"City of Choice"

City Council Meeting

Items 12C, 12D, and 12E descriptions modified

Tuesday, August 26, 2025, 6:30 PM
Council Chambers
200 S. Main St.
Cibolo, Texas 78108

Est. Duration: 3 hr 10 min

** Revised **

1. Call to Order

2. Roll Call and Excused Absences

2.A. Excused Absence

3. Invocation

4. Pledge of Allegiance

5. Citizens to be Heard

This is the only time during the Council Meeting that a citizen can address the City Council. It is the opportunity for visitors and guests to address the City Council on any issue to include agenda items. All visitors wishing to speak must fill out the Sign-In Roster prior to the start of the meeting. City Council may not deliberate any non-agenda issue, nor may any action be taken on any non-agenda issue at this time; however, City Council may present any factual response to items brought up by citizens. (Attorney General Opinion - JC-0169) (Limit of three minutes each.) All remarks shall be addressed to the Council as a body. Remarks may also be addressed to any individual member of the Council so long as the remarks are (i) about matters of local public concern and (ii) not disruptive to the meeting or threatening to the member or any attendee including City staff. Any person violating this policy may be requested to leave the meeting, but no person may be requested to leave or forced to leave the meeting because of the viewpoint expressed. This meeting is livestreamed. If anyone would like to make comments on any matter regarding the City of Cibolo or on an agenda item and have this item read at this meeting, please email citysecretary@cibolotx.gov or telephone 210-566-6111 before 5:00 pm the date of the meeting.

6. Public Hearing

6.A. Conduct a public hearing regarding a request for a zone change from General Commercial (C-4) to Light Industrial (I-1) for certain real property generally located at 13042 IH-10 W, legally described as ABS:134 SUR: JOSE FLORES 18.0900AC, ABS: 134 SUR: JOSE FLORES 1.0000AC, and ABS: 134 SUR: JOSE FLORES 10.3300AC. (Mr. Spencer)

7. Consent Agenda - Consent Items (General Items)

(All items listed below are considered to be routine and non-controversial by the council and will be approved by one motion. There will be no separate discussion of these items unless a Council member so requests, in which case the item will be removed from the consent agenda and will be considered as part of the order of business.)

7.A. Approval of the minutes of the Special City Council Meeting held on August 12, 2025.

7.B. Approval of the minutes of the Regular City Council Meeting held on August 12, 2025.

7.C. Approval of the Final Plat of Steele Creek Unit 4A.

8. Staff Update

8.A. Administration

— a. Capital Improvement Program – Updates on Projects *Lower Seguin Road *Dean Road and Bolton Road *Green Valley Road Water Main Extension * FM 78 – Water Main Extension *FY25 Street Rehabilitation Package 1 *FY25 Street Rehabilitation Package 2 * Deer Creek Drainage Improvements *Town Creek Trail

— b. RFP's, RFQ's. RFB's, and ITB's

— c. Solid Waste Transition Update

— d. Cibolo Community Center

— e. Update on the next Council Workshop scheduled for Oct. 14th

8.B. Fire Department Incident Summary for July

8.C. Police Department

8.D. Quarterly Report on the use of See Click Fix (Mr. Beekman)

9. Discussion/Action

9.A. Discussion/Action on a Joint Election Agreement and Election Service Contract between Guadalupe County, Marion Independent School District, City of Cibolo, City of Schertz, City of Kingsbury, Nixon-Smiley Consolidated Independent School District, Schertz-Cibolo-Universal City Independent School District, Guadalupe County Groundwater Conservation District, Cibolo Creek Municipal Authority, and Crystal Clear Special Utility District for the conduct of a Joint Election to be held Tuesday, November 4, 2025. (Ms. Chapman)

9.B. Discussion/Action on changing the date of the Council Meeting scheduled for October 28, 2025. (Ms. Cimics)

9.C. Discussion/Action on the opening and the reservation of the Multi-Event Center starting mid-September and limiting the use to Tuesday, Thursday, Saturday, and Sunday. (Ms. Cimics/Mr. Howard)

9.D. Discussion/Action to approve a Mutual Termination Agreement between the City of Cibolo and the Santikos Cibolo Theater Realty, LLC, which shall cease the Chapter 380 Economic Incentive Agreement between the two parties and authorize the City Manager to execute the agreement. (Mr. Hardin)

9.E. Discussion/Action regarding the Preliminary Acceptance of Public Infrastructure for Saddle Creek Unit 9A. (Mr. Otto)

9.F. Discussion/Action to approve a Purchase Order with Colliers Engineering & Design for the Town Creek LOMR and authorize the City Manager to execute the Agreement in the amount of Fifty-Six Thousand Dollars ($56,000). (Mr. Gomez)

9.G. Discussion/Action to authorize the City Manager to execute a contract with Viking Construction, LLC in the amount of $546,580 for the FY 25 Street Preservation Package. (Mr. Gomez)

9.H. Discussion/Action to authorize the City Manager to execute a contract with JM Pipeline, LLC in the amount of $398,965 for the FM78 - 8" Sanitary Sewer Replacement. (Mr. Gomez)

9.I. Discussion/Action regarding the Final Plat of Grace Valley Ranch Phase 3B. (Mr. Spencer)

9.J. Discussion/Action to approve a purchase order with Centre Technologies for Arctic Wolf Network Solutions to include multiple managed services and associated one-time costs; and to authorize the City Manager to execute the agreement in an amount not to exceed One Hundred Twenty-Seven Thousand, Seven Hundred Three Dollars and Thirty-Seven Cents ($127,703.37). (Mr. Beekman)

9.K. Discussion/Presentation for the City Council regarding the FY25 Neighborhood Traffic Management Program (NTMP). (Mr. Gomez)

9.L. Discussion from Councilmembers that have attended seminars, events, or meetings. (Council)

9.M. Discussion on items the City Council would like to see on future agendas. (Council)

9.N. Discussion/Action on the review and confirmation of all upcoming special meetings and workshops and scheduling the time, date and place of additional special meetings or workshops. (Ms. Cimics)

10. Ordinances

10.A. Approval/Disapproval of an Ordinance to voluntarily annex a 1.3108 acre tract, out of Lot 1, Block 1, Shops at Cibolo Creek, ABS 110 SUR S Dominguez, 240 Brite Road. (Mr. Vasquez)

10.B. Approval/Disapproval of an Ordinance amending the City of Cibolo's Unified Development Code, Article 21, Replacing Part F 2010 Cibolo Roadway and Fire Hydrant Criteria with Part F Transportation Design Criteria Manual and Repealing Ordinances in Conflict and Savings. (Mr. Otto)

11. Resolutions

11.A. Approval/Disapproval of a Resolution by the City Council of the City of Cibolo, Texas ratifying a resolution for a grant application to the Office of the Governor for the Cybersecurity Grant Planning Project and designating an authorized official. (Mr. Beekman)

11.B. Approval/Disapproval of a Resolution to amend the Schertz Cibolo Universal City Independent School District (SCUCISD) and City of Cibolo Interlocal Agreement for the Cibolo Police Department, School Resource Officer (SRO) Program and authorize the City Manager to sign the amendment. (Chief Andres)

11.C. Approval/Disapproval of a Resolution approving an amended fund balance policy. (Ms. Miranda)

12. Executive Session

The City Council will meet in Executive Session as Authorized by the Texas Gov’t Code Section 551.071, Consultation with Attorney, Section 551.074, Personnel Matters, and Section 551.087, Economic Development, to discuss the following:

12.A. Project Theo (Mr. Hardin)

12.B. Annexation Negotiations (Mr. Reed/Mr. Vasquez/City Attorney)

12.C. Cibolo Turnpike Case - Court of Appeals No. 04-24-00532-CV (City Attorney)

12.D. Cibolo TPIA case - Cause No. D-1-GN-25-001745 (City Attorney)

12.E. EEOC Claim No. 451-2025-00958 (Mr. Wendland)

12.F. City Manager appointment, employment, evaluation and duties. (Mr. Reed)

12.G. Discuss and evaluate City Attorney interviews. (Ms. Cimics/City Council)

13. Open Session

Reconvene into Regular Session and take/or give direction or action, if necessary, on items discussed in the Executive Session.

14. Adjournment

14.A. Adjourn Meeting

This Notice of Meeting is posted pursuant to the Texas Government Code 551.041 - .043 on the front bulletin board of the Cibolo Municipal Building, 200 South Main Street, Cibolo, Texas which is a place readily accessible to the public at all times and that said notice was posted on

Peggy Cimics, TRMC

City Secretary

Pursuant to Section 551.071, 551.072, 551.073, 551.074, 551.076, 551.077, 551.084 and 551.087 of the Texas Government Code, the City of Cibolo reserves the right to consult in closed session with the City Attorney regarding any item listed on this agenda. This agenda has been approved by the city's legal counsel and subject in any Executive Session portion of the agenda constitutes a written interpretation of Texas Government Code Chapter 551. This has been added to the agenda with the intent to meet all elements necessary to satisfy Texas Government Code Chapter 551.144.

A possible quorum of Council, committees, commissions, boards and corporations may attend this meeting.

This facility is wheelchair accessible and accessible parking space is available. Request for accommodation or interpretive services must be made 48 hours prior to the meeting. Please contact the City Secretary at (210) 566-6111. All cell phones must be turned off before entering the Council Meeting.

I certify that the attached notice and agenda of items to be considered by the City Council was removed by me from the City Hall bulletin board on the_____day of_____2025.

_____

Name and Title

Peggy Cimics

Date Posted: August 21, 2025

City of Cibolo

City Council Regular Meeting Staff Report

A. Conduct a public hearing regarding a request for a zone change from General Commercial (C-4) to Light Industrial (I-1) for certain real property generally located at 13042 IH-10 W, legally described as ABS:134 SUR: JOSE FLORES 18.0900AC, ABS: 134 SUR: JOSE FLORES 1.0000AC, and ABS: 134 SUR: JOSE FLORES 10.3300AC. (Mr. Spencer)

Meeting	Agenda Group
Tuesday, August 26, 2025, 6:30 PM	Public Hearing Item: 6A.

From
Eron Spencer, Assistant Planning Director

CITY COUNCIL ACTION: Conduct 2nd Public Hearing

PROPERTY INFORMATION:

Project Name: ZC-25-03

Owners: David & Olga Valente

Representative: Patrick Christensen

Location/Area: 13042 IH-10 W, 29.35 acres

Location: South of Bolton Road and North of IH-10

Council Place: 4

Future Land Use: Compact Residential

Existing Zoning: General Commercial (C-4)

Requested Zoning: Light Industrial (I-1)

Proposed Use: Industrial

FINDINGS:

The property owners of 13042 IH-10 W are requesting a zone change from General Commercial (C-4) to Light Industrial (I-1) for three (3) parcels totaling 29.35 acres, generally located south of Bolton Road and north of IH-10.

The subject property is currently zoned General Commercial (C-4) and is primarily surrounded by similarly zoned properties. East of the property, near the intersection of Bolton Road and Zuehl Road, are properties with residential uses that are also zoned C-4. To the west, near Bolton Road and Haeckerville Road, lies undeveloped land with the same C-4 zoning district. North of the property, across Bolton Road, are residential properties located within both Cibolo's Extraterritorial Jurisdiction (ETJ) and inside the City limits, where some are zoned Agricultural – Homestead (AG). To the south, across IH-10, are properties that are within the C-4 zoning district.

PUBLIC NOTICE:

Notice was published within the local newspaper (Seguin Gazette) on July 27, 2025, and the City's website. Individual letters were sent by mail to eight (8) property owners within 200 feet of the subject property. To date, Staff has received none (0) in favor of and none (0) in opposition. Public hearings were scheduled on August 13, 2025 (Planning & Zoning Commission) and on August 26, 2025 (City Council). Approval/Disapproval of the zoning ordinance is tentatively scheduled for the September 9, 2025, City Council meeting.

PLANNING & ZONING COMMISSION RECOMMENDATION:

At its August 13, 2025, regular meeting, the Planning & Zoning Commission voted (5-1) to recommend approval of the requested zone change from General Commercial (C-4) to Light Industrial (I-1).

STAFF ANALYSIS:

Section 4.3.1.5 of the Unified Development Code (UDC) provides direction to the Planning & Zoning Commission and City Council when considering a zoning map amendment (rezoning) by outlining the following criteria for approval:

A. ***The application is complete, and the information contained within the application is sufficient and correct enough to allow adequate review and final action;***

STAFF FINDING: The applicant's rezoning request was submitted and accepted on a designated submittal date. The submittal was deemed administratively complete, as it satisfied all requirements outlined in Section 4.3.1.1 of the UDC, which includes:

A. *A letter or application form, signed by the property owner(s), stating the current and requested zoning classifications;*
B. *A copy of the deed, indicating ownership and authority to file the application;*
C. *A legal description of the property, whether by Lot and Block, or by metes and bounds;*
D. *The full required fee for processing the application; and*
E. *A list of property owners within two hundred (200) feet of the property for which the change in district boundary is proposed.*

B. ***The Zoning Map Amendment is consistent with the City's adopted Comprehensive Master Plan;***

PlaceType: Compact Residential (pg. 42)

Land Use Considerations:

- Primary Land Uses: Single-Family Detached Homes, Single-Family Attached Homes, Patio Homes, Townhomes, Multifamily Complex
- Secondary Land Uses: Civic and Institutional, Small Scale Offices, Parks and Open Space
- Indicators and Assumptions: Single Family Lot Size (Range) up to 9,000 sq ft.

Example Locations:

- Single-Family Detached Homes: Bentwood Ranch, Cibolo Valley Ranch
- Duplexes: Sydney Cove
- Multifamily Complexes: Grand at Cibolo, Trophy Oak

STAFF FINDING: The City of Cibolo's Future Land Use Map (FLUM) was adopted as part of the 2024 Cibolo Tomorrow Comprehensive Plan on September 10, 2024, under Ordinance 1465. The FLUM is the community's visual guide for development decisions and includes the logical and orderly placement of PlaceTypes in the City and ETJ. It does not constitute zoning regulations or establish zoning district boundaries.

The subject property is designated as Compact Residential on the City's FLUM. According to the Comprehensive Plan, the character and intent of the Compact Residential PlaceType includes "a variety of housing types, including small-lot single-family detached, patio homes, townhomes, and duplexes…" Land use considerations and example locations for this PlaceType are noted above. While this designation reflects the City's long-term vision for the area, the FLUM is designed to offer guidance rather than impose rigid zoning constraints.

In contrast, Section 14.2.O.17 of the UDC, describes the intent of the Light Industrial (I-1) zoning district as *"…to permit most commercial uses, office park, flex-space, and low impact industrial uses which are compatible with surrounding commercial districts. Limited retail and service uses that serve the industrial development zone are also permitted."*

Although the requested zone change would introduce industrial uses that do not align with the Compact Residential PlaceType, the FLUM and Comprehensive Plan function as policy tools that offer guidance and flexibility when evaluating land use and development proposals.

C. ***The Zoning Map Amendment promotes the health, safety, or general welfare of the city and the safe and orderly development of the City;***

STAFF FINDING: Rezoning the subject property from General Commercial (C-4) to Light Industrial (I-1) is not consistent with the FLUM and Comprehensive Plan, both of which were adopted to promote public health, safety, and general welfare of the City and ensure safe and orderly development.

However, the Strategic Economic Development Plan, which was approved on July 23, 2024, was developed to support the City's long-range economic development priorities while aligning with the initiatives outline in City Council's Strategic Plan.

As specified on page 6-30 of the plan, the IH-10 Corridor is identified as a suitable area for industrial development:

I-10 Corridor

The Interstate 10 economic activity center is an advantageous area for industrial investment given the substantial developable acreage that can absorb manufacturing facilities and logistics based operations. Developable land along with the area's direct access to I-10 has attracted significant industrial investment in the previous decade, including AISIN and the nearly operational OMNI industrial park. Streamlining future industrial development can accelerate the city's production based economy, Cibolo's most viable opportunity for job growth in the short-term.

While the requested rezoning does not align with the City's adopted land use policies, the Strategic Economic Development Plan highlights the IH-10 Corridor, which this property is located, as an area that will support economic growth and expanded land use opportunities.

D. ***The Zoning Map Amendment is compatible with the present zoning and conforming uses of nearby property and the character of the neighborhood; and***

STAFF FINDING: Per Section 14.2.O.17 of the UDC, the Light Industrial (I-1) zoning district is described as follows:

a. Intent – The I-1 District is established to permit most commercial uses, office parks, flex-space, and low impact industrial uses which are compatible with surrounding commercial districts. Limited retail and service uses that serve the industrial development zone are also permitted.

b. Permitted uses – most commercial uses, office parks, flex-space, and low impact industrial uses which are compatible with surrounding commercial districts. Limited retail and service uses that serve the industrial development zone are also permitted.

c. Specific uses – subject to Site Plan approval, most commercial uses, office parks, flex-space, and low impact industrial uses which are compatible with surrounding commercial districts. Limited retail and service uses that serve the industrial development zone are also permitted.

Lot Area	Lot Width	Front Setback	Rear Setback	Side Setback	Max Impervious Coverage	Maximum Height

None	100’	50’	40’	25’	80%	45’

The proposed Light Industrial (I-1) zoning district would be compatible with the surrounding zoning, land uses, and overall character of the area. The subject property is adjacent to General Commercial (C-4) zoning to the east, west, and south, across IH-10; and Agricultural – Homestead (AG) zoning to the north.

Development within the proposed I-1 zoning district must ensure compatibility with adjacent residential area, including complying with the landscape buffering requirements outlined in Article 17 of the UDC and adhering to the minimum lot design standards in Article 14. If the rezoning request is approved, applications for the proposed development must be submitted to the City for review and approval through the platting, site plan, and permitting processes to ensure compliance with all applicable regulations in the UDC.

E. ***The property to be rezoned is suitable for uses permitted by the district that would be applied by the proposed amendment.***

STAFF FINDING: The industrial uses permitted by right and with a Conditional Use Permit (CUP) in the Light Industrial (I-1) zoning district are references in the table below per Article 13 of the UDC.

I-1 uses permitted by right	**I-1 uses permitted with CUP**
Administrative and Business Offices	Concrete/Asphalt Batching Plant
Agricultural Sales and Services	Indoor Sports and Recreation
Automotive Rentals	Outdoor Sports and Recreation (Intensive)
Automotive; Minor Repairs/Service	Sand, Gravel, Stone or Petroleum Extraction, Oil and Gas Wells
Automotive; Major Repairs/Service	Sexually Oriented Businesses
Automotive Sales	Tire Dealer with Open Storage
Automotive Service Station*	Wrecker Business Associated with Auto Impounding and Storage
Automotive Washing	

Business Support Services	
Commercial Off-Street Parking	
Communications Services	
Construction Sales and Services	
Dry Cleaning Plant	
Equipment Repair Services	
Indoor Gun Range	
Kennels	
Laundry Services, Laundry Mat	
Paint Shop (Non-Retail)	
Portable Building Sales	
Professional Office	
Trailer/Mobile Home Display, Sales or Storage	
Truck/Trailer Rental and/or Leasing	
Truck/Bus Repair	
Truck Sales (Heavy Trucks) and RV Sales	
Veterinary Services	
Winery/Production Brewery	
Custom Light Manufacturing	

General Contractor Services*	
Light Manufacturing	
Convenience Storage*	
General Warehousing and Distribution	
Limited Warehousing and Distribution	
Research and Development Services	
Vehicle Storage	
Administrative Services	
Assembly	
Hospital Services	
Local Utility Services	
Maintenance and Service Facilities	
Postal Facilities	
Railroad Facilities	
Safety Services	
Transportation Terminal	

*Subject to supplemental use regulations in Article 6 of the UDC.

The uses in the proposed I-1 zoning district appear to be suitable for this property, given its size (29.35 acres) and location along the IH-10 Corridor, which aligns with the pattern of industrial development in the area.

Attachments

Application
Narrative
Staff Map

Cibolo
Zoning Change Application

Online Request #: 2803184

Project #: ZC-25-03

Submitted by:
Patrick Christensen
patrick@christensensatx.com
(210) 320-2540

Location: **IH-10 and Bolton Ave**

City: **Cibolo** State: **TX** Zip: **78108**

Contact Information

Applicant's Contact Information

Title: First Name: **Patrick** Last Name: **Christensen** Suffix:

Business Name:

Mailing Address: **315 E Commerce St**

City: **San Antonio** State: **TX** Zip: **78205**

Email Address: **patrick@christensensatx.com**

Cell Phone: Work Phone: Home Phone: **(210) 320-2540**

Property Owner's Contact Information

Title: First Name: _ Last Name: Suffix:

Business Name:

Mailing Address:

City: State: _ Zip:

Email Address:

Cell Phone: Work Phone: Home Phone:

Representative's Contact Information

Title: First Name: _ Last Name: Suffix:

Business Name:

Mailing Address:

City: State: _ Zip:

Email Address:

Cell Phone: Work Phone: Home Phone:

Application Questionnaire (* denotes required question)

Zoning Change

Survey Name * Jose Flores

Proposed Use * Industrial Services

Proposed Zoning * I-1

Enter Signature: * Patrick Christensen

Acknowledgement * [illegible]

Total Proposed Square Footage *

Current Use * Vacant

Abstract No. *	134
Specify *	
By typing my name below, I do hereby attest that the information contained in this application is true, accurate, and complete. *	Javier Martinez
Overlay *	None
Current Zoning *	C-4
Project Name *	Bolton Ave Proposal
Work Type *	Industrial
Total Proposed Square Footage *	172800
Total Acres *	29.35
# of Units *	0
# of Lots *	1

Documents Uploaded

The following documents are attached to the Application.

	preliminary site plan exhibit_241218 (1).pdf
	city of cibolo planning v2.pdf
A List of Property Owners Within Two Hundred (200) Feet of the Property for Which the Change in District Boundary is Proposed	**property owners w_in 200ft.docx**
Copy of the Current Deed	**warranty deed marion tx.pdf**
Legal Description of the Property	**guadalupe county records for rezoning application i-10 and bolton.pdf**
Letter of Application Form	**application (1).pdf**
Letter of Authorization	**owner auth (1).pdf**
Narrative of Application Request	**letter of intent (1).pdf**
Signed Notarized Authorization Form	**application.pdf**

Patrick W. Christensen
Attorney At Law

Patrick W. Christensen
Attorney at Law
patrick@christensensatx.com

315 E Commerce, Suite 304
San Antonio, Texas 78205
Telephone: 210.320.2540

April 22, 2025

Planning Department
City of Cibolo
201 Loop 539
Cibolo, Texas 78108

Re: Letter of Intent for Rezoning Application for the Property Located at IH-10 and Bolton, Cibolo, Texas; Our File No. 9908.001.

Dear City of Cibolo:

Attached please find a Conditional Use Permit Application for the 29.35 Acre tract located north of IH-10 along Bolton Road, Cibolo, Texas. The Subject Property is currently zoned "C-4" General Commercial. The zoning request is for a change to the I-1 Light Industrial zoning designation.

The purpose and intent of the requested rezoning is to allow the currently vacant lot to be developed as a light industrial services center.

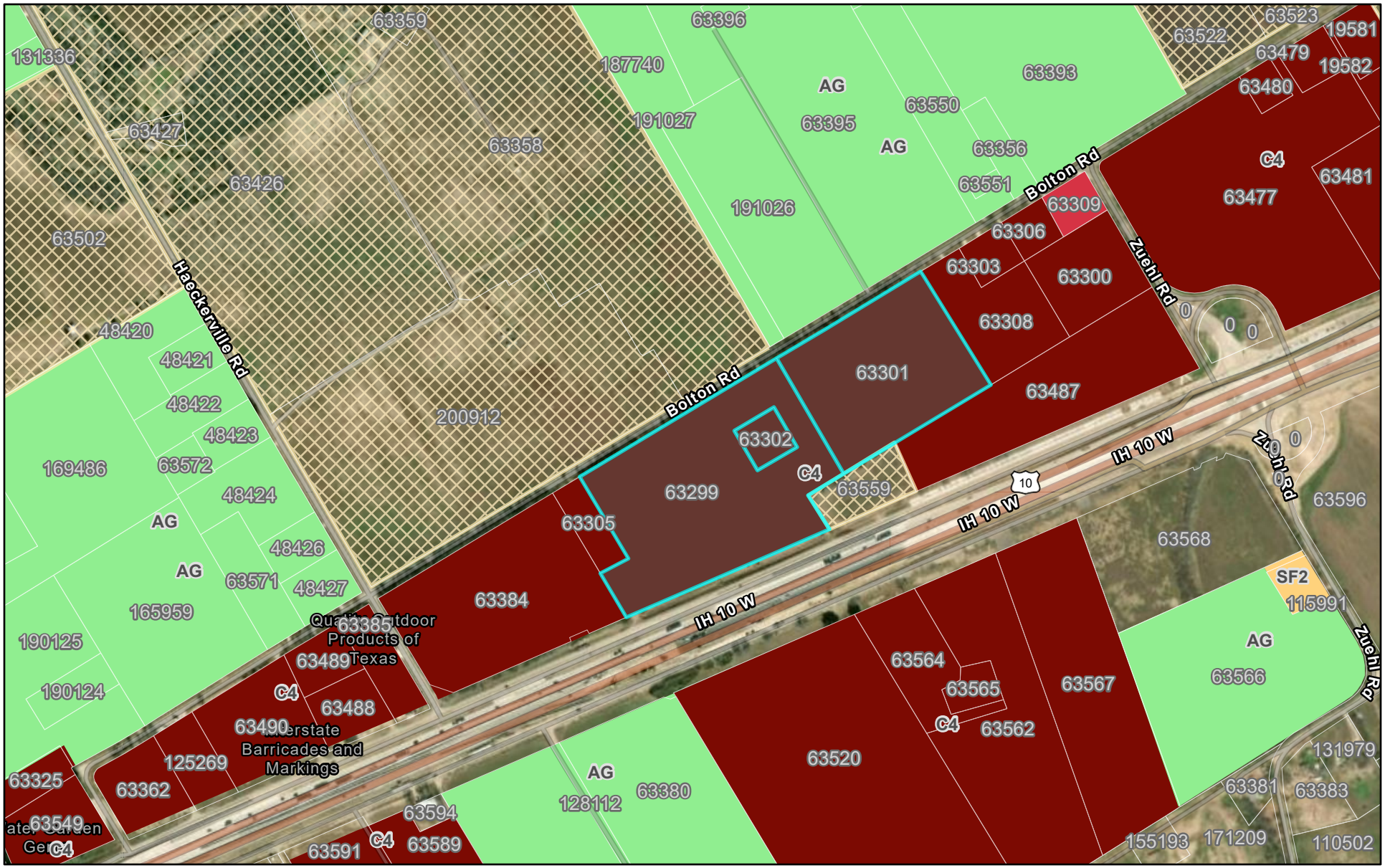
In conclusion, the proposed project is compatible with the surrounding uses. This request will not permanently injure the property rights of owner(s) of all real property affected by the proposed zoning change. This request will not adversely affect the health, safety, or welfare of the general public.

If you have any questions, please feel free to contact me.

Sincerely,

BY: _____
Patrick W. Christensen
Attorney at Law

Property Information Map



Cibolo Parcel Boundaries

Cibolo ETJ

City of Cibolo - Zoning

Agricultural (AG)

Retail / Office (C3)

General Commercial (C4)

Low Density Single-Family Residential (SF2)

1:8,647

0 345 690 1,380 ft

0 105 210 420 m

Sources: Esri, TomTom, Garmin, FAO, NOAA, USGS, © OpenStreetMap contributors, and the GIS User Community, Maxar

Cibolo Planning Department

City of Cibolo

City Council Regular Meeting Staff Report

A. Approval of the minutes of the Special City Council Meeting held on August 12, 2025.

Meeting	Agenda Group
Tuesday, August 26, 2025, 6:30 PM	Consent Agenda - Consent Items (General Items) Item: 7A.

From
Peggy Cimics, City Secretary

PRIOR CITY COUNCIL ACTION:

N/A

BACKGROUND:

N/A

STAFF RECOMMENDATION:

N/A

FINANCIAL IMPACT:

N/A

MOTION(S):

N/A

Attachments

081225 Special Council Minutes.pdf

"City of Choice"

CITY COUNCIL SPECIAL MEETING

Cibolo City Hall
200 S. Main St.
Cibolo, Texas 78108
August 12, 2025
6:00 p.m. to 6:25 p.m.

MINUTES

1. Call to Order – Meeting was called to order by Mayor Allen at 6:03 p.m.

2. Roll Call and Excused Absences – Members Present: Mayor Allen. Councilman R. Roberts, Councilman Mahoney, Councilwoman Sanchez-Stephens, Councilwoman D. Roberts, and Councilman Hicks. Members Absent: Councilman McGlothin and Councilwoman Cunningham.

3. Invocation – Councilman Hicks gave the Invocation.

4. Pledge of Allegiance – All in attendance recited the Pledge of Allegiance.

5. Citizens to be Heard

   This is the only time during the Council Meeting that a citizen can address the City Council. It is an opportunity for visitors and guests to address the City Council on any issue to include agenda items. All visitors wishing to speak must fill out the Sign-In Roster prior to the start of the meeting. The City Council may not deliberate any non-agenda issue, nor may any action be taken on any non-agenda issue at this time; however, the City Council may present any factual response to items brought up by citizens. (Attorney General Opinion – JC-0169) (Limit of three minutes each.) All remarks shall be addressed to the Council as a body. Remarks may also be addressed to any individual member of the Council so long as the remarks are (i) about matters of local public concern and (ii) not disruptive to the meeting or threatening to the member or any attendee including City staff Any person violating this policy may be requested to leave the meeting, but no person may be requested to leave or forced to leave the meeting because of the viewpoint expressed. **This meeting is livestreamed. If anyone would like to make comments on any matter regarding the City of Cibolo or on an agenda item and have this item read at this meeting, please email citysecretary@cibolotx.gov or telephone 210-566-6111 before 5:00 pm the date of the meeting.**

   No individuals signed up to speak during this item.

6. Resolution

   A. Discussion/Action on the approval of a Resolution establishing the Old Town Master Plan Committee.

   Councilman Hicks made the motion to approve a Resolution establishing the Old Town Master Plan Committee. The motion was seconded by Councilwoman D. Roberts. For: All; Against: None. The motion carried 5 to 0.

7. Discussion/Action

A. Discussion/Action on the appointment of members to all boards, committees, commissions, and corporations.

Old Town Master Plan Advisory Committee

Councilman Mahoney made the motion to appoint Terry Hinze to the Old Town Master Plan Advisory Committee. The motion was seconded by Councilwoman D. Roberts. For: All; Against: None. The motion carried 5 to 0.

Councilwoman D. Roberts made the motion to appoint Cynthia Rose to the Old Town Master Plan Advisory Committee. The motion was seconded by Councilwoman Sanchez-Stephens. For: All; Against: None. The motion carried 5 to 0.

Councilman R. Roberts made the motion to appoint Dick Hetzel to the Old Town Master Plan Advisory Committee. The motion was seconded by Councilman Mahoney. For: All; Against: None. The motion carried 5 to 0.

UDC Committee

Councilman Hicks made the motion to appoint Alvin Moses to the UDC Committee. The motion was seconded by Councilman R. Roberts. For: All; Against: None. The motion carried 5 to 0.

Councilman Mahoney made the motion to appoint Tammi Lambert to the UDC Committee. The motion was seconded by Councilman R. Roberts. For: All; Against: None. The motion carried 5 to 0.

Councilman Hicks made the motion to appoint Laurence Dirkes to the UDC Committee. The motion was seconded by Councilwoman D. Roberts. For: All; Against: None. The motion carried 5 to 0.

Councilman Hicks made the motion to appoint Tony Knight to the UDC Committee. The motion was seconded by Councilman R. Roberts. For: All; Against: None. The motion carried 5 to 0.

Councilman Hicks made the motion to appoint Glenn Mueller to the UDC Committee. The motion was seconded by Councilwoman Sanchez-Stephens. For: All; Against: None. The motion carried 5 to 0.

8. Adjournment

Councilman Mahoney made the motion to adjourn the meeting at 6:23 p.m. The motion was seconded by Councilman Hicks. For: All; Against: None. The motion carried 5 to 0.

PASSED AND APPROVED THIS 26TH DAY OF AUGUST 2025.

Mark Allen
Mayor

ATTEST

Peggy Cimics, TRMC
City Secretary

City of Cibolo

City Council Regular Meeting Staff Report

B. Approval of the minutes of the Regular City Council Meeting held on August 12, 2025.

Meeting	Agenda Group
Tuesday, August 26, 2025, 6:30 PM	Consent Agenda - Consent Items (General Items) Item: 7B.

From
Peggy Cimics, City Secretary

PRIOR CITY COUNCIL ACTION:

N/A

BACKGROUND:

N/A

STAFF RECOMMENDATION:

N/A

FINANCIAL IMPACT:

N/A

MOTION(S):

N/A

Attachments

081225 Council Minutes.pdf

CIBOLO CITY COUNCIL
CIBOLO MUNICIPAL BUILDING
200 S. Main
Cibolo, Texas 78108
August 12, 2025
6:30 p.m.

Minutes

1. Call to Order – The meeting was called to order by Mayor Allen at 6:30 p.m.

2. Roll Call and Excused Absences – Member Present: Mayor Allen, Councilman R. Roberts, Councilman Mahoney, Councilwoman Cunningham, Councilwoman Sanchez-Stephens, Councilwoman D. Roberts, and Councilman Hicks.

3. Invocation – The Invocation was given by Councilman Hicks.

4. Pledge of Allegiance – All in attendance recited the Pledge of Allegiance.

5. Citizens to be Heard

   This is the only time during the Council Meeting that a citizen can address the City Council. It is an opportunity for visitors and guests to address the City Council on any issue to include agenda items. All visitors wishing to speak must fill out the Sign-In Roster prior to the start of the meeting. The City Council may not deliberate any non-agenda issue, nor may any action be taken on any non-agenda issue at this time; however, the City Council may present any factual response to items brought up by citizens. (Attorney General Opinion – JC-0169) (Limit of three minutes each.) All remarks shall be addressed to the Council as a body. Remarks may also be addressed to any individual member of the Council so long as the remarks are (i) about matters of local public concern and (ii) not disruptive to the meeting or threatening to the member or any attendee, including City Staff. Any person violating this policy may be requested to leave the meeting, but no person may be requested to leave or forced to leave the meeting because of the viewpoint expressed. **This meeting is livestreamed. If anyone would like to make comments on any matter regarding the City of Cibolo or on an agenda item and have this item read at this meeting, please email citysecretary@cibolotx.gov or telephone 210-566-6111 before 5:00 pm the date of the meeting.**

   The following individuals spoke during this item. Ms. Harrison spoke on Deer Creek Blvd. She stated that the contractor for this road has not been working to get the project done. School is starting this week. Ms. Harrison also stated that she did not think the City Council reviewed the Waste Connections contract before they signed it. She also stated that she felt that the last four years the city has gone downhill. Ms. Meehan with the Guadalupe County Children's Advocacy Center briefed on an event that is scheduled for September 20th at the Schertz Civic Center starting at 6pm. Ms. Meehan

also stated that there will be a Volunteer Orientation Luncheon on Friday, August 22nd in Seguin. Ms. Titterington from the Chamber briefed on ribbon cuttings in Cibolo. The Chamber luncheon for September will be the State of the School District. September 26/27 will be the Skylight Balloon Fest. October the Chamber will host a Meet the Candidate Night at the Cibolo Community Center. Ms. Crabb spoke on the public hearing and the ordinance on the agenda item 11F. She was hoping that the council would not change there mine and vote for the change to the UDC. Ms. McDaniel spoke on the Fun Run that the Parks Commission has been working on. The event will be September 27th at Steele High School. They still have volunteer opportunities if anyone is interested.

6. Presentation

A. Presentation of a Five (5) Year Service Award to Diana Guzman (Finance Department)

Ms. Hugghins presented Ms. Guzman her Five Year Service Award. Pictures were taken of family and individuals she works with.

B. Presentation of Strategic Partnership Grants.

The following Council Strategic Partnership Grants were awarded. Mayor Allen and Mr. Hugghins presented the award to those that were present

Angel Helper Ministry	$841
Big Brothers Big Sisters	$627
Buffalo Knights Futbol Club	$484
CASA of Central Texas	$1,056
Guadalupe Co. Children Advocacy Center	$3,484
Miss Cibolo Pageant	$2,127
Northeast Lakeview College	$1,056
SJRC Belong Youth Initiative	$556
Rotary Club of Randolph Metrocom	$1,770

7. Public Hearing

A. Public Hearing to hear testimony regarding the voluntary annexation request of Jessica Silveyra and Hector Silvera, of a 1.3108 acre tract, Lot 1, Block 1, Shops at Cibolo Creek, ABS 110 SUR S Dominguez, 240 Brite Road.

Mayor Allen open the public hearing at 6:58 p.m. No one wish to speak on this item and Mayor Allen closed the public hearing at 6:58 p.m.

B. Public Hearing to hear testimony regarding amending the 2024 Unified Development Code, Article 13, Use Tables; and Article 20.1.9 Platting Not Required; and Article 20.3.17 Development Plats; and Section 14.1 Lot Design.

Mayor Allen open the public hearing at 7:06 p.m. Ms. Latimer spoke on this item. She was not in favor of changing the UDC. Ms. Latimer said that Ms. Crabb should be allowed to do what they want to do with their land, but it should be done by a conditional use permit (CUP). If the CUP was approved the fees should be waived for this property. No one else spoke on this item and Mayor Allen closed the public hearing at 7:16 p.m.

8. Consent Agenda – Consent Items (General Items)

(All items listed below are considered to be routine and non-controversial by the council and will be approved by one motion. There will be no separate discussion of these items unless a Council member requests, in which case the item will be removed from the consent agenda.)

A. Approval of the minutes of the Regular City Council Meeting held on July 22, 2025.

B. Approval of the minutes of the Special City Council Meeting held on July 31, 2025.

Councilman Hicks made the motion to approve the Consent Agenda. The motion was seconded by Councilman Mahoney. For: All; Against: None. The motion carried 6 to 0.

9. Staff Update

A. Administration.

a. Capital Improvement Program – Updates on Projects

Lower Seguin Road – No new update
Dean Road and Bolton Road
Green Valley Road – Low Water Crossing Improvement
Haeckerville Road and Town Creek Drainage – No update
FY25 Street Rehabilitation Package 1
FY25 Street Rehabilitation Package 2
Silver Wing Start 8 Aug
Town Creek Start 8 Sep
Town Creek Trail
Fire Bird Lane early November
Tolle Road
FM 1103 Phase I and Phase II – No update

b. RFP's, RFQ's, RFB's, and ITB's – No update

c. Solid Waste Transition Update – Still working on picking up Republic cans. Taking care of the calls as they come in or forwarded by the Utility Department. Did miss a few areas but did make sure that we went back to pick up.

d. Cibolo Summer Nights – Approximately 800 individuals were in attendance.

e. Cibolo Community Center – Construction on going. Sept. 21 is completion date.

B. Fire Department Incident Summary for June – In Council packet.

10. Discussion/Action

A. Discussion/Action and approval of the proposed Charter Amendments recommended by the Charter Review Commission.

Council started reviewing each proposition one by one and either approving or disapproving.

Proposition A: Councilwoman Cunningham made the motion to approve. The motion was seconded by Councilwoman D. Roberts. For: All; Against: None. The motion carried 6 to 0.

Proposition B: Councilwoman Cunningham made the motion to approve. The motion was seconded by Council Hicks. For: All; Against: None. The motion carried 6 to 0.

Proposition C: Councilwoman D. Roberts made the motion to approve. The motion was seconded by Councilman R. Roberts. For: All; Against: None. The motion carried 6 to 0.

Proposition D: Ms. Cimics stated that the Mayors' increase would be from $150 per month to $275.00 per regular meeting attended. The City Council increase would be from $100 per month to $250 per regular meeting attended. This has already been corrected on the Order of Election and the Ordinance. Councilwoman Cunningham made the motion to approve as per the correction given by the City Secretary. The motion was seconded by Councilman R. Roberts. For: All; Against: None. The motion carried 6 to 0.

Proposition E: Councilman R. Roberts made the motion to approve. The motion was seconded by Councilwoman D. Roberts. For: All; Against: None. The motion carried 6 to 0.

Councilwoman Sanchez-Stephens ask the mayor if a motion could be made to just approve the remaining propositions in one vote instead of going to each one. Mayor Allen informed Councilwoman Sanchez-Stephens to make a motion.

Councilwoman Sanchez-Stephens made the motion to approve Proposition F to V. The motion was seconded by Councilwoman D. Roberts. For: All; Against: None. The motion carried 6 to 0

B. Discussion on the Waste Connections transition.

Councilwoman Sanchez-Stephens brought this item up as she received numerous calls/emails on problems with not collecting the trash, only picking up certain items, not taking the trash if the lid could not close, etc. Many of the councilmembers also has a calls and emails for some of the same problems. Their have been several streets not even picked up or just one side of the street picked up. Waste Connections representatives were still at the meeting and were able to explain what they have been doing to resolve many of the issues. They were also able to explain what a disabled person needs to do for Waste Connections to be able to take care of their trash.

C. Discussion/Action on FY26 Holiday Schedule.

Councilman Hicks made the motion to approve the FY26 Holiday Schedule. The motion was seconded by Councilwoman Cunningham. For: All; Against: None. Councilwoman D. Roberts abstained from the vote. The motion carried 5 to 0.

D. Discussion/Action regarding an Economic Development Services Agreement between the City of Cibolo and the Cibolo Economic Development Corporation for FY26.

Councilman Hicks made the motion to approve the Economic Development Services Agreement between the City of Cibolo and the Cibolo Economic Development Corporation for FY26. The motion was seconded by Councilwoman Cunningham. For: All; Against: None. The motion carried 6 to 0.

E. Discussion/Action to allow the Granville C. Coggs Lodge #668 to utilize the Cibolo Community Center for their children's toy distribution event at no charge on Saturday, December 6, 2025.

Councilman Mahoney made the motion to allow the Granville C. Coggs Lodge #668 to utilize the Cibolo Community Center for their children's toy distribution event at no charge on Saturday, December 6, 2025 with a sign contract. The motion was seconded by Councilman R. Roberts. For: All; Against: None. The motion carried 6 to 0. .

F. Discussion/Action regarding the Preliminary Acceptance of Public Infrastructure for Saddle Creek Unit 9A.

This item was pulled by the applicant

G. Discussion/Action to set the maximum tax rate and set the date for the public hearing on the tax rate and subsequent adoption of the proposed 2025 (FY 2026) property tax rate.

Councilwoman Cunningham made the motion to set the maximum tax rate at $0.5226 and set the date of September 18 for the public hearing on the tax rate and subsequent adoption of the proposed 2025 (FY 2026) property tax rate. The motion was seconded by Councilman Mahoney. For: Councilman R. Roberts, Councilman Mahoney, Councilwoman Cunningham, and Councilwoman D. Roberts; Against: Councilwoman Sanchez-Stephens and Councilman Hicks. Motion carried 4 to 2.

H. Discussion/Action and direction on the FY 26 Proposed Fee Schedule.

Councilwoman Cunningham made the motion to approve the FY 26 Proposed Fee Schedule. The motion was seconded by Councilman Hicks. For: All; Against: None. The motion carried 6 to 0.

I. Discussion/Action to set the date for the public hearing on the Fiscal Year 2026 Proposed Budget.

Councilman Hicks made the motion to set the date of September 18th for the public hearing on the Fiscal Year 2026 Proposed Budget. The motion was seconded by Councilwoman Cunningham. For: All; Against: None. The motion carried 6 to 0.

J. Presentation/Discussion regarding the City Manager's Proposed FY26 Budget.

Mr. Reed and Ms. Miranda went over the Proposed FY26 Budget with the Mayor and City Council. Presentation went over the following items: Budget Schedule, Workshops Follow-up, All Funds Overview, Tax Rate Discussion, General Fund Update, Debt Service Fund, All Other Operating Funds, Special Revenue Funds and Council Feedback. The Council had the opportunity to ask questions during the presentation.

K. Discussion/Action on approving the Order of a Special Election to be held on November 4, 2025, for the purpose of voting on Charter Amendments, Propositions A thru V.

Councilman Hicks made the motion to approve the Order of a Special Election to be held on November 4, 2025, for the purpose of voting on Charter Amendments, Propositions A thru V. The motion was seconded by Councilman Mahoney. For: All; Against: None. The motion carried 6 to 0.

L. Discussion/Action on approving the Order of the General Election scheduled for November 4, 2025, for the purpose of voting for Mayor, Council Place 2, Council Place 3, and Council At Large Place 7.

Councilman Hicks made the motion to approve the Order of the General Election scheduled for November 4, 2025, for the purpose of voting for Mayor, Council Place 2, Council Place 3, and

Council At Large Place 7. The motion was seconded by Councilwoman Sanchez-Stephens. For: All; Against: None. The motion carried 6 to 0.

M. Discussion on email received on the return of items to a City employee that was terminated.

The item was moved to Executive Session as 13F.

N. Discussion from Councilmembers that have attended seminars, events, or meetings.

Councilman Hicks attended the AAMPO Meeting. Councilwoman D. Roberts attended an event at Randolph Air Force Base, the CRWA Meeting, and the Parks Commission Meeting. Councilwoman Sanchez-Stephens attended Coffee with the Cops, the BTS Bash, and the CASA Anniversary. Councilwoman Cunningham attended the Tree Dedication for Sue Boissonneault.

O. Discussion on items the City Council would like to see on future agendas.

Council will forward any request to the City Secretary before the cut-off date of August 18th at 8:30am.

P. Discussion/Action on the review and confirmation of all upcoming special meetings and workshops and scheduling the time, date and place of additional special meetings or workshops.

Council went over the calendar for August and September 2025.

11. Ordinances

A. Approval/Disapproval of an Ordinance of the City of Cibolo providing Order and Notice of a Special Election for adoption or rejection of proposed amendments to the existing Cibolo City Charter.

Councilwoman Cunningham made the motion to approve an Ordinance of the City of Cibolo providing Order and Notice of a Special Election for adoption or rejection of proposed amendments to the existing Cibolo City Charter. The motion was seconded by Councilwoman Sanchez-Stephens. For: All; Against: None. The motion carried 6 to 0.

B. Approval/Disapproval of an Ordinance of the City of Cibolo ordering a General Election for the purpose of the Election of Mayor, and Council Members to Place 2, 3, and At Large Place 7.

Councilman R. Roberts made the motion to approve an Ordinance of the City of Cibolo ordering a General Election for the purpose of the Election of Mayor, and Council Members to Place 2, 3, and At Large Place 7. The motion was seconded by Councilwoman D. Roberts. For: All; Against: None. The motion carried 6 to 0.

C. Approval/Disapproval of an Ordinance to amend the 2024 City of Cibolo Unified Development Code (UDC), Article 19, General Subdivision Standards, Section 19.9, Drainage and Flood Hazards, Subsection C, General Provisions; and Article 20, Subdivision Regulations, Section 20.1.9, Platting Not Required; and Article 10, Parking and Loading Spaces, Section 10.2.1, Off-Street Parking, and Section 10.6.5, Surfacing and Maintenance.

Councilwoman Cunningham made the motion to approve an Ordinance to amend the 2024 City of Cibolo Unified Development Code (UDC), Article 19, General Subdivision Standards, Section 19.9, Drainage and Flood Hazards, Subsection C, General Provisions; and Article 20, Subdivision Regulations, Section 20.1.9, Platting Not Required; and Article 10, Parking and Loading Spaces, Section 10.2.1, Off-Street Parking, and Section 10.6.5, Surfacing and Maintenance. The motion was seconded by Councilwoman D. Roberts. For: Councilman R. Roberts, Councilman Mahoney,

Councilwoman Cunningham, Councilwoman Sanchez-Stephens, and Councilwoman D. Roberts; Against: None. Abstain: Councilman Hicks. The motion carried 5 to 0 to 1.

D. Approval/Disapproval of an Ordinance to amend the 2024 City of Cibolo Unified Development Code (UDC), Article 14, Lot Design Standard, Light Industrial Building Height Standards.

Councilman Mahoney made the motion to approve an Ordinance to amend the 2024 City of Cibolo Unified Development Code (UDC), Article 14, Lot Design Standard, Light Industrial Building Height Standards. The motion was seconded by Councilman Hicks. For: Councilman R. Roberts, Councilman Mahoney, Councilwoman D. Roberts, and Councilman Hicks; Against: Councilwoman Cunningham and Councilwoman Sanchez-Stephens. The motion carried 4 to 2.

E. Approval/Disapproval of an Ordinance to voluntarily annex a 2.011-acre tract of land, located northeast intersection of IH 10 and Santa Clara Road, described as Guadalupe Torres Survey, A-313, Guadalupe County.

Councilwoman Cunningham made the motion to approve an Ordinance to voluntarily annex a 2.011-acre tract of land, located northeast intersection of IH 10 and Santa Clara Road, described as Guadalupe Torres Survey, A-313, Guadalupe County. The motion was seconded by Councilwoman Sanchez-Stephens. For: All; Against: None. The motion carried 6 to 0.

F. Approval/Disapproval of an Ordinance to amend the 2024 Unified Development Code, Article 13, Use Tables; and Article 20.1.9 Platting Not Required; and Article 20.3.17 Development Plats; and Section 14.1 Lot Design.

Councilwoman Cunningham made the motion to approve an Ordinance to amend the 2024 Unified Development Code, Article 13, Use Tables; and Article 20.1.9 Platting Not Required; and Article 20.3.17 Development Plats; and Section 14.1 Lot Design. The motion was seconded by Councilwoman D. Roberts. For: Councilman R. Roberts, Councilwoman Cunningham and Councilwoman D. Roberts; Against: Councilman Mahoney, Councilwoman Sanchez-Stephens and Councilman Hicks. Having a tie vote the Mayor was able to vote. Mayor Allen vote for the approval. Motion carried 4 to 3.

G. Approval/Disapproval of an Ordinance amending Ordinance 1493, Exhibit A and Exhibit B, to the Franchise Agreement between the City of Cibolo, Texas, and Waste Connections of Texas, LLC, dba Vaquero, Regarding Base Rates, City Facilities Service at No Charge, Terms of Collection, Transportation, and Disposal of Municipal Solid Waste and Recyclable Materials in the City of Cibolo, Texas.

Councilman Hicks made the motion to approve an Ordinance amending Ordinance 1493, Exhibit A and Exhibit B, to the Franchise Agreement between the City of Cibolo, Texas, and Waste Connections of Texas, LLC, dba Vaquero, Regarding Base Rates, City Facilities Service at No Charge, Terms of Collection, Transportation, and Disposal of Municipal Solid Waste and Recyclable Materials in the City of Cibolo, Texas. The motion was seconded by Councilwoman Sanchez-Stephens. For: Councilman R. Roberts, Councilman Mahoney, Councilwoman Sanchez-Stephens, Councilwoman D. Roberts, and Councilman Hicks; Against: None. Councilwoman Cunningham had set out of the meeting and did not vote. The motion carried 5 to 0.

12. Resolutions

A. Approval/Disapproval of a Resolution authorizing the use of public resources in support of the 5th Annual Cibolo Crossing Stampede and Charity BBQ Cook-off.

Councilman Hicks made the motion to approve a Resolution authorizing the use of public resources in support of the 5th Annual Cibolo Crossing Stampede and Charity BBQ Cook-off. The motion was seconded by Councilman R. Roberts. For: All; Against: None. The motion carried 6 to 0.

13. Executive Session

The City Council will meet in Executive Session as Authorized by the Texas Gov't Code Section 551.071, Consultation with Attorney to discuss the following:

A. Tolle Road Update (Mr. Gomez)

B. Project Vintage Store (Mr. Hardin/Mr. Vasquez)

C. Annexation Negotiations (Mr. Reed/City Attorney)

D. City Manager/City Secretary appointment, employment, evaluation and duties. (CM/CS)

E. Discuss and evaluate City Attorney Interviews. (Ms. Cimics/City Council)

Council went into Executive Session at 10:19 p.m. to discuss the above items and item 10M.

14. Open Session

The City Council will reconvene into Regular Session and take/or give direction or action, if necessary, on items discussed in the Executive Session.

Council reconvened into Regular Session at 12:23 a.m. Councilman Hicks made the motion for the Mayor to sign the letter pertaining to Ms. Cimics retirement that Council requested the City Attorney to write covering the items discussed in Executive Session on July 22nd. The City Council also accepts Ms. Cimics' retirement date of February 27, 2026 as her last day of work for the City of Cibolo. The motion was seconded by Councilman R. Roberts. For: All; Against: None. The motion carried 6 to 0.
Mayor Allen went back to cover item 10N, 10O, and 10P.

15. Adjournment – Councilman R. Roberts made the motion to adjourn the meeting at 12:40 a.m. The motion was seconded by Councilman Mahoney. For: All; Against: None. The motion carried 6 to 0.

PASSED AND APPROVED THIS 26TH DAY OF AUGUST 2025.

Mark Allen
Mayor

ATTEST

Peggy Cimics, TRMC
City Secretary

City of Cibolo

City Council Regular Meeting Staff Report

C. Approval of the Final Plat of Steele Creek Unit 4A.

Meeting	Agenda Group
Tuesday, August 26, 2025, 6:30 PM	Consent Agenda - Consent Items (General Items) Item: 7C.

From
Eron Spencer, Assistant Planning Director

Staff Contact(s)
Eron Spencer,

PROPERTY INFORMATION:

Project Name: PC-25-16-FP

Owner: Continental Homes of Texas, L.P.

Representative: Becky Carroll, Pape-Dawson Engineers

Area: 15.586 acres

Location: Southeast of the intersection of Lance Crossing and Rolling River

Future Land Use: Compact Residential

Zoning (map): High Density Single-Family Residential (SF-6), Ord. 1230

Proposed Use: 59 Single-Family Residential Lots, 3 Open Space Lots

Utility Providers: Sewer/Water – City of Cibolo and Electricity – GVEC

FINDINGS/CURRENT ACTIVITY:

In accordance with Section 20.3.5 of the Unified Development Code (UDC), 'Final Plat' is defined as: "The one official and authentic map of any given subdivision of land prepared from the actual field measurement and staking of all identifiable point by a surveyor or engineer, with the subdivision location referenced to a survey corner, and with all boundaries, corners and curves of the land division sufficiently described so that they can be reproduced without additional references."

On June 26, 2018, City Council approved the Land Study for the Steele Creek Subdivision. A Public Improvements Agreement (PIA) with Continental Homes of Texas, L.P. was later approved by Council on July 12, 2022. Both the Land Study and PIA were subsequently amended and approved on April 8, 2025.

Under the amended PIA, the developer is committed to several public improvements, including: (i) Tolle Road improvements, (ii) traffic signal construction at FM 1103 and Knights Crossing, (iii) sanitary sewer improvements, (iv) dedication of land to the City for a future North-South connector identified on the City's Master Thoroughfare Plan (MTP), and (v) construction of a public use trail within the subdivision.

The amended Land Study for Steele Creek covers 396.55 acres and includes a total of 919 residential lots. The Final Plat of Steele Creek Unit 4A proposes 59 residential lots, with a typical lot size of 60' x 120', along with three open space lots (Lots 903, 905, and 906). The Preliminary Plat was approved by City Council on December 12, 2023.

STREETS/MASTER THOROUGHFARE PLAN (MTP):

The proposed plat includes approximately 3,020 linear feet of roadway. Fifty feet of right-of-way (ROW) will be dedicated for local streets within the subdivision, including: Rolling River, Whitewater Creek, Fair Shallows, Avalon Sails, and Castle Falls.

In addition, Lance Crossing—an 80' ROW collector street identified on the City's MTP—will connect to Rolling River within Unit 4A. Per the amended PIA, the developer is responsible for completing the *"construction of Lance Crossing within 24 months of the City's completion of Tolle Road improvements or receipt of written notice to start construction from the City."*

A Traffic Impact Analysis (TIA) Report, dated May 2018, was submitted and approved by the City Engineer as part of the review of this plat.

UTILITIES:

Water and sewer for Unit 4A will be provided by the City of Cibolo. Electricity will be provided by Guadalupe Valley Electric Cooperative (GVEC). As part of the PIA, the developer is responsible for constructing sanitary sewer improvements, including the oversizing and extension of a 12-inch gravity sewer main and the installation of a lift station with force main.

Letters of Certification (LOCs) from both GVEC and Cibolo Creek Municipal Authority (CCMA), recommending approval of Unit 4A, have been submitted.

DRAINAGE:

The Stormwater Management Plan (SWMP) for the Steele Creek Subdivision has been reviewed and approved by the City Engineer. This plat includes three open space lots that are designated for drainage improvements, specifically: Lot 903, Block 20 (0.219 acres), Lot 905, Block 17 (0.083 acres), and Lot 906, Block 17 (0.054 acres).

The 100-year FEMA floodplain runs just outside of the southern boundary of Unit 4A. A Certified Letter of Map Revision (CLOMR) was reviewed and approved by the City Engineer/Floodplain Administrator in March of 2024.

PARKLAND:

Parkland dedication is not proposed with this plat, as the requirement was previously met with the dedication provided in Unit 1.

As outlined in the amended PIA, the developer is also responsible for constructing an 8-foot-wide public use trail, which is to be built concurrently with the public improvements for Unit 9 of the Steele Creek Subdivision.

PLANNING & ZONING COMMISSION RECOMMENDATION:

At its August 13, 2025, regular meeting, the Planning & Zoning Commission unanimously voted (6-0) to recommend approval of the Final Plat of Steele Creek Unit 4A.

STAFF RECOMMENDATION:

Staff and the City Engineer reviewed the plat and its associated documents. All comments have been addressed in accordance with subdivision regulations outlined in the City's UDC and Section 212, Municipal Regulations of Subdivisions and Property Development, of the Texas Local Government Code. Therefore, Staff recommends **APPROVAL** of this Final Plat.

Attachments

Application
Final Plat
City Engineer's Letter
Staff Map

City of Cibolo
Planning Department
201 Loop 539 W/P.O. Box 826
Cibolo, TX 78108
Phone: (210) 658 - 9900

UNIVERSAL APPLICATION - FINAL PLAT

Please fill out this form completely, supplying all necessary information and documentation to support your request. *Please use a separate application for each submittal.* Your application will not be accepted until the application is completed and required information provided.

Project Name: Steele Creek-Unit 4A

Total Acres: 15.585 Survey Name: Jeronimo Leal No. 85 Abstract No.: 210

Project Location (address): Southeast of the intersection of Lance Crossing and Rolling River

Current Zoning: SF-6 Overlay: ☒ None ☐ Old Town ☐ FM 78

Proposed Zoning: SF-6 # of Lots: 59 # of Units: 1

Please Choose One: ☒ Single-Family ☐ Multi-Family ☐ Commercial ☐ Industrial

☐ Other

Current Use: Undeveloped Total Proposed Square Footage:

Proposed Use: Single-Family Residential (Commercial/Industrial only)

Applicant Information:

Property Owner Name: Continental Homes of Texas, L.P.

Address: 5419 North Loop 1604 East City: San Antonio

State: Texas Zip Code: 78247 Phone: (210) 496-2668

Email: LKOstrander@drhorton.com Fax:

**Applicant* *(if different than Owner)*:* Leslie Ostrander

* Letter of Authorization required

Address: 5419 North Loop 1604 East City: San Antonio

State: Texas Zip Code: 78247 Phone: (210) 496-2668

Email: LKOstrander@drhorton.com Fax:

Representative: Becky Carroll

Address: 2000 NW Loop 410 City: San Antonio

State: Texas Zip Code: 78213 Phone: (210) 375-9000

Email: bcarroll@pape-dawson.com Fax: (210) 375-9010

Authorization: By signing this application, you hereby grant Staff access to your property to perform work related to your application.

Leslie Ostrander
Owner or Representative's Signature

Leslie Ostrander
Typed / Printed Name

State of Texas

County of Bexar

Before me, Toni Sims, on this day personally appeared
Name of Notary Public

Leslie Ostrander, to be the person(s) who is/are subscribed to the
Name of signer(s)

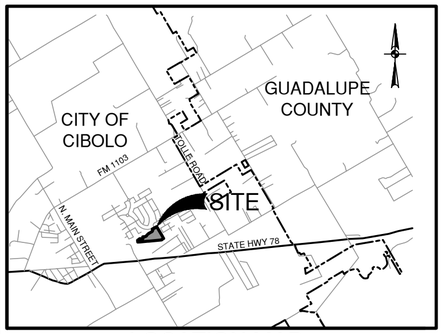
foregoing instrument and acknowledge to me that he/she/they executed the same for the purposes and consideration therein expressed.

Given under my hand and seal of office this 17 day of March, 2025

TS
Notary Public Signature

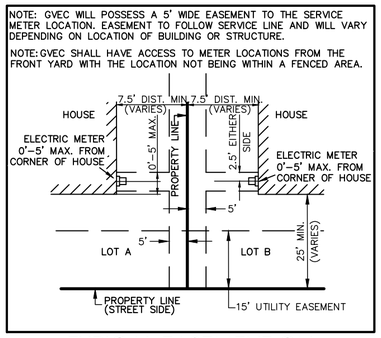
TONI SIMS
Notary Public, State of Texas
Comm. Expires 11-10-2027
Notary ID 128798220

City of Cibolo Use Only
Total Fees
Payment Method
Submittal Date
Accepted by
Case Number



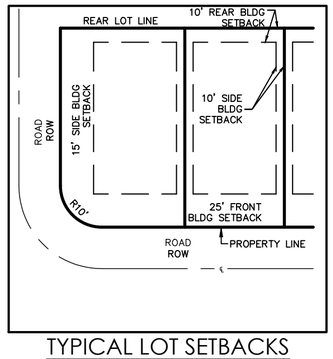
LOCATION MAP

NOT-TO-SCALE



TYPICAL EASEMENT ON INTERIOR PROPERTY LINE

NOT-TO-SCALE



TYPICAL LOT SETBACKS EXCEPT AS NOTED

NOT-TO-SCALE

STATE OF TEXAS
COUNTY OF BEXAR

I HEREBY CERTIFY THAT PROPER ENGINEERING CONSIDERATION HAS BEEN GIVEN IN THIS PLAT TO THE MATTERS OF STREETS, LOTS AND DRAINAGE LAYOUT. TO THE BEST OF MY KNOWLEDGE THIS PLAT CONFORMS TO ALL REQUIREMENTS OF THE SUBDIVISION REGULATIONS OF THE UNIFIED DEVELOPMENT CODE, EXCEPT FOR THOSE VARIANCES GRANTED BY THE CITY COUNCIL OF THE CITY OF CIBOLO.

_____
LICENSED PROFESSIONAL ENGINEER

SWORN TO AND SUBSCRIBED BEFORE ME THIS THE ____ DAY OF _____, ____.

_____
NOTARY PUBLIC IN AND FOR THE
STATE OF TEXAS

STATE OF TEXAS
COUNTY OF BEXAR

I HEREBY CERTIFY THAT THIS PLAT IS TRUE AND CORRECT AND WAS PREPARED FROM AN ACTUAL SURVEY OF THE PROPERTY MADE ON THE GROUND UNDER MY SUPERVISION.

_____
REGISTERED PROFESSIONAL LAND SURVEYOR

SWORN TO AND SUBSCRIBED BEFORE ME THIS THE ____ DAY OF _____, ____.

_____
NOTARY PUBLIC IN AND FOR THE
STATE OF TEXAS

GENERAL NOTES:

1. IN ACCORDANCE WITH THE CIBOLO UDC, APPROXIMATELY 32.93 ACRES OF PARKLAND DEDICATION IS REQUIRED FOR THE OVERALL STEELE CREEK DEVELOPMENT. THIS UNIT CONTAINS 0.000 ACRES.
2. SELLING A PORTION OF THIS ADDITION BY METES AND BOUNDS IS A VIOLATION OF THE UNIFIED DEVELOPMENT CODE OF THE CITY OF CIBOLO AND STATE PLATTING STATUTES, AND IS SUBJECT TO FINES AND WITHHOLDINGS OF UTILITIES AND BUILDING PERMITS.
3. PLAT APPROVAL SHALL NOT BE DEEMED TO OR PRESUMED TO GIVE AUTHORITY TO VIOLATE, NULLIFY, VOID, OR CANCEL ANY PROVISIONS OF LOCAL, STATE, OR FEDERAL LAWS, ORDINANCES, OR CODES.
4. THE CITY OF CIBOLO RESERVES THE RIGHT TO RENAME STREETS AND/OR CHANGE HOUSE NUMBERS DUE TO INCOMPATIBILITY WITH EXISTING NAME LAYOUT, EMERGENCY VEHICLE RESPONSE, AND MAIL DELIVERY.
5. THE APPLICANT IS RESPONSIBLE FOR SECURING ANY FEDERAL PERMITS THAT MAY BE NECESSARY AS THE RESULT OF PROPOSED DEVELOPMENT ACTIVITY. THE CITY OF CIBOLO IS NOT RESPONSIBLE FOR DETERMINING THE NEED FOR, OR ENSURING COMPLIANCE WITH ANY FEDERAL PERMIT.
6. APPROVAL OF THIS PLAT DOES NOT CONSTITUTE A VERIFICATION OF ALL DATA, INFORMATION, AND CALCULATIONS SUPPLIED BY THE APPLICANT. THE ENGINEER OF RECORD OR REGISTERED PROFESSIONAL LAND SURVEYOR IS SOLELY RESPONSIBLE FOR THE COMPLETENESS, ACCURACY, AND ADEQUACY OF HIS/HER SUBMITTAL WHETHER OR NOT THE APPLICATION IS REVIEWED FOR CODE COMPLIANCE BY THE CITY ENGINEERS.
7. ALL RESPONSIBILITY FOR THE ADEQUACY OF THIS PLAT REMAINS WITH THE ENGINEER OR SURVEYOR WHO PREPARED THEM. IN APPROVING THESE PLANS, THE CITY OF CIBOLO MUST RELY ON THE ADEQUACY OF THE WORK OF THE ENGINEER AND/OR SURVEYOR OF RECORD.
8. ROUTINE MAINTENANCE OF WEEDS AND GRASS IN ALL EASEMENTS SHALL BE THE RESPONSIBILITY OF THE PROPERTY OWNER, HOME OWNERS ASSOCIATION, OR PROPERTY OWNER ASSOCIATION, ON WHICH THE EASEMENT IS LOCATED IN ACCORDANCE WITH CITY OF CIBOLO CODE OF ORDINANCE PROVISIONS FOR HIGH WEEDS AND GRASS.
9. A GEOTECHNICAL REPORT DEMONSTRATING COMPLIANCE WITH ALL RECOMMENDED PRACTICE FOR THE DESIGN OF RESIDENTIAL FOUNDATION, VERSION 1 STANDARDS OF THE TEXAS SECTION OF THE AMERICAN SOCIETY OF CIVIL ENGINEERS, THE GEOTECHNICAL STANDARDS OF THE CITY OF CIBOLO UDC, AND THE CITY OF CIBOLO BUILDING CODE, EACH OF WHICH AS MAY BE AMENDED, PRIOR TO ISSUANCE OF A BUILDING PERMIT.
10. ACCORDING TO FIRM MAP NO. 48187C0230F DATED NOVEMBER, 2, 2007. ALL RESIDENTIAL LOTS WITHIN THE SUBJECT PROJECT SHOWN HEREON APPEARS TO LIE OUTSIDE ZONE "X" (AREAS OUTSIDE THE 0.2% ANNUAL CHANCE FLOODPLAIN).
11. THE ELEVATIONS SHOWN ARE BASED ON NAVD88 DATUM.
12. THE PROPERTY SHOWN HEREON IS NOT LOCATED WITHIN THE EDWARDS AQUIFER RECHARGE ZONE.
13. THE PROPERTY SHOWN HEREON IS LOCATED WITHIN THE CITY OF CIBOLO.
14. THE PROPERTY SHOWN HEREON IS LOCATED INSIDE THE SHERTZ-CIBOLO-UNIVERSAL CITY SCHOOL DISTRICT.
15. NO STRUCTURE, FENCES, WALLS, OR OTHER OBSTRUCTIONS THAT IMPEDE DRAINAGE SHALL BE PLACED WITHIN THE LIMITS OF THE DRAINAGE EASEMENTS SHOWN ON THIS PLAT. NO LANDSCAPING OR OTHER TYPE OF MODIFICATIONS WHICH ALTER THE CROSS-SECTIONS OF THE DRAINAGE EASEMENTS, AS APPROVED, SHALL BE ALLOWED WITHOUT THE APPROVAL OF THE DIRECTOR OF PUBLIC WORKS. THE CITY OF CIBOLO SHALL HAVE THE RIGHT TO INGRESS AND EGRESS OVER THE GRANTOR'S ADJACENT PROPERTY TO REMOVE ANY IMPEDING OBSTRUCTIONS PLACED WITHIN THE LIMITS OF SAID DRAINAGE EASEMENTS AND TO MAKE ANY MODIFICATIONS OR IMPROVEMENTS WITHIN SAID DRAINAGE EASEMENTS.
16. APPROXIMATELY ±3,020 LF OF PUBLIC ROAD IS PROVIDED WITHIN THIS PLAT.
17. ALL PROPOSED STREETS WILL BE DEDICATED TO THE PUBLIC AND MAINTAINED BY THE CITY OF CIBILO, UNLESS OTHERWISE NOTED.
18. THE PROPERTY SHOWN HEREON WILL HAVE UTILITIES PROVIDED BY THE FOLLOWING:
    WATER: CITY OF CIBOLO
    SEWER: CITY OF CIBOLO
    ELECTRICITY: GVEC
19. ALL RESIDENTIAL LOTS WITHIN THIS PLAT ARE WITHIN THE CITY OF CIBOLO, AND ARE ZONED SF-6, PER CITY ORDINANCE # 1230.

LINE TABLE		
LINE #	BEARING	LENGTH
L1	N59°33'32"E	18.28'
L2	N59°27'16"E	50.00'
L3	N59°33'32"E	113.97'
L4	N59°35'47"E	20.00'
L5	S30°24'13"E	50.00'
L6	S59°35'47"W	126.78'
L7	N8°34'27"W	23.85'
L8	N81°25'33"E	50.00'
L9	S8°34'27"E	20.00'
L10	S84°27'39"W	728.38'
L11	N5°32'21"W	20.00'
L12	N84°27'39"E	50.00'
L13	S5°32'21"E	20.00'
L14	N5°32'21"W	20.00'
L15	N84°27'39"E	19.00'
L16	N84°17'04"E	12.00'
L17	N84°27'39"E	19.00'
L18	S5°32'21"E	28.61'
L19	S84°27'39"W	120.00'
L20	N58°25'02"E	94.51'
L21	N84°27'39"E	113.27'
L22	N5°32'21"W	105.00'
L23	N23°13'04"W	47.95'

LINE TABLE		
LINE #	BEARING	LENGTH
L24	S59°35'47"W	106.78'
L25	S8°34'27"E	3.85'
L26	S81°25'33"W	50.00'
L27	S8°34'27"E	36.59'
L28	N30°24'13"W	21.10'
L29	N84°27'39"E	641.57'
L30	N0°32'21"W	17.93'
L31	N5°32'21"W	86.47'
L32	S5°32'21"E	86.47'
L33	N0°32'21"W	11.80'
L34	N5°32'21"W	95.00'
L35	N84°27'39"E	50.00'
L36	S5°32'21"E	83.75'
L37	S84°27'39"W	631.28'
L38	N59°33'32"E	27.29'
L39	N45°29'41"W	118.73'
L40	S31°20'37"E	120.01'
L41	S5°33'06"E	24.54'
L42	S0°05'36"E	72.73'
L43	N8°54'19"W	5.57'
L44	N19°05'37"W	5.10'
L45	N8°36'08"W	5.39'

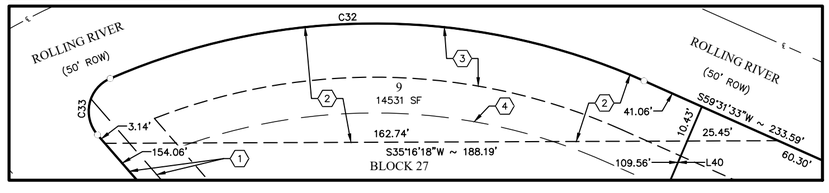
UNDERGROUND SUBDIVISION PLAT NOTES:

1. WHERE UNDERGROUND SERVICES ARE UTILIZED GVEC WILL POSSESS A 5-FOOT-WIDE EASEMENT TO THE SERVICE METER LOCATION. EASEMENT TO FOLLOW SERVICE LINE AND WILL VARY DEPENDING ON LOCATION OF BUILDING OR STRUCTURE.
2. GVEC SHALL HAVE ACCESS TO METER LOCATIONS FROM THE FRONT YARD WITH THE LOCATION NOT BEING WITHIN A FENCED AREA.
3. ANY EASEMENT DESIGNATED AS A GVEC 20' X 20' UTILITY EASEMENT SHALL REMAIN OPEN FOR ACCESS AT ALL TIMES AND SHALL NOT BE WITHIN A FENCED AREA.
4. ALL UTILITY EASEMENTS ARE FOR THE CONSTRUCTION, UPGRADE, MAINTENANCE (INCLUDING BUT NOT LIMITED TO REMOVAL OF TREES AND OTHER OBSTRUCTIONS), READING OF METERS, AND REPAIR OF ALL OVERHEAD AND UNDERGROUND UTILITIES AND SHALL REMAIN AT FINAL GRADE.
5. ALL LOTS ADJOINING UTILITY LOT OR PRIVATE, CITY, COUNTY, OR STATE RIGHT OF WAY ARE SUBJECT TO A 5'X 30' GUY WIRE EASEMENT ALONG SIDE AND REAR LOT LINES.
6. ALL ELECTRIC EASEMENTS, FOR BOTH PRIMARY AND SECONDARY ELECTRIC SERVICE, INCLUDE RIGHTS OF INGRESS AND EGRESS ACROSS THE SUBDIVISION FOR THE PURPOSE OF INSTALLING, SERVICING, UPGRADING, AND MAINTAINING THE ELECTRICAL FACILITIES AND SHALL REMAIN AT FINAL GRADE.
7. ANY REQUEST TO SUBSEQUENTLY RELOCATE ANY PORTION OF THE ELECTRIC FACILITIES INSTALLED SHALL BE SUBJECT TO THE COOPERATIVE'S REASONABLE DISCRETION AND THE REQUESTING PARTY SHALL BEAR ALL COSTS ASSOCIATED WITH SUCH RELOCATION.
8. THE COOPERATIVE SHALL ONLY BE REQUIRED TO FILL, GRADE, AND RESTORE GROUND COVER BACK TO ORIGINAL GRADE AS A RESULT OF ANY EXCAVATION BY OR ON BEHALF OF THE COOPERATIVE.

SURVEYOR'S NOTES:

1. PROPERTY CORNERS ARE MONUMENTED WITH CAP OR DISK MARKED "PAPE-DAWSON" UNLESS NOTED OTHERWISE.
2. COORDINATES SHOWN ARE BASED ON THE NORTH AMERICAN DATUM OF 1983 NAD83 (NA2011) EPOCH 2010.00 FROM THE TEXAS COORDINATE SYSTEM ESTABLISHED FOR THE SOUTH CENTRAL ZONE, US SURVEY FEET, DISPLAYED IN GRID VALUES DERIVED FROM THE NGS COOPERATIVE CORS NETWORK.
3. DIMENSIONS SHOWN ARE SURFACE. SURFACE ADJUSTMENT FACTOR 1.00017.
4. BEARINGS ARE BASED ON THE NORTH AMERICAN DATUM OF 1983 NAD83 (NA2011) EPOCH 2010.00, FROM THE TEXAS COORDINATE SYSTEM ESTABLISHED FOR THE SOUTH CENTRAL ZONE.

CURVE TABLE					
CURVE #	RADIUS	DELTA	CHORD BEARING	CHORD	LENGTH
C1	760.00'	6°52'58"	N63°00'02"E	91.24'	91.30'
C2	10.00'	90°17'54"	S75°17'30"E	14.18'	15.76'
C3	10.00'	89°46'30"	N14°40'18"E	14.11'	15.67'
C4	125.00'	13°49'12"	N66°30'23"E	30.08'	30.15'
C5	10.00'	81°59'26"	S32°25'16"W	13.12'	14.31'
C6	75.00'	121°15'58"	N73°28'56"E	130.72'	158.74'
C7	100.00'	54°08'11"	N57°23'33"E	91.01'	94.49'
C8	395.00'	29°12'05"	N44°55'30"E	199.14'	201.32'
C9	105.00'	71°31'37"	N23°45'44"E	122.73'	131.08'
C10	275.00'	38°01'01"	N11°12'27"W	179.14'	182.47'
C11	10.00'	81°52'16"	S33°08'04"E	13.10'	14.29'
C12	225.00'	43°40'00"	N52°14'13"W	167.36'	171.48'
C13	225.00'	12°33'20"	N24°07'33"W	49.21'	49.31'
C14	10.00'	94°44'20"	S65°13'03"E	14.71'	16.54'
C15	75.00'	7°49'00"	N63°30'17"E	10.22'	10.23'
C16	175.00'	21°49'46"	N19°29'20"W	66.27'	66.67'
C17	10.00'	81°59'26"	N71°23'56"W	13.12'	14.31'
C18	125.00'	16°51'17"	N76°02'00"E	36.64'	36.77'
C19	10.00'	85°00'00"	S41°57'39"W	13.51'	14.84'
C20	75.00'	5°00'00"	S3°02'21"E	6.54'	6.54'
C21	125.00'	5°00'00"	S3°02'21"E	10.90'	10.91'
C22	10.00'	95°00'00"	N48°02'21"W	14.75'	16.58'
C23	25.00'	90°00'00"	S39°27'39"W	35.36'	39.27'
C24	10.00'	48°49'42"	N29°57'12"W	8.27'	8.52'
C25	60.00'	190°21'02"	S40°48'28"W	119.51'	199.33'
C26	10.00'	51°31'20"	S69°46'41"E	8.69'	8.99'
C27	10.00'	77°35'47"	N45°39'45"E	12.53'	13.54'
C28	235.00'	52°39'41"	S33°11'42"W	208.47'	215.99'
C29	225.00'	89°40'06"	N14°41'30"E	317.28'	352.13'
C30	10.00'	84°28'20"	S64°08'56"W	13.44'	14.74'
C31	275.00'	37°38'11"	N40°42'27"E	177.41'	180.64'
C32	185.00'	47°33'52"	S35°44'37"W	149.21'	153.58'
C33	10.00'	107°30'03"	S41°47'20"E	16.13'	18.76'
C34	75.00'	8°02'33"	N80°26'22"E	10.52'	10.53'
C35	10.00'	106°49'18"	N23°00'26"E	16.06'	18.64'
C36	175.00'	43°12'41"	N52°00'33"W	128.88'	131.98'
C37	790.00'	6°53'45"	N63°00'25"E	95.02'	95.08'



DETAIL "C"

SEE SHEET 2 OF 2

SCALE: 1" = 30'

OPEN SPACE EASEMENT NOTE:

THIS PLAT IS HEREBY ADOPTED BY THE OWNERS (CALLED "OWNERS") AND APPROVED BY THE CITY IF CIBOLO, (CALLED "CITY") SUBJECT TO THE FOLLOWING CONDITIONS WHICH SHALL BE BINDING UPON THE OWNERS, THEIR HEIRS, GRANTEES, SUCCESSOR, AND ASSIGNS: LOT 903, BLOCK 20, AND LOT 905, BLOCK 17, AS SHOWN ON THE PLAT IS CALLED "OPEN SPACE EASEMENT." THE OPEN SPACE EASEMENT(s) IS HEREBY RESERVED FOR THE PUBLIC'S USE FOREVER, BUT INCLUDING THE FOLLOWING COVENANTS WITH REGARD TO MAINTENANCE RESPONSIBILITY. THE OPEN SPACE EASEMENT SHALL REMAIN OPEN AT ALL TIMES AND SHALL BE MAINTAINED BY ALL OF THE OWNERS OF LOTS IN THE SUBDIVISION BY AND THROUGH A LAWFULLY CREATED HOMEOWNERS ASSOCIATION TO BE CREATED BY THE OWNERS. THE OWNERS COVENANT AND AGREE THAT SUCH A HOMEOWNERS ASSOCIATION (CALLED "ASSOCIATION") SHALL BE CREATED PRIOR TO THE FINAL ACCEPTANCE BY THE CITY. ASSOCIATION DOCUMENTS SHALL BE SUBJECT TO THE APPROVAL OF THE CITY AND SHALL SPECIFICALLY CONTAIN COVENANTS BINDING THE ASSOCIATION TO CONTINUOUSLY MAINTAIN THE OPEN SPACE EASEMENT(S). SUCH COVENANTS SHALL NOT RELIEVE THE INDIVIDUAL LOT OWNERS OF THE RESPONSIBILITY TO MAINTAIN THE OPEN SPACE EASEMENT(s) SHOULD THE ASSOCIATION DEFAULT IN THE PERFORMANCE OF ITS MAINTENANCE RESPONSIBILITY. THE ASSOCIATION DOCUMENTS SHALL ALSO CONTAIN PROVISIONS THAT THEY MAY NOT BE AMENDED WITH REGARD TO THE OPEN SPACE EASEMENT SHALL ALWAYS REMAIN IN THE ASSOCIATION. THE CITY WILL NOT BE RESPONSIBLE FOR THE MAINTENANCE AND OPERATION OF SAID OPEN SPACE.

STATE OF TEXAS
COUNTY OF BEXAR

THE OWNER OF LAND SHOWN ON THIS PLAT, IN PERSON OR THROUGH A DULY AUTHORIZED AGENT, DEDICATES TO THE USE OF THE PUBLIC, EXCEPT AREAS IDENTIFIED AS PRIVATE OR PART OF AN ENCLAVE OR PLANNED UNIT DEVELOPMENT, FOREVER ALL STREETS, ALLEYS, PARKS, WATERCOURSES, DRAINS, EASEMENTS AND PUBLIC PLACES THEREON SHOWN FOR THE PURPOSE AND CONSIDERATION THEREIN EXPRESSED.

_____

OWNER/DEVELOPER: LESLIE OSTRANDER, ASSISTANT SECRETARY
BY: CHTEX OF TEXAS, INC.
A DELAWARE CORPORATION,
IT'S SOLE GENERAL PARTNER OF
CONTINENTAL HOMES OF TEXAS, L.P.
5419 N. LOOP 1604 E
SAN ANTONIO, TX 78247
(210) 496-2668

STATE OF TEXAS
COUNTY OF BEXAR

BEFORE ME, THE UNDERSIGNED AUTHORITY ON THIS DAY PERSONALLY APPEARED LESLIE OSTRANDER KNOWN TO ME TO BE THE PERSON WHOSE NAME IS SUBSCRIBED TO THE FOREGOING INSTRUMENT, AND ACKNOWLEDGED TO ME THAT HE EXECUTED THE SAME FOR THE PURPOSES AND CONSIDERATIONS THEREIN EXPRESSED AND IN THE CAPACITY THEREIN STATED. GIVEN UNDER MY HAND AND SEAL OF OFFICE THIS DAY OF _____, A.D. 20____.

_____
NOTARY PUBLIC, BEXAR COUNTY, TEXAS

FINAL PLAT OF STEELE CREEK-UNIT 4A

15.586 ACRES OF LAND LOCATED IN THE JERONIMO LEAL SURVEY NO. 85, ABSTRACT NO. 210, IN THE CITY OF CIBOLO, GUADALUPE COUNTY, TEXAS, BEING OUT OF THAT CERTAIN 115.110 ACRES OF LAND CONVEYED TO CONTINENTAL HOMES OF TEXAS, LP, AS DESCRIBED IN DOCUMENT NO. 202099031952, OF THE OFFICIAL PUBLIC RECORDS OF GUADALUPE COUNTY, TEXAS, AND OUT OF THAT CERTAIN 65.801 ACRES OF LAND CONVEYED TO STEELE CREEK INVESTMENTS, LLC, AS DESCRIBED IN DOCUMENT NO. 201899019524, OF SAID PUBLIC RECORDS.

PAPE-DAWSON ENGINEERS
SAN ANTONIO | AUSTIN | HOUSTON | FORT WORTH | DALLAS
2000 NW LOOP 410 | SAN ANTONIO, TX 78213 | 210.375.9000
TEXAS ENGINEERING FIRM #470 | TEXAS SURVEYING FIRM #10028800

DATE OF PREPARATION: June 27, 2025

(59 SINGLE FAMILY RESIDENTIAL LOTS,
3 OPEN SPACE LOTS IN 5 BLOCKS)

THIS SUBDIVISION PLAT OF STEELE CREEK, UNIT 4A, SUBMITTED AND APPROVED BY GUADALUPE VALLEY ELECTRIC COOPERATIVE, INC. FOR EASEMENTS.

_____
AGENT FOR GUADALUPE VALLEY ELECTRIC COOP., INC.

THIS PROPOSED DEVELOPMENT HAS BEEN REVIEWED AND APPROVED BY THE CIBOLO CREEK MUNICIPAL AUTHORITY (CCMA) FOR WASTEWATER TREATMENT PLANT CAPACITY AND EASEMENTS. ALL FEES DUE FOR IMPACT TO THE SYSTEM AT TIME OF CONNECTION WILL BE CALCULATED AT SUBMITTAL OF BUILDING PERMIT APPLICATION.

_____
AGENT FOR CIBOLO CREEK MUNICIPAL AUTHORITY

APPROVED ON THIS THE _____ DAY OF _____ , A.D., 20 _____, BY THE CITY ENGINEER, CITY OF CIBOLO, TEXAS.

_____
CITY ENGINEER, CITY OF CIBOLO

THIS PLAT OF STEELE CREEK, UNIT 4A, HAS BEEN SUBMITTED TO AND CONSIDERED BY THE PLANNING AND ZONING COMMISSION OF THE CITY OF CIBOLO, TEXAS, AND IS HEREBY APPROVED BY SUCH COMMISSION.

DATED THIS _____ DAY OF _____ , ____

BY: _____
CHAIR

BY: _____
VICE CHAIR

THIS PLAT OF STEELE CREEK, UNIT 4A, HAS BEEN SUBMITTED TO AND CONSIDERED BY THE CITY COUNCIL OF THE CITY OF CIBOLO, TEXAS AND IS HEREBY APPROVED BY SUCH CITY COUNCIL.

DATED THIS _____ DAY OF _____ , A.D., 20 ____

BY: _____ BY: _____
CITY SECRETARY MAYOR

SEE THIS SHEET FOR LINE AND CURVE TABLES

PLAT NOTES APPLY TO EVERY PAGE OF THIS MULTIPLE PAGE PLAT

STEELE CREEK- UNIT 4A

Civil Job No. 12629-00; Survey Job No. 12629-00

Date: Mar. 6, 2025, 10:19 AM - User ID: rpenales
File: P:\126\04\Design\Civil\PLAT\PL126294.dwg

FINAL PLAT
OF
STEELE CREEK-UNIT 4A

15.586 ACRES OF LAND LOCATED IN THE JERONIMO LEAL SURVEY NO. 85, ABSTRACT NO. 210, IN THE CITY OF CIBOLO, GUADALUPE COUNTY, TEXAS, BEING OUT OF THAT CERTAIN 115.110 ACRES OF LAND CONVEYED TO CONTINENTAL HOMES OF TEXAS, LP, AS DESCRIBED IN DOCUMENT N0. 202099031952, OF THE OFFICIAL PUBLIC RECORDS OF GUADALUPE COUNTY, TEXAS, AND OUT OF THAT CERTAIN 65.801 ACRES OF LAND CONVEYED TO STEELE CREEK INVESTMENTS, LLC, AS DESCRIBED IN DOCUMENT NO. 201899019524, OF SAID PUBLIC RECORDS.

PAPE-DAWSON ENGINEERS

SAN ANTONIO | AUSTIN | HOUSTON | FORT WORTH | DALLAS

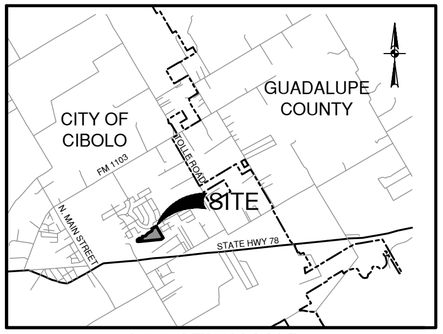
2000 NW LOOP 410 | SAN ANTONIO, TX 78213 | 210.375.9000

TEXAS ENGINEERING FIRM #470 | TEXAS SURVEYING FIRM #10028800

DATE OF PREPARATION: June 27, 2025

(59 SINGLE FAMILY RESIDENTIAL LOTS, 3 OPEN SPACE LOTS IN 5 BLOCKS)

DEVELOPER: LESLIE OSTRANDER, ASSISTANT SECRETARY
BY: CHTEX OF TEXAS, INC.
A DELAWARE CORPORATION,
ITS SOLE GENERAL PARTNER OF
CONTINENTAL HOMES OF TEXAS, L.P.
5419 N LOOP 1604 E
SAN ANTONIO, TX 78247
(210) 496-2668



LOCATION MAP
NOT-TO-SCALE

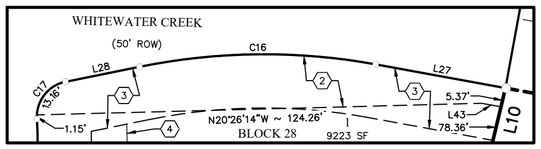
LEGEND

AC	ACRE(S)	GETCTV	GAS, ELECTRIC, TELEPHONE & CABLE TELEVISION
DOC	DOCUMENT	VOL	VOLUME
DPRGC	DEED AND PLAT RECORDS OF GUADALUPE COUNTY, TEXAS	PG	PAGE(S)
NO	NUMBER	ROW	RIGHT-OF-WAY
OPRGC	OFFICIAL PUBLIC RECORDS (OFFICIAL PUBLIC RECORDS OF REAL PROPERTY) OF GUADALUPE COUNTY, TEXAS	(SURVEYOR)	FOUND 1/2" IRON ROD (CUDE UNLESS NOTED OTHERWISE)
			SET 1/2" IRON ROD (PD)
			SET 1/2" IRON ROD (PD)-ROW
			EASEMENT POINT OF INTERSECTION

- 1140 — EXISTING CONTOURS
- CENTERLINE
- CITY OF CIBOLO CITY LIMITS
- EASEMENT LINE
- BUILDING SETBACK EASEMENT LINE
- EFFECTIVE EXISTING FEMA 1% ANNUAL CHANCE (100-YEAR) FLOODPLAIN PER PANEL NO. 48187C0230F, DATED NOVEMBER 2ND, 2007, FOR GUADALUPE COUNTY, TEXAS

1. 1' VEHICULAR NON-ACCESS EASEMENT (NOT-TO-SCALE)
2. VARIABLE WIDTH CLEAR VISION EASEMENT
3. 15' GETCTV EASEMENT
4. 25' BUILDING SETBACK
5. 15' GETCTV EASEMENT (0.088 ACRES)
6. 12' SANITARY SEWER EASEMENT TO EXPIRE UPON INCORPORATION INTO FUTURE PLATTED PUBLIC STREET ROW (0.317 ACRES)
7. 20'X50' GETCTV, ACCESS, SEWER, WATER AND DRAINAGE EASEMENT TO EXPIRE UPON INCORPORATION INTO FUTURE PLATTED PUBLIC STREET ROW (0.092 ACRES)

1. VARIABLE WIDTH ELECTRIC, GAS, TELEPHONE, AND CABLE TV EASEMENT (VOL 9, PG 687-690, PRGC)
2. 12' SANITARY SEWER AND DRAINAGE EASEMENT (VOL 9, PG 684-686, PRGC)
3. VARIABLE WIDTH DRAINAGE EASEMENT (VOL 9, PG 684-686, PRGC)



DETAIL "A"
SEE THIS SHEET
SCALE: 1" = 30'

SCALE: 1"= 100'
100' 0' 50' 100'

N: 13754751.11
E: 2218350.55

LOT 903, BLOCK 20
OPEN SPACE
VARIABLE WIDTH
DRAINAGE EASEMENT
(0.219 ACRES)

BLOCK 20, LOT 901
OPEN SPACE
(0.494 ACRES)

LOT 905, BLOCK 17
OPEN SPACE
(0.083 ACRES)

LANCE CROSSING
(60' ROW)

STEELE CREEK SUBDIVISION, UNIT 8
(STEELE CREEK LAND STUDY)
(VOL 9, PG 687-690, PRGC)

STEELE CREEK SUBDIVISION, UNIT 5
(STEELE CREEK LAND STUDY)
(VOL 9, PG 684-686, PRGC)

BLOCK 17, LOT 903
OPEN SPACE
VARIABLE WIDTH
DRAINAGE
EASEMENT
(8.220 ACRES)

LOT 903, BLOCK 20
OPEN SPACE
VARIABLE WIDTH
DRAINAGE EASEMENT
(0.219 ACRES)

LOT 902, BLOCK 20
OPEN SPACE
VARIABLE WIDTH DRAINAGE
AND SANITARY SEWER
EASEMENT
(0.125 ACRES)

UNPLATTED
REMAINING PORTION OF 115.11 ACRE
CONTINENTAL HOMES OF TEXAS, LP
(DOC NO 202099031952, OPRGC)

JERONIMO LEAL
SURVEY NO. 85
ABSTRACT NO. 210

N: 13754040.17
E: 2218767.72

N: 13753826.99
E: 2217215.75

LOT 906,
BLOCK 17
OPEN SPACE
(0.054 ACRES)

STEELE CREEK SUBDIVISION, UNIT 8
(STEELE CREEK LAND STUDY)
(VOL 9, PG 687-690, PRGC)

ROLLING RIVER
(50' ROW)

WHITEWATER CREEK
(50' ROW)

FAIR SHALLOWS
(50' ROW)

CASTLE FALLS
(50' ROW)

AVALON SAILS
(50' ROW)

DETAIL "C"
SEE SHEET 1 OF 2

DETAIL "B"
SEE THIS SHEET

DETAIL "A"
SEE THIS SHEET

N59°31'33"E ~ 212.48'

S30°24'13"E ~ 774.44'

N84°27'39"E
151.23'

S84°27'39"W ~ 433.90'

S84°27'39"W ~ 394.47'

N84°27'39"E ~ 400.44'

N59°31'33"E ~ 233.59'

N59°31'33"E ~ 220.02'

N30°24'13"W ~ 272.59'

N30°24'13"W ~ 176.93'

N05°32'21"W
110.00'

N05°32'21"W
421.00'

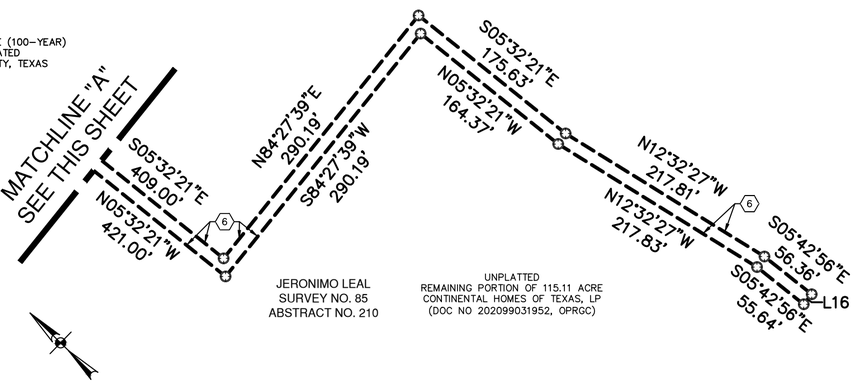
S05°32'21"E
409.00'

(0.023 ACRES)

UNPLATTED
REMAINING PORTION OF 115.11 ACRE
CONTINENTAL HOMES OF TEXAS, LP
(DOC NO 202099031952, OPRGC)

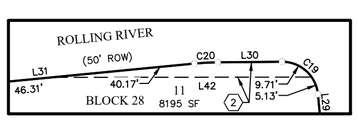
EFFECTIVE EXISTING FEMA 1% ANNUAL CHANCE (100-YEAR) FLOODPLAIN PER PANEL NO. 48187C0230F, DATED NOVEMBER 2ND 2007, FOR GUADALUPE COUNTY, TEXAS

MATCHLINE "A"
SEE THIS SHEET



JERONIMO LEAL
SURVEY NO. 85
ABSTRACT NO. 210

UNPLATTED
REMAINING PORTION OF 115.11 ACRE
CONTINENTAL HOMES OF TEXAS, LP
(DOC NO 202099031952, OPRGC)



DETAIL "B"
SEE THIS SHEET
SCALE: 1" = 30'

SEE SHEET 1 OF 2 FOR LINE AND CURVE TABLES

PLAT NOTES APPLY TO EVERY PAGE OF THIS MULTIPLE PAGE PLAT

STEELE CREEK- UNIT 4A

Civil Job No. 12629-04; Survey Job No. 12629-00

Date: Mar 4, 2025, 10:19 AM — User ID: rjacobs
File: P:\12629\04\Design\Civil\PLAT\PLAT02804.dwg

3421 Paesanos Pkwy., Ste. 200 San Antonio Tx 78231
Main: 877 627 3772

Colliers Engineering & Design

August 15, 2025

On behalf of the:

City of Cibolo

Attn: Olivia Hall

201 W. Loop 539

Cibolo, Texas 78108

Re: Final Plat Review
Steele Creek Unit 4A (PC-25-16-FP)

Ms. Hall,

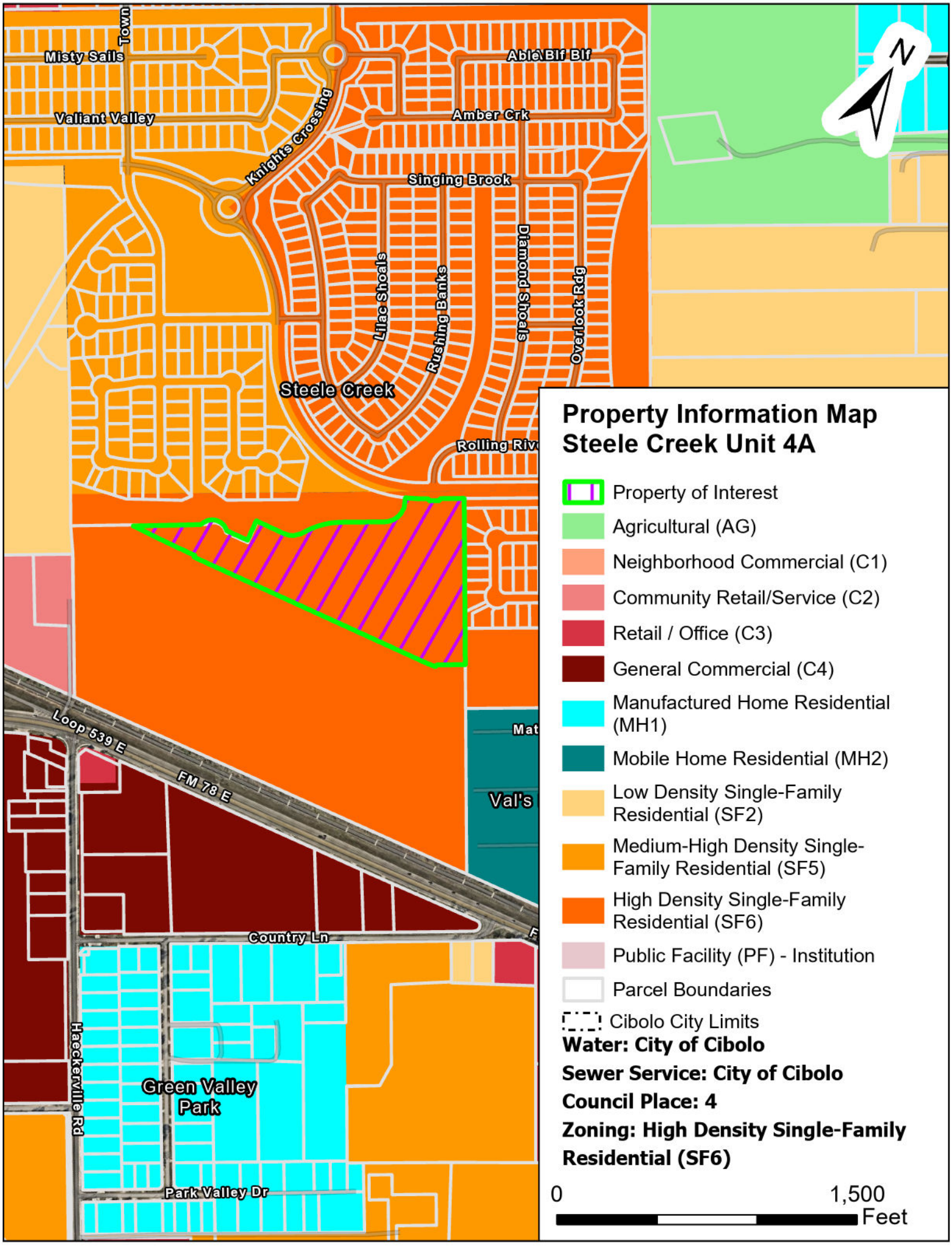
Colliers Engineering & Design has completed its review of the referenced project. We find that the development is in conformance with the City of Cibolo Unified Development Code and flood ordinances. We have no further comments.

Our review of the project does not relieve or release the Engineer of Record or Surveyor of Record from complying with any and all the requirements of the local, state, and federal rules and regulations or guidelines impacting this project. If you require additional information, please contact our office.

Sincerely,

Andy Carruth, P.E.

Plan Reviewer for the City of Cibolo


Misty Sails
Town
Valiant Valley
Knights Crossing
Able Blf Blf
Amber Crk
Singing Brook
Lilac Shoals
Rushing Banks
Diamond Shoals
Overlook Rdg
Steele Creek
Rolling Riv
Loop 539 E
FM 78 E
Mat
Val's
Country Ln
Haeckerville Rd
Green Valley Park
Park Valley Dr
N
Property Information Map
Steele Creek Unit 4A
Property of Interest
Agricultural (AG)
Neighborhood Commercial (C1)
Community Retail/Service (C2)
Retail / Office (C3)
General Commercial (C4)
Manufactured Home Residential (MH1)
Mobile Home Residential (MH2)
Low Density Single-Family Residential (SF2)
Medium-High Density Single-Family Residential (SF5)
High Density Single-Family Residential (SF6)
Public Facility (PF) - Institution
Parcel Boundaries
Cibolo City Limits
Water: City of Cibolo
Sewer Service: City of Cibolo
Council Place: 4
Zoning: High Density Single-Family Residential (SF6)
0
1,500
Feet

City of Cibolo

City Council Regular Meeting Staff Report

B. Fire Department Incident Summary for July

Meeting	Agenda Group
Tuesday, August 26, 2025, 6:30 PM	Staff Update Item: 8B.

From
Mario Troncoso, Fire Chief

Staff Contact(s)
Mario Troncoso,

PRIOR CITY COUNCIL ACTION:

N/A

BACKGROUND:

N/A

STAFF RECOMMENDATION:

N/A

FINANCIAL IMPACT:

N/A

MOTION(S):

N/A

Attachments

July 2025.pdf

Filters

Cibolo Fire Department

Filters apply to all sheets in the workbook. Return to this sheet to change filter settings.

