

City Council Meeting

Tuesday, May 27, 2025, 6:30 PM
Council Chambers
200 S. Main St.
Cibolo, Texas 78108

Est. Duration: 2 hr 50 min

1. Call to Order

2. Roll Call and Excused Absences

2.A. Excused Absence

3. Invocation

4. Pledge of Allegiance

5. Presentation of Awards/Recognitions

5.A. Presentation to all the Senior Graduates that are joining the Military. (Councilman Hicks)

6. Citizens to be Heard

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

7. Consent Agenda - Consent Items (General Items)

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

7.A. Approval of the minutes of the Regular City Council Meeting held on May 13, 2025.

7.B. Approval of the March 2025 Revenue & Expense Report pending final acceptance of the City's financial audit for the 24/25 fiscal year.

7.C. Approval of the March 2025 Check Register.

7.D. Approval of the Quarterly Investment Report ending March 31, 2025.

7.E. Approval of the Replat of Turning Stone Unit C10.

7.F. Approval of the Preliminary Plat of Grace Valley Ranch Phase 4A.

8. Staff Update

8.A. Administration

— a. Capital Improvement Program – Updates on Projects *Lower Seguin Road *Dean Road and Bolton Road *Green Valley Road – Low Water Crossing Improvement *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, RFB's, and ITB's

— c. Council Budget Workshop #1 topics.

8.B. Fire Department

9. Discussion/Action

9.A. Discussion/Action and presentation on the Proposed Acquisition & Renovation of 216 E. College Street for the Guadalupe Appraisal District. (Mr. Snaddon)

9.B. Discussion/Presentation on the FY25 Strategic Partnership Grant Program and Applications. (Mr. Huggins)

9.C. Discussion/Action to consider a request to release of an 18-acre tract, the Pedro San Miguel Survey Number 256, generally located at 5711 Green Valley Road, known as Ortiz tract, from the City of Cibolo extra-territorial jurisdiction (ETJ). (Mr. Vasquez)

9.D. Discussion/Action to consider a request to release a 44-acre tract and a 23-acre tract, jointly 67 acres, F. Garcia Survey Number 231, 953 Schmoekel Road, known as the Neill tracts, from the City of Cibolo extra-territorial jurisdiction (ETJ). (Mr. Vasquez)

9.E. Discussion/Action and authorization for the City Manager to execute a Non-Exclusive License Agreement Granting YM Cibolo, LLC, a License to Construct a Subdivision Monument sign for the Bella Rosa Subdivision, Unit III, in the City Right-of-Way. (Mr. Vasquez)

9.F. Discussion/Action on authorizing four (4) master services agreements related to RFP 25-760-08 : Consultant to provide on call economic development services. (Mr. Hardin)

9.G. Discussion/Action regarding the Preliminary Acceptance of Public Infrastructure for Bella Rosa Unit 3. (Mr. Otto)

9.H. Discussion/Action on payment of public noticeboard in front of City Hall. (Mr. Reed)

9.I. Discussion/Action on reconsideration of the Capital Improvements Advisory Committee. (Mr. Reed)

9.J. Discussion/Action on the Appointment/Removal of Board, Commission, and Committee members. (Councilman McGlothlin)

9.K. Discussion/Presentation regarding a status update of the Unified Development Code (UDC) Rewrite. (Mr. Spencer)

- 9.L. Discussion/Action to plant a memorial tree for Sue Boissonneault. (Councilwoman Cunningham)
- 9.M. Discussion on a recommendation for the appointment of an individual to the Canyon Regional Water Authority (CRWA) Board of Managers replacing Mr. Parsons. (Councilwoman D. Roberts)
- 9.N. Presentation/Discussion/Action regarding the recap of the Strategic Management Workshop held on April 5, 2025, including the action items identified during the workshop and the products produced after. (Mr. Reed)
- 9.O. Discussion/Action on City Council Consideration of Workshop Meetings prior to Regular City Council Meetings. (Mr. Reed)
- 9.P. Discussion from Councilmembers that have attended seminars, events, or meetings. (Council)
- 9.Q. Discussion on items the City Council would like to see on future agendas. (Council)
- 9.R. Discussion/Action on the review and confirmation of all upcoming special meetings and workshops and scheduling the time, date and place of additional special meetings or workshops. (Ms. Cimics)

10. Executive Session

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

- 10.A. Zunker Litigation Settlement Offer (Mr. Wendland)
- 10.B. City Attorney's appointment, employment, evaluation, duties, discipline, or dismissal, and/or address an RFP for legal services and/or appointment of an interim or new City Attorney. (Mr. Reed)
- 10.C. Discussion on the Grand Prairie vs. State of Texas lawsuit. (Mr. Wendland)

11. Open Session

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

- 11.A. Executive Session Action

12. Adjournment

- 12.A. Adjourn Meeting

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

Peggy Cimics, TRMC

City Secretary

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

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

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

I certify that the attached notice and agenda of items to be considered by the City Council was removed by me from the City Hall bulletin board on the ____ day of _____ 2025.

Name and Title

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

Date Posted: May 21, 2025



City Council Regular Meeting Staff Report

A. Approval of the minutes of the Regular City Council Meeting held on May 13, 2025.

Meeting	Agenda Group
Tuesday, May 27, 2025, 6:30 PM	Consent Agenda - Consent Items (General Items) Item: 7A.
From	
Peggy Cimics, City Secretary	

PRIOR CITY COUNCIL ACTION:

N/A

BACKGROUND:

N/A

STAFF RECOMMENDATION:

N/A

FINANCIAL IMPACT:

N/A

MOTION(S):

N/A

Attachments

[051325 Council Minutes.pdf](#)



CIBOLO CITY COUNCIL
CIBOLO MUNICIPAL BUILDING
200 S. Main
Cibolo, Texas 78108
May 13, 2025
6:30 p.m.

MINUTES

1. Call to Order – The meeting was called to order by Mayor Allen at 6:30 p.m.
2. Roll Call and Excused Absences – Members Present: Mayor Allen, Councilman McGlothin, Councilman R. Roberts, Councilman Mahoney, Councilwoman Cunningham, Councilwoman Sanchez-Stephens, Councilwoman D. Roberts, and Councilman Hicks.
3. Invocation – The Invocation was given by Councilman Mahoney.
4. Pledge of Allegiance – All in attendance recited the Pledge of Allegiance.
5. Presentation of Awards

- A. Presentation of Certificates of Appreciation to members of the 2024-2025 Youth Council.

Mayor Allen presented Certificates of Appreciation to members of the 2024-2025 Youth Council.

6. Proclamations

- A. Proclamation for National Police Week.

Councilman Mahoney read the proclamation for National Police Week and presented. The Proclamation was presented to Chief Andres and members of his staff.

- B. Proclamation for National Public Works Week.

Councilwoman D. Roberts read the proclamation for National Public Works Week. The Proclamation was presented to the Public Works staff.

- C. Proclamation for Economic Development Week.

Councilman McGlothin read the proclamation for Economic Development Week. Mr. Chancey and members of the Economic Development Corporation were presented the proclamation.

- D. Proclamation for Mental Health Awareness Month. (Councilwoman Sanchez-Stephens/ NAMI Guadalupe County)

Councilwoman Sanchez-Stephens read the proclamation for Mental Health Awareness Month. Members of NAMI Guadalupe County were presented the proclamation.

E. Proclamation the Motorcycle Awareness Month.

Councilman Hicks read the proclamation for Motorcycle Awareness Month. Members of Patriot Guard were presented the proclamation.

F. Proclamation for Community Action Month.

Councilwoman Cunningham read the proclamation for Community Action Month. The Proclamation was presented to Ms. O'Neill and Ms. Flores.

7. Citizens to be Heard

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The following individuals spoke during this item: Ms. Titterington commented on the beautiful police ceremony. She also went over ribbon cuttings and grand openings in the Cibolo/Schertz area. Ms. Titterington also stated that tonight is the last day to RSVP for the Chamber Luncheon scheduled for May 20. The speaker for this event will be from TxDOT. Mr. Harper, Mr. Walker, and Mr. Sidal were all at the council meeting as part of the Chamber Leadership Program. Mr. Campos is part of the Buffalo Knights, a group that had applied for the strategic grant program council has. They are a youth sports team and would like to partner with the City of Cibolo. Mr. Vasquez is the President of the Schertz Cemetery Association. He invited everyone to the National Preservation Month celebration in Schertz (1065 E. Live Oak Rd), Saturday, May 24th from 11am to 3pm. Ms. Merritt, representing the Miss Cibolo Pageant, informed council of the pageant scheduled for May 18th at the Schertz Civic Center. Ms. Merritt also stated she was grateful for being part of the pageant. The Miss Cibolo has submitted again this year for the Strategic Grant. The City Secretary's office read four emails that were sent by 5pm the day of the meeting. Mr. Gonzalez wrote on his disappointment of the newly constructed bulletin board. He felt it was placed in front of the façade of City Hall. Mr. Gonzalez felt there were more appropriate locations and he hoped that council would explore options to relocate the bulletin board. Ms. Weeper wrote in favor of a waiver for Grampies Pizzeria to obtain a liquor license. Mr. Lindsey stated he had just moved to Cibolo from Germany. His concern was the traffic leaving his subdivision on Rodeo Way and the difficulty navigating. His suggestion was to have the right hand a right turn only and the left lane a straight and left. He thought this would alleviate the bottleneck at the intersection. Mr. McDaniel expressed his concerns on how council is conducting its business during open session. He stated that during the April 22nd meeting Mayor

Allen reads agenda item 13l regarding a public hearing on express violations of the City Charter. Mr. McDaniel states that for the next 13 minutes the public will hear a list of allegations against the mayor. He writes that in his opinion there seems to be a personal beef between Councilwoman Sanchez-Stephens and Mayor Allen. Mr. McDaniel said that this one item between open session and executive session took around 50 minutes of the 4-hour meeting. Mr. McDaniel writes that this is not how a professional organization functions and this reflects very poorly on the city as a whole.

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 April 22, 2025.

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

9. Staff Update

A. Administration.

a. Capital Improvement Program – Updates on Projects

Lower Seguin Road – No new update

Dean Road and Bolton Road – No new update

Green Valley Road – Low Water Crossing Improvement – 90% under construction

Animal Services Facility – No update

Public Safety Facility – No update

Haeckerville Road and Town Creek Drainage

FY25 Street Rehabilitation Package 1 – Under Construction

FY25 Street Rehabilitation Package 2 – Advertised May 9 & 16, Bid Opening June 10th.

Town Creek Trail – No new update – In Design

Tolle Road – No new update – In Design

FM 1103 Phase I and Phase II – No update

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

Cibolo Business and Event Center Renovation Phase 1 – Closes May 15th

City Attorney Services – Closes May 16th

Multi Event Center – Closes May 30th

Street Rehabilitation Package 2 – Closes June 10th

Currently under review by the evaluation committee

Utility Rate study

Cibolo Animal services facility

Consultant to provide on call economic development services

c. Strategic Partnership Grant Applications update. – 14 applications submitted.

B. Police Department – In packet

C. Quarterly Report on the use of See Click Fix. – In packet no questions to Mr. Beekman.

10. Ordinances

- A. Approval/Disapproval of an Ordinance granting a variance to Grampies Pizzeria located at 121 Cibolo Commons, Suite 101 to allow for the sale of beer and wine within 300 feet of a church, public school, or private school.

This item was pulled by the applicant.

- B. Approval/Disapproval of an Ordinance by the City Council of the City of Cibolo, Guadalupe County, Texas, providing for the second amendment of the budget for the Fiscal Year 2024-2025.

Councilwoman Cunningham made the motion to approve an Ordinance by the City Council of the City of Cibolo, Guadalupe County, Texas, providing for the second amendment of the budget for the Fiscal Year 2024-2025. The motion was seconded by Councilman Mahoney. For: Councilman McGlothlin, Councilman R. Roberts, Councilman Mahoney, Councilwoman Cunningham, and Councilwoman D. Roberts; Against: Councilwoman Sanchez-Stephens and Councilman Hicks. The motion carried 5 to 2.

- C. Approval/Disapproval of an Ordinance granting a Franchise Agreement between the City of Cibolo, Texas, and Waste Connections of Texas, LLC, dba Vaquero, an Exclusive Franchise Agreement for the Collection, Transportation, and Disposal of Municipal Solid Waste and Recyclable Materials in the City of Cibolo, Texas, prescribing the Terms, Conditions, Fees, Obligations, and Limitations to Occupy Public Property which such Franchise Shall be Exercised; providing for a 5-year term and one 5-year extension term, and authorizing the City Manager to execute the Franchise Agreement.

Councilman Hicks made the motion to approve an Ordinance granting a Franchise Agreement between the City of Cibolo, Texas, and Waste Connections of Texas, LLC, dba Vaquero, an Exclusive Franchise Agreement for the Collection, Transportation, and Disposal of Municipal Solid Waste and Recyclable Materials in the City of Cibolo, Texas, prescribing the Terms, Conditions, Fees, Obligations, and Limitations to Occupy Public Property which such Franchise Shall be Exercised; providing for a 5-year term and one 5-year extension term, and authorizing the City Manager to execute the Franchise Agreement. The motion was seconded by Councilwoman D. Roberts. For: All; Against: None. The motion carried 7 to 0.

11. Resolution

- A. Approval/Disapproval of a Resolution of the City of Cibolo providing Notice and Intent to acquire property for a roadway reconstruction project on Tolle Road, authorizing such acquisition by donation, purchase, or eminent domain, determining such acquisition is for public use, authorizing entry onto real property, authorizing and directing the City Manager to work with property owners to acquire the needed property and to make a final offer to the property owners, authorizing payment of the costs of such purchase or eminent domain proceedings and all associated costs in connection with the acquisition of real property.

Councilman McGlothlin made the motion to approve a Resolution of the City of Cibolo providing Notice and Intent to acquire property for a roadway reconstruction project on Tolle

Road, authorizing such acquisition by donation, purchase, or eminent domain, determining such acquisition is for public use, authorizing entry onto real property, authorizing and directing the City Manager to work with property owners to acquire the needed property and to make a final offer to the property owners, authorizing payment of the costs of such purchase or eminent domain proceedings and all associated costs in connection with the acquisition of real property. 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.

12. Discussion/Action

A. Discussion/Action regarding CCMA Southern WWTP Expansion to 3 MGD.

This item was briefed by Mr. Reed and Mr. Ellis. The history of prior council action was briefed from August 2014 to January 2025. The purpose of this presentation was to help council to focus on the future growth that is forecasted in the Cibolo wastewater certificate of convenience and necessity (CCN). Tonight's discussion was on the expansion to the CCMA South Plant. The presentation covered controlling Cibolo's destiny, South Plant WWTP existing TCEQ permit and major amendment, CCMA South WWTP service area, Schertz expansion request of CCMA, demand for wastewater service, Cibolo-GVSUD Comp Settlement Agreement, options for expansion to WWTP, and what are the next steps and timeline. No action was taken at this meeting, but council did agree to have a Joint meeting with CCMA, Cibolo, and Schertz in June.

Mayor Allen skipped to the Executive Session at this time (9:08 p.m.)

B. Discussion/Action on combining Downtown Market Days & Cibolo Summer Nights.

This item was resumed after reconvening into Open Session.

Mr. Howard gave a presentation on combining Downtown Market Days & Summer Nights. There was a lot of discussion on the survey. Mr. Howard stated that he did an Intercept Survey, meaning that he went to each vendor during the event to gather real-time opinions. Some of the questions that were asked were: are you satisfied with the location, how would you rate the amount of foot traffic, are you satisfied with your sales, and have you heard of Cibolo Summer Nights. Mr. Howard said that he emailed the vendors on Splash Bash. Councilwoman D. Roberts asked Mr. Howard if he had those emails as I asked before and I was told no. Mr. Howard stated that all emails would be sent out this evening to council. Councilwoman Sanchez-Stephens would like to have a list of all the questions that were asked to all the vendors. Councilman Hicks stated that if we go back to Market Days Downtown it should be moved to Pfeil Road so not block Main Street. Councilman Mahoney also thought that would be a better solution if Market Days continue after the summer events. Councilwoman Cunningham also wanted everyone to realize that the purpose of Market Days was to bring foot traffic to the downtown businesses. We have moved away from the intent of this event. Maybe we need to re-evaluate how Market Days is being advertised and promoted. We once had kid friendly events and performances and we have gone away from those types of activities at Market Days. The consensus is to continue with Summer Nights and Market Days and re-evaluate next year.

C. Discussion on Streets DCM Update.

Mr. Otto stated that in Sept of 2024 City Council supported changing the requirements for street width on residential streets to 32' instead of the current 30' width. City Council also supported changing the pavement standards to 5000,000 ESAL for residential streets. Mr.

Otto stated that the last update was in 2010. The new Street DCM that will come back at a future meeting will increase the pavement life expectancy, identify and strengthen maintenance applications, customized to meet soil conditions in and around Cibolo, meet fire apparatus access road requirements, and maintain 50' ROW for local streets to avoid Wireless Telecommunication Facilities.

D. Discussion/Action on an All Way Stop on Main Street at Santa Clara.

Councilman Hicks made the motion to have a study done on Main Street at Santa Clara. The motion was seconded by Councilwoman Sanchez-Stephens. For: Councilwoman Cunningham, Councilwoman Sanchez-Stephens, Councilwoman D. Roberts, and Councilman Hicks; Against: Councilman McGlothlin, Councilman R. Roberts, and Councilman Mahoney. The motion carried 4 to 3.

E. Discussion/Action on the subcommittees and subcommittee appointments.

Councilman Hicks made the motion to remove himself from the CIP Committee. The motion was seconded by Councilwoman Cunningham. For: All; Against: None. The motion carried 7 to 0; Councilwoman Cunningham made the motion to be removed from the Ordinance Committee. The motion was seconded by Councilman Hicks. For: All; Against: None. The motion carried 7 to 0. Councilwoman Cunningham made the motion to have a new Council Policy Sub-Committee with Councilwoman D. Roberts, Councilwoman Sanchez-Stephens, and Councilman Hicks. The motion was seconded by Councilman Hicks. 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.

F. Discussion/Action regarding the interpretation of the City Charter.

There was no action taken on this item. Councilman Hicks made the comment that all of us here at the dais took an oath to adhere and uphold the City Charter. Councilman Hicks just wanted everyone to understand that. Councilwoman Cunningham stated that she did not feel anyone got on council to violate the City Charter. We don't always have to agree but we need to hold are self to higher standards. We need to move forward. Councilwoman Sanchez-Stephens also said upholding the City Charter is very important. Also brought up was the forfeiture hearing from the last meeting. Councilwoman Sanchez-Stephens said she respected the demographic process, and we need to move forward. Protecting the freedom of speech of not only of citizens during "Citizens to be Heard" but also for council to be heard. No one else on council had anything else to say on this item.

G. Discussion/Action on City Council's employees' evaluations timeline ahead of budget season.

There was no action taken on this item. Councilwoman Sanchez-Stephens brought this up to have the evaluation of the City Manager, City Secretary, Municipal Judge, and the City Attorney completed before the budget is completed. Direction was given to start that process.

