

AGENDA  
CITY COUNCIL OF THE CITY OF UNIVERSAL CITY, TEXAS  
2150 Universal City Blvd, Universal City, TX 78148  
Regular Meeting, Tuesday, September 17, 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: P.C. 611 (ZC 260) – A request for a Zoning Map amendment at 840 North Boulevard from C-2-Retail District to C1-Neighborhood Services District, per Zoning Ordinance 581.
  - b. Public Hearing: P.C. 610 (SU 025) – A request for a Specific Use Permit at 121 W. Wright Boulevard to allow a Professional Office use in a C2-Retail District, per Zoning Ordinance 581.
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. COUNCILMEMBERS' ANNOUNCEMENTS
  - c. MAYOR'S ANNOUNCEMENTS –
    - i. Proclamation: Fire Prevention Week 2024 (October 6-12, 2024)
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, 20 August 2024 Regular Meeting.
  - 22) Consider the minutes of the Tuesday, 03 September 2024 Regular Meeting.
9. ACTION ITEMS:

**TAB B:** 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 (2nd Reading).

**TAB C:** Ordinance No. 581-PC-602 (ZC 260)-2024: An ordinance of the City of Universal City approving a Zoning Map Amendment for an approximately 0.4880-acre tract located at 840 North Boulevard (CB 5053D BLK LOT 4 EXC S IRR 4.2 FT) from C2-Retail District to C1-Neighborhood Services District.

**TAB D:** Ordinance No. 655-R-2024 (PC 610 SU 025): An ordinance approving a Specific Use Permit to Modern Geosciences for a Professional Office Use in a C2-Retail District on property located at 121 W. Wright Boulevard, Universal City, Texas (CB 5768 BLK 14 LOT 23 THRU 26); providing for non-severability; and establishing an effective date.

**TAB E:** Resolution 961-B-2024: A resolution amending the Fiscal Year 2023/2024 Budget of the City of Universal City, Texas.

**TAB F:** Resolution No. 974-2024: A resolution by the City Council of the City of Universal City, Texas supporting State legislation to establish a dedicated funding mechanism for the Disabled Veterans Homestead Exemption (DVHS) Program and other matters in connection therewith.

**TAB G:** Texas Municipal League (TML) Intergovernmental Risk Pool Board of Trustees Election.

**TAB H:** Moving or cancelling future Regular City Council Meetings – October 1 for National Night Out and November 5 for National Election Day.

10. ADJOURNMENT:

- TAB Z: i. [Reports](#)  
ii. [Minutes](#)

In accordance with the requirements of Texas Government Code section 551.127, a member of the governing body may participate in this meeting from a remote location. A quorum of the governing body as well as the presiding officer shall be physically present at the above posted location, which shall be open to the public. The video and audio feed of those participating remotely shall be visible and audible to the public for all open portions of the meeting. A member of a governmental body who participates in a meeting remotely as provided by law, shall be counted as present at the meeting for all purposes.

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

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

# CITY OF UNIVERSAL CITY

Item 6-a

Date: 9/10/2024

**TO:** City Council

**FROM:** Kim M. Turner, City Manager

**SUBJECT: Public Hearing: P.C. 611 (ZC 260)**— Request for a Zoning Map Amendment at 840 North Boulevard from C2-Retail District to C1-Neighborhood Services District, per zoning ordinance 581.

**SUBJECT: Ordinance No. 581-PC-602 (ZC 260)-2024**— Request for a Zoning Map Amendment at 840 North Boulevard from C2-Retail District to C1-Neighborhood Services District, per zoning ordinance 581.

## **Historical Background**

In 2002, the commercial building was constructed and occupied by a commercial day care service, A Garden for Children, which, at the time, was a permitted use by-right in the Class-2 District. In 2007, the property's zoning classification changed from Class-2 to C2-Retail District. Additionally, the Zoning Code land use table was updated to require a conditional use permit for commercial day care services in the C2-Retail District. As a result, A Garden for Children became a nonconforming use that allowed it to continue operations. In 2020, the Zoning Code land use table was revised. As a result, commercial day care services were no longer permitted in the C2-Retail District but became a permitted use by-right in the C1-Neighborhood Services District. As a result, A Garden for Children continued to operate under its nonconforming status.

On October 25, 2023, A Garden for Children vacated the subject property. Per Section 4-5-65-Nonconforming Buildings and Uses of the Zoning Code, a nonconforming building unoccupied for 120 days can be reoccupied with a use that conforms with the current code. However, since commercial day care services are no longer permitted in the C2-Retail District, a new commercial day care service could not reoccupy the subject building because the building has been vacant for at least 120 days. As a result, the property owner is requesting a rezoning from C2-Retail to C1-Neighborhood Services to allow a new commercial day care service to occupy the building by-right.

Twenty (20) notices were sent out to surrounding property owners; none were returned. No one other than the prospective tenant spoke "for" or "against" the proposed SUP at the Planning & Zoning Public Hearing. The members of the Planning & Zoning Commission unanimously approved the SUP and forwarded the SUP request to City Council for its final determination.

## **Action Requested**

City Council will need to conduct a **Public Hearing** on the rezoning request and then make a final consideration on the rezoning ordinance: **Ord. No. 581-PC-602 (ZC 260)-2024**, attached. Per the City Charter, the Ordinance will require two readings.

## **Procurement Methodology**

This is a zoning procedure only and requires no procurement by the City.

## **Source and Amount of Funding**

This is a zoning procedure only and requires no funding by the City.

## **Staff Recommendation**

Staff recommends approval of the rezoning request. The subject property is adjacent to both a C1-Neighborhood Services District and R2-Low Density Residential District and the proposed commercial day care service complements these neighboring low-intensity uses.

# 840 North Boulevard

## Aerial Map

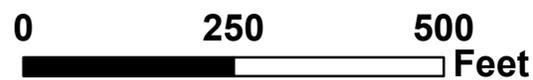




**PC 611 ZC 260**  
 A request for a Rezoning from a C2 - Retail to a C1 - Neighborhood Services District to allow a Commercial Day Care to be a permitted use.

**PC 611 ZC 260**  
**840 NORTH BLVD**

**Date Prepared: Monday, Aug. 5, 2024**



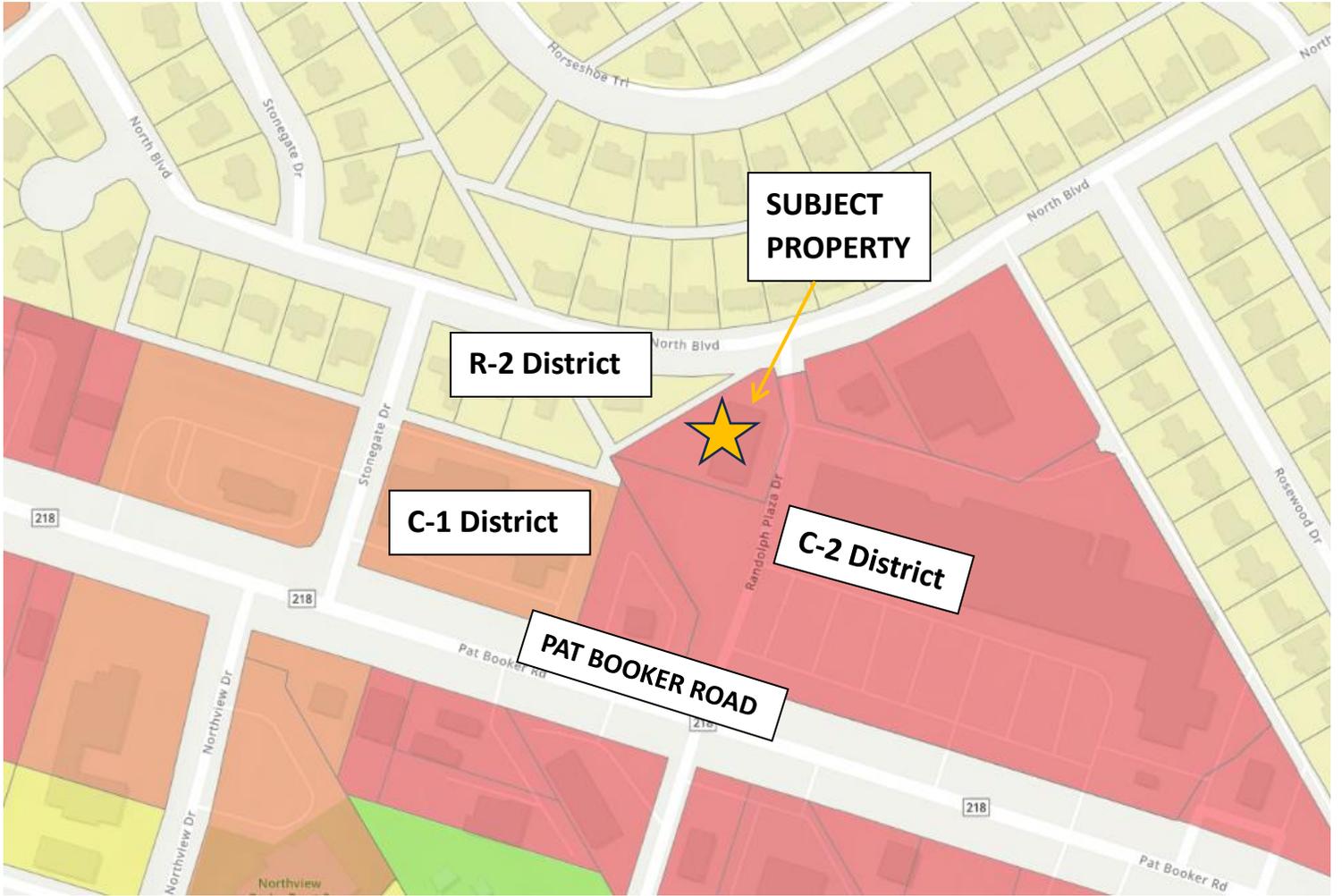
**Legend**

-  200 Ft Buffer
-  Affected Parcels



**The City of Universal City**  
**Texas**  
 2150 Universal City Blvd  
 Universal City, TX 78148

**840 North Boulevard**  
**Zoning District Map**



840 NORTH BOULEVARD - PHOTOS



## CITY OF UNIVERSAL CITY

Date: 9/10/2024

**TO:** City Council

**FROM:** Kim M. Turner, City Manager

**SUBJECT: Public Hearing:** P.C. 610 (SU 025)— Request for a **Specific Use Permit** at 121 W. Wright Boulevard to allow a Professional Office use in a C2—Retail District, per zoning ordinance 581.

**SUBJECT: Ordinance No. 655-R-2024**— Request for a **Specific Use Permit** at 121 W. Wright to allow a Professional Office use in a C2-Retail District, per zoning ordinance 581.

### **Historical Background**

The two-tenant commercial building on the property is approximately 1,700 square feet, formerly occupied by one user, Summit Signs. Modern Geosciences, an environmental services/engineering firm, is proposing to locate their administrative offices in the entire building. The Zoning Code allows Professional Office uses in the C2-Retail District as a Specific Use. The Council is reminded that the SUP would apply only to Modern Geosciences and would not be transferable to another user.

Seventeen (17) notices were sent out to surrounding property owners; none were returned. No one other than the prospective tenant/property owner spoke “for” or “against” the proposed SUP at the Planning & Zoning Public Hearing. The members of the Planning & Zoning Commission unanimously approved the SUP and forwarded the SUP request to City Council for its final determination.

### **Action Requested**

City Council will need to conduct a **Public Hearing** on the SUP and then make a final consideration on the **SUP Ordinance: Ord 655-R-2024**, attached. Per the City Charter, the Ordinance will require two readings.

### **Procurement Methodology**

This is a zoning procedure only and requires no procurement by the City.

### **Source and Amount of Funding**

This is a zoning procedure only and requires no funding by the City.

### **Staff Recommendation**

Staff recommends approval of the SUP for a Professional Office use at 121 W. Wright Boulevard. Having an environmental services/engineering firm located in the Aviation District complements the Masterplan.

# 121 W Wright Boulevard

## Aerial Map





**PC 610 SU 025**  
 A request for a Specific Use Permit to allow a Professional Office Use in a C2 - Retail District.

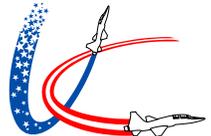
**PC 610 SU 025**  
**121 W WRIGHT BLVD**

**Date Prepared: Monday, Aug. 5, 2024**



**Legend**

-  200 Ft Buffer
-  Affected Parcels

**UNIVERSAL CITY**  
 Gateway to Randolph AFB Est. 1950

**The City of Universal City**  
 Texas  
 2150 Universal City Blvd  
 Universal City, TX 78148

## 121 W Wright Boulevard



Source: Google Earth

Use	C1	C2	C3	C4	C5
Establishments primarily engaged in the provision of informational, instructional, personal improvement and similar services of a nonprofessional nature. Typical uses include photography studios, driving schools, health or physical fitness studios, reducing salons, dance studios, handicraft and hobby instruction.					
Personal services.	P	P	P	-	P
Establishments or places of business primarily engaged in the provision of frequently or recurrently needed services of a personal nature. Typical uses include beauty and barber shops, seamstress, tailor, shoe repair shops and self-service laundry or self-service apparel cleaning services.					
Professional office.	P	S	P	P	P
A use providing professional or consulting services in the fields of law, architecture, design, engineering, accounting and similar professions.					
Restaurant—Convenience.	P	P	P	-	P
A use engaged in the preparation and retail sale of food and beverages (excluding alcoholic beverages), for on-premises consumption only. Typical uses include soda fountains, ice cream parlors, sandwich shops and coffee shops.					
Restaurant—General.	S	P	P	-	P
A use engaged in the preparation and retail sale of food and beverages, including sale of alcoholic beverages when conducted as an accessory or secondary feature and producing less than fifty (50) percent of the gross income. A general restaurant may include live entertainment. Typical uses include restaurants, both full service and fast food, coffee shops, dinner houses and similar establishments with incidental alcoholic beverage service.					
Veterinary services.	S	-	P	P	-
Veterinary service for all animals. Typical uses include animal clinics and hospitals. Veterinary services shall not include the boarding of large animals.					
Hotel-motel.	-	S	P	-	P
Lodging services involving the provision of room and/or board. Typical uses include hotels and motels.					
Local convenience store.	S	P	P	S	P

***PROCLAMATION***  
***NFPA Annual Fire Prevention Week***  
October 6-12, 2024

**WHEREAS**, the City of Universal City is committed to ensuring the safety and security of all those living in and visiting our City; and

**WHEREAS**, fire is a serious public safety concern both locally and nationally, and homes are the locations where people are at greatest risk from fire; and

**WHEREAS**, home fires killed more than 2,700 people in the United States in the latest statistics from 2022, according to the National Fire Protection Association® (NFPA®), and fire departments in the United States responded to 360,000 home fires; and

**WHEREAS**, roughly three out of five fire deaths happen in homes with either no smoke alarms or with no working smoke alarms; and

**WHEREAS**, working smoke alarms cut the risk of dying in reported home fires almost in half; and

**WHEREAS**, smoke alarms sense smoke well before you can, alerting you to danger in the event of fire in which you may have as little as 2 minutes to escape safely; and

**WHEREAS**, Universal City residents should follow three steps to ensure smoke alarm readiness: installation of smoke alarms in every sleeping room, outside each separate sleeping area, and on every level of the home; testing at least once a month by pushing the test button; and replacement when the smoke alarm is 10 years old or stops responding; and

**WHEREAS**, Universal City residents should make sure their smoke alarms meet the needs of all their family members, including those with sensory or physical disabilities; and

**WHEREAS**, residents who have planned and practiced a home fire escape plan are more prepared and will therefore be more likely to survive a fire; and

**WHEREAS**, Universal City's first responders are dedicated to reducing the occurrence of home fires and home fire injuries through prevention and protection education; and

**WHEREAS**, Universal City's residents are responsive to public education measures and are able to take personal steps to increase their safety from fire, especially in their homes; and

**WHEREAS**, the 2024 Fire Prevention Week™ theme, "Smoke Alarms: Make Them Work For You™," serves to remind us of the importance of having working smoke alarms in the home.

**NOW, THEREFORE, I**, Tom Maxwell, Mayor of the City of Universal City, this 17<sup>TH</sup> day of SEPTEMBER, 2024 do hereby proclaim October 6–12, 2024, as Fire Prevention Week throughout this City, and I urge all people of Universal City to make sure their homes have working smoke alarms and to support the many public safety activities and efforts of Universal City's fire and emergency services.

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Tom Maxwell, Mayor

**MINUTES**  
**CITY COUNCIL OF THE CITY OF UNIVERSAL CITY, TEXAS**  
Regular Meeting, Tuesday, 20 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  
Cynthia Trevino, City Attorney  
Michael Cassata, Development Services Director  
Randy Luensmann, Public Works Director  
Johnny Siemens, Police Chief  
Steve Mihalski, Assistant Police Chief  
Athena Ford, Utilities Coordinator  
Grady Reed, HDR Rate Consultant

Ms. Garcia confirmed a quorum was present.

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

Councilmember Putt invited Mark Saenz to give 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:**

i. **FY 2024 Q3 Finance Report:** Ms. Green reported on the status of the General, Debt Service, Capital Projects, Utility, Stormwater, and Golf Course Funds. She also gave an investment report.

5. **CITIZENS TO BE HEARD:**

- Ken Mitts, 13410 Adonis, amended his comments sent to Council concerning the Collaboration Workshop. He reported that he received clarification from the Mayor and Mrs. Turner regarding the location and time of the meeting. It would be held in accordance with the Open Meetings Act.

6. **PUBLIC HEARINGS:**

a. **Proposed FY 2024-2025 Budget.**

**Mayor Maxwell opened the Public Hearing at 6:39 p.m.**

Mrs. Turner reminded Council of budget and tax rate procedures required by statute including public hearings and a record vote on the tax rate by Council. Mrs. Turner recommended that the budget presentation still be given despite no residents signing up to speak.

Ms. Green repeated her presentation from the meeting of August 06, 2024 to remind residents and

Council of budget specifics.

There being no public comments, **Mayor Maxwell closed the Public Hearing at 6:50 p.m.** He opened discussion for the Council.

Councilmember Rubal received confirmation that the golf course does not currently have a business plan. There are procedures followed to review revenues and performance.

Mrs. Turner clarified that Staff would later ask permission to do an RFP to hire a consultant to construct a business plan for the golf course.

Councilmember Goolsby supported hiring a consultant to help create a business plan for the golf course.

Mrs. Turner responded that Staff would look for funding for this initiative.

**b. Proposed 2024 Tax Rate to support the FY 2024-2025 Budget.**

**Mayor Maxwell opened the Public Hearing at 6:54 p.m.**

Ms. Green repeated Mr. Mateo Garcia's presentation from the meeting of August 06, 2024 to remind residents and Council of tax rate specifics. Some items covered included TML's report that property taxes represent the greatest source of revenue for a City's General Fund, and that the reason Staff has focused on single-family homes is because they make up 80% of taxpayers in the City. She added an analysis of the effect of the No New Revenue (NNR) tax rate on apartment complexes in the City. She made her calculations based on the top ten apartment complex taxpayers. She stated that each unit would see an increase of approximately \$1.29 a month or \$15.51 annually.

- Billy Hill, 9023 Phoenix, discussed the City's proposed NNR tax rate in relation to its affect on businesses, residents, and the City's revenue stream. He compared the rate to other taxing entities and noted that the City's tax rate had decreased significantly from \$0.59 per \$100 of taxable value, which was the tax rate about four years ago. He noted that seniors had been blessed with the sixty-five and over tax freeze and the State-granted \$100,000 homestead exemption for all residents. He felt Council should consider the tax rate in the long term with its repercussions to the City.
- Jean Elam, 8523 Athenian, felt that residents had been supporting the wish list of the City and indicated she wanted more accountability for returns on investment of tax revenues. She stated residents wanted to survive without higher taxes in the face of inflation. She commented on tax rates being a push factor from the City, considering Universal City had one of the highest tax rates in the area. She asked Council to consider how this would affect home sales and the growth of business. She requested Council and the City consider needs versus wants. She passionately felt it was time residents saw a tax break.
- Thomas Herndon, 311 Madrid, asked the City to consider the negative perception associated with raising taxes. He felt that with the state of the economy and the amount of people an increase in taxes would affect, a tax increase would be in poor taste. He realized that residents over 65 would not be affected by a tax increase, but asked Council to consider that residents across Universal City would be affected in a variety of ways. He expressed support and understanding for City operations, but felt that, as with everyone, the City should limit themselves or delay projects.

- Ken Mitts, 13410 Adonis, supported the proposed consultant for the golf course. However, in the interim, he suggested monthly progress reports, especially with the new installation of greens. He also suggested there may be an educational opportunity for the City regarding the tax rate: if the rate stays the same but property values increase, a homeowner will still pay more taxes. However, this increase in tax revenue for the City can be explained by increased taxable value. He felt there may be confusion among residents on this topic.
- Rick Minch, 110 Laurel Lane, supported a 1% decrease in the proposed NNR tax rate. He echoed comments about inflation and the rise of cost of goods. He commented on perceived waste he observed with streets and sewer maintenance on Kitty Hawk. He noted that Universal City had one of the highest tax rates in the area and felt the City needed to be more frugal.
- Kim Igleheart, 736 Garden Meadow, thanked Mrs. Turner and Staff for creating a reasonable budget. She felt that the gap between the will of residents and Staff was not far apart with a \$200,000 revenue difference and suggested one cent cut in the tax rate. She agreed with Mrs. Green's request that Staff be allowed to deliberate on budget cuts. She felt the 1% tax rate decrease would be favorable to residents and was a difference in revenue that Staff can easily accommodate. She opined it would be a demonstration of goodwill to businesses and residents alike.
- Richard Edwards, 209 Trudy Lane, advocated for lowering the tax rate and only raising it minimally if necessary. He felt Council should error on the side of the residents and consider the rise of costs for residents, especially those with fixed incomes. He asked Council to find the means to lower taxes.