Start Date
7/1/2025

End Date
7/31/2025

Date Level
- ◯ Day
- ◯ Week
- ◉ Month
- ◯ Quarter
- ◯ Year

City
- ☑ Cibolo
- ☑ CIBOLO
- ☑ LIVE OAK
- ☑ Marion
- ☑ Schertz
- ☑ SCHERTZ

Shift
- ☑ A
- ☑ B
- ☑ C

Mutual Aid Type
- ☑ Automatic
- ☑ Mutual
- ☑ None

427 Incidents Selected based on Filter Settings

Date Range Selected: 7/1/2025 - 7/31/2025

Report Date: August 4, 2025 10:54

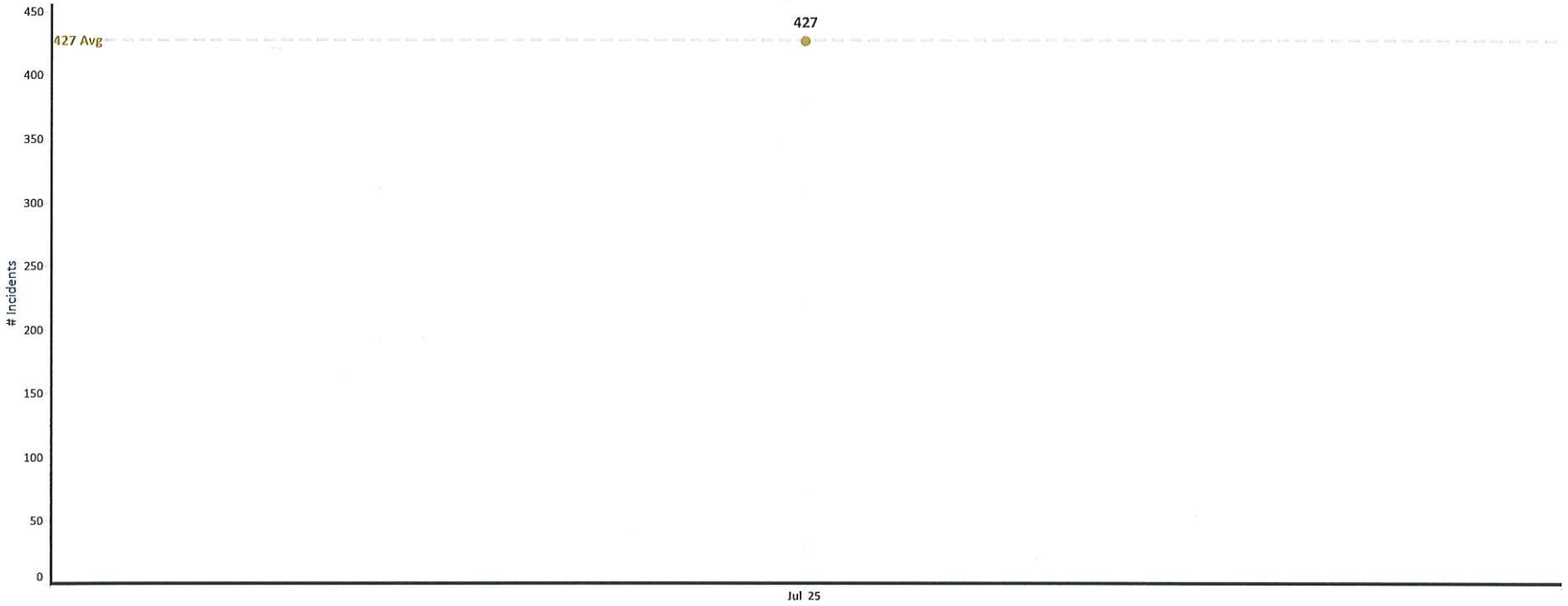
Department Volume

Cibolo Fire Department

Incident Measures per *Month*

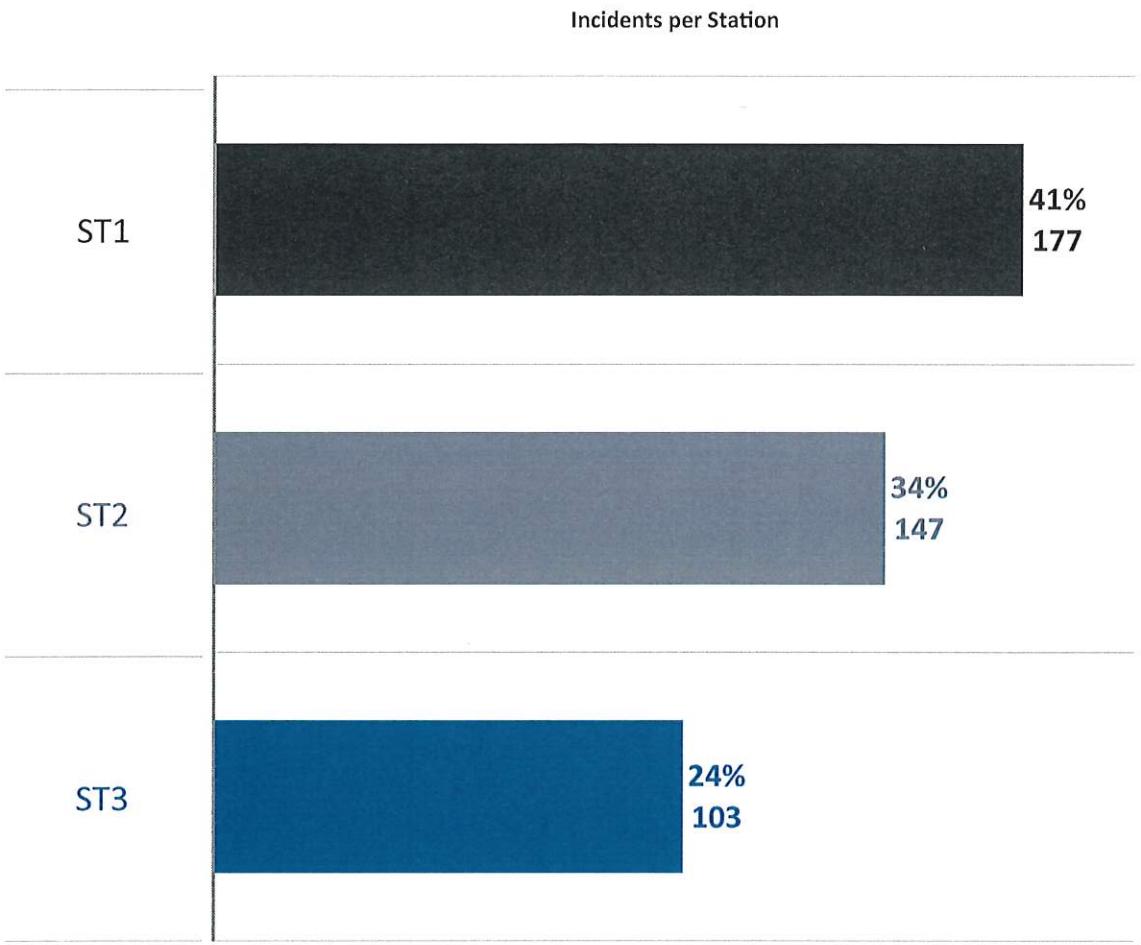
427	427	427	427	427
Incidents	Average	Median	Minimum	Maximum

Incidents per Month



Station Volume

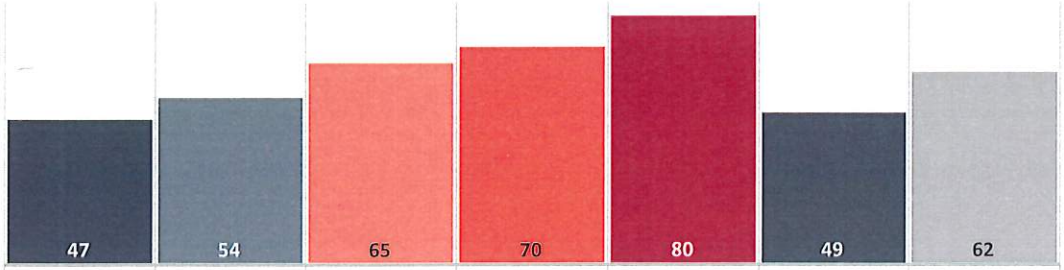
Cibolo Fire Department



	Incidents per *Month*			
	Average	Median	Minimum	Maximum
ST1	177	177	177	177
ST2	147	147	147	147
ST3	103	103	103	103

Department Incidents by Day & Hour

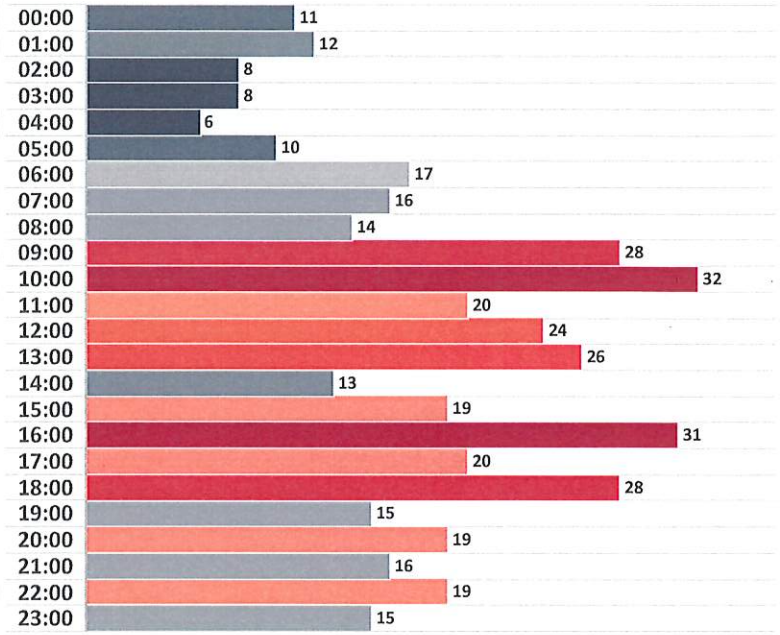
Cibolo Fire Department



Sun	Mon	Tue	Wed	Thu	Fri	Sat
1	1	2	2	3	2	
1		2	1	1	3	4
2		1	2	1	1	1
			1	4	2	1
1		3		2		
1	1	3	1	1	1	2
	3	2	7	1	2	2
1		3	5	3	3	1
3	4	3		1	1	2
2	4	1	6	3	5	7
2	3	4	7	5	5	6
3	1	3	4	4	1	4
3	4	1	4	6	1	5
3	3	4	4	8		4
1	1	1	3	4	1	2
4	3	3		1	5	3
1	4	5	5	11	3	2
4	2	3	1	4	4	2
4	5	4	2	5	3	5
1	3	5		4	1	1
3	3	2	6	2	1	2
2	1	6	1	2	1	3
3	6	3	4	2	1	
1	2	1	4	2	2	3

427
Incidents

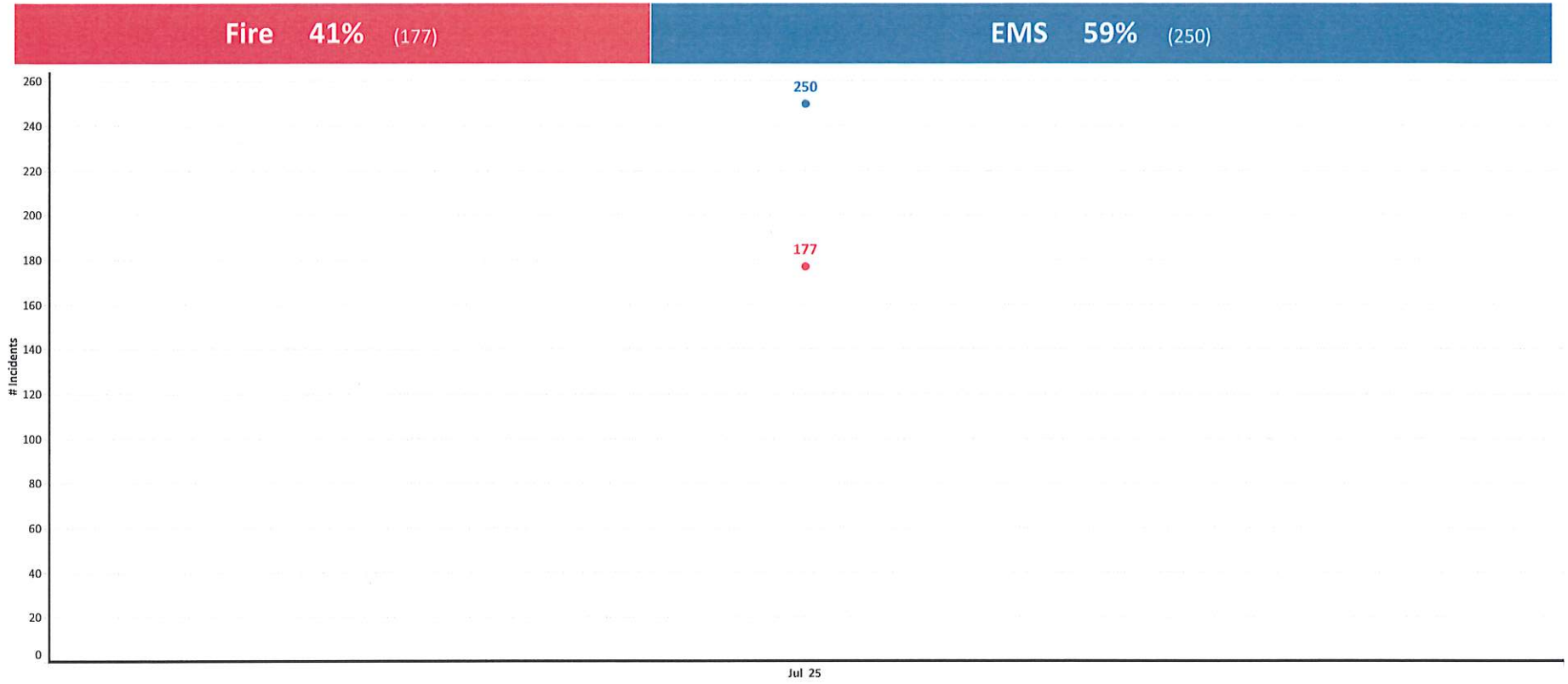
Low — High



Department Fire/EMS Volume

Cibolo Fire Department

Fire / EMS Incidents by NFIRS Report Incident Type

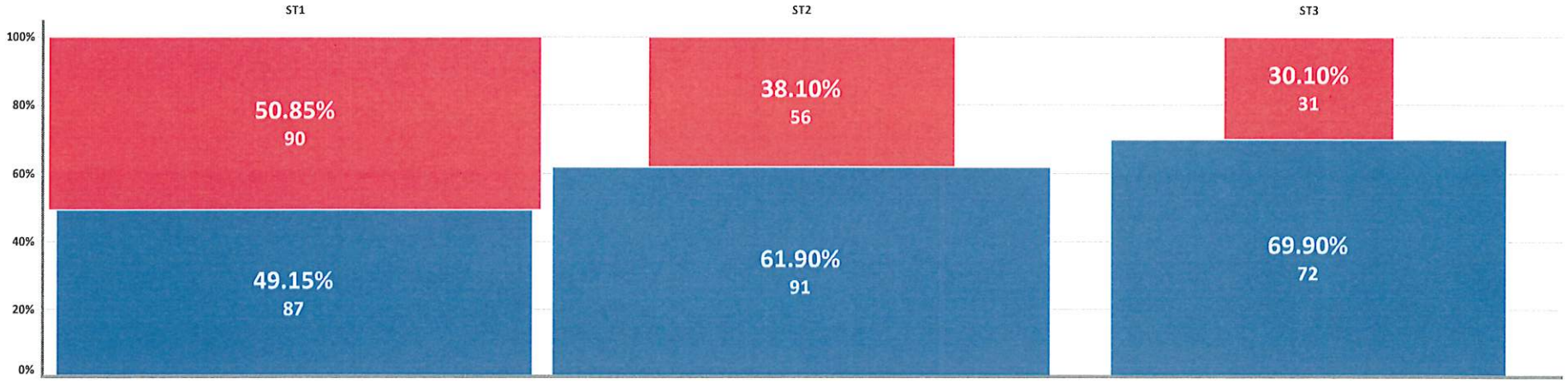


Fire	41%
EMS	59%

Station Fire/EMS %

Click to highlight Fire or EMS | Fire | EMS

Cibolo Fire Department



Bar WIDTH indicates number of incidents

Station % of Fire / EMS Incident Types per Month

		Jul 25
ST1	Fire	51%
	EMS	49%
ST2	Fire	38%
	EMS	62%
ST3	Fire	30%
	EMS	70%

Department Response Time

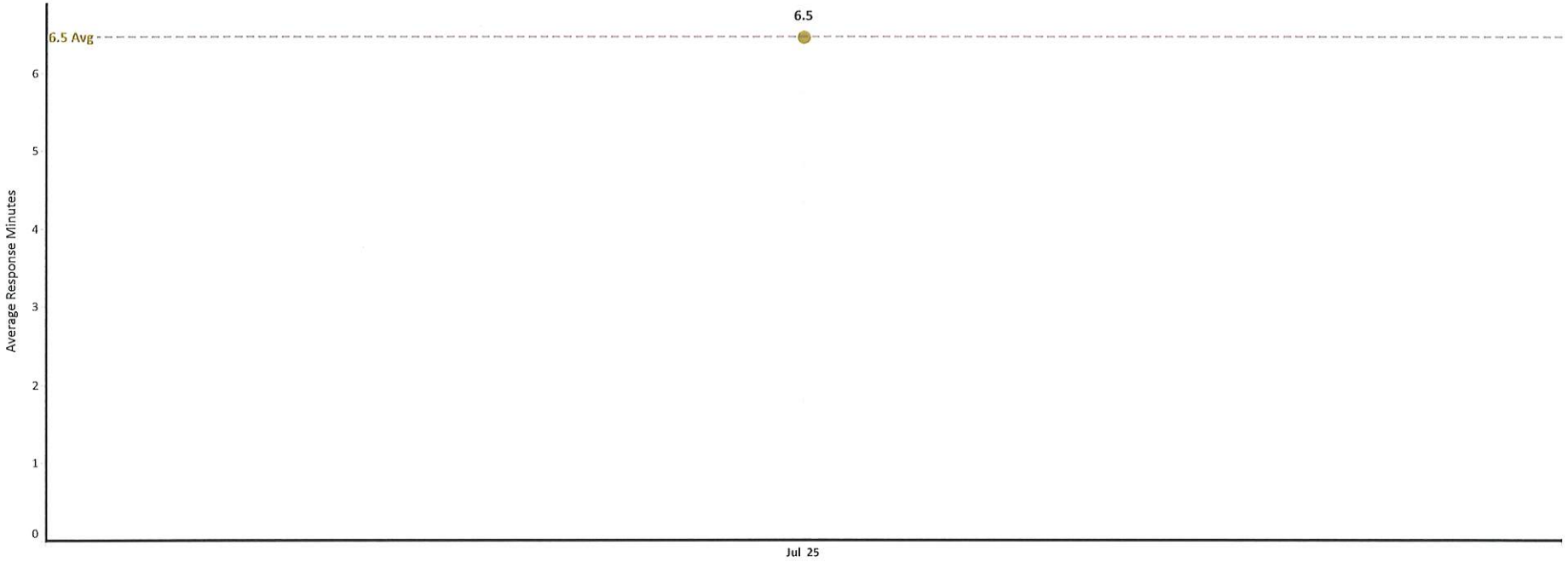
Incidents with valid Response Times

Cibolo Fire Department

Response Time Minutes

6.5	5.8	10.3	0.0	28.8	393
Average	Median	90th Percentile	Minimum	Maximum	Incidents

Response Time - Average Minutes per *Month*



Station Response Time Minutes

Click to highlight a Station

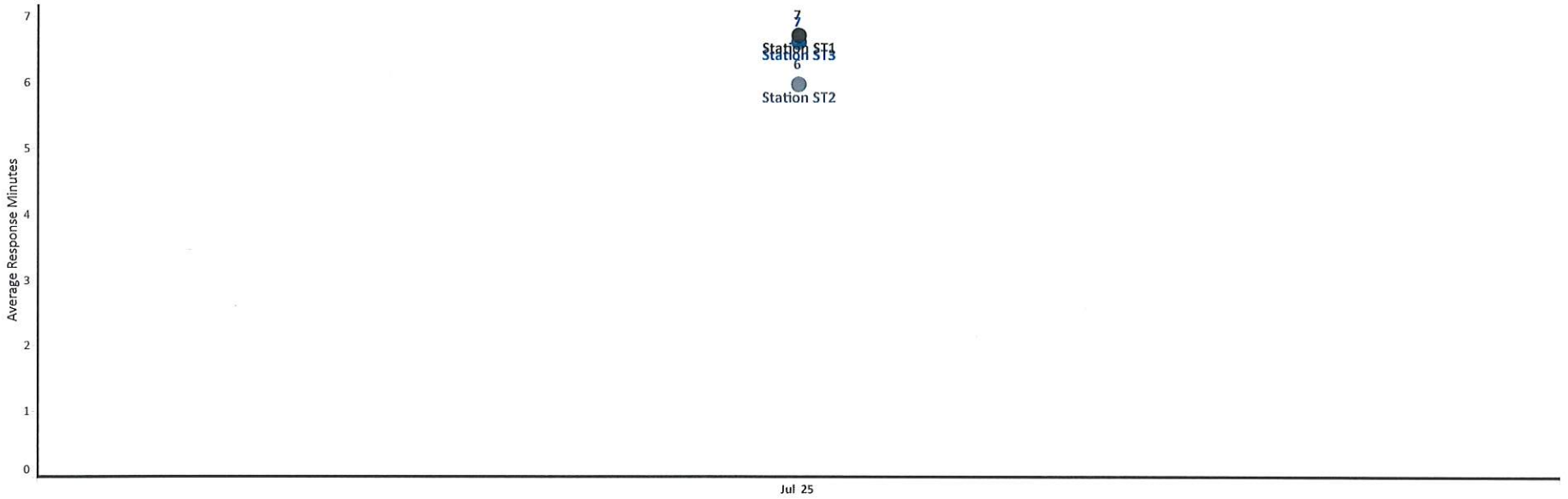
ST1 | ST2 | ST3

Incidents with valid Response Times

Cibolo Fire Department

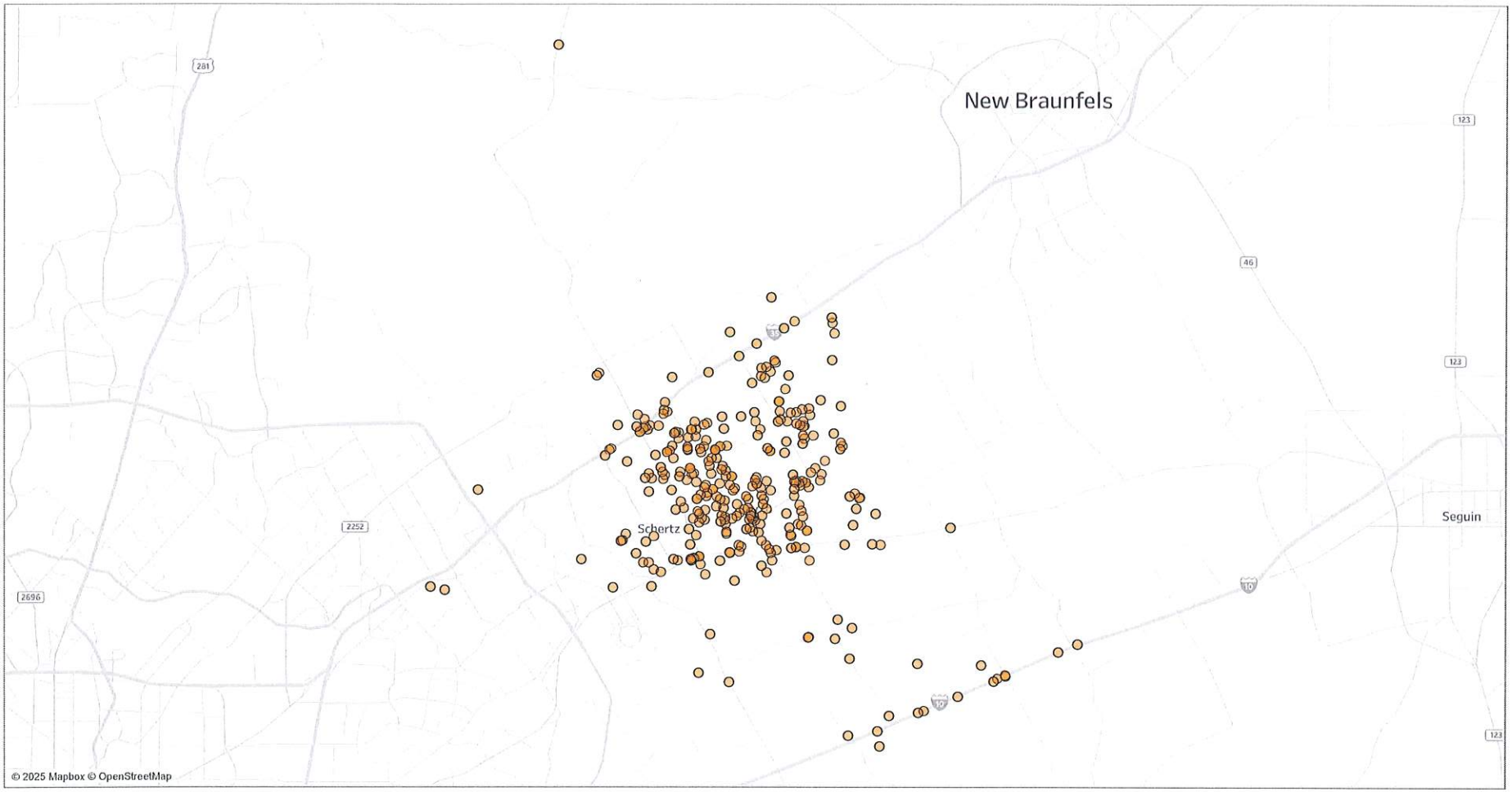
Station ..	Average	Median	90th Percentile	Minimum	Maximum	Incidents
ST1	6.7	5.8	10.6	0.2	28.8	165
ST2	6.0	5.4	9.3	0.0	19.1	129
ST3	6.6	6.0	10.1	0.4	18.0	99

Response Time Station - Average Minutes per *Month*



Incident Locations

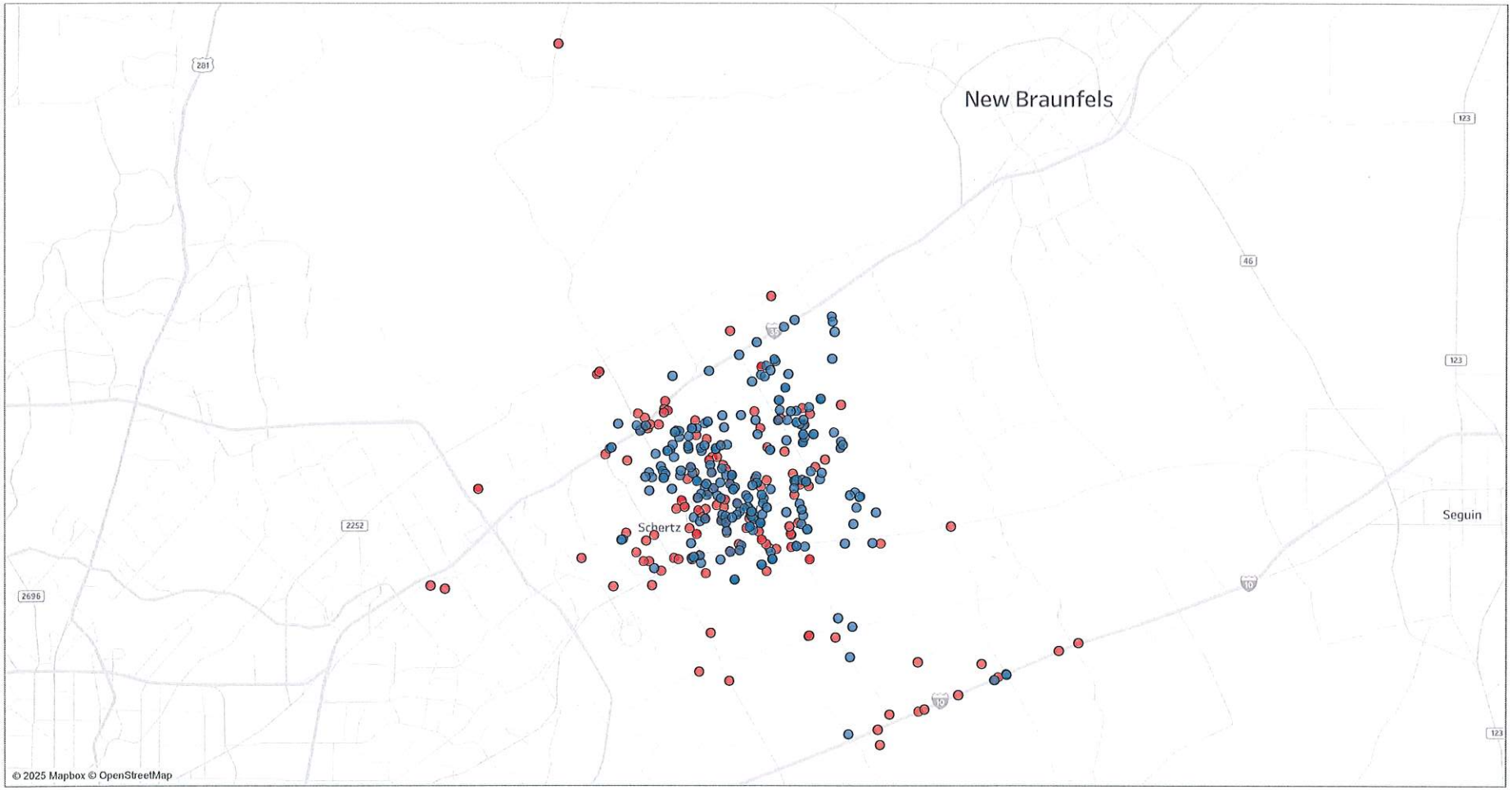
Cibolo Fire Department



Incident Locations by Type

Click to highlight Fire or EMS | Fire | EMS

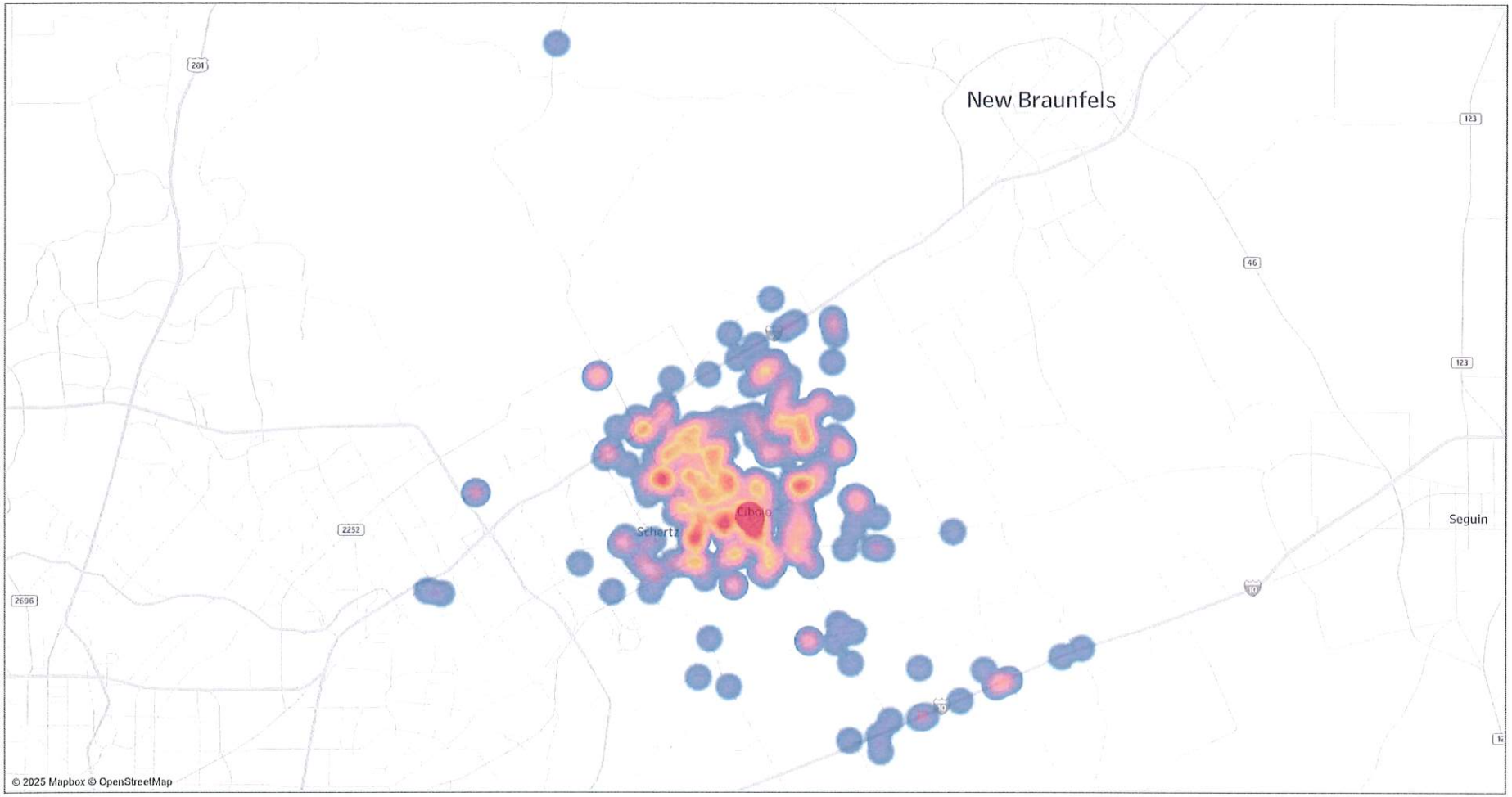
Cibolo Fire Department



Incident Location Heat Map

Low — High

Cibolo Fire Department



City of Cibolo

City Council Regular Meeting Staff Report

C. Police Department

Meeting	Agenda Group
Tuesday, August 26, 2025, 6:30 PM	Staff Update Item: 8C.

From
Leigh Ann Rogers, Executive Assistant to the Chief of Police

PRIOR CITY COUNCIL ACTION:

N/A

BACKGROUND:

N/A

STAFF RECOMMENDATION:

N/A

FINANCIAL IMPACT:

N/A

MOTION(S):

N/A

Attachments

CPD Report Call Summary Jul 1-22, 2025.pdf
CPD Monthly CFS Report July 22-31, 2025.pdf
7.2025.pdf

Cibolo Police Department
Report Call Summary
July 1-22, 2025

Description	Incident	Rep_Date	Loc_Block	Loc_Street
ACCIDENT, HIT & RUN				
ACCIDENT, HIT & RUN	25-01251	Monday, July 14, 2025	100	BROOK BEND
ACCIDENT, HIT & RUN	25-01195	Wednesday, July 2, 2025	10800	IH 10 W EB
ACCIDENT, HIT & RUN	25-01216	Saturday, July 5, 2025	300	LANCER HILLS
ACCIDENT, HIT & RUN	25-01243	Saturday, July 12, 2025		WEIR RD / LOWER SEGUIN
4	**ACCIDENT, HIT & RUN**			
ANIMAL BITE/SCRATCH				
ANIMAL BITE/SCRATCH	25-01236	Monday, July 7, 2025	300	ASIAGO
ANIMAL BITE/SCRATCH	25-01260	Tuesday, July 15, 2025	600	BISON LN
ANIMAL BITE/SCRATCH	25-01208	Friday, July 4, 2025	100	LONE STAR WAY
ANIMAL BITE/SCRATCH	25-01225	Monday, July 7, 2025	500	TIRESTE
4	**ANIMAL BITE/SCRATCH**			
ANIMAL COMPLAINT				
ANIMAL COMPLAINT	25-01295	Monday, July 21, 2025	100	LONE STAR WAY
ANIMAL COMPLAINT	25-01268	Thursday, July 17, 2025	200	STETSON ST
ANIMAL COMPLAINT	25-35910	Tuesday, July 1, 2025	300	SUNROSE
3	**ANIMAL COMPLAINT**			
ARSON				
ARSON	25-01215	Saturday, July 5, 2025	3200	BOLTON
1	**ARSON**			
ASSAULT				
ASSAULT	25-01227	Tuesday, July 8, 2025	100	BRIAR STREET
ASSAULT	25-01266	Wednesday, July 16, 2025	200	CIBOLO VALLEY DRIVE
ASSAULT	25-01265	Wednesday, July 16, 2025	900	EVERYDAY WAY
ASSAULT	25-01248	Sunday, July 13, 2025	200	GRAND AVE
ASSAULT	25-01220	Sunday, July 6, 2025	300	JACQUELINE
ASSAULT	25-01199	Thursday, July 3, 2025	100	PETERSON LN
ASSAULT	25-01200	Thursday, July 3, 2025	100	PETERSON LN
ASSAULT	25-01290	Sunday, July 20, 2025	100	ROBIN DRIVE
ASSAULT	25-01190	Wednesday, July 2, 2025	100	SPYGLASS CV
9	**ASSAULT**			
ASSAULT, BODILY INJURY				
ASSAULT, BODILY INJURY	25-01273	Friday, July 18, 2025	300	BIRKDALE DRIVE
ASSAULT, BODILY INJURY	25-01261	Tuesday, July 15, 2025	200	GRAND AVENUE
ASSAULT, BODILY INJURY	25-01271	Thursday, July 17, 2025	200	PUDU TRAIL
ASSAULT, BODILY INJURY	25-01250	Sunday, July 13, 2025	100	ROBIN DRIVE
ASSAULT, BODILY INJURY	25-01282	Saturday, July 19, 2025	300	WAGON WHEEL
ASSAULT, BODILY INJURY	25-01267	Thursday, July 17, 2025	300	WILLOW VIEW
6	**ASSAULT, BODILY INJURY**			

Cibolo Police Department
Report Call Summary
July 1-22, 2025

Description	Incident	Rep_Date	Loc_Block	Loc_Street
ASSIST, OUTSIDE AGENCY				
ASSIST, OUTSIDE AGENCY	25-01196	Thursday, July 3, 2025	100	CLINTON RD
ASSIST, OUTSIDE AGENCY	25-01232	Friday, July 11, 2025	300	DEER CREEK
ASSIST, OUTSIDE AGENCY	25-01275	Friday, July 18, 2025	100	DOBIE BOULEVARD
ASSIST, OUTSIDE AGENCY	25-01281	Saturday, July 19, 2025	6300	FM 3009
ASSIST, OUTSIDE AGENCY	25-01247	Sunday, July 13, 2025	600	FM-78
ASSIST, OUTSIDE AGENCY	25-01213	Friday, July 4, 2025	300	MORGAN RUN
ASSIST, OUTSIDE AGENCY	25-01276	Friday, July 18, 2025	2800	QUAIL CROSSING
ASSIST, OUTSIDE AGENCY	25-01291	Monday, July 21, 2025	500	SCHERTZ
8	**ASSIST, OUTSIDE AGENCY**			
BURGLARY, HABITATION				
BURGLARY, HABITATION	25-01184	Tuesday, July 1, 2025	500	AURORA BASIN
BURGLARY, HABITATION	25-01274	Friday, July 18, 2025	300	BIRKDALE DRIVE
2	**BURGLARY, HABITATION**			
BURGLARY, VEHICLE				
BURGLARY, VEHICLE	25-01234	Friday, July 11, 2025	100	BRAESWOOD LN
BURGLARY, VEHICLE	25-01233	Friday, July 11, 2025	100	FALCON CROSSING
BURGLARY, VEHICLE	25-01235	Friday, July 11, 2025	200	TURKEY TREE
3	**BURGLARY, VEHICLE**			
CHILD PROTECTIVE SERVICES REFERI				
CHILD PROTECTIVE SERVICES REFERRAL	25-01209	Friday, July 4, 2025	200	SOMERSET
1	**CHILD PROTECTIVE SERVICES REFERRAI**			
CITY CODE VIO (ANIMAL @ LARGE)				
CITY CODE VIO (ANIMAL @ LARGE)	25-01193	Tuesday, July 1, 2025	300	SUNROSE
CITY CODE VIO (ANIMAL @ LARGE)	25-01223	Monday, July 7, 2025	300	SUNROSE LN
CITY CODE VIO (ANIMAL @ LARGE)	25-01240	Friday, July 11, 2025	300	SUNROSE LN
3	**CITY CODE VIO (ANIMAL @ LARGE)**			
CITY CODE VIO (DISCH PROJ GUN)				
CITY CODE VIO (DISCH PROJ GUN)	25-01263	Wednesday, July 16, 2025	400	PORTRUSH
1	**CITY CODE VIO (DISCH PROJ GUN)**			
CITY CODE VIO (NO RABIES TAG)				
CITY CODE VIO (NO RABIES TAG)	25-01277	Friday, July 18, 2025	200	GRAVEL GRAY
1	**CITY CODE VIO (NO RABIES TAG)**			
CITY CODE VIOLATION				
CITY CODE VIOLATION	25-01189	Wednesday, July 2, 2025	1300	HAECKERVILLE RD
CITY CODE VIOLATION	25-01259	Tuesday, July 15, 2025	200	MEEK ST

Cibolo Police Department
Report Call Summary
July 1-22, 2025

Description	Incident	Rep_Date	Loc_Block	Loc_Street
2 CITY CODE VIOLATION				
CIVIL INFORMATION				
CIVIL INFORMATION	25-01262	Tuesday, July 15, 2025	900	EVERYDAY WAY
CIVIL INFORMATION	25-01286	Sunday, July 20, 2025	600	HINGE FALLS
2 CIVIL INFORMATION				
CRIMINAL MISCHIEF				
CRIMINAL MISCHIEF	25-01239	Friday, July 11, 2025	600	CIBOLO VALLEY DR
CRIMINAL MISCHIEF	25-01224	Monday, July 7, 2025	200	COUNTRY LANE
CRIMINAL MISCHIEF	25-01264	Wednesday, July 16, 2025	100 E	Schaefer RD
CRIMINAL MISCHIEF	25-01207	Friday, July 4, 2025	500	TORREY PINES
4 CRIMINAL MISCHIEF				
DEATH INVESTIGATION				
DEATH INVESTIGATION	25-01288	Sunday, July 20, 2025	800	EVERYDAY WAY
DEATH INVESTIGATION	25-01253	Monday, July 14, 2025	3800	GREEN VALLEY ROAD
2 DEATH INVESTIGATION				
DISORDERLY CONDUCT				
DISORDERLY CONDUCT	25-01185	Tuesday, July 1, 2025	1100	CIBOLO VALLEY
1 DISORDERLY CONDUCT				
DISTURBANCE, FAMILY				
DISTURBANCE, FAMILY	25-01226	Monday, July 7, 2025	8900	CIBOLO VALLEY DRIVE
DISTURBANCE, FAMILY	25-01228	Tuesday, July 8, 2025	300	GATEWOOD CLIFF
DISTURBANCE, FAMILY	25-01202	Thursday, July 3, 2025	300	PUDU TRAIL
DISTURBANCE, FAMILY	25-01284	Saturday, July 19, 2025	100	ROBIN
DISTURBANCE, FAMILY	25-01249	Sunday, July 13, 2025	100	ROBIN DRIVE
DISTURBANCE, FAMILY	25-01219	Sunday, July 6, 2025	800	SILVER FOX
DISTURBANCE, FAMILY	25-01194	Wednesday, July 2, 2025	100	SPYGLASS COVE
DISTURBANCE, FAMILY	25-01246	Sunday, July 13, 2025	300	TULE CANYONS
DISTURBANCE, FAMILY	25-01203	Thursday, July 3, 2025	400	TURNBERRY
DISTURBANCE, FAMILY	25-01244	Sunday, July 13, 2025	100	WRIGHT COVE
10 DISTURBANCE, FAMILY				
DRIVE WHILE LIC INVALID				
DRIVE WHILE LIC INVALID	25-01285	Sunday, July 20, 2025	600	FM 78 E
DRIVE WHILE LIC INVALID	25-01278	Friday, July 18, 2025	100	HAECKERVILLE
2 DRIVE WHILE LIC INVALID				
EMERGENCY DETENTION				
EMERGENCY DETENTION	25-01272	Friday, July 18, 2025	200	HEREFORD
EMERGENCY DETENTION	25-01214	Saturday, July 5, 2025	400	KINGS WAY
EMERGENCY DETENTION	25-01287	Sunday, July 20, 2025	100	KITTY HAWK

Cibolo Police Department
Report Call Summary
July 1-22, 2025

Description	Incident	Rep_Date	Loc_Block	Loc_Street
EMERGENCY DETENTION	25-01186	Tuesday, July 1, 2025	400	LANDMARK GATE
EMERGENCY DETENTION	25-01280	Saturday, July 19, 2025	100	NAVAJO
5 EMERGENCY DETENTION				
EVADING ARREST				
EVADING ARREST	25-01231	Friday, July 11, 2025	500	SADDLE HILL
1 EVADING ARREST				
FRAUD				
FRAUD	25-01237	Friday, July 11, 2025	200	JACQUELIN
FRAUD	25-01293	Monday, July 21, 2025	500	SADDLE VILLA
FRAUD	25-01269	Thursday, July 17, 2025	500	SEA HEADRIG
FRAUD	25-01299	Monday, July 21, 2025	300	SINGING BROOK
FRAUD	25-01270	Thursday, July 17, 2025	500	TOWN CREEK WAY
FRAUD	25-01297	Monday, July 21, 2025	400	WILDCAT RUN
6 FRAUD				
HARASSMENT, WRITING				
HARASSMENT, WRITING	25-01182	Tuesday, July 1, 2025	200	BROAD OAK DRIVE
1 HARASSMENT, WRITING				
HOSPICE				
HOSPICE	25-01183	Tuesday, July 1, 2025	200	CANYON VISTA
HOSPICE	25-01301	Monday, July 21, 2025	500	ELDRIDGE DR
HOSPICE	25-01296	Monday, July 21, 2025	800	EVERYDAY WAY
HOSPICE	25-01242	Saturday, July 12, 2025	200	HINSDALE RUN
HOSPICE	25-01222	Monday, July 7, 2025	100	INDIAN
HOSPICE	25-01283	Saturday, July 19, 2025	500	LANDMARK FALLS
6 HOSPICE				
MISSING/ENDANGERED				
MISSING/ENDANGERED	25-01204	Friday, July 4, 2025	200	GARDNER COVE
MISSING/ENDANGERED	25-01229	Wednesday, July 9, 2025	4100	GREEN VALLEY RD
2 MISSING/ENDANGERED				
PROPERTY, DAMAGE TO CITY				
PROPERTY, DAMAGE TO CITY	25-01254	Monday, July 14, 2025	700	FM 1103
PROPERTY, DAMAGE TO CITY	25-01241	Friday, July 11, 2025	11100	IH 10 W WB
PROPERTY, DAMAGE TO CITY	25-01198	Thursday, July 3, 2025	100	LOOP 539 EAST
3 PROPERTY, DAMAGE TO CITY				
PROPERTY, FOUND				
PROPERTY, FOUND	25-01257	Tuesday, July 15, 2025	900	EVERYDAY WAY
PROPERTY, FOUND	25-01245	Sunday, July 13, 2025	300	RED RIVER

Cibolo Police Department
Report Call Summary
July 1-22, 2025

Description	Incident	Rep_Date	Loc_Block	Loc_Street
2 PROPERTY, FOUND				
RUNAWAY/MISSING				
RUNAWAY/MISSING	25-01292	Monday, July 21, 2025	100	LANDMARK HAVEN
RUNAWAY/MISSING	25-01256	Monday, July 14, 2025	100	WINSLOW RUN
2 RUNAWAY/MISSING				
STALKING				
STALKING	25-01206	Friday, July 4, 2025	200	BROAD OAK
STALKING	25-01211	Friday, July 4, 2025	600	CIBOLO VALLEY DRIVE
2 STALKING				
SUSPICIOUS, SITUATION				
SUSPICIOUS, SITUATION	25-01279	Friday, July 18, 2025	500	AURORA BASIN
SUSPICIOUS, SITUATION	25-02155	Monday, July 14, 2025	600	CIBOLO VALLEY DRIVE
SUSPICIOUS, SITUATION	25-01255	Monday, July 14, 2025	600	CIBOLO VALLEY DRIVE
3 SUSPICIOUS, SITUATION				
THEFT				
THEFT	25-01217	Saturday, July 5, 2025	800	FM 1103
THEFT	25-01221	Sunday, July 6, 2025	18100	INTERSTATE 35 NORTH
THEFT	25-01210	Wednesday, July 2, 2025	18100	INTERSTATE 35 NORTH
THEFT	25-01238	Friday, July 11, 2025	300	SUNROSE LN
THEFT	25-01252	Monday, July 14, 2025	200	TURKEY TREE
5 THEFT				
THEFT, IDENTITY				
THEFT, IDENTITY	25-01191	Wednesday, July 2, 2025	600	DIAMOND SHOALS
1 THEFT, IDENTITY				
TRAFFIC COMPLAINT				
TRAFFIC COMPLAINT	25-01300	Monday, July 21, 2025	900	EVERYDAY WAY
1 TRAFFIC COMPLAINT				
UNAUTHORIZED USE MOTOR VEHICLE				
UNAUTHORIZED USE MOTOR VEHICLE	25-01188	Wednesday, July 2, 2025		CIBOLO VALLEY DRIVE
1 UNAUTHORIZED USE MOTOR VEHICLE				
WARRANT SERVICE				
WARRANT SERVICE	25-01201	Thursday, July 3, 2025	200	FM 1103
WARRANT SERVICE	25-01230	Thursday, July 10, 2025	100	HINGE IRON
WARRANT SERVICE	25-01212	Friday, July 4, 2025	17400	IH 35

Cibolo Police Department
Report Call Summary
July 1-22, 2025

Description	Incident	Rep_Date	Loc_Block	Loc_Street
3	WARRANT SERVICE			
Grand Total:	**113**			

Cibolo Police Department Report Call Summary

Results

Agency: CPD
Agency #: TX0940600

Print Date/Time: 08/12/2025 17:03
Total Records : 264

Incident Number	Incident Type	Call Date/Time	Location Street Name	Area PD Response Areas
Incident Type: 911 Hang Up/Open Line (7)				
2025-00039478	911 Hang Up/Open Line	07/23/2025 10:54	CHISEL PT	Cibolo (5)
2025-00039962	911 Hang Up/Open Line	07/26/2025 06:42	BRUSH TRAIL BEND	Cibolo (3)
2025-00039801	911 Hang Up/Open Line	07/25/2025 13:04	WILLOW LOOP	Cibolo (3)
2025-00039430	911 Hang Up/Open Line	07/23/2025 07:37	SKY HARBOR	Cibolo (3)
2025-00040226	911 Hang Up/Open Line	07/27/2025 19:09	SADDLEHORN WAY	Cibolo (4)
2025-00040883	911 Hang Up/Open Line	07/31/2025 10:22	PARK HTS	Cibolo (4)
2025-00040593	911 Hang Up/Open Line	07/29/2025 19:34	WILLOW VW	Cibolo (1)
Incident Type: Accident- Mv Hit & Run (2)				
2025-00039832	Accident- Mv Hit & Run	07/25/2025 16:16	SINGING BROOK	Cibolo (5)
2025-00040089	Accident- Mv Hit & Run	07/26/2025 22:18	EVERYDAY WAY	Cibolo (5)
Incident Type: Accident- Mv No Injury (9)				
2025-00039517	Accident- Mv No Injury	07/23/2025 15:37	IH 10 W	Cibolo (6)
2025-00040749	Accident- Mv No Injury	07/30/2025 17:41	IH 10 W	Cibolo (6)
2025-00040384	Accident- Mv No Injury	07/28/2025 15:10	FM 3009	Schertz (301)
2025-00040489	Accident- Mv No Injury	07/29/2025 08:46	FM 1103	Cibolo (5)
2025-00039691	Accident- Mv No Injury	07/24/2025 18:29	FM 1103	Cibolo (5)
2025-00040033	Accident- Mv No Injury	07/26/2025 16:45	BUFFALO CROSSING	Cibolo (4)
2025-00040781	Accident- Mv No Injury	07/30/2025 21:15	IH 35 N	Cibolo (1)
2025-00040800	Accident- Mv No Injury	07/31/2025 00:05	FM 1103	Cibolo (2)
2025-00040536	Accident- Mv No Injury	07/29/2025 12:49	FM 1103	Cibolo (2)
Incident Type: Accident-Mv Inj (6)				
2025-00040241	Accident-Mv Inj	07/27/2025 21:54	IH 10 W	Cibolo (6)
2025-00040710	Accident-Mv Inj	07/30/2025 12:24	FM 1103	Cibolo (5)
2025-00040962	Accident-Mv Inj	07/31/2025 16:17	FM 1103	Cibolo (5)
2025-00039611	Accident-Mv Inj	07/24/2025 09:35	CIBOLO VALLEY DR	Cibolo (3)
2025-00040433	Accident-Mv Inj	07/28/2025 22:14	CIBOLO VALLEY DR	Cibolo (3)

Cibolo Police Department Report Call Summary

Results

Agency: CPD
Agency #: TX0940600

Print Date/Time: 08/12/2025 17:03
Total Records : 264

Incident Number	Incident Type	Call Date/Time	Location Street Name	Area PD Response Areas
2025-00039541	Accident-Mv Inj	07/23/2025 20:39	CIBOLO VALLEY DR	Cibolo (1)
Incident Type: Alarm- Burglary (15)				
2025-00039854	Alarm- Burglary	07/25/2025 19:54	IH 10 W	Cibolo (6)
2025-00039937	Alarm- Burglary	07/26/2025 00:53	IH 10 W	Cibolo (6)
2025-00040790	Alarm- Burglary	07/30/2025 22:47	FM 78 E	Cibolo (6)
2025-00039963	Alarm- Burglary	07/26/2025 07:10	CIBOLO VALLEY DR	Cibolo (5)
2025-00040401	Alarm- Burglary	07/28/2025 16:26	DIAMOND SHOALS	Cibolo (5)
2025-00040973	Alarm- Burglary	07/31/2025 17:52	CIBOLO VALLEY DR	Cibolo (5)
2025-00039746	Alarm- Burglary	07/25/2025 05:42	CIBOLO VALLEY DR	Cibolo (3)
2025-00039522	Alarm- Burglary	07/23/2025 16:00	NORWOOD CT	Cibolo (4)
2025-00040037	Alarm- Burglary	07/26/2025 17:02	COY LN	Cibolo (4)
2025-00040469	Alarm- Burglary	07/29/2025 07:49	SADDLEHORN WAY	Cibolo (4)
2025-00040574	Alarm- Burglary	07/29/2025 16:49	VISTA DEL REY	Cibolo (4)
2025-00040588	Alarm- Burglary	07/29/2025 18:07	WILLOW PATH	Cibolo (1)
2025-00040440	Alarm- Burglary	07/28/2025 23:54	CIBOLO VALLEY DR	Cibolo (1)
2025-00040098	Alarm- Burglary	07/26/2025 23:24	IH 35 N	Cibolo (1)
2025-00040413	Alarm- Burglary	07/28/2025 19:04	GREEN VALLEY RD	Cibolo (2)
Incident Type: Animal Call (36)				
2025-00039616	Animal Call	07/24/2025 09:54	LOWER SEGUIN RD	Cibolo (6)
2025-00039864	Animal Call	07/25/2025 20:11	BOLTON RD	Cibolo (6)
2025-00039876	Animal Call	07/25/2025 20:59	LOWER SEGUIN RD	Cibolo (6)
2025-00039763	Animal Call	07/25/2025 09:28	SHADY MEADOWS LN	Cibolo (6)
2025-00039769	Animal Call	07/25/2025 10:18	TOWN FORK	Cibolo (6)
2025-00040665	Animal Call	07/30/2025 08:01	CIBOLO VALLEY DR	Cibolo (5)
2025-00039821	Animal Call	07/25/2025 14:45	HANA LN	Cibolo (5)
2025-00039643	Animal Call	07/24/2025 12:23	WERNER ST	Cibolo (5)
2025-00040196	Animal Call	07/27/2025 14:58	TOLLE RD	Cibolo (5)
2025-00040172	Animal Call	07/27/2025 10:24	CIBOLO DR	Cibolo (5)
2025-00040217	Animal Call	07/27/2025 18:26	DOBIE BLVD	Cibolo (5)
2025-00040905	Animal Call	07/31/2025 12:20	HANA LN	Cibolo (5)

Cibolo Police Department Report Call Summary

Results

Agency: CPD
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Print Date/Time: 08/12/2025 17:03
Total Records : 264

Incident Number	Incident Type	Call Date/Time	Location Street Name	Area PD Response Areas
2025-00040906	Animal Call	07/31/2025 12:25	HANA LN	Cibolo (5)
2025-00040740	Animal Call	07/30/2025 16:26	CIBOLO DR	Cibolo (5)
2025-00040375	Animal Call	07/28/2025 14:26	CIBOLO DR	Cibolo (5)
2025-00040926	Animal Call	07/31/2025 13:38	MONTESA CT	Cibolo (3)
2025-00040528	Animal Call	07/29/2025 12:12	ZOELLER WAY	Cibolo (3)
2025-00040339	Animal Call	07/28/2025 11:07	W BORGFELD RD	Cibolo (3)
2025-00039502	Animal Call	07/23/2025 13:43	CINNABAR TRL	Cibolo (3)
2025-00039825	Animal Call	07/25/2025 15:25	WHITNEY WAY	Cibolo (3)
2025-00039449	Animal Call	07/23/2025 08:43	WOODSTONE LOOP	Cibolo (3)
2025-00039487	Animal Call	07/23/2025 11:29	BAREBACK BEND	Cibolo (4)
2025-00039785	Animal Call	07/25/2025 11:53	GATEWOOD BRIAR	Cibolo (4)
2025-00039756	Animal Call	07/25/2025 07:58	STONEBROOK DR	Cibolo (4)
2025-00040010	Animal Call	07/26/2025 12:32	JOSEPH CIR	Cibolo (4)
2025-00039618	Animal Call	07/24/2025 09:57	HINGE LOOP	Cibolo (4)
2025-00040084	Animal Call	07/26/2025 21:53	COWBOY TRL	Cibolo (4)
2025-00040035	Animal Call	07/26/2025 16:51	WAGON WHEEL WAY	Cibolo (4)
2025-00040498	Animal Call	07/29/2025 09:24	BUCKSKIN WAY	Cibolo (4)
2025-00040946	Animal Call	07/31/2025 15:02	GATEWOOD BRIAR	Cibolo (4)
2025-00040959	Animal Call	07/31/2025 16:03	STETSON ST	Cibolo (4)
2025-00040684	Animal Call	07/30/2025 10:12	COUNTRY VALE	Cibolo (4)
2025-00041004	Animal Call	07/31/2025 20:55	SADDLE BREEZE	Cibolo (4)
2025-00040312	Animal Call	07/28/2025 08:58	S WILLOW WAY	Cibolo (1)
2025-00040560	Animal Call	07/29/2025 15:23	S WILLOW WAY	Cibolo (1)
2025-00040720	Animal Call	07/30/2025 13:20	CAVAN	Cibolo (2)
Incident Type: Animal Call-Barking Dog (1)				
2025-00041009	Animal Call-Barking Dog	07/31/2025 22:03	WILLOW VW	Cibolo (1)
Incident Type: Animal Call-Bite (1)				
2025-00039627	Animal Call-Bite	07/24/2025 10:37	SADDLE CANYON	Cibolo (4)
Incident Type: Assault-Already Occurred (1)				
2025-00040893	Assault-Already Occurred	07/31/2025 11:19	HINGE CHASE	Cibolo (4)

Cibolo Police Department Report Call Summary

Results

Agency: CPD
Agency #: TX0940600

Print Date/Time: 08/12/2025 17:03
Total Records : 264

Incident Number	Incident Type	Call Date/Time	Location Street Name	Area PD Response Areas
Incident Type: Assist Ems (7)				
2025-00040679	Assist Ems	07/30/2025 09:22	CIBOLO VALLEY DR	Cibolo (5)
2025-00040920	Assist Ems	07/31/2025 13:23	FALLON CT	Cibolo (3)
2025-00040201	Assist Ems	07/27/2025 15:44	BELLA ROSA WAY	Cibolo (3)
2025-00040045	Assist Ems	07/26/2025 18:13	BOBBY JONES DR	Cibolo (3)
2025-00039559	Assist Ems	07/23/2025 22:45	GRAND AVE	Cibolo (3)
2025-00040937	Assist Ems	07/31/2025 14:21	BRUSH TRAIL BEND	Cibolo (3)
2025-00039545	Assist Ems	07/23/2025 21:14	MORGAN RUN	Cibolo (4)
Incident Type: Assist Other Agency (4)				
2025-00041014	Assist Other Agency	07/31/2025 22:26	IH 10 W	Cibolo (6)
2025-00039998	Assist Other Agency	07/26/2025 11:11	FM 78	Schertz (506)
2025-00039928	Assist Other Agency	07/26/2025 00:41	FM 1103	Cibolo (5)
2025-00040521	Assist Other Agency	07/29/2025 11:36	SUNROSE LN	Cibolo (3)
Incident Type: Assist Public (5)				
2025-00040426	Assist Public	07/28/2025 21:29	CIBOLO VALLEY DR	Cibolo (5)
2025-00040348	Assist Public	07/28/2025 11:47	W SCHLATHER ST	Cibolo (5)
2025-00040579	Assist Public	07/29/2025 17:11	FM 1103	Cibolo (4)
2025-00040889	Assist Public	07/31/2025 11:01	BANDANA ST	Cibolo (4)
2025-00039841	Assist Public	07/25/2025 17:51	FM 1103	Cibolo (2)
Incident Type: Burglary In Progress (1)				
2025-00040184	Burglary In Progress	07/27/2025 12:13	TOWER BLF	Cibolo (1)
Incident Type: Burglary Vehicle (1)				
2025-00040864	Burglary Vehicle	07/31/2025 09:11	HINGE IRON	Cibolo (4)
Incident Type: City Code Violation (2)				
2025-00040774	City Code Violation	07/30/2025 20:40	HEREFORD ST	Cibolo (4)
2025-00039631	City Code Violation	07/24/2025 11:01	BEE CAVES CV	Cibolo (2)
Incident Type: City Code Violation-Solicitor (4)				
2025-00040195	City Code Violation-Solicitor	07/27/2025 13:59	FM 1103	Cibolo (5)
2025-00039674	City Code Violation-Solicitor	07/24/2025 16:49	TIRESTE	Cibolo (2)

Cibolo Police Department Report Call Summary

Results

Agency: CPD
Agency #: TX0940600

Print Date/Time: 08/12/2025 17:03
Total Records : 264

Incident Number	Incident Type	Call Date/Time	Location Street Name	Area PD Response Areas
2025-00040544	City Code Violation-Solicitor	07/29/2025 13:39	OITAVOS ST	Cibolo (2)
2025-00040944	City Code Violation-Solicitor	07/31/2025 14:52	TIRESTE	Cibolo (2)
Incident Type: Civil Matter/Standby (11)				
2025-00040776	Civil Matter/Standby	07/30/2025 20:48	SULPHUR SPGS	Cibolo (6)
2025-00040589	Civil Matter/Standby	07/29/2025 18:33	LOOP 539 E	Cibolo (5)
2025-00040606	Civil Matter/Standby	07/29/2025 20:57	KIPPER AVE	Cibolo (3)
2025-00040411	Civil Matter/Standby	07/28/2025 18:40	BURKWOOD LN	Cibolo (3)
2025-00040419	Civil Matter/Standby	07/28/2025 19:50	BURKWOOD LN	Cibolo (3)
2025-00039808	Civil Matter/Standby	07/25/2025 13:31	KENSINGTON DR	Cibolo (4)
2025-00040547	Civil Matter/Standby	07/29/2025 13:58	PINTO PLACE	Cibolo (4)
2025-00041005	Civil Matter/Standby	07/31/2025 21:00	NIEMIETZ CV	Cibolo (4)
2025-00040998	Civil Matter/Standby	07/31/2025 20:26	SADDLEHORN WAY	Cibolo (4)
2025-00040254	Civil Matter/Standby	07/27/2025 22:28	SPRINGTREE BEND	Cibolo (1)
2025-00040319	Civil Matter/Standby	07/28/2025 09:22	KAYLEE CHASE	Cibolo (1)
Incident Type: Damage To Property (3)				
2025-00039835	Damage To Property	07/25/2025 16:54	DOBIE BLVD	Cibolo (5)
2025-00039831	Damage To Property	07/25/2025 15:55	CLYDESDALE ST	Cibolo (4)
2025-00039633	Damage To Property	07/24/2025 11:12	LASERRA	Cibolo (2)
Incident Type: Deceased Party (1)				
2025-00040785	Deceased Party	07/30/2025 21:31	MEEK ST	Cibolo (5)
Incident Type: Disabled Vehicle (6)				
2025-00039667	Disabled Vehicle	07/24/2025 15:46	FM 78 W	Cibolo (6)
2025-00039689	Disabled Vehicle	07/24/2025 18:06	CIBOLO VALLEY DR	Cibolo (5)
2025-00039783	Disabled Vehicle	07/25/2025 11:30	TOWN CREEK WAY	Cibolo (4)
2025-00040335	Disabled Vehicle	07/28/2025 10:25	SPRINGTREE CV	Cibolo (1)
2025-00039457	Disabled Vehicle	07/23/2025 09:06	CIBOLO VALLEY DR	Cibolo (1)
2025-00040583	Disabled Vehicle	07/29/2025 17:23	FM 1103	Cibolo (2)

Cibolo Police Department Report Call Summary

Results

Agency: CPD
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Print Date/Time: 08/12/2025 17:03
Total Records : 264

Incident Number	Incident Type	Call Date/Time	Location Street Name	Area PD Response Areas
Incident Type: Dist - Noise (4)				
2025-00040096	Dist - Noise	07/26/2025 23:16	LOCH LOMOND DR	Cibolo (3)
2025-00039917	Dist - Noise	07/25/2025 23:57	COUNTRY MILL	Cibolo (1)
2025-00039944	Dist - Noise	07/26/2025 01:25	BLAZE MOON	Cibolo (1)
2025-00039699	Dist - Noise	07/24/2025 21:09	BEE CAVES CV	Cibolo (2)
Incident Type: Disturbance-Non Viol (7)				
2025-00040899	Disturbance-Non Viol	07/31/2025 11:38	TULE CANYONS	Cibolo (6)
2025-00039364	Disturbance-Non Viol	07/22/2025 22:22	TROJAN CRK	Cibolo (5)
2025-00040717	Disturbance-Non Viol	07/30/2025 12:59	CIBOLO DR	Cibolo (5)
2025-00040999	Disturbance-Non Viol	07/31/2025 20:34	WOODSTONE LOOP	Cibolo (3)
2025-00039361	Disturbance-Non Viol	07/22/2025 21:54	FRITZ WAY	Cibolo (4)
2025-00040220	Disturbance-Non Viol	07/27/2025 18:34	SADDLE VISTA	Cibolo (4)
2025-00040120	Disturbance-Non Viol	07/27/2025 01:15	SWIFT MOVE	Cibolo (1)
Incident Type: Disturbance-Violent (1)				
2025-00039940	Disturbance-Violent	07/26/2025 01:05	ROYAL TROON DR	Cibolo (3)
Incident Type: Drug Offense (1)				
2025-00040992	Drug Offense	07/31/2025 20:02	BROAD OAK DR	Cibolo (6)
Incident Type: DWI (1)				
2025-00040128	DWI	07/27/2025 02:21	CIBOLO VALLEY DR	Cibolo (5)
Incident Type: Flock Alert (1)				
2025-00039695	Flock Alert	07/24/2025 19:23	OLD WIEDERSTEIN RD	Cibolo (1)
Incident Type: Follow Up (21)				
2025-00039467	Follow Up	07/23/2025 10:06	LOOP 539 E	Cibolo (5)
2025-00040508	Follow Up	07/29/2025 10:21	LOOP 539 E	Cibolo (5)
2025-00040527	Follow Up	07/29/2025 12:03	LOOP 539 E	Cibolo (5)
2025-00040924	Follow Up	07/31/2025 13:23	LOOP 539 E	Cibolo (5)
2025-00040950	Follow Up	07/31/2025 15:22	CIBOLO VALLEY DR	Cibolo (5)
2025-00040258	Follow Up	07/27/2025 23:31	EVERYDAY WAY	Cibolo (5)
2025-00040762	Follow Up	07/30/2025 19:30	EVERYDAY WAY	Cibolo (5)

Cibolo Police Department Report Call Summary

Results

Agency: CPD
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Incident Number	Incident Type	Call Date/Time	Location Street Name	Area PD Response Areas
2025-00040993	Follow Up	07/31/2025 20:04	EVERYDAY WAY	Cibolo (5)
2025-00040715	Follow Up	07/30/2025 12:53	CIBOLO TOLLE RD	Cibolo (5)
2025-00040936	Follow Up	07/31/2025 14:21	ROLLING RIVER	Cibolo (5)
2025-00040910	Follow Up	07/31/2025 12:34	MOHAWK DR	Cibolo (5)
2025-00040451	Follow Up	07/29/2025 03:33	LOCH LOMOND DR	Cibolo (3)
2025-00040078	Follow Up	07/26/2025 21:06	BRUSH TRAIL BEND	Cibolo (3)
2025-00039819	Follow Up	07/25/2025 14:31	WOODSTONE LOOP	Cibolo (3)
2025-00039515	Follow Up	07/23/2025 15:29	BIRKDALE DR	Cibolo (3)
2025-00040223	Follow Up	07/27/2025 18:49	KENSINGTON DR	Cibolo (4)
2025-00040049	Follow Up	07/26/2025 18:34	MORGAN RUN	Cibolo (4)
2025-00040403	Follow Up	07/28/2025 16:53	GREEN VALLEY RD	Cibolo (4)
2025-00040726	Follow Up	07/30/2025 13:45	FM 1103	Cibolo (4)
2025-00039536	Follow Up	07/23/2025 19:14	SPRINGTREE PKWY	Cibolo (1)
2025-00039526	Follow Up	07/23/2025 16:33	ELAINE S SCHLATHER PKWY	Cibolo (1)
Incident Type: Follow Up-Online Report (3)				
2025-00040804	Follow Up-Online Report	07/31/2025 00:39	LOCH LOMOND DR	Cibolo (3)
2025-00040571	Follow Up-Online Report	07/29/2025 16:38	GARDNER CV	Cibolo (4)
2025-00040746	Follow Up-Online Report	07/30/2025 17:28	WAGON WHEEL WAY	Cibolo (4)
Incident Type: Found Property (1)				
2025-00040295	Found Property	07/28/2025 07:47	SARAZEN CT	Cibolo (3)
Incident Type: Fraud (9)				
2025-00039513	Fraud	07/23/2025 15:20	SAMBAR MAIN	Cibolo (6)
2025-00039818	Fraud	07/25/2025 14:21	SAMBAR MAIN	Cibolo (6)
2025-00040380	Fraud	07/28/2025 14:56	LOOP 539 E	Cibolo (5)
2025-00040907	Fraud	07/31/2025 12:25	CIBOLO VALLEY DR	Cibolo (5)
2025-00040753	Fraud	07/30/2025 18:07	MOHAWK DR	Cibolo (5)
2025-00039479	Fraud	07/23/2025 11:05	CARMEL DR	Cibolo (3)
2025-00039304	Fraud	07/22/2025 15:02	HINGE CHASE	Cibolo (4)
2025-00039524	Fraud	07/23/2025 16:17	WILLOW CREST	Cibolo (1)
2025-00039495	Fraud	07/23/2025 12:37	N WILLOW WAY	Cibolo (1)

Cibolo Police Department Report Call Summary

Results

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Incident Number	Incident Type	Call Date/Time	Location Street Name	Area PD Response Areas
Incident Type: Harassment (2)				
2025-00039849	Harassment	07/25/2025 19:04	BLUE WILLOW	Cibolo (1)
2025-00039486	Harassment	07/23/2025 11:19	SPRINGTREE PKWY	Cibolo (1)
Incident Type: Juvenile Problem (2)				
2025-00040417	Juvenile Problem	07/28/2025 19:29	COUNTRY VALE	Cibolo (4)
2025-00040436	Juvenile Problem	07/28/2025 22:48	BLUE WILLOW	Cibolo (1)
Incident Type: Misc Incident/Info (26)				
2025-00040448	Misc Incident/Info	07/29/2025 02:14	EAGLE DR	Cibolo (6)
2025-00040777	Misc Incident/Info	07/30/2025 20:48	EAGLE DR	Cibolo (6)
2025-00040820	Misc Incident/Info	07/31/2025 03:54	EAGLE DR	Cibolo (6)
2025-00040978	Misc Incident/Info	07/31/2025 18:23	EAGLE DR	Cibolo (6)
2025-00040975	Misc Incident/Info	07/31/2025 17:58	FM 78 E	Cibolo (6)
2025-00040056	Misc Incident/Info	07/26/2025 19:36	BROAD OAK DR	Cibolo (6)
2025-00039484	Misc Incident/Info	07/23/2025 11:17	LOOP 539 E	Cibolo (5)
2025-00040882	Misc Incident/Info	07/31/2025 10:21	LOOP 539 E	Cibolo (5)
2025-00039653	Misc Incident/Info	07/24/2025 14:07	FM 1103	Cibolo (5)
2025-00039655	Misc Incident/Info	07/24/2025 14:25	FM 1103	Cibolo (5)
2025-00040031	Misc Incident/Info	07/26/2025 16:27	BRAMBLEWOOD CIR	Cibolo (5)
2025-00040215	Misc Incident/Info	07/27/2025 18:15	TOLLE RD	Cibolo (5)
2025-00040719	Misc Incident/Info	07/30/2025 13:06	WOODSTONE LOOP	Cibolo (3)
2025-00040687	Misc Incident/Info	07/30/2025 10:23	SILVER WING	Cibolo (3)
2025-00040701	Misc Incident/Info	07/30/2025 11:12	PHANTOM CRK	Cibolo (3)
2025-00039764	Misc Incident/Info	07/25/2025 09:57	BENTWOOD RANCH DR	Cibolo (3)
2025-00039815	Misc Incident/Info	07/25/2025 14:05	SOMERSET AVE	Cibolo (3)
2025-00040887	Misc Incident/Info	07/31/2025 10:37	W BORGFELD RD	Cibolo (3)
2025-00040855	Misc Incident/Info	07/31/2025 08:39	ROYAL TROON DR	Cibolo (3)
2025-00040529	Misc Incident/Info	07/29/2025 12:13	MORGAN RUN	Cibolo (4)
2025-00040745	Misc Incident/Info	07/30/2025 17:14	GROOMS RD	Cibolo (4)
2025-00040990	Misc Incident/Info	07/31/2025 19:54	SADDLEHORN WAY	Cibolo (4)
2025-00040757	Misc Incident/Info	07/30/2025 18:58	BLUE WILLOW	Cibolo (1)
2025-00040942	Misc Incident/Info	07/31/2025 14:50	KAYLEE CHASE	Cibolo (1)
2025-00039814	Misc Incident/Info	07/25/2025 14:03	IH 35 N	Cibolo (1)

Cibolo Police Department Report Call Summary

Results

Agency: CPD
Agency #: TX0940600

Print Date/Time: 08/12/2025 17:03
Total Records : 264

Incident Number	Incident Type	Call Date/Time	Location Street Name	Area PD Response Areas
2025-00040287	Misc Incident/Info	07/28/2025 05:05	CARLOW	Cibolo (2)
Incident Type: Missing Person-Adult (4)				
2025-00039997	Missing Person-Adult	07/26/2025 11:09	BRUSH TRAIL BEND	Cibolo (3)
2025-00040471	Missing Person-Adult	07/29/2025 07:56	BRUSH TRAIL BEND	Cibolo (3)
2025-00040170	Missing Person-Adult	07/27/2025 10:21	HINSDALE RUN	Cibolo (4)
2025-00040895	Missing Person-Adult	07/31/2025 11:21	HINSDALE RUN	Cibolo (4)
Incident Type: Special Detail (1)				
2025-00039600	Special Detail	07/24/2025 08:56	LOOP 539 E	Cibolo (5)
Incident Type: Susp-Gun Shots Heard (2)				
2025-00040094	Susp-Gun Shots Heard	07/26/2025 23:05	GREAT RAFT	Cibolo (6)
2025-00040770	Susp-Gun Shots Heard	07/30/2025 20:21	KILDARE	Cibolo (4)
Incident Type: Suspicious (7)				
2025-00039551	Suspicious	07/23/2025 21:59	BUFFALO PLACE	Cibolo (6)
2025-00040554	Suspicious	07/29/2025 14:57	TEXOMA LAKE	Cibolo (6)
2025-00040059	Suspicious	07/26/2025 19:47	CIBOLO VALLEY DR	Cibolo (5)
2025-00039700	Suspicious	07/24/2025 21:21	CIBOLO COMMONS	Cibolo (4)
2025-00040394	Suspicious	07/28/2025 16:06	PRICKLY PEAR DR	Cibolo (4)
2025-00040815	Suspicious	07/31/2025 03:01	HINGE IRON	Cibolo (4)
2025-00040500	Suspicious	07/29/2025 09:31	WILLOW VW	Cibolo (1)
Incident Type: Theft (5)				
2025-00039705	Theft	07/24/2025 22:07	SCHERTZ PKWY	Schertz (302)
2025-00040945	Theft	07/31/2025 15:01	FM 1103	Cibolo (5)
2025-00040044	Theft	07/26/2025 17:52	CIBOLO VALLEY DR	Cibolo (5)
2025-00040256	Theft	07/27/2025 22:35	EVERYDAY WAY	Cibolo (5)
2025-00040703	Theft	07/30/2025 11:24	WHISPERING WELL	Cibolo (5)
Incident Type: Threats (2)				
2025-00039781	Threats	07/25/2025 11:19	FM 1103	Cibolo (5)
2025-00039313	Threats	07/22/2025 16:08	ELAINE S SCHLATHER PKWY	Cibolo (1)

Cibolo Police Department Report Call Summary

Results

Agency: CPD
Agency #: TX0940600

Print Date/Time: 08/12/2025 17:03
Total Records : 264

Incident Number	Incident Type	Call Date/Time	Location Street Name	Area PD Response Areas
Incident Type: Traffic Compl/Reckless (14)				
2025-00039685	Traffic Compl/Reckless	07/24/2025 17:44	IH 10 E	Bexar County
2025-00040773	Traffic Compl/Reckless	07/30/2025 20:27	IH 10 E	Bexar County
2025-00039610	Traffic Compl/Reckless	07/24/2025 09:33	IH 10 W	Cibolo (6)
2025-00040244	Traffic Compl/Reckless	07/27/2025 22:05	FM 78 W	Cibolo (6)
2025-00039687	Traffic Compl/Reckless	07/24/2025 17:59	IH 10 W	Cibolo (6)
2025-00039694	Traffic Compl/Reckless	07/24/2025 19:04	IH 10 W	Cibolo (6)
2025-00040751	Traffic Compl/Reckless	07/30/2025 18:01	IH 10 W	Cibolo (6)
2025-00039534	Traffic Compl/Reckless	07/23/2025 18:54	HANA LN	Cibolo (5)
2025-00039862	Traffic Compl/Reckless	07/25/2025 20:08	MYSTIC WAY	Cibolo (3)
2025-00039884	Traffic Compl/Reckless	07/25/2025 21:34	FM 1103	Cibolo (4)
2025-00039992	Traffic Compl/Reckless	07/26/2025 10:33	FM 1103	Cibolo (4)
2025-00040366	Traffic Compl/Reckless	07/28/2025 13:43	TURNING STONE	Cibolo (2)
2025-00040805	Traffic Compl/Reckless	07/31/2025 00:39	WIEDNER RD	Cibolo (2)
2025-00040414	Traffic Compl/Reckless	07/28/2025 19:10	OLD WIEDERSTEIN RD	Guadalupe County
Incident Type: Traffic Hazard/Contl (4)				
2025-00040810	Traffic Hazard/Contl	07/31/2025 01:37	IH 10 W	Cibolo (6)
2025-00039686	Traffic Hazard/Contl	07/24/2025 17:57	FM 78 W	Cibolo (6)
2025-00040074	Traffic Hazard/Contl	07/26/2025 20:51	OLD WIEDERSTEIN RD	Cibolo (1)
2025-00040025	Traffic Hazard/Contl	07/26/2025 15:45	FM 1103	Cibolo (2)
Incident Type: Trespassing (3)				
2025-00040027	Trespassing	07/26/2025 16:05	BIG CYPRESS	Cibolo (6)
2025-00039673	Trespassing	07/24/2025 16:48	CIBOLO VALLEY DR	Cibolo (5)
2025-00040307	Trespassing	07/28/2025 08:45	FM 1103	Cibolo (2)
Incident Type: Welfare Check/M H Crisis (6)				
2025-00040443	Welfare Check/M H Crisis	07/29/2025 00:14	NORMAN CV	Cibolo (3)

Cibolo Police Department Report Call Summary

Results

Agency: CPD
Agency #: TX0940600

Print Date/Time: 08/12/2025 17:03
Total Records : 264

Incident Number	Incident Type	Call Date/Time	Location Street Name	Area PD Response Areas
2025-00039428	Welfare Check/MH Crisis	07/23/2025 07:31	ROYAL TROON DR	Cibolo (3)
2025-00039471	Welfare Check/MH Crisis	07/23/2025 10:17	BRUSH TRAIL BEND	Cibolo (3)
2025-00040585	Welfare Check/MH Crisis	07/29/2025 17:39	BRUSH TRAIL BEND	Cibolo (3)
2025-00040097	Welfare Check/MH Crisis	07/26/2025 23:19	WINSLOW RUN	Cibolo (4)
2025-00040607	Welfare Check/MH Crisis	07/29/2025 21:11	SPRINGTREE CV	Cibolo (1)
Incident Type: Welfare Concern (14)				
2025-00040592	Welfare Concern	07/29/2025 19:21	CIBOLO VALLEY DR	Cibolo (5)
2025-00039523	Welfare Concern	07/23/2025 16:11	MOHAWK DR	Cibolo (5)
2025-00040557	Welfare Concern	07/29/2025 15:01	W BORGFELD RD	Cibolo (5)
2025-00040988	Welfare Concern	07/31/2025 19:46	BUFFALO TRL	Cibolo (5)
2025-00041023	Welfare Concern	07/31/2025 23:38	INVERNESS WAY	Cibolo (3)
2025-00040569	Welfare Concern	07/29/2025 15:57	SOMERSET AVE	Cibolo (3)
2025-00039965	Welfare Concern	07/26/2025 07:15	BRUSH TRAIL BEND	Cibolo (3)
2025-00040407	Welfare Concern	07/28/2025 17:09	SUNSET HTS	Cibolo (4)
2025-00040470	Welfare Concern	07/29/2025 07:57	KAYLEE CHASE	Cibolo (1)
2025-00039709	Welfare Concern	07/24/2025 22:34	BRIAR ST	Cibolo (1)
2025-00039970	Welfare Concern	07/26/2025 08:18	BRIAR ST	Cibolo (1)
2025-00040540	Welfare Concern	07/29/2025 13:09	ORTH AVE	Cibolo (2)
2025-00040427	Welfare Concern	07/28/2025 21:30	FM 1103	Cibolo (2)
2025-00039888	Welfare Concern	07/25/2025 22:10	DEAN RD	Guadalupe County

CIBOLO ANIMAL SERVICES

MONTHLY REPORT

July 2025

	TOTALS	
INTAKES		
Return/Owner Surrender	0	
Seized/Custody	1	
Stray	48	
Transfer in	0	
Wildlife In	5	
TOTAL	**54**	
OUTCOMES		
Adoption	44	
Missing	0	
Died in Shelter/upon arrival	4	(Neonatal kittens)
Return to Owner	25	
Transfer Out	3	
Euthanasia	1	(Injured feline)
Wildlife Out	2	
TOTAL	**79**	
Transfer Out - Locations		
Wildlife Rescue	2	
Live Oak AC	0	
Kirby Animal Services	0	
Homes for Pets	1	
The Animal Defense League	0	
TOTAL	**3**	
BITE CASES	**12**	
Currently in Foster	**13**	
TOTAL NEW LICENSES ISSUED	**5**	(Does not count renewals)
VOLUNTEER HOURS	**115**	(including 53h community service)
LIVE RELEASE RATE FOR NOV.	**100%**	

CIBOLO
ANIMAL SERVICES

MONTHLY REPORT

July 2025

City of Cibolo

City Council Regular Meeting Staff Report

D. Quarterly Report on the use of See Click Fix (Mr. Beekman)

Meeting	Agenda Group
Tuesday, August 26, 2025, 6:30 PM	Staff Update Item: 8D.

From
Tracy Beekman, Information Services Director

PRIOR CITY COUNCIL ACTION:

N/A

BACKGROUND:

Quarterly report usage data from the See Click Fix platform

STAFF RECOMMENDATION:

N/A

FINANCIAL IMPACT:

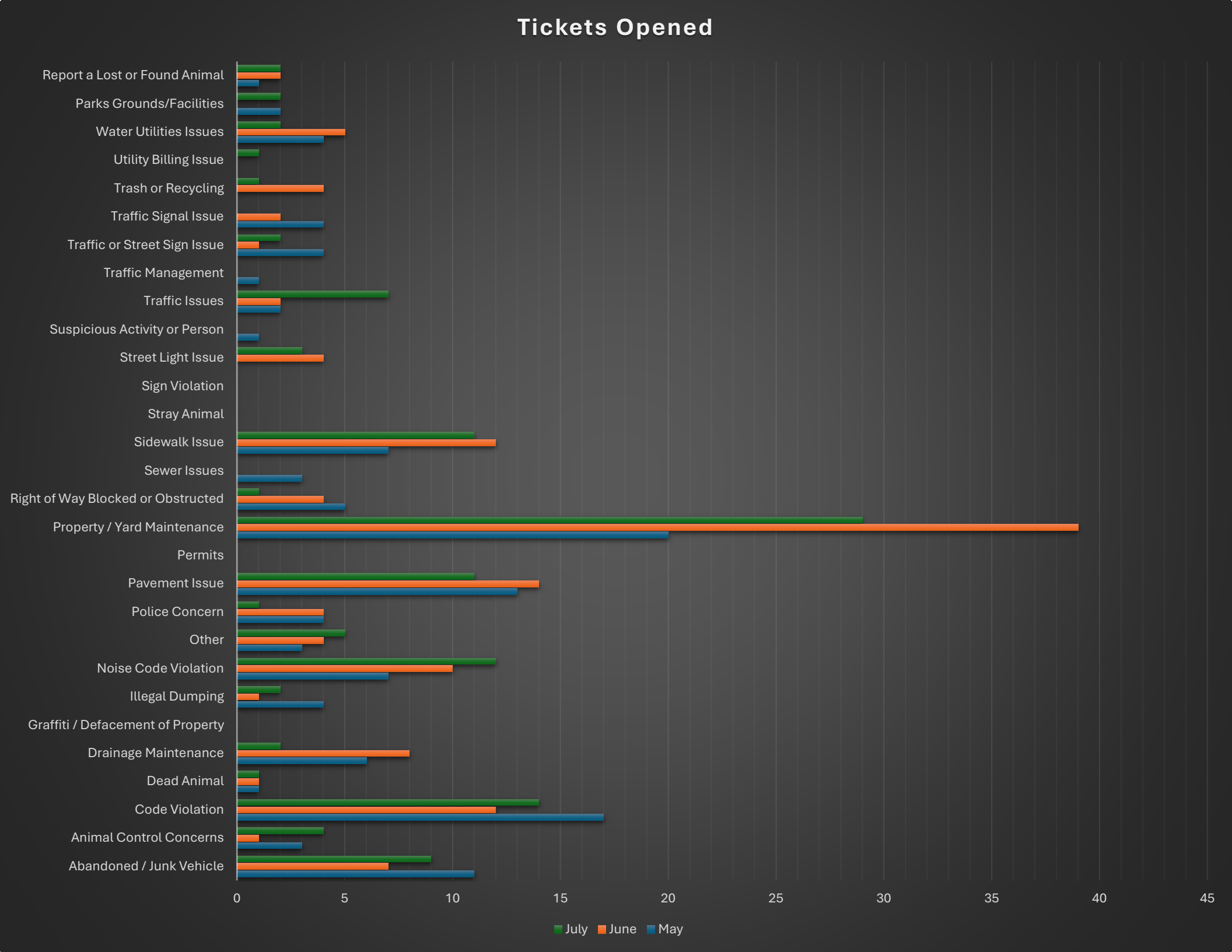
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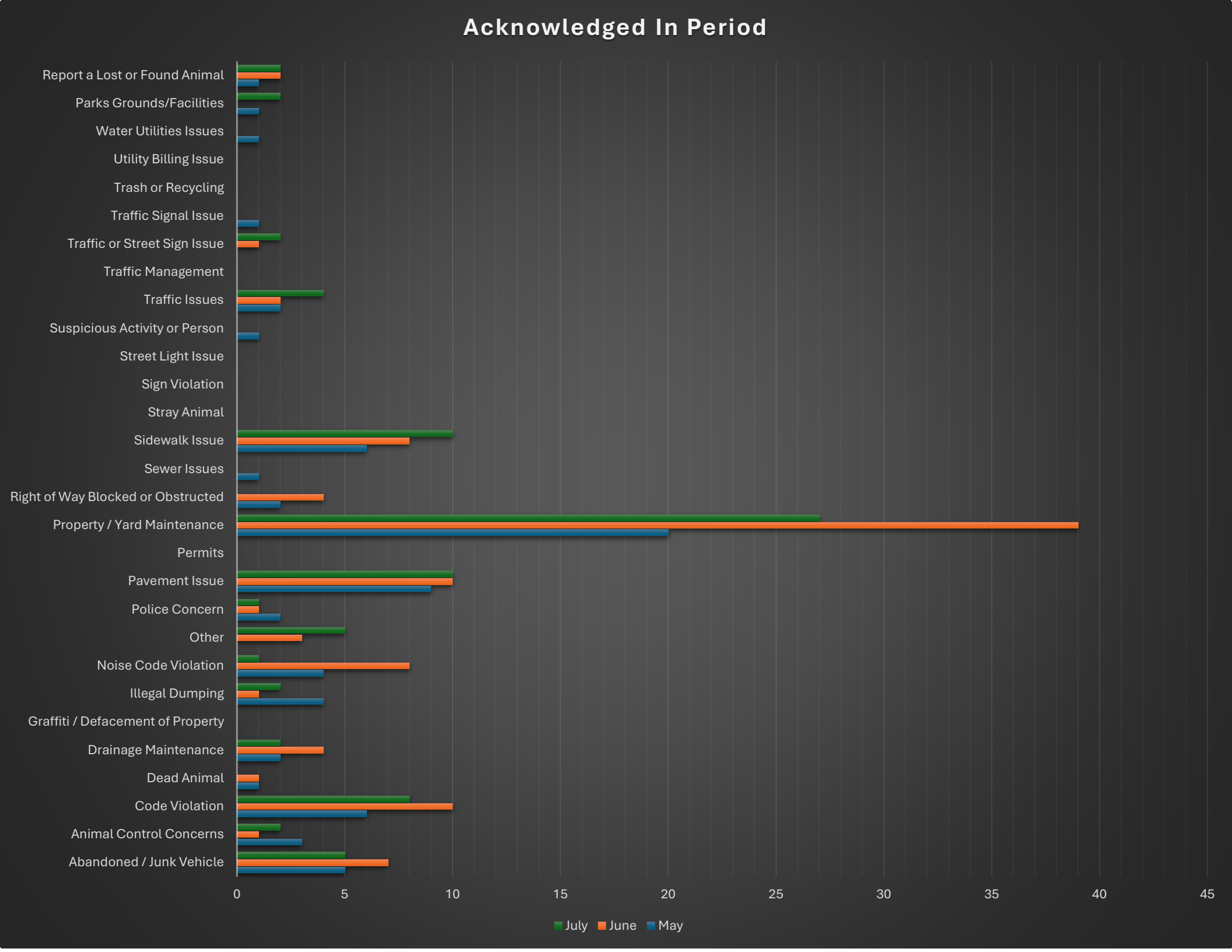
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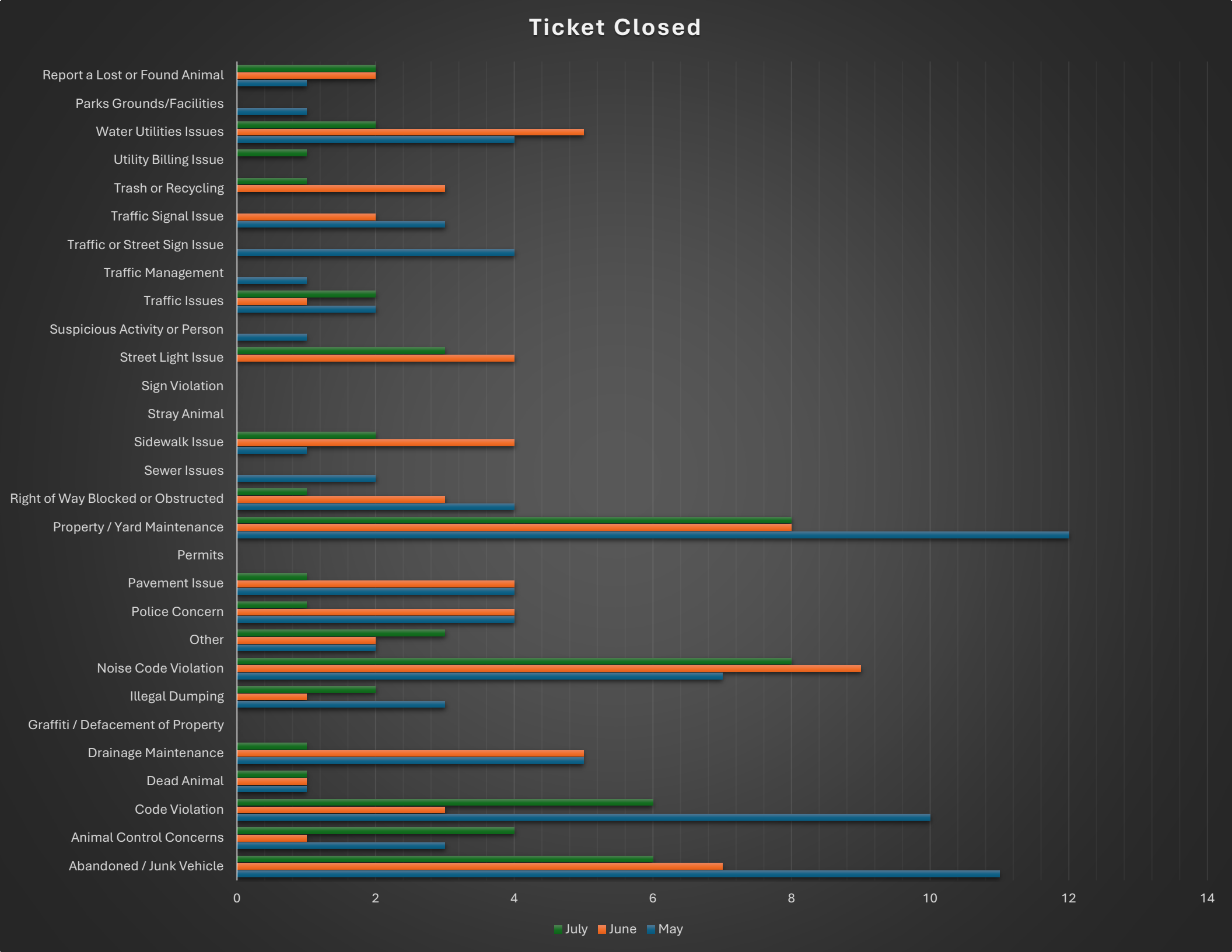
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Attachments

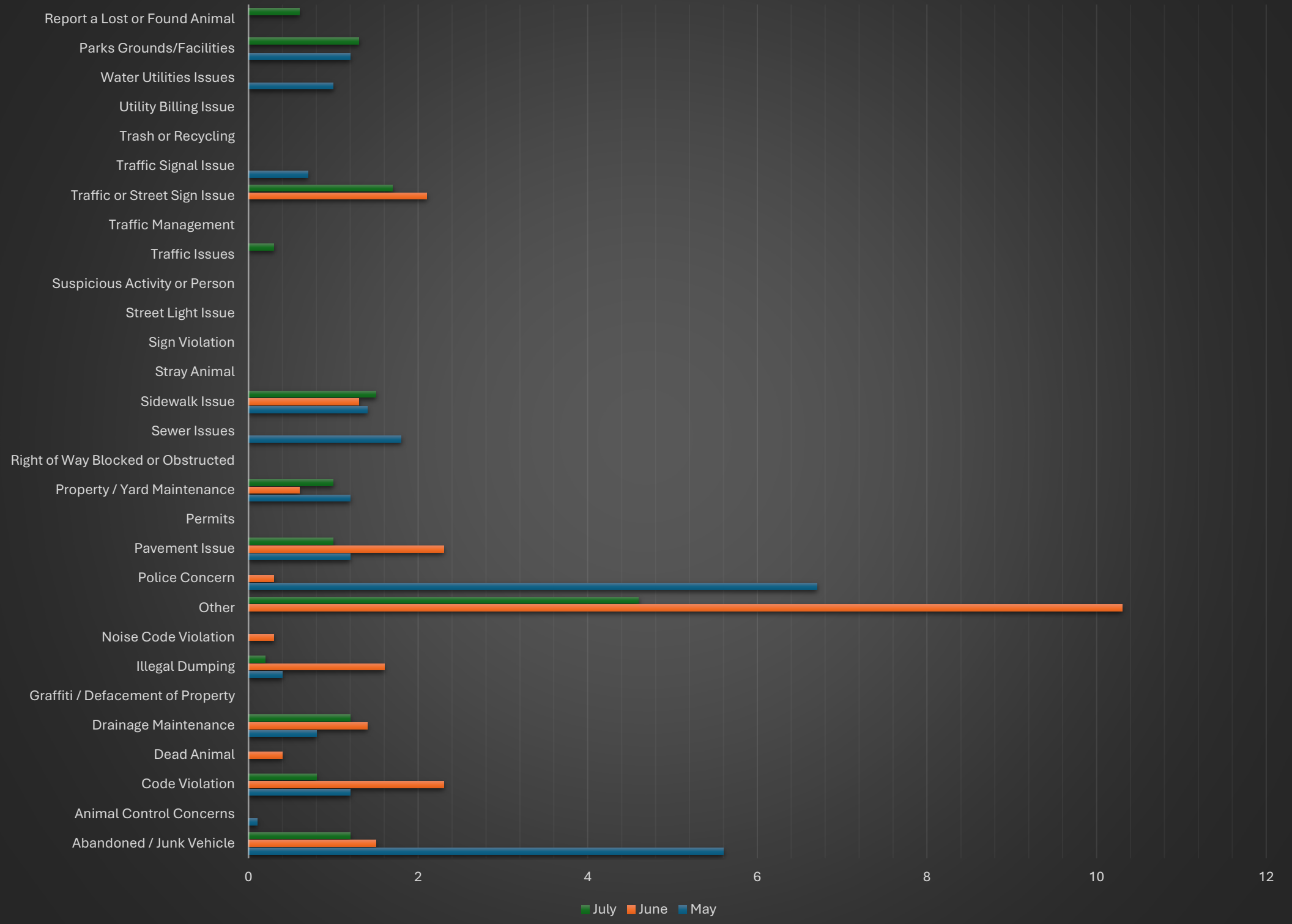
TicketsOpened.pdf
AckInPeriod.pdf
TicketsClosed.pdf
AvgDaystoAck.pdf
AvgDaystoClose.pdf
CurrentlyOpen.pdf

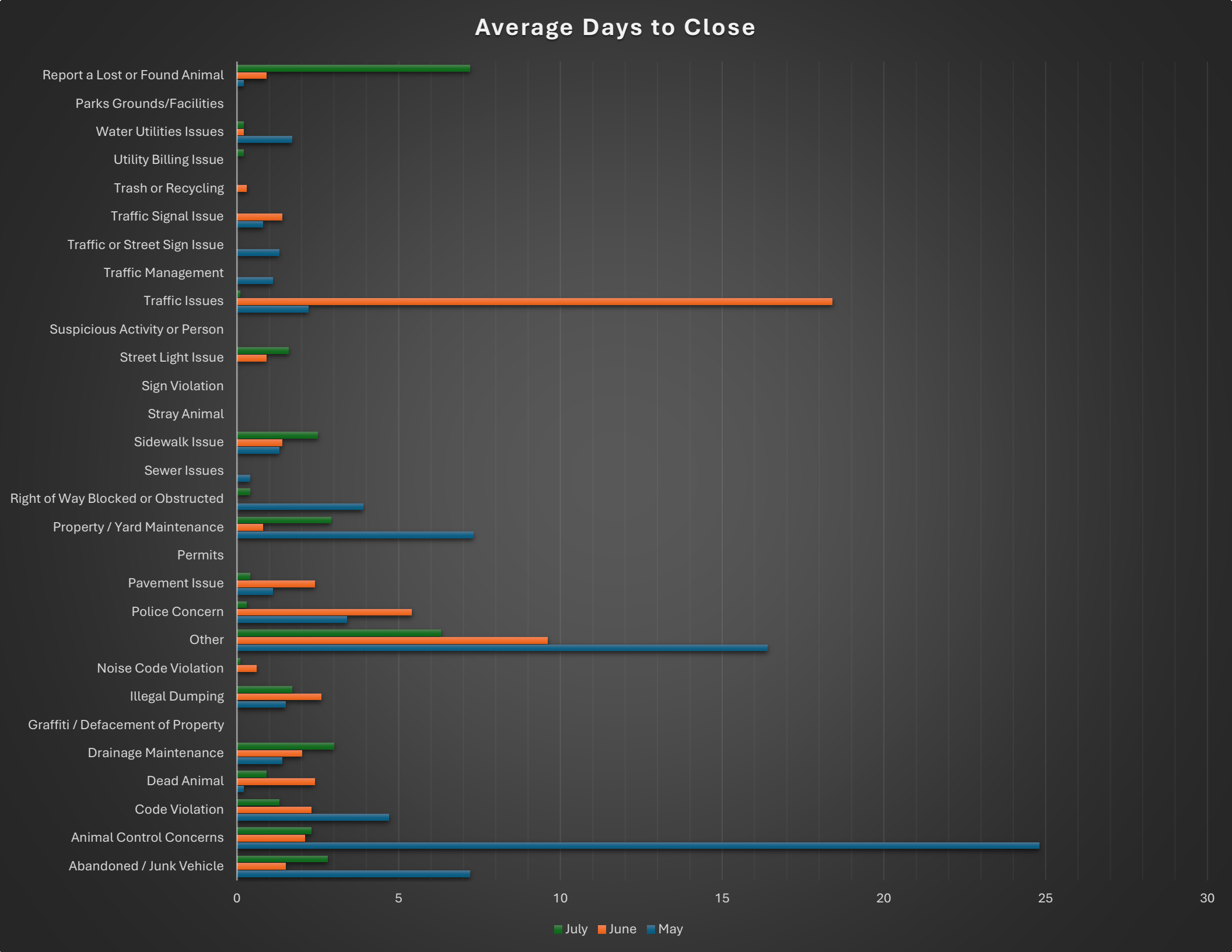

Tickets Opened
Report a Lost or Found Animal
Parks Grounds/Facilities
Water Utilities Issues
Utility Billing Issue
Trash or Recycling
Traffic Signal Issue
Traffic or Street Sign Issue
Traffic Management
Traffic Issues
Suspicious Activity or Person
Street Light Issue
Sign Violation
Stray Animal
Sidewalk Issue
Sewer Issues
Right of Way Blocked or Obstructed
Property / Yard Maintenance
Permits
Pavement Issue
Police Concern
Other
Noise Code Violation
Illegal Dumping
Graffiti / Defacement of Property
Drainage Maintenance
Dead Animal
Code Violation
Animal Control Concerns
Abandoned / Junk Vehicle
0
5
10
15
20
25
30
35
40
45
July
June
May

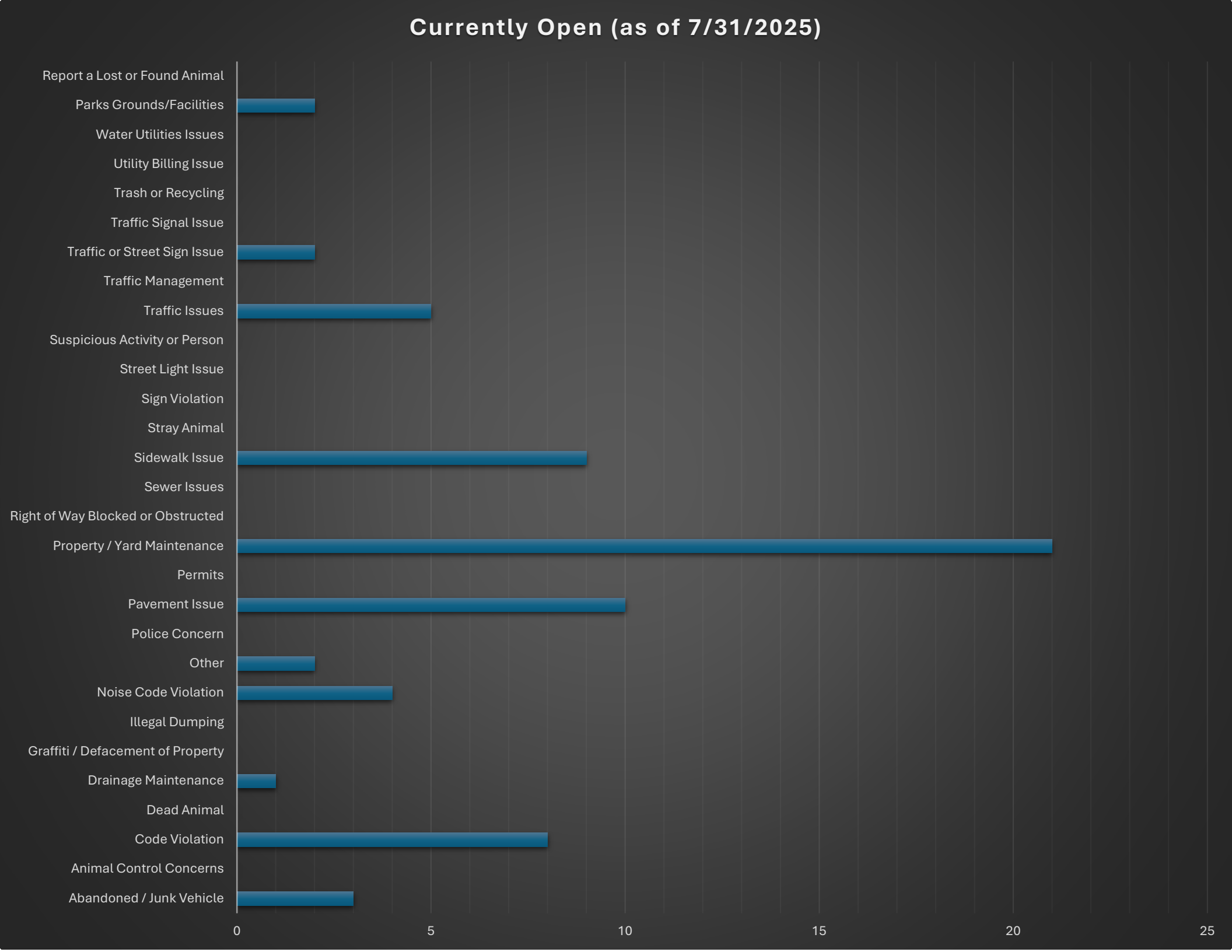

Acknowledged In Period
Report a Lost or Found Animal
Parks Grounds/Facilities
Water Utilities Issues
Utility Billing Issue
Trash or Recycling
Traffic Signal Issue
Traffic or Street Sign Issue
Traffic Management
Traffic Issues
Suspicious Activity or Person
Street Light Issue
Sign Violation
Stray Animal
Sidewalk Issue
Sewer Issues
Right of Way Blocked or Obstructed
Property / Yard Maintenance
Permits
Pavement Issue
Police Concern
Other
Noise Code Violation
Illegal Dumping
Graffiti / Defacement of Property
Drainage Maintenance
Dead Animal
Code Violation
Animal Control Concerns
Abandoned / Junk Vehicle
0
5
10
15
20
25
30
35
40
45
July
June
May


Ticket Closed
Report a Lost or Found Animal
Parks Grounds/Facilities
Water Utilities Issues
Utility Billing Issue
Trash or Recycling
Traffic Signal Issue
Traffic or Street Sign Issue
Traffic Management
Traffic Issues
Suspicious Activity or Person
Street Light Issue
Sign Violation
Stray Animal
Sidewalk Issue
Sewer Issues
Right of Way Blocked or Obstructed
Property / Yard Maintenance
Permits
Pavement Issue
Police Concern
Other
Noise Code Violation
Illegal Dumping
Graffiti / Defacement of Property
Drainage Maintenance
Dead Animal
Code Violation
Animal Control Concerns
Abandoned / Junk Vehicle
0
2
4
6
8
10
12
14
July
June
May

Average Days to Acknowledge




Average Days to Close
Report a Lost or Found Animal
Parks Grounds/Facilities
Water Utilities Issues
Utility Billing Issue
Trash or Recycling
Traffic Signal Issue
Traffic or Street Sign Issue
Traffic Management
Traffic Issues
Suspicious Activity or Person
Street Light Issue
Sign Violation
Stray Animal
Sidewalk Issue
Sewer Issues
Right of Way Blocked or Obstructed
Property / Yard Maintenance
Permits
Pavement Issue
Police Concern
Other
Noise Code Violation
Illegal Dumping
Graffiti / Defacement of Property
Drainage Maintenance
Dead Animal
Code Violation
Animal Control Concerns
Abandoned / Junk Vehicle
0
5
10
15
20
25
30
July
June
May


Currently Open (as of 7/31/2025)
Report a Lost or Found Animal
Parks Grounds/Facilities
Water Utilities Issues
Utility Billing Issue
Trash or Recycling
Traffic Signal Issue
Traffic or Street Sign Issue
Traffic Management
Traffic Issues
Suspicious Activity or Person
Street Light Issue
Sign Violation
Stray Animal
Sidewalk Issue
Sewer Issues
Right of Way Blocked or Obstructed
Property / Yard Maintenance
Permits
Pavement Issue
Police Concern
Other
Noise Code Violation
Illegal Dumping
Graffiti / Defacement of Property
Drainage Maintenance
Dead Animal
Code Violation
Animal Control Concerns
Abandoned / Junk Vehicle
0
5
10
15
20
25

City of Cibolo

City Council Regular Meeting Staff Report

A. Discussion/Action on a Joint Election Agreement and Election Service Contract between Guadalupe County, Marion Independent School District, City of Cibolo, City of Schertz, City of Kingsbury, Nixon-Smiley Consolidated Independent School District, Schertz-Cibolo-Universal City Independent School District, Guadalupe County Groundwater Conservation District, Cibolo Creek Municipal Authority, and Crystal Clear Special Utility District for the conduct of a Joint Election to be held Tuesday, November 4, 2025. (Ms. Chapman)

Meeting	Agenda Group
Tuesday, August 26, 2025, 6:30 PM	Discussion/Action Item: 9A.