H. Discussion/Action on payment of public noticeboard in front of City Hall.

Councilwoman Sanchez-Stephens brought this item up due to the timeline not to damage any trust. She stated that D&D seems to come in as the lowest bidder almost every time. We have many roads construction, and most recently we approved a street rehab package in February 2025 that was approved looking back in December. Councilwoman Sanchez-

Stephens stated we opened up the bid for that street rehab package #1 and she recalled there was an email in January where Mr. Reed had mentioned we received some responses back in December regarding the bulletin board because we had submitted for bids and one came in just under \$20,000. Then there was a donation. Councilwoman Sanchez-Stephens wanted to air on the side of caution because of the timing of everything. She was not sure if we received their donation at the same time as they placed their bid in for the street package as she did not have that timeline. It did not matter if this was before or after it may have been legally complete. Councilwoman Sanchez-Stephens felt because of the surrounding timeframe this could be preceded as a conflict, and she just wanted to scale back to make sure there is no proceeded improprieties. Councilwoman Sanchez-Stephens ask can the city pay for the bulletin board, and can we see what they would like that payment to be. The city attorney stated that he did not see a conflict. Mr. Reed stated that this was a donation by a local business that employees many individuals that live in Cibolo. Mr. Reed also stated that that the City of Cibolo follows the Procurement Policy and Procedures Manual. Councilwoman D. Roberts made the motion for the City Manager to go back to the contractor and ask what remittance they would like from the city for the payment of the bulletin board. The motion was seconded by Councilwoman Sanchez-Stephens. For: Councilman Hicks, Councilwoman D. Roberts, Councilwoman Sanchez-Stephens, and Councilwoman Cunningham; Against: Councilman Mahoney, Councilman R. Roberts, and Councilman McGlothlin. The motion carried 4 to 3.

- I. Discussion/Action regarding the four (4) marquee signs and alternative types of signage and cost.

This item was brought up by Councilwoman D. Roberts. She was concerned about the number of times the signs have been knocked down and staff goes by them and does not try to put them back up. She asked if there was a way they could be secured. Mr. Hughhins said that that had been taken care of, and all the signs now have been secured to the ground. Ms. Cimics did state that she does notify the vendor when signs are down, but they don't get to them immediately. The discussion was also on how old the signs are and if we could look at other signs in the budget. Several members liked the signs and mentioned the people take notice on what is written on the sign. Council would still like to look at how we might be able to update the signs.

- J. Discussion on Council Directive Policy 2024-001 and 2020-001.

Councilman Hicks stated that Policy Directives can not trump the City Charter. The Mayor stated that this is something that we could have the Policy Sub-Committee look at. Councilman Hicks was fine with that suggestion.

- K. Discussion on Council meeting staff and vendor presentations.

Councilman Hicks stated that he had talked with Mr. Reed on this subject. Councilman Hicks stated that there has been many times it will take 15, 20, 30 minutes or more for a vendor or staff to present an item to council. There was discussion among council on this subject. Discussed was possibly having a workshop prior to the regular meeting to just cover the presentation that would be at the council meeting that evening. Staff will bring back to the next meeting a couple options that might help with the presentations.

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

Councilman Hicks attended AAMPO meeting, Commissioners Court, and Policy Memorial Ceremony. Councilwoman D. Roberts attended CRWA meeting. Councilwoman Sanchez-Stephens attended Children's Advocacy Center, Blue Ribbon Breakfast, State Capital, and the TML Leadership Academy. Councilwoman Cunningham attended SCUCISD Townhall, Saddle Creek Ranch HOA, and Summer Nights. Councilman R. Roberts attended the Police Memorial Ceremony and Summer Nights. Councilman McGlothlin attended several Fiesta events and Summer Nights.

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

Council will send any item they would like to see on the agenda to the City Secretary by 8:30 a.m. on Monday, May 19th.

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

No changes were made to the schedule.

O. Discussion/Action and authorization for the City Manager to execute a Non-Exclusive License Agreement Granting YM Cibolo, LLC, a License to Construct a Subdivision Monument sign for the Bella Rosa Subdivision, Unit III, in the City Right-of-Way.

Councilwoman Sanchez-Stephens made the motion to table this item. The motion was seconded by Councilman Hicks. 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.

13. Executive Session

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

- A. Petition for consent to the creation of, and inclusion of land within a Municipal Utility District.
- B. Water well and irrigation Agreement on conservations easement with the landowners preserving the historic rights to the field and use of the well.

Council convened into Executive Session at 9:08 p.m.

14. Open Session

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

Council reconvened into Open Session at 9:36 p.m. No action taken.

15. Adjournment

Councilwoman Cunningham made the motion to adjourn the meeting at 11:46 p.m. The motion was seconded by Councilwoman D. Roberts. For: All; Against: None. The motion carried 7 to 0.

PASSED AND APPROVED THIS 27TH DAY OF MAY 2025

Mark Allen
Mayor

ATTEST

Peggy Cimics, TRMC
City Secretary



City Council Regular Meeting Staff Report

B. Approval of the March 2025 Revenue & Expense Report pending final acceptance of the City's financial audit for the 24/25 fiscal year.

Meeting	Agenda Group
Tuesday, May 27, 2025, 6:30 PM	Consent Agenda - Consent Items (General Items) Item: 7B.
From	
Jessica Donoho, Accounting Manager	
Staff Contact(s)	
Anna Miranda,	

PRIOR CITY COUNCIL ACTION:

N/A

BACKGROUND:

N/A

STAFF RECOMMENDATION:

N/A

FINANCIAL IMPACT:

N/A

MOTION(S):

N/A

Attachments

[Revenue Expense Report-2025.03.31.pdf](#)



" City of Choice"

Revenue and Expense Report

March 31, 2025

CITY OF CIBOLO
REVENUE AND EXPENSE REPORT-MARCH

FISCAL YEAR 2025

Account Number	Description	ADOPTED BUDGET	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	REMAINING BALANCE	PERCENT MET
<u>GENERAL FUND</u>							
	Beginning Fund Balance	5,963,175	7,130,427		7,130,427		
	General and franchise taxes	18,698,200	18,698,200	455,506	14,358,199	4,340,001	76.8%
	Permits and fees	181,000	181,000	15,054	76,941	104,059	42.5%
	Animal Control	33,750	33,750	3,602	24,607	9,143	72.9%
	Court and Alarm Permits	255,450	255,450	15,933	98,439	157,011	38.5%
	Interest and Miscellaneous	439,164	439,164	68,774	269,614	169,550	61.4%
	Parks and Grants	98,500	98,500	8,864	84,300	14,200	85.6%
	Intergovernmental and Transfers	2,972,115	2,972,115	215,668	1,233,705	1,738,410	41.5%
	Other Financing Sources	245,500	245,500	25	122,403	123,097	49.9%
	Revenue Subtotal	22,923,679	22,923,679	783,427	16,268,207	6,655,472	71.0%
10151	Salaries and Benefits	15,810,191	15,892,762	1,212,117	7,494,190	8,398,573	47.2%
10152	Services, Utilities & Training	3,379,239	3,508,277	163,230	1,700,070	1,808,207	48.5%
10153	General Supplies and Repairs	1,355,863	1,428,937	88,802	694,279	734,658	48.6%
10154	Capital and NonCapital	46,002	787,659	715,105	765,754	21,905	97.2%
10155	Other Expenses	1,744,228	1,464,228	87,301	601,947	862,281	41.1%
10158	Transfers	40,000	40,000	-	-	40,000	0.0%
10159	Debt Service	849,300	849,300	53,037	325,954	523,346	38.4%
	Expenditure Subtotal	23,224,823	23,971,162	2,319,592	11,582,193	12,388,969	48.3%
3/31/2025	Net Change	(301,144)	(1,047,483)	(1,536,165)	4,686,014	(5,733,498)	
	GENERAL FUND (Unaudited)	5,662,031	6,082,944		11,816,441		
<u>Expenditures by Department:</u>							
	CITY MANAGER	645,666	665,943	52,085	332,269	333,674	49.9%
	PUBLIC RELATIONS	144,708	148,492	9,127	62,995	85,497	42.4%
	CITY COUNCIL	64,295	64,295	2,582	23,008	41,287	35.8%
	CITY SECRETARY	422,661	476,367	27,229	296,142	180,225	62.2%
	POLICE DEPARTMENT	6,935,233	6,984,035	476,306	2,836,283	4,147,752	40.6%
	MUNICIPAL COURT	185,973	189,386	12,258	77,388	111,998	40.9%
	CODE ENFORCEMENT	180,371	214,479	26,596	98,499	115,980	45.9%
	PUBLIC WORKS - STREETS	1,385,392	1,485,199	101,480	706,076	779,123	47.5%
	PUBLIC WORKS - ADMIN	945,660	962,728	66,306	512,694	450,034	53.3%
	ANIMAL SERVICES	530,921	539,682	32,837	215,443	324,239	39.9%
	PARKS & FACILITY MAINTENANCE	1,199,442	1,274,688	73,177	561,335	713,353	44.0%
	ECONOMIC DEVELOPMENT	262,245	264,891	20,977	110,426	154,465	41.7%
	FINANCE DEPARTMENT	637,999	654,492	46,615	303,231	351,261	46.3%
	INFORMATION TECHNOLOGY DEPT	1,490,257	1,555,692	116,304	882,910	672,782	56.8%
	HUMAN RESOURCES	590,221	601,579	2,669	269,138	332,441	44.7%
	FIRE DEPARTMENT	5,331,544	6,430,944	1,172,448	3,558,240	2,872,704	55.3%
	NON-DEPARTMENTAL	2,272,235	1,458,270	80,597	736,117	722,153	50.5%
	Expenditure Subtotal	23,224,823	23,971,162	2,319,592	11,582,193	12,388,969	48.3%

CITY OF CIBOLO
REVENUE AND EXPENSE REPORT-MARCH

FISCAL YEAR 2025

Account Number	Description	ADOPTED BUDGET	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	REMAINING BALANCE	PERCENT MET
<u>UTILITY FUND</u>							
	Beginning Fund Balance	8,563,061	7,648,688		7,648,688		
	Utility Services	18,810,000	18,810,000	1,363,969	8,682,100	10,127,900	46.2%
	Meter connections	59,000	59,000	10,402	16,837	42,163	28.5%
	Credit card fees	154,000	154,000	12,424	78,553	75,447	51.0%
	Interest Transfers and Misc	417,500	417,500	41,054	247,647	169,853	59.3%
	Revenue Subtotal	19,440,500	19,440,500	1,427,848	9,025,137	10,415,363	46.4%
50251	Salaries and Benefits	1,659,909	1,725,759	116,173	797,913	927,846	46.2%
50252	Services, Utilities & Training	737,055	947,545	39,555	252,662	694,883	26.7%
50253	General Supplies and Repairs	395,100	404,900	26,430	135,649	269,251	33.5%
50254	Capital and NonCapital	381,000	371,000	-	58,985	312,015	15.9%
50255	Other Expenses	7,467,250	7,417,250	588,572	3,599,560	3,817,690	48.5%
50256	Contracted Water Costs	6,768,000	6,768,000	5,548	1,860,066	4,907,934	27.5%
50258	Transfers	1,278,215	1,278,215	100,783	618,436	659,779	48.4%
50259	Debt Service	1,034,520	1,034,520	3,557	534,512	500,008	51.7%
	Expenditure Subtotal	19,721,049	19,947,189	880,617	7,857,785	12,089,404	39.4%
	Net Change	(280,549)	(506,689)	547,231	1,167,352	(1,674,042)	
3/31/2025	WATER & SEWER FUND (Unaudited)	8,282,512	7,141,999		8,816,040		
<u>Expenditures by Department:</u>							
	UTILITIES ADMINISTRATION	5,029,065	5,035,782	350,109	2,277,325	2,758,457	45.2%
	UTILITY OPERATIONS-GENERAL	2,525,039	2,694,172	171,063	1,130,322	1,563,850	42.0%
	UTILITY OPERATIONS-WASTEWATER	4,129,225	4,232,225	343,514	1,973,102	2,259,123	46.6%
	UTILITY OPERATIONS-WATER	7,002,000	7,019,290	15,932	1,964,803	5,054,487	28.0%
	UTILITIES - DEBT/NON-DEPARTMENTAL	1,035,720	965,720	-	512,232	453,488	53.0%
	Expenditure Subtotal	19,721,049	19,947,189	880,617	7,857,785	12,089,404	39.4%

CITY OF CIBOLO
REVENUE AND EXPENSE REPORT-MARCH

FISCAL YEAR 2025

Account Number	Description	ADOPTED BUDGET	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	REMAINING BALANCE	PERCENT MET
<u>DRAINAGE UTILITY DISTRICT</u>							
	Beginning Fund Balance (Unaudited)	844,855	922,460		922,460		
	Utility Services	1,450,000	1,450,000	131,113	774,469	675,531	53.4%
	Interest Transfers and Misc	35,000	35,000	4,108	31,234	3,766	89.2%
	Revenue Subtotal	1,485,000	1,485,000	135,221	805,703	679,297	54.3%
50151	Salaries and Benefits	927,010	959,767	63,189	369,539	590,228	38.5%
50152	Services, Utilities & Training	309,040	311,469	428	18,593	292,876	6.0%
50153	General Supplies and Repairs	140,350	140,350	12,079	57,050	83,300	40.6%
50154	Capital and NonCapital	226,550	226,550	-	3,542	223,008	1.6%
50155	Other Expenses	44,550	44,550	-	-	44,550	0.0%
50158	Transfers	214,000	214,000	21,887	131,153	82,847	61.3%
50159	Debt Service	30,000	30,000	3,267	18,039	11,961	60.1%
	Expenditure Subtotal	1,891,500	1,926,686	100,851	597,916	1,328,770	31.0%
	Net Change	(406,500)	(441,686)	34,370	207,787	(649,472)	
	DRAINAGE UTILITY DISTRICT (Unaudited)	438,355	480,774		1,130,247		

CITY OF CIBOLO
REVENUE AND EXPENSE REPORT-MARCH

FISCAL YEAR 2025

Account Number	Description	ADOPTED BUDGET	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	REMAINING BALANCE	PERCENT MET
<u>DEVELOPMENT SERVICES FUND</u>							
	Beginning Fund Balance (Unaudited)	-	-		-	-	
	Permits and Fees	3,263,900	3,263,900	187,479	757,085	2,506,815	23.2%
	Interest Transfers and Misc	5,500	5,500	4,561	22,506	(17,006)	409.2%
	Revenue Subtotal	3,269,400	3,269,400	192,040	779,592	2,489,808	23.8%
50051	Salaries and Benefits	727,120	723,596	34,686	272,820	450,776	37.7%
50052	Services, Utilities & Training	2,015,800	2,039,800	106,717	463,324	1,576,476	22.7%
50053	General Supplies and Repairs	34,300	32,300	1,520	15,389	16,911	47.6%
50054	Capital and NonCapital	-	-	-	-	-	
50055	Other Expenses	100,000	100,000	7,659	32,208	67,792	32.2%
50050	Transfers	178,500	178,500	14,870	89,222	89,278	50.0%
50059	Debt Service	-	-	-	-	-	
	Expenditure Subtotal	3,055,720	3,074,196	165,453	872,963	2,201,233	28.4%
	Net Change	213,680	195,204	26,587	(93,372)	288,576	
3/31/2025	DEVELOPMENT SERVICES FUND (Unaudited)	213,680	195,204		(93,372)		
<u>Expenditures by Department:</u>							
	PLANNING SERVICES	1,134,570	1,171,046	73,534	503,514	667,532	43.0%
	BUILDING SERVICES	1,848,000	1,848,000	90,594	353,067	1,494,933	19.1%
	NON-DEPARTMENTAL	73,150	55,150	1,326	16,383	38,767	29.7%
	Expenditure Subtotal	3,055,720	3,074,196	165,453	872,963	2,201,233	28.4%

CITY OF CIBOLO
REVENUE AND EXPENSE REPORT-MARCH

FISCAL YEAR 2025

Account Number	Description	ADOPTED BUDGET	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	REMAINING BALANCE	PERCENT MET
<u>ECONOMIC DEVELOPMENT CORPORATION</u>							
	Beginning Fund Balance (Unaudited)	1,916,159	2,719,652		2,719,652		
	Sales Tax	1,340,000	1,340,000	92,518	564,007	- 775,993	42.1%
	Interest Transfers and Misc	80,000	80,000	10,283	61,634	18,366	77.0%
	Revenue Subtotal	1,420,000	1,420,000	102,801	625,642	794,358	44.1%
80551	Salaries and Benefits	-	-	-	-	-	
80552	Services, Utilities & Training	279,608	439,608	13,277	47,602	392,006	10.8%
80553	General Supplies and Repairs	21,550	21,550	226	1,209	20,341	5.6%
80554	Capital and NonCapital	7,000	7,000	-	5,475	1,525	78.2%
80555	Other Expenses	115,500	575,500	-	6,764	568,736	1.2%
80556	Transfers	155,275	155,275	4,832	128,611	26,664	82.8%
80559	Debt Service	318,655	318,655	-	286,612	32,043	89.9%
	Expenditure Subtotal	897,588	1,517,588	18,335	476,274	1,041,314	31.4%
	Net Change	522,412	(97,588)	84,466	149,368	(246,956)	
3/31/2025	ECONOMIC DEVELOPMENT FUND (Unaudited)	2,438,571	2,622,064		2,869,020		

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REVENUE AND EXPENSE REPORT-MARCH

FISCAL YEAR 2025

Account Number	Description	ADOPTED BUDGET	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	REMAINING BALANCE	PERCENT MET
<u>DEBT SERVICE FUND</u>							
	Beginning Fund Balance	1,377,148	1,415,354		1,415,354		
	General and franchise taxes	6,560,000	6,560,000	44,329	6,357,781	202,219	96.9%
	Interest Transfers and Misc	1,109,225	1,109,225	21,589	930,969	178,256	
	Revenue Subtotal	7,669,225	7,669,225	65,918	7,288,750	380,475	95.0%
	DEBT SERVICE FUND	7,747,644	7,747,644	-	6,059,647	1,687,997	78.2%
	Expenditure Subtotal	7,747,644	7,747,644	-	6,059,647	1,687,997	78.2%
	Net Change	(78,419)	(78,419)	65,918	1,229,103	(1,307,522)	
	DEBT SERVICE FUND (unaudited)	1,298,729	1,336,935		2,644,457		

CITY OF CIBOLO
REVENUE AND EXPENSE REPORT-MARCH

FISCAL YEAR 2025

Account Number	Description	ADOPTED BUDGET	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	REMAINING BALANCE	PERCENT MET
<u>CIBOLO PUBLIC FACILITY CORPORATION</u>							
	Beginning Fund Balance	2,256,163	2,797,163		2,797,163		
81032	Permits and fees	14,000	14,000	-	6,155	7,845	44.0%
81035	Interest and Miscellaneous	100,000	100,000	10,024	61,952	38,048	62.0%
81038	Transfers	-	-	-	-	-	
	Revenue Subtotal	114,000	114,000	10,024	68,107	45,893	59.7%
81052	Services, Utilities & Training	-	213,835	-	182,304	31,531	85.3%
81054	Capital and NonCapital	-	250,000	-	-	250,000	0.0%
81055	Other Expenses	-	-	-	-	-	
81057	Construction	-	18,500	12,396	12,396	6,104	
81058	Transfers	14,000	14,000	-	-	14,000	0.0%
	Expenditure Subtotal	14,000	496,335	12,396	194,700	301,635	39.2%
	Net Change	100,000	(382,335)	(2,371)	(126,593)	(255,742)	
	CIBOLO PUBLIC FACILITY CORP (Unaudited)	2,356,163	2,414,828		2,670,570		