There being no further public comments, **Mayor Maxwell closed the Public Hearing at 7:20 p.m.** He decided to postpone Councilmember discussion until No Tab 1 under Action Items.

## 7. ANNOUNCEMENTS:

### a. CITY MANAGER'S ANNOUNCEMENTS:

Mrs. Turner encouraged residents to sign up for Civic Ready, which would replace Blackboard Connect as the City's mass notification system. Sign up could be conducted at [www.UCTX.gov/Alerts](http://www.UCTX.gov/Alerts) or by texting "UCevents" to 38276. This alert system allows the City to notify residents of service outages, emergencies, meetings, and City events.

Mrs. Turner gave updates on golf course projects. She reported that the golf course greens would reopen on September 12<sup>th</sup> with a Thursday Night Scramble. The golf course would present project updates to Council in October. She moved on to note that budget amendments for FY 2024 would be presented to Council on September 17<sup>th</sup>, if needed. She gave an overview of the Municipal Court's Case Reduction Campaign which would be conducted the entire month of September; she reported the prior success of the program. Mrs. Turner notified Council of fall Library events, an upcoming active shooter training for police and other departments, and the commencement of the Hillview Street Reconstruction Project beginning September 23<sup>rd</sup>.

### c. COUNCILMEMBERS' ANNOUNCEMENTS:

Councilmember Putt noted the UC Pumpkin Patch had begun work on their events. Last year, they raised \$49,000 for eighteen nonprofit organizations. She commented on budget and tax rate processes, sharing the difficulty of decisions. She felt there were no "wants" in the FY 2025 proposed budget. She assured residents that Council and Staff had conducted due diligence.

Mayor Pro Tem Fitzpatrick echoed Councilmember Putt's comments regarding the difficult decisions that come with the budget and tax rate processes. She noted that she had considered capital projects and whether postponing the projects was in the best interest of the City. She noted that the City also felt the effects of inflation with the rise in cost of goods and services. She simultaneously wanted Universal City to be attractive to businesses. She felt that focusing on the long-term repercussions of the tax rate would grow business so that there could be meaningful property tax relief with an increase in sales tax revenue to supplement ad valorem tax.

Councilmember Rubal noted the significant difference in taxes between Selma (a neighboring City) and Universal City; this difference was significantly more than the difference discussed with a one cent decrease in the proposed tax rate. He expressed his disagreement with the sentiment that a decrease in the budget would result in projects being delayed – he felt there were expansions of departments and programs that were non-essential that could make up these costs. While he expressed that he understood the views of Staff after meeting with them, he disagreed that all items in the budget were “needs.” He agreed with Mrs. Green demonstrated long term goals and plans, but felt there was no commitment during the budget workshop to decrease the budget. He felt Council was not asked for input on the budget cycle. He reported his personal history with needing to live on a frugal budget, and felt it was up to Council to ensure residents of Universal City were given the means to property budget for their personal expenses. He adamantly opposed the NNR tax rate proposed and advocated for a significant decrease in taxes. He asked fellow Councilmembers who previously said they would decrease the tax rate to do so.

Councilmember Vaughan notified residents of the Council Message Board that was now live, which can be found at the bottom of the City's webpage. He advocated for use of the message board to progress conversation in open meetings.

Councilmember Goolsby jokingly asked if his bug reports should be posted on the message board.

Councilmember Bulman thanked Staff for their advertisement/postcard in the Community Impact magazine which encouraged residents to sign up for Civic Ready. She felt it was a great reminder to sign up and a successful marketing campaign. She thanked residents for their participation in the Council meeting to speak on the budget and the tax rate. She assured residents that she has always taken their comments to heart.

**b. MAYORS' ANNOUNCEMENTS:**

Mayor Maxwell reminded Council of the TML Risk Pool election coming up and asked for Councilmember input for whom to cast votes. He noted the Filipino Food Fest which took place in Schertz. He commended Chef Arbie Fruto of Mahal's Kitchen for winning the People's Choice Award for Filipino BBQ at this Adobo Showdown 3.0.

Mayor Maxwell asked Council to consider wants and needs when considering the tax rate. He also asked them to consider the affects on the future in cutting the budget and delaying projects. Some of these projects may be more expensive to fund in the future.

After a request from Councilmember Bulman, **Mayor Maxwell briefly recessed the meeting at 7:40 p.m. He reconvened the meeting at 7:51 p.m.**

**8. CONSENT AGENDA:**

Councilmember Vaughan moved to approve the following Consent Agenda items:

- 1) Consider the minutes of the Tuesday, 16 July 2024 Regular Meeting.

Councilmember Goolsby seconded the motion.

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

**Motion to approve carried.**

## **9. ACTION ITEMS:**

### **N. T. 1: Record Vote on the Proposed 2024 Tax Rate and schedule Public Hearings.**

Councilmember Goolsby discussed his history on Council with consistent tax rate increases, his first vote against the tax rate due to his discomfort with another increase, and his proposal of the "Goolsby" rate, which would be a bit less than the NNR. He recognized that Staff had already compromised to make a frugal budget, but also recognized the desire of some members of Council to decrease the budget by \$200,000 or one cent in the tax rate. He, with the assistance of Councilmember Vaughan, proposed a compromise of a \$100,000 decrease in the budget.

**Councilmember Goolsby moved to decrease the General Fund Maintenance and Operations rate by half a penny, resulting in an M&O rate of \$0.429626 and an I&S rate of \$0.084756 to sum to a total ad valorem tax rate of \$0.514382 per \$100 of taxable value. Councilmember Vaughan seconded the motion.**

Councilmember Goolsby further explained that he did not want hinder future Councils by giving them a scenario where they lack funding. However, he would also like to compromise with members on Council who wish to lower the tax rate. He asked for Staff clarification on what position his proposed tax rate would put them in.

Mrs. Turner clarified that Mrs. Green was running the numbers presented to ensure that all debt service items could be covered with the new rates proposed. She explained to Council that this is a difficult request because it requires Staff, especially Ms. Green, to make spontaneous decisions on numbers that have not been diligently and repeatedly checked. She further explained that while the I&S rate stayed the same, the M&O rate change may still affect the ability of the City to cover debt service expenses. She reassured Council that whatever they decide on these items, Staff would be able to work with. She asked, however, that Council try to stick to rates previously presented to avoid mistakes in calculation.

Council further discussed the tax rate proposed by Councilmember Goolsby while Ms. Green conducted calculations.

Councilmember Goolsby sympathized with residents who felt the effects of inflation. He emphasized that the City and businesses are also feeling these effects. While everyone's budgets stayed the same, cost of goods and services within that budget increased.

Ms. Green returned and explained that the proposed half cent tax decrease would result in a \$0.436882 M&O rate and a \$0.077500 I&S rate. The M&O rate would increase while the I&S rate would decrease. This is due to the ability of the City to use the Debt Service Fund Balance to

bring down the I&S rate. However, both Ms. Green and Mrs. Turner emphasized that the use of fund balance to decrease the tax rate would not be possible next year due to the depletion of excess Debt Service Fund Balance.

Councilmember Goolsby emphasized that this proposal was made in the spirit of cooperation and considering comments of a divided Council. He wished to demonstrate to business owners and residents that Council was willing to cooperate.

Councilmembers Bulman and Vaughan both expressed support for the tax rate proposed by Councilmember Goolsby, both to fulfill their promises to decrease the tax rate for residents and in the spirit of compromise.

**Councilmember Goolsby struck the M&O and I&S rates breakdowns from his motion to result in the following: A motion to approve an ad valorem tax rate of \$0.514382 per \$100 of taxable property value. Councilmember Vaughan agreed to amend his second accordingly.**

Councilmember Putt explained her wish to compromise and give residents a tax decrease, while also considering the economic impact on residents compared to the needs of the City to fund things essential to maintaining City services.

Mayor Pro Tem Fitzpatrick felt that residents may have received the wrong message regarding Council's willingness to work with each other. She felt the message of compromise among Council would be a strong one to residents and businesses. She also voiced considerations for the impact of a decrease in the tax rate on the budget.

Councilmember Rubal emphasized his view that Councilmembers serve the residents and should prioritize them. He did not support the compromise on the tax rate. He received confirmation from Staff that a budget cut resulting from a 1% tax rate decrease was at the will of the Council. However, to his concern that critical services such as the Fire, Police, and Public Works Departments are not cut, it could not be guaranteed that nothing from these departments would be cut.

Mrs. Turner explained that, since the departments listed make up 74% of the budget, it is likely that budget cuts result in cuts from their budgets. She asked Council to allow Staff to decide what would be cut if necessary.

Councilmember Rubal requested Council to remember that they are stewards of the citizens when considering the motion.

Mayor Maxwell asked Council to also remember that they are responsible for the employees of the City and that Staff needs funding to conduct services.

Councilmember Goolsby asked Council to recognize that Universal City cannot rely on sales tax revenues like other cities and asked, for this reason, that people stop comparing ad valorem tax of surrounding cities due to this context. He felt the rate he proposed was a good opportunity to not hinder City funding while also providing residents with a tax decrease.

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

**Motion to approve carried.**

**B. Depository Agreement with American Bank.**

Mrs. Turner explained that the City went out for bid for depository agreements and requested proposals, as is customary every five years. The City only received one proposal from American Bank. She reported that the City found their fee structure, interest rates, and customer service good. This agreement would be for another five years.

Councilmember Bulman moved to approve the depository agreement with American Bank. Councilmember Vaughan seconded the motion.

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

**Motion to approve carried.**

**C. Towing and Impound Services Agreement/Contract Award to Johnny's Garage.**

Mrs. Turner explained that the City had not published an RFP for impound and towing services for about 10 to 15 years. The Police Department published this RFP and received two proposals. They found Johnny's Garage to be the best of the two and recommended approval of a contract.

Councilmember Vaughan requested that for future RFPs or contracts, if there is more than one to consider, a summary of other proposals be given. It was clarified that the other proposal submitted did not meet the conditions of the RFP.

Councilmember Goolsby moved to approve the Agreement/Contract Award to Johnny's Garage for towing and impound services.

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

**Motion to approve carried.**

**D. 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.**

Mrs. Turner explained that most municipalities and entities were amending their Drought Response Plans due to TCEQ requirements. TCEQ requires an update of the Drought Response Plan which includes a public meeting with resident feedback. This meeting was hosted in City Hall by Staff and feedback was received. The Drought Response Plan was amended accordingly and is presented to Council for re adoption. She noted that Grady Reed, the City's consultant, was present to answer questions and present if Council chose.

Councilmember Rubal noted that he attended the public meeting for this plan. He gave a

summary of notable changes to the plan resulting from citizen feedback. He and Mr. Luensmann discussed waivers for tractor sprinklers, which were not allowed due to the inability to monitor water usage versus reuse. Commercial car washes in comparison to residential car washing rates and recycled water provisions were discussed. Councilmember Rubal also expressed concern regarding the power to grant waivers and suggested that certain waiver abilities be elevated to the level of Council consideration. He explained that this would provide oversight for waivers that the City may grant themselves for the watering of fields. He mentioned the golf course's use of water.

Mr. Luensmann assured Council that the golf course was not affected by this ordinance regardless of provisions governing golf courses because the City's golf course only uses recycled water, which is not restricted by the ordinance.

Councilmember Bulman thanked Staff for taking citizen feedback and incorporating it into the Drought Response Plan.

Councilmember Vaughan received confirmation that Civic Ready would be used to notify residents of drought restriction stages.

Councilmember Vaughan moved to approve Ordinance 406-J-2024. Councilmember Goolsby seconded the motion.

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

**Motion to approve carried.**

- E. 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.**

Mrs. Turner explained that the CPI adjustment is something that has already been changed by Waste Management and this item would only approval the update to the City's Code of Ordinances to keep the City's fee schedules current. She reported a change in how Waste Management conducted their rate changes this year, which resulted in less of an increase.

Councilmember Bulman moved to approve Ordinance 525-X-2024. Councilmember Vaughan seconded the motion.

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

**Motion to approve carried.**

#### **Water, Sewer, and Stormwater Rates**

- F. 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.**

Mrs. Turner reminded Council of Grady Reed’s explanations and recommendations regarding water, sewer, and stormwater rates. Council gave Staff direction to move forward with the recommendations. These rates would be effective during October billing. The Ordinances would also update the City’s Code of Ordinances to accurately reflect fee schedules.

Councilmember Goolsby moved to approve Resolution 149-M-31-09-2024. Councilmember Bulman seconded the motion.

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

**Motion to approve carried.**

- G. 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.**

Councilmember Putt moved to approve Resolution 149-M-32-09-2024. Mayor Pro Tem Fitzpatrick seconded the motion.

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

**Motion to approve carried.**

- H. 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.**

Mrs. Turner explained that the item was a reapproval since stormwater rates did not change.

Mayor Pro Tem Fitzpatrick moved to approve Resolution 570-D-2024. Councilmember Putt seconded the motion.

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

**Motion to approve carried.**

- 9. ADJOURNMENT:** Mayor Maxwell adjourned the meeting at 8:36 P.M.

**APPROVED:**

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Tom Maxwell, Mayor

**ATTEST:**

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Maribel Garcia, Deputy City Clerk

**MINUTES**  
**CITY COUNCIL OF THE CITY OF UNIVERSAL CITY, TEXAS**  
 Regular Meeting, Tuesday, 03 September 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 (Virtually)  
 Councilmember Bear Goolsby  
 Councilmember Lori Putt  
 Councilmember Bernard Rubal  
 Councilmember Phil Vaughan

**Staff Present:**

Kim Turner, City Manager  
 Cynthia Trevino, City Attorney  
 Michael Cassata, Development Services Director  
 Randy Luensmann, Public Works Director  
 Christine Green, Finance Director  
 Maribel Garcia, Deputy City Clerk

Ms. Garcia confirmed a quorum was present.

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

Councilmember Rubal 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:** Mrs. Turner noted the change to the minutes under the consent agenda and the list of September events provided by Ms. Garcia to each Councilmember.
- b. **STAFF REPORT:** None.

**5. CITIZENS TO BE HEARD:**

- Kim Igleheart, 736 Garden Meadow, commented on the previous meeting regarding individuals not signed up to speak during public hearings. She opined the Chair of a meeting should know the rules under which they operate and should apply those rules consistently and fairly. She cited Section 1-1-13(b) of the Code of Ordinances pertaining to public hearings. It stated that individuals not signed in to speak shall be invited to speak after others. She noted it was the fourth anniversary of her first appearance before Council. She thanked those who joined her to bring accountability and transparency to Universal City.

**6. PUBLIC HEARINGS:**

Mrs. Turner explained tax rate and budget proceedings for this meeting, including two public hearings which would be the second public hearing held for the budget and tax rate, then two resolutions and one ordinance to pass the budget and tax rate.

a. **FY 2024-2025 Budget (2<sup>nd</sup> Hearing).**

Mayor Maxwell opened the Public Hearing at 6:35 p.m.

Ms. Green gave an overview of changes made to the proposed budget in accordance with the tax rate revenue change proposed in the last meeting. General Services would postpone a Mobile Equipment purchase which would decrease that budget by \$40,000 and Parks and Recreation would postpone a Vehicle purchase, decreasing that budget by \$60,000. She gave the following summaries of funds and included changes where necessary:

- General Fund Revenues and Expenditures were each \$19,828,122 for a balanced budget.
- Stormwater Fund was updated to include Capital Improvements Projects, with total revenues and expenditures of the fund equaling \$1,543,718. She noted a change to the Persia Storm Drainage Project, which accounted for the remaining carry over from this FY.
- Golf Course Fund had an increase in expenditures to match revenues, with each now being \$4,418,000. \$72,000 was added in expenditures to fund the development of a business plan.

There being no one signed up to speak during the public hearing, **Mayor Maxwell closed the Public Hearing at 6:40 p.m.**

**b. 2024 Tax Rate to support the FY 2024-2025 Budget (2<sup>nd</sup> Hearing).**

**Mayor Maxwell opened the Public Hearing at 6:40:10 p.m.**

For the ad valorem tax rate, Ms. Green reminded Council that the Maintenance & Operations (M&O) tax rate would be \$0.436882, the Debt Service (I&S) tax rate would be \$0.077500 for a total ad valorem tax rate of \$0.514382.

There being no one signed up to speak during the public hearing, **Mayor Maxwell closed the Public Hearing at 6:40 p.m.**

Prompted by Ms. Igleheart, procedures for speaking during a public hearing were clarified by Ms. Trevino who stated Mayor Maxwell had discretion to allow or disallow citizens to speak.

**7. ANNOUNCEMENTS:**

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

Mrs. Turner reiterated her notification to Council regarding the list of September events and asked that they notify her or Ms. Garcia of their intention to attend.

**c. COUNCILMEMBERS' ANNOUNCEMENTS:**

Councilmember Rubal asked for clarification on park reservation systems and policies following a resident complaint. He thanked Mrs. Turner and Mr. Luensmann for giving him a tour of the City in the context of Public Works. He presented photos he took of alleyways with common issues seen around the City. He explained some contexts he gained through his ride-along with Mr. Luensmann and Mrs. Turner, while also showing alleyways scheduled for maintenance or otherwise could be addressed by the City. He opined that there should be cost sharing between the City and EDC regarding alleyways to be improved in the Aviation District. He also presented an example of potential cost savings through purchasing cheaper vehicles to meet City needs. He reminded everyone that the Comprehensive Plan would begin community input meetings/events soon. He encouraged residents to participate in the Comprehensive Plan when the time came.

Councilmember Goolsby presented more on bugs. He showed the difference between healthy grub

worms, and ones that have been afflicted with a nematode parasite. Nematodes can be beneficial for getting rid of grub worms, which can be bad for gardens. He explained the difference between good nematodes and bad ones. Nematodes cannot infect vertebrates (humans, dogs, cats, etc.), and are tolerant to most insecticides. He explained how to introduce them to your soil.

Councilmember Putt encouraged everyone to attend upcoming ribbon cuttings, including one on September 6<sup>th</sup> for Daniels & Daniels Real Estate and Farmers Insurance.

Mayor Pro Tem Fitzpatrick thanked Councilmember Goolsby for continuing her science education. She was excited about the new Chick-fil-a on Kitty Hawk. She reported she had attended Judson ISD meetings and made Council aware of the potential closure of Coronado Elementary School.

**b. MAYORS' ANNOUNCEMENTS:**

Mayor Maxwell reminded Council of the Collaboration Workshop on September 6<sup>th</sup> which would be open to the public. He emphasized that no votes or policy decisions would be made at this meeting. He reported on his work with Representative John Lujan and Meals on Wheels. He stated that Meals on Wheels would present before Council at the second meeting in October regarding their work in the City and volunteer opportunities. Mayor Maxwell noted his experiences walking in Universal City parks. He said Universal City parks are pull factors for new residents, which was evidenced in his talks with park attendees. He also felt parks helped bring sales revenue into Universal City.

**8. CONSENT AGENDA:**

Councilmember Vaughan moved to approve the following Consent Agenda items, with the minutes as amended:

- 1) Consider the minutes of the Tuesday, 06 August 2024 Regular Meeting.
- 2) 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.
- 3) 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.
- 4) 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.
- 5) 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.
- 6) 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.

Councilmember Goolsby seconded the motion.

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

**Motion to approve carried.**

**9. 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 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.
- 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 convened into Closed Session at 7:04 p.m.**

Mayor Maxwell convened into Closed Session with present City Council Members, both virtually and in person, City Manager Kim Turner, City Attorney Cynthia Trevino, and Development Services & Economic Development Director Michael Cassata.

**Mayor Maxwell and the City Council reconvened into Open Session at 7:37 p.m.**

Mayor Pro Tem Fitzpatrick moved to allow attorneys to proceed as discussed in the Executive Session. Councilmember Putt seconded the motion.

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

**Motion to approve carried.**

**Proposed Budget and Tax Rate**

- 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.**

Councilmember Vaughan noted the budgeting for a golf course business plan consultant. He confirmed that Council would be involved in the RFP process and would receive progress reports. He stated that this was a more amenable use of the Venue Tax to move toward the golf course not using the Venue Tax as a necessary revenue stream.

Councilmember Putt moved to approve Resolution 909-E-2024 to adopt the FY 2025 Budget. Mayor Pro Tem Fitzpatrick seconded the motion.

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

**Motion to approve carried.**

- 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.**

Councilmember Goolsby moved to approve Resolution 909-D-2024. Councilmember Putt seconded the motion.

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

**Motion to approve carried.**

**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 (1st Reading).**

Councilmember Goolsby moved to approve Ordinance 646-E-2024 and to approve a 2024 Maintenance & Operations tax rate of 0.436882 and a Debt Service or I&S tax rate of \$0.077500 for a total 2024 Ad Valorem "Goolsby/Vaughan" Tax Rate of \$0.514382 per \$100 of appraised property value. Councilmember Vaughan seconded the motion.

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

**Motion to approve carried.**

**9. ADJOURNMENT:** Mayor Maxwell adjourned the meeting at 7:44 P.M.

**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:

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

ATTEST;

APPROVED FOR LEGAL SUFFICIENCY:

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

\_\_\_\_\_  
Cynthia Trevino, City Attorney  
Denton Navarro Rodriquez Bernal Santee & Zech, P.C.

