



"City of Choice"

**City Council Meeting**  
**6:30pm - 10:30pm**

Tuesday, March 11, 2025, 6:30 PM  
Council Chambers  
200 S. Main St.  
Cibolo, Texas 78108

Est. Duration: 2 hr 45 min

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**1. Call to Order**

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**2. Roll Call and Excused Absences**

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**2A. Excused Absence**

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**3. Invocation**

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**4. Pledge of Allegiance**

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**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](mailto:citysecretary@cibolotx.gov) or telephone 210-566-6111 before 5:00 pm the date of the meeting.

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**6. 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.)

**6A. Approval of the minutes of the Regular City Council Meeting held on February 11, 2025.**

**6B. Approval of the minutes of the Special City Council Meeting held on February 25, 2025.**

**6C. Approval of the minutes of the Regular City Council Meeting held on February 25, 2025.**

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**7. Staff Update**

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## **7A. Administration**

- a. Capital Improvement Program - Updates on Projects \*Lower Seguin Road \*Dean Road and Bolton Road \*Green Valley Road - Low Water Crossing Improvement \*Animal Services Facility \*Public Safety Facility \*Haeckerville Road and Town Creek Drainage \*FY25 Street Rehabilitation Package 1 \*FY25 Street Rehabilitation Package 2 \*Town Creek Trail \*Tolle Road \*FM 1103 Phase I and Phase II
- b. RFP's, RFQ's, and RFB's \*Old Town \*Solid Waste Franchise
- c. Strategic Management Workshop

## **7B. Police Department**

## **7C. Hear a Presentation on the Status of Grant Opportunities (Ms. Miranda)**

## **8. Resolution**

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**8A. Approval/Disapproval of a resolution declaring a public purpose for 53 pet carriers to be issued to citizens with adoptions from ZuGoPet to the Cibolo Animal Shelter. (Chief Andres)**

## **9. Ordinances**

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**9A. Approval/Disapproval of an Ordinance for a Conditional Use Permit (CUP) request to allow a Local Convenience Store with Fuel Sales (larger than 5,000 square feet) in a Retail/Office (C-3) District for certain real property located at 1636 FM 1103, legally described as Cibolo Creek Center, Block 1, Lot 1. (Mr. Spencer)**

**9B. Approval/Disapproval of an Ordinance to amend Chapter 70 of the Code of Ordinances and impose the City HOT Tax in the City's Extraterritorial Area (ETJ) of the City of Cibolo. (Mr. Reed)**

## **10. Discussion/Action**

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**10A. Discussion/Action on purchasing a new Camera Van for the Utility Department in the amount of \$258,485. (Mr. Parsons)**

**10B. Discussion/Action on the Transition of the Noble Group Event Center to City Use. (Mr. Reed)**

**10C. Discussion/Presentation on the update of the 2024 Racial Profiling Report. (Chief Andres)**

**10D. Discussion/Action regarding the appointment of a Board of Trustees member to the Canyon Regional Water Authority and bring back a resolution to the next meeting appointing that person to the Board. (Councilwoman Cunningham)**

**10E. Discussion/Action to update the Non-Smoking Ordinance to include Vaping. (Councilwoman Sanchez-Stephens)**

**10F. Discussion/Action regarding the interpretation of the City Charter as it relates to the mayor's authority to vote. (Councilman Hicks)**

**10G. Discussion on the ending time limit set for City Council Meetings. (Councilwoman Cunningham)**

**10H. Discussion from Councilmembers that have attended seminars, events, or meetings. (Council)**

**10I. Discussion on items the City Council would like to see on future agendas. (Council)**

**10J. Discussion 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)**

## **11. Executive Session**

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

**11A. Long-term Water Resources (Mr. Huggins/Mr. Fousse)**

**11B. Zunker Litigation Settlement Offer (Mr. Hyde)**

**11C. Tolle Road Acquisition. (Mr. Reed)**

**11D. City Charter Interpretation (Mr. Reed)**

**11E. City Attorney's appointment, employment, evaluation, duties, discipline, or dismissal of the City Attorney, and/or address an RFP for legal services and/or appointment of an interim or new City Attorney. (Mr. Reed)**

**11F. Discussion on the Mayor's delegation of authority. (Councilwoman Sanchez-Stephens)**

**11G. Discussion/Action on Council dais comments and clarification of email sent to all of council regarding attorney's TOMA assumption. (Councilwoman Sanchez-Stephens)**

**11H. Discussion/Action on hiring a new legal firm for the City of Cibolo to include all special projects. (Councilwoman Cunningham)**

## **12. Open Session**

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

**12A. Executive Session Action**

## **13. Adjournment**

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**13A. 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 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.

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Name and Title

A handwritten signature in blue ink that reads "Regan Lewis". The signature is written in a cursive, flowing style.

*Date Posted: March 5, 2025*





## City Council Regular Meeting Staff Report

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**A. Approval of the minutes of the Regular City Council Meeting held on February 11, 2025.**

Meeting	Agenda Group
Tuesday, March 11, 2025, 6:30 PM	Consent Agenda - Consent Items (General Items) Item: 6A.
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**

[021125 Council Minutes.pdf](#)



**CIBOLO CITY COUNCIL**  
**CIBOLO MUNICIPAL BUILDING**  
200 S. Main  
Cibolo, Texas 78108  
February 11, 2025  
6:30 p.m. to 10:30 p.m.

**MINUTES**

1. Call to Order – Meeting was called to order by Mayor Allen at 6:35 p.m.
2. Roll Call and Excused Absences – Members Present: Mayor Allen, Councilman McGlothin, Councilman R. Roberts, Councilman Mahoney, Councilwoman Cunningham, Councilwoman Sanchez-Stephens, Councilwoman D. Roberts, and Councilman Hicks.
3. Invocation – Invocation was given by Councilman R. Roberts.
4. Pledge of Allegiance – All in attendance recited the Pledge of Allegiance.
5. Presentation of Awards/Recognitions

- A. Recognition of former Mayor Stosh Boyle as AACOG Man of the Year for 2024.

Former Mayor Boyle was presented a Certificate of Recognition by Mayor Allen. Mr. Boyle was recognized by Alamo Area Council of Governments (AACOG) as Man of the Year for 2024.

6. Proclamation

- A. Proclamation for School Resource Officer Appreciation Day.

Councilwoman Cunningham read the Proclamation for School Resource Officer Appreciation Day.

7. Citizens to be Heard

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**at this meeting, please email [citysecretary@cibolotx.gov](mailto:citysecretary@cibolotx.gov) or telephone 210-566-6111 before 5:00 pm the date of the meeting.**

The following individuals signed up to speak – Ms. Titterington from the Chamber briefed the council on upcoming events. The Chamber luncheon will be the State of the Cities. This is a sold-out event. Ms. Titterington also briefed council on a ribbon cutting for 9Round in Cibolo for February 28<sup>th</sup> at 9am. Mr. Echols spoke on the self-storage facility for FM 1103 and Wiederstein. He stated that he had talked with many of the neighboring businesses and individuals that live right behind the plan site. Ms. Schaezler from Warbler Woods spoke against the CUP for the storage facility. She was concerned about the Pre-School across the street from this potential facility and an elementary school down the road. Ms. Schaezler also was concerned about trash as metal and plastic can be very bad for the birds at Warbler Woods. Mr. Roberson. Gave his three minutes to Ms. McDaniel. Ms. McDaniel spoke on the traffic control options on GVR and Schlather Intermediate School. She stated that all options would make it difficult for those living in the Saratoga Subdivision impossible to get out of their neighborhood. There were eight emails read by the City Secretary's office: Della Kolpin from Olympus Ventures that wrote in favor of the self-storage. This company will provide the investment capital and collaborate in the development of the Marbach Property. Vishnu Vemuidipalli owns the approximately 19-acre property situated next to the future Quik Trip and their excess pad site on FM 1103. The 19-acre property also is adjacent to and situated behind the David Marbach property. He supports the CUP for a 3-story self-storage project. Sally Kaufman, Kaufman Design Group is the architect for the proposed 3-story self-storage unit. She stated that the applicant's ability and willingness to fully comply with the conditions for approval it is her professional opinion as an architect to vote in favor of the CUP. Christopher Wood of Matkin Hoover Engineering is the civil engineer of record the both the Quik Trip and this 3-story self-storage facility. He states that the CUP for self-storage is appropriate and warranted. David Marbach is the current owner of this property. He states that his family has owned and lived on this property since 1950's. Mr. Marbach also says tht this property was residential until the City initiated the rezoning to C-3 in 2013. He also states that he has tried to sell the property in the last ten years several times, but all potential buyers were turned down at City Council because of zoning. Mr. Marbach thank council but says he is running out of options and respectfully ask that you vote in favor of the CUP which will allow me to finally sell my property. David Freimarck spoke on the CUP. He says that he did not think a straight storage facility is what the city needs. He does say that the city needs more businesses tht can contribute to our community from a cultural and financial standpoint. Mr. Freimarck says that the CUP approval should be contingent on the developer building a loft type development where the storage units could be on the higher floors and the ground floor could be retail space. Terence Benson writes that we have been told that this is a really tight budget, lean and no fat. The city found money in this tight budget to spend \$49,000 on a consultant contract. Mr. Benson says we heard the reason for this contract was because he has valuable insight and information. He would like to know why we didn't get this information before he retired. Is this how the city manager is managing resources. What is the real turn over plan and what would happen if something tragic occurred, would we be able to figure things out or does every position need a consulting contract after they leave. Mr. Benson states that this contract looks shady both because it exists and because it was for an amount \$1 less than would require council approval.

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 January 28, 2025.

Councilman Hicks made the motion to approve the consent agenda. The motion was seconded by Councilwoman Cunningham. For: All; Against: None. The motion carried 7 to 0.

9. Staff Update

- A. Administration.

- a. Capital Improvement Program – Updates on Projects

Lower Seguin Road – Due to weather pavement markings have been delayed.

Dean Road and Bolton Road – There are spots where the soil shifted under the road base, causing cracking and vertical movement. All roads were constructed according to City plan and all materials not specifications. Staff will identify and mark out sections of pavement that will be subject to remove and replace. Mill down 2” inches, Crack Seal, Seal Coat, and pave with fresh asphalt. Remaining sections will be cracked seal by D&D. Cost will be split between D&D and City.

Green Valley Road – Low Water Crossing Improvement – Due to weather pavement markings have been delayed.

Animal Services Facility – Utilities, Electrical, and Internet have been completed. Rear stairs have been installed, front stairs are scheduled for February 18<sup>th</sup>.

Public Safety Facility – No new information

Haeckerville Road and Town Creek Drainage – No new information.

FY25 Street Rehabilitation Package 1

FY25 Street Rehabilitation Package 2

Town Creek Trail – TxDOT and AAMPO working with city staff to identify twelve crosswalks that were included in the original application to AAMPO.

Tolle Road – LAN continues to work on Drainage and Roadway Design. Staff continues to work with property owners on ROE approvals.

FM 1103 Phase 1 and Phase II

- b. RFP's, RFQ's, and RFB's

Old Town

Solid Waste Franchise

- c. Strategic Management Workshop – Waiting on dates from some of the councilmembers.

- B. Police Department – In packet

- C. Animal Services – In packet

10. Discussion/Action

- A. Discussion/Action on the use of the Multi-Event Center in 2026 for the Pow Wow.

Councilwoman Cunningham made the motion to hold the dates of March 28/29 and April 12/13 of 2026 for the Pow Wow and to cover the cost of the use of the Multi-Event Center for the two days that the Pow Wow will take place. The motion was seconded by Councilman Hicks. For: All; Against: None. The motion carried 7 to 0.

- B. Discussion/Action to authorize the City Manager to execute a contract with D&D Construction, Inc. in the amount of \$2,691,158.40 for the FY25 Street Maintenance Package 1 (Green Valley Road #1, Green Valley Road #2, Deer Creek Blvd).

Councilman Hicks made the motion to authorize the City Manager to execute a contract with D&D Construction, Inc. in the amount of \$2,691,158.40 for the FY25 Street Maintenance Package 1 (Green Valley Road #1, Green Valley Road #2, Deer Creek Blvd) with the added alternate. The motion was seconded by Councilwoman Cunningham. For: All; Against: None. The motion carried 7 to 0.

- C. Discussion/Action to authorize the City Manager to execute a work order with Raba Kitsner, Inc. in the amount of \$50,187.00 to provide material testing services for FY25 Street Maintenance Package 1.

Councilwoman Cunningham made the motion to authorize the City Manager to execute a work order with Raba Kitsner, Inc. in the amount of \$50,187.00 to provide material testing services for FY25 Street Maintenance Package 1. The motion was seconded by Councilman Hicks. For: All; Against: None. The motion carried 7 to 0.

- D. Discussion/Action to authorize the City Manager to execute a work order with Colliers Engineering & Design to provide construction project management services for FY25 CIP Projects (Green Valley #1, Green Valley #2, Deer Creek Blvd, Town Creek Road, Silver Wing, and Firebird Run) in the amount of \$250,000.

Councilwoman Cunningham made the motion to authorize the City Manager to execute a work order with Colliers Engineering & Design to provide construction project management services for FY25 CIP Projects (Green Valley #1, Green Valley #2, Deer Creek Blvd, Town Creek Road, Silver Wing, and Firebird Run) in the amount of \$250,000. Motion was seconded by Councilman Hicks. For: All; Against: None. Motion carried 7 to 0.

- E. Discussion/Action on existing Council Sub-Committees and direction to continue, dissolve, and/or reappoint.

Council took the following actions on this item: Councilwoman Cunningham made the motion to dissolve the Niemietz Park (Land Swap) Subcommittee. The motion was seconded by Councilman Hicks. For: All; Against: None. The motion carried 7 to 0.

Councilman R. Roberts made the motion to dissolve the Green Valley SUB Subcommittee. The motion was seconded by Councilwoman Cunningham. For: All; Against: None. The motion carried 7 to 0.

Councilman Mahoney made the motion to dissolve the Planning & Zoning Subcommittee. The motion was seconded by Councilman R. Roberts. For: All; Against: None. The motion carried 7 to 0.

Councilwoman Cunningham made the motion to rename the SRO Subcommittee to the ISD Subcommittee. The motion was seconded by Councilman R. Roberts. For: All; Against: None. The motion carried 7 to 0.

Councilman Hicks made the motion to appoint Councilwoman D. Roberts to the ISD Subcommittee. The motion was seconded by Councilman R. Roberts. For: All; Against: None. The motion carried 7 to 0.

Councilwoman D. Roberts made the motion to appoint Councilman McGlothlin to the ISD Subcommittee. The motion was seconded by Councilman R. Roberts. For: All; Against: None. The motion carried 7 to 0.

Councilwoman Sanchez-Stephens made the motion to appoint Councilwoman Cunningham to the ISD Subcommittee. The motion was seconded by Councilman Hicks. For: All; Against: None. The motion carried 7 to 0.

Councilman Hicks made the motion to appoint Councilwoman Cunningham to the CIP Subcommittee. The motion was seconded by Councilman McGlothin. For: All; Against: None. The motion carried 7 to 0.

Councilwoman Sanchez-Stephens made the motion to appoint herself to the CIP Subcommittee. The motion was seconded by Councilman Hicks. For: Councilman McGlothin, Councilman R. Roberts, Councilman Mahoney, Councilwoman Cunningham, Councilwoman Sanchez-Stephens, and Councilman Hicks; Against: Councilwoman D. Roberts. The motion carried 6 to 1.

Councilman Hicks made the motion to appoint Councilman R. Roberts to the Ordinance Subcommittee. The motion was seconded by Councilwoman Cunningham. For: All; Against: None. The motion carried 7 to 0.

Councilwoman D. Roberts made the motion to appoint herself to the Ordinance Subcommittee. The motion was seconded by Councilman R. Roberts. For: All; Against: None. The motion carried 7 to 0.

Councilwoman Cunningham made the motion to appoint Councilman Mahoney to the Ordinance Subcommittee. The motion was seconded by Councilman Hicks. For: All; Against: None. The motion carried 7 to 0.

- F. Discussion/Action on updating the ordinance on the criteria required for the Planning & Zoning Commission.

Councilman Mahoney made the motion to table this item to a future agenda. The motion was seconded by Councilman Hicks. For: All; Against: None. The motion carried 7 to 0.

- G. Discussion/Action on the council's process to appoint members to the Charter Review Committee and the Capital Improvement Program (CIP) Committee.

Councilman Hicks made the motion that each councilmember and the mayor bring back to the council one person to be appointed to the Charter Review Committee and a person to be appointed to the Capital Improvement (CIP) Committee. Charter Review could have up to fifteen (15) members. The motion was seconded by Councilwoman D. Roberts. For: All; Against: None. The motion carried 7 to 0.

- H. Discussion/Presentation regarding the Public Engagement Plan for the Unified Development Code (UDC) Rewrite.

This item was briefed by Mr. Spencer. He went over Project goals and schedule. Mr. Spencer also covered the roles and responsibilities along with the Public Engagement Plan. Public engagement opportunities and methods were also briefed. Council had the opportunity to give feedback and direction.

- I. Discussion/Action on a warming center in the City of Cibola.

This item was discussed by council. Councilwoman Sanchez-Stephens suggested that the Noble Group property could be used for this purpose. It is right near the Fire Department. It is something that could be needed by the elderly in the community. Volunteers could help with providing help during the time the building was occupied for this type of event. Councilwoman Cunningham stated that not just warming center but an emergency center. Councilman Hicks stated that this is an item that could be discussed during the strategy

planning workshop. Mr. Reed said he would get examples of what other cities do to help citizens during emergency events that may happen in the city.

- J. Discussion/Action on hiring new legal counsel for the City Attorney and authorizing the City Manager to negotiate terms as directed by the council.

This item was done after item 10K. Councilwoman Cunningham made several motions, but they were all rescinded until the final motion was taken. Councilwoman Cunningham made the motion to hire a 3<sup>rd</sup> party attorney to interpret the City Charter to determine validity of the vote taken to remove Hyde-Kelly with Mayor participating on the vote on the termination of the City Attorney. Also, the legal firm hired to interpret the City Charter is to be one that has not worked with the City in the past. The motion was seconded by Councilman Hicks. For: Councilman Mahoney, Councilwoman Cunningham, Councilwoman Sanchez-Stephens, Councilwoman D. Roberts, and Councilman Hicks; Against: Councilman R. Roberts and Councilman Mahoney. Motion carried 5 to 2.

- K. Discussion/Action on the removal and termination of the current/existing legal services and agreements with Hyde Kelley LLP.

This item was done before 10J. Councilwoman Sanchez-Stephens made the motion to removal and termination of the current/existing legal services and agreements with Hyde Kelley LLP to include all special projects. The motion was seconded by Councilwoman Cunningham. For: Councilwoman Sanchez-Stephens, Councilwoman Cunningham, Councilwoman D. Roberts, and Councilman Hicks; Against: Councilman McGlothin, Councilman R. Roberts, and Councilman Mahoney. At this time Mayor Allen stated he has the ability to vote according to the City Charter and the City Attorney (Mr. Hyde) agreed and he vote against this making it a 4 to 4 vote. Mayor allowed no other discussion and moved on to item 10J.

- L. Discussion/Action on Traffic Control Options on Green Valley Road near Schlather Intermediate School.

Councilwoman Sanchez-Stephens made the motion to table this item to a future agenda. The motion was seconded by Councilman R. Roberts. For: All; Against: None. The motion carried 7 to 0.

- M. Discussion from Councilmembers who have attended seminars, events, or meetings.

The City Council was not able to get to this item as the time for the meeting had ended.

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

This item was not discussed time for meeting had expired.

- O. Discussion 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.

This item was not discussed time for meeting had expired.

## 11. Ordinances

- A. Approval/Disapproval of an Ordinance authorizing the issuance of the City's Certificates of Obligation, Series 2025 in an amount not to exceed \$11,500,000; providing for the payment thereof by the levy of an Ad Valorem Tax and a Lien on the Pledge of Pledged Revenues; and other matters in connection therewith.

Councilman Hicks made the motion to approve the Ordinance authorizing the issuance of the City's Certificates of Obligation, Series 2025 in an amount not to exceed \$11,500,000; providing for the payment thereof by the levy of an Ad Valorem Tax and a Lien on the Pledge of Pledged Revenues; and other matters in connection therewith. The motion was seconded by Councilwoman D. Roberts. For: All; Against: None. The motion carried 7 to 0.

- B. Approval/Disapproval of an Ordinance authorizing the issuance of the City's General Obligation Bonds, Series 2025 in the approximate amount of \$2,000,000; providing for the payment thereof by the levy of an Ad Valorem Tax; and other matters in connection therewith.

Councilman Hicks made the motion to approve the Ordinance authorizing the issuance of the City's General Obligation Bonds, Series 2025 in the approximate amount of \$2,000,000; providing for the payment thereof by the levy of an Ad Valorem Tax; and other matters in connection therewith. The motion was seconded by Councilwoman D. Roberts. For: All; Against: None. The motion carried 7 to 0.

- O. Approval/Disapproval of an Ordinance for a Conditional Use Permit request to allow Convenience Storage use for 3.93 acres out of a 12.7630 acre-tract of certain real property located at 21105 Old Wiederstein Road, legally described as ABS: 277 SUR: J N RICHARSON 12.7630 AC.

Councilwoman Sanchez-Stephens made the motion to approve an Ordinance for a Conditional Use Permit request to allow Convenience Storage use for 3.93 acres out of a 12.7630 acre-tract of certain real property located at 21105 Old Wiederstein Road, legally described as ABS: 277 SUR: J N RICHARSON 12.7630 AC with the following conditions:

1. Site Plan – A site plan in compliance with UDC Sec. 12.3.2 must be submitted for review and shall not substantially deviate from the concept plan approved with the CUP.
2. Building & Fire Codes – Applicant must comply with all Building and Fire Code requirements.
3. Permits & Inspections – All required building permits and Certificate of Occupancy must be obtained. All permit applications submitted for this property are subject to the requirements of the Code.
4. Additional Uses – No other conditional uses are allowed under this conditional use permit.
5. Recordation of Plat – A subdivision plat must be submitted for review and approved with the City of Cibolo and recorded upon completion.
6. Retail/Office (C-3) Regulations – All regulations of the Retail/Office (C-3) Zoning District, other than those amended by the Conditional Use Permit, apply to the Property.
7. Review Fees – All fees associated with the review and processing of the application must be paid in full.
8. CUP Applicability – This Conditional Use Permit for Convenience Storage applies only to the 3.93-acre portion of the 12.7630-acre tract, described as part of the J N Richardson Survey, Abstract 277, Guadalupe County, Texas. The conditional use of Convenience Storage must be developed in accordance with the concept plan for the approved CUP.
9. Landscaping – A landscaping plan subject to the requirements of article 17 of the UDC must be submitted to the City of Cibolo for review and approval as part of the site plan application. All landscaping must be completed pursuant to an approved landscaping plan prior to the issuance of a Certificate of Occupancy.
10. Exterior Lighting – A lighting plan subject to the illumination standards of Article 7 of the UDC must be submitted to the City of Cibolo for review and approval as part of the site plan application. The plan must ensure that light pollution, glare, and trespass are minimized, with illumination at the property lines limited to one (1.0) foot candle. All lighting must be completed pursuant to an approved lighting plan prior to the issuance of a Certificate of Occupancy.
11. Exterior Architectural Elements – Building plans submitted to the City of Cibolo for review and approval must be consistent



with and shall not substantially deviate from the architectural elevations and renderings approved with the CUP for Convenience Storage. Exterior building colors must adhere to the Sherwin Williams Historic Color Palette per Section 8.3.2.B of the UDC and be compatible with the colors of nearby buildings along Old Wiederstein Road. 12. Emergency Access Easement – An egress/ingress easement must be established to provide secondary emergency access for both the subject property and the adjacent property to the rear off FM 1103. This easement must be depicted on the recorded subdivision plat and included as a plat note to ensure the egress/ingress easement extends from the front property line on Old Wiederstein Road, southward across the subject property, to the rear property line shared with adjacent property off FM 1103. 13. Detention Facility – Onsite detention is required, as shown on the concept plan. A plat note must be included on the recorded subdivision plat stating that the maintenance and upkeep of the proposed detention pond and all onsite drainage improvements are the sole responsibility of the property owner's association (POA). The motion was seconded by Councilman Mahoney. For: Councilman Mahoney, Councilwoman Cunningham, Councilwoman Sanchez-Stephens, Councilwoman D. Roberts, and Councilman Hicks; Against: Councilman McGlothlin and Councilman R. Roberts. The motion carried 5 to 2.

## 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, and 551.074 Personnel Matters to discuss the following:

- A. Legal advice regarding the SB 2038 litigation related to the constitutionality of legislation allowing ETJ property owners to seek removal from the city's ETJ based on a single, unilateral petition, and related treatment of petitions received by the City, while litigation continues.
- B. Legal advice regarding litigation challenging certain actions by the Texas Commission on Law Enforcement.
- C. Legal proceeding regarding certain working conditions at the police department. (Do to time not fully discussed)
- D. Discussion regarding the performance and responsibilities of the City Manager, including responsiveness, compliance and adherence to the Council's motion/direction. (Ran out of time not discussed)
- E. Discussion on Mayor's delegation of authority. (Ran out of time not discussed)
- F. Receive legal advice regarding Attorney General Ruling OR2025-003949. (Ran out of time not discussed)

Council convened into Executive Session at 10:12 p.m. to discuss the above items.

## 13. 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 10:29 p.m. No action taken.

14. Resolution

- A. Approval/Disapproval of a Resolution determining a public necessity to acquire real property interests in certain properties and authorizing the acquisition of property rights by the exercise of the power of eminent domain for the Tolle Road Reconstruction Project; authorizing the city attorney to take all steps necessary to acquire the needed property rights in compliance with all applicable laws and regulations, specifically including Chapter 21 of the Texas Property Code; and finding and determining that the meeting at which this resolution is passed, by a record vote, is open to the public as required by law.

Council never got to this item before the 10:30 p.m. deadline.

15. Adjournment

Councilman R. Roberts made the motion to adjourn the meeting at 10:30 p.m. The motion was seconded by Councilman McGlothlin. For: All; Against: None. The motion carried 7 to 0.

PASSED AND APPROVED THIS 11<sup>TH</sup> DAY OF MARCH 2025.

Mark Allen  
Mayor

ATTEST

Peggy Cimics, TRMC  
City Secretary



## City Council Regular Meeting Staff Report

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**B. Approval of the minutes of the Special City Council Meeting held on February 25, 2025.**

Meeting	Agenda Group
Tuesday, March 11, 2025, 6:30 PM	Consent Agenda - Consent Items (General Items) Item: 6B.
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**

[022525 Special Council Minutes.pdf](#)



## CITY COUNCIL SPECIAL MEETING

Cibolo City Hall  
200 S. Main St.  
Cibolo, Texas 78108  
February 25, 2025  
5:30 p.m. to 6:20 p.m.

### MINUTES

1. Call to Order – Meeting was called to order by Mayor Pro-Tem R. Roberts at 5:33 p.m.
2. Roll Call and Excused Absences – Council Present: Councilman McGlothlin, Councilman Mahoney, Mayor Pro-Tem R. Roberts, Councilman Cunningham, Councilwoman D. Roberts, and Councilman Hicks. Members that have notified City Secretary that they are running late: Councilwoman Sanchez-Stephens and Mayor Allen. Councilman Hicks made the move to excuse both Councilwoman Sanchez-Stephens and Mayor Allen. The motion was seconded by Councilwoman Cunningham. For: All; Against: None. The motion carried 6 to 0. Councilwoman Sanchez-Stephens arrived at 5:43 p.m. and Mayor Allen arrived at 6:07 p.m.
3. Invocation – Councilman Mahoney 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](mailto:citysecretary@cibolotx.gov) or telephone 210-566-6111 before 5:00 pm the date of the meeting.**

There were no individuals that signed up to speak during this item.

#### 6. Discussion/Action

##### A. Discussion/Action to appoint members to boards, committees, commissions, and Corporation.

Councilman McGlothlin made the motion to appoint TG Benson to the Charter Review Committee. The motion was seconded by Councilman Mahoney. For: All; Against: None. The motion carried 7 to 0.

Councilman McGlothlin made the motion to appoint Vashti Hawkins to the Charter Review Committee. The motion was seconded by Councilwoman D. Roberts. For: All; Against: None. The motion carried 7 to 0.

Councilman R. Roberts made the motion to appoint Shari McDaniel to the Charter Review Committee. The motion was seconded by Councilwoman Cunningham. For: Councilman McGlothlin, Councilman R. Roberts, Councilman Mahoney, Councilwoman Cunningham, Councilwoman D. Roberts, and Councilman Hicks; Against: Councilwoman Sanchez-Stephens. Motion carried 6 to 1.

Councilman Hicks made the motion to appoint David Freimarck to the Charter Review Committee. The motion was seconded by Councilwoman Sanchez-Stephens. For: All; Against: None. The motion carried 7 to 0.

Councilwoman Cunningham made the motion to appoint Roy Gardner to the Charter Review Committee. The motion was seconded by Councilwoman D. Roberts. For: All; Against: None. The motion carried 7 to 0.

Councilman Hicks made the motion to appoint James Weissmann to the Charter Review Committee. The motion was seconded by Councilman Mahoney. For: All; Against: None. The motion carried 7 to 0.

Councilwoman D. Roberts made the motion to appoint Kara Latimer to the Charter Review Committee. The motion was seconded by Councilman Hicks. For: all; Against: None. The motion carried 6 to 0.

Councilwoman Cunningham made the motion to appoint Tammi Lambert to the Charter Review Committee. The motion was seconded by Councilwoman Sanchez-Stephens. For: All; Against: None. The motion carried 7 to 0.

Councilwoman Cunningham made the motion to appoint James Langham to the Charter Review Committee. The motion was seconded by Councilman McGlothlin. For: All; Against: None. The motion carried 7 to 0.

Councilman R. Roberts made the motion to appoint Adam Greve to the Charter Review Committee. The motion was seconded by Councilwoman Sanchez-Stephens. For: All; Against: None. The motion carried 7 to 0.

Councilman Hicks made the motion to appoint Marcus Mattingly to the Capital Improvement Advisory Committee (CIAC). The motion was seconded by Councilwoman Cunningham. For: All; Against: None. The motion carried 7 to 0.

Councilman Hicks made the motion to appoint Terry Hinze to the CIAC Committee. The motion was seconded by Councilwoman Cunningham. For: All; Against: None. The motion carried 7 to 0.

Councilman R. Roberts made the motion to appoint Adam Greve to the CIAC Committee. The motion was seconded by Councilman Hicks. For: All; Against: None. The motion carried 7 to 0.

Robert Roberson interviewed for the CIAC Committee. There was some question on whether he was eligible as he is a member of the Green Valley Water Board. This application will be followed up on after getting an opinion of eligibility.

- B. Discussion/Action to reassign a P&Z member from an alternate position to a regular member to fill a vacancy due to a resignation received from the previous district 7 position.

Councilman Hicks made the motion to place Yvette Hubbard from an alternate position to a regular member to fill the vacant spot due to a resignation. The motion was seconded by Councilwoman Sanchez-Stephens. For: All; Against: None. The motion carried 7 to 0.

- C. Discussion/Action to reassign a P&Z member (Place 1) to an alternate position and fill that seat with a new member.

Councilman McGlothlin made the motion to appoint Anthony Sharp to Planning & Zoning Place One position and move Diana Weimer to an alternate position. Councilman McGlothlin stated that he had contact Ms. Weimer and she understood. The motion was seconded by Councilman R. Roberts. For: Councilman McGlothlin, Councilman R. Roberts, Councilman Mahoney, and Councilwoman D. Roberts; Against: Councilwoman Cunningham, Councilwoman Sanchez-Stephens, and Councilman Hicks. The motion carried 4 to 3.

6. Adjournment – Councilman Hicks made the motion to adjourn the Special Meeting at 6:24 p.m. The motion was seconded by Councilwoman Cunningham. For: All; Against: None. The motion carried 7 to 0.

PASSED AND APPROVED THIS 11<sup>TH</sup> DAY OF MARCH 2025.

Mark Allen  
Mayor

ATTEST

Peggy Cimics, TRMC  
City Secretary



## City Council Regular Meeting Staff Report

---

**C. Approval of the minutes of the Regular City Council Meeting held on February 25, 2025.**

Meeting	Agenda Group
Tuesday, March 11, 2025, 6:30 PM	Consent Agenda - Consent Items (General Items) Item: 6C.
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**

[022525 Council Minutes.pdf](#)



**CIBOLO CITY COUNCIL**  
**CIBOLO MUNICIPAL BUILDING**  
200 S. Main  
Cibolo, Texas 78108  
February 25, 2025  
6:30 p.m. to 10:30 p.m.