SPECIAL EVENTS

	Beginning Fund Balance	(11,064)	(9,367)		(9,367)		
20134	Fees	-	-	-	69	(69)	
20135	Interest and Miscellaneous	-	-	-	-	-	
20138	Event income	77,000	77,000	2,440	23,122	53,878	30.0%
20138	Transfers	40,000	40,000	-	-	40,000	0.0%
	Revenue Subtotal	117,000	117,000	2,440	23,191	93,809	19.8%
20152	Services, Utilities & Training	77,500	77,500	410	60,908	16,592	78.6%
20153	General supplies and Repairs	28,000	28,000	575	9,004	18,996	32.2%
20154	Capital and NonCapital	-	-	-	-	-	
20155	Other Expenses	200	200	-	403	(203)	201.5%
20158	Transfers	-	-	-	-	-	
	Expenditure Subtotal	105,700	105,700	985	70,315	35,385	66.5%
	Net Change	11,300	11,300	1,455	(47,124)	58,424	
	SPECIAL EVENTS (Unaudited)	236	1,933		(56,491)		

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REVENUE AND EXPENSE REPORT-MARCH

FISCAL YEAR 2025

Account Number	Description	ADOPTED BUDGET	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	REMAINING BALANCE	PERCENT MET
<u>WATER IMPACT FEES</u>							
	Beginning Fund Balance	5,615,737	5,914,174		5,914,174		
52232	Permits and Fees	700,000	700,000	18,911	40,481	659,519	5.8%
52235	Interest and Miscellaneous	225,000	225,000	25,671	134,109	90,891	59.6%
	Revenue Subtotal	925,000	925,000	44,581	174,590	750,410	18.9%
52252	Services, Utilities & Training	-	72,500	-	-	72,500	0.0%
52254	Capital and NonCapital	2,225,000	1,655,598	22,433	22,433	1,633,165	1.4%
52257	Construction	225,500	907,757	-	23,810	883,947	2.6%
	Expenditure Subtotal	2,450,500	2,635,854	22,433	46,243	2,589,611	1.8%
	Net Change	(1,525,500)	(1,710,854)	22,148	128,347	(1,839,202)	
	WATER IMPACT FEES (unaudited)	4,090,237	4,203,320		6,042,521		
<u>WASTEWATER IMPACT FEES</u>							
	Beginning Fund Balance	3,545,217	3,871,386		3,871,386		
52432	Permits and Fees	300,000	300,000	23,739	68,234	231,767	22.7%
52435	Interest and Miscellaneous	100,000	100,000	13,812	84,274	15,726	84.3%
	Revenue Subtotal	400,000	400,000	37,551	152,508	247,492	38.1%
52452	Services, Utilities & Training	-	80,000	-	-	80,000	0.0%
52454	Capital and NonCapital	-	-	-	-	-	
52457	Construction	3,362,500	3,602,852	-	85,761	3,517,091	2.4%
	Expenditure Subtotal	3,362,500	3,682,852	-	85,761	3,597,091	2.3%
	Net Change	(2,962,500)	(3,282,852)	37,551	66,747	(3,349,599)	
	WASTEWATER IMPACT FEES (unaudited)	582,717	588,534		3,938,133		

CITY OF CIBOLO
REVENUE AND EXPENSE REPORT-MARCH

FISCAL YEAR 2025

Account Number	Description	ADOPTED BUDGET	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	REMAINING BALANCE	PERCENT MET
TRAFFIC IMPACT FEES							
	Beginning Fund Balance	4,764,162	4,929,355		4,929,355		
32032	Permits and Fees	620,000	620,000	33,124	412,530	207,470	66.5%
32035	Interest and Miscellaneous	120,000	120,000	19,073	110,741	9,259	92.3%
	Revenue Subtotal	740,000	740,000	52,197	523,271	216,729	70.7%
32052	Services, Utilities & Training	-	123,500	-	-	123,500	0.0%
32057	Construction	4,221,900	4,315,362	-	61,962	4,253,400	1.4%
	Expenditure Subtotal	4,221,900	4,438,862	-	61,962	4,376,900	1.4%
	Net Change	(3,481,900)	(3,698,862)	52,197	461,309	(4,160,171)	
	TRAFFIC IMPACT FEES (unaudited)	1,282,262	1,230,493		5,390,664		

DRAINAGE IMPACT FEES

	Beginning Fund Balance	3,255,042	3,587,058		3,587,058		
52032	Permits and Fees	350,000	350,000	42,596	148,458	201,542	42.4%
52035	Interest and Miscellaneous	120,000	120,000	13,503	79,414	40,586	66.2%
	Revenue Subtotal	470,000	470,000	56,099	227,872	242,128	48.5%
52052	Services, Utilities & Training	-	43,000	-	-	43,000	0.0%
52054	Capital and NonCapital	-	-	-	-	-	
52057	Construction	2,135,006	2,368,665	-	54,330	2,314,335	2.3%
	Expenditure Subtotal	2,135,006	2,411,665	-	54,330	2,357,335	2.3%
	Net Change	(1,665,006)	(1,941,665)	56,099	173,541	(2,115,207)	
	DRAINAGE IMPACT FEES (unaudited)	1,590,036	1,645,393		3,760,599		

PARKLAND FEES

	Beginning Fund Balance	1,025,147	1,512,801		1,512,801		
32236	Permits and Fees	125,000	125,000	7,200	45,600	79,400	0
32235	Interest and Miscellaneous	40,000	40,000	6,083	33,996	6,004	85.0%
	Revenue Subtotal	165,000	165,000	13,283	79,596	85,404	48.2%
32252	Services, Utilities & Training	250,000	250,000	-	-	250,000	-
32254	Capital and NonCapital	13,000	13,000	-	-	13,000	-
32257	Construction	622,000	829,737	1,031	66,960	762,777	8.1%
	Expenditure Subtotal	885,000	1,092,737	1,031	66,960	1,025,777	6.1%
	Net Change	(720,000)	(927,737)	12,252	12,636	(940,373)	
	PARKLAND FEES (unaudited)	305,147	585,064		1,525,437		

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FISCAL YEAR 2025

Account Number	Description	ADOPTED BUDGET	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	REMAINING BALANCE	PERCENT MET
<u>COURT TECHNOLOGY FEES</u>							
	Beginning Fund Balance	3,532	4,837		4,837		
23334	Permits and Fees	4,000	4,000	502	3,078	922	76.9%
23335	Interest and Miscellaneous	5	5	7	41	(36)	816.6%
	Revenue Subtotal	4,005	4,005	509	3,118	887	77.9%
23352	Services, Utilities & Training	4,000	4,000	-	4,000	-	100.0%
23354	Capital and NonCapital	-	-	-	-	-	
	Expenditure Subtotal	4,000	4,000	-	4,000	-	100.0%
	Net Change	5	5	509	(882)	887	
	COURT TECHNOLOGY FEES (unaudited)	3,537	4,842		3,956		

COURT SECURITY FEES

	Beginning Fund Balance	32,531	34,522		34,522		
23434	Permits and Fees	5,000	5,000	609	3,726	1,274	74.5%
23435	Interest and Miscellaneous	750	750	109	670	80	89.4%
	Revenue Subtotal	5,750	5,750	719	4,396	1,354	76.5%
23452	Services, Utilities & Training	-	-	-	-	-	
23458	Transfers	6,000	6,000	681	2,171	3,829	
	Expenditure Subtotal	6,000	6,000	681	2,171	3,829	36.2%
	Net Change	(250)	(250)	38	2,225	(2,475)	
	COURT SECURITY FEES (unaudited)	32,281	34,272		36,747		

POLICE SEIZURE FUND

	Beginning Fund Balance	92,677	98,942		98,942		
23534	Permits and Fees	10,000	10,000	100	100	9,900	1.0%
23539	Other Financing Sources	-	-	-	3,425	(3,425)	
23535	Interest and Miscellaneous	2,500	2,500	286	1,874	626	75.0%
	Revenue Subtotal	12,500	12,500	386	5,399	7,101	43.2%
23552	Services, Utilities & Training	30,000	30,000	-	-	30,000	0.0%
23553	General supplies and repairs	6,000	6,000	-	-	6,000	0.0%
23554	Capital and Non Capital	20,000	30,000	-	10,000	20,000	33.3%
	Expenditure Subtotal	56,000	66,000	-	10,000	56,000	15.2%
	Net Change	(43,500)	(53,500)	386	(4,601)	(48,899)	
	POLICE SEIZURE FUND (unaudited)	49,177	45,442		94,341		

CITY OF CIBOLO
REVENUE AND EXPENSE REPORT-MARCH

FISCAL YEAR 2025

Account Number	Description	ADOPTED BUDGET	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	REMAINING BALANCE	PERCENT MET
<u>POLICE EDUCATION FUND</u>							
	Beginning Fund Balance	14,228	17,054		17,054		
23634	Grants	2,500	2,500	3,403	6,184	(3,684)	247.4%
23635	Interest and Miscellaneous	300	300	27	272	28	90.6%
	Revenue Subtotal	2,800	2,800	3,430	6,456	(3,656)	230.6%
23652	Services, Utilities and Training	16,000	16,000	3,250	11,008	4,992	68.8%
23654	Capital and Non Capital	-	-	-	-	-	
	Expenditure Subtotal	16,000	16,000	3,250	11,008	4,992	68.8%
	Net Change	(13,200)	(13,200)	180	(4,552)	(8,648)	
	POLICE EDUCATION FUND (unaudited)	1,028	3,854		12,502		
<u>SPECIAL DONATIONS FUND</u>							
	Beginning Fund Balance	21,231	26,790		26,790		
20234	Donations and Grants	2,500	2,500	-	2,610	(110)	104.4%
20235	Interest and Miscellaneous	500	500	83	491	9	98.2%
	Revenue Subtotal	3,000	3,000	83	3,101	(101)	103.4%
20252	Services, Utilities and Training	3,000	3,000	-	-	3,000	0.0%
20253	General Supplies and Repairs	2,000	2,000	-	-	2,000	0.0%
	Expenditure Subtotal	5,000	5,000	-	-	5,000	0.0%
	Net Change	(2,000)	(2,000)	83	3,101	(5,101)	
	SPECIAL DONATIONS FUND (unaudited)	19,231	24,790		29,891		
<u>CHILD SAFETY FEES</u>							
	Beginning Fund Balance	12,181	127,479		127,479		
23834	Donations and Grants	40,000	40,000	4,421	22,410	17,590	56.0%
23835	Interest and Miscellaneous	500	500	91	1,264	(764)	252.9%
	Revenue Subtotal	40,500	40,500	4,512	23,674	16,826	58.5%
23853	General Supplies and Repairs	-	800	-	800	0	
23854	Capital & Non-Capital	-	110,250	-	110,250	-	
23858	Transfers	27,850	27,050	2,335	12,585	14,465	46.5%
	Expenditure Subtotal	27,850	138,100	2,335	123,634	14,466	89.5%
	Net Change	12,650	(97,600)	2,176	(99,960)	2,360	
	CHILD SAFETY FEE (unaudited)	24,831	29,879		27,518		

CITY OF CIBOLO
REVENUE AND EXPENSE REPORT-MARCH

FISCAL YEAR 2025

Account Number	Description	ADOPTED BUDGET	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	REMAINING BALANCE	PERCENT MET
<u>STREET MAINTENANCE TAX</u>							
	Beginning Fund Balance	951,618	997,114		997,114		
23930	General Taxes	1,340,000	1,340,000	92,518	564,007	775,993	42.1%
23935	Interest and Miscellaneous	60,000	60,000	2,468	18,181	41,819	30.3%
23936	Donations and grants	-	-	-	-	-	
23938	Transfers	-	-	-	-	-	
	Revenue Subtotal	1,400,000	1,400,000	94,986	582,188	817,812	41.6%
23952	Services, Utilities, and Training	750,000	754,456	-	75,270	679,186	10.0%
23953	General Supplies and Repairs	150,000	223,444	26,500	34,428	189,017	15.4%
23954	Capital and NonCapital	-	-	-	-	-	
23957	Construction	-	-	-	-	-	
23958	Transfers	748,950	748,950	-	690,100	58,850	92.1%
	Expenditure Subtotal	1,648,950	1,726,850	26,500	799,797	927,053	46.3%
	Net Change	(248,950)	(326,850)	68,486	(217,609)	(109,242)	
	STREET MAINTENACE TAX (unaudited)	702,668	670,264		779,505		

GRANTS FUND

	Beginning Fund Balance	8,759	52,680		52,680		
23035	Interest and Miscellaneous	-	-	6,256	66,054	(66,054)	
23036	Donations and grants	250,000	3,092,222	-	20,000	3,072,222	0.6%
	Revenue Subtotal	250,000	3,092,222	6,256	86,054	3,006,168	2.8%
23051	Salaries and Benefits	250,000	270,943	-	250,745	20,198	92.5%
23052	Services, Utilities, and Training	-	529,568	-	180,382	349,185	34.1%
23053	General Supplies and Repairs	-	42,500	2,170	2,771	39,729	6.5%
23054	Capital and NonCapital	-	358,205	118,686	324,746	33,459	90.7%
23055	Other Expenses	-	280,000	28,000	112,000	168,000	40.0%
23057	Construction	-	1,655,555	162,944	1,154,381	501,174	69.7%
	Expenditure Subtotal	250,000	3,136,770	311,800	2,025,026	1,111,744	64.6%
	Net Change	-	(44,548)	(305,545)	(1,938,972)	1,894,424	
	GRANTS FUND (unaudited)	8,759	8,132		(1,886,292)		

CITY OF CIBOLO
REVENUE AND EXPENSE REPORT-MARCH

FISCAL YEAR 2025

Account Number	Description	ADOPTED BUDGET	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	REMAINING BALANCE	PERCENT MET
<u>IT REPLACEMENT FUND</u>							
	Beginning Fund Balance	119,978	140,761		140,761		
30135	Interest and Miscellaneous	5,000	5,000	500	3,273	1,727	65.5%
30136	Transfers	-	-	-	-	-	
	Revenue Subtotal	5,000	5,000	500	3,273	1,727	65.5%
30152	Services, Utilities, and Training	-	-	-	-	-	
30154	Capital and NonCapital	91,900	91,900	3,832	6,686	85,214	7.3%
	Expenditure Subtotal	91,900	91,900	3,832	6,686	85,214	7.3%
	Net Change	(86,900)	(86,900)	(3,332)	(3,413)	(83,487)	
	IT REPLACEMENT (unaudited)	33,078	53,861		137,348		

HOTEL OCCUPANCY TAX

	Beginning Fund Balance	12,052	19,493		19,493		
23130	General Taxes	3,600	3,600	-	477	3,123	13.2%
23135	Interest and Miscellaneous	-	-	92	486	(486)	
	Revenue Subtotal	3,600	3,600	92	963	2,637	26.7%
23152	Services, Utilities, and Training	-	-	-	-	-	
23154	Capital and NonCapital	-	-	-	-	-	
	Expenditure Subtotal	-	-	-	-	-	
	Net Change	3,600	3,600	92	963	2,637	
	HOTEL OCCUPANCY TAX (unaudited)	15,652	23,093		20,455		

CITY OF CIBOLO
REVENUE AND EXPENSE REPORT-MARCH

FISCAL YEAR 2025

Account Number	Description	ADOPTED BUDGET	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	REMAINING BALANCE	PERCENT MET
PEG FUNDS							
	Beginning Fund Balance	8,724	106,527		106,527		
23230	General Taxes	30,000	30,000	-	14,677	15,323	48.9%
23235	Interest and Miscellaneous	-	-	519	2,657	(2,657)	
	Revenue Subtotal	30,000	30,000	519	17,335	12,665	57.8%
23252	Services, Utilities, and Training	-	-	-	-	-	
23254	Capital and NonCapital	-	-	-	-	-	
	Expenditure Subtotal	-	-	-	-	-	
	Net Change	30,000	30,000	519	17,335	12,665	
	PEG FUNDS(unaudited)	38,724	136,527		123,862		

ACCOUNT NUMBER	DESCRIPTION	INCEPTION THROUGH FY 24	FY 25 3/31/2025	TOTAL PROJECT TO DATE
2011 GO BONDS - TOWN CREEK DET		14	15	16
	BEGINNING FUND BALANCE	-	10,209	-
354-35100-000-000-0000	INTEREST	363,965	232	364,197
354-35150-000-000-0000	UNREALIZED GAIN/LOSS ON INVEST	228	-	228
354-35250-000-000-0000	NET BOND PROCEEDS	5,350,000	-	5,350,000
	TOTAL REVENUES	5,714,193	232	5,714,425
354-57400-000-000-4041	LAND ACQUISITION	1,351,749	-	1,351,749
354-57500-000-000-4041	ENGINEERING SERVICES	1,693,647	-	1,693,647
354-57600-000-000-4041	CONSTRUCTION COSTS	2,658,588	4,527	2,663,115
	TOTAL EXPENDITURES	5,703,984	4,527	5,708,511
Fund number: 354	2011 GO BONDS - TOWN CREEK DET	10,209	(4,295)	5,914
	ENDING FUND BALANCE	10,209	5,914	5,914
Outstanding Encumbrances:				
354-57600-000-000-4041	Texas Sterling	PO 22139		615
354-57500-000-000-4041	Vickrey & Associates, Inc	PO 22166		44
354-57600-000-000-4041	Alamo Fence Company	PO 957315		-
	Total Encumbrances			<u>660</u>
	Remaining funds			5,254

ACCOUNT NUMBER	DESCRIPTION	INCEPTION THROUGH FY 24	FY 25 3/31/2025	TOTAL PROJECT TO DATE
2013 GO BONDS - TOWN CREEK DET		12	13	14
	BEGINNING FUND BALANCE	-	604,494	-
356-35100-000-000-0000	· INTEREST	641,596	26,828	668,424
356-35150-000-000-0000	· UNREALIZED GAIN/LOSS ON INVEST	1,828	-	1,828
356-38357-000-000-0000	· TRANSFER FROM 13 GO BONDS	10,147	-	10,147
356-39350-000-000-0000	· NET BOND PROCEEDS	3,700,000	-	3,700,000
	TOTAL REVENUES	4,353,571	26,828	4,380,399
356-57500-000-000-4041	· ENGINEERING SERVICES	66,307	-	66,307
356-57600-000-000-4041	· CONSTRUCTION COSTS	3,682,770	43,566	3,726,336
	TOTAL EXPENDITURES	3,749,077	43,566	3,792,643
				-
Fund number: 356	2013 GO BONDS - TOWN CREEK DET	604,494	(16,739)	587,756
	ENDING FUND BALANCE	604,494	587,756	587,756

Outstanding Encumbrances:

356-57600-000-000-4041	Texas Sterling	PO 22139	279,869
356-57500-000-000-4041	Raba Kistener, Inc	PO 24061	13,303
	Total Encumbrances		<u>293,173</u>
	Remaining funds		294,583