From
Peggy Cimics, City Secretary

PRIOR CITY COUNCIL ACTION:

N/A

BACKGROUND:

N/A

STAFF RECOMMENDATION:

N/A

FINANCIAL IMPACT:

N/A

MOTION(S):

N/A

Attachments

Joint Election Agreement November 4 2025 Election_.pdf

JOINT ELECTION AGREEMENT AND ELECTION SERVICE CONTRACT
BETWEEN
GUADALUPE COUNTY, TEXAS
MARION INDEPENDENT SCHOOL DISTRICT, CITY OF CIBOLO, CITY OF SCHERTZ, CITY OF KINGSBURY, NIXON-SMILEY CONSOLIDATED INDEPENDENT SCHOOL DISTRICT, SCHERTZ-CIBOLO-UNIVERSAL CITY INDEPENDENT SCHOOL DISTRICT, GUADALUPE COUNTY GROUNDWATER CONSERVATION DISTRICT, CIBOLO CREEK MUNICIPAL AUTHORITY, and CRYSTAL CLEAR SPECIAL UTILITY DISTRICT

FOR THE CONDUCT OF A JOINT ELECTION TO BE HELD
TUESDAY NOVEMBER 4, 2025

This Joint Election Agreement and Election Service Contract is made this _____ day of _____, 2025, by and between Guadalupe County Elections Administrator, hereinafter referred to as "EA", and the Marion ISD, Schertz-Cibolo-Universal City ISD, City of Cibolo, City of Schertz, City of Kingsbury, Nixon-Smiley CISD, Seguin ISD, Guadalupe County Groundwater Conservation District, Cibolo Creek Municipal Authority, and Crystal Clear Special Utility District

WHEREAS, pursuant to Texas Election Code Section 271.002, governing bodies of political subdivisions may enter into an agreement to hold joint elections in election precincts that Can be served by common polling places.

WHEREAS, the Cities, Schools and Other Political Subdivisions Elections will be held on November 4, 2025, in 37 Countywide Polling Places (Vote Centers). Parties to this agreement serve voters within some of the same boundaries and it would be beneficial for them and the citizens and voters of their governing bodies to hold elections jointly.

NOW, THEREFORE, IT IS AGREED that a joint election will be conducted by EA on behalf of the Participating Authorities under the following terms and conditions:

THIS AGREEMENT is subject to the written approval of all parties and shall not be binding on the parties until such written approval is obtained.

THIS AGREEMENT will require the EA to be appointed the Joint Early Voting Clerk.

THIS AGREEMENT will require the Participating Authorities to use joint ballots, when applicable.

THIS AGREEMENT requires the Participating Authorities to share costs associated with this Joint Election proportionally where polling places are shared by more than one entity.

THIS AGREEMENT requires the Participating Authorities to be responsible for ordering its own election and publishing notice of the elections separately. The cost to publish the notices will be the responsibility of each individual entity.

THIS AGREEMENT will require joint Early Voting and Election Day locations, dates, and times to be used by the Participating Authorities.

THIS AGREEMENT will require the EA to tabulate the precinct results and canvassing separately for each Participating Authority. The results will be delivered to each entity by email, facsimile or mail.

THIS AGREEMENT will require the EA to be responsible for the safekeeping of election records for this joint election.

THIS AGREEMENT will require the EA to be responsible for performing the following duties and to furnish the following services and equipment pursuant to the election services contract with Guadalupe County:

1. Recommend election judges, alternate judges and clerks.
2. Pay election judges and other election workers.
3. Procure and distribute all necessary election supplies.
4. Supply all necessary voting equipment; transport equipment to and from the polling Locations, and prepare the voting equipment for use at the polling locations.
5. Issue Writs of Election to the election judges appointed.
6. Perform early Voting Clerk duties.
7. Publish the legal notice of the date, time and place of the electronic tabulating equipment test and conduct such test and provide copies to entities.
8. Arrange for the use of a central counting station and for the tabulating personnel needed at the counting station and assist in the preparation of programs and the test materials for tabulation of the ballots to be used with electronic voting equipment.
9. Assist in providing the general overall supervision of the election and will Provide to the Canvassing Authority the prescribed election records and reports as required when a central counting station is used:
    a. Canvassing Summary Report,
    b. Accumulated totals Report of early voting and Election Day, and
    c. Electronically submit results to the Secretary of State.

10. Voting System to be used:
    a. Express Vote Ballot Marking Device and DS200 Digital Ballot Scanner for In-Person Voting, Early and Election Day
    b. ExpressTouch DRE for Curbside Voting, for In-person Voting, Early and Election Day
    c. DS450 Ballot Digital Ballot Scanner for mail ballot tabulation at the Central Counting Station

GENERAL CONDITIONS

1. EARLY VOTING

A. Lisa Hayes, Elections Administrator, will be appointed as early voting clerk in compliance with Sections 271.006 of the Texas Election Code. Other deputy early voting clerks will be appointed as needed to process early voting mail and to conduct early voting at the main and branch locations. The names of Early Voting Clerks may be obtained from the EA.

B. Any qualified voter for the Joint Election may vote early by personal appearance at either the main early voting polling place or the branch early voting polling places at the times listed in **Attachment "A"** of this Agreement.

C. All requests for Early Voting ballots by mail that are received by participating Authority will be transported by runner on the day of receipt to the EA, 3251 State Hwy 123, Seguin, TX 78155, for processing. Person voting by mail will send their voted ballots to EA.

D. All early voting ballots will be prepared for counting by an Early Voting Ballot Board appointed in accordance with Section 87.001 of the Texas Election Code. EA will appoint members of the board and provide a list of members to the participating authority upon request. Participating authority agrees to appoint Sylvia Tobin-Stewart as presiding judge of the early voting ballot board.

2. VOTING LOCATIONS

A. Guadalupe County has been approved to use Vote Centers for the November 4,2025 Election, allowing Guadalupe County registered voters to vote at any Guadalupe County Election Day Voting Location, regardless of the precinct in which they reside.

EA shall select and arrange for the use of and payment for all Election Day voting locations. Voting locations will be the usual voting precincts in conducting county elections. The proposed locations are listed in **Attachment ''B"** of this Agreement. In the event a voting location is not available, the EA will arrange for use of an alternate location and notify Participating Authorities.

3. JOINT ELECTION COSTS: PAYMENT

A. Costs. Each Participating Authority remains responsible for all costs associated with their respective elections.

B. Cancellation. In the event any of the parties to this Agreement cancel their election because of unopposed candidates under Subchapter C of Title I of the Texas Election Code, the remaining parties shall be responsible for their respective elections, including all associated costs. The canceling party(s) shall be responsible for its respective share of election expenses incurred through the date that the election is canceled as allocated to that Participating Authority. In the event that a party cancels its election, the other parties shall continue to have access to the polling locations.
If an election is to be canceled by one of the parties, notice will be given to all parties within two (2) days of cancellation.

4. GENERAL PROVISIONS

A. Communication: Throughout the term of this Agreement, the Participating Authorities will engage in ongoing communications concerning the conduct of the Joint Election and discuss and resolves any problems which might arise regarding the Joint Election.

B. Effective Date: This Agreement takes effect upon the complete execution of this Agreement by all Participating Authorities.

C. To the extent the geographical boundaries of the political subdivision extend into a county other than Guadalupe County, Texas, the obligations of the EA contained in this contract are contingent upon the political subdivision and/or the other county complying with all state or federal requirements for the establishment of polling locations. With respect to election services for the political subdivision provided by the EA relative to polling locations outside of Guadalupe County, Texas, the EA's obligations herein are limited strictly to providing election services for the political subdivision who is a signatory to this agreement.

5. RECORDS OF THE ELECTION

A. Lisa Hayes, Elections Administrator, is hereby appointed general custodian of the voted ballots and all records of the Joint Election as authorized by Section 217.010 of the Texas Election Code.

B. Access to the election records will be available to participating Authority as well as to the public in accordance with the Texas Public Information Act, Chapter 552, Government Code, at the Elections Department, 3251 State Hwy 123, Seguin, TX, at any time during normal business hours.

C. Records of the election will be retained and disposed of in accordance with the records retention schedules which may have been adopted by each participating authority, and in accordance with the provisions of Title 6, Subtitle C, Chapter's 201 through 205, Texas Local Government Code, including the minimum retention requirements established by the Texas State Library and Archives Commission. If records of the election are involved in any pending election contest, investigation, litigation, or Texas Public Information Act, EA shall maintain the records until final resolution or until final judgment, whichever is applicable. It is the responsibility of the participating authority to bring to the attention of the EA any notice of any pending election contest, investigation, litigation, or Texas Public Information Act request which may be filed with a participating authority.

D. Upon request to maintain records beyond eligibility for preservation according with Section 66.058 of the Texas Election Code, EA shall supply a written cost estimate for storage to requesting participant.

6. MISCELLANEOUS PROVISIONS

A. Venue and Choice of Law: Participating Authorities agree that venue for any dispute arising under this Agreement will lie in the appropriate courts of Guadalupe County, Texas. This Agreement shall be governed by and construed in accordance with the laws of the State of Texas and the United States of America.

B. Entire Agreement: This Agreement contains the entire agreement of the parties relating to the rights herein granted and the obligations herein assumed and supersede all prior agreements, including prior election services contracts relating to each Participating Authority's November 7,2023 election. Any prior agreements, promises, negotiations, or representations not expressly contained in this Agreement are of no force and effect. Any oral representations or modifications concerning this Agreement shall be of no force or effect, excepting a subsequent modification in writing as provided herein.

C. Severability: If any provision of this Agreement is found to be invalid, illegal or unenforceable by a court of competent jurisdiction, such invalidity, illegality or unenforceability shall not affect the remaining provisions of this Agreement; and, parties to this Agreement shall perform their obligations under this Agreement in accordance with the intent of the parties to this Agreement as expressed in the terms and provisions of this Agreement.

D. Breach: In the event that any Participating Authority breaches any of its obligations under this Agreement, the non-breaching party(s) shall be entitled to pursue any and all rights and remedies allowed by law. Nothing in this Agreement shall be construed as a waiver of any immunity or defense to which any Participating Authority is entitled under statutory or common law.

E. Other Instruments: The Participating Authorities agree that they will execute other and further instruments, or any documents as may become necessary or convenient to effectuate and carry out the purposes of this Agreement.

F. Mediation: When mediation is acceptable to all parties in resolving a dispute arising under this Agreement, the parties agree to use a mutually agreed upon mediator, or a person appointed by a court of competent jurisdiction, for mediation as described in Section 154.023 of the Texas Civil Practice and Remedies Code. Unless all parties are satisfied with the result of the mediation, the mediation will not constitute a final and binding resolution of the dispute. All Communications within the scope of the mediation shall remain confidential as described in Section 154.023 of the Texas Civil Practice and Remedies Code, unless all parties agree, in writing, to waive confidentiality. Notwithstanding the foregoing the parties intend to fully comply with the Texas Open Meetings Act and the Texas Public Information Act, whenever applicable. The term "confidential" as used in this

Agreement has the same meaning as defined and construed under the Texas Public Information Act and the Texas Open Meetings Act.

G. Amendment/Modification: Except as otherwise provided, this Agreement may not be amended, modified, or changed in any respect whatsoever, except by a further Agreement in writing, duly executed by the parties hereto. No official, representative, agent, or employee of any Participating Authority has any authority to modify this Agreement except pursuant to such expressed authorization as may be granted by the governing body of the respective Participating Authority.

H. Counterparts: This Agreement may be executed in multiple counterparts, all of which shall be deemed originals and with the same effect as if all parties hereto had signed the same document. All of such counterparts shall be construed together and shall constitute one and the same Agreement.

7. ELECTION JUDGES, CLERKS AND OTHER ELECTION WORKERS

A. EA will be responsible for the appointment of the presiding judge and an alternate for each polling location. EA shall arrange for the training and compensation of all presiding judges and clerks. The names of Elections Judges may be obtained by contacting the EA.

B. In compliance with the Federal Voting Rights Act of 1965, as amended, precincts containing more than 5% Hispanic population, according to the 2010 census statistics, are required to have interpreter assistance. If a presiding judge is not bilingual and is unable to locate a bilingual clerk, EA may contact the participating authority who shall assist in locating a bilingual clerk.

C. EA is responsible for notifying all election judges of the eligibility requirements of Subchapter C of Chapter 32 of the Texas Election Code, and will take the necessary steps to ensure that all election Judges appointed for the joint election are eligible to serve. The presiding judge, with the Elections Office assistance, will be responsible for ensuring the eligibility of each appointed clerk hired to assist the judge in the conduct of the election.

D. No election judge will be appointed unless he/she has attended an election judge training session taught by the Elections Office in the past eighteen (18) months.

E. The election judges are responsible for picking up election supplies at the time and place determined by EA (which will be set forth in the election judge letter requesting service for this election). Each election judge will receive $14.00 per hour, and each clerk will receive $12.00 per hour for their hours worked on Election Day. The election judge will receive an additional $25.00 for picking up the election supplies prior to Election Day and for delivering election returns and supplies to their designated regional drop off site Election. Election judges and clerks attending a training class on Election Law Procedures will receive a one-time stipend of $35.00 for attending the class and working Election Day.

F. EA will employ other personnel, if necessary, for the proper administration of the election, including such part-time help to prepare for the election, to ensure the timely delivery of supplies and equipment during the period of early voting and on Election Day, and for the efficient tabulation of ballots at the central counting station. Part-time personnel working in support of the central counting station and regional sites on election nights will receive pay for at least four hours, minimum call for service, regardless of the actual hours worked.

8. SUPPLIES AND PRINTING

A. EA will arrange for all election supplies and election printing, including, but not limited to, all forms, signs and other materials used by the election judges at the voting locations.

B. EA will provide maps, if necessary, instructions and other information needed to enable the election judges to conduct a proper election.

C. Participating authorities shall furnish to EA a list of candidates and/or propositions showing the order and the exact way their candidate names and/or propositions are to appear on the official ballot in both English and Spanish. The list will be delivered to EA as soon as possible after ballot positions have been determined by the participating authority. Participating authority will be responsible for proofreading and approving the ballot in so far as it pertains to the authority's candidates and/or propositions.

9. RETURNS OF ELECTIONS

A. EA will be responsible for establishing and operating the central counting station to receive and tabulate the voted ballots in accordance with the provisions of the Texas Election Code and of this agreement.

B. Participating authority hereby, in accordance with Section 127.002, 127.003 and 127.005 of the Texas Election Code, appoint the following central counting station officials.

Manager	Lisa Hayes Guadalupe County Elections Administrator
Tabulating Supervisor	Michelle Shields Guadalupe County Assistant Elections Administrator
Presiding Judge	Cathy Boenig
Alternate Judge	Latrice Newton

C. The manager or representative will deliver timely cumulative reports of the election results as precincts are tabulated. The manager will be responsible for releasing cumulative totals and precinct returns from the election to the joint participants, candidates, press, and public by distribution of hard copies or electronic transmittals (where accessible). Participating authority, upon request, may require release of returns be given only at a specified location other than from the result center. Participating entities that would like the Guadalupe County Elections Office website linked to their website, must provide their web-site address to the Central Counting Station Manager.

D. EA will prepare the unofficial canvass report after all precincts have been counted and will deliver a copy of the unofficial canvass to each participating authority as soon as possible after all returns and provisional ballots have been tabulated, but in no event later than eight (8) days after the election. Participating Authority will be responsible for their official canvass of their respective elections.

E. EA will be responsible for conducting the post-election manual recount, unless a waiver is given from the Secretary of State in accordance with Section 127.201 of the Texas Election Code. Notification and copies of the recount, if the waiver is denied, will be provided to each participating authority and the Secretary of State's Office. Each political subdivision must notify the Elections Office if waiver has been granted or denied twenty (20) days before the election.

10. ELECTION EXPENSES

A. The participating authorities agree to share the costs of administering the November 4,2025 Joint Election. A general supervisory fee not to exceed 10% of the total cost of the election shall be assessed as authorized by the Texas Election Code, Sec. 31.100. Allocation of costs for the entire election, unless specifically stated otherwise, will be shared between the participating authorities based on a ratio formula involving the total number of registered voters eligible to vote in the Joint Election and the number of registered voters belonging to the participating authorities for the Joint Election. The participating authorities will be responsible for their percentage of the cost or a minimum cost of $500.00, whichever is greater. A sample of the estimated ratio is included in **Attachment ''C"** of this **Agreement,** and this **Percentage** is subject to change based on total eligible registered voters for the election and the entities participating in the Joint Election. **The cost of any special request from a participant, which is not agreed upon by all authorities, shall be borne by that participant.**

B. Any estimate of election costs is strictly an estimate. Final election expenses will be determined within 120 business days after the election. EA will provide each participating authority with a final invoice of expenses.

11. ELECTION REPORTS

EA will be responsible for ensuring the delivery of the reports titled Early Voting Daily Vote Totals and Daily Early Voter Listing (Alphabetical by precinct) to each participating authority each day of Early Voting for the previous day's voting activity. On the day after the conclusion of Early Voting, a Daily Early Voter Listing by precinct report inclusive of all days of Early Voting is to be delivered to each participating authority. When possible, the Early Voters' reports will be delivered by electronic means via e-mail, facsimile, or website.

12. RUNOFF ELECTION

In the event a runoff is necessary, the agreement will automatically be extended to cover the runoff. The EA will provide the designated entity in the runoff election with an estimate of cost to conduct participating authority's runoff.

13. NOTICE

Whenever this agreement requires any consent, approval notice, request or demand, it must be in writing to be effective and shall be delivered to the party intended to receive it was shown below:

If to the Elections Administrator:
Lisa Hayes
Guadalupe County Elections Administrator
3251 State Hwy 123
Seguin, TX 78155
830-303-6363

If to the Participating Authority:
Name:

Title:

Mailing Address:

14. This contract may be executed in multiple originals.

November 4,2025 JOINT AGREEMENT ACCEPTANCE AND APPROVAL

Recommended for approval by:

_____
LISA HAYES
Guadalupe County Elections Administrator

ACCEPTED AND AGREED TO BY PARTICIPATING AUTHORITY:

_____

ATTEST:

_____

Attachment "A"

NOVEMBER 4, 2025
(4 de Noviembre, 2025)

GENERAL AND SPECIAL ELECTIONS
(ELECCION GENERALES Y ESPECIALES)

Early Voting Dates and Hours
(Fechas y Horarios de Votación Anticipada)

Monday, October 20 through Friday, October 24, 2025…….8:00 a.m. to 5:00 p.m.
Lunes, 20 de Octubre hasta el Viernes, 24 de Octubre de 2025….8:00 de la mañana hasta las 5:00 de la tarde
Saturday, October 25, 2025 ……7:00 a.m. to 7:00 p.m.
Sabado, 25 de Octubre de 2025……7:00 de la mañana hasta las 7:00 de la tarde
Sunday, October 26, 2025 ……..12:00 p.m. to 6 p.m.
Domingo, 26 de Octubre 2025……..12:00 de la tarde hasta las 6:00 de la tarde
Monday, October 27 through Friday, October 31, 2025 …….7:00 a.m. to 7:00 p.m.
Lunes, 27 de Octubre hasta el Viernes, 31 de Octubre de 2025…7:00 de la mañana a las 7:00 de la tarde

Main Early Voting Polling Location
(Lugar Principal de Votación Anticipada)
ELECTIONS OFFICE
3251 State Hwy 123, Seguin, TX 78155
830-303-6363

Emergency and Limited ballots are available only at the main location. *(Boletas limitadas y de emergencia solamente están disponibles en este lugar.)*

Locations of Branch Early Voting Polling Locations
(Lugar de las Sucursales de Votación para la Votación Anticipada)

TEXAS STATE TECHNICAL COLLEGE	2189 FM 758, New Braunfels, TX
CIBOLO FIRE STATION #2	3864 Cibolo Valley Dr., Cibolo, TX
REDEMPTIVE GRACE MINISTRIES	2240 FM 725, New Braunfels, TX
ELECTIONS OFFICE ANNEX	1101 Elbel, Schertz, TX
CHRIST LUTHERAN CHURCH	3305 Church Rd., Seguin, TX
MARION ISD TONDRE RM	500 Bulldog Lane, Marion, TX
SEGUIN ISD ADM. BLDG.	1221 E. Kingsbury St., Seguin, TX

Applications for Ballot by Mail shall be mailed to: *(Las solicitudes para boletas que se votaran adelantada por correo deberan enviarse a:)* Lisa Hayes, Early Voting Clerk, 3251 State Hwy 123, Seguin, Texas 78155 or P. O. Box 1346, Seguin, TX 78156-1346. earlyvotingclerk@guadalupetx.gov
Applications for Ballots by Mail must be received no later than the close of business on October 24, 2025. *(Las solicitudes para boletas que se votaran adelantada por correo deberan recibirse para el fin de las horas de negocio el 24 de Octubre 2025.*

Attachment "B"

GENERAL AND SPECIAL ELECTION

Election Day Polling Locations. Polls Open from 7:00 a.m. to 7:00 p.m.
Guadalupe County will be using Vote Centers for the November 4, 2025 Elections
Any Guadalupe County registered voter can vote at any Guadalupe County Election Day Location, regardless of the Precinct in which they reside.

VC #1	**McQueeney Lions Club**, 3211 FM 78, McQueeney
VC #2	**New Life Fellowship,** 16489 Texas Hwy 123, Seguin
VC #3	**Seguin ISD Admin Building.,** 1221 E. Kingsbury St., Seguin
VC #4	**Forest Hills Baptist Church**, 8251 FM 1117, Seguin
VC #5	**Justice of the Peace Court, Pct 1**, 2405 E. US Hwy 90, Seguin
VC #6	**Kingsbury United Methodist Church**, 7035 FM 2438, Kingsbury
VC #7	**Brick and Blossom Event Center,** 10020 FM 621, Staples
VC #8	**Maranatha Fellowship Hall**, 2356 S. State Hwy. 80, Luling
VC #9	**TLU Alumni Student Center, Conf. Rooms A/B,** 1109 University St., Seguin
VC #10	**Redemptive Grace Ministries**, 2240 FM 725, New Braunfels
VC #11	**McQueeney VFW Post 9213**, 275 Gallagher, McQueeney
VC #12	**Columbus Club of Seguin**, 1015 S. Austin Street, Seguin
VC #13	**Our Lady of Guadalupe Church Annex**, 730 N. Guadalupe St. Seguin
VC #14	**Refuge III Church of Our Lord Jesus Christ,** 7535 Elm Creek Rd., Seguin
VC #15	**American Legion Hall Post 245**, 618 E. Kingsbury, Seguin
VC #16	**Geronimo VFW** 6808 N. State Hwy 123, Seguin
VC #17	**St. Joseph's Mission,** 5079 Redwood Rd., San Marcos
VC #18	**The Silver Center**, 510 E. Court St., Seguin
VC #19	**Texas State Technical College,** 2189 FM 758 RM 132, New Braunfels
VC #20	**Elections Office,** 3251 Hwy 123, Seguin
VC #21	**Word of Life Fellowship Church,** 213 Coy Lane, Cibolo
VC #22	**Marion Dolford Learning Center**, 200 W. Schlather Lane, Cibolo
VC #23	**Elections Office Annex**, 1101 Elbel Rd, Schertz
VC #24	**Schertz United Methodist Church**, 3460 Roy Richard Dr., Schertz
VC #25	**Selma City Hall**, 9375 Corporate Dr., Selma
VC #26	**Crosspoint Fellowship Church**, 2600 Roy Richard Drive, Schertz
VC #27	**Immaculate Conception Catholic Church**, 212 N. Barnett St., Marion
VC #28	**Schertz Community Center**, 1400 Schertz Parkway, Schertz
VC #29	**Mikulski Hall**, 509 Schertz Pkwy, Schertz
VC #30	**Schertz Community Center North**, 3501 Morning Dr., Cibolo
VC #31	**Marion ISD**, The Tondre Room, 500 Bulldog Lane, Marion
VC #32	**New Berlin Community Center**, 8815 FM 775, Seguin
VC #33	**NBISD Transportation Building** 2621 Klein Way, New Braunfels
VC #34	**Cibolo Fire Station #2**, 3864 Cibolo Valley Drive, Cibolo
VC #35	**Living Waters Worship Center**, 3325 N. State Hwy 46, Seguin
VC #36	**Christ Lutheran Church**, 3305 Church Rd, Seguin
VC #37	**Cibolo Valley VFW Post 8315**, 1000 Farm to Market Rd 78., Schertz
VC #38	**Cibolo Valley Baptist Church** 5500 FM 1103, Cibolo

Attachment "C"

November 4, 2025
Joint Election *Estimated* Entity Percentage
based on July voter registration numbers

Entity	Reg Voters	% Share
Guadalupe County	**131,330**	40.67%
City of Schertz	**24,994**	7.74%
City of Cibolo	**25,924**	8.03%
Cibolo Creek Municipal Utility District	**54,897**	17.00%
Nixon-Smiley CISD	**100**	0.03%
Marion ISD	**7,239**	2.24%
Guadalupe County Groundwater Conservation District	**17,719**	5.49%
SCUC ISD	**53,491**	16.56%
Crystal Clear SUD	**7239**	2.24%
Total	**322,933**	100.00%

City of Cibolo

City Council Regular Meeting Staff Report

D. Discussion/Action to approve a Mutual Termination Agreement between the City of Cibolo and the Santikos Cibolo Theater Realty, LLC, which shall cease the Chapter 380 Economic Incentive Agreement between the two parties and authorize the City Manager to execute the agreement. (Mr. Hardin)

Meeting	Agenda Group
Tuesday, August 26, 2025, 6:30 PM	Discussion/Action Item: 9D.

From
Clancy Hardin, Economic Development Manager

PRIOR CITY COUNCIL ACTION:

2019: Agreement approved: 4-1
2020: Amendment #1 approved: 7-0
2021: Amendment #2 approved: 7-0
2023: Amendment #3: approved 6-0

BACKGROUND:

2019:
The City of Cibolo entered into an economic development (Chapter 380) agreement with Santikos Cibolo Theater Realty, LLC, in March 2019 with the following conditions.

Santikos

- Employ 40 full time employees
- Employ 65-100 part time employees
    - Depending on peak or off-peak times
- Make good faith effort to employ 50% of employees from Cibolo
- Have annual payroll of at least $2,000,000
- Have grants through the San Antonio Area Foundation at a matching or exceeding level of City grant given that will benefit the citizens of Cibolo

City of Cibolo

- Rebate of 50% of general funds sales taxes generated by property
- Grant of $23,500/year from CEDC
- Rebate of 80% of M&O property taxes on real and personal property for the first 3 years of agreement
- Rebate of 50% of M&O property taxes on real and personal property for the remaining 2 years of agreement

The total incentive from the City and CEDC is capped at $150,000/year

2020: Amendment number 1
The Covid-19 pandemic beginning less than a year after the facility opened negatively impacted the company's ability to operate, including multiple weeks with forced closures or limited capacity. In response to the lingering adverse effects of the pandemic, the incentive agreement between the City of Cibolo and Santikos was amended in June 2020 to pause the agreement and have the start of the term begin January 1, 2021, with the option for an additional two years if agreed to by the Parties. The agreement was amended again in March 2021

2021: Amendment number 2
March 2021 amendment was to continue the pause on the agreement until January 1 2022

2023: Amendment number 3, the following items were amended:

Term: shall remain in full force and effect for four (4) years with an option for an additional two (2) years if agreed to by both parties unless earlier terminated by parties in writing per the terms of the agreement.

Incentives and Obligations: Owner will ensure that Employer shall employ a minimum of forty (40) Full-time Employees upon the commencement of business to the public by Employer in the entertainment complex. During peak times of the Year, Employer will employ sufficient number of Full-time Employees or Part-time Employees to meet its needs, but. Owner shall ensure that the minimum amount of annual pay roll per Section 5.3 shall be met by the Owner. Subject in all events to applicable laws and Employer's policies and procedures for hiring, Employer agrees to make a good faith effort to fill at least fifty percent (50%) of its employment positions at the Prope1iy with qualified individuals who reside in the corporate limits of the City of Cibolo. Owner will provide a biannual report to the City on the number of employees employed and amount expended on payroll on the Property. One report should reflect the peak time of Year and the other non-peak time of the Year.

2025:
Staff conducting compliance checks related to the agreements met with Rob Lehman Chief Operating Officer of Santikos to discuss their incentive agreement, staff was informed by Mr. Lehman due to leadership changes in the San Antonio Area Foundation, Santikos made the decision to no longer seek the incentives due to non compliance of section Section 5.8, which requires Santikos to provide grants to the San Antonio Area Foundation during the five-year term in an amount exceeding the City's grant amounts. Staff has worked with City Manager's Office, and both City of Cibolo and Cibolo Economic Development Corporation's legal and Santikos to draft the attached mutual termination agreement which is has been signed by Chief Executive Officer Blake Hastings of Santikos.

Cibolo Economic Development Corporation board will also review the mutual termination agreement during their August 21, 2025 meeting. That meeting/decision will be made after posting of this agenda item. Staff will update the City Council during this meeting.

STAFF RECOMMENDATION:

Staff recommends approval

FINANCIAL IMPACT:

As noted in the background above the total incentive from the City and CEDC is capped at $150,000/year Maximum value of this agreement (2019, 2022-2026) for the initial five (5) year term would be roughly $700,000. If the option for two (2) additional years (2027-2028) was exercised the maximum value would rise to $956,500 shown in the table below.


Image preview

History of payments made under the incentive agreement is below: (**red indicates no payment was made, due to non compliance)**



Recap:
Maximum available incentives:

- $699,750 (years 1-5)
- $256,750 (option years 6-7)
- $956,500 total for full agreement

Savings:

- Savings (difference between maximum estimated incentive available and actual payment): Years 1-4 $508,723 ($699.750-191,027)
- Non submittal savings: $256,802 years 3 and 4

Over all savings with termination for remainder of incentive agreement with options included: $639,302 (which is $256,802 years 3 and 4 +$382,500 (years 5,6,7 added

MOTION(S):

Attachments

Santikos Mutual Termination Agreement 2025.pdf
SIGNED - Chapter 380 - Santikos & City of Cibolo.pdf
SIGNED - Chapter 380 First Amendment - Santikos & City of Cibolo.pdf
SIGNED - Chapter 380 Second Amendment - Santikos & City of Cibolo.pdf
SIGNED - Chapter 380 Third Amendment - Santikos & City of Cibolo.pdf

MUTUAL TERMINATION AGREEMENT
BETWEEN
CITY OF CIBOLO TEXAS AND SANTIKOS CIBOLO THEATER REALTY, LLC.

THIS MUTUAL TERMINATION AGREEMENT (the "Agreement") is entered into this _____ day of August 2025 (the "Effective Date"), the **CITY OF CIBOLO**, Texas, a home rule municipal corporation (the "City") and **SANTIKOS CIBOLO THEATER REALTY, LLC**. ("Owner"). Owner and the City are sometimes collectively referred to herein as the "Parties", who agree follows:

WHEREAS, in 2019 Owner had applied for economic incentives to promote development of entertainment facilities within the City for the citizens of Cibolo and for the addition of employees at their business located on the Property in the City; and

WHEREAS, City and Owner entered into an Economic Incentive Agreement ("Contract") where City authorized some economic incentives in return Owner agreed to start operations of an entertainment facility located near the corner of I-35 and Wiederstein in the new Cibolo Crossing Shopping Center including committing to hiring some employees from the City and area; and

WHEREAS, in 2023, the term of the contract was amended because of COVID-19 epidemic which caused delays in Owner meeting some of its initial hiring and incentive requirements; and

WHEREAS, the Parties desire to terminate the Contract pursuant to the terms and conditions set forth herein.

NOW THEREFORE, in consideration of the undertakings of the Parties as set forth in this Agreement, and other good and valuable consideration, the receipt and sufficiency of which is hereby acknowledged, and intended to be legally bound, the Parties hereby agree as follows:

1. Termination of the Contract. The Parties mutually agree that Contract shall be terminated effective August ___, 2025. (the "Termination Date"). Upon the Termination Date, the Contract shall have no further force or effect.

2. Consideration. Each party acknowledges and agrees that both Parties have agreed that the terms of the agreement have been fulfilled to the satisfaction of both Parties and that no additional consideration of any kind is due from the either Party with respect to the Contract.

3. Effect of Termination on Contract. All transactions completed by the Parties under the Contract prior to the Termination Date shall remain in full force and effect and shall not be revoked or adversely effected because of the termination of the Contract or this Agreement.

4. Fees and Expenses. Each Party hereto shall bear its own fees and expenses (including attorneys' fees) incurred in connection with the Contract, this Agreement and the consummation of the transactions contemplated hereby.

5. Representations. Each Party hereby represents and warrants that it has not assigned or otherwise conveyed or delegated, in whole or in part, any claim or right that it has or may have under the Contract to any third party or person. Each Party represents that the execution and delivery of this Agreement is the duly authorized and binding act of the Party, and that the Party's signatory hereto is duly authorized to execute this Agreement on behalf of the Party.

6. No Admission of Liability. City and Owner expressly agree and acknowledge that their entering into this Agreement shall not be construed in any manner as an admission of any liability, obligation, or wrongdoing on the part of either Party. Each Party expressly denies all liability or wronging with respect to the Contract.

7. Cooperation between the Parties. Each Party shall fully cooperate with the other Party with respect to the performance of this Agreement. Each Party will provide or make available to the other Party any information and will execute, acknowledge and deliver such further documents that may reasonably be required to effectively perform this Agreement and to evidence the termination of the Contract and to release all obligations and liabilities of the Parties thereunder.

8. Governing Law and Venue. This Agreement will be governed by and interpreted in accordance with the laws of the State of Texas, without giving effect to the principles of conflicts of law of such state. The Parties hereby agree that any action arising out of this Agreement will be brought solely in any state court located in Guadalupe County. Both Parties hereby submit to the exclusive jurisdiction and venue of any such court.

9. Binding Agreement. This Agreement shall be binding upon and inure to the benefit of the successors, assigns and legal representatives of the Parties. There are no third-party beneficiaries to this Agreement. Each Party acknowledges and agrees that it fully understands the provisions set forth in this Agreement and their effect, and that each Party is voluntarily entering into this Agreement.

10. Severability. If any provision or portion of this Agreement shall be held by a court of competent jurisdiction to be illegal, invalid, or unenforceable, the remaining provisions or portions shall remain in full force and effect

11. Construction. The headings and captions appearing in this Agreement have been inserted for the purposes of convenience and ready reference, and do not purport to and shall not be deemed to define, limit or extend the scope or intent of the provisions to which they appertain. This Agreement shall not be construed more strongly against either Party regardless of which Party is more responsible for its preparation.

12. Notices. Any notice and/or statement required and permitted to be delivered shall be deemed delivered by depositing same in the United States mail, certified mail with return receipt requested, postage prepaid, or upon receipt by nationally recognized overnight courier, addressed to the appropriate party at the following addresses, or at such other addresses provided by the parties by notice under this Section:

OWNER: Santikos Cibolo Theater Realty, LLC
c/o Santikos Enterprises, LLC
Attn: Chief Executive Officer
4630 N. Loop 1604 West, Suite 501
San Antonio, Texas 78249

CITY: City of Cibolo
Attn: City Manager
200 S. Main
Cibolo, TX 78108

14. Entire Agreement; Modification. This Agreement is the entire agreement between the Parties with respect to the subject matter hereof and supersedes any prior agreement or communications between the Parties, whether written, oral, electronic or otherwise. No change, modification, amendment, or addition of or to this Agreement shall be valid unless in writing and signed by authorized representatives of the Parties. Each Party hereto has received independent legal advice regarding this Agreement and their respective rights and obligations set forth herein. The Parties acknowledge and agree that they are not relying upon any representations or statements made by the other Party or the other Party's employees, agents, representatives or attorneys regarding this Agreement, except to the extent such representations are expressly set forth herein.

Agreed and executed upon this 4 **day of** August **, 2025.**

OWNER

SANTIKOS ENTERPRISES, LLC, a Texas limited liability company, its Sole Member

By:
Title: Chief Executive Officer

CITY OF CIBOLO

By: Wayne Reed
Title: City Manager

Attest:

Peggy Cimics
City Secretary

ECONOMIC INCENTIVES AGREEMENT
BETWEEN
CITY OF CIBOLO TEXAS AND SANTIKOS CIBOLO THEATER REALTY, LLC.

COPY

THIS AGREEMENT FOR ECONOMIC INCENTIVES (this "Agreement"), is made and entered into this 12 day of March, 2019, by and between the **CITY OF CIBOLO**, Texas, a home rule municipal corporation (the "City") and **SANTIKOS CIBOLO THEATER REALTY, LLC.** ("Owner"). Owner and the City are sometimes collectively referred to herein as the "Parties", who agree follows:

FACTUAL RECITALS AND FINDINGS:

Whereas, Owner owns real property in the City of Cibolo, Texas located near the corner of I-35 and Wiederstein in the new Cibolo Crossing Shopping Center, being more fully described in Exhibit "A" ("Property"); and

Whereas, Owner has applied for economic incentives to promote development of entertainment facilities on the Property within the City for the citizens of Cibolo and for the addition of employees at their business located on the Property in the City; and

Whereas, Article III, Section 52-a of the Texas Constitution gives the Texas Legislature the authority to provide for loans and grants of public money or assets for the development and diversification of the State's economy and the elimination of unemployment or underemployment; and

Whereas, pursuant to the Texas Local Government Code, the City may establish and provide for the administration of an economic development program to advance economic growth, while also stimulating business and commercial activity within the municipality; and

Whereas, in consideration of the representations made in this Agreement by Owner to the City, the City Council has approved and authorized this Agreement for economic financial incentives; and,

Whereas, the City desires to promote local economic development and to stimulate business and commercial activity in the City;

NOW, THEREFORE, in consideration of the mutual covenants herein contained, the Parties hereby contract, covenant and agree as follows:

Section 1. Authorization

This Agreement is authorized by state law and is within the authority of the City and its Charter.

Section 2. Factual Recitals and Findings

COPY

The factual recitals and findings set forth above are found to be true and correct for all purposes, and incorporated into the body of this Agreement.

Section 3. Term

This Agreement shall be effective as of the date of execution by both parties. This Agreement shall remain in full force and effect for five (5) years with an option for an additional two (2) years if agreed to by the Parties or unless earlier terminated by the parties in writing (the "Term") per the terms of this Agreement.

Section 4. Definitions

City shall mean the City of Cibolo, Texas.

Employer shall mean Santikos Theaters, LLC, a Texas limited liability company.

Full-time Employees or FTE shall mean the average number of employees in a given year working more than a thirty-hour work week.

Owner shall mean Santikos Cibolo Theater Realty, LLC.

Part-time Employees shall mean the average number of employees in a given year working no more than a thirty-hour work week.

Year shall mean a twelve-month period of time utilizing the effective date of this Agreement as day one of the twelve months and extending there from for a period of twelve months.

INCENTIVES AND OBLIGATIONS

Section 5. Owner Obligations

5.1 Owner owns the designated Property located near the corner of I-35 and Wiederstein in the new Cibolo Crossing Shopping Center, described in Exhibit "A" attached hereto, the site of future operations of Employer.

5.2 Owner will ensure that Employer shall employ a minimum of forty (40) Full-time Employees upon the commencement of business to the public by Employer in the entertainment complex being constructed on the Property and expected to be completed on or about June, 2019. During peak times of the Year, Employer will employ an additional one hundred (100) Part-time Employees. During non-peak times of the Year, Employer will employ sixty-five (65) Part-time Employees. Full-time Employees or Part-time Employees employed by Employer at other entertainment centers and/or theatres, not working on the Property, shall not apply towards fulfillment of these minimum employment obligations. Subject in all events to applicable laws and

Employer's policies and procedures for hiring, Employer agrees to make a good faith effort to fill at least fifty percent (50%) of its new employment positions at the Property with qualified individuals who reside in corporate limits of the of City of Cibolo. Owner will provide a biannual report to the City on the number of employees employed and amount expended on payroll on the Property. One report should reflect the peak time of Year and the other non-peak time of the Year.

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5.3 Owner will ensure that Employer agrees to expend a minimum of two million dollars ($2,000,000.00) per year for payroll of its employees on this Property, which will include both the Full-time Employees and Part-time Employees. Full-time Employees or Part-time Employees by Employer at other entertainment centers, not working on the Property, shall not apply towards fulfillment of the minimum payroll obligation.

5.4 Owner agrees to obtain or cause to be obtained, all necessary permits and approvals from City and/or all other governmental agencies having jurisdiction over the construction of the entertainment complex, which includes a movie theater, bowling alley and arcade, on the Property which lie within the City limits. Owner further agrees to pay all fees required by the City Code of Ordinances, including but not limited to permit and impact fees, unless the same is waived by the City, credited to Employer or Owner or otherwise included as a part of the grants provided herein.

5.5 Owner will reasonably cooperate with the City with respect to the procedures and structure necessary to give effect to this Agreement, and accomplish the intended purposes at the earliest date, or on or before an agreed date.

5.6 Owner will keep the Property fully insured for loss and property damage during the term of this Agreement; and will maintain adequate liability insurance.

5.7 **In the event that Owner (a) allows its ad valorem taxes owed the City to become delinquent for more than sixty (60) days (delinquent does not include the process of protesting the assessment of taxes on the Property), or (b) violates any of the terms and conditions of this Agreement beyond a period of thirty (30) days after written notice from the City or (c) Employer fails to maintain the new jobs required by this Agreement and fails to cure such failure within thirty (30) days of written notice from the City, then the Agreement may be terminated by the City, and all monies provided are subject to be recaptured and paid to the City by Owner within sixty (60) days of the termination.**

5.8 Owner will ensure that during the term of this Agreement, grants will be provided to the community of Cibolo, through the San Antonio Area Foundation (SAAF), of equal to or greater than the Grants given to Owner by the City as defined in Section 6.1. The grants provided by the SAAF shall serve primarily the citizens of Cibolo and shall be made subject to the policies, procedures, and requirements of the SAAF.

5.9 Owner's Covenants and Duties. Owner makes the following covenants and warranties to the City. Any false or substantially misleading statements contained herein or failure to timely and fully perform those obligations and duties within this Agreement shall be an act of Default by the Owner:

A. Owner is authorized to do business and is in good standing in the State of Texas and shall remain in good standing in the State of Texas and the United States of America during any term of this Agreement.

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B. The execution of this Agreement has been duly authorized by the Owner, and the individual signing this Agreement on behalf of the Owner is empowered to execute such Agreement and bind the company.

C. The Owner is not a party to any bankruptcy proceedings currently pending or contemplated, and Owner has not been informed of any potential involuntary bankruptcy proceedings.

D. The funds herein granted shall be used solely for the purpose of the reimbursement of and/or construction of the Project within the Property and associated with the Project, including all Hard Costs and Soft Costs.

E. Owner shall make diligent efforts to timely and fully comply with all of the terms and conditions of this Agreement.

F. Owner shall have a continuing duty to reasonably cooperate with the City in providing all necessary information to assist City in complying with this Agreement; and to execute such other and further documents as may be reasonably required to comply therewith.

Section 6. City's Obligations.

6.1. As a condition of the Owner investing in the development of entertainment facilities on the Property within the City and ensuring in the hiring of employees by Employer, the City will provide the following incentives:

A. Maximum incentive package not to exceed **one hundred and fifty thousand dollars ($150,000)** in any year of the term of this Agreement.

B. City shall provide the incentives up to the Maximum using any or all of the following:

i. A Grant by the City of fifty percent (50%) rebate of general fund sales tax generated by the entertainment facility on the Property per year for the term of this Agreement.

ii. A Grant by the Cibolo Economic Development Corporation (CEDC) of $23,500 per year for the term of this Agreement to be used for the building and improvements to the entertainment facility per Chapter 505 of the Local Government Code.

iii. A Grant by the City of eighty percent (80%) of M&O property taxes on Real and Personal property generated from the Property for three (3) years from the effective date of this Agreement.

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iv. A Grant by the City of fifty percent (50%) of M&O property taxes on Real and Personal property generated from the Property for the remaining two (2) years of the initial Term of this Agreement.

C. City shall be required to pay the above incentives as follows:

i. The grant by the City of 50% rebate of general fund sales tax shall be payable within ninety (90) days of Owner's fiscal year end.

ii. The grant by the CEDC of $23,500 to be used for the building and improvements to the entertainment facility shall be payable on or about June 1st of each year of the term of this Agreement.

iii. A Grant by the City of 80 % of M&O property taxes on Real and Personal property generated from the Property shall be payable within ninety (90) days of proof by Owner of payment of the taxes.

D. If Owner succeeds in generating $15,000,000.00 in annual gross sales from the operation of its theatre, bowling alley and other entertainment amenities in the City during the term of this Agreement, the City shall not be required to make any further grants as outlined in Section 6.1 B and the Agreement shall be terminated. Owner shall be obligated to notify the City in writing within ninety (90) days after obtaining its audited financial results that reflect $15,000,000.00 in annual gross sales from the operation of its theatre.

Section 7. Assignment

7.1 Owner shall have the right, without the City's consent, to transfer or assign this Agreement to an Affiliate that will occupy the Property for the purpose of operating the entertainment facility provided that Owner shall notify the City in writing of such transfer or assignment within ten (10) days after the effective date thereof. For purposes of this Agreement, **Affiliate** (herein so called) shall mean:

(1) A parent corporation of Owner

(2) Any wholly-owned subsidiary of Owner

(3) Any business entity succeeding to substantially all of Owner's assets as a result of a consolidation or merger; or

(4) Any business entity to which all or substantially all of Owner's assets have been sold.

7.2 The transfer or assignment of this Agreement to an entity which does not satisfy the requirements of Section 7.1 above shall require the City's consent as evidenced by an ordinance duly enacted by the City Council after receipt by the City of Owner's written notification of such proposed transfer at least sixty (60) days before the effective date

thereof, provided that the City's consent shall not unreasonably be withheld, conditioned, or delayed.

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7.3 Any attempted transfer or assignment of this Agreement in violation of the terms set forth in Section 7 shall be void ab initio, and shall entitle the City to terminate this Agreement by written notice to Owner, whereupon the parties hereto shall be relieved of all duties hereunder except that City shall be able to recapture the funds per Section 5.6; provided, however, that such termination shall not be effective if, within ten (10) days after its receipt of the City's termination notice, Owner shall notify the City that Owner has rescinded such attempted transfer or assignment.

7.4 Effective as of the effective date of a transfer or assignment pursuant to Section 7.1 or 7.2 above, Owner will be released of any further duties or obligations under this Agreement, provided however, that the transferee or assignee must agree in writing to assume and be bound by the terms of this Agreement before Owner will be so released.

Section 8. Termination

8.1 This Agreement shall terminate upon the earliest occurrence of any one or more of the following: (a) The written agreement of the Parties; (b) The Agreement's Expiration Date per Section 3; or (c) an uncured Default by the Owner.

8.2 Owner shall be deemed in default under this Agreement (which shall be deemed a breach hereunder) if Owner or Employer fails to perform, observe or comply with any of its covenants, agreements or obligations hereunder or breaches or violates any of its representations contained in this Agreement. Before any failure by Owner or Employer to perform its obligations under this Agreement shall be deemed to be a breach of this Agreement, the City claiming such failure shall notify, in writing, the Owner the alleged failure and shall demand performance. No breach of this Agreement may be found to have occurred if performance has commenced to the reasonable satisfaction of the City within fifteen (15) days of the receipt of such notice.

8.3 **Recapture**. In the event of default by Owner or Employer under this Agreement, the City shall, after providing Owner notice and an opportunity to cure per Section 8.2, have the right to recapture all Grants awarded pursuant to Section 6.1 pursuant to this Agreement and void any future grants.

Section 9. Mutual Assistance

The parties shall do all things reasonably necessary or appropriate to carry out the terms and provisions of this Agreement and to aid and assist each other in carrying out such terms and provisions. The Company hereby consents to and agrees to cooperate in any request by the City to obtain copies of Sales/Use tax returns from the State. The parties shall execute any additional documents and agreement reasonably necessary to implement this Agreement. The Company shall execute a Waiver of Sale Tax Confidentiality or such other form as required by the State Comptroller to allow the City to monitor this Agreement.

Section 10. Employment of Undocumented Workers.

During the term of this Agreement, the Owner and Employer agree to not knowingly employ any undocumented workers, and, if convicted of a violation under 8 U.S.C. Section 1324a(f), the Owner or Employer shall be in Default and repay the amount of the payment received by the Owner from the City as of the date of such violation within one hundred twenty (120) days after the date the Owner is notified by the City of such violation, plus interest at the rate of six percent (6.00%) compounded annually from the date of the violation until paid in full. The Owner and Employer are not liable for an unknown violation of this section by a contractor or subcontractor of the Owner or by a person with whom the Owner contracts provided however that identical federal law requirements provided for herein shall be included as part of any agreement or contract which Owner enters into with any contractor or subcontractor which Grants provided herein will be used. Owner shall cause each contractor, subcontractor or other entity engaged in the construction of the Improvements provided by this Agreement to verify the employment status of each employee so engaged with the e-verify service provided by the United States Citizenship and Immigration Services and shall annually certify such compliance to the City.

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Section 11. Representations and Warranties

The City represents and warrants to Owner that this Agreement is within the scope of its authority and the provisions of the City's Charter and it is duly authorized and empowered to enter into this Agreement. Owner represents and warrants to the City that it has the requisite authority to enter into this Agreement.

Section 12. Sections or Other Headings

Sections or other headings contained in this Agreement are for reference purposes only and shall not affect in any way the meaning or interpretation of this Agreement.

Section 13. Intentionally Omitted

Section 14. Mediation

If a dispute arises out of or relates to this Agreement or the breach thereof, the Parties shall first in good faith seek to resolve the dispute through negotiation between the upper management of each respective Party. If such dispute cannot be settled through negotiation, the Parties agree to try in good faith to settle the dispute by mediation under the Commercial Mediation Rules of the American Arbitration Association, before resorting to litigation, or some other dispute resolution procedure; provided that a Party may not invoke mediation unless it has provided the other Party with written notice of the dispute and has attempted in good faith to resolve such dispute through negotiation. Notwithstanding the foregoing, any Party may seek immediate equitable relief, without attempting to settle a dispute through mediation, in any case where such Party is entitled to equitable relief by law, the terms of the Agreement, or otherwise. All costs of negotiation, mediation, collectively known as alternate dispute resolution ("ADR") shall be assessed equally between the City and Owner with each party bearing their own costs for attorney's fees, experts, and other costs of ADR and any ensuing litigation.

Section 15. Force Majeure

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The duties of the Owner and City to observe and to perform any of the provisions of this Agreement on its part to be performed or observed (including, without limitation the employment requirements of Owner set forth herein), shall be excused for a period equal to the period of prevention, delay or stoppage due to causes or events beyond the control of the Owner and or City such as strikes, civil riots, water, invasions, fire or other casualty, or Acts of God ("Force Majeure").

Section 16. Entire Agreement

This Agreement contains the entire agreement between the parties with respect to the transaction contemplated herein.

Section 17. Amendment

This Agreement may only be amended or altered by written instrument signed by the Parties.

Section 18. Notice

Any notice and/or statement required and permitted to be delivered shall be deemed delivered by depositing same in the United States mail, certified mail with return receipt requested, postage prepaid, or upon receipt by nationally recognized overnight courier, addressed to the appropriate party at the following addresses, or at such other addresses provided by the parties by notice under this Section:

OWNER: Santikos Cibolo Theater Realty, LLC
c/o Santikos Enterprises, LLC
Attn: Chief Executive Officer
4630 N. Loop 1604 West, Suite 501
San Antonio, Texas 78249

CITY: City of Cibolo
Attn: City Manager
200 S. Main
Cibolo, TX 78108

With copy to: Davidson Troilo Ream & Garza
City Attorney
601 NW Loop 410, Suite 100
San Antonio, TX 78216

Section 19. Interpretation

Regardless of the actual drafter of this Agreement, this Agreement shall, in the event of

any dispute over its meaning or application, be interpreted fairly and reasonably, and neither more strongly for or against any party.

COPY

Section 20. Applicable Law

This Agreement is made, and shall be construed and interpreted under the laws of the State of Texas, and venue shall lie in state courts located in Guadalupe County, Texas.

Section 21. No Personal Liability of Public Officials

No public official or employee shall be personally responsible for any liability arising under or growing out of this Agreement.

Section 22. Audit

The City shall, upon reasonable prior written notice to the Owner and during normal business hours, have the right to audit and inspect the Owner's records, books, and all other relevant records related to this Agreement. The Parties agree to maintain the appropriate confidentiality of such records, unless disclosure of such records and information shall be required by a court order, a lawfully issued subpoena, State Law, or at the direction of the Office of the Texas Attorney General.

This agreement is subject to final attorney review by the Parties' respective attorneys; and all other formal approvals required by law.

Agreed and executed upon this 12 **day of** March, **2019.**

COPY

OWNER
SANTIKOS CIBOLO THEATER REALTY, LLC

By: SANTIKOS ENTERPRISES, LLC, a Texas limited liability company, its Sole Member

By: _____
Tim Handren, Chief Executive Officer

EMPLOYER

SANTIKOS THEATERS, LLC,

By: SANTIKOS ENTERPRISES, LLC, a Texas limited liability company, its Sole Member

By: _____
Tim Handren, Chief Executive Officer

CITY OF CIBOLO

_____
By: Robert T. Herrera
Title: City Manager

Attest:

_____
Peggy Cimics
City Secretary

ECONOMIC INCENTIVES AGREEMENT
BETWEEN
CITY OF CIBOLO TEXAS AND SANTIKOS CIBOLO THEATER REALTY, LLC.
AMENDMENT No. 1

This is an Amendment to an Agreement **FOR ECONOMIC INCENTIVES** (this "Amendment"), is made and entered into this 23 day of June. 2020, by and between the **CITY OF CIBOLO**, Texas, a home rule municipal corporation (the "City") and **SANTIKOS CIBOLO THEATER REALTY, LLC**. ("Owner" also knows as "Employer")). Owner, Employer and the City are sometimes collectively referred to herein as the "Parties", who agree follows:

WHEREAS, the City of Cibolo and Santikos Cibolo Theatre Realty, entered into an Agreement for Economic Incentives (hereinafter referred to as the "Agreement"), approved by City Council on March 12, 2019, to provide for economic incentives to promote development of entertainment facilities on the Property within the City for the citizens of Cibolo and for the addition of employees at their business located near the corner of I-35 and Wiederstein in the new Cibolo Crossing Shopping Center in the City; and

WHEREAS, City and Owner agreed that the Agreement shall be effective as of March 2019 and shall remain in full force and effect for five (5) years with an option for an additional two (2) years if agreed to by the Parties; and

WHEREAS, during the first year of the Agreement, the City issued a grant of $65,837.21 which includes a general fund sales tax refund of $32,239.49 and a rebate of eighty percent (80%) of property taxes $33,543.75 generated by the entertainment facility on the Property for the first year per Section 6.1 of the Agreement; and

WHEREAS, beginning in December 2019, a novel coronavirus, now designated SARS-CoV2 which causes the disease COVID-19, has been declared a global pandemic by the World Health Organization; and

WHEREAS, COVID-19 virus mainly spreads between people who are in close contact with one another through respiratory droplets produced when an infected person coughs or sneezes; and

WHEREAS, on March 19, 2020, the Governor of the State of Texas issued a proclamation certifying that COVID-19 poses an imminent threat of disaster in the state and declaring a state of disaster for all counties in Texas and setting certain restriction on social gatherings at restaurants, bars and theatres; and

WHEREAS, because of the closure of theatres for almost eight (8) weeks and now the limited capacity opening of theatres, Employer will have difficulty meeting the Owner Obligations outlined in Section 5 of the Agreement, specifically, meeting the employment requirements for full-time and part-time employees and meeting the payroll requirements;

NOW, THEREFORE, for and in consideration of mutual covenants and agreements contained herein, the parties hereby agree as follows:

SECTION 1. Amendment to Section 3 of the Agreement

Section 3. Term

This Agreement was effective as of the date it was executed by both parties and the parties complied with all terms during year one of the Agreement. As a result of the COVID-19 pandemic, the parties shall not be obligated to meet its respective terms and obligations during 2020 and the Agreement shall again take effect as of January 1, 2021. This Agreement shall remain in full force and effect for four (4) years with an option for an additional two (2) years if agreed to by the Parties or unless earlier terminated by the parties in writing (the "Term") per the terms of this Agreement.

SECTION 2. The Amendment to Section 3 of the Agreement is the only change to the original Agreement for economic incentives and all other provisions of the original Agreement and Exhibits not in conflict with this Amendment shall remain in full force.

SECTION 3. Factual Recitals and Findings. The factual recitals and findings set forth above are found to be true and correct for all purposes, and incorporated into the body of this Agreement.

SECTION 4. This Amendment is duly executed by the City's and Owner's duly authorized representatives as evidenced by their signatures below.

Agreed and executed upon this 23 **day of June, 2020.**

OWNER
SANTIKOS CIBOLO THEATER REALTY, LLC

By: SANTIKOS ENTERPRISES, LLC, a Texas limited liability company, its Sole Member

By: _____
Tim Handren, Chief Executive Officer

EMPLOYER

SANTIKOS THEATERS, LLC,

By: SANTIKOS ENTERPRISES, LLC, a Texas limited liability company, its Sole Member

By: _____
Tim Handren, Chief Executive Officer

CITY OF CIBOLO

_____
By: Robert T. Herrera
Title: City Manager

Attest:

_____
Peggy Cimics
City Secretary

ECONOMIC INCENTIVES AGREEMENT
BETWEEN
CITY OF CIBOLO TEXAS AND SANTIKOS CIBOLO THEATER REALTY, LLC.
AMENDMENT No. 2

This is the second Amendment to an Agreement **FOR ECONOMIC INCENTIVES** (this "Amendment"), is made and entered into this 23 day of March, 2021, by and between the **CITY OF CIBOLO**, Texas, a home rule municipal corporation (the "City") and **SANTIKOS CIBOLO THEATER REALTY, LLC**. ("Owner" also knows as "Employer")). Owner, Employer and the City are sometimes collectively referred to herein as the "Parties", who agree follows:

WHEREAS, the City of Cibolo and Santikos Cibolo Theatre Realty, entered into an Agreement for Economic Incentives (hereinafter referred to as the "Agreement"), approved by City Council on March 12, 2019, to provide for economic incentives to promote development of entertainment facilities on the Property within the City for the citizens of Cibolo and for the addition of employees at their business located near the corner of I-35 and Wiederstein in the new Cibolo Crossing Shopping Center in the City; and

WHEREAS, City and Owner agreed that the Agreement shall be effective as of March 2019 and shall remain in full force and effect for five (5) years with an option for an additional two (2) years if agreed to by the Parties; and

WHEREAS, during the first year of the Agreement, the City issued a grant of $65,837.21 which includes a general fund sales tax refund of $32,239.49 and a rebate of eighty percent (80%) of property taxes $33,543.75 generated by the entertainment facility on the Property for the first year per Section 6.1 of the Agreement; and

WHEREAS, beginning in December 2019, a novel coronavirus which causes the disease COVID-19, has been declared a global pandemic by the World Health Organization and COVID-19 virus mainly spreads between people who are in close contact with one another through respiratory droplets produced when an infected person coughs or sneezes; and

WHEREAS, on March 19, 2020, the Governor of the State of Texas issued a proclamation certifying that COVID-19 poses an imminent threat of disaster in the state and declaring a state of disaster for all counties in Texas and setting certain restriction on social gatherings at restaurants, bars and theatres; and

WHEREAS, as a result of the closure of theatres since March 2020, the City granted the First Amendment in June 2020 because Employer had difficulty meeting the Owner Obligations outlined in Section 5 of the Agreement, specifically, meeting the employment requirements for full-time and part-time employees and meeting the payroll requirements; and therefore Employer was granted an extension and was not obligated to meet its respective terms and obligations during 2020 but the Agreement was again to take effect as of January 1, 2021; and

WHEREAS, because of the continuation of the pandemic throughout the community, Texas and the Country since the extension was granted, Owner has again requested an extension of the agreement for one additional year because of the limited capacity allowed in the theatre and because Owner's employment levels range have been 50%-70% lower than normal; even though Owner has still met its goal of employing at least 50% of the employees from the City Cibolo;

NOW, THEREFORE, for and in consideration of mutual covenants and agreements contained herein, the parties hereby agree as follows:

SECTION 1. Amendment to Section 3 of the Agreement

Section 3. Term

This Agreement was effective as of the date it was executed by both parties and the parties complied with all terms during year one of the Agreement. As a result of the COVI-19 pandemic, the parties shall not be obligated to meet its respective terms and obligations during 2020 and 2021 and the Agreement shall again take effect as of January 1, 2022. This Agreement shall remain in full force and effect for four (4) years with an option for an additional two (2) years if agreed to by the Parties or unless earlier terminated by the parties in writing (the "Term") per the terms of this Agreement.

SECTION 2. The Amendment to Section 3 (Term) of the Agreement is the only change to the original Agreement for economic incentives and all other provisions of the original Agreement and Exhibits not in conflict with this Amendment shall remain in full force.

SECTION 3. Factual Recitals and Findings. The factual recitals and findings set forth above are found to be true and correct for all purposes, and incorporated into the body of this Agreement.

SECTION 4. This Amendment is duly executed by the City's and Owner's duly authorized representatives as evidenced by their signatures below.

[REMAINDER OF PAGE IS LEFT BLANK]

Agreed and executed upon this 23 day of March 2021.

OWNER
SANTIKOS CIBOLO THEATER REALTY, LLC

By: SANTIKOS ENTERPRISES, LLC, a Texas limited liability company, its Sole Member

By: _____
Tim Handren, Chief Executive Officer

EMPLOYER

SANTIKOS THEATERS, LLC,

By: SANTIKOS ENTERPRISES, LLC, a Texas limited liability company, its Sole Member

By: _____
Tim Handren, Chief Executive Officer

CITY OF CIBOLO

_____
By: Bryan Hugghins
Title: Interim City Manager

Attest:

_____
Peggy Cimics
City Secretary

ECONOMIC INCENTIVES AGREEMENT
BETWEEN
CITY OF CIBOLO TEXAS AND SANTIKOS CIBOLO THEATER REALTY, LLC.
AMENDMENT No. 3

This is the third Amendment to an Agreement **FOR ECONOMIC INCENTIVES** (this "Amendment"), is made and entered into this 14 day of March, 2023, by and between the **CITY OF CIBOLO**, Texas, a home rule municipal corporation (the "City") and **SANTIKOS CIBOLO THEATER REALTY, LLC**. ("Owner" also knows as "Employer")). Owner, Employer and the City are sometimes collectively referred to herein as the "Parties", who agree follows:

WHEREAS, the City of Cibolo and Santikos Cibolo Theatre Realty, entered into an Agreement for Economic Incentives (hereinafter referred to as the "Agreement"), approved by City Council on March 12, 2019, to provide for economic incentives to promote development of entertainment facilities on the Property within the City for the citizens of Cibolo and for the addition of employees at their business located near the corner of I-35 and Wiederstein in the new Cibolo Crossing Shopping Center in the City; and

WHEREAS, City and Owner agreed that the Agreement shall be effective as of March 2019 and shall remain in full force and effect for five (5) years with an option for an additional two (2) years if agreed to by the Parties; and

WHEREAS, during the first year of the Agreement, the City issued a grant of $65,837.21 which includes a general fund sales tax refund of $32,239.49 and a rebate of eighty percent (80%) of property taxes $33,543.75 generated by the entertainment facility on the Property for the first year per Section 6.1 of the Agreement; and

WHEREAS, beginning in December 2019, a novel coronavirus which causes the disease COVID-19, has been declared a global pandemic by the World Health Organization and COVID-19 virus mainly spreads between people who are in close contact with one another through respiratory droplets produced when an infected person coughs or sneezes; and

WHEREAS, on March 19, 2020, the Governor of the State of Texas issued a proclamation certifying that COVID-19 poses an imminent threat of disaster in the state and declaring a state of disaster for all counties in Texas and setting certain restriction on social gatherings at restaurants, bars and theatres; and

WHEREAS, as a result of the closure of theatres since March 2020, the City granted the First Amendment in June 2020 because Employer had difficulty meeting the Owner Obligations outlined in Section 5 of the Agreement, specifically, meeting the employment requirements for full-time and part-time employees and meeting the payroll requirements; and therefore Employer was granted an extension and was not obligated to meet its respective terms and obligations during 2020 but the Agreement was again to take effect as of January 1, 2021; and

WHEREAS, as a result of the closure of theatres and the length of time the closures effected the theater, Owner requested and the City granted the Second Amendment in March 2021 amending the term of the Agreement; and

WHEREAS, because of the continuation of the after effects of the pandemic is still being realized throughout the community, Texas and the Country since the original extension was granted, Owner has again requested for the original term to be amended;

NOW, THEREFORE, for and in consideration of mutual covenants and agreements contained herein, the parties hereby agree as follows:

SECTION 1. Amendment to Section 3 of the Agreement

Section 3. Term

This Agreement shall remain in full force and effect for four (4) years with an option for an additional two (2) years if agreed to by the Parties or unless earlier terminated by the parties in writing (the "Term") per the terms of this Agreement.

SECTION 2. Amendment to Section 5.2 of the Agreement

INCENTIVES AND OBLIGATIONS

5.2 Owner will ensure that Employer shall employ a minimum of forty (40) Full-time Employees upon the commencement of business to the public by Employer in the entertainment complex. During peak times of the Year, Employer will employ sufficient number of Full-time Employees or Part-time Employees to meet its needs, but. Owner shall ensure that the minimum amount of annual pay roll per Section 5.3 shall be met by the Owner. Subject in all events to applicable laws and Employer's policies and procedures for hiring, Employer agrees to make a good faith effort to fill at least fifty percent (50%) of its employment positions at the Property with qualified individuals who reside in the corporate limits of the City of Cibolo. Owner will provide a biannual report to the City on the number of employees employed and amount expended on payroll on the Property. One report should reflect the peak time of Year and the other non-peak time of the Year.

SECTION 3. The Amendments to Section 3 (Term) and Section 5.2 of the Agreement are the only changes to the original Agreement for economic incentives and all other provisions of the original Agreement, Amendments and Exhibits not in conflict with Amendment No. 3 shall remain in full force.

SECTION 4. Factual Recitals and Findings. The factual recitals and findings set forth above are found to be true and correct for all purposes, and incorporated into the body of this Agreement.

SECTION 5. This Amendment is duly executed by the City's and Owner's duly authorized representatives as evidenced by their signatures below.

Agreed and executed upon this 14 day of March 2023.

OWNER
SANTIKOS CIBOLO THEATER REALTY, LLC

By: SANTIKOS ENTERPRISES, LLC, a Texas limited liability company, its Sole Member

By: _____
Tim Handren, Chief Executive Officer

EMPLOYER

SANTIKOS THEATERS, LLC,

By: SANTIKOS ENTERPRISES, LLC, a Texas limited liability company, its Sole Member

By: _____
Tim Handren, Chief Executive Officer

CITY OF CIBOLO

_____
By: Wayne Reed
Title: City Manager

Attest:

_____
Peggy Cimics
City Secretary

City of Cibolo

City Council Regular Meeting Staff Report

E. Discussion/Action regarding the Preliminary Acceptance of Public Infrastructure for Saddle Creek Unit 9A. (Mr. Otto)

Meeting	Agenda Group
Tuesday, August 26, 2025, 6:30 PM	Discussion/Action Item: 9E.

From
Chris Otto, City Engineer

PRIOR CITY COUNCIL ACTION:

At the July 22, 2025 meeting City Council voted to deny Preliminary Acceptance.

BACKGROUND:

At the July 22, 2025 City Council meeting, Councilwoman Cunningham requested a meeting with the Developer and their Engineer to discuss concerns within Saddle Creek Ranch. On August 14, 2025 a meeting was held with the Developer's Representative, Engineer, and Contractor as well as Councilwoman Cunningham and Councilwoman Sanchez Stephens.

STAFF RECOMMENDATION:

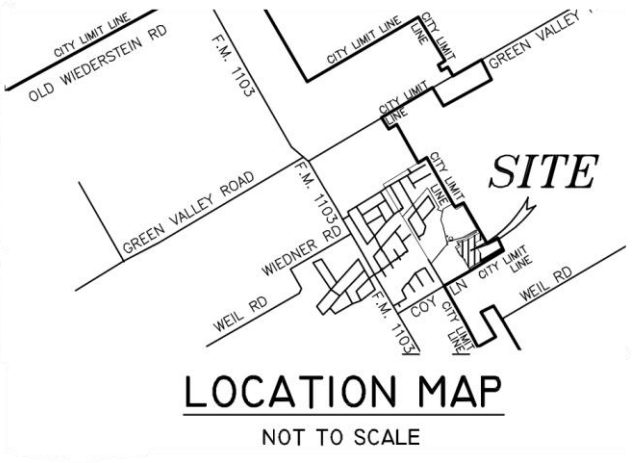
Staff recommends approval of Preliminary Acceptance.

Attachments

Staff Report - Saddle Creek Unit 9A - PA (1).pdf
250627 - Saddle Creek Unit 9A-PA.pdf

ITEM SUMMARY:

Project Name:	Saddle Creek Unit 9A
Owner/Applicant:	5GB-1, LLC
Representative:	Seda Consulting Engineers, Inc.
Contractor:	Pierce Sitework, LLC
Council Place:	3
Vested Rights:	SF6 Zoning
Proposed Use:	46 Residential Lots
Plat Recordation:	N/A
Acres:	10.746 Acres



FINDINGS/CURRENT ACTIVITY:

A Preliminary Acceptance walkthrough was conducted and all punch list items (deficiencies) that were documented have been addressed. The developer is requesting Preliminary Acceptance of the following improvements located within Unit 9A of the Saddle Creek Subdivision.

The following units have been recorded:

Unit	Lots	Recordation Date
1	97 Residential Lots	12/07/2004
2a	49 Residential Lots	4/07/2006
2b	60 Residential Lots	10/17/2007
2c	12 Residential Lots	1/31/2011
3	99 Residential Lots	03/14/2012
4	105 Residential Lots	06/10/2013
5	99 Residential Lots	03/19/2015
6	80 Residential Lots	2/16/2017
7	82 Residential Lots	10/27/2020
8	56 Residential Lots	12/20/2022
Total lots recorded	739 Residential Lots	

ACCEPTANCE OF PUBLIC IMPROVEMENTS – PRELIMINARY ACCEPTANCE:

Section 20.3.11 of the UDC speaks to Public Improvements Acceptance. It is expressly understood that as a condition to the approval of said subdivision, no Building Permits will be issued until all public infrastructure is installed and other improvements required by this UDC is accepted for the subdivision in which said lot is contained.

Inspection and Acceptance of Public Improvements. The City Engineer, the City's Construction Inspectors, and the Public Works Department have conducted their inspections and walkthroughs. Based upon this walkthrough and any developer's corrections, City staff have found the construction to be in accordance with the approved construction plans. The applicant's engineer has submitted a signed and sealed letter to the City Engineer stating that the development is complete in accordance with the approved construction plans and all known deficiencies ("punch list" items) have been corrected.

Preliminary Acceptance of Public Improvements. The City's Preliminary Acceptance Criteria in the UDC are as follows.

I. When the City Engineer determines that public improvements have been installed in compliance with the approved construction plans, the developer may petition the City for preliminary acceptance of public improvements by completing Part I of the "Developer Petition for Acceptance of Public Improvements" shown in the UDC and forwarding it to the City with required supporting documents.

City Engineer has walked the site and found the public improvements to be in accordance with the approved construction documents and the "Developer Petition for Acceptance of Public Improvements" has been received.

II. After recommendation(s) by the City Engineer, the City shall accept or reject the petition for preliminary acceptance of public improvements and said acceptance or rejection shall be final. The City may provide for conditional acceptance of public improvements provided that the applicant guarantees that all materials and workmanship are to be in accordance with the approved plans and specifications prescribed by the City and to correct any and all deficiencies not in accordance with approved plans and specifications as may be noted until final acceptance by the City in accordance with Final Acceptance.

City Engineer has verified that all punch list items have been addressed and recommends preliminary acceptance of the public improvements.

III. Each public improvement shall be tabulated and quantified into terms of lineal road length, lineal sidewalk length, lineal water line length (per diameter of water line), lineal sanitary sewer line length (per diameter of sanitary sewer line), lineal drainage channel lengths, acreage of storm water pond acreage, and the like, as well as the valuation for each public improvement.

Public Infrastructure	**Linear Feet (LF) Dedicated**	**Total Valuation**
Water	N/A (GVSUD)	-
Sanitary Sewer	1,779 LF of 8" SDR26	$257,507.75
Drainage		$17,812.50
Street	~ 1,763.52 LF	$414,002.50
Total Valuation of Accepted Public Infrastructure Improvements dedicated to the City of Cibolo		**$689,322.75**

City Engineer has reviewed the quantities and valuations of public improvements and agrees with the values above.

- In conjunction with the submittal of the Preliminary Acceptance instrument, the applicant shall submit the following:
- Electronic copies of the following items: construction plans approved by the City Engineer, As-Built construction plans certified by a registered P.E., field density and material source tests by a recognized testing laboratory and a geotechnical report
- Electronic copy or DVD and complete log of the televised sewer line inspections completed after the mandrel, vacuum and pressure tests

- Acceptance letters from all utility providers
- Itemized Construction Cost report
- Pre-walk Punch list (provided by project Engineer)
- Copy of recorded Final Plat
- Maintenance Bond per UDC Article 20.6; and
- An electronic copy or DVD with AutoCAD and PDF's of all items on the above list.

City Engineer is in receipt of the above items.

CITY ENGINEER RECOMMENDATION: The City Engineer recommends approval of the applicant's request for Preliminary Acceptance of Saddle Creek Unit 9A.

3421 Paesanos Parkway San Antonio Texas 78231
Main: 877 627 3772

TBPLS Reg. 10194550 • TBPE Reg. F-14909 • TBPG 50617

Colliers
Engineering & Design

June 27, 2025

City of Cibolo
Attn: Julio Gomez
Director, Public Works
200 S. Main Street
Cibolo, Texas 78108

Re: Saddle Creek Unit 9A - Preliminary Acceptance

Dear Mr. Gomez,

On June 27, 2025, I conducted a site visit for Saddle Creek Unit 9A PA. After visiting the site, it is my opinion that the infrastructure has been constructed in accordance with the approved plans and all punch list items have been addressed. Therefore, I recommend approval of the Preliminary Acceptance for the public infrastructure.

Our review does not relieve or release the Engineer of Record or Surveyor of Record from complying with any and all the requirements of the local, state, and federal rules and regulations or guidelines impacting this project. If you require additional information, please contact our office.

Sincerely,

Christopher Otto, PE, CFM
City Engineer's Office

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City of Cibolo

City Council Regular Meeting Staff Report

F. Discussion/Action to approve a Purchase Order with Colliers Engineering & Design for the Town Creek LOMR and authorize the City Manager to execute the Agreement in the amount of Fifty-Six Thousand Dollars ($56,000). (Mr. Gomez)

Meeting	Agenda Group
Tuesday, August 26, 2025, 6:30 PM	Discussion/Action Item: 9F.

From
Julio Gomez, Public Works Director

PRIOR CITY COUNCIL ACTION:

On March 22, 2022, the City Council awarded the contract for Phase II of the Town Creek Drainage Improvements project to Texas Sterling Construction.

BACKGROUND:

The proposal from Colliers to prepare a Letter of Map Revision (LOMR) for the Town Creek Drainage Improvements encompasses both Phase I and Phase II of the project.

The City has invested millions of dollars to improve stormwater drainage in this area, with the goal of removing more than 40 properties from the floodplain. To officially document and certify this achievement, the City must submit a LOMR to the Federal Emergency Management Agency (FEMA) and the U.S. Army Corps of Engineers. FEMA must formally approve the LOMR before the properties can be recognized as removed from the floodplain.

Completion of the LOMR represents the final step in the multi-year effort to address flooding concerns along Town Creek.

What This Accomplishes: Once approved by FEMA, the updated floodplain maps will reflect the completed improvements, officially removing more than 40 properties from the floodplain and providing long-term flood risk reduction for the area.

STAFF RECOMMENDATION:

Staffs recommendation is to allow the City Manager to approve the Purchase Order with Colliers to prepare and submit a Letter of Map Revision (LOMR) for the Town Creek Drainage Improvements. This will secure FEMA approval to update floodplain maps, officially remove more than 40 properties from the floodplain, and complete the City's multi-year drainage improvement effort.

FINANCIAL IMPACT:

Funding for the Colliers proposal to prepare and submit the Letter of Map Revision (LOMR) will be allocated from the remaining funds within the 2013 General Obligation Bonds designated for the Town Creek Drainage Improvements project.

Attachments

Colliers Proposal - Town Creek LOMR

3421 Paesanos Parkway San Antonio Texas 78231
Main: 877 627 3772

TBPLS Reg. 10194550 • TBPE Reg. F-14909 • TBPG 50617

Colliers
Engineering & Design

May 29, 2025

City of Cibolo
Attn.: Julio Gomez, MBA
Director, Public Works
200 S. Main Street
Cibolo, Texas 78108

Proposal for Professional Services
City of Cibolo – Town Creek LOMR
Colliers Engineering & Design Proposal No.: CIBC0017P

Dear Mr. Gomez,

Colliers Engineering & Design, Inc. is pleased to submit this proposal to provide professional services for the LOMR preparation and processing for Town Creek in the City of Cibolo.

This proposal is divided into two sections as follows:

Section I – Scope of Services
Section II – Client Contract Authorization

The order in which the following scope of services are presented generally follows the sequence in which the project will be accomplished; however, depending on the project, the various authorized services contained in this proposal may be performed in a sequence as deemed appropriate by Colliers Engineering & Design to meet project schedules.

Section I – Scope of Services

Based on our conversations and information noted above, we propose to complete the following:

Task 1: Survey and H&H Model Development

CED will obtain the most recent Atlas-14 H&H modeling from San Antonio River Authority and will establish pre-project conditions by updating the SARA H&H models with best available LiDAR data and most recent aerial imagery. Any inaccuracies in the H&H models will also be revised and updated. CED's field survey team will obtain the necessary field survey for the newly constructed bridge and associated channelization. The field survey will be utilized to develop proposed conditions hydraulic models. The HECRAS models will be extended both upstream and downstream until a seamless tie-in with the effective mapping is achieved.

Task 2: LOMR Preparation

Using the H&H models developed in Tasks 1, CED will prepare a Letter of Map Revision package, which includes a report illustrating the data, analysis and results, and will be supported by a series

of workmaps, exhibits, tables, model parameters and output data. The LOMR will specifically focus on infrastructure that impacts the floodplain, which in this case will be the new bridge, and cut/fill placed in the floodplain for channelization. The exhibits will include supporting data and calculations of all the lag and loss hydrologic parameters. No other improvements can be done in the floodplain after the LOMR package is prepared. The LOMR report will include FEMA MT-2 forms, annotated FIRM panel, and a draft Property owner notification letter. The report will be submitted to the City of Cibolo, and after approval, will be submitted it to SARA/FEMA.

Task 3: LOMR Processing

CED will follow through with the comments and responses from the City and FEMA and will pro-actively respond to communication through approval. This task assumes two rounds of comments from the city and two from FEMA. An ASR will be submitted if we receive additional rounds of comments due to modeling complexity or due to unreasonable comments from the City/FEMA, that could result in re-work. A draft property owner notification will also be prepared and submitted to FEMA for review. Once approved the notification will either be published in the newspaper or individual letters will be mailed to each impacted property owner.

Schedule of Fees

For your convenience, we have broken down the total estimated cost of the project into the categories identified within the scope of services.

Task Name	Fee
Task 1: Survey and H&H Model Development	$28,000.00
Task 2: LOMR Preparation	$16,000.00
Task 3: LOMR Processing	$12,000.00
Total Lump Sum	**$56,000.00**

Delivery, mileage, printing and reproduction, overnight mail service and postage costs are not included in the lump sum fees and will be added to each monthly invoice. **Payment terms are NET30 of receipt of invoice.**

Exclusions and Understandings

Services relating to the following items are not anticipated for the project or cannot be quantified at this time. Therefore, any service associated with the following items is specifically excluded from the scope of professional services within this agreement.

If an item listed herein, or otherwise not specifically mentioned within this agreement, is deemed necessary, Colliers Engineering & Design may prepare an addendum to this agreement for your review, outlining the scope of additional services and associated professional fees regarding the extra services.

Section II – Client Contract Authorization

I hereby declare that I am duly authorized to sign binding contractual documents. I also declare that I have read, understand, and accept this contract.

Signature	Date
Printed Name	Title

If you find this proposal acceptable, please sign where indicated above in Section II, and return one signed copy to this office. **Payment terms are NET30 of receipt of invoice**. This proposal is valid until (60 days per business terms).

We very much appreciate the opportunity of submitting this proposal and look forward to performing these services for you.

Sincerely,



Vamshi Konduru, P.E., PH, CFM, GISP
Sr. Project Manager - Municipal

as

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City of Cibolo

City Council Regular Meeting Staff Report

G. Discussion/Action to authorize the City Manager to execute a contract with Viking Construction, LLC in the amount of $546,580 for the FY 25 Street Preservation Package. (Mr. Gomez)

Meeting	Agenda Group
Tuesday, August 26, 2025, 6:30 PM	Discussion/Action Item: 9G.

From
Julio Gomez, Public Works Director

PRIOR CITY COUNCIL ACTION
City Council approval of the FY25 Budget, which included funding for the Public Works Street Maintenance Program.

BACKGROUND
Kimley-Horn and Associates, Inc. (KHA) supported the City with this street preservation contract by preparing construction documents and developing proposed quantities for streets in the Saratoga Subdivision to receive a microsurface application.

The bidding process followed this schedule:

- **Bid Advertisement:** July 9, 2025
- **Pre-Bid Meeting:** July 15, 2025
- **Bid Opening:** August 5, 2025

Two (2) contractors submitted bids for the FY25 Pavement Preservation Package 1. The bids, along with the Engineer's Opinion of Probable Construction Cost (OPCC), are listed below from lowest to highest:

1. Viking Construction, LLC – **$546,580.00**
2. Intermountain Slurry Seal, Inc. – **$566,202.50**
3. Engineer's OPCC – **$623,054.00**

The contract was bid as a Low-Qualified Bid. Kimley-Horn reviewed the unit prices submitted by each contractor and determined both bids to be responsive. The lowest responsive bidder is Viking Construction, LLC, with a total base bid of $546,580.00.

STAFF RECOMMENDATION
Staff recommends that City Council authorize the City Manager to execute a contract with Viking Construction, LLC for the pavement preservation of streets in the Saratoga Subdivision.

FINANCIAL IMPACT
This project will be funded through the FY25 Street Maintenance Tax. The bid amount for the pavement preservation work in the Saratoga Subdivision is within the approved FY25 budget.

Attachments

FY 25 Street Preservation Bid Tabulation

FY 25 Street Preservation Recommendation Letter

FY 25 Street Preservation Street List

BID TABULATION

Project: FY 2025 Street Preservation Project
Bid Submittal: Tuesday, August 5, 2025 @ 2:00 PM
Owner: City of Cibolo Public Works Department
Engineer: Kimley-Horn and Associates, Inc.
10101 Reunion Place, Suite 400, San Antonio, Texas 78216 (210) 541-9166
KHA Project No.: 068684007

				Viking Construction 2592 Shell Road Georgetown, TX 78628 512-930-5777 **LOWEST RESPONSIVE BIDDER**		**Intermountain Slurry Seal, Inc.** 1000 North Warm Springs Road Salt Lake City, UT 84116 801-532-8200		**Engineer's Estimate**		**Contractor Average**	
ITEM	**DESCRIPTION**	**QUANTITY**	**UNIT**	**UNIT PRICE**	**TOTAL**	**UNIT PRICE**	**TOTAL**	**UNIT PRICE**	**TOTAL**	**AVG UNIT PRICE**	**TOTAL**
	BASE BID										
100.1	MOBILIZATION	1	LS	$ 35,000.00	$ 35,000.00	$ 60,000.00	$ 60,000.00	$ 56,100.00	$ 56,100.00	$ 47,500.00	$ 47,500.00
100.2	BONDS AND INSURANCE	1	LS	$ 5,000.00	$ 5,000.00	$ 3,500.00	$ 3,500.00	$ 6,250.00	$ 6,250.00	$ 4,250.00	$ 4,250.00
239.2	MICROSURFACING (30 LBS/SY)	1,415	TON	$ 328.00	$ 464,120.00	$ 335.00	$ 474,025.00	$ 380.00	$ 537,700.00	$ 331.50	$ 469,072.50
666-7417	REFL PAV MRK TY I (Y)4"(SLD)(100MIL)	800	LF	$ 6.00	$ 4,800.00	$ 4.00	$ 3,200.00	$ 2.00	$ 1,600.00	$ 5.00	$ 4,000.00
666-7402	REFL PAV MRK TY I (W)4"(BRK)(100MIL)	40	LF	$ 6.00	$ 240.00	$ 4.00	$ 160.00	$ 1.50	$ 60.00	$ 5.00	$ 200.00
666-7024	REFL PAV MRK TY I (W)8"(SLD)(100MIL)	220	LF	$ 10.00	$ 2,200.00	$ 6.50	$ 1,430.00	$ 2.75	$ 605.00	$ 8.25	$ 1,815.00
666-7036	REFL PAV MRK TY I (W)24"(SLD)(100MIL)	50	LF	$ 50.00	$ 2,500.00	$ 30.00	$ 1,500.00	$ 10.00	$ 500.00	$ 40.00	$ 2,000.00
666-7042	REFL PAV MRK TY I (W)(ARROW)(100MIL)	6	EA	$ 900.00	$ 5,400.00	$ 600.00	$ 3,600.00	$ 400.00	$ 2,400.00	$ 750.00	$ 4,500.00
666-7045	REFL PAV MRK TY I(W)(DBL ARROW)(100MIL)	1	EA	$ 900.00	$ 900.00	$ 600.00	$ 600.00	$ 600.00	$ 600.00	$ 750.00	$ 750.00
666-7066	REFL PAV MRK TY I (W)(WORD)(100MIL)	3	EA	$ 900.00	$ 2,700.00	$ 600.00	$ 1,800.00	$ 400.00	$ 1,200.00	$ 750.00	$ 2,250.00
672-7004	REFL PAV MRKR TY II-A-A	40	EA	$ 40.00	$ 1,600.00	$ 25.00	$ 1,000.00	$ 14.00	$ 560.00	$ 32.50	$ 1,300.00
672-7006	REFL PAV MRKR TY II-C-R	16	EA	$ 40.00	$ 640.00	$ 25.00	$ 400.00	$ 14.00	$ 224.00	$ 32.50	$ 520.00
666-7346	PAVEMENT SLER 4"	840	LF	$ 1.00	$ 840.00	$ 0.50	$ 420.00	$ 1.00	$ 840.00	$ 0.75	$ 630.00
666-7348	PAVEMENT SLER 8"	220	LF	$ 2.00	$ 440.00	$ 1.00	$ 220.00	$ 1.00	$ 220.00	$ 1.50	$ 330.00
666-7352	PAVEMENT SLER 24"	50	LF	$ 6.00	$ 300.00	$ 3.00	$ 150.00	$ 4.00	$ 200.00	$ 4.50	$ 225.00
666-7353	PAVEMENT SLER (ARROW)	6	EA	$ 130.00	$ 780.00	$ 65.00	$ 390.00	$ 100.00	$ 600.00	$ 97.50	$ 585.00
666-7356	PAVEMENT SLER (DBL ARROW)	1	EA	$ 130.00	$ 130.00	$ 65.00	$ 65.00	$ 100.00	$ 100.00	$ 97.50	$ 97.50
666-7354	PAVEMENT SLER (WORD)	3	EA	$ 130.00	$ 390.00	$ 65.00	$ 195.00	$ 100.00	$ 300.00	$ 97.50	$ 292.50
677-7004	ELIM EXT PM & MRKS (8")	215	LF	$ 10.00	$ 2,150.00	$ 6.50	$ 1,397.50	$ 3.00	$ 645.00	$ 8.25	$ 1,773.75
677-7008	ELIM EXT PM & MRKS (24")	25	LF	$ 30.00	$ 750.00	$ 20.00	$ 500.00	$ 9.00	$ 225.00	$ 25.00	$ 625.00
677-7009	ELIM EXT PM & MRKS (ARROW)	2	EA	$ 200.00	$ 400.00	$ 130.00	$ 260.00	$ 125.00	$ 250.00	$ 165.00	$ 330.00
677-7010	ELIM EXT PM & MRKS (DBL ARROW)	1	EA	$ 200.00	$ 200.00	$ 130.00	$ 130.00	$ 125.00	$ 125.00	$ 165.00	$ 165.00
677-7015	ELIM EXT PM & MRKS (WORD)	2	EA	$ 200.00	$ 400.00	$ 130.00	$ 260.00	$ 125.00	$ 250.00	$ 165.00	$ 330.00
503-7001	PORTABLE CHANGEABLE MESSAGE SIGN	30	DAY	$ 330.00	$ 9,900.00	$ 300.00	$ 9,000.00	$ 250.00	$ 7,500.00	$ 315.00	$ 9,450.00
DD-869-01	PROJECT SIGN	4	EA	$ 1,200.00	$ 4,800.00	$ 500.00	$ 2,000.00	$ 1,000.00	$ 4,000.00	$ 850.00	$ 3,400.00
	Total Cibolo Base Bid Amount:				$ 546,580.00		$ 566,202.50		$ 623,054.00		$ 556,391.25
	TOTAL BASE BID:				**$ 546,580.00**		**$ 566,202.50**		**$ 623,054.00**		**$ 556,391.25**

August 13, 2025

Mr. Julio Gomez M.B.A.
City of Cibolo
108 Cibolo Drive --- PO Box 826
Cibolo, TX 78108

RE: ***FY 2025 Street Preservation Package Contract Award Recommendation***

Dear Mr. Gomez:

Kimley-Horn and Associates, Inc. (KHA) supported the City with this street preservation contract by preparing construction documents and developing proposed quantities for streets to receive a microsurface application. The bidding process for this contract followed the schedule outlined below.

Bid Advertisement	July 9, 2025
Pre-Bid Meeting	July 15, 2025
Bid Opening	August 5, 2025

On Tuesday, August 5, 2025, Contractor bids were submitted for the above referenced contract. In total, two (2) Contractors submitted on this contract. The following summary represents the bidders and their total contract bid with the Engineer's opinion of probable construction cost (OPCC), in sequential order from lowest to highest:

1. **Viking Construction, LLC $546,580.00**
2. Intermountain Slurry Seal, Inc. $566,202.50
3. Engineer's OPCC $623,054.00

The bid format for this contract is Low-Qualified Bid. Kimley-Horn reviewed the unit prices bid by each Contractor and each bid is considered responsive based on the review of unit prices alone. The lowest responsive bidder for this contract is Viking Construction, LLC with a total base bid of $546,580.00. Viking Construction has been in business for more than 33 years completing microsurface projects similar to what is expected with this contract. Viking Construction has recently completed several microsurface contracts for municipal agencies around the San Antonio-Austin metropolitan areas. Kimley-Horn does not have direct experience working with Viking Construction, but based on the projects referenced in Attachment C "Experience/Past Performance of Respondent", they have a successful history of completing their projects on time and within budget. KHA's assessment did not include an evaluation of proposed resources or a review of the contract documents submitted. It is KHA's understanding the City

of Cibolo has conducted a thorough review of these elements and confirmed that there are no issues with the documents submitted.

Based on KHA's review of the unit bid prices and the relevant projects listed in Attachment C, Kimley-Horn recommends awarding the FY 2025 Street Preservation Project contract to Viking Construction, LLC.

Attached with this contract award recommendation letter is a complete bid tabulation of all submitted bids and a bid comparison between Viking Construction and the Engineer's OPCC. Viking Construction's bid is 1.8% lower than the responsive Contractor average and 12.3% lower than the Engineer's opinion of probable construction cost (OPCC).

If you have any questions regarding the information submitted with this contract award recommendation, please contact me at 210.321.3404, or stephen.aniol@kimley-horn.com.