**MINUTES**

1. Call to Order – Meeting was called to order by Mayor Allen at 6:35 P.M.
2. Roll Call and Excused Absences – Members Present: Mayor Allen, Councilman McGlothin, Councilman R. Roberts, Councilman Mahoney, Councilwoman Cunningham, Councilwoman Sanchez-Stephens, Councilwoman D. Roberts, and Councilman Hicks.
3. Invocation – Councilman R. Roberts gave the Invocation.
4. Pledge of Allegiance – All in attendance recited the Pledge of Allegiance.
5. Proclamation
  - A. Proclamation for Designating March 1<sup>st</sup> as International Women of Color Day and March 8<sup>th</sup> as International Women’s Day.

Councilwoman D. Roberts read the proclamation for Designating March 1<sup>st</sup> as International Women of Color Day and March 8<sup>th</sup> as International Women’s Day.

6. 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](mailto:citysecretary@cibolotx.gov) or telephone 210-566-6111 before 5:00 pm the date of the meeting.**

The following emails were read by the City Secretary’s office.



Mr. Hayes wrote his concern regarding the Mayor's undermining the City Council and elected voices of the residents. He stated that he believes recent actions are undermining the democratic process in the city and that the mayor's actions are increasingly detrimental to the functioning of the council. He is concerned now that there is a misinterpretation of the city charter. Mr. Hayes hopes moving forward the Mayor will work to restore the integrity of the office he holds, and that of the City Council, by ensuring that the voice of the residents are heard and property represented. Ms. Darnall wrote with her concern by the actions of the Mayor which she believes are undermining the integrity and authority of the City Council and disrespecting the good governance process. As a resident Ms. Darnall would request that the City Council take immediate action to censure the Mayor for his ongoing efforts to undermine the democratic process and the principles of transparency and accountability that the city was built on. Ms. Greve wrote of some issues that keep arising with Republic Garbage service. She stated that her garbage was completely inside a plastic bag, tied at the top, and then it was placed in the can with the lid closed. There was no overflowing or loose garbage outside the can on the street or pushing the lid up. Ms. Greve provide pictures of what happen to garbage. Ms. Greve did go to See Click Fix, after she took a broom and cleaned up the mess left by Republic. She tried to report the issue, but it failed and not able to resubmit. She also wrote on getting can replaced or trash missed on trash days. This is an on-going issue with Republic not an open time occurrence. Mr. Benson stated that he appreciated the response that he received from Mr. Reed regarding the PW contract. He still has questions that he feels deserve clear and thorough answers. His primary concern is understanding what Mr. Fousse's contract provides that the Public Works Department cannot handle internally. If his role was truly essential, why hasn't the department developed internal expertise to cover these responsibilities. Mr. Benson wants to know if other bids considered, or was this contract awarded without competitive review. Will there be independent review to assess the contract's effectiveness. Will reports, audits, or evaluations to ensure that the services provided align with the contract amount. Mr. Benson states that the key issue is ensuring transparency, accountability, and fiscal responsibility.

7. Public Hearing

A. Conduct a Public Hearing regarding a Conditional Use Permit (CUP) request to allow a Local Convenience Store with Fuel Sales (larger than 5,000 square feet) in a Retail/Office (C-3) District for certain real property located at 1636 FM 1103, legally described as Cibolo Creek Center, Block 1, Lot 1.

Mayor Allen opened the Public Hearing at 7:01 p.m. No one wish to speak on this item and Mayor Allen closed the Public Hearing at 7:02 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 November 2024 Revenue and Expense Report pending final acceptance of the City's financial audit for the 24/25 fiscal year.
- B. Approval of the November 2024 Check Register.
- C. Approval of the Replat of the Noble Group subdivision.

Councilwoman D. Roberts made the motion to approve the consent agenda. The motion was seconded by Councilwoman Cunningham. For: All; Against: None. The motion carried 7 to 0.

9. Staff Update

A. Administration.

a. Capital Improvement Program – Updates on Projects

**Lower Seguin Road**

Contractor is working with Sub-Contractor to get a date for Pavement Markings due to weather delays.

**Dean Road and Bolton Road**

City staff met on site Friday, February 25<sup>th</sup> to mark out the area for repair.

**Green Valley Road – Low Water Crossing Improvement**

Pavement markings are completed. D&D will be making two concrete manhole adjustments at the intersection of Dean Rd & Green Valley Dr.

**Animal Services Facility**

Front & Rear stairs have been installed.

**Public Safety Facility**

**Haeckerville Road and Town Creek Drainage**

No new update.

**FY25 Street Rehabilitation Package 1**

**FY25 Street Rehabilitation Package 2**

**Town Creek Trail**

No new update.

**Tolle Road**

No new update.

**FM 1103 Phase 1 and Phase II**

b. RFP's, RFQ's, and RFB's

Old Town

Solid Waste Franchise

c. Strategic Management Workshop – Date set for April 5<sup>th</sup>.

B. Fire Department – In the packet

C. Quarterly Report on the use of See Click Fix – Mr. Beekman gave a presentation.

10. Ordinances

A. Approval/Disapproval of an Ordinance of a proposed amendment to an ordinance for restricted and regulated parking surrounding the city hall complex.

Councilman Hicks made the motion to approve the Ordinance of a proposed amendment to an ordinance for restricted and regulated parking surrounding the city hall complex. The motion was seconded by Councilwoman Cunningham. For: Councilman McGlothin, Councilman R. Roberts, Councilwoman Cunningham, Councilwoman Sanchez-Stephens, Councilwoman D. Roberts, and Councilman Hicks; Against: Councilman Mahoney. The motion carried 6 to 1.

#### 11. Executive Session

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

- A. Project Theo
- B. Project Freeze
- C. Tolle Road Acquisition.
- D. Legal proceeding regarding certain working conditions at the police department.
- E. Discussion regarding the performance and responsibilities of the City Manager, including responsiveness, compliance and adherence to the Council's motion/direction.
- F. Discussion on Mayor's delegation of authority.
- G. Receive legal advice regarding Attorney General Ruling OR2025-003949.

Council convened into Executive Session at 7:27 p.m. to discuss the above items.

#### 12. 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 9:56 p.m. No action was taken.

#### 13. Resolution

- A. Approval/Disapproval of a Resolution determining a public necessity to acquire real property interests in certain properties and authorizing the acquisition of property rights by the exercise of the power of eminent domain for the Tolle Road Reconstruction Project; authorizing the city attorney to take all steps necessary to acquire the needed property rights in compliance with all applicable laws and regulations, specifically including Chapter 21 of the Texas Property Code; and finding and determining that the meeting at which this resolution is passed, by a record vote, is open to the public as required by law.

Councilwoman Cunningham made the motion to table this item until the March City Council meeting. The motion was seconded by Councilman Hicks. For: All; Against: None. The motion carried 7 to 0.

#### 14. Discussion/Action

- A. Discussion/Action to approve a Professional Services Agreement with Lionheart Places, LLC for the Old Town/Downtown Master Plan and authorize the City Manager to execute the Agreement in the amount of One Hundred Sixty Thousand Dollars (\$160,000).

Councilman Hicks made the motion to approve a Professional Services Agreement with Lionheart Places, LLC for the Old Town/Downtown Master Plan and authorize the City Manager to execute the Agreement in the amount of One Hundred Sixty Thousand Dollars (\$160,000). The motion was seconded by Councilwoman Cunningham. For: All; Against: None. The motion carried 7 to 0.

- B. Discussion/Action to consider a request to release a 17-acre tract, described as ABS: 134 SUR Jose Flores; and, a 2-acre tract, described as ABS: 134 SUR Jose Flores, generally located at the 1100 block of Bolton Road, in Guadalupe County, from the City of Cibolo's 5-mile extraterritorial jurisdiction (ETJ).

Mayor Allen moved this item up on the agenda before council goes into executive session. Councilman Hicks made the motion to deny a request to release a 17-acre tract, described as ABS: 134 SUR Jose Flores; and, a 2-acre tract, described as ABS: 134 SUR Jose Flores, generally located at the 1100 block of Bolton Road, in Guadalupe County, from the City of Cibolo's 5-mile extraterritorial jurisdiction (ETJ) due to a pending lawsuit. The motion was seconded by Councilman R. Roberts. For: All; Against: None. The motion carried 7 to 0.

- C. Discussion/Action to consider a request to release a 19.06-acre tract of land, Pedro San Miguel Survey No. 256, Abstract No. 227, Volume 567, Page 876, Deed of Records of Guadalupe County; and, a 4.26-acre tract, described as ABS: 227 SUR: P Miguel, Guadalupe County, generally located at 5711 Green Valley Road, from the City of Cibolo's 5-mile extraterritorial jurisdiction (ETJ).

Mayor Allen moved this item up on the agenda before council goes into executive session. Councilman Hicks made the motion to deny a request to release a 19.06-acre tract of land, Pedro San Miguel Survey No. 256, Abstract No. 227, Volume 567, Page 876, Deed of Records of Guadalupe County; and, a 4.26-acre tract, described as ABS: 227 SUR: P Miguel, Guadalupe County, generally located at 5711 Green Valley Road, from the City of Cibolo's 5-mile extraterritorial jurisdiction (ETJ) due to pending lawsuit. The motion was seconded by Councilman R. Roberts. For: All; Against: None. The motion carried 7 to 0.

- D. Discussion/Action regarding the appointment of a Board of Trustees member to the Canyon Authority and bring back a resolution to the next meeting appointing that person to the Board.

Councilman Hicks made the motion to bring back a resolution to appoint Councilwoman D. Robert to the Canyon Region Water Authority Board of Trustees replacing Mr. Gibbs. The motion was seconded by Councilwoman Sanchez-Stephens. For: All; Against: None. The motion carried 7 to 0.

Councilman Hicks made the motion to bring back a resolution appoint Councilman Mahoney to the Canyon Region Water Authority Board of Trustees replacing Mr. Fousse. The motion was seconded by Councilwoman D. Roberts. For: All; Against: None. The motion carried 7 to 0.

- E. Discussion/Action regarding the appointment of a representative to the Canyon Regional Water Board of Managers and bring back a resolution to the next meeting appointing that person to the Board.

Councilman Hicks made the motion to bring back a resolution appointing Mr. Parsons to the Canyon Regional Water Authority Board of Managers for another one-year term. The motion was seconded by Councilwoman Cunningham. For: All; Against: None. The motion carried 7 to 0.

F. Discussion/Action on hiring a facilitator to work with the city council.

Councilwoman D. Roberts made the motion to table this item. The motion was seconded by Councilwoman Cunningham. For: All; Against: None. The motion carried 7 to 0.

G. Discussion/Action on the FY25 Strategic Partnership Grant Program.

Councilwoman Sanchez-Stephens made the motion to approve the FY25 Strategic Partnership Grant Program beginning March 1 and closing April 30, 2025. The motion was seconded by Councilwoman D. Roberts. For: All; Against: None. The motion carried 7 to 0.

H. Discussion/Presentation update of the 2024 Racial Profiling Report.

Councilman Hicks made the motion to table this item. The motion was seconded by Councilwoman Cunningham. For: All; Against: None. The motion carried 7 to 0.

I. Discussion/Action regarding the interpretation of the City Charter as it relates to the mayor's authority to vote.

Council Hicks made the motion for the purpose of voting on the appointment/removal of the City Manager, City Secretary, Municipal Judge, or City Attorney the Mayor has no right to vote unless there is a tie. The motion was seconded by Councilwoman Sanchez-Stephens. For: Councilwoman Cunningham, Councilwoman Sanchez-Stephens, and Councilman Hicks; Against: Councilman McGlothin, Councilman R. Roberts, Councilman Mahoney, and Councilwoman D. Roberts. The motion failed 3 to 4.

J. Discussion/Action on hiring new legal services for reassignment of all present and new projects from Hyde Kelley LLP.

Councilwoman Sanchez-Stephens made the motion on hiring new legal services for reassignment of all present and new projects from Hyde Kelley LLP and go with the recommendation from the last RFP from Denton Navarro. Motion was seconded by Councilwoman Cunningham. For: Councilwoman Cunningham, Councilwoman Sanchez-Stephens, and Councilman Hicks; Against: Councilman McGlothin, Councilman R. Roberts, Councilman Mahoney, and Councilwoman D. Roberts. The motion failed 3 to 4.

K. Discussion/Action on hiring a new legal service to assist and advise with upcoming Charter Review.

Councilwoman Sanchez-Stephens made the motion on hiring a new legal service to assist and advise with upcoming Charter Review and would like to go with Denton Navarro. The motion was seconded by Councilwoman Cunningham. For: Councilwoman Cunningham, Councilwoman Sanchez-Stephens, and Councilman Hicks; Against: Councilman McGlothin, Councilman R. Roberts, Councilman Mahoney, and Councilwoman D. Roberts. The motion failed 3 to 4.

L. Discussion from Councilmembers who have attended seminars, events, or meetings.

Councilman Mahoney stated that he attended the NEP meeting, the Chamber luncheon, Casino Event, and the event at the Brooks.

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

Councilwoman Cunningham would like an item on extending the council meeting time so council can complete the agenda also an update on small business outreach. Councilwoman Sanchez-Stephens would like an item on the agenda to see if council would like to sponsor a table for Thriving Hearts.

N. Discussion 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 reminded those that have not attended the Ethics Training that the next training is scheduled for Thursday, February 27<sup>th</sup> at 6:30 p.m.

15. Adjournment – Councilman Hicks made the motion to adjourn the meeting at 10:23 p.m. The motion was seconded by Councilman R. Roberts. For: All; Against: None. Motion carried 7 to 0.

PASSED AND APPROVED THIS 11<sup>TH</sup> DAY OF MARCH 2025.

Mark Allen  
Mayor

ATTEST

Peggy Cimics, TRMC  
City Secretary



## City Council Regular Meeting Staff Report

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### B. Police Department

Meeting	Agenda Group
Tuesday, March 11, 2025, 6:30 PM	Staff Update Item: 7B.
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 Feb 1-15, 2025.pdf](#)

[CPD Report Call Summary Feb 16-28, 2025.pdf](#)  
[2.2025.pdf](#)

# Cibolo Police Department

## Report Call Summary

### February 1-15, 2025

<u>Description</u>	<u>Incident</u>	<u>Rep Date</u>	<u>Loc Block</u>	<u>Loc Street</u>
<b>ACCIDENT, HIT &amp; RUN</b>				
ACCIDENT, HIT & RUN	25-00221	Thursday, February 6, 2025	2300	FM 1103
ACCIDENT, HIT & RUN	25-00244	Monday, February 10, 2025	13600	IH-10 W EB
<b>2 ACCIDENT, HIT &amp; RUN</b>				
<b>ACCIDENT, MOTOR VEHICLE</b>				
ACCIDENT, MOTOR VEHICLE	25-00189	Monday, February 3, 2025	1200	FM 1103
<b>1 ACCIDENT, MOTOR VEHICLE</b>				
<b>ANIMAL BITE/SCRATCH</b>				
ANIMAL BITE/SCRATCH	25-00287	Saturday, February 15, 2025	400	LANDMARK STONE
<b>1 ANIMAL BITE/SCRATCH</b>				
<b>ASSAULT</b>				
ASSAULT	25-00211	Thursday, February 6, 2025	200	ANTRIUM
ASSAULT	25-00202	Tuesday, February 4, 2025	200	ARCADIA PLACE
ASSAULT	25-00186	Tuesday, February 4, 2025	1300	FM 1103
ASSAULT	25-00239	Sunday, February 9, 2025	500	LILAC SHOALS
ASSAULT	25-00192	Tuesday, February 4, 2025	200	MATTHEW ST
ASSAULT	25-00234	Saturday, February 8, 2025	200	SPRING FAWN
ASSAULT	25-00235	Saturday, February 8, 2025	200	SPRINGTREE LANE
<b>7 ASSAULT</b>				
<b>ASSAULT, BODILY INJURY</b>				
ASSAULT, BODILY INJURY	25-00206	Wednesday, February 5, 2025	400	BROOK SHADOW
ASSAULT, BODILY INJURY	25-00222	Thursday, February 6, 2025	500	CALIBAN
ASSAULT, BODILY INJURY	25-00229	Friday, February 7, 2025	100	HINGE IRON
ASSAULT, BODILY INJURY	25-00284	Friday, February 14, 2025	200	JERSEY BEND
ASSAULT, BODILY INJURY	25-00215	Thursday, February 6, 2025	500	THISTLE CREEK DRIVE
<b>5 ASSAULT, BODILY INJURY</b>				
<b>ASSAULT, SEXUAL</b>				
ASSAULT, SEXUAL	25-00252	Monday, February 10, 2025	600	BLK FOXBROOK
ASSAULT, SEXUAL	25-00194	Tuesday, February 4, 2025	200	CLYDESDALE STREET
ASSAULT, SEXUAL	25-00224	Friday, February 7, 2025	100	ELM STREET
<b>3 ASSAULT, SEXUAL</b>				
<b>ASSIST, OFFICER</b>				
ASSIST, OFFICER	25-00268	Thursday, February 13, 2025	3700	BLK COLUMBIA



# Cibolo Police Department

## Report Call Summary

### February 1-15, 2025

<u>Description</u>	<u>Incident</u>	<u>Rep Date</u>	<u>Loc Block</u>	<u>Loc Street</u>
<hr/>				
<b>1 ASSIST, OFFICER</b>				
<hr/>				
<b>ASSIST, OUTSIDE AGENCY</b>				
ASSIST, OUTSIDE AGENCY	25-00238	Sunday, February 9, 2025	100	DIETZ ROAD
ASSIST, OUTSIDE AGENCY	25-00237	Saturday, February 8, 2025	100	SKY HARBOR
ASSIST, OUTSIDE AGENCY	25-00183	Saturday, February 1, 2025	2600	STAR LIGHT LANE
<hr/>				
<b>3 ASSIST, OUTSIDE AGENCY</b>				
<hr/>				
<b>ASSIST, PUBLIC</b>				
ASSIST, PUBLIC	25-00264	Tuesday, February 11, 2025	800	FM 1103
<hr/>				
<b>1 ASSIST, PUBLIC</b>				
<hr/>				
<b>BURGLARY, VEHICLE</b>				
BURGLARY, VEHICLE	25-00292	Saturday, February 15, 2025	300	MYSTIC WAY
<hr/>				
<b>1 BURGLARY, VEHICLE</b>				
<hr/>				
<b>CHILD PROTECTIVE SERVICES REFERRAL</b>				
CHILD PROTECTIVE SERVICES REFERRAL	25-00266	Wednesday, February 12, 2025	2900	CIBOLO VALLEY DRIVE
CHILD PROTECTIVE SERVICES REFERRAL	25-00217	Thursday, February 6, 2025	100	DEER MEADOW DRIVE
CHILD PROTECTIVE SERVICES REFERRAL	25-00187	Monday, February 3, 2025	4000	GREEN VALLEY
CHILD PROTECTIVE SERVICES REFERRAL	25-00195	Tuesday, February 4, 2025	4000	GREEN VALLEY RD
CHILD PROTECTIVE SERVICES REFERRAL	25-00212	Thursday, February 6, 2025	4000	GREEN VALLEY RD
CHILD PROTECTIVE SERVICES REFERRAL	25-00207	Wednesday, February 5, 2025	4000	GREEN VALLEY RD
CHILD PROTECTIVE SERVICES REFERRAL	25-00247	Monday, February 10, 2025	4000	GREEN VALLEY RD
CHILD PROTECTIVE SERVICES REFERRAL	25-00245	Monday, February 10, 2025	4000	GREEN VALLEY RD
CHILD PROTECTIVE SERVICES REFERRAL	25-00225	Friday, February 7, 2025	4000	GREEN VALLEY ROAD
CHILD PROTECTIVE SERVICES REFERRAL	25-00226	Friday, February 7, 2025	4000	GREEN VALLEY ROAD
CHILD PROTECTIVE SERVICES REFERRAL	25-00291	Saturday, February 15, 2025	300	RANCH HOUSE ROAD
CHILD PROTECTIVE SERVICES REFERRAL	25-00179	Saturday, February 1, 2025	300	ROYAL TROON DRIVE
<hr/>				
<b>12 CHILD PROTECTIVE SERVICES REFERRAL</b>				
<hr/>				
<b>CIVIL INFORMATION</b>				
CIVIL INFORMATION	25-00190	Monday, February 3, 2025	1300	FM 1103
CIVIL INFORMATION	25-00278	Thursday, February 13, 2025	1300	FM 1103
CIVIL INFORMATION	25-00277	Thursday, February 13, 2025	1300	FM 1103
CIVIL INFORMATION	25-00271	Wednesday, February 12, 2025	600	GREAT PLAINS
CIVIL INFORMATION	25-00258	Tuesday, February 11, 2025	4000	GREEN VALLEY RD
CIVIL INFORMATION	25-00184	Sunday, February 2, 2025	300	HIGHLAND PLACE
CIVIL INFORMATION	25-00283	Friday, February 14, 2025	400	IRON RIVER
<hr/>				
<b>7 CIVIL INFORMATION</b>				

# Cibolo Police Department

## Report Call Summary

### February 1-15, 2025

<u>Description</u>	<u>Incident</u>	<u>Rep Date</u>	<u>Loc Block</u>	<u>Loc Street</u>
<b>CRIMINAL MISCHIEF</b>				
CRIMINAL MISCHIEF	25-00227	Friday, February 7, 2025	700	BLK NORTEX
CRIMINAL MISCHIEF	25-00253	Monday, February 10, 2025	200	JANET
<hr/>				
<b>2 CRIMINAL MISCHIEF</b>				
<hr/>				
<b>CRIMINAL TRESPASS</b>				
CRIMINAL TRESPASS	25-00273	Wednesday, February 12, 2025	600	FM 78 W
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<b>1 CRIMINAL TRESPASS</b>				
<hr/>				
<b>DEADLY CONDUCT</b>				
DEADLY CONDUCT	25-00257	Tuesday, February 11, 2025	400	COWBOY PEAK
DEADLY CONDUCT	25-00231	Saturday, February 8, 2025	18200	IH 35 N
DEADLY CONDUCT	25-00255	Monday, February 10, 2025	300	LITTLE WICHITA
<hr/>				
<b>3 DEADLY CONDUCT</b>				
<hr/>				
<b>DISORDERLY CONDUCT</b>				
DISORDERLY CONDUCT	25-00196	Tuesday, February 4, 2025	500	THISTLE CREEK DRIVE
<hr/>				
<b>1 DISORDERLY CONDUCT</b>				
<hr/>				
<b>DISTURBANCE, FAMILY</b>				
DISTURBANCE, FAMILY	25-00208	Wednesday, February 5, 2025	200	ANTRIUM
DISTURBANCE, FAMILY	25-00286	Friday, February 14, 2025	400	IRON RIVER
DISTURBANCE, FAMILY	25-00191	Monday, February 3, 2025	200	LOOP 539
DISTURBANCE, FAMILY	25-00241	Sunday, February 9, 2025	200	PARK VALLEY DRIVE
DISTURBANCE, FAMILY	25-00290	Saturday, February 15, 2025	300	SUNROSE LANE
DISTURBANCE, FAMILY	25-00182	Saturday, February 1, 2025	500	SWIFT MOVE
DISTURBANCE, FAMILY	25-00232	Saturday, February 8, 2025	500	ZOELLER WAY
<hr/>				
<b>7 DISTURBANCE, FAMILY</b>				
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<b>DISTURBANCE, VEHICLE</b>				
DISTURBANCE, VEHICLE	25-00219	Thursday, February 6, 2025	200	SOUTH MAIN STREET
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<b>1 DISTURBANCE, VEHICLE</b>				
<hr/>				
<b>DRIVE WHILE LIC INVALID</b>				
DRIVE WHILE LIC INVALID	25-00198	Monday, February 3, 2025	2600	BOLTON RD
DRIVE WHILE LIC INVALID	25-00233	Saturday, February 8, 2025	12100	IH 10 ACCESS RD
<hr/>				
<b>2 DRIVE WHILE LIC INVALID</b>				
<hr/>				
<b>DRUG VIOLATION</b>				

# Cibolo Police Department

## Report Call Summary

### February 1-15, 2025

<u>Description</u>	<u>Incident</u>	<u>Rep Date</u>	<u>Loc Block</u>	<u>Loc Street</u>
DRUG VIOLATION	25-00223	Friday, February 7, 2025	1300	FM 1103
DRUG VIOLATION	25-00246	Monday, February 10, 2025	1300	FM 1103
DRUG VIOLATION	25-00203	Tuesday, February 4, 2025	100	FM 78 E

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#### 3 DRUG VIOLATION

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#### EMERGENCY DETENTION

EMERGENCY DETENTION	25-00240	Sunday, February 9, 2025	100	BAY WILLOW
EMERGENCY DETENTION	25-00210	Wednesday, February 5, 2025	100	CREEK RUN
EMERGENCY DETENTION	25-00263	Tuesday, February 11, 2025	100	CREEK RUN
EMERGENCY DETENTION	25-00254	Monday, February 10, 2025	100	FRITZ WAY
EMERGENCY DETENTION	25-00214	Thursday, February 6, 2025	200	LOOP 539
EMERGENCY DETENTION	25-00285	Friday, February 14, 2025	200	PFEIL ROAD
EMERGENCY DETENTION	25-00243	Sunday, February 9, 2025	100	POINTE LOOP
EMERGENCY DETENTION	25-00270	Wednesday, February 12, 2025	100	SPRINGTREE CLIFF

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#### 8 EMERGENCY DETENTION

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#### FRAUD

FRAUD	25-00180	Saturday, February 1, 2025	200	BROAD OAK
FRAUD	25-00274	Wednesday, February 12, 2025	200	CANSIGLIO
FRAUD	25-00204	Tuesday, February 4, 2025	100	STEER LN
FRAUD	25-00262	Tuesday, February 11, 2025	300	TOWN FORK

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#### 4 FRAUD

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#### HARASSMENT, SEXUAL

HARASSMENT, SEXUAL	25-00199	Tuesday, February 4, 2025	100	DEER MEADOW DRIVE
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#### 1 HARASSMENT, SEXUAL

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#### HARASSMENT, TELEPHONE

HARASSMENT, TELEPHONE	25-00197	Tuesday, February 4, 2025	100	CREEK SIDE
HARASSMENT, TELEPHONE	25-00200	Tuesday, February 4, 2025	100	N MAIN STREET
HARASSMENT, TELEPHONE	25-00185	Monday, February 3, 2025	400	WESTMONT DRIVE

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#### 3 HARASSMENT, TELEPHONE

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#### HOSPICE

HOSPICE	25-00236	Saturday, February 8, 2025	100	FALLING SUN
HOSPICE	25-00193	Tuesday, February 4, 2025	500	SADDLE GLEN

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#### 2 HOSPICE

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#### IMPOUND, ABANDONED

IMPOUND, ABANDONED	25-00256	Tuesday, February 11, 2025	100	HAPPY TRAIL
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2/18/2025

# Cibolo Police Department

## Report Call Summary

### February 1-15, 2025

<u>Description</u>	<u>Incident</u>	<u>Rep Date</u>	<u>Loc Block</u>	<u>Loc Street</u>
IMPOUND, ABANDONED	25-00288	Saturday, February 15, 2025	9000	IH 10 W ACCESS ROAD

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**2 IMPOUND, ABANDONED**

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**IMPOUND, OTHER**

IMPOUND, OTHER	25-00265	Wednesday, February 12, 2025	1900	FM 1103
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**1 IMPOUND, OTHER**

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**INDECENCY WITH CHILD**

INDECENCY WITH CHILD	25-00276	Thursday, February 13, 2025	200	BANDANA STREET
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**1 INDECENCY WITH CHILD**

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**INTOXICATED, DRIVING WHILE**

INTOXICATED, DRIVING WHILE	25-00282	Friday, February 14, 2025	100	FM 78
INTOXICATED, DRIVING WHILE	25-00209	Wednesday, February 5, 2025	12700	IH 10

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**2 INTOXICATED, DRIVING WHILE**

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**MINOR IN POSSESSION OF TOBACCO P**

MINOR IN POSSESSION OF TOBACCO P	25-00267	Thursday, February 13, 2025	1300	FM 1103
MINOR IN POSSESSION OF TOBACCO P	25-00260	Wednesday, February 12, 2025	1300	FM 1103

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**2 MINOR IN POSSESSION OF TOBACCO PROI**

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**PORNOGRAPHY**

PORNOGRAPHY	25-00230	Saturday, February 8, 2025	300	HINSDALE RUN
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**1 PORNOGRAPHY**

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**PROPERTY, FOUND**

PROPERTY, FOUND	25-00216	Thursday, February 6, 2025	1300	FM 1103
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**1 PROPERTY, FOUND**

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**SUSPICIOUS, SITUATION**

SUSPICIOUS, SITUATION	25-00279	Thursday, February 13, 2025	500	THISTLE CREEK DRIVE
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**1 SUSPICIOUS, SITUATION**

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**TERRORISTIC THREAT**

TERRORISTIC THREAT	25-00280	Thursday, February 13, 2025	800	CIBOLO VALLEY DR
TERRORISTIC THREAT	25-00188	Monday, February 3, 2025	200	DEER MESA
TERRORISTIC THREAT	25-00201	Tuesday, February 4, 2025	500	THISTLE CREEK DRIVE

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**3 TERRORISTIC THREAT**

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Cibolo Police Department  
Report Call Summary  
February 1-15, 2025

<u>Description</u>	<u>Incident</u>	<u>Rep Date</u>	<u>Loc Block</u>	<u>Loc Street</u>
<b>THEFT</b>				
THEFT	25-00242	Sunday, February 9, 2025	600	CIBOLO VALLEY DRIVE
THEFT	25-00261	Tuesday, February 11, 2025	600	CIBOLO VALLEY DRIVE
THEFT	25-00205	Wednesday, February 5, 2025	2200	FM 3009
THEFT	25-00251	Monday, February 10, 2025	200	LANDMARK OAK
THEFT	25-00281	Friday, February 14, 2025	200	STAG WAY
	<b>5</b>	<b>THEFT</b>		
<b>Grand Total:</b>		<b>101</b>		

# Cibolo Police Department

## Report Call Summary

### February 16-28, 2025

<u>Description</u>	<u>Incident</u>	<u>Rep Date</u>	<u>Loc Block</u>	<u>Loc Street</u>
<b>ACCIDENT, FLEET</b>				
ACCIDENT, FLEET	25-00343	Friday, February 21, 2025	600	FM 78 W
<b>1 ACCIDENT, FLEET</b>				
<b>ACCIDENT, HIT &amp; RUN</b>				
ACCIDENT, HIT & RUN	25-00353	Sunday, February 23, 2025	200	COUNTRY VALE
ACCIDENT, HIT & RUN	25-00368	Wednesday, February 26, 2025	9500	IH 10 W EB
<b>2 ACCIDENT, HIT &amp; RUN</b>				
<b>ANIMAL BITE/SCRATCH</b>				
ANIMAL BITE/SCRATCH	25-00385	Thursday, February 27, 2025	100	RHEA ST
ANIMAL BITE/SCRATCH	25-00370	Wednesday, February 26, 2025	200	TOWN CREEK WAY
<b>2 ANIMAL BITE/SCRATCH</b>				
<b>ASSAULT</b>				
ASSAULT	25-00394	Friday, February 28, 2025		
ASSAULT	25-00389	Friday, February 28, 2025	200	BROAD OAK
ASSAULT	25-00357	Monday, February 24, 2025	600	CIBOLO VALLEY DRIVE
ASSAULT	25-00391	Friday, February 28, 2025	200	ELAINE SCHLATHER PARKWAY
ASSAULT	25-00382	Friday, February 28, 2025	1300	FM 1103
ASSAULT	25-00358	Monday, February 24, 2025	100	JOSEPH
ASSAULT	25-00314	Tuesday, February 18, 2025	400	LANDMARK STONE
ASSAULT	25-00302	Sunday, February 16, 2025	200	LOOP 539
ASSAULT	25-00395	Friday, February 28, 2025	200	RIDGE BLUFF
<b>9 ASSAULT</b>				
<b>ASSAULT, BODILY INJURY</b>				
ASSAULT, BODILY INJURY	25-00336	Thursday, February 20, 2025	200	BROAD OAK
ASSAULT, BODILY INJURY	25-00379	Thursday, February 27, 2025	500	THISTLE CREEK DRIVE
ASSAULT, BODILY INJURY	25-00381	Thursday, February 27, 2025	500	THISTLE CREEK DRIVE
<b>3 ASSAULT, BODILY INJURY</b>				
<b>ASSAULT, SEXUAL</b>				
ASSAULT, SEXUAL	25-00383	Thursday, February 27, 2025	200	DOUGLAS ST
ASSAULT, SEXUAL	25-00324	Wednesday, February 19, 2025	100	GATEWOOD BAY
<b>2 ASSAULT, SEXUAL</b>				
<b>ASSIST, ANIMAL CONTROL</b>				
ASSIST, ANIMAL CONTROL	25-00399	Friday, February 28, 2025	3000	N GUADALUPE ST