ACCOUNT NUMBER	DESCRIPTION	INCEPTION THROUGH FY 24	FY 25 3/31/2025	TOTAL PROJECT TO DATE
2016 GO BONDS - BORGFELD RD		9	10	11
	BEGINNING FUND BALANCE	-	944	-
363-35100-000-000-0000	INTEREST	48,084	23	48,107
363-39350-000-000-0000	NET BOND PROCEEDS	3,500,000	-	3,500,000
363-37100-000-000-0000	INTERGOVERNMENTAL PARTICIPATION	450,000	-	450,000
	TOTAL REVENUES	3,998,084	23	3,998,107
363-57400-000-000-5051	LAND ACQUISITION	303,169	-	303,169
363-57500-000-000-5051	ENGINEERING SERVICES	296,531	-	296,531
363-57600-000-000-5051	CONSTRUCTION COSTS	3,339,440	-	3,339,440
363-57600-000-000-5502	CONSTRUCTION COSTS	58,000	-	58,000
	TOTAL EXPENDITURES	3,997,140	-	3,997,140
Fund number: 363	2016 GO BONDS - BORGFELD RD	944	23	967
	ENDING FUND BALANCE	944	967	967

ACCOUNT NUMBER	DESCRIPTION	INCEPTION THROUGH FY 24	FY 25 3/31/2025	TOTAL PROJECT TO DATE
2019 GENERAL OBLIGATION BONDS				
	BEGINNING FUND BALANCE	-	941,197	-
365-35100-000-000-0000	INTEREST	256,085	21,738	277,823
365-38101-000-000-0000	TRANSFER FROM GENERAL FUND	675,000	-	675,000
365-39350-000-000-0000	NET BOND PROCEEDS	10,750,000	-	10,750,000
	TOTAL REVENUES	11,681,085	21,738	11,702,823
365-54910-000-000-0000	CAPITAL OUTLAY	450,000	-	450,000
365-57500-000-000-1074	ENGINEERING SERVICES <i>CITY HALL ANNEX</i>	250,571	-	250,571
365-57500-000-000-1075	ENGINEERING SERVICES <i>PUBLIC WORKS EXPANSION</i>	93,470	-	93,470
365-57500-160-000-1075	ENGINEERING SERVICES <i>PUBLIC WORKS EXPANSION</i>	-	1,125	1,125
365-57500-000-000-4043	ENGINEERING SERVICES <i>TOLLE ROAD IMPROVEMENTS</i>	375,637	6,205	381,842
365-57500-000-000-6066	ENGINEERING SERVICES <i>TOLLE PARK</i>	67,820	-	67,820
365-57600-000-000-1074	CONSTRUCTION COSTS <i>CITY HALL ANNEX</i>	2,370,488	-	2,370,488
365-57600-000-000-1075	CONSTRUCTION COSTS <i>PUBLIC WORKS EXPANSION</i>	605,072	-	605,072
365-57600-000-000-4043	CONSTRUCTION COSTS <i>TOLLE ROAD IMPROVEMENTS</i>	-	-	-
365-57600-000-000-5055	CONSTRUCTION COSTS <i>FM 1103 ROAD IMPROVEMENTS</i>	6,000,000	-	6,000,000
365-57600-000-000-6062	CONSTRUCTION COSTS <i>MIRACLE FIELD</i>	500,000	-	500,000
365-57600-000-000-6066	CONSTRUCTION COSTS <i>TOLLE PARK</i>	-	-	-
365-57650-000-000-1074	TESTING <i>CITY HALL ANNEX</i>	26,829	-	26,829
	TOTAL EXPENDITURES	10,739,888	7,330	10,747,218
Fund number: 365	2019 GENERAL OBLIGATION BONDS	941,197	14,408	955,605
	ENDING FUND BALANCE	941,197	955,605	955,605
Outstanding Encumbrances:				
365-57500-000-000-4043	Lockwood Andrews	PO 22110		24,819
	Total Encumbrances			24,819
	Remaining funds			930,786

ACCOUNT NUMBER	DESCRIPTION	INCEPTION THROUGH FY 24	FY 25 3/31/2025	TOTAL PROJECT TO DATE
2019 CERTIFICATES OF OBLIGATION		6	7	8
	BEGINNING FUND BALANCE	-	371,994	-
333-35100-000-000-0000	INTEREST	130,091	8,485	138,576
333-39350-000-000-0000	NET BOND PROCEEDS	5,000,000	-	5,000,000
333-37120-000-000-0000	INTERGOVERNMENTAL - GUADALUPE CO	750,000	-	750,000
	TOTAL REVENUES	5,880,091	8,485	5,888,576
333-57400-000-000-5057	LAND ACQUISITION	429,363	-	429,363
333-57500-000-000-5057	ENGINEERING SERVICES	456,961	-	456,961
333-57600-000-000-5057	CONSTRUCTION COSTS	4,612,913	-	4,612,913
333-57650-000-000-5057	TESTING	8,860	-	8,860
	TOTAL EXPENDITURES	5,508,097	-	5,508,097
Fund number: 333	2019 CERTIFICATES OF OBLIGATION	371,994	8,485	380,479
	ENDING FUND BALANCE	371,994	380,479	380,479

ACCOUNT NUMBER	DESCRIPTION	INCEPTION THROUGH FY 24	FY 25 3/31/2025	TOTAL PROJECT TO DATE
2020 CERTIFICATES OF OBLIGATION - STREET MAINTENANCE		5	6	7
	BEGINNING FUND BALANCE	-	714,052	-
369-35100-000-000-0000	INTEREST	476,885	9,975	486,860
369-14101-000-000-0000	TRANSFER FROM GENERAL FUND	2,350,000	-	2,350,000
369-14239-000-000-0000	TRANSFER FROM STREET MAINTENANCE	1,043,763	-	1,043,763
369-39350-000-000-0000	NET BOND PROCEEDS	7,500,000	-	7,500,000
	TOTAL REVENUES	11,370,648	9,975	11,380,623
369-57400-000-000-5500	LAND ACQUISITION	-	-	-
369-57500-000-000-5050	ENGINEERING SERVICES	39,840	-	39,840
369-57500-000-000-5500	ENGINEERING SERVICES	286,005	-	286,005
369-57500-000-000-5502	ENGINEERING SERVICES	160,989	23,459	184,448
369-57500-000-000-5503	ENGINEERING SERVICES	217,968	3,346	221,314
369-57600-000-000-5501	CONSTRUCTION COSTS	8,094,467	-	8,094,467
369-57600-000-000-5502	CONSTRUCTION COSTS	1,857,327	484,784	2,342,111
	TOTAL EXPENDITURES	10,656,596	511,589	11,168,185
2020 CERTIFICATES OF OBLIGATION - STREET				
Fund number: 369	MAINTENANCE	714,052	(501,614)	212,439
	ENDING FUND BALANCE	714,052	212,439	212,439
Outstanding Encumbrances:				
369-57500-000-000-5502	Lockwood Andrews	PO 23202		4,101
369-57500-000-000-5502	Terracon	PO 24163		6,135
369-57500-000-000-5503	Lockwood Andrews	PO 24098		106,253
369-57600-000-000-5502	D&D Contractors	PO 24083		-
	Total Encumbrances			116,489
	Remaining funds			95,950

ACCOUNT NUMBER	DESCRIPTION	INCEPTION THROUGH FY 24	FY 25 3/31/2025	TOTAL PROJECT TO DATE
2023 CERTIFICATES OF OBLIGATION		2	3	4
	BEGINNING FUND BALANCE	-	136,241	-
371-35100-000-000-0000	INTEREST	206,148	3,711	209,859
371-35350-000-000-0000	BOND PROCEEDS	4,550,000	-	4,550,000
371-35351-000-000-0000	BOND PREMIUM	364,772	-	364,772
	TOTAL REVENUES	5,120,920	3,711	5,124,631
371-55005-000-000-0000	BOND ISSUANCE COST	114,772	-	114,772
371-54910-343-000-0000	CAPITAL OUTLAY	300,468	7,562	308,030
371-54910-353-000-0000	CAPITAL OUTLAY	1,026,843	-	1,026,843
371-57500-199-000-1072	ENGINEERING SERVICES <i>CITY HALL/HVAC RENOVATION</i>	100,500	-	100,500
371-57500-353-000-7074	ENGINEERING SERVICES <i>PUBLIC SAFETY FACILITY</i>	756,300	-	756,300
371-57500-353-000-7073	ENGINEERING SERVICES <i>FIRE ST 1 & 2 BATHROOMS</i>	-	2,297	2,297
371-57600-160-000-1075	CONSTRUCTION COSTS <i>PUBLIC WORKS EXPANSION</i>	765,299	-	765,299
371-57600-199-000-1072	CONSTRUCTION COSTS <i>CITY HALL/HVAC RENOVATION</i>	1,892,069	-	1,892,069
371-57600-353-000-7072	CONSTRUCTION COSTS <i>FIRE ST 1 & 2 BATHROOMS</i>	13,931	-	13,931
371-57600-353-000-7073	CONSTRUCTION COSTS <i>FIRE ST 1 & 2 BATHROOMS</i>	14,496	-	14,496
371-54910-660-000-0000	CAPITAL OUTLAY	-	-	-
	TOTAL EXPENDITURES	4,984,679	9,859	4,994,538
Fund number: 371	2023 CERTIFICATES OF OBLIGATION	136,241	(6,148)	130,093
	ENDING FUND BALANCE	136,241	130,093	130,093
Outstanding Encumbrances:				
371-54910-343-000-0000	LCRA	PO 24094		30,447
371-54910-343-000-0000	Farrwest	PO 957273		-
371-57500-353-000-7074	Eikon Consulting Group <i>ARCHITECT</i>	PO 24055		49,685
	Total Encumbrances			<u>80,132</u>
	Remaining funds			49,961

ACCOUNT NUMBER	DESCRIPTION	INCEPTION THROUGH FY 24	FY 25 3/31/2025	TOTAL PROJECT TO DATE
2024 CERTIFICATES OF OBLIGATION		2	3	4
	BEGINNING FUND BALANCE	-	2,815,305	-
372-35100-000-000-0000	INTEREST	161,720	60,790	222,510
372-35350-000-000-0000	BOND PROCEEDS	8,485,000	-	8,485,000
372-35351-000-000-0000	BOND PREMIUM	723,639	-	723,639
	TOTAL REVENUES	9,370,359	60,790	9,431,149
372-55005-000-000-0000	BOND ISSUANCE COST	208,639	-	208,639
372-54910-146-000-0000	CAPITAL OUTLAY	299,599	50,515	350,115
372-54910-146-000-0000	CAPITAL OUTLAY	-	25,730	25,730
372-54910-353-000-0000	CAPITAL OUTLAY	2,757,793	-	2,757,793
372-54910-748-000-0000	CAPITAL OUTLAY	-	54,998	54,998
372-57400-748-000-0000	LAND ACQUISITION	855,461	-	855,461
372-57600-000-000-5502	CONSTRUCTION COSTS	2,433,562	1,161,381	3,594,943
		-	-	-
	TOTAL EXPENDITURES	6,555,054	1,292,624	7,847,678
Fund number: 372	2024 CERTIFICATES OF OBLIGATION	2,815,305	(1,231,834)	1,583,471
	ENDING FUND BALANCE	2,815,305	1,583,471	1,583,471
Outstanding Encumbrances:				
372-54910-353-000-0000	SIDDONS MARTIN	LADDER TRUCK AND PUMPER	PO 24079	90,917
372-57600-000-000-5502	D&D CONTRACTORS	BOLTON, DEAN AND LOWER SEGUIN	PO 24083	64,941
372-54910-146-000-0000	PROSTRUCTURES	METAL BUILDING	PO 957321	34,077
372-54910-160-000-0000	AUTOMOTIVE BUSINESS CON	ROLLING JACKS	PO 957308	-
372-54910-748-000-0000	DEWINNE EQUIPMENT CO	MOWER EQUIPMENT	PO 957302	-
	Total Encumbrances			189,935
	Remaining funds			1,393,536

ACCOUNT NUMBER	DESCRIPTION	INCEPTION THROUGH FY 24	FY 25 3/31/2025	TOTAL PROJECT TO DATE
2025 CERTIFICATES OF OBLIGATION		2	3	4
	BEGINNING FUND BALANCE	-	-	-
373-35100-000-000-0000	INTEREST	-	10,995,000	10,995,000
373-35350-000-000-0000	BOND PROCEEDS	-	659,243	659,243
373-35351-000-000-0000	BOND PREMIUM	-	27,881	27,881
	TOTAL REVENUES	-	11,682,124	11,682,124
373-55005-000-000-0000	BOND ISSUANCE COST	-	151,207	151,207
373-54910-146-000-0000	CAPITAL OUTLAY <i>STREETS EQUIPMENT</i>	-	311,560	311,560
373-54910-160-000-0000	CAPITAL OUTLAY <i>PW EQUIPMENT</i>	-	-	-
373-54910-353-000-0000	CAPITAL OUTLAY <i>FIRE EQUIPMENT</i>	-	375,155	375,155
373-54910-748-000-0000	CAPITAL OUTLAY <i>PARKS EQUIPMENT</i>	-	-	-
373-57500-146-000-5506	PROJECT ENGINEERING <i>25 ROAD IMPROVEMENTS PKG 1</i>	-	-	-
373-57500-146-000-5507	PROJECT ENGINEERING <i>25 ROAD IMPROVEMENTS PKG 2</i>	-	-	-
373-57600-146-000-5506	CONSTRUCTION COSTS <i>25 ROAD IMPROVEMENTS PKG 1</i>	-	42,581	42,581
373-57650-000-000-5506	TESTING <i>25 ROAD IMPROVEMENTS PKG 1</i>	-	526	526
	TOTAL EXPENDITURES	-	881,028	881,028
Fund number: 373	2025 CERTIFICATES OF OBLIGATION	-	10,801,095	10,801,095
	ENDING FUND BALANCE	-	10,801,095	10,801,095
Outstanding Encumbrances:				
373-54910-146-000-0000	HOLT TRUCK CENTERS OF TEXAS	PO 957332		151,078
373-54910-353-000-0000	TACTICAL FIRE EQUIPMENT	PO 957312		10,271
373-54910-353-000-0000	GTS TECHNOLOGY SOLUTIONS	PO 957363		5,873
373-57500-146-000-5506	COLLIERS ENGINEERING	PO 957361		115,000
373-57500-146-000-5507	COLLIERS ENGINEERING	PO 957361		135,000
373-57600-000-000-5506	D&D CONTRACTORS	PO 957368		2,648,578
373-57650-000-000-5506	RABA KISTNER	PO 957360		49,661
	Total Encumbrances			3,115,461
	Remaining funds			7,685,635

ACCOUNT NUMBER	DESCRIPTION	INCEPTION THROUGH FY 24	FY 25 3/31/2025	TOTAL PROJECT TO DATE
2025 GENERAL OBLIGATION BONDS		2	3	4
	BEGINNING FUND BALANCE	-	-	-
374-35100-000-000-0000	INTEREST	-	4,864	4,864
374-35350-000-000-0000	BOND PROCEEDS	-	1,965,000	1,965,000
374-35351-000-000-0000	BOND PREMIUM	-	91,449	91,449
	TOTAL REVENUES	-	2,061,313	2,061,313
374-55005-000-000-0000	BOND ISSUANCE COST	-	52,995	52,995
374-57500-000-000-0000	ENGINEERING/ARCHITECT	-	-	-
374-57500-000-000-0000	ENGINEERING/ARCHITECT	-	-	-
	TOTAL EXPENDITURES	-	52,995	52,995
Fund number: 374	2025 GENERAL OBLIGATION BONDS	-	2,008,317	2,008,317
	ENDING FUND BALANCE	-	2,008,317	2,008,317

Outstanding Encumbrances:

Total Encumbrances

-

Remaining funds

2,008,317



City Council Regular Meeting Staff Report

C. Approval of the March 2025 Check Register.

Meeting	Agenda Group
Tuesday, May 27, 2025, 6:30 PM	Consent Agenda - Consent Items (General Items) Item: 7C.
From	
Jessica Donoho, Accounting Manager	
Staff Contact(s)	
Anna Miranda,	

PRIOR CITY COUNCIL ACTION:

N/A

BACKGROUND:

N/A

STAFF RECOMMENDATION:

N/A

FINANCIAL IMPACT:

N/A

MOTION(S):

N/A

Attachments

[Detailed Check Register 20250331.pdf](#)