Sincerely,
KIMLEY-HORN AND ASSOCIATES, INC.
TBPE# 928

By: Stephen J. Aniol, P.E.
Project Manager

Attachments
1 – Bid Tabulation
2 – Low Bidder Comparison

Cc: Leili Samuelson

BID TABULATION

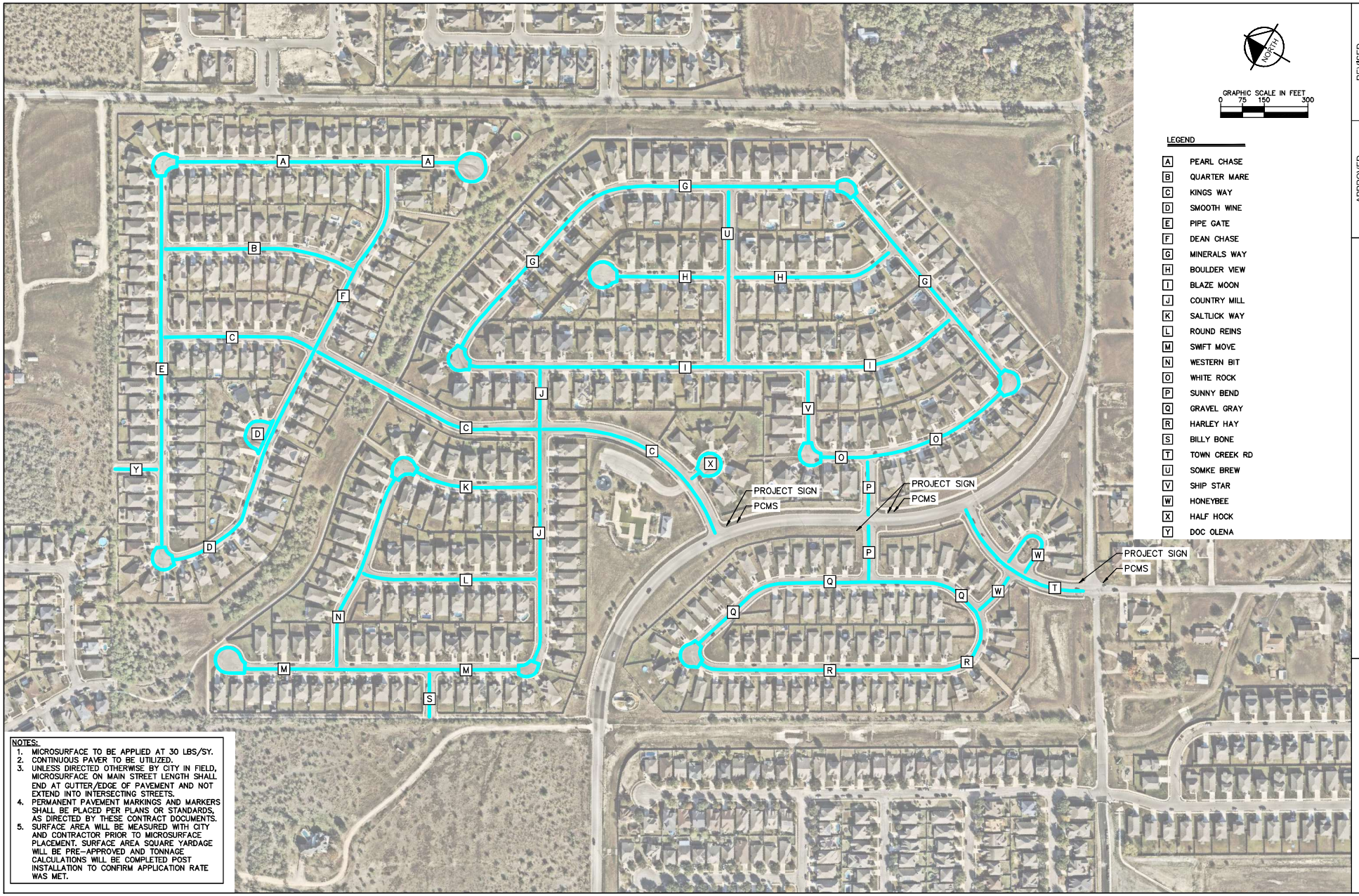
Project: FY 2025 Street Preservation Project
Bid Submittal: Tuesday, August 5, 2025 @ 2:00 PM
Owner: City of Cibolo Public Works Department
Engineer: Kimley-Horn and Associates, Inc.
10101 Reunion Place, Suite 400, San Antonio, Texas 78216 (210) 541-9166
KHA Project No.: 068684007

				Viking Construction 2592 Shell Road Georgetown, TX 78628 512-930-5777 **LOWEST RESPONSIVE BIDDER**		**Intermountain Slurry Seal, Inc.** 1000 North Warm Springs Road Salt Lake City, UT 84116 801-532-8200		**Engineer's Estimate**		**Contractor Average**	
ITEM	**DESCRIPTION**	**QUANTITY**	**UNIT**	**UNIT PRICE**	**TOTAL**	**UNIT PRICE**	**TOTAL**	**UNIT PRICE**	**TOTAL**	**AVG UNIT PRICE**	**TOTAL**
	BASE BID										
100.1	MOBILIZATION	1	LS	$ 35,000.00	$ 35,000.00	$ 60,000.00	$ 60,000.00	$ 56,100.00	$ 56,100.00	$ 47,500.00	$ 47,500.00
100.2	BONDS AND INSURANCE	1	LS	$ 5,000.00	$ 5,000.00	$ 3,500.00	$ 3,500.00	$ 6,250.00	$ 6,250.00	$ 4,250.00	$ 4,250.00
239.2	MICROSURFACING (30 LBS/SY)	1,415	TON	$ 328.00	$ 464,120.00	$ 335.00	$ 474,025.00	$ 380.00	$ 537,700.00	$ 331.50	$ 469,072.50
666-7417	REFL PAV MRK TY I (Y)4"(SLD)(100MIL)	800	LF	$ 6.00	$ 4,800.00	$ 4.00	$ 3,200.00	$ 2.00	$ 1,600.00	$ 5.00	$ 4,000.00
666-7402	REFL PAV MRK TY I (W)4"(BRK)(100MIL)	40	LF	$ 6.00	$ 240.00	$ 4.00	$ 160.00	$ 1.50	$ 60.00	$ 5.00	$ 200.00
666-7024	REFL PAV MRK TY I (W)8"(SLD)(100MIL)	220	LF	$ 10.00	$ 2,200.00	$ 6.50	$ 1,430.00	$ 2.75	$ 605.00	$ 8.25	$ 1,815.00
666-7036	REFL PAV MRK TY I (W)24"(SLD)(100MIL)	50	LF	$ 50.00	$ 2,500.00	$ 30.00	$ 1,500.00	$ 10.00	$ 500.00	$ 40.00	$ 2,000.00
666-7042	REFL PAV MRK TY I (W)(ARROW)(100MIL)	6	EA	$ 900.00	$ 5,400.00	$ 600.00	$ 3,600.00	$ 400.00	$ 2,400.00	$ 750.00	$ 4,500.00
666-7045	REFL PAV MRK TY I(W)(DBL ARROW)(100MIL)	1	EA	$ 900.00	$ 900.00	$ 600.00	$ 600.00	$ 600.00	$ 600.00	$ 750.00	$ 750.00
666-7066	REFL PAV MRK TY I (W)(WORD)(100MIL)	3	EA	$ 900.00	$ 2,700.00	$ 600.00	$ 1,800.00	$ 400.00	$ 1,200.00	$ 750.00	$ 2,250.00
672-7004	REFL PAV MRKR TY II-A-A	40	EA	$ 40.00	$ 1,600.00	$ 25.00	$ 1,000.00	$ 14.00	$ 560.00	$ 32.50	$ 1,300.00
672-7006	REFL PAV MRKR TY II-C-R	16	EA	$ 40.00	$ 640.00	$ 25.00	$ 400.00	$ 14.00	$ 224.00	$ 32.50	$ 520.00
666-7346	PAVEMENT SLER 4"	840	LF	$ 1.00	$ 840.00	$ 0.50	$ 420.00	$ 1.00	$ 840.00	$ 0.75	$ 630.00
666-7348	PAVEMENT SLER 8"	220	LF	$ 2.00	$ 440.00	$ 1.00	$ 220.00	$ 1.00	$ 220.00	$ 1.50	$ 330.00
666-7352	PAVEMENT SLER 24"	50	LF	$ 6.00	$ 300.00	$ 3.00	$ 150.00	$ 4.00	$ 200.00	$ 4.50	$ 225.00
666-7353	PAVEMENT SLER (ARROW)	6	EA	$ 130.00	$ 780.00	$ 65.00	$ 390.00	$ 100.00	$ 600.00	$ 97.50	$ 585.00
666-7356	PAVEMENT SLER (DBL ARROW)	1	EA	$ 130.00	$ 130.00	$ 65.00	$ 65.00	$ 100.00	$ 100.00	$ 97.50	$ 97.50
666-7354	PAVEMENT SLER (WORD)	3	EA	$ 130.00	$ 390.00	$ 65.00	$ 195.00	$ 100.00	$ 300.00	$ 97.50	$ 292.50
677-7004	ELIM EXT PM & MRKS (8")	215	LF	$ 10.00	$ 2,150.00	$ 6.50	$ 1,397.50	$ 3.00	$ 645.00	$ 8.25	$ 1,773.75
677-7008	ELIM EXT PM & MRKS (24")	25	LF	$ 30.00	$ 750.00	$ 20.00	$ 500.00	$ 9.00	$ 225.00	$ 25.00	$ 625.00
677-7009	ELIM EXT PM & MRKS (ARROW)	2	EA	$ 200.00	$ 400.00	$ 130.00	$ 260.00	$ 125.00	$ 250.00	$ 165.00	$ 330.00
677-7010	ELIM EXT PM & MRKS (DBL ARROW)	1	EA	$ 200.00	$ 200.00	$ 130.00	$ 130.00	$ 125.00	$ 125.00	$ 165.00	$ 165.00
677-7015	ELIM EXT PM & MRKS (WORD)	2	EA	$ 200.00	$ 400.00	$ 130.00	$ 260.00	$ 125.00	$ 250.00	$ 165.00	$ 330.00
503-7001	PORTABLE CHANGEABLE MESSAGE SIGN	30	DAY	$ 330.00	$ 9,900.00	$ 300.00	$ 9,000.00	$ 250.00	$ 7,500.00	$ 315.00	$ 9,450.00
DD-869-01	PROJECT SIGN	4	EA	$ 1,200.00	$ 4,800.00	$ 500.00	$ 2,000.00	$ 1,000.00	$ 4,000.00	$ 850.00	$ 3,400.00
	Total Cibolo Base Bid Amount:				$ 546,580.00		$ 566,202.50		$ 623,054.00		$ 556,391.25
	TOTAL BASE BID:				**$ 546,580.00**		**$ 566,202.50**		**$ 623,054.00**		**$ 556,391.25**

BID TABULATION

Project: FY 2025 Street Preservation Project
Bid Submittal: Tuesday, August 5, 2025 @ 2:00 PM
Owner: City of Cibolo Public Works Department
Engineer: Kimley-Horn and Associates, Inc.
10101 Reunion Place, Suite 400, San Antonio, Texas 78216 (210) 541-9166
KHA Project No.: 068684007

				Viking Construction 2592 Shell Road Georgetown, TX 78628 801-532-8200 **LOWEST RESPONSIVE BIDDER**		**Engineer's Estimate**		**Unit Price Comparison**	
ITEM	**DESCRIPTION**	**QUANTITY**	**UNIT**	**UNIT PRICE**	**TOTAL**	**UNIT PRICE**	**TOTAL**	**DELTA**	**% DELTA**
	BASE BID								
100.1	MOBILIZATION	1	LS	$ 35,000.00	$ 35,000.00	$ 56,100.00	$ 56,100.00	$ (21,100.00)	-37.61%
100.2	BONDS AND INSURANCE	1	LS	$ 5,000.00	$ 5,000.00	$ 6,250.00	$ 6,250.00	$ (1,250.00)	-20.00%
239.2	MICROSURFACING (30 LBS/SY)	1,415	TON	$ 328.00	$ 464,120.00	$ 380.00	$ 537,700.00	$ (52.00)	-13.68%
666-7417	REFL PAV MRK TY I (Y)4"(SLD)(100MIL)	800	LF	$ 6.00	$ 4,800.00	$ 2.00	$ 1,600.00	$ 4.00	200.00%
666-7402	REFL PAV MRK TY I (W)4"(BRK)(100MIL)	40	LF	$ 6.00	$ 240.00	$ 1.50	$ 60.00	$ 4.50	300.00%
666-7024	REFL PAV MRK TY I (W)8"(SLD)(100MIL)	220	LF	$ 10.00	$ 2,200.00	$ 2.75	$ 605.00	$ 7.25	263.64%
666-7036	REFL PAV MRK TY I (W)24"(SLD)(100MIL)	50	LF	$ 50.00	$ 2,500.00	$ 10.00	$ 500.00	$ 40.00	400.00%
666-7042	REFL PAV MRK TY I (W)(ARROW)(100MIL)	6	EA	$ 900.00	$ 5,400.00	$ 400.00	$ 2,400.00	$ 500.00	125.00%
666-7045	REFL PAV MRK TY I(W)(DBL ARROW)(100MIL)	1	EA	$ 900.00	$ 900.00	$ 600.00	$ 600.00	$ 300.00	50.00%
666-7066	REFL PAV MRK TY I (W)(WORD)(100MIL)	3	EA	$ 900.00	$ 2,700.00	$ 400.00	$ 1,200.00	$ 500.00	125.00%
672-7004	REFL PAV MRKR TY II-A-A	40	EA	$ 40.00	$ 1,600.00	$ 14.00	$ 560.00	$ 26.00	185.71%
672-7006	REFL PAV MRKR TY II-C-R	16	EA	$ 40.00	$ 640.00	$ 14.00	$ 224.00	$ 26.00	185.71%
666-7346	PAVEMENT SLER 4"	840	LF	$ 1.00	$ 840.00	$ 1.00	$ 840.00	$ -	0.00%
666-7348	PAVEMENT SLER 8"	220	LF	$ 2.00	$ 440.00	$ 1.00	$ 220.00	$ 1.00	100.00%
666-7352	PAVEMENT SLER 24"	50	LF	$ 6.00	$ 300.00	$ 4.00	$ 200.00	$ 2.00	50.00%
666-7353	PAVEMENT SLER (ARROW)	6	EA	$ 130.00	$ 780.00	$ 100.00	$ 600.00	$ 30.00	30.00%
666-7356	PAVEMENT SLER (DBL ARROW)	1	EA	$ 130.00	$ 130.00	$ 100.00	$ 100.00	$ 30.00	30.00%
666-7354	PAVEMENT SLER (WORD)	3	EA	$ 130.00	$ 390.00	$ 100.00	$ 300.00	$ 30.00	30.00%
677-7004	ELIM EXT PM & MRKS (8")	215	LF	$ 10.00	$ 2,150.00	$ 3.00	$ 645.00	$ 7.00	233.33%
677-7008	ELIM EXT PM & MRKS (24")	25	LF	$ 30.00	$ 750.00	$ 9.00	$ 225.00	$ 21.00	233.33%
677-7009	ELIM EXT PM & MRKS (ARROW)	2	EA	$ 200.00	$ 400.00	$ 125.00	$ 250.00	$ 75.00	60.00%
677-7010	ELIM EXT PM & MRKS (DBL ARROW)	1	EA	$ 200.00	$ 200.00	$ 125.00	$ 125.00	$ 75.00	60.00%
677-7015	ELIM EXT PM & MRKS (WORD)	2	EA	$ 200.00	$ 400.00	$ 125.00	$ 250.00	$ 75.00	60.00%
503-7001	PORTABLE CHANGEABLE MESSAGE SIGN	30	DAY	$ 330.00	$ 9,900.00	$ 250.00	$ 7,500.00	$ 80.00	32.00%
DD-869-01	PROJECT SIGN	4	EA	$ 1,200.00	$ 4,800.00	$ 1,000.00	$ 4,000.00	$ 200.00	20.00%
	Total Cibolo Base Bid Amount:				$ 546,580.00		$ 623,054.00		-12.27%
	TOTAL BASE BID:				**$ 546,580.00**		**$ 623,054.00**		**-12.3%**



NOTES:

1. MICROSURFACE TO BE APPLIED AT 30 LBS/SY.
2. CONTINUOUS PAVER TO BE UTILIZED.
3. UNLESS DIRECTED OTHERWISE BY CITY IN FIELD, MICROSURFACE ON MAIN STREET LENGTH SHALL END AT GUTTER/EDGE OF PAVEMENT AND NOT EXTEND INTO INTERSECTING STREETS.
4. PERMANENT PAVEMENT MARKINGS AND MARKERS SHALL BE PLACED PER PLANS OR STANDARDS, AS DIRECTED BY THESE CONTRACT DOCUMENTS.
5. SURFACE AREA WILL BE MEASURED WITH CITY AND CONTRACTOR PRIOR TO MICROSURFACE PLACEMENT. SURFACE AREA SQUARE YARDAGE WILL BE PRE-APPROVED AND TONNAGE CALCULATIONS WILL BE COMPLETED POST INSTALLATION TO CONFIRM APPLICATION RATE WAS MET.

REVISED

APPROVED

SHEET ___ OF ___

FY25 STREET PRESERVATION
PROJECT LOCATION MAP

CITY OF CIBOLO

City of Cibolo

City Council Regular Meeting Staff Report

H. Discussion/Action to authorize the City Manager to execute a contract with JM Pipeline, LLC in the amount of $398,965 for the FM78 - 8" Sanitary Sewer Replacement. (Mr. Gomez)

Meeting	Agenda Group
Tuesday, August 26, 2025, 6:30 PM	Discussion/Action Item: 9H.

From
Julio Gomez, Public Works Director

PRIOR CITY COUNCIL ACTION
In April 2024, City Council requested that staff investigate an issue with sewer flow that was affecting a business along FM 78.

BACKGROUND
Staff determined that an existing sanitary sewer line along FM 78 was experiencing flow restrictions, which created maintenance concerns and risked service disruptions for nearby properties. The FM 78 – 8” Sanitary Sewer Replacement project is intended to replace this line, improving reliability and ensuring adequate sewer capacity for the area. The project was competitively bid, and bids were opened on July 25, 2025. The bid submittals were reviewed by City staff to ensure compliance with all contract requirements.

Two bids were received, with the lowest bid totaling $398,965.00 from JM Pipeline, LLC. The Engineer’s Opinion of Probable Construction Cost for the Base Bid was $363,064.00. The lowest bid has been reviewed and determined to meet the requirements stated in the contract documents, with unit prices appearing balanced and reasonable.

STAFF RECOMMENDATION
Staff recommends that City Council authorize the City Manager to execute a contract with JM Pipeline, LLC in the amount of $398,965.00 for the FM 78 – 8” Sanitary Sewer Replacement project.

FINANCIAL IMPACT
Funding for this project will come from the 2012 revenue bonds.

Attachments

Colliers Letter of Recommendation
FM 78 8" Sanitary Sewer Replacement Bid Tabulation.pdf

3091 University East, Bryan, TX 77802
Main: 877 627 3772

TBPLS Reg. 10194550 • TBPE Reg. F-14909 • TBPG 50617

Colliers
Engineering
& Design

July 31, 2025

City of Cibolo
Attn: Julio Gomez, MBA
CIP Manager
200 S. Main Street
Cibolo, Texas 78108

Re: City of Cibolo – Deer Creek Drainage
Contract Award Recommendation – FM 78 – 8" Sanitary Sewer Replacement

Mr. Gomez,

On July 25, 2025, at 2:00 PM, bids were received and opened at City Hall for the FM 78 – 8" Sanitary Sewer Replacement. There was a total of two bids received with bid amounts ranging from $398,965.00 to $564,335.12 for the Base Bid. JM Pipeline, LLC was the low bidder.

The Opinion of Probable Construction Cost's estimated budget for the Base Bid was $363.064.00. JM Pipeline's bid was for $398.965.00 for the Base Bid, which resulted in a difference of $35,901.00 (9.89% above the estimated budget).

CED has reviewed the lowest bid for the above referenced project. CED believes the low bidder meets the requirements stated in the contract documents and unit prices appear to be balanced and in-line with expectations. Based on this information, CED Engineers recommends awarding the Base Bid to JM Pipeline, LLC for the Cibolo FM 78 – 8" Sanitary Sewer Replacement in the amount of $363,064.00.

If you have questions or require additional information, please contact our office.

Sincerely,
Colliers Engineering and Design

Jose H. Carmona, Jr., P.E.
Department Manager

				Guerra Underground, LLC		JM Pipeline, LLC	
			Total Cost	$564,336.12		$398,965.00	
ITEM NUMBER	DESCRIPTION	UNIT	QUANTITY	UnitPrice	TotalCost	UnitPrice	TotalCost
COSA 100.1	Mobilization	LS	1	$27,324.00	$27,324.00	$5,000.00	$5,000.00
COSA 100.2	Insurance & Bond	LS	1	$24,840.00	$24,840.00	$5,000.00	$5,000.00
SAWS 848	8" PVC Pipe Sanitary Sewer by Bore	LF	300	$573.02	$171,906.00	$405	$121,500.00
SAWS 848	8" PVC Pipe Sanitary Sewer with Restrained Joints by Bore	LF	227	$144.49	$32,799.23	$75	$17,025.00
COSA 406.1	18" Steel Casing with Spacers by Bore	LF	205	$573.02	$117,469.10	$475	$97,375.00
SAWS 854	Sanitary Sewer 8" Stubout	EA	2	$507.98	$1,015.96	$3,000.00	$6,000.00
SAWS 854	8" Sanitary Sewer Plug	EA	2	$217.35	$434.70	$1,000.00	$2,000.00
SAWS 852	Sanitary Sewer 5' Dog House Manhole	EA	1	$21,641.85	$21,641.85	$12,000.00	$12,000.00
SAWS 852	4' Sanitary Sewer Manhole	EA	2	$13,650.82	$27,301.64	$10,000.00	$20,000.00
SAWS 852	5' Dog House Manhole	VD	5	$762.28	$3,811.40	$1,500.00	$7,500.00
COSA 550.1	Bore Pits	EA	3	$17,656.27	$52,968.81	$6,000.00	$18,000.00
COSA 200.1	Asphalt Paving Repair	SF	133	$24.91	$3,313.03	$45	$5,985.00
COSA 540.9	Fence Repair	LS	1	$1,813.32	$1,813.32	$7,500.00	$7,500.00
COSA 540.6	Stabilized Construction Entrance	LS	1	$4,968.00	$4,968.00	$1,000.00	$1,000.00
SAWS 849	HydroStatic Pressure Test	LS	1	$2,161.08	$2,161.08	$1,000.00	$1,000.00
COSA 520.1	Landscaping SOD Installation	SF	100	$1.25	$125.00	$5	$500
COSA 540.4.9	Erosion Control	LS	1	$1,863.00	$1,863.00	$3,000.00	$3,000.00
Colliers Engineering & Design Survey Rates for Required UPRR Monitoring							
NA	Field and Office Survey (Standard 8 HR Work Day)	WD	10	$4,040.00	$40,400.00	$4,040.00	$40,400.00
Required RailPros Observation/Flagging Rates							
NA	Mobilization/Administrative Fee	EA	1	$1,000.00	$1,000.00	$1,000.00	$1,000.00
NA	Construction Observation Fee (Standard 8 HR Work Day)	WD	10	$1,400.00	$14,000.00	$1,400.00	$14,000.00
NA	Surcharge Fee (Per 8 HR Work Day)	WD	10	$300	$3,000.00	$300	$3,000.00
NA	Flagging Fee (Standard 8 HR Work Day)	WD	10	$1,018.00	$10,180.00	$1,018.00	$10,180.00

City of Cibolo

City Council Regular Meeting Staff Report

I. Discussion/Action regarding the Final Plat of Grace Valley Ranch Phase 3B. (Mr. Spencer)

Meeting	Agenda Group
Tuesday, August 26, 2025, 6:30 PM	Discussion/Action Item: 9I.

From
Eron Spencer, Assistant Planning Director

Staff Contact(s)
Eron Spencer,

CITY COUNCIL ACTION: Discussion/Action of the above referenced petition

PROPERTY INFORMATION:

Project Name: PC-25-21-FP

Owner: Lennar Homes of Texas Land and Construction, Ltd.

Representative: Cude Engineers

Area: 22.476 acres

Location: Near Intersection of Weil Road and Lazy Acres Lane

Future Land Use: Compact Residential

Zoning (map): Extraterritorial Jurisdiction (ETJ)

Proposed Use: 117 Residential Lots, 5 Open Space Lots

Utility Providers: Water/Sewer – GVSUD and Electricity – GVEC

PRIOR CITY COUNCIL ACTION:

At its July 22, 2025, regular meeting, City Council voted (7-0) to postpone consideration of this agenda item. The postponement was made in response to a written request from the project representatives, Cude Engineers, in adherence with Section 212.009(b-2) of the Texas Local Government Code.

FINDINGS/CURRENT ACTIVITY:

In accordance with Section 20.3.5 of the Unified Development Code (UDC), 'Final Plat' is defined as: "The one official and authentic map of any given subdivision of land prepared from the actual field measurement and staking of all identifiable point by a surveyor or engineer, with the subdivision location referenced to a survey corner, and with all boundaries, corners and curves of the land division sufficiently described so that they can be reproduced without additional references."

The Grace Valley Ranch Subdivision lies outside the corporate limits of the City of Cibolo, in the City's Extraterritorial Jurisdiction (ETJ). The Final Plat of Grace Valley Ranch Phase 3B proposes 117 residential lots, each typically 40 feet in width, and five (5) open space drainage lots, identified as Lots 900, 901, and 903 within their respective blocks.

Since the subdivision is located within the City's ETJ, it is not assigned a zoning district, and therefore, the zoning regulations in Article 14 of the UDC, including minimum lot design standards, are not applicable. In addition, the alley requirement in Article 19 of the UDC (Ordinance 1261) for lots under sixty (60) feet in width, took effect after the Grace Valley Ranch Land Study was approved on April 9. 2019. Therefore, the subdivision is vested under the development regulations in place at the time of its initial approval, per Chapter 245 of the Texas Local Government Code.

The approved Land Study of the Grace Valley Ranch Subdivision encompasses approximately 167.5 acres and includes a total of 868 residential lots. Phase 3 is shown to contain 222 residential lots across 42.7 acres. A summary of the Land Study is provided below.

Table 1. Grace Valley Ranch Land Study Overview.

UNIT	LAND USE TYPE	PLATTING ORDER	MAX. LOT COVERAGE	DENSITY	NO. OF LOTS	GROSS AC.
1	MEDIUM DENSITY RESIDENTIAL	1	60%	5.3	149	28.1
2	MEDIUM DENSITY RESIDENTIAL	2	60%	5.2	161	31.2
3	MEDIUM DENSITY RESIDENTIAL	3	60%	5.2	222	42.7
4	MEDIUM DENSITY RESIDENTIAL	4	60%	4.5	142	31.5
5	MEDIUM DENSITY RESIDENTIAL	5	60%	5.7	194	34.0
TOTAL				**5.2**	**868**	**167.5**

On March 25, 2025, City Council considered the Final Plat for Phase 3A, which includes 111 residential lots across 24.35 acres. The proposed Phase 3B includes 117 lots on 22.47 acres. Combined, Phases 3A and 3B account for 228 residential lots on 46.82 acres – exceeding the originally planned 222 lots on 42.7 acres. Phase 3B introduces six (6) additional lots on four (4) acres within Phase 3. The additional lot count and acreage contributes to the inconsistency between the current subdivision layout and the original 2019 Land Study. The table below outlines the recorded and approved plats to date.

Table 2. Recorded and Approved Units in Grace Valley Ranch.

UNIT	NO. OF LOTS	GROSS AC.	PLAT STATUS
1	149	28.937	Recorded
2	162	31.769	Recorded
3 Street Extension	N/A	N/A	Recorded
3A	111	24.350	Recorded
3B	117	22.476	-

STREETS/MASTER THOROUGHFARE PLAN (MTP):

The plat proposes approximately 3,010 linear feet of private roadway. Sixty (60) feet of right-of-way will be dedicated for Pintail Avenue, Merganser Avenue, Ringnecked Road, Goldeneye Court, Shoveler Street, and Thea Meadows. All roadway maintenance within this subdivision will be the responsibility of the Grace Meadows Homeowners Association. As such, none of these streets are identified on the City's Master Thoroughfare Plan (MTP).

A Traffic Impact Analysis (TIA) Report, dated July 2022, was submitted and approved by the City Engineer as part of the review of this plat.

UTILITIES:

Water and sewer for Phase 3B will be provided by Green Valley Special Utility District (GVSUD). Electricity will be provided by Guadalupe Valley Electric Coop (GVEC). The utility layout includes both 12-inch and 8-inch water mains serving the subdivision, which will tie into an existing 12-inch GVSUD main along Weil Road.

Letters of Certification (LOCs) from both GVSUD and GVEC, recommending approval of Phase 3B have been submitted.

DRAINAGE:

The Stormwater Management Plan (SWMP) for Grace Valley Ranch Phase 3B has been reviewed and approved by the City Engineer. The subdivision includes five (5) open space lots that are designated for drainage improvements, specifically: Lot 900, Block 34 (0.142 acres), Lot 901, Block 48 (0.761 acres), Lot 901, Block 50 (0.756 acres), Lot 901, Block 51 (0.054 acres), and Lot 903, Block 34 (0.142 acres). No portion of the property within Phase 3B is located within the FEMA floodplain.

PARKLAND:

Per Section 16.2.2 of the UDC, a minimum of eight (8%) percent of the total tract area must be dedicated for parkland. Based on the total acreage of Phase 3B (22.476 acres), the developer is required to dedicate at least 1.798 acres.

The applicant has submitted a letter and included a plat note identifying 4.22 acres of parkland dedication, located within the "900 series open space lots excluding any pond areas." However, the combined area of the five (5) open space lots amounts to 1.855 acres. As outlined in Section 16.2.3 of the UDC, "the final decision on acceptance of parkland shall be made by the City Council."

PLANNING & ZONING COMMISSION RECOMMENDATION:

At its June 11, 2025, regular meeting, the Planning & Zoning Commission voted (6-0) to recommend denial of the Final Plat of Grace Valley Ranch Phase 3B due to outstanding comments, including formatting issues, missing labels and square footages, confirmation of parkland dedication, corrections to the curve and line tables, as well as minor errors on the page numbers and signature blocks.

STAFF RECOMMENDATION:

Following the Planning & Zoning Commission meeting, the applicant submitted a revised plat along with supporting documents, which were reviewed by both Staff and the City Engineer. The City Engineer's approval letter is attached herein.

While all previously noted comments have been addressed in accordance with the subdivision regulations set forth in the City's UDC and Section 212 of the Texas Local Government Code, one item remains—City Council's acceptance of the adjustment in lot count and acreage between the proposed Phase 3B Final Plat and the 2019 Land Study. Therefore, Staff recommends **APPROVAL** of the Final Plat, contingent upon City Council's acceptance of this adjustment as being consistent with the overall spirit and intent of the approved land study.

Attachments

Application
Final Plat
City Engineer's Letter
Land Study
Updated Phasing Exhibit
Staff Map

Cibolo
Final Plat Application

Online Request #: 2720252

Project #: PC-25-21-FP

Submitted by:
Miguel Sandoval
msandoval@cudeengineers.com
(210) 681-2951

Location: **Weil Road approximately 7500 linear feet from FM 1103**

City: **Cibolo** State: **TX** Zip: **78214**

Contact Information

Applicant's Contact Information

Title: First Name: **Miguel** Last Name: **Sandoval** Suffix:

Business Name: **Cude Engineers**

Mailing Address: **4122 Pond Hill Rd., Ste. 101**

City: **San Antonio** State: **TX** Zip: **78231**

Email Address: **msandoval@cudeengineers.com**

Cell Phone: **(210) 251-1600** Work Phone: Home Phone: **(210) 681-2951**

Property Owner's Contact Information

Title: First Name: _ Last Name: Suffix:

Business Name:

Mailing Address:

City: State: _ Zip:

Email Address:

Cell Phone: Work Phone: Home Phone:

Representative's Contact Information

Title: First Name: _ Last Name: Suffix:

Business Name:

Mailing Address:

City: State: _ Zip:

Email Address:

Cell Phone: Work Phone: Home Phone:

Application Questionnaire (* denotes required question)

Final Plat

Project Name *	Grace Valley Ranch, Phase 3B
Total Acres *	22.476
Survey Name *	Frailan De La Garza
Abstract No. *	143
Current Zoning *	N/A
Proposed Zoning *	N/A
Overlay *	Old Town
# of Lots *	117

# of Units *	117
Work Type *	Single-Family
Specify *	
Total Proposed Square Footage *	
Total Proposed Square Footage *	
Current Use *	Undeveloped
Proposed Use *	Single-Family
By typing my name below, I do hereby attest that the information contained in this application is true, accurate, and complete. *	Miguel Sandoval
Acknowledgement *	[illegible]
Enter Signature: *	Miguel Sandoval

Documents Uploaded

The following documents are attached to the Application.

Copy of a Final Tree Survey	**gv_3b tpp.pdf**
Copy of the Final Plat Encompassing All Land Owned by the Subdivider	**gv_3b_final plat.pdf**
Copy of the Final Traffic Impact Analysis Report	**tia report_grace valley ranch.pdf**
Copy of the Final Utility and Final Storm Water Management Report	**2024-03-21 - swmp_report.pdf**
	c3.00_util-c3.00.pdf
Narrative of Application Request	**2025-04-07 - narrative of application request.pdf**
Project Applicable LOC Approvals	**grace valley 3b - loc- combined.pdf**
Proof of Tax Certification	**20250414_gvu3b tax certificate.pdf**
Signed Deposit Agreement	**grace valley 3b_final plat app_signed.pdf**
Signed Notarized Authorization Form	**grace valley 3b_final plat app_signed.pdf**
Statement of the intent of the developer to provide parkland dedication in accordance with the requirements of this UDC or to pay fees in lieu of parkland dedication.	**parkland dedication.pdf**

4/7/2025

Mrs. Lindsey Walker
City Planner
P.O. Box 826
200 S. Main St.
Cibolo, TX 78108

Grace Valley Ranch, Phase 3B – Final Plat Application Request

Dear Mrs. Walker,

This letter is regarding the final plat application request for the development project known as Grace Valley Ranch, Phase 3B. This development encompasses 22.476 acres and consists of 117 single-family homes located within the City of Cibolo Extraterritorial Jurisdiction, Guadalupe County, Texas.

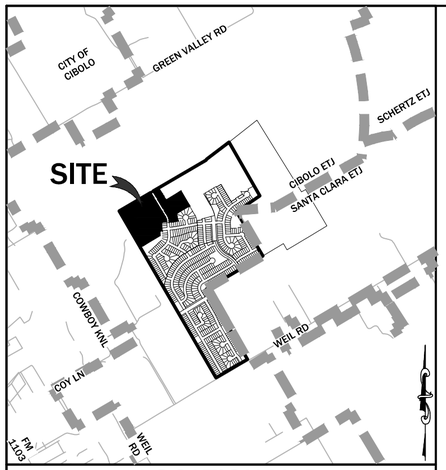
The purpose of this correspondence is to formally request the review of the Grace Valley Ranch, Phase 3B final plat by the City of Cibolo staff, Planning and Zoning Commission and the City Council.

If you have any questions or need any additional information, please call me for further assistance at 210-681-2951.

Sincerely,

K Hudek

Kyle Hudek, P.E.
Senior Project Manager



LOCATION MAP

N.T.S.

NOTES:

1. PLAT NOTES APPLY TO EVERY PAGE OF THIS MULTIPLE PAGE PLAT.
2. SEE NOTES AND SIGNATURE BLOCKS ON THIS SHEET.
3. SEE THIS SHEET FOR LINE AND CURVE TABLES.

APPROVED ON THIS THIS _____ DAY OF _____, A.D., 2025, BY THE CITY ENGINEER, CITY OF CIBOLO, TEXAS.

BY: _____
CITY ENGINEER, CITY OF CIBOLO

STATE OF TEXAS
COUNTY OF GUADALUPE

I HEREBY CERTIFY THAT PROPER ENGINEERING CONSIDERATION HAS BEEN GIVEN IN THIS PLAT TO THE MATTERS OF STREETS, LOTS AND DRAINAGE LAYOUT. TO THE BEST OF MY KNOWLEDGE THIS PLAT CONFORMS TO ALL REQUIREMENTS OF THE SUBDIVISION REGULATIONS OF THE UNIFIED DEVELOPMENT CODE, EXCEPT FOR THOSE VARIANCES GRANTED BY THE CITY COUNCIL OF THE CITY OF CIBOLO.

_____
REGISTERED PROFESSIONAL ENGINEER
JEFFREY A. MCKINNIE

SWORN TO AND SUBSCRIBED BEFORE ME THIS THE _____ DAY OF _____, A.D., 2025.

_____
NOTARY PUBLIC IN AND FOR THE STATE OF TEXAS

STATE OF TEXAS
COUNTY OF GUADALUPE

I HEREBY CERTIFY THAT THIS PLAT IS TRUE AND CORRECT AND WAS PREPARED FROM AN ACTUAL SURVEY OF THE PROPERTY MADE ON THE GROUND UNDER MY SUPERVISION.

_____
REGISTERED PROFESSIONAL LAND SURVEYOR
CHRIS WALTERSCHEIDT

SWORN TO AND SUBSCRIBED BEFORE ME THIS THE _____ DAY OF _____, A.D., 2025.

_____
NOTARY PUBLIC IN AND FOR THE STATE OF TEXAS

THIS PLAT OF GRACE VALLEY RANCH, PHASE 3B HAS BEEN SUBMITTED TO AND CONSIDERED BY THE PLANNING AND ZONING COMMISSION OF THE CITY OF CIBOLO, TEXAS AND IS HEREBY APPROVED BY SUCH COMMISSION.

DATED THIS _____ DAY OF _____, A.D., 2025.

BY: _____ BY: _____
CHAIR VICE CHAIR

THIS PLAT OF GRACE VALLEY RANCH, PHASE 3B HAS BEEN SUBMITTED TO AND CONSIDERED BY THE CITY COUNCIL OF THE CITY OF CIBOLO, TEXAS AND IS HEREBY APPROVED BY SUCH CITY COUNCIL.

DATED THIS _____ DAY OF _____, A.D., 2025.

BY: _____ BY: _____
MAYOR CITY SECRETARY

OWNER/DEVELOPER:
LENNAR HOMES OF TEXAS LAND AND CONSTRUCTION, LTD.
100 NE LOOP 410, SUITE 1155
SAN ANTONIO, TEXAS 78216
PHONE: 210-403-6200
CONTACT PERSON: RICHARD MOTT, P.E.

CUDE ENGINEERS
4122 POND HILL RD. • SUITE 101
SAN ANTONIO, TEXAS 78231
TEL 210.681.2951 • FAX 210.523.7112
WWW.CUDEENGINEERS.COM
TBPE REGISTERED ENGINEERING FIRM #455
TBPELS #10048500

CONTACT: JEFFREY MCKINNIE, P.E. **PROJECT #** R03346.010

NOTES:

1. THE PROPERTY SHOWN HEREON LIES WITHIN THE CITY OF CIBOLO, ETJ.
2. THE PROPERTY SHOWN HEREON IS NOT LOCATED OVER THE EDWARDS AQUIFER RECHARGE ZONE.
3. THE PROPERTY SHOWN HEREON IS LOCATED INSIDE SCHERTZ-CIBOLO-UNIVERSAL CITY SCHOOL DISTRICT.
4. THE PROPERTY SHOWN HEREON WILL HAVE UTILITIES PROVIDED BY THE FOLLOWING
   WATER - GVSUD
   SEWER - GVSUD
   ELECTRICITY - G.V.E.C.
   TELECOMMUNICATION - AT&T AND SPECTRUM
5. NO PORTION OF THE PROPERTY EXCEPT SHOWN HEREON IS LOCATED WITHIN A 1% ANNUAL CHANCE (100-YEAR) FLOOD BOUNDARY AS DEFINED BY FLOOD INSURANCE RATE MAP GUADALUPE COUNTY, TEXAS COMMUNITY PARCEL NUMBER 48187C 0230F, REVISED NOVEMBER 2, 2007.
6. THIS PLAT DOES NOT AMEND, ALTER, RELEASE OR OTHERWISE AFFECT ANY EXISTING ELECTRIC, GAS, WATER, SEWER, DRAINAGE, TELEPHONE, CABLE EASEMENTS OR ANY OTHER EASEMENTS FOR UTILITIES UNLESS THE CHANGES TO SUCH EASEMENTS ARE DESCRIBED ABOVE.
7. ALL UTILITY EASEMENTS ARE FOR THE CONSTRUCTION, MAINTENANCE (INCLUDING BUT NOT LIMITED TO REMOVAL OF TREE AND OTHER OBSTRUCTIONS), READING METERS AND REPAIR OF ALL OVERHEAD AND UNDERGROUND UTILITIES.
8. ALL EXISTING G.V.E.C. OVERHEAD LINES POSSESS A 30' CENTERLINE EASEMENT, 15' EACH SIDE OF LINE.
9. BEARING REFERENCE SOURCE IS THE TEXAS STATE PLANE COORDINATE SYSTEM - SOUTH CENTRAL ZONE (4204), NAD 83 (2011).
10. MONUMENTATION AS SHOWN. IT IS THE PRACTICE OF CUDE ENGINEERS TO MONUMENT ALL CORNERS (IF PRACTICAL) IN THE SUBDIVISION WITH 1/2" REBAR AND PLASTIC CAPS STAMPED "CUDE", UPON COMPLETION OF CONSTRUCTION.
11. HOMEOWNER(S) ASSOCIATION WILL MOW AND MAINTAIN PARKS, LANDSCAPE BUFFERS, OPEN SPACE, GREENBELTS AND DRAINAGE EASEMENTS.
12. THE CITY OF CIBOLO AND/OR GUADALUPE COUNTY RESERVES THE RIGHT TO RENAME STREETS AND/OR CHANGE HOUSE NUMBERS DUE TO INCOMPATIBILITY WITH EXISTING NAME LAYOUT, EMERGENCY VEHICLE RESPONSE, AND MAIL DELIVERY.
13. LOT SQUARE FOOTAGES SHOWN HEREON WERE DERIVED FROM DIMENSIONS SHOWN, BUT DO REFLECT A CERTIFIED INCREASE IN ACREAGE ACCURACY BEYOND THAT OF THE TOTAL ACREAGE SHOWN HEREON (20.871 Ac.).
14. LOTS IN SUBDIVISION PLAT INCLUDE DRAINAGE EASEMENTS AND OPEN SPACE.
15. THIS PLAT CONTAINS APPROXIMATELY 3,010 L.F. OF ROADWAY.
16. SELLING A PORTION OF THIS ADDITION BY METES AND BOUNDS IS A VIOLATION OF THE UNIFIED DEVELOPMENT CODE OF THE CITY OF CIBOLO AND STATE PLATTING STATUTES AND IS SUBJECT TO FINES AND WITHHOLDING OF UTILITIES AND BUILDING PERMITS.
17. PLAT APPROVAL SHALL NOT BE DEEMED TO OR PRESUMED TO GIVE AUTHORITY TO VIOLATE, NULLIFY, VOID, OR CANCEL ANY PROVISIONS OF LOCAL, STATE, OR FEDERAL LAWS, ORDINANCES, OR CODES.
18. THE APPLICANT IS RESPONSIBLE FOR SECURING ANY FEDERAL PERMITS THAT MAY BE NECESSARY AS THE RESULT OF PROPOSED DEVELOPMENT ACTIVITY. THE CITY OF CIBOLO IS NOT RESPONSIBLE FOR DETERMINING THE NEED FOR, OR ENSURING COMPLIANCE WITH ANY FEDERAL PERMIT.
19. APPROVAL OF THIS PLAT DOES NOT CONSTITUTE A VERIFICATION OF ALL DATA, INFORMATION AND CALCULATIONS SUPPLIED BY THE APPLICANT. THE ENGINEER OF RECORD OR REGISTERED PUBLIC LAND SURVEYOR IS SOLELY RESPONSIBLE FOR THE COMPLETENESS, ACCURACY AND ADEQUACY OF HIS/HER SUBMITTAL WHETHER OR NOT THE APPLICATION IS REVIEWED FOR CODE COMPLIANCE BY THE CITY ENGINEERS.
20. ALL RESPONSIBILITY FOR THE ADEQUACY OF THIS PLAT REMAINS WITH THE ENGINEER OR SURVEYOR WHO PREPARED THEM. IN APPROVING THESE PLANS, THE CITY OF CIBOLO MUST RELY ON THE ADEQUACY OF THE WORK OF THE ENGINEER AND/OR SURVEYOR OF RECORD.
21. ROUTINE MAINTENANCE OF WEEDS AND GRASS IN ALL EASEMENTS SHALL BE THE RESPONSIBILITY OF THE PROPERTY OWNER, HOA, OR PROPERTY OWNER ASSOCIATE ON WHICH THE EASEMENT IS LOCATED IN ACCORDANCE WITH CITY OF CIBOLO UDC AND THE CITY OF CIBOLO BUILDING CODE, EACH OF WHICH AS MAY BE AMENDED, PRIOR TO THE ISSUANCE OF A BUILDING PERMIT.
22. ALL UTILITIES, INCLUDING, BUT NOT LIMITED TO, ELECTRICAL WIRING, NATURAL GAS, TELEPHONE, CABLE, INTERNET, AND SECURITY SYSTEMS, SHALL BE LOCATED IN THE FRONT YARD, SHALL BE INSTALLED UNDERGROUND AND SHALL BE MAINTAINED IN ACCORDANCE WITH ALL APPLICABLE CITY CODES AND REGULATIONS FOR SUCH SYSTEMS. ANY UTILITIES REQUIRED TO BE PLACED ABOVE GROUND MUST BE PLACED ON STEEL POLES OR ANOTHER MATERIAL WITH COMPARABLE STRENGTH AND DURABILITY, AS APPROVED BY THE CITY ENGINEER AND AFFECTED UTILITY PROVIDER, MEETING THE REQUIREMENTS OF THE CITY AND THE APPLICABLE UTILITY PROVIDER. ROUTINE MAINTENANCE OF GRASS AND WEEDS IN ALL EASEMENTS SHALL BE THE RESPONSIBLE OF THE OWNER ON WHOSE PROPERTY THE EASEMENT IS LOCATED, EXPECTED WHERE EXPRESSLY STIPULATED TO BE MAINTAINED BY SOME OTHER PARTY.
23. FINISHED FLOOR ELEVATIONS MUST BE A MINIMUM OF 8 INCHES ABOVE FINISHED ADJACENT GRADE.
24. NO STRUCTURES, FENCES, WALLS, OR OTHER OBSTRUCTIONS THAT IMPEDE DRAINAGE SHALL BE PLACED WITHIN THE LIMITS OF THE DRAINAGE EASEMENTS AND RIGHTS-OF-WAY SHOWN ON THIS PLAT. NO LANDSCAPING OR OTHER TYPE OF MODIFICATIONS, WHICH ALTER THE CROSS-SECTIONS OF THE DRAINAGE EASEMENTS AND RIGHTS-OF-WAY, AS APPROVED, SHALL BE ALLOWED WITHOUT THE APPROVAL OF THE DIRECTOR OF PUBLIC WORKS. THE CITY OF CIBOLO SHALL HAVE THE RIGHT TO INGRESS AND EGRESS OVER THE GRANTOR'S ADJACENT PROPERTY TO REMOVE ANY IMPEDING OBSTRUCTIONS PLACED WITHIN THE LIMITS OF SAID DRAINAGE EASEMENTS AND TO MAKE ANY MODIFICATIONS OR IMPROVEMENTS WITHIN SAID DRAINAGE EASEMENTS.
25. TREE SURVEY WILL BE PROVIDED ON A PHASE TO PHASE BASIS.
26. A GEOTECHNICAL REPORT DEMONSTRATING COMPLIANCE WITH ALL RECOMMENDED PRACTICE FOR THE DESIGN OF RESIDENTIAL FOUNDATIONS, VERSION 1 STANDARDS OF THE TEXAS SECTION OF THE AMERICAN SOCIETY OF CIVIL ENGINEERS, THE GEOTECHNICAL STANDARDS OF THE CITY OF CIBOLO UDC AND THE CITY OF CIBOLO BUILDING CODE, EACH OF WHICH AS MAY BE AMENDED, PRIOR TO THE ISSUANCE OF A BUILDING PERMIT.
27. ALL STREETS ARE DESIGNATED AS A 60' UNDERGROUND AND AT-GRADE INFRASTRUCTURE AND SERVICE FACILITIES EASEMENT FOR PUBLIC ACCESS, GAS, ELECTRIC, STREET LIGHT, TELEPHONE CABLE TELEVISION, DRAINAGE, PEDESTRIAN, PUBLIC WATER, WASTEWATER, RECYCLED WATER MAINS, AND EMERGENCY ACCESS EASEMENT.
28. THE LANDOWNER ASSUMES ALL RISKS ASSOCIATED WITH IMPROVEMENTS LOCATED IN THE RIGHT-OF-WAY, OR ROAD WIDENING EASEMENT. BY PLACING ANYTHING IN THE RIGHT-OF-WAY OR ROAD WIDENING EASEMENTS, THE LANDOWNER IDENTIFIES AND HOLDS THE CITY OF CIBOLO, GUADALUPE COUNTY, THEIR OFFICERS, AGENTS, AND EMPLOYEES HARMLESS FROM ANY LIABILITY OWING TO PROPERTY DEFECTS OR NEGLIGENCE NOT ATTRIBUTABLE TO THEM AND ACKNOWLEDGES THAT THE IMPROVEMENTS MAY BE REMOVED BY THE CITY AND/OR COUNTY AND THAT THE OWNER OF THE IMPROVEMENTS WILL BE RESPONSIBLE FOR THE RELOCATION AND/OR REPLACEMENT OF THE IMPROVEMENTS.
29. THE BUILDING OF ALL STREETS, ROADS, AND OTHER PUBLIC THOROUGHFARES AND ANY BRIDGES OR CULVERTS NECESSARY TO BE CONSTRUCTED OR PLACED IS THE RESPONSIBILITY OF THE OWNERS OF THE TRACT OF LAND COVERED BY THIS PLAT IN ACCORDANCE WITH THE PLANS AND SPECIFICATIONS PRESCRIBED BY THE CITY OF CIBOLO AND/OR GUADALUPE COUNTY, TEXAS. NEITHER THE CITY OF CIBOLO NOR GUADALUPE COUNTY ASSUMES ANY OBLIGATION TO THE BRIDGES OR DRAINAGE IMPROVEMENTS IN CONNECTION THEREWITH. NEITHER THE CITY OF CIBOLO NOR GUADALUPE COUNTY ASSUMES ANY RESPONSIBILITY FOR DRAINAGE WAYS OR EASEMENTS IN THE SUBDIVISION, OTHER THAN THOSE DRAINING OR PROTECTING THE PUBLIC ROAD SYSTEM AND PUBLIC STREETS IN THE RESPECTIVE JURISDICTIONS.
30. THE MAINTENANCE OF ALL STREETS, OPEN SPACE, GREENBELTS, PARKS, TREE SAVE AREAS, DRAINAGE EASEMENTS AND EASEMENTS OF ANY OTHER NATURE WITHIN THIS SUBDIVISION SHALL BE THE RESPONSIBILITY OF THE PROPERTY OWNERS, OR THE GRACE MEADOWS HOMEOWNERS ASSOCIATION, OR DISTRICT CREATED UNDER TEXAS WATER CODE, OR ITS SUCCESSORS OR ASSIGNS AND NOT THE RESPONSIBILITY OF THE CITY OF CIBOLO OR GUADALUPE COUNTY.
31. THE ROADS SHALL BE MAINTAINED TO SUCH A STANDARD THAT WILL ALLOW EMERGENCY VEHICLES TO ACCESS THE LOTS.
32. EVERY DEED THAT CONVEYS OWNERSHIP OF A LOT MUST CONTAIN NOTICE TO THE GRANTEE THAT ALL STREETS SHALL BE THE RESPONSIBILITY OF THE PROPERTY OWNERS, OR THE GRACE MEADOWS HOMEOWNERS ASSOCIATION, OR DISTRICT CREATED UNDER TEXAS WATER CODE, OR ITS SUCCESSORS OR ASSIGNS AND NOT THE RESPONSIBILITY OF THE CITY OF CIBOLO OR GUADALUPE COUNTY. NEITHER THE CITY OF CIBOLO NOR GUADALUPE COUNTY, TEXAS, WILL EVER ACCEPT THE ROADS FOR MAINTENANCE; AND THE QUALITY OF THE ROADS MUST BE MAINTAINED AS TO NOT AFFECT ACCESS BY PUBLIC SERVICE AGENCIES SUCH AS POLICE, FIRE, AND EMERGENCY MEDICAL SERVICES.
33. IMPROVEMENTS WITHIN THE COUNTY ROAD RIGHT-OF-WAY INCLUDING, BUT NOT LIMITED TO, LANDSCAPING, IRRIGATION, DECORATIVE LIGHTING, CUSTOM SIGNS, IS PROHIBITED WITHOUT FIRST OBTAINING AN EXECUTED LICENSE AGREEMENT WITH GUADALUPE COUNTY.
34. THE STREETS SHALL ALWAYS BE OPEN TO EMERGENCY VEHICLES, PUBLIC AND PRIVATE UTILITY SERVICE PERSONNEL, THE U.S. POSTAL SERVICE AND GOVERNMENTAL EMPLOYEES IN PURSUIT OF THEIR OFFICIAL DUTIES.
35. THE AMOUNT OF PARKLAND DEDICATION PROVIDED BY THIS DEVELOPMENT IS 4.22 Ac. MEETING/EXCEEDING THE EIGHT (8%) PERCENT OF THE TOTAL TRACT ACREAGE AS REQUIRED BY SECTION 16.2.2a OF THE UDC.
36. EASEMENTS KEYNOTES 2 AND 5 TO EXPIRE UPON INCORPORATION INTO PLATTED PUBLIC RIGHT-OF-WAY.
37. THE GRACE MEADOWS HOMEOWNERS ASSOCIATION, BY FILING THIS RECORD DOCUMENT, AND ALL FUTURE OWNERS OF THIS PROPERTY, BY PURCHASING SUCH PROPERTY, ACKNOWLEDGE AND AGREE THAT GUADALUPE COUNTY SHALL HAVE NO OBLIGATION WHATSOEVER TO REPAIR OR ACCEPT MAINTENANCE OF THE STREETS SHOWN ON THIS APPROVED DEVELOPMENT PLAT UNTIL AND UNLESS THE GRACE MEADOWS HOMEOWNERS ASSOCIATION AND/OR THE PROPERTY OCCUPANTS OR TENANTS HAVE IMPROVED THE STREETS TO THE THEN CURRENT STANDARDS REQUIRED BY GUADALUPE COUNTY AND THE STREETS HAVE BEEN ACCEPTED FOR MAINTENANCE BY FORMAL, WRITTEN ACTION OF THE COUNTY COMMISSIONS COURT AND THE STREETS, WITH ALL REQUIRED RIGHT-OF-WAY AND BUILDING SETBACKS, HAVE BEEN DEDICATED BY THE OWNERS THEREOF, AND ACCEPTED BY THE COUNTY, AS PUBLIC STREETS. UNTIL SUCH TIME, THE GRACE MEADOWS HOMEOWNERS ASSOCIATION AND ALL FUTURE OWNERS OF PROPERTY WITHIN THE LIMITS OF THE APPROVED DEVELOPMENT PLAT SHALL LOOK SOLELY TO THE OWNER, DEVELOPER OR ENTITY CREATED FOR THAT PURPOSE FOR FUTURE MAINTENANCE AND REPAIR OF THE STREETS INCLUDED IN THE DEVELOPMENT PLAT.

LINE TABLE		
LINE	BEARING	LENGTH
L1	S30°47'25"E	128.17'
L2	S30°47'25"E	60.00'
L3	S04°55'28"E	16.85'
L4	S85°04'32"W	115.00'
L5	S04°55'28"E	130.00'
L6	S04°55'28"E	55.00'
L7	S85°04'32"W	50.00'
L8	S02°09'30"E	96.81'
L9	S59°50'48"W	54.51'
L10	S30°47'25"E	131.88'
L11	N59°25'46"E	5.88'
L12	S59°12'47"W	5.72'
L13	S30°47'25"E	115.00'
L14	S10°26'08"E	162.96'
L15	S79°33'52"W	93.99'
L16	S85°04'32"W	83.02'
L17	N04°55'28"W	26.85'
L18	N30°47'25"W	126.22'
L19	N30°47'25"W	60.00'
L20	N85°04'32"E	79.80'
L21	S85°04'32"W	79.80'
L22	N58°28'12"E	40.95'
L23	N79°45'57"E	42.72'
L24	N59°12'35"E	344.01'
L25	N30°09'12"W	114.40'

LINE TABLE		
LINE	BEARING	LENGTH
L26	N59°12'35"E	57.04'
L27	N30°47'25"W	60.00'
L28	N30°47'25"W	22.00'
L29	N30°47'25"W	22.00'
L30	N59°12'35"E	26.00'
L31	N59°12'35"E	32.40'
L32	N30°47'25"W	127.78'
L33	S60°38'46"W	34.01'

CURVE TABLE					
CURVE	RADIUS	DELTA	LENGTH	CHORD BEARING	CHORD
C1	5.00'	90°00'00"	7.85'	S14°12'35"W	7.07'
C2	5.00'	90°00'00"	7.85'	S75°47'25"E	7.07'
C3	170.00'	25°51'57"	76.75'	S17°51'27"E	76.10'
C4	230.00'	25°51'57"	103.83'	N17°51'27"W	102.95'
C5	5.00'	90°00'00"	7.85'	N14°12'35"E	7.07'
C6	5.00'	90°00'00"	7.85'	N75°47'25"W	7.07'
C7	5.00'	90°00'00"	7.85'	N14°12'35"E	7.07'
C8	5.00'	90°00'00"	7.85'	N75°47'25"W	7.07'
C9	5.00'	65°34'06"	5.72'	N88°00'22"W	5.41'
C10	65.00'	299°40'01"	339.96'	S25°03'20"E	65.33'
C11	5.00'	54°05'55"	4.72'	N32°09'37"E	4.55'
C12	5.00'	92°03'31"	8.03'	S74°45'40"E	7.20'
C13	170.00'	23°48'26"	70.64'	S16°49'41"E	70.13'
C14	5.00'	88°33'17"	7.73'	S39°21'11"W	6.98'
C15	230.00'	24°25'14"	98.03'	S71°25'12"W	97.29'
C16	5.00'	50°06'08"	4.37'	S84°15'39"W	4.23'
C17	65.00'	190°12'15"	215.78'	S14°12'35"W	129.48'
C18	5.00'	50°06'08"	4.37'	S55°50'29"E	4.23'
C19	5.00'	90°00'00"	7.85'	S14°12'35"W	7.07'
C20	5.00'	90°00'00"	7.85'	N14°12'35"E	7.07'

CURVE TABLE					
CURVE	RADIUS	DELTA	LENGTH	CHORD BEARING	CHORD
C21	170.00'	23°48'26"	70.64'	N71°06'48"E	70.13'
C22	5.00'	92°03'31"	8.03'	S50°57'14"E	7.20'
C23	230.00'	23°57'55"	96.20'	S16°54'26"E	95.50'
C24	5.00'	88°05'58"	7.69'	S15°09'36"W	6.95'
C25	5.00'	90°00'00"	7.85'	N75°47'25"W	7.07'
C26	170.00'	25°51'57"	76.75'	N72°08'33"E	76.10'
C27	230.00'	16°11'56"	65.03'	S76°58'34"W	64.81'
C28	5.00'	81°52'50"	7.15'	N70°10'59"W	6.55'
C29	170.00'	24°19'06"	72.15'	N17°05'01"W	71.61'
C30	230.00'	24°25'14"	98.03'	N17°08'05"W	97.29'
C31	5.00'	88°33'17"	7.73'	N14°55'56"E	6.98'
C32	5.00'	90°00'00"	7.85'	S75°47'25"E	7.07'
C33	65.00'	270°00'01"	306.31'	N14°12'34"E	91.92'
C34	25.00'	49°39'21"	21.67'	N34°36'06"E	20.99'
C35	60.00'	130°31'16"	136.68'	N75°02'03"E	108.99'
C36	60.00'	148°51'28"	155.88'	S34°43'25"W	115.60'
C37	28.00'	27°39'50"	13.52'	S44°37'20"E	13.39'
C38	28.00'	27°39'50"	13.52'	N16°57'30"W	13.39'
C39	25.00'	49°56'34"	21.79'	S84°10'52"W	21.11'
C40	24.00'	90°00'00"	37.70'	S75°47'25"E	33.94'

117 RESIDENTIAL LOTS AND 5 OPEN SPACE LOTS (NON-RESIDENTIAL) IN 6 BLOCKS

FINAL PLAT OF GRACE VALLEY RANCH PHASE 3B

A 22.476 ACRE PORTION OF A 136.07 ACRE TRACT OF LAND BEING OUT OF THE FRAILAN DE LA GARZA SURVEY, ABSTRACT NO. 143 AND JOSE MARIA CADENA SURVEY, ABSTRACT NO. 93, IN THE CITY OF CIBOLO, GUADALUPE COUNTY, TEXAS, AND BEING A PORTION OF THAT CERTAIN CALLED 151 ACRES OF LAND, AS DESCRIBED IN VOLUME 1001, PAGE 0477, VOLUME 2016, PAGE 23635, & VOLUME 1913, PAGE 0928 OFFICIAL PUBLIC RECORDS OF GUADALUPE COUNTY, TEXAS.

STATE OF ARIZONA
COUNTY OF _____

THE OWNER OF LAND SHOWN ON THIS PLAT, IN PERSON OR THROUGH A DULY AUTHORIZED AGENT, DEDICATES TO THE USE OF THE PUBLIC FOREVER ALL STREETS, ALLEYS, PARKS, WATERCOURSES, DRAINS, EASEMENTS, AND PUBLIC SPACES THEREON SHOWN FOR THE PURPOSE AND CONSIDERATION THEREIN EXPRESS.

_____
AG EHC II (LEN) MULTI STATE 4, LLC
A DELAWARE LIMITED LIABILITY COMPANY
BY: ESSENTIAL HOUSING ASSET MANAGEMENT, LLC
AN ARIZONA LIMITED LIABILITY COMPANY,
ITS AUTHORIZED AGENT

BY: _____
STEVEN S. BENSON, ITS MANAGER

STATE OF ARIZONA
COUNTY OF _____

BEFORE ME, THE UNDERSIGNED AUTHORITY ON THIS DAY PERSONALLY APPEARED _____ KNOWN TO ME TO BE THE PERSON WHOSE NAME IS SUBSCRIBED TO THE FOREGOING INSTRUMENT, AND ACKNOWLEDGED TO ME THAT HE EXECUTED THE SAME FOR THE PURPOSES AND CONSIDERATIONS THEREIN EXPRESSED AND IN THE CAPACITY THEREIN STATED.

GIVEN UNDER MY HAND AND SEAL OF OFFICE THIS _____ DAY OF _____, A.D., 2025

_____
NOTARY PUBLIC IN AND FOR THE STATE OF TEXAS

GUADALUPE VALLEY E.C. NOTES "EASEMENT REQUIREMENTS"

- G.V.E.C. TO HAVE A 5' WIDE ELECTRIC EASEMENT ON ALL ROAD CROSSINGS IN WHICH ELECTRIC LINES ARE PLACED.
- ANY EASEMENT DESIGNATED AS A G.V.E.C. 20' x 20' UTILITY EASEMENT SHALL REMAIN OPEN FOR ACCESS AT ALL TIMES AND SHALL NOT BE WITHIN A FENCED AREA.
- WHERE UNDERGROUND SERVICES ARE UTILIZED G.V.E.C. WILL POSSESS A 5' WIDE EASEMENT TO THE SERVICE METER LOCATION. EASEMENT TO FOLLOW TO SERVICE LINE AND WILL VARY DEPENDING ON LOCATION OF BUILDING OR STRUCTURE.
- G.V.E.C. SHALL HAVE ACCESS TO METER LOCATIONS FROM THE FRONT YARD WITH THE LOCATION NOT BEING WITHIN A FENCED AREA.
- ALL LOTS ADJOINING UTILITY LOT OR PRIVATE, CITY, COUNTY, OR STATE RIGHT OF WAY ARE SUBJECT TO A 5' X 30' GUY WIRE EASEMENT ALONG SIDE AND REAR LOT LINES.
- ALL ELECTRIC EASEMENTS, FOR BOTH PRIMARY AND SECONDARY ELECTRIC SERVICE, INCLUDE RIGHTS OF INGRESS AND EGRESS ACROSS THE SUBDIVISION FOR THE PURPOSE OF INSTALLING, SERVICING, UPGRADING, AND MAINTAINING THE ELECTRICAL FACILITIES AND SHALL REMAIN AT FINAL GRADE.
- ANY REQUEST TO SUBSEQUENTLY RELOCATE ANY PORTION OF THE ELECTRIC FACILITIES INSTALLED SHALL BE SUBJECT TO THE COOPERATIVE'S REASONABLE DISCRETION AND THE REQUESTING PARTY SHALL BEAR ALL COSTS ASSOCIATED WITH SUCH RELOCATION.
- THE COOPERATIVE SHALL ONLY BE REQUIRED TO FILL, GRADE, AND RESTORE GROUND COVER BACK TO ORIGINAL GRADE AS A RESULT OF ANY EXCAVATION BY OR ON BEHALF OF THE COOPERATIVE.

THIS SUBDIVISION PLAT OF GRACE VALLEY RANCH PHASE 3B HAS BEEN SUBMITTED TO AND APPROVED BY GUADALUPE VALLEY ELECTRIC COOPERATIVE, INC. FOR EASEMENTS.

BY: _____
AGENT FOR GUADALUPE VALLEY ELECTRIC COOPERATIVE, INC.

GREEN VALLEY S.U.D. NOTES "EASEMENT CERTIFICATE"

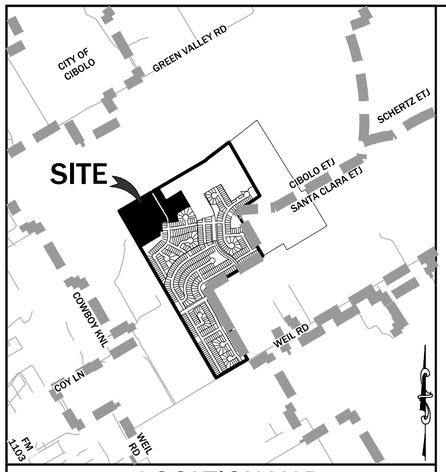
THE OWNER OF THE LAND SHOWN ON THIS PLAT AND WHOSE NAME IS SUBSCRIBED HERETO, IN PERSON OR THROUGH A DULY AUTHORIZED AGENT, DEDICATES TO THE GREEN VALLEY SPECIAL UTILITY DISTRICT OF MARION, TEXAS, ITS SUCCESSORS AND ASSIGNS, A PERPETUAL EASEMENT WITH THE RIGHT TO ERECT, CONSTRUCT, INSTALL, AND LAY OVER AND ACROSS THOSE AREAS MARKED AS "WATERLINE EASEMENT" AND IN ALL STREETS AND BYWAYS, SUCH PIPELINES, SERVICE LINES, WATER METERS AND OTHER WATER SYSTEMS APPURTENANCES AS IT REQUIRES, TOGETHER WITH THE RIGHT OF INGRESS AND EGRESS, THE RIGHT TO REMOVE FROM SAID LANDS ALL TREES, SHRUBS, GRASSES, PAVEMENTS, FENCES STRUCTURES, IMPROVEMENTS, OR OTHER OBSTRUCTIONS WHICH MAY INTERFERE WITH THE FACILITY OR THE ACCESS THERETO. IT IS AGREED AND UNDERSTOOD THAT NO BUILDING, CONCRETE SLAB OR WALLS WILL BE LOCATED WITHIN 36" PARALLEL TO WATER LINES.

ANY MONETARY LOSS TO GREEN VALLEY S.U.D. RESULTING FROM MODIFICATIONS REQUIRED OF UTILITY EQUIPMENT LOCATED WITHIN SAID EASEMENTS DUE TO GRADE CHANGE OR GROUND ELEVATION ALTERATIONS SHALL BE CHARGED TO THE PERSON OR PERSONS DEEMED RESPONSIBLE FOR SAID GRADE CHANGES OR GROUND ELEVATION ALTERATIONS. UPON ENTERING IN AND UPON SAID EASEMENT, THE DISTRICT WILL ENDEAVOR TO RESTORE THE LAND SURFACE TO A USEABLE CONDITION BUT IS NOT OBLIGATED TO RESTORE IT TO A PRE-EXISTING CONDITION.

THIS PROPOSED DEVELOPMENT HAS BEEN REVIEWED AND APPROVED BY THE GREEN VALLEY S.U.D. (G.V.S.U.D.) FOR WASTEWATER TREATMENT PLANT CAPACITY AND EASEMENTS. ALL FEES DUE FOR IMPACT TO THE SYSTEM AT TIME OF CONNECTION WILL BE CALCULATED AT SUBMITTAL OF BUILDING PERMIT APPLICATION.

BY: _____
AGENT FOR GREEN VALLEY S.U.D.

June 19, 2025 SHEET 1 OF 2

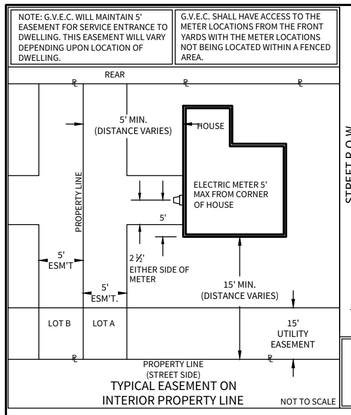


LOCATION MAP

N.T.S.

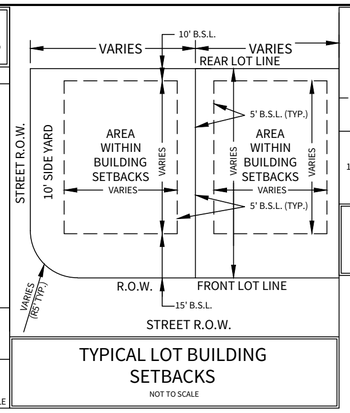
NOTE: G.V.E.C. WILL MAINTAIN 5' EASEMENT FOR SERVICE ENTRANCE TO DWELLING. THIS EASEMENT WILL VARY DEPENDING UPON LOCATION OF DWELLING.

G.V.E.C. SHALL HAVE ACCESS TO THE METER LOCATIONS FROM THE FRONT YARDS WITH THE METER LOCATIONS NOT BEING LOCATED WITHIN A FENCED AREA.



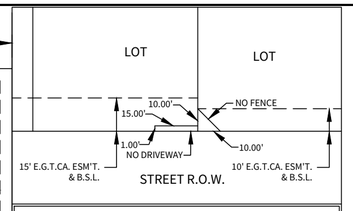
TYPICAL EASEMENT ON INTERIOR PROPERTY LINE

NOT TO SCALE



TYPICAL LOT BUILDING SETBACKS

NOT TO SCALE



NON-FENCE & VEHICULAR ACCESS ESM'T.

NOT TO SCALE

NOTES:
1. PLAT NOTES APPLY TO EVERY PAGE OF THIS MULTIPLE PAGE PLAT.
2. SEE NOTES AND SIGNATURE BLOCKS ON SHEET 2.
3. SEE SHEET 2 FOR LINE AND CURVE TABLES.

KEYNOTES

1. 15' ELECTRIC, GAS, TELEPHONE, AND CABLE TELEVISION EASEMENT & BUILDING SETBACK LINE
2. 10' ELECTRIC, GAS, TELEPHONE, AND CABLE TELEVISION EASEMENT & BUILDING SETBACK LINE
3. NON-FENCE AND VEHICULAR NON-ACCESS EASEMENT
4. 1' VEHICULAR NON-ACCESS ESM'T
5. DEAD-END FIRE ACCESS ROAD TURNAROUND EASEMENT
6. 120' DIAMETER TEMPORARY TURNAROUND ESM'T. (TO EXPIRE UPON INCORPORATION INTO PUBLIC ROW)
- 1 (CONCURRENT PHASE 3A): 15' ELECTRIC, GAS, TELEPHONE, AND CABLE TELEVISION EASEMENT & BUILDING SETBACK LINE (CONCURRENT PHASE 3A)
- 2 (CONCURRENT PHASE 3A): 10' ELECTRIC, GAS, TELEPHONE, AND CABLE TELEVISION EASEMENT & BUILDING SETBACK LINE (CONCURRENT PHASE 3A)
- 3 (CONCURRENT PHASE 3A): VARIABLE WIDTH SANITARY SEWER EASEMENT (CONCURRENT PHASE 3A)
- 4 (CONCURRENT PHASE 3A): NON-FENCE & VEHICULAR ACCESS EASEMENT (CONCURRENT PHASE 3A)
- 5 (CONCURRENT PHASE 3A): 1' VEHICULAR NON-ACCESS ESM'T (CONCURRENT PHASE 3A)

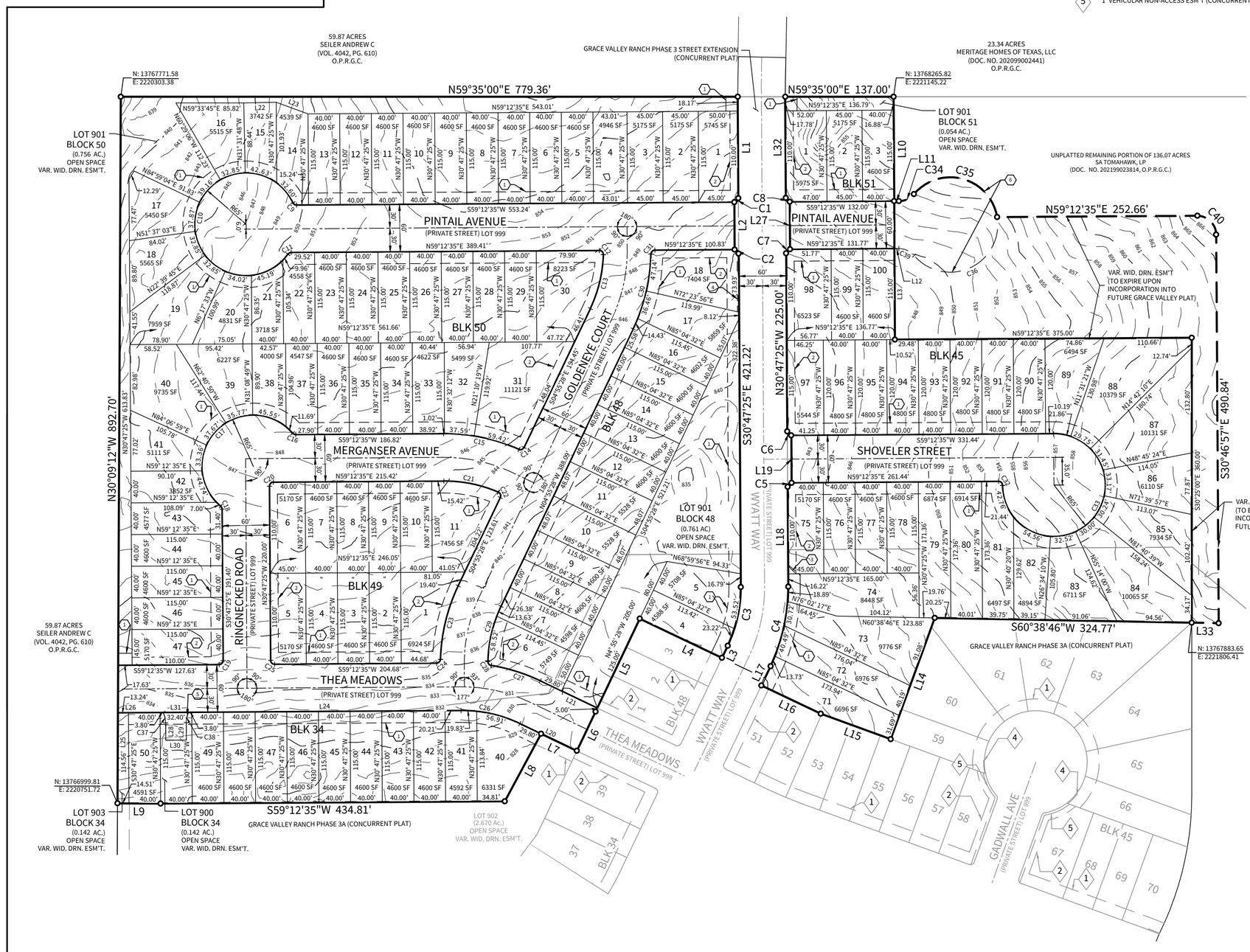
117 RESIDENTIAL LOTS AND 5 OPEN SPACE LOTS (NON-RESIDENTIAL) IN 6 BLOCKS

FINAL PLAT
OF
GRACE VALLEY RANCH PHASE 3B

A 22.476 ACRE PORTION OF A 136.07 ACRE TRACT OF LAND BEING OUT OF THE FRAILAN DE LA GARZA SURVEY, ABSTRACT NO. 143 AND JOSE MARIA CADENA SURVEY, ABSTRACT NO. 93, IN THE CITY OF CIBOLO, GUADALUPE COUNTY, TEXAS, AND BEING A PORTION OF THAT CERTAIN CALLED 151 ACRES OF LAND, AS DESCRIBED IN VOLUME 1001, PAGE 0477, VOLUME 2016, PAGE 23635, & VOLUME 1913, PAGE 0928 OFFICIAL PUBLIC RECORDS OF GUADALUPE COUNTY, TEXAS.

SCALE: 1"=100'

100 50 0 100



LEGEND

Ac.	= ACRES
B.S.L.	= BUILDING SETBACK LINE
BLK	= BLOCK
C1	= CURVE NUMBER
DOC.	= DOCUMENT
DRN.	= DRAINAGE
ESM'T.	= EASEMENT
E.G.T.CA.	= ELECTRIC, GAS, TELEPHONE AND CABLE TELEVISION
E.T.J.	= EXTRATERRITORIAL JURISDICTION
G.V.E.C.	= GUADALUPE VALLEY ELECTRIC COOPERATIVE
G.V.S.U.D.	= GREEN VALLEY SPECIAL UTILITY DISTRICT
L1	= LINE NUMBER
L.F.	= LINEAR FEET
MAX.	= MAXIMUM
MIN.	= MINIMUM
NAD	= NORTH AMERICAN DATUM
NO.	= NUMBER
O.P.R.G.C.	= OFFICIAL PUBLIC RECORDS OF GUADALUPE COUNTY, TEXAS
EX.	= EXISTING
PGS.	= PAGES
℄	= PROPERTY LINE
R	= RADIUS
RD.	= ROAD
R.O.W.	= RIGHT-OF-WAY
SAN. SEW.	= SANITARY SEWER
S.U.D.	= SPECIAL UTILITY DISTRICT
SF	= SQUARE FEET
TYP.	= TYPICAL
UDC	= UNIFIED DEVELOPMENT CODE
VAR.	= VARIABLE
VOL.	= VOLUME
WAT.	= WATER
WID.	= WIDTH
	= RIGHT-OF-WAY
—800—	= EXISTING GROUND MAJOR CONTOUR
—800—	= EXISTING GROUND MINOR CONTOUR
	= EXISTING PROPERTY LINE
	= STREET CENTERLINE
	= CITY LIMIT LINE
	= ½" IRON ROD SET WITH PLASTIC CAP STAMPED "CUDE" UNLESS OTHERWISE NOTED

OWNER/DEVELOPER:
LENNAR HOMES OF TEXAS LAND AND CONSTRUCTION, LTD.
100 NE LOOP 410, SUITE 1155
SAN ANTONIO, TEXAS 78216
PHONE: 210-403-6200
CONTACT PERSON: RICHARD MOTT, P.E.

CUDE ENGINEERS
4122 POND HILL RD. • SUITE 101
SAN ANTONIO, TEXAS 78231
TEL 210.681.2951 • FAX 210.523.7112
WWW.CUDEENGINEERS.COM
TBPE REGISTERED ENGINEERING FIRM #455
TBPELS #10048500

CONTACT: JEFFREY MCKINNIE, P.E. **PROJECT #** R03346.010

3421 Paesanos Pkwy., Ste. 200 San Antonio Tx 78231
Main: 877 627 3772

Colliers
Engineering & Design

On behalf of the:

June 24, 2025

City of Cibolo
Attn: Olivia Hall
200 S. Main Street
Cibolo, Texas 78108

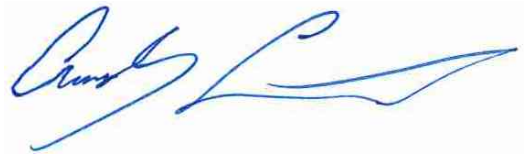
Re: Construction Plan Review
Grace Valley Unit U3B (PC-25-21-FP)

Ms. Hall,

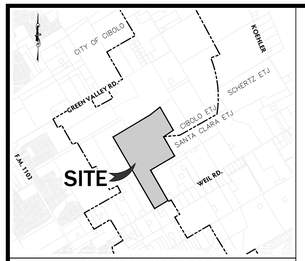
Colliers Engineering & Design has completed its review of the referenced project. We find that the development is in conformance with the City of Cibolo Unified Development Code and flood ordinances. We have no further comments.

Our review of the subdivision does not relieve or release the Engineer of Record or Surveyor of Record from complying with any and all the requirements of the local, state, and federal rules and regulations or guidelines impacting this project. If you require additional information, please contact our office.

Sincerely,



Andy Carruth, P.E.
Plan Reviewer for the City of Cibolo



LOCATION MAP
N.T.S.

NOTES:

1. SITE IS LOCATED WITHIN THE CITY OF CIBOLO ETJ.
2. SUBJECT TRACT IS CURRENTLY IN AGRICULTURAL USE WITH 3 RESIDENCES.
3. PER FEMA FLOOD MAP PANEL 48187C0230F THE SITE IS NOT WITHIN THE LIMITS OF THE 1% ANNUAL CHANCE FLOODPLAIN.
4. THERE ARE NO KNOWN ENVIRONMENTALLY SENSITIVE AREAS RELATIVE TO WETLANDS, ENDANGERED OR OTHERWISE LISTED SPECIES, ARCHAEOLOGICAL INDICATORS, SOILS, OR SLOPE ANALYSIS.
5. CURRENT SITE ZONING: OCL
6. PROPOSED SITE ZONING: N/A
7. SANITARY SEWER, WATER & UTILITY INFORMATION LOCATIONS ARE APPROXIMATE AND LOCATIONS NEED TO BE FIELD VERIFIED.
8. EXISTING STREET RIGHT OF WAYS AND PAVEMENT MATERIALS ARE AS FOLLOWS:

NAME:	R.O.W. WIDTH:	PAVEMENT MATERIAL:
WEIL RD.	50'	ASPHALT (22' WIDE)

LEGAL DESCRIPTION:

167.5 ACRES OF LAND BEING OUT OF THE FRAILAN DE LA GARZA SURVEY, ABSTRACT NO. 143 AND JOSE MARIA CADENA SURVEY, ABSTRACT NO. 93, IN THE CITY OF CIBOLO, GUADALUPE COUNTY, TEXAS, AND BEING A PORTION OF THAT CERTAIN CALLED 151 ACRES OF LAND, AS DESCRIBED IN VOLUME 1001, PAGE 0477, VOLUME 2016, PAGE 23635, & VOLUME 1913, PAGE 0928 OFFICIAL PUBLIC RECORDS OF GUADALUPE COUNTY, TEXAS.

SCALE: 1"=200'
0 200 400

DEVELOPER:

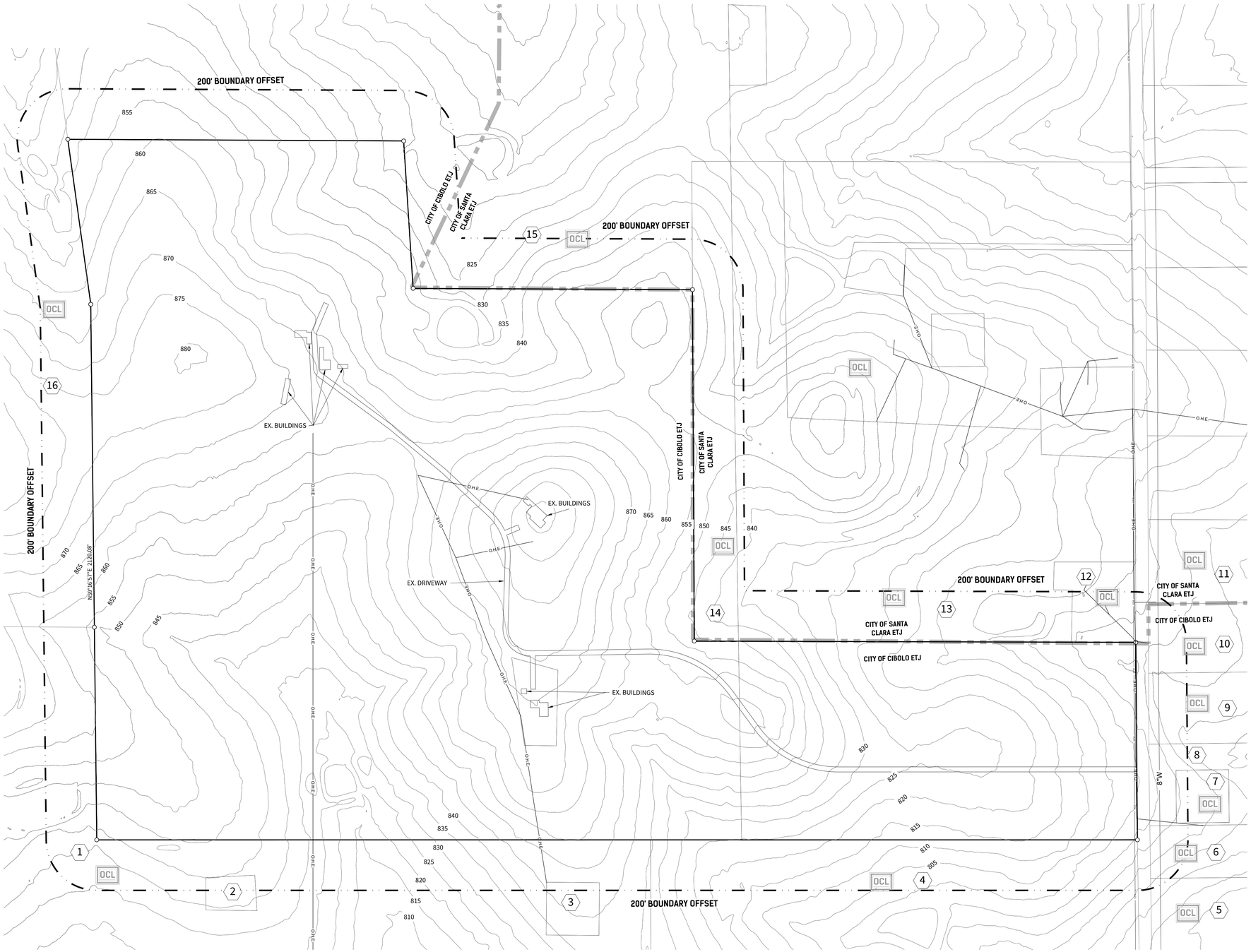
MOSAIC DEVELOPMENT
1802 NW MILITARY, SUITE 100
SAN ANTONIO, TX 78213
CONTACT PERSON: TOM YANTIS

CIVIL ENGINEER:

CUDE ENGINEERS
CONTACT PERSON: JEFFREY MCKINNIE, P.E.
4122 POND HILL ROAD, SUITE 101
SAN ANTONIO, TX 78231
TEL: (210) 681-2951
FAX: (210) 523-7112

LEGEND:

- SITE BOUNDARY
- 200' BOUNDARY OFFSET
- CITY LIMIT BOUNDARY
- O.H.E. — EXISTING OVERHEAD ELECTRIC
- 8"W — EXISTING 8" WATER MAIN
- EXISTING DEED LINE



ADJACENT PROPERTY SUMMARY			
PROPERTY	OWNER	VOLUME	PAGE
1	SEILER ANDREW C	4042	610
2	SEILER ANDREW C	4042	610
3	SEILER ANDREW C	4160	516
4	SEILER ANDREW C	4042	610
5	HILD HARVEY	UNRECORDED WILL	
6	OPPEN EILEEN F H	UNRECORDED WILL	
7	OPPEN MICHEAL GREAGORY & EILEEN HILD	2973	835
8	OPPEN MICHEAL GREAGORY & EILEEN HILD	2973	835
9	MCCCARLEY NANCY C H	UNRECORDED WILL	
10	MCCCARLEY NANCY C H	UNRECORDED WILL	
11	GRAY GAIL FEY	4180	675
12	TRAN KHIEM THANH	UNKNOWN	
13	GOERKE FREDERIC & BEVERLY F	1517	315
14	GOERKE FREDERIC & BEVERLY F	1517	108
15	HUNTER CREEK ENTERPRISES LP	2790	362
16	ROBERTS STEVE C	1514	680

CUDE ENGINEERS
EST. 1980
CUDEENGINEERS.COM
4122 Pond Hill Road, Suite 101
San Antonio, Texas 78231
P:(210) 681.2951 F: (210) 523.7112

GRACE VALLEY RANCH SUBDIVISION

LAND STUDY
EXISTING CONDITIONS EXHIBIT

DATE
2018-10-17

PROJECT NO.
03346.000

DRAWN BY
KMH/WZK

CHECKED BY
JAM

REVISIONS
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CUDE ENGINEERS
TBPE No. 455

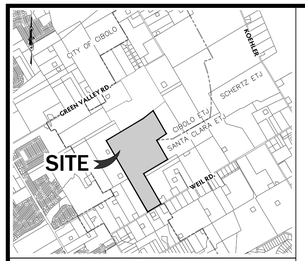
PUD NO.
N/A

E1

1 OF 5

P:\03346000\2-Drawings\Exhibits\Land Study\01_Existing Conditions.dwg 2018.10.18 3:43pm wkalka

REPRODUCTION OF THE ORIGINAL SIGNED AND SEALED PLAN AND/OR ELECTRONIC MEDIA MAY HAVE BEEN INADVERTENTLY ALTERED. CONTRACTOR IS RESPONSIBLE FOR VERIFYING THE SCALE OF THE DOCUMENT AND CONTACTING CUDE ENGINEERS TO VERIFY DISCREPANCIES PRIOR TO CONSTRUCTION.



LOCATION MAP
N.T.S.

NOTES:

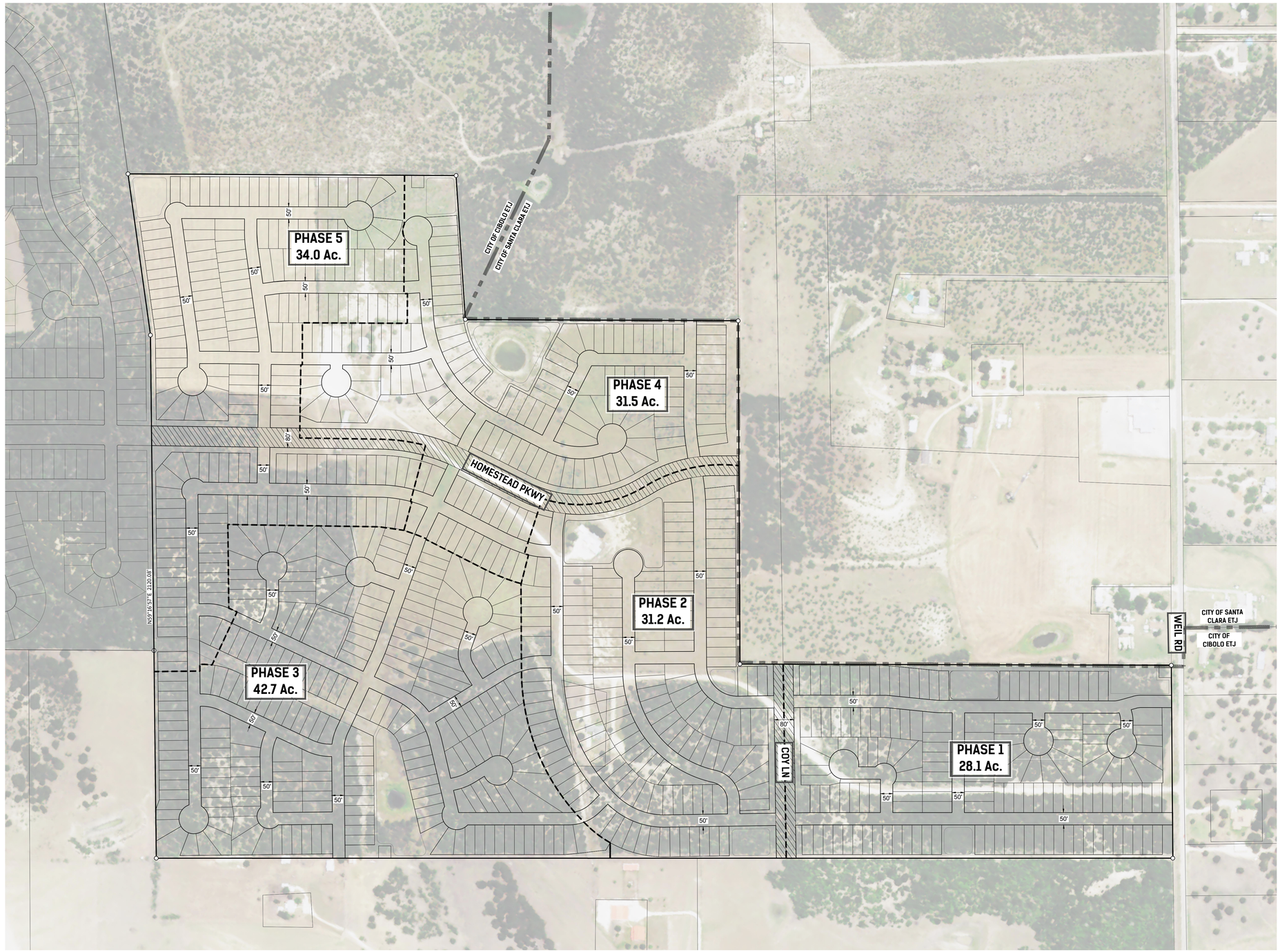
1. ALL SIGNIFICANT AND HERITAGE TREES WITHIN EACH PHASE WILL BE SURVEYED ON A PLAT TO PLAT BASIS.

SCALE: 1"=200'
0 200 400

DEVELOPER:
MOSAIC DEVELOPMENT
1802 NW MILITARY, SUITE 100
SAN ANTONIO, TX 78213
CONTACT PERSON: TOM YANTIS

CIVIL ENGINEER:
CUDE ENGINEERS
CONTACT PERSON: JEFFREY MCKINNIE, P.E.
4122 POND HILL ROAD, SUITE 101
SAN ANTONIO, TX 78231
TEL: (210) 681-2951
FAX: (210) 523-7112

LEGEND:
= SUBDIVISION BOUNDARY
= PROPOSED PHASE BOUNDARY
= CITY LIMIT BOUNDARY
= 80' PROPOSED RIGHT-OF-WAY



CUDE ENGINEERS
CUDEENGINEERS.COM
4122 Pond Hill Road, Suite 101
San Antonio, Texas 78231
P:(210) 681.2951 F: (210) 523.7112

GRACE VALLEY RANCH SUBDIVISION

LAND STUDY
PRELIMINARY TREE CANOPY EXHIBIT

DATE
2018-10-17

PROJECT NO.
03346.000

DRAWN BY
WZK

CHECKED BY
JAM

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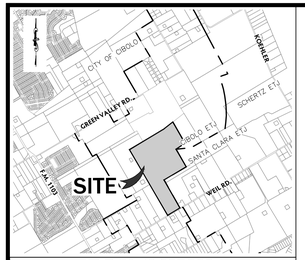
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TBPE No. 455

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REPRODUCTION OF THE ORIGINAL SIGNED AND SEALED PLAN AND/OR ELECTRONIC MEDIA MAY HAVE BEEN INADVERTENTLY ALTERED. CONTRACTOR IS RESPONSIBLE FOR VERIFYING THE SCALE OF THE DOCUMENT AND CONTACTING CUDE ENGINEERS TO VERIFY DISCREPANCIES PRIOR TO CONSTRUCTION.



LOCATION MAP
N.T.S.

NOTES:

1. SITE IS LOCATED WITHIN THE CITY OF CIBOLO ET.J.
2. THE SUBJECT TRACT IS CURRENTLY UNDEVELOPED.
3. PER FEMA FLOOD MAP PANEL 48187C0230F THE SITE IS NOT WITHIN THE LIMITS OF THE 1% ANNUAL CHANCE FLOODPLAIN.
4. CURRENT SITE ZONING: OCL
5. SANITARY SEWER, WATER & UTILITY INFORMATION LOCATIONS ARE APPROXIMATE AND LOCATIONS NEED TO BE FIELD VERIFIED.
6. ORDER OF PLATTING APPROXIMATE AND SUBJECT TO CHANGE.
7. ALL STREET LOCATIONS ARE SUBJECT TO CHANGE AND WILL BE FINALIZED DURING THE PLATTING PROCESS.
8. ALL PROPOSED STREET RIGHT OF WAYS ARE 50' UNLESS OTHERWISE NOTED.
9. TOTAL PARKLAND DEDICATION FOR THE TRACT SHALL BE A MINIMUM OF 8% OF SINGLE FAMILY AND MULTI-FAMILY USE ACREAGE PER UDC SECTION 16. TOTAL PARKLAND DEDICATION MAY BE MET BY PARKLAND DEDICATION, CASH CONTRIBUTIONS, PARK IMPROVEMENTS AND/OR OTHER CREDITS AS AGREED TO BY THE DEVELOPER AND THE CITY OF CIBOLO TO BE FURTHER DEFINED IN THE LAND USE STUDY OR DEVELOPMENT AGREEMENT.
10. OPEN SPACE WILL BE OWNED AND MAINTAINED BY HOME OWNERS ASSOCIATION.
11. A LEVEL 3 TRAFFIC IMPACT ANALYSIS WILL BE REQUIRED FOR THIS SUBDIVISION PRIOR TO THE PLATTING OF THE FIRST UNIT.

LEGAL DESCRIPTION:

167.5 ACRES OF LAND BEING OUT OF THE FRAILAN DE LA GARZA SURVEY, ABSTRACT NO. 143 AND JOSE MARIA CADENA SURVEY, ABSTRACT NO. 93, IN THE CITY OF CIBOLO, GUADALUPE COUNTY, TEXAS, AND BEING A PORTION OF THAT CERTAIN CALLED 151 ACRES OF LAND, AS DESCRIBED IN VOLUME 1001, PAGE 0477, VOLUME 2016, PAGE 23635, & VOLUME 1913, PAGE 0928 OFFICIAL PUBLIC RECORDS OF GUADALUPE COUNTY, TEXAS.

UNIT	LAND USE TYPE	PLATTING ORDER	MAX. LOT COVERAGE	DENSITY	NO. OF LOTS	GROSS Ac.
1	MEDIUM DENSITY RESIDENTIAL	1	60%	5.3	149	28.1
2	MEDIUM DENSITY RESIDENTIAL	2	60%	5.2	161	31.2
3	MEDIUM DENSITY RESIDENTIAL	3	60%	5.2	222	42.7
4	MEDIUM DENSITY RESIDENTIAL	4	60%	4.5	142	31.5
5	MEDIUM DENSITY RESIDENTIAL	5	60%	5.7	194	34.0
TOTAL				5.2	868	167.5

SCALE: 1"=200'
0 200 400

DEVELOPER:

MOSAIC DEVELOPMENT
1802 NW MILITARY, SUITE 100
SAN ANTONIO, TX 78213
CONTACT PERSON: TOM YANTIS

CIVIL ENGINEER:

CUDE ENGINEERS
CONTACT PERSON: JEFFREY MCKINNIE, P.E.
4122 POND HILL ROAD, SUITE 101
SAN ANTONIO, TX 78231
TEL: (210) 681-2951
FAX: (210) 523-7112

LEGEND:

- SITE BOUNDARY
- PROPOSED PHASE BOUNDARY
- CITY LIMIT BOUNDARY
- O.H.E — EXISTING OVERHEAD ELECTRIC
- GAS — EXISTING UNDERGROUND 20" GAS MAIN
- EXISTING ZONING BOUNDARY
- EXISTING DEED LINE
- 80' PROPOSED RIGHT-OF-WAY DEDICATION
- PROPOSED OPEN SPACE

ADJACENT PROPERTY SUMMARY			
PROPERTY	OWNER	VOLUME	PAGE
1	SEILER ANDREW C	4042	610
2	SEILER ANDREW C	4042	610
3	SEILER ANDREW C	4160	516
4	SEILER ANDREW C	4042	610
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14	GOERKE FREDERIC & BEVERLY F	1517	108
15	HUNTER CREEK ENTERPRISES LP	2790	362
16	ROBERTS STEVE C	1514	680



CUDEENGINEERS.COM
4122 Pond Hill Road, Suite 101
San Antonio, Texas 78231
P:(210) 681.2951 F: (210) 523.7112

GRACE VALLEY RANCH SUBDIVISION

LAND STUDY
PRELIMINARY UTILITY PLAN

DATE
2018-10-17

PROJECT NO.
03346.000

DRAWN BY
KMH

CHECKED BY
JAM

REVISIONS
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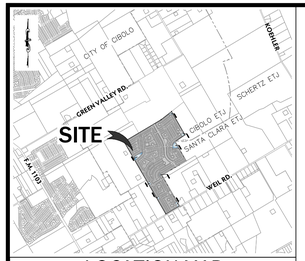
CUDE ENGINEERS
TBPE No. 455

PUD NO.
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REPRODUCTION OF THE ORIGINAL SIGNED AND SEALED PLAN AND/OR ELECTRONIC MEDIA MAY HAVE BEEN INADVERTENTLY ALTERED. CONTRACTOR IS RESPONSIBLE FOR VERIFYING THE SCALE OF THE DOCUMENT AND CONTACTING CUDE ENGINEERS TO VERIFY DISCREPANCIES PRIOR TO CONSTRUCTION.



LOCATION MAP
N.T.S.

NOTES:

1. THIS PRELIMINARY MASTER DRAINAGE PLAN IS FOR ILLUSTRATIVE PURPOSES ONLY AND NOT MEANT FOR DESIGN OR CONSTRUCTION PURPOSES.

2. TIME OF CONCENTRATIONS USED FOR FLOW RATE CALCULATIONS WERE SET TO 20 MINUTES FOR ALL DRAINAGE AREAS. A DETAILED ANALYSIS OF TIME OF CONCENTRATIONS WILL BE PROVIDED DURING THE DRAINAGE DESIGN PHASE OF THE SUBDIVISION.

3. RUN-OFF COEFFICIENTS DERIVED FROM THE CITY OF CIBOLO'S STORM WATER DESIGN GUIDELINES.

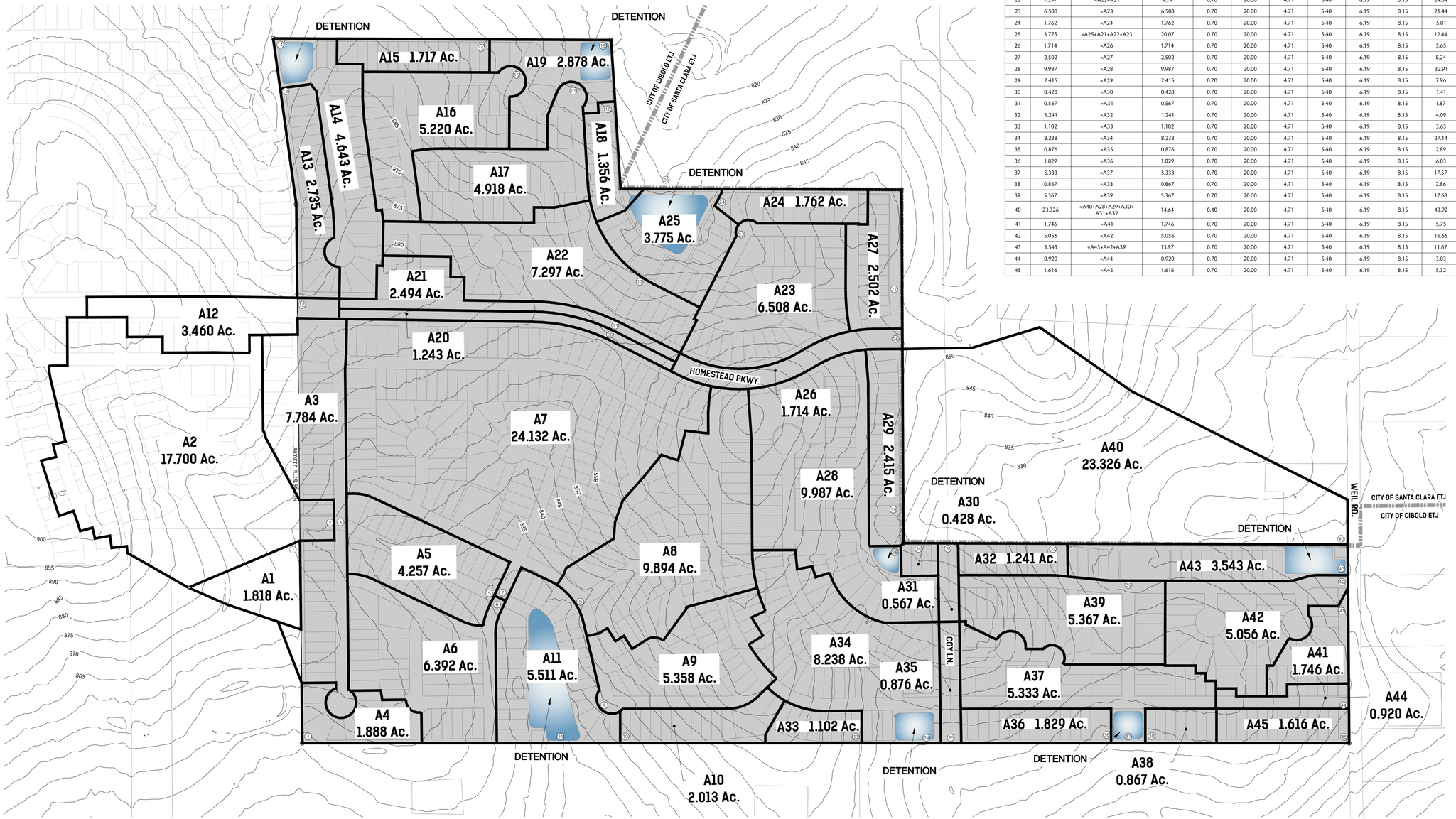
LEGEND:

= SUBDIVISION BOUNDARY
= DRAINAGE AREA
= CITY LIMIT BOUNDARY
= ACCUMULATION POINT

SCALE: 1"=200'
0 200 400

DEVELOPER:
MOSAIC DEVELOPMENT
1802 NW MILITARY, SUITE 100
SAN ANTONIO, TX 78213
CONTACT PERSON: TOM YANTIS

CIVIL ENGINEER:
CUDE ENGINEERS
CONTACT PERSON: JEFFREY MCKINNIE, P.E.
4122 POND HILL ROAD, SUITE 101
SAN ANTONIO, TX 78231
TEL: (210) 681-2951
FAX: (210) 523-7112



HYDROLOGY TABLE

PT. #	AREA (Ac.)	AREA OF ACCUMULATION (Ac.)	TOTAL ACRES	C	Tc	I5	I10	I25	I100	Q5	Q10	Q25	Q100
1	1.818	=A1	1.818	0.40	20.00	4.71	5.40	6.19	8.15	3.42	3.92	4.50	5.92
2	17.700	=A2+A1	19.52	0.62	20.00	4.71	5.40	6.19	8.15	51.65	59.20	67.91	89.39
3	7.784	=A3	7.784	0.70	20.00	4.71	5.40	6.19	8.15	25.65	29.40	33.72	44.39
4	1.888	=A4	1.888	0.70	20.00	4.71	5.40	6.19	8.15	6.22	7.13	8.18	10.77
5	4.257	=A5+A1+A2+A3	31.56	0.70	20.00	4.71	5.40	6.19	8.15	14.03	16.08	18.44	24.27
6	6.392	=A6	6.392	0.70	20.00	4.71	5.40	6.19	8.15	21.06	24.14	27.69	36.45
7	24.132	=A7+A20	24.132	0.70	20.00	4.71	5.40	6.19	8.15	79.51	91.13	104.53	137.61
8	9.894	=A8	9.894	0.70	20.00	4.71	5.40	6.19	8.15	32.60	37.36	42.86	56.42
9	5.358	=A9	5.358	0.70	20.00	4.71	5.40	6.19	8.15	17.65	20.23	23.21	30.55
10	2.013	=A10	2.013	0.70	20.00	4.71	5.40	6.19	8.15	6.63	7.60	8.72	11.48
11	5.511	=A11+A1+A2+A3+A5+A6+A7+A8+A9+A20	78.578000	0.70	20.00	4.71	5.40	6.19	8.15	18.16	20.81	23.87	31.42
12	3.460	=A12	3.460	0.70	20.00	4.71	5.40	6.19	8.15	11.40	13.07	14.99	19.73
13	2.735	=A13+A12	6.20	0.70	20.00	4.71	5.40	6.19	8.15	9.01	10.33	11.85	15.60
14	4.643	=A14	4.643	0.70	20.00	4.71	5.40	6.19	8.15	15.30	17.53	20.11	26.48
15	1.717	=A15	1.717	0.70	20.00	4.71	5.40	6.19	8.15	5.66	6.48	7.44	9.79
16	5.220	=A16	5.220	0.70	20.00	4.71	5.40	6.19	8.15	17.20	19.71	22.61	29.77
17	4.918	=A17	4.918	0.70	20.00	4.71	5.40	6.19	8.15	16.20	18.57	21.30	28.04
18	1.356	=A18	1.356	0.70	20.00	4.71	5.40	6.19	8.15	4.47	5.12	5.87	7.73
19	2.878	=A19+A16+A17	13.02	0.70	20.00	4.71	5.40	6.19	8.15	9.48	10.87	12.47	16.41
20	1.243	=A20	1.243	0.70	20.00	4.71	5.40	6.19	8.15	4.10	4.69	5.38	7.09
21	2.494	=A21	2.494	0.70	20.00	4.71	5.40	6.19	8.15	8.22	9.42	10.80	14.22
22	7.297	=A22+A21	9.79	0.70	20.00	4.71	5.40	6.19	8.15	24.04	27.56	31.61	41.61
23	6.508	=A23	6.508	0.70	20.00	4.71	5.40	6.19	8.15	21.44	24.58	28.19	37.11
24	1.762	=A24	1.762	0.70	20.00	4.71	5.40	6.19	8.15	5.81	6.65	7.63	10.05
25	3.775	=A25+A21+A22+A23	20.07	0.70	20.00	4.71	5.40	6.19	8.15	12.44	14.26	16.35	21.53
26	1.714	=A26	1.714	0.70	20.00	4.71	5.40	6.19	8.15	5.65	6.47	7.42	9.77
27	2.502	=A27	2.502	0.70	20.00	4.71	5.40	6.19	8.15	8.24	9.45	10.84	14.27
28	9.987	=A28	9.987	0.70	20.00	4.71	5.40	6.19	8.15	32.91	37.72	43.26	56.95
29	2.415	=A29	2.415	0.70	20.00	4.71	5.40	6.19	8.15	7.96	9.12	10.46	13.77
30	0.428	=A30	0.428	0.70	20.00	4.71	5.40	6.19	8.15	1.41	1.62	1.85	2.44
31	0.567	=A31	0.567	0.70	20.00	4.71	5.40	6.19	8.15	1.87	2.14	2.46	3.23
32	1.241	=A32	1.241	0.70	20.00	4.71	5.40	6.19	8.15	4.09	4.69	5.38	7.08
33	1.102	=A33	1.102	0.70	20.00	4.71	5.40	6.19	8.15	3.63	4.16	4.77	6.28
34	8.238	=A34	8.238	0.70	20.00	4.71	5.40	6.19	8.15	27.14	31.11	35.68	46.97
35	0.876	=A35	0.876	0.70	20.00	4.71	5.40	6.19	8.15	2.89	3.31	3.79	5.00
36	1.829	=A36	1.829	0.70	20.00	4.71	5.40	6.19	8.15	6.03	6.91	7.92	10.43
37	5.333	=A37	5.333	0.70	20.00	4.71	5.40	6.19	8.15	17.57	20.14	23.10	30.41
38	0.867	=A38	0.867	0.70	20.00	4.71	5.40	6.19	8.15	2.86	3.27	3.76	4.94
39	5.367	=A39	5.367	0.70	20.00	4.71	5.40	6.19	8.15	17.68	20.27	23.25	30.60
40	23.326	=A40+A28+A29+A30+A31+A32	14.64	0.40	20.00	4.71	5.40	6.19	8.15	43.92	50.34	57.74	76.01
41	1.746	=A41	1.746	0.70	20.00	4.71	5.40	6.19	8.15	5.75	6.59	7.56	9.96
42	5.056	=A42	5.056	0.70	20.00	4.71	5.40	6.19	8.15	16.66	19.09	21.90	28.83
43	3.543	=A43+A42+A39	13.97	0.70	20.00	4.71	5.40	6.19	8.15	11.67	13.38	15.35	20.20
44	0.920	=A44	0.920	0.70	20.00	4.71	5.40	6.19	8.15	3.03	3.47	3.99	5.25
45	1.616	=A45	1.616	0.70	20.00	4.71	5.40	6.19	8.15	5.32	6.10	7.00	9.21

CUDE ENGINEERS
CUDEENGINEERS.COM
4122 Pond Hill Road, Suite 101
San Antonio, Texas 78231
P:(210) 681.2951 F: (210) 523.7112

GRACE VALLEY RANCH SUBDIVISION

LAND STUDY
PRELIMINARY DRAINAGE MASTER PLAN

DATE
2018-10-17

PROJECT NO.
03346.000

DRAWN BY
KMH/WZK

CHECKED BY
JAM

REVISIONS
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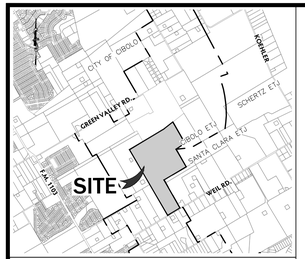
CUDE ENGINEERS
TBPE No. 455

PUD NO.
N/A

E4

P:\03346000\Drawings\Exhibits\Land Study\E4 Master Drainage Area 2018.10.18 3:47pm wzalka

REPRODUCTION OF THE ORIGINAL SIGNED AND SEALED PLAN AND/OR ELECTRONIC MEDIA MAY HAVE BEEN INADVERTENTLY ALTERED. CONTRACTOR IS RESPONSIBLE FOR VERIFYING THE SCALE OF THE DOCUMENT AND CONTACTING CUDE ENGINEERS TO VERIFY DISCREPANCIES PRIOR TO CONSTRUCTION.