# Cibolo Police Department

## Report Call Summary

### February 16-28, 2025

<u>Description</u>	<u>Incident</u>	<u>Rep Date</u>	<u>Loc Block</u>	<u>Loc Street</u>
<hr/>				
<b>1 ASSIST, ANIMAL CONTROL</b>				
<hr/>				
<b>ASSIST, OUTSIDE AGENCY</b>				
ASSIST, OUTSIDE AGENCY	25-00295	Sunday, February 16, 2025	2900	FM 1103
ASSIST, OUTSIDE AGENCY	25-00309	Monday, February 17, 2025	1000	FM-78
ASSIST, OUTSIDE AGENCY	25-00315	Tuesday, February 18, 2025	800	LIVE OAK ROAD
ASSIST, OUTSIDE AGENCY	25-00298	Sunday, February 16, 2025	500	SASSMAN
ASSIST, OUTSIDE AGENCY	25-00332	Thursday, February 20, 2025	200	WILLOW CREST
ASSIST, OUTSIDE AGENCY	25-00367	Tuesday, February 25, 2025	1600	YUCCA PARK
<hr/>				
<b>6 ASSIST, OUTSIDE AGENCY</b>				
<hr/>				
<b>BURGLARY, BUILDING</b>				
BURGLARY, BUILDING	25-00392	Friday, February 28, 2025	100	VERBENA GAP
<hr/>				
<b>1 BURGLARY, BUILDING</b>				
<hr/>				
<b>BURGLARY, HABITATION</b>				
BURGLARY, HABITATION	25-00307	Monday, February 17, 2025	300	BLAZE MOON
<hr/>				
<b>1 BURGLARY, HABITATION</b>				
<hr/>				
<b>BURGLARY, VEHICLE</b>				
BURGLARY, VEHICLE	25-00347	Saturday, February 22, 2025	100	FOXGLOVE PASS
BURGLARY, VEHICLE	25-00351	Saturday, February 22, 2025	100	FOXGLOVE PASS
BURGLARY, VEHICLE	25-00346	Saturday, February 22, 2025	100	SPRINGTREE CV
<hr/>				
<b>3 BURGLARY, VEHICLE</b>				
<hr/>				
<b>CHILD PROTECTIVE SERVICES REFERRAL</b>				
CHILD PROTECTIVE SERVICES REFERRAL	25-00396	Friday, February 28, 2025	300	ANTRIUM
CHILD PROTECTIVE SERVICES REFERRAL	25-00363	Tuesday, February 25, 2025	2900	CIBOLO VALLEY DRIVE
CHILD PROTECTIVE SERVICES REFERRAL	25-00341	Friday, February 21, 2025	4000	GREEN VALLEY RD
CHILD PROTECTIVE SERVICES REFERRAL	25-00330	Thursday, February 20, 2025	4000	GREEN VALLEY RD
CHILD PROTECTIVE SERVICES REFERRAL	25-00359	Monday, February 24, 2025	4000	GREEN VALLEY RD
CHILD PROTECTIVE SERVICES REFERRAL	25-00333	Thursday, February 20, 2025	600	OVERLOOK RIDGE
CHILD PROTECTIVE SERVICES REFERRAL	25-00349	Tuesday, February 18, 2025	300	WAGON WHEEL WAY
<hr/>				
<b>7 CHILD PROTECTIVE SERVICES REFERRAL</b>				
<hr/>				
<b>CITY CODE VIO (ANIMAL @ LARGE)</b>				
CITY CODE VIO (ANIMAL @ LARGE)	25-00312	Tuesday, February 18, 2025	300	SUNROSE LN
<hr/>				
<b>1 CITY CODE VIO (ANIMAL @ LARGE)</b>				
<hr/>				
<b>CRIMINAL MISCHIEF</b>				
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# Cibolo Police Department

## Report Call Summary

### February 16-28, 2025

<u>Description</u>	<u>Incident</u>	<u>Rep Date</u>	<u>Loc Block</u>	<u>Loc Street</u>
CRIMINAL MISCHIEF	25-00375	Thursday, February 27, 2025	100	BRIDGE CROSSING
<b>1 CRIMINAL MISCHIEF</b>				
<b>CRIMINAL TRESPASS</b>				
CRIMINAL TRESPASS	25-00397	Friday, February 28, 2025	600	FM 78
<b>1 CRIMINAL TRESPASS</b>				
<b>DEADLY CONDUCT</b>				
DEADLY CONDUCT	25-00378	Thursday, February 27, 2025	2100	GREEN VALLEY ROAD
DEADLY CONDUCT	25-00296	Sunday, February 16, 2025	100	WILLOW PATH
<b>2 DEADLY CONDUCT</b>				
<b>DEATH INVESTIGATION</b>				
DEATH INVESTIGATION	25-00320	Wednesday, February 19, 2025	800	EVERYDAY WAY
<b>1 DEATH INVESTIGATION</b>				
<b>DISORDERLY CONDUCT</b>				
DISORDERLY CONDUCT	25-00366	Tuesday, February 25, 2025	1300	FM 1103
<b>1 DISORDERLY CONDUCT</b>				
<b>DISTURBANCE, FAMILY</b>				
DISTURBANCE, FAMILY	25-00334	Thursday, February 20, 2025	100	CARNOUSTY
DISTURBANCE, FAMILY	25-00327	Thursday, February 20, 2025	100	FRITZ WAY
DISTURBANCE, FAMILY	25-00352	Sunday, February 23, 2025	200	KINGS WAY
DISTURBANCE, FAMILY	25-00328	Thursday, February 20, 2025	300	LANDMARK WAY
DISTURBANCE, FAMILY	25-00337	Friday, February 21, 2025	300	LANDMARK WAY
DISTURBANCE, FAMILY	25-00308	Monday, February 17, 2025	200	LOOP 539 W
DISTURBANCE, FAMILY	25-00388	Thursday, February 27, 2025	600	SADDLE HOUSE
DISTURBANCE, FAMILY	25-00306	Monday, February 17, 2025	200	TERRAMAR
DISTURBANCE, FAMILY	25-00301	Sunday, February 16, 2025	300	WILLOW VIEW
DISTURBANCE, FAMILY	25-00321	Wednesday, February 19, 2025	200	WOODSTONE LOOP
<b>10 DISTURBANCE, FAMILY</b>				
<b>DRIVE WHILE LIC INVALID</b>				
DRIVE WHILE LIC INVALID	25-00361	Monday, February 24, 2025	4900	CIBOLO VALLEY
<b>1 DRIVE WHILE LIC INVALID</b>				
<b>DRUG VIOLATION</b>				
DRUG VIOLATION	25-00303	Sunday, February 16, 2025	2800	CIBOLO VALLEY DRIVE
DRUG VIOLATION	25-00350	Sunday, February 23, 2025	400	CORWIN SPRINGS



# Cibolo Police Department

## Report Call Summary

### February 16-28, 2025

<u>Description</u>	<u>Incident</u>	<u>Rep Date</u>	<u>Loc Block</u>	<u>Loc Street</u>
DRUG VIOLATION	25-00349	Sunday, February 23, 2025	2400	FM 1103
DRUG VIOLATION	25-00362	Tuesday, February 25, 2025	1300	FM 1103
DRUG VIOLATION	25-00338	Friday, February 21, 2025	1300	FM 1103
DRUG VIOLATION	25-00339	Friday, February 21, 2025	1300	FM 1103
DRUG VIOLATION	25-00393	Friday, February 28, 2025	1300	FM 1103

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#### 7 DRUG VIOLATION

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#### EMERGENCY DETENTION

EMERGENCY DETENTION	25-00365	Tuesday, February 25, 2025	3800	CIBOLO VALLEY DR. STE 104
EMERGENCY DETENTION	25-00344	Friday, February 21, 2025	500	CIBOLO VALLEY DR
EMERGENCY DETENTION	25-00323	Wednesday, February 19, 2025	1300	FM 1103
EMERGENCY DETENTION	25-00304	Monday, February 17, 2025	200	FRITZ WAY
EMERGENCY DETENTION	25-00331	Thursday, February 20, 2025	100	HINGE CHASE
EMERGENCY DETENTION	25-00348	Saturday, February 22, 2025	18100	I-35
EMERGENCY DETENTION	25-00317	Tuesday, February 18, 2025	100	STILL BROOK LANE

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#### 7 EMERGENCY DETENTION

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#### FORGERY

FORGERY	25-00369	Wednesday, February 26, 2025	1100	GUADALUPE DRIVE
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#### 1 FORGERY

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#### FRAUD

FRAUD	25-00342	Friday, February 21, 2025	200	CALERA COVE
FRAUD	25-00380	Thursday, February 27, 2025	600	SADDLE HOUSE

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#### 2 FRAUD

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#### GRAFFITI

GRAFFITI	25-00390	Friday, February 28, 2025		KOVE LANE
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#### 1 GRAFFITI

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#### HARASSMENT, TELEPHONE

HARASSMENT, TELEPHONE	25-00318	Tuesday, February 18, 2025	200	ANTRIUM
HARASSMENT, TELEPHONE	25-00299	Sunday, February 16, 2025	200	JERSEY BEND

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#### 2 HARASSMENT, TELEPHONE

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#### HOSPICE

HOSPICE	25-00374	Wednesday, February 26, 2025	500	SADDLE GLEN
HOSPICE	25-00335	Friday, February 21, 2025	300	SADDLE RIDGE

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#### 2 HOSPICE

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3/3/2025

# Cibolo Police Department

## Report Call Summary

### February 16-28, 2025

<u>Description</u>	<u>Incident</u>	<u>Rep Date</u>	<u>Loc Block</u>	<u>Loc Street</u>
<b>MINOR IN POSSESSION OF TOBACCO PRODUCTS</b>				
MINOR IN POSSESSION OF TOBACCO PRODUCTS	25-00011	Tuesday, February 18, 2025	1300	FM 1103
MINOR IN POSSESSION OF TOBACCO PRODUCTS	25-00013	Tuesday, February 18, 2025	1300	FM 1103
<hr/>				
<b>2 MINOR IN POSSESSION OF TOBACCO PRODUCTS</b>				
<hr/>				
<b>MISSING/ENDANGERED</b>				
MISSING/ENDANGERED	25-00354	Monday, February 24, 2025	300	VALIANT VALLEY
<hr/>				
<b>1 MISSING/ENDANGERED</b>				
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<b>PORNOGRAPHY</b>				
PORNOGRAPHY	25-00297	Sunday, February 16, 2025	100	PARK HEIGHTS
<hr/>				
<b>1 PORNOGRAPHY</b>				
<hr/>				
<b>PROPERTY, DAMAGED</b>				
PROPERTY, DAMAGED	25-00364	Tuesday, February 25, 2025	200	SCHLATHER STREET
<hr/>				
<b>1 PROPERTY, DAMAGED</b>				
<hr/>				
<b>PROPERTY, FOUND</b>				
PROPERTY, FOUND	25-00300	Sunday, February 16, 2025	600	FM 78
PROPERTY, FOUND	25-00376	Thursday, February 27, 2025	2300	GREEN VALLEY ROAD
<hr/>				
<b>2 PROPERTY, FOUND</b>				
<hr/>				
<b>PROTECTIVE ORDER VIOLATION</b>				
PROTECTIVE ORDER VIOLATION	25-00398	Friday, February 28, 2025	600	FM 78 WEST
<hr/>				
<b>1 PROTECTIVE ORDER VIOLATION</b>				
<hr/>				
<b>PUBLIC LEWDNESS</b>				
PUBLIC LEWDNESS	25-00356	Monday, February 24, 2025	100	LOOP 539 EAST
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<b>1 PUBLIC LEWDNESS</b>				
<hr/>				
<b>RUNAWAY/MISSING</b>				
RUNAWAY/MISSING	25-00310	Tuesday, February 18, 2025	500	ELDRIDGE DR
RUNAWAY/MISSING	25-00360	Monday, February 24, 2025	100	LANDMARK HAVEN
<hr/>				
<b>2 RUNAWAY/MISSING</b>				
<hr/>				
<b>SUICIDE, ATTEMPT</b>				
SUICIDE, ATTEMPT	25-00387	Thursday, February 27, 2025	600	ABLE BLUFF

Cibolo Police Department  
Report Call Summary  
February 16-28, 2025

<u>Description</u>		<u>Incident</u>	<u>Rep Date</u>	<u>Loc Block</u>	<u>Loc Street</u>
		1	SUICIDE, ATTEMPT		
SUSPICIOUS, PERSON					
SUSPICIOUS, PERSON	25-00326		Thursday, February 20, 2025	100	BROOK BEND
		1	SUSPICIOUS, PERSON		
THEFT					
THEFT	25-00345		Friday, February 21, 2025	600	CIBOLO VALLEY DR
THEFT	25-00386		Thursday, February 27, 2025	600	CIBOLO VALLEY DR
THEFT	25-00305		Monday, February 17, 2025	700	FM 1103
THEFT	25-00329		Thursday, February 20, 2025	800	NOR-TEX
THEFT	25-00355		Monday, February 24, 2025	100	RED DEER PLACE
THEFT	25-00322		Wednesday, February 19, 2025	200	SOMERSET AVE
		6	THEFT		
Grand Total:		97			

**CIBOLO  
ANIMAL SERVICES**

**MONTHLY REPORT**

**February 2025**

**TOTALS**

**INTAKES**

Return/Owner Surrender	2
Seized/Custody	4
Stray	45
Transfer in	2
Wildlife In	2
<b>TOTAL</b>	<b>55</b>

**OUTCOMES**

Adoption	17
Missing	0
Died in Shelter/upon arrival	5
Return to Owner	18
Transfer Out	2
Euthanasia	0
Wildlife Out	0
<b>TOTAL</b>	<b>42</b>

**Transfer Out - Locations**

Wildlife Rescue	0
Live Oak AC	0
Kirby Animal Services	1
Alamo City House Rabbits	1
The Animal Defense League	0
<b>TOTAL</b>	<b>2</b>

**BITE CASES**

**Currently in Foster** 5 (Puppies <8 weeks old)

**TOTAL NEW LICENSES ISSUED** 0 (Does not count renewals)

**VOLUNTEER HOURS** 53 (including community service)

**LIVE RELEASE RATE FOR NOV.** 100%







## City Council Regular Meeting Staff Report

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### C. Hear a Presentation on the Status of Grant Opportunities (Ms. Miranda)

Meeting	Agenda Group
Tuesday, March 11, 2025, 6:30 PM	Staff Update Item: 7C.
From	
Anna Miranda, Finance Director	

### **PRIOR CITY COUNCIL ACTION:**

City Council authorized the Grant Writer position in the FY23 budget.

### **BACKGROUND:**

The last update on our grant program was provided to City Council in June 2024. Since May 2023, Michelle Martinez, the City's grant writer has written 38 grant applications. And since our last update, 7 have been awarded for a total of \$342K in grant funding. It should be noted, that we are currently negotiating the MVCPA grant for approximately \$600K and expect to have official notification of award soon.

The grant writing process includes understanding Council priorities, and researching grant opportunities that align with those priorities. Collaboration with department staff is critical to writing a successful grant. Michelle has worked to develop interdepartmental relationships to ensure that we communicate our needs successfully. This presentation updates Council on recent grant awards, pending applications, recent submissions and future opportunities.

### **STAFF RECOMMENDATION:**

N/A

### **FINANCIAL IMPACT:**

Our grant program has had positive financial impacts to the City.

### **MOTION(S):**

N/A

### **Attachments**

[3112025 Grant Presentation City Council.pdf](#)



# Grant Update

**City Council Meeting  
March 11, 2025**

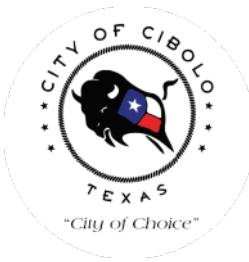
# OVERVIEW

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- Priorities and Results
- Awarded and Pending Grants
- Grant Requirements
- Timeline of Funding Opportunities
- Grants In Development
- Sources of Funding
- Partnerships







## Grant Priorities

- Economic Development-Strategy 1
- Infrastructure-Strategy 2
- Partnerships & Relationships-Strategy 3
- Quality of Life-Strategy 4
- Financial Integrity-Strategy 5
- Operational Excellence-Strategy 6





## Since Inception (May 29, 2023)

- Applied for 38 grants
  - Public safety category - 17
  - Economic Development - 3
  - Public works infrastructure - 3
  - Animal Services - 3
  - Community Services - 3
  - Information Technology – 3
  - Parks – 6

## Since Last Report

- Awarded \$342K on 7 grants
  - Public safety category – (3) \$146,752
  - Parks – (1) \$20,000
  - Information Technology – (1) \$155,520
  - Community Services – (2) \$20,100





# GRANTS AWARDED

## *C. Grant Approaches- Core Strategies*

### Core Strategy 2-Infrastructure

Project Name	Guiding Principle	Initiative	Funder	Amount
Bullet Resistant Shield Grant Program (2024 Application)	Public Safety	Initiative 2.1. Be intentional with infrastructure investment to promote economic development, responsible growth, and public safety	Office of the Governor	\$81,709 <b>Awarded</b> No Match
Victim Liaison Coordinator Grant Program (2024 Application)	Public Safety	Initiative 2.1. Be intentional with infrastructure investment to promote economic development, responsible growth, and public safety	Office of the Governor	\$15,543 <b>Awarded</b>
Victims Liaison Coordinator Year 2 (from 2022 Application)	Public Safety	Initiative 2.1. Be intentional with infrastructure investment to promote economic development, responsible growth, and public safety	Office of the Attorney General	\$49,500 <b>Awarded</b>



# GRANTS AWARDED

## *C. Grant Approaches- Core Strategies*

### Core Strategy 2-Infrastructure

Project Name	Guiding Principle	Initiative	Funder	Amount
Cybersecurity Planning Grant Program (2024 Application)	Public Safety	Initiative 2.1. Be intentional with infrastructure investment to promote economic development, responsible growth, and public safety	Office of the Governor	\$155,520 <b>Awarded</b> \$17,280.00 Match
Power Up (2024 Application)	Parks Infrastructure	Initiative 2.1. Be intentional with infrastructure investment to promote economic development, responsible growth, and public safety	GVEC	\$20,000 <b>Awarded</b>
Senior Breakfast Program (from 2024 Application)	Community Services		HEB	\$15,000 <b>Awarded</b> \$5,000.00 in gift cards



# PENDING GRANTS

## C. Grant Approaches- Core Strategies

### Core Strategy 2-Infrastructure

Project Name	Guiding Principle	Initiative	Funder	Amount
Flood Mitigation (2024 Application)	Public Works	Initiative 2.1. Be intentional with infrastructure investment to promote economic development, responsible growth, and public safety	Texas Water Development Board	\$600,000 <b>Pending-Still in Review-</b> <i>The public comment period has been extended to March 17 due to an update of the Flood Management Evaluations (FME) project list.</i>
*Leveraging Technology to Combat Catalytic Converter Theft in Cibola (2024 Application)	Public Safety	Initiative 2.1. Be intentional with infrastructure investment to promote economic development, responsible growth, and public safety	Motor Vehicle Crime Prevention Authority	\$626,902 Total; \$522,411 MVCPA; \$104,491 Match <b>Pending-</b> <i>Negotiations finalized 2/27/25</i>



# PENDING GRANTS

## *C. Grant Approaches- Core Strategies*

### Core Strategy 2-Infrastructure

Project Name	Guiding Principle	Initiative	Funder	Amount
First Responders Mental Health and Wellness (2025 Application)	Public Safety	Initiative 2.1. Be intentional with infrastructure investment to promote economic development, responsible growth, and public safety	Office of the Governor	\$91,760 OOG Funds \$73,408; Cash Match \$1,102.00; In-Kind Match \$17,250 <b>Pending</b>
Rifle Resistant Body Armor Phase 2 (2025 Application)	Public Safety	Initiative 2.1. Be intentional with infrastructure investment to promote economic development, responsible growth, and public safety	Office of the Governor	\$40,000 <b>Pending</b> No Match
Phase 2 Assessment and Evaluation of Cybersecurity Plan (2025 Application)	Information & Technology	Initiative 2.2. Gain control of utility service areas within our growth areas	Office of the Governor	\$86,034 Total; \$68,828 OOG; In-kind Match \$17,207 <b>Pending</b>



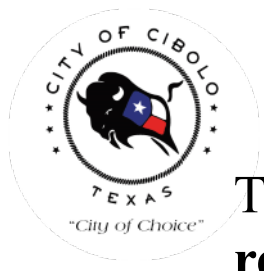
# PENDING GRANTS

## *C. Grant Approaches- Core Strategies*

### **Core Strategy 2-Infrastructure**

Project Name	Guiding Principle	Initiative	Funder	Amount
State Homeland Security (2025 Application)	Public Safety	Initiative 2.1. Be intentional with infrastructure investment to promote economic development, responsible growth, and public safety	Office of the Governor	\$182,193 OOG No Match <b>Pending</b>
City of Cibola NRA Project (6) Colt M4 Carbine Rifles .223/5.56 16.1" And Training Ammunition (2025 Application)	Public Safety	Initiative 2.1. Be intentional with infrastructure investment to promote economic development, responsible growth, and public safety	National Rifle Association Foundation	\$7,000 Request No Match <b>Pending</b>





# Grant Requirements Summary

The following awarded grants require **monthly financial reports** and **quarterly state and progress reports**, which are managed by Michelle Martinez in collaboration with the respective departments:

- **Cybersecurity Grant Planning Project:** Ensures the city's digital security improvements are tracked quarterly and funded as expenses are procured.
- **Victims Liaison Coordinator Program:** Supports victim advocacy and requires consistent financial monthly and performance updates quarterly.
- **Victims Liaison Coordinator (OAG):** State-funded initiative requiring quarterly impact reports and monthly financial reports on victim support services and monthly financial reimbursements.
- **Bullet-Resistant Shield Project:** Focused on public safety, requiring financial oversight quarterly and progress tracking quarterly to ensure compliance.
- **Senior Breakfast Program:** Focused on a better quality of life for Cibolo Seniors - Yearly Report
- **HEB Pond Project/POWER Up:** Focused on better quality of life for citizens and guest of Cibolo - Yearly Report



These reports help maintain transparency, track expenditures, and demonstrate program effectiveness.





# Calendar of Upcoming Notice of Federal & State Funding Opportunities

## Calendar Year 2024-2025

\*Staffing For Adequate  
Fire and Emergency  
Response (SAFER);  
Assistance to  
Firefighters

CDBG Downtown  
Revitalization Program

Emergency  
Management  
Performance

Building Trust  
and Legitimacy  
with the  
Community

Cops Hiring  
Grant

School Violence  
Prevention

Strengthening  
Mobility and  
Revolutionizing  
Transportation  
(SMART)

Texas Parks and  
Wildlife Department  
Local Parks Non-  
Urban Outdoor  
Recreation

Alamo Area Council  
of Government Grant  
Coordination Begins  
for State Funding >10  
opportunities

April 25,2025

May

June

July

25-Aug

September

October





# Calendar of Upcoming Notice of Federal & State Funding Opportunities

## Calendar Year 2024 - 2025





# GRANTS UNDER DEVELOPMENT

Funding Source	Department	Amount	Match	Due Date
Office of the Attorney General Victims Liaison Coordinator Grant	Police Department	\$49,500.00	None	March 14, 2025
Firehouse Subs	Police Department	\$12,000.00	None	April 3, 2025
COPS Hiring Program	Police Department	TBD	25%	May 2025
Petco Love	Animal Services	TBD	None	July 31, 2025



# GRANTS UNDER DEVELOPMENT

Funding Source	Department	Amount	Match	Due Date
Building Trust and Legitimacy with the Community	Police Department	TBD	None	May 2025
Texas Parks and Wildlife	Parks	TBD	50%	August 1, 2025
Better Cities for Pets	Animal Services	TBD	None	TBD
School Violence Prevention Program	Police Department	TBD	None	June 2025



# GRANT SOURCES

- **Government Entities (State and Federal)**
- **Corporate Foundations**
- **Family Foundations**
- **Private Foundations**



# **BUILDING PARTNERSHIPS**

**Working hard to build positive and productive partnerships with other agencies to increase our opportunities for grant funding**

- **AACOG**
- **AAMPO**
- **Congressman Cuellar's office**
- **GVEC**
- **HEB**
- **JBSA – DCIP**
- **Motor Vehicle Crime Prevention Authority**
- **Office of the Attorney General**
- **Office of the Governor**



# Questions/Feedback



## City Council Regular Meeting Staff Report

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**A. Approval/Disapproval of a resolution declaring a public purpose for 53 pet carriers to be issued to citizens with adoptions from ZuGoPet to the Cibolo Animal Shelter. (Chief Andres)**

Meeting	Agenda Group
Tuesday, March 11, 2025, 6:30 PM	Resolution Item: 8A.
From	
Thedrick Andres, Chief of Police	

**PRIOR CITY COUNCIL ACTION:**

N/A

**BACKGROUND:**

On February 18, 2025, representatives from the ZuGoPet Company visited the Cibolo Animal Shelter wanting to donate 53 pet carriers to be issued to citizens who adopt pets from the City of Cibolo Animal Shelter to ensure safe storage of their newly adopted pets.

**STAFF RECOMMENDATION:**

The staff recommends approving the donation from ZuGoPet Company.

**FINANCIAL IMPACT:**

N/A

**MOTION(S):**

N/A

**Attachments**

[2025.02.27 Pet Carrier Resolution.pdf](#)





RESOLUTION NO. \_\_\_\_\_

**A RESOLUTION BY THE CITY OF CIBOLO, TEXAS, ACCEPTING A DONATION OF PET CARRIERS FROM ZUGOPET; AUTHORIZING THE DISTRIBUTION OF THE PET CARRIERS TO INDIVIDUALS ADOPTING PETS FROM THE CIBOLO ANIMAL SHELTER; PROVIDING FOR REPEAL AND SEVERABILITY; FINDING THAT THE ACCEPTANCE OF THE DONATION AND THE DISTRIBUTION OF THE DONATED ITEMS IS FOR A PUBLIC PURPOSE; DETERMINING THAT THE MEETING AT WHICH THIS RESOLUTION WAS PASSED WAS CONDUCTED IN COMPLIANCE WITH THE TEXAS OPEN MEETINGS ACT; AND PROVIDING AN EFFECTIVE DATE.**

**WHEREAS**, the City Council finds the City of Cibolo, Texas (the “City”) is a home-rule municipality with the authority to operate an animal shelter as authorized in chapter 10 of the Cibolo Code of Ordinances; and

**WHEREAS**, the City Council finds that animal shelters play a crucial role in providing care and support to abandoned and homeless pets; and

**WHEREAS**, the City Council finds that providing support and resources to new pet owners can help reduce the numbers of pets being returned to shelters; and

**WHEREAS**, ZuGoPet has offered to donate pet carriers to the Cibolo Animal Shelter to assist with the support of pets adopted from the shelter; and

**WHEREAS**, the City desires to accept such donation and to authorize the distribution of such carriers to individuals adopting pets from the Cibolo Animal Shelter.

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

**SECTION 1. Finding.** The recitals are hereby found to be true and correct and are hereby incorporated as part of this Resolution.

**SECTION 2. Authorization.** The City Council authorizes the acceptance of the donation of pet carriers from ZuGoPet and authorizes the distribution of the donated carriers to individuals adopting pets from the Cibolo Animal Shelter.

**SECTION 3. Public Purpose.** The City Council finds that it is in the best interest of the public to accept the donation, to distribute the donated resources to individuals adopting pets, and the City Council further finds that the donation and distribution of the pet carriers supports the welfare of pets adopted from the Cibolo Animal Shelter.

**SECTION 4. Repeal.** This Resolution shall be and is hereby cumulative of all other resolutions of the City of Cibolo, Texas, and this Resolution shall not operate to repeal or affect any of such other resolutions except insofar as the provisions thereof might be inconsistent or in conflict with the provisions of this Resolution, in which event such conflict provisions, if any, in such other resolutions are hereby repealed.

**SECTION 5. 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 6. Open Meeting Compliance.** The City Council hereby finds and determines that the meeting at which this Resolution was passed was conducted in accordance with the Texas Open Meeting Act.

**SECTION 7. Effective Date.** This Resolution shall become effective and be in full force and effect from and after the date of passage and adoption by the City Council of the City of Cibolo, Texas.

**PASSED, APPROVED, and ADOPTED on this \_\_\_\_ day of \_\_\_\_\_, 2025.**

\_\_\_\_\_  
**Mark Allen, Mayor**

**ATTEST:**

**APPROVED AS TO FORM:**

\_\_\_\_\_  
**Peggy Cimics, TRMC**  
**City Secretary**

\_\_\_\_\_  
**Hyde Kelley LLP**  
**City Attorney**



## City Council Regular Meeting Staff Report

**A. Approval/Disapproval of an Ordinance for a Conditional Use Permit (CUP) request to allow a Local Convenience Store with Fuel Sales (larger than 5,000 square feet) in a Retail/Office (C-3) District for certain real property located at 1636 FM 1103, legally described as Cibolo Creek Center, Block 1, Lot 1. (Mr. Spencer)**

Meeting	Agenda Group
Tuesday, March 11, 2025, 6:30 PM	Ordinances Item: 9A.
From	
Eron Spencer, Assistant Planning Director	

**CITY COUNCIL ACTION:** Approval/Disapproval of an Ordinance

**PLANNING & ZONING COMMISSION ACTION:** Recommendation for approval, with staff recommended conditions (7-0)

### PROPERTY INFORMATION:

Project Name: CUP-25-01  
Owner: Samir Maredia  
Representative: Doan & Associates  
Location/Area: 1636 FM 1103, 4.0253 acres  
Location: Intersection of FM 1103, Brite Road, and Weil Road  
Council Place: 4  
[Future Land Use:](#) Neighborhood Commercial  
Existing [Zoning:](#) Retail/Office (C-3)  
Requested Zoning: Conditional Use Permit (CUP)  
Proposed Use: Local Convenience Store with Fuel Sales (larger than 5,000 square feet)

### FINDINGS:

The applicant lot is located on the bend on FM 1103, where FM 1103 intersects Brite Road and Weil Road. The property is located within the Retail/Office (C-3) commercial zoning district. Directly adjacent to the applicant property is a commercial property within the Neighborhood Commercial (C-1) zoning district. The Cibolo ETJ surrounds the property to the east and southeast. Directly south are residential properties within the C-3 zoning district. Across FM 1103 is an undeveloped property also zoned C-3, as well as the Cibolo Valley Ranch residential subdivision green belt, which is zoned SF-6.

The Cibolo Creek Center commercial plat was approved by City Council in April 2024 and recorded in August 2024. The applicant later submitted a site plan application for a building totaling 9,130 square feet. The building will be divided into four suites. The main suite for the proposed gas station and convenience store is 5,500 square feet, and the three remaining suites are 1,200 square feet each.

Per Section 1.12 of the Unified Development Code (UDC), Local Convenience Store with Fuel Sales is defined as:

#### ***Local Convenience Store (with fuel sales)***

*A commercial activity engaged in the sale of commonly used goods and merchandise, including petroleum products, for personal or household use in a structure five thousand and one (5,001) square feet or more in size. Refer to Article 6 of this UDC for additional requirements for fuel sales.*

Local Convenience Store with Fuel Sales is permitted by right within the C-3 zoning district per Section 13.2 of the UDC. However, in accordance with Article 6.3.1.K.5 of the UDC, a Conditional Use Permit (CUP) is required if the structure, or building, for a fuel sales business exceeds 5,000 square feet.

**K. Fuel Sale Businesses.**

*5. Stores exceeding 5,000 Square Feet: If a structure exceeds 5,000 square feet in size, a Conditional Use Permit (CUP) will be required.*

The applicant is proposing a 5,500-square-foot Local Convenience Store with Fuel Sales. Therefore, the approval of a CUP is required to allow this use on the property.

The site plan underwent an initial review. During this process, City staff provided several comments, one of which noted the requirement for an approved CUP. Apart from this comment, all other outstanding comments will be resolved administratively as part of the standard site plan review process. The primary focus of this CUP request is the size of the proposed structure in relation to its intended use.

**PUBLIC NOTICE:**

Notice was published within the local newspaper (Seguin Gazette) on January 26, 2025, and the [City Website](#). Individual letters were sent by mail to 11 property owners within 200 feet of the subject property. To date, Staff has received two (2) in favor of and zero (0) in opposition. Public Hearings were scheduled for February 12, 2025 (Planning & Zoning Commission) and on February 25, 2025 (City Council). Approval/Disapproval of the zoning ordinance is tentatively scheduled for the March 11, 2025, City Council meeting.