Raw Check Register -March 2025

Check Date: 03/01/2025-03/31/2025

Check Date	Check Number	Vendor Name	Detail Fund Description	Detail Department Description	Special Information	Amount	Void?
3/3/2025	72687	AJ'S TIRE SHOP, INC	GENERAL FUND	FIRE DEPARTMENT	Dismount of tire - Fire	114.50	
3/3/2025	72687	AJ'S TIRE SHOP, INC	DRAINAGE UTILITY DISTRICT	DRAINAGE UTILITY DISTRICT	Batwing mower repair - Drainage	159.50	
3/3/2025	72688	BARRIENTOS, KATRINA	WATER & SEWER FUND	NO DEPARTMENT	009_0007209_010 UB Refund	80.67	
3/3/2025	72689	BB INSPECTION SERVICES, LLC	Development Services Fund	BUILDING SERVICES	health inspections for January	819.00	
3/3/2025	72689	BB INSPECTION SERVICES, LLC	Development Services Fund	BUILDING SERVICES	January building inspections	48,839.15	
3/3/2025	72690	BROWN, TIM	WATER & SEWER FUND	NO DEPARTMENT	006_0002102_014 UB Refund	35.40	
3/3/2025	72691	CCMA	Development Services Fund	NO DEPARTMENT	January CCMA fees	19,200.00	
3/3/2025	72692	CCMA	WATER & SEWER FUND	WASTEWATER OPERATIONS	March 2025 Interest Due - Revenue Bonds	58,112.50	
3/3/2025	72693	CENTURY COMMUNITIES	WATER & SEWER FUND	NO DEPARTMENT	030_0001105_000 UB Refund	59.48	
3/3/2025	72694	CENTURY COMMUNITIES	WATER & SEWER FUND	NO DEPARTMENT	030_0003519_000 UB Refund	75.58	
3/3/2025	72695	CLOVERLEAF PROPERTY MGMT	WATER & SEWER FUND	NO DEPARTMENT	009_0001313_009 UB Refund	80.67	
3/3/2025	72696	DINH, TRUNG TOAN	WATER & SEWER FUND	NO DEPARTMENT	015_0005912_001 UB Refund	19.04	
3/3/2025	72697	DR HORTON	WATER & SEWER FUND	NO DEPARTMENT	021_0021213_000 UB Refund	18.78	
3/3/2025	72698	FARRWEST SPECIALTY VEHICLES,LL	GENERAL FUND	POLICE DEPARTMENT	Whelen T Series - Patrol	1,150.00	
3/3/2025	72699	GALLS, LLC	GENERAL FUND	FIRE DEPARTMENT	clothing - Fire	146.60	
3/3/2025	72699	GALLS, LLC	GENERAL FUND	FIRE DEPARTMENT	clothing - Fire	175.45	
3/3/2025	72699	GALLS, LLC	GENERAL FUND	FIRE DEPARTMENT	clothing - Fire	74.87	
3/3/2025	72699	GALLS, LLC	GENERAL FUND	FIRE DEPARTMENT	clothing - Fire	62.93	
3/3/2025	72699	GALLS, LLC	GENERAL FUND	POLICE DEPARTMENT	pants - PD	59.00	
3/3/2025	72699	GALLS, LLC	GENERAL FUND	FIRE DEPARTMENT	clothing - Fire	227.75	
3/3/2025	72699	GALLS, LLC	GENERAL FUND	FIRE DEPARTMENT	clothing - Fire	62.66	
3/3/2025	72699	GALLS, LLC	GENERAL FUND	FIRE DEPARTMENT	clothing - Fire	8.50	
3/3/2025	72699	GALLS, LLC	GENERAL FUND	FIRE DEPARTMENT	rapelling belt - Fire	54.72	
3/3/2025	72699	GALLS, LLC	GENERAL FUND	FIRE DEPARTMENT	clothing - Fire	249.30	
3/3/2025	72699	GALLS, LLC	GENERAL FUND	FIRE DEPARTMENT	clothing - Fire	74.57	
3/3/2025	72699	GALLS, LLC	GENERAL FUND	POLICE DEPARTMENT	pants - PD	62.09	
3/3/2025	72700	GRAINGER	GENERAL FUND	NON-DEPARTMENTAL	water heater - City Hall	219.20	
3/3/2025	72701	GRAY, JON/KIMBERLEY	WATER & SEWER FUND	NO DEPARTMENT	009_0007201_001 UB Refund	6.54	
3/3/2025	72702	GRAYBAR ELECTRIC CO INC	GENERAL FUND	INFORMATION TECHNOLOGY	Cut Reel Abb - IT	337.52	
3/3/2025	72703	GUADALUPE CNTY TAX ASSESSOR-C	GENERAL FUND	PUBLIC WORKS STREETS	Regist. Renewal VIN081	7.50	YES
3/3/2025	72703	GUADALUPE CNTY TAX ASSESSOR-C	GENERAL FUND	PARKS	Regist. Renewal VIN258	7.50	YES
3/3/2025	72703	GUADALUPE CNTY TAX ASSESSOR-C	GENERAL FUND	PUBLIC WORKS STREETS	Regist. Renewal VIN072	7.50	YES
3/3/2025	72703	GUADALUPE CNTY TAX ASSESSOR-C	GENERAL FUND	POLICE DEPARTMENT	regist. renewal VIN724	7.50	YES
3/3/2025	72703	GUADALUPE CNTY TAX ASSESSOR-C	WATER & SEWER FUND	GENERAL UTILITIES OPERATIONS	Regist. Renewal VIN731	7.50	YES
3/3/2025	72704	GUTIERREZ FONTANEZ, NAISHALIZ	WATER & SEWER FUND	NO DEPARTMENT	017_0003121_002 UB Refund	65.45	
3/3/2025	72705	HUDSON HOMES MGMT, LLC	WATER & SEWER FUND	NO DEPARTMENT	015_0000844_002 UB Refund	79.86	
3/3/2025	72706	IWS GAS & SUPPLY OF TEXAS, LTD	GENERAL FUND	PUBLIC WORKS STREETS	tungsten - Streets	56.58	
3/3/2025	72707	MAIN STREET RENEWAL LLC	WATER & SEWER FUND	NO DEPARTMENT	009_0002123_001 UB Refund	65.72	
3/3/2025	72708	MEDICAL AIR SERVICES ASSOCIAT	GENERAL FUND	NO DEPARTMENT	March-2025 coverage	206.00	
3/3/2025	72709	NEWBURN, CINTHYA	WATER & SEWER FUND	NO DEPARTMENT	015_0006608_004 UB Refund	69.80	
3/3/2025	72710	PRUDENTIAL OVERALL SUPPLY	DRAINAGE UTILITY DISTRICT	DRAINAGE UTILITY DISTRICT	Uniform - Drainage	79.58	
3/3/2025	72710	PRUDENTIAL OVERALL SUPPLY	DRAINAGE UTILITY DISTRICT	DRAINAGE UTILITY DISTRICT	Uniform - Drainage	79.58	
3/3/2025	72710	PRUDENTIAL OVERALL SUPPLY	WATER & SEWER FUND	GENERAL UTILITIES OPERATIONS	mats, towel Svc - PW	31.78	
3/3/2025	72710	PRUDENTIAL OVERALL SUPPLY	DRAINAGE UTILITY DISTRICT	DRAINAGE UTILITY DISTRICT	mats, towels, mop svs - PW	31.78	
3/3/2025	72710	PRUDENTIAL OVERALL SUPPLY	GENERAL FUND	PARKS	Uniform - Parks	111.87	
3/3/2025	72710	PRUDENTIAL OVERALL SUPPLY	GENERAL FUND	NON-DEPARTMENTAL	City Hall, Annex, CPD mats	80.06	
3/3/2025	72710	PRUDENTIAL OVERALL SUPPLY	GENERAL FUND	NON-DEPARTMENTAL	City Hall, Annex, CPD mats	45.00	
3/3/2025	72710	PRUDENTIAL OVERALL SUPPLY	DRAINAGE UTILITY DISTRICT	DRAINAGE UTILITY DISTRICT	mats, towel Svc - PW	31.78	
3/3/2025	72710	PRUDENTIAL OVERALL SUPPLY	GENERAL FUND	PARKS	Uniform - Parks	111.87	
3/3/2025	72710	PRUDENTIAL OVERALL SUPPLY	GENERAL FUND	PARKS	mats, towel Svc - PW	31.77	
3/3/2025	72710	PRUDENTIAL OVERALL SUPPLY	GENERAL FUND	PUBLIC WORKS STREETS	mats, towels, mop svs - PW	31.77	
3/3/2025	72710	PRUDENTIAL OVERALL SUPPLY	WATER & SEWER FUND	GENERAL UTILITIES OPERATIONS	Uniform - Water	165.57	
3/3/2025	72710	PRUDENTIAL OVERALL SUPPLY	GENERAL FUND	PUBLIC WORKS STREETS	Uniform - Streets	165.31	
3/3/2025	72710	PRUDENTIAL OVERALL SUPPLY	GENERAL FUND	PARKS	mats, towels, mop svs - PW	31.78	

Check Date	Check Number	Vendor Name	Detail Fund Description	Detail Department Description	Special Information	Amount	Void?
3/3/2025	72710	PRUDENTIAL OVERALL SUPPLY	WATER & SEWER FUND	GENERAL UTILITIES OPERATIONS	mats, towels, mop svcs - PW	31.78	
3/3/2025	72710	PRUDENTIAL OVERALL SUPPLY	GENERAL FUND	PUBLIC WORKS STREETS	Uniform - Streets	165.31	
3/3/2025	72710	PRUDENTIAL OVERALL SUPPLY	WATER & SEWER FUND	GENERAL UTILITIES OPERATIONS	Uniform - Water	165.57	
3/3/2025	72710	PRUDENTIAL OVERALL SUPPLY	GENERAL FUND	PUBLIC WORKS STREETS	mats, towel Svc - PW	31.78	
3/3/2025	72711	PYRAMIS COMPANY	WATER & SEWER FUND	NO DEPARTMENT	006_0005410_005 UB Refund	120.00	
3/3/2025	72713	REEVES, RICHARD R	WATER & SEWER FUND	NO DEPARTMENT	009_0003249_008 UB Refund	128.10	
3/3/2025	72714	SALAD AND GO DBA AND GO CONCEI	WATER & SEWER FUND	NO DEPARTMENT	215_0002432_000 UB Refund	380.54	
3/3/2025	72715	SMITH, TAUNYA	WATER & SEWER FUND	NO DEPARTMENT	015_0002878_000 UB Refund	474.16	
3/3/2025	72716	SOUTH TEXAS AUTO PARTS COMPAN	WATER & SEWER FUND	GENERAL UTILITIES OPERATIONS	spark plug platinum - Utilities	101.81	
3/3/2025	72717	TMOBILE	ECONOMIC DEVELOPMENT FUND	ECONOMIC DEVELOPMENT	GEO tab svcs for Acct#981940936	24.00	
3/3/2025	72717	TMOBILE	GENERAL FUND	PLANNING	GEO tab svcs for Acct#981940936	48.00	
3/3/2025	72717	TMOBILE	GENERAL FUND	NON-DEPARTMENTAL	GEO tab svcs for Acct#981940936	24.00	
3/3/2025	72717	TMOBILE	DRAINAGE UTILITY DISTRICT	DRAINAGE UTILITY DISTRICT	GEO tab svcs for Acct#981940936	7.70	
3/3/2025	72717	TMOBILE	GENERAL FUND	PARKS	GEO tab svcs for Acct#981940936	12.32	
3/3/2025	72717	TMOBILE	GENERAL FUND	POLICE DEPARTMENT	GEO tab svcs for Acct#981940936	23.10	
3/3/2025	72717	TMOBILE	GENERAL FUND	INFORMATION TECHNOLOGY	GEO tab svcs for Acct#981940936	3.10	
3/3/2025	72717	TMOBILE	WATER & SEWER FUND	GENERAL UTILITIES OPERATIONS	GEO tab svcs for Acct#981940936	312.00	
3/3/2025	72717	TMOBILE	GENERAL FUND	PUBLIC WORKS - ADMINISTRATION	GEO tab svcs for Acct#981940936	168.00	
3/3/2025	72717	TMOBILE	GENERAL FUND	PUBLIC WORKS STREETS	GEO tab svcs for Acct#981940936	216.00	
3/3/2025	72717	TMOBILE	GENERAL FUND	NON-DEPARTMENTAL	GEO tab svcs for Acct#981940936	1.55	
3/3/2025	72717	TMOBILE	ECONOMIC DEVELOPMENT FUND	ECONOMIC DEVELOPMENT	GEO tab svcs for Acct#981940936	1.55	
3/3/2025	72717	TMOBILE	GENERAL FUND	PLANNING	GEO tab svcs for Acct#981940936	3.10	
3/3/2025	72717	TMOBILE	WATER & SEWER FUND	GENERAL UTILITIES OPERATIONS	GEO tab svcs for Acct#981940936	20.02	
3/3/2025	72717	TMOBILE	GENERAL FUND	PUBLIC WORKS - ADMINISTRATION	GEO tab svcs for Acct#981940936	10.78	
3/3/2025	72717	TMOBILE	GENERAL FUND	PUBLIC WORKS STREETS	GEO tab svcs for Acct#981940936	13.86	
3/3/2025	72717	TMOBILE	GENERAL FUND	INFORMATION TECHNOLOGY	GEO tab svcs for Acct#981940936	48.00	
3/3/2025	72717	TMOBILE	GENERAL FUND	POLICE DEPARTMENT	GEO tab svcs for Acct#981940936	360.00	
3/3/2025	72717	TMOBILE	GENERAL FUND	PARKS	GEO tab svcs for Acct#981940936	192.00	
3/3/2025	72717	TMOBILE	DRAINAGE UTILITY DISTRICT	DRAINAGE UTILITY DISTRICT	GEO tab svcs for Acct#981940936	120.00	
3/3/2025	72718	UNITED CORPORATE HOUSING LLC	WATER & SEWER FUND	NO DEPARTMENT	015_0000436_002 UB Refund	65.32	
3/3/2025	72719	WESTERN READY MIX, LLC	GENERAL FUND	PUBLIC WORKS STREETS	limestone - Streets	800.00	
3/3/2025	72720	YVONNE SIFUENTES	POLICE EDUCATION FUNDS	POLICE DEPARTMENT	membership for Ofc. Spilman	100.00	
3/3/2025	72720	YVONNE SIFUENTES	POLICE EDUCATION FUNDS	POLICE DEPARTMENT	membership for Sgt. Fore	100.00	
3/3/2025	72722	TMOBILE	GENERAL FUND	NON-DEPARTMENTAL	GEO tab svcs for Acct#981940936	1.62	
3/3/2025	72722	TMOBILE	ECONOMIC DEVELOPMENT FUND	ECONOMIC DEVELOPMENT	GEO tab svcs for Acct#981940936	1.62	
3/3/2025	72722	TMOBILE	GENERAL FUND	PLANNING	GEO tab svcs for Acct#981940936	3.24	
3/3/2025	72722	TMOBILE	WATER & SEWER FUND	GENERAL UTILITIES OPERATIONS	GEO tab svcs for Acct#981940936	21.06	
3/3/2025	72722	TMOBILE	GENERAL FUND	PUBLIC WORKS - ADMINISTRATION	GEO tab svcs for Acct#981940936	11.34	
3/3/2025	72722	TMOBILE	GENERAL FUND	PUBLIC WORKS STREETS	GEO tab svcs for Acct#981940936	14.58	
3/3/2025	72722	TMOBILE	GENERAL FUND	INFORMATION TECHNOLOGY	GEO tab svcs for Acct#981940936	48.00	
3/3/2025	72722	TMOBILE	GENERAL FUND	POLICE DEPARTMENT	GEO tab svcs for Acct#981940936	360.00	
3/3/2025	72722	TMOBILE	GENERAL FUND	PARKS	GEO tab svcs for Acct#981940936	192.00	
3/3/2025	72722	TMOBILE	DRAINAGE UTILITY DISTRICT	DRAINAGE UTILITY DISTRICT	GEO tab svcs for Acct#981940936	120.00	
3/3/2025	72722	TMOBILE	GENERAL FUND	INFORMATION TECHNOLOGY	GEO tab svcs for Acct#981940936	3.24	
3/3/2025	72722	TMOBILE	GENERAL FUND	POLICE DEPARTMENT	GEO tab svcs for Acct#981940936	24.30	
3/3/2025	72722	TMOBILE	GENERAL FUND	PARKS	GEO tab svcs for Acct#981940936	12.96	
3/3/2025	72722	TMOBILE	GENERAL FUND	PUBLIC WORKS STREETS	GEO tab svcs for Acct#981940936	216.00	
3/3/2025	72722	TMOBILE	GENERAL FUND	PUBLIC WORKS - ADMINISTRATION	GEO tab svcs for Acct#981940936	168.00	
3/3/2025	72722	TMOBILE	WATER & SEWER FUND	GENERAL UTILITIES OPERATIONS	GEO tab svcs for Acct#981940936	312.00	
3/3/2025	72722	TMOBILE	GENERAL FUND	PLANNING	GEO tab svcs for Acct#981940936	48.00	
3/3/2025	72722	TMOBILE	ECONOMIC DEVELOPMENT FUND	ECONOMIC DEVELOPMENT	GEO tab svcs for Acct#981940936	24.00	
3/3/2025	72722	TMOBILE	GENERAL FUND	NON-DEPARTMENTAL	GEO tab svcs for Acct#981940936	24.00	
3/3/2025	72722	TMOBILE	DRAINAGE UTILITY DISTRICT	DRAINAGE UTILITY DISTRICT	GEO tab svcs for Acct#981940936	8.10	
3/11/2025	72726	ADAM NARVAIZ	SPECIAL EVENTS	NO DEPARTMENT	Cibolofest Amusements	19,822.50	
3/11/2025	72727	AIRGAS USA, LLC	GENERAL FUND	PUBLIC WORKS STREETS	Cylinder Lease renewal - PW	48.74	
3/11/2025	72727	AIRGAS USA, LLC	GENERAL FUND	PARKS	Cylinder Lease renewal - PW	48.74	
3/11/2025	72727	AIRGAS USA, LLC	WATER & SEWER FUND	GENERAL UTILITIES OPERATIONS	Cylinder Lease renewal - PW	48.74	
3/11/2025	72727	AIRGAS USA, LLC	DRAINAGE UTILITY DISTRICT	DRAINAGE UTILITY DISTRICT	Cylinder Lease renewal - PW	48.74	
3/11/2025	72728	AJ'S TIRE SHOP, INC	DRAINAGE UTILITY DISTRICT	DRAINAGE UTILITY DISTRICT	waste disposal fee - Drainage	31.50	