**ORDINANCE NO. 581-PC-602 (ZC 260)-2024**  
(840 North Boulevard)

**AN ORDINANCE OF THE CITY OF UNIVERSAL CITY APPROVING A ZONING MAP AMENDMENT FOR AN APPROXIMATE 0.4880-ACRE TRACT LOCATED AT 840 NORTH BOULEVARD (CB 5053D BLK LOT 4 EXC S IRR 4.2 FT) FROM C2-RETAIL DISTRICT TO C1-NEIGHBORHOOD SERVICES DISTRICT**

**WHEREAS**, Chapter 211 of the Texas Local Government Code empowers the City Council of the City of Universal City to enact zoning regulations and districts and provide for their administration, enforcement and amendment; and

**WHEREAS**, Chapter 211 of the Texas Local Government Code requires notice and public hearings prior to any zoning classification change; and

**WHEREAS**, Denise Goring, the property owner, has requested a change in zoning classification from C2-Retail District to C1-Neighborhood Services District; and

**WHEREAS**, the Planning and Zoning Commission and the City Council of the City of Universal City has complied with all notice and public hearing requirements of the Code of Ordinances of the City of Universal City and Chapter 211 of the Texas Local Government Code; and

**WHEREAS**, in keeping with the spirit and objectives of the City's zoning regulations and policies, the City Council has given due consideration to all components of said district and the recommendations of the Planning and Zoning Commission concerning recommended requirements, conditions, and safeguards necessary to protect the best interests of the community; and

**WHEREAS**, it is the intent of the City Council to provide harmony between existing zoning districts and proposed land uses; and

**WHEREAS**, the City Council desires to amend the Zoning Map by rezoning an approximate 0.4880-Acre tract located at 840 North Boulevard (CB 5053D BLK LOT 4 EXC S IRR 4.2 FT) from C2-Retail District to C1-Neighborhood Services District; and

**WHEREAS**, the City Council specifically finds that the requirements specified herein are rationally related to protecting the public purposes of lessening congestion in the streets, securing the safety of its citizens from fire, panic, and other dangers, promoting the health and the general welfare of its citizens; preventing the overcrowding of land, and avoiding undue concentration of population.

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

**SECTION 1.** The recitals set out above are adopted herein for all purposes.

**SECTION 2.** The Official Zoning Map of the City of Universal City, in accordance with the Property described and depicted in Exhibit "A", is hereby amended by rezoning an approximate 0.4880-Acre tract located at 840 North Boulevard (CB 5053D BLK LOT 4 EXC S IRR 4.2 FT) from C2-Retail District to C1-Neighborhood Services District, subject to the conditions set out in Section 3.

**SECTION 3.** Pursuant to Section 4-5-24 (entitled "Zoning Map Amendment Process") of the Code of Ordinances, the following conditions are imposed:

No conditions are imposed.

**SECTION 4.** 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 5.** All other ordinances or parts of ordinances in conflict herewith are hereby repealed to the extent that they are in conflict.

**SECTION 6.** This ordinance is not severable.

**SECTION 7.** 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 17<sup>th</sup> day of September 2024.

**PASSED AND APPROVED, on second reading** by the City Council of the City of Universal City on this the 1<sup>st</sup> day of October 2024.

UNIVERSAL CITY

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

Attest:

Approved as to form:

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

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

**EXHIBIT "A"**

**PROPERTY DESCRIPTION & DEPICTION**

**PROPERTY DESCRIPTION: 840 NORTH BOULEVARD (CB 5053D BLK LOT 4 EXC S IRR 4.2 FT)**

**LOT 4, RANDOLPH PLAZA, IN THE CITY OF UNIVERSAL CITY, BEXAR COUNTY, TEXAS, ACCORDING TO PLAT THEREOF RECORDED IN VOLUME 5300, PAGE(S) 137, DEED AND PLAT RECORDS OF BEXAR COUNTY, TEXAS, SAVE AND EXCEPT A 0.015 OF AN ACRE TRACT, MORE OR LESS, CONVEYED TO CHARLES A. BOEMECKE, TRUSTEE IN VOLUME 2933, PAGE 124, REAL PROPERTY RECORDS OF BEXAR COUNTY, TEXAS.**

**PROPERTY DEPICTION:**



**Motion to Approve:**

PC 611 (ZC 260)

After conducting a public hearing on the request for a zoning map amendment for the property at 840 North Boulevard and receiving the Planning and Zoning Commission's recommendation, City Council has considered the request and moves to approve PC 611 (ZC 260) and to grant a zoning map amendment from C2-Retail District to C1-Neighborhood Services District for the property at 840 North Boulevard.

**ORDINANCE NO. 655-R-2024 (PC 610 SU 025)**  
(121 W. Wright Boulevard)

**AN ORDINANCE APPROVING A SPECIFIC USE PERMIT TO MODERN GEOSCIENCES FOR A PROFESSIONAL OFFICE USE IN A C2-RETAIL DISTRICT ON PROPERTY LOCATED AT 121 W. WRIGHT BOULEVARD, UNIVERSAL CITY, TEXAS (CB 5768 BLK 14 LOT 23 THRU 26); PROVIDING FOR NON-SEVERABILITY; AND ESTABLISHING AN EFFECTIVE DATE.**

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**WHEREAS**, in accordance with Section 4-5-54 of the Code of Ordinances, City Council may approve an application for a Specific Use Permit to provide some flexibility to traditional zoning by offering a mechanism to balance specific site constraints and development plans with the larger interest of the community and the integrity of the Zoning Ordinance; and

**WHEREAS**, as described in Section One of this Ordinance, an application has been made for a Specific Use Permit; and

**WHEREAS**, the Zoning Table of Uses authorizes City Council to issue the Specific Use Permit; and

**WHEREAS**, after proper delivery of notice, the Planning and Zoning Commission conducted a public hearing on the application for the Specific Use Permit on September 9, 2024; and

**WHEREAS**, at the conclusion of the public hearing, the Planning and Zoning Commission made a recommendation in favor of the application for the Specific Use Permit and made the findings required by Section 4-5-54 of the Code of Ordinances as follows:

- The proposed use is in accord with the objectives of these regulations and the purposes of the district in which the site is located.
- That the proposed use will comply with each of the applicable provisions of these regulations.
- That the proposed use and site development, together with any modifications applicable thereto, will be completely compatible with existing or permitted uses in the vicinity.
- That the conditions applicable to approval are the minimum necessary to minimize potentially unfavorable impacts on nearby uses and ensure compatibility with existing or permitted uses in the same district and the surrounding area, and that the prescribed zoning standards do not provide enough mitigation of the impacts identified, thus warranting stricter standards, if so recommended.
- The Commission has given due consideration to all technical information supplied by the applicant.
- That the proposed use, together with the conditions applicable thereto, will not be detrimental to the public health, safety or welfare or materially injurious to properties or improvements in the vicinity; and

**WHEREAS**, after proper publication of notice and receipt of the Planning and Zoning Commission's recommendation, City Council conducted a public hearing on the application for the Specific Use Permit on September 17, 2024; and

**WHEREAS**, after conducting a public hearing on the matter wherein the testimony and comments of members of the public were received, City Council made the findings required by Section 4-5-54 of the City Code as set out infra.

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

**SECTION 1.** The recitals set out above are adopted herein for all purposes.

**SECTION 2.** The application for a Specific Use Permit by Modern Geosciences for a Professional Office use in a C2-Retail District on property located at 121 W. Wright Boulevard, Universal City, Texas (CB 5768 BLK 14 LOT 23 THRU 26), is hereby approved, subject to the conditions set out in Section 3.

**SECTION 3.** Pursuant to Section 4-5-54 (entitled “Specific Use Regulations”) of Code of Ordinances, the following conditions are imposed:

No conditions are imposed.

**SECTION 4.** 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 5.** All other ordinances or parts of ordinances in conflict herewith are hereby repealed to the extent that they are in conflict.

**SECTION 6.** This ordinance is not severable.

**SECTION 7.** 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 17<sup>th</sup> day of September 2024.

**PASSED AND APPROVED, on second reading** by the City Council of the City of Universal City on this the 1<sup>st</sup> day of October 2024.

UNIVERSAL CITY

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

Attest:

Approved as to form:

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

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

**Motion to Approve:**

PC 610 (SU 025)

After conducting a public hearing on the request for a Specific Use Permit for the property at 121 W. Wright Boulevard and receiving the Planning and Zoning Commission's recommendation, City Council has considered the request and moves to approve PC 610 (SU 025) and to grant a specific use permit to allow a Professional Office use to Modern Geosciences, an environmental services and engineering firm.

## CITY OF UNIVERSAL CITY

Date: 09/17/2024

**TO:** City Council

**FROM:** Christine Green, Finance Director

**SUBJECT:** RESOLUTION # 961-B-2024: FY 2024 Year-end Budget Amendments

Historical Background

At the end of each Fiscal Year, all funds are evaluated to ensure the budgeted expenditures are not exceeded. For the current fiscal year, budget amendments are needed to recognize expenses in the new Special Revenue Funds.

New Special Revenue Funds were created for special revenues to include HOT Tax, Court Security, PEG, and Child Safety funds. The expenditures for these new funds were estimated during the budget process in June 2023. Budget amendments are being requested to increase the expense line items for these Special Revenues Funds.

Legislative Authority

The City Charter stipulates that the total of proposed expenditures shall not exceed the total estimated income; a balanced budget. For the Special Revenue Funds, amendments recognize that expenditures exceeded the anticipated budget. Since Council approved the budget by Resolution, Council must amend the budget by Resolution.

Action Requested

City Council approval of Resolution 961-B-2024.

Staff Recommendation

Staff recommends the Council approve Resolution 961-B-2024 to assure comportment with City Charter, State Law, and general account practices.

**STATE OF TEXAS** X

**COUNTY OF BEXAR** X

**Resolution # 961-B-2024**

**CITY OF UNIVERSAL CITY** X

**A RESOLUTION AMENDING THE FISCAL YEAR 2023/24 BUDGET OF THE CITY OF UNIVERSAL CITY, TEXAS.**

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF UNIVERSAL CITY, TEXAS THAT THE FISCAL YEAR BUDGET 2023/24 IS AMENDED AS FOLLOWS:

**HOT TAX FUND**

ADVERTISING (Account #10-5300-440.4445) \$15,000

**COURT SECURITY FUND**

COURT SECURITY EXPENSE (Account #11-5131-4700-4774) \$15,000

**PEG FUND**

PEG CHANNEL (Account #13-5112-4400.4465) \$85,000

**CHILD SAFETY FUND**

CHILD SAFTEY EXPENSES (Account #22-5110-4800.4875) \$5,000

**PASSED AND APPROVED** by the City Council of the City of Universal City this 17th day of September, 2024.

CITY OF UNIVERSAL CITY, TEXAS

APPROVED:

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

ATTEST:

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

## CITY OF UNIVERSAL CITY

Date: 09/17/2024

**TO:** City Council

**FROM:** Kim M. Turner, City Manager

**SUBJECT:** Resolution 974-2024: A resolution supporting State legislation to establish a dedicated funding mechanism for the Disabled Veterans Homestead Exemption (DVHS) Program

**Historical Background**

In 2009 Texas enacted a 100% property tax exemption for Disabled Veterans with a 100% disability rating as tangible recognition of and a benefit for the service and sacrifice of disabled veterans. This discussion does not seek to change that benefit. This discussion only seeks to address how communities are reimbursed for loss of tax revenue to offset the unintended, negative consequences on the quality of life for significantly impacted local communities. Over time, this mandate has created significant losses in city and county tax revenue due to the substantial increase in disabled veteran tax exemptions with many of these municipalities near military installations.

Under current law, municipalities that physically border a military installation may receive partial reimbursement from the State for the loss of tax revenue. However, municipalities only receive partial reimbursement for the revenue losses with reimbursement rates historically less than one-third to one-quarter of lost tax revenue. Municipalities with high disabled veteran populations but without a physical border to a military installation are not eligible for any reimbursement for the tax revenue loss.

In FY 23-24, 100% disabled veterans' exemptions make up 14% of all homestead residences in Universal City and veterans with any disabled exemption aid makes up 26% of homesteads in Universal City. The amount of ad valorem tax revenue the City must forgo in FY 2023-24 due to the DVHS tax exemption is \$900,000 which is equivalent to 4.5 cents on the City's tax rate for FY 2023-24. Universal City received a reimbursement of \$133,000 from the State.

In the upcoming Texas legislative session, military communities are petitioning the State and our elected State Officials to fully fund the DVHS program to provide relief to military communities.

**Action Requested**

Approve Resolution 974-2024 supporting State Legislation to establish a dedicated funding mechanism for the Disabled Veterans Homestead Exemption (DVHS) Program.

**Procurement Methodology**

This is a support only Resolution and requires no procurement by the City.

**Source and Amount of Funding**

This is a support only Resolution and requires no funding by the City.

**Staff Recommendation**

Staff recommends approval of the Resolution and its delivery to the Texas Municipal League and elected State Officials.

**RESOLUTION NO. 974-2024**

**A RESOLUTION BY THE CITY COUNCIL OF THE CITY OF UNIVERSAL CITY, TEXAS SUPPORTING STATE LEGISLATION TO ESTABLISH A DEDICATED FUNDING MECHANISM FOR THE DISABLED VETERANS HOMESTEAD EXEMPTION (DVHS) PROGRAM AND OTHER MATTERS IN CONNECTION THEREWITH.**

WHEREAS, the City of Universal City recognizes the invaluable contributions of veterans in our community through their service and sacrifice to our county; and

WHEREAS, the City supports the original legislation for the DVHS property tax relief program for disabled veterans which was not intended to disproportionately impact communities; and

WHEREAS, 100% disabled veterans' exemptions make up 14% of all homestead residences in Universal City and veterans with any disabled exemption aid makes up 26% of homesteads in Universal City; and

WHEREAS, the amount of ad valorem tax revenue the city must forgo in FY 2023-24 due to the DVHS tax exemption is \$900,000 which is equivalent to 4.5 cents on the City's tax rate for FY 2023-24; and

WHEREAS, the City believes the state of Texas should pass legislation to create a dedicated funding mechanism for the DVHS property tax relief program; and

WHEREAS, the City believes such legislation would provide essential financial support to cities uniquely impacted by high concentrations of DVHS exemptions, enabling them to more effectively manage property tax rates without compromising critical public services.

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

Section 1. The City of Universal City hereby expresses its strong support for proposed state legislation that will create a dedicated funding mechanism for the DVHS property tax exemption program.

Section 2. The City Council directs the City Manager and other appropriate City officials to actively advocate for the passage of such legislation, including, but not limited to, communicating with state legislators, participating in relevant hearings and meetings, and collaborating with other municipalities and organizations in support of this cause.

Section 3. The City of Universal City pledges to continue exploring and supporting additional measures that can provide financial relief to communities impacted by high concentration of the DVHS exemption.

Section 4. This Resolution shall be in force and effect from and after its final passage, and it is so resolved.

**BE IT FURTHER RESOLVED** that a copy of this resolution be forwarded to the Texas Municipal League (TML), and the state legislative delegation representing the City of Universal City, and other relevant state officials to formally convey the City's support for this critical legislation.

**PASSED AND ADOPTED** by the City Council of the City of Universal City on this the 17<sup>th</sup> day of September 2024.

**CITY OF UNIVERSAL CITY, TEXAS**

APPROVED:

ATTEST:

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

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

## CITY OF UNIVERSAL CITY

Date: 09/17/2024

**TO:** City Council

**FROM:** Kim M. Turner, City Manager

**SUBJECT:** Texas Municipal League (TML) Intergovernmental Risk Pool Board of Trustees Election

**Historical Background**

At the 03 September meeting, Mayor Maxwell provided a copy of the Official Ballot for the TML Intergovernmental Risk Pool Board of Trustees Election and asked Councilmembers to reach out to him with their recommendations. Based on the feedback received, one Board of Trustee candidate has been selected for each of the four places. The winning candidates will serve a six-year term.

**Action Requested**

City Council will need to vote to approve the ballot and authorize the Mayor to sign it.

**Procurement Methodology**

This is a voting procedure only and requires no procurement by the City.

**Source and Amount of Funding**

This is a voting procedure only and requires no funding by the City.

**Staff Recommendation**

Staff recommends approval of the ballot as decided by Council.

# OFFICIAL BALLOT

## Texas Municipal League Intergovernmental Risk Pool Board of Trustees Election

This is the official ballot for the election of Places 11 – 14 of the Board of Trustees for the Texas Municipal League Intergovernmental Risk Pool. Each Member of the Pool is entitled to vote for Board of Trustee members. Please record your organization's choices by placing an "X" in the square beside the candidate's name or writing in the name of an eligible person in the space provided. You can only vote for one candidate for each place.

The officials listed on this ballot have been nominated to serve a six-year term on the TML Intergovernmental Risk Pool (Workers' Compensation, Property and Liability) Board of Trustees. The names of the candidates for each Place on the Board of Trustees are listed in alphabetical order on this ballot.

Ballots must reach the office of David Reagan, Secretary of the Board, no later than September 30, 2024. Ballots received after September 30, 2024, cannot be counted. **The ballot must be properly signed, and all pages of the ballot must be mailed to: Trustee Election, David Reagan, Secretary of the Board, P.O. Box 149194, Austin, Texas 78714-9194. If the ballot is not signed, it will not be counted.**

PLACE 11

- Randy Criswell.** (Incumbent) Randy Criswell is currently the City Manager of Wolfforth (Region 3), a position he's held since 2022. He has served on the TML Risk Pool Board of Trustees since 2015 and as Chair of the Board from 2020 to 2022. He has been in public service since 1994, having served the City of Canyon in three administrative roles including City Manager, the City of Mineral Wells as City Manager, and his current position. Mr. Criswell has a Bachelor of Science Degree from Texas Tech University in Engineering Technology and is a Certified Public Manager. He is a member of TCMA and a past member of the TCMA Board of Directors. He and his wife Janie have three grown children, and he enjoys golf, his Harley Davidson motorcycle, and spending time with Janie.
- Robert S. Davis.** Robert Davis serves as the City Attorney for the City of Bullard (Region 15). He is a Senior Partner at Flowers Davis PLLC in Tyler and oversees the Business and Commercial Litigation, Insurance Defense, Defense of Governmental Entities, Employment Law, and Medical Liability Sections of the law firm. Mr. Davis has extensive experience in representing governmental entities and government officials in all types of litigation. He also has extensive experience in litigation for major insurance carriers and drafting coverage opinions for insurance carriers. Through the years, he has written many papers for and made numerous presentations to Texas Sheriff's Association, Texas Association of Counties, Texas Jail Association, and Texas Chief Deputies' Association.

**WRITE IN CANDIDATE:**

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PLACE 12

- Cedric Davis, Sr.** Cedric Davis is the City Manager of the City of Mathis (Region 11). He joined the city's administration team on January 3, 2024, and has more than three decades of experience as a public servant. He served as the City Manager of Mathis for over four years, and is a former Chief of Police and Public Educator. He is a graduate of Law Enforcement Management Institute of Texas and the Advanced Military Academy of Texas. He has a Bachelor of Science degree in Criminal Justice Administration from Sam Houston State University. He is a licensed Master Peace Officer, Police Instructor, Investigator, and holds certifications in Public Management, Smart City Practitioner, and Public Finance Investment Officer. In 2008 he served as Mayor of Balch Springs.
- Rocky Hawkins.** Rocky Hawkins is a Councilmember for the City of Gladewater (Region 15), and served as such for four years. He has also served on the Gladewater Lake Board for 10 years, as a Chamber of Commerce Volunteer, as a member of the "Friends of the Library" at the Lee-Bardwell Public Library in Gladewater, and on various boards and committees at First Baptist Church for 30 years. Mr. Hawkins began his career with a brief stint as a Parole Officer for Gregg County; later spent almost 15 years in the Hospitality/Restaurant Business; and finished his career with 30 years at Eastman Chemical Co. He holds an associate's degree in business management from Kilgore College and a B.S. degree in Criminal Justice from Sam Houston State University.
- Allison Heyward.** (Incumbent) Allison Heyward has served as Councilmember for the City of Schertz (Region 7) since 2018. She also serves on the TML Board of Directors and is currently the TML President Elect. She previously served in 2022 on the TMLIRP Board as the TML Board representative. In January 2023, she was appointed to Place 12 on the TMLIRP Board to fill a vacancy. She holds a Bachelor's Degree in Accounting from Texas Southern University, and is a 2020 graduate of the Chamber Leadership Core Program. Mrs. Heyward is also a TML Leadership Fellow and a Certified Municipal Officer (CMO), having received the TMLI CMO (Certified Municipal Official Designation) Award of Excellence for maintaining the designation for 5 continuous years. She has also been recognized with the President's Award for being one of the top 2 highest earners of Continuing Education Units.
- Rudy Zepeda.** Rudy Zepeda has served as the Finance Director for the City of Santa Fe (Region 14) since 2021. Before joining Santa Fe, Mr. Zepeda served eight years in Dayton, Texas, as Assistant City Manager and Finance Director. He holds a degree in Classics from the University of Arizona and certification in Certified Public Management from Stephen F. Austin University. While Finance Director in Santa Fe, the city earned the Government Finance Officers Association (GFOA) Budget Presentation Award and the Excellence in Financial Reporting award. This year, the city was recognized by the State Comptroller's Office with its Traditional Finances Star Award. Mr. Zepeda's career spans 30 years, with significant experience in both public and private sectors, including 14 years in local government.