**STAFF RECOMMENDED CONDITIONS:**

Should City Council approve the CUP for a Local Convenience Store with Fuel Sales (larger than 5,000 square feet) on the property located at 1636 FM 1103, Staff recommends that it be subject to the following conditions:

1. Building & Fire Codes – Applicant must comply with all Building and Fire Code requirements.
2. Permits & Inspections – All required building permits and Certificate of Occupancy must be obtained. All permit applications submitted for this property are subject to the requirements of the Code.
3. Additional Uses – No other conditional uses are allowed under this conditional use permit.
4. Retail/Office (C-3) Regulations – All regulations of the Retail/Office (C-3) Zoning District, other than those amended by the Conditional Use Permit, apply to the Property.
5. TxDOT Approval – The subject property is along TxDOT right-of-way. Applicant must obtain approval from TxDOT and include proof of approval with any development applications submitted to the City of Cibolo.
6. Site Plan – A site plan in compliance with UDC Sec. 12.3.2, must be submitted to the City for review and approval.
7. Parking Requirements – The site plan must comply with off-street parking requirements outlined in UDC Sec. 10.2. Overnight parking is strictly prohibited.
8. Exterior Lighting – A lighting plan subject to the illumination standards of Article 7 of the UDC must be submitted to the City for review and approval as part of the site plan application. The plan must ensure that light pollution, glare, and trespass are minimized, with illumination at the property lines limited to one (1.0) foot candle.
9. Landscaping – A landscaping plan subject to the requirements of Article 17 of the UDC must be submitted to the City for review and approval as part of the site plan application.
10. Alcohol Sales – Any alcohol sales are subject to Texas Alcoholic Beverage Commission rules and regulations.
11. Supplemental Use Regulations – All regulations of UDC Article 6.3 Supplemental Use Regulations (K) Fuel Sales Business, other than those amended by the Conditional Use Permit, apply to the Property.

**CITY COUNCIL ACTION:**

The following are sample motions that can be made by Council regarding this agenda item.

1. **Approve** the requested CUP for a Local Convenience Store with Fuel Sales (larger than 5,000 square feet) for property located at 1636 FM 1103, legally described as Cibolo Creek Center, Block 1, Lot 1.
2. **Approve** the requested CUP for a Local Convenience Store with Fuel Sales (larger than 5,000 square feet) for property located at 1636 FM 1103, legally described as Cibolo Creek Center, Block 1, Lot 1, *with conditions*.
3. **Deny** the requested CUP for a Local Convenience Store with Fuel Sales (larger than 5,000 square feet) for property located at 1636 FM 1103, legally described as Cibolo Creek Center, Block 1, Lot 1, *with findings*.

#### **STAFF ANALYSIS:**

Section 4.3.2, Conditional Use Permit, of the UDC, provides direction to City Council when considering a CUP request.

*A Conditional Use Permit is intended to provide some flexibility to traditional zoning by offering a mechanism to balance specific site constraints and development plans with the larger interest of the community and the integrity of the UDC. An application for a Conditional Use Permit follows the same process as a Zoning Map Amendment Process (Rezoning)...The Permit, if granted, may include conditions placed upon the development of the property. The Planning & Zoning Commission and City Council shall consider the following, at a minimum, in conjunction with its deliberations for approval or denial of the application and the establishment of conditions:*

##### ***A. Consistency with the Comprehensive Master Plan;***

PlaceType: Neighborhood Commercial (pg. 43)

Character and Intent: Neighborhood Commercial development is characterized by small, free-standing buildings containing one or more businesses. Neighborhood Commercial primarily provides family-oriented services for the surrounding neighborhoods and city. They are generally located within walking distance of surrounding residential uses and neighborhoods. Business

types may include restaurants, local retail, medical offices, banks, and other retail and service uses.

Land Use Considerations:

- Primary Land Uses: Neighborhood Retail, Office
- Secondary Land Uses: Civic and Institutional, Parks and Open Space

Example Locations:

- Cibolo Valley Square, Steele Plaza, and Turning Stone Animal Hospital

**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 property is designated as Neighborhood Commercial on the City's FLUM. The proposed multi-tenant building, which includes a Local Convenience Store with Fuel Sales (larger than 5,000 square feet), aligns with the 2024 FLUM and Comprehensive Plan. This development reflects the character and intent of the Neighborhood Commercial PlaceType by providing community-oriented "local retail" and "service uses" while also being consistent with "Neighborhood Retail", which is a primary land use within this PlaceType.

##### ***B. Conformance with applicable regulations in this UDC and standards established by the UDC;***

**STAFF FINDING:** The subject property is currently zoned Retail/Office (C-3). The intent of the C-3 zoning district is explained in Section 14.2.O.13 of the UDC, as follows:

- a. Intent – The Retail/Office District establishes a broad range of business operations, services and commercial development requiring arterial or collector street access. This district is intended for a variety of office, institutional and indoor retail uses that are designed to make the most efficient use of existing infrastructure and provide for orderly transitions and buffers between districts and uses. This district should facilitate economic development activities that will strengthen neighborhoods; promote the development of targeted industries and provide community balance; provide educational and employment opportunities; and encourage local economic investment for citizens of Cibolo.*
- b. Permitted uses – general retail, office and service uses*
- c. Specific uses – subject to Site Plan approval, completely enclosed general retail, office and service uses*

Lot Area	Lot Width	Front Setback	Rear Setback	Side Setback	Max Impervious Coverage	Maximum Height
N/A	70'	25'	15'	15'	75%	45'

The proposed development must comply with the minimum lot design requirements for the Retail/Office (C-3) zoning district, as noted above and in the UDC. Based on the site plan and building elevations provided by the applicant, the proposed Local Convenience Store with Fuel Sales (larger than 5,000 square feet) appears to satisfy the minimum lot design requirements for the C-3 zoning district.

In addition, a Local Convenience Store with Fuel Sales is subject to supplemental use regulations, as specified in Article 6.3.1.K of the UDC.

***K. Fuel Sale Businesses.***

*Property used for the purpose of the sale of fuels shall be developed in accordance with the following regulations:*

- 1. Distance from Right-of-Way: Service stations may locate fuel pumps and pump islands beyond the setback, but in no case closer than fifteen (15') feet from any street right-of-way;*
- 2. Canopy Requirements: Any canopy placed over the pump island may not extend closer than five (5') feet to the right-of-way;*
- 3. Pumps near Residential Zones: Fuel pumps and pump islands may not be located closer than one hundred (100') feet to any residential zoning district;*
- 4. Pumps near Existing Residence: Fuel pumps and pump islands may not be located closer than one hundred (100') feet to a property currently being developed and used for residential purposes within a zoning district that permits fuel sales.*
- 5. Stores exceeding 5,000 Square Feet: If a structure exceeds 5,000 square feet in size, a Conditional Use Permit (CUP) will be required.*

The proposed Local Convenience Store with Fuel Sales appears to comply with applicable regulations and standards in the UDC. Should this CUP be approved, additional compliance with all UDC requirements will be verified during the site plan review process.

***C. Compatibility with existing or permitted uses on abutting sites, in terms of building height, bulk, scale, setbacks and open spaces, landscaping and site development, and access/circulation.***

**STAFF FINDING:** Surrounding properties within Cibolo city limits are zoned Retail/Office (C-3), which is the same zoning district as the subject property. The zoning regulations in Article 14 of the UDC, including lot design requirements such as building height, setbacks, and the like, are compatible with the surrounding mix of commercial and residential areas.

***D. Potential unfavorable impacts on existing or permitted uses on abutting sites, the extent that such impacts exceed those which reasonably may result from use of the site by a permitted use;***

**STAFF FINDING:** As previously noted, most of the surrounding properties within Cibolo's city limits shared the same Retail/Office (C-3) zoning district as the subject property.

The commercial uses permitted by right and with a CUP in the Retail/Office (C-3) zoning district are referenced in the table below per Section 13.2, Commercial Uses, of the UDC.

<b>C-3 uses permitted by right</b>	<b>C-3 permitted with CUP</b>
Administrative and Business Offices	Automotive Rentals
Administrative Services	Automotive Service Station *
Artisan Sales	Commercial Off-street Parking
Artisan/ Culinary Classes (Specialty Classes)	Concrete/Asphalt Batching Plant (Temporary)
Bar/Micro Brewery *	Farmers Market
Business Services	Food Truck, Park
Business Support Services	Indoor Gun Range
Clinic	Laundry Services, Laundry Mat
Club or Lodge	Pawn Shop
Consumer Repair Services	Research and Development Services
Cultural Services	Transportation Terminal
Day Care Services (General Commercial)	Warehousing and Distribution
Day Care Services (Group)	<i>a.) Convenience Storage</i>
Financial Services	Winery/Production Brewery
Fitness Studio/ Health Spa	
Food Sales; Grocery	
Food Truck, Ancillary	
General Retail Sales, Neighborhood Scale	
Health Care Offices	
Laundry Services: Dry Cleaning	
Life Care Services *	
Local Utility Services	
Outdoor Sports and Recreation (Light)	
Personal Services	
Pet Services	
Postal Facilities	
Professional Office	
Restaurant, Convenience	
Restaurant, Neighborhood	
Safety Services	
Veterinary Services	
Amusement Center	
Automotive Washing	
Automotive; Minor Repairs/Service	
Big Box Store *	
Building Maintenance Services	
Business or Trade School	
College and University Facilities	
Community Treatment Facility *	
Convalescent Services	

Funeral Services	
General Retail Sales, Regional *	
Hospital Services	
Hotel-Motel	
Ice Dispensing; Portable Building/Structure *	
Indoor Entertainment	
Indoor Sports and Recreation	
Liquor Store *	
Local Convenience Store (With Fuel Sales)*	
Local Convenience Store (Without Fuel Sales)	
Restaurant, Fast Food	
Service Station *	
Tire Dealer (No Open Storage)	

\*Subject to supplemental use regulations of UDC Article 6.

The proposed use aligns with other uses within the C-3 zoning district and other adjacent districts. To ensure compatibility and mitigate any potential unfavorable impacts on surrounding properties, specific conditions are recommended as part of this CUP.

***E. Modifications to the site plan which would result in increased compatibility or would mitigate potentially unfavorable impacts or would be necessary to conform to applicable regulations and standards and to protect the public health, safety, morals and general welfare.***

**STAFF FINDING:** The site plan is currently under review, with several comments that must be addressed before approval, including the requirement for an approved CUP. All comments are related to code requirements and necessitate modifications to the plan. Once these revisions are made, the project will conform with all applicable regulations and standards, ensuring the protection of public health, safety, morals, and the general welfare of the community and surrounding properties.

***F. Safety and convenience of vehicular and pedestrian circulation in the vicinity, including traffic reasonably expected to be generated by the proposed use.***

**STAFF FINDING:** As part of the Cibolo Creek final plat submittal, a Traffic Impact Analysis (TIA) was reviewed and approved by the City Engineer to ensure safe and efficient access and circulation for both the proposed building and nearby developments. Additionally, the applicant has obtained a driveway permit from TxDOT. Based on these approvals, Staff does not anticipate any significant traffic impacts associated with granting this CUP.



**Attachments**

[Application.pdf](#)

[Site Plan.pdf](#)

[Property Map.pdf](#)

[F.1 FM 1103 & Wagon Wheel Way.pdf](#)

[F.2 273 Weil Road.pdf](#)

[Ordinance.pdf](#)



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

## UNIVERSAL APPLICATION - CONDITIONAL USE PERMIT

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: Cibolo Food Mart

Total Acres: 4.0253 Survey Name: Trinidad Garcia Survey No. 538, A-137 Abstract No.: 137

Project Location (address): 1636 FM 1103, Cibolo TX 78108

Current Zoning: Retail/Office (C3) Overlay: ☒ None ☐ Old Town ☐ FM 78

Proposed Zoning: Retail/Office (C3) # of Lots: \_\_\_\_\_ # of Units: \_\_\_\_\_

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

Current Use: Undeveloped

Total Proposed Square Footage: 9,130

Proposed Use: Retail

(Commercial/Industrial only)

### Applicant Information:

Property Owner Name: Samir Maredia

Address: 1624 Sunset Vista Bend City: Leander

State: TX Zip Code: 78641

Phone: 832-713-4985

Email: samirmaredia@gmail.com

Fax: \_\_\_\_\_

\*Applicant (if different than Owner): Doan & Associates

\* Letter of Authorization required

Address: 10101 Southwest Freeway, Suite 375 City: Houston

State: TX Zip Code: 77074

Phone: 713-485-0665

Email: doan@doanassociates.com

Fax: \_\_\_\_\_

Representative: Julie Doan

Address: 10101 Southwest Freeway, Suite 375 City: Houston

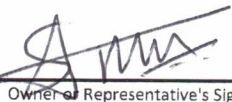
State: TX Zip Code: 77074

Phone: 713-485-0665

Email: doan@doanassociates.com

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

Samir Maredia

Typed / Printed Name

State of Texas

County of Davis

Before me, Dirgha Kafle, on this day personally appeared

Name of Notary Public

Samir Maredia

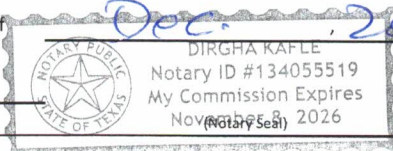
Name of signer(s)

, to be the person(s) who is/are subscribed to the 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 6th day of Dec., 2024



Notary Public Signature



**City of Cibolo**  
**Use Only**

Total Fees

Payment Method

Submittal Date

Accepted by

Case Number

---

## NARRATIVE OF APPLICATION REQUEST

December 6, 2024

Dear City of Cibolo Planning Department,

I am writing to submit a request for a Conditional Use Permit (CUP) for the proposed development project located at **1636 FM 1103, Cibolo, TX 78108**, pursuant to the requirements outlined in UDC Sec. 4.3.2. The proposed building will exceed 5,000 square feet, thus necessitating the approval of this permit to proceed with the development as planned.

### *Project Overview*

The proposed development is a retail building, with a convenience store and gas stations, and three spaces for future leases. The total building area will be 9,130 sq. ft., and the project aims to enhance the local economy and provide a new service to the community. This development has been designed to meet all local zoning and building code standards, ensuring compatibility with the surrounding area while improving the overall infrastructure of the neighborhood.

### *Criteria for Approval*

In accordance with UDC Sec. 4.3.2, a Conditional Use Permit may be granted when the applicant demonstrates compliance with the following criteria. Below is a summary of how the proposed development meets these specific criteria:

- Compatibility with the Surrounding Area  
The proposed building will be constructed to complement and enhance the aesthetic and functional character of the surrounding area. The design incorporates architectural features, materials, and landscaping that align with the existing development and character of the neighborhood. Additionally, the project will provide public benefits, such as pedestrian access and green space, contributing positively to the community's growth and well-being.
- Traffic and Parking Considerations  
The proposed development has been designed to ensure that it will not unduly impact the local traffic or transportation network. Additionally, the site has been designed with adequate on-site parking to serve the needs of the building's users, in compliance with the City's parking requirements.
- Environmental Impact and Mitigation  
The project has been evaluated for potential environmental impacts. We have taken steps to minimize any negative effects by incorporating sustainable design elements, such as stormwater management solutions and landscaping. Moreover, the proposed development will comply with all applicable environmental regulations.
- Consistency with the Comprehensive Plan  
The proposed development aligns with the goals and objectives of the City's Comprehensive Plan. Specifically, the project supports the plan's vision by contributing to the City's long-term goals of sustainable growth and neighborhood revitalization. The project is consistent with the land use designations outlined in the Plan and adheres to zoning regulations and the City's development standards.
- Public Health, Safety, and Welfare

The proposed development has been carefully planned to ensure the safety and welfare of both future occupants and the public. All necessary safety measures, such as fire apparatus access roads, and compliance with building codes, have been incorporated into the design. Furthermore, the development will provide appropriate buffering and screening to mitigate any potential negative impacts on neighboring properties.

*Conclusion*

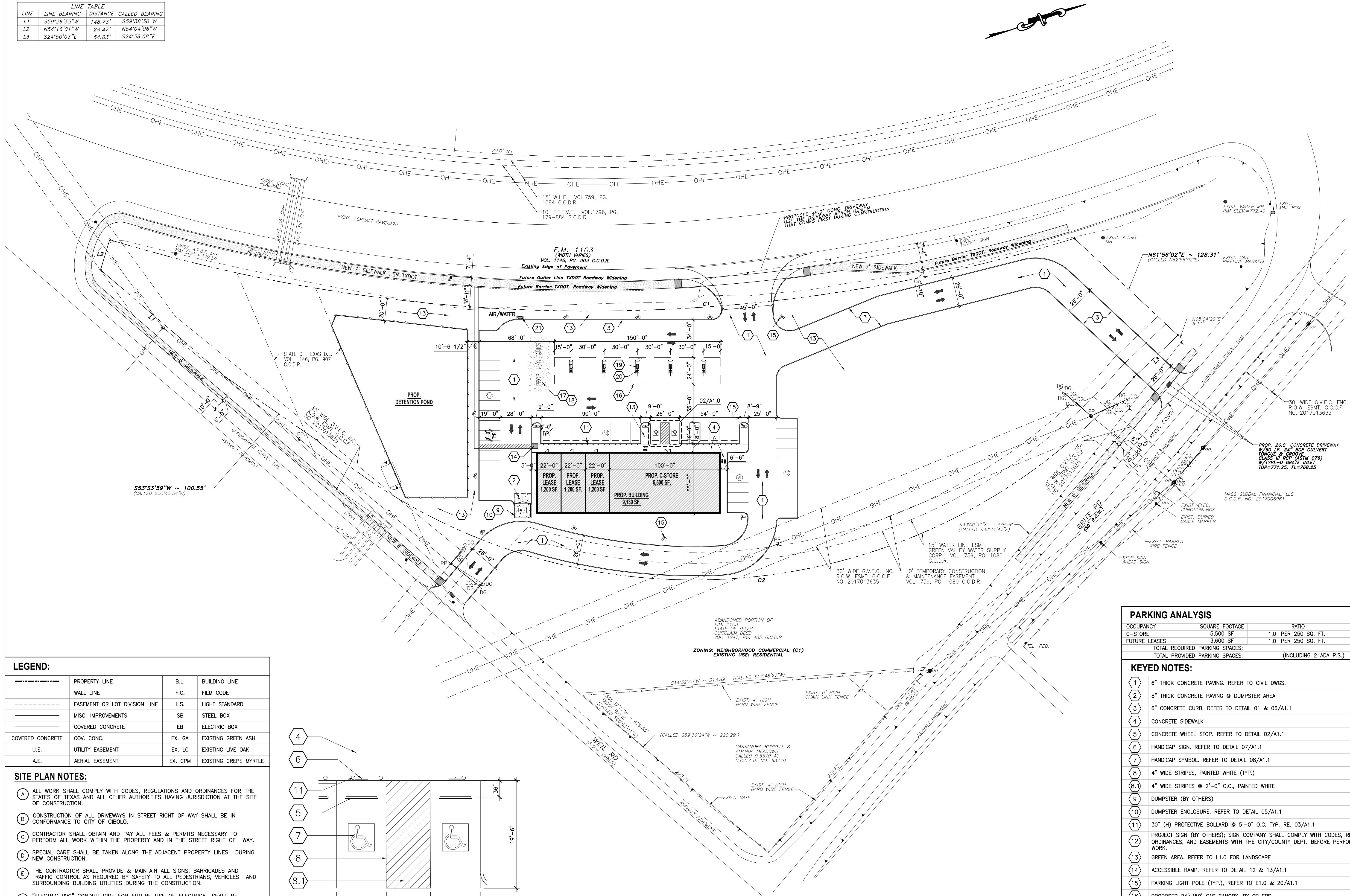
In summary, the proposed development complies with all requirements outlined in UDC Sec. 4.3.2 for a Conditional Use Permit. We respectfully request approval of the CUP to proceed with the development as planned. We are committed to working closely with the City to ensure that the project enhances the community while meeting all regulatory standards and maintaining the highest quality of development.






Thank you for considering our request. Should you require any additional information or clarification, please do not hesitate to contact us at 713-485-0665 or [doan@doanassociates.com](mailto:doan@doanassociates.com).



CURVE	RADIUS	ARC	DELTA	CHORD BEARING	CHORD LENGTH	CALLED
C1	1,493.35'	885.58'	33°58'38"	N18°44'40"E	872.66'	N18°56'35"E
C2	523.70'	823.93'	90°08'34"	S14°25'03"W	741.55'	S14°30'58"W

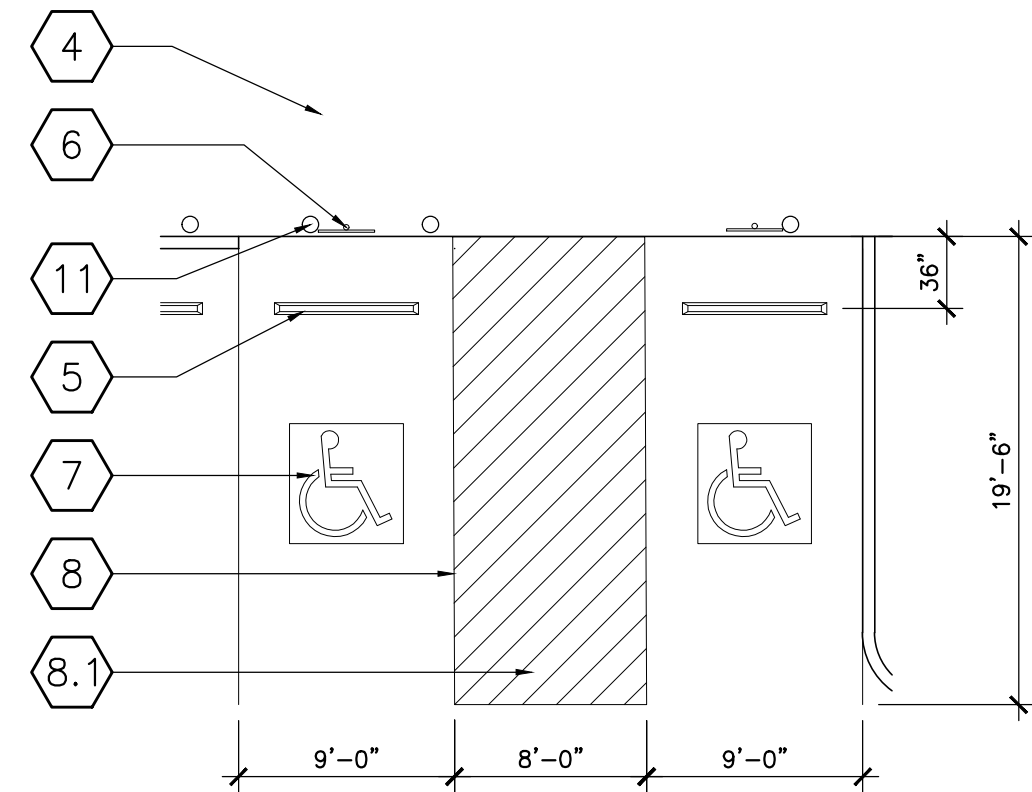
LINE TABLE			
LINE	LINE BEARING	DISTANCE	CALLED BEARING
L1	S59°26'35"W	148.73'	S59°38'30"W
L2	N54°16'01"W	28.47'	N54°04'06"W
L3	S24°50'03"E	54.63'	S24°38'08"E



LEGEND:			
	PROPERTY LINE	B.L.	BUILDING LINE
	WALL LINE	F.C.	FILM CODE
	EASEMENT OR LOT DIVISION LINE	L.S.	LIGHT STANDARD
	MISC. IMPROVEMENTS	SB	STEEL BOX
	COVERED CONCRETE	EB	ELECTRIC BOX
COVERED CONCRETE	COV. CONC.	EX. GA	EXISTING GREEN ASH
U.E.	UTILITY EASEMENT	EX. LO	EXISTING LIVE OAK
A.E.	AERIAL EASEMENT	EX. CPM	EXISTING CREPE MYRTLE

**SITE PLAN NOTES:**

- (A) ALL WORK SHALL COMPLY WITH CODES, REGULATIONS AND ORDINANCES FOR THE STATES OF TEXAS AND ALL OTHER AUTHORITIES HAVING JURISDICTION AT THE SITE OF CONSTRUCTION.
- (B) CONSTRUCTION OF ALL DRIVEWAYS IN STREET RIGHT OF WAY SHALL BE IN CONFORMANCE TO CITY OF CIBOLO.
- (C) CONTRACTOR SHALL OBTAIN AND PAY ALL FEES & PERMITS NECESSARY TO PERFORM ALL WORK WITHIN THE PROPERTY AND IN THE STREET RIGHT OF WAY.
- (D) SPECIAL CARE SHALL BE TAKEN ALONG THE ADJACENT PROPERTY LINES DURING NEW CONSTRUCTION.
- (E) THE CONTRACTOR SHALL PROVIDE & MAINTAIN ALL SIGNS, BARRICADES AND TRAFFIC CONTROL AS REQUIRED BY SAFETY TO ALL PEDESTRIANS, VEHICLES AND SURROUNDING BUILDING UTILITIES DURING THE CONSTRUCTION.
- (F) "ELECTRIC PVC" CONDUIT PIPE FOR FUTURE USE OF ELECTRICAL SHALL BE MARKED AND STUBBED UP TO 4" BELOW FINISH GRADE AND CAPPED. ALL ELECTRICAL PVC SLEEVES SHALL HAVE PULL WIRES INSTALLED.
- (G) SIDEWALK SHALL BE MIN. 5" THICK WITH #3 @ 16" O.C.
- (H) REFER TO CIVIL, ELECTRICAL, PLUMBING DRAWINGS FOR ALL UTILITIES SERVICES TO AND ON THE SITE.
- (J) REFER TO CIVIL PLAN FOR NEW PAVING AND DETAILS.



## 02 ADA PARKING DETAIL

SCALE: 1/8"=1'-0"

## 01 SITE PLAN

SCALE: 1"=40'-0"



DOAN  
ASSOCIATES

10101 Southwest Fwy, Ste. 375  
Houston, TX 77074  
**T** 713 485 0665  
**F** 281 564 2700  
doan@doanassociates.com  
www.doanassociates.com

This Drawing is an instrument of service and is the sole property of Doan & Associates, any use of this drawing without written consent by Doan & Associates is prohibited.

The firm shall not have control or charge of and shall not be responsible for construction means, methods, deviations, techniques, sequences, or procedures, or for safety precautions and programs in connection with the work, for the acts or omissions of the contractor, subcontractors or any other persons performing any of the work, or failure of any of them to carry out the work in accordance with the contract documents. Always use dimensions as shown. Drawings are not to be scaled.

Drawing scales as indicated are for reference only and are not intended to accurately depict actual or designed conditions. Written dimensions shall govern.

[illegible]

STAMP

PROJECT NAME

**CIBOLO**  
**FOOD MART**

1636 FM 1103  
Cibolo, Texas 78108

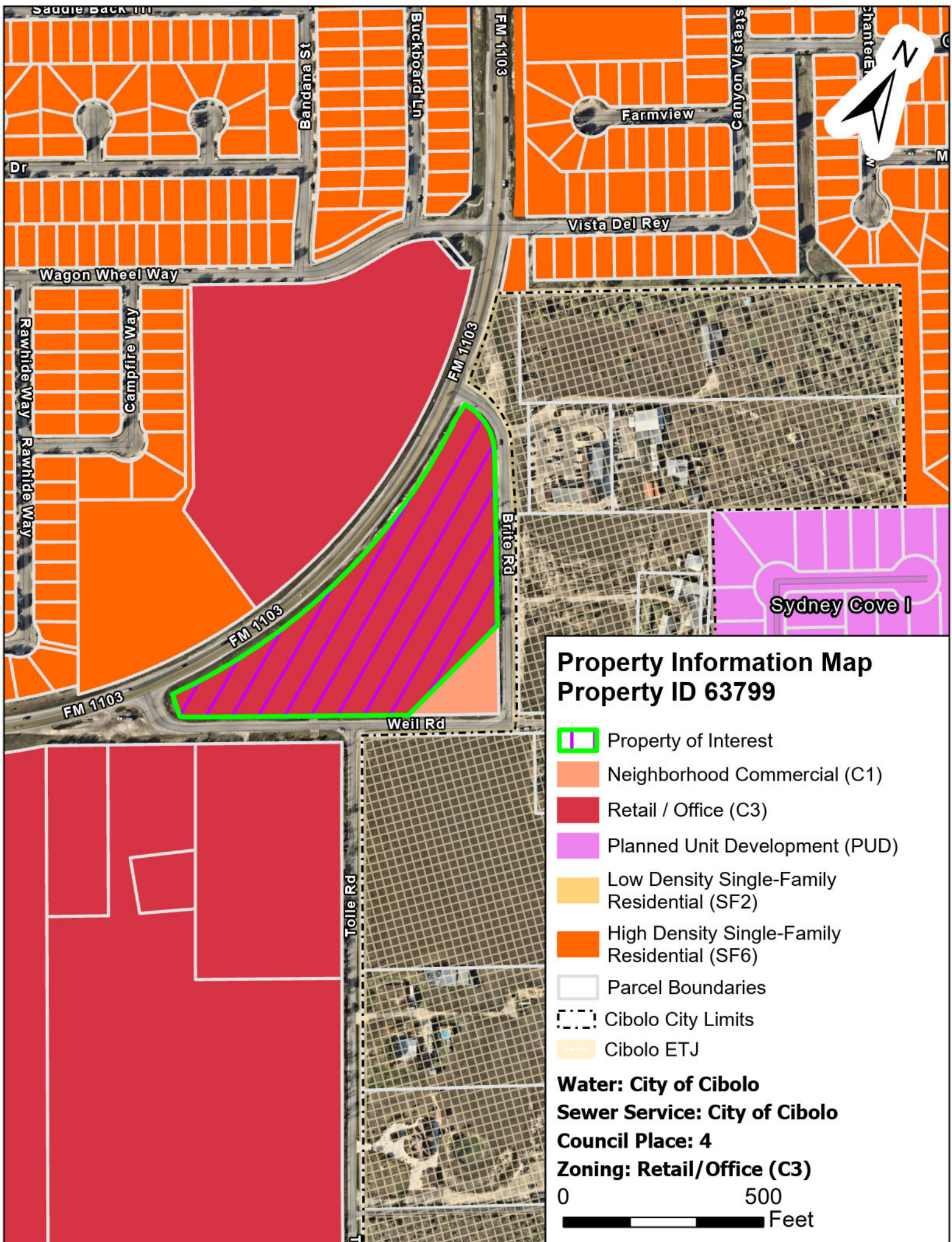
**DRAWING TITLE**

## SITE PLAN

PROJECT #	24-042
SCALE	AS SHOWN
DATE	12/02/2024
DRAWN BY	JD
CHECKED BY	JD
SHEET #	

# A1.0









# Notice of Conditional Use Permit Petition



January 22, 2025

Dear Property Owner,

In accordance with the Texas Local Government Code and the Unified Development Code, you are receiving this official Notice of Conditional Use Permit petition.

**This notice does not directly pertain to your property.**

The purpose of this letter is to make you aware of a Conditional Use Permit request near your property and provide you an opportunity to voice your opinion about the Conditional Use Permit. Your opinion matters.

In accordance with the Code of Ordinances, the Planning and Zoning Commission will hold a public hearing on **Wednesday, February 12, 2025, at 6:30 p.m.** at the **Council Chambers of the City Hall located at 200 South Main Street, Cibolo, Texas**, and the City Council will hold a public hearing on **Tuesday, February 25, 2025, at 6:30 p.m.** at the **Council Chambers of the City Hall located at 200 South Main Street, Cibolo, Texas.**

The Conditional Use Permit proposal is as follows:

The purpose of the meeting is to hear public testimony regarding a Conditional Use Permit (CUP) request to allow a **Local Convenience Store with Fuel Sales (larger than 5,000 square feet) use in a Retail/Office District (C-3) for certain real property located at 1636 FM 1103, legally described as Cibolo Creek Center, Block 1, Lot 1.**

**Applicant/Owner: Doan & Associates**

Sincerely,  
Lindsey Walker, CNU-A  
Planner  
[lwalker@cibolotx.gov](mailto:lwalker@cibolotx.gov)

REPLY NOTICE (CUP-25-01)

Name (please print):

*Randy Dym Gen Partner CWR Investors LP*  
*Wagon Wheel + 1103 across 1103 from sub sect prop*

Address (In relation to Map Exhibit):

You or your representatives may attend either or both public hearings. In order to officially register your support or opposition to the Conditional Use Permit you must sign and return this form **prior to the scheduled public hearing** by one of the following options:

US MAIL:	City of Cibolo, Attn: Planning Department, 200 S Main Street, Cibolo, TX 78108
IN PERSON:	City Hall Annex: 201 W Loop 539, Cibolo, TX, 78108 ( Mail NOT accepted at this address)
EMAIL:	Take a photo or scan it to <a href="mailto:planning@cibolotx.gov">planning@cibolotx.gov</a>

☒ In Favor

☐ Opposed

Comments:

Signature:

*Randy Dym*

Date:

*1-29-25*



# Notice of Conditional Use Permit Petition

RECEIVED

FEB 18 REC'D



January 22, 2025

## CITY OF CIBOLO

Dear Property Owner,

In accordance with the Texas Local Government Code and the Unified Development Code, you are receiving this official Notice of Conditional Use Permit petition.