Check Date	Check Number	Vendor Name	Detail Fund Description	Detail Department Description	Special Information	Amount	Void?
3/11/2025	72729	ALAMO RESTORATION LLC	GENERAL FUND	FIRE DEPARTMENT	Kitchen remodel & repairs - FS3	390.00	
3/11/2025	72729	ALAMO RESTORATION LLC	GENERAL FUND	FIRE DEPARTMENT	Kitchen remodel & repairs - FS3	4,721.78	
3/11/2025	72730	ALTEX ELECTRONICS, LTD	GENERAL FUND	INFORMATION TECHNOLOGY	ethernet for ACO building	301.83	
3/11/2025	72731	AMAZON CAPITAL SERVICES, INC	GENERAL FUND	ANIMAL SERVICES	janitorial supplies - ACO	790.41	
3/11/2025	72731	AMAZON CAPITAL SERVICES, INC	WATER & SEWER FUND	GENERAL UTILITIES OPERATIONS	reading pen - CMO	159.00	
3/11/2025	72731	AMAZON CAPITAL SERVICES, INC	GENERAL FUND	INFORMATION TECHNOLOGY	microphone - IT	170.21	
3/11/2025	72731	AMAZON CAPITAL SERVICES, INC	GENERAL FUND	POLICE DEPARTMENT	breakroom supplies - PD	216.14	
3/11/2025	72731	AMAZON CAPITAL SERVICES, INC	GENERAL FUND	FIRE DEPARTMENT	credit on binders returned - Fire	(16.71)	
3/11/2025	72731	AMAZON CAPITAL SERVICES, INC	GENERAL FUND	INFORMATION TECHNOLOGY	surge protector - IT	199.27	
3/11/2025	72731	AMAZON CAPITAL SERVICES, INC	GENERAL FUND	POLICE DEPARTMENT	";Leaders Eat Last"; - PD	51.96	
3/11/2025	72731	AMAZON CAPITAL SERVICES, INC	GENERAL FUND	NON-DEPARTMENTAL	Coffee - City Hall Breakroom	26.02	
3/11/2025	72731	AMAZON CAPITAL SERVICES, INC	GENERAL FUND	INFORMATION TECHNOLOGY	microphone - IT	16.00	
3/11/2025	72731	AMAZON CAPITAL SERVICES, INC	GENERAL FUND	NON-DEPARTMENTAL	paper plates - City Hall Breakroom	71.70	
3/11/2025	72731	AMAZON CAPITAL SERVICES, INC	GENERAL FUND	POLICE DEPARTMENT	flash drives - PD	392.52	
3/11/2025	72731	AMAZON CAPITAL SERVICES, INC	GENERAL FUND	FIRE DEPARTMENT	credit on binders returned - Fire	(4.79)	
3/11/2025	72731	AMAZON CAPITAL SERVICES, INC	GENERAL FUND	FIRE DEPARTMENT	credit on binders returned - Fire	(44.56)	
3/11/2025	72731	AMAZON CAPITAL SERVICES, INC	GENERAL FUND	FIRE DEPARTMENT	binders - Fire	111.40	
3/11/2025	72732	AT&T	GENERAL FUND	INFORMATION TECHNOLOGY	Phone Svcs Acct#512 A07-6176 642 0	730.60	
3/11/2025	72733	AT&T	GENERAL FUND	INFORMATION TECHNOLOGY	Acct#831-000-9744-144	1,599.85	
3/11/2025	72734	AT&T	GENERAL FUND	INFORMATION TECHNOLOGY	ACCT#831-001-3506-279 / PD	107.47	
3/11/2025	72735	BFI WASTE SERVICES OF TEXAS LP	WATER & SEWER FUND	UTILITIES ADMINISTRATION	Garbage and Recycle for Feb.'25	258,274.57	
3/11/2025	72736	BLUE HORIZON MEDIA, LLC	GENERAL FUND	POLICE DEPARTMENT	Recruitment video - PD	750.00	
3/11/2025	72736	BLUE HORIZON MEDIA, LLC	GENERAL FUND	POLICE DEPARTMENT	Recruitment video - PD	750.00	
3/11/2025	72736	BLUE HORIZON MEDIA, LLC	GENERAL FUND	HUMAN RESOURCES	Recruitment video - PD	1,500.00	
3/11/2025	72736	BLUE HORIZON MEDIA, LLC	GENERAL FUND	PUBLIC RELATIONS	Video for State of the City	2,500.00	
3/11/2025	72737	BRAUNTEX MATERIALS, INC.	STREET/DRAIN MAINT TAX	NO DEPARTMENT	Type D hotmix - Streets	250.75	
3/11/2025	72738	BRAUNTEX MATERIALS, INC.	STREET/DRAIN MAINT TAX	NO DEPARTMENT	Type D hotmix - Streets	238.36	
3/11/2025	72739	BRAUNTEX MATERIALS, INC.	STREET/DRAIN MAINT TAX	NO DEPARTMENT	Type D hotmix - Streets	240.13	
3/11/2025	72740	BRAUNTEX MATERIALS, INC.	STREET/DRAIN MAINT TAX	NO DEPARTMENT	Type D hotmix - Streets	186.44	
3/11/2025	72741	CARDINAL TRACKING, INC.	GENERAL FUND	INFORMATION TECHNOLOGY	annual software for PD	449.10	
3/11/2025	72741	CARDINAL TRACKING, INC.	GENERAL FUND	INFORMATION TECHNOLOGY	annual software for PD	1,422.00	
3/11/2025	72741	CARDINAL TRACKING, INC.	GENERAL FUND	INFORMATION TECHNOLOGY	annual software for PD	1,259.10	
3/11/2025	72741	CARDINAL TRACKING, INC.	GENERAL FUND	INFORMATION TECHNOLOGY	annual software for PD	449.10	
3/11/2025	72741	CARDINAL TRACKING, INC.	GENERAL FUND	INFORMATION TECHNOLOGY	annual software for PD	449.10	
3/11/2025	72742	CAT5 COMMERCE, LLC	GENERAL FUND	FIRE DEPARTMENT	clothing - Fire	118.00	
3/11/2025	72743	CENTERLINE SUPPLY, LTD	DRAINAGE UTILITY DISTRICT	DRAINAGE UTILITY DISTRICT	83" sign kit - Drainage	495.00	
3/11/2025	72744	CESAR AMAYA	GENERAL FUND	POLICE DEPARTMENT	flat repair - PD Unit 15-09	20.00	
3/11/2025	72744	CESAR AMAYA	GENERAL FUND	POLICE DEPARTMENT	flat repair - Patrol	20.00	
3/11/2025	72745	CHARTER COMMUN. HOLDINGS, LLC	GENERAL FUND	INFORMATION TECHNOLOGY	Acct#183696201 - TV Svc for FS2	116.29	
3/11/2025	72745	CHARTER COMMUN. HOLDINGS, LLC	GENERAL FUND	INFORMATION TECHNOLOGY	Acct#183695201 - TV Svc PD	234.46	
3/11/2025	72745	CHARTER COMMUN. HOLDINGS, LLC	GENERAL FUND	INFORMATION TECHNOLOGY	Acct#183696301 - TV Svc for FS1	194.18	
3/11/2025	72745	CHARTER COMMUN. HOLDINGS, LLC	GENERAL FUND	INFORMATION TECHNOLOGY	Acct#248599001 - City Hall	157.15	
3/11/2025	72746	CIBOLO PROF FIREFIGHTERS ASSOC	GENERAL FUND	NO DEPARTMENT	Firefighter membership dues for December	1,160.00	
3/11/2025	72746	CIBOLO PROF FIREFIGHTERS ASSOC	GENERAL FUND	NO DEPARTMENT	Firefighter membership dues for November	1,160.00	
3/11/2025	72746	CIBOLO PROF FIREFIGHTERS ASSOC	GENERAL FUND	NO DEPARTMENT	Firefighter membership dues for Jan.	1,160.00	
3/11/2025	72746	CIBOLO PROF FIREFIGHTERS ASSOC	GENERAL FUND	NO DEPARTMENT	Firefighter membership dues for Feb.	1,120.00	
3/11/2025	72747	CIBOLO SMALL ANIMAL HOSPITAL	GENERAL FUND	ANIMAL SERVICES	medical svcs - ACO	85.00	
3/11/2025	72747	CIBOLO SMALL ANIMAL HOSPITAL	GENERAL FUND	ANIMAL SERVICES	medical svcs - ACO	351.75	
3/11/2025	72747	CIBOLO SMALL ANIMAL HOSPITAL	GENERAL FUND	ANIMAL SERVICES	medical svcs - ACO	108.15	
3/11/2025	72747	CIBOLO SMALL ANIMAL HOSPITAL	GENERAL FUND	ANIMAL SERVICES	medical svcs - ACO	45.00	
3/11/2025	72748	CIBOLO VALLEY LOCAL GOVT CORP	WATER & SEWER FUND	UTILITIES ADMINISTRATION	FY24-25 O&M/Capital Budgets #1 of #3	100,000.00	
3/11/2025	72749	CITY OF SCHERTZ	WATER & SEWER FUND	WATER OPERATIONS	Jan. Water Svc for Cibolo Subdivision	1,417.60	
3/11/2025	72750	CLINTON RAY JACOBS	GENERAL FUND	POLICE DEPARTMENT	Non law enforcement screening	350.00	
3/11/2025	72750	CLINTON RAY JACOBS	GENERAL FUND	POLICE DEPARTMENT	Law Enforcement Screening	475.00	
3/11/2025	72751	CMC STEEL FABRICATORS, INC	GENERAL FUND	PUBLIC WORKS STREETS	cure and seal, sprayer tank - Streets	781.48	
3/11/2025	72751	CMC STEEL FABRICATORS, INC	GENERAL FUND	PUBLIC WORKS STREETS	white pvc boots - Streets	38.20	
3/11/2025	72752	CODY WEBBER	GENERAL FUND	FIRE DEPARTMENT	garage parking fee in San Antonio	59.99	
3/11/2025	72753	DAVIDSON TROILO REAM & GARZA	ECONOMIC DEVELOPMENT FUND	ECONOMIC DEVELOPMENT	Legal Svcs for EDC	474.60	
3/11/2025	72754	DEALER SVCS NETWORK OF TX, LLC	GENERAL FUND	CODE ENFORCEMENT	quickvtr service	24.95	

Check Date	Check Number	Vendor Name	Detail Fund Description	Detail Department Description	Special Information	Amount	Void?
3/11/2025	72755	DISA GLOBAL SOLUTIONS INC	GENERAL FUND	HUMAN RESOURCES	new hire screening - HR	335.93	
3/11/2025	72756	DIXIE OIL COMPANY	GENERAL FUND	PUBLIC WORKS STREETS	musket def - PW	51.44	
3/11/2025	72756	DIXIE OIL COMPANY	DRAINAGE UTILITY DISTRICT	DRAINAGE UTILITY DISTRICT	musket def - PW	282.92	
3/11/2025	72756	DIXIE OIL COMPANY	WATER & SEWER FUND	GENERAL UTILITIES OPERATIONS	musket def - PW	64.30	
3/11/2025	72757	DOCUMATION, INC	Development Services Fund	NON-DEPARTMENTAL	Staple set Cart - City Annex	57.44	
3/11/2025	72758	DOCUMATION, INC	GENERAL FUND	INFORMATION TECHNOLOGY	Coverage Period 02/05/25 - 03/04/25	2,128.56	
3/11/2025	72758	DOCUMATION, INC	GENERAL FUND	INFORMATION TECHNOLOGY	Coverage Period 02/05/25 - 03/04/25	5,176.22	
3/11/2025	72759	E. PHILLIPS LEGAL, P.C.	GENERAL FUND	MUNICIPAL COURT	Municipal Court Judge Svcs for Feb.	2,300.00	
3/11/2025	72760	FEDERAL EXPRESS CORP	GENERAL FUND	POLICE DEPARTMENT	Recipient: Fiber Brokers / from CPD	121.68	
3/11/2025	72761	FIRE-DEX INC	GENERAL FUND	FIRE DEPARTMENT	Firefighter PPE - PO 25001	4,516.59	
3/11/2025	72761	FIRE-DEX INC	GENERAL FUND	FIRE DEPARTMENT	Firefighter PPE - PO#25001	3,214.53	
3/11/2025	72762	GALLS, LLC	GENERAL FUND	POLICE DEPARTMENT	polos - PD	46.79	
3/11/2025	72762	GALLS, LLC	GENERAL FUND	FIRE DEPARTMENT	pants - Fire	110.50	
3/11/2025	72762	GALLS, LLC	GENERAL FUND	FIRE DEPARTMENT	clothing - Fire	72.79	
3/11/2025	72762	GALLS, LLC	GENERAL FUND	FIRE DEPARTMENT	rain jacket w/pants - fire	191.60	
3/11/2025	72762	GALLS, LLC	GENERAL FUND	FIRE DEPARTMENT	pants - Fire	165.75	
3/11/2025	72762	GALLS, LLC	GENERAL FUND	POLICE DEPARTMENT	polos - PD	94.39	
3/11/2025	72762	GALLS, LLC	GENERAL FUND	FIRE DEPARTMENT	belt - Fire	53.79	
3/11/2025	72763	GT DISTRIBUTORS	GENERAL FUND	POLICE DEPARTMENT	raincoat - PD	213.00	
3/11/2025	72763	GT DISTRIBUTORS	GENERAL FUND	POLICE DEPARTMENT	flare caddy - PD	40.47	
3/11/2025	72763	GT DISTRIBUTORS	GENERAL FUND	POLICE DEPARTMENT	flares - PD	1,349.81	
3/11/2025	72763	GT DISTRIBUTORS	GENERAL FUND	POLICE DEPARTMENT	rain coat - PD	213.00	
3/11/2025	72764	GUADALUPE APPRAISAL DISTRICT	GENERAL FUND	NON-DEPARTMENTAL	2ND Quarter Allocation	61,673.56	
3/11/2025	72765	GUADALUPE CNTY TAX ASSESSOR-C	GENERAL FUND	POLICE DEPARTMENT	Regist. renewal VIN764	7.50	
3/11/2025	72766	GUADALUPE GAS COMPANY	DRAINAGE UTILITY DISTRICT	DRAINAGE UTILITY DISTRICT	9.4 gallons propane - Drainage	31.02	
3/11/2025	72766	GUADALUPE GAS COMPANY	DRAINAGE UTILITY DISTRICT	DRAINAGE UTILITY DISTRICT	9.6 gallons propane - Drainage	30.72	
3/11/2025	72766	GUADALUPE GAS COMPANY	DRAINAGE UTILITY DISTRICT	DRAINAGE UTILITY DISTRICT	12.6 gallons propane - Drainage	41.58	
3/11/2025	72767	GUARDIAN ALLIANCE TECHNOLOGIE	GENERAL FUND	POLICE DEPARTMENT	software - PD	320.00	
3/11/2025	72768	H&H DIESEL SERVICES	GENERAL FUND	FIRE DEPARTMENT	Apparatus repairs E30	43,362.32	
3/11/2025	72768	H&H DIESEL SERVICES	GENERAL FUND	FIRE DEPARTMENT	Apparatus repairs E30	1,535.31	
3/11/2025	72768	H&H DIESEL SERVICES	GENERAL FUND	FIRE DEPARTMENT	Apparatus repairs E30	0.20	
3/11/2025	72769	HD SUPPLY, INC	GENERAL FUND	PUBLIC WORKS STREETS	hard hats - Streets	22.95	
3/11/2025	72770	HELPING HAND HARDWARE	WATER & SEWER FUND	WASTEWATER OPERATIONS	coupling - Water	2.19	
3/11/2025	72770	HELPING HAND HARDWARE	GENERAL FUND	PUBLIC WORKS STREETS	carb - Streets	52.23	
3/11/2025	72770	HELPING HAND HARDWARE	GENERAL FUND	PARKS	filters	21.95	
3/11/2025	72770	HELPING HAND HARDWARE	WATER & SEWER FUND	WASTEWATER OPERATIONS	coupling	6.57	
3/11/2025	72770	HELPING HAND HARDWARE	GENERAL FUND	PARKS	keys	23.12	
3/11/2025	72770	HELPING HAND HARDWARE	GENERAL FUND	PUBLIC WORKS - ADMINISTRATION	water - PW Adm	19.55	
3/11/2025	72770	HELPING HAND HARDWARE	WATER & SEWER FUND	GENERAL UTILITIES OPERATIONS	plug	11.08	
3/11/2025	72771	HORIZON STRUCTURES LLC	GRANT FUND	NON-DEPARTMENTAL	final payment on PO24130	2,696.00	
3/11/2025	72772	HYDE KELLEY, LLP	GENERAL FUND	NON-DEPARTMENTAL	Pre Litigation Prop Acqui. for Tolle Rd	1,054.72	
3/11/2025	72772	HYDE KELLEY, LLP	GENERAL FUND	NON-DEPARTMENTAL	Cibolo Turnpike v City of Cibolo	4,364.36	
3/11/2025	72772	HYDE KELLEY, LLP	GENERAL FUND	NON-DEPARTMENTAL	Zunker v City of Cibolo	247.20	
3/11/2025	72773	IIA LIFTING SERVICES, INC	GENERAL FUND	FIRE DEPARTMENT	safety inspection - Fire	1,500.75	
3/11/2025	72774	JOYCE WILLINGHAM	GENERAL FUND	MUNICIPAL COURT	Jury Duty 02/26/2025	6.00	
3/11/2025	72775	KAHLIG ENTERPRISES LTD	GENERAL FUND	POLICE DEPARTMENT	interior dimmer - PD 24-02	205.00	
3/11/2025	72776	KEONA NEWMAN	GENERAL FUND	MUNICIPAL COURT	Jury Duty 02/26/2025	6.00	
3/11/2025	72777	LAURA MORTON	GENERAL FUND	MUNICIPAL COURT	Jury Duty 02/26/2025	6.00	
3/11/2025	72778	LAWRENCE GUAJARDO	GENERAL FUND	MUNICIPAL COURT	Jury Duty 02/26/2025	6.00	
3/11/2025	72779	LINEBARGER GOGGAN BLAIR	GENERAL FUND	NO DEPARTMENT	Dec fees due LGB&S - Court	1,219.78	
3/11/2025	72780	LOWER COLORADO RIVER AUTHORI	GENERAL FUND	ANIMAL SERVICES	radio svcs - PD	72.00	
3/11/2025	72780	LOWER COLORADO RIVER AUTHORI	GENERAL FUND	POLICE DEPARTMENT	radio svcs - PD	1,134.00	
3/11/2025	72780	LOWER COLORADO RIVER AUTHORI	GENERAL FUND	FIRE DEPARTMENT	radio svcs - Fire	900.00	
3/11/2025	72780	LOWER COLORADO RIVER AUTHORI	GENERAL FUND	POLICE DEPARTMENT	radio svcs - PD	18.00	
3/11/2025	72780	LOWER COLORADO RIVER AUTHORI	GENERAL FUND	INFORMATION TECHNOLOGY	beon - IT	10.00	
3/11/2025	72780	LOWER COLORADO RIVER AUTHORI	GENERAL FUND	POLICE DEPARTMENT	radio svcs - PD	180.00	
3/11/2025	72780	LOWER COLORADO RIVER AUTHORI	GENERAL FUND	POLICE DEPARTMENT	radio svcs - PD	140.00	
3/11/2025	72781	MAYRA MAGANA	GENERAL FUND	POLICE DEPARTMENT	oil change unit 19-04	-	
3/11/2025	72781	MAYRA MAGANA	GENERAL FUND	POLICE DEPARTMENT	oil change unit 19-04	-	