LOCATION MAP
N.T.S.

DEVELOPER:

MOSAIC DEVELOPMENT
1802 NW MILITARY, SUITE 100
SAN ANTONIO, TX 78213
CONTACT PERSON: TOM YANTIS

CIVIL ENGINEER:

CUDE ENGINEERS
CONTACT PERSON: JEFFREY MCKINNIE, P.E.
4122 POND HILL ROAD, SUITE 101
SAN ANTONIO, TX 78231
TEL: (210) 681-2951
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LEGEND:

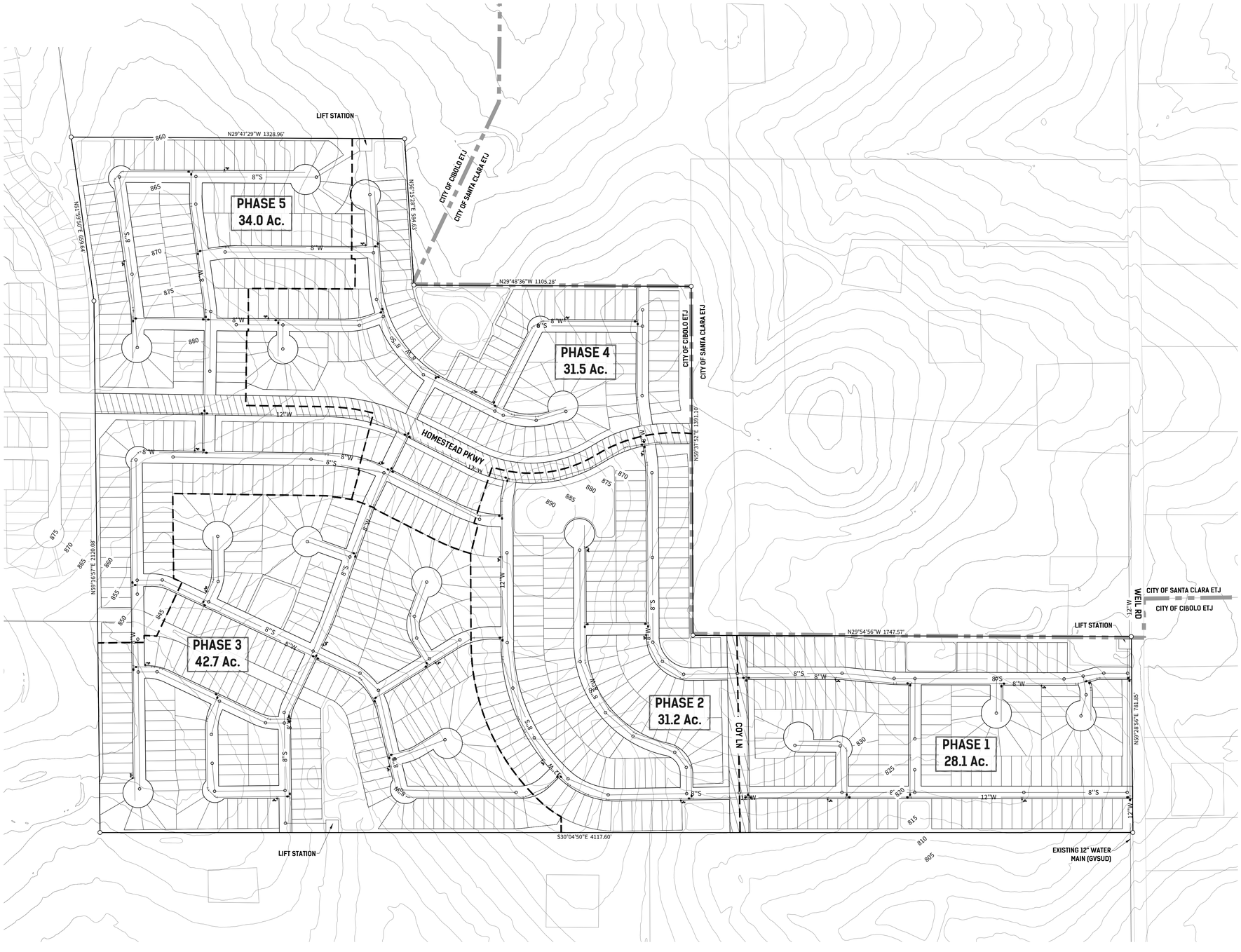
- SITE BOUNDARY
- CITY LIMIT BOUNDARY
- PRESSURE ZONE BOUNDARY
- 8"S — PROPOSED SEWER MAIN
- PROPOSED SEWER MANHOLE
- 8"W — PROPOSED WATER MAIN
- PROPOSED FIRE HYDRANT ASSEMBLY
- PROPOSED TEE & GATE VALVE
- O.H.E. — EXISTING OVERHEAD ELECTRIC
- GAS — EXISTING UNDERGROUND 20" GAS MAIN
- EX.8"W — EXISTING 8" WATER MAIN
- EXISTING DEED LINE
- PROPOSED PHASE BOUNDARY
- 80' PROPOSED RIGHT-OF-WAY DEDICATION

NOTE:
THE TRACT IS LOCATED ENTIRELY WITHIN THE CERTIFICATE OF CONVENIENCE AND NECESSITY (CCN) OF GREEN VALLEY SPECIAL UTILITY DISTRICT (GVSUD).

LEGAL DESCRIPTION:

167.5 ACRES OF LAND BEING OUT OF THE JOSE CADENA SURVEY NO. 1254, F. DE. LA GARZA SURVEY NO. 1253, AND I & G. N. RR CO SURVEY, IN THE CITY OF CIBOLO, GUADALUPE COUNTY, TEXAS, AND BEING A PORTION OF THAT CERTAIN CALLED 151 ACRES OF LAND, AS DESCRIBED IN VOLUME 1001, PAGE 0477, VOLUME 2016, PAGE 23635, & 1913, PAGE 0928 OFFICIAL PUBLIC RECORDS OF GUADALUPE COUNTY, TEXAS.

SCALE: 1"=200'
0 200 400



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San Antonio, Texas 78231
P:(210) 681.2951 F: (210) 523.7112

GRACE VALLEY RANCH SUBDIVISION

LAND STUDY
PRELIMINARY UTILITY PLAN

DATE
2018-10-17

PROJECT NO.
03346.000

DRAWN BY
WZK

CHECKED BY
JAM

REVISIONS
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CUDE ENGINEERS
TBPE No. 455

PUD NO.
N/A

E5

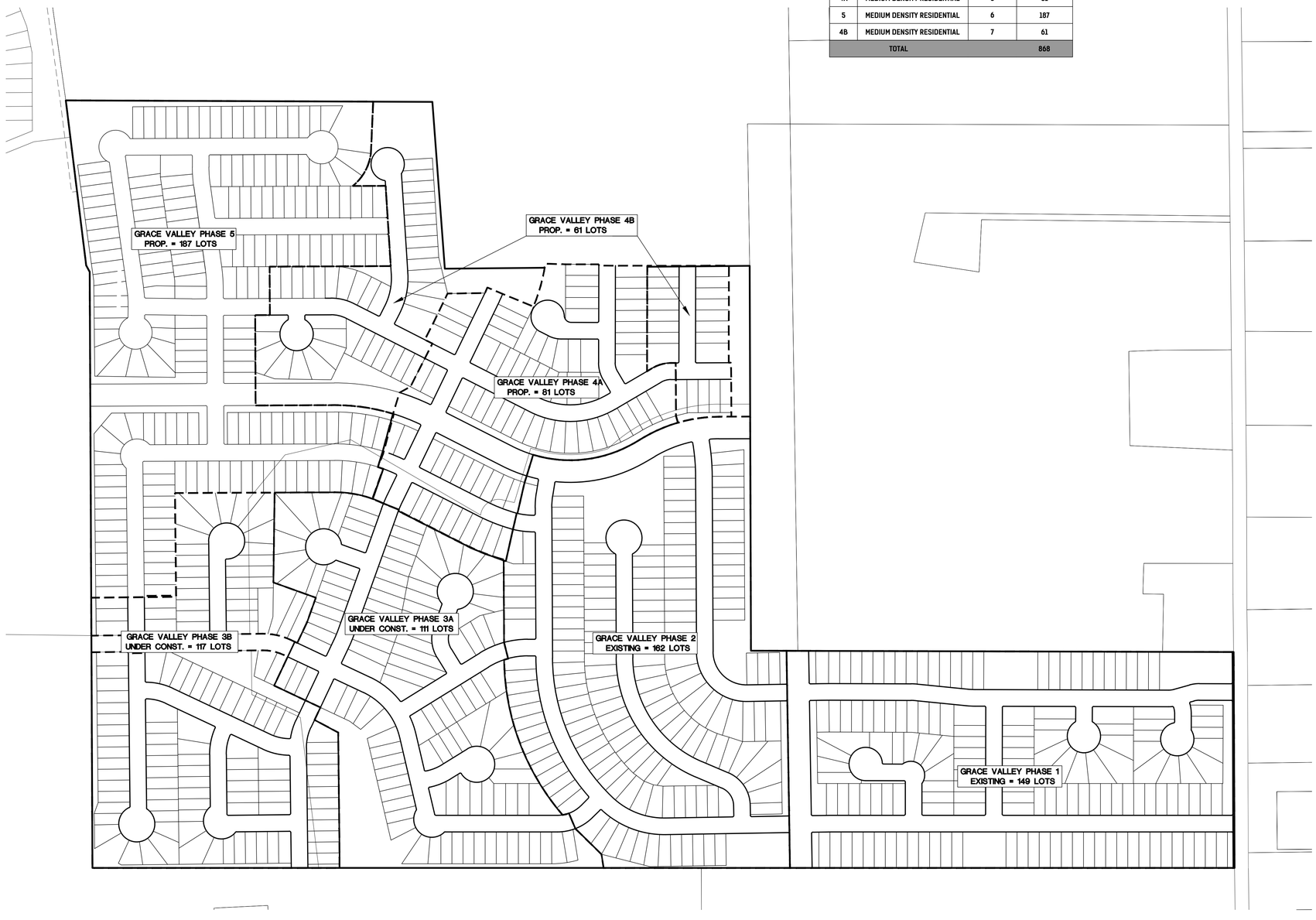
P:\03346\000\2 Drawings\Exhibits\Land Study\E5 Preliminary Utility Plan.dwg 2018.10.15 3:50pm wlalka

REPRODUCTION OF THE ORIGINAL SIGNED AND SEALED PLAN AND/OR ELECTRONIC MEDIA MAY HAVE BEEN INADVERTENTLY ALTERED. CONTRACTOR IS RESPONSIBLE FOR VERIFYING THE SCALE OF THE DOCUMENT AND CONTACTING CUDE ENGINEERS TO VERIFY DISCREPANCIES PRIOR TO CONSTRUCTION.

UNIT	LAND USE TYPE	PLATTING ORDER	NO. OF LOTS
1	MEDIUM DENSITY RESIDENTIAL	1	149
2	MEDIUM DENSITY RESIDENTIAL	2	162
3A	MEDIUM DENSITY RESIDENTIAL	3	111
3B	MEDIUM DENSITY RESIDENTIAL	4	117
4A	MEDIUM DENSITY RESIDENTIAL	5	81
5	MEDIUM DENSITY RESIDENTIAL	6	187
4B	MEDIUM DENSITY RESIDENTIAL	7	61
TOTAL			868

SCALE: 1"=200'

200 100 0 200



CUDEENGINEERS.COM

4122 Pond Hill Road, Suite 101
San Antonio, Texas 78231
P: 210.681.2951 F: 210.523.7112

GRACE VALLEY RANCH

PHASING EXHIBIT

DATE
7/23/2025

PROJECT NO.
03346.00

DRAWN BY
M.A.S.

CHECKED BY
K.M.H.

REVISIONS
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CUDE ENGINEERS
TBPE No. 455
TBPLS No. 10048500

PLAT NO.
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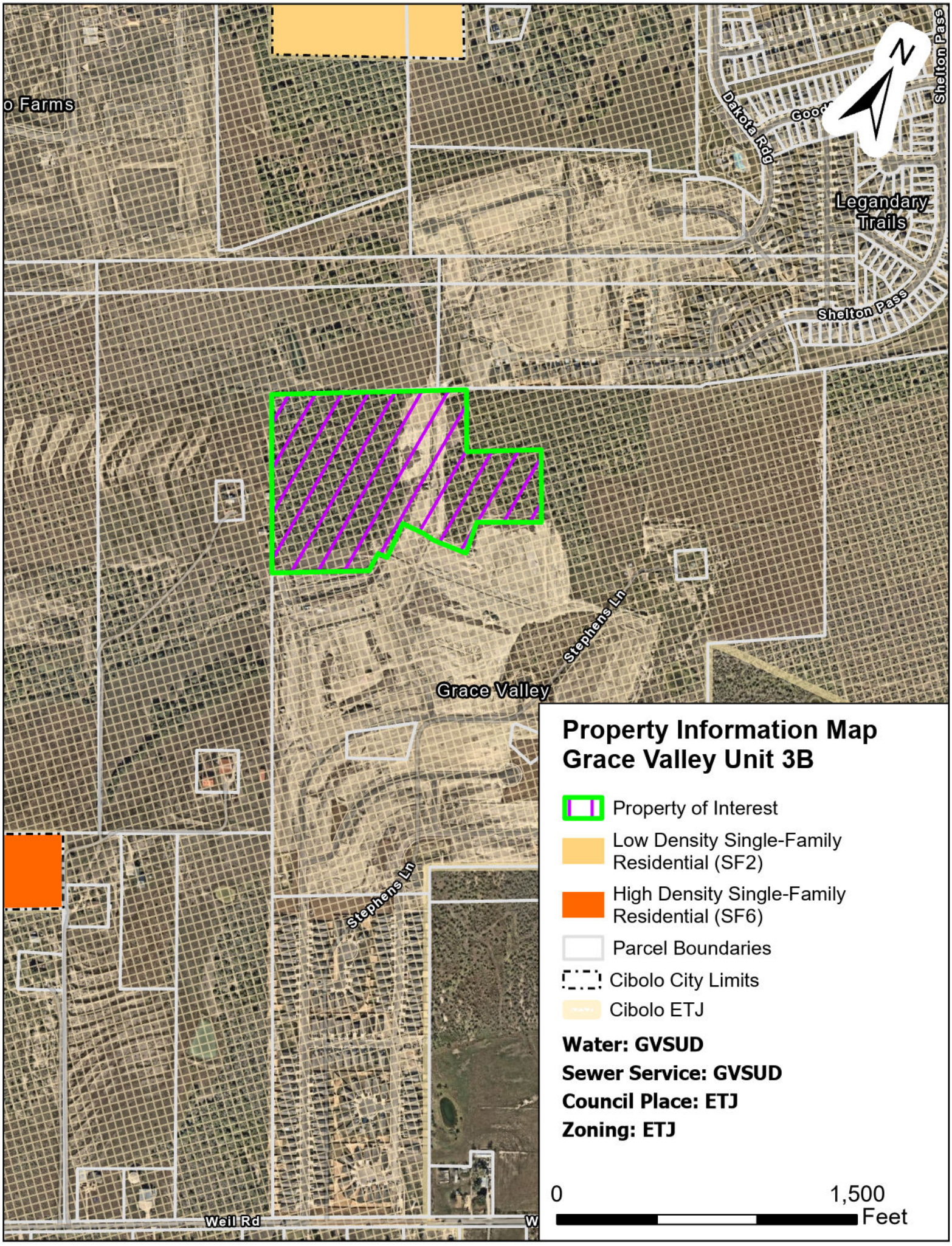
SAWS JOB NO.
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OF

REPRODUCTION OF THE ORIGINAL SIGNED AND SEALED PLAN AND/OR ELECTRONIC MEDIA MAY HAVE BEEN INADVERTENTLY ALTERED. CONTRACTOR IS RESPONSIBLE FOR VERIFYING THE SCALE OF THE DOCUMENT AND CONTACTING CUDE ENGINEERS TO VERIFY DISCREPANCIES PRIOR TO CONSTRUCTION.

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o Farms
Dakota Rdg
Shelton Pass
Legandary Trails
Shelton Pass
Stephens Ln
Grace Valley
Stephens Ln
Weil Rd
W
Property Information Map
Grace Valley Unit 3B
Property of Interest
Low Density Single-Family Residential (SF2)
High Density Single-Family Residential (SF6)
Parcel Boundaries
Cibolo City Limits
Cibolo ETJ
Water: GVSUD
Sewer Service: GVSUD
Council Place: ETJ
Zoning: ETJ
0
1,500
Feet

City of Cibolo

City Council Regular Meeting Staff Report

J. Discussion/Action to approve a purchase order with Centre Technologies for Arctic Wolf Network Solutions to include multiple managed services and associated one-time costs; and to authorize the City Manager to execute the agreement in an amount not to exceed One Hundred Twenty-Seven Thousand, Seven Hundred Three Dollars and Thirty-Seven Cents ($127,703.37). (Mr. Beekman)

Meeting	Agenda Group
Tuesday, August 26, 2025, 6:30 PM	Discussion/Action Item: 9J.

From
Tracy Beekman, Information Services Director

PRIOR CITY COUNCIL ACTION:

N/A

BACKGROUND:

The City of Cibolo applied for and received the Cybersecurity Grant Planning Project (Grant# 5199401) from the Office of the Governor with funds in the amount of $155,520.00. This grant allows for the purchase of hardware, software, and services to help defend the city from the ever changing and active threat landscape. With this, we leveraged Centre Technologies as a partner to help evaluate the health of our security environment.

The recommendation that resonated the most from Centre Technologies, was to acquire the services of a Security Operations Center (SOCaaS). As Council may recall, on their March 25, 2025 Regular City Council meeting, the 5-year Strategic Technology Plan was discussed and approval was given to move forward. One item on the 5-year strategic plan was to implement a Security Operations Center (SOCaaS).

With the purchase of Arctic Wolf managed services, we will receive 24/7 support via their Managed Detection and Response, Managed Endpoint Defense, Managed Risk, and Jumpstart Retainer tools and services. This is the security team that we need to help protect, prevent, and recover as a service.

STAFF RECOMMENDATION:

Staff recommends authorizing the City Manager to complete the purchase order process with Centre Technologies for Arctic Wolf Network Solutions to include multiple managed services and associated one-time costs; and to authorize the City Manager to execute the agreement in an amount not to exceed ONE HUNDRED TWENTY-SEVEN THOUSAND, SEVEN HUNDRED THREE DOLLARS AND THIRTY-SEVEN CENTS ($127,703.37).

FINANCIAL IMPACT:

This contract will be purchased with funding from Grant# 5199401, made available to us by the Office of the Governor and a 10% match from the City, approved as a part of budget amendment II.

MOTION(S):

Make a motion to authorize the City Manager to complete the purchase order process with Centre Technologies for Arctic Wolf Network Solutions to include multiple managed services and associated one-time costs; and to authorize the City Manager to execute the agreement in an amount not to exceed ONE HUNDRED TWENTY-SEVEN THOUSAND, SEVEN HUNDRED THREE DOLLARS AND THIRTY-SEVEN CENTS ($127,703.37).

Attachments

Centre-ArcticWolfPresentation.pdf
CoC - Arctic Wolf - MDR (User Silver) - Quote 7197792.pdf
DIR-CPO-4857 Contract.pdf



"City of Choice"

Arctic Wolf Cybersecurity Services

Tracy Beekman, Information Services Director

August 26, 2025

Council Feedback and Direction

- Staff is seeking Council's support:
  - Does Council support the implementation of Arctic Wolf as the City's Security Operations Center (SOC) as a service?
  - Does Council support enhancing and improving existing cybersecurity protection measures, enabling the City to take a proactive stance against the active threat landscape?
  - Does Council support the execution and implementation of security measures as advised in the recent security audit assessment conducted by Centre Technologies, and moving forward with an item listed on the 5-year Technology Strategic Plan?

Presentation Overview

- Security Operations Center (SOC or SOCaaS)
- Centre Technologies
- Arctic Wolf
- What is covered

Security Operations Center

- SOC or SOCaaS is the nerve center for the organization’s cybersecurity efforts
- Dedicated team of cybersecurity experts whose job it is to monitor, detect, and respond to cyber threats across an organization’s digital systems and networks
- Goal is to protect data and systems from being hacked or compromised
- Arctic Wolf would be our security team

Centre Technologies



Brandon Fuller
South Texas
Account Executive

- Performed grant-mandated cybersecurity audit
- Recommended Arctic Wolf as SOCaaS to supplement our technical environment and lack of dedicated cybersecurity personnel
- Why Arctic Wolf ?

Arctic Wolf

- US-Based Security Operations Company with a facility here in San Antonio
- Multi-award-winning Cyber Security company with over a decade of customer trust
- Dedicated to building long-term resiliency and ending cyber risk

We Are Arctic Wolf

OUR MISSION: END CYBER RISK



10,000+
Customers

1000+
Security Engineers

8+
Trillion Events per Week

1000+
Incident Response Cases per Year

100+
Countries

2,250+
Partners Globally

TRIED, TESTED, & PROVEN

IDC
2X LEADER
MDR MarketScape

Gartner Peer Insights™
MOST RECOMMENDED
MDR, Vulnerability Assessment, and Security Awareness

CNBC DISRUPTOR 50
3X WINNER
Only Cybersecurity Company Ever

ISO 27001 CERTIFIED CYBERGUARD COMPLIANCE
AICPA SOC
CERTIFIED
Ongoing Validation

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Optimized Service Delivery

Technology and Teams Delivering Real Security Outcomes

TECHNOLOGY

Security Journey
Programmatic assessments security posture reviews to harden your environment

AI
Cipher

IR Planner
Proactively plan for incidents to reduce the impact of an incident

Data Explorer
Quick, ad-hoc investigations and self-service reporting

Concierge Experience

TEAMS

Deployment
Ensure your environment is set up and ready for service

Concierge Security Team
Strategic advice
Advance your security posture with SPiDRs

SOC
24x7 Event Triage
Security Investigations
Guided Remediation

Incident Response
Business restoration when severe incident declared
Digital Forensics

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MISSION:

End Cyber Risk



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What is Covered - Arctic Wolf Services

- Contract presented is 1 year with 2 Year Option
- MDR – Managed Detection and Response
  - This is the SOCaaS
- EDR – Aurora Managed Endpoint Defense
  - Endpoint Protection (Antivirus for computers)
- MR – Managed Risk
  - The watchful eye
- Jumpstart Retainer
  - Incident Response

Arctic Wolf Warranty

Arctic Wolf Security Operations Warranty provides industry-leading financial coverage of up to $2 Million (USD) for covered security events.



Council Feedback and Direction

- Staff is seeking Council's support:
  - Does Council support the implementation of Arctic Wolf as the City's Security Operations Center (SOC) as a service?
  - Does Council support enhancing and improving existing cybersecurity protection measures, enabling the City to take a proactive stance against the active threat landscape?
  - Does Council support the execution and implementation of security measures as advised in the recent security audit assessment conducted by Centre Technologies, and moving forward with an item listed on the 5-year Technology Strategic Plan?

Questions/Feedback?

16801 Greenspoint Park Drive
Suite 200
Houston, TX 77060
www.centretechnologies.com
(281) 506-2480

CoC - Arctic Wolf - MDR (User Silver) - 1 year with 2 Year Option

Prepared by:

Centre Technologies

Brandon Fuller
on behalf of Brandon Fuller
(281) 506-2480
bfuller@centre.tech

Prepared for:

City of Cibolo

Tracy Beekman
Ship To:
200 South Main Street
Cibolo, TX 78108
(210) 858-3241
tbeekman@cibolotx.gov

Quote Information:

Quote #: 071977

Version: 1
Delivery Date: 11/1/2024
Expiration Date: 10/31/2025

CoC - Arctic Wolf - MDR (User Silver) - 1 year with 2 Year Option

DIR-CPO-4857
12 Month Terms - billed upfront
*Recurring charges will begin billing current month, in advance of the project's completion.

Arctic Wolf Security - User Silver

Description	Qty	Recurring	Ext. Recurring
Arctic Wolf Plus User License - Silver (MDR, MR)	181	$331.88	$60,070.28
Arctic Wolf Plus Server License - Silver (MDR, MR)	33	$331.88	$10,952.04
Arctic Wolf MDR Log Retention	214	$16.20	$3,466.80
Arctic Wolf MDR Data Exploration - Allows users to access historical and analyzed data for quick investigations & self service reporting - Pre-defined workflows to address common security questions - Provides access to 10 days of data - Annual license for the log search feature	214	$33.75	$7,222.50
Arctic Wolf 1000 Series Sensor - 4 x 10G Multi- Mode Fiber LC Connectors Non -Bypass	1	$11,250.00	$11,250.00
Arctic Wolf MDR Office 365 user license	181	$25.31	$4,581.11
Arctic Wolf MR Azure Cloud Security Posturing Mgmt - Identify misconfigurations and cloud security posture management vulnerabilities - Annual license per Azure server instance	3	$16.88	$50.64
Arctic Wolf JumpStart Retainer	1	$5,625.00	$5,625.00
Arctic Wolf Security Operations Warranty - $2M (Enrollment Required)	1	$0.00	$0.00
Arctic Wolf Platform - Base Platform	1	$1,875.00	$1,875.00

16801 Greenspoint Park Drive
Suite 200
Houston, TX 77060
www.centretechnologies.com
(281) 506-2480

Arctic Wolf Security - User Silver

Description	Qty	Recurring	Ext. Recurring
Aurora Managed Endpoint Defense for MDR	190	$119.00	$22,610.00
		12 Months Subtotal:	**$127,703.37**

Onboarding

Description	Qty	Price	Ext. Price
Arctic Wolf Onboarding	1	$0.00	$0.00
Aurora Managed Endpoint Defense Onboarding	190	$12.00	$2,280.00
		Subtotal:	**$2,280.00**

Quote Summary

Description	Amount
Onboarding	$2,280.00
Subtotal:	**$2,280.00**
Estimated Shipping:	**$120.00**
Total:	**$2,400.00**

12 Months Expenses Summary

Description	Amount
Arctic Wolf Security - User Silver	$127,703.37
12 Months Total:	**$127,703.37**

*The Net Total price for each item in the quote above will increase by 8.0% on (i) the annual anniversary of the Subscription Start Date or (ii) the end of any prepaid, in full
multi-year Committed Term (the "Increase"). Thereafter, pricing for any subsequent renewals is as set forth in the Agreement.

This Quote is between Arctic Wolf Networks Inc. a Texas corporation (sometimes referred to as “we,” “us,” “our,” OR “Provider”), and the Customer found on the applicable Quote (sometimes referred to as “you,” “your,” OR “Customer”). Collectively, these two entities are “the Parties”. The Quote, together with the Arctic Wolf Networks Inc.' MSA and relevant Service Attachments, forms the Agreement between the Parties. This Quote is effective as of the date the Parties sign below, (“Services Start Date”). If there is a conflict between this Quote, the Arctic Wolf Networks Inc.' Master Services Agreement, the Product Terms and Conditions, and any Service Attachment, amendment, or schedule, this Quote will control for the items in this Quote only.
The definitions and the Term are set forth in the Arctic Wolf Networks Inc.' MSA. Customer hereby acknowledges that all of the Agreements and Quotes contained herein are subject to the applicable tax (e.g., international, federal, state and local sales tax), shipping, handling and other associated fees. The Uniform Commercial Code, as adopted by the Texas Business and Commerce Code, shall apply where appropriate. Provider reserves the right to cancel or amend orders arising from pricing or other errors contained in the attached Quote and will notify the

16801 Greenspoint Park Drive
Suite 200
Houston, TX 77060
www.centretechnologies.com
(281) 506-2480

Customer.
This Order and its accompanying Agreements supersede all prior negotiations, discussions, proposals, communications, or previous Orders or Agreements between the parties.
By signing below, the Parties acknowledge, represent, and warrant that they have read and agree to the terms and conditions of the Agreement, including all related agreements, schedules, Service Attachments, and/or amendments identified at the end of this Quote. The Party hereby represents that the electronic signature to this Quote shall be relied upon and serves to bind them/it to the obligations stated herein. Each Party hereby warrants and represents that he/she/it has the express authority to execute this Agreement(s).

E-Signature Confirmation for City of Cibolo

Signature: _____

Name: Tracy Beekman

Title: Director of IT

Date: _____

16801 Greenspoint Park Drive
Suite 200
Houston, TX 77060
www.centretechnologies.com
(281) 506-2480

Exhibit A

General terms and conditions applicable to all Centre products and services.

Master Services Agreement

Core Centre Managed Services.

Service Attachment for Managed Services

Service Attachment for Artificial Intelligence Services.

Service Attachment for Artificial Intelligence Services

Data security and privacy agreement including statutorily required terms.

Data Processing Agreement

Targeted response times by tier of severity.

Service Level Objectives

Description of managed services offered by Centre.

Schedule of Services

Notice of third-party services and waiver of claims.

Schedule of Third-Party Services

STATE OF TEXAS

DEPARTMENT OF INFORMATION RESOURCES

CONTRACT FOR SERVICES

Centre Technologies, Inc.

1 Introduction

1.1 Parties

This contract for Cybersecurity Services (this "Contract") is entered into between the State of Texas, acting by and through the Department of Information Resources (hereinafter "DIR") with its principal place of business at 300 West 15th Street, Suite 1300, Austin, Texas 78701, and Centre Technologies, Inc. a Texas For-Profit Corporation (hereinafter "Successful Respondent"), with its principal place of business at 16801 Greenspoint Park Drive, Suite 200, Houston, Texas 77060.

1.2 Compliance with Procurement Laws

This Contract is the result of compliance with applicable procurement laws of the State of Texas. DIR issued a solicitation on the Comptroller of Public Accounts' Electronic State Business Daily, Request for Offer (RFO) DIR-CPO-TMP-550, on 12/20/2020, for Cybersecurity Products and Services (the "RFO"). Upon execution of all Contracts, a notice of award for DIR-CPO-550 shall be posted by DIR on the Electronic State Business Daily.

1.3 Order of Precedence

a) For transactions under this Contract, the order of precedence shall be as follows:
   i. this Contract;
   ii. Appendix A, Standard Terms and Conditions;
   iii. Appendix B, Successful Respondent's Historically Underutilized Businesses Subcontracting Plan;
   iv. Appendix C, Pricing Index;
   v. Appendix D, Service Agreement;
   vi. Exhibit 1, RFO DIR-CPO-TMP-550, including all Addenda; and
   vii. Exhibit 2, Successful Respondent's Response to RFO DIR-CPO-TMP-550, including all Addenda.

b) Each of the foregoing documents is hereby incorporated by reference and together constitute the entire agreement between DIR and Successful Respondent governing purchase transactions.

1.4 Definitions

Capitalized terms used but not defined herein have the meanings given to them in Appendix A, Standard Terms and Conditions.

2 Term of Contract

The initial term of this Contract shall be up to two (2) years commencing on the date of the last signature hereto (the "Initial Term"), with one (1) optional two-year renewal and one (1) optional one-year renewal (each, a "Renewal Term"). Prior to expiration of the Initial Term and each Renewal Term, this Contract will renew automatically under the same terms and conditions unless either party provides written notice to the other party at least sixty (60) days in advance of the renewal date stating that the party wishes to discuss amendment or non-renewal.

3 Option to Extend

Successful Respondent agrees that DIR may require continued performance under this Contract at the rates specified in this Contact following the expiration of the Initial Term or any Renewal Term. This option may be exercised more than once, but the total extension of performance hereunder shall not exceed four (4) calendar months. Such extension of services shall be subject to the requirements of this Contract, with the sole and limited exception that the term shall be extended pursuant to this provision. DIR may exercise this option upon thirty (30) calendar days written notice to Successful Respondent.

4 Service Offerings

Services available under this Contract are limited to the technology categories defined in Request for Offer DIR-CPO-TMP-550 for Cybersecurity Products and Services. At DIR's sole discretion, Successful Respondent may incorporate changes or make additions to its service offering, provided that any changes or additions must be within the scope of the RFO.

5 Pricing

5.1 Pricing Index

Pricing to Customers shall be as set forth in **Appendix C, Pricing Index**, and shall include the DIR Administrative Fee (as defined below).

5.2 Customer Discount

a) The minimum Customer discount for all products and services will be the percentage off List Price (as defined below) or MSRP (as defined below), as applicable, as specified in **Appendix C, Pricing Index**. Successful Respondent shall not establish a List Price or MSRP for a particular solicitation. For purposes of this Section, "List Price" is the price

for a product or service published in Successful Respondent's price catalog (or similar document) before any discounts or price allowances are applied. For purposes of this Section, "MSRP," or manufacturer's suggested retail price, is the price list published by the manufacturer or publisher of a product and available to and recognized by the trade.

b) Customers purchasing products or services under this Contract may negotiate additional discounts with Successful Respondent. Successful Respondent and Customer shall provide the details of such additional discounts to DIR upon request.

c) If products or services available under this Contract are provided at a lower price to: (i) an eligible Customer who is not purchasing those products or services under this Contract, or (ii) to any other customer under the same terms and conditions provided for the State for the same products and services under this contract, then the price of such products and services under this Contract shall be adjusted to that lower price. This requirement applies to products or services quoted by Successful Respondent for a quantity of one (1), but does not apply to volume or special pricing purchases. Successful Respondent shall notify DIR within ten (10) days of providing a lower price as described in this Section, and this Contract shall be amended within ten (10) days to reflect such lower price.

5.3 Changes to Prices

a) Subject to the requirements of this section, Successful Respondent may change the price of any product or service upon changes to the List Price or MSRP, as applicable. Discount levels shall not be subject to such changes, and will remain consistent with the discount levels specified in this Contract.

b) Successful Respondent may revise its pricing by publishing a revised pricing list, subject to review and approval by DIR. If DIR, in its sole discretion, finds that the price of a product or service has been increased unreasonably, DIR may request that Successful Respondent reduce the pricing for the product or service to the level published before such revision. Upon such request, Successful Respondent shall either reduce the pricing as requested, or shall remove the product or service from the pricing list for this Contract. Failure to do so will constitute an act of default by Successful Respondent.

5.4 Shipping and Handling

Prices to Customers shall include all shipping and handling fees. Shipments will be Free On Board Customer's Destination. No additional fees may be charged to Customers for standard shipping and handling. If a Customer requests expedited or special delivery, Customer will be responsible for any additional charges for expedited or special delivery.

6 DIR Administrative Fee

a) Successful Respondent shall pay an administrative fee to DIR based on the dollar value of all sales to Customers pursuant to this Contract (the "DIR Administrative Fee"). The amount of the DIR Administrative Fee shall be seventy-five hundredths of a percent (0.75%) of all sales, net of returns and credits. For example, the administrative fee for sales totaling $100,000 shall be $750.

b) All prices quoted to Customers shall include the DIR Administrative Fee. DIR reserves the right to increase or decrease the DIR Administrative Fee during the term of this Contract, upon written notice to Successful Respondent without amending this Contract. Any increase or decrease in the DIR Administrative Fee shall be incorporated in the price to Customers.

7 Internet Access to Contract and Pricing Information

In addition to the requirements listed in Appendix A, Section 7.2, Internet Access to Contract and Pricing Information, the Successful Respondent shall include the following with its webpage:

a) A current price list or mechanism to obtain specific contract pricing;
b) MSRP/list price or DIR Customer price;
c) Discount percentage (%) off MSRP or List Price;
d) Warranty policies; and,
e) Return policies.

8 Use of Order Fulfillers

8.1 Authorization to Use Order Fulfillers

Subject to the conditions in this Section 8, DIR agrees to permit Successful Respondent to utilize designated order fulfillers to provide products, services, and support resources to Customers under this Contract ("Order Fulfillers").

8.2 Designation of Order Fulfillers

a) Successful Respondent may designate Order Fulfillers to act as the distributors for products and services available under this Contract. In designating Order Fulfillers, Successful Respondent must be in compliance with the State's Policy on Utilization of Historically Underutilized Businesses. DIR and Successful Respondent will agree on the number of Order Fulfillers that are Historically Underutilized Businesses as defined by the CPA.

b) In addition to the required Subcontracting Plan, Successful Respondent shall provide DIR with the following Order Fulfiller information: Order Fulfiller name, Order Fulfiller

business address, Order Fulfiller CPA Identification Number, Order Fulfiller contact person email address and phone number.

c) DIR reserves the right to require Successful Respondent to rescind any Order Fulfiller participation or request that Successful Respondent name additional Order Fulfillers should DIR determine it is in the best interest of the State.

d) Successful Respondent shall be fully liable for its Order Fulfillers' performance under and compliance with the terms and conditions of this Contract. Successful Respondent shall enter into contracts with Order Fulfillers and use terms and conditions that are consistent with the terms and conditions of this Contract.

e) Successful Respondent may qualify Order Fulfillers and their participation under the Contract provided that: i) any criteria is uniformly applied to all potential Order Fulfillers based upon Successful Respondent's established, neutrally applied criteria, ii) the criteria is not based on a particular procurement, and iii) all Customers are supported under the criteria.

f) Successful Respondent shall not prohibit any Order Fulfiller from participating in other procurement opportunities offered through DIR.

8.3 Changes in Order Fulfiller

Successful Respondent may add or remove Order Fulfillers throughout the term of this Contract upon written authorization by DIR. Prior to adding or removing Order Fulfillers, Successful Respondent must make a good faith effort to revise its Subcontracting Plan in accordance with the State's Policy on Utilization of Historically Underutilized Businesses. Successful Respondent shall provide DIR with its updated Subcontracting Plan and the Order Fulfillers information listed above.

8.4 Order Fulfiller Pricing to Customer

Order Fulfiller pricing to the Customer shall be in accordance with Section 5.

9 Notification

All notices under this Contract shall be sent to a party at the respective address indicated below.

If sent to the State:

Hershel Becker or Successor in Office
Chief Procurement Officer
Department of Information Resources
300 W. 15th St., Suite 1300
Austin, Texas 78701
Phone: (512) 475-4700
Email: hershel.becker@dir.texas.gov

If sent to Successful Respondent:

Anthony Leatherwood
Chief Information Security Officer
Centre Technologies, Inc.
16801 Greenspoint Park Drive, Suite 200, Houston, Texas 77060
Phone: 281-741-6357
Email: aleatherwood@centretechnologies.com

10 Software License and Service Agreements

10.1 Software License Agreement

a) Customers acquiring software licenses under this Contract shall hold, use, and operate such software subject to compliance with the Software License Agreement. Customer and Successful Respondent may agree to additional terms and conditions that do not diminish a term or condition in the Software License Agreement, or in any manner lessen the rights or protections of Customer or the responsibilities or liabilities of Successful Respondent. Successful Respondent shall make the Software License Agreement terms and conditions available to all Customers at all times.

b) Compliance with the Software License Agreement is the responsibility of the Customer. DIR shall not be responsible for any Customer's compliance with the Software License Agreement.

10.2 Service Agreement

Services provided under this Contract shall be in accordance with the Service Agreement as set forth in **Appendix D** of this Contract. No changes to the Service Agreement terms and conditions may be made unless previously agreed to by Successful Respondent and DIR. Successful Respondent and Customer may agree to terms and conditions that do not diminish or lessen the rights or protections of the Customer or the responsibilities or liabilities of the Successful Respondent.

11 Conflicting or Additional Terms

a) The terms and conditions of this Contract shall supersede any additional conflicting or additional terms in any additional service agreements, statement of work, and any other provisions, terms, conditions, and license agreements, including those which may be affixed to or accompany software upon delivery (sometimes called shrink-wrap or click-wrap agreements), and any linked or supplemental documents, which may be proposed, issued, or accepted by Successful Respondent and Customer in addition to this Contract (such additional agreements, "Additional Agreements"), regardless of when such

Additional Agreements are proposed, issued, or accepted by Customer. Notwithstanding the foregoing, it is Customer's responsibility to review any Additional Agreements to determine if Customer accepts such Additional Agreement. If Customer does not accept such Additional Agreement, Customer shall be responsible for negotiating any changes thereto.

b) Any update or amendment to an Additional Agreement shall only apply to Purchase Orders for the associated product or service offering after the effective date of such update or amendment; provided that, if Successful Respondent has responded to a Customer's solicitation or request for pricing, any subsequent update or amendment to an Additional Agreement may only apply to a resulting Purchase Order if Successful Respondent directly informs such Customer of such update or amendment before the Purchase Order is executed.

c) Successful Respondent shall not require any Additional Agreement that: i) diminishes the rights, benefits, or protections of Customer, or that alters the definitions, measurements, or method for determining any authorized rights, benefits, or protections of Customer; or ii) imposes additional costs, burdens, or obligations upon Customer, or that alters the definitions, measurements, or method for determining any authorized costs, burdens, or obligations upon Customer.

d) If Successful Respondent attempts to do any of the foregoing, the prohibited documents will be void and inapplicable to this Contract or the Purchase Order between Successful Respondent and Customer, and Successful Respondent will nonetheless be obligated to perform such Purchase Order without regard to the prohibited documents, unless Customer elects instead to terminate such Purchase Order, which in such case may be identified as a termination for cause against Successful Respondent.

12 Authorized Exceptions to Appendix A, Standard Terms and Conditions

No exceptions have been agreed to by DIR and Successful Respondent.

(Remainder of this page intentionally left blank.)

This Contract is executed to be effective as of the date of last signature.

Centre Technologies, Inc.

Authorized By: Signature on File

Name: Anthony Leatherwood

Title: Chief Information Security Officer

Date: 7/13/2022

The State of Texas, acting by and through the Department of Information Resources

Authorized By: Signature on File

Name: Hershel Becker

Title: Chief Procurement Officer

Date: 7/15/2022

Office of General Counsel: Initial on File

Date: 7/15/2022

City of Cibolo

City Council Regular Meeting Staff Report

K. Discussion/Presentation for the City Council regarding the FY25 Neighborhood Traffic Management Program (NTMP). (Mr. Gomez)

Meeting	Agenda Group
Tuesday, August 26, 2025, 6:30 PM	Discussion/Action Item: 9K.

From
Julio Gomez, Public Works Director

PRIOR CITY COUNCIL ACTION:

- On May 15, 2014, City Council approved the Residential Traffic Management Policy (RTMP). No revisions or updates were made after adoption, and no projects were implemented under this policy.
- In FY24, staff launched the Neighborhood Traffic Management Program (NTMP) to provide a resident-driven approach to addressing neighborhood traffic and safety concerns.

BACKGROUND:

The Neighborhood Traffic Management Program (NTMP) was developed to provide residents with a clear process for identifying and addressing traffic concerns such as speeding, cut-through traffic, and neighborhood livability. Unlike the 2014 RTMP, which was limited in scope and policy-driven, the NTMP emphasizes early resident involvement, flexibility, and community-supported solutions. The program also introduces tools such as speed cushions, which help reduce speeds while minimizing impacts on emergency response.

During FY24, the program received **21 requests** from residents:

- 13 remain pending due to incomplete information.
- 4 were closed because the concerns did not fall within NTMP criteria.
- 3 provided partial information and require staff follow-up.
- 1 request advanced with a completed neighborhood petition.

Program challenges in FY24 included insufficient information on the request form, lack of dedicated funding, and staffing shortages that delayed responses. Staff has revised the request form to make it more user-friendly and accessible and will continue to improve the process for residents.

In FY25 budget discussions, City Council established a goal of strengthening the Neighborhood Traffic Management Program and demonstrated its commitment by allocating **$50,000 in funding during the FY26 budget discussions**. This funding will allow staff to implement projects, improve resident engagement, and track outcomes more effectively. In addition, increased staffing levels will support program delivery, improve response times to residents, and ensure stronger coordination across departments and with the community.

STAFF RECOMMENDATION:

Staff recommends that City Council provide direction on program priorities, community engagement levels, and reporting frequency in order to ensure the NTMP continues to meet community needs and aligns with Council priorities.

Provide direction to staff regarding the Neighborhood Traffic Management Program, including:

- Do the current NTMP goals (safety, livability, traffic calming, equity) still reflect the priorities of the community and Council?
- Whether certain neighborhoods, corridors, or street types should be prioritized in the selection process.
- If the current engagement process (petitions, neighborhood meetings, surveys) is sufficient, or if additional outreach is needed.
- How often City Council would like to receive program updates (e.g., annually, semi-annually).

FINANCIAL IMPACT:

- No funding was allocated for NTMP in FY24.
- In FY26, City Council has allocated **$50,000** for NTMP implementation as part of the budget discussions. Increased staff levels will support program delivery, resident engagement, and project completion.

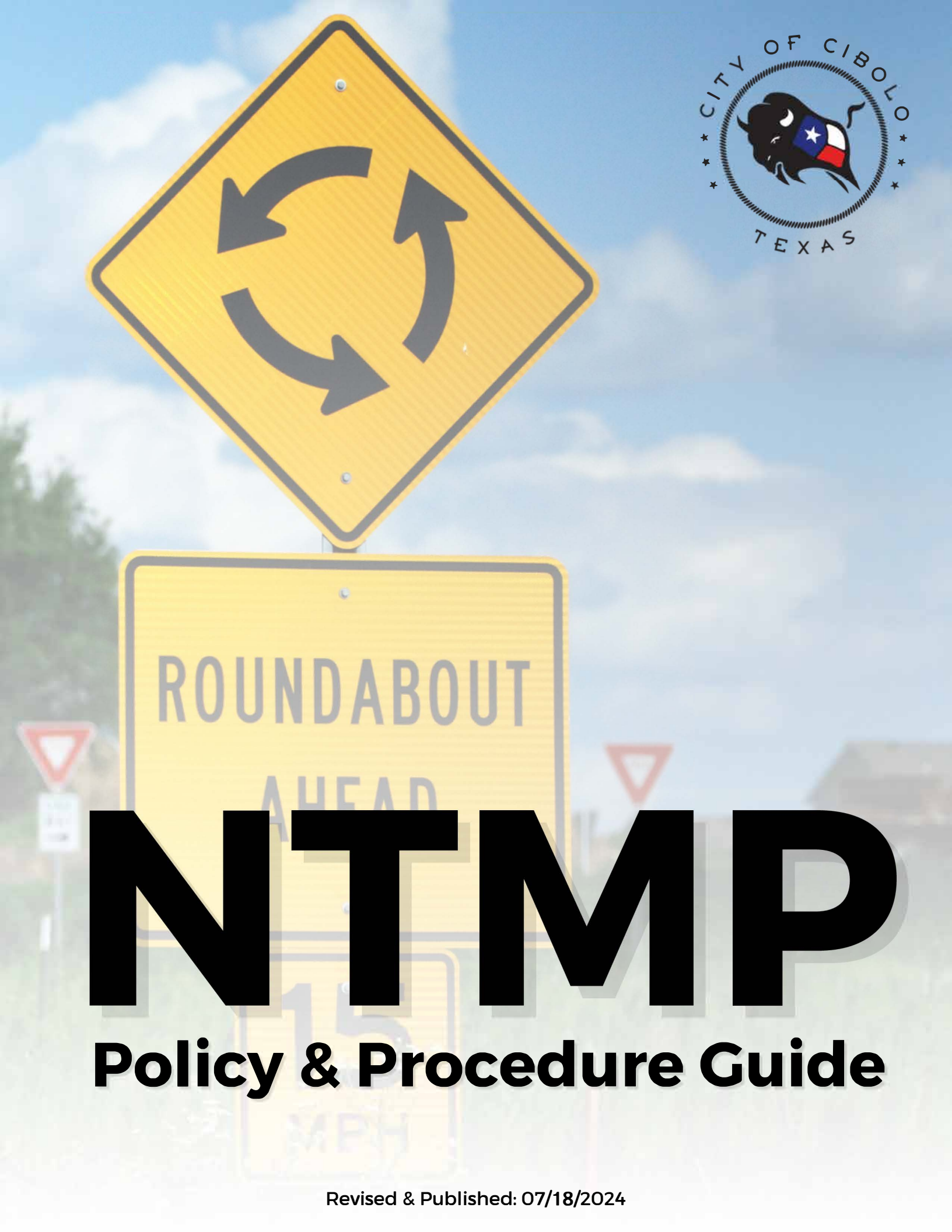
MOTION(S):

Attachments

FY25 NTMP Update.pdf
NTMP_Final.pdf

FY24 NTMP Update

Request Date	Street	From	To	Type of Request	Status
7/24/2024	Willow Bluff	Briar St	Kaylee Chase	Unknown	Waiting on Resident for More Information
7/24/2024	Kaylee Chase	Willow View	Old Wiederstein	Unknown	Waiting on Resident for More Information
7/25/2024	Willow Bluff	Briar St	Kaylee Chase	Unknown	Waiting on Resident for More Information
7/25/2024	Willow Bluff	Briar St	Kaylee Chase	Unknown	Waiting on Resident for More Information
7/27/2024	Dean Rd	Green Valley	Old Wiederstein	Unknown	Waiting on Resident for More Information
7/28/2024	Saddle Trail	Coy Lane		Unknown	Waiting on Resident for More Information
8/14/2024	Cibolo Valley Dr	Kove Lane		Unknown	Waiting on Resident for More Information
10/1/2024	Town Creek	Green Valley		Unknown	Waiting on Resident for More Information
12/4/2024	Landmark Way	Green Valley	Dead End	Unknown	Waiting on Resident for More Information
1/2/2025	Sioux Circle	Buffalo Trail	Comanche	Unknown	Waiting on Resident for More Information
2/19/2025	Blue Sage Lane	Cordero Drive	Eagle Flight Street	Unknown	Waiting on Resident for More Information
6/23/2025	Hinge Falls	Hinge Chase	Weidner Rd	Unknown	Waiting on Resident for More Information
6/30/2025	Green Valley Loop	Persimmon Dr		Unknown	Waiting on Resident for More Information
9/18/2024	Bentwood Ranch	Turnberry		Blind Spot at Intersection	Resident has provided city with petition
4/22/2025	Lance Xing	Steele Way	Town Creek Way	Crosswalks	Request Closed/Under New Development
10/10/2024	Cinnabar Trail	Deer Creek Blvd		Blind Spot at Intersection	Request Closed/Review as part of the Deer Creek Project
1/10/2025	Deer Creek Blvd	Rio Vista Drive		Park Parking Issues	Request Closed/Not NTMP Will Meet With Resident
7/25/2024	Willow Way	Cibolo Valley Drive		Brush & Trees	Request Closed/HOA Issue
4/22/2025	Blue Sage Lane	Cordero Drive	Eagle Flight Street	Speed Cushions	Need to follow up with Resident
4/22/2025	145 Blue Sage Lane	Cordero Drive	Eagle Flight Street	Speed Cushions	Need to follow up with Resident
7/2/2025	Pioneer Junction	Weidner Road		Speed Humps, Speed Limit Signs	Need to follow up with Resident



NTMP

Policy & Procedure Guide

Revised & Published: 07/18/2024

Neighborhood Traffic Management Program

The City of Cibolo created the Neighborhood Traffic Management Program (NTMP) to assist the City in considering residents' concerns about traffic speeds, cut-through traffic, and pedestrian safety. At the discretion of the City Council, the program receives funds annually to implement City- approved traffic mitigation plans. NTMP is open to all residents and neighborhoods of the City, but the program is limited to neighborhood streets. With this program, City staff works with neighborhood residents to provide information on traffic calming options on residential streets with the goal of improving neighborhood quality of life. This guide presents the process of the NTMP. Thank you for taking an interest in improving the safety of your neighborhood!

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GETTING STARTED: FAQ

What is the Neighborhood Traffic Management Program?

The Neighborhood Traffic Management Program (NTMP) is a program created by the City of Cibolo to aid the City in understanding and potentially mitigating residents' concerns about excessive traffic speeds, cut-through traffic impacts, and protecting pedestrian safety. The NTMP is designed to foster communication between neighborhood residents and City staff.

How do I submit a request for my street?
You may submit a request form through the city's website at https://www.cibolotx.gov/NTMP.

What happens after I submit my request?
After receiving a completed NTMP request, City staff will evaluate the request and contact the resident for a site visit to confirm the severity of the issue. Staff will notify the resident of possible solutions in accordance with the Texas Manual on Uniform Traffic Control devices, latest edition, the City's Design Standards, City Ordinances, and the Highway Capacity Manual, latest edition. Note: All traffic calming devices require petition approval from 60% or more of all the households/businesses adjacent to the street.

How much money is available?
Funds available for NTMP projects and the amount of money for each project will vary each year based on the City Council's annual budget allocation to include an amendment for specific projects.

How long does it take to complete an NTMP project?
City staff begins working with the selected eligible neighborhood(s) in October of each year with the goal of implementing the approved NTMP project within the same fiscal year.

GLOSSARY OF TERMS

Adjacent Property Owner (or Adjacent Property)
An owner of the property or the property that lies both within the project limits (as defined) and directly adjacent to a traffic calming device proposed by a traffic mitigation plan. The City staff shall retain the authority to determine that a property is, or is not, adjacent to a proposed traffic calming device, and such determination shall be conclusive for purposes of the NTMP.

ADT (Average Daily Traffic)
The average number of trips carried by a roadway in a 24-hour period. ADT counts are two-directional and usually obtained by placing a counter in the roadway for a 2–3-day period mid- week.

Affected Resident
A resident of the City of Cibolo who owns or leases residentially zoned or residentially used property that is located within the neighborhood or the project limits (as defined) of a project under NTMP consideration. The City staff shall retain the authority to determine the affected residents for an NTMP project, and such determination shall be conclusive for purposes of the NTMP.

Arterial Street
A major roadway in the community designated by the City as an arterial street that connects to the highways leading in and out of Cibolo. Arterials are designed to carry high volumes of traffic at speeds higher than those within residential areas. Because their main function is to carry traffic in, out, and through the community, few restrictions are placed on their ability to maintain higher traffic volumes. Examples of arterial streets within Cibolo include Cibolo Valley Dr, W Borgfeld Rd, Main St, and FM 1103.

Collector Street
A roadway classified by the City as a collector street and intended to serve to move traffic from local streets to arterial streets. A collector street may be residential or commercial in nature.

Correctible Accidents
Accidents that were not caused by weather or driver impairment.

Cut-Through Traffic
Vehicular traffic originating from outside the residential neighborhood which travels through the residential neighborhood to avoid a congested arterial street. Vehicular trips that have an origin or a destination to or from a property within the neighborhood are not considered cut-through traffic.

85th Percentile Speed
The speed at or below which 85 percent of the motorists drive on a given road. It is often used as a guideline by traffic engineering for setting an appropriate speed limit on a roadway. For the purposes of the NTMP, the 85th percentile speed shall be based on the highest directional speed measured.

Emergency Response
The effort by emergency responders to mitigate the impact of an incident on human life and property.

Emergency Responders
Local fire, law enforcement, and ambulance service providers.

Homeowners Association or HOA
An association or organization of property owners formally incorporated (or by historical practice, recognized by the City as formally organized) for the purpose of managing or addressing issues and matters affecting a defined residential neighborhood within the City of Cibolo. Such phrase includes associations or organizations bearing titles or names such as but not limited to “property owners’ association,” “civic association,” or “community association.” The City staff shall retain the authority to determine that an unincorporated association or organization is, or is not, recognized by the City as formally organized for purposes of the NTMP, and such determination shall be conclusive for purposes of the NTMP.

Local (or Neighborhood) Street
A street that carries traffic within a neighborhood and provides access to residential properties that front upon the street. These streets are generally designed for lower volumes and lower speeds and often allow for on-street parking and direct residential driveway access.

Owner
The owner of the property as recorded in the records of the Guadalupe County Assessor’s Office, regardless of whether such owner permanently resides at the property.

Project Limits
The physical boundaries that define an area subject to consideration under the NTMP. City staff shall retain the authority to determine the project limits or area for an NTMP proposal or application, and such determination shall be conclusive for purposes of the NTMP.

Resident
A person who makes his or her permanent physical residence at a residential property located within the City of Cibolo. Such persons may be an owner or a lessee of such property.

Structural Devices
Traffic mitigation devices that involve placing physical improvements or treatments in the roadway (e.g., medians, traffic circles, curb extensions, or speed humps), as opposed to non- structural devices (e.g., signage, roadway striping)

1.0 BACKGROUND

The City of Cibolo created a Neighborhood Traffic Management Program (NTMP) to assist the City in considering the concerns of residents regarding traffic speeds, cut-through traffic, and pedestrian safety. Although the City may lawfully implement traffic mitigation measures without consultation with affected residents, it is the City's policy to provide meaningful avenues for assessing resident concerns to be used in the City's management of its roadway systems.

The City has developed this manual to define a set of policies and procedures that will guide how to receive and respond to these requests. This manual outlines the City's Neighborhood Traffic Management Program, including program goals, objectives, policies, and tools available for use on neighborhood streets. Figure 1 represents the overall NTMP program process.

Although the NTMP is an administrative program designed to assist the City in making decisions concerning the management and operation of its public rights of way, the City intends to reserve complete authority in the management and operation of the public rights of way. Therefore, the process and procedures of the NTMP may be modified or eliminated at the City's discretion at any time. The City may terminate consideration of an NTMP project at any time for any reason. The NTMP does not confer upon any applicant or citizen any particular right or entitlement to benefits under the NTMP and all decisions made by the City in implementing the NTMP shall remain at all times administrative in nature and not subject to judicial review. Nothing in the NTMP shall limit or preclude the City Councilor the City staff from initiating a traffic management solution or improvement deemed necessary or reasonable by the City for the management and operation of the City's public rights of way.

FIGURE 1. NTMP PROGRAM PROCESS



1

Identify & Apply

A resident identifies a concern in the Neighborhood and submits a Neighborhood Traffic Management Program request form.

- Residents complete the approved NTMP request form.
- Form can be found at: www.cibolotx.gov/NTMP.
- Neighborhood must have 60% support to continue the process.

2

Evaluation

Public Works will evaluate the Neighborhood Traffic Management Program request.

- Application is reviewed for 60% approval and eligibility for traffic calming applications.
- Staff will collect data and conduct study as needed to determine options for traffic calming devices.

3

Results & Ballot

Staff will provide the Neighborhood with the results of the evaluation and Ballot for approved traffic calming devices.

- Must have over 50% of mailed out ballots returned.
- Must have 60% approval from all returned ballots.
- Must have 100% approval from residents who are adjacent with the proposed device (i.e. electronic speed signs, speed humps, curb extensions).

4

City Council Recommendation

Public Works will provide City Council with recommendations and schematic of the traffic calming measure.

5

Prioritization

Projects will be prioritized based on urgency and funding.

6

Funding & Scheduling

Public Works staff will notify property owners when project is funded and scheduled.

7

Implementation

Construction of project with City staff and/or contractors.

2.0 PROGRAM GOALS AND OBJECTIVES

The goal of the City of Cibolo Neighborhood Traffic Management Program is stated as follows:

To provide a consistent, feasible, and manageable procedure for safely addressing neighborhood traffic concerns on local or neighborhood streets where a documented speeding problem, unacceptable cut-through volume, or other traffic factors adversely affecting residential safety exist.

The objectives of the program are to:

- Improve neighborhood livability by mitigating the impact of vehicular traffic on local or neighborhood streets and encouraging appropriate driver behavior.
- Reduce speeding on neighborhood streets.
- Encourage citizen involvement in solutions to neighborhood traffic problems.
- Effectively balance the public safety interests of traffic mitigation and emergency response.
- Efficiently allocate the use of City resources by establishing minimum criteria to "qualify" streets for projects and by prioritizing project requests.

3.0 POLICIES

The following policies provide details regarding specific aspects of the Neighborhood Traffic Management Program.

3.0 Compatibility with Existing Policies
Neighborhood traffic mitigation projects should be implemented consistent with current City practices. To the extent possible and practicable, City staff will consider warrants, placement guidelines, standards, and practices contained in the Manual on Uniform Traffic Control Devices (MUTCD), the American Association of State Highway and Transportation Officials (AASHTO) policy manuals, and the then-current City of Cibolo Roadway Design and Construction Standards.

3.1 Neighborhood Involvement
An important element in developing an effective traffic mitigation plan for a neighborhood is to reasonably assess the interests and support of residents of property within the neighborhood to be potentially affected by the NTMP process. A resident submitting an NTMP nomination of streets for NTMP consideration shall be required to participate as the neighborhood's lead contact person in the NTMP process. At the discretion of City staff, if the staff determines that there is a lower-than-expected turnout at the first neighborhood meeting to explore the initiation of the NTMP process, the City may require the neighborhood to more directly demonstrate that sufficient support exists for traffic mitigation through one of the following means of documenting neighborhood support for the project:

i) A petition signed by residents representing two-thirds of the residential properties within the affected neighborhood supporting the need for traffic calming measures.

ii) Another method of assessing neighborhood support for the plan approved in advance by the Director of Public Works, or his or her designee, including but not limited to a documented online request or email responses of the owners within the affected neighborhood area.

Residents within the affected neighborhood should provide input on the extent of the problem and the range of potential and appropriate solutions. Each neighborhood will experience its own set of concerns, some more apparent than others. It becomes clear how complex many neighborhood issues are when representatives from throughout a neighborhood meet to share their various perspectives.

3.1 Neighborhood Focus

The implementation of neighborhood traffic management will be on a street-by-street basis with consideration of the impact on the affected neighborhood. This approach is necessary to comprehensively meet the goals and policies of the program. The NTMP is not intended to mitigate or address hazardous intersections, improve access to/from neighborhoods from/to arterial streets, mitigate noise from arterial streets, redesign the overall transportation/roadway classification system, or to reduce the use of automobiles.

3.2 Minimum Threshold Determination

A street must have documented traffic conditions that meet or exceed defined minimum thresholds for traffic volume and speed to be eligible for traffic mitigation measures. Streets with a documented accident problem are given special consideration. Minimum thresholds are summarized in Worksheet 1 (page 22). Average daily traffic (ADT), traffic speeds, a 3-year accident history, and other information will be compiled by City staff along the local or neighborhood street to determine qualification for traffic mitigation measures.

3.3 Roadway Classifications

Roadways in Cibolo are grouped into three distinct classifications: (1) arterial streets; (2) collector streets; and (3) local or neighborhood streets. These roadway classifications relate to the volume and nature of traffic on the street and typical street cross-section. Arterial and collector streets are intended to carry a higher volume of traffic over a longer distance than local or neighborhood streets and generally operate at higher speeds. Typically (and always in newer residential developments), residences do not front or directly access arterial or collector streets.

3.4 Managing Traffic on Existing Facilities

Traffic mitigation under the NTMP is intended to slow traffic on local or neighborhood streets and to re-route traffic that is using local or neighborhood streets as an alternative to the use of an arterial street. The intent of traffic mitigation is not to relocate the problem from one local or neighborhood street to another local or neighborhood street. City staff will consider potential shifts in traffic with all project requests. If the potential for shifting the problem to local or neighborhood streets exists, staff may: (a) require that a parallel or an adjacent street be included in the
project limits:(b) require creation of a separate NTMP project for one or more parallel or adjacent streets with special consideration given to the anticipated future traffic shift to that street; or (c) deny or reject the original request for traffic mitigation. Opportunities for rerouting non-local traffic from local streets to arterial streets will be encouraged.

3.6 System of Devices vs. a Single Device

Where traffic mitigation devices are installed, a system of devices is often preferable to a single, isolated device because traffic mitigation devices are most often effective when installed as a system of devices. A system may be a combination of different types of mitigation devices.

When a request for traffic mitigation is processed by City staff, consideration will be given to the length of the street and the number of devices needed to create an effective system of devices. In order to discourage speeding between devices, mitigation devices should be installed at frequent intervals. Optimal separation of devices in most cases is 400-600 feet. However, it should be noted that optimal separation will not always be feasible in a built environment.

3.7 Emergency Response

Reasonable emergency vehicle access and response will be preserved. Because the goals of traffic calming can conflict with the goal of providing the most effective emergency response times, impacts to emergency response time will be considered with every project. All traffic mitigation project requests will be reviewed by the local emergency responders, and the provider's input will be considered before any plan approval. The emergency responders will be invited to neighborhood public meetings where implementation of traffic mitigation devices are being considered so residents may better understand the potential impacts of traffic mitigation on emergency response times.

3.8 Landscaping and Aesthetics

Landscaping and other aesthetic treatments can enhance the effectiveness of certain neighborhood traffic management tools and enhance the impact of the device upon the aesthetics of the neighborhood. Some devices, such as medians, traffic circles, and curb extensions, are more effective when combined with the use of landscaping or other aesthetic treatments to change the character of the street and break up the line of sight for drivers. Simply changing the geometrics of the street often affects drivers only at the location of the device and does little to enhance the livability or aesthetics of the street. A device with landscaping or other aesthetic treatments may be more effective in changing driver perception and driver behavior. Therefore, the City will typically consider, promote, or encourage, and may require, the installation of landscaping and aesthetic treatments with the construction of traffic mitigation devices subject to the availability of funding and formal commitment for ongoing maintenance. The installation and maintenance of landscaping and aesthetic treatments may be funded through a general improvement district (GID), homeowners association, school district, special district, or other lawfully established organization that can demonstrate the ability to fund and permanently maintain the aesthetic treatment. The City may choose to fund or commit to the maintenance of landscaping or other aesthetic treatments at its sole discretion.

A commitment to ongoing and permanent maintenance of landscaping and aesthetic treatments will be secured by a maintenance and license agreement with the City. A sample agreement has been included in Appendix D, which agreement will be modified on a case-by-case basis to meet the needs of the individual project. In the absence of an available party to undertake the maintenance of landscaping, the City may, at its sole discretion and in the interest of public safety,
provide maintenance for landscaping installed for traffic calming purposes.

3.9 Permanent vs. Temporary Installations

Traffic mitigation devices will be planned using a comprehensive neighborhood process that

results in the permanent installation of these devices. Temporary devices are rarely as attractive or effective as permanent devices. However, if a neighborhood proposes mitigation devices such as raised medians or traffic circles as part of a traffic mitigation plan, the neighborhood may request for consideration the use of temporary devices, such as traffic cones or drums to simulate the permanent devices to obtain a better understanding of device layout and the potential impact on traffic. Temporary devices will be allowed for a trial period not to exceed 60 days which may be adjusted by the Public Works Department to coincide with school days.

3.10 Drainage, Maintenance, and Other Considerations

Consideration of storm flows, and their impacts on adjacent properties will be required with all requests for the installation of traffic mitigation devices. In some cases, consideration for drainage impacts may limit or restrict the use of traffic mitigation devices. With all devices, the funding for and ability to reasonably maintain a device will be a consideration.

3.11 Device Removal

It is the intent of this policy to create a system of traffic mitigation devices that effectively addresses traffic management issues in neighborhoods and such devices will become permanent installations within a neighborhood. However, when traffic mitigation devices are found by the City to be ineffective or create objectionable conditions within a neighborhood, devices may be considered for removal. Residents of property in the neighborhood affected by traffic management devices are invited to provide feedback to the City concerning the effectiveness and operation of devices.

Any neighborhood-initiated requests for the removal of traffic mitigation devices shall require two-thirds resident approval documented in accordance with the same procedures for assessing neighborhood support that was employed to install the device. A condition of removal of a device following a neighborhood-initiated request will require the neighborhood to fund the cost of removal as determined by the City. For neighborhoods represented by a homeowners association, the City will provide reasonable notice to the homeowner association of the plan for removal before removal of any device.

The City reserves the right to remove any traffic calming devices at the City's cost and expense where the City determines that the removal will serve traffic safety or management goals.

3.12 Traffic Mitigation Toolbox

A toolbox of devices that may be available for neighborhood traffic mitigation projects is included in the Appendix of this manual. The toolbox includes a variety and range of devices that, depending upon the specific traffic issues (e.g., speeding, cut-through, traffic volume, pedestrian safety), may or may not be appropriate for a particular project. Some of the devices are targeted for specific types of traffic conditions and may not be suitable for use on other projects. The range of devices includes educational, enforcement, engineering (structural), and enhancement elements. The toolbox contains a brief discussion of the pros and cons for each device, as well as potential impacts to emergency response services and device cost estimates.

As a general rule, traffic mitigation devices will not be considered for use on collector streets; however, there may be situations where City staff may determine that traffic mitigation devices (e.g., pedestrian refuge median, curb extensions at a pedestrian crossing) are appropriate.

Some devices have specifically been excluded from the Toolbox and shall not be considered for use in the City of Cibolo. The excluded devices, as well as the reasoning for their exclusion, follows:

- Speed “Dips”. Speed “dips” are cross pans traditionally used for drainage purposes, not for speed control. “Dips” can cause undue delays and/or damage to fire response vehicles and can be negotiated more comfortably at higher speeds (than speed humps or speed humps or tables).

- Speed “Humps”. The term speed “bump” typically refers to a tall and narrow asphalt or concrete surface impediment often found in parking lots which is designed to mandate very slow traffic speeds to avoid vehicle damage and occupant discomfort. In contrast, speed cushions, which are approved for use in the City of Cibolo, have gaps (often referred to as "cutouts") between the raised areas to enable a vehicle with a wide track (e.g., a large emergency vehicle, some trucks, some buses) to pass through the feature without any vertical deflection.
- Rumble Strips. Rumble strips are not suitable for use on local or neighborhood streets due to the increased exterior noise levels associated with these devices and their maintenance.

- Stop Signs for Speed Control Purposes Only. Where stop signs are installed solely for the purpose of speed control, studies show that there may be an increase in intentional violations and drivers may tend to speed up between the stop signs to “make up for lost time.” This behavior is the opposite of that desired. Improper use of stop signs can create pedestrian safety issues, increased vehicular accidents, increased speeds between intersections, increased noise, and air pollution, and can breed disrespect for all traffic control devices.

4.0 FUNDING

The City of Cibolo determines annually a budget for neighborhood traffic management projects. Any funds committed to an approved project not completed by the end of the fiscal year in which the approved project is initiated will be considered for re-appropriation in the next fiscal year subject to the discretion of the City Council.

This funding policy is intended to promote an annual multi-project program. When multiple project applications are under consideration to receive funds, staff shall prioritize these applications using scores obtained from Worksheet 2 (page 23). Each year, the deadline to submit an NTMP application to determine if a street meets the minimum threshold requirements defined in Worksheet 1 is September 30. Each application will be scored to determine if they meet the minimum thresholds to be entered into the program. Only applications which meet the minimum thresholds will be considered for funding. Project applications meeting the minimum threshold requirements shall be re-prioritized annually in the fourth quarter of the calendar year. New applications received after the annual prioritization has been completed will be scored, and those meeting the minimum threshold requirements, will be ranked with all eligible applications the following year, except for applications that staff may elevate as a high priority due to documented safety concerns. Staff will proceed with developing a traffic mitigation plan with the neighborhood having the highest ranked application and continue with processing succeeding applications based on available funds.

To support an annual multi-project program, all approved projects will be capped financially according to the annually approved budget and the number of approved projects. Projects with a cost that is expected to exceed $50,000 may be funded separately through the City's Capital Improvement Program (CIP). Projects funded through the CIP will be required to go through the CIP project ranking system to determine if the project qualifies for inclusion in the next fiscal year's CIP budget and list of projects. Alternatively, projects may be fully or partially (the amount in excess of the annual project cap) funded through cost sharing, such as a partnership between the City and the neighborhood, homeowners association, school district, metropolitan district, general improvement district (GID), special improvement district (SID), or other such entity. Alternative project funding methods are discussed in additional detail below.

To further support an annual multi-project program, staff will consider accelerating small-scale projects (less than $10,000) when funding for these projects will not affect funding for higher-priority projects. To identify potential small-scale projects, staff will correspond with each NTMP applicant at the conclusion of the prioritization of applications to determine each neighborhood's goal for mitigating traffic.

The City recognizes that there may be insufficient City funds to address all ranked applications in a given year. In the event that a neighborhood, a homeowners association, special district, general improvement district, special improvement district, or other entity would like to contribute funding for such a project, the neighborhood or such entity is encouraged to approach the City to discuss the project and funding possibilities. In the event that a neighborhood does not have a source for funding through an organization or entity, the NTMP applicant is encouraged to meet with staff to discuss alternatives and the steps involved in forming a proper funding vehicle. Projects that are proposed to be cooperatively funded will be processed simultaneously with higher-ranked projects, contingent on staff having the time available to simultaneously process multiple applications. In the event a proposed cooperatively funded project is on hold due to limited staff time, the NTMP applicant will have the option of paying for additional engineering staff to keep their project moving forward.

The City may permit a project to move forward with cooperative funding (via a public/private partnership or intergovernmental agreement) in accordance with the following process:

1. The project must meet the minimum requirements based on Worksheet 1 (minimum threshold determination) to justify traffic calming measures.
2. If the project qualifies for the NTMP but funding is not available, the homeowners association, special district, general improvement district, special improvement district, or other entity will meet to discuss funding options with the City.
3. Preliminary cost estimates will be prepared by a pre-selected City contractor, addressing areas of engineering/design, consulting fees, permits, construction, and any on-going maintenance.
4. Because the project work is an estimate, cost over-runs and under-runs may occur. As a contingency, collateral or surety in a form and amount acceptable to the City may be necessary for the project.
5. If the parties agree to proceed based on these cost estimates and any required collateral, the City and the neighborhood or entity will enter into a written agreement for the funding of the project, including the parties' agreement on project cost sharing.
6. Any agreements must be approved by the City.

If non-City funds are used, it will be the responsibility of the neighborhood to raise the funds needed to support the project.

Every year, there is competitive demand for the City's limited financial resources. The decision to provide funding for the NTMP shall remain within the exclusive discretion of the City Council as part of its overall responsibility for adopting an annual budget that the Council determines best meets the numerous public health, welfare and safety interests of the City and its citizens.

Regardless of neighborhood funding contribution on a particular project, all projects will be required to meet the minimum criteria established in this manual(see Worksheet 1, page 16). City resources, including staff time, will not be allocated towards projects where a documented problem does not exist.

Because traffic calming measures are located within the City right-of-way, staff must be supportive of the proposed traffic calming measures. However, whenever possible, staff will work with the neighborhood to generate a system of traffic calming measures that are favorable to all parties involved.

In order to promote an equitable distribution of funds, a three-year moratorium shall be placed on NTMP funds for streets that have implemented a traffic mitigation plan, including small-scale projects. The moratorium shall begin when staff have determined the traffic mitigation plan has met the performance measures. In other words, neighborhoods that have received NTMP funding and have completed a project may not re-apply for subsequent funding for a period of three (3) years from the date of the initial application. This moratorium ensures that all neighborhoods within the City will have an opportunity to apply for funding, where merited. However, traffic mitigation plans addressing documented public safety issues in a neighborhood or traffic impacts due to a new development, redevelopment, or other changed circumstances may be implemented during the moratorium period using NTMP funds, where NTMP funds are available and where staff supports the application. The moratorium does not apply to traffic mitigation projects approved by the City for which the funding shall be exclusively provided by the neighborhood, homeowners association, special district, general improvement district, special improvement district, or other entity.

5.0 NEIGHBORHOOD TRAFFIC MITIGATION PROCEDURES

The City of Cibolo NTMP provides goals, policies and procedures directed at creating the best neighborhood traffic mitigation plan. The goal and policies have been discussed in the previous sections. This section outlines procedural steps organized in three (3) phases to address traffic mitigation needs within a neighborhood. The three phases are as follows:

Phase 1 – Project Initiation
Phase 2 – Traffic Calming Mitigation Plan
Phase 3 – Project Implementation

The major procedural steps included in each phase are summarized in the NTMP Process flow chart provided in Figure 1 (page 3). The procedural steps are as follows:

PHASE 1: PROJECT INITIATION

Phase 1, Task 1 – Nomination and Application Submittal. The NTMP process may be commenced at the City's initiative or following the City's receipt of a written nomination for NTMP consideration of a street or streets located within the City of Cibolo. Streets may be nominated for inclusion in the NTMP by a resident or homeowner association. Projects nominated by a resident must be made by a resident who maintains his or her permanent physical residency on the street being nominated for traffic mitigation.

Following receipt of a written nomination, the City will forward to the nominating party a packet and application outlining the specific steps required for NTMP processing References to "application" in this policy are intended to refer to a written form submitted by a nominating party to request the City's administrative consideration in the NTMP process and does not refer to or establish a formal right or entitlement to the NTMP process.

The resident must return the completed application to the City in order to be included in any City consideration for inclusion in the NTMP. The application deadline each year to be considered for the following year's NTMP cycle is September 30.

Once submitted, an application may only be withdrawn in the City's sole discretion either upon the City's initiative or following the City's receipt of a written request to withdraw the application submitted by the applicant.

Phase 1, Task 2 – Data Collection. Traffic engineering staff will collect average daily traffic (ADT) counts and vehicle speeds at one or more locations along the street within the neighborhood during typical weekday conditions. Data collection may include adjacent or nearby streets where the potential for a shift in traffic or speeds exists. Additionally, a 3-year accident history will be compiled from crashes reported to the Guadalupe County Sheriff's Office.

Phase 1, Task 3 – Minimum Threshold Determination. Using Worksheet 1 (page 22), City staff will determine if the proposed street meets minimum thresholds to continue with the program. If the proposed street does not qualify, the street will not be considered for additional study or treatment through this program and the City will notify the applicant.
The minimum threshold criteria to be considered for the NTMP are as follows:

Either:

1. The street segment has a documented traffic accident history of three or more correctable accidents in any 12-month period within the previous 36 months

OR

2. The street segment serves at least 500 vehicles per day or, if cut-through traffic is identified as the primary concern, at least 20% of the traffic can be documented as cut-through traffic

AND

A. A street without a school, park, trail crossing, or recreation center/clubhouse (or other public facility that generates pedestrian traffic on a daily basis) immediately adjacent to it has an 85th percentile speed of 7 miles per hour or greater above the applicable speed limit.

OR,

A street with a school, park, trail crossing, or recreation center/clubhouse (or other public facility that generates pedestrian traffic) immediately adjacent to it has an 85th percentile speed of 5 miles per hour or greater above the applicable speed limit.

The applicant will be notified by the city if the NTMP application meets or does not meet minimum thresholds. If the street does not meet those thresholds, it is not eligible for the NTMP, and staff will discuss other options with the applicant. If it does meet minimum thresholds, it will be ranked against other applications for funding.

Phase 1, Task 4. Funding Determination. Each year, the City of Cibolo City Council will determine a budget for the NTMP. The budget will vary and, therefore, impact the number of projects (that have met the minimum thresholds) that will be funded. If the NTMP is funded, then the highest-ranked application will be included in the NTMP for the year. If there is sufficient funding, other projects may be included in the NTMP for the year based on the prioritization of the applications as determined by the City using Worksheet 2 (page 17). Those projects meeting the minimum thresholds but not funded will remain in the NTMP and will be included in the re-prioritization of applications the following year. Applications that initially met the minimum threshold requirements to get into the NTMP prioritization process and fail to meet minimum thresholds in a subsequent year will receive one strike for each year the minimum thresholds are not met. After receiving three strikes, an NTMP application will no longer be included in the annual re-prioritization process, and the neighborhood must resubmit an application to be considered for inclusion in the NTMP.

PHASE 2: TRAFFIC CALMING MITIGATION PLAN

Phase 2, Task 1. Initial Outreach. City staff will reach out to the accepted applicant(s) in January following timely submission of an application prior to the September 30 NTMP cycle deadline. The goal of the initial outreach is as follows:

- To ensure the applicant still has an interest in moving forward with the application.
- To educate the applicant about the NTMP in greater detail.
- To define the expectations the City has of the applicant as a liaison between the City and the neighborhood.
- To define the expectations the applicant should have of the NTMP.
- To identify a preferred location within close proximity to the neighborhood where neighborhood meetings will be held.
- To establish a working relationship between the City's Traffic Engineering Services staff and the applicant.

Phase 2, Task 2. Define Project Limits. The project limits for NTMP consideration will be defined by City staff given the nature of the traffic issues. The project limits of the street considered for treatment should typically begin and end at intersecting streets and should include the area of the identified concern. Staff will determine if the project limits should be expanded to address the potential diversion of traffic to other neighborhood streets and if additional speed/volume/accident data (outside of the immediate problem area) should be collected.

Based upon the determined project limits, the City staff will determine the affected residents for the purpose of the NTMP.

Phase 2, Task 3. Neighborhood Meeting 1. Staff will conduct the first public informational meeting to inform affected residents about the program, the issues described in the application, and the results of the data collection and evaluation. It is important that the affected residents and staff have an opportunity to express their perspectives on the traffic problems in the neighborhood and to hear the different views and experiences of their neighbors. Through this process, a shared definition of the problem can be developed, and appropriate treatments can be identified.
At the City's discretion, other potentially interested parties may be involved in this initial informational meeting including any homeowner's association, emergency service providers, nearby schools, park and recreation facilities, nearby businesses, and other individuals or organizations that may be directly impacted by any proposed traffic management plan
Following the first meeting, staff will develop a draft traffic mitigation plan based on the public input received.

Phase 2, Task 4. Development of Traffic Calming Alternatives. Staff will consider alternatives for a traffic mitigation plan that is based on the input gathered from residents in Meeting 1. As part of the planning process, input will be sought from the fire district or other emergency service providers if proposed traffic mitigation measures may impact their performance metrics. Staff will collect geometric data to determine the feasibility of each proposed toolbox item. From the alternatives considered, staff will develop a recommended plan. A planning-level cost estimate will be developed with the plan.

Phase 2, Task 5. Neighborhood Meeting 2. Staff will conduct the second public informational meeting to present the traffic calming plan(s). This meeting is intended to be interactive and allow staff an opportunity to explain the pros and cons of the alternatives and allow the affected residents to provide input and suggest modifications to the plan(s). Staff will solicit comments from affected residents with respect to the draft plan(s). Staff will then finalize a "preferred" traffic mitigation plan based on these comments and within the policy framework provided in this document. By the end of the second informational meeting, one preferred plan will have been selected by the City staff to be included on the final ballot pending acceptance by adjacent property owners, preparation of final design, and availability of funding.

Phase 2, Task 6. Assessing Adjacent Property Owner Support for Certain Toolbox Items. When, in the determination of the City staff, a proposed neighborhood traffic mitigation plan includes one or more toolbox item(s) that may directly and significantly impact adjacent property owners, the City may seek to assess the support or the toolbox items from the adjacent property owners. The need for and the method of assessing support will be determined by the City and may vary by project.
The common but not exclusive method for assessing support is a ballot mailed to the adjacent property owner which ballot shall require the selection of a "yes" or "no" option in support of the toolbox item together with the signature of the adjacent property owner. Only one ballot (or other assessment method) shall be provided to a single property notwithstanding multiple owners at the same property. The return to the City of a ballot bearing a signature shall be deemed a conclusive and irrevocable statement by the adjacent property owner concerning the assessment of support for use of the toolbox item by the adjacent property owner.

The toolbox items which require unanimous support from adjacent property owners include, but are not limited to:

- Speed cushions
- Electronic speed signs
- Curb extensions

The traffic mitigation plan may be modified or not allowed to move forward if unanimous support is not obtained from adjacent property owners. Staff will attempt to retain all devices in the preferred plan by seeking adjacent property owner approval at alternative locations. No device will appear in the final plan if it is not approved by the adjacent property owners.

Phase 2, Task 7. Final Ballot to Affected Residents. A ballot showing the proposed mitigation plan will be sent to all affectedresidents. Such ballot will be a “yes” or “no” ballot in which a “yes” vote will support the proposed traffic mitigation plan. Affected residents will vote on the final traffic mitigation plan as a whole and not individual toolbox items.

There must be a 60% majority of the ballots returned that are in favor of the project for the project to be eligible for implementation. The plan will not be implemented if less than 50% of the ballots mailed out are not returned (as votes either for or against) or if the votes in favor of the plan do not meet the 60% majority requirement. A ballot returned that indicates the vote is conditional or subject to any limitation shall be counted as a “no” vote. The City reserves the right to alter the methodology of assessing affected resident support for a project.

If the required ballot response and vote are not achieved, or if the adjacent residents otherwise fail to document the support of the plan to the satisfaction of the City, the City may implement a three-year moratorium on NTMP applications for the streets that did not obtain the required majority support in that neighborhood and no applications will be accepted by the City from residents along the street for a period of three years from the date of the failed ballot.

PHASE 3: TRAFFIC CALMING PLAN IMPLEMENTATION

Phase 3, Task 1. Final Design and Implementation. Once project funding is secured, final engineering plans, specifications, and a detailed construction cost estimate will be prepared for approved projects by staff based on City standards. Design reviews will include reviewby emergency responders to ensure that devices can be safelynegotiated by their response vehicles.

Phase 3, Task 2. After Study. In order to gauge the effectiveness of various traffic mitigation devices, staff may conduct an after-study to compare traffic volume, speed, safety, and/or cut-through data from before and after the installation of devices. This data will be useful in grading the effectiveness of the particular project by comparing field measurements with the anticipated performance measures defined for specific devices in the Traffic Mitigation Toolbox. Neighborhood acceptance of a traffic mitigation plan will also be allowed as a measure of success for the implementation of a traffic mitigation plan.

NEIGHBORHOOD TRAFFIC MANAGEMENT PROGRAM WORKSHEETS

Worksheet 1	Minimum Threshold Determination
Worksheet 2	Project Prioritization

WORKSHEET 1: MINIMUM THRESHOLD DETERMINATION

Street segment being considered: _____

1. Street type _____

    Neighborhood Collector _____

    Local Access _____

2. Weekday 24-hour traffic volume, both directions _____

3. Posted or regulatory speed limit (MPH)_____

4. Is weekday 24-hour traffic volume greater than 500, or, is there 20% or greater cut-through volume? _____

5. Is weekday 24-hour traffic volume greater than 500, or, is there 20% or greater cut-through volume? Yes_____ Go to 6; No_____ Go to 9

6. Is 85th percentile speed 7 mph or more over the speed limit?
Yes_____ Go to 10; No_____ Go to 7

7. Is a school, park, trail crossing, recreation center/clubhouse or other public facility present along the street? Yes_____ Go to 8; No_____ Go to 9

8. If ”yes” to Question #7 above, is 85th percentile speed 5 mph or more over the speed limit? Yes_____ Go to 10; No_____ Go to 9

9. Are there three or more correctable traffic accidents in a 12-monthperiod during the previous 36 months? Yes_____ Go to 10; No_____ Go to 11

10. YES ____ This street IS ELIGIBLE for the Neighborhood Traffic Management Program

11. NO ____ This street IS NOT ELIGIBLE for the Neighborhood Traffic Management Program

WORKSHEET 2: APPLICATION PRIORITIZATION

		TOTAL MAX	PROJECT SCORE
1. Traffic Speeds		20	
85th percentile speed > 12 mph over the speed limit	20		
85th percentile speed > 10 mph over the speed limit	10		
85th percentile speed > 9 mph over the speed limit	8		
85th percentile speed > 8 mph over the speed limit	6		
85th percentile speed > 7 mph over the speed limit	4		
85th percentile speed > 5 mph over the speed limit	2		
2. Traffic Accident History		20	
Any correctable accident involving injury to a pedestrian or bicyclist	20		
or, > 5 correctable accidents per identified area in a year period	15		
or, 2 to 4 correctable accidents per identified area in a year period	10		
or, 1 accident per identified area in a one-year period	5		
3. Traffic Volumes		20	
≥ 3,000 vpd	20		
2,000-2,999 vpd	15		
1,500-1,999 vpd	10		
1,000-1,499 vpd	5		
4. Pedestrian Generators		15	
per school	10		
per recreation facility or club house	8		
per path/recreation trail crossing	6		
per other public facilities that generate pedestrians	4		
5. Cut-through Traffic Pattern		12	
p≥ 25% cut through traffic	12		
10.0 - 24.9% cut-through traffic	8		
5.0 - 9.9% cut-through traffic	4		
6. Number of houses facing the street (both sides)		8	
≥ 15 per quarter mile	8		
10.0 - 14.9 per quarter mile	6		
6.0 - 9.9 per quarter mile	4		
3.0 - 5.9 per quarter mile	2		
Total Possible Score		95	
Application Score			

APPENDIX

Appendix A Traffic Mitigation Toolbox

Appendix B Sample Landscaping Improvements/Median Agreement

Signage

- Speed Limit Signing
- Electronic Speed Signs
- Restricted Movement Signing
- Truck Restriction Signing

Pavement Markings

- Stop Bars
- Crosswalk Visibility Enhancement
- Improved Shoulder/Parking Lanes
- Bicycle Lanes

Curb Extensions

- Curb Extensions

Medians

- Medians
- Traffic Circles (where there is adequate right of way)
- Pedestrian Refuge Islands

Raised Asphalt

- Speed Cushions
- Raised Pedestrian Crossing

Additional Measures

- Neighborhood Education Programs
- Law Enforcement Presence
- Temporary Radar Speed Trailers

(ADDITIONAL MEASURES MAYBE UTILIZED AT THE DISCRETION OF THE ENGINEER)

SPEED LIMIT SIGNING



Description:
Signs that define the legal driving speed under normal conditions.

Application:
Streets where speeding is a problem

Effectiveness:
Motorists will generally drive at the speed at which they feel comfortable given the existing roadway conditions, regardless of the posted speed

Other Advantages:

- Provides a clear definition of the legal speed limit
- Provides context for enforcement efforts
- Provides goal for traffic calming efforts

Delay to Emergency Vehicles:

- None

Other Disadvantages:

- Typically not effective in and of themselves
- Not self-enforcing
- Requires on-going police enforcement
- Unrealistically low speed limits are difficult to enforce and tend to be disregarded
- More visual pollution from signs in the neighborhood

Special Considerations:

- Speed limits set by an engineering analysis tend to be higher than limits set by political pressures

Cost:

- $325 - $500 per installation
- Additional cost may be required for study to determine what posted speed should be

ELECTRONIC SPEED SIGNS



Description:
Electronic Speed Signs are supplemental traffic control devices that display motorists' vehicle speed digitally to show their speed in relation to the posted speed limit.

Application:
Neighborhoods where vehicles are speeding 10 mph or more over the speed limit, digital signs can be placed in conjunction with speed limit signs. Must have sufficient Right-of-Way for placement of unit. Typically placed near schools.

Effectiveness:
Alerts motorists of their speed which may encourage them to slow down.

Other Advantages:
- Improve pedestrian safety
- Driver awareness

Delay to Emergency Vehicles:
- None

Other Disadvantages:
- May provide temporary compliance
- Law enforcement presence may be needed to be effective
- Will require routine maintenance

Special Considerations:
- Speed limits set by an engineering analysis tend to be higher than limits set by political pressures

Cost:
- $4500 to $5500 per unit; does not include routine maintenance

RESTRICTED MOVEMENT SIGNING



Description:
Signs that prohibit certain movements at an intersection to help with congestion or pattern of crashes

Application:
Streets where reducing cut-through traffic is desired

Effectiveness:
Can reduce cut-through volumes by routing some traffic to an arterial roadway

Other Advantages:

- Redirects traffic to main streets
- Addresses crash problems
- Addresses time-of-day problems

Delay to Emergency Vehicles:

- Will need to make exceptions for Law Enforcement and Fire Department

Other Disadvantages:

- Not self-enforcing
- May increase trip length for some drivers
- More visual pollution from signs in the neighborhood

Special Considerations:

- Can be used on a trial basis
- Has little or no effect on speeds for through vehicles

Cost:

- $200 per installation
- Expensive to enforce

RESTRICTED MOVEMENT SIGNING



Description:
Signs that restrict trucks from local roadways or prohibit certain truck movements at an intersection to reduce truck cut-through traffic.

Application:
Streets where reducing truck cut-through traffic is desired

Effectiveness:
Can reduce cut-through volumes by routing some traffic to an arterial roadway

Other Advantages:
- Redirects truck traffic to main streets
- Reduces truck cut-through traffic

Delay to Emergency Vehicles:
- None

Other Disadvantages:
- Not self-enforcing
- May increase trip length for truck traffic and/or relocation of truck traffic to another local roadway
- More visual pollution from signs in the neighborhood

Special Considerations:
- Can be used on a temporary basis for construction truck traffic
- May be used to target trucks over a certain weight to allow for truck traffic that has legitimate business in the neighborhood
- May not be legal or enforceable in some situations

Cost:
- $200 per installation
- Expensive to enforce

STOP BARS



Description:
Stop lines, also called stop bars, are 24 inch-wide, solid white lines extending across all lanes in one direction to indicate where vehicles are tostop.

Application:
Neighborhoods where vehicle and pedestrian traffic safety concerns have been identified. Provides vehicles with a visual aid of where to stop.

Effectiveness:
Provides vehicles with a stop point prior to entering an intersection.

Other Advantages:

- Helps with areas where sight distance is limited
- Decreases crashes in areas where history of crashes due to running stop signs is high

Delay to Emergency Vehicles:

- None

Other Disadvantages:

- Markings will require maintenance
- Not effective when faded

Special Considerations:

- Speed limits set by an engineering analysis tend to be higher than limits set by political pressures

Cost:

- $20 - $24 per linear foot

CROSSWALK VISIBILITY ENHANCEMENT



Description:
Crosswalk visibility enhancements help make crosswalks and the pedestrians, bicyclists, wheelchair and other mobility device users, and transit users using them more visible to drivers.

Application:
Crosswalk Visibility Enhancements should be considered at all midblock pedestrian crossings and uncontrolled intersections. High-visibility crosswalks use patterns (i.e., bar pairs, continental, ladder) that are visible to both the driver and pedestrian from farther away compared to traditional transverse line crosswalks.

Effectiveness:
High-visibility crosswalks can reduce pedestrian injury crashes.

Other Advantages:
- Helps with areas where sight distance is limited

Delay to Emergency Vehicles:
- None

Other Disadvantages:
- Markings will require maintenance
- Not effective when faded

Special Considerations:
- May be more effective when complimented with advance warning and/or crosswalk signs

Cost:
- $23 - $26 per linear foot

IMPROVED SHOULDER/ PARKING LANES



Description:
Improved shoulders/parking lanes are areas along the edge of the roadway created by marking an eight-inch wide, solid white stripe parallel to the curb or edge of the pavement.

Application:
A minimum of seven feet from the edge of pavement is needed for a designated marked parking lane. The width is sufficient to allow parking for vehicles but not be mistaken as travel lanes. For wider roadways, hatch stripes may be added between the vehicle travel lane and the shoulder/parking lane to serve as a buffer.

Effectiveness:
Narrows the motorist travel which may lead to motorists reducing their speed

Other Advantages:
- 7 to 8 feet improved shoulders may serve as a parking lane
- Added protection for pedestrians on sidewalks.

Delay to Emergency Vehicles:
- None

Other Disadvantages:
- Markings will require maintenance
- Not effective when faded
- Speed reduction is usually minimal

Cost:
- $5 - $7 per linear foot

BICYCLE LANES



Description:
Bicycle lanes are areas along the edge of the roadway created by marking a travel lane specifically for bicycles.

Application:
Created by marking eight-inch wide, solid white pavement markings approximately five feet from the curb or edge of the pavement. In addition to the white pavementmarkings on the road, bike symbols and arrows are placed on the pavementwithin the bike lane and appropriate signage is placed adjacent to the roadway.

Effectiveness:
Narrows the motorist travel which may lead to motorists reducing their speed

Other Advantages:

- Provides a place for bicyclists to ride in their own designated lane

Delay to Emergency Vehicles:

- None

Other Disadvantages:

- Decrease on street parking
- Signs are required
- Excessive signs can cause clutter

Cost:

- $8 - $11 per linear foot
- $20 - $24 per linear foot (green bike lane markings)

CURB EXTENSION



Description:
Segments of roadway narrowing where roadway edges or curbs are extended toward the center of the roadway. Vehicles may slow as they pass through the narrowed section.

Application:
Typically used adjacent to intersections where parking is restricted. Can be used to narrow roadway and shorten pedestrian crossings. Can be used mid-block.

Effectiveness:
May slow traffic by changing the character of a wide street to a narrow street. Anticipated speed reduction in the 1 - 3 mph range.

Other Advantages:

- Pedestrian visibility increased and crossing distance reduced
- Can "reclaim" pavement for pedestrian and streetscape amenities or landscaping

Delay to Emergency Vehicles:

- Estimated to be less than 2 seconds

Other Disadvantages:

- Creates drainage issues where curb and gutter exist
- May result in the loss of on-street parking

Special Considerations:

- Curb extensions should not extend into bicycle lanes where present

Cost:

- $25,000 and up depending on landscaping, pavement treatments and storm drainage considerations (need for new inlets)

MEDIANS



Description:
Raised island in the center of the roadway with one-way traffic on each side. The length of the median can vary from 30' to a full block.

Application:
Used on wide streets to narrow each direction of travel and to interrupt sight distances down the center of the roadway

Effectiveness:
Narrowed travel lanes provide "friction" and can slow vehicle speeds. Anticipated speed reduction in the 1 - 3 mph range.

Other Advantages:

- Changes the character of the roadway to a place where slower speeds are appropriate
- Can utilize space that otherwise would be "unused" pavement
- Can be used to control traffic access to adjacent properties if desired

Delay to Emergency Vehicles:

- Estimated 1 to 2 seconds or more depending on length of median, narrowness, parking etc.

Other Disadvantages:

- Long medians may impact emergency access potential and reduce staging area
- May interrupt driveway access and result in U-turns
- May necessitate removal of on-street parking

Special Considerations:

- Vegetation should be carefully designed not to obscure visibility between motorists, bicyclists and pedestrians at intersection and pedestrian crossing areas
- Maintain 18-foot-wide space on each side where parking exists, or 11' wide space without parking

Cost:

- $25,000 for short (50' +/-) landscaped median
- Cost increases with length, landscaping, etc.

TRAFFIC CIRCLE



Description:
Traffic circles are raised circular medians in an intersection with counterclockwise traffic flow. Vehicles must change their travel path to maneuver around the circle and are typically controlled by "yield on entry" on all approaches.

Application:
Streets where speed control is desired. Ideal for intersections seeking enhanced side street access

Effectiveness:
Anticipated speed reduction in the 1 - 5 mph range. Vehicles slowed to 15 or 20 mph through the circle.

Other Advantages:

- Provides increased access to street from side street
- Breaks up sightlines on straight streets

Delay to Emergency Vehicles:

- 2 to 10 seconds per circle depending on the design

Other Disadvantages:

- Definition of right-of-way is contrary to the "yield to the vehicle on the right" rule
- Relatively expensive if curb extensions are required
- May impede left turns by large vehicles

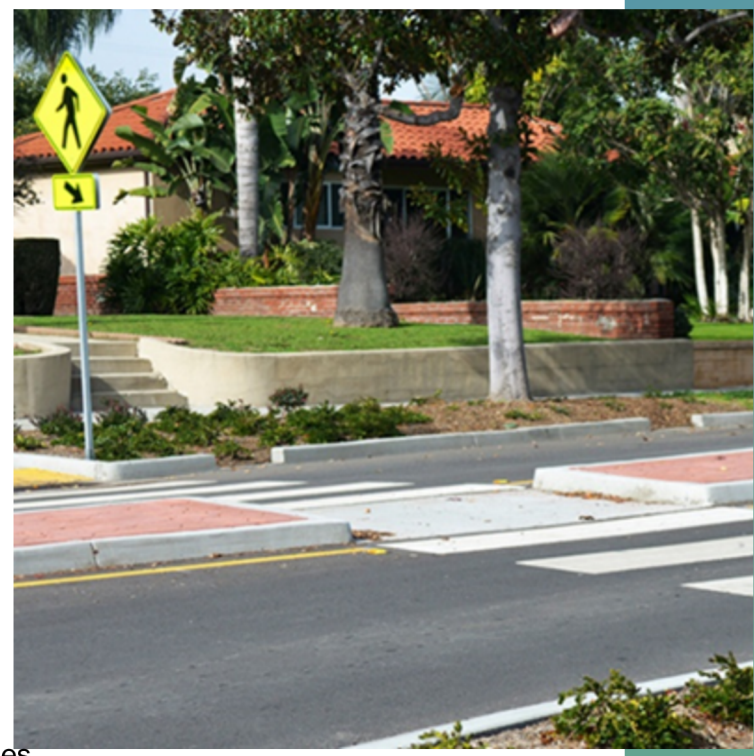
Special Considerations:

- Requires extensive signing
- Maintenance concerns associated with plowing, sweeping and asphalt maintenance around circle
- Minimum 20' clearance is required around circle

Cost:

- $10,000 to $40,000

PEDESTRIAN REFUGE ISLANDS



Description:
Raised pedestrian refuge islands are located in the center of a street. The island allows the pedestrian to cross the street in two stages.

