SUFFICIENCY:

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Maribel Garcia, Deputy City Clerk

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Cynthia Trevino, City Attorney  
Denton Navarro Rodriquez Bernal Santee & Zech, P.C.