Check Date	Check Number	Vendor Name	Detail Fund Description	Detail Department Description	Special Information	Amount	Void?
3/11/2025	72781	MAYRA MAGANA	GENERAL FUND	POLICE DEPARTMENT	oil change unit 19-04	-	
3/11/2025	72781	MAYRA MAGANA	GENERAL FUND	ANIMAL SERVICES	oil change unit 19-04	-	
3/11/2025	72781	MAYRA MAGANA	GENERAL FUND	POLICE DEPARTMENT	oil change unit 19-04	359.67	
3/11/2025	72781	MAYRA MAGANA	GENERAL FUND	POLICE DEPARTMENT	oil change unit 19-04	-	
3/11/2025	72781	MAYRA MAGANA	GENERAL FUND	POLICE DEPARTMENT	oil change unit 19-04	-	
3/11/2025	72782	MCCOY'S BUILDING SUPPLY	GENERAL FUND	PUBLIC WORKS STREETS	red cedar wood - Streets	105.70	
3/11/2025	72783	MICHELLE GARNER	GENERAL FUND	MUNICIPAL COURT	Jury Duty 02/26/2025	6.00	
3/11/2025	72784	MIKE'S APPLIANCE SERVICE	GENERAL FUND	PARKS	rescal small hydraulic - Parks	135.00	
3/11/2025	72785	MISSION PLUMBING, HEATING, A/C	GENERAL FUND	POLICE DEPARTMENT	repair 5 fan powered boxes - PD	9,400.00	
3/11/2025	72786	MONICA SCHWINDT	GENERAL FUND	MUNICIPAL COURT	Jury Duty 02/26/2025	6.00	
3/11/2025	72787	NARDIS PUBLIC SAFETY	GENERAL FUND	ANIMAL SERVICES	clothing - ACO	134.99	
3/11/2025	72787	NARDIS PUBLIC SAFETY	GENERAL FUND	POLICE DEPARTMENT	velcro credit 11/27/24 - PD	(14.99)	
3/11/2025	72787	NARDIS PUBLIC SAFETY	GENERAL FUND	ANIMAL SERVICES	ladies pants - ACO	113.90	
3/11/2025	72787	NARDIS PUBLIC SAFETY	GENERAL FUND	POLICE DEPARTMENT	clothing - PD	99.99	
3/11/2025	72788	ODP BUSINESS SOLUTIONS, LLC	GENERAL FUND	ANIMAL SERVICES	copy paper - PD	82.72	
3/11/2025	72788	ODP BUSINESS SOLUTIONS, LLC	GENERAL FUND	POLICE DEPARTMENT	copy paper - PD	413.60	
3/11/2025	72788	ODP BUSINESS SOLUTIONS, LLC	GENERAL FUND	NON-DEPARTMENTAL	Preside 30x90 Standing table - City Hall	1,243.23	
3/11/2025	72789	OREILLY AUTO PARTS	DRAINAGE UTILITY DISTRICT	DRAINAGE UTILITY DISTRICT	car wash - Drainage	7.65	
3/11/2025	72789	OREILLY AUTO PARTS	GENERAL FUND	PARKS	battery - Parks	184.32	
3/11/2025	72789	OREILLY AUTO PARTS	GENERAL FUND	PUBLIC WORKS STREETS	connector - Streets	78.16	
3/11/2025	72789	OREILLY AUTO PARTS	WATER & SEWER FUND	GENERAL UTILITIES OPERATIONS	mini bulb - Utilities	6.55	
3/11/2025	72789	OREILLY AUTO PARTS	GENERAL FUND	PARKS	motor oil, filter - Parks	47.83	
3/11/2025	72789	OREILLY AUTO PARTS	GENERAL FUND	PUBLIC WORKS STREETS	air filter, tire valves - Streets	51.64	
3/11/2025	72789	OREILLY AUTO PARTS	GENERAL FUND	PUBLIC WORKS STREETS	break away - Streets	67.99	
3/11/2025	72789	OREILLY AUTO PARTS	GENERAL FUND	PARKS	oil filter - Parks	7.93	
3/11/2025	72790	PETHEALTH SERVICES (USA)INC	GENERAL FUND	ANIMAL SERVICES	microchips - ACO	1,325.00	
3/11/2025	72791	PROFICIENT BENEFIT SOLUTIONS	GENERAL FUND	HUMAN RESOURCES	FSA, HSA and Cobra fees	423.58	
3/11/2025	72792	PRUDENTIAL OVERALL SUPPLY	GENERAL FUND	PUBLIC WORKS STREETS	Uniform - Streets	157.84	
3/11/2025	72792	PRUDENTIAL OVERALL SUPPLY	WATER & SEWER FUND	GENERAL UTILITIES OPERATIONS	Uniform - Water	165.57	
3/11/2025	72792	PRUDENTIAL OVERALL SUPPLY	GENERAL FUND	PUBLIC WORKS STREETS	mats, mops, towel svcs - PW	31.78	
3/11/2025	72792	PRUDENTIAL OVERALL SUPPLY	DRAINAGE UTILITY DISTRICT	DRAINAGE UTILITY DISTRICT	Uniform - Drainage	81.19	
3/11/2025	72792	PRUDENTIAL OVERALL SUPPLY	GENERAL FUND	NON-DEPARTMENTAL	City Hall, Annex, CPD mats	80.06	
3/11/2025	72792	PRUDENTIAL OVERALL SUPPLY	GENERAL FUND	PARKS	Uniform - Parks	111.87	
3/11/2025	72792	PRUDENTIAL OVERALL SUPPLY	DRAINAGE UTILITY DISTRICT	DRAINAGE UTILITY DISTRICT	mats, mops, towel svcs - PW	31.78	
3/11/2025	72792	PRUDENTIAL OVERALL SUPPLY	WATER & SEWER FUND	GENERAL UTILITIES OPERATIONS	mats, mops, towel svcs - PW	31.78	
3/11/2025	72792	PRUDENTIAL OVERALL SUPPLY	GENERAL FUND	PARKS	mats, mops, towel svcs - PW	31.77	
3/11/2025	72793	RABA KISTNER INC.	GRANT FUND	NON-DEPARTMENTAL	construction materials for ACO shelter	760.10	
3/11/2025	72794	RANCH AND HOME SUPPLY, LLC	WATER & SEWER FUND	GENERAL UTILITIES OPERATIONS	knuckler gloves	30.98	
3/11/2025	72794	RANCH AND HOME SUPPLY, LLC	WATER & SEWER FUND	GENERAL UTILITIES OPERATIONS	Dewalt Brushle - Utilities	319.98	
3/11/2025	72794	RANCH AND HOME SUPPLY, LLC	GENERAL FUND	PUBLIC WORKS STREETS	master spray - Streets	144.96	
3/11/2025	72794	RANCH AND HOME SUPPLY, LLC	DRAINAGE UTILITY DISTRICT	DRAINAGE UTILITY DISTRICT	propane - Drainage	12.91	
3/11/2025	72794	RANCH AND HOME SUPPLY, LLC	WATER & SEWER FUND	GENERAL UTILITIES OPERATIONS	buck	154.97	
3/11/2025	72794	RANCH AND HOME SUPPLY, LLC	DRAINAGE UTILITY DISTRICT	DRAINAGE UTILITY DISTRICT	wire	20.97	
3/11/2025	72794	RANCH AND HOME SUPPLY, LLC	GENERAL FUND	PUBLIC WORKS STREETS	lock - Streets	99.00	
3/11/2025	72794	RANCH AND HOME SUPPLY, LLC	GENERAL FUND	PUBLIC WORKS STREETS	staple - Streets	3.79	
3/11/2025	72794	RANCH AND HOME SUPPLY, LLC	WATER & SEWER FUND	GENERAL UTILITIES OPERATIONS	jackets	299.98	
3/11/2025	72794	RANCH AND HOME SUPPLY, LLC	GENERAL FUND	PUBLIC WORKS STREETS	taskmaster	274.98	
3/11/2025	72794	RANCH AND HOME SUPPLY, LLC	GENERAL FUND	PUBLIC WORKS STREETS	leather - streets	125.97	
3/11/2025	72794	RANCH AND HOME SUPPLY, LLC	WATER & SEWER FUND	GENERAL UTILITIES OPERATIONS	saw blade	48.46	
3/11/2025	72794	RANCH AND HOME SUPPLY, LLC	GENERAL FUND	PUBLIC WORKS STREETS	rake	17.99	
3/11/2025	72794	RANCH AND HOME SUPPLY, LLC	GENERAL FUND	PUBLIC WORKS STREETS	couplings - Streets	25.71	
3/11/2025	72794	RANCH AND HOME SUPPLY, LLC	WATER & SEWER FUND	GENERAL UTILITIES OPERATIONS	power mag - Utilities	53.72	
3/11/2025	72794	RANCH AND HOME SUPPLY, LLC	WATER & SEWER FUND	GENERAL UTILITIES OPERATIONS	scrusher	169.98	
3/11/2025	72795	RDO EQUIPMENT CO	DRAINAGE UTILITY DISTRICT	DRAINAGE UTILITY DISTRICT	fittings, filter, oil - Drainage	110.21	
3/11/2025	72795	RDO EQUIPMENT CO	GENERAL FUND	PUBLIC WORKS STREETS	oil filters, air filters - Streets	529.60	
3/11/2025	72796	RICK VASQUEZ	Development Services Fund	PLANNING	GSABA conference parking	16.24	
3/11/2025	72797	ROCKY HILL EQUIPMENT RENTALS,I	GENERAL FUND	PUBLIC WORKS STREETS	Motorgrader - Streets	1,721.55	
3/11/2025	72798	SCENIC TEXAS	Development Services Fund	PLANNING	Certification Annual Fee 2025	749.00	
3/11/2025	72799	SCHERTZ EMBROIDERY, LLC	GENERAL FUND	COUNCIL	embroidery - Council	75.00	

Check Date	Check Number	Vendor Name	Detail Fund Description	Detail Department Description	Special Information	Amount	Void?
3/11/2025	72799	SCHERTZ EMBROIDERY, LLC	GENERAL FUND	ANIMAL SERVICES	embroidery - ACO	10.00	
3/11/2025	72800	SECURE ELEVATOR, INC	GENERAL FUND	POLICE DEPARTMENT	annual elevator inspection - PD	300.00	
3/11/2025	72801	SHAREETA VANCE	GENERAL FUND	MUNICIPAL COURT	Jury Duty 02/26/2025	6.00	
3/11/2025	72802	SHI GOVERNMENT SOLUTIONS, INC	GENERAL FUND	INFORMATION TECHNOLOGY	Azure for January Svcs	705.71	
3/11/2025	72803	SIDDONS MARTIN EMERGENCY GROU	GENERAL FUND	FIRE DEPARTMENT	Apparatus emergency repair E20	17,581.68	
3/11/2025	72804	SOUTH CENTRAL PLANNING	GENERAL FUND	INFORMATION TECHNOLOGY	Software License Fees - IT	515.67	
3/11/2025	72805	SOUTHERN NEWSPAPERS, INC	GENERAL FUND	CITY SECRETARY	zone change from Low Density	123.60	
3/11/2025	72805	SOUTHERN NEWSPAPERS, INC	GENERAL FUND	CITY SECRETARY	zone change from Low Density	118.34	
3/11/2025	72805	SOUTHERN NEWSPAPERS, INC	GENERAL FUND	CITY SECRETARY	UDC amendment	111.77	
3/11/2025	72805	SOUTHERN NEWSPAPERS, INC	GENERAL FUND	CITY SECRETARY	allow alcohol sales near schools	114.40	
3/11/2025	72806	TEMPLAR RESOURCES LLC	GENERAL FUND	PUBLIC WORKS STREETS	dump fee - Streets	720.00	
3/11/2025	72807	TEXAS CORRUGATORS	DRAINAGE UTILITY DISTRICT	DRAINAGE UTILITY DISTRICT	pipes - Drainage	902.00	
3/11/2025	72808	TEXAS EXCAVATION SAFETY SYSTEM	WATER & SEWER FUND	GENERAL UTILITIES OPERATIONS	message fees for January 2025	430.10	
3/11/2025	72809	TEXAS STERLING	2011 GO BDS-TOWN CREEK REG D	NO DEPARTMENT	Town Creek Drainage Proj. Phase II	-	
3/11/2025	72809	TEXAS STERLING	2013 GO BONDS - TOWN CREEK DE	NO DEPARTMENT	Town Creek Drainage Proj. Phase II	43,566.48	
3/11/2025	72810	TIMOTHY D FOUSSE	WATER & SEWER FUND	GENERAL UTILITIES OPERATIONS	February Scope of Svcs for the City	5,560.00	
3/11/2025	72811	TOMAHAWK LIVE TRAP	GENERAL FUND	ANIMAL SERVICES	humane trap - ACO	252.32	
3/11/2025	72812	ULINE	GENERAL FUND	PUBLIC WORKS STREETS	paint wand, safety glasses - Streets	351.10	
3/11/2025	72813	VERIZON WIRELESS	GENERAL FUND	PUBLIC WORKS - ADMINISTRATION	phone svc 02/11 -3/11	37.99	
3/11/2025	72813	VERIZON WIRELESS	GENERAL FUND	CITY SECRETARY	phone svc 02/11 -3/11	(8.58)	
3/11/2025	72813	VERIZON WIRELESS	GENERAL FUND	FIRE DEPARTMENT	phone svc 02/11 -3/11	265.93	
3/11/2025	72813	VERIZON WIRELESS	WATER & SEWER FUND	GENERAL UTILITIES OPERATIONS	phone svc 02/11 -3/11	303.96	
3/11/2025	72813	VERIZON WIRELESS	GENERAL FUND	CODE ENFORCEMENT	phone svc 02/11 -3/11	156.44	
3/11/2025	72813	VERIZON WIRELESS	GENERAL FUND	INFORMATION TECHNOLOGY	phone svc 02/11 -3/11	37.99	
3/11/2025	72813	VERIZON WIRELESS	GENERAL FUND	PUBLIC WORKS STREETS	phone svc 02/11 -3/11	75.98	
3/11/2025	72813	VERIZON WIRELESS	GENERAL FUND	PARKS	phone svc 02/11 -3/11	113.97	
3/11/2025	72813	VERIZON WIRELESS	GENERAL FUND	POLICE DEPARTMENT	phone svc 02/11 -3/11	341.91	
3/11/2025	72814	VERMEER TEXAS-LOUISIANA	WATER & SEWER FUND	GENERAL UTILITIES OPERATIONS	parts - Utilities	114.24	
3/11/2025	72817	WILLIAM NEWMAN	GENERAL FUND	ANIMAL SERVICES	Humane educators of TX-Basic	102.00	
3/4/2025	72823	SYNCHRONY BANK	WATER & SEWER FUND	GENERAL UTILITIES OPERATIONS	December Purchases	19.90	
3/4/2025	72823	SYNCHRONY BANK	GENERAL FUND	PUBLIC WORKS STREETS	December Purchases	85.46	
3/4/2025	72823	SYNCHRONY BANK	GENERAL FUND	PARKS	December Purchases	14.11	
3/4/2025	72823	SYNCHRONY BANK	GENERAL FUND	FIRE DEPARTMENT	December Purchases	66.46	
3/4/2025	72823	SYNCHRONY BANK	GENERAL FUND	PARKS	December Purchases	45.44	
3/4/2025	72823	SYNCHRONY BANK	DRAINAGE UTILITY DISTRICT	DRAINAGE UTILITY DISTRICT	December Purchases	17.23	
3/4/2025	72823	SYNCHRONY BANK	WATER & SEWER FUND	GENERAL UTILITIES OPERATIONS	December Purchases	17.23	
3/4/2025	72823	SYNCHRONY BANK	GENERAL FUND	PARKS	December Purchases	17.23	
3/4/2025	72823	SYNCHRONY BANK	WATER & SEWER FUND	GENERAL UTILITIES OPERATIONS	December Purchases	518.65	
3/4/2025	72823	SYNCHRONY BANK	GENERAL FUND	PUBLIC WORKS STREETS	December Purchases	74.23	
3/4/2025	72823	SYNCHRONY BANK	GENERAL FUND	PARKS	December Purchases	163.46	
3/4/2025	72823	SYNCHRONY BANK	DRAINAGE UTILITY DISTRICT	DRAINAGE UTILITY DISTRICT	December Purchases	85.46	
3/4/2025	72823	SYNCHRONY BANK	WATER & SEWER FUND	GENERAL UTILITIES OPERATIONS	December Purchases	57.54	
3/4/2025	72823	SYNCHRONY BANK	WATER & SEWER FUND	GENERAL UTILITIES OPERATIONS	December Purchases	3.78	
3/4/2025	72823	SYNCHRONY BANK	WATER & SEWER FUND	GENERAL UTILITIES OPERATIONS	December Purchases	83.17	
3/4/2025	72823	SYNCHRONY BANK	GENERAL FUND	FIRE DEPARTMENT	December Purchases	34.98	
3/4/2025	72823	SYNCHRONY BANK	WATER & SEWER FUND	GENERAL UTILITIES OPERATIONS	December Purchases	80.73	
3/4/2025	72823	SYNCHRONY BANK	GENERAL FUND	FIRE DEPARTMENT	December Purchases	1,010.79	
3/4/2025	72823	SYNCHRONY BANK	WATER & SEWER FUND	GENERAL UTILITIES OPERATIONS	December Purchases	72.82	
3/4/2025	72823	SYNCHRONY BANK	GENERAL FUND	FIRE DEPARTMENT	December Purchases	73.05	
3/4/2025	72823	SYNCHRONY BANK	GENERAL FUND	PARKS	December Purchases	26.56	
3/4/2025	72823	SYNCHRONY BANK	GENERAL FUND	NON-DEPARTMENTAL	December Purchases	28.44	
3/4/2025	72823	SYNCHRONY BANK	GENERAL FUND	PUBLIC WORKS STREETS	December Purchases	83.52	
3/4/2025	72823	SYNCHRONY BANK	GENERAL FUND	ANIMAL SERVICES	December Purchases	37.46	
3/4/2025	72823	SYNCHRONY BANK	GENERAL FUND	PARKS	December Purchases	8.53	
3/4/2025	72823	SYNCHRONY BANK	GENERAL FUND	PUBLIC WORKS STREETS	December Purchases	17.23	
3/17/2025	72824	ALLEN SCOTT LEE	GENERAL FUND	FIRE DEPARTMENT	Advanced EMT Renewal	96.00	
3/17/2025	72825	ALTEx ELECTRONICS, LTD	GENERAL FUND	PUBLIC WORKS STREETS	crosswalk button - Streets	64.89	
3/17/2025	72826	AMAZON CAPITAL SERVICES, INC	WATER & SEWER FUND	GENERAL UTILITIES OPERATIONS	rack for landscaping - Utilities	108.78	
3/17/2025	72826	AMAZON CAPITAL SERVICES, INC	GENERAL FUND	PUBLIC WORKS - ADMINISTRATION	office supplies - PWAdm	59.82	