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Applicant/Owner: Doan & Associates

Sincerely,  
Lindsey Walker, CNU-A  
Planner  
[lwalker@cibolotx.gov](mailto:lwalker@cibolotx.gov)

REPLY NOTICE (CUP-25-01)

Name (please print): L JAN GROUP (Thomas Group)

Address (In relation to Map Exhibit): 213 WEIL RD

You or your representatives may attend either or both public hearings. In order to officially register your support or opposition to the Conditional Use Permit you must sign and return this form **prior to the scheduled public hearing** by one of the following options:

US MAIL:	City of Cibolo, Attn: Planning Department, 200 S Main Street, Cibolo, TX 78108
IN PERSON:	City Hall Annex: 201 W Loop 539, Cibolo, TX, 78108 (Mail NOT accepted at this address)
EMAIL:	Take a photo or scan it to <a href="mailto:planning@cibolotx.gov">planning@cibolotx.gov</a>

☒ In Favor

☐ Opposed

Comments:

Signature: L Jan Group

Date: 1-30-2025





**ORDINANCE NO. \_\_\_\_**

**AN ORDINANCE OF THE CITY OF CIBOLO, TEXAS GRANTING A CONDITIONAL USE PERMIT FOR 4.0253 ACRES OF REAL PROPERTY LOCATED AT 1636 FM 1103 TO ALLOW FOR LOCAL CONVENIENCE STORE WITH FUEL SALES IN A STRUCTURE LARGER THAN 5,000 SQUARE FEET; IMPOSING CONDITIONS ON SUCH CONDITIONAL USE; AMENDING THE ZONING MAP OF THE CITY OF CIBOLO, TEXAS; DECLARING COMPLIANCE WITH APPLICABLE STATE AND LOCAL LAWS; PROVIDING FOR SAVINGS, REPEAL, SEVERABILITY, AND PUBLICATION; DECLARING THAT THE MEETING AT WHICH THIS ORDINANCE WAS ADOPTED AND CONDUCTED IN COMPLIANCE WITH THE TEXAS OPEN MEETINGS ACT; PROVIDING A PENALTY; PROVIDING AN EFFECTIVE DATE; AND CONTAINING OTHER PROVISIONS RELATED TO THE SUBJECT.**

**WHEREAS**, the City Council of the City of Cibolo ("City Council") finds that Texas Local Government Code Chapter 211 authorizes the City of Cibolo ("City"), as a home rule municipality, to adopt, repeal or amend zoning district boundaries and regulations in order to promote the public health, safety, and general welfare of the City; and

**WHEREAS**, the City Council finds that the City has adopted such regulations as codified in the City's Unified Development Code ("UDC") addressed as 1636 FM 1103; and

**WHEREAS**, the City Council finds that Fortune FM 1103 Cibolo Real Estate, LLC ("Owner") owns approximately 4.0253 acres of land located within the corporate limits of the City, composed of one parcel, addressed as 1636 FM 1103, Cibolo, Texas and described as ABS: 137 SUR: T GARCIA 4.025 AC, ("Property"); and

**WHEREAS**, the City Council finds that the Property presently has a zoning classification of C-3 Retail/Office zoning district; and

**WHEREAS**, the City Council finds that Owner desires to build a 9,130 square foot structure to be divided into four units with the larger unit of 5,500 square feet, being used as local convenience store with fuel sales; and

**WHEREAS**, the City Council finds that fuel sales are permitted by right within the C-3 Retail/Office zoning district per Section 13.2 of the UDC; and

**WHEREAS**, the City Council finds that Article 6.3.1(K)(5) provides that a Conditional Use Permit (“CUP”) is required if the structure for fuel sales exceeds 5,000 square feet; and

**WHEREAS**, the City Council finds that the Owner’s representative, Julie Doan of Doan & Associates, with authority granted by Samir Maredia on behalf of Owner, has submitted to the City an application for a CUP to allow for a Local Convenience Store with Fuel Sales in a structure over 5,000 square feet; and

**WHEREAS**, the City Council finds that, pursuant to Sections 4.3.2 and 4.3.1.1 of the UDC, said application was submitted to the City with proof of ownership and authorization to file such application; and

**WHEREAS**, the City Council finds that two public hearings were held for the purpose of providing all interested persons the opportunity to be heard concerning the proposed CUP to allow for Local Convenience Store with Fuel Sales in a structure in excess of 5,000 square feet in accordance with state and local law; and

**WHEREAS**, the City Council finds that legal notice, notifying the public of both public hearings on the consideration of the requested CUP, was posted on the City's official website and published in the Seguin Gazette, a newspaper of general circulation in the City, in accordance with state and local law; and

**WHEREAS**, the City Council finds that written notice of the aforementioned public hearings before the Planning and Zoning Commission and the City Council were sent to each owner of real property within 200 feet of the Property of this requested CUP, as indicated on the most recently approved municipal tax roll of the City, in accordance with applicable state and local law; and

**WHEREAS**, the City Council finds that the Planning and Zoning Commission, after due consideration of the requested CUP, including all matters specified in Section 4.3.2 of the UDC, issued its recommendation regarding the CUP to the City Council in accordance with state and local law; and

**WHEREAS**, the City Council finds that the Planning and Zoning Commission determined that 1) the proposed use is in accord with the objectives of the UDC and the purposes of the district in which the Property is located, 2) the proposed use will comply with all of the applicable provisions of the UDC, 3) the proposed use and site development, together with any modifications applicable thereto, will be completely compatible with existing or permitted uses in the vicinity, 4) the conditions applicable to approval are the minimum necessary to minimize potentially unfavorable impacts on nearby uses and ensure compatibility with existing or permitted uses in the same district and the surrounding area, and that the prescribed zoning standards ensure proper mitigation of identified impacts by recommending stricter standards where necessary, 5) the Commission gave due consideration to all technical information supplied by the applicant and 6) the proposed use, together with the conditions applicable thereto, will not be detrimental to the public health, safety or welfare or materially injurious to properties or improvements in the vicinity, and the City Council adopts these findings as its own; and

**WHEREAS**, the City Council, having duly considered the request and all factors in 4.3.2 of the UDC, desires to approve the CUP for Local Convenience Store with Fuel Sales.

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

**SECTION 1. Incorporation of Recitals.** The City Council finds the recitals in the preamble of this Ordinance are true and correct and incorporates them as findings of fact.

**SECTION 2. Description of Property.** The Property addressed as 1636 FM 1103, Cibolo, Texas, described as ABS: 137 SUR: T GARCIA 4.025 AC, is depicted in **Exhibit A** attached hereto and incorporated herein for all purposes.

**SECTION 3. CUP Granted.** A CUP for the conditional use of Local Convenience Store with Fuel Sales is hereby granted. Such CUP is subject to all applicable federal, state or local laws or regulations, including the City Code and the UDC, and the following conditions:

- a. Building & Fire Codes – The Property must comply with all Building and Fire Code requirements.
- b. Permits & Inspections – All required building permits and a Certificate of Occupancy must be obtained. All permit applications submitted for the Property are subject to the requirements of the Code.
- c. Additional Uses – No other conditional uses are allowed under this CUP.
- d. Retail/Office (C-3) Regulations: All regulations of the C-3 Retail/Office zoning district, other than those amended by the Conditional Use Permit, apply to the Property.
- e. TxDOT Approval: The Property is along TxDOT right-of-way. Applicants must obtain approval from TxDOT and include proof of approval with any development applications submitted to the City of Cibolo.
- f. Site Plan: A site plan in compliance with Section 12.3.2 of the UDC, must be submitted to the City for review and approval.
- g. Parking Requirements: The site plan must comply with off-street parking requirements outlined in Section 10.2 of the UDC. Overnight parking is strictly prohibited.
- h. Exterior Lighting: A lighting plan subject to the illumination standards of Article 7 of the UDC must be submitted to the City for review and approval as part of the site plan application. The plan must ensure that light pollution, glare, and trespass are minimized, with illumination at the property lines limited to one (1.0) foot candle.
- i. Landscaping: A landscaping plan subject to the requirements of Article 17 of the UDC must be submitted to the City for review and approval as part of the site plan application.
- j. Alcohol Sales: Any alcohol sales are subject to Texas Alcoholic Beverage Commission rules and regulations.
- k. Supplemental Use Regulations: All regulations of Section 6.3 of the UDC Supplemental Use Regulations (K) Fuel Sales Business, other than those amended by the Conditional Use Permit, apply to the Property.

**SECTION 4. Zoning Map Amendment.** The Zoning Map of the City of Cibolo is hereby amended to reflect the CUP as created by this Ordinance.

**SECTION 5. Declaration of Compliance.** The City Council finds that all required public notices for consideration of the CUP have been properly issued and all required public hearings have been properly conducted.

**SECTION 6. Savings.** All rights and remedies of the City are expressly saved as to any and all violations of the provisions of any ordinances which have accrued at the time of the effective date of this Ordinance; and such accrued violations and litigation, both civil and criminal, whether pending in court or not, under such ordinances, shall not be affected by this Ordinance but may be prosecuted until final disposition by the courts.

**SECTION 7. Repeal.** All resolutions, ordinances, or parts thereof conflicting or inconsistent with the provisions of this Ordinance are hereby repealed to the extent of such conflict. In the event of a conflict or inconsistency between this Ordinance and any other resolution, code or ordinance of the City, or parts thereof, the terms and provisions of this Ordinance shall govern.

**SECTION 8. 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 9. Publication.** 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.

**SECTION 10. 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 11. Penalty.** It shall be unlawful for any person to violate any provision of this Ordinance. Any person who violates, or any person who causes or allows another person to violate, any provision of this Ordinance shall be deemed guilty of a misdemeanor and, upon conviction thereof, shall be punished by a fine of not more than Two Thousand Dollars (\$2,000.00). Each occurrence of any violation of this Ordinance shall constitute a separate offense. Each day on which any violation of this Ordinance occurs shall constitute a separate offense.

**SECTION 12. Effective Date.** This Ordinance will become effective upon the required newspaper publication.

*<Signatures on Subsequent Page>*

**PASSED, APPROVED, and ADOPTED on this \_\_\_\_ day of \_\_\_\_\_ 2025.**

---

**Mark Allen, Mayor**

**ATTEST:**

**APPROVED AS TO FORM:**

---

**Peggy Cimics, TRMC**  
**City Secretary**

---

**Hyde Kelley LLP**  
**City Attorney**





## City Council Regular Meeting Staff Report

---

**B. Approval/Disapproval of an Ordinance to amend Chapter 70 of the Code of Ordinances and impose the City HOT Tax in the City's Extraterritorial Area (ETJ) of the City of Cibolo. (Mr. Reed)**

Meeting	Agenda Group
Tuesday, March 11, 2025, 6:30 PM	Ordinances Item: 9B.
From	
Wayne Reed, City Manager	

**PRIOR CITY COUNCIL ACTION:**

The City imposed a hotel occupancy sales tax (HOT) ordinance in 2009 (see Ord. 893). The proposed ordinance will extend the City's authority to impose the HOT in the extraterritorial jurisdiction of the City. This will allow the City to collect HOT sales tax from a future hotel in our ETJ.

**BACKGROUND:**

April 2009... City Council approved Ordinance 893 (see attached).

**STAFF RECOMMENDATION:**

Staff recommends City Council approve the ordinance which will increase the area where the HOT sale tax is imposed.

**FINANCIAL IMPACT:**

N/A

**MOTION(S):**

N/A

**Attachments**

[Ordinance - Cibolo ETJ HOT Tax Ordinance Proposed.pdf](#)

[Ord 893 HOT tax.pdf](#)



**ORDINANCE NO: \_\_\_\_**

**AN ORDINANCE OF THE CITY OF CIBOLO, TEXAS AMENDING CHAPTER 70 OF THE CODE OF ORDINANCES; PROVIDING FOR THE IMPOSITION OF A HOTEL OCCUPANCY TAX WITHIN THE EXTRATERRITORIAL JURISDICTION OF THE CITY; PROVIDING FOR SAVINGS; REPEAL; SEVERABILITY; PUBLICATION AND CODIFICATION; DECLARING THAT THE MEETING AT WHICH THIS ORDINANCE WAS ADOPTED WAS CONDUCTED IN COMPLIANCE WITH THE TEXAS OPEN MEETINGS ACT; PROVIDING A PENALTY; AND PROVIDING AN EFFECTIVE DATE.**

**WHEREAS**, the City of Cibolo is a Home Rule municipality duly created under the laws of the State of Texas and is authorized to adopt a hotel occupancy tax pursuant to Chapter 351 of the Texas Tax Code; and

**WHEREAS**, the City Council finds the City has previously adopted an ordinance imposing a hotel occupancy tax within the city limits; and

**WHEREAS**, Section 351.0025 of the Texas Tax Code law authorizes a municipality with a population of less than 35,000 to impose a hotel occupancy tax within its extraterritorial jurisdiction; and

**WHEREAS**, the City Council now desires to impose a hotel occupancy tax within the extraterritorial jurisdiction of the City of Cibolo.

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

**SECTION 1: Findings.** The recitals are hereby found to be true and correct and are hereby incorporated as part of this Ordinance.

**SECTION 2: Amendments.** The Cibolo Code of Ordinances is hereby amended by deleting Section 70-2 of Chapter 70 and substituting a new Section 70-2 of Chapter 70 as set forth in Exhibit A attached hereto.

**SECTION 3. Savings.** All rights and remedies of the City of Cibolo are expressly saved as to any and all violations of the provisions of any ordinances which have accrued at the time of the



effective date of this Ordinance; and, as to such accrued violations and all pending litigation, both civil and criminal, whether pending in court or not, under such ordinances, same shall not be affected by this Ordinance but may be prosecuted until final disposition by the courts.

**SECTION 4. Repeal.** This Ordinance shall be and is hereby cumulative of all other ordinances of the City of Cibolo, Texas, and this Ordinance shall not operate to repeal or affect any of such other ordinances except insofar as the provisions thereof might be inconsistent or in conflict with the provisions of this Ordinance, in which event such conflicting provisions, if any, in such other ordinances are hereby repealed.

**SECTION 5. Severability.** If any section, paragraph, sentence, clause, or phrase of this Ordinance 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 Ordinance.

**SECTION 6. 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 7. Open Meeting.** The City Council hereby finds and determines that the meeting at which this Ordinance was passed was conducted in accordance with the Texas Open Meetings Act.

**SECTION 8. Penalty.** It shall be unlawful for any person to violate any provision of this Ordinance. Any person who violates any provision of this Ordinance shall be deemed guilty of a misdemeanor and, upon conviction thereof, shall be punished by a fine of not more than Five Hundred Dollars (\$500.00). Each occurrence of any violation of this Ordinance shall constitute a separate offense. Each day in which any violation occurs shall constitute a separate offense.

**SECTION 9. Effective Date.** This Ordinance will become upon the required newspaper publication.

**PASSED, APPROVED, and ADOPTED on this the \_\_\_\_ day of \_\_\_\_\_ 2025.**

\_\_\_\_\_  
**Mark Allen, Mayor**

**ATTEST:**

**APPROVED AS TO FORM:**

\_\_\_\_\_  
**Peggy Cimics, TRMC**  
City Secretary

\_\_\_\_\_  
**Hyde Kelley LLP**  
City Attorney

## **ATTACHMENT A**

### **CIBOLO CODE OF ORDINANCES**

. . .

#### **Chapter 70 TAXATION**

##### **Sec. 70-2. - Levy of tax; rate; exceptions to levy.**

- (a) There is hereby levied a tax upon the cost of occupancy of any room, space or facility furnished by any hotel located within the corporate limits of the city or within the extraterritorial jurisdiction of the city, where such cost of occupancy is at the rate of \$2.00 or more per day, such tax to be equal to seven percent of the consideration paid by the occupant of such room, space or facility to such hotel, exclusive of other occupancy taxes imposed by other governmental agencies.
- (b) The combined rate of state, county and municipal hotel occupancy taxes within the extraterritorial jurisdiction of the city shall not exceed fifteen percent (15%) of the price for the room, space or facility.
- (c) No tax shall be imposed under this article upon a permanent resident.
- (d) No tax shall be imposed under this article upon foreign diplomatic personnel.
- (e) This article does not impose a tax on the United States, this state, or an agency, institution, board or commission of this state other than an institution of higher education.
- (f) This article does not impose a tax on an officer or employee of a governmental entity described by subsection (d) of this section when traveling on or otherwise engaged in the course of official duties for the governmental entity.
- (g) As used in subsection (d) of this section, "institution of higher education" has the meaning assigned by Tex. Education Code § 61.003.

ORDINANCE NO. 893

AN ORDINANCE AMENDING THE CHAPTER 70 OF THE CODE OF ORDINANCES PROVIDING FOR A HOTEL OCCUPANCY TAX OF SEVEN (7%) PERCENT; PROVIDING FOR DEFENITIONS; PROVIDING FOR THE DISPOSITION OF REVENUE AND REFUNDS; PROVIDING FOR COLLECTION, REPORTING AND PAYMENT OF THE TAX; PROVIDING FOR REPORTS, PAYMENTS AND FEES; PROVIDING RULES, REGULATIONS AND PENALTIES; PROVIDING A CUMULATIVE CLAUSE; PROVIDING A SEVERABILITY CLAUSE; AND PROVIDING AN EFFECTIVE DATE

**WHEREAS**, the City of Cibolo is a Home Rule municipality duly created under the laws of the State of Texas and is authorized to adopt a hotel occupancy tax pursuant to Chapter 351 of the Texas Tax Code; and

**WHEREAS**, the Texas Tax Code also allows for the monthly collection of a Hotel Occupancy Tax; and

**WHEREAS**, the City Council wishes to promote tourism within the City limits; and

**WHEREAS**, the funds generated by the hotel occupancy tax shall be used for supporting events, activities and programs that enhance and promote tourism within the City limits; and.

**NOW THEREFORE:**

**BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF CIBOLO:**

**SECTION 1. Definitions**

Chapter 70 is hereby amended to add section 70-1 Definitions:

The following words, terms and phrases, when used in this article, shall have the meanings ascribed to them in this section, except where the context clearly indicates a different meaning:

Calendar quarter means a period of three consecutive months of any year.

Consideration means the cost of the room, sleeping space, bed or dormitory space or other facility in a hotel, and shall not include the cost of any food served or personal services rendered to the occupant not related to cleaning and readying such room or space for occupancy, and shall not include any tax assessed for occupancy thereof by any other governmental agency.

Hotel means a building in which members of the public obtain sleeping accommodations for a consideration. The term includes a hotel, motel, tourist home, tourist house, tourist court, lodging-house, inn, or rooming-house, but does not include a hospital, sanitarium, or nursing home.

Occupancy means the use or possession, or the right to the use or possession, of any room, space or facility in a hotel that is ordinarily used for sleeping.

Occupant means anyone who, for a consideration, uses, possesses, or has a right to use or possess any room or rooms of sleeping space or facility in a hotel under any lease, concession, permit, right of access, license, contract or agreement.

Permanent resident means any occupant who has or shall have the right to occupancy of any room or rooms or sleeping space or facility in a hotel for at least 30 consecutive days during the current calendar year or preceding year so long as there is no interruption of payment for the period.

Person means any individual, company, corporation, or association owning, operating, managing or controlling any hotel.

## **SECTION 2. Levy of tax; rate; exceptions to levy.**

Chapter 70 is hereby amended to add section 70-2 Levy of tax; rate; exceptions to levy:

- (a) There is hereby levied a tax upon the cost of occupancy of any room or space furnished by any hotel located within the city limits of the city, where such cost of occupancy is at the rate of \$2.00 or more per day, such tax to be equal to seven (7%) percent of the consideration paid by the occupant of such room, space or facility to such hotel, exclusive of other occupancy taxes imposed by other governmental agencies.
- (b) No tax shall be imposed under this article upon a permanent resident.
- (c) No tax shall be imposed under this article upon foreign diplomatic personnel.
- (d) This article does not impose a tax on the United States, this state, or an agency, institution, board, or commission of this state other than an institution of higher education.
- (e) This article does not impose a tax on an officer or employee of a governmental entity described by subsection (d) of this section when traveling on or otherwise engaged in the course of official duties for the governmental entity.
- (f) As used in subsection (d) of this section, "institution of higher education" has the meaning assigned by the Texas Education Code § 61.003.

### **SECTION 3. Collection.**

Chapter 70 is hereby amended to add section 70-3 Collection:

Every person owning, operating, managing or controlling any hotel located within the city limits shall collect the tax imposed in Section 70-2 for the city.

### **SECTION 4. Filing of reports.**

Chapter 70 is hereby amended to add section 70-4 Filing of Reports:

By the last day of the month following each calendar quarter, every person required to collect the tax imposed in this Ordinance shall file a report with the City Manager or his designee showing the consideration paid for all room or sleeping space occupancies in the preceding quarter, the amount of tax collected on such occupancies, and any other information as the City Manager or his designee may reasonably require. Such persons shall pay the tax due to the city on such occupancies at the time of filing such report.

### **SECTION 5. Rules and Regulations.**

Chapter 70 is hereby amended to add section 70-5 Rules and Regulations:

The City Manager shall have the power to make such rules and regulations as are necessary to effectively collect the tax levied in this article, and shall upon reasonable notice have access to books and records necessary to enable him to determine the correctness of any report filed as required by this article and the amount of taxes due under the provisions of this article.

### **SECTION 6. Use of proceeds.**

Chapter 70 is hereby amended to add section 70-6 Use of Proceeds:

The proceeds and revenues levied by this article shall be used and expended at the direction of the city council in a manner directly enhancing and promoting tourism and the convention and hotel industry, in compliance with enabling legislation.

### **SECTION 7. Violations and penalties.**

Chapter 70 is hereby amended to add section 70-7 Violations and Penalties:

If any person required by the provisions of this article to collect the tax imposed in this article, or make reports as required in this article, and pay to the city the tax imposed in this article, shall fail to collect such tax, file such report, or pay such tax, or if any such person shall file a false report, such person shall be deemed guilty of a misdemeanor and, upon conviction, shall be punished by fine not to exceed \$500.00, and shall pay to the

city the tax due, together with a penalty of 15 percent of the tax due for each 30 days that such tax is not timely filed.

#### **SECTION 8. Cumulative Clause**

This Ordinance shall be cumulative of all provisions of the ordinances and Code of Ordinances of the City of Cibolo, Texas, except where the provisions of the Ordinance are in direct conflict with the provisions of such ordinances, in which event the conflicting provisions of such ordinances are hereby repealed.

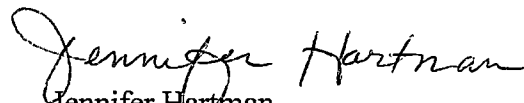
#### **SECTION 9. Savings Clause**

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


#### **SECTION 10. Effective Date.**

This Ordinance shall become adopted and effective after the date of publication in a newspaper as provided by the City of Cibolo Charter.

PASSED AND APPROVED this 14<sup>th</sup> day of April, 2009.

  
Jennifer Hartman  
Mayor

ATTEST:

  
Peggy Cimics  
City Secretary



## City Council Regular Meeting Staff Report

### A. Discussion/Action on purchasing a new Camera Van for the Utility Department in the amount of \$258,485. (Mr. Parsons)

Meeting	Agenda Group
Tuesday, March 11, 2025, 6:30 PM	Discussion/Action Item: 10A.
From	
Chris Hubbard, Utilities Superintendent	
Staff Contact(s)	
Jacob Parsons, Chris Hubbard,	

### **PRIOR CITY COUNCIL ACTION:**

City council approved the purchase of a new camera truck in the FY 25 Proposed Budget.

### **BACKGROUND:**

The Utility Team has had the current camera van since 2012, but it now has extensive issues with the camera and components, rendering it non-operational. Our current camera van is experiencing technical difficulties, and the camera equipment is obsolete. It is neither cost-effective nor time-efficient to continue repairing the equipment, as it requires us to either pay for a technician to fly from Pennsylvania to Cibolo or transport the van to Pennsylvania, drop it off, and then pick it up once repairs are completed.

### **STAFF RECOMMENDATION:**

Staff recommends the purchase of a IBAK Camera Truck. Public Works staff proposed for money to be allocated in the utility Capitol Outlay line item of the FY25 budget

### **FINANCIAL IMPACT:**

The cost of the IBAK Camera Truck is TWO HUNDRED FIFTY EIGHT THOUSAND FOUR HUNDRED EIGHTY FIVE DOLLARS AND ZERO CENTS (\$258,485) and will be funded from the Utility Fund.

### **MOTION(S):**

Motion to approve the purchase of the IBAK Camera Truck for the amount of TWO HUNDRED FIFTY EIGHT THOUSAND FOUR HUNDRED EIGHTY FIVE DOLLARS AND ZERO CENTS (\$258,485).

**Attachments**

[EE sole source 24.pdf](#)

[Transit with Canopy and sink.pdf](#)





January 3, 2024

Re: Sole Source

To whom it may concern:

RapidView LLC and its dealer, Essential Equipment, are the sole source for RapidView IBAK pipeline inspection and rehabilitation equipment and parts in the states of Texas and Oklahoma.

Sincerely,

A handwritten signature in black ink, appearing to read 'Matt Sutton', with a long horizontal line extending to the right.

Matthew W. Sutton  
Vice President of Sales and Marketing  
RapidView LLC  
574-224-5427 | 800-656-4225 | [matt@rapidview.com](mailto:matt@rapidview.com)

## Essential Equipment TX, LLC

PO Box 7057  
Spring, TX 77387  
+17138290802  
anne@essentialequipment.com  
www.essentialequipment.com



# ESSENTIAL EQUIPMENT

## Estimate

ADDRESS	SHIP TO	SHIP VIA	ground	ESTIMATE	3456
Christopher Hubbard	Christopher Hubbard			DATE	11/27/2024
City of Cibolo	City of Cibolo				
108 Cibolo Drive	108 Cibolo Drive				
Cibolo, TX 78108 USA	Cibolo, TX 78108 USA				
P.O. NUMBER	SALES REP			PROJECT NAME	
need po	Matt Sheppard			Transit	

SKU		DESCRIPTION	QTY
	MISC NOTES	Sourcewell Contract #120721-RVL	1
V0494050	V0494050 ORION 3.0 Zoom HD	ORION 3.0 Zoom HD/SD Adaptive PAN & TILT CAMERA Pan, Tilt and Zoom for 4" and up May be used on tractor or pushrod Auto-uprighting, LED Lighting and 33 kHz Transmitter for locate High resolution and superior picture quality Laser diameter, deformation, defect and object measurement (third party software required - not included)	1
904055000	904055000 Adapter 8 HD - 10 HD	Adapter 8 HD - 10 HD For plug-in installation of IBAK ORION 3 -for Camera Connection CB 3.2 S HD -for Camera Connection CC 2.1 HD -for Camera Connection CC 4.1 HD -for Camera Connection CC 5.1 HD	1
V9049001	V9049001 T76 HD Tractor	Mainline tractor for use in pipelines 5" and up Zero turn radius, full steering with ATC (Auto Tilt Compensation) Includes lowering claw, toolset and 5"/6"/8"/10" wheelsets If using as a mainline crawler - requires V9040013 below T76 can be used as the chassis for the LISY 3.2 HD Extension Add the elevator to help in larger pipelines.	1
V9040013	V9040013 T76/86 3.2 S HD Camera Base Mod	Includes transmitter (33kHz) AND (512Hz), required for HD cameras	1
904401491	904401491 Tungston Carbide Wheels 6"+	High-Traction Tungsten Carbide Wheels for 6" and up * For use with T76 / T86 / PANO2 Tractors * Large Grit * Uses Wheel Bolt 6002104	1
900410391	900410391 T76 Treaded Wheelset for 8" and up	T76 Treaded Wheelset for 8" and up (Brown/Hard)	1

V1971003	V1971003 BS10X Vehicle Mounted Control	BS10X Vehicle Mounted Control - For operation of all camera and the tractor functions - For permanent installation in a vehicle in 19" technology - Separate keyboard surround with 2 joysticks, emergency stop, microphone for intercom - Requires control monitor panel and monitor mount. - Requires PC for operation - HD, SD, LISY and PANORAMO operation - For use with KW505 and KW310 FO drums.	1
RAM-2461U	RAM-2461U VESA 75 Mounting Plate	VESA 75 Mounting Plate With Ball - C Size	1
RAM-201U-B	RAM-201U-B Double Socket Arm	Double Socket Arm - C Size Short	1
RAM-TRACK-EXA-9BU	RAM-TRACK-EXA-9BU RAM-TRACK-EXA-9BU	RAM-TRACK-EXA-9BU	1
RAP-354U-TRA1	RAP-354U-TRA1 Track Ball With T-Bolt Attachment	Track Ball With T-Bolt Attachment - C Size	1
10TS7M	10TS7M 10 Inch Touch Screen	10 Inch Touch Screen	1
GV-N710D3-2GL	GV-N710D3-2GL Graphics Card With HDMI Output	Graphics Card With HDMI Output	1
V8029011	V8029011 KW505 HD Synchro Pwr Cable Reel	Designed for use with HD systems. BS7 Controller required. Synchronized cable payout and retraction. Automatic level wind. Requires vehicle installation. Includes remote control pendant and LED boom light. Distance counter with rear display. Holds up to 1650' of 00/12 HD/aFO cable with a BS7 (2000' possible with a BS5) Includes integrated tractor lowering winch and control.	1
80071800	80071800 HD FO4 Camera Cable	HD FO4 Camera Cable Type 00/12 - 1000 feet	1
904350020	904350020 Cable Deflection Pully KUV 2.7	Cable Deflection Pully KUV 2.7	1
ADJ-1	ADJ-1 Top Hole Roller - Adjustable	Top Hole Roller	1
v0001017	V0001017 19" Industrial PC	19" Industrial PC These specifications or greater: * Ruggedized Rack Mount Cabinet * Intel Quad Core Processor * 16 GB RAM * 256 GB Solid State Drive for Applications / OS * 2 TB Hard Drive for Data * DVD-R/CD-RW drive * Keyboard and Optical Mouse * Operating system Windows 10 Professional * 17" VGA LCD Monitor when purchased with vehicle conversion *** NO Video Capture Device Included (to be supplied by software vendor)	1
V4702467	V4702467 VMC-C9 Full HD MPEG Encoder Card	*Only sold for use with IKAS Evolution. If using a 3rd party software, please contact your software vendor. *Approval from Rex is needed before shipment*	1
VZ000700	VZ000700 Ford Transit XL	Ford Transit Van/Wagon XL, High Roof, Long Wheelbase Extended Length, 3.5L Ti-VCT V6 Engine, 10-	1

Speed Automatic Overdrive with Select Shift Transmission, 9950 GVRW, DRW. RapidView LLC (Vendor) reserves the right to increase the price of vehicle chassis, trailers, and all-terrain vehicles in proportion to any increase of costs to the VENDOR between the date of acceptance of the order and the date of delivery (including without limitation costs relating to exchange rates, model year changes, manufacturer price increases, labor, materials, transport and taxes)

Chassis for Conversion

RapidView LLC (Vendor) reserves the right to increase the price of vehicle chassis, trailers, and all-terrain vehicles in proportion to any increase of costs to the VENDOR between the date of acceptance of the order and the date of delivery (including without limitation costs relating to exchange rates, model year changes, manufacturer price increases, labor, materials, transport and taxes).

VZ000624	VZ000624 Cargo Van Conversion	<p>Cargo Van Conversion</p> <p>*** Chassis purchased separately, call for required chassis specifications ***</p> <ul style="list-style-type: none"> <li>* Rear backup camera.</li> <li>* Walk-thru design with partition wall and door.</li> <li>* 12v LED lighting.</li> <li>* Roof Air.</li> <li>* Exterior shore power package with extension cord.</li> <li>* Auxiliary battery and charging system.</li> </ul> <p>FRONT OFFICE:</p> <ul style="list-style-type: none"> <li>* Vinyl flooring in office.</li> <li>* Carpeted walls in Studio.</li> <li>* Laminated base cabinetry.</li> <li>* Laminate countertops in studio.</li> </ul> <p>WORKSPACE:</p> <ul style="list-style-type: none"> <li>* Heavy-duty, 5 drawer toolbox.</li> <li>* 14 Gallon pressurized wash down system.</li> <li>* Monitor mount in workspace for installing monitor (monitor sold separately).</li> <li>* Butcher block workbench.</li> <li>* Rugged FRP cabinets.</li> <li>* Rugged FRP overhead cabinets with easy-open hardware.</li> </ul> <p>SAFETY:</p> <ul style="list-style-type: none"> <li>* Directional arrow board at rear.</li> <li>* Strobe light mounted on front roof.</li> </ul>	1
VZP000100	VZP000100 Generator Gas 5.5Kw, 120VAC	VZP000100 Generator Gas 5.5Kw, 120VAC	1
VZM000102	VZM000102 Monitor, 22" Widescreen	Monitor, 22" Widescreen	3
VZM000104	VZM000104 Monitor Mount - Double	VZM000104 Monitor Mount - Double	1
VZ000311	VZ000311 KW Reel cabinet, (Long Version for LISY), with a slide out tray for the LISY Synchro drum a	VZ000311 KW Reel cabinet, (Long Version for LISY), with a slide out tray for the LISY Synchro drum and one locking drawer with a divider. All aluminum drawer construction.	1
V000021	V000021 Guide Poles for tractor retrieval /manhole adapter	Fiberglass Guide Poles for tractor retrieval or manhole adapter	1
VZ3POLEBRACKET	VZ3POLEBRACKET Fiberglass Pole Bracket *	VZ3POLEBRACKET Fiberglass Pole Bracket * Lower support arm and 1 horizontal support, Holds 3 Poles	1

Lower support arm and 1  
horizontal support,3 Poles

VZ000825	VZ000825 Fold-Out Steps (side access)	VZ000825 Fold-Out Steps (side access)	1
VZ000826	VZ000826 Fold-Down Steps (rear)	VZ000826 Fold-Down Steps (rear)	1
VZOP000106	VZOP000106 Ethernet Waterproof Connection	Ethernet waterproof connection on exterior of box	1
VZ000703	VZ000703 Sink in Countertop	Sink in Countertop in work area	1
VZ000817	VZ000817 Rear Canopy PWR Retractable	Rear Canopy PWR Retractable	1

Sourcewell Contract #120721-RVL

SUBTOTAL	254,485.00
TAX	0.00
SHIPPING	4,000.00
TOTAL	<b>\$258,485.00</b>

Accepted By

Accepted Date



## City Council Regular Meeting Staff Report

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### B. Discussion/Action on the Transition of the Noble Group Event Center to City Use. (Mr. Reed)

Meeting	Agenda Group
Tuesday, March 11, 2025, 6:30 PM	Discussion/Action Item: 10B.
From	
Wayne Reed, City Manager	

### **PRIOR CITY COUNCIL ACTION:**

July 9, 2024... City Council approved the FY24 Budget Amendment #2 allocating \$2,280,000 to the acquisition and related expenses.