Application:
Typically placed mid-block as a two-stage crossing for pedestrians

Effectiveness:
Reduces pedestrians crossing distance

Other Advantages:

- May reduce vehicle operating speeds
- Allows the pedestrian to cross the street in two stages

Delay to Emergency Vehicles:

- Minimal impact

Other Disadvantages:

- Some on-street parking may be eliminated
- Local street drainage may be impacted

Special Considerations:

- Minimum of 36 feet wide street

Cost:

- $10,000 - $15,000 per island

SPEED CUSHIONS



Description:
The primary difference between a speed cushion and a speed hump is that a speed cushion has gaps (often referred to as "cutouts") between the raised areas to enable a vehicle with a wide track (e.g., a large emergency vehicle, some trucks, some buses) to pass through the feature without any vertical deflection. Another difference between a speed cushion and a speed hump is the common practice for the top of the speed cushion to be level. Like a speed hump, the profile of a speed cushion is gentle enough to provide a comfortable ride when traversed at a speed of approximately 20 to 25 MPH.

Application:
- Local or collector streets where speed control is desired

Effectiveness:
- Single-speed cushion reduces vehicle speeds to the range of 15 to 20 mph when crossing the cushion
- As part of a series, typical volume reductions of 20 percent observed

Other Advantages:
- Speed reduction for emergency vehicles is minimal because the larger vehicles can straddle the cushions
- Self-Enforcing
- Requires minimum maintenance; pavement markings must be maintained

Delay to Emergency Vehicles:
- If the emergency vehicle has the track width of a passenger car (e.g., an ambulance), there is delay

Other Disadvantages:
- May damage emergency response vehicles if not carefully designed
- Potential for increased noise due to vehicle braking and accelerating

Special Considerations:
- Placement factors include vertical and horizontal alignment of the street, proximity to the nearest intersection, location of driveways and on-street parking, presence or absence of street lighting, location of designated pedestrian crossings, drainage, and utility access points (drains, valves, etc.)

Cost:
- $2,000 - $2,750 per cushion
- Typical 3 cushion set $6,000 – $8,250

RAISED PEDESTRIAN CROSSING



Description:
Flat-topped speed table built as a pedestrian crossing. Commonly includes a median refuge island, or curb extensions, or both to shorten crossing and improve safety.

Application:
Local or collector streets where speed control and pedestrian crossing designation are desired

Effectiveness:
Anticipated speed reduction in the 1 - 5 mph range.

Other Advantages:

- Increases pedestrian visibility in the crosswalk
- Clearly designates the crosswalks
- Requires minimum maintenance; pavement markings must be maintained

Delay to Emergency Vehicles:

- 4 to 6 seconds per raised crossing

Other Disadvantages:

- May damage emergency response vehicles if not carefully designed
- May create drainage issues where raised crossing extends from curb to curb
- May necessitate the reduction of on-street parking in certain configurations

Special Considerations:

- Appropriate near schools and recreation facilities

Cost:

- $10,000 to $40,000 depending on median, curb extensions, pavement type, and irrigation needs

NEIGHBORHOOD EDUCATION PROGRAMS



Description:
Programs designed to increase driver awareness of neighborhood traffic safety issues

Application:
Neighborhoods where speeding or other traffic safety concerns have been identified. Programs may include educational signing and stickers, speed pledges, and other means of increasing driver awareness and commitment to safety when driving in neighborhoods.

Effectiveness:
Educational programs have been shown to produce some reduction in traffic speeds among residents of the targeted neighborhood. Results vary widely based on the type of program and neighborhood.

Other Advantages:

- Can be implemented often much sooner than physical treatments
- Relatively low cost
- Can often affect a much larger area (entire neighborhood) than a targeted, physical treatment

Delay to Emergency Vehicles:

- None

Other Disadvantages:

- Results may minimal and may decrease after initial use
- Not self-enforcing
- If signs are used, increased visual pollution from signs in the neighborhood

Special Considerations:

- Speed limits set by an engineering analysis tend to be higher than limits set by political pressures

Cost:

- Dependent upon programs used

LAW ENFORCEMENT PRESENCE



Description:
Police presence to monitor speeds and issue citations.

Application:
Streets with documented speeding problem and need for quick mitigation. Locations where restrictions are being violated.

Effectiveness:
Motorists generally slow down in the areas of active enforcement.

Other Advantages:

- Flexible measure that can be implemented in almost any location at short notice

Delay to Emergency Vehicles:

- None

Other Disadvantages:

- Not self-enforcing; temporary measure
- Fines do not typically cover cost of enforcement
- Disrupts efficient traffic flow on high volume streets
- Short "memory effect" on motorists when enforcement officers no longer present

Special Considerations:

- Often helpful in school zones
- May be used during "learning period" when new devices or restrictions first implemented

Cost:

- High cost primarily due to the staffing requirements

TEMPORARY RADAR SPEED TRAILERS



Description:
Mobile Trailer device used at designated locations to display vehicle speeds at troubled locations

Application:
Radar speed trailers are mobile and easy to set up and are used to make drivers aware of their speed by providing an instant displayed message. The Police Department typically oversees the use of this equipment.

Effectiveness:
Alerts motorists of their operating speed which may encourage them to reduce vehicle operating speed.

Other Advantages:

- Trailers can be used in various locations as needed

Delay to Emergency Vehicles:

- None

Other Disadvantages:

- Compliance may be only temporary
- Resources may be limited
- Units require continuous maintenance

Special Considerations:

- Requires coordination with the Police Department

Cost:

- No cost to residents; City will need to purchase these units and maintain them

APPENDIX B: SAMPLE LANDSCAPING IMPROVEMENTS/MEDIAN AGREEMENT

Note: this is a sample agreement only. The agreement to be used will be tailored to the particular project, and shall be approved as to form by the City Attorney

REVOCABLE LANDSCAPE IMPROVEMENTS/MEDIAN AGREEMENT - SAMPLE

THIS AGREEMENT (Agreement) is entered into by and among the City of Cibolo, a Texas home rule municipality (City) and _____ a _____ ( ) (collectively the Parties).

WHEREAS, the City is the owner of certain rights-of-way known as _____ _____(City Property); and

WHEREAS, as part of a Phase 3 Traffic Management/Calming Program, _____ wishes to install and maintain certain landscaping improvements (Improvements) on medians located with the rights-of-way between _____and _____(Medians) within the City, and more specifically set forth in Exhibit A, attached hereto and incorporated herein; and

WHEREAS, the City desires to facilitate _____'s installation and maintenance of the Improvements in exchange for _____agreeing to provide perpetual maintenance of the Improvements within the Medians.

NOW, THEREFORE, IT IS AGREED, as follows:

TERMS AND CONDITIONS:

1.0 DESIGN AND INSTALLATION OF THE IMPROVEMENTS

1.1 _____shall design, construct, and install the Improvements in compliance with the design standards and specifications as established and in use by the City or in accordance with the design standards and specifications as established in the Phase 3 Traffic Calming Plan, attached hereto as Exhibit B.

1.2 _____will submit to the City plans for the design and installation of the Improvements within the Median ("Plans").

1.3 The City shall provide timely review of the Plans and, if the Plans are approved by the City and _____satisfies all other obligations for issuance of building and other necessary permits including but not limited to the payment of application, plan review, and building permit fees, the City shall issue such permits necessary for the installation of the Improvements.

SAMPLE AGREEMENT

1.4 _____ shall install all Improvements depicted in the approved Plans in accordance with the approved Plans. _____ shall be prohibited from installing Improvements that are not depicted on the approved Plans or otherwise approved by the City in writing, including but not limited to any decorative fences, planters, or signs.

2.0 MAINTENANCE OF IMPROVEMENTS.

2.1 All Improvements shall be maintained by _____in a state of good condition and repair. Damaged, dead, or diseased landscaping materials shall be replaced with the same or substantially similar materials by _____within six (6) months of the date of _____'s knowledge of such damage, death, or disease.

2.2 Artificial irrigation of landscaping materials shall be limited to a drip irrigation system designed in such a manner that excess water does not overtop the curb or otherwise is deposited on or flow onto the adjacent street.

2.3 All maintenance, repair and replacement of the Improvements shall be at _____'s sole cost. _____shall be responsible for all repair, replacement and maintenance of the Improvements and shall be responsible for payment of all expenses for any water and/or electrical service for maintenance of the Improvements. After any construction, repair, maintenance or replacement of the Improvements or other operations of _____ which disturb the surface of the Median or the City's adjacent streets or sidewalks, _____will restore the general surface of the Medians, City streets and sidewalks, including paving, as nearly as possible to the condition they were in immediately prior to the construction, repair, maintenance or replacement of the Improvement or other operations of _____. Any excess earth deposited on the City's streets or sidewalks resulting from construction, installation, repair or replacement by _____of the Improvements shall be removed by _____at its sole cost and expense upon completion of the work.

2.4 _____shall be responsible for the repair, at its sole cost, for any damage to the City's streets, sidewalks or other City property caused by the construction, repair, replacement, or maintenance of the Improvements within the Medians.

2.5 _____is responsible for the payment of all expenses for any water and/or electrical service required to serve the Improvements.

3.0 INDEMNIFICATION AND INSURANCE.

3.1 To the extent permitted by law, _____shall indemnify and hold harmless the City, and its officers, employees, and agents, from any and all claims, damages, injuries, losses, and expenses, including attorney's fees, arising out of, or resulting, in whole or in part, out of the actions of _____, its officers, agents, employees or contractors, under this Agreement.

3.2 _____shall obtain and maintain at all times during the term of this Agreement policies of insurance in amounts and type(s) sufficient to insure against all obligations assumed by _____ pursuant to this Agreement. At a minimum, _____shall procure general commercial insurance coverage with minimum limits of five hundred thousand dollars per claimant and million dollars per occurrence.

4.0 ANNUAL APPROPRIATIONS. All financial obligations of _____hereunder shall

SAMPLE AGREEMENT

be subject to annual budget and appropriation by _____'s Board of Directors, provided however, that if _____does not appropriate sufficient funds in any given year to consistently maintain the Improvements in a state of good repair to the satisfaction of the City in its sole discretion for a period of six consecutive months or longer, _____shall be deemed in default of this Agreement subject to the provisions specified in Paragraph 5 of this Agreement.

5.0 DEFAULT AND TERMINATION. In the event _____is in default of any term, obligation or provision of this Agreement, the City shall provide _____with written notice of default ("Notice of Default"), citing the basis of the default and _____'s opportunity to cure as set forth herein. _____shall be entitled to cure any default within thirty (30) days of the date of the Notice of Default. If such default is not of a type which can be cured within the thirty (30) day period and _____provides written notice to the City within such thirty (30) day period that it is actively pursuing such cure, the City may extend the cure period for a reasonable period of time, but in no event exceeding an additional thirty (30) days, provided that _____, at all times within such additional time period, is actively and diligently pursuing such cure as determined by the City in its sole discretion. In the event _____fails to correct any default within the thirty-day period or any extension granted by the City, the City may unilaterally terminate this Agreement. Upon termination of this Agreement, or upon dissolution of _____, the interest(s) represented by this Agreement and ownership of the Improvements shall revert to the City.

6.0 CITY'S RIGHT TO USE MEDIANS.

6.1 If the City deems it necessary for the safety of the public to make any physical alteration to the Medians, including, but not limited to, removal of the entire Medians or any portion of the Improvements therein ("Action"), the City agrees to provide written notice to _____in conformance with Paragraph 8.0 of this Agreement stating the Action contemplated by the City as it relates to the Improvements. If _____fails to respond to the City within thirty (30) days of receipt of such notice, _____shall be deemed to have consented to the Action. Notwithstanding the notice requirement contained in this Paragraph, in the event an emergency Action is necessary, as determined by the City in its sole discretion ("Emergency Action"), the City may take such Emergency Action immediately and without prior notice to _____; provided that the City shall provide written notice to _____ following such Emergency Action in conformance with Paragraph 8.0 of this Agreement. The City agrees that, to the extent possible, it shall exercise reasonable efforts to minimize any damage to the Improvements as a result of any Action or Emergency Action. However, in no event shall the City be responsible for the cost to repair any damage to the Improvements caused by the City's Action or Emergency Action.

6.2 The City reserves the right to the use and occupancy of the Medians or such area lying underneath the Medians for any and all public utilities or for any other public purpose.

6.3 The City agrees that if the Improvements are damaged by a public utility provider or other third party occupying the Medians by permission of the City, the City shall use its best efforts to cooperate with _____in recovering from such third party the costs to repair or replace the damaged Improvements.

7.0 TERM OF AGREEMENT. The term of this Agreement is perpetual, subject to the right of termination by the City as set forth in Paragraph 5.0 of this Agreement or by written agreement of the Parties.

8.0 NOTICES. All notices, demands, requests or other communications to be sent by one

SAMPLE AGREEMENT

party to the other hereunder or required by law shall be in writing and shall be deemed to have been validly given or served by delivery of same in person to the address or by courier delivery, via United Parcel Service or other nationally recognized overnight air courier service, or by depositing same in the United States mail, postage prepaid, addressed as follows:

To the City:

City of Cibolo
200 South Main Street
Cibolo, TX 78108
Attn: City Manager
With a Copy to:

City of Cibolo
200 South Main Street
Cibolo, TX 78108
Attn: City Attorney

To _____:

_____
_____
_____

Attn:

All notices, demands, requests or other communications shall be effective upon such personal delivery or one (1) business day after being deposited with United Parcel Service or other nationally recognized overnight air courier service or three (3) business days after deposit in the United States mail. By giving the other Party hereto at least ten (10) days written notice thereof in accordance with the provisions hereof, each of the Parties shall have the right from time to time to change its address.

9.0 MISCELLANEOUS.

9.1 _____shall not assign any of its rights nor delegate any of its duties hereunder to any person or entity without having first obtained the prior written consent of the City, which consent will not be unreasonably withheld. Any purported assignment or delegation in violation of the provisions hereof shall be void and ineffectual.

9.2 In the event of a breach or default of this Agreement by either Party, the non-defaulting Party shall be entitled to exercise all remedies available at law or in equity, specifically including suits for specific performance, termination of this Agreement, and/or monetary damages. In the event of any proceeding to enforce the terms, covenants, or conditions hereof, the prevailing Party in such proceeding shall be entitled to obtain as part of its judgment or award its reasonable attorneys' fees.

9.3 This Agreement shall be governed and construed under the laws of the State of Texas. Venue for any action arising under the terms of this Agreement shall be in the appropriate court for Guadalupe County.

SAMPLE AGREEMENT

9.4 Each of the terms, covenants and conditions hereof shall be binding upon and inure to the benefit of the Parties hereto and their respective successors and assigns.

9.5 Nothing in this Agreement is intended to waive any protection afforded to the City, its officers, employees, or agents under common law or by the Texas Governmental Immunity or any other applicable law providing immunity to the City, its officers, employees, and agents.

9.6 This Agreement constitutes the entire agreement between the Parties with respect to the matters addressed herein. All prior discussions and negotiations regarding the subject matter hereof are merged herein.

9.7 Nothing expressed or implied in this Agreement is intended or shall be construed to confer upon, or to give to, any person other than the Parties any right, remedy, or claim under or by reason of this Agreement or any covenants, terms, conditions, or provisions thereof, and all the covenants, terms, conditions, and provisions in this Agreement by and on behalf of the Parties shall be for the sole and exclusive benefit of the Parties.

9.8 If any covenant, term, condition, or provision under this Agreement shall, for any reason, be held to be invalid or unenforceable, the invalidity or unenforceability of such covenant, term, condition, or provision shall not affect any other provision contained herein, the intention being that such provisions are severable.

9.9 This Agreement may be executed in one or more counterparts, each of which shall constitute an original and all of which shall constitute one and the same document.

9.10 Paragraph headings are inserted for convenience of reference only.

9.11 The Parties represent that the undersigned signatories are authorized to sign on behalf of the Parties.

[REMAINDER OF PAGE INTENTIONALLY LEFT BLANK]

SAMPLE AGREEMENT

By:_____

Its:_____

STATE OF TEXAS)
) ss.
COUNTY OF)

The foregoing instrument was acknowledged before me this _____day of _____, 20____, by _____, as _____of _____.

Witness my hand and official seal.

My commission expires:_____

_____
Notary Public

CITY OF CIBOLO

By:
City Manager

ATTEST:

By:
City Clerk or Deputy City Clerk

APPROVED AS TO FORM:

By:_____
For City Attorney's Office

SAMPLE AGREEMENT

Exhibit A

Legal Description

_____Road/Street Medians

SAMPLE AGREEMENT

City of Cibolo

City Council Regular Meeting Staff Report

N. Discussion/Action on the review and confirmation of all upcoming special meetings and workshops and scheduling the time, date and place of additional special meetings or workshops. (Ms. Cimics)

Meeting	Agenda Group
Tuesday, August 26, 2025, 6:30 PM	Discussion/Action Item: 9N.

From
Peggy Cimics, City Secretary

PRIOR CITY COUNCIL ACTION:

N/A

BACKGROUND:

N/A

STAFF RECOMMENDATION:

N/A

FINANCIAL IMPACT:

N/A

MOTION(S):

N/A

Attachments

Aug Sept 2025.pdf

August



2025

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
					1	2
3	4	5	6 Parks Meeting 6:30pm	7	8	9
10	11	12 City Council Meeting 6:30pm	13 P&Z Meeting 6:30pm Municipal Court	14 NEP Luncheon 11:30am Historic Meeting 6:30pm	15	16
17	18 Last Day to file for Place on the Ballot	19 Chamber Luncheon 11:15am	20	21 EDC Meeting 6:30pm	22	23
24	25 Drawing for Place on Ballot 2pm	26 Special Council Meeting 6pm City Council 6:30pm	27 Municipal Court	28	29	30
31						

September 2025



Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
	City Offices Closed 1 	2	3 Parks Meeting 6:30pm	4 Youth Council 6:30pm	5	6
7	8	9 City Council 6:30pm	10 Municipal Court P&Z Meeting 6:30pm	11 NEP Luncheon 11:30am Historical Meeting 6:30pm	12	13
14	15	16 Chamber Luncheon 11:15am Old Town Advisory Committee 6:30pm	17	18 Special City Council Meeting 6:30pm EDC Meeting 6:30pm	19	20
21	22	23 City Council 6:30pm	24 Municipal Court	25	26	27
28	29	30				

City of Cibolo

City Council Regular Meeting Staff Report

A. Approval/Disapproval of an Ordinance to voluntarily annex a 1.3108 acre tract, out of Lot 1, Block 1, Shops at Cibolo Creek, ABS 110 SUR S Dominguez, 240 Brite Road. (Mr. Vasquez)

Meeting	Agenda Group
Tuesday, August 26, 2025, 6:30 PM	Ordinances Item: 10A.

From
Rick Vasquez, Director of Economic Development and Planning

PRIOR CITY COUNCIL ACTION:

City Council held a public hearing regarding the proposed annexation on 8/12/25.

BACKGROUND:

This is a voluntary annexation of a 1.3108 acre lot as requested by Mass Global Financial, LLC. The annexation is being processed under TLGC Subchapter 43.065, Voluntary Annexations, Service Agreements are optional, the City is incorporating a Service Plan into the annexation ordinance.

The site is developed and the current land-use is a retail commercial development.

STAFF RECOMMENDATION:

Approve annexation ordinance

FINANCIAL IMPACT:

N/A

MOTION(S):

Motion to approve annexation ordinance.

Attachments

Application Form.pdf
Shops @ Cibolo Creek Development Plat.pdf
Silveyra Annexation PPT.pdf
Ord Vol Annex 240 Brite Rd-Silverya (CA draft).pdf

City of Cibolo

Planning Department
201 Loop 539 W/P.O. Box 826
Cibolo, TX 78108
Phone: (210) 658 - 9900

UNIVERSAL APPLICATION - ANNEXATION PETITION

Please fill out this form completely, supplying all necessary information and documentation to support your request. *Please use a separate application for each submittal.* Your application will not be accepted until the application is completed and required information provided.

Project Name: _____

Total Acres: _____ Survey Name: _____ Abstract No.: _____

Project Location (address): 240 Brite Rd Cibolo TX 78108

Current Zoning: _____ Overlay: ☐ None ☐ Old Town ☐ FM 78

Proposed Zoning: G.D75 # of Lots: _____ # of Units: _____

Please Choose One: ☐ Single-Family ☐ Multi-Family ☑ Commercial ☐ Industrial

☐ Other _____

Current Use: _____ Total Proposed Square Footage: _____

Proposed Use: _____ (Commercial/Industrial only)

Applicant Information:

Property Owner Name: HECTOR SILVEYRA, AMPARO MARIA SILVEYRA

Address: 240 Brite Rd City: Cibolo

State: TX Zip Code: 78108 Phone: 210-291-4755

Email: msilveyra@cbharper.com Fax: 210-483-4648

*Applicant (if different than Owner): SAME AS ABOVE

* Letter of Authorization required

Address: _____ City: _____

State: _____ Zip Code: _____ Phone: _____

Email: _____ Fax: _____

Representative: _____

Address: _____ City: _____

State: _____ Zip Code: _____ Phone: _____

Email: _____ Fax: _____

Authorization: By signing this application, you hereby grant Staff access to your property to perform work related to your application.

_____
Owner or Representative's Signature

_____
Typed / Printed Name

State of _____

County of _____

Before me, _____, on this day personally appeared
Name of Notary Public

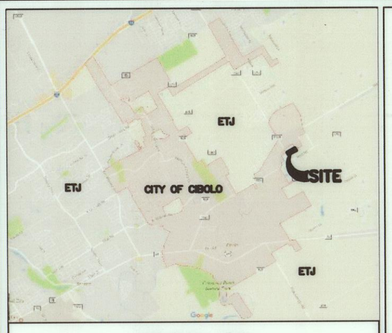
_____, to be the person(s) who is/are subscribed to the
Name of signer(s)

foregoing instrument and acknowledge to me that he/she/they executed the same for the purposes and consideration therein expressed.

Given under my hand and seal of office this _____ day of _____,

_____
Notary Public Signature (Notary Seal)

City of Cibolo Use Only
Total Fees
Payment Method
Submittal Date
Accepted by
Case Number



LOCATION MAP
SCALE: 1"=2,000'

LEGEND

● I.P.	FOUND IRON PIPE
● F.I.R.	FOUND 1/2" IRON ROD
○ S.I.R.	SET 1/2" IRON ROD
920	EXISTING CONTOURS
℄	STREET CENTERLINE
T.H.D.	TxDOT TYPE 2 MONUMENT BRASS DISK IN CONCRETE
G.V.E.C.	–
G.V.S.U.D.	–
C.C.M.A.	–
R.O.W.	RIGHT-OF-WAY
ESM'T	EASEMENT
O.P.R.	OFFICIAL PUBLIC RECORDS OF GUADALUPE COUNTY, TEXAS
P.R.	PLAT RECORDS OF GUADALUPE COUNTY, TEXAS

GVEC NOTES:

GVEC TO HAVE A 5' WIDE EASEMENT ON ALL ROAD CROSSINGS IN WHICH ELECTRIC ORCOMMUNICATION LINES ARE LOCATED.

WHERE UNDERGROUND SERVICES ARE UTILIZED GVEC WILL POSSESS A 5–FOOT WIDE EASEMENT TO THE SERVICE METER LOCATION. EASEMENT TO FOLLOW SERVICE LINE AND WILL VARY DEPENDING ON LOCATION OF BUILDING OR STRUCTURE.

EACH LOT IS SUBJECT TO A FLOATING 10' WIDE BY 40' LONG GUY WIRE EASEMENT TO BE LOCATED BY GVEC.

ALL EXISTING GVEC OVERHEAD LINES POSSESS A 30' CENTERLINE EASEMENT, 15' EACH SIDE OF LINE.

ALL UTILITY EASEMENTS ARE FOR THE CONSTRUCTION, MAINTENANCE (INCLUDING BUT NOT LIMITED TO REMOVAL OF TREES AND OTHER OBSTRUCTIONS), READING OF METERS, AND REPAIR OF ALL OVERHEAD AND UNDERGROUND UTILITIES.

THIS SUBDIVISION PLAT OF THE SHOPS AT CIBOLO CREEK SUBDIVISION SUBMITTED TO AND APPROVED BY GUADALUPE VALLEY ELECTRIC COOPERATIVE, INC. FOR EASEMENTS.

Paul Stack
AGENT FOR GUADALUPE VALLEY ELECTRIC COOP., INC.

KNOW ALL MEN BY THESE PRESENTS:

I, THE UNDERSIGNED, THOMAS HABERER, A REGISTERED PROFESSIONAL LAND SURVEYOR IN THE STATE OF TEXAS, HEREBY CERTIFY THAT THIS PLAT IS TRUE AND CORRECTLY MADE ON THE GROUND UNDER MY SUPERVISION AND IN ACCORDANCE WITH CITY AND STATE SURVEY REGULATIONS AND LAWS AND THAT THE CORNER MONUMENTS WERE PROPERLY PLACED UNDER MY SUPERVISION.

T Thm C. Haberer
THOMAS HABERER
REGISTERED PROFESSIONAL LAND SURVEYOR NO. 4350
9033 AERO STREET, SUITE 105, SAN ANTONIO TEXAS 78217

STATE OF TEXAS §
COUNTY OF GUADALUPE § & excl.
THIS INSTRUMENT WAS ACKNOWLEDGED BEFORE ME ON THIS 11th DAY OF September 20 2018
Catherine A Moreno
NOTARY PUBLIC, STATE OF TEXAS
MY COMMISSION EXPIRES: 9/11/2018

STATE OF TEXAS
REGISTERED
THOMAS C. HABERER
4350
PROFESSIONAL
LAND SURVEYOR

CATHERINE A. MORENO
Notary Public
STATE OF TEXAS
My Comm. Exp. 09/11/2018

KNOW ALL MEN BY THESE PRESENTS:

THAT I, ILICH DANIEL AGUILAR, A REGISTERED PROFESSIONAL ENGINEER IN THE STATE OF TEXAS, HEREBY AFFIRM THAT THE PROPER ENGINEERING CONSIDERATION HAS BEEN GIVEN TO THIS PLAT TO THE MATTERS OF STREETS, LOTS AND DRAINAGE LAYOUT TO THE BEST OF MY KNOWLEDGE THIS PLAT CONFORMS TO ALL REQUIREMENTS OF THE CITY OF CIBOLO SUBDIVISION ORDINANCE, EXCEPT FOR THOSE VARIANCES GRANTED BY THE PLANNING COMMISSION OF THE CITY.

ILICH DANIEL AGUILAR, P.E.
REGISTERED PROFESSIONAL ENGINEER
TEXAS REGISTRATION NO. 108449
717 N. ALAMO, SAN ANTONIO TEXAS 78215

STATE OF TEXAS §
COUNTY OF GUADALUPE §
THIS INSTRUMENT WAS ACKNOWLEDGED BEFORE ME ON THIS 14 DAY OF SEPTEMBER 20 18
Juan F Telles
NOTARY PUBLIC, STATE OF TEXAS
MY COMMISSION EXPIRES: 5/19/2020

STATE OF TEXAS
ILICH DANIEL AGUILAR
108449
LICENSED
PROFESSIONAL ENGINEER

JUAN F. TELLES
Notary Public, State of Texas
Comm. Expires 05-19-2020
Notary ID 130668534

PLAT NOTES:

1. THE PROPERTY SHOWN HERE ON WILL HAVE UTILITIES PROVIDED BY THE FOLLOWING:
WATER – GVSUD
SEWER – CITY OF CIBILO – NOTE: THIS PROPERTY WILL CONNECT TO THE CITY SANITARY SEWER SYSTEM WHEN THE MAIN IS INSTALLED ON THE ADJOINING PROPERTY SOUTHEAST OF THIS PROPERTY.
ELECTRICITY – G.V.E.C.
GAS – CENTERPOINT ENERGY
TELEPHONE AND CABLE – AT&T COMMUNICATIONS AND /OR TIME WARNER

2. BEARINGS ARE BASED ON THE TEXAS STATE PLANE COORDINATE SYSTEM, SOUTH CENTRAL ZONE (4204), NORTH AMERICAN DATUM 1983.

3. PERMANENT AND STABLE MONUMENTATION WAS FOUND OR SET FOR MOST CORNERS ON THE OUTER BOUNDARY OF THIS PLAT UPON COMPLETION OF UTILITY INSTALLATIONS AND STREET CONSTRUCTION OR AS THE CITY ENGINEER MAY REQUIRE, PROPERTY CORNERS WILL BE SET WITH HALF INCH IRON PIN WITH BLUE PLASTIC CAP STAMP NORTHSTAR RPLS #4350 WHERE PRACTICAL OTHERWISE, A MONUMENT THAT IS PERMANENT AND STABLE WILL BE USED.

4. CONTOUR LINES SHOWN HEREON:
LOT – ARE FROM TEXAS NATURAL RESOURCES INFORMATION SYSTEM 1' CONTOURS.

5. THIS SUBDIVISION IS NOT WITHIN THE EDWARDS AQUIFER RECHARGE ZONE.

6. THE SUBDIVISION IS WITHIN THE SCHERTZ–CIBOLO–U.C. INDEPENDENT SCHOOL DISTRICT.

7. ALL OF THIS SUBDIVISION IS IN THE EXTRATERRITORIAL JURISDICTION OF THE CITY OF CIBOLO.

8. THIS PROPERTY IS NOT ZONED.

9. NO PORTION OF THE SUBDIVISION IS LOCATED WITHIN THE SPECIAL FLOOD HAZARD AREA (100 YEAR FLOOD). AS DEFINED BY THE GUADALUPE COUNTY TEXAS FLOOD INSURANCE RATE MAP NUMBER 48187C0230F, EFFECTIVE DATE NOVEMBER 2, 2007, AS PREPARED BY THE FEDERAL EMERGENCY MANAGEMENT AGENCY.

10. THERE ARE THREE EXISTING HERITAGE TREES AND 0 PROTECTED TREES LOCATED ON THE TRACT.

11. ALL UTILITY EASEMENTS ARE FOR THE CONSTRUCTION, MAINTENANCE (INCLUDING BUT NOT LIMITED TO THE REMOVAL OF THREE EXISTING TREES AND OTHER OBSTRUCTIONS). READING OF METERS AND REPAIR OF ALL OVERHEAD AND UNDERGROUND UTILITIES.

12. SELLING A PORTION OF THIS ADDITION BY METES AND BOUNDS IS A VIOLATION OF THE UNIFIED DEVELOPMENT CODE OF THE CITY OF CIBOLO AND STATE PLATTING STATUTES AND IS SUBJECT TO FINES AND WITHHOLDING OF UTILITIES AND BUILDING PERMITS.

13. PLAT APPROVAL SHALL NOT BE DEEMED TO OR PRESUME TO GIVE AUTHORITY TO VIOLATE, NULLIFY, VOID, OR CANCEL ANY PROVISIONS OF LOCAL, STATE, OR FEDERAL LAWS, ORDINANCES, OR CODE.

14. THE APPLICANT IS RESPONSIBLE FOR SECURING ANY FEDERAL PERMITS THAT MAY BE NECESSARY AS THE RESULT OF PROPOSED DEVELOPMENT ACTIVITY. THE CITY OF CIBOLO IS NOT RESPONSIBLE FOR DETERMINING THE NEED FOR, OR ENSURING COMPLIANCE WITH ANY FEDERAL PERMIT.

15. APPROVAL OF THIS PLAT DOES NOT CONSTITUTE A VERIFICATION OF ALL DATA, INFORMATION AND CALCULATIONS APPLIED BY THE APPLICANT, THE ENGINEER OF RECORD OR REGISTERED PUBLIC LAND SURVEYOR IS SOLELY RESPONSIBLE FOR THE COMPLETENESS, ACCURACY AND ADEQUACY OF HIS /HER SUBMITTAL WHETHER OR NOT THE APPLICATION IS REVIEWED FOR CODE COMPLIANCE BY THE CITY ENGINEERS.

16. ALL RESPONSIBILITY FOR THE ACCURACY OF THIS PLAT REMAINS WITH THE ENGINEER OR SURVEYOR WHO PREPARED THEM. IN APPROVING THESE PLANS, THE CITY OF CIBOLO MUST RELY ON THE ADEQUACY OF THE WORK OF THE ENGINEER AND/OR SURVEYOR OF RECORD.

17. ROUTINE MAINTENANCE OF WEEDS AND GRASS IN ALL EASEMENTS SHALL BE THE RESPONSIBILITY OF THE PROPERTY OWNER, HOA, OR PROPERTY OWNER ASSOCIATION ON WHICH THE EASEMENT IS LOCATED IN ACCORDANCE WITH CITY OF CIBOLO CODE OF ORDINANCES PROVISIONS FOR HIGH WEEDS AND GRASS.

18. EMERGENCY ACCESS LANE AS SHOWN HERE ON, A HARD ALL–WEATHER SURFACE SHALL BE MAINTAINED IN A STATE OF GOOD REPAIR AT ALL TIMES AND KEEP THE SAME FREE AND CLEAR OF ANY STRUCTURES, FENCES, TREES, SHRUBS, OR OTHER IMPROVEMENTS OR OBSTRUCTIONS, INCLUDING BUT NOT LIMITED TO THE PARKING OF MOTOR VEHICLES, TRAILERS, BOATS, OR OTHER IMPEDIMENT TO THE ACCESS OF FIRE APPARATUS. THE MAINTENANCE OF THE FIRE ACCESS LANE IS RESPONSIBILITY OF THE OWNER, AND THE OWNER SHALL POST SIGNS WHERE REQUIRED AND MAINTAIN APPROPRIATE SIGNS IN CONSPICUOUS PLACES ALONG SUCH FIRE LANES, STATING "FIRE LANE, NO PARKING, TOW–WAY ZONE". THE FIRE MARSHAL, POLICE, OR DULY AUTHORIZED REPRESENTATIVE IS HEREBY AUTHORIZED TO CAUSE SUCH FIRE LANES TO BE MAINTAINED FREE AND UNOBSTRUCTED AT ALL TIMES FOR THE FIRE DEPARTMENT AND EMERGENCY USE.

GREEN VALLEY SPECIAL UTILITY DISTRICT CERTIFICATE

THIS LAND DEVELOPMENT PLAT HAS BEEN SUBMITTED TO AND APPROVED BY GREEN VALLEY SPECIAL UTILITY DISTRICT FOR EASEMENTS. UPON REQUEST OF THE CUSTOMER AND PAYMENT OF THE REQUIRED FEES, THE DISTRICT WILL PROVIDE DOMESTIC WATER SERVICE TO EACH LOT IN THIS SUBDIVISION, BY AGREEMENT WITH THE DEVELOPER.

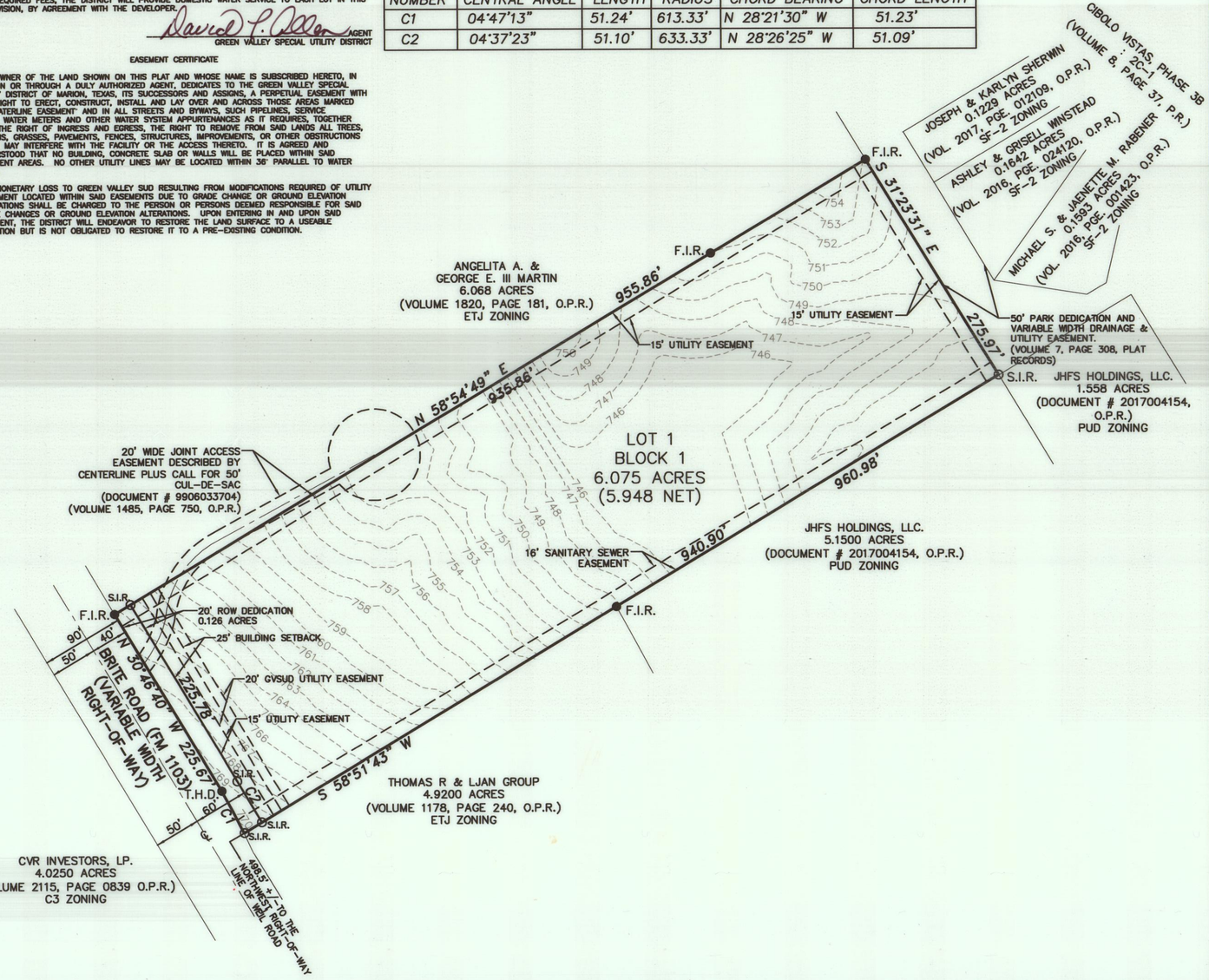
David P. Allen
AGENT
GREEN VALLEY SPECIAL UTILITY DISTRICT

EASEMENT CERTIFICATE

THE OWNER OF THE LAND SHOWN ON THIS PLAT AND WHOSE NAME IS SUBSCRIBED HERETO, IN PERSON OR THROUGH A DULY AUTHORIZED AGENT, DEDICATES TO THE GREEN VALLEY SPECIAL UTILITY DISTRICT OF MARION, TEXAS, ITS SUCCESSORS AND ASSIGNS, A PERPETUAL EASEMENT WITH THE RIGHT TO ERECT, CONSTRUCT, INSTALL AND LAY OVER AND ACROSS THOSE AREAS MARKED AS 'WATERLINE EASEMENT' AND IN ALL STREETS AND BYWAYS, SUCH PIPELINES, SERVICE LINES, WATER METERS AND OTHER WATER SYSTEM APPURTENANCES AS IT REQUIRES, TOGETHER WITH THE RIGHT OF INGRESS AND EGRESS, THE RIGHT TO REMOVE FROM SAID LANDS ALL TREES, SHRUBS, GRASSES, PAVEMENTS, FENCES, STRUCTURES, IMPROVEMENTS, OR OTHER OBSTRUCTIONS WHICH MAY INTERFERE WITH THE FACILITY OR THE ACCESS THERETO. IT IS AGREED AND UNDERSTOOD THAT NO BUILDING, CONCRETE SLAB OR WALLS WILL BE PLACED WITHIN SAID EASEMENT AREAS. NO OTHER UTILITY LINES MAY BE LOCATED WITHIN 36" PARALLEL TO WATER LINES.

ANY MONETARY LOSS TO GREEN VALLEY SUD RESULTING FROM MODIFICATIONS REQUIRED OF UTILITY EQUIPMENT LOCATED WITHIN SAID EASEMENTS DUE TO GRADE CHANGE OR GROUND ELEVATION ALTERATIONS SHALL BE CHARGED TO THE PERSON OR PERSONS DEEMED RESPONSIBLE FOR SAID GRADE CHANGES OR GROUND ELEVATION ALTERATIONS. UPON ENTERING IN AND UPON SAID EASEMENT, THE DISTRICT WILL ENDEAVOR TO RESTORE THE LAND SURFACE TO A USEABLE CONDITION BUT IS NOT OBLIGATED TO RESTORE IT TO A PRE–EXISTING CONDITION.

CURVE DATA					
NUMBER	CENTRAL ANGLE	LENGTH	RADIUS	CHORD BEARING	CHORD LENGTH
C1	04°47'13"	51.24'	613.33'	N 28°21'30" W	51.23'
C2	04°37'23"	51.10'	633.33'	N 28°26'25" W	51.09'



DEVELOPMENT PLAT ESTABLISHING

THE SHOPS AT CIBOLO CREEK SUBDIVISION

BEING 5.948 ACRES ESTABLISHING LOT 1, BLOCK 1, OUT OF THE SEXTO DOMINGUEZ SURVEY, A–110, GUADALUPE COUNTY, TEXAS, OUT OF A TRACT CALLED 6.075 ACRES IN A CONVEYANCE FROM CHARLES MYERS AND MARGARETHE MYERS TO GERALD V. AND EVA M. PHILLIPS, RECORDED IN VOLUME 1455 AT PAGE 551 OF THE OFFICIAL PUBLIC RECORDS OF GUADALUPE COUNTY AND SAID 6.075 ACRE TRACT AS RECORDED IN DOCUMENT NO. 2017006961, OFFICIAL PUBLIC RECORDS OF GUADALUPE COUNTY.

GRAPHIC SCALE
0 100' 200'
1 inch = 100 feet

PHONE: 210.462.9334
www.bexareng.com
TBPE FIRM 13637
BEXAR
ENGINEERS | ASSOCIATES
717 N. ALAMO | SAN ANTONIO | TEXAS | 78215

NORTHSTAR LAND SURVEYING, INC.
9033 AERO ST., SUITE 105
SAN ANTONIO, TEXAS 78217
(210) 826–6228

TBPLS FIRM REGISTRATION NO. 10193967

DATE: 8/7/18 JOB NO.: 1758

STATE OF TEXAS §
COUNTY OF GUADALUPE §

I, THE UNDERSIGNED OWNER OF THE LAND SHOWN ON THIS PLAT, AND DESIGNATED HEREIN AS "THE SHOPS AT CIBOLO CREEK SUBDIVISION", A SUBDIVISION TO THE COUNTY OF GUADALUPE, TEXAS, AND WHOSE NAME IS SUBSCRIBED HERETO, DO HEREBY SUBDIVIDE SUCH PROPERTY AND DEDICATE TO THE USE OF THE PUBLIC ALL STREETS, PARKS, DRAINS, EASEMENTS, AND PUBLIC PLACES THEREON SHOWN FOR THE PURPOSES AND CONSIDERATION THEREIN EXPRESSED.

OWNER:
MASS GLOBAL FINANCIAL, LLC.
240 BRITE ROAD
CIBOLO, TEXAS 78108
(210)291–4755

AGENT

AGENT:
MARIA SILVEYRA
PRESIDENT
MASS GLOBAL FINANCIAL, LLC.

NOTARY PUBLIC
NATHANIEL HUNT
Notary Public, State of Texas
My Comm. Exp. 03-04-2022
ID No. 12973408-2

STATE OF TEXAS §
COUNTY OF GUADALUPE §
THIS INSTRUMENT WAS ACKNOWLEDGED BEFORE ME ON THIS 7 DAY OF September, 2018
NOTARY PUBLIC, STATE OF TEXAS
MY COMMISSION EXPIRES: 03-04-2022

STATE OF TEXAS §
COUNTY OF GUADALUPE §
APPROVED ON THIS THE 17th DAY OF Sept. 20 18 BY THE CITY ENGINEER, CITY OF CIBOLO, TEXAS
CITY ENGINEER

APPROVAL OF THE CITY PLANNER:
THIS PLAT OF "THE SHOPS AT CIBOLO SUBDIVISION" HAS BEEN SUBMITTED TO AND CONSIDERED BY THE CITY PLANNER OF THE CITY OF CIBOLO, TEXAS AND IS HEREBY APPROVED.
DATED THIS 17th DAY OF SEPTEMBER 20 18.
CITY PLANNER

STATE OF TEXAS § 20180902276
COUNTY OF GUADALUPE §
I, Teresa Kiel, COUNTY CLERK OF GUADALUPE COUNTY, DO HEREBY CERTIFY THAT THE FOREGOING INSTRUMENT OF WRITING WITH ITS CERTIFICATE OF AUTHENTICATION WAS FILED FOR RECORD IN MY OFFICE ON:
THE 3rd DAY OF Oct. A.D. 20 18,
AT 2:17 P M. AND DULY RECORDED
THE 3rd DAY OF Oct. A.D. 20 18,
AT 2:17 P M. IN THE MAP AND PLAT RECORDS OF GUADALUPE COUNTY IN BOOK VOLUME 9, ON PAGE 40, IN TESTIMONY, WHEREOF WITNESS MY HAND AND OFFICIAL SEAL OF OFFICE THIS 3rd DAY OF Oct A.D. 20 18.
C Hernandez, Deputy
COUNTY CLERK, GUADALUPE COUNTY, TEXAS

COUNTY COURT
GUADALUPE COUNTY, TEXAS

C Hernandez, Deputy

Date: Sep 04, 2018, 3:16pm User ID: Administrator
File: P:\1758–SHOPS AT CIBOLO CREEK PLAT\PLAT\SHOPS AT CIBOLO SUBDIVISION PLAT.dwg

Voluntary Annexation Application

Owner:	Mass Global Financial
Legal:	Lot 1, Block 1, Shops @ Cibolo Creek
Address:	232 Brite Road
Acreage:	1.31


FM 1103
Little Cowboys and Tiaras
The Shops at Cibolo Creek

Voluntary Annexation 232 Brite Road



ORDINANCE NO. _____

AN ORDINANCE PROVIDING FOR THE EXTENSION OF THE CITY LIMITS OF CIBOLO, TEXAS, BY THE ANNEXATION OF A TRACT OF LAND CONTAINING APPROXIMATELY 1.3108 ACRE LOT, ABS: 110 SUR: DOMINGUEZ, LOT 1, BLOCK 1, SHOPS AT CIBOLO SUBDIVISION; LOCATED 240 BRITE ROAD, GUADALUPE COUNTY, TEXAS AND APPROVING A SERVICE PLAN FOR SUCH AREA.

WHEREAS, the City of Cibolo, Texas, has received petitions requesting annexation from the owners of land that is one-half mile or less in width, contiguous to the City of Cibolo, Texas, and vacant and without residents or on which fewer than three qualified voters reside; and

WHEREAS, Texas Local Government Code, Sec. 43.0067, authorizes the City of Cibolo, Texas, to voluntarily annex areas on petition of the area's landowners; and

WHEREAS, in accordance with state law, the above-described petitions were filed with the City of Cibolo, Texas, on _____; and

WHEREAS, the City Council of the City of Cibolo, believing that the above-described petitions were properly filed pursuant to Texas Local Government Code, Sec. 43.0067, and believing that it is in the best interests of the City of Cibolo, granted said petition on _____; and

WHEREAS, on July 22, 2025, the City Council of the City of Cibolo, Texas, held a public hearing on the proposed annexation of a tract of land containing approximately 1.3108 acres, situated outside of but immediately adjacent to the current corporate limits of the City of Cibolo, Texas, and such public hearings gave all interested persons the right to appear and be heard on the proposed annexation of such land; and

WHEREAS, notice of the above-mentioned public hearings was published in Seguin Gazette on July 20th and 23rd, 2025, a newspaper having general circulation in the City of Cibolo, Texas, and within the territory to be annexed, in accordance with law; and

WHEREAS, the aforementioned public hearings were conducted not more than forty (40) days nor less than twenty (20) days prior to the institution of annexation proceedings; and

WHEREAS, the population of the City of Cibolo, Texas, is in excess of 38,000 inhabitants, and the area to be annexed lies within the extraterritorial jurisdiction of the City of Cibolo, Texas, and lies adjacent to and adjoins the City of Cibolo, Texas.

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

SECTION 1. ANNEXATION. The hereinafter described tract of land, being 1.3108 acres of land, ABS: 110 SUR: DOMINGUEZ, Lot 1, Block 1, Shops at Cibolo Subdivision, located at 240 Brite Road in Guadalupe County, Texas, and more particularly described in Exhibit A attached hereto and incorporated herein for all purposes, is hereby annexed into the corporate limits of the City of Cibolo, Texas, and the corporate limits of the City of Cibolo, Texas, are hereby extended to include said tract of land within the city limits, and the same shall hereafter be included within the corporate limits of the City of Cibolo, Texas, and subject to all ordinances, resolutions, rules, and regulations of the City of Cibolo, Texas.

SECTION 2. SERVICE PLAN. The City Council hereby adopts the Service Plan attached hereto as Exhibit B, which sets forth the municipal services to be provided to the area annexed, and which shall be implemented in accordance with Chapter 43 of the Texas Local Government Code.

SECTION 3. EFFECTIVE DATE. This Ordinance shall take effect upon its passage and publication as required by law.

SECTION 4. SEVERABILITY. If any section, subsection, sentence, clause, or phrase of this Ordinance is for any reason held to be unconstitutional or invalid, such decision shall not affect the validity of the remaining portions of this Ordinance.

SECTION 5. PROPER NOTICE AND MEETING. It is hereby officially found and determined that the meeting at which this Ordinance was passed was open to the public as required by law, and that public notice of the time, place, and purpose of said meeting was given as required by the Texas Open Meetings Act.

PASSED AND APPROVED on this _____ day of _____, 2025.

_____
Mark Allen, Mayor

ATTEST:

_____
Peggy Cimics, TRMC, City Secretary

APPROVED AS TO FORM:

_____
DENTON NAVARRO RODRIGUEZ BERNAL SANTEE & ZECH, PC, City Attorney

Exhibit A

Legal Description of the Property

NEED TO INCORPRATE METES AND BOUNDS DESCRIPTION

A 1.3108 Acre Tract out of SHOPS at CIBOLO CREEK Development Plat AKA ABS: 110 6.075 acre tract situated in the Sexto Dominguez Survey, A-110, Guadalupe County, Texas; said 6.075 acre tract being that same tract called 6.068 acres in a conveyance from Charles Myers and Margarethe Myers to Gerald V. and Eva M. Phillips, dated August 13, 1999, recorded in Volume 1455, Page 551, of the Official Records of Guadalupe County, Texas.

BEING 1.3108 ACRES OUT OF 5.948 ACRES ESTABLISHING LOT 1, BLOCK 1, OUT OF THE SEXTO DOMINGUEZ SURVEY, A-110, GUADALUPE COUNTY, TEXAS, OUT OF A TRACT CALLED 6.075 ACRES IN A CONVEYANCE FROM CHARLES MYERS AND MARGARETHE MYERS TO GERALD V. AND FYA M. PHIWPS, RECORDED IN VOLUME 1455 AT PAGE 551 OF THE OFFICIAL PUBLIC RECORDS OF GUADALUPE COUNTY AND SAID 6.075 ACRE TRACT AS RECORDED IN DOCUMENT NO. 2017006961, OFFICIAL PUBLIC RECORDS OF GUADALUPE COUNTY.

Exhibit B

CITY OF CIBOLO

ANNEXATION SERVICE PLAN

SECTION 1. SERVICE PLAN

Pursuant to the provisions of Texas Local Government Code Section 43.056, the following service plan is hereby adopted for the proposed annexation area:

A. Services to be Provided on the Effective Date of Annexation

Unless otherwise specified, the following services shall be provided in the annexed area on the effective date of annexation:

1. **Police Protection**
    - Patrolling, response to calls for service, enforcement of laws, and other routine police services by existing City of Cibolo Police Department personnel and equipment. Additional personnel will be assigned as population warrants.
2. **Fire Protection**
    - Fire suppression, rescue services, and other fire protection services by existing City of Cibolo Fire Department personnel and equipment, subject to available water supply and access limitations.
3. **Emergency Medical Services**
    - Emergency medical response and transport services through City resources or contracted providers.
4. **Code Compliance and Environmental Health Services**
    - Enforcement of health, safety, and environmental codes, including nuisance abatement, weed control, illegal dumping, regulation of on-site sewage facilities, and other public health-related ordinances.
5. **Solid Waste Collection**
    - Collection of residential solid waste at the same level of service and cost provided to other similarly situated areas within the City of Cibolo. Brush and bulky waste collection will occur as scheduled by City services.
    - The City will not prohibit solid waste collection by a privately owned solid waste management service provider or impose a fee on residents who choose to continue using an existing private service provider before the second anniversary of the effective date of annexation.
6. **Operation and Maintenance of Public Water and Wastewater Facilities**

- Routine maintenance and operation of existing City-owned water and wastewater facilities not within the service area of another utility provider. New connections will follow City policies and ordinances.

7. **Operation and Maintenance of Public Roads and Streets**
   - Routine maintenance of public roads and streets on the same basis as services provided throughout the City, including pothole repair, grading of unpaved streets to meet City standards, and maintenance of traffic control devices on public streets.
   - Maintenance of private streets and streets on private easements shall remain the responsibility of property owners.
8. **Street Lighting**
   - Maintenance and payment for electricity for street lights on public streets shall commence on the effective date of annexation. Maintenance and electricity costs for street lights on private streets shall remain the responsibility of property owners.
9. **Operation and Maintenance of Parks and Recreation Facilities**
   - Operation and maintenance of any existing publicly owned parks, playgrounds, or recreational facilities within the annexed area.
10. **Other Public Facilities and Services**
    - Maintenance of publicly owned drainage facilities and other infrastructure as necessary and as determined by the City Engineer.
11. **Zoning and Subdivision Services**
    - Upon annexation the property shall be zoned C-3 General Retail Office

B. Capital Improvements to be Undertaken

Pursuant to Texas Local Government Code Section 43.056, the City shall initiate acquisition or construction of capital improvements necessary for providing full municipal services within 2 ½ years after the effective date of annexation and substantially complete them within 4 ½ years after the effective date of annexation. The level of services, infrastructure, and maintenance shall be comparable to that provided in other areas of the City with similar topography, land use, and population density.

The City is not required to provide a uniform level of services to each area if variations in topography, land use, and population density justify different levels of service.

Capital improvements anticipated, if any, include:

1. **Police Protection**
   - None anticipated at this time.
2. **Fire Protection**
   - None anticipated at this time.
3. **Emergency Medical Services**
   - None anticipated at this time.
4. **Solid Waste Collection**
   - None anticipated at this time.

5. **Public Water and Wastewater Facilities**
    - Water and wastewater service will be made available at City rates from existing lines where available and not within the service area of another utility provider.
    - Extension of new water and wastewater lines shall be accomplished by developers as land is subdivided, consistent with City ordinances and policies.
    - Landowners will not be required to fund capital improvements for water or wastewater services in a manner inconsistent with Chapter 395 of the Texas Local Government Code, unless otherwise agreed.
6. **Public Roads and Streets**
    - Reconstruction, resurfacing, storm drainage installation, and other major improvements shall occur as needed under established City policies, based on traffic and development demands.
    - Street lighting along new streets shall be installed by developers in accordance with City ordinances when land is subdivided.
    - Installation of traffic control devices shall be determined by engineering studies and traffic standards.
7. **Parks and Recreation Facilities**
    - None anticipated at this time.
8. **Other Public Facilities or Buildings**
    - None anticipated at this time.



Legal Description: Shops @ Cibolo Creek 1.3108 Acs AKA ABS: 110 SUR: S Dominguez

City of Cibolo

City Council Regular Meeting Staff Report

B. Approval/Disapproval of an Ordinance amending the City of Cibolo's Unified Development Code, Article 21, Replacing Part F 2010 Cibolo Roadway and Fire Hydrant Criteria with Part F Transportation Design Criteria Manual and Repealing Ordinances in Conflict and Savings. (Mr. Otto)

Meeting	Agenda Group
Tuesday, August 26, 2025, 6:30 PM	Ordinances Item: 10B.

From
Chris Otto, City Engineer

Staff Contact(s)
Chris Otto,

PRIOR CITY COUNCIL ACTION:

On September 24, 2024, City Council directed the City Engineer to update the Design Criteria Manual (DCM) with a 32' pavement section for residential streets and increasing the minimum pavement standard to 500,000 ESAL for residential streets along with all other technical standards related thereto.

On May 13, 2025, Mr. Otto presented the proposed DCM revisions. City Council directed Mr. Otto to bring back an ordinance to adopt the revised DCM.

BACKGROUND:

The City Engineer's Office was tasked with updating the Design Criteria Manual (DCM). The DCM was last updated in 2010 and is based largely on City of San Antonio specifications. In 2024, TxDOT updated many of their specifications and City of San Antonio is expected to do the same in 2025. Additionally, new subdivisions are experiencing premature pavement failure using the existing technical standards for streeets. The DCM update is intended to coordinate standards between the Unified Development Code and DCM, incorporate regional standards, strengthen the pavement design against premature failure, and meet fire apparatus access requirements.

STAFF RECOMMENDATION:

Staff recommends approval of the Ordinance as presented.

MOTION(S):

I move to adopt an Ordinance amending the City of Cibolo's Unified Development Code, Article 21, Replacing Part F 2010 Cibolo Roadway and Fire Hydrant Criteria with Part F Transportation Design Criteria Manual and Repealing Ordinances in Conflict and Savings.

Attachments

Ordinance Amending UDC Street DCM without Exhibit A 2025-08-18

Exhibit A - DCM Part F - Transportation

DCM Ordinance - STREETS presentation 2025-08-26



ORDINANCE NO. _____

AMENDING THE CITY OF CIBOLO 2013 CIBOLO UNIFIED DEVELOPMENT CODE, ARTICLE 21, REPLACING PART F 2010 CIBOLO ROADWAY AND FIRE HYDRANT CRITERIA WITH PART F TRANSPORTATION DESIGN CRITERIA MANUAL; PROVIDING FOR REPEAL, SAVINGS, SEVERABILITY, PUBLICATION, CODIFICATION, AND AN EFFECTIVE DATE.

WHEREAS, the City Council finds the City of Cibolo, Texas ("the City") is a home-rule municipality with the authority to enact laws to protect the public health and safety of residents and visitors to the City; and

WHEREAS, Sec. 211 and Sec. 212 of the Texas Local Government Code empowers the City to establish, administer, enforce and amend Zoning Regulations and Subdivision Regulations; and

WHEREAS, the City Council adopted Ordinance No. 1048 on February 26, 2013, adopting the 2013 Unified Development Code ("UDC"), which included Article 21 - Design and Construction Manual, to improve the ability of the City to protect the community health, safety and general welfare; and

WHEREAS, Article 3, Section 3.7 of the UDC allows the City to amend the UDC as necessary, in accordance with the requirements of Texas Local Government Code, to protect the community health, safety and general welfare and the safe, orderly and healthful development of the municipality; and

WHEREAS, the City Council adopted Ordinance No. 1332 on April 27, 2021, in compliance with Art. 3, Sec. 3.7 of the UDC, to amend Art. 1-4, Art. 6, Art. 8, Art. 10-20, and Appendix A of the UDC to improve the ability of the City to protect the community health, safety, and general welfare and the safe, orderly and healthful development of the municipality; and

WHEREAS, the City Council, after recommendation from the Planning and Zoning Commission, and public hearing, in compliance with Art. 3, Sec. 3.7 of the UDC and Texas Open Meetings Act, deems it necessary and in the best interest of the public to amend Art 21, Part F, of the City of Cibolo 2013 Unified Development Code; and,

WHEREAS, upon approval, the City Council directs the City Manager and City Secretary to take such actions as are necessary and appropriate to effectuate this ordinance.

NOW BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF CIBOLO, TEXAS:

SECTION 1. Incorporating Recitals. The foregoing recitals are hereby found to be true and correct and are hereby adopted by the City Council and made a part hereof for all purposes as findings of fact.

SECTION 2. Amendment. The City of Cibolo Code of Ordinances' Appendix A – 2013 UNIFIED DEVELOPMENT CODE, Article 21 DESIGN AND CONSTRUCTION MANUAL, Part F 2010 Cibolo Roadway and Fire Hydrant Criteria, shall be amended by replacing Part F 2010 Cibolo Roadway and Fire Hydrant Criteria with Part F "Transportation Design Criteria Manual", attached hereto as Exhibit "A", and

SECTION 3. Repealing Ordinances in Conflict and Savings. All resolutions, ordinances, or parts thereof in conflict herewith are hereby repealed to the extent of such conflict with all remaining portions not conflicting being saved from repeal herein; in the event of a conflict or inconsistency between this Ordinance and any other resolution, ordinance or code of the City, or parts thereof, the terms and provisions of this Ordinance shall govern.

SECTION 4. Severability. If any section, subsection, sentence, clause, or phrase of this Ordinance is for any reason held to be unconstitutional or illegal by final judgment of a court of competent authority, such decision shall not affect the validity of the remaining portions of this Ordinance. The City Council hereby declares that it would have passed and ordained all the remaining portions of this Ordinance without the inclusion of such portion or portions found to be unconstitutional or invalid.

SECTION 5. Publication and Codification. The City shall publish this Ordinance in the newspaper designated as the official newspaper of the City twice as required by Section 3.13(3) of the City Charter. This Ordinance will be codified in the Cibolo Code in the next appropriate update.

SECTION 6. Open Meeting Compliance. The City Council finds that the meeting at which this Ordinance passed was conducted in compliance with the Texas Open Meetings Act.

SECTION 7. Effective Date. This Ordinance shall take effect immediately upon its passage and publication as required by law.

PASSED AND APPROVED this, the ____ day of _____, 2025.

_____
Mark Allen, Mayor

ATTEST:

_____
Peggy Cimics, TRMC, City Secretary

APPROVED AS TO FORM:

_____
DENTON NAVARRO RODRIGUEZ BERNAL SANTEE & ZECH, PC, City Attorney

Exhibit “A”

Transportation Design Criteria Manual



Streets Design Criteria Manual

- Adopting Ordinance # _____
- Effective Date: _____
- Publication Date: August 2025

This manual sets forth the standards and requirements governing the design and implementation of transportation infrastructure within the City of Cibolo. It has been adopted to ensure safety, efficiency, and sustainability for all users of public streets and rights-of-way.

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OVERVIEW

The purpose of this Manual is to provide minimum guidelines for the design and construction of transportation infrastructure within the City of Cibolo, Texas. The goal is to create safer, more livable places that are consistent with their social, environmental, and economic values.

Complete streets are transportation facilities that are planned, designed, operated, and maintained to provide safe mobility for all users, including bicyclists, pedestrians, transit vehicles, truckers, and motorist, appropriate to the function and context of the facility.

The criteria established in this Manual have been developed from a review of various TxDOT and American Association of State Highway and Transportation Officials (AASHTO) publications, the City of Cibolo Comprehensive Master Plan, and other City Transportation Manuals from various cities in the surrounding area, regulatory requirements, and other City of Cibolo offices which oversee the design, construction, and maintenance of public transportation infrastructure.

This Manual is not intended to be a complete design criteria for all circumstances and conditions. Other design criteria may be warranted from applicable resources. The Federal Government, the State of Texas, Guadalupe County, and other related organizations and resources shall be consulted for additional criteria as may be deemed necessary.

This Manual is to be used by design engineers in the City of Cibolo Engineering Department, consulting engineers employed by the City and engineers of subdivisions and land development infrastructure projects proposed for construction and acceptance by the City within the City and within its extraterritorial jurisdictions. The criteria established in this Design Criteria Manual provide basic guidance. However, full responsibility and liability for proper design remains with the design engineer. Users of this Manual should be knowledgeable and experienced in the theory and application of transportation engineering. The City Engineer or his designated representative must approve any deviation from criteria established in this Manual.

Along with this Design Criteria Manual, the Cibolo Unified Development Code (UDC) shall be consulted for additional guidance. The criteria established in this Manual do not supersede the policies contained in the UDC. Any revision to the UDC supersedes the criteria in this Manual.

1. Street Design

The user should be aware of and utilize the City of Cibolo Unified Development Code Article 18 - Transportation in conjunction with this Manual.

1.1 Street Classification

The City of Cibolo Unified Development Code (UDC) provides definitions for the street classifications. These street classifications apply to developments and/or street improvements within the City of Cibolo and are to be used for design purposes. These classifications are established based upon expected fully developed traffic volumes.

a. Alley

An alley (residential or commercial) is a private street designed to provide access to the rear of or side of a lot including solid waste and fire access. Alleys are required for all residential lots fronting on a residential street prohibiting on street parking, on commercial mixed use collector streets, and in nonresidential zoning districts where necessary to provide for adequate access for service vehicles, off-street loading or unloading, access for emergency vehicles, fire access or similar reasons consistent with the intent of the UDC.

All alleys shall have at least two (2) direct access point to public streets and are subject to the block length criteria included in this manual.

b. Flag Drive

A flag drive is a private road within a private access easement, which may serve up to 3 residential dwelling units. Flag drives shall have direct access to a public street other than an alley, however shall not provide direct access to an arterial street.

c. Residential Street

A residential street is a public street associated with residential development within an urban environment. The residential street may require parking or prohibit parking dependent on use. Alleys will be required for residential streets prohibiting on street parking. Alleys are permitted for residential streets requiring on street parking.

d. Rural Street

A rural street is a street which serves no more than 20 single family residential lots.

e. Cul-De-Sac/Knuckle

A Cul-De-Sac is a dead end street that has a fire accessible turn around at the end of the street. A Half Cul-De-Sac, or Knuckle, is a street bend at 90 +/- 5 degrees for residential and collector streets.

f. Collector

A collector street is a street that collects associated traffic from residential and rural streets, commercial streets, or industrial streets as designated on the City Master Thoroughfare Plan or as designated by the City Engineer. Collector streets can have residential, commercial, industrial, or mixed uses.

g. Arterial

Arterial streets are streets that serve major routes into and through the City of Cibolo. Arterial streets are shown on the City Master Thoroughfare Plan or as designated by the City Engineer. These street types are to have limited access as defined in the access management section of the manual.

h. Freeway

Freeways are streets that intend to move traffic through and around the City. Two examples are IH 35 and IH 10. These street types are to have limited access as defined in the access management section of the manual.

1.2 City of Cibolo Mobility Plan

The City of Cibolo Master Thoroughfare Plan should be reviewed relative to any proposed development. Refer to the following link to the City of Cibolo Website:
Cibolo, TX - Official Website

It should be noted that the City of Cibolo Master Thoroughfare Plan is a living document and is periodically updated to reflect the changes in the characteristics of anticipated traffic flow within the City.

1.3 Geometric Standards

1.3.1 Section Standards

Street section standards are provided in this section of the manual. Options are provided for residential, collector, and arterial streets dependent upon treatment utilization within the street section. Besides defined lanes, other treatments that can be utilized within the street sections include on street parking, bike lanes, multi-use paths, and transit facilities. The intent is to provide options in order to develop a “complete street” and “context sensitive” design. Table 1.3.1 provides the street standards including options. Right of Way requirements may vary at intersections based upon turning movement requirements.

Minimum and maximum street grades are also shown on Table 1.3.1. In general street grades shall follow the natural contour of the property and be below the existing grade so that the parkway drains towards the street. Excessive cuts and fills solely for the purpose of balancing earthwork are not permitted.

TABLE 1.3.1 GEOMETRIC STREET STANDARDS

Roadway Classification	Number of Lanes	Min. R.O.W. Width (ft)	Min. Pavement Width (ft)	Required Drainage Easement	Design Speed (MPH)	Min. Center Line Radius (ft)	Min. Horiz. Curve Separation (ft)	Min. Grade (%)	Max. Grade (%)	Parking	Sidewalk Width (ft)
Alley Residential	1	24	15	0	15	100	0	0.5	8	Prohibited	N/A
Alley Commercial	1	30	20	0	15	100	0	0.5	8	Prohibited	N/A
Residential (Urban)	2	50	32	0	30	200	0	0.5	10	2 sides	5
Residential (Rural)	2	50	26	10	30	200	0	0.5	10	Prohibited	N/A
Minor Collector	2	70	40	0	35	400	100	0.5	7	Permitted	6
Major Collector	2 - 4	80	40 - 60	0	35	600	100	0.5	7	Prohibited	6
Parkway	2	50	30	0	40	600	100	0.5	7	Prohibited	6
Minor Arterial	4	86	44 - 80	0	40	600	100	0.5	7	Prohibited	6
Major Arterial	4-6	108	80	0	45	800	100	0.5	7	Prohibited	6

a) Alleys and Rural Residential are edge of pavement to edge of pavement
b) Curb to curb width may be reduced if surmountable curbs are utilized.

c) Width dependent upon whether a striped continuous left turn lane is used or a raised median
d) Number of travel lanes dependent upon TIA and/or City Engineer recommendations
e) Minimum center line radius based upon cross slope of minus two percent (-2%)(No super elevation)
f) Parking permitted for residential collector only.
g) (8) See Table __x____ for additional right-of-way requirements at intersections with turn lanes.

OPTIONS FOR COMPLETE STREETS AND CONTEXT SENSITIVE:
Within the geometric standards are options that relate to developing a complete street that accounts for all transportation facilities within the context of the associate area. Connectivity and context sensitive solutions are essential to meeting the goals of the standards. Typical options are shown in the following as well as typical street sections.

BIKE LANES – Bike lanes shall be 6 feet wide unless otherwise approved by the City Engineer. Bike lanes shall be provided according to the Pedestrian and Bike Lane component of the Mobility Plan or as required by the City of Cibolo for connectivity to other facilities.

OFF STREET MULTI-USE PATH – Some development areas will warrant the use of off street multi-use paths for pedestrian and bicycle traffic connectivity to other facilities as identified by the City of Cibolo. Multi-use paths shall be 10 feet wide unless otherwise approved by the City of Cibolo Engineer.

MEDIAN VS. CONTINOUS LEFT TURN LANE – Selection of a median or continuous left turn lane shall be based upon the TIA, connectivity, adjacent uses, and other factors required by the City Engineer. Medians shall be 24 feet back of curb to back of curb. Continuous left turn lanes shall be 14 feet wide.

MODIFICATIONS TO STANDARDS – Modifications to the standards in some instances may have to be considered based upon context sensitive use. An example of context sensitive use which may require the standards to be modified is a roadway corridor restriction that creates limitations that cannot be altered. An example of a roadway corridor restrictions would be existing infrastructure and/or buildings that must remain. Another example is infill development. Modifications to the standards based upon context sensitive use shall be at the sole discretion of the City Engineer.

The complete street design is based upon using the above options in conjunction with the other geometric features of the street in order to accommodate adjacent uses and promote connectivity. During the Pre- Development meeting and/or the TIA review meeting options for Collectors and Arterials for development shall be designated.

The following figures highlight the options for Collector and Arterial Streets:

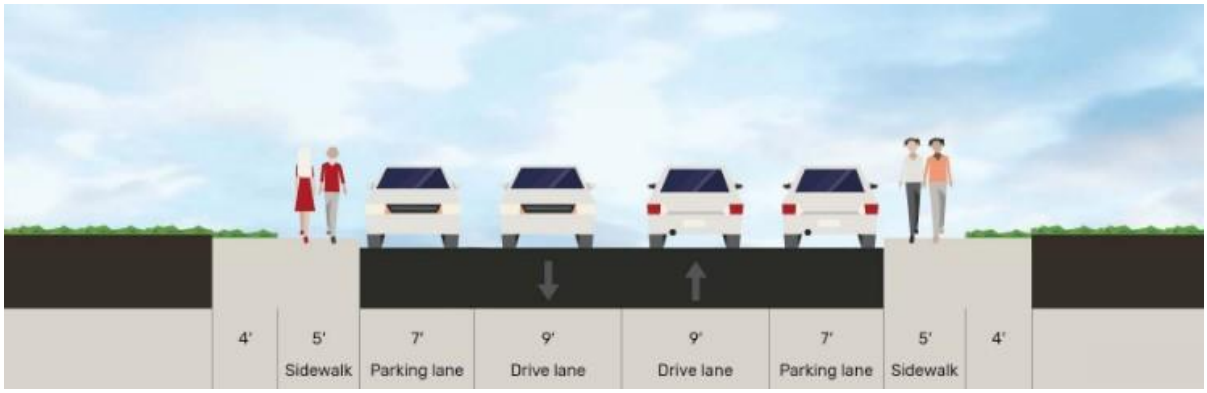


Figure 1.3.1.1, Common PlaceTypes along Local, Urban Roadways - Compact Residential, Community Residential

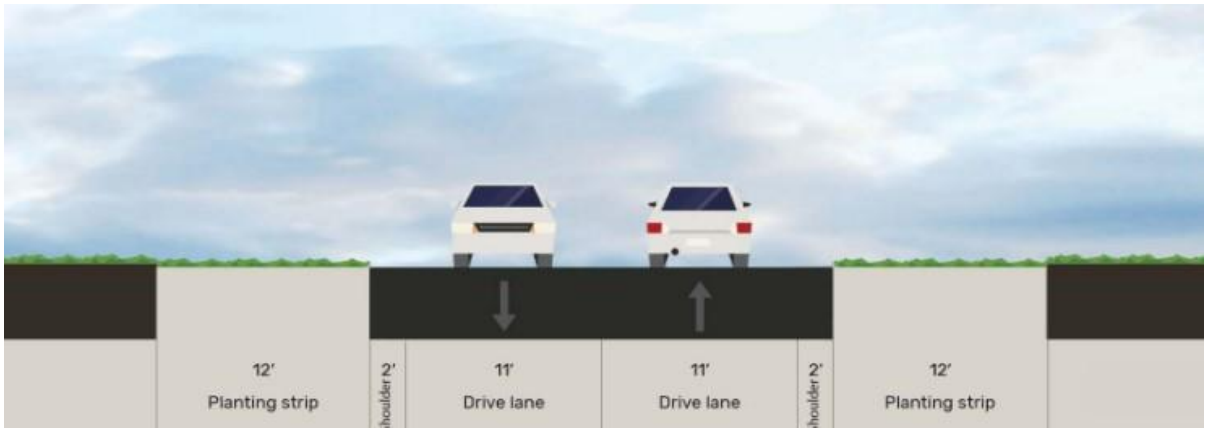


Figure 1.3.1.2, Common PlaceTypes along Local, Rural Roadways - Estate Residential, Rural Residential/ Agricultural Community Residential

1.3.2 Compound and Reverse Curve Standards

Compound curves shall not be permitted unless approved by the Director of Public Works. Reverse curves should be avoided. If a reversal of direction is needed, the curves should be separated by at least one hundred (100') feet of tangent. Transitional curves may be used where comfort and safety of the motorist will be enhanced. Where a horizontal curve is used in combination with a vertical curve, adequate sight distance must be provided, and the horizontal curvature should be introduced on the upgrade of a "crest" vertical curve.

1.3.3 Superelevation

When superelevation is used, the maximum allowable rate of superelevation for roadways is 2.0%. Superelevation must be designed consistent with the guidelines in AASHTO's current edition of A Policy on Geometric Design of Highways and Streets. City Engineer may waive this requirement, up to 4.0% superelevation, when justified by topography or other site-specific features. At any location that the typical crowned crown cross section cannot be provided, the pavement superelevation shall be 2.0% from the opposite curb to any required drainage openings.

1.3.4 Inverted Crown

Inverted Crowns are not allowed in public rights-of-way. The City Engineer may waive this requirement where the inverted crown is used in conjunction with a center median being used for an earthen channel or other natural stormwater facility.

1.3.5 Vertical Curve Standards

Vertical curves are required when two street grades intersect at a point of vertical intersection greater than 1 percent. Minimum vertical lengths for both crests or sags shall be defined by the design speed for the street and the associated stopping sight distance and minimum K value. Table 1.3.2.1. shows the minimum K value for various design speeds.

TABLE 1.3.2.1 MIMIMUM 'K' VALUES FOR VERTICAL CURVES

Design Speed (MPH)	Stopping Sight Distance (Ft)	Crest Vertical Curve (K min)	SAG Vertical Curve (K min)
30	200	19	37
35	250	29	49
40	305	44	64
45	360	61	79

L = KA L = Vertical Curve Length
A = Algebraic Difference in Grade

a) No vertical curve required for "A" equal to or less than 1%
b) Minimum spacing between successive vertical curves shall be 50 feet for residential and 100 feet for collectors and arterials
c) Unless otherwise approved by the City Engineer, resultant vertical curve grade shall be no less than 0.3 percent
d) (0.3%) for concrete pavement and no less than 0.5 percent (0.5%) for asphalt pavement.
e) For drainage purposes, 50 foot vertical curves are required when "A" is greater than 1% and less than or equal to 1.2%. Otherwise minimum vertical curve length is 100 feet.
f) Stopping sight distances and K values are from AASHTO Geometric Design of Highways and Streets

1.3.6 Cul-de-sac Standards

a. Cul-de-sacs

Maximum length of a Cul-de-sac shall be 600 feet measured from the centerline of the intersecting street to the Cul-de-sac radius point and perpendicular to the intersecting street centerline. Minimum length of a Cul-de-sac shall meet Fire Code requirements. Residential Cul- de-sacs shall not have more than 29 residential lots. The center radius of the Cul-de-sac shall be a minimum of 50 feet for residential developments and 60 foot for commercial and industrial developments measured from the center point to the face of curb or edge of pavement where there is no curb. The Cul-de-sac return radius shall be 30 foot. Cul-de-sac minimum street grades shall be as shown on Figure 1.3.3.1 for downward gradient and as shown on Figure 1.3.3.2 for upward gradient.

b. Offset Cul-de-sacs

Offset Cul-de-sacs shall have the same radius and return radius as the standard Cul-de-sac. The length of the offset Cul-de-sac shall be measured from the centerline of the intersecting street to the Cul-de-sac radius point, perpendicular to the intersecting street centerline.

c. Temporary Turn-Around

A temporary turn-around shall be limited to approved phase developments where the street will be extended in the future. A temporary turn-around shall meet the requirements of a standard Cul-de-sac for radius and return radius size. The length of street associated with the turn-around shall not be any greater than 600 feet nor less than Fire Code requirements. If the length of street will be greater than 600 feet then the next block length of street and intersecting streets shall be constructed in order to provide looped traffic flow for emergency vehicles. The turn-around section shall be constructed to the same structural section as the street section less curb and gutter requirements unless drainage requirements warrant curb and gutter.

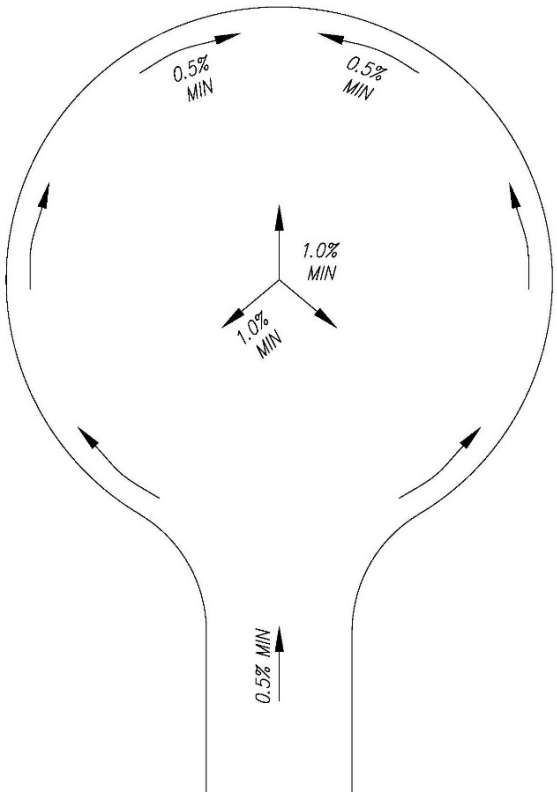


Figure 1.3.3.1, Downward Gradient, Cul-de-Sac, Minimum Slopes

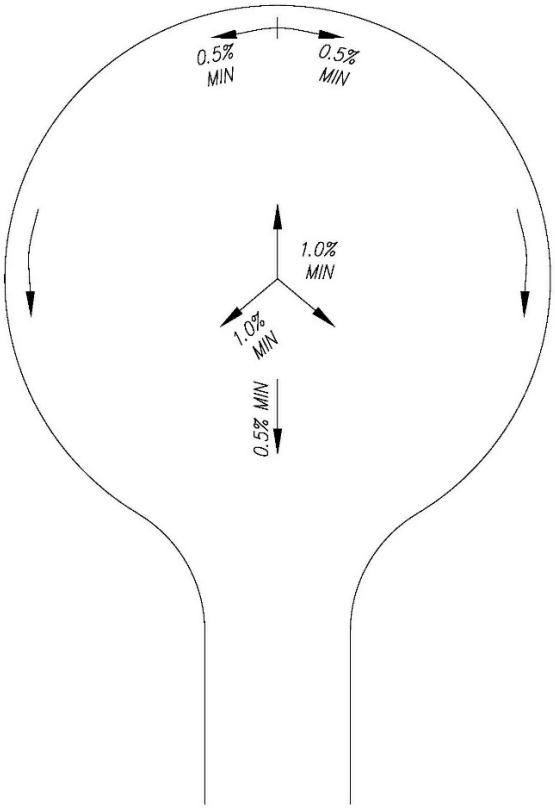


Figure 1.3.3.2, Upward Gradient, Cul-de-Sac, Minimum Slopes

1.3.7 Ride Quality

Ride quality is an essential part of maintaining anticipated traffic flow patterns for street design. If the ride quality is poor, traffic flow patterns can be impacted causing unnecessary traffic congestion or unsafe conditions. As a part of public street design, ride quality shall be incorporated into the technical specifications and general notes for the street improvements. Testing for ride quality shall be in accordance with TxDOT Item 585 Ride Quality for Pavement Surfaces. Surface Test Type A shall be used for short in-fill street improvements (typically less than a 1,000 continuous feet) as required by the City Engineer. Surface Test Type B shall be used for long street improvements (typically greater than or equal to 1,000 continuous feet) and/ or new subdivision street improvements as required by the City Engineer. The engineer of record will need to address this item at the pre-development meeting and at the pre-construction meeting for the project.

1.3.8 Clear Zone

A clear zone shall be provided for all streets in accordance with AASHTO's current edition of Roadside Design Guide. In general, a minimum clear zone of 4 feet shall be provided from the face of curb on tangent sections and a minimum clear zone of 6 feet shall be provided from the face of curb on curved sections. For roads without curbs, a minimum clear zone of 7' is required for local streets and 10' for collectors. Where clear zone requirements cannot be met, a guardrail or other type of barrier shall be required. Horizontal clearance for 1.5 feet behind the face of curb shall be provided for all streets.

1.3.9 Vertical Clearance

No point within pavement surface area shall have a vertical clearance less than 15.5-feet from any bridge, structure, and utility. The vertical clearance for trees shall be 15.5-feet from all vehicular pavement plus a minimum of 5 feet behind back of curb.

1.4 Intersections

Three components of intersections are addressed in this section of the manual; intersection geometry, visibility standards, and turning movement standards. These standards are to work in concert with the TIA requirements of this manual. Additionally, the Pedestrian and Bicycle Facility Design, Transit Facility Design and the City of Cibolo Standard drawings for accessibility should be reviewed for additional
design requirements.

1.4.1 Intersection Geometry

Street intersections should be designed to be perpendicular. Table 1.4.1.1 provides tolerances that are acceptable for types of intersections based upon street classification. All streets as far as practical shall be aligned with any existing streets by continuation of the centerline thereof. The staggering of street alignment resulting in "T" intersections shall leave a minimum distance of one hundred fifty (150) feet between the centerlines of residential streets and two hundred (200) feet between the centerline of collector streets one hundred fifty (150) feet between the centerlines of residential streets and two hundred (200) feet between the centerline of collector streets.

Table 1.4.1.1 also provides required right-of-way corner clip requirements and curb return radius requirements for intersections. These standards provide minimum vision clearance areas without consideration to stopping sight distance. Additional sight clearance evaluation should be performed as necessary according to Section 1.4.2.

Table 1.4.1.1, Intersection Geometry

Type	Intersection Angle (Degrees)	Right of Way Corner Clip	Curb Return Radius
Alley/Alley	90+/-15	5 feet	10 feet
Alley/Residential	90+/-10	5 feet	10 feet
Alley/Collector	90+/-10	5 feet	20 feet
Flag Drive/Residential	90+/-15	5 feet	10 feet
Flag Drive/Collector	90+/-10	5 feet	20 feet
Residential/Residential	90+/-10	10 feet	20 feet
Residential/Collector	90+/-10	15 feet	20 feet
Residential/Arterial	90+/-5	15 feet	30 feet
Collector/Collector	90+/-5	15 feet	30 feet
Collector/Arterial	90+/-5	20 feet	30 feet
Arterial/Arterial	90+/-5	30 feet	30 feet

a) Fences must provide a 5-foot corner clip adjacent to driveways
b) Curb Return Radius is for single lane design. Multi-lane and special considerations for truck turning radius requires turn radius analysis as required by the City Engineer.

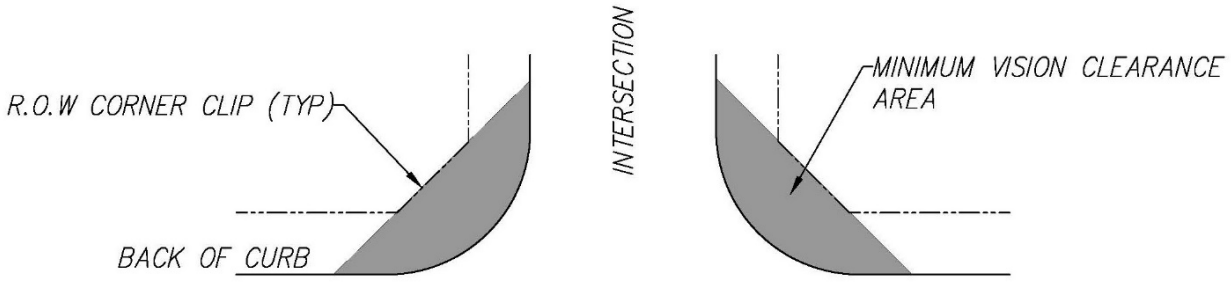


Figure 1.4.1.1, Minimum Vision Clearance

1.4.2 Visibility Standards

Table 1.4.2.1 and Figure 1.4.2.1 shall be used to evaluate the unobstructed view for motorist for the intersection design and are based upon the design speed outside of the intersection. Design speeds are based upon the street classification unless otherwise approved by the City of Cibolo Engineer. The values shown in the table are minimum standards. Within the sight line area, no obstruction shall be allowed that will obstruct the view of motorist. A sight visibility easement shall be dedicated to protect and maintain sight visibility.

TABLE 1.4.2.1 SIGHT VISIBILITY

Design Speed (MPH)	Intersection Sight Distance Near Side (Ft)	Intersection Sight Distance Far Side (Ft)
30	290	335
35	335	390
40	385	445
45	430	500

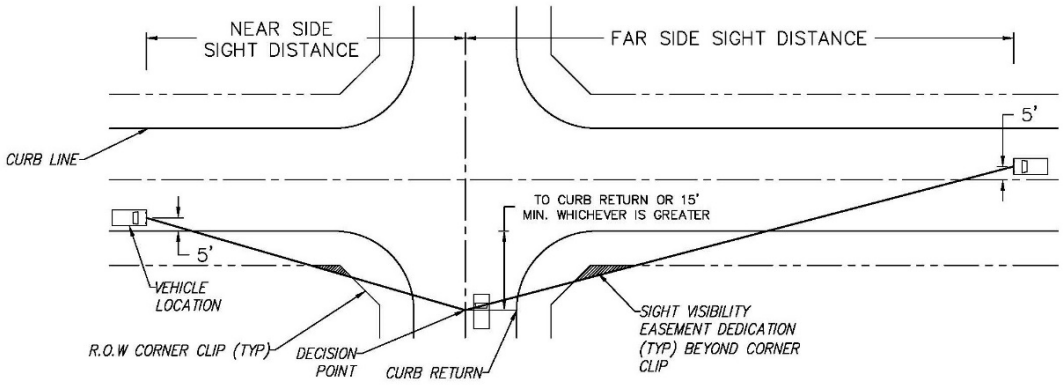


Figure 1.4.2.1, Visibility Standards

a) Table 1.4.2.1 is based upon passenger car right turn and left turn from stop. Where truck traffic warrants additional sight distance, refer to ASHTO Geometric Design of Highways and Streets for Single-unit truck and combination truck design requirements, Case B1 and Case B2.
b) Refer to ASHTO Geometric Design of Highways and Streets for multi-lane considerations and other design considerations that may apply for Cases “A” through “F”.
c) 3.Lines of sight distance at all intersections shall be clear at an elevation between 2 feet and 9 feet above the nearest gutter elevation. Public utility and signal poles are an exception to the clearance requirements.

1.4.3 Turn Lane Standards

Turning movement requirements shall be based upon an approved TIA, and/or the requirements of the City of Cibolo Engineer, and the figures and tables within this section. When a
turn lane movement is required, Table 1.4.3.1 and Figures 1.4.3.1 and 1.4.3.2 shall

be used as a minimum for the turn lane geometry. Additional consideration shall be given for unique traffic movement such as excessive tractor trailer utilization, extended length transport vehicle movement, etc. See Section 1.4.4 for additional geometry standards for Collectors and Arterials.

TABLE 1.4.3.1 MIMIMUM TURN LANE GEOMETRY LEFT

TURN LANE

Intersection Type	Lane Width (Ft)	Min Storage (Ft)	Min Taper (Ft)	Additional[(6)] R.O.W. Req'd (Ft)
Residential Collector	11	60	100	15
Commercial/Industrial Collector	11	150	100	15
Arterial (4 Lane)	11	150	100	15
Arterial (6 Lane)	11	200	100	15

RIGHT TURN LANE

Intersection Type	Lane Width (Ft)	Min Storage (Ft)	Min Taper (Ft)	Additional R.O.W. Req'd (Ft)
Residential Collector	11	100	100	15
Commercial/Industrial Collector	11	150	150	15
Arterial (4 Lane)	11	150	200	15
Arterial (6 Lane)	11	200	200	15

a) Required turn lane storage may be greater dependent upon the Traffic Impact Analysis
b) The Pedestrian Path shall be taken into account for access across the median by utilizing a leave out or ramp in accordance with accessibility standards described in this manual.
c) Cross slope of median openings or turn bays shall not be more than 2 percent or less than 1 percent.
d) On TxDOT Roadways TxDOT standards shall supersede City of Cibolo Standards.
e) Taper Radius shall be 200 feet minimum.
f) Additional right-of-way required per turn lane bay.

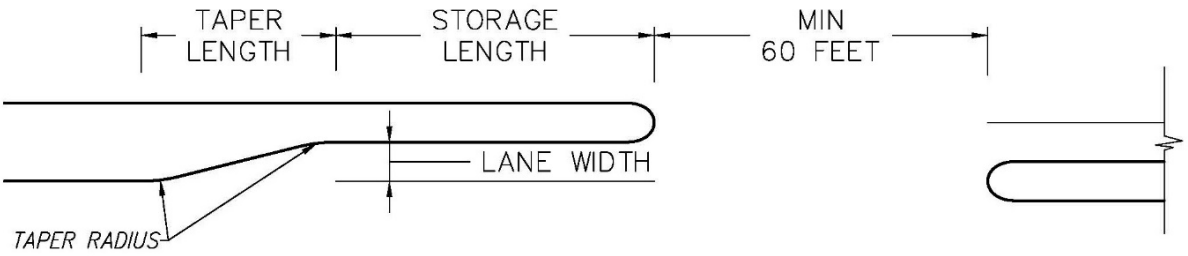


Figure 1.4.3.1, Left Turn Lane

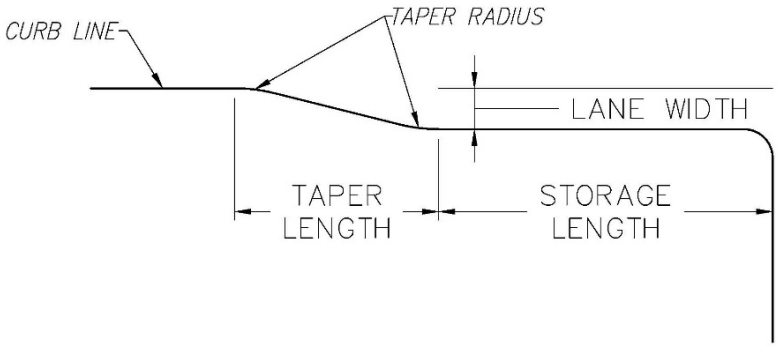


Figure 1.4.3.2, Right Turn Lane

1.4.4 Deceleration Lane

Deceleration lanes are required at any site access point when projected turning movements are 50 vehicles or more per hour, as described in Section 4.2.3. Deceleration lanes are also required at all non-residential and multi-family driveways located on Arterial and Collector thoroughfares with only one single lane in the direction of travel, except where precluded by the proximity of a roundabout.

a) All deceleration lane storage areas shall be eleven feet (11') wide.
b) In locations where there will be less than ten feet (10') of ROW adjacent to the deceleration lane, a street easement shall be dedicated such that the combination of ROW and street easement extends at least ten feet (10') from the back of curb of the deceleration lane. Street easements shall extend along the street a minimum of forty feet (40') beyond the far edge of the driveway to allow for utility connections.
c) Minimum storage length is 100 feet. Storage requirements may increase based upon actual and projected traffic demands.
d) Minimum taper length is 100 feet.
e) The radii at the beginning and end of the taper section shall be a minimum of 280 feet.
f) Where several successive driveways require exclusive deceleration lanes, and the driveway spacing is not adequate to avoid encroachment of the right turn lane on another driveway, a continuous right turn lane shall be used.
g) A minimum tangent section of thirty feet (30') shall be provided between the preceding driveway or cross street curb return and the taper of a deceleration lane.
h) A tangent section is not required when a deceleration lane is immediately downstream from an intersecting Arterial or Collector thoroughfare.
i) Permitting for access points on TxDOT is at the discretion of TxDOT officials. Requirement for deceleration lanes for driveways located on TxDOT roadways may be waived if City receives notice from TxDOT that deceleration lane is not required.

1.4.5 Intersection Diagram for Collectors and Arterials

Figure 1.4.4.1 provides median location details and specific turn lane radius requirements. Also refer to median details shown in the City of Cibolo Standard drawings

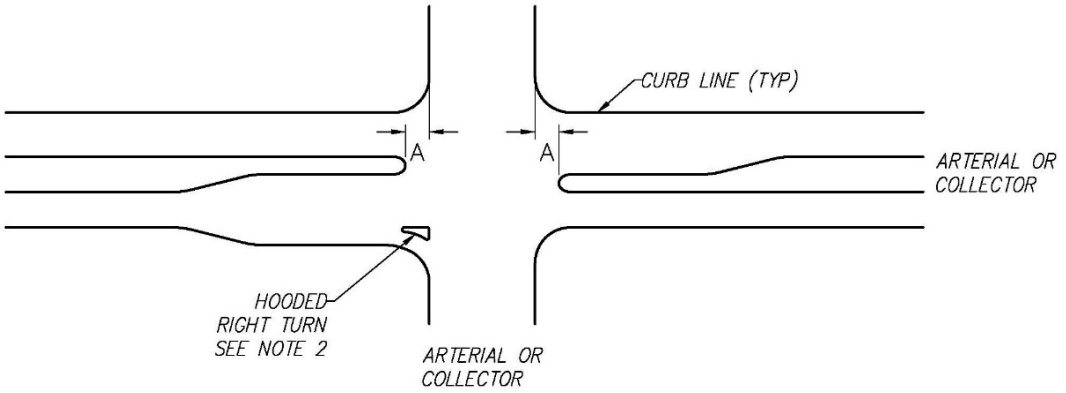


Figure 1.4.4.1, Intersection Detail

a) For collector and arterial streets A = 15 feet minimum.
b) Depending upon traffic flow requirements the right turn may require a hooded right turn

1.4.6 Intersection Spacing/ Maximum Block Length

Table 1.4.5.1, Min. Intersection Spacing

	Alley	Flag Drive	Residential	Collector	Arterial
Alley	100 feet	N/A	100 feet	100 feet	N/A
Flag drive	N/A	N/A	75 feet	75 feet	N/A
Residential	100 feet	75 feet	*200 feet	*200 feet	400 feet
Collector	100 feet	75 feet	*200 feet	*200 feet	400 feet
Arterial	N/A	N/A	400 feet	400 feet	1200 feet

* 100-foot minimum to the first intersection for entrances to subdivisions off of an arterial where lots back up to the arterial. This is measured between right of way lines.

Table 1.4.5.2, Max Block Lengths

Land Use	Max Block Length
Single family/duplex Residential, Multi Family, Commercial/Retail, Industrial	1200feet

a) Lot width is measured at the right of way line
b) Block length is measured between right of way lines and on both sides of the street

c) Alley or Flag Drive intersections are not considered in block length calculations
d) Max Block Length does not apply to blocks that back up to developed properties where redevelopment is not expected in the near term, floodplains, railroads or freeways without frontage roads

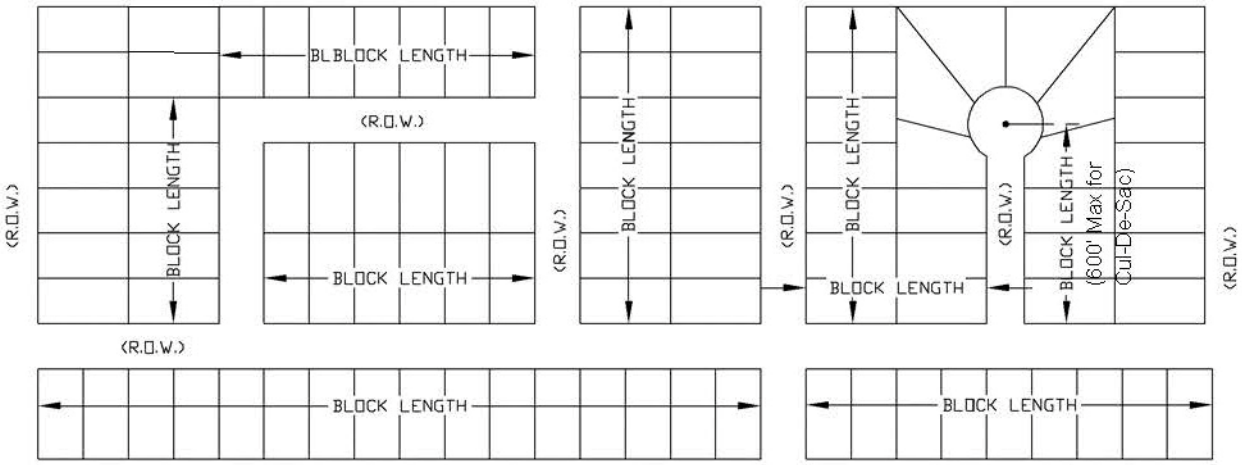


Figure 1.4.5.1, Block Length Measurements

1.4.7 Median Openings

Median openings for collectors and arterials shall be as designated by the City Engineer. Median opening allowance first shall consider the safety and effective flow of traffic within the collector or arterial street, then secondarily the effective movement of traffic to and from the development. Whether a median opening is allowed will be solely up to the City Transportation Engineer. The width of a median opening shall be 60 feet unless otherwise designated by the City Transportation Engineer. Median openings shall center on the intersecting drive. Median opening noses shall be as shown on the City of Cibolo Standard drawings.

1.4.8 Roundabouts

Roundabouts are circular intersections that create counterclockwise traffic movements around a central island with entering traffic yielding to circulating traffic. Every roundabout is unique but usually contain the following features shown on Figure 1.4.7.1 and Figure 1.4.7.2:

Central Island – The central island is the raised area in the center of the roundabout around which traffic circulates.

Splitter Island – The splitter island is a raised or painted area on an approach used to separate entering traffic from exiting traffic, to deflect and slow entering traffic, and to allow pedestrians to cross the road in two stages.

Circulatory Roadway – The circulatory roadway is the roadway that follows the traffic path adjacent to the Central Island. Flow of traffic in the circulatory roadway is counterclockwise. **Apron** – An apron is the traversable portion of the central island adjacent to the circulatory roadway that may be needed to accommodate the wheel tracking of longer vehicles. The curb line is surmountable and the apron is typically reinforced stamped colored concrete.

Entrance Lane – The entrance lane is the point of entry from connecting roadways to the circulatory roadway. Entrance lane traffic must yield to circulatory roadway traffic coming from the left.

Accessible Pedestrian Crossing – In general, pedestrian crossings at roundabouts are discourage unless otherwise approved by the City Engineer. If pedestrian crossings are allowed, the crossing will use a two-step approach utilizing a splitter island. The crossing shall be setback from the entrance line and utilize an opening in the splitter island. The crossing must meet accessibility standards.

Landscaping Strip – A landscaping strip between the back of curb and the sidewalk shall be provided. The landscaping strip shall include a two-foot-wide colored stamped reinforced concrete mow strip adjacent to the curb and a six feet minimum wide landscape strip. The curb and gutter within the roundabout shall be surmountable.