**WRITE IN CANDIDATE:**

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**PLACE 13**

- Harlan Jefferson.** (Incumbent) Deputy City Manager for the City of Burleson (Region 13). Mr. Jefferson has been in public service for 41 years, serving as a Risk Manager for the City of Denton early in his career and serving as Town Manager for Flower Mound and Prosper, Texas. Mr. Jefferson is an active member of the Texas City Management Association (TCMA), having served on its Board of Directors and is a Past President of the North Texas City Manager Association. He holds a Bachelor of Arts in Political Science and a Master of Public Administration from the University of North Texas. Additionally, he is an Adjunct Faculty member in the Master of Public Administration Program at the University of North Texas.
  
- James Quin.** City Administrator for the City of Hutchins (Region 13) since March 2022. He served as City Administrator of Haslet for 8 years and City Manager for Richland Hills for 16 years. Mr. Quin earned a Bachelor of Science Education degree and a Master of Public Administration degree from Missouri State University. He is a member of the International City/County Management Association (ICMA) and maintains the ICMA Credentialed Manager (CM) designation. In April 2022, he was awarded the High Performance Leadership Academy Certificate issued by ICMA Professional Development Academy. Also, he is a full member of TCMA, and previously served on the HCA Medical City Alliance Hospital Board for 6 years.

**WRITE IN CANDIDATE:**

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**PLACE 14**

- Mike Land** (Incumbent) City Manager for the City of Coppell (Region 13) since 2017, and Deputy City Manager from 2012-2017. Previously, he was Town Manager for Prosper, City Manager for Gainesville, and Executive Director for the Southwestern Diabetic Foundation. Mr. Land serves on the International City/County Management (ICMA) Board of Directors and is the 2024-25 ICMA President-Elect. Additionally, he serves on the Texas Women's Leadership Institute Advisory Board, the Texas A&M University's Development Industry Advisory Council, and the UTA MPA Advisory Board. He has also served as School Board Trustee for Gainesville Independent School District and as President of TCMA.

**WRITE IN CANDIDATE:**

---

## Certificate

I certify that the vote cast above has been cast in accordance with the will of the majority of the governing body of the public entity named below.

Witness my hand, this \_\_\_\_\_ day of \_\_\_\_\_, 2024.

\_\_\_\_\_  
Signature of Authorized Official

\_\_\_\_\_  
Title

\_\_\_\_\_  
Printed Name of Authorized Official

\_\_\_\_\_  
Printed Name of Political Entity

## CITY OF UNIVERSAL CITY

Date: 09/17/2024

**TO:** City Council

**FROM:** Kim M. Turner, City Manager

**SUBJECT:** Moving or Cancelling future Regular City Council Meetings – October 1 for National Night Out and November 5 for National Election Day

Historical Background

National Night Out in the state of Texas routinely takes place on the first Tuesday of every October. This coincides with the first Regular City Council Meeting of October for the Universal City – City Council. Likewise, National Election Day routinely occurs on the first Tuesday of November. This coincides with the first Regular City Council Meeting of November.

In past years, many local communities and organizations have hosted National Night Out events around the City. Councilmembers in the past have expressed the desire to attend these events, and have therefore, cancelled or rescheduled the first Regular City Council Meeting in October to accommodate.

City Hall is used as an Election Day polling location and will be unavailable for use on November 5 for the first Regular City Council Meeting in November. If Council would like to keep this meeting scheduled as normal, the location will need to be moved to another public facility. Councilmembers in the past have also expressed interest in cancelling or rescheduling this City Council Meeting to encourage residents to participate in National Election Day.

Action To Consider

Consider the cancellation or rescheduling of the following Regular City Council Meetings:  
October 1  
November 5

Staff Recommendation

If Council wishes to reschedule said meetings, the City Council Chamber is available for use on Wednesday, October 2 and Wednesday, November 6. Staff is looking for direction on whether Council would like to reschedule, cancel or keep these Regular Meetings.

# DEVELOPMENT SERVICES DEPARTMENT

## MONTHLY REPORT

AUGUST 2024

BUILDING		
<u>PERMITS ISSUED</u> <b>131</b>	<u>CERTIFICATES OF OCCUPANCY</u> <b>5</b>	
<u>TOTAL INSPECTIONS</u> <b>282</b>	<u>1<sup>ST</sup> TIME INSPECTIONS</u> <b>236</b>	<u>RE-INSPECTIONS</u> <b>46</b>
HEALTH		
<u>TOTAL INSPECTIONS</u> <b>43</b>	<u>1<sup>ST</sup> TIME INSPECTIONS</u> <b>31</b>	<u>RE-INSPECTIONS</u> <b>12</b>
CODE COMPLIANCE		
<u>CASES OPENED</u> <b>97</b>	<u>CASES CLOSED</u> <b>55</b>	

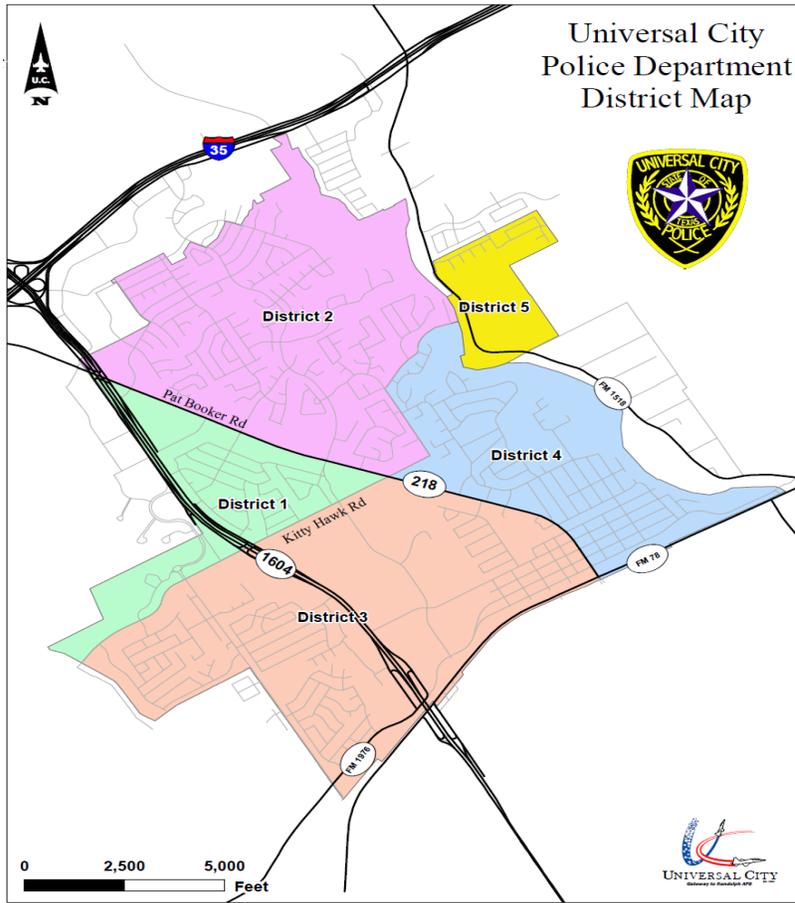
# UCPD REPORT 1



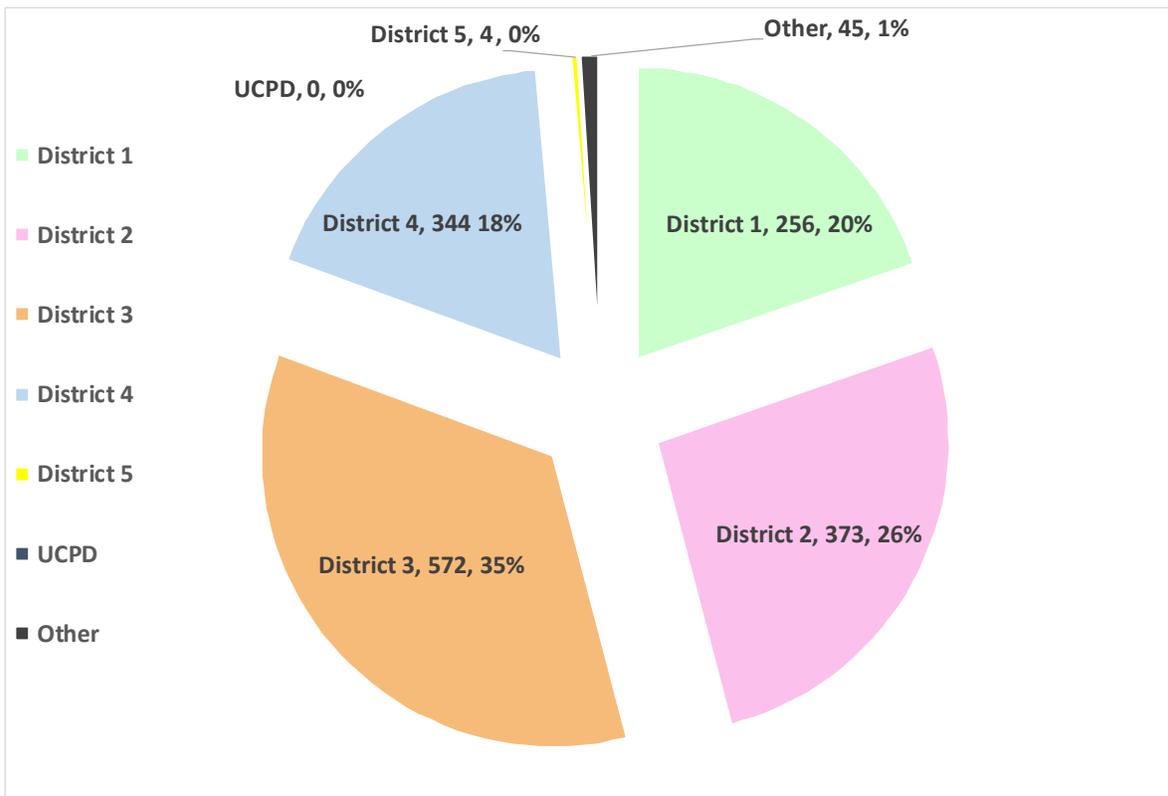
August 2024

## ACTIVITY REPORT

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



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



## WRITTEN REPORTS

ORIGINAL	268
SUPPLEMENTAL	312
TOTAL	580

## CALL TYPES

PRIMARY	834
BACK-UP	517
CALL FOR SERVICE	2749
TOTAL	4100

## INVESTIGATIONS

ASSIGNED	373
FILED AT LARGE	35
CLEARED	48
TOTAL	290

CITATIONS	696
WARNINGS	521
TOTAL	1217

## ARREST

ADULT	63
JUVENILE	10
TOTAL	73

## ACCIDENTS

MAJOR	9
MINOR	72
TOTAL	81

# REPORT 2

## Agency Executive Dashboard: UNIVERSAL CITY POLICE DEPARTMENT

### Crash Summary by Year

by Crash Category	2021	2022	2023	2024 *
Total Crashes	505	401	438	355
Fatal (K)	2	1	1	--
Other Injury (A,B,C)	125	126	117	92
Non-Injury (N, U)	378	274	320	263
DUI	21	25	19	14
DWI	13	14	7	5
Speed Related	134	97	124	58
CMV Involved	14	8	5	11
Intersection Related	195	175	216	159
Motorcycle Involved	11	6	6	7
Cell Phone Related	3	9	4	2

by Crash Severity	2021	2022	2023	2024 *
FATAL INJURY	2	1	1	0
NOT INJURED	369	267	311	256
POSSIBLE INJURY	46	58	45	47
SUSPECTED MINOR INJURY	57	62	60	32
SUSPECTED SERIOUS INJURY	22	6	12	13

by Weather Condition	2021	2022	2023	2024 *
CLEAR	448	372	368	303
CLOUDY	22	10	39	28
FOG	1	0	0	0
OTHER (EXPLAIN IN NARRATIVE)	1	0	0	0
RAIN	25	19	31	23
SLEET/HAIL	2	0	0	1
SNOW	6	0	0	0

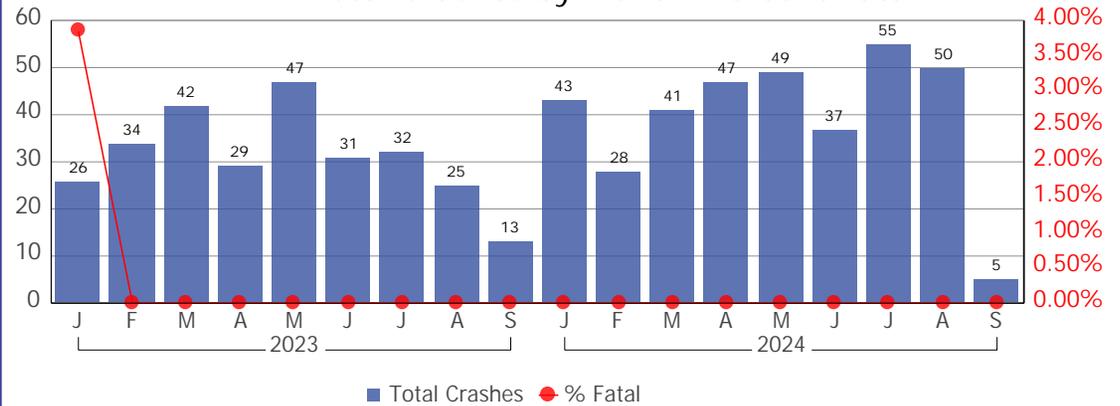
-- = No crash data

\*Thresholds are based on YTD vs. YTD LY values

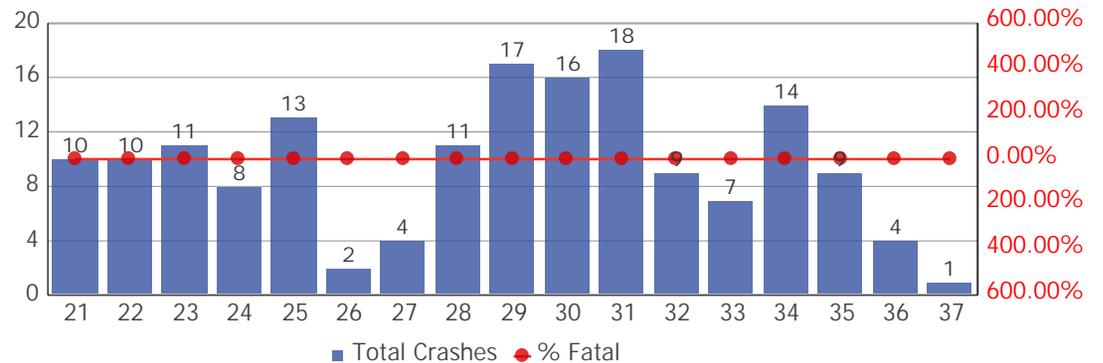
### Crash Summary YTD

Top 5 Crash Contributing Factors YTD	Crashes	Crashes YTD LY	DUI Crashes	Fatal Crashes	Fatalities
DRIVER INATTENTION	80	90	2	--	--
FAILED TO CONTROL SPEED	53	60	4	--	--
FAILED TO YIELD RIGHT OF WAY - TURNING LEFT	39	26	1	--	--
CHANGED LANE WHEN UNSAFE	32	26	--	--	--
FOLLOWED TOO CLOSELY	31	19	--	--	--

### Total Crashes by Month: Percent Fatal



### Total Crashes Last 16 Weeks: Percent Fatal



9/11/2024 9:49:55

# UCPD REPORT 3

UNIVERSAL CITY POLICE DEPARTMENT

AUG-2024

Case ID	Crash Date	Occurred On	Intersecting Road	Intersection Offset Amt	Direction	Private Drive / Parking Lot
FM0078		5 crashes				
240010582	08/01/2024	FM0078	SL1604	0		NO
240010880	08/07/2024	FM0078	SL1604	0		NO
240011401	08/17/2024	FM0078	SH0218	0		NO
240011545	08/20/2024	FM0078	FM1518	1000.000 FEET	W	NO
240010744	08/05/2024	FM0078	STREET WEST	0		NO
SL1604		9 crashes				
240011562	08/20/2024	SL1604	FM1976	70.000 FEET	SW	NO
240011978	08/28/2024	SL1604	FM1976	0		NO
240010534	08/01/2024	SL1604	IH0035	200.000 FEET	N	NO
240011656	08/22/2024	SL1604	SH0218	0.780 MILES	SE	NO
240011785	08/24/2024	SL1604	SH0218	590.000 FEET	S	NO
240011079	08/11/2024	SL1604	KITTY HAWK RD	380.000 FEET	S	NO
240011248	08/14/2024	SL1604	KITTY HAWK RD	0.370 MILES	NW	NO
240011789	08/24/2024	SL1604	KITTY HAWK RD	200.000 FEET	N	NO
240010720	08/04/2024	SL1604	MEADOWLAND	1.000 MILES	S	NO
HEATHFIELD		1 crash				
240010537	08/19/2024	HEATHFIELD	COLLINGWOOD	10.000 FEET	S	NO
SH0218		13 crashes				
240010662	08/03/2024	SH0218	UNIVERSAL CITY BLVD	0		NO
240011769	08/24/2024	SH0218	UNIVERSAL CITY BLVD	0		NO
240012042	08/30/2024	SH0218	UNIVERSAL CITY BLVD	781.000 FEET	W	NO
240010879	08/07/2024	SH0218	ATHENIAN	0		NO
240011961	08/28/2024	SH0218	ATHENIAN	20.000 FEET	SW	NO
240010807	08/06/2024	SH0218	KITTY HAWK RD	200.000 FEET	S	NO
240010877	08/07/2024	SH0218	KITTY HAWK RD	26.000 FEET	E	NO
240011951	08/28/2024	SH0218	KITTY HAWK RD	0		NO
240011497	08/19/2024	SH0218	E WRIGHT BLVD	0		NO

# UCPD REPORT 3

UNIVERSAL CITY POLICE DEPARTMENT

AUG-2024

Case ID	Crash Date	Occurred On	Intersecting Road	Intersection Offset Amt	Direction	Private Drive / Parking Lot
240010614	08/02/2024	SH0218	W LINDBERGH BLVD	0		NO
240011239	08/14/2024	SH0218	W LINDBERGH BLVD	0		NO
240011788	08/24/2024	SH0218	W AVIATION ST	63.000 FEET	E	NO
240011045	08/10/2024	SH0218	E LOOP 1604 N RD	290.000 FEET	S	NO
		FORUM RD				1 crash
240010913	08/08/2024	FORUM RD	DELPHIAN DR	15.000 FEET	E	NO
		KITTY HAWK RD				5 crashes
240011494	08/19/2024	KITTY HAWK RD	SL1604	0		NO
240010604	08/02/2024	KITTY HAWK RD	UNIVERSAL CITY BLVD	0		NO
240011627	08/21/2024	KITTY HAWK RD	UNIVERSAL CITY BLVD	100.000 FEET	W	YES
240011918	08/27/2024	KITTY HAWK RD	DE VACA DR	0		NO
240011338	08/16/2024	KITTY HAWK RD	OLD CONVERSE RD	0		NO
		KITTY HAWK				1 crash
240010604	08/02/2024	KITTY HAWK	SL1604	1.000 FEET	N	YES
		PAT BOOKER RD				5 crashes
240010646	08/03/2024	PAT BOOKER RD	ATHENIAN	0		NO
240011779	08/24/2024	PAT BOOKER RD	VILLAGE GREEN	170.000 FEET	NW	YES
240012075	08/30/2024	PAT BOOKER RD	VILLA DR	5.000 FEET	W	NO
24001650	08/03/2024	PAT BOOKER RD	PAT BOOKER RD	100.000 FEET	N	YES
240010951	08/09/2024	PAT BOOKER RD	E LOOP 1604 N RD	120.000 FEET	E	YES
		PALISADES DR				1 crash
240010671	08/03/2024	PALISADES DR	E TX 1604 LOOP N	26.000 FEET	SW	NO
		E AVIATION BLVD				1 crash
240011083	08/11/2024	E AVIATION BLVD	BOWIE DR	16.000 FEET	SW	NO
		NORTH BLVD				1 crash
240011790	08/24/2024	NORTH BLVD	STONEGATE DR	0		NO
		BALBOA DR				1 crash

UCPD REPORT 3

UNIVERSAL CITY POLICE DEPARTMENT

AUG-2024

Case ID	Crash Date	Occurred On	Intersecting Road	Intersection Offset Amt	Direction	Private Drive / Parking Lot
240010604	08/02/2024	BALBOA DR SAHARA WOODS	CORONADO BLVD	359.000 FEET	NW	NO
		1 crash				
240012024	08/29/2024	SAHARA WOODS E LOOP 1604 N ACCESS RD	SPARROW WAY	146.000 FEET	N	NO
		1 crash				
240011711	08/23/2024	E LOOP 1604 N ACCESS RD E 1604 ACCESS ROAD LOOP	SH0218	520.000 FEET	N	NO
		1 crash				
240011877	08/26/2024	E 1604 ACCESS ROAD LOOP BOLERIO DR	PAT BOOKER RD	30.000 FEET	N	NO
		1 crash				
240011412	08/17/2024	BOLERIO DR FM 1976	DE VACA	50.000 FEET	E	NO
		1 crash				
240010656	08/03/2024	FM 1976 DA GAMA DR	SL1604	0		NO
		1 crash				
240012058	08/30/2024	DA GAMA DR	DE VACA DR	269.000 FEET	E	NO
Grand Total: 50						

**AGENDA**  
**CITY OF UNIVERSAL CITY**  
**ANIMAL CARE & CONTROL ADVISORY COMMITTEE**  
Meeting Minutes, Wednesday, June 14, 2024

1. CALL TO ORDER: Sheila Perez at 1:30 PM
2. PRESENT: Sheila Perez, Animal Control Manager  
Tobey Morrow, ACO II  
Dr. Butler, Universal City Animal Hospital  
Judy Schindler, Homes for the Homeless President
3. PREVIOUS MINUTES: Minutes for January 31, 2024, meeting was approved.
4. OLD BUSINESS: No questions arose concerning the monthly reports from January 2024 through May 2024.
5. NEW BUSINESS:
  - a) Discuss Penny Paws shot clinics. Penny Paws holds 2 clinics per month. The Clinics are held on the 1<sup>st</sup> and 3<sup>rd</sup> weekend of each month. Penny Paws has changed the times of the clinics to 12pm – 4pm.
  - b) Discuss Bissell Empty the Shelter Events. The shelter adopted 3 dogs and 9 cates during the May 1-15<sup>th</sup> adoption event. The next tentative dates for the ETS event are July 8-31; October 1-15; and December 1-17.
  - c) Discuss any animal concerns or issues.
    - Tobey asked Dr. Butler if we should continue testing the cats for Felv/FIV (feline aides and leukemia). We currently test 1 kitten per litter or the momma cat if we have her. Dr. Butler stated that she would research more information on what age we should be testing or how many of each litter we should test. Dr. Butler is attending an upcoming seminar and will get back with us on this subject.
    - Discussion with Dr. Butler concerning deworming treatments for the animals.
      - Strongid – Dewormer used to treat hookworms and roundworms but not whip worms. Requires animal to be dewormed again in 2-3 weeks.
      - Albon – Is used to treat coccidia in dogs and cats.
      - Panacur – treats hookworms, roundworms, whip worms, tapeworms and giardia. For adults dogs and cats administer 1 dose for 3 days.
  - d) Questions for Dr. Butler. Tobey asked Dr. Butler if there are any changes to our surgery schedules. She stated surgery schedules are still the same. Dr. Proctor performs surgeries on Wednesdays, and Dr. Butler or Dr. Hernandez on Thursdays. UCAH accepts 4 animals for surgeries from us on each of those days.
  - e) Questions for Dr. Butler. Sheila asked about their recent price increase for all procedures. Dr. Butler stated the cost of everything has increased a great deal and so in turn this has caused UCAH to increase their prices, which in turn impacts HH prices as well.
6. 3<sup>rd</sup> quarter meeting is scheduled for September 18, 2024.