February 25, 2025... City Council approved the replat of the property to create three lots from one lot. This separated the City's facility from the remaining two buildings, which remain under the ownership of Mr. Jackson.

### **BACKGROUND:**

The purpose of this presentation is to update City Council on the transition of the facility to City uses, including the Senior Program.

City staff is seeking feedback and direction on the following:

1. Does Council have questions about the renovations of the interior?
2. Does Council support the Senior Program relocation plan?
3. Does Council have questions about the relocation of items from self-storage to the two storage rooms at this facility?

The next steps include:

1. Naming of Facility
2. Rental Policies and Fees
3. Schedule Grand Opening Ceremony

### **STAFF RECOMMENDATION:**

N/A

### **FINANCIAL IMPACT:**

The City has allocated \$2,280,000 to this project.

### **MOTION(S):**

N/A

**Attachments**

[NobleGroupFloorPlanV3 2025-02-28.pdf](#)

[Naming Policy Directive 2016-01.pdf](#)

[CC Presentation - NGEC Update 2025-03-11.pdf](#)



PD Space

PPD Space

Senior Center/Rental Space

Technical Space





**COPY**

**City Council Policy Directive No: 2016-001**  
**Replaces Policy 2015003**

**CITY OF CIBOLO, TEXAS**  
**Commemorative Naming Policy**

In the event that the City of Cibolo wishes to confer a specific name on a given city building, public place, park, structure, facility, or natural feature within the City limits or owned by the City of Cibolo, the following policy is adopted. The same policy should also be followed in reviewing or preparing the City of Cibolo's official comments or recommendations to State, Federal and/or intergovernmental boards taking actions regarding geographic names, naming or renaming.

**Policy**

The City Council will designate the names of city buildings, public places, parks, structures, facilities, and natural features by resolution.

**Procedure**

1. The Mayor, and City Council Member, the City Manager or any citizen of the City of Cibolo or interested group may request the naming or renaming of a city building, public place, park, structure, facility, or natural feature (heretofore referred to as "designated features"). Requests will be in writing to the Office of the Mayor.
2. Suggestions for names may be solicited from organizations, individuals, and the media. All suggestions, solicited or not, will be acknowledged and recorded for consideration.
3. If a contest or competition is to be held, the City Council shall provide guidelines and rules for the contest.
4. The City Council will make every effort to contact and solicit comments from surrounding property owners, residents, affected parties and the general public of Cibolo before taking action on any naming of a designated feature.
5. The City Council will provide appropriate public notice/public hearing on any naming actions in conjunction with other agenda items for regularly scheduled meetings. A period of 30 days will be provided for any written public comment on any naming action.
6. The City Council will approve or disapprove any naming or renaming action by resolution.

7. The City Manager, upon approval of a naming or renaming action by the City Council, will implement names or name changes to the designated feature. The City Manager will notify those who have submitted the suggestion and other appropriate offices and agencies. Upon City Council denial of a name or name change, the City Manager will notify those who sponsored the initiative.

**COPY**

### Criteria

Recognizing that the naming or renaming of a city building, public place, park, structure, facility, or natural feature should be approached cautiously with forethought and deliberation, the following criteria are established:

1. To avoid duplication, confusing similarity or inappropriateness, the City Council, in considering naming suggestions, will review existing city buildings, public places, parks, structures, facilities, or natural features names both within the City of Cibola and nearby municipalities.
2. Consideration in naming designated features shall be given to geographical location, historical or cultural significance, and natural or geological features.
3. Designated features may be named for an individual if that individual has enhanced the quality of life within the city. Outstanding service shall be performed in one or more of the following categories:
  - a. Involvement in a leadership role in civic organizations which are devoted to community improvement.
  - b. Assistance to the underprivileged, economically disadvantaged, physically and/or mentally handicapped.
  - c. Actively promoted and directed community events and activities which have clearly added to the enrichment of the quality and quantity of cultural life within the community.
  - d. Actively promoted and implemented effective programs and activities for the youth and/or senior citizens with the community.
  - e. Assumed an active leadership role in developing and implementing programs directed at the improvement of the visual aesthetics of the community at the commercial, public, or residential level.
  - f. Assumed an active leadership role in developing programs and/or facilities for collecting, promoting, and retaining the many aspects of the natural or historical heritage of the community.
  - g. Assumed an active leadership role in developing programs and/or facilities directed toward the improvement of community social and health needs as well as programs directed toward humanitarian purposes.
4. Facilities may be named for an individual (alive or deceased) if that individual has made a significant financial contribution (30% or more) to the City of Cibola for purpose of developing a particular building or facility.

5. Designated facilities may be named after research reveals that the area around the designated facility has been commonly, yet unofficially, named by the residents in the area.
6. Portions of a facility may have another name than that of the entire facility, or features may be dedicated to or in honor of a person such as the conference room within City Hall or a feature within a City Park.
7. In the development of facilities or buildings, address designations will be used until the formal naming is approved. Whenever possible, the naming will be made prior to completion of purchase or construction of the building or facility.
8. Changes of names for public buildings, facilities and man-made places such as parks will only be approved when they do not violate historical or common usage names.
9. Designated features indicated on general usage maps for fifty years or more (age criteria applied by the National Register of Historic Places) will only be changed under exceptional circumstances.
10. Historic names placed on designated landmarks listed in the Texas Historical Commission or the National Register of Historic Places will not be changed.
11. Once a name has been officially approved by the City Council, changes will be strongly resisted.

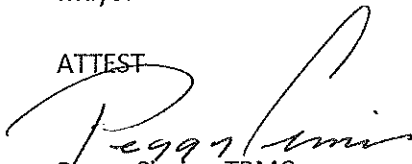
Following the selection of a name for a designated feature, the Cibolo Public Works Department will install and maintain the appropriate signage.

PASSED AND APPROVED THIS 12<sup>th</sup> DAY OF APRIL 2016

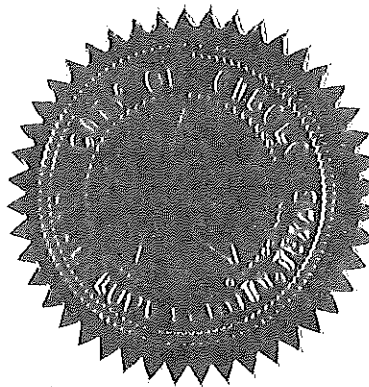


Allen Dunn  
Mayor

ATTEST



Peggy Cimics, TRMC  
City Secretary



**COPY**

# Noble Group Center Building Transition to City Use



Presented by: Wayne Reed

City Council

March 11, 2025



# Presentation Overview

1. Use of Space - Floorplan
2. Senior Program
3. Purchasing of Equipment and Furniture
4. Storage in Facility vs. Self-Storage Rental
5. Naming the Facility
6. Rental of Facility
7. Budget
8. Council Feedback and Direction



# Council Feedback and Direction

1. Does Council have questions about the renovations of the interior?
2. Does Council support the Senior Program relocation plan?
3. Does Council have questions about the relocation of items from self-storage to the two storage rooms at this facility?

## NEXT STEPS:

1. Naming of Facility
2. Rental Policies and Fees
3. Schedule Grand Opening Ceremony



# Part 1. Use of Space - Floorplan



# Use of Space - Floorplan

PD Space

PPD Space

Senior Center/Rental Space

Technical Space



- Senior Program
- Police Department – Detectives
- People & Performance Department
- Exterior Signage to be made after naming of facility



## Part 2. Senior Program



# Senior Program

Space	Sq. Ft.	Max Occupancy
Grange Hall	~1,625	<ul style="list-style-type: none"> <li>• 232 for standing and with chairs only, not counting the kitchen</li> <li>• 108 with tables and chairs</li> </ul>
City Facility	~2,320	<ul style="list-style-type: none"> <li>• 300 for standing and chairs only; this is maximum limit to comply with International Fire Code (IFC) requirements</li> </ul>
Foyer	~396	
Total	~2,716	<ul style="list-style-type: none"> <li>• 155 with tables and chairs; using foyer would increase this to 181</li> </ul>



NOTE: City will provide written notice to the Grange Hall that the Senior Program will relocate to this facility.



# Senior Program

- City staff have walked the event space with the Senior Program leadership to ensure the City provides the necessary space, equipment, furniture, and storage
- Will have full use of the kitchen with appliances
- Chairs and tables to be purchased based on needs



# **Part 3. Purchasing of Equipment and Furniture**



# Purchasing of Equipment and Furniture

- Event Space
  - Tables and Chairs. Mr. Jackson will provide inventory of existing chairs and tables he is willing to sell
  - Televisions for wall mounting
- Kitchen
  - Appliances, utensils, and needed items for Senior Program
- Office Furniture for 3 FTEs from Police (Public Information, Public Relations, and Recruitment) and PPD staff
- IT Equipment



# **Part 4. Storage in Facility vs. Self-Storage Rental**



# Storage in Facility vs. Self-Storage Rental

- Departments/Service Areas with self-storage include City Secretary's Office (\$319), Information Services (\$248), and the EDC (\$187)
- City facility can accommodate all existing items located in self-storage (monthly fee) in the facility
- Costs of monthly storage will be reallocated to cover utilities of this facility (Net Zero budget impact)



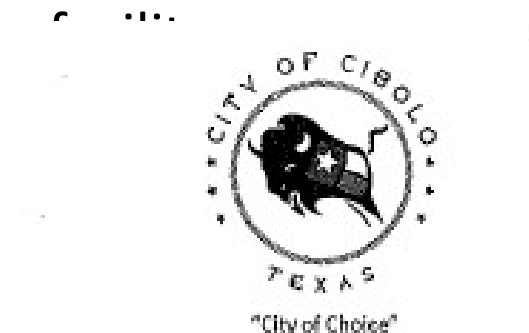
# Part 4. Naming of the Facility





# Naming of the Facility

- City's existing Naming Policy was established in 2016
- Requires a resolution to officially name
- There are 11 criteria
- Policy is attached to this item
- Once City Council names the facility, it will be ordered and installed on the building



City Council Policy Directive No: 2016-001  
Replaces Policy 2015003

**CITY OF CIBOLO, TEXAS**  
**Commemorative Naming Policy**



# Part 6. Rental of Facility



# Rental of Facility

- City staff have received the rental rates and process from the previous owner
- A future presentation will be provided to City Council on rental rates and policy
- There are local organizations that have rented the event space for many years, which are interested in continued rental. City staff have informed all of these organizations that we will not be able to rent the space until further notice.



# Part 7. Budget



# Budget

- City Council approved \$2,280,000 in the FY24 Budget amendment #2, approved on July 9, 2024, related to the acquisition and use of the property
- Acquisition of the property equaled \$2,011,379. A settlement statement included a tax credit based on 2023 taxes
- \$18,500 for the final plat (replat)



# Council Feedback and Direction

1. Does Council have questions about the renovations of the interior?
2. Does Council support the Senior Program relocation plan?
3. Does Council have questions about the relocation of items from self-storage to the two storage rooms at this facility?

## NEXT STEPS:

1. Naming of Facility
2. Rental Policies and Fees
3. Schedule Grand Opening Ceremony





## City Council Regular Meeting Staff Report

---

### C. Discussion/Presentation on the update of the 2024 Racial Profiling Report. (Chief Andres)

Meeting	Agenda Group
Tuesday, March 11, 2025, 6:30 PM	Discussion/Action Item: 10C.
From	
Thedrick Andres, Chief of Police	

### **PRIOR CITY COUNCIL ACTION:**

N/A

### **BACKGROUND:**

The Police Department will provide an overview of the 2024 Racial Profiling Report and statistical data.

### **STAFF RECOMMENDATION:**

N/A

### **FINANCIAL IMPACT:**

N/A

### **MOTION(S):**

N/A

### **Attachments**

[2024 Racial Profiling Report Presentation.pdf](#)

[2024 Racial Profiling Report Full.pdf](#)

# **Cibolo Police Department**

## **Annual Racial Profiling Report**

Presented By: Thedrick Andres, Chief of Police

February 25, 2025





# Presentation Overview

- Annual Racial Profiling Report

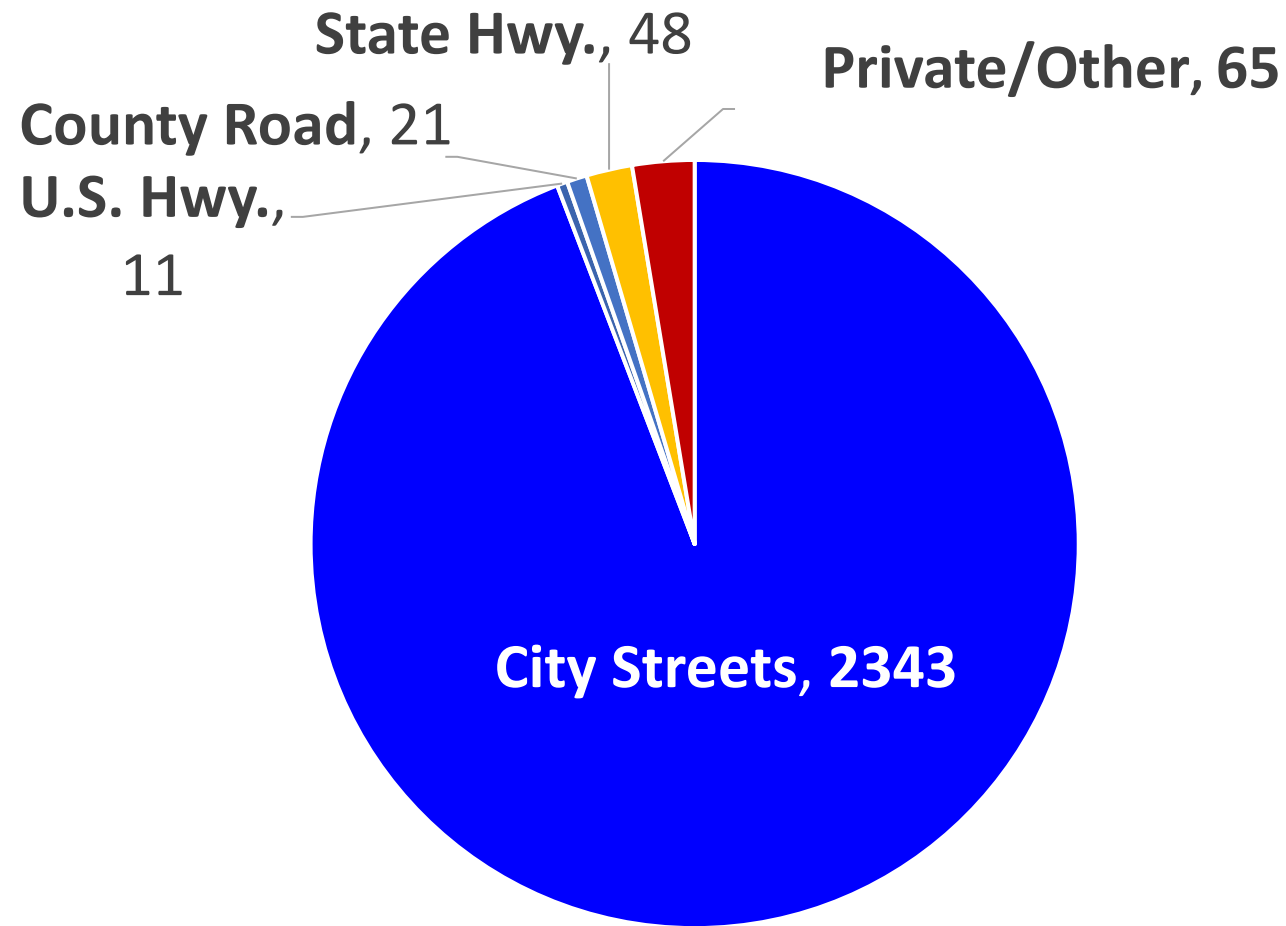


# Council Feedback

Does the council have any questions about the information provided in this presentation?



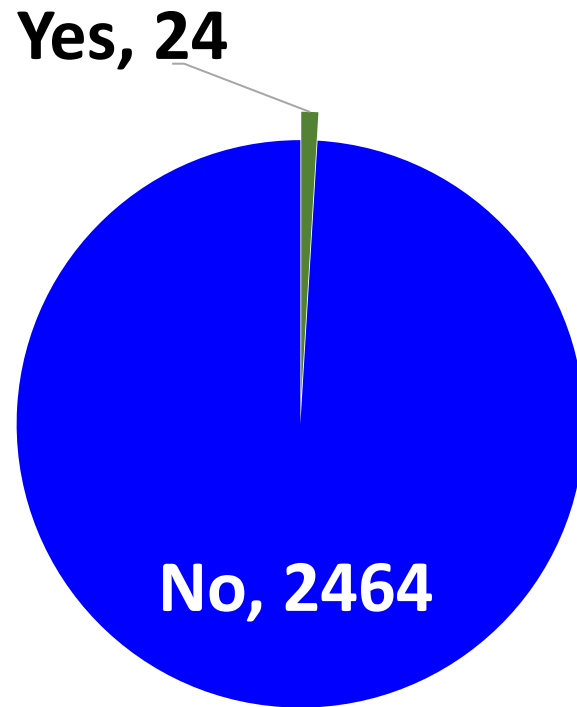
# Total Traffic Stops: 2488



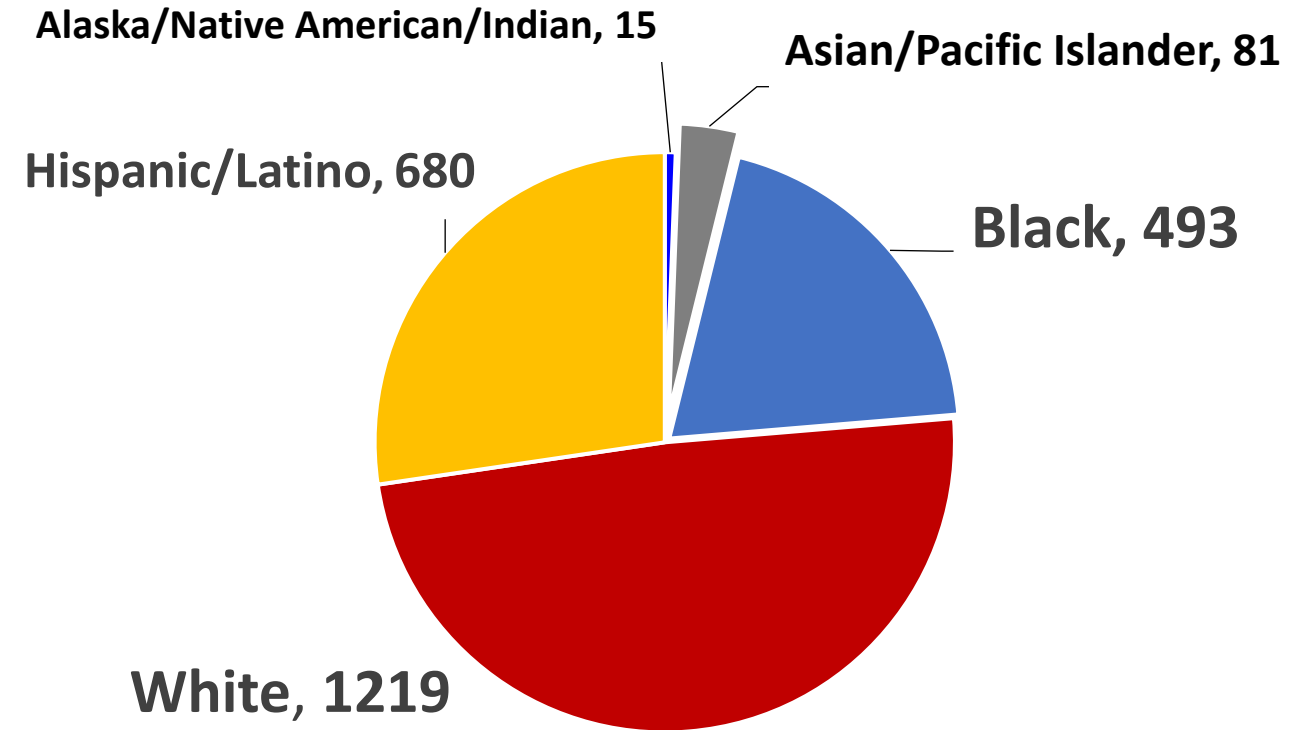
Street Address or Approx. Location of Stop



# Total Traffic Stops: 2488

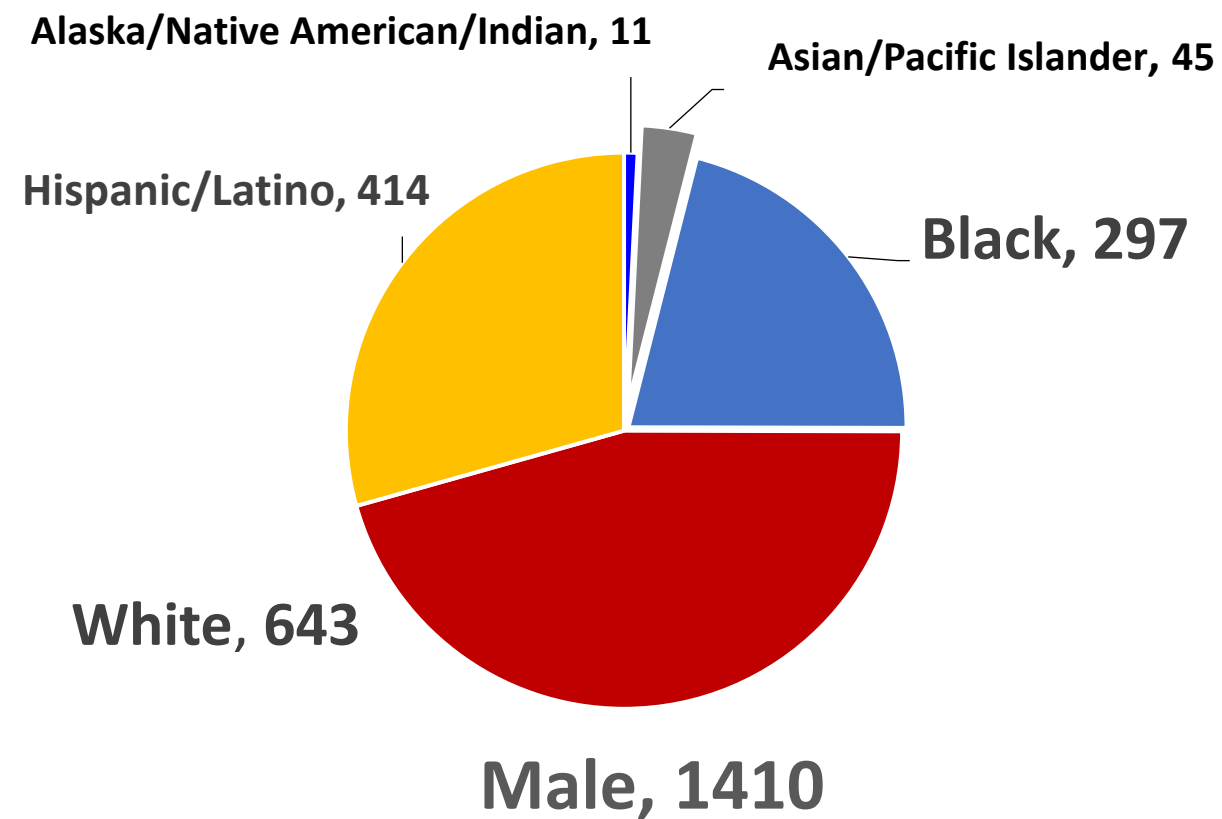
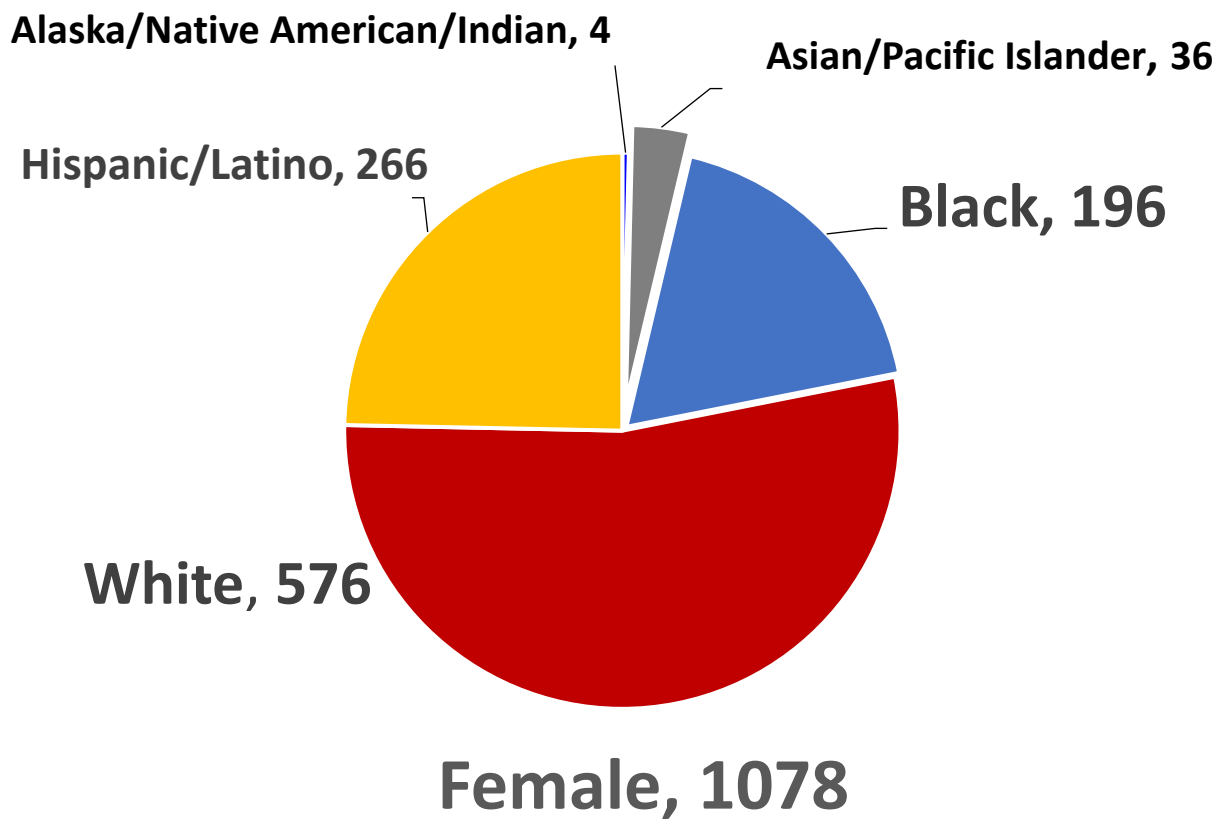


Was Race or Ethnicity Known

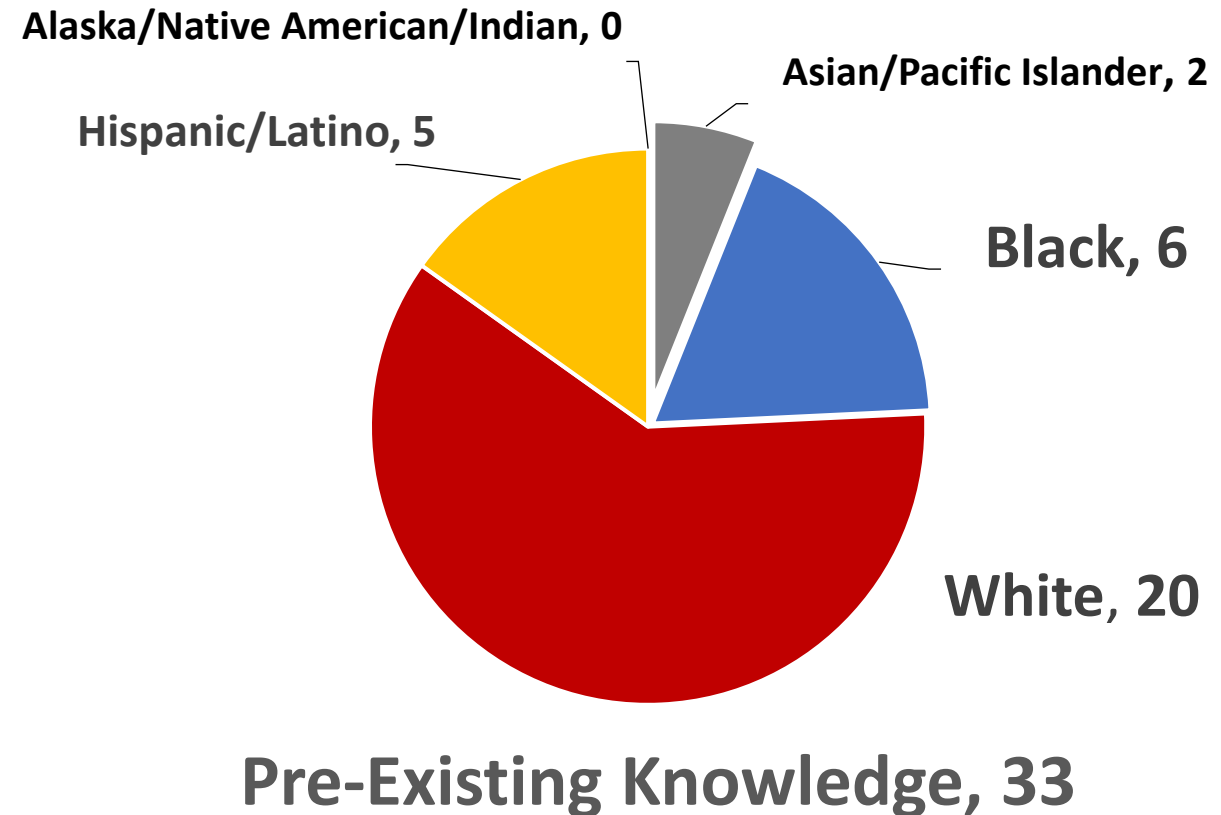
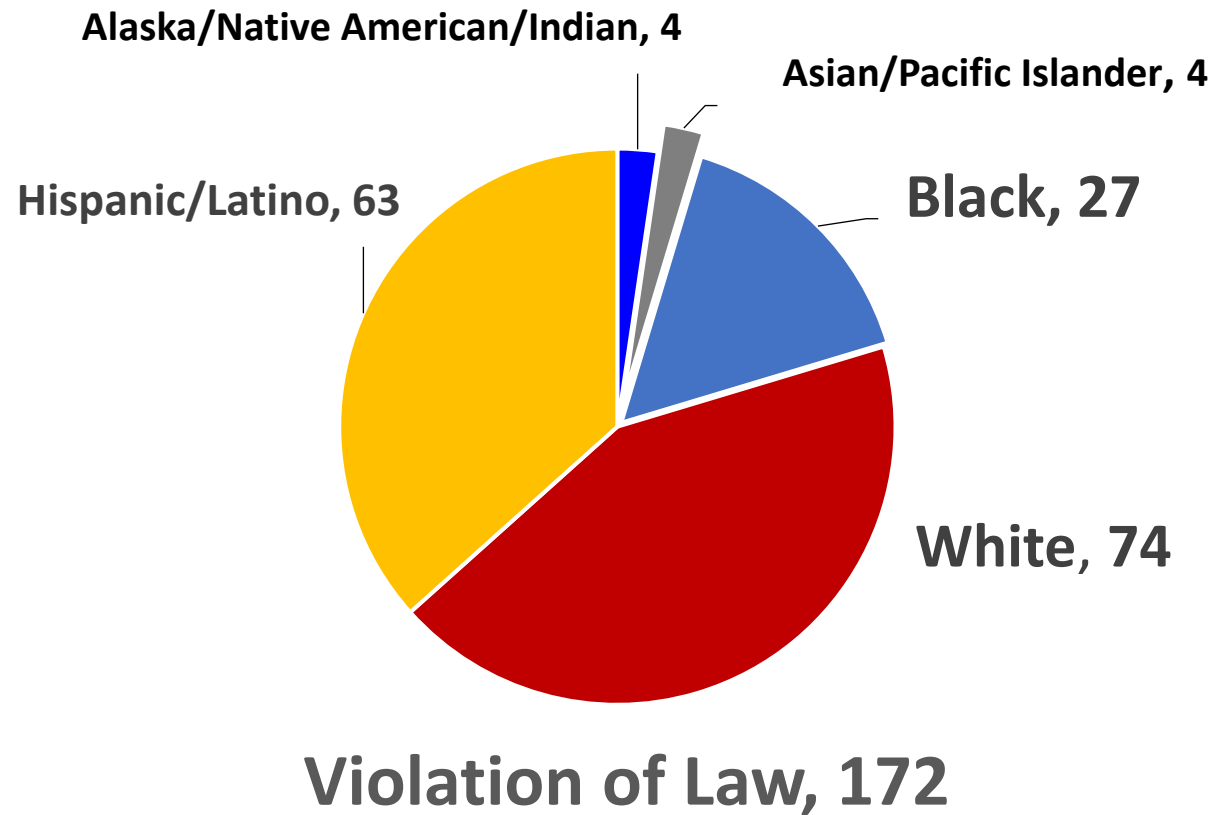