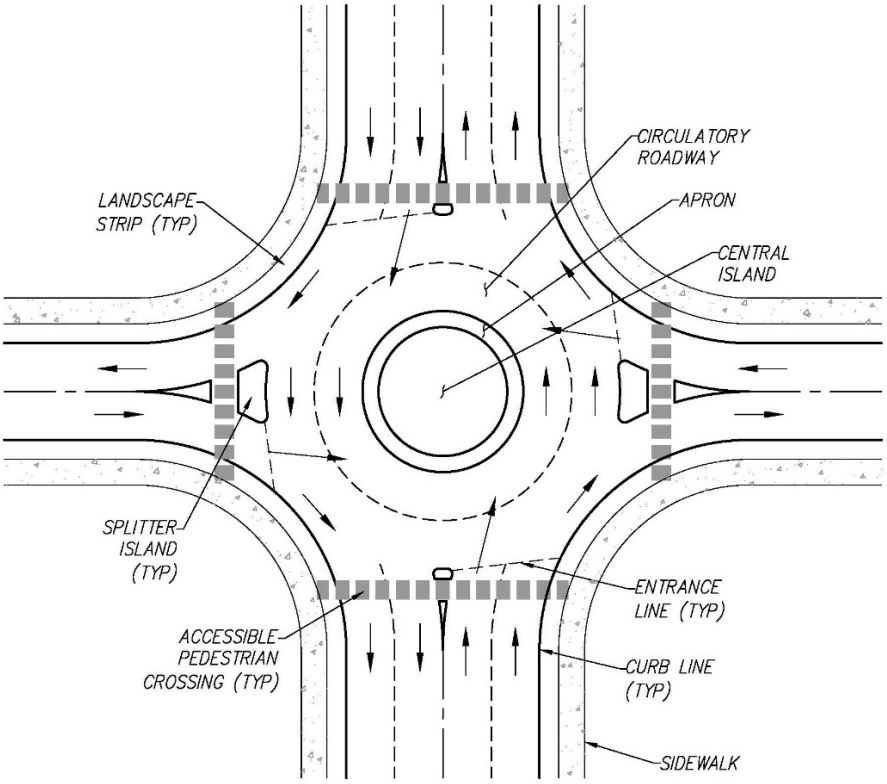


Figure 1.4.7.1 Four Lane Roundabout

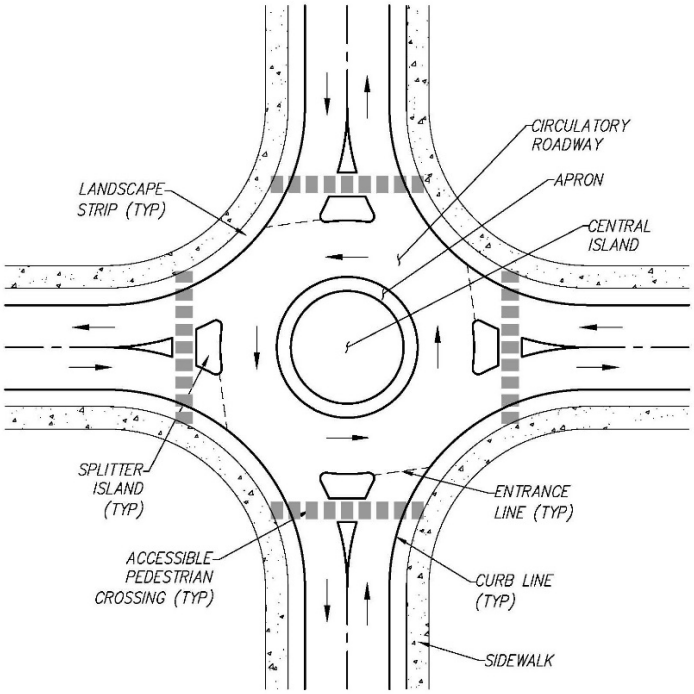


Figure 1.4.7.2 Two Lane Roundabout

1.4.8.1 Roundabout Design

The design of a roundabout is an iterative process taking into account multiple objectives and design elements including safety, operations, cost, uses, right of way, traffic volumes and other such items. Normally each roundabout will be unique in some way so a standard roundabout is not included in the manual. Also the various analysis and design considerations are beyond the scope of this manual. The resources shown in this section should be used when designing a roundabout. In addition to the resources shown, the roundabout design shall include the following design review process with the City Engineer and City Staff:

1. Have a Pre-Development meeting on the project which will include a separate meeting with the City Engineer for proposed roundabout design considerations.
2. Have a Traffic Impact Analysis review meeting with City Engineer. See section on TIA requirements.
3. Develop Preliminary layout of roundabout considering TIA and Pre-Development meetings.
4. Preliminary Design review meeting with City Engineer.
5. Develop roundabout design based up comments from the City Engineer.
6. Submit roundabout design through the Development Review Process

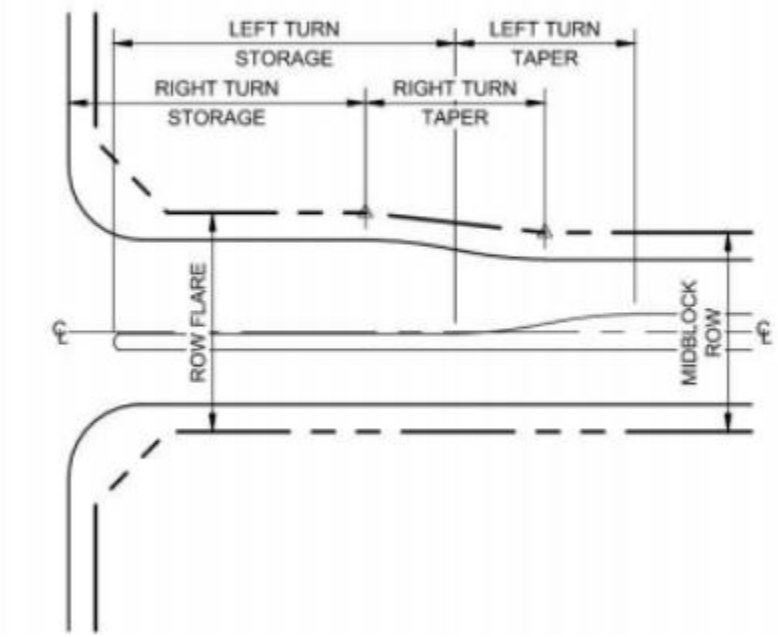
(DRC). Resources:

- National Cooperative Highway Research Program Report (NCHRP) 672 Roundabouts: An Information Guide, Second Edition https://nacto.org/docs/usdg/nchrprpt672.pdf
- Federal Highway Administration Roundabouts, An Information Guide https://www.fhwa.dot.gov/publications/research/safety/00067/00067.pdf

- Federal Highway Administration Roundabouts, An Information Guide https://safety.fhwa.dot.gov/intersection/innovative/roundabouts/fhwasa10006/fhwasa10006.pdf
- Another helpful resource is the Kansas DOT guideline for roundabouts. https://www.ksdot.org/Assets/wwwksdotorg/bureaus/burtrafficeng/Roundabouts/Roundabout_Guide/KansasRoundaboutGuideSecondEdition.pdf

1.4.9 ROW Flares at Intersections

ROW flares at intersections shall be required to accommodate left and right turn lanes for any intersection with divided and undivided collectors and arterials. In addition, ROW flares at arterial intersections shall accommodate dual left turn lanes. ROW flares at all other intersections shall accommodate a single left turn lane with 12' additional ROW. ROW tapers shall occur with respect to left and right turn lane tapers and median widening (if applicable) as shown in Figure below.



1.5 Traffic Calming

a. Traffic calming devices are permitted and required only on residential and residential collector streets.Traffic calming devices are required at a minimum of two block intervals (generally 1200 foot maximum spacing) but no less than 200 feet apart on residential streets and residential collector streets.
b. Appropriate signage and pavement markings are to be provided along with all traffic calming devices and are not necessarily included in the figures below.
c. Additional right of way may need to be dedicated in order to accomplish traffic calming.

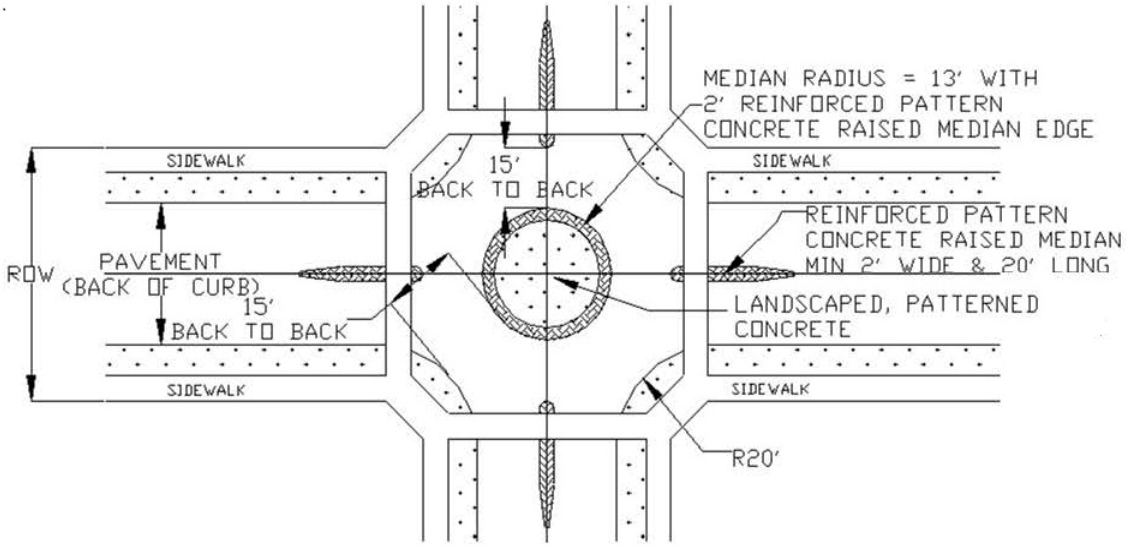


Figure 1.5.1, Traffic Circle

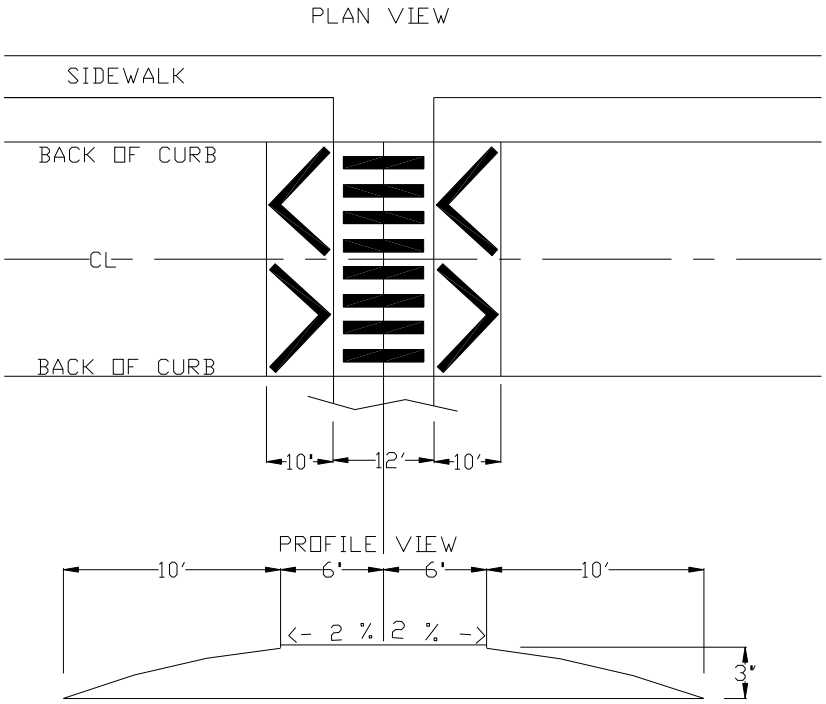


Figure 1.5.2, Raised Crosswalks

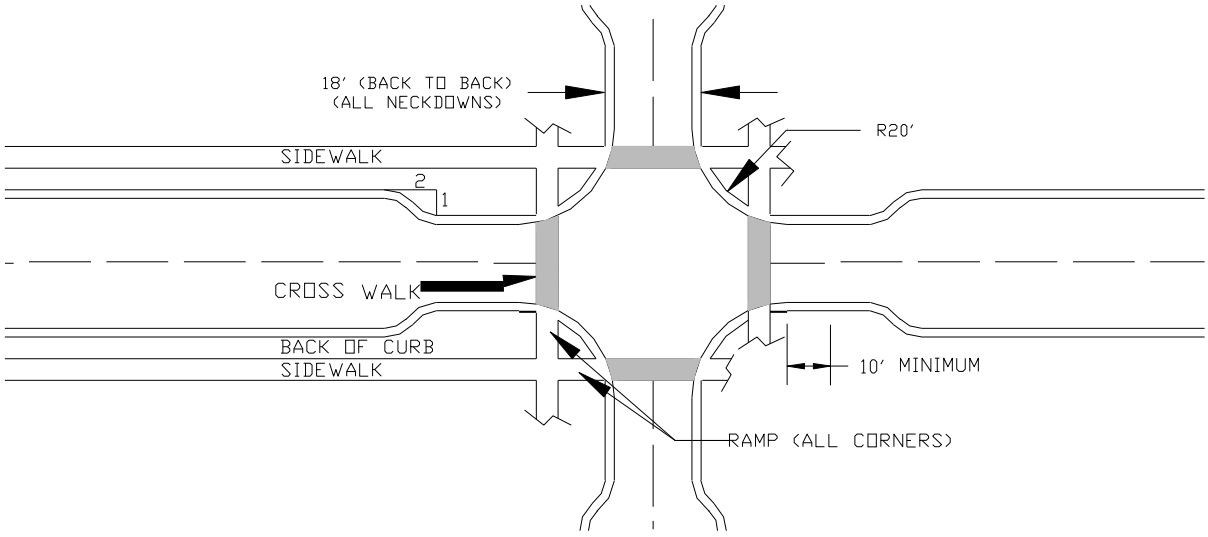
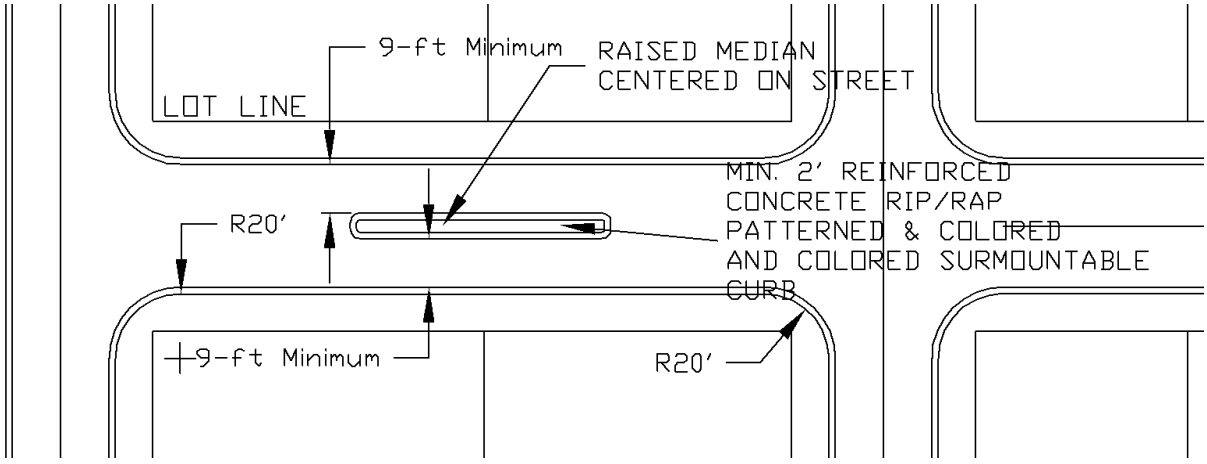


Figure 1.5.3, Neck Downs



1.5.4, Mid Block Median

a) Mid Block Medians shall be no longer than two lots

b) On street sections where driveways are permitted, the location and length of a midblock median shall be such that full driveway access is provided for at least one driveway on each lot

c) Transition back to normal street section at 1 foot of width to 5 feet of length

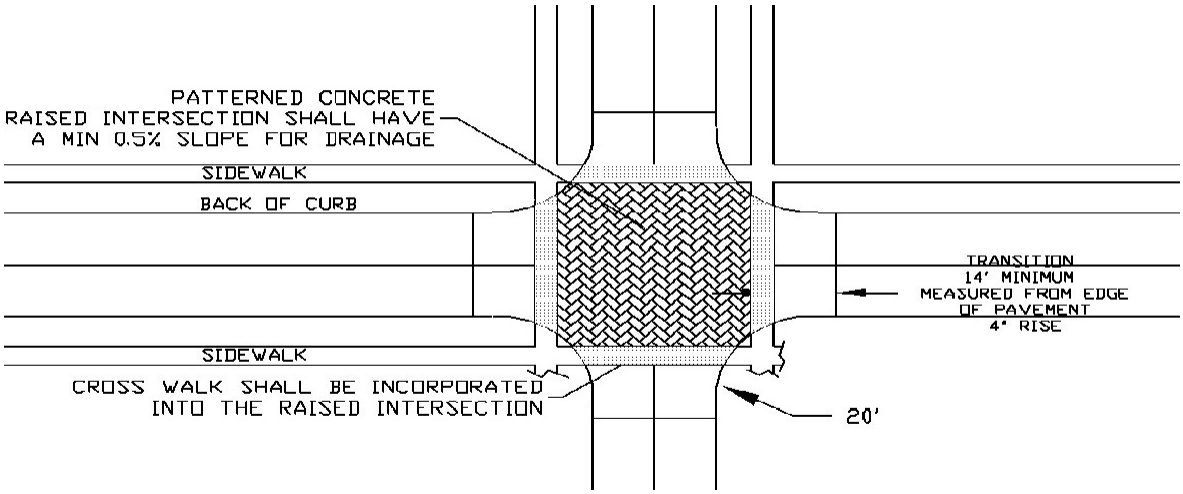


Figure 1.5.5, Raised Intersection Plan View

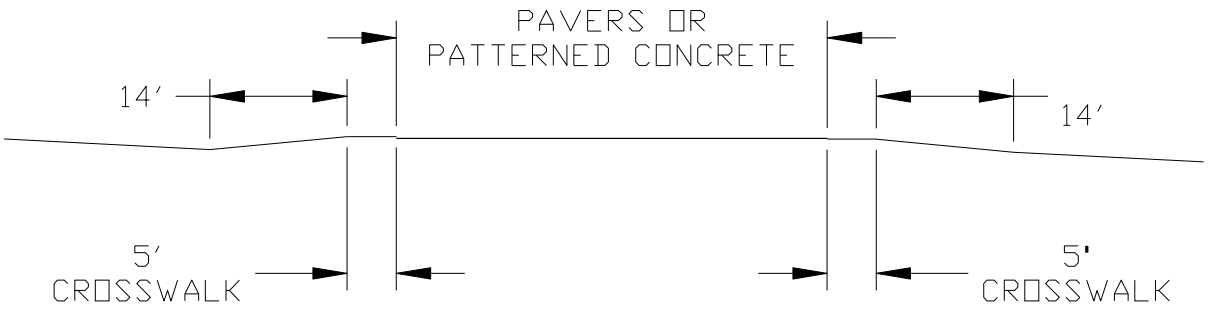


Figure 1.5.6, Raised Intersection Profile View

1.6 On Street Parking

On street parking is permitted for residential streets and residential collector streets. On street parking for proposed commercial/industrial collectors or arterials is not allowed. Where on street parking is designated, one on street parking space for each single family unit on a block is required on the frontage street within that block. Areas in front of or within 10 feet of a driveway, within 20 feet of a street intersection or within 5 feet of a fire hydrant shall not be counted toward the required on street parking. When determining the required off street parking for multi-family development, the on street parking shall not be considered in the required amount of parking needed for the development.

Figures 1.6.1 through 1.6.5 show the acceptable parking configurations for on street parking.

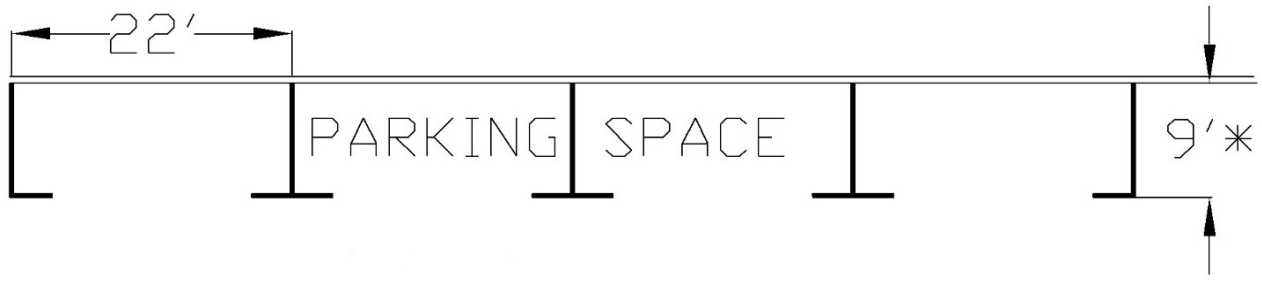


Figure 1.6.1, Parallel Parking

* When permitted, the minimum parking space may be 8-feet in width for residential streets and residential collectors.

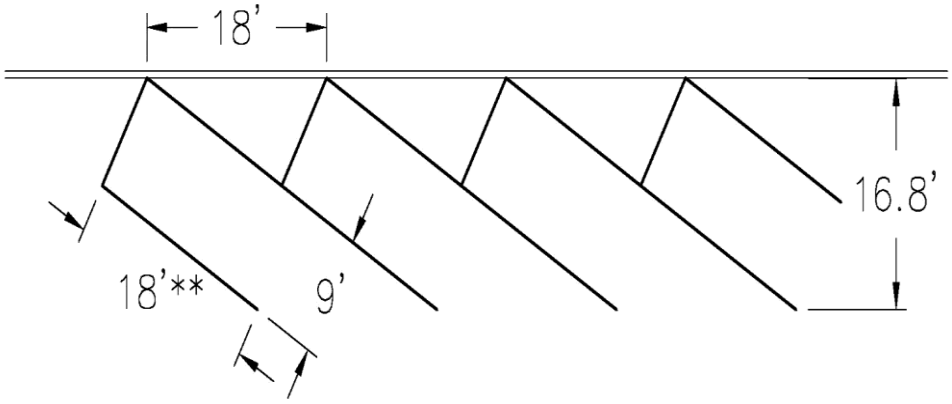


Figure 1.6.2, 30 Degree Angle

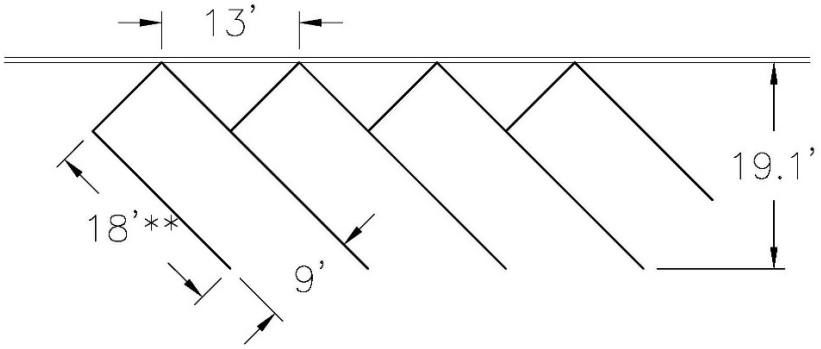


Figure 1.6.3, 45 Degree Angle

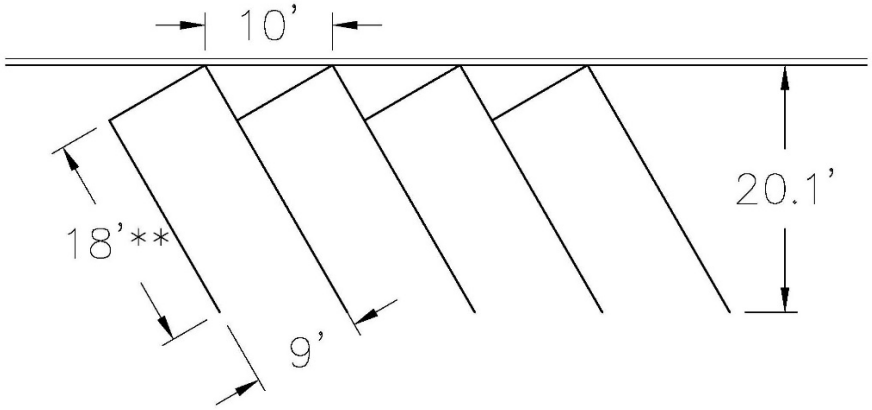


Figure 1.6.4, 60 Degree Angle

** Wheel stops will be required to prevent vehicle overhang into adjacent property, right-of- way, structures, landscaping or sidewalk.

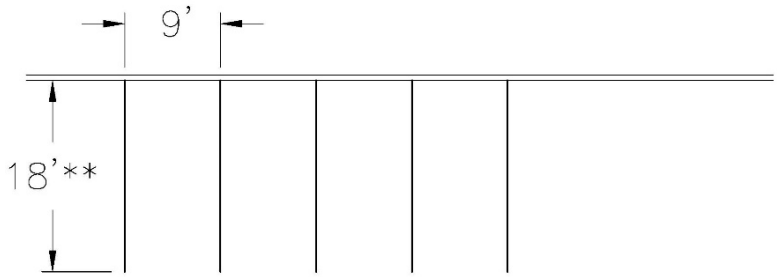


Figure 1.6.5, 90 Degree Angle

** Wheel stops will be required to prevent vehicle overhang into adjacent property, right-of- way, structures, landscaping or sidewalk.

a) Parking spaces may be reduced to 16.5-feet in length if overhang is allowed.

b) All standard parking space striping shall be white in color.

c) All handicap parking spaces shall be installed in accordance with the City of Cibolo standard details.

1.7 Street Stubs

Street Stubs, as required for external connections in UDC chapter 7.2(E), shall be provided to connect to future subdivision on adjacent tracts as follows:

a. The length of the street stub shall not exceed the depth of the adjacent lot or length as allowed by fire code.
b. A residential stub street shall also have a 24"x30" sign prominently posted at its terminus with black letters on a white background that state, "NOTICE – This street will be extended as part of a future development."

1.8 Signage and Pavement Markings

Signage and pavement markings shall be as shown on the City of Cibolo Marking & Signage Drawings and in accordance with the Manual of Uniform Traffic Control Devices.

1.9 Guidelines for Perimeter Street Improvements

1.9.1 Summary

These are guidelines for perimeter street improvement requirements for proposed developments under the Roadway Impact Fee Ordinance. These guidelines are intended to be general in nature, and in the event that these guidelines conflict with provisions of the Cibolo Unified Development Code ("UDC") or the Roadway Impact Fee Ordinance No. 2016-189 (the "Ordinance"), the provisions in the UDC and Ordinance will prevail over these guidelines.

1.9.2 Guidelines

Level of Service for any proposed development that would generate enough traffic to reduce the Level of Service below LOS D on an affected street, the development will be required to construct street capacity enhancements proportionate to the development's impact. The Cibolo Unified Development Code currently has a requirement for developments that generate 1,000 vehicle trips per day or 100 trips in a peak hour to submit a traffic study. Developments with this requirement will be

required to evaluate the Level of Service for all affected streets to determine the development's impact. If a development does not generate enough traffic to require a traffic study, then the existing traffic counts plus estimated trips from the current Trip Generation Manual will be used to determine the LOS impact. LOS is to be determined by the proposed development, with verification by the City Engineer.

1.9.3 Safety

1.9.3.1 Adjacencies

For any proposed development that is adjacent to an affected perimeter street where the pavement width is less than 22 feet in width, the development will be required to widen the street to at least 25 feet in width (with a 2 in. minimum Type C asphaltic concrete overlay for asphalt pavements and without an overlay for concrete pavements) with appropriate transitions to the existing pavement; or

1.9.3.2 OCI

If the adjacent affected perimeter street has a pavement width that is less than 22 feet wide and has an Overall Condition Index (OCI) of below 40, and the street is not scheduled to be reconstructed by the City's current Capital Improvements Program, then the development will be required to reconstruct the entire 25 foot. width of the perimeter street to current City standards, which includes curb and gutter, in the ultimate location with appropriate transitions to the existing pavement. If the development is located adjacent to an affected perimeter street that would, in the City Engineer's opinion and discretion, be sufficient with reconstruction of a 24 foot width with no curb and gutter, then the development may be allowed to pursue this alternative standard

1.9.3.3 Adjacent Curb and Gutter Improvements

For any proposed development that has an affected perimeter street which is improved to City standards with curb and gutter across from or immediately adjacent to the development, the development is required to construct the perimeter street improvements according to Article 18 of the Cibolo Unified Development Code by adding curb and gutter improvements and a maximum of 25 feet. width of additional

1.9.3.4 Alternate and Interim Roadway Sections

The City Engineer may allow an alternate or interim pavement section (including pavement type, width and thickness), based on the anticipated schedule for reconstruction of a roadway section, differences between existing and future roadway elevations, and other design factors applicable to the Perimeter Street segment.

1.9.4 City Participation

The City reserves the right to participate in the costs of improving the remainder of a perimeter street, if applicable, within its discretion, in accordance with the law, and in the event that adequate funding exists for such contribution.

1.9.5 Credits

Pursuant to Ordinance No. 2016-189, Section 14, the City may credit the contribution of land, improvements or funding for construction of any System Facility (collector street and above), required or agreed to by the City, toward the Roadway Impact Fees due for a development. Such credits are limited to the provisions of said Section 14 and the following guidelines:

1.9.5.1 For Right-of-Way

Right-of-way will be credited, at the Cibolo County Appraisal District appraised value prior to the beginning of the development process for the property, for only the area of right-of-way provided beyond the current maintained right-of-way limits and excluding right-of-way required for any development site-related improvements.

1.9.5.2 For Street Construction

Construction value will be credited at the total cost of the construction of the roadway and related appurtenances, based on competitive bids and less sidewalks and development site-related roadway or facility improvement, e.g., turn-lanes, acceleration/ deceleration lanes, etc. serving the development. The construction costs for the System Facilities must also be comparable to the costs of roadway improvements within the development and agreed on by the City Engineer. System Facilities may include perimeter or off-site roadway improvements.

1.9.5.3 Development Agreements Required

Any Credits allowed against Roadway Impact Fees for a development are to be included in a Development Agreement between the developer and City, with identification of "… the basis for and the method for computing and the amount of the Credit due and any reduction in Credits attributable to consumption of road capacity for developed lots or tracts served by the Roadway Capital Improvements." City participation in the costs of Perimeter Street Paving improvements requires approval of a Development Agreement between the developer and City by the City Council.

1.9.6 Appeal

An appeal to the City Council of City staff's determination of requirements for Perimeter Street Paving and related off- site roadway improvements may be filed by a property owner or the permit applicant, in accordance with the Cibolo Unified Development Code. An appeal of City Staff's determination of Credits may be filed by the property owner or applicant in accordance with the Cibolo Unified Development Code.

1.9.7 Perimeter Street Transition

Table 1.9.7.1, Pavement Transition Lengths

Type of Street	Length of Transition Per offset distance (ratio)
Neighborhood	5
Collector	10
Arterial (4 Lane)	15
Arterial (6 Lane)	20

1.10 Traffic Impact Analysis

The purpose of the traffic impact analysis (TIA) is to assess the impacts of development on the existing roadway system within the study area of the development, and to assess the traffic flow needs within the development. The thoroughfare component of the Mobility Plan and the City of Cibolo traffic model are the base conditions for assessing the impacts. The current traffic model and the assessment is based on a Level of Service D according to the current Highway Capacity Manual.

1.10.1Definitions

a) Existing Traffic - Existing traffic conditions based on the City of Cibolo traffic model and / or known existing traffic conditions. Existing traffic conditions do not include the traffic created or associated with the development.
b) Proposed Traffic Volumes – The number of vehicles per day and per hour projected to be generated by the development.
c) 20 Year Horizon – The estimated traffic volume for the study area based on a 20 year growth period. Projected Growth Rate – The estimated growth rate per year for the study area based upon the location within the Road Impact Fee Service Area Map and Rate Table.
d) Study area – The boundaries of the assessment area as determined by the City of Cibolo Traffic Engineer.

1.10.2When a Traffic Analysis is Required

The need for a TIA shall be determined by the City of Cibolo Engineer based upon the information provided at the Preliminary Trip Generation Assessment meeting and/or meeting scheduled with the Engineer for the purpose of determining the TIA requirements. These meetings should be scheduled at the same time the Pre-development meeting is scheduled. Unless otherwise directed by the City of Cibolo Engineer, a TIA will be required for the following conditions:

a) Development will generate equal to or more than 100 Peak Hour Trips (PHT)
b) Development will generate equal to or more than 1,000 vehicle trips per day (VPD)

c) Project area to be developed is equal to or more than 100 acres
d) Changes or alterations to the City Thoroughfare plan will be requested
e) Access is taken from a TxDOT roadway
f) Zoning changes that will negatively increase estimated traffic volumes above the current zoning estimated traffic volumes
g) Access is taken from an existing roadway with current traffic flow congestion based upon observed conditions
h) Development plus recently approved or pending development which has not been constructed located adjacent to the site and/or in close proximity to the site meet the above vehicular trip criteria or acreage criteria as determined by the City Engineer.

1.10.3 Traffic Impact Analysis Requirements

1.10.3.1 TIA Criteria

Table 1.10.3.1 shows the number of analysis periods and study area limits for the TIA. Prior to developing the TIA a Preliminary Trip Generation Assessment shall be developed and reviewed with the City of Cibolo Engineer to verify the number of analysis periods and the study area requirements. See Section 1.9.4 Submission and Review Procedures.

TABLE 1.10.3.1: Criteria for Study Requirements

Analysis Category	Site Trips Generated at Full Build-Out	TIA Analysis Periods[1]	Minimum Study Area[3]
I	>50 peak hour driveway trips; or 100-500 total peak hour trips	1. Existing year 2. Opening year[2] 3. Five years after opening	1. All site access drives. 2. All signalized intersections and/or major unsignalized intersections within 0.5 mile to 1 mile of site boundary, depending on total peak hour trips.
II	>500 total peak hour trips	1. Existing year 2. Opening year of each phase 3. Five years after initial opening 4. Twenty years after final opening with full build-out	1. All site access drives 2. All signalized intersections and/or major unsignalized intersections within 1.5 miles of site boundary

a) Analysis periods shall include build and no-build scenarios. Assume full occupancy when each phase opens.
b) Assume full build-out.
c) For certain projects, the City may require an enlarged study area. Land uses within the study area should include recently approved or pending development adjacent to the site and/or in close proximity to the site. The City Engineer will provide City of Cibolo traffic model data for the study area with the exception of the project site itself. If the City Traffic model does not have sufficient traffic volume data, the City Engineer will update the

City Traffic model prior to providing the model data.

1.10.3.2 Specific Requirements of the TIA Report

At a minimum the TIA report will include the following items:

a) Introduction that describes the project and traffic generating modes
b) Traffic Analysis Map
    a. Existing and Proposed Land use within Study Area
    b. Study Area Boundary
    c. Existing and Proposed Roadways
    d. Designation of Traffic movement elements
    e. Thoroughfare Plan Elements within Study Area
c) Trip Generation Calculations
    a. Daily and Peak Hourly Trip Generation for fully developed project conditions. Include both
    b. AM and PM Peak Hour. Provide Summary table and backup tables for calculation methods.
    c. Discount assumptions based upon City of Cibolo Transportation Engineer approval.
d) Trip Distribution and Assignment Tables and Figures
    a. For Entrance/ Exit from the development
    b. For boundary streets within study area
e) Existing and Projected Traffic Volumes for Study based upon Table 1.9.3.1 Criteria
    a. Average Daily
    b. Peak Hourly AM and PM
    c. Traffic Volume Data Provided by the City Engineer
f) Traffic Volume Analysis
    a. Level of Service Evaluation for Peak Hour AM and PM
    b. Turn Lane Evaluation for project site and study area. The extent of evaluation to be determined by the City of Cibolo Engineer.
    c. Signalization Evaluation for project site and study area. The extent of the evaluation to be determined by the City of Cibolo Engineer.
    d. Identification of all thoroughfares, driveways, intersections, and individual movements that do not meet LOS D.
g) Recommendations
    a. Proposed recommendations to mitigate impacts to transportation system within the study area
h) Document Requirements.
i) The following provides a general outline for the TIA report:
    a. Executive Summary
    b. Introduction
        i. Purpose
        ii. Methodology
    c. Existing and Proposed Land Use
    d. SiteTraffic Generation
    e. Existing and Proposed TrafficFlow
        i. Transportation System
        ii. Transportation Volumes
    f. Traffic Analysis Existing and Proposed
        i. Level of Service Evaluation
        ii. Turning Movement Evaluation
        iii. Signalization Evaluation (If needed)
    g. Mitigation

h. Conclusion and Recommendations

j) Additional Requirements
   a. Dependent up the site characteristics, the City of Cibolo Transportation Engineer may require additional information to be included within the TIA.

1.10.4Submission and Review Procedures

a) A Preliminary Trip Generation Assessment of the proposed development shall be conducted to determine the TIA requirements such as limits of study area, need and type of turning movement evaluation, need for signalization evaluation, discount assumptions that can apply, and criteria to be used. Sufficient base information shall be submitted to the City of Cibolo Engineer in order to provide proper guidance on TIA requirements for the report. Subsequent to the submittal of the preliminary trip generation assessment, a meeting with the City of Cibolo Engineer should be scheduled to discuss the specific requirements for the TIA.
b) Upon completion of the TIA report, two (2) copies of the report shall be submitted to the City of Cibolo Engineer for review.
c) After a TIA is approved, and if the development proposed land use and/ or proposed traffic generation characteristics change, the TIA shall be updated and re-submitted to the City for approval.

1.11 Substandard Streets

Where the existing street is substandard in width, or a material other than concrete or asphalt, or a pavement surface not adequate for the proposed traffic, the existing street shall be improved. The proposed street improvements must comply with Part C. Pavement and Subgrade Design.

1.12 Illumination

Street lighting on local roads shall be provided, according to the city design standards, by the developer/subdivider at the entrance, all intersections, street alignment changes greater than 45 degrees, mid-block between intersections longer than 900 feet and at the beginning of any cul-de-sac or other disconnected street permitted. Streetlights shall not be installed on the same corner of an intersection that contains a fire hydrant or signpost.

On arterial and collector - roadways streetlights shall be provided in the medians with spacing not to exceed 250 feet. On arterial and collector - thoroughfares without medians, the streetlights shall be placed on alternate sides of the parkway, between the curb and sidewalk, with spacing not to exceed 250 feet. When partial thoroughfares are constructed, the electric infrastructure shall include stub-outs for future streetlights.

To prevent light trespass from streetlights, all proposed light fixtures shall comply with International Dark Association (IDA). Fixtures shall be required to be fully shielded and to minimize the amount of blue light in the nighttime environment.

Streetlights are provided by Guadalupe Valley Electric Co-Op (GVEC) and are typically the “Cobra-head” style. Decorative styles may be considered by City Council.

2 Drive Approach Design

The user should be aware of and utilize the City of Cibolo Unified Development Code Article 18 - Transportation in conjunction with this Manual.

2.1 Drive Approach Type

The following provides the types of drive approaches considered within the manual:

a. Single family residential – A drive approach to a single family residential lot or one lot duplex.
b. Multi-family residential – A drive approach to a multi- family lot such as triplexes, fourplexes, and multi-complexes. The drive approach can be either the main entrance approach or the secondary entrance approach. Each type has specific design requirements.
c. Commercial – A drive approach to a commercial development. The drive approach can be either the main entrance approach or the secondary entrance approach. Each type has specific design requirements.
d. Industrial – A drive approach to an industrial development. The drive approach can be either the main entrance approach or the secondary entrance approach. Each type has specific design requirements.
e. Mix use approach – A drive approach that is a mix use shall consider the more stringent criteria for the approach design.

2.2 Geometric Standards

The following standards generally apply to all developments. However, there may be unique situations for which these standards may be impractical. In these situations, the City Engineer and/or his/her representative will work with the developer to develop a mutually agreeable solution. In the event that a mutually agreeable solution is not reached, the developer may apply to the Planning and Zoning Commission for consideration of the issue.

A “Driveway” is located entirely on private property. It is only for a single family or a duplex property. It connects a drive approach to a garage, “car” port, parking pad or the like.

A “Drive Aisle” is located entirely on private property. It is for every other condition other than for a single family or a duplex property. It connects a drive approach to an area(s) that is to be accessed on the site such as, but not limited to: parking space(s); loading dock(s); loading area(s) (marked or implied - for passengers and/or goods); porte cochere(s), and/or the like. It can also be a fire lane (in and of itself or in conjunction with other access use[s]). It can also be an access to an adjoin property (in and of itself or in conjunction with other access use[s]).

A “Drive Approach” is located in the ROW and connects a street (City, public or private) or highway (TxDOT) with a driveway or a drive isle. Some features of the drive approach may extend into and be a part of the driveway or drive aisle.

2.2.1 Drive Approach Dimensions

Table 2.2.1.1, Driveway Dimensions

Use	Drive Approach Widths	
Single Family and Duplex Residential *	Min. Width =12 feet Max Width = 20 feet [2]	
Multi-Family Residential	Min. Width = 24 feet Max Width = 38 feet	
Commercial	Min. Width = 30 feet[4] Max Width = 38 feet[3]	
Industrial	Min. Width = 30 feet Max Width = 38 feet[3]	

a) Refer to Figures 2.2.1.1 through 2.2.1.5
b) For shared drive approaches, no lot shall contain less than 9 feet of the drive approach and driveway or drive aisle (as may apply). Drive approach shall be centered on lot line such that maximum drive approach width equals 30 feet.
c) Maximum drive approach width is a function of traffic volume. Refer to Figures 2.2.1.1 through 2.2.1.4.
d) For infill situations:
    i. A one single-family residential or a two-family residential lot accessing a collector may be permitted to have 1 full width or circular drive approach when alleys are not practical.
    ii. Adjacent two single-family residential or two two-family residential lots accessing a collector may be permitted to have 1 shared full width or circular drive approach when alleys are not practical.
    iii. Contiguous three or more single-family residential or three or more contiguous two-family residential lots accessing a collector will be required to enter the collector by an alley, flag drive, or residential street.
    iv. For one single-family residential or one two-family residential lot accessing an arterial, an on-site facility will be required to allow entrance into the arterial in a forward manner.
e) For homes with a three or more car garage, where the garage door faces the street and the garage door is less than 40 feet from the back of curb, the maximum drive approach width is 30 feet.

f) With the exception of multi-lane egress/ingress, drive approaches with a median installed in lieu of the double yellow marking may exceed the maximum drive approach width by the width of the median only. See Figure 2.2.1.3 for Multi-Lane Egress/Ingress. Drive approaches with significant truck traffic may install surmountable curb with textured and colored pavement in the parkway with a depth equal to or greater than the drive approach pavement requirement.

g) At the City Engineer's discretion, the minimum drive approach width may be reduced based upon acceptable turning radius for emergency vehicles and determination that truck traffic requiring the larger width will not occur.

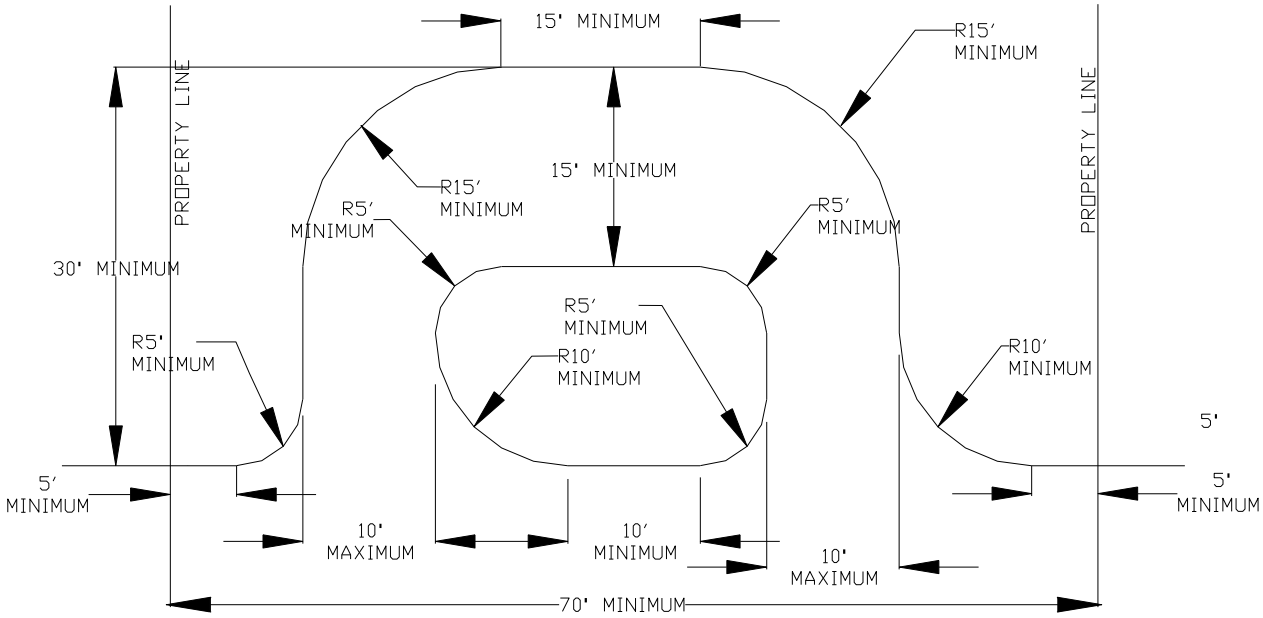


Figure 2.2.1.1, Residential Circular Drives

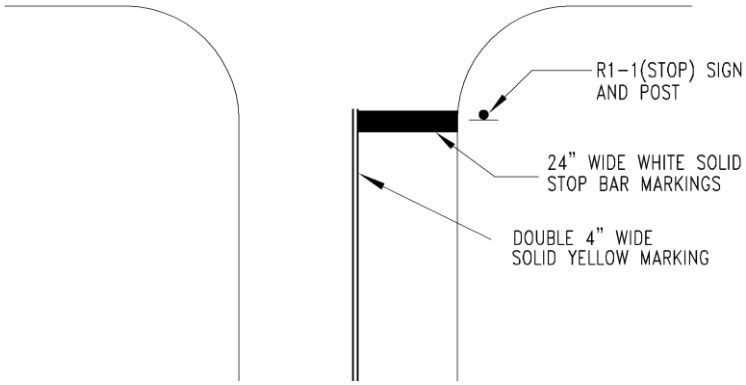


Figure 2.2.1.2, Single Lane Egress, Single Lane Ingress

Commercial Drive Approach

h) The stop bar and stop sign when used shall be on private property as well as upstream of any pedestrian facility crossing the drive approach and/or the drive aisle.
i) The outbound (towards the street) lane shall be 12 feet wide minimum until at such time as the width of the driveway is greater than 30 feet and then the inbound (onto the site) lane shall be a minimum of 18 feet wide.

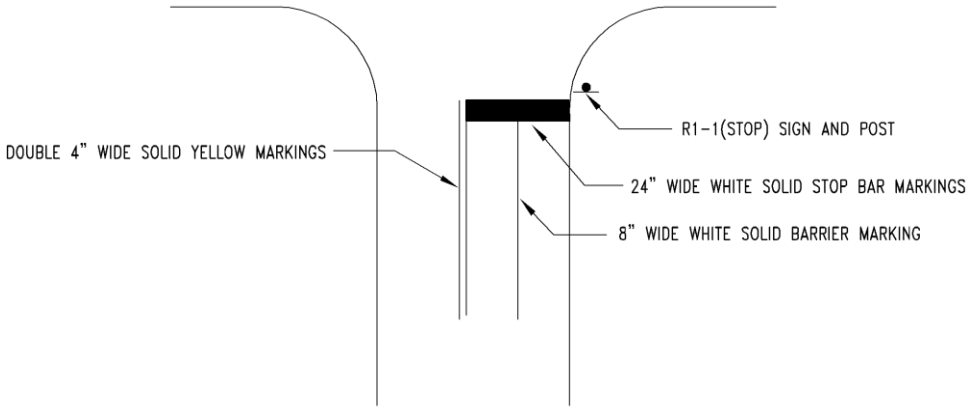


Figure 2.2.1.3, Dual Lane Egress, Single Lane Ingress

Commercial Drive Approach

j) The stop bar and stop sign when used shall be on private property as well as upstream of any pedestrian facility crossing the drive approach and/or the drive aisle.
k) The outbound (towards the street) lanes shall be 10 feet until at such time as the width of the driveway is greater than 30 feet and then the inbound (onto the site) lane shall be increased while the outbound lanes remain 10 feet.

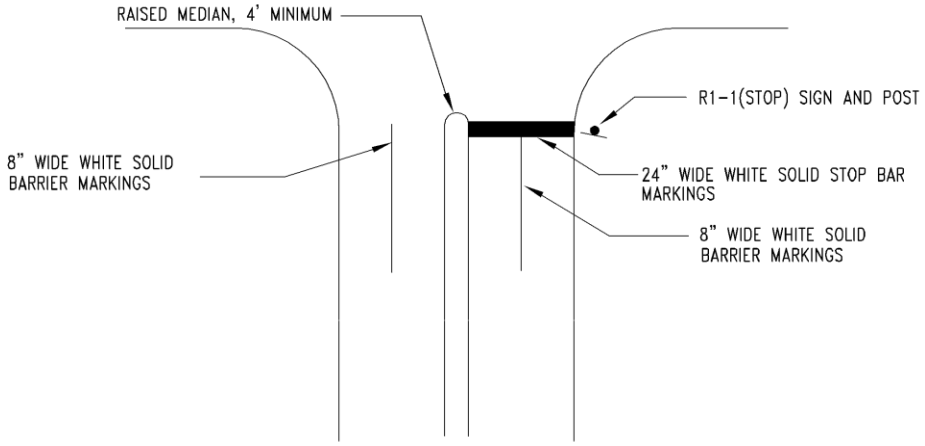


Figure 2.2.1.4, Multiple Lane Egress, Multiple Lane Ingress

With Median Commercial Drive Approach

l) The stop bar and stop sign when used shall be on private property as well as upstream of any pedestrian facility crossing the drive approach and/or the drive aisle.
m) The two outbound (towards the street) lanes shall each be 10-12 feet wide the two inbound (onto the site) shall each be 10-12 feet wide.

n) Median shall accommodate any pedestrian facility across the drive approach and/or drive aisle as projected from both sides thereof.
o) Only allowed when dual left turn lanes into the site or opposing street/driveway has two or more lanes of which two are designated as being through lanes.

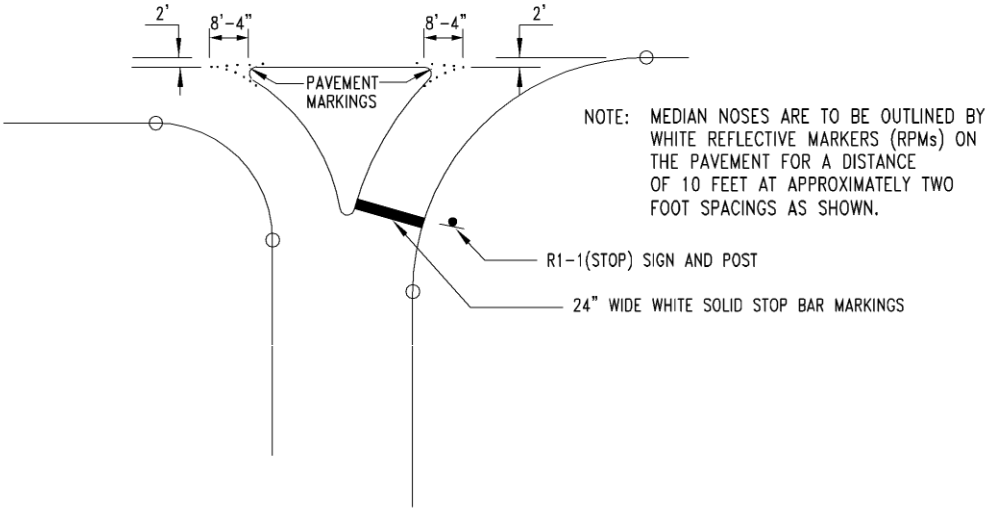


Figure 2.2.1.5, Right in /Right out Commercial Drive Approach

p) The stop bar and stop sign when used shall be on private property as well as upstream of any pedestrian facility crossing the drive approach and/or the drive aisle.
q) The minimum width of the drive approach/drive aisle prior to the island, as well as each lane (inbound and outbound) at the island and the applicable radii shall be determined by the engineer of record and based upon the type(s) of vehicles expected to use it as well as an auto-turn analysis provided to the City for review and approval.
r) Median/island shall accommodate any pedestrian facility across the drive approach and/or drive aisle as projected from both sides thereof.
s) For “one way in” or “one way out” driveways, the geometry shall be as shown in the figure above for the respective side.

2.2.2 Drive Approach Spacing

a. Drive Approach spacing (same side of street)

Table 2.2.2.1, Minimum Drive Approach Spacing

Street Classification	Min. Drive Approach Spacing
Alley	10 feet
Flag Drive	10 feet
Residential	10 feet if permitted[2]
Collector	100 feet if permitted[3]
Arterial (4 Lane)	150 feet if permitted[4]
Arterial (6 Lane)	200 feet if permitted[4]

a) Driveway spacing is measured between the closest edges of each drive approach not including the radius.
b) Except for Residential Lanes drive approaches are permitted

c) Refer to 2.6 Access Management for permitted access.+
d) Drive approaches are not permitted on arterial streets unless otherwise allowed according to
    i. Access Management.

b. Drive Approach spacing adjacent to street intersections

Table 2.2.2.2, Minimum Drive Approach Spacing at Intersections

Type of Intersection	Approaching the Intersection	Departing the Intersection
Alley/Alley	10 feet both alleys	10 feet both alleys
Alley/Residential	20 feet on alley, 50 feet on residential of permitted	20 feet on alley, 50 feet on residential if permitted
Alley/Collector	20 feet on alley, 75 feet on collector if permitted	20 feet on alley, 100 feet on collector if permitted
Flag Drive/Residential	20 feet on flag drive, 50 feet on residential if permitted	20 feet on flag drive, 50 feet on residential if permitted
Flag Drive/Collector	20 feet on flag drive, 75 feet on collector if permitted	20 feet on flag drive, 100 feet on collector if permitted
Residential/Residential	50 feet both streets	50 feet both streets
Residential/Collector	50 feet residential, 75 feet collector	50 feet residential, 100 feet collector
Residential/Arterial	50 feet residential, 150 feet arterial if permitted	50 feet residential, 200 feet arterial if permitted
Collector/Collector	75 feet both streets	100 feet both streets
Collector/Arterial	75 feet collector, 150 feet arterial if permitted	100 feet collector, 200 feet arterial if permitted
Arterial/Arterial	150 feet both streets if permitted	200 feet both streets if permitted

1. Corner clearance is measured between the right of way line of the intersecting street and the nearest edge of the drive approach not including the drive approach radius. See figure 2.2.2.1.

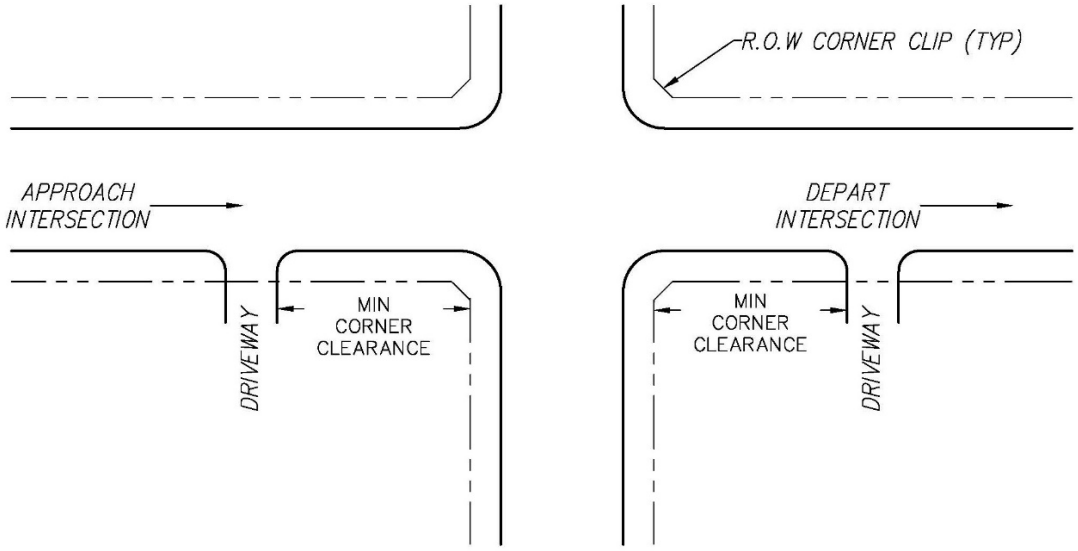


Figure 2.2.2.1, Drive Approach Spacing at Intersections

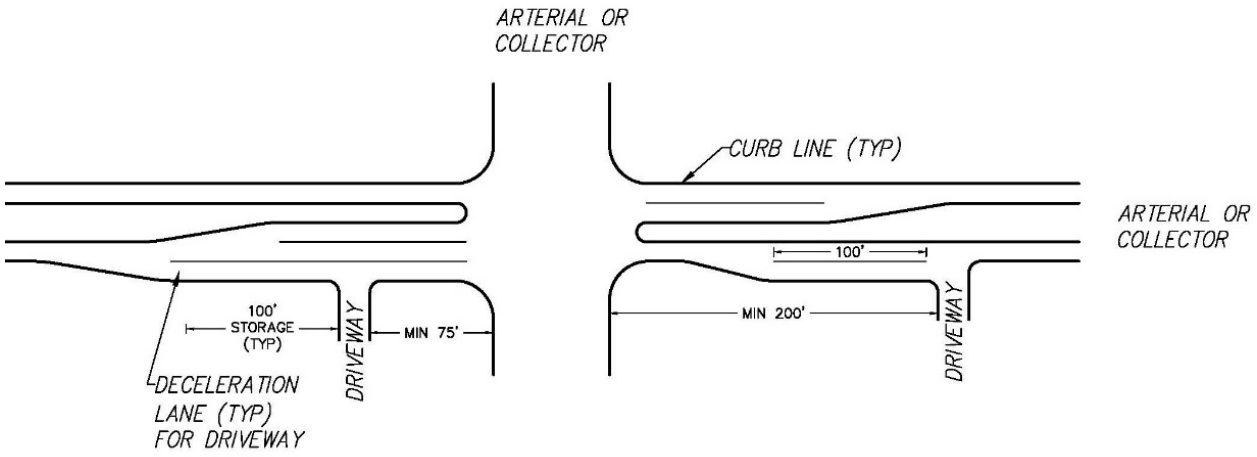


Figure 2.2.2.2, Drive Approach Near Turning Movements

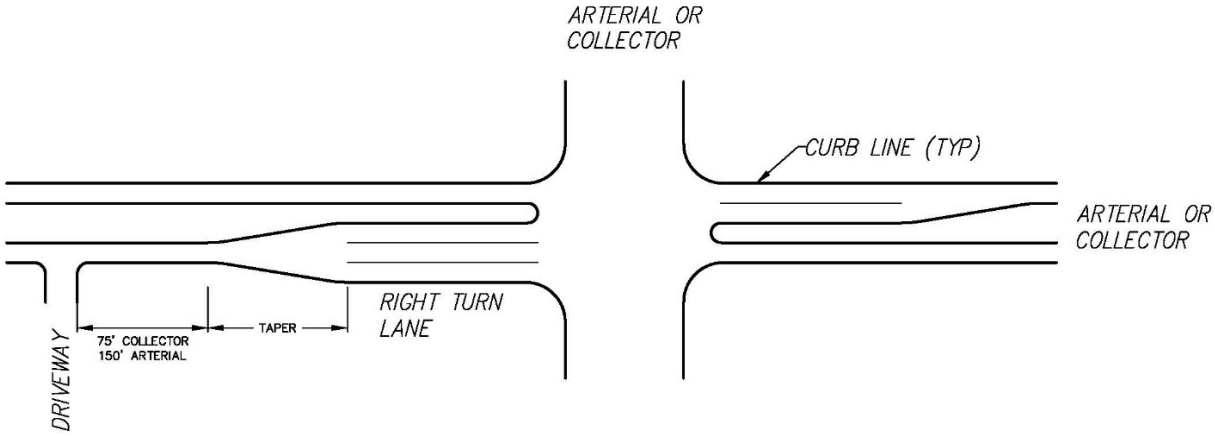


Figure 2.2.2.3, Drive Approach Near Turning Movements

c. Drive approach offset/relationship to median openings

1. For collector streets, drive approaches that do not align across the street from each other must be offset by a minimum of 75 feet between nearest tangent edge to nearest tangent edge.
2. For Arterial Streets without medians, drive approaches must align across the street from each other and be positioned as is reasonable and practical given property line location and time of development of the site. When this is not physically possible or practical, based on the opinion of the City Engineer, drive approaches that do not align must be offset across the street from each other by a minimum of 150 feet between nearest tangent edge to nearest tangent edge.
3. For Arterial Streets with medians, drive approaches must align with existing or proposed median openings. Where this is not possible or practical as determined by the City Engineer, drive approaches must be placed as far away from the existing or proposed median opening as is reasonably possible.

2.2.3 Driveway Throat Length Requirements

Table 2.2.3.1, Minimum Throat Length

Number of Parking Spaces	Min. Throat for Primary Drive Aisle	Minimum Throat for Secondary Drive Aisle
0 to 100	20 feet	20 feet
101 to 250	40 feet	20 feet
251 to 500	60 feet	40 feet
501 to 1000	80 feet	60 feet
1001 and over	Queuing Analysis Required	Queuing Analysis Required

a) All drive approaches that access an arterial shall be classified as a primary drive approach. If no drive approaches access an arterial, then the drive approach expected to receive the most traffic is considered to be the primary drive approach.
b) The throat length is measured between the first parking space or drive aisle and the property line.
c) Parking lots with 10 or less parking spaces may use a minimum throat length of 10 feet for drive approaches accessing a residential street or collector street.

2.3 Drive Approach Grades

2.3.1 Minimum Drive Approach Slope

The minimum drive approach slope shall be determined by: S =(6+[0.02xWx12])/(Wx12) where W = the width of the parkway in feet as shown on the City of Cibolo Standard drawings.

2.2.2 Maximum Drive Approach Slop

Unless otherwise approved by the City Engineer, maximum drive approach slope shall be 8 percent.

2.3.3 Sidewalks in Drive Approach

Maximum sidewalk cross slope within the limits of the drive approach shall be 2 percent.

2.3.4 Sidewalk Easement Requirement

Where the parkway width is insufficient to provide appropriate drive approach slope, a sidewalk easement will be required equal to the balance of the sidewalk width needed outside the right of way plus 2 feet. The additional 2 feet requirement is for sidewalk installation and maintenance. The balance of the sidewalk width needed is based upon using the minimum drive approach slope calculated within Section 2.3.1. See Figure 2.3.4.1. Also refer to the City Standard Drawings.

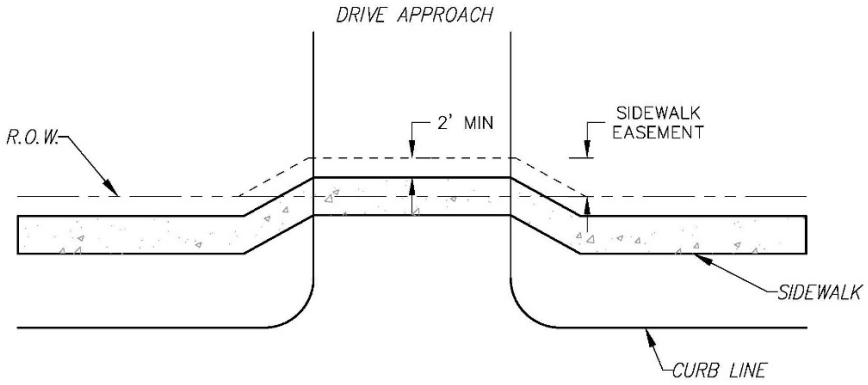


Figure 2.3.4.1, Sidewalk Easement to Meet Drive Approach Slope

2.3.5 Driveway/Drive Aisle Consideration

The drive approach slope from the bottom of the gutter to the nearest edge of the sidewalk (within the limits of the right of way) shall not exceed the driveway/drive aisle slope beginning at the furthermost edge of the sidewalk. Also it shall not be less than the minimum slope nor be greater than the maximum slope as noted herein. See Figure 2.3.5.1

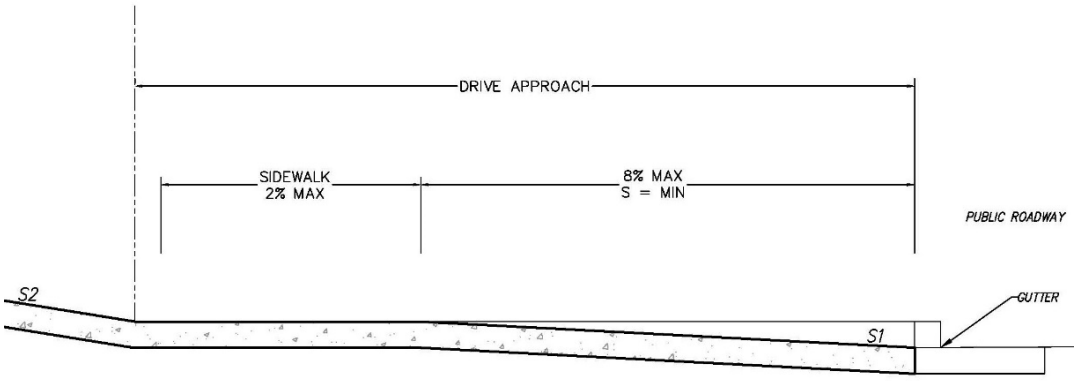


Figure 2.3.5.1, Driveway/Drive Aisle Section

1. S1 $\leq$ S2

2. S = (6 + [0.02 * W * 12]) / (W*12)
   W = Width of the Parkway

2.4 Off Street Storage

At a minimum off street storage shall be provided as shown in Section 2.2.3. Additional storage capacity may be required based upon the types of vehicular traffic anticipated.

2.5 On Street Storage

On street storage if required shall be developed using appropriately sized turn lanes based upon full build out traffic volumes. On street storage requirements shall be included within the TIA if required.

2.6 Access Management

2.6.1 The Purpose

a) Access management plan is to promote the health, safety, and general welfare of the present and future residents of the city through managing traffic flow and promoting traffic safety.

2.6.2 Access Standards

a) Definitions

i. Driveway means the portion of the travel lane of a lot that opens onto a public street
ii. Permit means a City of Cibolo curb cut permit
iii. TxDOT Highways are state operated highways that include Farm to Market (FM) roadways, State Highways (SH), Interstate Highway (IH), IH Frontage Roads, and United States (US) Highways.

b) **Compliance**

i. No person shall construct, reconstruct, replace, relocate, alter, enlarge, improve or perform any work on or make use of any driveway for any property within the City or the Extraterritorial Jurisdiction, except in accordance with the Access Management Plan and this Manual or TxDOT Access Management Manual when applicable. All driveways shall be designed, installed, located and constructed in accordance with the approved specifications, plans, conditions and requirements of the permit issued for the property and the requirements of this Manual. No certificate of occupancy shall be issued for any building on any property for which a permit is required, until the construction, improvements, alterations or other work covered by the permit is completed in accordance with the permit issued, the requirements of this Manual or
ii. the provisions of any other applicable ordinance. Where no building permit was
iii. required in connection with the requested permit, no driveway on the property for which the permit was issued shall be used until and unless the work is completed in accordance with the permit and this Manual.

c) **Closing of Driveways**

i. Where the closing or relocating of one (1) or more existing driveways or portions thereof is necessary to comply with this Manual or a curb cut permit issued, access shall be closed by the removal of the existing driveway approach and the installation of curb and gutter along the gutter line of the street, all in accordance with City or if applicable, TxDOT specifications. If there is no existing curb and gutter on the street,
ii. the driveway shall be closed in the manner specified by the City Engineer.

d) **Access to Freeways**

i. Access to freeways shall only be provided at entrance ramps. Access to frontage roads may be provided in accordance with the standards for access to arterial streets set forth in this Manual with the following exceptions.

ii. No access is allowed in areas where TxDOT owns the Control of Access.

Such Control of Access may be found on current TxDOT right-of-way maps.

iii. No access is allowed within a paved gore area or 250 feet past painted gore of an exit ramp. Similarly, no access is allowed within a paved gore area or 200 feet upstream of the painted gore of an entrance ramp.

e. Access to Arterial Streets

Access to an arterial street shall not be permitted unless there is no other reasonable means of providing safe access to the property. Unless designated as a freeway, all TxDOT Highways shall be considered arterials. Additionally, the geometric, hydraulic and pavement designs of all access driveways to TxDOT roadways must be reviewed by TxDOT to assure compliance with their standards.

i. No development shall be allowed access to an arterial street if property excluded from the development could have been used to provide reasonable access to a lesser classified street or if the property has been previously subdivided in violation of state law or Cibolo Development Code if access could have been provided to a lesser street except for such unapproved subdivision of the property.

ii. Existing commercial or industrial lots created prior to adoption of The CiboloDevelopment Code by legal subdivision procedures with exclusive frontage on an arterial street may take access to the arterial in accordance with the access standards in this Manual.

iii. Existing single family and two family lots created prior to adoption of The Cibolo Unified Development Code by legal subdivision procedures with exclusive frontage on an arterial street may be developed with a circular drive. Such driveway shall be designed and constructed in accordance with standards for circular drives provided in this Manual.

iv. When driveway access to an arterial street is the only reasonable means of providing safe and adequate access to the property as determined by the City Engineer, the driveway design, number of driveways, location and construction shall be in accordance with this Manual.

v. Driveways on an arterial shall align with existing median openings, other driveways, and "T" intersections or be offset in accordance with this Manual.

f. Access to Collector Streets

i. Access to collector streets for commercial, office, or industrial development is required and shall be designed and constructed in accordance with the standards provided in this Manual.

ii. No single or two family lots shall be designed such that there is no other means of access other than a collector street.

iii. Existing single family and two family lots developed prior to approval of the Cibolo Unified Development Code with exclusive frontage on a collector street and no alley may be developed with a circular drive. Such driveways shall be designed and constructed in accordance with the standards for circular drives provided in this Manual.

iv. Driveways on a collector street shall align with existing driveways and "T" intersection on the opposite side of the street, or shall be offset in accordance with this Manual.

g. Driveway Separation

Unless located on a TxDOT roadway, driveways shall be separated in accordance with this Manual to ensure that all driveways are separated by sufficient distance so as to avoid interfering with the safe movement of traffic. In interpreting and applying the separation requirements, the following shall apply:

i. The separation requirements shall be determined in reference to any proposed or existing driveways on or off the property. Where applied to a property, which is located adjacent to an undeveloped tract, the separation requirements shall account for the placement of future driveways on the adjacent undeveloped property.

ii. The minimum separation specified may be reduced for currently developed property if the amount of street frontage for the property is insufficient to allow for one (1) driveway access that would have the necessary separation from an existing driveway on adjacent property and joint access with adjacent properties is not physically possible as determined by the City Engineer. If a reduction in the minimum separation specified is allowed, the separation shall be reduced only to the degree necessary to allow for the single driveway.

iii. The separation distances specified shall be measured from the nearest edge of each driveway at the right-of-way line.

h. Corner Clearance Standards

Corner clearance standards shall be applied in accordance with this Manual to ensure that the traffic movements from driveways do not unduly conflict with the movement of traffic on intersecting public streets. In interpreting and applying the standards the following shall apply:

i. A reduced requirement may only be used if absolutely necessary to provide driveway access to property where no other means of access meeting the comer clearance requirement is reasonably possible and joint access with adjacent properties is not physically possible as determined by the City Engineer. If a reduction in the minimum comer clearance specified is allowed, the comer clearance shall be reduced only to the degree necessary to allow for the single driveway.

ii. The specified distances shall be measured at the right-of-way line from the edge of the driveway nearest the intersecting street to the right-of-way line of the intersecting street. Where right of way comer clips exists or are proposed, the specified distance shall be measured from the edge of the driveway nearest the intersecting street and the end of the comer clip neatest to the subject driveway.

i. Driveway Widths and Grades

Unless located on a TxDOT roadway, driveway widths and grades shall be in accordance with this Manual. Driveways connecting to TxDOT roadways shall meet TxDOT standards.

j. Medians

i. When any development is required to provide more than one-half of any arterial street, a median shall be provided in accordance with this Manual.

ii. Median openings shall be a minimum of 400 feet apart measured from the nose of median to nose of median.

iii. Whenever a median opening is constructed, the associated left turn lane serving the development must be constructed at the same time. In the event that there is an existing intersecting street on the opposite side of the street, the new development constructing the median opening shall be required to install both left turn lanes.

iv. Patterned and colored median noses shall be as shown on the City of Cibolo Standard Drawings.

k. Right and Left Turn Lanes

i. Development expected to generate at least 100 but less than 1,000 vehicle trips per day and less than 100 vehicle trips per hour at full development may be required to provide right turn lanes into each entrance and left turn lanes into each entrance that left turns are possible.

ii. Developments expected to generate at least 1,000 vehicle trips per day or at least 100 vehicle trips per hour at full development shall be required to provide right turn lanes into each entrance and left turn lanes if a left turn is possible in accordance with an approved traffic impact analysis.

iii. Right and left turn lanes maybe required based upon the traffic impact study for the study area.

2.7 Signage and Pavement Markings

All signage and pavement markings shall be in conformance with the Texas Manual of Uniform Control Devices.

3 Pavement Standards

The user should be aware of and utilize the City of Cibolo Unified Development Code Article 18 - Transportation in conjunction with this Manual.

3.1 Streets

This section covers the minimum pavement structural sections required for each classification of roadway. The pavement structural section requirements are based upon a Geotechnical and Pavement Design Consultation performed by CTL Thompson Texas, LLC in 2010. The design life assumed in the consultation was 40 years for jointed reinforced concrete pavement and 20 years for asphalt concrete pavement. Table 3.1.1 reflect the recommendations shown in the report. An additional report was generated for reinforced concrete in 2017 by Teague Nall & Perkins, Inc. which provided minimum guidelines for reinforcement for concrete pavement. These recommendations are also reflected in Table 3.1.1.

Refer to the City of Cibolo Standard Drawings for additional requirements.

TABLE 3.1.1 PAVEMENT STRUCTUAL

SECTION MINIMUM REINFORCED

CONCRETE PAVEMENT:[(A)]

Pavement Section	Arterial	Commercial	Residential Collector	All Other Residential
Joint Reinforced Pavement Depth (Inches)	11	10	8	7
Stabilized Subgrade Depth (Inches)	12	12	8	8
Minimum Continuous Reinforcing Steel	#4 at 18" on center both ways	#4 at 18" on center both ways	#3 at 18" on center both ways	#3 at 18" on center both ways

MINIMUM ASPHALT CONCRETE PAVEMENT:

Pavement Section	Arterial	Commercial	Residential Collector	All Other Residential
Asphalt Surface Course (inches)	3	3	3	2
Asphalt Base Course (inches)	9	9	6	6
Stabilized[(D)] Subgrade Depth (inches)	12	12	12	12

a) A slip-form paving placement method shall be used for all concrete street paving, with exceptions for irregular areas as approved by the City Engineer. Follow current TxDOT specifications (360.3.4 – Texturing Equipment) for surface finish of a concrete section.

b) Depths provided are minimum City requirements. Engineer of Record is responsible for ensuring these minimums meet design requirements for the specific project and may require additional analysis depending on local soil and moisture conditions as well as higher than expected traffic volumes and/or truck traffic.

c) Soil conditions shall dictate what type of subgrade stabilization is required; either lime or cement. Geotechnical report(s) shall be prepared to identify which method is appropriate for the types of soils encountered. If cement stabilization is recommended, micro-fracturing according to TxDOT standards will be required.

d) At a minimum, the subgrade shall be treated with 7% of the subgrade treatment to be used.

e) TxDOT Flex-base may be used as an option for subgrade treatment. Depth of flex-base required shall be based upon a geotechnical report for the street improvements based upon ultimate traffic conditions. The section shall include filter fabric overlaid upon geo-grid. The geo-grid shall not be used in calculating the structural capacity of the section. The flex-base shall be in accordance to TxDOT specifications Item 247 and shall be Type A Grade 1 material. The geogrid shall be Tensar TX-5 Triaxial Geogrid or approved equal. The geotextile filter fabric shall be Mirafi 500x or approved equal.

3.1.1 Geotechnical Report

The above are considered minimal acceptable pavement sections. For all subdivisions a Geotechnical investigation shall be conducted by a Licensed Professional Engineer.

i. Length of Service Life – Pavement shall be designed for a twenty-year (20-year) service life.

ii. Traffic Load, Reliability and Pavement Structures – The traffic load is cumulative expected 18-Kip equivalent single axle loads (ESAL) for the service life. The following 18-Kip ESAL Reliability Level and Pavement Structure shall be used in the design of streets for each street classification:

TABLE 3.1.1.1 PAVEMENT SPECIFICATIONS

Street Classification	18-Kip ESAL	Reliability Level	Minimum Pavement Structure	Maximum Pavement Structure
Primary and Secondary Arterials	3,000,000	R-95	SN=3.80	SN=5.76
Collector and Type "B: Street	2,000,000	R-90	SN=2.92	SN=5.08
Residential	500,000	R-70	SN=2.58	SN=4.20

iii. Serviceability – The serviceability of a pavement is defined as the pavement's ride quality and its ability to serve the type of traffic (automobiles and trucks) that use the facility. The initial serviceability index of (p0) for flexible pavements shall be 4.2 and for rigid pavement shall be 4.5. The minimum terminal serviceability index (Pt) for local streets shall be 2.0 and for collectors and arterials shall be 2.5. A standard deviation (S0) for flexible pavement shall be 0.45 and for rigid pavement shall be 0.35.

Additional requirements maybe warranted by the City Engineer based upon the anticipated vehicular loading and traffic volumes anticipated.

3.2 Drive Approach

Refer to the City of Cibolo Standard Drawing for drive approach structure section requirements.

4 Pedestrian and Bicycle Facility Design

The user should be aware of and utilize the City of Cibolo Unified Development Code Article 18 - Transportation in conjunction with this Manual.

4.1 Geometric Standards

Table 1.3.1 shows the standard with of sidewalks and bike lanes for the various street classifications. Refer to the City of Cibolo Standard drawings for the locations of sidewalks and bike lanes within the street right-of- way.

4.1.1 Sidewalk Easements

Where a sidewalk easement is required the easement shall extend 2 feet past the edge of the sidewalk. Any portion of the sidewalk extending past the right-of-way shall be contained within a sidewalk easement.

4.2 Mobility Plan Component

The City of Cibolo Mobility Plan which includes a pedestrian and bike component should be reviewed relative to any proposed development. It should be noted that the City of Cibolo Mobility Plan is a living document and is periodically updated to reflect the changes in the characteristics of anticipated traffic flow within the City.

4.3 Accessibility Standards

The City of Cibolo considers sidewalks to be accessible routes according to Section 4.3 of Texas Accessibility Standards (TAS) and considers a public sidewalk a “facility”. Sidewalks, landings, ramps, and flares shall comply with the latest TAS, the latest Department of Justice ADA Standards for Accessible Design, the Public Right of Way Accessibility Guidelines (PROWAG), and the Federal Highway Administration. Also sidewalks, landings, ramps, and flares are subject to the requirements of the Texas Department of Licensing and Registration (TDLR) for inspection purposes unless otherwise exempted by the City Engineer. Prior to construction of sidewalks where the total cost of the public improvements will exceed $50,000.00, the Engineer of Record must show proof of Texas Department of Licensing review and approval for accessibility. Compliance with the regulations shall be the responsibility of the Engineer of Record for the project. Refer to the City of Cibolo Standard drawings for additional requirements.

4.4 Intersections

4.4.1 Curb Ramps

The continuation of accessible routes through intersections shall use approved curb ramps that meet accessibility standards. Refer to the City of Cibolo Standard drawings for Type 1A and Type 1B curb ramps at intersections. Crosswalks through the intersections shall meet accessibility standards.

4.4.2 Bike Lanes

Bike lanes at intersections shall consider other traffic movements and facilities such as turn lane movements, transit facilities, parking, and stop bar locations. The current Urban Intersection Design Guide by TxDOT can be used for bike lane design at intersections. The bike lane design at intersections requires the approval of the City Engineer.

4.5 Pedestrian TIR Requirements

If a development is proposed within ½ mile of a public elementary or secondary school, a pedestrian traffic impact analysis will be required to determine the appropriate size and location of sidewalks and bicycle facilities to serve those uses.

4.6 Signage and Pavement Markings

Signage and pavement markings shall be in accordance with the latest version of the Texas Manual on Uniform Control Devices.

4.7 Amenities

4.7.1 Bicycle Parking

a. Refer to Bicycle Parking Guideline 2nd Edition by the Association of Pedestrian and Bicycle Professionals (APBP) for general guidelines and resources.
b. All bicycle parking facilities/devices shall be constructed to meet commercial grade structural standards.
c. Location Standard:
    i. Bicycle parking must be on the same lot as the principle use.
    ii. Bicycle parking must be located in highly visible and well-lit areas.
    iii. Bicycle parking must not interfere with accessible paths of travel or accessible parking as required by the accessibility standards.
    iv. Bicycle parking must be located within 50 feet of a main building entrance.
    v. In multiple building locations, bicycle parking must be distributed in a manner that serves all entrances.

d. Layout and Design:
    i. Bicycle rack design
        a. Support the bicycle in at least two places
        b. Enable the frame and at least one wheel to be secured
        c. Designed to accommodate “U” shape locking devices
        d. Installed to manufacturer’s specifications
        e. Each bike rack must be designed to accommodate at least two bike parking
    ii. Bicycle parking space
        a. Concrete pad built to City of Cibolo sidewalk standards
        b. Must provide clearance of at least 2 feet from closest wall
        c. Must provide clearance of at least 3 feet between bike racks
        d. Must not interfere with pedestrian pathway

4.7.2 Sidewalk on Bridges

Sidewalk widths on bridges shall be a minimum of 6 feet or wider as required by the street classification. Unless otherwise approved by the City Engineer, all street bridges shall have sidewalks on both sides of the bridge. Dependent upon vehicular and pedestrian traffic considerations a parapet wall may be required to separate the sidewalk from the travel lane. Parapet walls shall be constructed to TxDOT standards. A pedestrian bridge rail shall be constructed on the outside of the bridge to protect sidewalk traffic. Both bridge rails and parapet wall shall meet accessibility standards.

4.7.3Sidewalks on Drainage Crossings

Sidewalk widths at drainage crossings shall be a minimum of 6 feet or wider as required by the street classification. Unless otherwise approved by the City Engineer, sidewalk railing shall be provided to protect the sidewalk traffic from the outside edge of the drainage crossing. Dependent upon vehicular and pedestrian traffic considerations a parapet wall may be required to separate the sidewalk from the travel lane. Parapet walls shall be constructed to TxDOT standards. Railing and parapet walls shall meet accessibility standards.

4.7.4Sidewalks Adjacent to Screen Walls

A minimum of 2 feet additional width of sidewalk shall be required beyond the standard with of sidewalk for sidewalks adjacent to screen walls.

DCM UPDATE
STREETS

Chris Otto, P.E.

City Engineer

Previous Council Feedback

- On September 24, 2024
  - City Council supported changing the requirements for street width on residential streets to 32’ instead of the current 30’ width.
  - City Council supported changing the pavement standards to 500,000 ESAL for residential streets.
- On May 13, 2025
  - City Council requested an Ordinance to adopt the revised DCM

Overview

- Why change the standards?
- What are the outcomes of the changes?
- Review current DCM standards
- Review revised Street standard
- Recommended changes to Pavement specs

Why?

- Last updated in 2010
  - Many standards are based on 2008 City of San Antonio pavement specifications
  - TxDOT recently updated specifications in 2024
  - City of San Antonio updates are ongoing
- New subdivisions have pavement failures prior to maintenance period ending
  - Local A w/o bus traffic is primarily used as the design standard on these failed streets.
- Coordinate UDC and DCM
  - Consolidate engineering specifications into the DCM and remove from the UDC
  - Keep lot design in UDC
- Ensure that new streets in Cibolo are designed to last

Outcomes

- Increase the pavement life expectancy
- Identify and strengthen maintenance applications
- Customized to meet soil conditions in and around Cibolo
- Meet fire apparatus access road requirements
- Maintain 50’ ROW for local streets to avoid Wireless Telecommunication Facilities

DCM Chapter/sections

- **Why do we have a DCM?**
  - To provide standards by which all streets are constructed and maintained

- **Chapters/Sections**
  - SECTION 1 – STREET DESIGN

    Geometric street design and repair parameters
  - SECTION 2 – DRIVE APPROACH DESIGN

    Geometric driveway design parameters
  - SECTION 4 – PEDESTRIAN AND BICYCLE FACILITY DESIGN

    Sidewalks, Curbs ramps, etc.

Street Width

Street Width Background

- Current design residential standard
  - 30’ pavement width and a 50’ right-of-way
  - 5’ sidewalk separated from curb (2’ minimum)
  - Parking allowed on both sides

- 2021 International Fire Code requires no parking signs on one side of the street if street width is less than 32’
  - **D103.6.2 Roads more than 26 feet in width -** Fire lane signs as specified in Section D103.6 shall be posted on one side of fire apparatus access roads more than 26 feet wide (7925 mm) and less than 32 feet wide (9754 mm).

Street Width Comparison



30’



32’



40’

Street Width Recommendation

City Engineer and Staff recommend

- Increase minimum pavement width to 32’
  - “No Parking” signs are not required
  - 5’ sidewalk married to curb



DCM - Existing Road Standards

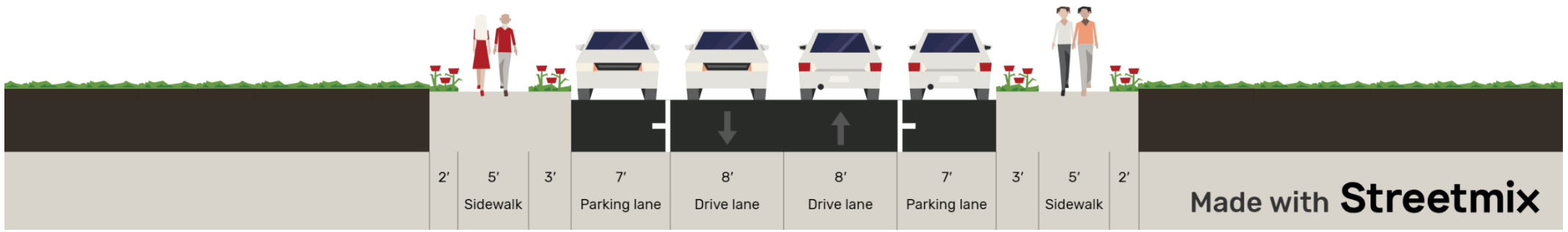
TABLE 1

ROAD DEVELOPMENT

Street Classification	R.O.W	Pavement	Median Widths	Pvmt. Crown Or Cross-Slope
Local "A" (Residential)	50'	30'	---	4"
Local 'B" (Minor Collector)	60'	40'	---	4"
Collector (Major)	66'	44'	---	5 "
Primary Arterial	86'	2 @ 24'	14' paved	(1,2) ¼" per ft.
Regional Arterial	110'	2 @ 36'	14' paved	(1,2) ¼' per ft.
Marginal Access (Comm.)	40'	30'	---	4"
Marginal Access (Res.)	40'	26'	---	3"
Alleys (Commercial)	24'	---	---	0" to 7"*
Alleys (Apartments)	24'	20'	---	0" to 7"*
Alleys (Residential)	24'	18'	---	0" to 7"*

Existing Local 30' (50' ROW)

- Divorced sidewalk allows water infiltration into subgrade
- Introduces potential conflicts with planting of trees in 3’ wide landscape



DCM - Proposed Road Standards

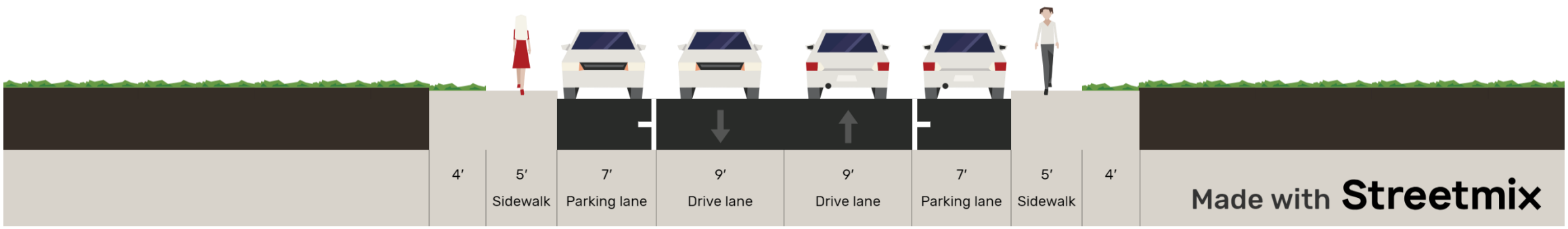
TABLE 1.3.1 GEOMETRIC STREET STANDARDS

Roadway Classification	Number of Lanes	Min. R.O.W. Width (ft)	Min. Pavement Width (ft)	Required Drainage Easement	Design Speed (MPH)	Min. Center Line Radius (ft)	Min. Horiz. Curve Separation (ft)	Min. Grade (%)	Max. Grade (%)	Parking	Sidewalk Width (ft)
Alley Residential	1	24	15	0	15	100	0	0.5	8	Prohibited	N/A
Alley Commercial	1	30	20	0	15	100	0	0.5	8	Prohibited	N/A
Residential (Urban)	2	50	32	0	30	200	0	0.5	10	2 sides	5
Residential (Rural)	2	50	26	10	30	200	0	0.5	10	Prohibited	N/A
Minor Collector	2	70	40	0	35	400	100	0.5	7	Permitted	6
Major Collector	2 - 4	80	40 - 60	0	35	600	100	0.5	7	Prohibited	6
Parkway	2	50	30	0	40	600	100	0.5	7	Prohibited	6
Minor Arterial	4	86	44 - 80	0	40	600	100	0.5	7	Prohibited	6
Major Arterial	4-6	108	80	0	45	800	100	0.5	7	Prohibited	6

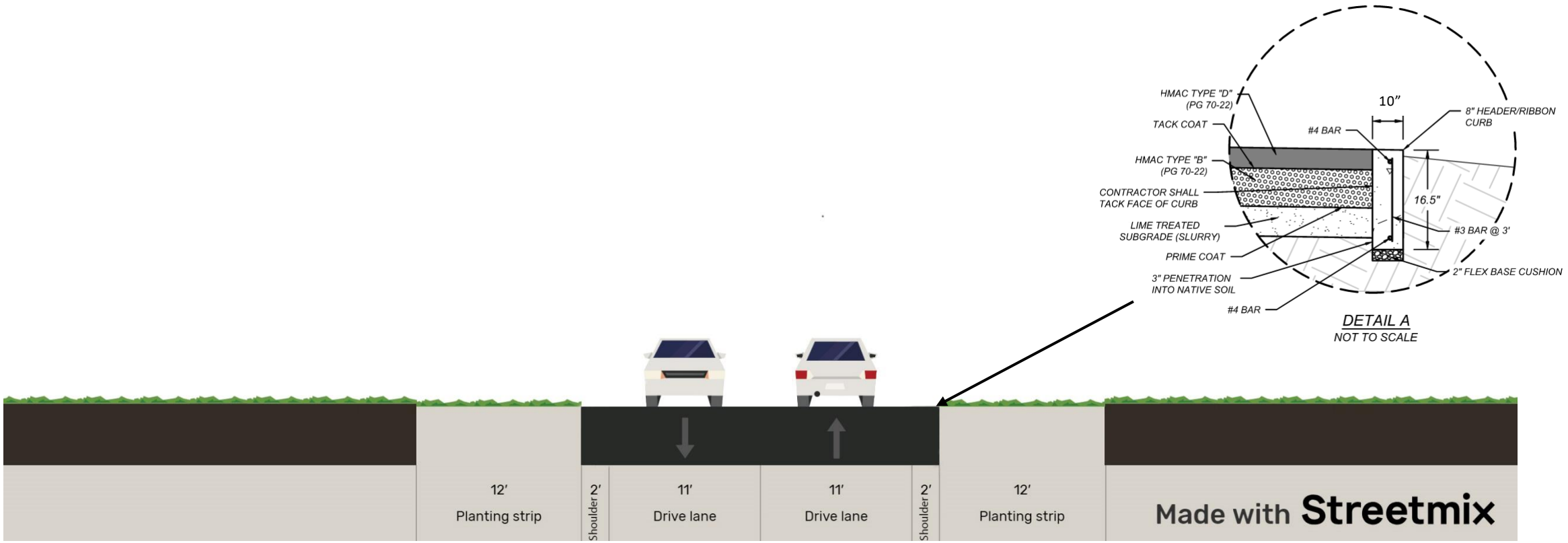
a) Alleys and Rural Residential are edge of pavement to edge of pavement
b) Curb to curb width may be reduced if surmountable curbs are utilized.

Proposed 32' (50' ROW)

LOCAL STREET
(RESIDENTIAL)
PARKING ON 2 SIDES



Cibolo - Local (Rural)



ROW Width Considerations

- Local Government Code Section 284.104 State law allows Council to prohibit cell node on ROWs of 50' or less.
- Cibolo has experienced a national cell provider installing 5G cell towers inside residential areas.
- The City used the state law to force the provider to remove the towers
- Leaving the ROW at 50’ in residential areas allows the City to ban cell nodes in residential areas.





Pavement Specifications

Consolidate Pavement Specifications in DCM

Sections to move to DCM:

Section 18.17 – Sidewalks

C. Location and Width – Revise to reference widths in DCM

Existing Pavement Standards

- Recent subdivision pavement failures have been primarily Local “A” without bus traffic .

Pavement Specifications

Street Classification	18-Kip ESAL	Reliability Level	Minimum Pavement Structure	Maximum Pavement Stucture
Primary and Secondary Arterials	3,000,000	R-95	SN = 3.80	SN = 5.76
Collector and Type "B" Streets	2,000,000	R-90	SN = 2.92	SN = 5.08
Type "A" Streets - w/Bus Traffic	1,000,000	R-70	SN = 2.58	SN = 4.20
Type "A" Streets - w/out Bus Traffic	100,000	R-70	SN = 2.02	SN = 3.18

Recommended Pavement Standards

- Will be moved to the DCM as part of the UDC update process.
- New guidelines eliminate the Type “A” Streets w/ out Bus Traffic (100,000 18-Kip ESAL).
  - ESAL = Equivalent Single Axle Load
- Increase minimum pavement specifications to handle at least 500,000 18-Kip ESAL.

Street Classification	18-Kip ESAL	Reliability Level	Minimum Pavement Structure	Maximum Pavement Structure
Primary and Secondary Arterials	3,000,000	R-95	SN=3.80	SN=5.76
Collector and Type "B: Street	2,000,000	R-90	SN=2.92	SN=5.08
Residential	500,000	R-70	SN=2.58	SN=4.20

TIA Requirements

- Category 1 TIA be required at 100 peak hour trips (PHTs).
  - This is an increase from the current 76 PHTs.

Staff Recommendation

- Approval of the Ordinance adopting the new Streets DCM

City of Cibolo

City Council Regular Meeting Staff Report

A. Approval/Disapproval of a Resolution by the City Council of the City of Cibolo, Texas ratifying a resolution for a grant application to the Office of the Governor for the Cybersecurity Grant Planning Project and designating an authorized official. (Mr. Beekman)

Meeting	Agenda Group
Tuesday, August 26, 2025, 6:30 PM	Resolutions Item: 11A.

From
Tracy Beekman, Information Services Director

PRIOR CITY COUNCIL ACTION:

N/A

BACKGROUND:

Consider ratification of a grant received from the Office of the Governor for the CyberSecurity Grant Planning Project and agree to designate an official to administer the grant. This program shall thoroughly assess our current security posture, identify gaps, and vulnerabilities in our systems. As a result, a comprehensive cybersecurity strategy will be developed to enable us to address these issues confidently. The proposed cybersecurity project aims to enhance the City's ability to protect against cyber threats by addressing the identified vulnerabilities.

STAFF RECOMMENDATION:

Staff recommends approval of a resolution by the City Council of the City of Cibolo, Texas ratifying the grant received from the Office of the Governor for the Cybersecurity Grant Planning Project and designating an authorized official.

FINANCIAL IMPACT:

A ten percent (10%) match is required in the amount of FIFTEEN THOUSAND FIVE HUNDRED AND FIFTY TWO DOLLARS ($15,552).

MOTION(S):

Make a motion to approve a resolution by the City Council of the City of Cibolo, Texas approving ratification of a grant received the Office of the Governor for the Cybersecurity Grant Planning Project and designating an authorized official.

Attachments

Grant#5199401Resolution.pdf

RESOLUTION _____

A RESOLUTION BY THE CITY COUNCIL OF THE CITY OF CIBOLO, TEXAS APPROVING SUBMISSION OF A GRANT APPLICATION TO THE OFFICE OF THE GOVERNOR FOR THE CYBERSECURITY GRANT PLANNING PROJECT AND DESIGNATING AN AUTHORIZED OFFICIAL.

WHEREAS, The Cibolo City Council finds it in the best interest of the citizens of Cibolo, that the **Cybersecurity Grant Planning Project** be operated for the FY 25; and

WHEREAS, the Cibolo City Council agrees to provide **10% applicable matching** funds for the said project as required by the Cybersecurity Grant Planning Project, FY2025 grant application; and

WHEREAS, the Cibolo City Council agrees that in the event of loss or misuse of the Office of the Governor funds, Cibolo City Council assures that the funds will be returned to the Office of the Governor in full.

WHEREAS, the Cibolo City Council designates the Executive Director of Safety and Infrastructure as the grantee's authorized official. The authorized official is given the power to apply for, accept, reject, alter or terminate the grant on behalf of the applicant agency.

NOW THEREFORE, BE IT RESOLVED that the Cibolo City Council approves submission of the grant application for the **Cybersecurity Grant Planning Project** to the Office of the Governor.

PASSED AND ADOPTED by the City Council of the City of Cibolo on the 24th day of September 2024.

APPROVED:

_____

Mark Allen, Mayor

ATTEST:

_____

Peggy Cimics, TRMC, City Secretary

Grant Number: **5199401**

City of Cibolo

City Council Regular Meeting Staff Report

B. Approval/Disapproval of a Resolution to amend the Schertz Cibolo Universal City Independent School District (SCUCISD) and City of Cibolo Interlocal Agreement for the Cibolo Police Department, School Resource Officer (SRO) Program and authorize the City Manager to sign the amendment. (Chief Andres)

Meeting	Agenda Group
Tuesday, August 26, 2025, 6:30 PM	Resolutions Item: 11B.

From
Thedrick Andres, Chief of Police

PRIOR CITY COUNCIL ACTION:

July 23, 2024, the City Council approved a resolution to amend the interlocal government agreement (ILA) between the Schertz Cibolo Universal City Independent School District and the City of Cibolo for the provision of school resource officers.

BACKGROUND:

On September 10, 2024, the Chief of Police, Thedrick Andres, provided a presentation on the School Resource Officer (SRO) Program Interlocal Agreement (ILA) Annual Policy Review.

On June 17, 2025, the Chief of Police, Thedrick Andres, provided a presentation at the City Council FY26 Budget Workshop #1 on the proposed changes to the School Resource Officer (SRO) Program Interlocal Agreement (ILA) to add School Resource Officer to the program and school campuses requirement to have one ballistic shield and one breaching tool, as required by HB 33. The amended SCUC ISD ILA provides amended language on the two SRO Sergeants' primary responsibilities: roving school campuses and being the primary contact on all safety committees and meetings. The school district added language to the ILA to ensure all SROs have received the School-Based Law Enforcement training certification. The Cibolo Police Department also amended the SCUC ISD and Cibolo SRO Program costs for FY26.

STAFF RECOMMENDATION:

The staff requests that the City Manager sign the amended Schertz Cibolo Universal City Independent School District (SCUC-ISD) Interlocal Agreement with the City of Cibolo for the Cibolo Police Department, School Resource Officer (SRO) Program.

FINANCIAL IMPACT:

N/A

MOTION(S):

I move to approve a resolution to amend the Schertz Cibolo Universal City Independent School District and the City of Cibolo Interlocal Government Agreement for the provision of school resource officers.

Attachments

Resolution to Amend SCUCISD-Cibolo SRO ILA with Exhibit A
SCUC ISD - CIBOLO SRO ILA 2025-26 Final Signed by District
SCUC ISD - CIBOLO SRO ILA 2025-26 Unsigned Agreement



RESOLUTION NO. _____

A RESOLUTION BY THE CITY COUNCIL OF THE CITY OF CIBOLO, TEXAS ("CITY"), AMENDING THE INTERLOCAL COOPERATION AGREEMENT ("ILA") BETWEEN THE CITY AND THE SCHERTZ-CIBOLO-UNIVERSAL CITY INDEPENDENT SCHOOL DISTRICT ("SCUC ISD"), APPROVED BY RESOLUTION NO. 1678 ON JULY 23, 2024, FOR THE PROVISION OF SCHOOL RESOURCE OFFICERS IN ACCORDANCE WITH TEXAS EDUCATION CODE SECTION 37.081; TO ASSIGN ONE OF TWO SUPERVISING SERGEANTS AS ROVING SUPERVISOR AND PRIMARY POINT OF COMMUNICATION BETWEEN THE CITY AND SCUC ISD, TO INCLUDE AS SRO DUTIES SECURITY REVIEWS AND HIGH SCHOOL STUDENT INSTRUCTION ON PROPER INTERACTION WITH A PEACE OFFICER, TO PROVIDE SCUC ISD WITH DOCUMENTATION OF COMPLETION OF ALL REQUIRED TRAINING BY ALL SROS, TO EQUIP EACH CAMPUS WITH A MINIMUM OF ONE BREACHING TOOL AND ONE BALLISTIC SHIELD, TO PROVIDE A COPY OF THE CITY LAW ENFORCEMENT LIABILITY COVERAGE CERTIFICATE ANNUALLY TO SCUC ISD, AND TO UPDATE ILA ATTACHMENT A CITY (POLICE DEPARTMENT) PROJECTED SRO ILA COSTS TABLE; AND AUTHORIZING THE CITY MANAGER TO EXECUTE THE AMENDED AGREEMENT; PROVIDING FOR REPEAL, PROVIDING FOR SEVERABILITY, PROVIDING FOR TEXAS OPEN MEETINGS ACT COMPLIANCE; AND PROVIDING AN EFFECTIVE DATE.

WHEREAS, Chapter 791 of the Texas Government Code, titled Interlocal Cooperation Contracts, authorizes contracts between political subdivisions for the performance of governmental functions and services; and

WHEREAS, SCUC ISD is a public school district with campuses located within the jurisdictional boundaries of the CITY, a Home-Rule Municipal Corporation, which operates a Police Department providing law enforcement services, and both, are Local Governments entitled to contract for the provision of services defined as governmental functions, such as law enforcement services; and

WHEREAS, SCUC ISD and CITY entered into an ILA, approved by Resolution No. 1678 on July 23, 2024, for the provision of School Resource Officers in accordance with Texas Education Code, Sec. 37.081; and

WHEREAS, SCUC ISD and CITY warrant that both possess adequate legal authority to amend the ILA and their respective governing bodies have authorized each signatory official to amend the ILA and bind the local governments to the terms of this amended Agreement; and

WHEREAS, the City finds that the proposed amended ILA attached hereto as Exhibit A (the "supporting documentation") has been approved as to legal form by the City Attorney of the City; and,

WHEREAS, the City Council has determined that it is in the best interest of the City to amend this ILA with the SCUC ISD, pursuant to applicable law.

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

Section 1. Recitals. The recitals contained in the preamble hereof are hereby found to be true, and such recitals are hereby made a part of this Resolution for all purposes and are adopted as part of the findings of the City Council.

Section 2. Amendment. Article 3, provision 3.1 of the ILA is amended and replaced with the following provision:

3.1. Providing NINE (9) commissioned law enforcement officers licensed by the State of Texas for service as a school resource officer (SRO) to be assigned to SCUC ISD. The total assigned at any given time is subject to vacancies. SROs will be assigned to work for full school calendar years, which generally includes one hundred eighty-seven (187) days for more than eight (8) hours per day encompassing the beginning and end time of the school per the bell schedule listed on the District Calendar. One Hundred eighty-seven (187) days shall represent the total number of days school is in session and days school is not in session but are on-campus work days for teachers. The number of SROs serving at each of the following SCUC ISD campuses ("Service Area") are shown below. SRO sergeants will make every effort to maintain consistency in personnel being assigned to a fixed service area, but daily personnel changes may be necessary to fill the campuses:

- Watts Elementary School (One SRO)
- Wiederstein Elementary School (One SRO)
- Cibolo Valley Elementary School (One SRO)
- Jordan Intermediate School (One SRO)
- Schlather Intermediate School (One SRO)
- Dobie Junior High School (One SRO)
- Byron P. Steele II High School (One SRO and one Sergeant SRO)
- One Sergeant (<u>Roving</u> ~~Administrative~~ Supervisor)

Before and after school or while school is not in session, SROs will perform their duties at all other District owned premises. Nothing in this Agreement will limit an SRO from performing necessary law enforcement officer duties as set forth herein or required by City protocols or policy on or off school district premises.

Providing two (2) supervising sergeant SROs to coordinate campus-assigned SROs. The

supervising SROs will be responsible for ensuring staffing levels are maintained in the case of the absence of a campus-assigned SRO. ~~The Tactical Supervising Sergeant SRO will be the primary point of communication, while the Administrative Supervising Sergeant SRO will be the secondary point of communication, between SCUC ISD and the CITY for matters related to SROs.~~ The supervising sergeant will be the primary point of communication between the City and the District. The Chief of Police will designate staffing for the supervising sergeants.

One of the ~~Administrative~~ supervising sergeant SROs will be assigned as the second SRO at Byron P. Steele II High School and may also serve ~~as a "Rover" officer and~~ as the primary substitute for an absent campus-assigned officer. At a time when the City is staffing 5 campuses with full time SROs, the District will add an additional SRO to Steele High School and the previously assigned sergeant will become a second "roving" supervisor to support campus SROs and substitutes.

Section 3. Amendment. Article 3, provision 3.1(b) of the ILA is amended and replaced with the following provision:

b. If for reasons beyond the CITY'S control due to staffing, such as unforeseen sick leave, injury, position vacancies, etc., the supervising sergeants will be authorized and responsible for securing a substitute officer, by scheduling appropriate off-duty officers to ensure an SRO is on each ~~designated~~ campus that is staffed with a permanent SRO. The District will be responsible for staffing campuses not assigned a permanent SRO. In the case where the District must fill a vacancy for a permanently assigned SRO, the City will reimburse the District their incurred costs through the annual reconciliation process.

Section 4. Amendment. Article 3, provision 3.6(l) of the ILA is amended and replaced with the following provision:

l. Assisting with school safety projects, scheduling and maintaining emergency drills, emergency response, security reviews and after-action reviews within SCUC ISD.

Section 5. Amendment. Article 3, provision 3.6 of the ILA is amended and the following provision 3.6(q) is added:

q. As per Community Safety Education Act, SROs will provide high school students the required instruction on proper interaction with peace officers.