7. Tour Facility.

8. BOARD MEMBERS OR CITIZENS REQUESTS OF ITEMS OF INTEREST TO BE ADDRESSED BY STAFF AND/  
OR PLACED ON FUTURE AGENDAS:

9. ADJOURNMENT: 2:20pm

Request for accommodations or interpretive services must be made five days prior to this meeting. Please contact our office at (210) 658-0700 if these services are needed.

**MINUTES**  
**BOARD OF ADJUSTMENT OF THE CITY OF UNIVERSAL CITY, TEXAS**  
Regular Meeting, Monday Evening, 26 February 2024

**1. CALL TO ORDER:** Chair J. Sue Svalberg at 6:03 p.m.

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

**Commission Members Present:**

J. Sue Svalberg, Chair  
Donna Ash, Member  
Scott Dagg, Member  
Elizabeth Dixon, Member  
Tom England, Member  
Charles Consla, Vice-Chair  
Lori Putt, Member

**Staff Present:**

Kim Turner, City Manager  
Michael Cassata, Dev Services & EDC Director  
Maribel Garcia, Deputy City Clerk

Mr. Cassata noted a quorum was present.

**3. MINUTES OF THE PREVIOUS MEETING:** Regular Meeting – 18 December 2023.

Mr. England moved to accept the minutes as presented. Ms. Ash seconded the motion.

**The motion was approved on a 7-0 vote.**

**4. NEW BUSINESS:**

- A. **Public Hearing:** V.C. 676– A request for a variance for property zoned R3-Medium Density Residential at 481 Coronado Boulevard (CB 5047B BLK 18 LOT 31) to allow a garage conversion without installing a carport, per zoning ordinance 581.

Mr. England moved to open the Public Hearing. Ms. Putt seconded the motion.

**The motion was approved unanimously; Chair Svalberg opened the Public Hearing at 6:04 P.M.**

Mr. Cassata explained the variance requirements for approval and gave an overview of the request. He stated the owner's intention to convert the garage into living space. However, City Ordinance requires a carport if this is to be done. Mr. Cassata listed historical reasons for the carport requirement if there is no garage; this requirement made sense for the Aviation District but was applied to the whole City in its passage to be equitable. He noted that the home has a driveway that fits two cars without the garage.

Mr. Brian Fitzgerald, the homeowner and applicant, explained that this home had been in his family for generations. He gave an overview of renovation done to the house and budget, as well as explained the setbacks, including neighbor-cased flooding. A carport requirement would cause Mr. Fitzgerald to go over budget.

Mr. Consla asked if the garage doors would remain; it was confirmed that the existing door would remain as the space would continue to be a workout space with a work bench.

Mr. England received elaboration regarding the water damage caused by a neighbor's cement slab positioning.

There being no further public comment, Ms. Putt moved to close the Public Hearing. Ms. Dixon seconded the motion.

**The motion was approved unanimously; Chair Svalberg closed the Public Hearing at 6:16 P.M.**

- B. **Consider:** V.C. 676– A request for a variance for property zoned R3-Medium Density Residential at 481 Coronado Boulevard (CB 5047B BLK 18 LOT 31) to allow a garage conversion without installing a carport, per zoning ordinance 581.

Mr. England received clarification on the carport requirement including the history of its passage. Residents had converted garages to living spaces without permits, leaving them without a covered parking space. Prior ordinances had required the addition of a two-car garage if the existing garage was converted into a living space. The carport requirement was an amenable alternative.

Ms. Putt added that the ordinance requiring carports seemed to be geared toward the Aviation District rather than Coronado Village, where the applicant resides. Furthermore, she opined that a carport in Coronado Village would look out of place. She asked the Board to consider the neighborhood.

Mr. Dagg received clarification regarding the square footage of the property and the garage.

Mr. England concurred with the findings of fact as outlined in the variance application. Specifically,

- That there are extraordinary conditions affecting the land, including existing land constraints
- That the variance is necessary and essential to the preservation of substantial property rights
- That granting the variance will not be detrimental to the public health or safety
- That extraordinary conditions do not generally apply to other properties within the vicinity
- The unique conditions of the property were not created by the property owner
- The variance requested is in conformance with the City's Future Land Use Plan
- Approval of the variance requested allows the greatest utilization of the property

Mr. England, therefore, moved to approve V.C. 676 and to grant a variance from Section 4-5 Appendix A of the Zoning Code for the property at 481 Coronado Boulevard to allow a garage conversion without installing a carport. Ms. Putt seconded the motion.

**Vote:**                    **Yeas: England, Putt, Svalberg, Ash, Consla, Dagg, Dixon**  
**Nays: None**

**The motion was approved on a 7-0 vote.**

- C. **Public Hearing:** V.C. 677– A request for a variance for property zoned R2-Low Density Residential at 333 Kimberly (CB 5047A BLK 3 LOT 30) to allow a residential fence to exceed the maximum 6-foot height requirement by two feet to allow an 8-foot fence with the smooth side facing inward, per zoning ordinance 581.

Mr. Cassata explained there were two issues to consider: the public viewshed requirement for fences and the 6-foot allowance. The applicant requested the public viewshed requirement be excused to have the smooth side inside the fence line. He also asked to allow an 8-foot fence.

Ms. Putt moved to open the Public Hearing. Mr. Dagg seconded the motion.

**The motion was approved unanimously; Chair Svalberg opened the Public Hearing at 6:27 P.M.**

Mr. Tony Judson, the applicant, explained that he was unaware of the permit and fence construction requirements. He elaborated saying he was new to the area and a thunderstorm knocked down his fence, so he quickly worked to fix the fence and replace any broken pieces. The existing fence when he moved in was also an 8-foot fence with the smooth side being inside-facing. He said that the fence built would be long-lasting and was structurally sound. He felt that some ordinances included outdated requirements. Mr. Judson noted that all alley fences have inward-facing smooth sides. He emphasized his neighbors' agreement with the way he built his fence, and their appreciation for other property upkeep he has done on the house.

Mr. Cassata stated that five neighbors replied to legal notices with "Do Not Object," including one at a crucial location.

There being no further public comment, Ms. Putt moved to close the Public Hearing. Mr. Consla seconded the motion.

**The motion was approved unanimously; Chair Svalberg closed the Public Hearing at 6:35 P.M.**

- D. **Consider:** V.C. 677– A request for a variance for property zoned R2-Low Density Residential at 333 Kimberly (CB 5047A BLK 3 LOT 30) to allow a residential fence to exceed the maximum 6-foot height requirement by two feet to allow an 8-foot fence with the smooth side facing inward, per zoning ordinance 581.

Ms. Putt thanked the homeowner for his upkeep of the house. She did not have a problem with an 8-foot fence due to the pre-existing fence being the same height.

Mr. Dagg commented that the fence-work was good. He received clarification that the 6-foot fence requirement was for safety and police accessibility.

Ms. Turner also responded to Mr. Dagg's questions regarding whether 8-foot fences were allowed at some point; they were not, and this fence was created without permission and out of Code compliance.

Ms. Svalberg expressed concern for the scalability of the fence for PD and EMS.

Ms. Ash opined the 8-foot fence was not noticeable and the inward-facing smooth side of the fence would not create safety issues due to its height being more difficult to scale.

Mr. Fitzgerald's fence-work was complimented.

Mr. England stated it would be easier to scale an eight-foot fence with the ladder side out if concerns were raised regarding PD and EMS accessibility.

Mr. Cassata clarified for Ms. Dixon and the Board that the Ordinance requirement is to bring all fences up to Code.

Ms. Putt concurred with the findings of fact as outlined in the variance application. Specifically,

- That there are extraordinary conditions affecting the land, including existing land constraints
- That the variance is necessary and essential to the preservation of substantial property rights
- That granting the variance will not be detrimental to the public health or safety
- That extraordinary conditions do not generally apply to other properties within the vicinity
- The unique conditions of the property were not created by the property owner
- The variance requested is in conformance with the City's Future Land Use Plan
- Approval of the variance requested allows the greatest utilization of the property

Ms. Putt, therefore, moved to approve V.C. 677 and to grant a variance from Section 4-5-71 of the Zoning Code for the property at 333 Kimberly Drive to allow a residential fence to exceed the maximum 6-foot height requirement by two feet resulting in an 8-foot fence with the smooth side facing inward. Mr. Dagg seconded the motion.

**Vote:**                    **Yeas: Putt, Dagg, Ash, Consla, Dixon, England**  
                                 **Nays: Svalberg**

**The motion was approved on a 6-1 vote.**

## **5. CITY MANAGER'S REPORT:**

Mrs. Turner gave an update regarding City-wide events.

**ADJOURNMENT:** Chair Svalberg adjourned the meeting at 6:49 p.m.

J. Sue Svalberg  
Chair

**MINUTES**  
**BOARD OF ADJUSTMENT OF THE CITY OF UNIVERSAL CITY, TEXAS**  
Regular Meeting, Monday Evening, 22 July 2024

**1. CALL TO ORDER:** Chair J. Sue Svalberg at 6:02 p.m.

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

**Commission Members Present:**

J. Sue Svalberg, Chair  
Donna Ash, Member  
Chuck Consla, Member  
Elizabeth Dixon, Member  
Tom England, Vice-Chair  
Ron Jackson, Alt.

**Staff Present:**

Kim Turner, City Manager  
Cynthia Trevino, City Attorney  
Michael Cassata, Development Services Director  
Maribel Garcia, Deputy City Clerk

Mr. Cassata noted a quorum was present.

**3. MINUTES OF THE PREVIOUS MEETING:** Regular Meeting – 26 February 2024.

Mr. England moved to accept the minutes as presented. Mr. Jackson seconded the motion.

**The motion was approved on a 6-0 vote.**

**4. NEW BUSINESS:**

- A. **Public Hearing:** V.C. 678 – A request for a variance for property zoned R3-Medium Density Residential at 128 Low Meadow Drive (CB 5046X (CIBOLO CROSSING UT-1), BLOCK 1 LOT 67) to allow a residential fence to exceed the maximum 6-foot height requirement by two feet to allow an 8-foot fence, per Zoning Ordinance 581.

Mr. Cassata clarified the location of the property and the request of the applicant. The home has a five-foot setback on the side yards and backs up to open space. The home is close to other homes and because of the slope at the property line and the window locations of her home in relation to surrounding homes, the property owner can see into other people's homes. Additionally, the neighbors' back patios being approximately 2'-6" above grade, allows them to see above the applicant's fence line and into her backyard.

Mr. Jackson confirmed the eight-foot fence would be for both sides of the property.

Ms. Ash moved to open the Public Hearing. Ms. Dixon seconded the motion.

**The motion was approved unanimously; Chair Svalberg opened the Public Hearing at 6:07 p.m.**

Ms. Rebecca Sadler, the property owner for 128 Low Meadow Drive, explained that her family was the first amongst her immediate neighbors in the new Cibolo Crossing subdivision. Being that there were no neighbors on either side, they did not have an issue arising from the slope of the property and the viewshed of their windows. However, a neighbor moved in and due to their house being set back from the street an additional 11 feet, created the issue of the

windows being lined up directly across from each other and the related privacy obstructions. She asked that the BOA at least consider a height variance relative to the slope line.

The fence layout was explained with relation to the property. The aesthetic of the fence was discussed. Several alternate methods of creating privacy were considered, including a shrubbery for which there was no space, and curtains that would have to be used all day and night.

After confirming a permit had not been issued initially and the HOA apparently approved the 8-foot fence, Mr. England opined that Sitterle, the home builder, should be aware of the need for fence permits as they have done business in the City before.

Mr. Cassata explained that home builder turnover and different project managers may have led to miscommunication and other construction-related issues.

It was noted that existing neighbors had no objection to the variance.

There being no further public comment, Ms. Dixon moved to close the Public Hearing. Mr. England seconded the motion.

**The motion was approved unanimously; Chair Svalberg closed the Public Hearing at 6:20 p.m.**

- B. **Consider:** V.C. 678 – A request for a variance for property zoned R3-Medium Density Residential at 128 Low Meadow Drive (CB 5046X (CIBOLO CROSSING UT-1), BLOCK 1 LOT 67) to allow a residential fence to exceed the maximum 6-foot height requirement by two feet to allow an 8-foot fence, per Zoning Ordinance 581.

Mr. Jackson and Mr. England both feared this would cause a wave of fence variance requests in the Cibolo Crossing subdivision.

Mr. England felt the HOA, which at this point is comprised of the two home builders, should both know the requirements for fence and accessory structures. He was reassured of the fence quality with Mr. Cassata noting a retroactive fence inspection had been performed.

The Board agreed to allow a compromise by removing the front two sections, thereby allowing the 8-foot portion to start in line with the neighbor's fence line.

Mr. Jackson concurred with the findings of fact as outlined in the variance application. Specifically,

- That there are extraordinary conditions affecting the land, including existing land constraints
- That the variance is necessary and essential to the preservation of substantial property rights
- That granting the variance will not be detrimental to the public health or safety
- That extraordinary conditions do not generally apply to other properties within the vicinity
- The unique conditions of the property were not created by the property owner
- The variance requested is in conformance with the City's Future Land Use Plan
- Approval of the variance requested allows the greatest utilization of the property

Mr. Jackson, therefore, moved to approve V.C. 678 and to grant a variance from Section 4-5-71 of the Zoning Code for the property at 128 Low Meadow to allow a residential fence on the side yards to exceed the maximum 6-foot height requirement by two feet resulting in an 8-foot fence, except for the first two sections, or beginning at the fence line of the neighbor. Ms. Dixon seconded the motion.

**Vote:**                   **Yeas: Jackson, Dixon, Svalberg, Ash, Consla, England**  
**Nays: None**

**The motion was approved on a 6-0 vote.**

- C. **Public Hearing:** V.C. 679 – Per Section 7.02 of the City Charter, a request for an appeal from an alleged error by an administrative official of the City specifically related to Section 4-5-65 of the Zoning Code related to Nonconforming Buildings and Uses at 205 W. Byrd Boulevard (CB 5768 BLK 7 LOT 11).

Mr. Cassata noted the location of the property on a map. He gave a history of the zoning of the property and noted the property was rezoned in 2007 from Class 2 Medium Density to the current R-OT-“Old Town Residential” zoning classification. Proper legal notices were sent to newspapers and property owners at that time both before and after the rezoning was approved. He explained the requirements of nonconforming property use, per Section 4-5-65 of the Zoning Code, and that if the property is vacant for 120 days, uses on the property must conform with the current zoning requirements. He reviewed the timeline of events with the property at 205 W. Byrd Boulevard, including the issuance of a Temporary Certificate of Occupancy on September 19, 2023 for a nonconforming use which would expire November 10, 2023 if a full Certificate of Occupancy was not issued. A subsequent full Certificate of Occupancy was not requested and was not issued by the City. This made the 120<sup>th</sup> day to re-occupy the building March 9, 2024. Subsequently, the City received a Certificate of Occupancy application for a different user on May 3, 2024. Mr. Cassata noted that the property was effectively vacant by “the absence of characteristic furnishings, equipment, and personnel,” according to Section 4-5-65(1)(c) of the Zoning Code, as observed by the Building Official during her inspection on September 19, 2023.

The R-OT – “Old Town Residential” zoning uses were explained for Mr. Jackson.

Mr. Cassata noted that utility bills may be used to determine vacancy, with emphasis on the term “may.” He reported that although a water account had been active since 2002, during the time the applicant has owned the property, there has been zero water consumption except for one or two days each month. He also stated that although Suite 101 has had an active electricity account since 2022, Suite 105 did not have an active account and power during the Building Official’s Temporary CO inspection on September 19, 2023. Mr. Cassata reiterated that the Building Official had to use a flashlight to perform that inspection and observed that nothing was inside either of the suites, including furniture, equipment or personnel.

Mr. Cassata clarified that while the nonconforming use no longer applies to the property, it is not the City’s position that the building must be torn down; he explained that he had discussed with the applicant the option to apply or petition for a zone change to a commercial district. He noted the zone change may not be considered spot-zoning and may meet the legal requirement for said rezoning as it is adjacent to a property in the C2-Retail District.

Mrs. Turner explained the history of the Future Land Use Plan (FLUP) and noted the current Zoning Map correlates with the FLUP even though the more recent and proposed uses do not.

Mr. England moved to open the Public Hearing. Ms. Dixon seconded the motion.

**The motion was approved unanimously; Chair Svalberg opened the Public Hearing at 7:00 p.m.**

Ms. Caroline McDonald, Brown & McDonald, PLLC and representative of the applicant, stated their position that the nonconforming use was never abandoned and that the suites had been occupied. She noted that the Code, in her estimation, did not require a Certificate of Occupancy to be deemed occupied. She presented a timeline of events differing with Mr. Cassata's timeline showing the property had only been unoccupied for 32 days, not 120. Utility bills were entered into the record as proof of occupancy. She noted that restriping of the parking lot and new fencing were completed and provided emails between the property owner and the code enforcement officer regarding these projects. She presented surrounding properties with non-conforming use for which the City did not have responsive records when requesting Certificates of Occupancy. She also noted that the State legislature had made changes to the Local Government Code regarding compensation to the property owner if nonconforming use was terminated by the City.

The Board and Ms. McDonald discussed utility usage on the bills presented and the changes to the Local Government Code and when compensation would be enforced.

Mr. Logan Fulmer, applicant for the appeal and property owner, explained the history of the lessees and stated that nine of ten requirements for occupancy per the City's September 19, 2023 Notice of Additions or Corrections were completed, with the tenth being something Code Enforcement needed to review. He asserted that Certificates of Occupancy were not required for surrounding properties and only occupancy was required, which he argued was maintained at his property.

At the request of Ms. Ash, Mr. Cassata explained that the City's only way of confirming legal occupancy is through the Certificate of Occupancy application and completion process, otherwise, the City wouldn't know who is in the building and whether they meet the Code. Furthermore, he asserted the City was guided by the Code and ascertained occupancy according to the Code. Upon inquiry, Mr. Cassata reiterated that the utility usage was for the most part zero or minimal at best. For the purposes of defining "occupancy," the City did not recognize any form of legal occupancy outside of a Certificate of Occupancy being issued.

Mr. Fulmer noted that the use of the property may be once a day but still showed occupancy for nonconforming use.

After Chair Svalberg opined that the building was not occupied per the regulations of the City since November 2023 as the Temporary Certificate of Occupancy expired, Ms. McDonald reminded the Board of the applicant's position that occupancy could be determined through utility bills and the nonconforming section of the Code does not require a Certificate of Occupancy for continued nonconforming use. She concurred that there was a building violation for occupying without a Certificate of Occupancy, but this would not cancel the nonconforming use.

Mr. England received clarification that the property owner was aware of the property's nonconforming use prior to purchase of the property, as was explained to him during a meeting with his attorney, broker and Mr. Cassata in the summer of 2023.

Mr. Fulmer felt blindsided by the notice of expiration of nonconforming use due to his continued correspondence with Code Enforcement in relation to restriping and fencing projects.

After Ms. Ash determined that the issue was essentially a dispute in definition of "occupancy," Mr. Fulmer added that the previously mentioned option to petition for a zone change was amenable to him. He preferred to have the temporary solution of the appeal to extend another 120 days but felt the zone change was a more permanent solution.