Race/Ethnicity

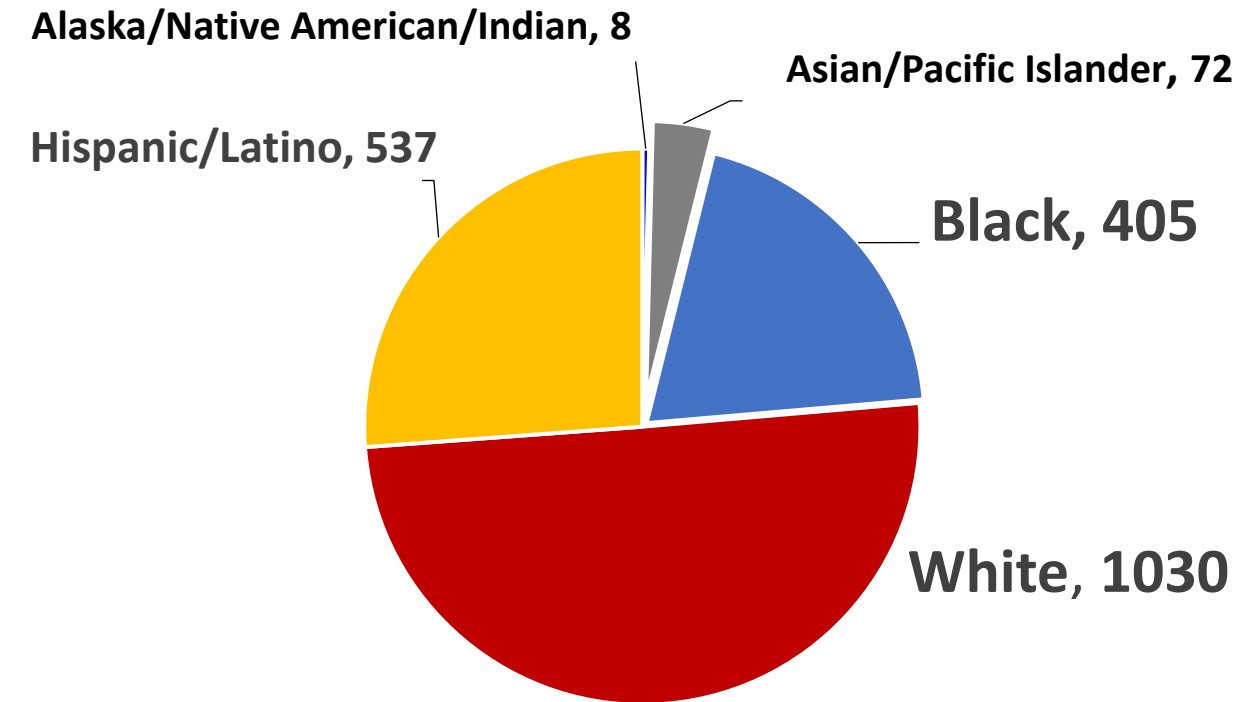
# Gender



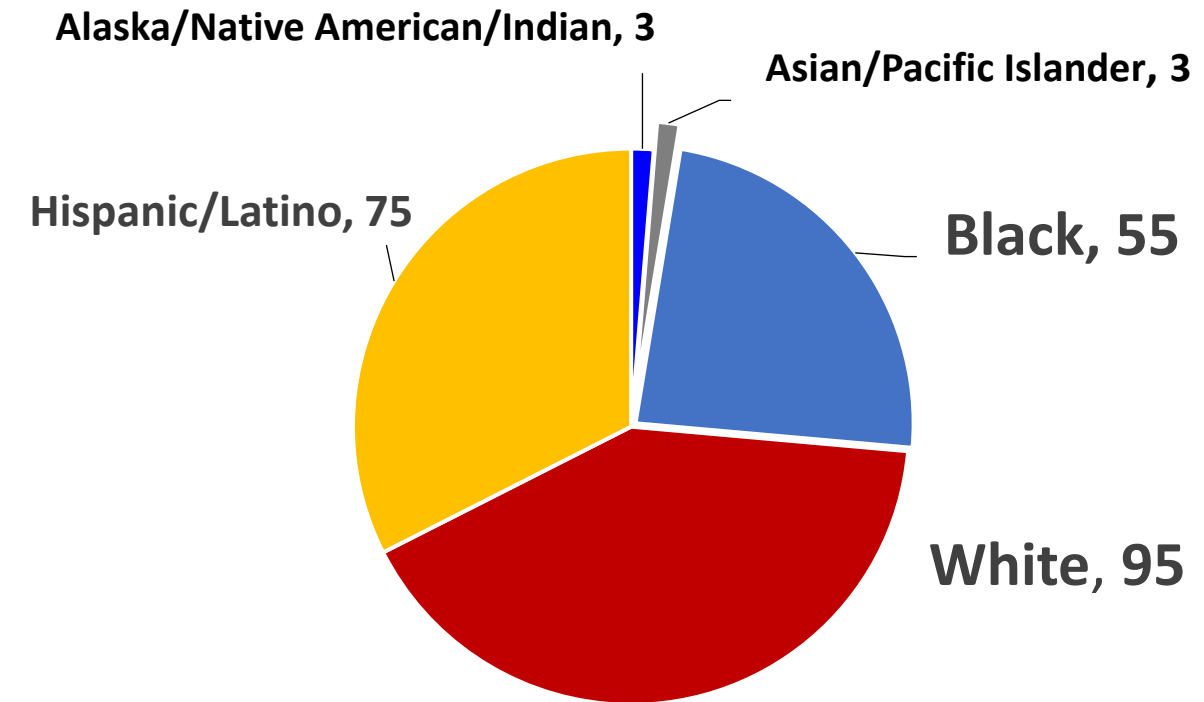
# Reasons for Stops



# Reasons for Stops

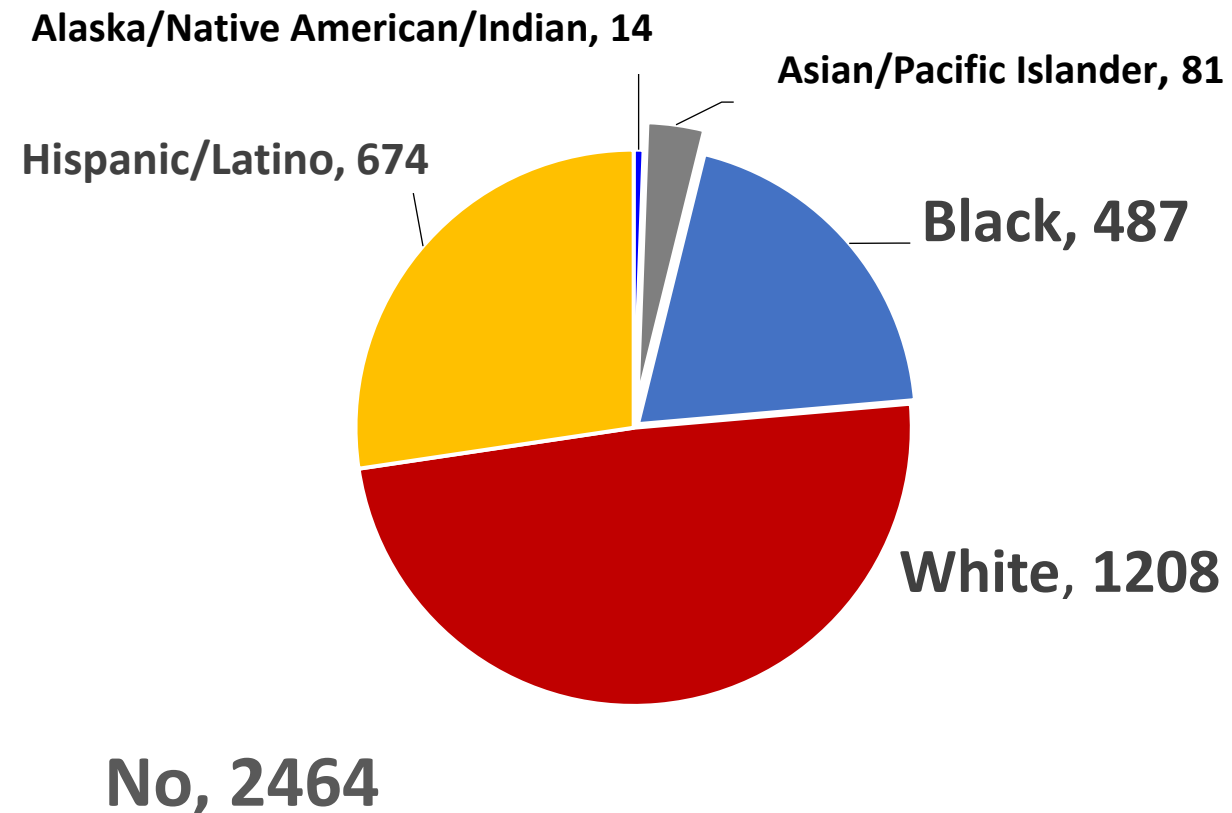
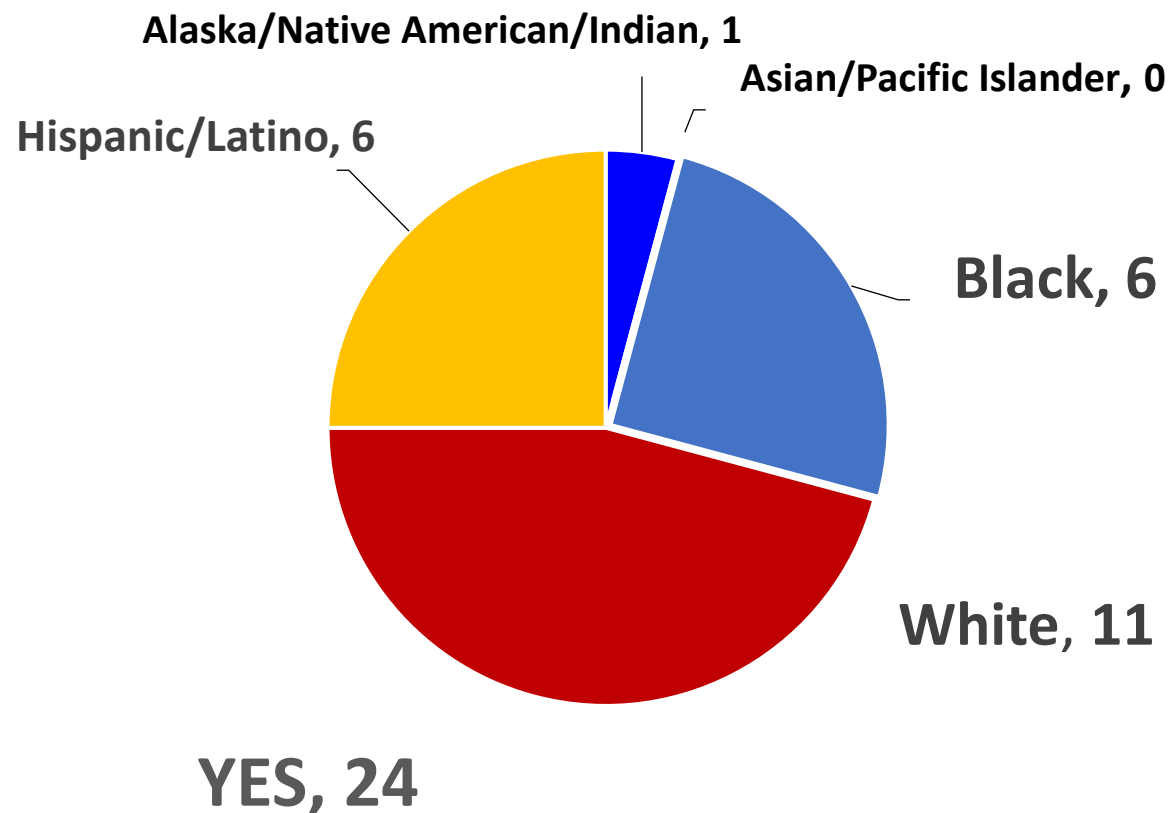


**Moving Traffic Violation, 2052**



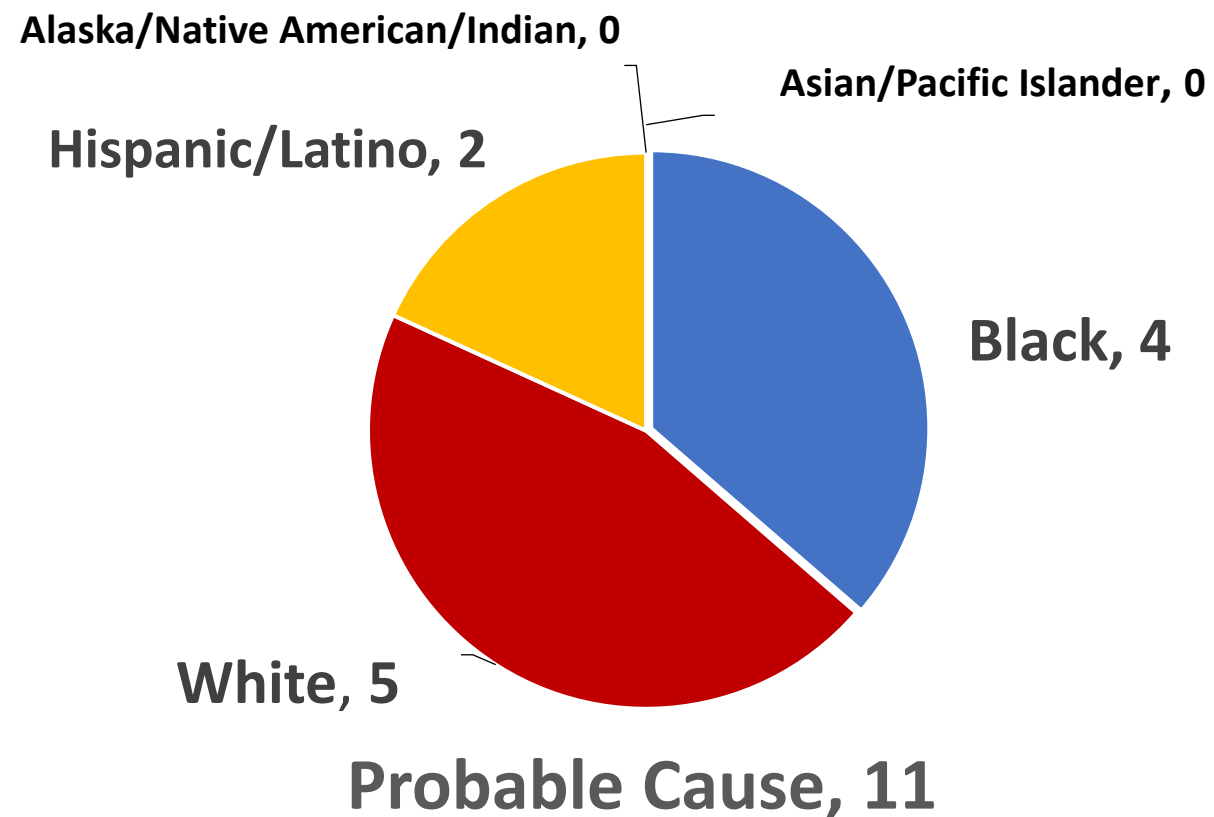
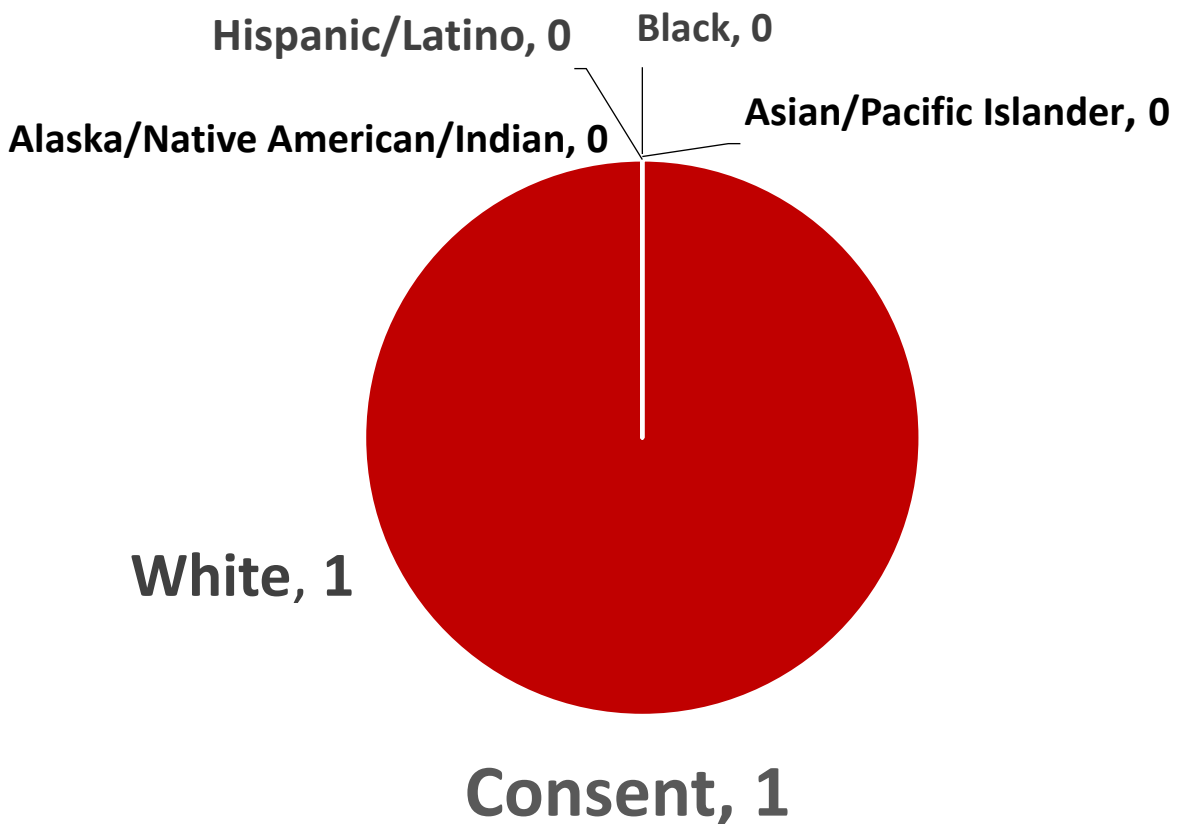
**Vehicle Traffic Violation, 231**

# Was a Search Conducted?

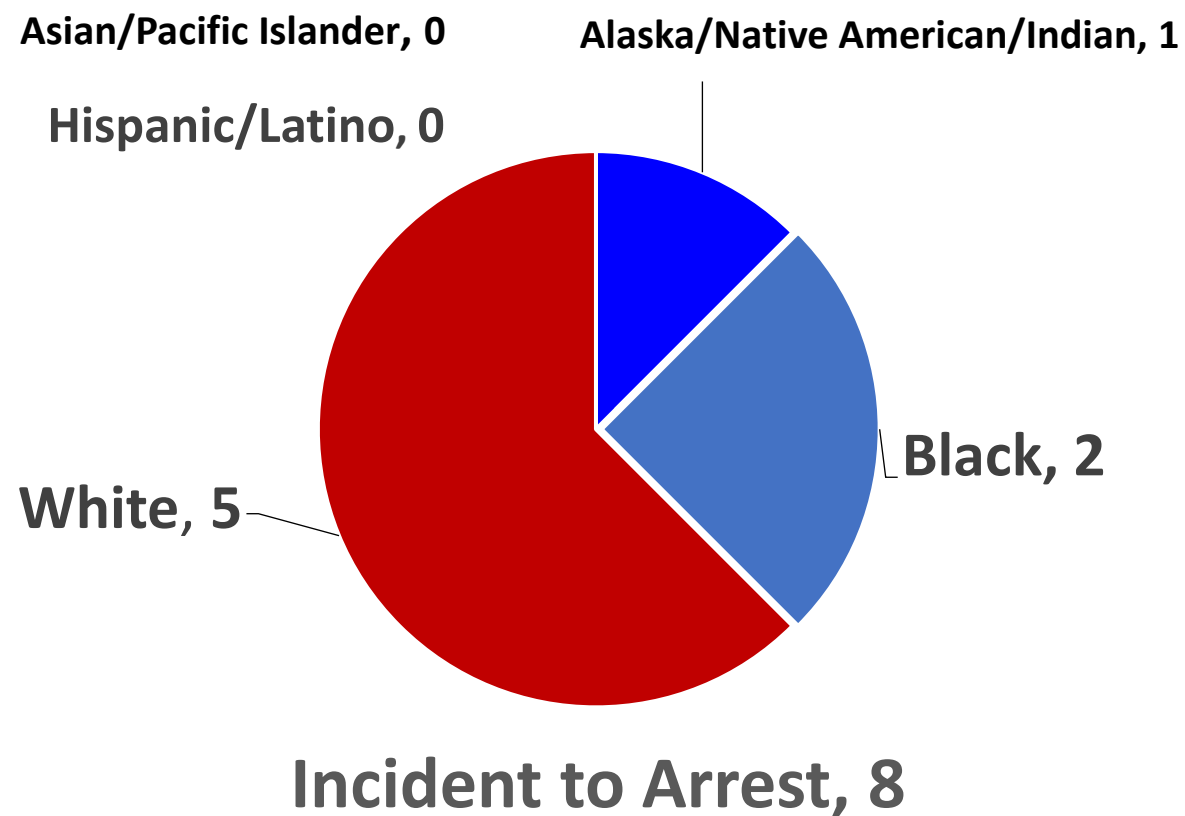




# Reasons for Search



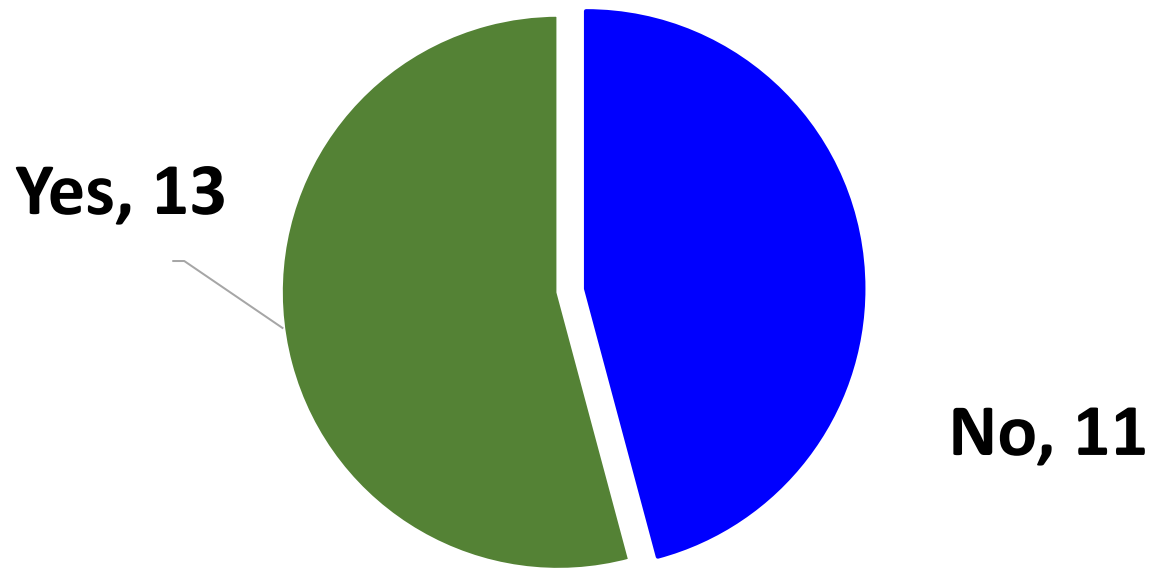
# Reason for Search



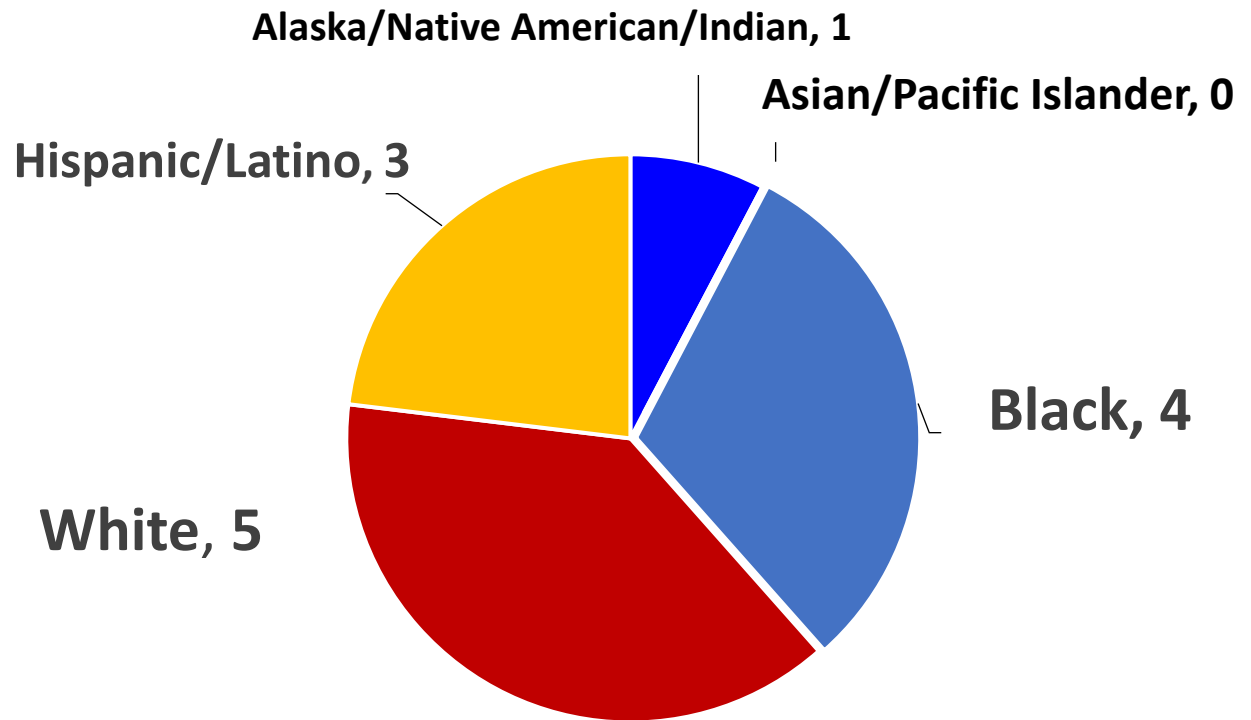
**Contraband in Plain View, 1**

**Inventory, 3**

# Was Contraband Discovered?

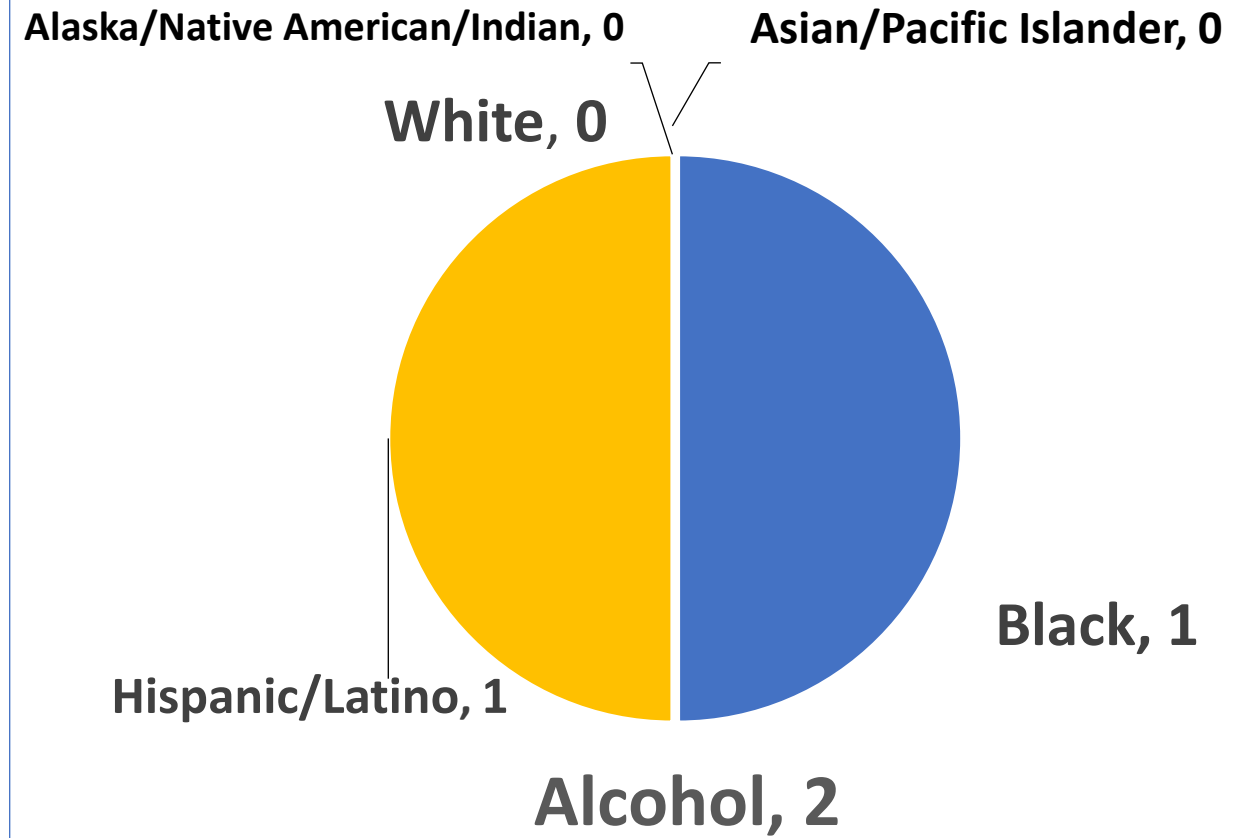
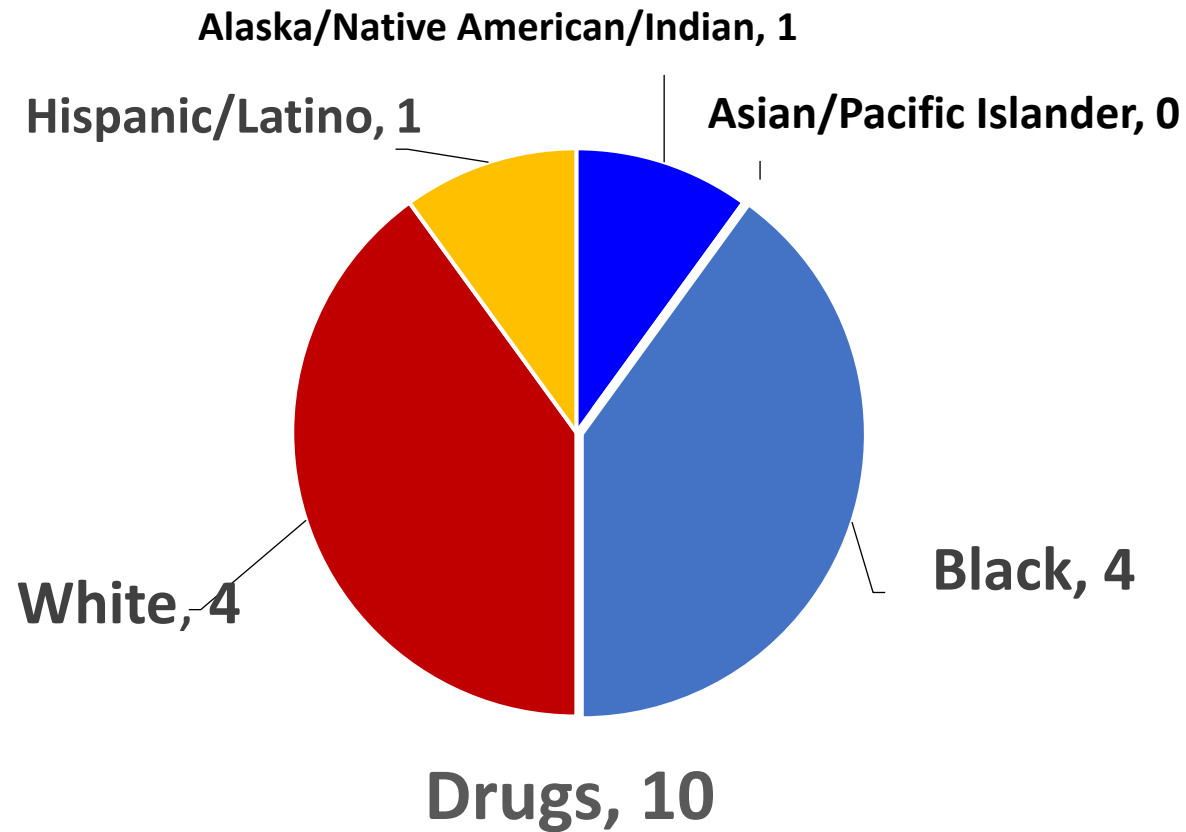


Was Contraband Discovered?

