

MINUTES
CITY COUNCIL OF THE CITY OF UNIVERSAL CITY, TEXAS
Regular Meeting, Thursday, 09 March 2023

1. **CALL TO ORDER:** Mr. Crow, President at 5:01 P.M.
2. **QUORUM CHECK:** Kristin Mueller, City Clerk

Present:

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

Also Present:

Kim Turner, City Manager
Kristin Mueller, Executive Director
Regina Carmona, Community Relations Specialist
Maribel Garcia, Deputy City Clerk

Not Present:

Dick Neville, Treasurer

Secretary Hinojosa noted a quorum was present.

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

Mr. Goolsby moved to approve the following consent agenda item: a) Consider the minutes of the 9 February 2023 Regular Meeting.

Mr. Dagg seconded the motion.

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

Mr. Goolsby moved to approve the following consent agenda items: b) Financial Report – Given by President Crow.

Mr. Hinojosa seconded the motion.

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

5. **NEW BUSINESS:**
 - A. **Consider the Memoranda of Understanding (MOU) with Reunion Development Partners, LLC.**

Ms. Mueller explained the MOU had expired after one year. Given progress, the City Council chose to extend the MOU.

Mr. Goolsby moved to approve the extension of the MOU.

Mr. Hinojosa asked if any other amendments needed to be made to the MOU, specifically a 6-month checkpoint.

Mrs. Turner clarified that the City can check in with Reunion Development at any point without adding it to the MOU.

Mr. Hinojosa seconded the motion to approve.

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

B. Consider budget amendment to convert the Marketing & Administrative Assistant from Part-Time to Full-Time.

Ms. Mueller explained over ten months, two people have had the position. She was concerned that the position is not competitive. She stated if the position was not competitive, either candidates would not be qualified or qualified candidates would not be retained. Ms. Mueller also explained the growth of Ms. Carmona's position and added that Ms. Carmona is being paid at least 82 hours of overtime per year. Ms. Mueller explained her own role has changed, including new initiatives and ventures the EDC would like to pursue. This includes outreach to existing businesses. Given these reasons, the position should be converted to full-time.

Mr. Kuhlman inquired about projects that gear more toward City than EDC functions.

Ms. Mueller clarified 10% of funds are allowed to go toward community outreach per State law.

Mrs. Turner gave historical context. She explained that Council had approved the position of an Events Coordinator fifteen years ago and the EDC agreed to financially cover it given that there is a business and marketing aspect to all events.

Mr. Kuhlman agreed with the vision Ms. Mueller laid out and stated that if State law allows, he agrees with the funding of a full-time position.

Ms. Mueller explained that the EDC cut of the sales tax revenue would fund this position.

Mr. Hinojosa asked about the \$44 thousand jump and if it is due to a benefits packet. He asked about the difference between the pay rate change and the benefits packet incurred costs.

Ms. Mueller explained that for the level of expertise this role requires, the salary is on the low end if they want to get someone with the required skill.

Mr. Hinojosa inquired about the education requirement.

Ms. Mueller explained the associate degree preferred requirement was for the part-time position and the full-time position will require an associate degree with a preferred requirement of a bachelor's degree.

Mr. Hinojosa agreed with this action.

Mrs. Turner added that equivalent experience also counts toward the preferred and required degrees.

Mr. Kuhlman stated that he would not want the role to limit applicants based on requirements if someone came with a clerical background but was qualified for the role.

Ms. Fitzpatrick asked if the transition from part-time to full-time would produce savings from the overtime pay for Ms. Carmona and asked if Ms. Mueller anticipated a possible increase in pay if the applicant proves themselves more valuable than the starting salary.

Ms. Mueller responded yes to both and clarified the pay grade could be raised if deemed fit.

Mrs. Turner explained pay grades and the process of reevaluation of pay grades.

Mrs. Fitzpatrick asked if the Venue Tax discussion in Council affects the EDC budget.

Mrs. Turner responded that the EDC budget is a separate account from the Venue Tax, and explained the City revenue from sales tax and how it is split.

Mr. Kuhlman moved to approve the new position. Mrs. Fitzpatrick seconded the motion.

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

- C. Closed Session: Closed Session pursuant to Tex. Gov't Code Sections 551.072 (Deliberation regarding Real Property) regarding:**
- a. 302 Pat Booker Rd.**
 - b. 118 E. Byrd**

Mr. Crow began the Closed Session at 5:23 P.M.

Those in Closed Session included the following people:

Dick Crow, President	Kim Turner, City Manager
Lenny Dagg, Vice President	Kristin Mueller, Executive Director
Roland Hinojosa, Secretary	
Christina Fitzpatrick, Director	
Bear Goolsby, Director	
Bryan Kuhlmann, Director	

- D. Reconvene into Open Session and take action on items discussed in Closed Session, if necessary.**

The Board of Directors reconvened into Open Session at 6:00 P.M. Mr. Crow announced that no action was taken.

- E. Next Meeting:** The Board of Directors were informed that the next meeting would take place on Thursday, 13 April 2023 at 5:00 pm, Council Chambers.

6. STAFF REPORT:

Ms. Mueller and Mrs. Turner gave an update on economic development projects throughout the City.

7. **PUBLIC COMMENT:** None.

8. **ADJOURNMENT:** Mr. Crow adjourned the meeting at 6:08 P.M.

Dick Crow, President