The Board discussed the possibility of a zone change and the likelihood of it passing Planning & Zoning and City Council. However, they refocused on the item as it is not within their scope to review zone changes.

Mr. England moved to table the item for 60 days to allow the applicant to file a zone change application with Planning & Zoning.

Ms. Trevino advised the Board that they can only motion to an immediate date or to approve the appeal; they cannot make conditional motions or direct action outside of that scope.

Mr. England amended his motion to table to a motion to table until September 23, 2024. The motion did not receive a second.

Ms. Ash moved to have a closed session pursuant to Texas Government Code Sec. 551.071 (Consultation with Attorney) regarding Item 2 of the agenda. Mr. Consla seconded the motion.

**The motion was approved on a 5-1 vote.**

**Chair Svalberg began the Closed Session at 7:32 p.m.**

Chair Svalberg convened into Closed Session with present Board of Adjustment members, City Attorney Cynthia Trevino, and Development Services and Economic Development Director Michael Cassata.

**Chair Svalberg and the BOA reconvened into Open Session at 7:48 p.m. No action was taken during the Closed Session. The Public Hearing continued at this time.**

Kim Igleheart, 736 Garden Meadow, thanked the BOA for their work during the meeting and opined that the land would never be used for residential purposes and would always be commercial. She understood that the consideration for this did not speak to the facts that the BOA must consider. However, she wished the BOA would consider that Mr. Fulmer would like to keep the property occupied.

Greg McGehee, New Braunfels, the prior property owner, stated he and Mr. Fulmer knew of the property's nonconforming use. He opined that the spirit of the law should be more considerate toward abandonment rather than non-occupancy. He hoped the building would be allowed to

continue development in a commercial use.

There being no further public comment, Ms. Ash moved to close the Public Hearing. Mr. Consla seconded the motion.

**The motion was approved unanimously; Chair Svalberg closed the Public Hearing at 7:52 p.m.**

- D. **Consider:** V.C. 679 – Per Section 7.02 of the City Charter, a request for an appeal from an alleged error by an administrative official of the City specifically related to Section 4-5-65 of the Zoning Code related to Nonconforming Buildings and Uses at 205 W. Byrd Boulevard (CB 5768 BLK 7 LOT 11).

Mr. Jackson moved to approve V.C. 679 and to overturn the decision made by the administrative official of the City regarding the nonconforming status of the property at 205 W. Byrd Boulevard. As a result, in accordance with Zoning Code Section 4-5-65 – Nonconforming Buildings and Uses, the subject property and building may be reoccupied with a use for which the building or structure was designed or intended, if so occupied within a period of 120 days from the date of this determination. Mr. England seconded the motion.

**Vote:**                    **Yeas: Consla**  
                                 **Nays: Jackson, England, Svalberg, Ash, Dixon**

**The motion to approve the appeal was not successful on a 1-5 vote.**

#### **5. CITY MANAGER'S REPORT:**

Mrs. Turner announced the Comprehensive Plan contract approval was passed by City Council at their last meeting. The August 6<sup>th</sup> City Council meeting would include a FY 2024-2025 budget presentation designed for the public. New boards and commission members would begin their terms August 1<sup>st</sup>.

**ADJOURNMENT:** With Mr. England moving to adjourn the meeting and Ms. Ash seconding the motion, Chair Svalberg adjourned the meeting at 7:57 p.m.

  
J. Sue Svalberg  
Chair

**MINUTES**  
**ECONOMIC DEVELOPMENT CORPORATION OF THE CITY OF UNIVERSAL CITY, TEXAS**  
Regular Meeting, Thursday, 11 April 2024

1. **CALL TO ORDER:** Mr. Dagg, Vice President at 5:00 P.M.
2. **QUORUM CHECK:** Michael Cassata, Development Services & EDC Director

**Present:**

Dick Crow, President  
Lenny Dagg, Vice President  
Christina Fitzpatrick, Director  
Bear Goolsby, Director  
Roland Hinojosa, Secretary  
Bryan Kuhlmann, Director  
Dick Neville, Treasurer

**Also Present:**

Kim Turner, City Manager  
Michael Cassata, Economic Development Director  
Maribel Garcia, Deputy City Clerk  
Clay Binford, McCall, Parkhurst & Horton, LLP

Mr. Hinojosa noted a quorum was present.

3. **INTRODUCTION OF GUESTS:** None.
4. **OLD BUSINESS:**

Mr. Neville moved to approve the following consent agenda item with discussed edits: a) Minutes of the 14 March 2024 Regular Meeting. Mr. Goolsby seconded the motion.

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

Mr. Neville gave the Financial Report.

Mr. Hinojosa moved to approve the following consent agenda item: b) Financial Report. Mr. Dagg seconded the motion.

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

5. **NEW BUSINESS:**
  - A. **Public Hearing: Regarding the expenditure of funds for capital improvements at 2117 Pat Booker Road, Suite A.**

**Mr. Crow opened the Public Hearing at 5:03 PM.**

Mr. Cassata explained that Daniels & Daniels recently relocated to the old law office at 2117 Pat Booker Road after receiving a Specific Use Permit approval by Planning & Zoning and City Council. Upon approval, Daniels and Daniels applied for the Storefront Improvement Program to add building signage.

The Board gained clarification that the sign would be backlit and would meet all Code requirements. The Board was reassured that the sign would be aesthetically pleasing; the same

contractor hired for Greener Grooming would be completing this project. Potential sign locations for fellow businesses in the building were discussed.

Mr. Cassata reported the positive status of the Storefront Improvement Project funds to indicate there were enough funds remaining to support this project.

There being no further comments, **Mr. Crow closed the Public Hearing at 5:08 PM.**

**B. Discuss & Consider Resolution 2024-6: A Resolution of the Board of Directors of the Universal City Economic Development Corporation approving the performance agreement with Daniels & Daniels Real Estate for an economic development incentive in exchange for the improvement of a commercially zoned structure located at 2117 Pat Booker Road, Suite A.**

Regarding Resolution 2024-6, Mr. Dagg moved to approve the Board Resolution approving the Performance Agreement with Daniels and Daniels Real Estate for an economic development incentive related to the project at 2117 Pat Booker Road, Suite A. Ms. Fitzpatrick seconded the motion.

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

**C. Public Hearing: Conduction of a Public Hearing related to the expenditure of sales tax revenues related to various projects.**

Mrs. Turner reminded the Board of the presentation by Mr. Victor Quiroga of Specialized Public Finance at the previous month's meeting. She reiterated that the Sales Tax Revenue Bond proposed would be for \$5.3 million for 15 years and the 2016 bonds still had three remaining years of payments. She explained the timeline of procedures including Resolution approval by the EDC, subsequent approval by City Council, and a May 21<sup>st</sup> Joint Meeting with the EDC and City Council for all approvals. This bond issuance would be used primarily for infrastructure projects including the Kitty Hawk Roundabout project related to new development in the Northlake area.

Mr. Binford of McCall, Parkhurst & Horton, LLP, assured the Board that all timelines adhered to legal requirements and legal postings had been made accordingly. He explained that the Public Hearing was another necessary legal procedure.

**Mr. Crow opened the Public Hearing at 5:14 PM.**

There being no public comment, **Mr. Crow closed the Public Hearing at 5:15 PM.**

**D. Discuss & Consider approval of Resolution 2024-8: A Resolution evidencing the corporation's conduction of a Public Hearing on the expenditure of sales tax revenues relating to various projects; and other matters in connection therewith.**

Regarding Resolution 2024-8, Mr. Dagg moved to approve the Corporation's Resolution regarding holding a public hearing on the expenditure of sales tax revenue relating to various projects and other matters in connection therewith. Mr. Neville seconded the motion.

**Vote: All in favor (including Dagg, Neville, Hinojosa, Fitzpatrick, Goolsby, Kuhlmann, and Crow); none opposed.  
Motion to approve carried.**

**Mr. Crow briefly recessed the Open Meeting at 5:16 PM to sign documents associated with the previous item.**

**Mr. Crow reconvened into Open Session at 5:21 PM.**

- E. CLOSED SESSION: Pursuant to Texas Gov't Code Sec. 551.072 regarding the purchase and value of real property if deliberation in open session would have a detrimental effect on the position of the corporation in negotiations with a third party; and for attorney consultation pursuant to Sec. 551.071(2) regarding: a) The potential sale, purchase, exchange, lease or value of real property located at 216 Pat Booker Road; b) The potential sale, purchase, exchange, lease or value of real property located at 11514 E. Loop 1604 N.**

Mr. Cassata presented background of the Reunion Development project, including consultation with the Retail Coach. He stated that the City and EDC owned 43 acres of property off E. Loop 1604 N, approximately 10 of which belonged to the EDC. He shared the recommendations of the Retail Coach, including having a master developer control the whole site, gaining public buy-in for infrastructure needs, master planning the site, and zoning the development for mixed use intentions. Mr. Cassata showed a map of the development parsed into various proposed uses including retail, hotel/apartments, multi-family housing, flex warehousing, business offices, senior housing for aging in place, recreation facilities, restaurants, and more. He asserted that market conditions would be the driving factor in the type and timing of development. He emphasized that the development would prioritize pedestrian connectivity with 10-foot-wide shared-use paths. He shared right-of-way specifications, parking plans along streets, and presented a construction timeline – Infrastructure would need to be installed first before development could begin. Infrastructure should be completed by December 2025.

Mr. Goolsby clarified that the 10-foot shared path was a sidewalk that could be used for bike riding and that fire hydrants would not be placed in the middle of this path.

Mr. Hinojosa and Mr. Dagg were assured of adequate parking provisions.

Mr. Cassata explained that market factors would also contribute to adequate parking.

**Mr. Crow began the Closed Session at 5:35 PM.**

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

**Mr. Crow and the EDC reconvened into Open Session at 6:04 PM. No action was taken during the Closed Session.**

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

No action was taken at this time.

- G. Discuss & Consider Resolution 2024-7: A Resolution of the Universal City Economic Development Corporation authorizing the purchase of real property located at 216 Pat Booker Road, Universal City, Texas; and providing for signatory authority.**

Ms. Fitzpatrick moved to approve Resolution 2024-7 authorizing the purchase of property located at 216 Pat Booker and providing signatory authority. Mr. Dagg seconded the motion.

**Vote: All in favor, none opposed.**

**Motion to approve carried.**

**H. Discuss & Consider Resolution 2024-9: A Resolution of the Universal City Economic Development Corporation authorizing the sale of real property located at 11514 E. Loop 1604 N., Universal City, Texas; and providing for signatory authority.**

Mr. Kuhlmann moved to approve Resolution 2024-9 authorizing the sale of property located at 11514 E. Loop 1604 N. and providing signatory authority. Ms. Fitzpatrick seconded the motion.

**Vote: All in favor, none opposed.**

**Motion to approve carried.**

**I. Next Meeting: Thursday, 9 May 2024 at 5:00 pm, Council Chambers.**

**6. STAFF REPORT:**

Mr. Cassata and Mrs. Turner gave updates on economic development projects throughout the City. May meeting times were clarified for the Board; they would have both the May 9<sup>th</sup> and May 21<sup>st</sup> meetings.

**7. PUBLIC COMMENT: None.**

**8. ADJOURNMENT: Mr. Crow adjourned the meeting at 6:13 P.M.**

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Dick Crow, President

**MINUTES**  
**ECONOMIC DEVELOPMENT CORPORATION OF THE CITY OF UNIVERSAL CITY, TEXAS**  
Regular Meeting, Thursday, 13 June 2024

1. **CALL TO ORDER:** Mr. Crow, President at 5:10 P.M.
2. **QUORUM CHECK:** Michael Cassata, Development Services & EDC Director

**Present:**

Dick Crow, President  
Lenny Dagg, Vice President  
Christina Fitzpatrick, Director  
Bear Goolsby, Director  
Roland Hinojosa, Secretary  
Bryan Kuhlmann, Director  
Dick Neville, Treasurer

**Also Present:**

Kim Turner, City Manager  
Michael Cassata, Economic Development Director  
Maribel Garcia, Deputy City Clerk

Mr. Hinojosa noted a quorum was present.

3. **INTRODUCTION OF GUESTS:** None.
4. **OLD BUSINESS:**

Ms. Fitzpatrick moved to approve the following consent agenda item with discussed edits: a) Minutes of the 11 April 2024 Regular Meeting. Mr. Goolsby seconded the motion.

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

Mr. Neville gave the Financial Report.

Mr. Dagg moved to approve the following consent agenda item: b) Financial Report. Mr. Hinojosa seconded the motion.

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

5. **NEW BUSINESS:**

**A. Discuss & Consider the FY24-25 UCEDC Budget.**

Mr. Cassata stated the proposed budget's revenues and expenditures are \$11,143,150. He noted differences from last year's budget. He reviewed Allowances, Debt Service, Communications, Support Services, Contract Services, Supplies-Materials, and Real Property-Equipment expenditure categories. Throughout his explanation of the budget, he provided the following clarification for the Board:

- After Mr. Goolsby expressed support for the EDC attending the national ICSC convention to develop more business, Mr. Cassata and Mrs. Turner explained that Universal City would likely be more effective marketing itself at the regional ICSC convention due to the fact that the City is mostly built out.
- He gave a detailed overview of costs included in the Memberships/Subscriptions sub-

category, including Placer.ai.

- At Mr. Kuhlmann's request, Mr. Cassata and Mrs. Turner clarified that the EDC had always paid for the City website. Mr. Crow requested Google Analytics statistics for what content is viewed the most.
- The Promotion/ED Development sub-category was explained further.
- Mrs. Turner explained the increase under Insurance and Bonds expenditures due to property insurance for newly acquired property.

Mr. Goolsby moved to approve the UCEDC Budget as presented. Ms. Fitzpatrick seconded the motion.

**Vote: All in favor, none opposed.**

**Motion to approve carried.**

**B. Next Meeting: Thursday, 11 July 2024 at 5:00 pm, Council Chambers.**

**6. STAFF REPORT:**

Mr. Cassata and Mrs. Turner gave updates on economic development projects throughout the City and outcomes of past projects such as the disc golf tournament. A Staff update was given. Upcoming events were noted. Directors were reminded to submit their applications for reappointment to the EDC.

**7. PUBLIC COMMENT:** None.

**8. ADJOURNMENT:** Mr. Crow adjourned the meeting at 6:02 P.M.



Dick Crow, President

**MINUTES**  
**ECONOMIC DEVELOPMENT CORPORATION OF THE CITY OF UNIVERSAL CITY, TEXAS**  
Regular Meeting, Thursday, 11 July 2024

1. **CALL TO ORDER:** Mr. Crow, President at 5:02 P.M.
2. **QUORUM CHECK:** Michael Cassata, Development Services & EDC Director

**Present:**

Dick Crow, President  
Lenny Dagg, Vice President  
Christina Fitzpatrick, Director  
Bear Goolsby, Director  
Dick Neville, Treasurer

**Also Present:**

Kim Turner, City Manager  
Michael Cassata, Economic Development Director  
Maribel Garcia, Deputy City Clerk

**Absent:**

Roland Hinojosa, Secretary  
Bryan Kuhlmann, Director

Mr. Hinojosa noted a quorum was present.

3. **INTRODUCTION OF GUESTS:** None.
4. **OLD BUSINESS:**

Mr. Dagg moved to approve the following consent agenda item with discussed edits: a) Minutes of the 13 June 2024 Regular Meeting. Mr. Goolsby seconded the motion.

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

Mr. Neville gave the Financial Report.

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

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

5. **NEW BUSINESS:**
  - A. **Discuss & Consider UCEDC Board appointments and/or reappointments.**

Mr. Cassata and Mrs. Turner explained the appointment process for the EDC which includes approval by City Council. Mrs. Turner clarified that the vote today would not be for positions such as President or Vice President, but rather only to be reappointed to the EDC. It was noted that the only application by someone not currently on the board was from John Williams who only wished to be considered in the case of a vacancy.

Mrs. Fitzpatrick moved to recommend reappointments as shown in the agenda packet. Mr. Dagg seconded the motion.

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

**B. Next Meeting: Thursday, 8 August 2024 at 5:00 pm, Council Chambers.**

**6. STAFF REPORT:**

Mr. Cassata and Mrs. Turner gave updates on economic development projects throughout the City. They noted that the EDC FY 2025 budget along with board recommendations would be on the agenda of the July 16 City Council Regular Meeting. Mrs. Turner noted a few upcoming social events hosted by the City.

**7. PUBLIC COMMENT:** None.

**8. ADJOURNMENT:** Mr. Crow adjourned the meeting at 5:19 P.M.

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Dick Crow, President

MINUTES  
Universal City Library Advisory Commission  
Wednesday, May 17, 2023  
5:30 PM  
100 Northview Drive  
Universal City, Texas

1. CALL TO ORDER

The meeting was called to order at 5:33pm by Marilyn Weed.

2. QUORUM CHECK

Present: Marilyn Weed, Catherine Huston, Mary Quandt, Dawn Field, Gena Alvarez, Christina Blumenthal (Library Director) and Maribel Garcia (Deputy City Clerk)

3. MINUTES

After review, Mary Quandt moved to accept the minutes of the previous meeting as presented and Catherine Huston seconded the motion. It passed unanimously.

4. LIBRARY DIRECTOR'S REPORT

Specific happenings and accomplishments since the last meeting: a community survey was conducted to help adjust service hours and programming; a public announcement system was funded by Friends of the Library and successfully installed; printing, scanning, and faxing software successfully installed; the Library has gone cashless and accepts print/fax payment by credit or debit card; made more community connections through programming; the Library Programming Policy and Unattended Child Policy were passed by City Council; two new staff have been hired.

Current library projects: the Summer Reading Program; carrying out a five-year plan which includes new and updated policies as well as technology; library collection review for outdated information was conducted.

Upcoming events: the Library Annual Report for state accreditation through TSLAC was done, Librarians attended the Annual Texas Library Association conference in April, and budget preparation for FY 2024 is being conducted.

6. NEW BUSINESS:

a) Review and discussion of changes to Patron Code of Conduct policies.

After review and discussion, Dawn Field moved to approve the changes to the Patron Code of Conduct as written; Catherine Huston seconded the motion and it passed unanimously.

b) Review and discussion of changes to Circulation Policy – Combining Library Card Policy and Library Circulation Policy

After review and discussion, Catherine Huston moved to approve the changes to the Circulation Policy as written; Gena Alvarez seconded the motion and it passed unanimously.

7. COMMISSION MEMBER ITEMS

Catherine Huston began a discussion on fundraising options and rummage sales were discussed. Marilyn Weed commented that Friends of the Library managed funds well.

8. ADJOURNMENT

Meeting adjourned at 6:26pm.

MINUTES  
Universal City Library Advisory Commission  
Wednesday, July 19, 2023  
5:30 PM  
100 Northview Drive  
Universal City, Texas

1. CALL TO ORDER

The meeting was called to order at 5:31pm by Marilyn Weed.

2. QUORUM CHECK

Present: Marilyn Weed, Catherine Huston, Dawn Field, Gena Alvarez, Christina Blumenthal (Library Director) and Maribel Garcia (Deputy City Clerk)

Absent: Mary Quandt

3. MINUTES

After review, Ms. Huston moved to accept the minutes of the previous meeting as presented and Ms. Alvarez seconded the motion. It passed unanimously.

4. LIBRARY DIRECTOR'S REPORT

Ms. Blumenthal reported on the following:

- Conclusion and success of the 2023 summer reading program
- Library HVAC system repair
- Staff changes
- Tasty Table success – now having to limit registration

Current Library Projects included:

- Cloud server project was completed
- Ms. Blumenthal gave an overview of upcoming fall programs
- FY 2024 budget processes were still in progress with City Council. Ms. Blumenthal emphasized that less funding meant less services able to be provided.

6. NEW BUSINESS:

a) Review and discussion of changes to Computer & Internet Policy

Changes in the policy were explained by Ms. Blumenthal.

After review and discussion, Ms. Huston moved to approve the changes to the Computer & Internet Policy as amended and move forward with legal review; Ms. Field seconded the motion and it passed unanimously.

7. COMMISSION MEMBER ITEMS

Ms. Blumenthal noted Ms. Huston's retirement from the Commission and thanked her for her service. Ms. Huston stated her intention to continue volunteering.

The Commission briefly reviewed Staff changes, policies, and procedures. They also noted the upcoming Commission changes with appointments and reappointments passed at the prior Council Meeting.

8. ADJOURNMENT

Meeting adjourned at 6:15pm.

MINUTES  
Universal City Library Advisory Commission  
Wednesday, May 15, 2024  
5:30 PM  
100 Northview Drive  
Universal City, Texas

1. CALL TO ORDER

The meeting was called to order at 5:40pm by the Commission.

2. QUORUM CHECK

Present: Gena Alvarez, Dawn Field, Lauren Mullins, Catherine Tolbert, Christina Blumenthal (Library Director), Jennifer Whitaker (Youth Librarian), and Maribel Garcia (Deputy City Clerk)  
Absent: Marilyn Weed

3. MINUTES

The Commission was not presented with minutes and the item was moved to the next agenda for approval.

4. LIBRARY DIRECTOR'S REPORT

Ms. Blumenthal reported on the following:

- Program frequency change during election period due to community room being utilized by Bexar County
- Library check-out numbers were reported
- Staff changes and statuses were presented. The Commission commented positively about new-hires
- Larger programs such as the eclipse were successful.
- Friends of the Library had another successful Spring book sale.

Current Library Projects included:

- The TSLAC annual report was completed and accepted.
- The Library's phone system had completed migration to being connected to City Hall.
- Self-checkouts would be installed in August.
- Texas Librarian Association conference topics included Chat GPT and book bans

Items of Note:

- Ms. Blumenthal gave an overview of the upcoming Summer Adventure Experience, mainly coordinated by Ms. Whitaker. She emphasized that programs included in this were for all ages.