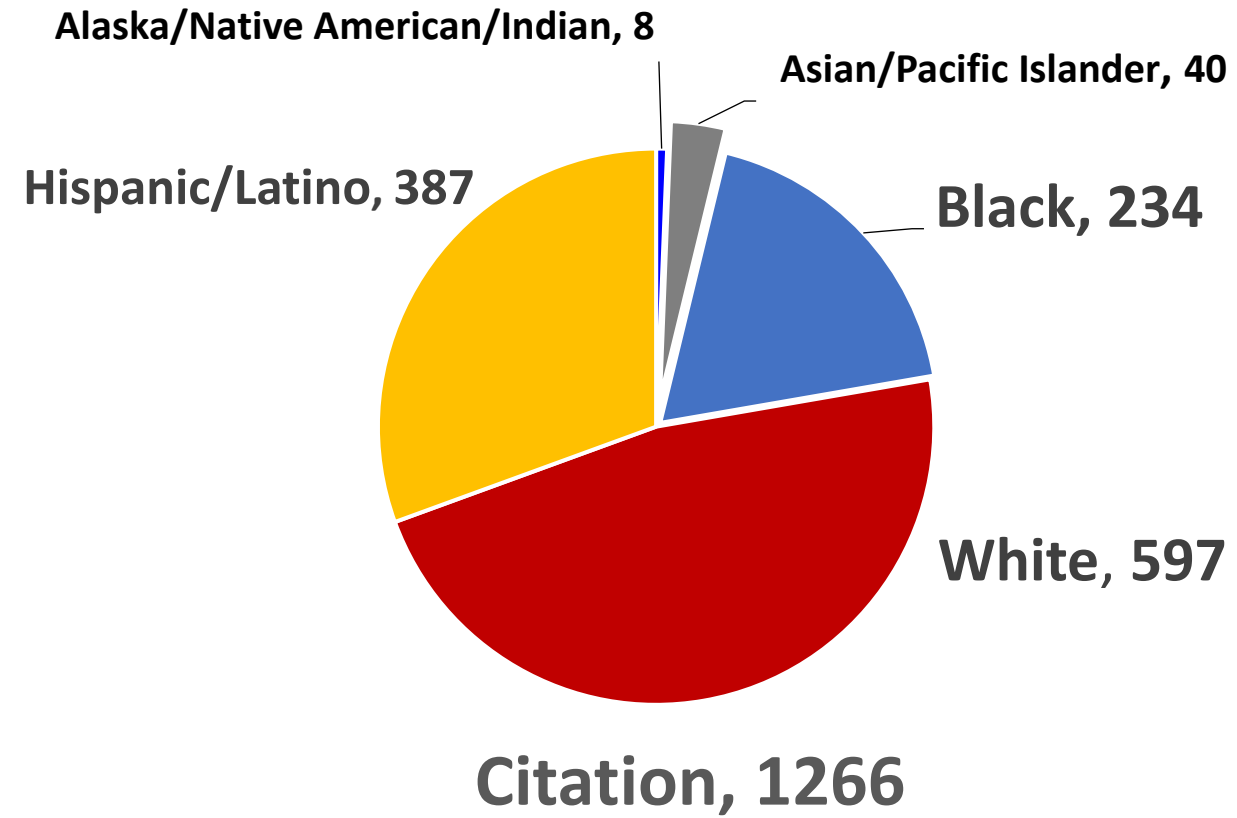
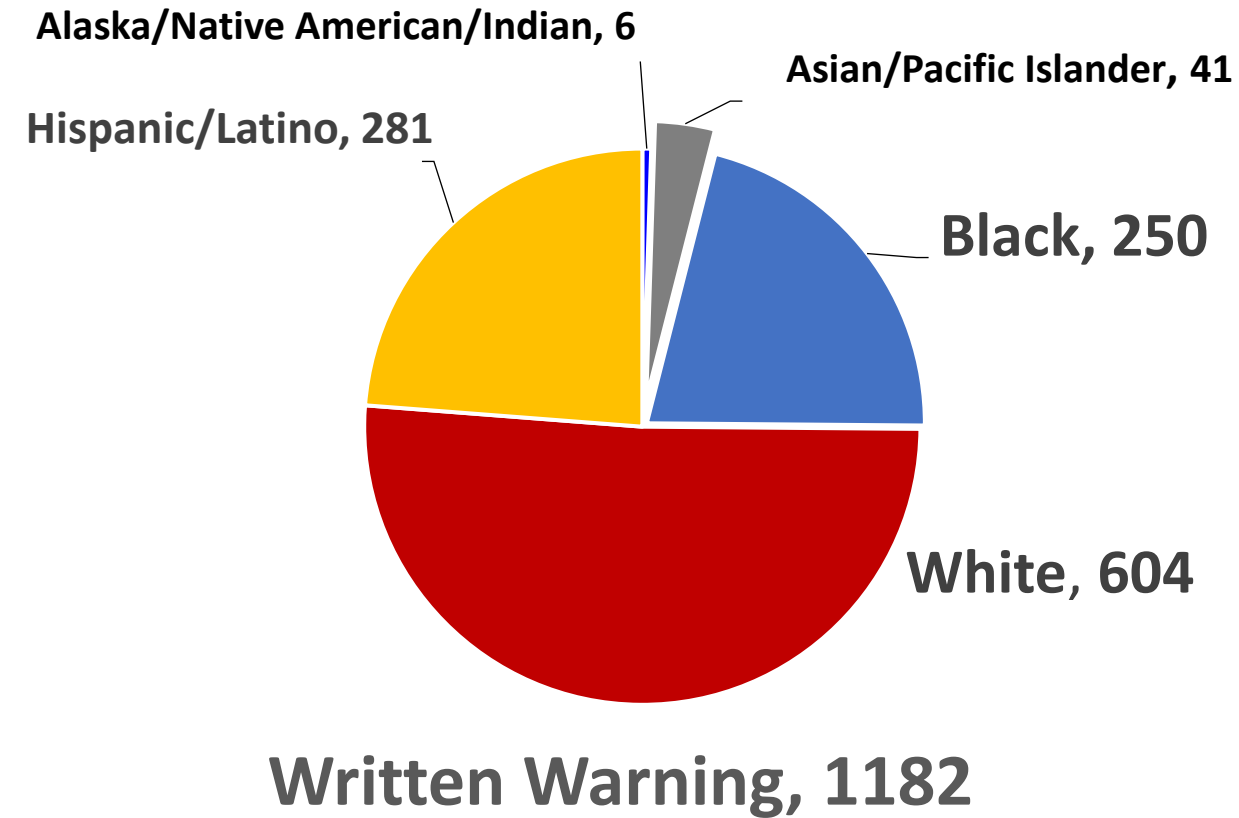


Race/Ethnicity

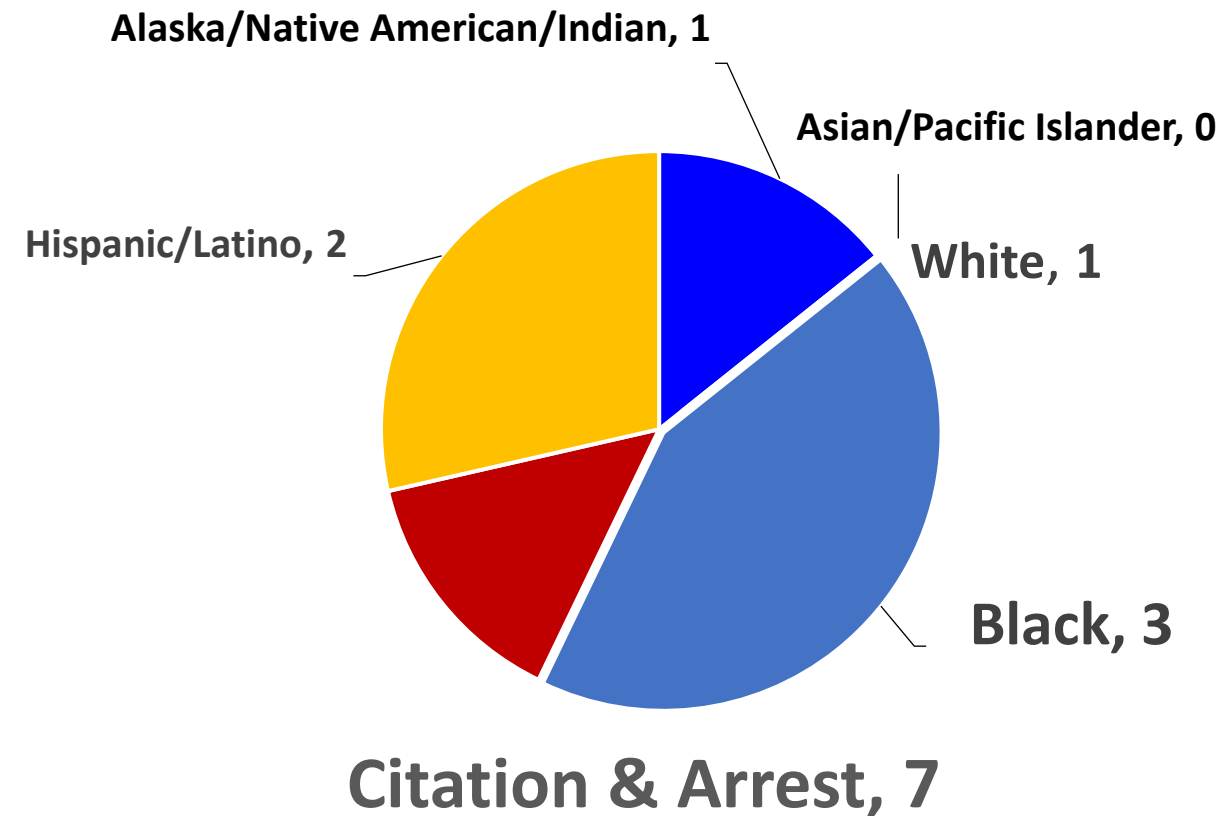
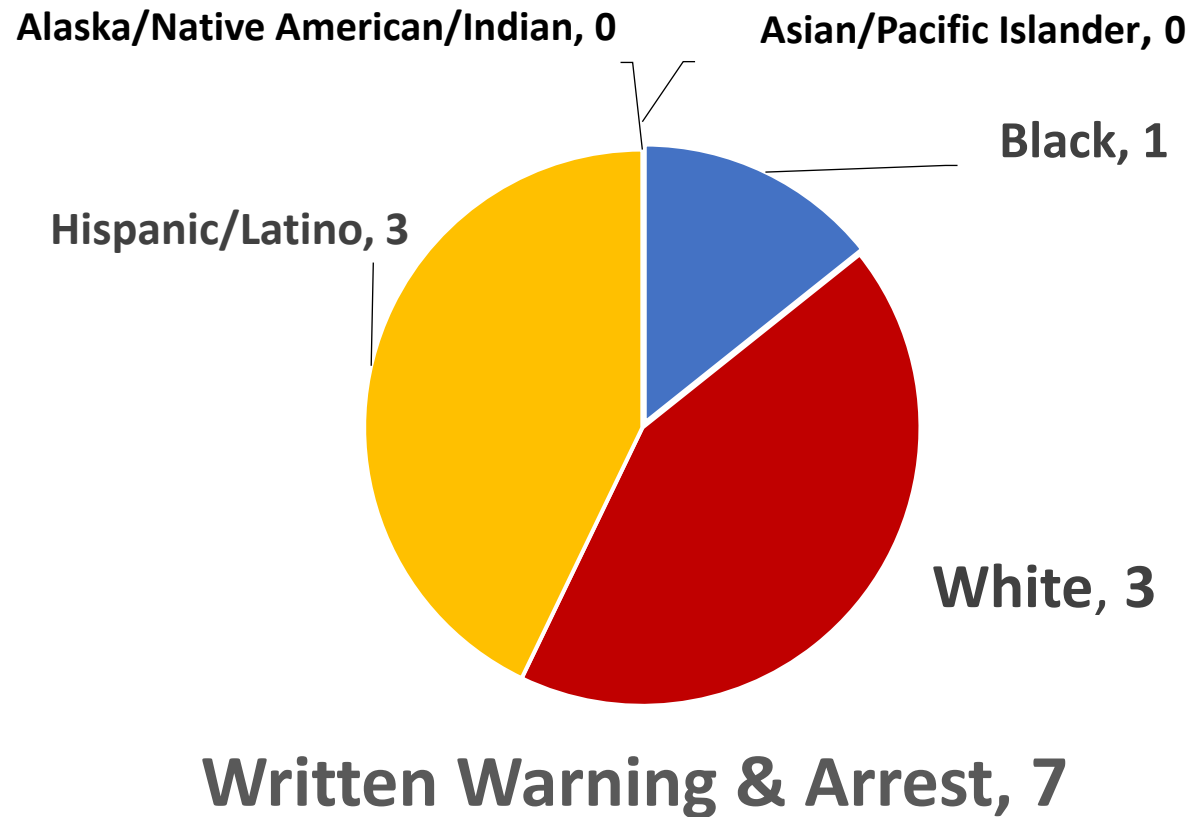
# Types of Contraband



# Results of Stops



# Results of Stops



# Arrests Based On

Alaska/Native American/Indian, 1

Asian/Pacific Islander, 0

Black, 2

White, 1

Hispanic/Latino, 5

Violation of Penal Code, 9

Alaska/Native American/Indian, 0

Hispanic/Latino, 0

Asian/Pacific Islander, 0

White, 0

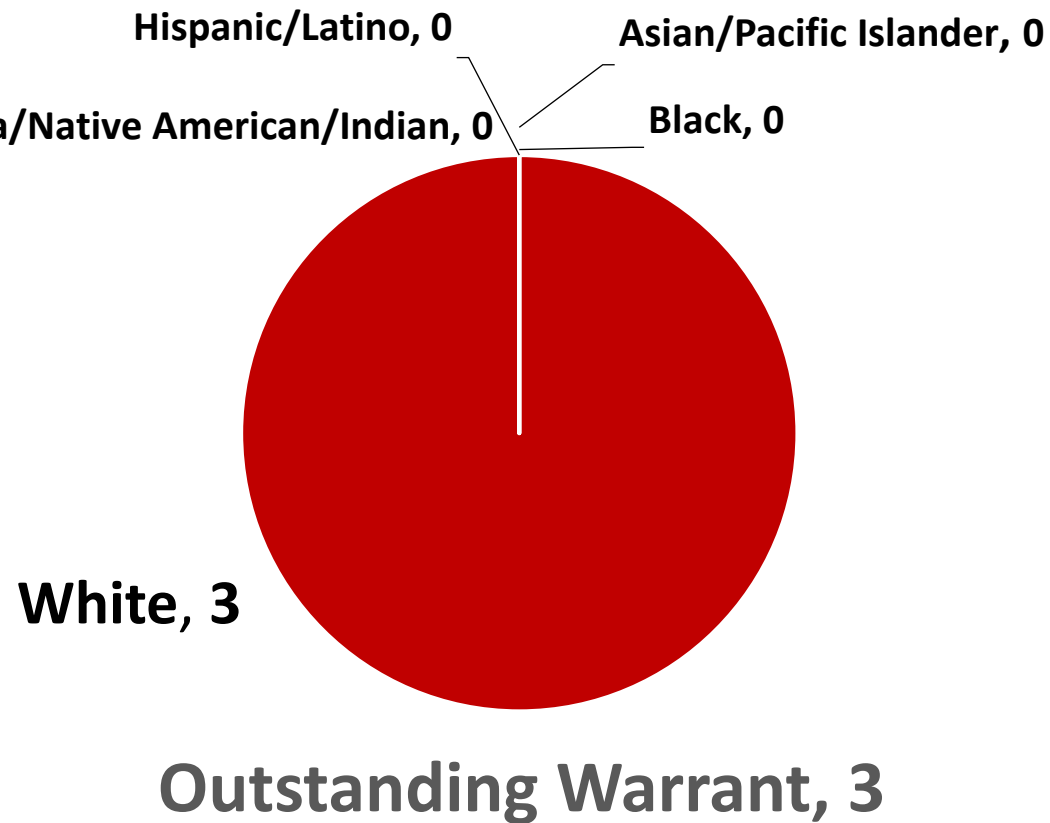
Black, 2

Violation of Traffic Law, 2



# Arrests Based On

**Violation of City Ordinance, 0**





# Total Traffic Stops: 2488

## Number of complaints of racial profiling

Total

0

Resulted in disciplinary action

0

Did not result in disciplinary action

0

## Comparative Analysis

Use TCOLE's auto generated analysis



Use Department's submitted analysis



# Council Feedback

Does the council have any questions about the information provided in this presentation?



THANK YOU!



# Racial Profiling Report | Full

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Agency Name: CIBOLO POLICE DEPARTMENT  
Reporting Date: 01/29/2025  
TCOLE Agency Number: 187201

Chief Administrator: THEDRICK R. ANDRES SR

Agency Contact Information:  
Phone: (210) 858-3207  
Email: tandres@cibolotx.gov

Mailing Address:  
162 E LOOP 539  
CIBOLO, TX 78108-4172

This Agency filed a full report

CIBOLO POLICE DEPARTMENT has adopted a detailed written policy on racial profiling. Our policy:

- 1) clearly defines acts constituting racial profiling;
- 2) strictly prohibits peace officers employed by the CIBOLO POLICE DEPARTMENT from engaging in racial profiling;
- 3) implements a process by which an individual may file a complaint with the CIBOLO POLICE DEPARTMENT if the individual believes that a peace officer employed by the CIBOLO POLICE DEPARTMENT has engaged in racial profiling with respect to the individual;
- 4) provides public education relating to the agency's complaint process;
- 5) requires appropriate corrective action to be taken against a peace officer employed by the CIBOLO POLICE DEPARTMENT who, after an investigation, is shown to have engaged in racial profiling in violation of the CIBOLO POLICE DEPARTMENT policy;
- 6) requires collection of information relating to motor vehicle stops in which a warning or citation is issued and to arrests made as a result of those stops, including information relating to:
  - a. the race or ethnicity of the individual detained;
  - b. whether a search was conducted and, if so, whether the individual detained consented to the search;
  - c. whether the peace officer knew the race or ethnicity of the individual detained before detaining that individual;
  - d. whether the peace officer used physical force that resulted in bodily injury during the stop;
  - e. the location of the stop;
  - f. the reason for the stop.
- 7) requires the chief administrator of the agency, regardless of whether the administrator is elected, employed, or appointed, to submit an annual report of the information collected under Subdivision (6) to:
  - a. the Commission on Law Enforcement; and
  - b. the governing body of each county or municipality served by the agency, if the agency is an agency of a county, municipality, or other political subdivision of the state.

The CIBOLO POLICE DEPARTMENT has satisfied the statutory data audit requirements as prescribed in Article

2.133(c), Code of Criminal Procedure during the reporting period.

Executed by: THEDRICK ANDRES  
Chief of Police

Date: 01/29/2025

# Total stops: 2488

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## Street address or approximate location of the stop

City street	2343
US highway	11
County road	21
State highway	48
Private property or other	65

## Was race or ethnicity known prior to stop?

Yes	24
No	2464

## Race / Ethnicity

Alaska Native / American Indian	15
Asian / Pacific Islander	81
Black	493
White	1219
Hispanic / Latino	680

## Gender

<b>Female</b>	<b>1078</b>
Alaska Native / American Indian	4
Asian / Pacific Islander	36
Black	196
White	576
Hispanic / Latino	266
<b>Male</b>	<b>1410</b>
Alaska Native / American Indian	11
Asian / Pacific Islander	45
Black	297
White	643
Hispanic / Latino	414

## Reason for stop?

<b>Violation of law</b>	<b>172</b>
Alaska Native / American Indian	4
Asian / Pacific Islander	4
Black	27
White	74

Hispanic / Latino	63
<b>Preexisting knowledge</b>	<b>33</b>
Alaska Native / American Indian	0
Asian / Pacific Islander	2
Black	6
White	20
Hispanic / Latino	5
<b>Moving traffic violation</b>	<b>2052</b>
Alaska Native / American Indian	8
Asian / Pacific Islander	72
Black	405
White	1030
Hispanic / Latino	537
<b>Vehicle traffic violation</b>	<b>231</b>
Alaska Native / American Indian	3
Asian / Pacific Islander	3
Black	55
White	95
Hispanic / Latino	75
<b>Was a search conducted?</b>	
<b>Yes</b>	<b>24</b>
Alaska Native / American Indian	1
Asian / Pacific Islander	0
Black	6
White	11
Hispanic / Latino	6
<b>No</b>	<b>2464</b>
Alaska Native / American Indian	14
Asian / Pacific Islander	81
Black	487
White	1208
Hispanic / Latino	674
<b>Reason for Search?</b>	
<b>Consent</b>	<b>1</b>
Alaska Native / American Indian	0
Asian / Pacific Islander	0
Black	0
White	1

Hispanic / Latino	0				
<b>Contraband</b>	<b>1</b>				
Alaska Native / American Indian	0				
Asian / Pacific Islander	0				
Black	0				
White	0				
Hispanic / Latino	1				
<b>Probable</b>	<b>11</b>				
Alaska Native / American Indian	0				
Asian / Pacific Islander	0				
Black	4				
White	5				
Hispanic / Latino	2				
<b>Inventory</b>	<b>3</b>				
Alaska Native / American Indian	0				
Asian / Pacific Islander	0				
Black	0				
White	0				
Hispanic / Latino	3				
<b>Incident to arrest</b>	<b>8</b>				
Alaska Native / American Indian	1				
Asian / Pacific Islander	0				
Black	2				
White	5				
Hispanic / Latino	0				
<b>Was Contraband discovered?</b>					
<b>Yes</b>	<b>13</b>				
		Did the finding result in arrest?			
		(total should equal previous column)			
Alaska Native / American Indian	1	Yes	0	No	1
Asian / Pacific Islander	0	Yes	0	No	0
Black	4	Yes	0	No	4
White	5	Yes	0	No	5
Hispanic / Latino	3	Yes	0	No	3
<b>No</b>	<b>11</b>				
Alaska Native / American Indian	0				
Asian / Pacific Islander	0				
Black	2				
White	6				
Hispanic / Latino	3				



<b>Description of contraband</b>	
<b>Drugs</b>	<b>10</b>
Alaska Native / American Indian	1
Asian / Pacific Islander	0
Black	4
White	4
Hispanic / Latino	1
<b>Weapons</b>	<b>0</b>
Alaska Native / American Indian	0
Asian / Pacific Islander	0
Black	0
White	0
Hispanic / Latino	0
<b>Currency</b>	<b>0</b>
Alaska Native / American Indian	0
Asian / Pacific Islander	0
Black	0
White	0
Hispanic / Latino	0
<b>Alcohol</b>	<b>2</b>
Alaska Native / American Indian	0
Asian / Pacific Islander	0
Black	1
White	0
Hispanic / Latino	1
<b>Stolen property</b>	<b>0</b>
Alaska Native / American Indian	0
Asian / Pacific Islander	0
Black	0
White	0
Hispanic / Latino	0
<b>Other</b>	<b>5</b>
Alaska Native / American Indian	0
Asian / Pacific Islander	0
Black	0
White	3
Hispanic / Latino	2
<b>Result of the stop</b>	
Verbal warning	<b>26</b>

Alaska Native / American Indian	0
Asian / Pacific Islander	0
Black	5
White	14
Hispanic / Latino	7
<b>Written warning</b>	<b>1182</b>
Alaska Native / American Indian	6
Asian / Pacific Islander	41
Black	250
White	604
Hispanic / Latino	281
<b>Citation</b>	<b>1266</b>
Alaska Native / American Indian	8
Asian / Pacific Islander	40
Black	234
White	597
Hispanic / Latino	387
<b>Written warning and arrest</b>	<b>7</b>
Alaska Native / American Indian	0
Asian / Pacific Islander	0
Black	1
White	3
Hispanic / Latino	3
<b>Citation and arrest</b>	<b>7</b>
Alaska Native / American Indian	1
Asian / Pacific Islander	0
Black	3
White	1
Hispanic / Latino	2
<b>Arrest</b>	<b>0</b>
Alaska Native / American Indian	0
Asian / Pacific Islander	0
Black	0
White	0
Hispanic / Latino	0
<b>Arrest based on</b>	
<b>Violation of Penal Code</b>	<b>9</b>
Alaska Native / American Indian	1
Asian / Pacific Islander	0

Black	2
White	1
Hispanic / Latino	5
<b>Violation of Traffic Law</b>	<b>2</b>
Alaska Native / American Indian	0
Asian / Pacific Islander	0
Black	2
White	0
Hispanic / Latino	0
<b>Violation of City Ordinance</b>	<b>0</b>
Alaska Native / American Indian	0
Asian / Pacific Islander	0
Black	0
White	0
Hispanic / Latino	0
<b>Outstanding Warrant</b>	<b>3</b>
Alaska Native / American Indian	0
Asian / Pacific Islander	0
Black	0
White	3
Hispanic / Latino	0

**Was physical force resulting in bodily injury used during stop?**

<b>Yes</b>	<b>0</b>
Alaska Native / American Indian	0
Asian / Pacific Islander	0
Black	0
White	0
Hispanic / Latino	0
<b>Resulting in Bodily Injury To:</b>	
Suspect	0
Officer	0
Both	0
<b>No</b>	<b>2488</b>
Alaska Native / American Indian	15
Asian / Pacific Islander	81
Black	493
White	1219
Hispanic / Latino	680

**Number of complaints of racial profiling**

Total	0
Resulted in disciplinary action	0
Did not result in disciplinary action	0

**Comparative Analysis**

Use TCOLE's auto generated analysis	<input checked="" type="checkbox"/>
Use Department's submitted analysis	<input type="checkbox"/>

**Optional Narrative**

N/A

Submitted electronically to the



The Texas Commission on Law Enforcement



## City Council Regular Meeting Staff Report

**D. Discussion/Action regarding the appointment of a Board of Trustees member to the Canyon Regional Water Authority and bring back a resolution to the next meeting appointing that person to the Board. (Councilwoman Cunningham)**

Meeting	Agenda Group
Tuesday, March 11, 2025, 6:30 PM	Discussion/Action Item: 10D.
From	
Peggy Cimics, City Secretary	

### **PRIOR CITY COUNCIL ACTION:**

The City of Cibolo Council appointed Ted Gibbs to the Canyon Regional Water Authority (CRWA) Board of Trustees for a two-year appointment in 2023.

### **BACKGROUND:**

The memo presented in the packet on February 25, 2025 stated "There are two offsetting appointments for the City of Cibolo on the Board of Trustees that have two year terms. Last year, the Council appointed Timothy Fousse to be the representative on the Board of Trustees for his fourth two-year term. If appointed, this would be Ted Gibbs fifth two-year term, which would be the last term he could be on this board according to the CRWA rules. Ted Gibbs served on City Council from 2016 to 2021 and has served on the Board of Trustees for the past 8 years."

During the meeting on February 25, 2025, Council discussed appointees to the Board of Trustees and the Board of Managers.

3:28:10 The Mayor stated that there have been changes in the organization/composition of the Board. The Mayor stated that the Board of Trustees must have an elected official appointed, not a citizen representative.

3:29:16 The Mayor says that the ask is that we have two council members assigned to the Board of Trustees, and to have a city employee, Tim Fousse, appointed to the Board of Managers. City Secretary clarified that Jacob Parsons has been on the Board of Managers for three years.

Donetta and Mahoney were nominated and appointed to the Board of Trustees based on the understanding that members had to be elected officials.

3:31:40 Cunningham asked if anyone had reached out to Ted Gibbs to let him know he would no longer be on the board. The Mayor said no, Jacob Parsons said that he had ask Mr. Gibbs if he would be willing to serve another term and he said yes, but that Mr. Parsons was unaware that Council would be going in the direction they did with appointing elected officials.

Mr. Gibbs reached out to Cunningham on February 28, 2025. He said that the bylaws do not require members of the Board of Trustees be elected officials, and he was unsure where Council received that information. He emailed the bylaws which clearly state that appointees are over 18 years old and residents of the "territory of the Authority."

**STAFF RECOMMENDATION:**

Ted Gibbs has served on the board for 8 years, participating in the rewrite of the bylaws/policies, and has represented Cibolo well. As such, I ask that City Council reappoint Ted Gibbs to represent the City of Cibolo on the CRWA Board of Trustees for his final term.

**FINANCIAL IMPACT:**

There is no financial impact.

**MOTION(S):**

N/A

**Attachments**

[Attachment BofT CRWA.pdf](#)

### **ARTICLE III – Board of Trustee Officers, Elections, Vacancies**

**Section 3.01** Each Trustee shall be appointed in accordance with Senate Bill 1735 by each Member Entity. Said Trustee must be at least 18 years of age and reside within the territory located in the Authority. The territory of the Authority shall be defined as the certificated area of the Member Entities as defined by the Public Utility Commission. Each Member Entity shall be responsible for determining the eligibility of its appointed Trustee; provided however that the Authority reserves the right to verify Trustee eligibility. If the Trustee is found to not meet the qualifications for a Trustee, the President of the Board of Trustees will request a replacement from the Member Entity. If

3 | Page

the Member Entity declines to appoint a replacement, the Board of Trustees may conduct a majority vote of the Board of Trustees to remove the Trustee.



## City Council Regular Meeting Staff Report

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**J. Discussion 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, March 11, 2025, 6:30 PM	Discussion/Action Item: 10J.
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**

[March.April 2025.pdf](#)



# March




# 2025

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
						1
2	3	4	5	6	7	8
9	10 Parks Meeting 6:30pm Youth Advisory Council 6:30pm	11 Tri-County Chamber Luncheon 11:30am  Council Meeting 6:30pm	12 Municipal Court  P&Z Meeting 6:30pm	13 NEP Meeting 11:30am Historic Meeting 6:30pm	14	15
16	17 Charter Review 6:30pm	18 Chamber Luncheon 11:15am	19	20 EDC Meeting 6:30pm	21 Spring Cleanup 8am- 5pm	22 Spring Cleanup 8am- 5pm
23 Spring Cleanup 8am- 5pm	24	25 Council Meeting 6:30pm	26	27	28 Spring Cleanup 8am- 5pm	29 Spring Cleanup 8am- 5pm
30 Spring Cleanup 8am- 5pm	31					

# April



# 2025

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
		1	2 Parks Meeting 6:30pm	3 Youth Council 6:30pm	4	5 Easter Egg Hunt Strategic Workshop 9am-4pm
6	7	8 Tri-County Luncheon 11:30am City Council Meeting 6:30pm	9 Municipal Court P&Z Meeting 6:30pm	10 NEP Meeting 11:30am Historic Meeting 6:30pm	11	12 Shred Day 8am-12pm
13	14	15	16	17 EDC Meeting 6:30pm	18 City Offices Closed 	19
20	21	22 City Council Meeting 6:30pm	23 Municipal Court	24	25	26
27	28 Animal Shelter Meeting 6:30pm	29	30			