Section 6. Amendment. Article 4 of the ILA is amended and the following provision 4.2 is added:

4.2 CITY agrees to provide SCUC ISD with documentation confirming the completion of all required training for each assigned School Resource Officer (SRO). This documentation shall be submitted to the District for compliance and reporting purposes.

Section 7. Amendment. Article 5, provision 5.9(b) of the ILA is amended and replaced with the following provision:

> b. SCUC ISD will provide the SROs with office space on school property, a telephone, computer, and other office equipment to perform duties under this Agreement, and as mutually agreed by the Parties. SCUC ISD will provide a secure gun safe of an agreed-upon make and model. SCUC ISD will equip each campus with a minimum of one breaching tool and one ballistic shield to support emergency response capabilities. SCUC ISD will provide the SROs with a map and personnel roster for each campus and Central Office.

Section 8. Amendment. Article 6, provision 6.5(b) of the ILA is amended and replaced with the following provision:

> b. For and with respect to the services to be provided by CITY to SCUC ISD pursuant to this Agreement, CITY hereby contracts, covenants, and agrees to obtain and maintain in full force and effect, during the term of this Agreement, a policy or policies of insurance, or risk pool coverage, in the amounts sufficient to insure CITY and its agents, officers, and employees from and against any claim, cause of action, or liability arising out of or from the action, omission, or failure to act by CITY, its agents, officers, employees, and subcontractors in the course of their duties. The City agrees to provide SCUC ISD a copy of their Law Enforcement liability coverage certificate within 60 days of the City's annual coverage renewal data.

Section 9. Amendment. ATTACHMENT "A" of the ILA, SCUC ISD – CIBOLO PROJECTED SRO ILA COSTS table is amended and replaced with the updated table attached to this Resolution as EXHIBIT A.

Section 10. Repeal. All resolutions, or parts thereof, which are in conflict or inconsistent with any provision of this Resolution are hereby repealed to the extent of such conflict, and the provisions of this Resolution will be and remain controlling as to the matters resolved herein.

Section 11. Severability. If any section, paragraph, sentence, clause, or phrase of this Resolution shall for any reason be held to be unconstitutional or invalid by a court of competent jurisdiction, such decision shall not affect the validity of the remaining portions of this Resolution.

Section 12. Open Meeting Compliance. It is officially found, determined, and declared that the meeting at which this Resolution is adopted was open to the public and public notice of the time, place, and subject matter of the public business to be considered at such meeting, including this Resolution, was given, all as required by Chapter 551, Texas Government Code, as amended.

Section 13. Effective Date. This Resolution shall be in force and effect from and after its final passage, and it is so resolved.

PASSED AND APPROVED on this _____ day of _____, 2025.

_____
Mark Allen, Mayor

ATTEST:

_____
Peggy Cimics, TRMC, City Secretary

APPROVED AS TO FORM:

_____
DENTON NAVARRO RODRIGUEZ BERNAL SANTEE & ZECH, PC, City Attorney

EXHIBIT A

AMENDED AND UPDATED TABLE

SCUC ISD – CIBOLO PROJECTED SRO ILA COSTS

Rate of pay for CITY SRO personnel and equipment assigned to the SCU ISD is based on the proportionate cost allocation methodology (shown on the next page) that allows CITY to recoup direct costs incurred because of this Agreement, and the CITY does not profit under said Agreement.

EXHIBIT A

AMENDED AND UPDATED TABLE

SCUC ISD – CIBOLO PROJECTED SRO ILA COSTS

SCUCISD/Cibolo SRO Program Shared Costs - FY25-26													
Position Status	**Filled**	**To be filled**	**Filled**	**Filled**	**Filled**	**Filled**	**Filled**	**Filled**	**To be filled**	**New position**	**Total Annual Cost**	**Total Annual Cost w/ position approval**	FY24-25 ILA
Position Rank	Police Sergeant	Police Sergeant	Police Officer	Police Officer	Police Officer	Police Officer	Police Officer	Police Officer	Police Officer	Police Officer			
Salary with COLA	$ 105,857.92	$ 105,857.92	$ 77,667.10	$ 74,457.34	$ 69,777.26	$ 70,841.99	$ 70,625.24	$ 77,648.52	$ 77,667.10	$ 77,667.10	$ 730,400.38	$ 808,067.48	
Certification Pay	$ 3,120.00	$ 3,120.00	$ 2,080.00	$ 1,040.00	$ 1,040.00	$ 1,040.00	$ 1,040.00	$ 3,120.00	$ 1,040.00	$ 1,040.00	$ 16,640.00	$ 17,680.00	13,520.00
Longevity Pay	$ 1,200.00	$ 1,200.00	$ 1,320.00	$ 240.00	$ 240.00	$ 480.00	$ 240.00	$ -	$ -	$ -	$ 4,920.00	$ 4,920.00	2,160.00
SS/Medicare	$ 9,830.21	$ 9,830.21	$ 6,201.63	$ 5,793.91	$ 5,435.88	$ 5,535.69	$ 5,500.75	$ 6,178.79	$ 6,021.09	$ 6,021.09	$ 60,328.17	$ 66,349.26	45,892.62
SUTA	$ 135.00	$ 135.00	$ 135.00	$ 135.00	$ 135.00	$ 135.00	$ 135.00	$ 135.00	$ 135.00	$ 135.00	$ 1,215.00	$ 1,350.00	156.00
Medical	$ 10,460.62	$ 10,460.62	$ 7,260.83	$ 8,996.20	$ 8,996.20	$ 7,964.01	$ -	$ 8,996.20	$ 8,996.20	$ 8,996.20	$ 72,130.87	$ 81,127.07	67,795.92
Dental	$ 332.16	$ 332.16	$ 332.16	$ 332.16	$ 332.16	$ 332.16	$ -	$ 332.16	$ 332.16	$ 332.16	$ 2,657.28	$ 2,989.44	3,515.46
Vision	$ 71.52	$ 71.52	$ 71.52	$ 71.52	$ 71.52	$ 71.52	$ -	$ 71.52	$ 71.52	$ 71.52	$ 572.16	$ 643.68	648.00
EAP	$ 16.68	$ 16.68	$ 16.68	$ 16.68	$ 16.68	$ 16.68	$ 16.68	$ 16.68	$ 16.68	$ 16.68	$ 150.12	$ 166.80	150.12
Wellness	$ 108.00	$ 108.00	$ 108.00	$ 108.00	$ 108.00	$ 108.00	$ 108.00	$ 108.00	$ 108.00	$ 108.00	$ 972.00	$ 1,080.00	756.00
Life/AD&D	$ 190.54	$ 190.54	$ 139.80	$ 134.02	$ 125.60	$ 127.52	$ 127.13	$ 139.77	$ 139.80	$ 139.80	$ 1,314.72	$ 1,454.52	1,051.62
Retirement	$ 17,810.03	$ 17,810.03	$ 11,235.90	$ 10,497.20	$ 9,848.54	$ 10,029.37	$ 9,966.07	$ 11,194.52	$ 10,908.80	$ 10,908.80	$ 109,300.45	$ 120,209.25	76,007.78
Worker's Comp	$ 1,574.78	$ 1,574.78	$ 1,574.78	$ 1,574.78	$ 1,574.78	$ 1,574.78	$ 1,574.78	$ 1,574.78	$ 1,574.78	$ 1,574.78	$ 14,173.00	$ 15,747.78	8,135.05
Overtime	$ 18,321.56	$ 18,321.56	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ 36,643.13	$ 36,643.13	23,682.45
Vehicle	$ 16,602.60	$ 24,000.00	$ 20,382.48	$ 24,000.00	$ 24,000.00	$ 24,000.00	$ 24,000.00	$ 24,000.00	$ 24,000.00	$ 24,000.00	$ 204,985.08	$ 228,985.08	159,795.24
Fuel	$ 1,555.56	$ 1,555.56	$ 1,555.56	$ 1,555.56	$ 1,555.56	$ 1,555.56	$ 1,555.56	$ 1,555.56	$ 1,555.56	$ 1,555.56	$ 14,000.04	$ 15,555.60	12,532.96
Vehicle Repairs	$ 1,000.00	$ 833.30	$ 1,000.00	$ 833.30	$ 833.30	$ 833.30	$ 833.30	$ 833.30	$ 833.30	$ 833.30	$ 7,833.10	$ 8,666.40	7,833.10
Radio Service/Axon	$ 1,050.00	$ 1,050.00	$ 1,050.00	$ 1,050.00	$ 1,050.00	$ 1,050.00	$ 1,050.00	$ 1,050.00	$ 1,050.00	$ 1,050.00	$ 9,450.00	$ 10,500.00	3,759.86
Travel & Training	$ 2,000.00	$ 1,666.60	$ 2,000.00	$ 1,666.60	$ 1,666.60	$ 1,666.60	$ 1,666.60	$ 1,666.60	$ 1,666.60	$ 1,666.60	$ 15,666.20	$ 17,332.80	15,666.20
Telephone	$ 845.00	$ 845.00	$ 845.00	$ 845.00	$ 845.00	$ 845.00	$ 845.00	$ 845.00	$ 845.00	$ 845.00	$ 7,605.00	$ 8,450.00	4,480.55
Uniforms	$ 500.00	$ 500.00	$ 500.00	$ 500.00	$ 500.00	$ 500.00	$ 500.00	$ 500.00	$ 500.00	$ 500.00	$ 4,500.00	$ 5,000.00	3,916.55
Equipment	$ 600.00	$ 600.00	$ 600.00	$ 600.00	$ 600.00	$ 600.00	$ 600.00	$ 600.00	$ 600.00	$ 600.00	$ 5,400.00	$ 6,000.00	4,699.86
IT Equipment	$ 500.00	$ 416.50	$ 500.00	$ 416.65	$ 416.65	$ 416.65	$ 416.65	$ 416.65	$ 416.65	$ 416.65	$ 3,916.40	$ 4,333.05	3,915.55
Salaries & Benefits	$ 169,029.02	$ 169,029.02	$ 108,143.39	$ 103,396.81	$ 97,701.61	$ 98,256.72	$ 89,333.63	$ 109,515.93	$ 107,011.13	$ 107,011.13	$ 1,051,417.27	$ 1,158,428.40	
Other Spending	$ 24,653.16	$ 31,466.96	$ 28,433.04	$ 31,467.11	$ 31,467.11	$ 31,467.11	$ 31,467.11	$ 31,467.11	$ 31,467.11	$ 31,467.11	$ 273,355.82	$ 304,822.93	
Annual Cost	**$ 193,682.18**	**$ 200,495.98**	**$ 136,576.43**	**$ 134,863.92**	**$ 129,168.72**	**$ 129,723.83**	**$ 120,800.74**	**$ 140,983.04**	**$ 138,478.24**	**$ 138,478.24**	**$ 1,324,773.09**	**$ 1,463,251.33**	1,044,294.72

INTERLOCAL COOPERATION AGREEMENT BETWEEN SCHERTZ-CIBOLO-UNIVERSAL CITY INDEPENDENT SCHOOL DISTRICT AND THE CITY OF CIBOLO, TEXAS

This Interlocal Cooperation Agreement ("Agreement") is made and entered into by and between Schertz-Cibolo-Universal City Independent School District ("the District" or "SCUC ISD"), a political subdivision acting through its Board of Trustees, and the City of Cibolo, Texas ("CITY"), a political subdivision of the State of Texas acting through its City Council (CITY and SCUC ISD collectively referred to herein as the "Parties") and in this regard hereto mutually agree and state as follows:

PREMISES

WHEREAS, Chapter 791 of the Texas Government Code, as amended, entitled Interlocal Cooperation Contracts, authorizes contracts between political subdivisions for the performance of governmental functions and services; and

WHEREAS, SCUC ISD is a public school district with campuses located within the jurisdictional boundaries of CITY and the City is a Home-Rule Municipal Corporation which operates a Police Department providing law enforcement services, and both, are Local Governments entitled to contract for the provision of services defined as governmental functions, such as law enforcement services; and

WHEREAS, SCUC ISD and CITY each find that contracting for and with respect to the governmental services described herein will result in increased efficiency, economy, and enhanced public safety for the constituents of both SCUC ISD and the CITY; and

WHEREAS, SCUC ISD and CITY warrant that both possess adequate legal authority to enter into this Interlocal Agreement and their respective governing bodies have authorized each signatory official to enter into this Agreement and bind the local governments to the terms of this Agreement; and

WHEREAS, the City finds that the proposed ILA attached hereto as Exhibit A (the "supporting documentation") has been approved as to legal form by the City Attorney of the City; and,

WHEREAS, the City Council has determined that it is in the best interest of the City to enter into this ILA with the SCUC ISD, pursuant to applicable law.

NOW THEREFORE, in consideration of the mutual covenants and agreements of the Parties, it is agreed as follows:

Article 1
LEGAL AUTHORITY AND PURPOSE

1.1 The legal authority for CITY and the SCUC ISD to enter into this agreement is the Texas Interlocal Cooperation Act, Chapter 791 of the Texas Government Code and Chapter 37 of the Texas Education Code. The purpose, terms, rights and duties of the parties as stated below are established to the greatest extent allowed by, or limited by, applicable law.

1.2 The purpose of this Agreement is "to increase the efficiency and effectiveness of local governments by cooperative contracting, to the greatest possible extent, with one another to establish mutually agreed terms, rights, duties and guidelines to ensure that CITY and SCUC ISD have a shared understanding of the role and responsibility of each in

maintaining safe schools, improving the learning environment and supporting educational opportunities for all students, consistent with Texas Education Code section 37.081.

1.3 The mission of the School Resource Officer ("SRO") program is to place a community law enforcement officer(s) on each physical SCUC ISD campus to build working relationships with schools, students, parents, staff and visitors; to address on-site security; to maintain safe schools; to serve as a positive role-model for students; and to provide a direct link with the CITY.

Article 2
SRO PROGRAM STRUCTURE

2.1 Under this framework, the SROs are first and foremost law enforcement officers and employees of the CITY and are not employees of the District. The SROs will be responsible for carrying out all duties and responsibilities of a law enforcement officer and will always remain under the control, through the chain of command, of the CITY. School officials will ensure that non-criminal student disciplinary matters remain the responsibility of school staff and not the SROs. Enforcement of the Student Code of Conduct is the responsibility of teachers and administrators. The SROs will refrain from being involved in the enforcement of disciplinary rules that do not constitute violations of law, except to support staff in maintaining a safe school environment.

2.2 Although the SROs have been placed in a formal educational environment, the SROs retain official duties of law enforcement officers. The SROs will intervene when it is necessary to prevent any criminal act or maintain a safe school environment. Citations will be issued, and arrests made when appropriate and in accordance with Texas law and CITY policy. The SROs or others within their Chain of Command will have the final decision on whether criminal charges will be filed. The CITY reserves the right to temporarily remove SROs if additional officers are needed during a critical incident, natural disaster, or for immediate service of public safety.

2.3 The SROs are not formal counselors or educators and will not act as such. However, with the agreement of CITY, the SROs may be used as a law enforcement resource to assist students, faculty, staff, and all persons involved with the school. The SROs can be utilized to help instruct students and staff on a variety of subjects, ranging from alcohol and drug education to formalized academic classes. The SROs may use these opportunities to build rapport between the students, families and staff.

2.4 The SROs will confer with the principal or other appropriate administrator, as needed, to develop plans and strategies to prevent and/or minimize dangerous situations and criminal activity on or near the campus or involving students at school-related activities.

2.5 SROs will be hired pursuant to CITY hiring policies, will be fully qualified as police officers in the State of Texas and will primarily be directed by the Chief of Police and other officers of the police force of the CITY to patrol and provide a police presence on such properties and campuses owned or leased by SCUC ISD as set forth herein.

Article 3
SERVICES TO BE PROVIDED

The CITY will be responsible for the following:

3.1. Providing NINE (9) commissioned law enforcement officers licensed by the State of Texas for service as a school resource officer (SRO) to be assigned to SCUC ISD. The total assigned at any given time is subject to vacancies. SROs will be assigned to work for full school calendar years, which generally includes one hundred eighty-seven (187) days for more than eight (8) hours per day encompassing the beginning and end time of the school per the bell schedule listed on the District Calendar. One Hundred eighty-seven (187) days shall represent the total number of days school is in session and days school is not in session but are on-campus workdays for teachers. The number of SROs serving at each of the following SCUC ISD campuses ("Service Area") are shown below. SRO sergeants will make every effort to maintain consistency in personnel being assigned to a fixed service area, but daily personnel changes may be necessary to fill the campuses:

- Watts Elementary School (One SRO)
- Wiederstein Elementary School (One SRO)
- Cibolo Valley Elementary School (One SRO)
- Jordan Intermediate School (One SRO)
- Schlather Intermediate School (One SRO)
- Dobie Junior High School (One SRO)
- Byron P. Steele II High School (One SRO and one Sergeant SRO)
- One Sergeant (Roving Supervisor)

Before and after school or while school is not in session, SROs will perform their duties at all other District owned premises. Nothing in this Agreement will limit an SRO from performing necessary law enforcement officer duties as set forth herein or required by City protocols or policy on or off school district premises.

Providing two (2) supervising sergeant SROs to coordinate campus-assigned SROs. The supervising SROs will be responsible for ensuring staffing levels are maintained in the case of the absence of a campus-assigned SRO. The supervising sergeant will be the primary point of communication between the City and the District. The Chief of Police will designate staffing for the supervising sergeants.

One of the supervising sergeant SROs will be assigned as the second SRO at Byron P. Steele II High School and may also serve as the primary substitute for an absent campus-assigned officer. At a time when the City is staffing 5 campuses with full time SROs, the District will add an additional SRO to Steele High School and the previously assigned sergeant will become a second "roving" supervisor to support campus SROs and substitutes.

a. The Chief of Police may designate an SRO selected by the Chief of Police to serve on the SCUC ISD Safety and Security Committee.

b. If for reasons beyond the CITY'S control due to staffing, such as unforeseen sick leave, injury, position vacancies, etc., the supervising sergeants will be authorized and responsible for securing a substitute officer, by scheduling appropriate off-duty officers to ensure an SRO is on each campus that is staffed with a permanent SRO. The District will

be responsible for staffing campuses not assigned a permanent SRO. In the case where the District must fill a vacancy for a permanently assigned SRO, the City will reimburse the District their incurred costs through the annual reconciliation process.

3.2. The Parties acknowledge the importance of having the same SROs present in SCUC ISD to promote continuity and familiarity with SCUC ISD and its students, families and staff. To that end, the Parties agree that every effort should be made to designate the same SROs to provide security at the same campus, subject to absences and training, whenever possible.

3.3. The SROs will follow the policies and procedures of SCUC ISD to the extent those policies do not conflict with the policies and procedures of the CITY or other applicable law.

3.4. The SROs will coordinate and cooperate with the SCUC ISD Superintendent and other SCUC ISD administrative staff in carrying out their duties as SROs. The CITY retains final authority over the SROs' law enforcement responsibilities. The SROs may, however, take the school's requests into consideration, as the officer deems appropriate.

3.5. The governing bodies of SCUC ISD and CITY at least annually (in May) will evaluate this Agreement including the number of SROs to be provided and may modify the agreement, including the number of SROs by mutual agreement.

3.6. SROs DUTIES: The ultimate goal of the SRO is to maintain a peaceful environment that allows the learning process to continue uninterrupted. The duties performed by the SROs include, but are not limited to, the following:

a. Establish a bond and act as liaison between the CITY and school administrators and students to reduce or eliminate the opportunity for crime, project a positive image of the CITY and improve the quality of life within the school and community.

b. Patrolling areas within or in the vicinity of the geographical boundaries of SCUC ISD to protect all students, families, personnel and visitors.

c. Being a visible presence during the school day to assist the SCUC ISD administration with general public safety services during school hours.

d. Helping SCUC ISD administrators maintain the peace and/or address a breach of the peace as needed.

e. Engaging in all law enforcement activities arising from the enforcement of criminal laws or SCUC ISD policies and rules, including, but not limited to, intervening in and investigating alleged crimes or violations of SCUC ISD rules, issuing citations, transporting arrested persons, completing follow-up activities, filing of affidavits and complaints and participating in legal proceedings resulting from the law enforcement services provided in accordance with this Agreement.

f. Responding to calls for services during the regular school day or when serving in support of an official SCUC ISD extracurricular or after-school activity.

g. Assisting in providing security as needed for after-hour activities and events taking place at SCUC ISD facilities.

h. Accompanying outside service providers during random canine searches conducted on SCUC ISD property.

i. Preventing property loss due to theft or vandalism.

j. Providing traffic control as needed.

k. Assisting SCUC ISD with its Emergency Operation Plan.

l. Assisting with school safety projects, scheduling and maintaining emergency drills, emergency response, security reviews and after-action reviews within SCUC ISD.

m. Providing training for staff as requested by the SCUC ISD Superintendent.

n. Serving as a resource for law enforcement education at the request of the SCUC ISD Superintendent, such as speaking to classes on the law, search and seizure, drugs or motor vehicle laws.

o. Maintaining the confidentiality of student records as required by the Family Educational Rights and Privacy Act. The SROs will not disclose to the CITY any education records of a student which the SROs obtain by virtue of the SROs' position with the school unless such information is obtained by the SROs in the course and scope of performing their duties in accordance with this Agreement. The SROs will not provide student education records to other law enforcement agencies or other agencies or parties informally for external investigations or any other reasons.

p. Preparing reports and documentation related to events occurring within the geographic boundaries of SCUC ISD, to the extent such information is required by law or SCUC ISD policy or CITY procedures.

q. As per Community Safety Education Act, SROs will provide high school students the required instruction on proper interaction with peace officers.

3.7 When the SROs take a person into custody while performing their duties on behalf of SCUC ISD under this Agreement, SCUC ISD will receive notification of the incident from the CITY within the timeframe required by law and of the disposition of the individual to the extent allowed by law. In addition, to the extent permitted by applicable law, SROs will report to SCUC ISD all information obtained during the investigation of any reported incident involving a student for the purposes of determining appropriate disciplinary actions and modifications of education programs because of the incident.

3.8 REPORTING DUTIES: SCUC ISD and CITY will maintain records of every campus-based incident resulting in police involvement.

3.9 If it is necessary to question or interview a student at school for any purpose other than a child abuse investigation, the SROs will contact the campus principal of the student's campus. As provided by SCUC ISD Board Policy GRA (Local), the principal will:

a. Verify and record the identity of the officer or other authority and request an explanation of the need to interview the student at school.

b. Make reasonable efforts to notify the student's parents or other person having lawful control of the student. If the SRO/designee raises what the principal considers to be a valid objection to the notification, the parent will not be notified.

c. The principal or a designee, ordinarily will be present during the questioning or

interview. If the interviewer presents what the principal considers to be a valid objection to a third party's presence, the interview will be conducted without that person's presence.

3.10 If a student at school is arrested or taken into custody by an SRO, the principal will immediately notify the Superintendent and notify the parent or other person having lawful control of the student. If the SRO raises what the principal considers to be a valid objection to notifying the parent at that time, the principal will not notify the parent.

3.11 The District and CITY agree that canine contraband services may be conducted by a third party, approved in advance by both Parties. The third-party Canine Handler will coordinate with campus administration and the SRO to plan dates for the canine searches. The procedures for the searches will be determined by the third-party canine search provider, with input from the SCUC ISD and the SRO. The CITY will manage the contract(s) with all third-party Canine Handlers.

The SCUC ISD will be responsible for the following:

3.12 SCUC ISD will appoint a point of contact who will be responsible for the security audit of each campus and who will consult with SROs assigned under this Agreement for input and review of each campus.

3.13 SCUC ISD will maintain a Multi-Hazard Emergency Operations Plan in accordance with Chapter 37 of the Texas Education Code. SCUC ISD agrees to conduct drills and exercises required by the statute, jointly with the CITY and other identified stakeholders.

3.14 SCUC ISD will appoint School Attendance officers in accordance with Chapter 25 of the Texas Education Code who will maintain records, investigate offenses, make notifications, and file the appropriate violations in the court having jurisdiction over matters of attendance. The School Attendance officers may solicit the assistance of peace officers assigned under this Agreement to detain or escort a student in violation of Chapter 25 of the Texas Education Code.

3.15 SCUC ISD will reimburse the City as provided for in this Agreement.

Article 4
GENERAL DUTIES AND RESPONSIBILITIES

4.1 CITY agrees to perform any obligations required to maintain the SROs as commissioned law enforcement officers with full Texas peace officer status; including but not limited to, providing the SROs with all continuing training necessary to maintain their TCOLE certification and required active shooter response training, in accordance with Chapter 37 of the Texas Education Code.

4.2 CITY agrees to provide SCUC ISD with documentation confirming the completion of all required training for each assigned School Resource Officer (SRO). This documentation shall be submitted to the District for compliance and reporting purposes.

4.3 The SROs assigned to SCUC ISD will be subject to the approval of the SCUC ISD Superintendent and CITY. SCUC ISD understands that CITY may rotate or change any officer assigned to serve as an SRO; provided, however, that in the event of SRO

misconduct, insubordination, or other documented issue(s), the Superintendent may refuse any particular officer assigned as an SRO and require assignment of a different officer. The Parties agree that every effort should be made to schedule and/or designate vacation days, compensatory time, and other days off at times when school is not in session or at other times when the absence of SROs will not otherwise cause unnecessary risks.

4.4 Any properly licensed officer providing SRO services under this Agreement will be vested with all powers, privileges, and immunities of a peace officer within all territory contained in the boundaries of SCUC ISD and while on any property under the control and jurisdiction of SCUC ISD or otherwise in the performance of his/her duties under the guidelines of SCUC ISD policies and regulations.

4.5 CITY authorizes the assigned SROs to always carry a weapon and act as a peace officer, in his/her official capacity. Likewise, SCUC ISD specifically authorizes each SRO to carry a weapon in performing services at all schools and property within SCUC ISD. When not on duty as SROs, an officers' right to carry a firearm will be governed by provisions and rules set forth by the CITY and any applicable law or policy.

4.6 As CITY employees, any disciplinary action taken against the SROs will be by the CITY, in accordance with the policy and procedure set forth in the employee handbook of CITY and any applicable Police Department Policies and Procedures.

4.7 SCUC ISD will report all required student misconduct to the CITY in accordance with Texas Education Code § 37.015. CITY will make all reports regarding students as required by Texas Code of Criminal Procedure Art. 15.27.

4.8 SROs are designated as "school officials" under SCUC ISD Policy FL (Local) for purposes of access to student records to enable the SROs to perform the duties set out in this Agreement and pursuant to the Family Educational Rights and Privacy Act (FERPA), 20 U.S.C. §1232g.

4.9 The Parties will each monitor, review and provide oversight and supervision of the services as they are provided and each agree to notify the other as soon as reasonably possible in the event the level or quality of any scheduling, operating, service or performance issue becomes unsatisfactory.

4.10 The Parties agree that they will use their best reasonable efforts to coordinate media relations pertaining to law enforcement incidents and investigations occurring pursuant to this Agreement prior to the release of information whenever possible. Information will only be released by a Party in accordance with established law and its existing policies and procedures or as otherwise agreed to by the Parties.

4.11 Nothing in this Agreement prevents SCUC ISD from continuing its practice of hiring off-duty police officers to provide security at sporting events, after-hour activities, or other events. This Agreement will not govern off-duty peace officers hired for these purposes.

Article 5
FINANCIAL RESPONSIBILITIES & EQUIPMENT

5.1 SROs are employees of CITY and not SCUC ISD. CITY will provide the SROs with all wages, salaries, or other compensation, and benefits of similarly situated and classified employees of the CITY. CITY will also be directly responsible for the payment of all payroll taxes, bond costs, retirement contributions, overtime, social security taxes, if any, and all other payroll expenses.

5.2 SCUC ISD will be responsible to the CITY for any actual overtime related expenses incurred by the City in carrying out its obligations contained in this Agreement.

5.3 CITY will invoice SCUC ISD quarterly, in accordance with the rates and amounts set forth in **Attachment A**, for the services rendered within thirty (30) days of the completion of the quarter. SCUC ISD will pay CITY at the rates and amounts set forth in **Attachment A** for the actual time spent by any substitute SRO as if they were the standard assigned SRO.

5.4 SCUC ISD will reimburse CITY the amount invoiced for the services rendered within thirty (30) days of the date that the invoice is received by SCUC ISD. The CITY invoice will include the direct costs as shown in **Attachment A**. These direct costs will include (subject to FY2025 increases) those shown on **Attachment A**, the SCUC ISD's allocation of dispatching services obtained by the CITY from the City of Schertz pursuant to an interlocal cooperation contract between City and the City of Schertz based on the actual number of Calls For Service ("CFS") attributed to the SRO Program out of the total number of CFS attributed to the CITY by the City of Schertz, any overtime related costs incurred by the CITY, that is not otherwise paid to employees servicing the District designated as covered by CITY's compensatory time accrual policy to be implemented for officers assigned for less than a 12 month positions and any eligible training expenses which are incurred consistent with this agreement.

5.5 At all times during this Agreement, the proportionate cost allocation methodology utilized to determine amounts due to the CITY for the provision of services outlined herein will be based on actual direct costs incurred by the CITY to supply these services to SCUC ISD. At no time may the CITY receive a profit under the terms of this Agreement.

5.6 The Parties acknowledge that the cost to CITY of providing the services described herein may change over time. Hence, the Parties agree that CITY may change the compensation rates by providing written Notice of Rate Change to SCUC ISD at least sixty (60) days prior to the effective date of the rate change. This Notice of Rate Change shall include an itemization of costs that conforms to the required allocation methodology contained within Texas Education Code 37.081. If SCUC ISD does not agree to continue to receive services at the rates stated in the Notice of Rate Change, SCUC ISD and the City will make a good faith effort to arrive at a mutually-agreed-upon rate change prior to the effective date of the rate change. If the parties cannot arrive at a mutually-agreed-upon rate change, SCUC ISD may unilaterally terminate this Agreement upon thirty (30) days written notice. If SCUC ISD does not terminate this Agreement, SCUC ISD will be deemed to have accepted the rate change and will pay the rates stated in the Notice of Rate Change for any services provided by the CITY pursuant to this Agreement on or after the effective date of the rate change.

5.7 CITY will provide services of one sergeant and one full-time SRO during the summer months, as reflected as the 12-month assignments on **Attachment A**.

5.8 SCUC ISD will only reimburse the CITY for SRO police training that is a cost incurred by the CITY on a "per officer" basis, and then only for those SRO officers assigned to service under this Agreement. Any group training cost, training equipment, weapons, ammunition or other training expenses incurred by the CITY are not subject to reimbursement by this Agreement. To be eligible for reimbursement pursuant to this Agreement, the District must be provided with adequate written notice, at least thirty (30) days prior to the date the training is to take place of any training expense to be reimbursed. Any such reimbursement requests will be included in the quarterly invoice.

5.9 The Parties agree to provide the following equipment and materials to the SROs:

a. At its own cost, CITY will furnish the SROs with all equipment routinely assigned to law enforcement personnel who serve the CITY. CITY will maintain and service all equipment used by the SROs in providing services to SCUC ISD. Equipment includes, but is not limited to, uniforms, computers and computer equipment, firearms, radios, and all other devices used by CITY law enforcement personnel in the performance of their duties. CITY will also provide a fully equipped patrol car to each SRO. Attachment A will reflect the prorated portion of the charge for equipment.

b. SCUC ISD will provide the SROs with office space on school property, a telephone, computer, and other office equipment to perform duties under this Agreement, and as mutually agreed by the Parties. SCUC ISD will provide a secure gun safe of an agreed-upon make and model. SCUC ISD will equip each campus with a minimum of one breaching tool and one ballistic shield to support emergency response capabilities. SCUC ISD will provide the SROs with a map and personnel roster for each campus and Central Office.

c. CITY will provide the SROs with access to its facilities as needed to conduct law enforcement business regarding the securing of evidence in crimes and interviewing individuals in connection with a criminal investigation into crimes conducted on school property or in conjunction with a school event or activity.

Article 6
RELATIONSHIP BETWEEN THE PARTIES

6.1 Notwithstanding any provision to the contrary herein, this Agreement is a contract for and with respect to the performance of governmental functions by governmental entities. The relationship of SCUC ISD and CITY will, with respect to that part of any service or function undertaken because of or pursuant to this Agreement, be that of independent contractors.

6.2 Nothing contained herein will be deemed or construed by the Parties, or by any third party, as creating the relationship of principal and agent, partners, joint venture, or any other similar such relationship.

6.3 Officers employed by CITY and assigned by CITY to serve as SROs at SCUC ISD are and will remain employed by the CITY.

6.4 CITY will have no liability whatsoever for or with respect to SCUC ISD's use of any SCUC ISD property or facility, or the actions of, or failure to act by, any employees, subcontractors, agents or assigns of SCUC ISD. SCUC ISD covenants and agrees that:

a. SCUC ISD will be solely responsible, as between SCUC ISD and CITY and the

agents, officers and employees of CITY, for and with respect to any claim or cause of action arising out of or with respect to any act, omission, or failure to act by SCUC ISD or its agents, officers, employees, and subcontractors, while on SCUC ISD property or while using any SCUC ISD facility or performing any function or providing or delivering any service undertaken by SCUC ISD pursuant to this Agreement.

b. For and with respect to the services to be provided by CITY to SCUC ISD pursuant to this Agreement, SCUC ISD hereby contracts, covenants, and agrees to obtain and maintain in full force and effect, during the term of this Agreement, a policy or policies of insurance, or risk pool coverage, reasonably expected to insure SCUC ISD and its agents, officers, and employees from any and against any claim, cause of action or liability arising out of or from the action, omission, or failure to act by SCUC ISD, its agents, officers, employees, and subcontractors in the course of their duties.

6.5 SCUC ISD will have no liability whatsoever for or with respect to CITY's use of any CITY property or facility, or the actions of, or failure to act by, any employees, subcontractors, agents, or assigns of CITY. CITY covenants and agrees that:

a. CITY will be solely responsible, as between SCUC ISD and the agents, officers, and employees of the SCUC ISD, for and with respect to any claim or cause of action arising out of or with respect to any act, omission, or failure to act by CITY or its agents, officers, employees, and subcontractors, while on CITY property or while using the any of CITY's facilities or performing any function or providing or delivering any service undertaken by the CITY pursuant to this Agreement.

b. For and with respect to the services to be provided by CITY to SCUC ISD pursuant to this Agreement, CITY hereby contracts, covenants, and agrees to obtain and maintain in full force and effect, during the term of this Agreement, a policy or policies of insurance, or risk pool coverage, in the amounts sufficient to insure CITY and its agents, officers, and employees from and against any claim, cause of action, or liability arising out of or from the action, omission, or failure to act by CITY, its agents, officers, employees, and subcontractors in the course of their duties. The City agrees to provide SCUC ISD a copy of their Law Enforcement liability coverage certificate within 60 days of the City's annual coverage renewal data.

6.6 It is specifically agreed that, as between the Parties, each party to this Agreement will be individually and respectively responsible for responding to, dealing with, insuring against, defending, and otherwise handling and managing liability and potential liability pursuant to this Agreement. Each Party hereto reserves and does not waive any defense available to it at law or in equity as to any claim or cause of action whatsoever that may arise or result from the services provided and/or any circumstances arising under this Agreement. This Agreement will not be interpreted nor construed to give to any third party the right to any claim or cause of action, and neither CITY nor SCUC ISD will be held legally liable for any claim or cause of action arising pursuant to, or out of the services provided under, this Agreement except as specifically provided herein or by law.

6.7 Each party hereto reserves and does not waive any immunity or defense available to it at law or in equity as to any claim or cause of action whatsoever that may arise or result from the services provided and/or any circumstance arising under the Agreement. Neither SCUC ISD nor CITY waive, modify, or alter to any extent whatsoever the availability of the

defense of governmental immunity under the laws of the State of Texas on behalf of itself, its trustees, council members, officers, employees, and agents.

6.8 No term or provision of this Agreement will benefit or obligate any person or entity not a party to it. This Agreement will not be interpreted nor construed to give to any third party the right to any claim or cause of action, and neither CITY nor SCUC ISD will be held legally liable for any claim or cause of action arising pursuant to, or out of the services provided under, this Agreement except as specifically provided herein or by law. The Parties hereto will cooperate fully in opposing any attempt by any third person or entity to claim any benefit, protection, release, or other consideration under this Agreement.

6.9 Nothing in this Agreement will be deemed to extend, increase or limit the jurisdiction or authority of the CITY or SCUC ISD except as necessary to implement, perform and obtain the services and duties provided for in this Agreement. Save and except only as specifically provided in this Agreement, all governmental functions and services traditionally provided by SCUC ISD, and all governmental and proprietary functions and services traditionally provided by CITY, will be and remain the sole responsibility of each such party.

Article 7
TERM

7.1 The initial term of this Agreement will be from September 1, 2025, upon ratification by approval of both parties and will continue through August 31, 2026, unless terminated earlier, in writing, by either party. Designated representatives of each Party shall meet in the month of March of each subsequent year to confer upon modifications necessary to this agreement and its Attachment A. This Agreement will automatically annually renew on September 1 of each year for an additional period of twelve (12) months, unless either Party notifies the other of a proposed modification ninety (90) days prior to the renewal date.

7.2 This Agreement may be terminated at any time by either Party, without cause, by giving the other party a minimum of ninety (90) days written notice of its intention to terminate, such notice to be delivered by hand or U.S. Certified Mail to the other party.

ARTICLE 8
NOTIFICATIONS

8.1 All correspondence and communications regarding this Agreement will be directed to:

CITY OF CIBOLO, TEXAS

Attn: City Manager
200 S. Main Street
Cibolo, Texas 78154

SCHERTZ-CIBOLO-UNIVERSAL CITY INDEPENDENT SCHOOL DISTRICT
Attn: Superintendent of Schools
1060 Elbel Road
Schertz, Texas 78154

8.2 Notices provided pursuant to this Agreement must be in writing and hand-delivered or sent by certified mail, return receipt requested.

ARTICLE 9
MISCELLANEOUS PROVISIONS

9.1 This Agreement inures to the benefit of and obligates only the Parties executing it. No term or provision of this Agreement will benefit or obligate any person or entity not a Party to it. The Parties hereto will cooperate fully in opposing any attempt by any third

person or entity to claim any benefit, protection, release, or other consideration under this Agreement.

9.2 If any provision of this Agreement will be deemed void or invalid, such provision will be severed from the remainder of this Agreement, which will remain in force and effect.

9.3 This Agreement must be authorized by the governing body of each party to the contract.

9.4 Any party paying for the performance of governmental functions or services will make those payments from current revenues available to the paying party.

9.5 SCUC ISD and CITY agree that the contractual payment is in an amount that fairly compensates the performing party for the services or functions performed under the contract and determined by a proportionate cost allocation methodology as required by law.

IN WITNESS WHEREOF, the parties hereto have executed this Interlocal Cooperation Agreement as of the 28th day of July 2025.

CITY OF CIBOLO, TEXAS

By: _____
Wayne Reed, City Manager

SCHERTZ-CIBOLO-UNIVERSAL CITY INDEPENDENT SCHOOL DISTRICT

By: _____
Paige Meloni, Superintendent

INTERLOCAL COOPERATION AGREEMENT BETWEEN SCHERTZ-CIBOLO-UNIVERSAL CITY INDEPENDENT SCHOOL DISTRICT AND THE CITY OF CIBOLO, TEXAS

ATTACHMENT "A" – 6-23-2025

Rate of pay for CITY SRO personnel and equipment assigned to the SCU ISD is based on the following proportionate cost allocation methodology that allows CITY to recoup direct costs incurred because of this Agreement, and the CITY does not profit under said Agreement:

SCUCISD/Cibolo SRO Program Shared Costs - FY25-26

Position Status	Filled	To be filled	Filled	Filled	Filled	Filled	Filled	Filled	To be filled	New position	Total Annual Cost	Total Annual Cost w/ position approval	FY24-25 ILA
Position Rank	Police Sergeant	Police Sergeant	Police Officer	Police Officer	Police Officer	Police Officer	Police Officer	Police Officer	Police Officer	Police Officer			
Salary with COLA	$ 105,857.92	$ 105,857.92	$ 77,667.10	$ 74,457.34	$ 69,777.26	$ 70,841.99	$ 70,625.24	$ 77,648.52	$ 77,667.10	$ 77,667.10	$ 730,400.38	$ 808,067.48	
Certification Pay	$ 3,120.00	$ 3,120.00	$ 2,080.00	$ 1,040.00	$ 1,040.00	$ 1,040.00	$ 1,040.00	$ 5,120.00	$ 1,040.00	$ 1,040.00	$ 16,640.00	$ 17,680.00	13,520.00
Longevity Pay	$ 1,200.00	$ 1,200.00	$ 1,320.00	$ 240.00	$ 240.00	$ 480.00	$ 240.00	$ -	$ -	$ -	$ 4,920.00	$ 4,920.00	2,160.00
SS/Medicare	$ 9,830.21	$ 9,830.21	$ 6,201.65	$ 5,783.91	$ 5,435.88	$ 5,535.69	$ 5,500.75	$ 6,178.79	$ 6,031.09	$ 6,031.09	$ 60,328.17	$ 68,349.16	45,891.62
SUTA	$ 135.00	$ 135.00	$ 135.00	$ 135.00	$ 135.00	$ 135.00	$ 135.00	$ 135.00	$ 135.00	$ 135.00	$ 1,215.00	$ 1,350.00	156.00
Medical	$ 10,460.62	$ 10,460.62	$ 7,260.83	$ 8,996.20	$ 8,996.20	$ 7,964.01	$ -	$ 8,996.20	$ 8,996.20	$ 8,996.20	$ 72,130.87	$ 81,127.07	67,795.92
Dental	$ 332.16	$ 332.16	$ 332.16	$ 332.16	$ 332.16	$ 332.16	$ -	$ 332.16	$ 332.16	$ 332.16	$ 2,657.28	$ 2,989.44	3,515.46
Vision	$ 71.52	$ 71.52	$ 71.52	$ 71.52	$ 71.52	$ 71.52	$ -	$ 71.52	$ 71.52	$ 71.52	$ 572.16	$ 643.68	648.00
EAP	$ 16.68	$ 16.68	$ 16.68	$ 16.68	$ 16.68	$ 16.68	$ 16.68	$ 16.68	$ 16.68	$ 16.68	$ 150.12	$ 166.80	150.12
Wellness	$ 108.00	$ 108.00	$ 108.00	$ 108.00	$ 108.00	$ 108.00	$ 108.00	$ 108.00	$ 108.00	$ 108.00	$ 972.00	$ 1,080.00	756.00
Life/AD&D	$ 190.54	$ 190.54	$ 139.80	$ 134.02	$ 125.60	$ 127.52	$ 127.13	$ 139.77	$ 139.80	$ 139.80	$ 1,314.72	$ 1,454.52	1,051.62
Retirement	$ 17,810.03	$ 17,810.03	$ 11,235.90	$ 10,497.20	$ 9,848.54	$ 10,029.37	$ 9,966.07	$ 11,284.52	$ 10,908.80	$ 10,908.80	$ 109,300.45	$ 120,209.25	76,007.78
Worker's Comp	$ 1,574.78	$ 1,574.78	$ 1,574.78	$ 1,574.78	$ 1,574.78	$ 1,574.78	$ 1,574.78	$ 1,574.78	$ 1,574.78	$ 1,574.78	$ 14,173.00	$ 15,747.78	8,135.05
Overtime	$ 18,321.56	$ 18,321.56	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ 36,643.13	$ 36,643.13	23,682.45
Vehicle	$ 16,602.60	$ 24,000.00	$ 20,382.48	$ 24,000.00	$ 24,000.00	$ 24,000.00	$ 24,000.00	$ 24,000.00	$ 24,000.00	$ 24,000.00	$ 204,985.08	$ 228,985.08	159,785.24
Fuel	$ 1,555.56	$ 1,555.56	$ 1,555.56	$ 1,555.56	$ 1,555.56	$ 1,555.56	$ 1,555.56	$ 1,555.56	$ 1,555.56	$ 1,555.56	$ 14,000.04	$ 15,555.60	12,532.96
Vehicle Repairs	$ 1,000.00	$ 833.30	$ 1,000.00	$ 833.30	$ 833.30	$ 833.30	$ 833.30	$ 833.30	$ 833.30	$ 833.30	$ 7,833.10	$ 8,666.40	7,833.10
Radio Service/Aann	$ 1,050.00	$ 1,050.00	$ 1,050.00	$ 1,050.00	$ 1,050.00	$ 1,050.00	$ 1,050.00	$ 1,050.00	$ 1,050.00	$ 1,050.00	$ 9,450.00	$ 10,500.00	3,759.86
Travel & Training	$ 2,000.00	$ 1,666.60	$ 2,000.00	$ 1,666.60	$ 1,666.60	$ 1,666.60	$ 1,666.60	$ 1,666.60	$ 1,666.60	$ 1,666.60	$ 15,666.20	$ 17,332.80	15,666.20
Telephone	$ 845.00	$ 845.00	$ 845.00	$ 845.00	$ 845.00	$ 845.00	$ 845.00	$ 845.00	$ 845.00	$ 845.00	$ 7,605.00	$ 8,450.00	4,480.55
Uniforms	$ 500.00	$ 500.00	$ 500.00	$ 500.00	$ 500.00	$ 500.00	$ 500.00	$ 500.00	$ 500.00	$ 500.00	$ 4,500.00	$ 5,000.00	3,916.55
Equipment	$ 600.00	$ 600.00	$ 600.00	$ 600.00	$ 600.00	$ 600.00	$ 600.00	$ 600.00	$ 600.00	$ 600.00	$ 5,400.00	$ 6,000.00	4,699.86
IT Equipment	$ 500.00	$ 416.50	$ 500.00	$ 416.65	$ 416.65	$ 416.65	$ 416.65	$ 416.65	$ 416.65	$ 416.65	$ 3,916.40	$ 4,333.05	3,915.55
Salaries & Benefits	$ 169,029.02	$ 169,029.02	$ 108,143.38	$ 103,596.81	$ 97,701.61	$ 98,256.72	$ 89,535.63	$ 109,515.93	$ 107,011.13	$ 107,011.13	$ 1,051,317.27	$ 1,158,428.40	
Other Spending	$ 24,653.16	$ 31,466.96	$ 28,433.04	$ 31,467.11	$ 31,467.11	$ 31,467.11	$ 31,467.11	$ 31,467.11	$ 31,467.11	$ 31,467.13	$ 273,355.82	$ 304,822.93	
Annual Cost	$ 193,682.18	$ 200,495.98	$ 136,576.43	$ 134,863.92	$ 129,168.72	$ 129,723.83	$ 120,800.74	$ 140,983.04	$ 138,478.24	$ 138,478.24	$ 1,324,773.09	$ 1,463,251.33	1,044,294.72

INTERLOCAL COOPERATION AGREEMENT BETWEEN SCHERTZ-CIBOLO-UNIVERSAL CITY INDEPENDENT SCHOOL DISTRICT AND THE CITY OF CIBOLO, TEXAS

This Interlocal Cooperation Agreement ("Agreement") is made and entered into by and between Schertz-Cibolo-Universal City Independent School District ("the District" or "SCUC ISD"), a political subdivision acting through its Board of Trustees, and the City of Cibolo, Texas ("CITY"), a political subdivision of the State of Texas acting through its City Council (CITY and SCUC ISD collectively referred to herein as the "Parties") and in this regard hereto mutually agree and state as follows:

PREMISES

WHEREAS, Chapter 791 of the Texas Government Code, as amended, entitled Interlocal Cooperation Contracts, authorizes contracts between political subdivisions for the performance of governmental functions and services; and

WHEREAS, SCUC ISD is a public school district with campuses located within the jurisdictional boundaries of CITY and the City is a Home-Rule Municipal Corporation which operates a Police Department providing law enforcement services, and both, are Local Governments entitled to contract for the provision of services defined as governmental functions, such as law enforcement services; and

WHEREAS, SCUC ISD and CITY each find that contracting for and with respect to the governmental services described herein will result in increased efficiency, economy, and enhanced public safety for the constituents of both SCUC ISD and the CITY; and

WHEREAS, SCUC ISD and CITY warrant that both possess adequate legal authority to enter into this Interlocal Agreement and their respective governing bodies have authorized each signatory official to enter into this Agreement and bind the local governments to the terms of this Agreement; and

WHEREAS, the City finds that the proposed ILA attached hereto as Exhibit A (the "supporting documentation") has been approved as to legal form by the City Attorney of the City; and,

WHEREAS, the City Council has determined that it is in the best interest of the City to enter into this ILA with the SCUC ISD, pursuant to applicable law.

NOW THEREFORE, in consideration of the mutual covenants and agreements of the Parties, it is agreed as follows:

Article 1
LEGAL AUTHORITY AND PURPOSE

1.1 The legal authority for CITY and the SCUC ISD to enter into this agreement is the Texas Interlocal Cooperation Act, Chapter 791 of the Texas Government Code and Chapter 37 of the Texas Education Code. The purpose, terms, rights and duties of the parties as stated below are established to the greatest extent allowed by, or limited by, applicable law.

1.2 The purpose of this Agreement is "to increase the efficiency and effectiveness of local governments by cooperative contracting, to the greatest possible extent, with one another to establish mutually agreed terms, rights, duties and guidelines to ensure that CITY and SCUC ISD have a shared understanding of the role and responsibility of each in

maintaining safe schools, improving the learning environment and supporting educational opportunities for all students, consistent with Texas Education Code section 37.081.

1.3 The mission of the School Resource Officer ("SRO") program is to place a community law enforcement officer(s) on each physical SCUC ISD campus to build working relationships with schools, students, parents, staff and visitors; to address on-site security; to maintain safe schools; to serve as a positive role-model for students; and to provide a direct link with the CITY.

Article 2
SRO PROGRAM STRUCTURE

2.1 Under this framework, the SROs are first and foremost law enforcement officers and employees of the CITY and are not employees of the District. The SROs will be responsible for carrying out all duties and responsibilities of a law enforcement officer and will always remain under the control, through the chain of command, of the CITY. School officials will ensure that non-criminal student disciplinary matters remain the responsibility of school staff and not the SROs. Enforcement of the Student Code of Conduct is the responsibility of teachers and administrators. The SROs will refrain from being involved in the enforcement of disciplinary rules that do not constitute violations of law, except to support staff in maintaining a safe school environment.

2.2 Although the SROs have been placed in a formal educational environment, the SROs retain official duties of law enforcement officers. The SROs will intervene when it is necessary to prevent any criminal act or maintain a safe school environment. Citations will be issued, and arrests made when appropriate and in accordance with Texas law and CITY policy. The SROs or others within their Chain of Command will have the final decision on whether criminal charges will be filed. The CITY reserves the right to temporarily remove SROs if additional officers are needed during a critical incident, natural disaster, or for immediate service of public safety.

2.3 The SROs are not formal counselors or educators and will not act as such. However, with the agreement of CITY, the SROs may be used as a law enforcement resource to assist students, faculty, staff, and all persons involved with the school. The SROs can be utilized to help instruct students and staff on a variety of subjects, ranging from alcohol and drug education to formalized academic classes. The SROs may use these opportunities to build rapport between the students, families and staff.

2.4 The SROs will confer with the principal or other appropriate administrator, as needed, to develop plans and strategies to prevent and/or minimize dangerous situations and criminal activity on or near the campus or involving students at school-related activities.

2.5 SROs will be hired pursuant to CITY hiring policies, will be fully qualified as police officers in the State of Texas and will primarily be directed by the Chief of Police and other officers of the police force of the CITY to patrol and provide a police presence on such properties and campuses owned or leased by SCUC ISD as set forth herein.

Article 3
SERVICES TO BE PROVIDED

The CITY will be responsible for the following:

3.1. Providing NINE (9) commissioned law enforcement officers licensed by the State of Texas for service as a school resource officer (SRO) to be assigned to SCUC ISD. The total assigned at any given time is subject to vacancies. SROs will be assigned to work for full school calendar years, which generally includes one hundred eighty-seven (187) days for more than eight (8) hours per day encompassing the beginning and end time of the school per the bell schedule listed on the District Calendar. One Hundred eighty-seven (187) days shall represent the total number of days school is in session and days school is not in session but are on-campus work days for teachers. The number of SROs serving at each of the following SCUC ISD campuses ("Service Area") are shown below. SRO sergeants will make every effort to maintain consistency in personnel being assigned to a fixed service area, but daily personnel changes may be necessary to fill the campuses:

- Watts Elementary School (One SRO)
- Wiederstein Elementary School (One SRO)
- Cibolo Valley Elementary School (One SRO)
- Jordan Intermediate School (One SRO)
- Schlather Intermediate School (One SRO)
- Dobie Junior High School (One SRO)
- Byron P. Steele II High School (One SRO and one Sergeant SRO)
- One Sergeant (Roving ~~Administrative~~ Supervisor)

Before and after school or while school is not in session, SROs will perform their duties at all other District owned premises. Nothing in this Agreement will limit an SRO from performing necessary law enforcement officer duties as set forth herein or required by City protocols or policy on or off school district premises.

Providing two (2) supervising sergeant SROs to coordinate campus-assigned SROs. The supervising SROs will be responsible for ensuring staffing levels are maintained in the case of the absence of a campus-assigned SRO. ~~The Tactical Supervising Sergeant SRO will be the primary point of communication, while the Administrative Supervising Sergeant SRO will be the secondary point of communication, between SCUC ISD and the CITY for matters related to SROs.~~ The supervising sergeant will be the primary point of communication between the City and the District. The Chief of Police will designate staffing for the supervising sergeants.

One of the ~~Administrative~~ supervising sergeant SROs will be assigned as the second SRO at Byron P. Steele II High School and may also serve ~~as a "Rover" officer and~~ as the primary substitute for an absent campus-assigned officer. At a time when the City is staffing 5 campuses with full time SROs, the District will add an additional SRO to Steele High School and the previously assigned sergeant will become a second "roving" supervisor to support campus SROs and substitutes.

a. The Chief of Police may designate an SRO selected by the Chief of Police to serve on the SCUC ISD Safety and Security Committee.

b. If for reasons beyond the CITY'S control due to staffing, such as unforeseen sick

leave, injury, position vacancies, etc., the supervising sergeants will be authorized and responsible for securing a substitute officer, by scheduling appropriate off-duty officers to ensure an SRO is on each ~~designated~~ campus that is staffed with a permanent SRO. The District will be responsible for staffing campuses not assigned a permanent SRO. In the case where the District must fill a vacancy for a permanently assigned SRO, the City will reimburse the District their incurred costs through the annual reconciliation process.

3.2. The Parties acknowledge the importance of having the same SROs present in SCUC ISD to promote continuity and familiarity with SCUC ISD and its students, families and staff. To that end, the Parties agree that every effort should be made to designate the same SROs to provide security at the same campus, subject to absences and training, whenever possible.

3.3. The SROs will follow the policies and procedures of SCUC ISD to the extent those policies do not conflict with the policies and procedures of the CITY or other applicable law.

3.4. The SROs will coordinate and cooperate with the SCUC ISD Superintendent and other SCUC ISD administrative staff in carrying out their duties as SROs. The CITY retains final authority over the SROs' law enforcement responsibilities. The SROs may, however, take the school's requests into consideration, as the officer deems appropriate.

3.5. The governing bodies of SCUC ISD and CITY at least annually (in May) will evaluate this Agreement including the number of SROs to be provided and may modify the agreement, including the number of SROs by mutual agreement.

3.6. SROs DUTIES: The ultimate goal of the SRO is to maintain a peaceful environment that allows the learning process to continue uninterrupted. The duties performed by the SROs include, but are not limited to, the following:

a. Establish a bond and act as liaison between the CITY and school administrators and students to reduce or eliminate the opportunity for crime, project a positive image of the CITY and improve the quality of life within the school and community.

b. Patrolling areas within or in the vicinity of the geographical boundaries of SCUC ISD to protect all students, families, personnel and visitors.

c. Being a visible presence during the school day to assist the SCUC ISD administration with general public safety services during school hours.

d. Helping SCUC ISD administrators maintain the peace and/or address a breach of the peace as needed.

e. Engaging in all law enforcement activities arising from the enforcement of criminal laws or SCUC ISD policies and rules, including, but not limited to, intervening in and investigating alleged crimes or violations of SCUC ISD rules, issuing citations, transporting arrested persons, completing follow-up activities, filing of affidavits and complaints and participating in legal proceedings resulting from the law enforcement services provided in accordance with this Agreement.

f. Responding to calls for services during the regular school day or when serving in support of an official SCUC ISD extracurricular or after-school activity.

g. Assisting in providing security as needed for after-hour activities and events taking place at SCUC ISD facilities.

h. Accompanying outside service providers during random canine searches conducted on SCUC ISD property.

i. Preventing property loss due to theft or vandalism.

j. Providing traffic control as needed.

k. Assisting SCUC ISD with its Emergency Operation Plan.

l. Assisting with school safety projects, scheduling and maintaining emergency drills, emergency response, security reviews and after-action reviews within SCUC ISD.

m. Providing training for staff as requested by the SCUC ISD Superintendent.

n. Serving as a resource for law enforcement education at the request of the SCUC ISD Superintendent, such as speaking to classes on the law, search and seizure, drugs or motor vehicle laws.

o. Maintaining the confidentiality of student records as required by the Family Educational Rights and Privacy Act. The SROs will not disclose to the CITY any education records of a student which the SROs obtain by virtue of the SROs' position with the school unless such information is obtained by the SROs in the course and scope of performing their duties in accordance with this Agreement. The SROs will not provide student education records to other law enforcement agencies or other agencies or parties informally for external investigations or any other reasons.

p. Preparing reports and documentation related to events occurring within the geographic boundaries of SCUC ISD, to the extent such information is required by law or SCUC ISD policy or CITY procedures.

q. As per Community Safety Education Act, SROs will provide high school students the required instruction on proper interaction with peace officers.

3.7 When the SROs take a person into custody while performing their duties on behalf of SCUC ISD under this Agreement, SCUC ISD will receive notification of the incident from the CITY within the timeframe required by law and of the disposition of the individual to the extent allowed by law. In addition, to the extent permitted by applicable law, SROs will report to SCUC ISD all information obtained during the investigation of any reported incident involving a student for the purposes of determining appropriate disciplinary actions and modifications of education programs because of the incident.

3.8 REPORTING DUTIES: SCUC ISD and CITY will maintain records of every campus-based incident resulting in police involvement.

3.9 If it is necessary to question or interview a student at school for any purpose other than a child abuse investigation, the SROs will contact the campus principal of the student's campus. As provided by SCUC ISD Board Policy GRA (Local), the principal will:

a. Verify and record the identity of the officer or other authority and request an explanation of the need to interview the student at school.

b. Make reasonable efforts to notify the student's parents or other person having

lawful control of the student. If the SRO/designee raises what the principal considers to be a valid objection to the notification, the parent will not be notified.

c. The principal or a designee, ordinarily will be present during the questioning or interview. If the interviewer presents what the principal considers to be a valid objection to a third party's presence, the interview will be conducted without that person's presence.

3.10 If a student at school is arrested or taken into custody by an SRO, the principal will immediately notify the Superintendent and notify the parent or other person having lawful control of the student. If the SRO raises what the principal considers to be a valid objection to notifying the parent at that time, the principal will not notify the parent.

3.11 The District and CITY agree that canine contraband services may be conducted by a third party, approved in advance by both Parties. The third-party Canine Handler will coordinate with campus administration and the SRO to plan dates for the canine searches. The procedures for the searches will be determined by the third-party canine search provider, with input from the SCUC ISD and the SRO. The CITY will manage the contract(s) with all third-party Canine Handlers.

The SCUC ISD will be responsible for the following:

3.12 SCUC ISD will appoint a point of contact who will be responsible for the security audit of each campus and who will consult with SROs assigned under this Agreement for input and review of each campus.

3.13 SCUC ISD will maintain a Multi-Hazard Emergency Operations Plan in accordance with Chapter 37 of the Texas Education Code. SCUC ISD agrees to conduct drills and exercises required by the statute, jointly with the CITY and other identified stakeholders.

3.14 SCUC ISD will appoint School Attendance officers in accordance with Chapter 25 of the Texas Education Code who will maintain records, investigate offenses, make notifications, and file the appropriate violations in the court having jurisdiction over matters of attendance. The School Attendance officers may solicit the assistance of peace officers assigned under this Agreement to detain or escort a student in violation of Chapter 25 of the Texas Education Code.

3.15 SCUC ISD will reimburse the City as provided for in this Agreement.

Article 4
GENERAL DUTIES AND RESPONSIBILITIES

4.1 CITY agrees to perform any obligations required to maintain the SROs as commissioned law enforcement officers with full Texas peace officer status; including but not limited to, providing the SROs with all continuing training necessary to maintain their TCOLE certification and required active shooter response training, in accordance with Chapter 37 of the Texas Education Code.

4.2 CITY agrees to provide SCUC ISD with documentation confirming the completion of all required training for each assigned School Resource Officer (SRO). This documentation shall be submitted to the District for compliance and reporting purposes.

4.3 The SROs assigned to SCUC ISD will be subject to the approval of the SCUC ISD Superintendent and CITY. SCUC ISD understands that CITY may rotate or change any officer assigned to serve as an SRO; provided, however, that in the event of SRO misconduct, insubordination, or other documented issue(s), the Superintendent may refuse any particular officer assigned as an SRO and require assignment of a different officer. The Parties agree that every effort should be made to schedule and/or designate vacation days, compensatory time, and other days off at times when school is not in session or at other times when the absence of SROs will not otherwise cause unnecessary risks.

4.4 Any properly licensed officer providing SRO services under this Agreement will be vested with all powers, privileges, and immunities of a peace officer within all territory contained in the boundaries of SCUC ISD and while on any property under the control and jurisdiction of SCUC ISD or otherwise in the performance of his/her duties under the guidelines of SCUC ISD policies and regulations.

4.5 CITY authorizes the assigned SROs to always carry a weapon and act as a peace officer, in his/her official capacity. Likewise, SCUC ISD specifically authorizes each SRO to carry a weapon in performing services at all schools and property within SCUC ISD. When not on duty as SROs, an officers' right to carry a firearm will be governed by provisions and rules set forth by the CITY and any applicable law or policy.

4.6 As CITY employees, any disciplinary action taken against the SROs will be by the CITY, in accordance with the policy and procedure set forth in the employee handbook of CITY and any applicable Police Department Policies and Procedures.

4.7 SCUC ISD will report all required student misconduct to the CITY in accordance with Texas Education Code § 37.015. CITY will make all reports regarding students as required by Texas Code of Criminal Procedure Art. 15.27.

4.8 SROs are designated as "school officials" under SCUC ISD Policy FL (Local) for purposes of access to student records to enable the SROs to perform the duties set out in this Agreement and pursuant to the Family Educational Rights and Privacy Act (FERPA), 20 U.S.C. §1232g.

4.9 The Parties will each monitor, review and provide oversight and supervision of the services as they are provided and each agree to notify the other as soon as reasonably possible in the event the level or quality of any scheduling, operating, service or performance issue becomes unsatisfactory.

4.10 The Parties agree that they will use their best reasonable efforts to coordinate media relations pertaining to law enforcement incidents and investigations occurring pursuant to this Agreement prior to the release of information whenever possible. Information will only be released by a Party in accordance with established law and its existing policies and procedures or as otherwise agreed to by the Parties.

4.11 Nothing in this Agreement prevents SCUC ISD from continuing its practice of hiring off-duty police officers to provide security at sporting events, after-hour activities, or other events. This Agreement will not govern off-duty peace officers hired for these purposes.

Article 5
FINANCIAL RESPONSIBILITIES & EQUIPMENT

5.1 SROs are employees of CITY and not SCUC ISD. CITY will provide the SROs with all wages, salaries, or other compensation, and benefits of similarly situated and classified employees of the CITY. CITY will also be directly responsible for the payment of all payroll taxes, bond costs, retirement contributions, overtime, social security taxes, if any, and all other payroll expenses.

5.2 SCUC ISD will be responsible to the CITY for any actual overtime related expenses incurred by the City in carrying out its obligations contained in this Agreement.

5.3 CITY will invoice SCUC ISD quarterly, in accordance with the rates and amounts set forth in **Attachment A**, for the services rendered within thirty (30) days of the completion of the quarter. SCUC ISD will pay CITY at the rates and amounts set forth in **Attachment A** for the actual time spent by any substitute SRO as if they were the standard assigned SRO.

5.4 SCUC ISD will reimburse CITY the amount invoiced for the services rendered within thirty (30) days of the date that the invoice is received by SCUC ISD. The CITY invoice will include the direct costs as shown in **Attachment A**. These direct costs will include (subject to FY2025 increases) those shown on **Attachment A**, the SCUC ISD's allocation of dispatching services obtained by the CITY from the City of Schertz pursuant to an interlocal cooperation contract between City and the City of Schertz based on the actual number of Calls For Service ("CFS") attributed to the SRO Program out of the total number of CFS attributed to the CITY by the City of Schertz, any overtime related costs incurred by the CITY, that is not otherwise paid to employees servicing the District designated as covered by CITY's compensatory time accrual policy to be implemented for officers assigned for less than a 12 month positions and any eligible training expenses which are incurred consistent with this agreement.

5.5 At all times during this Agreement, the proportionate cost allocation methodology utilized to determine amounts due to the CITY for the provision of services outlined herein will be based on actual direct costs incurred by the CITY to supply these services to SCUC ISD. At no time may the CITY receive a profit under the terms of this Agreement.

5.6 The Parties acknowledge that the cost to CITY of providing the services described herein may change over time. Hence, the Parties agree that CITY may change the compensation rates by providing written Notice of Rate Change to SCUC ISD at least sixty (60) days prior to the effective date of the rate change. This Notice of Rate Change shall include an itemization of costs that conforms to the required allocation methodology contained within Texas Education Code 37.081**.** If SCUC ISD does not agree to continue to receive services at the rates stated in the Notice of Rate Change, SCUC ISD and the City will make a good faith effort to arrive at a mutually-agreed-upon rate change prior to the effective date of the rate change. If the parties cannot arrive at a mutually-agreed-upon rate change, SCUC ISD may unilaterally terminate this Agreement upon thirty (30) days written notice. If SCUC ISD does not terminate this Agreement, SCUC ISD will be deemed to have accepted the rate change and will pay the rates stated in the Notice of Rate Change for any services provided by the CITY pursuant to this Agreement on or after the effective date of the rate change.

5.7 CITY will provide services of one sergeant and one full-time SRO during the summer months, as reflected as the 12-month assignments on **Attachment A**.

5.8 SCUC ISD will only reimburse the CITY for SRO police training that is a cost incurred by the CITY on a "per officer" basis, and then only for those SRO officers assigned to service under this Agreement. Any group training cost, training equipment, weapons, ammunition or other training expenses incurred by the CITY are not subject to reimbursement by this Agreement. To be eligible for reimbursement pursuant to this Agreement, the District must be provided with adequate written notice, at least thirty (30) days prior to the date the training is to take place of any training expense to be reimbursed. Any such reimbursement requests will be included in the quarterly invoice.

5.9 The Parties agree to provide the following equipment and materials to the SROs:

a. At its own cost, CITY will furnish the SROs with all equipment routinely assigned to law enforcement personnel who serve the CITY. CITY will maintain and service all equipment used by the SROs in providing services to SCUC ISD. Equipment includes, but is not limited to, uniforms, computers and computer equipment, firearms, radios, and all other devices used by CITY law enforcement personnel in the performance of their duties. CITY will also provide a fully equipped patrol car to each SRO. Attachment A will reflect the prorated portion of the charge for equipment.

b. SCUC ISD will provide the SROs with office space on school property, a telephone, computer, and other office equipment to perform duties under this Agreement, and as mutually agreed by the Parties. SCUC ISD will provide a secure gun safe of an agreed-upon make and model. SCUC ISD will equip each campus with a minimum of one breaching tool and one ballistic shield to support emergency response capabilities. SCUC ISD will provide the SROs with a map and personnel roster for each campus and Central Office.

c. CITY will provide the SROs with access to its facilities as needed to conduct law enforcement business regarding the securing of evidence in crimes and interviewing individuals in connection with a criminal investigation into crimes conducted on school property or in conjunction with a school event or activity.

Article 6
RELATIONSHIP BETWEEN THE PARTIES

6.1 Notwithstanding any provision to the contrary herein, this Agreement is a contract for and with respect to the performance of governmental functions by governmental entities. The relationship of SCUC ISD and CITY will, with respect to that part of any service or function undertaken because of or pursuant to this Agreement, be that of independent contractors.

6.2 Nothing contained herein will be deemed or construed by the Parties, or by any third party, as creating the relationship of principal and agent, partners, joint venture, or any other similar such relationship.

6.3 Officers employed by CITY and assigned by CITY to serve as SROs at SCUC ISD are and will remain employed by the CITY.

6.4 CITY will have no liability whatsoever for or with respect to SCUC ISD's use of any SCUC ISD property or facility, or the actions of, or failure to act by, any employees, subcontractors, agents or assigns of SCUC ISD. SCUC ISD covenants and agrees that:

a. SCUC ISD will be solely responsible, as between SCUC ISD and CITY and the

agents, officers and employees of CITY, for and with respect to any claim or cause of action arising out of or with respect to any act, omission, or failure to act by SCUC ISD or its agents, officers, employees, and subcontractors, while on SCUC ISD property or while using any SCUC ISD facility or performing any function or providing or delivering any service undertaken by SCUC ISD pursuant to this Agreement.

b. For and with respect to the services to be provided by CITY to SCUC ISD pursuant to this Agreement, SCUC ISD hereby contracts, covenants, and agrees to obtain and maintain in full force and effect, during the term of this Agreement, a policy or policies of insurance, or risk pool coverage, reasonably expected to insure SCUC ISD and its agents, officers, and employees from any and against any claim, cause of action or liability arising out of or from the action, omission, or failure to act by SCUC ISD, its agents, officers, employees, and subcontractors in the course of their duties.

6.5 SCUC ISD will have no liability whatsoever for or with respect to CITY's use of any CITY property or facility, or the actions of, or failure to act by, any employees, subcontractors, agents, or assigns of CITY. CITY covenants and agrees that:

a. CITY will be solely responsible, as between SCUC ISD and the agents, officers, and employees of the SCUC ISD, for and with respect to any claim or cause of action arising out of or with respect to any act, omission, or failure to act by CITY or its agents, officers, employees, and subcontractors, while on CITY property or while using the any of CITY's facilities or performing any function or providing or delivering any service undertaken by the CITY pursuant to this Agreement.

b. For and with respect to the services to be provided by CITY to SCUC ISD pursuant to this Agreement, CITY hereby contracts, covenants, and agrees to obtain and maintain in full force and effect, during the term of this Agreement, a policy or policies of insurance, or risk pool coverage, in the amounts sufficient to insure CITY and its agents, officers, and employees from and against any claim, cause of action, or liability arising out of or from the action, omission, or failure to act by CITY, its agents, officers, employees, and subcontractors in the course of their duties. The City agrees to provide SCUC ISD a copy of their Law Enforcement liability coverage certificate within 60 days of the City's annual coverage renewal data.

6.6 It is specifically agreed that, as between the Parties, each party to this Agreement will be individually and respectively responsible for responding to, dealing with, insuring against, defending, and otherwise handling and managing liability and potential liability pursuant to this Agreement. Each Party hereto reserves and does not waive any defense available to it at law or in equity as to any claim or cause of action whatsoever that may arise or result from the services provided and/or any circumstances arising under this Agreement. This Agreement will not be interpreted nor construed to give to any third party the right to any claim or cause of action, and neither CITY nor SCUC ISD will be held legally liable for any claim or cause of action arising pursuant to, or out of the services provided under, this Agreement except as specifically provided herein or by law.

6.7 Each party hereto reserves and does not waive any immunity or defense available to it at law or in equity as to any claim or cause of action whatsoever that may arise or result from the services provided and/or any circumstance arising under the Agreement. Neither SCUC ISD nor CITY waive, modify, or alter to any extent whatsoever the availability of the

defense of governmental immunity under the laws of the State of Texas on behalf of itself, its trustees, council members, officers, employees, and agents.

6.8 No term or provision of this Agreement will benefit or obligate any person or entity not a party to it. This Agreement will not be interpreted nor construed to give to any third party the right to any claim or cause of action, and neither CITY nor SCUC ISD will be held legally liable for any claim or cause of action arising pursuant to, or out of the services provided under, this Agreement except as specifically provided herein or by law. The Parties hereto will cooperate fully in opposing any attempt by any third person or entity to claim any benefit, protection, release, or other consideration under this Agreement.

6.9 Nothing in this Agreement will be deemed to extend, increase or limit the jurisdiction or authority of the CITY or SCUC ISD except as necessary to implement, perform and obtain the services and duties provided for in this Agreement. Save and except only as specifically provided in this Agreement, all governmental functions and services traditionally provided by SCUC ISD, and all governmental and proprietary functions and services traditionally provided by CITY, will be and remain the sole responsibility of each such party.

Article 7
TERM

7.1 The initial term of this Agreement will be from September 1, 2025, upon ratification by approval of both parties and will continue through August 31, 2026, unless terminated earlier, in writing, by either party. Designated representatives of each Party shall meet in the month of March of each subsequent year to confer upon modifications necessary to this agreement and its Attachment A. This Agreement will automatically annually renew on September 1 of each year for an additional period of twelve (12) months, unless either Party notifies the other of a proposed modification ninety (90) days prior to the renewal date.

7.2 This Agreement may be terminated at any time by either Party, without cause, by giving the other party a minimum of ninety (90) days written notice of its intention to terminate, such notice to be delivered by hand or U.S. Certified Mail to the other party.

ARTICLE 8
NOTIFICATIONS

8.1 All correspondence and communications regarding this Agreement will be directed to:

CITY OF CIBOLO, TEXAS

Attn: City Manager
200 S. Main Street
Cibolo, Texas 78154

SCHERTZ-CIBOLO-UNIVERSAL CITY INDEPENDENT SCHOOL DISTRICT
Attn: Superintendent of Schools
1060 Elbel Road
Schertz, Texas 78154

8.2 Notices provided pursuant to this Agreement must be in writing and hand-delivered or sent by certified mail, return receipt requested.

ARTICLE 9
MISCELLANEOUS PROVISIONS

9.1 This Agreement inures to the benefit of and obligates only the Parties executing it. No term or provision of this Agreement will benefit or obligate any person or entity not a Party to it. The Parties hereto will cooperate fully in opposing any attempt by any third

person or entity to claim any benefit, protection, release, or other consideration under this Agreement.

9.2 If any provision of this Agreement will be deemed void or invalid, such provision will be severed from the remainder of this Agreement, which will remain in force and effect.

9.3 This Agreement must be authorized by the governing body of each party to the contract.

9.4 Any party paying for the performance of governmental functions or services will make those payments from current revenues available to the paying party.

9.5 SCUC ISD and CITY agree that the contractual payment is in an amount that fairly compensates the performing party for the services or functions performed under the contract and determined by a proportionate cost allocation methodology as required by law.

IN WITNESS WHEREOF, the parties hereto have executed this Interlocal Cooperation Agreement as of the _____ day of _____ 2025.

CITY OF CIBOLO, TEXAS

By: _____
Wayne Reed, City Manager

SCHERTZ-CIBOLO-UNIVERSAL CITY INDEPENDENT SCHOOL DISTRICT

By: _____
Paige Meloni, Superintendent

INTERLOCAL COOPERATION AGREEMENT BETWEEN SCHERTZ-CIBOLO-UNIVERSAL CITY INDEPENDENT SCHOOL DISTRICT AND THE CITY OF CIBOLO, TEXAS

ATTACHMENT "A" – 6-23-2025

Rate of pay for CITY SRO personnel and equipment assigned to the SCU ISD is based on the following proportionate cost allocation methodology that allows CITY to recoup direct costs incurred because of this Agreement, and the CITY does not profit under said Agreement:

SCUCISD/Cibolo SRO Program Shared Costs - FY25-26													
Position Status	**Filled**	**To be filled**	**Filled**	**Filled**	**Filled**	**Filled**	**Filled**	**Filled**	**To be filled**	**New position**	**Total Annual Cost**	**Total Annual Cost w/ position approval**	FY24-25 ILA
Position Rank	Police Sergeant	Police Sergeant	Police Officer	Police Officer	Police Officer	Police Officer	Police Officer	Police Officer	Police Officer	Police Officer			
Salary with COLA	$ 105,857.92	$ 105,857.92	$ 77,667.10	$ 74,457.34	$ 69,777.26	$ 70,841.99	$ 70,625.24	$ 77,648.52	$ 77,667.10	$ 77,667.10	$ 730,400.38	$ 808,067.48	
Certification Pay	$ 3,120.00	$ 3,120.00	$ 2,080.00	$ 1,040.00	$ 1,040.00	$ 1,040.00	$ 1,040.00	$ 3,120.00	$ 1,040.00	$ 1,040.00	$ 16,640.00	$ 17,680.00	13,520.00
Longevity Pay	$ 1,200.00	$ 1,200.00	$ 1,320.00	$ 240.00	$ 240.00	$ 480.00	$ 240.00	$ -	$ -	$ -	$ 4,920.00	$ 4,920.00	2,160.00
SS/Medicare	$ 9,830.21	$ 9,830.21	$ 6,201.63	$ 5,793.91	$ 5,435.88	$ 5,535.69	$ 5,500.75	$ 6,178.79	$ 6,021.09	$ 6,021.09	$ 60,328.17	$ 66,349.26	45,892.62
SUTA	$ 135.00	$ 135.00	$ 135.00	$ 135.00	$ 135.00	$ 135.00	$ 135.00	$ 135.00	$ 135.00	$ 135.00	$ 1,215.00	$ 1,350.00	156.00
Medical	$ 10,460.62	$ 10,460.62	$ 7,260.83	$ 8,996.20	$ 8,996.20	$ 7,964.01	$ -	$ 8,996.20	$ 8,996.20	$ 8,996.20	$ 72,130.87	$ 81,127.07	67,795.92
Dental	$ 332.16	$ 332.16	$ 332.16	$ 332.16	$ 332.16	$ 332.16	$ -	$ 332.16	$ 332.16	$ 332.16	$ 2,657.28	$ 2,989.44	3,515.46
Vision	$ 71.52	$ 71.52	$ 71.52	$ 71.52	$ 71.52	$ 71.52	$ -	$ 71.52	$ 71.52	$ 71.52	$ 572.16	$ 643.68	648.00
EAP	$ 16.68	$ 16.68	$ 16.68	$ 16.68	$ 16.68	$ 16.68	$ 16.68	$ 16.68	$ 16.68	$ 16.68	$ 150.12	$ 166.80	150.12
Wellness	$ 108.00	$ 108.00	$ 108.00	$ 108.00	$ 108.00	$ 108.00	$ 108.00	$ 108.00	$ 108.00	$ 108.00	$ 972.00	$ 1,080.00	756.00
Life/AD&D	$ 190.54	$ 190.54	$ 139.80	$ 134.02	$ 125.60	$ 127.52	$ 127.13	$ 139.77	$ 139.80	$ 139.80	$ 1,314.72	$ 1,454.52	1,051.62
Retirement	$ 17,810.03	$ 17,810.03	$ 11,235.90	$ 10,497.20	$ 9,848.54	$ 10,029.37	$ 9,966.07	$ 11,194.52	$ 10,908.80	$ 10,908.80	$ 109,300.45	$ 120,209.25	76,007.78
Worker's Comp	$ 1,574.78	$ 1,574.78	$ 1,574.78	$ 1,574.78	$ 1,574.78	$ 1,574.78	$ 1,574.78	$ 1,574.78	$ 1,574.78	$ 1,574.78	$ 14,173.00	$ 15,747.78	8,135.05
Overtime	$ 18,321.56	$ 18,321.56	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ 36,643.13	$ 36,643.13	23,682.45
Vehicle	$ 16,602.60	$ 24,000.00	$ 20,382.48	$ 24,000.00	$ 24,000.00	$ 24,000.00	$ 24,000.00	$ 24,000.00	$ 24,000.00	$ 24,000.00	$ 204,985.08	$ 228,985.08	159,795.24
Fuel	$ 1,555.56	$ 1,555.56	$ 1,555.56	$ 1,555.56	$ 1,555.56	$ 1,555.56	$ 1,555.56	$ 1,555.56	$ 1,555.56	$ 1,555.56	$ 14,000.04	$ 15,555.60	12,532.96
Vehicle Repairs	$ 1,000.00	$ 833.30	$ 1,000.00	$ 833.30	$ 833.30	$ 833.30	$ 833.30	$ 833.30	$ 833.30	$ 833.30	$ 7,833.10	$ 8,666.40	7,833.10
Radio Service/Axon	$ 1,050.00	$ 1,050.00	$ 1,050.00	$ 1,050.00	$ 1,050.00	$ 1,050.00	$ 1,050.00	$ 1,050.00	$ 1,050.00	$ 1,050.00	$ 9,450.00	$ 10,500.00	3,759.86
Travel & Training	$ 2,000.00	$ 1,666.60	$ 2,000.00	$ 1,666.60	$ 1,666.60	$ 1,666.60	$ 1,666.60	$ 1,666.60	$ 1,666.60	$ 1,666.60	$ 15,666.20	$ 17,332.80	15,666.20
Telephone	$ 845.00	$ 845.00	$ 845.00	$ 845.00	$ 845.00	$ 845.00	$ 845.00	$ 845.00	$ 845.00	$ 845.00	$ 7,605.00	$ 8,450.00	4,480.55
Uniforms	$ 500.00	$ 500.00	$ 500.00	$ 500.00	$ 500.00	$ 500.00	$ 500.00	$ 500.00	$ 500.00	$ 500.00	$ 4,500.00	$ 5,000.00	3,916.55
Equipment	$ 600.00	$ 600.00	$ 600.00	$ 600.00	$ 600.00	$ 600.00	$ 600.00	$ 600.00	$ 600.00	$ 600.00	$ 5,400.00	$ 6,000.00	4,699.86
IT Equipment	$ 500.00	$ 416.50	$ 500.00	$ 416.65	$ 416.65	$ 416.65	$ 416.65	$ 416.65	$ 416.65	$ 416.65	$ 3,916.40	$ 4,333.05	3,915.55
Salaries & Benefits	$ 169,029.02	$ 169,029.02	$ 108,143.39	$ 103,396.81	$ 97,701.61	$ 98,256.72	$ 89,333.63	$ 109,515.93	$ 107,011.13	$ 107,011.13	$ 1,051,417.27	$ 1,158,428.40	
Other Spending	$ 24,653.16	$ 31,466.96	$ 28,433.04	$ 31,467.11	$ 31,467.11	$ 31,467.11	$ 31,467.11	$ 31,467.11	$ 31,467.11	$ 31,467.11	$ 273,355.82	$ 304,822.93	
Annual Cost	**$ 193,682.18**	**$ 200,495.98**	**$ 136,576.43**	**$ 134,863.92**	**$ 129,168.72**	**$ 129,723.83**	**$ 120,800.74**	**$ 140,983.04**	**$ 138,478.24**	**$ 138,478.24**	**$ 1,324,773.09**	**$ 1,463,251.33**	1,044,294.72

City of Cibolo

City Council Regular Meeting Staff Report

C. Approval/Disapproval of a Resolution approving an amended fund balance policy. (Ms. Miranda)

Meeting	Agenda Group
Tuesday, August 26, 2025, 6:30 PM	Resolutions Item: 11C.

From
Anna Miranda, Finance Director

PRIOR CITY COUNCIL ACTION:

In 2011, City Council adopted a Fund Balance Policy to implement GASB 54 requirements and established a 40% fund balance reserve requirement.

On August 25, 2015, City Council amended the Fund Balance Policy reserve requirement from 40% to 35%.

On September 13, 2022, City Council amended the Fund Balance Policy reserve requirement from 35% to 28%.

On July 8, 2025, City Council was presented with alternatives and a risk analysis to consider an amendment to the reserve requirement for fiscal year 2026. City Council provided direction on July 8th to amend the requirement from 28% to 25%.

BACKGROUND:

“Reserves” is a budget and policy term that describes the resources available outside of the budget for use if the resources appropriated inside of the budget are insufficient. This offers protection against unplanned, unavoidable costs or losses.

“Fund balance” is an accounting term that, generally speaking, describes the difference between assets and liabilities, reflecting the financial resources available for future expenditures.

There is an overlap between “fund balance” and “reserves,” but the most important difference is that fund balance covers a broader range of resources. For example, fund balance could include prepaid inventories or receivables for delinquent taxes, neither of which is available for current spending.

The appropriate level of reserves should take into account each government's unique circumstances. Our unique circumstances were considered in a risk analysis (GFOA template) and mitigation approaches were considered. The analysis determined that an appropriate range for reserves would be between 17% (GFOA's minimum) and 25% of revenue/expenditures.

City Council recommended to move forward with a fund balance reserve of no lower than 25%.

STAFF RECOMMENDATION:

Staff recommends approval of the Resolution which amends the fund balance reserve requirement from 28% to 25%.

FINANCIAL IMPACT:

Reducing the fund balance reserve requirement provides available resources for one-time costs.

MOTION(S):

I move to approve / (disapprove) the Fund Balance Policy as amended.

Attachments

Resolution with Revised Fund Balance Policy to 25%.pdf
GF_Reserve_Calculation_Worksheet.pdf

"City of Choice"

RESOLUTION NO. _____

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF CIBOLO, TEXAS APPROVING AN AMENDED FUND BALANCE POLICY OF THE CITY OF CIBOLO; PROVIDING FOR A REPEALING CLAUSE; PROVIDING FOR A SEVERABILITY CLAUSE; AND PROVIDING FOR AN EFFECTIVE DATE.

WHEREAS, the Cibolo City Council adopted a fund balance policy in fiscal year 2011 to implement GASB 54 requirements for fund balance reporting and establish conservative guidelines for minimum levels of unassigned fund balance;

WHEREAS, the City of Cibolo amended the fund balance policy in August of 2015 to change the unassigned fund balance reserve requirement from 40% to 35%;

WHEREAS, the City of Cibolo amended the fund balance policy in August of 2022 to change the unassigned fund balance reserve requirement from 35% to 28%;

WHEREAS, City Council was briefed on the alternative models and risk analysis for analyzing fund balance reserves at its meeting on July 8, 2025, and provided direction on amending the fund balance reserve requirement from 28% to 25% at its meeting on July 8, 2025;

WHEREAS, the Cibolo City Council elects to amend the guidelines established for minimum levels of unassigned fund balance in the General Fund to manage risk and ensure fiscal stability of the City while balancing fiscal accountability to the taxpayer;

NOW, THEREFORE, BE IT RESOLVED that the City Council of the City of Cibolo, Texas hereby amends the attached Fund Balance Policy, effective October 1, 2025.

SECTION 1. That this Resolution and the Fund Balance Policy attached hereto as Exhibit "A" is hereby amended and supersedes all prior resolutions and Fund Balance Policies in conflict with the provisions hereof.

SECTION 2. It is hereby officially found and determined that the meeting at which this Policy was approved was open to the public, and public notice of the time, place and purpose of the meeting was given, all as required by the Texas Open Meetings Act.

SECTION 3. If any section, paragraph, clause or provision of this Resolution shall for any reason be held to be invalid or unenforceable, the invalidity or unenforceability of such section, paragraph, clause or provision shall not affect any of the remaining provisions of this Resolution.

SECTION 4. All orders, resolutions and ordinances, or parts thereof, inconsistent herewith are hereby repealed to the extent of such inconsistency.

SECTION 5. This Resolution shall become effective on October 1, 2025, for Fiscal Year 2026 upon its passage.

APPROVED AND ADOPTED ON THIS 26th DAY OF AUGUST, 2025.

_____
Mark Allen
Mayor

ATTEST:

_____
Peggy Cimics, TRMC
City Secretary

EXHIBIT A

Fund Balance Policy

I. PURPOSE

The purpose of this policy is to establish guidelines for fund balances and reporting requirements in compliance with the Governmental Accounting Standards Board (GASB) Statement No. 54 – Fund Balance Reporting and Governmental Fund Type Definitions.

The Fund Balance Policy of the City of Cibolo provides the framework for the overall fiscal management of the City. Revenue projections are conservative, and authorized expenditures are closely monitored. In stable economic times, the combination of these two strategies leads to revenue collections higher than actual expenditures. The accumulation of these reserves protects the City from risk. City of Cibolo faces risks like revenue shortfalls during recessions and losses from extreme events. Reserves help make sure that we can respond quickly and decisively to these events. Reserves also support vital public services during revenue declines.

II. SCOPE

This policy applies to all City Fund Balances and Reserves. It is the goal of the City to achieve and maintain a minimum unassigned fund balance in the General Fund.

III. DEFINITIONS

Appropriation – A specific amount of money authorized by the City Council for an approved expenditure. Adoption of the annual city budget sets appropriations for the fiscal year.

Expenditure – The actual spending of funds set aside by appropriation for identified goods and/or services.

Fund – A set of inter-related accounts to record revenues and expenditures associated with a specific purpose.

Fund Balance – The amount of financial resources available for use, derived from unencumbered resources available in a fund from the prior/current year after payment of the prior/current year expenditures. An accounting distinction is made between the portions of fund equity that are spendable and nonspendable. These are broken up into five categories:

- **Nonspendable Fund Balance** - amounts that cannot be spent because they are either not in spendable form, or legally or contractually required to be maintained intact.
- **Restricted Fund Balance** - amounts that are restricted for specific purposes. The spending constraints placed on the use of fund balance amounts are externally imposed by creditors, grantors, contributors, laws or regulations of other governments, or imposed by law through constitutional provisions or enabling legislation that are legally enforceable.
- **Committed Fund Balance** - amounts that can only be used for specific purposes pursuant to constraints imposed by formal action of the City Council either by resolution or ordinance. The committed amounts cannot be used for any other purpose unless the City Council removes or changes the specified use by taking the same type of formal action it employed to previously commit those amounts.
- **Assigned Fund Balance** - amounts that are constrained by the City's intent to be used for specific purposes but are neither restricted nor committed. Intent is expressed by City Council through informal action or Council can delegate the

authority to express intent to the City Manager on a case-by-case basis. All uses of Assigned Funds must be approved by City Council, except in the case of an emergency or immediate public necessity as determined by the City Manager. Funds held as Assigned may be appropriated during the budget year and may also be used for ensuing budget years if additional expenditure is required to maintain appropriate levels of service and exceed projected revenues.

- **Unassigned Fund Balance** – amount that represents the remaining fund balance after amounts are set aside under other classifications. Unassigned amounts are technically available for any purpose.

Fund Equity – A fund's equity is generally the difference between its assets and its liabilities.

Reappropriation – A specific amount of money authorized by City Council for an approved expenditure during a previous period and carried forward to the subsequent year, also known as a carryover expenditure.

Reserve – An account which sets aside a portion of a Fund's balance for some future use. These Funds are not available for Appropriation or Expenditure except when qualifying events occur.

Revenue – Funds received from the collection of taxes, fees, permits, licenses, fines, charges for service, investment earnings, grants, transfers and other financing sources during the year.

IV. POLICY

The following policies are established for the Committed Fund Balance, Assigned Fund Balance, and Unassigned Fund Balance:

- **Committed Fund Balance**. The City Council will take formal action to establish, modify, or rescind a fund balance commitment by resolution approved by the Council.
- **Assigned Fund Balance**. The City Council authorizes the City Manager as the official authorized to assign fund balance for a specific purpose as approved by this fund balance policy.
- **Unassigned Fund Balance (Minimum)**. It is the goal of the City to achieve and maintain an unassigned fund balance in the General Fund equal to twenty-five percent (25%) of recurring operating revenues barring any unusual or deliberate circumstances. Recurring operating revenues excludes intergovernmental program revenue, operating transfers from other funds and other financing sources.

  If unassigned fund balance in the General Fund falls below the goal or has a deficiency, the City will implement the following budget strategies until fund balance has been replenished to an acceptable level:

  - Reduction of expenditures to minimum levels including, but not limited to reduction in discretionary spending such as travel and training and implementation of a hiring freeze for non-essential positions**.**
  - Increase revenues or pursuit of other funding sources.
  - Or some combination of the two.

Reporting Requirements: the fund balance of each fund will be presented to City Council in conjunction with the presentation of the annual audit.

Vulnerability to Extreme Events

1. Identify Risks

What extreme events are you at risk for?

A	Extreme Flooding
B	Train Derailment/ Jet Crash
C	HazMat incident
D	Cyberattack

2. Assess Risks

What is your vulnerability to each extreme event, given past experience?

A	10-15 year events
B	unknown no known event in 20 years
C	unknown no known event in 20 years
D	unknown

3. Identify other risk mitigation approaches

What options do you have to avoid, reduce, or transfer the risk (i.e., manage it without reserves)

A	TML insurance for City facilities, FEMA if declared a disaster, most uncovered costs would be labor-related clean-up
B	TML insurance for City facilities, UPRR or US Govt insurance would cover, most uncovered costs would be labor-related clean-up
C	most uncovered costs would be labor-related clean-up
D	insurance - limited

4. Considering the above, how important for you is it to retain the risks of extreme events through reserves ?

2	< Enter your score here
5	**Very important.** We are subject to extreme events of severe potential magnitude which would require a quick and decisive response from our government. There are few alternative risk management approaches.
4	**Important.** We are subject to extreme events of severe potential magnitude, but our government does not have an important disaster response role and/or we have other risk management alternatives.
3	**Neutral.** We do not face an unusually high or low level of risk from extreme events.
2	**Unimportant.** We are subject to one or two types of significant extreme events and we have other risk management options.
1	**Very unimportant.** We are subject to very few, if any, potential extreme events of significant potential damage

Revenue Source Stability

1. Identify Risks

What are your major revenue sources?

A	Property Taxes
B	Sales Taxes
C	Development Services revenue

2. Assess Risks

How stable are your revenue sources?

A	Very stable - historically we collect over 99% of our tax levy
B	Subject to shifts in economy - variabile since 2006, has not declined significantly ever
C	Subject to shifts in housing economy

3. Identify other risk mitigation approaches

What options do you have to avoid, reduce, or transfer the risk (i.e., manage it without reserves)

A	None
B	None
C	potentially raise rates, reduce staffing

4. Considering the above, how important for you is it to retain the risks of revenue instability through reserves ?

3	< Enter your score here
5	**Very important.** We rely on just one or two sources of revenue, and they are unstable
4	**Important.** We rely on unstable sources for a significant portion of our revenue and/or have particular unstable payers as part of our tax base (e.g., sales tax from an industry with volatile sales)
3	**Neutral.** We do not face an unusually high or low level of risk from revenue instability
2	**Unimportant.** While some portion of our revenue base has instability, the majority of revenues are pretty stable.
1	**Very unimportant.** Our revenues are very stable and diverse.

Expenditure Volatility

1. Identify Risks

What are sources of potential expenditure spikes?

A	Overtime related to extreme weather events
B	Spikes due to economic or market conditions or tariffs i.e. health insurance, fuel, vehicle repairs, utilities, technology
C	interlocal agreements for emergency services

2. Assess Risks

What is the potential cost of these spikes?

A	$600K
B	$500K
C	$500K

3. Identify other risk mitigation approaches

What options do you have to avoid, reduce, or transfer the risk of these potential spikes? (i.e., manage it without reserves)

A	can mitigate by offering comp time, but kicks the can down the road
B	reduce service levels, adjust health care plans/premiums
C	None - very little negotiation power

4. Considering the above, how important for you is it to retain the risks of expenditure spikes through reserves ?

3 < Enter your score here

5 **Very important.** There are expenditure spikes with very high potential to open a significant hole in our budget.

4 **Important.** We are subject to important potential expenditure spikes, such that we need reserves but we also have other risk mitigation approaches available.

3 **Neutral.** We do not face an unusually high or low level of risk from expenditure spikes

2 **Unimportant.** There are one or a few potential spikes but the risk of them occurring is low, the impact not great and/or we have other risk management options.

1 **Very unimportant.** We have no important risk from expenditure spikes.

Leverage

1. Identify Risks

What are major sources of leverage you are subject to?

A	Negotiation leverage on our ILAs for which we pay the other entity
B	Human capital leverage - market competitive pay
C	Regulatory leverage - unfunded mandates

2. Assess Risks

What are the implications of leverage for the organization's financial flexibility?

A	we can't negotiate lower rates when we rely on neighbors for their services
B	losing our staff if we can't pay market rates
C	mandatory compliance with state laws

3. Identify other risk mitigation approaches

What options do you have to avoid, reduce, or transfer the risk of leverage? (i.e., manage it without reserves)

A	some negotiation on spreading increases over multiple years
B	we went to voters to approve a tax rate increase
C	reduce discretionary spending when necessary

4. Considering the above, how important for you is it to retain the risks of expenditure spikes through reserves ?

3 < Enter your score here

5	**Very important.** We are subject to significant leverage and have no other risk management approach
4	**Important.** We are subject to significant leverage and do not have equally significant offsetting risk management approaches.
3	**Neutral.** We do not face an unusually high or low level of risk from leverage
2	**Unimportant.** We have one or two sources of leverage, but these are largely addressed with other risk management strategies.
1	**Very unimportant.** We have no important sources of leverage that aren't already managed with out reserves.

Liquidity

1. Identify Risks

What are your major sources of potential intra-period cash imbalances?

A	property taxes collected in 1st half of the year
B	
C	

2. Assess Risks

How likely are these risks to occur and what is their potential magnitude?

A	lower liquidity levels in second half of the fiscal year
B	
C	

3. Identify other risk mitigation approaches

What options do you have to avoid, reduce, or transfer the risk of liquidity? (i.e., manage it without reserves)

A	manage liquidity in our portfolio
B	
C	

4. Considering the above, how important for you is it to retain the risks of expenditure spikes through reserves ?

2 < Enter your score here

5 **Very important.** We have very important potential intra-period imbalances with few risk management alternatives.

4 **Important.** We have important potential intra-period imbalances, but do have some off-setting risk management alternatives.

3 **Neutral.** We do not face an unusually high or low level of risk from intra-period cash imbalances.

2 **Unimportant.** We have some minor potential intra-period cash imbalances.

1 **Very unimportant.** Our cash flows are very stable.

Other Funds Dependency

1. Identify Risks

What other funds rely on the general fund for an important part of their funding?

A	Special events
B	
C	

2. Assess Risks

How likely is it that these funds will need the general fund to "backstop" them in an emergency?

A	Likely to backstop, but not considered an emergency
B	
C	

3. Identify other risk mitigation approaches

What options do you have to avoid, reduce, or transfer the risk of other funds' dependency? (i.e., manage it without reserves)

A	Cancel special events
B	
C	

4. Considering the above, how important for you is it to retain the risks of expenditure spikes through reserves ?

2	< Enter your score here
5	**Very important.** A number of funds rely on the general fund for backstopping, with few, if any, risk management alternatives.
4	**Important.** We have at least some funds that rely on the general fund and this includes reliance for backstopping.
3	**Neutral.** We do not face an unusually high or low level of risk from other fund dependency.
2	**Unimportant.** There are a small number of funds that rely on the general fund, and the potential for the general fund to need to backstop them is small.
1	**Very unimportant.** No other funds rely on the general fund for backstopping.

Growth

1. Identify Risks

What are potential major sources of growth in the next three to five years?

A	continued population growth residentially
B	new CCN for wastewater
C	commercial/industrial growth along IH10

2. Assess Risks

What is the potential for these sources of growth to cause imbalances in the revenue received from the growth and the expenditures needed to serve it?

A	lag between construction and assessment of taxes
B	lag between infrastructure needed and tax base / utility fees paying for it
C	lag between construction and assessment of taxes

3. Identify other risk mitigation approaches

What options do you have to avoid, reduce, or transfer the risk of growth? (i.e., manage it without reserves)

A	tax notes
B	issuance of long term debt
C	issuance of long term debt

4. Considering the above, how important for you is it to retain the risks of expenditure spikes through reserves ?

4	< Enter your score here
5	**Very important.** We expect significant growth with imbalances in the timing of revenues and expenditures
4	**Important.** We have some growth that will cause imbalances in the timing of revenues and expenditures.
3	**Neutral.** We do not face an unusually high or low level of risk from growth
2	**Unimportant.** We have a small potential for future growth and/or only minor potential imbalances in the timing between revenues and expenditures.
1	**Very unimportant.** We expect no growth or growth will fully pay for itself as expenditures are incurred.

Capital Projects

1. Identify Risks

What high priority capital projects don't have a funding source?

A	Potential equipment replacement
B	
C	

2. Assess Risks

What is the likelihood that reserves will be looked to as a funding source for the project?

A	Reserves may be necessary for insurance deductibles
B	
C	

3. Identify other risk mitigation approaches

What options do you have to avoid, reduce, or transfer the risk of capital projects using reserves as a funding source? (i.e., manage it without reserves)

A	Manage budget, issue debt if significant
B	
C	

4. Considering the above, how important for you is it to retain the risks of expenditure spikes through reserves ?

2	< Enter your score here
5	**Very important.** There are very high profile projects with out a funding source and reserves are likely to be considered as a funding source.
4	**Important.** There are at least some high profile projects where reserves may be called upon to provide at least some of the funding.
3	**Neutral.** We do not face an unusually high or low level of risk from unfunded high-priority projects
2	**Unimportant.** High priority capital projects will probably have funding sources, if they don't already.
1	**Very unimportant.** All high priority capital projects have funding sources.

Guiding Your Selection of a Fund Balance Target

Step 1. Determine your total score from the risk factors

21	Your total score from the risk factors (calculated if you entered a score in other sheets)

Step 2. Preliminary Analysis

Compare your score from Step 1 to the guidelines below.

Your Score	*Analytical Guidance*
8 - 16	You face minimal risk to retain through reserves. Consider a target equal to the GFOA minimum recommended reserve of 16.6% of revenues/expenditures.
17-24	You face a low to moderate level of risk to retain through reserves. Consider adopting a reserve target somewhat higher than the GFOA minimum (e.g. 17-25% of revenues/expenditures). Since risk is low, do not invest excessive analytical effort in determining an exact target amount. Consider a short, informal benchmarking study with peer agencies to provide guidance.
25-31	You face a moderate to high level of risk to retain through reserves. Consider adopting a target amount of reserves significantly higher than the GFOA recommended minimum (e.g., 26 - 35%). Consider a short, informal benchmarking survey as a starting point, but then analyze your most significant risk factors to make sure they are adequately covered by what the survey suggests is reasonable.
32 - 40	You face a high level of risk to retain through reserves. Consider adopting a much higher target than the GFOA minimum (e.g., greater than 35%). Consider performing a more in-depth analysis of the risks you face to arrive at target level of reserved that provides sufficient coverage.

Step 3. Consider Impact of Government Size, Budget Practices, & Borrowing Capacity

For each driver pick which description best fits you and enter the appropriate number of points.

2	**Government Size**
+2	We are under 50,000 in population
0	We are between 50,000 and 300,000 in population
-4	We are over 300,000 in population
0	**Budget Practices**
-3	The budget has a formal contingency beyond what is being considered for this reserve.
-2	The budget has informal contingencies beyond what is being considered for the reserve.
0	The budget is lean and has no contingencies in it.
-2	**Borrowing Capacity**
-3	We have excellent external and internal borrowing capacity, including a good rating, little existing debt, and political will to use it.
-2	We have some external and/or internal borrowing capacity and political will could be mobilized to use it.

0	We have little or no borrowing capacity.

Step 4. Consider Impact of Commitments/Assignments, Outsider Perceptions & Political Support

Place an "X" next to each statement that applies to you.

	Commitments and Assignments
	We have commitments or assignments that designate fund balance for uses other than retaining the types of risk described in this analysis. If so, these commitments/assignments should not be included in the total reserve used to reach your target.
	Outsider Perceptions
	Rating agencies have given us a target level of reserve for getting a good rating. If so, use that target in place of or in addition to a benchmarking survey to provide guidance on starting point for your target.
	The public is likely to question reserve levels as too high. If so, be sure to document your analysis findings in the other sheets.
	Political Support
X	The governing board places great weight on the policies of comparable jurisdictions. If so, conduct a benchmarking survey that includes governments the board perceives as relevant.
	The board places great weight on rating agency recommendations. If so, tie the reserve target recommendation to rating agency recommendations or standards.
	The board places great weight on GFOA recommendations. If so, use this analysis and GFOA's Best Practices to support your recommendation.

Step 5. Putting it All Together

A. Consider your adjusted risk score and re-consult the analytical guidance.

21	< Your adjusted risk score (risk score modified with results from Step 3)

B. Review results of Step 4.

Review each item you checked from Step 4 and add the advice to your analytical guidance.

C. Proceed with finalizing target

Proceed with setting a final reserve target based on analytical guidance.