6. NEW BUSINESS:

- a) Review and discussion of proposed amendments and changes to Collection Development Policy. Changes in the policy, request form, and protocol for processing the request were explained by Ms. Blumenthal. Ms. Whitaker explained her process of review for childrens' and young adult books. So far, no challenges have been filed – only considerations or informal complaints. After review and discussion, the Commission reached unanimous consensus to approve the changes to the Collection Development Policy and move forward with legal review.

7. COMMISSION MEMBER ITEMS

The Commission was reminded to apply for reappointment. Commission appointments would be approved on July 16<sup>th</sup> by City Council.

8. ADJOURNMENT

Meeting adjourned at 6:16pm.

**MINUTES**  
**PLANNING AND ZONING COMMISSION OF THE CITY OF UNIVERSAL CITY, TEXAS**  
Regular Meeting, Monday Evening, 04 March 2024

**1. CALL TO ORDER:** Chair Cynthia Spurlock at 6:00 P.M.

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

**Commission Members Present:**

Mary Andrews, Member  
Sheila Garcia, Member  
Deborah Hernandez, Member  
John Hudson, Member  
Linda Sefton, Member  
Cynthia Spurlock, Vice-Chair  
Diane Woods, Secretary

**Absent:**

Devona Trigilio, Member

**Staff Present:**

Kim Turner, City Manager  
Michael Cassata, Development Services Director  
Maribel Garcia, Deputy City Clerk

**Applicant Attendees:**

Virginia Ulrich, 2117 Pat Booker Road Owner  
Roy Daniels, Item 1 Applicant  
John Briones, Item 2 Applicant  
Jennifer Hickman, Item 3 Applicant  
Michael Lundquist, Item 4 Applicant  
Roy Zamora, Item 5 Applicant

Mr. Cassata noted a quorum was present.

**3. MINUTES OF THE PREVIOUS MEETING:** Regular Meeting – 8 January 2024

Ms. Andrews moved to approve the minutes of the previous meeting pending correction of the date from 2023 to 2024. Mr. Hudson seconded the motion.

**The motion was approved unanimously.**

**4. NEW BUSINESS:**

**PUBLIC HEARINGS: ITEMS 1-3**

- A. Public Hearing: P.C. 597 (SU 018)— A request for a Specific Use Permit (SUP) at 2117 Pat Booker Road, Suite A (CB 5047F BLK 1 LOT 39) to allow an Administrative and Business Offices use (real estate office) in the C3-Commercial Services District, per zoning ordinance 581.**

Mr. Cassata explained that there were three SUPs at 2117 Pat Booker Road, and he would explain them together though they would be reviewed separately. He clarified the property location and said it used to be a law office. He stated the three SUP applications make sense given the building had never been used for retail. He stated the proposed uses: real estate office, telecom services office, and insurance company. He gave an overview of the building plan and showed where each use would be. A safety walkthrough had been passed with the Fire Marshal and Building Official. He warned that the remaining suites would most likely go through the same process.

Ms. Woods moved to open the Public Hearing. Mr. Hudson seconded the motion.

**The motion was approved unanimously; Vice-Chair Spurlock opened the Public Meeting at 6:05 P.M.**

Mr. Daniels, applicant for the real estate office SUP, wished to stay in the City. Their business had outgrown their current office at 433 Kitty Hawk, in addition to wanting to find a first-story space for ease of access to their elderly clients. All options considered in Universal City were retail.

Ms. Ulrich, the 2117 Pat Booker Road building owner, gave her history of ownership. She noted the amount of work done to bring the building up to code and clarified that all uses in the building would be professional uses.

There being no further comments, Mr. Hudson moved to close the Public Hearing. Ms. Woods seconded the motion.

**The motion was approved unanimously; Vice-Chair Spurlock closed the Public Hearing at 6:07 P.M.**

- E. Public Hearing: P.C. 599 (SU 020)— A request for a Specific Use Permit at 2117 Pat Booker Road, Suite B (CB 5047F BLK 1 LOT 39) to allow an Administrative and Business Offices use (telecom service recovery) in the C3-Commercial Services District, per zoning ordinance 581.**

Ms. Woods moved to open the Public Hearing. Mr. Hudson seconded the motion.

**The motion was approved unanimously; Vice-Chair Spurlock opened the Public Hearing at 6:07 P.M.**

Mr. Briones, applicant for the telecom services SUP, explained the service they provide; they are contracted by cable companies for payroll and invoicing. Workers are only in the offices two times a week for audits and previously stated uses. He explained that no signage or advertisement is necessary as they work on the backend of cable companies. He also explained the switch from Converse to the location in Universal City benefited them for the proximity of the office to two main highways. They also have an office in San Antonio.

There being no public comment, Mr. Hudson moved to close the Public Hearing. Ms. Woods seconded the motion.

**The motion was approved unanimously; Vice-Chair Spurlock closed the Public Meeting at 6:09 P.M.**

- C. Public Hearing: P.C. 600 (SU 021)— A request for a Specific Use Permit at 2117 Pat Booker Road, Suite B (CB 5047F BLK 1 LOT 39) to allow an Administrative and Business Offices use (insurance office) in the C3-Commercial Services District, per zoning ordinance 581.**

Ms. Woods moved to open the Public Hearing. Mr. Hudson seconded the motion.

**The motion was approved unanimously; Vice-Chair Spurlock opened the Public Meeting at 6:09 P.M.**

Ms. Hickman, owner of the Farmers Insurance office on Pat Booker Road and Universal City Boulevard, next to the Mod Wash, and applicant for the insurance use SUP, stated they outgrew their current office. She noted their use does not particularly conform to retail and they wanted a location with less foot traffic.

There being no public comment, Mr. Hudson moved to close the Public Hearing. Ms. Woods seconded the motion.

**The motion was approved unanimously; Vice-Chair Spurlock closed the Public Hearing at 6:11 P.M.**

**ITEM 1 – ACTION**

- B. Consider: P.C. 597 (SU 018)— A request for a Specific Use Permit at 2117 Pat Booker Road, Suite A (CB 5047F BLK 1 LOT 39) to allow an Administrative and Business Offices use (real estate office) in the C3-Commercial Services District, per zoning ordinance 581.**

Mr. Hudson stated that, per Section 4-5-54 of the Zoning Code, no specific use shall be recommended for approval by the Planning and Zoning Commission unless it has made findings, based upon evidence presented at the public hearing, to support the conclusions identified in Section 4-5-54(4) of the Zoning Code. He stated that, having done so, he moved to recommend approval and to grant a Specific Use Permit to allow an Administrative and Business Offices use to Daniels and Daniels Real Estate for a real estate office at 2117 Pat Booker Road, Suite A, Rooms 13-24 (PC 597, SU 018).

Ms. Woods seconded the motion.

**The motion was approved on a 7 – 0 vote.**

**ITEM 2 – ACTION**

- D. Consider: P.C. 599 (SU 020)— A request for a Specific Use Permit at 2117 Pat Booker Road, Suite B (CB 5047F BLK 1 LOT 39) to allow an Administrative and Business Offices use (telecom service recovery) in the C3-Commercial Services District, per zoning ordinance 581.**

Mr. Hudson stated that, per Section 4-5-54 of the Zoning Code, no specific use shall be recommended for approval by the Planning and Zoning Commission unless it has made findings, based upon evidence presented at the public hearing, to support the conclusions identified in Section 4-5-54(4) of the Zoning Code. He stated that, having done so, he moved to recommend approval and to grant a Specific Use Permit to allow an Administrative and Business Offices use to Acorn Legacy, Inc. for a telecom service recovery office at 2117 Pat Booker Road, Suite B, Rooms 10 & 11 (PC 599 SU 020).

Ms. Woods seconded the motion.

**The motion was approved on a 7 – 0 vote.**

**ITEM 3 – ACTION**

- F. Consider: P.C. 600 (SU 021)— A request for a Specific Use Permit at 2117 Pat Booker Road, Suite B (CB 5047F BLK 1 LOT 39) to allow an Administrative and Business Offices use (insurance office) in the C3-Commercial Services District, per zoning ordinance 581.**

Mr. Hudson stated that, per Section 4-5-54 of the Zoning Code, no specific use shall be recommended for approval by the Planning and Zoning Commission unless it has made findings, based upon evidence presented at the public hearing, to support the conclusions identified in Section 4-5-54(4) of the Zoning Code. He stated that, having done so, he moved to recommend approval and to grant a Specific Use Permit to allow an Administrative and Business Offices use to Farmers Insurance for an insurance office at 2117 Pat Booker Road, Suite B, Rooms 1-7 (PC 600, SU 021).

Ms. Woods seconded the motion.

**The motion was approved on an 7 – 0 vote.**

**ITEM 4**

- G. Public Hearing: P.C. 598 (SU 019)— A request for a Specific Use Permit at 890 Coronado Boulevard (CB 5047P BLK 1 LOT 7 CORONADO VILLAGE UT-8A) to allow a Commercial Off- Street Parking use for electric vehicle charging in the C2-Retail District, per zoning ordinance 581.**

Mr. Hudson moved to open the Public Hearing. Ms. Garcia seconded the motion.

**The motion was approved unanimously; Vice-Chair Spurlock opened the Public Hearing at 6:17 P.M.**

Mr. Cassata clarified the location of the vacant lot. The electric charging lot would be for private use only. Vehicles would only be present during charging for 4-7 hours overnight. The chargers do not make any noise and there would be a gated fence for the property. Mr. Cassata addressed additional vehicle weight concerns due to engine batteries; he assured the commission Pat Booker Road is designed to handle the weight. He also addressed concerns regarding the impact to the electric grid. He suggested adding a condition to the motion of approval requiring the business to adhere to CPS conservation guidelines. Sixteen letters were sent to surrounding property with no responses.

Mr. Lundquist, applicant for the electric vehicle charging SUP, emphasized his interest in transitioning to electric vehicles to reduce carbon footprint. He stated that all chargers can be adjusted remotely through cellular controls, which will help in adhering to CPS conservation standards. He added that the chargers are silent and will not cause excess noise.

There being no public comment, Mr. Hudson moved to close the Public Hearing. Ms. Sefton seconded the motion.

**The motion was approved unanimously; Vice-Chair Spurlock closed the Public Meeting at 6:23 P.M.**

**H. Consider: P.C. 598 (SU 019)— A request for a Specific Use Permit at 890 Coronado Boulevard (CB 5047P BLK 1 LOT 7 CORONADO VILLAGE UT-8A) to allow a Commercial Off- Street Parking use for an electric vehicle charging lot in the C2-Retail District, per zoning ordinance 581.**

Ms. Sefton and Mr. Lundquist discussed vehicle delivery, height of delivery vehicles, and security measures.

Ms. Woods clarified that vehicles would be monitored by an employee, but drivers would not stay with their vehicles.

The commission discussed further security measures for the vehicles and electric chargers.

Ms. Sefton and Mr. Lundquist discussed the lack of an administrative office for the business due to how small the business currently is. Mr. Lundquist elaborated on reasons to locate the service in Universal City.

Ms. Hernandez and Mr. Lundquist discussed fire safety. Mr. Lundquist noted the chargers are level 2 chargers, not Level 3 DC fast chargers. There would be the same amount of power used as two commercial buildings.

Ms. Sefton gained clarification that the chargers are dispensing power directly from the grid and not battery backups. She was assured there were contingencies for red alert CPS conservation situations.

Mr. Hudson asked the applicant to address concern regarding electric vehicle fires.

Mr. Lundquist assured the Commission that data shows EV fires are rare, and they do not anticipate encountering one. He noted that the business would have telematic data on the health of each battery so that faulty batteries can be shut down prior to causing hazards.

Mrs. Turner noted that the Fire Department is prepared for electric vehicle fires.

Ms. Woods asked whether the chargers could be moved to the other side of the property away from proximity to residential areas.

Mr. Lundquist opined there would be no sound or safety concerns with leaving them in their current position, but that this request would be taken into consideration.

Mrs. Turner added that the position of the chargers may be up to CPS due to proximity to a transformer and routing of conduit. She briefly reminded the Commission of the history of the property as a parking lot for commercial vehicles under Acme Lumber.

Ms. Sefton stated that, per Section 4-5-54 of the Zoning Code, no specific use shall be recommended for approval by the Planning and Zoning Commission unless it has made findings, based upon evidence presented at the public hearing, to support the conclusions identified in Section 4-5-54(4) of the Zoning Code. She stated that, having done so, she moved to recommend approval of PC 598 (SU 019) and to grant a Specific Use Permit to allow a Commercial Off-Street Parking use in the form of an electric vehicle charging lot to KMS Delivery, Inc. at 890 Coronado Boulevard under the following condition:

1. Adherence to the CPS color-coded energy conservation system with regard to charging of electric vehicles during yellow, orange, and red alerts.

Mr. Hudson seconded the motion.

**The motion was approved on a 7 – 0 vote.**

#### **ITEM 5**

- I. Public Hearing: P.C. 601 (SU 022)— A request for a Specific Use Permit at 1202 Pat Booker Road (CB 5053 P-24A & 6 INCH STRIP OFF NW SIDE OF P-25 ABS 745) to allow a Professional Office use (engineering office) in the C2-Retail District, per zoning ordinance 581**

Mr. Cassata reminded the Commission of the subject property location. He stated the applicant was present and that they applied for a use in line with an engineering office.

Mr. Hudson moved to open the Public Hearing. Ms. Garcia seconded the motion.

**The motion was approved unanimously; Vice-Chair Spurlock opened the Public Hearing at 6:40 P.M.**

Mr. Zamora, Business Development Manager for Millenium Engineers, expressed excitement to be back in Universal City. He briefly shared his personal history of military service at Randolph Air Force Base. He gave an overview of services provided by the engineering firm including testing and inspections. He shared the anticipation of work in the I-35 corridor between San Antonio and Austin and said the location would be ideal for this work. He also anticipated upgrades to the building once all paperwork is finalized.

The Commission and Mr. Zamora discussed upgrades to the building, the types of testing conducted, and how many employees would be in the building. Mr. Zamora described the building as a satellite office. He said most testing materials would go to their office in Eagle Pass, and two pickup trucks would be parked onsite in Universal City. No toxic materials would be tested at the office.

There being no public comment, Ms. Woods moved to close the Public Hearing. Ms. Sefton seconded the

motion.

**The motion was approved unanimously; Vice-Chair Spurlock closed the Public Hearing at 6:47 P.M.**

- J. Consider: P.C. 601 (SU 022)— A request for a Specific Use Permit at 1202 Pat Booker Road (CB 5053 P-24A & 6 INCH STRIP OFF NW SIDE OF P-25 ABS 745) to allow a Professional Office use (engineering office) in the C2-Retail District, per zoning ordinance 581**

Ms. Sefton stated that, per Section 4-5-54 of the Zoning Code, no specific use shall be recommended for approval by the Planning and Zoning Commission unless it has made findings, based upon evidence presented at the public hearing, to support the conclusions identified in Section 4-5-54(4) of the Zoning Code. She stated that, having done so, she moved to recommend approval of PC 601 (SU 022) and to grant a Specific Use Permit to allow a Professional Office use in the form of an engineering office to Millenium Engineers Group, Inc. at 1202 Pat Booker Road.

Mr. Hudson seconded the motion.

**The motion was approved on a 7 – 0 vote.**

#### **5. CITY MANAGER’S REPORT:**

Mrs. Turner thanked the Commission for reviewing the packets prior to the meeting. She informed the Commission that national primary voting was taking place March 5, 2024 and noted Universal City polling sites and the upcoming City Council meeting cancellation. May 4<sup>th</sup> would be Universal City uniform elections for Mayor and three council seats. She mentioned that the next Planning and Zoning agenda packet would be quite large. She briefly reviewed Council action on Planning and Zoning items. She mentioned the Comprehensive Plan process would be presented to the Commission soon.

The Commission discussed short-term rentals and the process for zoning changes.

- 6. ADJOURNMENT:** Vice-Chair Spurlock adjourned the meeting at 6:37 P.M.

Cynthia Spurlock  
Vice-Chair

**MINUTES**  
**PLANNING AND ZONING COMMISSION OF THE CITY OF UNIVERSAL CITY, TEXAS**  
Regular Meeting, Monday Evening, 01 April 2024

**1. CALL TO ORDER:** Vice-Chair Cynthia Spurlock at 6:00 P.M.

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

**Commission Members Present:**

Mary Andrews, Member  
Sheila Garcia, Member  
Deborah Hernandez, Member  
John Hudson, Member  
Linda Sefton, Member  
Cynthia Spurlock, Vice-Chair  
Devona Trigilio, Member  
Diane Woods, Secretary

**Staff Present:**

Kim Turner, City Manager  
Michael Cassata, Development Services Director  
Randy Luensmann, Public Works Director  
Maribel Garcia, Deputy City Clerk

**Applicant Attendees:**

Zach Wolf, Item 1 Reunion Development Applicant  
Mitchell Ward, Item 1 Reunion Development Applicant  
Richard Raimondi, Item 2 Applicant

Mr. Cassata noted a quorum was present.

**3. MINUTES OF THE PREVIOUS MEETING:** Regular Meeting – 4 March 2024

Ms. Woods moved to approve the minutes of the previous meeting. Ms. Andrews seconded the motion.

**The motion was approved unanimously.**

**4. NEW BUSINESS:**

**PUBLIC HEARINGS: ITEM 1**

- A. Public Hearing: P.C. 602 (ZC 253) – A request for an amendment to the Future Land Use Plan for two tracts combined totaling an approximately 43-acre larger tract located primarily between E. Loop 1604 N. Access Road and Universal City Boulevard from HC-Highway Commercial and OS-Open Space to HC-Highway Commercial, HDR-High Density Residential and OS-Open Space, per Zoning Ordinance 581.**

Mr. Cassata explained that the PUD request was for the Reunion Development project. He clarified the location and gave a history of the City’s work with the Applicant. He emphasized the need for public participation related to infrastructure needs. The Retail Coach, which conducted a market analysis for the subject property, highly recommended the project be a mixed-use development. Mr. Cassata presented an overview of suggested uses. He described the proposed infrastructure plans that the City’s engineer, Kimley Horn, and Reunion Development would work on in conjunction with the City’s Public Works department. Specifications for the rights-of-way were reviewed, including shared use paths, sidewalk requirements, and median recommendations. Mr. Cassata identified access points for the development and reviewed the traffic impact analysis at full build-out. Although not part of the Reunion project, the Northlake pond was noted as an area to develop into active, usable park and recreation space. The floodplain was shown, and phasing of the project was reported along with a construction timeline. Roadway infrastructure was anticipated to be completed by the end of 2025.

Ms. Woods moved to open the Public Hearing. Mr. Hudson seconded the motion.

**The motion was approved unanimously; Vice-Chair Spurlock opened the Public Meeting at 6:20 P.M.**

Mitchell Ward and Zach Wolf, Reunion Development partners, gave a brief presentation reassuring the Commission of their experience individually and as a company. They noted that their consultant team had already been chosen and listed the consultants they planned to use. They also stated they have developed market rate and age-restricted apartments in the past. They acknowledged their positive working relationship with City Staff.

Mr. Cassata stated that thirty notices were sent out with two objections being returned. These objectors voiced their disagreement with the zone change and expressed concern regarding increased traffic and crime that comes with apartments.

There being no further comments, Mr. Hudson moved to close the Public Hearing. Ms. Trigilio seconded the motion.

**The motion was approved unanimously; Vice-Chair Spurlock closed the Public Hearing at 6:26 P.M.**

- C. Public Hearing: P.C. 603 (ZC 254) – A request for a Zone Change from OS-Open Space and C4-General Commercial to PUD 2024-101 District for two tracts combined totaling an approximately 43-acre larger tract located primarily between E. Loop 1604 N. Access Road and Universal City Boulevard, per Zoning Ordinance 581.**

Mr. Hudson moved to open the Public Hearing. Ms. Trigilio seconded the motion.

**The motion was approved unanimously; Vice-Chair Spurlock opened the Public Hearing at 6:27 P.M.**

There being no further comments, Mr. Hudson moved to close the Public Hearing. Ms. Trigilio seconded the motion.

**The motion was approved unanimously; Vice-Chair Spurlock closed the Public Meeting at 6:28 P.M.**

- E. Public Hearing: P.C. 604 (ZC 255) – A request for approval of PUD Preliminary and Final Plans (PUD 2024-101) for two tracts combined totaling an approximately 43-acre larger tract located primarily between E. Loop 1604 N. Access Road and Universal City Boulevard, per Zoning Ordinance 581.**

Ms. Woods moved to open the Public Hearing. Ms. Trigilio seconded the motion.

**The motion was approved unanimously; Vice-Chair Spurlock opened the Public Meeting at 6:29 P.M.**

There being no public comment, Ms. Woods moved to close the Public Hearing. Mr. Hudson seconded the motion.

**The motion was approved unanimously; Vice-Chair Spurlock closed the Public Hearing at 6:30 P.M.**

## **ITEM 1 – ACTION**

Ms. Trigilio recommended that the developers consider a mix of a chain hotel and retail, as well as an indoor sports facility.

The developers expressed their interest in short-term rentals marketed to military personnel.

Ms. Spurlock discussed the need for active adult housing and hoped an elevator would be provided.

Ms. Sefton, after seeing examples of their architectural designs, suggested veering away from modern architecture and providing a classic or Spanish colonial look instead. She expressed concern regarding short-term leases in the mixed-use hotel/apartment building but was reassured by the Developers that these leases would be indistinguishable from normal apartment leases.

The Developers and the Commission discussed timelines. The Developers stated their completion goal was two years.

Ms. Woods expressed concern regarding short-term leases and feared incompatibility between providing long-term leases and having a hotel/apartment designation. The Developers assured the Commission that the hotel designation would allow for flexibility to accommodate all uses.

Mr. Hudson received confirmation from Mr. Luensmann that TXDOT would allow a curb cut and was working with City Staff on the development.

**B. Consider: P.C. 602 (ZC 253) – A request for an amendment to the Future Land Use Plan for two tracts combined totaling an approximately 43-acre larger tract located primarily between E. Loop 1604 N. Access Road and Universal City Boulevard from HC-Highway Commercial and OS-Open Space to HC-Highway Commercial, HDR-High Density Residential and OS-Open Space, per Zoning Ordinance 581.**

Mr. Hudson stated that after conducting a public hearing on the request for an amendment to the Future Land Use Plan for the two tracts combined totaling an approximately 43-acre larger tract located primarily between E. Loop 1604 N. Access Road and Universal City Boulevard, the Planning and Zoning Commission has considered the request and moves to approve P.C. 602 (ZC 253) and the amendment to the Future Land Use Plan from HC-Highway Commercial and OS-Open Space to HC-Highway Commercial, HDR-High Density Residential and OS-Open Space for the subject property with the following conditions:

1. Staff approval of outstanding PUD Final Plan comments
2. City Council approval of the Zone Change from OS-Open Space and C4-General Commercial to PUD 2024-101 District
3. City Council approval of the PUD Final Plan
4. Planning and Zoning Commission approval of the Preliminary and Final Plats of Subdivision within two years of PUD Final Plan approval by City Council

Ms. Woods seconded the motion.

**The motion was approved on an 8 – 0 vote.**

**D. Consider: P.C. 603 (ZC 254) – A request for a Zone Change from OS-Open Space and C4-General Commercial to PUD 2024-101 District for two tracts combined totaling an approximately 43-acre larger tract located primarily between E. Loop 1604 N. Access Road and Universal City Boulevard, per Zoning Ordinance 581.**

Ms. Woods stated that after conducting a public hearing on the request for a Zone Change for the two tracts combined totaling an approximately 43-acre larger tract located primarily between E. Loop 1604 N. Access Road and Universal City Boulevard, the Planning and Zoning Commission has considered the request and moves to recommend approval of P.C. 603 (ZC 254) and the Zone Change from OS-Open Space and C4-General Commercial to PUD 2024-101 District for the subject property with the following conditions:

1. Staff approval of outstanding PUD Final Plan comments
2. City Council approval of the FLUP amendment from HC-Highway Commercial and OS-Open Space to

HC-Highway Commercial, HDR-High Density Residential and OS-Open Space

3. City Council approval of the PUD Final Plan
4. Planning and Zoning Commission approval of the Preliminary and Final Plats of Subdivision within two years of PUD Final Plan approval by City Council

Mr. Hudson seconded the motion.

**The motion was approved on an 8 – 0 vote.**

- F. P.C. 604 (ZC 255) – A request for approval of PUD Preliminary and Final Plans (PUD 2024-101) for two tracts combined totaling an approximately 43-acre larger tract located primarily between E. Loop 1604 N. Access Road and Universal City Boulevard, per Zoning Ordinance 581.**

Ms. Sefton stated that per Section 4-5-56 of the Zoning Code, no PUD Preliminary and Final Plans shall be recommended for approval by the Planning and Zoning Commission unless said plans have met with the procedural process requirements outlined for preliminary and final plans. As such, Ms. Sefton stated the Planning and Zoning Commission had:

1. Made findings of fact based upon the evidence presented at the public hearing to support the conclusions identified in Section 4-5-56(6) of the Zoning Code
2. Determined that the PUD Final Plan is in substantial conformity with the approved PUD Preliminary Plan, which in this case are one and the same
3. Determined that the PUD Final Plan complies with any and all conditions imposed by approval of the PUD Preliminary Plan
4. Determined that the PUD Final Plan complies with the provisions of the PUD zoning ordinance and all other applicable federal, state and City codes, ordinances, regulations, and other applicable laws
5. Specified that the reason for a recommendation of approval is due to the fact that the PUD Final Plan is designed to accommodate commercial, office and multi-family residential and related uses that will allow flexibility in order to achieve a higher and better use not otherwise afforded via traditional zoning
6. Provided recommended limitations or conditions as identified in the following section of this motion

Therefore, in conclusion and as a separate statement from the Findings of Fact, Ms. Sefton moved to recommend approval of P.C. 604 (ZC 255) and the associated PUD Preliminary and Final Plans for the two tracts combined totaling an approximately 43-acre larger tract located primarily between E. Loop 1604 N. Access Road and Universal City Boulevard with the following conditions:

1. Staff approval of outstanding PUD Final Plan comments
2. City Council approval of the FLUP amendment from HC-Highway Commercial and OS-Open Space to HC-Highway Commercial, HDR-High Density Residential and OS-Open Space
3. City Council approval of the Zone Change from OS-Open Space and C4-General Commercial to PUD 2024-101 District
4. Planning and Zoning Commission approval of the Preliminary and Final Plats of Subdivision within two years of PUD Final Plan approval by City Council

Mr. Hudson seconded the motion.

**The motion was approved on an 8 – 0 vote.**

#### **PUBLIC HEARINGS: ITEM 2**

- G. Public Hearing: P.C. 605 (ZC 256) – A request for an amendment to the Future Land Use Plan for an approximately 0.717-acre tract located at the southeast corner of Bowie Drive and E. Wright Boulevard, with the common addresses of 604 Bowie Drive and 206 – 218 E. Wright Boulevard, [CB 5768 BLK 21 LOTS 1-5] from MDR-Medium Density Residential to HDR-High Density Residential, per Zoning Ordinance 581.**

Mr. Cassata stated the item was another PUD but clarified the location in the Aviation District. This PUD would consolidate five residential lots to create rowhomes. He explained the requirements laid out in the PUD. He presented how the PUD was in line with the Aviation District Masterplan. He noted that although rowhomes were not originally designated in the plan for these lots, all areas in the plan are generally interchangeable. Mr. Cassata presented the concept of new urbanism, which was supported by the design of the rowhomes. He noted that emergency services were accommodated in the overall site design, and that the preliminary and final plat would be presented at a later date. He also stated that forty-one notices were sent out and no responses were received.

Mr. Hudson moved to open the Public Hearing. Ms. Trigilio seconded the motion.

**The motion was approved unanimously; Vice-Chair Spurlock opened the Public Meeting at 6:55 P.M.**

Mr. Raimondi, the applicant for the PUD, gave an overview of design specifications for the interior and exterior of the rowhomes. He commented that he has lived in the City for 50 years and would be developing this property without outside companies. He stated two or three of the homes may be designated as units for military members who are training at Randolph AFB.

Mr. Cassata reported on the history of the City working with Mr. Raimondi on this development, including presenting the Aviation District Masterplan to him when he originally approached the City to build single-family homes.

There being no further comments, Mr. Hudson moved to close the Public Hearing. Ms. Hernandez seconded the motion.

**The motion was approved unanimously; Vice-Chair Spurlock closed the Public Hearing at 7:01 P.M.**

- I. **Public Hearing: P.C. 606 (ZC 257) – A request for a Zone Change from R-OT Old Town Residential to PUD 2024-102 District for an approximately 0.717-acre tract located at the southeast corner of Bowie Drive and E. Wright Boulevard, with the common addresses of 604 Bowie Drive and 206 – 218 E. Wright Boulevard, [CB 5768 BLK 21 LOTS 1-5], per Zoning Ordinance 581.**

Ms. Woods moved to open the Public Hearing. Mr. Hudson seconded the motion.

**The motion was approved unanimously; Vice-Chair Spurlock opened the Public Meeting at 7:02 P.M.**

There being no comments, Ms. Woods moved to close the Public Hearing. Ms. Andrews seconded the motion.

**The motion was approved unanimously; Vice-Chair Spurlock closed the Public Hearing at 7:02 P.M.**

- K. **Public Hearing: P.C. 607 (ZC 258) – A request for approval of PUD Preliminary and Final Plans (PUD 2024-102) for an approximately 0.717-acre tract located at the southeast corner of Bowie Drive and E. Wright Boulevard, with the common addresses of 604 Bowie Drive and 206 – 218 E. Wright Boulevard, [CB 5768 BLK 21 LOTS 1-5], per Zoning Ordinance 581.**

Mr. Hudson moved to open the Public Hearing. Ms. Hernandez seconded the motion.

**The motion was approved unanimously; Vice-Chair Spurlock opened the Public Meeting at 7:03 P.M.**

There being no comments, Ms. Woods moved to close the Public Hearing. Mr. Hudson seconded the motion.

**The motion was approved unanimously; Vice-Chair Spurlock closed the Public Hearing at 7:03 P.M.**

## **ITEM 2 – ACTION**

Ms. Sefton explained new urbanism and the concept of encouraging the use of sidewalks by bringing the buildings closer to the street, which she supported with these rowhomes. She referenced Europe and more walkable cities. She gave floorplan change suggestions, encouraging pushing the kitchen back to provide space for a dining table. She suggested additional changes to the kitchen design and that the washer and dryer unit be moved upstairs with the bedrooms.

Mr. Raimondi explained that the washer and dryer were on the ground floor for insurance purposes. He also assured her that there was enough space for a dining table but would take her suggestions into consideration.

Ms. Trigilio confirmed that the rowhomes would be rentals.

Ms. Woods expressed her desire for the option to recycle and discussed signage with the applicant. She also received clarification that the house between this property and the apartments next door was not available for purchase.

The Commission discussed plans for the surrounding area. Differences between the adjacent apartments and the rowhomes were discussed.

- H. Consider: P.C. 605 (ZC 256) – A request for an amendment to the Future Land Use Plan for an approximately 0.717-acre tract located at the southeast corner of Bowie Drive and E. Wright Boulevard, with the common addresses of 604 Bowie Drive and 206 – 218 E. Wright Boulevard, [CB 5768 BLK 21 LOTS 1-5] from MDR-Medium Density Residential to HDR-High Density Residential, per Zoning Ordinance 581.**

Ms. Garcia stated that after conducting a public hearing on the request for an amendment to the Future Land Use Plan for the properties located at the southeast corner of Bowie Drive and E. Wright Boulevard, with the common addresses of 604 Bowie Drive and 206-218 E. Wright Boulevard, the Planning and Zoning Commission has considered the request and moves to approve P.C. 605 (ZC 256) and the amendment to the Future Land Use Plan from MDR-Medium Density Residential to HDR-High Density Residential for the subject property with the following conditions:

1. Staff approval of outstanding PUD Final Plan comments
2. City Council approval of the Zone Change from R-OT Old Town Residential to PUD 2024-102 District
3. City Council approval of the PUD Final Plan
4. Planning and Zoning Commission approval of the Preliminary and Final Plats of Subdivision within two years of PUD Final Plan approval by City Council

Mr. Hudson seconded the motion.

- J. Consider: P.C. 606 (ZC 257) – A request for a Zone Change from R-OT Old Town Residential to PUD 2024-102 District for an approximately 0.717-acre tract located at the southeast corner of Bowie Drive and E. Wright Boulevard, with the common addresses of 604 Bowie Drive and 206 – 218 E. Wright Boulevard, [CB 5768 BLK 21 LOTS 1-5], per Zoning Ordinance 581.**

Mr. Hudson stated that after conducting a public hearing on the request for an amendment to the Future Land Use Plan for the properties located at the southeast corner of Bowie Drive and E. Wright Boulevard, with the common addresses of 604 Bowie Drive and 206-218 E. Wright Boulevard, the Planning and Zoning Commission had considered the request and moved to recommend approval of P.C. 606 (ZC 257) and the Zone Change from R-OT Old Town Residential to PUD 2024-102 District for the subject property with the following conditions:

1. Staff approval of outstanding PUD Final Plan comments
2. City Council approval of the FLUP amendment from MDR-Medium Density Residential to HDR-High Density Residential
3. City Council approval of the PUD Final Plan
4. Planning and Zoning Commission approval of the Preliminary and Final Plats of Subdivision within two years of PUD Final Plan approval by City Council

Ms. Andrews seconded the motion.

**The motion was approved on an 8 – 0 vote.**

- L. Consider: P.C. 607 (ZC 258) – A request for approval of PUD Preliminary and Final Plans (PUD 2024-102) for an approximately 0.717-acre tract located at the southeast corner of Bowie Drive and E. Wright Boulevard, with the common addresses of 604 Bowie Drive and 206 – 218 E. Wright Boulevard, [CB 5768 BLK 21 LOTS 1-5], per Zoning Ordinance 581.**

Ms. Woods stated that per Section 4-5-56 of the Zoning Code, no PUD Preliminary and Final Plans shall be recommended for approval by the Planning and Zoning Commission unless said plans have met with the procedural process requirements outlined for preliminary and final plans. As such, Ms. Woods stated the Planning and Zoning Commission had:

1. Made findings of fact based upon the evidence presented at the public hearing to support the conclusions identified in Section 4-5-56(6) of the Zoning Code
2. Determined that the PUD Final Plan is in substantial conformity with the approved PUD Preliminary Plan, which in this case are one and the same
3. Determined that the PUD Final Plan complies with any and all conditions imposed by approval of the PUD Preliminary Plan
4. Determined that the PUD Final Plan complies with the provisions of the PUD zoning ordinance and all other applicable federal, state and City codes, ordinances, regulations, and other applicable laws
5. Specified that the reason for a recommendation of approval is due to the fact that the PUD Final Plan is designed to accommodate commercial, office and multi-family residential and related uses that will allow flexibility in order to achieve a higher and better use not otherwise afforded via traditional zoning
6. Provided recommended limitations or conditions as identified in the following section of this motion

Therefore, in conclusion and as a separate statement from the Findings of Fact, Ms. Woods moved to recommend approval of P.C. 607 (ZC 258) and the associated PUD Preliminary and Final Plans for the properties located at the southeast corner of Bowie Drive and E. Wright Boulevard, with the common addresses of 604 Bowie Drive and 206-218 E. Wright Boulevard, with the following conditions:

1. Staff approval of outstanding PUD Final Plan comments
2. City Council approval of the FLUP amendment from MDR-Medium Density Residential to HDR-High Density Residential

3. City Council approval of the Zone Change from R-OT Old Town Residential to PUD 2024-102 District
4. City Council approval of the PUD Final Plan
5. Planning and Zoning Commission approval of the Preliminary and Final Plats of Subdivision within two years of PUD Final Plan approval by City Council

Mr. Hudson seconded the motion.

**The motion was approved on an 8 – 0 vote.**

#### **ITEM 3 – ACTION**

##### **M. Public Meeting: Staff Presentation regarding proposed changes to the Sign Code regarding Off-Premises Signs.**

Mr. Cassata explained the off-premises sign consideration. He reported that the UC Economic Development Corporation (UCEDC) had suggested that Aviation District businesses only be allowed to have one off-premises sign. The UCEDC owns a sign on Pat Booker Road that could be used as an off-premises sign for Aviation District businesses and could be used as directional signage. The off-premises signage would especially help Aviation District businesses that do not front Pat Booker Road and need help with visibility.

The Commission received clarification on potential future use of the UCEDC sign at the old Shell gas station.

Ms. Garcia noted that another community sign for City notifications would be helpful. City Staff stated they would explore this option.

In an effort to meet the vision of the Aviation District Master Plan and foster revitalization and economic activity in that area of town, Mr. Hudson moved that the Planning and Zoning Commission authorize Staff to provide its recommendation to City Council to proceed with a proposed amendment to the Sign Code, Section 4-4-82 – Off Premises Signs, to allow certain off-premises signs in the Aviation District that promote or advertise businesses physically in that district. Ms. Woods seconded the motion.

**The motion was approved on an 8 – 0 vote.**

#### **ITEM 4**

##### **N. Public Meeting: Staff Presentation regarding the upcoming Comprehensive Plan Update.**

Mr. Cassata clarified the purpose of a Comprehensive Plan and what it covers; its purpose is to set the framework and policy guidelines for the City moving forward. The authority for a Comprehensive Plan is given by the Texas Local Gov't Code and by the City Charter. He reported the estimated costs of the plan and explained professional consultants involved in the creation process, including technical professionals and City Staff. Depending on the Plan's scope, the cost could range from \$200,000 to \$325,000. He pointed out that the creation process would heavily rely on community input. He emphasized that the Plan would assess land use, development and zoning. He presented topics that the Plan could cover, depending on City Council's direction, including Transportation, Housing Policy, Branding, Hazard Mitigation and Disaster Policy, Workforce and Labor Policy, and Parks and Open Space. He noted that a few of these topics were not necessarily relevant to the City or had already been covered, such as the recently passed Parks Masterplan. He added that the EDC had recommended that image and character be the focus of a Branding Plan.

Ms. Sefton emphasized the importance of branding to connect people to their city. She also expressed interest in a transportation plan prioritizing the ability to ride bicycles throughout the City.

Ms. Garcia discussed transportation in Universal City. It was noted that VIA buses had not been available in the City since 1996 and that some of the surrounding Cities do not use VIA either.

In accordance with Section 1-3-42(f) of the Municipal Code, Ms. Hernandez moved that the Planning and Zoning Commission authorize Staff to provide its recommendations to City Council regarding what specific content areas to consider in the update to the City's Comprehensive Plan. She noted that the Commission emphasized the recommendation of Image, Identity, and Community Character in addition to Staff recommendations. Ms. Garcia seconded the motion.

**The motion was approved on an 8 – 0 vote.**

**5. CITY MANAGER'S REPORT:**

Mrs. Turner reported that the Reunion Development Project would be on the April 16<sup>th</sup> agenda. She highly recommended interested parties to consider the Universal City Citizens Police Academy class when the next opportunity for registration becomes available. She noted that the 2024 election would be held May 4<sup>th</sup>. She reviewed ongoing projects at the golf course and listed Universal City businesses that had won a Best of SA award.

**6. ADJOURNMENT:** Vice-Chair Spurlock adjourned the meeting at 7:53 P.M.

Cynthia Spurlock  
Vice-Chair

**MINUTES**  
**PARKS & RECREATION COMMISSION OF THE CITY OF UNIVERSAL CITY, TEXAS**  
Regular Meeting, Tuesday Evening, 25 June 2024

1. **CALL TO ORDER:** Chair Westerfield at 6:02 P.M.

2. **QUORUM CHECK:** Chair Westerfield

**Commission Members Present:**

Harry Westerfield, Chairperson  
Mary Eddy, Member  
Nick Ferguson, Member  
Judy Schindler, Member  
Janet Tennis, Member

**Also Present:**

Randy Luensmann, Public Works Director  
Maribel Garcia, Deputy City Clerk

Chair Westerfield noted a quorum was present.

3. **CITIZENS TO BE HEARD:** None.

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

**A. Consider the Minutes of the April 23, 2024 meeting.**

Mr. Ferguson moved to approve the minutes. Ms. Tennis seconded the motion.

**Motion to approve carried unanimously.**

5. **NEW BUSINESS:**

**A. Update on Red Horse Park basketball court improvements.**

Mr. Luensmann reported progress on the court and presented photos of said progress. He stated the court should be completed by July, weather permitting. It was noted that sod would be placed to prevent tracking mud onto the court. He clarified fencing locations for the Commission. He reassured Members that basketball rims would not be installed until completion of the court to prevent pre-completion use of the court.

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

Mr. Luensmann reported that the parking lot was completed. He reviewed the flow of traffic and handicap spaces.

**C. Update on various park improvements.**

The Commission was reminded that the City Council budget work session would be July 9<sup>th</sup> at 4:30 p.m. Mr. Luensmann reminded them of budget priorities and gave project updates on the UC Park pavilion, skatepark creation, and parking lot projects related to parks. He said all UC Park work would be expensive and would rely heavily on Texas Parks & Wildlife grants. Money was set aside in the budget for grant matching. Mr. Luensmann stated that, while waiting for grant funding, Public Works would focus on other projects that could be completed at parks. Some projects included parking lots, playground renovation, and walking trails. He noted

improvements to parks that the Commission had previously discussed. These included installation of security cameras at the Veterans Park bathrooms and installing new barbeque pit hot boxes for used coals. He also gave an update on Athenian Park trail and dog park.

The Commission discussed funding mechanisms such as ad valorem taxes compared to grant funding. They also discussed the likelihood of Council support for the parks budget. They suggested arguing the positive effects of parks on crime rates and noted that real estate agents use parks as a pull factor when marketing homes. They discussed general maintenance of parks.

**D. Discussion on future Cibolo Creek Trail Project.**

Mr. Luensmann displayed a map of the trail and noted phases of trail creation. He reviewed funding mechanisms such as grants. The trail would eventually connect to Selma, Texas. There would be a few offshoots from the trail. Mr. Luensmann noted the new service road.

The Commission discussed wayfinding signs and the use of QR codes to get online mapping. They suggested heavily advertising both the project and the accessibility of maps on the trail.

Mr. Luensmann commented that a grant was available for this project and a match for grants related to the trail had been budgeted.

**6. COMMISSION MEMBER ITEMS:**

The Commission briefly discussed the upcoming City Council budget meeting. They were also reminded of Boards and Commissions applications and interviews.

Ms. Eddy and Mr. Luensmann discussed UC Park signage and upcoming grand openings.

**7. ADJOURNMENT:**

With Commissioners' consensus to adjourn, Chair Westerfield adjourned the meeting at 7:09 p.m.

Harry Westerfield  
Chairperson