Check Date	Check Number	Vendor Name	Detail Fund Description	Detail Department Description	Special Information	Amount	Void?
3/17/2025	72826	AMAZON CAPITAL SERVICES, INC	WATER & SEWER FUND	GENERAL UTILITIES OPERATIONS	office supplies - PWAdm	79.78	
3/17/2025	72827	AT&T MOBILITY,LLC	GENERAL FUND	PARKS	Wireless Svs for February	71.88	
3/17/2025	72827	AT&T MOBILITY,LLC	GENERAL FUND	FINANCE DEPARTMENT	Wireless Svs for February	30.00	
3/17/2025	72827	AT&T MOBILITY,LLC	WATER & SEWER FUND	GENERAL UTILITIES OPERATIONS	Wireless Svs for February	430.51	
3/17/2025	72827	AT&T MOBILITY,LLC	GENERAL FUND	ANIMAL SERVICES	Wireless Svs for February	343.31	
3/17/2025	72827	AT&T MOBILITY,LLC	GENERAL FUND	PUBLIC WORKS - ADMINISTRATION	Wireless Svs for February	346.22	
3/17/2025	72827	AT&T MOBILITY,LLC	GENERAL FUND	POLICE DEPARTMENT	Wireless Svs for February	1,841.91	
3/17/2025	72827	AT&T MOBILITY,LLC	GENERAL FUND	COUNCIL	Wireless Svs for February	44.35	
3/17/2025	72827	AT&T MOBILITY,LLC	GENERAL FUND	CITY MANAGER	Wireless Svs for February	195.58	
3/17/2025	72827	AT&T MOBILITY,LLC	GENERAL FUND	ECONOMIC DEVELOPMENT	Wireless Svs for February	41.88	
3/17/2025	72827	AT&T MOBILITY,LLC	GENERAL FUND	POLICE DEPARTMENT	Wireless Svs for February	234.98	
3/17/2025	72827	AT&T MOBILITY,LLC	GENERAL FUND	HUMAN RESOURCES	Wireless Svs for February	39.35	
3/17/2025	72827	AT&T MOBILITY,LLC	DRAINAGE UTILITY DISTRICT	DRAINAGE UTILITY DISTRICT	Wireless Svs for February	128.05	
3/17/2025	72827	AT&T MOBILITY,LLC	GENERAL FUND	FIRE DEPARTMENT	Wireless Svs for February	619.93	
3/17/2025	72827	AT&T MOBILITY,LLC	GENERAL FUND	INFORMATION TECHNOLOGY	Wireless Svs for February	197.47	
3/17/2025	72827	AT&T MOBILITY,LLC	GENERAL FUND	CITY SECRETARY	Wireless Svs for February	1,794.21	
3/17/2025	72827	AT&T MOBILITY,LLC	GENERAL FUND	PARKS	Wireless Svs for February	130.58	
3/17/2025	72827	AT&T MOBILITY,LLC	GENERAL FUND	PUBLIC WORKS STREETS	Wireless Svs for February	207.40	
3/17/2025	72828	AUTOZONE STORES, INC.	GENERAL FUND	FIRE DEPARTMENT	BlueDef -fire	49.44	
3/17/2025	72829	BARCENAS, AGUSTIN	WATER & SEWER FUND	NO DEPARTMENT	004_0000850_012 UB Refund	22.27	
3/17/2025	72830	BICKERSTAFF HEATH DELGADO ACO	GENERAL FUND	NON-DEPARTMENTAL	Cibolo Turnpike LP v Cibolo	259.00	
3/17/2025	72830	BICKERSTAFF HEATH DELGADO ACO	GENERAL FUND	NON-DEPARTMENTAL	Cibolo Turnpike v Cibolo	3,811.00	
3/17/2025	72831	CANYON REGIONAL WATER AUTHOR	WATER & SEWER FUND	WATER OPERATIONS	LD Exempt	1,011.90	
3/17/2025	72831	CANYON REGIONAL WATER AUTHOR	WATER & SEWER FUND	WATER OPERATIONS	LD Exempt	20,699.17	
3/17/2025	72831	CANYON REGIONAL WATER AUTHOR	WATER & SEWER FUND	WATER OPERATIONS	LD Exempt	10,595.23	
3/17/2025	72831	CANYON REGIONAL WATER AUTHOR	WATER & SEWER FUND	WATER OPERATIONS	Mid Cities	21,286.63	
3/17/2025	72831	CANYON REGIONAL WATER AUTHOR	WATER & SEWER FUND	WATER OPERATIONS	Mid cities SAWS Cibolo	10,414.42	
3/17/2025	72831	CANYON REGIONAL WATER AUTHOR	WATER & SEWER FUND	WATER OPERATIONS	Mid cities SAWS Cibolo	4,770.28	
3/17/2025	72831	CANYON REGIONAL WATER AUTHOR	WATER & SEWER FUND	WATER OPERATIONS	Mid cities SAWS Cibolo	2,190.28	
3/17/2025	72831	CANYON REGIONAL WATER AUTHOR	WATER & SEWER FUND	WATER OPERATIONS	Wells Ranch	31,816.72	
3/17/2025	72831	CANYON REGIONAL WATER AUTHOR	WATER & SEWER FUND	WATER OPERATIONS	Wells Ranch	11,994.09	
3/17/2025	72831	CANYON REGIONAL WATER AUTHOR	WATER & SEWER FUND	WATER OPERATIONS	Wells Ranch	28,023.11	
3/17/2025	72831	CANYON REGIONAL WATER AUTHOR	WATER & SEWER FUND	WATER OPERATIONS	Wells Ranch	10,679.96	
3/17/2025	72831	CANYON REGIONAL WATER AUTHOR	WATER & SEWER FUND	WATER OPERATIONS	Wells Ranch	20,958.24	
3/17/2025	72831	CANYON REGIONAL WATER AUTHOR	WATER & SEWER FUND	WATER OPERATIONS	Wells Ranch	40,560.90	
3/17/2025	72831	CANYON REGIONAL WATER AUTHOR	WATER & SEWER FUND	WATER OPERATIONS	Mid cities SAWS Cibolo	12,163.79	
3/17/2025	72831	CANYON REGIONAL WATER AUTHOR	WATER & SEWER FUND	WATER OPERATIONS	Mid Cities	3,832.99	
3/17/2025	72831	CANYON REGIONAL WATER AUTHOR	WATER & SEWER FUND	WATER OPERATIONS	Mid Cities	8,347.99	
3/17/2025	72831	CANYON REGIONAL WATER AUTHOR	WATER & SEWER FUND	WATER OPERATIONS	Mid Cities	18,225.24	
3/17/2025	72831	CANYON REGIONAL WATER AUTHOR	WATER & SEWER FUND	WATER OPERATIONS	LD Exempt	44,372.65	
3/17/2025	72831	CANYON REGIONAL WATER AUTHOR	WATER & SEWER FUND	WATER OPERATIONS	LD Exempt	19,128.69	
3/17/2025	72831	CANYON REGIONAL WATER AUTHOR	WATER & SEWER FUND	WATER OPERATIONS	LD Exempt	13,802.54	
3/17/2025	72831	CANYON REGIONAL WATER AUTHOR	WATER & SEWER FUND	WATER OPERATIONS	LD Exempt	2,539.45	
3/17/2025	72831	CANYON REGIONAL WATER AUTHOR	WATER & SEWER FUND	WATER OPERATIONS	LD Exempt	15,540.12	
3/17/2025	72832	CAYIA, ADAM	WATER & SEWER FUND	NO DEPARTMENT	009_0008617_003 UB Refund	48.69	
3/17/2025	72833	CENTURY COMMUNITIES	WATER & SEWER FUND	NO DEPARTMENT	030_0001161_000 UB Refund	65.00	
3/17/2025	72834	CESAR AMAYA	GENERAL FUND	POLICE DEPARTMENT	tire repair	20.00	
3/17/2025	72834	CESAR AMAYA	GENERAL FUND	POLICE DEPARTMENT	flat repair	20.00	
3/17/2025	72835	CIBOLO CREEK MUN.AUTHORITY	WATER & SEWER FUND	WASTEWATER OPERATIONS	Sewer Svcs for Feb.'25	315,247.65	
3/17/2025	72836	CINTAS FIRST AID & SAFETY	GENERAL FUND	PUBLIC WORKS STREETS	first aid - PW	89.59	
3/17/2025	72836	CINTAS FIRST AID & SAFETY	GENERAL FUND	PARKS	first aid - PW	89.59	
3/17/2025	72836	CINTAS FIRST AID & SAFETY	WATER & SEWER FUND	GENERAL UTILITIES OPERATIONS	first aid - PW	89.59	
3/17/2025	72836	CINTAS FIRST AID & SAFETY	DRAINAGE UTILITY DISTRICT	DRAINAGE UTILITY DISTRICT	first aid - PW	89.60	
3/17/2025	72837	CITY OF SCHERTZ	WATER & SEWER FUND	WATER OPERATIONS	Water Svc for Cibolo Crossing	2,559.10	
3/17/2025	72838	CMC STEEL FABRICATORS, INC	GENERAL FUND	PUBLIC WORKS STREETS	slab	174.16	
3/17/2025	72838	CMC STEEL FABRICATORS, INC	GENERAL FUND	PUBLIC WORKS STREETS	slab	4,113.80	
3/17/2025	72838	CMC STEEL FABRICATORS, INC	GENERAL FUND	PUBLIC WORKS STREETS	slab	751.15	
3/17/2025	72838	CMC STEEL FABRICATORS, INC	GENERAL FUND	PUBLIC WORKS STREETS	slab	24.00	
3/17/2025	72838	CMC STEEL FABRICATORS, INC	GENERAL FUND	PUBLIC WORKS STREETS	slab	1,423.52	

Check Date	Check Number	Vendor Name	Detail Fund Description	Detail Department Description	Special Information	Amount	Void?
3/17/2025	72839	COLLIERS ENGINEERING & DESIGN	PARK LAND FEES	PARKS	Town Creek Trail Ext	12,290.00	
3/17/2025	72839	COLLIERS ENGINEERING & DESIGN	PARK LAND FEES	PARKS	Town Creek Trail Ext.	7,438.75	
3/17/2025	72839	COLLIERS ENGINEERING & DESIGN	WASTEWATER IMPACT FEES	NO DEPARTMENT	Venado West Sanitary Sewer Ext.	78,475.00	
3/17/2025	72840	CPS ENERGY	GENERAL FUND	PUBLIC WORKS STREETS	PVT Street LTS/CIBOLO	1,090.17	
3/17/2025	72841	D&S CONCRETE CONTRACTORS LLC	GRANT FUND	NON-DEPARTMENTAL	Deer Creek Drainage	244,850.00	
3/17/2025	72841	D&S CONCRETE CONTRACTORS LLC	GRANT FUND	NO DEPARTMENT	Deer Creek Drainage	(12,242.50)	
3/17/2025	72842	DEALER SVCS NETWORK OF TX, LLC	GENERAL FUND	CODE ENFORCEMENT	annual acct maintenance	54.90	
3/17/2025	72843	DILLOW, NATHAN	WATER & SEWER FUND	NO DEPARTMENT	021_0011402_001 UB Refund	12.16	
3/17/2025	72844	DR HORTON	WATER & SEWER FUND	NO DEPARTMENT	021_0027409_000 UB Refund	19.40	
3/17/2025	72845	DSHS CENTRAL LAB MC2004	WATER & SEWER FUND	WATER OPERATIONS	Dec. Labs for Nitrate/Acids	878.00	
3/17/2025	72846	DUC, MICHAEL V	WATER & SEWER FUND	NO DEPARTMENT	009_0001178_000 UB Refund	265.86	
3/17/2025	72847	ENTERPRISE FM TRUST	GENERAL FUND	PUBLIC WORKS - ADMINISTRATION	Monthly Lease for March	3,625.82	
3/17/2025	72847	ENTERPRISE FM TRUST	GENERAL FUND	CODE ENFORCEMENT	Monthly Lease for March	886.66	
3/17/2025	72847	ENTERPRISE FM TRUST	WATER & SEWER FUND	GENERAL UTILITIES OPERATIONS	Monthly Lease for March	3,557.46	
3/17/2025	72847	ENTERPRISE FM TRUST	GENERAL FUND	POLICE DEPARTMENT	Monthly Lease for March	32,118.30	
3/17/2025	72847	ENTERPRISE FM TRUST	GENERAL FUND	NON-DEPARTMENTAL	Monthly Lease for March	384.17	
3/17/2025	72847	ENTERPRISE FM TRUST	GENERAL FUND	ANIMAL SERVICES	Monthly Lease for March	2,562.16	
3/17/2025	72847	ENTERPRISE FM TRUST	DRAINAGE UTILITY DISTRICT	DRAINAGE UTILITY DISTRICT	Monthly Lease for March	3,267.27	
3/17/2025	72847	ENTERPRISE FM TRUST	GENERAL FUND	ECONOMIC DEVELOPMENT	Monthly Lease for March	518.01	
3/17/2025	72847	ENTERPRISE FM TRUST	GENERAL FUND	FIRE DEPARTMENT	Monthly Lease for March	3,291.91	
3/17/2025	72847	ENTERPRISE FM TRUST	GENERAL FUND	PUBLIC WORKS STREETS	Monthly Lease for March	3,818.27	
3/17/2025	72847	ENTERPRISE FM TRUST	GENERAL FUND	POLICE DEPARTMENT	Monthly Lease for March	3,121.59	
3/17/2025	72847	ENTERPRISE FM TRUST	GENERAL FUND	PARKS	Monthly Lease for March	2,710.37	
3/17/2025	72848	EVERNEST HOLDINGS LLC	WATER & SEWER FUND	NO DEPARTMENT	015_0001817_006 UB Refund	37.26	
3/17/2025	72849	EXTREME PUMPING LLC	GENERAL FUND	PUBLIC WORKS STREETS	slab - Streets	1,527.63	
3/17/2025	72850	FERGUSON WATERWORKS #1106	WATER & SEWER FUND	GENERAL UTILITIES OPERATIONS	wrench - Utilities	174.95	
3/17/2025	72850	FERGUSON WATERWORKS #1106	WATER & SEWER FUND	WATER OPERATIONS	glue, primer - Utilities	472.60	
3/17/2025	72850	FERGUSON WATERWORKS #1106	WATER & SEWER FUND	WATER OPERATIONS	clamps - Utilities	357.74	
3/17/2025	72851	GABRIEL GUEL	GENERAL FUND	POLICE DEPARTMENT	Basic SRO Training	340.00	
3/17/2025	72852	GOODMAN, TIMEKA	WATER & SEWER FUND	NO DEPARTMENT	009_0002125_007 UB Refund	31.83	
3/17/2025	72853	GOODRICH, GREGORY D.	WATER & SEWER FUND	NO DEPARTMENT	006_0000260_001 UB Refund	969.85	
3/17/2025	72854	GRAINGER	GENERAL FUND	POLICE DEPARTMENT	air filters - Cibolo	58.43	
3/17/2025	72854	GRAINGER	GENERAL FUND	NON-DEPARTMENTAL	air filters - Cibolo	65.84	
3/17/2025	72854	GRAINGER	GENERAL FUND	FIRE DEPARTMENT	air filters - Cibolo	7.43	
3/17/2025	72855	GREGORY CROUCH	GENERAL FUND	PUBLIC WORKS STREETS	green door hangers - PW	96.00	
3/17/2025	72856	GUADALU CO CHILD WELFARE BOAR	GENERAL FUND	MUNICIPAL COURT	Juror Fee Donations from 02/26/25	48.00	
3/17/2025	72857	H&E EQUIPMENT SERVICES INC	WATER & SEWER FUND	GENERAL UTILITIES OPERATIONS	light tower	14,168.00	
3/17/2025	72858	HARO, JESUS/MARIA JOSE	WATER & SEWER FUND	NO DEPARTMENT	011_0000524_010 UB Refund	41.86	
3/17/2025	72859	HARPER PROPERTY MANAGEMENT	WATER & SEWER FUND	NO DEPARTMENT	010_0002220_010 UB Refund	25.51	
3/17/2025	72860	HD SUPPLY, INC	WATER & SEWER FUND	GENERAL UTILITIES OPERATIONS	wipers	329.05	
3/17/2025	72861	HELPING HAND HARDWARE	WATER & SEWER FUND	WASTEWATER OPERATIONS	sweep, elbow	79.96	
3/17/2025	72861	HELPING HAND HARDWARE	WATER & SEWER FUND	WASTEWATER OPERATIONS	pvc	24.76	
3/17/2025	72862	HERRERA, KAREN	WATER & SEWER FUND	NO DEPARTMENT	021_0018516_001 UB Refund	19.44	
3/17/2025	72863	HUHN, EDGAR	WATER & SEWER FUND	NO DEPARTMENT	032_0001125_001 UB Refund	97.46	
3/17/2025	72864	INFOSEND, INC.	WATER & SEWER FUND	UTILITIES ADMINISTRATION	Disconnects and Postage - UB	6,476.43	
3/17/2025	72864	INFOSEND, INC.	WATER & SEWER FUND	UTILITIES ADMINISTRATION	Disconnects and Postage - UB	1,725.40	
3/17/2025	72865	JACOB A. HILLHOUSE	GENERAL FUND	FIRE DEPARTMENT	Fire Officer III certificate	87.17	
3/17/2025	72866	JMO MOBILE MODULAR LLC	GRANT FUND	NON-DEPARTMENTAL	24x64 modular building	32,033.28	
3/17/2025	72867	KENDIG KEAST COLLABORATIVE	GRANT FUND	NON-DEPARTMENTAL	Unified Development Code Rewrite:Phase 01	12,099.44	
3/17/2025	72868	KYLE BRENNAN	GENERAL FUND	POLICE DEPARTMENT	Basic SRO Training	340.00	
3/17/2025	72869	LESTER, CRYSTAL	WATER & SEWER FUND	NO DEPARTMENT	009_0003310_010 UB Refund	37.33	
3/17/2025	72870	LEWIS & ELLIS, LLC	GENERAL FUND	FINANCE DEPARTMENT	Dec Svc GASB 75 Valuation	5,000.00	
3/17/2025	72871	LEXISNEXIS RISK DATA MGMT, INC	GENERAL FUND	POLICE DEPARTMENT	real time searches	205.90	
3/17/2025	72872	LOPEZ, ENRIQUE	WATER & SEWER FUND	NO DEPARTMENT	009_0003140_007 UB Refund	30.47	
3/17/2025	72873	LOWER COLORADO RIVER AUTHORI	GENERAL FUND	PUBLIC WORKS - ADMINISTRATION	Radio Svc PW	136.00	
3/17/2025	72873	LOWER COLORADO RIVER AUTHORI	GENERAL FUND	PARKS	Radio Svc PW	90.00	
3/17/2025	72873	LOWER COLORADO RIVER AUTHORI	WATER & SEWER FUND	GENERAL UTILITIES OPERATIONS	Radio Svc PW	226.00	
3/17/2025	72873	LOWER COLORADO RIVER AUTHORI	GENERAL FUND	PUBLIC WORKS STREETS	Radio Svc PW	198.00	
3/17/2025	72873	LOWER COLORADO RIVER AUTHORI	DRAINAGE UTILITY DISTRICT	DRAINAGE UTILITY DISTRICT	Radio Svc PW	126.00	

Check Date	Check Number	Vendor Name	Detail Fund Description	Detail Department Description	Special Information	Amount	Void?
3/17/2025	72874	MANUEL TOVAR	GENERAL FUND	FIRE DEPARTMENT	Fire Officer III certificate	87.17	
3/17/2025	72875	MAYRA MAGANA	GENERAL FUND	POLICE DEPARTMENT	Patrol 24-02 - oil change	-	
3/17/2025	72875	MAYRA MAGANA	GENERAL FUND	ANIMAL SERVICES	Patrol 24-02 - oil change	-	
3/17/2025	72875	MAYRA MAGANA	GENERAL FUND	POLICE DEPARTMENT	headlamp repair - Patrol 19-03	-	
3/17/2025	72875	MAYRA MAGANA	GENERAL FUND	POLICE DEPARTMENT	headlamp repair - Patrol 19-03	-	
3/17/2025	72875	MAYRA MAGANA	GENERAL FUND	POLICE DEPARTMENT	headlamp repair - Patrol 19-03	-	
3/17/2025	72875	MAYRA MAGANA	GENERAL FUND	POLICE DEPARTMENT	oil change - Patrol 23-08	97.18	
3/17/2025	72875	MAYRA MAGANA	GENERAL FUND	POLICE DEPARTMENT	Patrol 24-02 - oil change	97.18	
3/17/2025	72875	MAYRA MAGANA	GENERAL FUND	POLICE DEPARTMENT	Patrol 24-02 - oil change	-	
3/17/2025	72875	MAYRA MAGANA	GENERAL FUND	POLICE DEPARTMENT	Patrol 24-02 - oil change	-	
3/17/2025	72875	MAYRA MAGANA	GENERAL FUND	POLICE DEPARTMENT	headlamp repair - Patrol 19-03	1,943.09	
3/17/2025	72875	MAYRA MAGANA	GENERAL FUND	ANIMAL SERVICES	headlamp repair - Patrol 19-03	-	
3/17/2025	72875	MAYRA MAGANA	GENERAL FUND	POLICE DEPARTMENT	headlamp repair - Patrol 19-03	-	
3/17/2025	72875	MAYRA MAGANA	GENERAL FUND	POLICE DEPARTMENT	headlamp repair - Patrol 19-03	-	
3/17/2025	72875	MAYRA MAGANA	GENERAL FUND	POLICE DEPARTMENT	Patrol 24-02 - oil change	-	
3/17/2025	72875	MAYRA MAGANA	GENERAL FUND	POLICE DEPARTMENT	Patrol 24-02 - oil change	-	
3/17/2025	72876	ODP BUSINESS SOLUTIONS, LLC	GENERAL FUND	INFORMATION TECHNOLOGY	toner - IT	163.41	
3/17/2025	72876	ODP BUSINESS SOLUTIONS, LLC	GENERAL FUND	FIRE DEPARTMENT	copy paper - Fire	225.19	
3/17/2025	72877	PMGR DEVELOPMENT GROUP CORP	GRANT FUND	NO DEPARTMENT	Animal Care Facility Site Work	(13,538.38)	
3/17/2025	72877	PMGR DEVELOPMENT GROUP CORP	GRANT FUND	NON-DEPARTMENTAL	Animal Care Facility Site Work	-	
3/17/2025	72877	PMGR DEVELOPMENT GROUP CORP	GRANT FUND	NON-DEPARTMENTAL	Animal Care Facility Site Work	-	
3/17/2025	72877	PMGR DEVELOPMENT GROUP CORP	GRANT FUND	NON-DEPARTMENTAL	Animal Care Facility Site Work	-	
3/17/2025	72877	PMGR DEVELOPMENT GROUP CORP	GRANT FUND	NON-DEPARTMENTAL	Animal Care Facility Site Work	135,383.80	
3/17/2025	72878	POLLUTION CONTROL SERVICES, INC	WATER & SEWER FUND	WATER OPERATIONS	January Samples	600.00	
3/17/2025	72879	REED, RACHEL	WATER & SEWER FUND	NO DEPARTMENT	021_0020524_001 UB Refund	26.38	
3/17/2025	72880	RENTWERX LLC	WATER & SEWER FUND	NO DEPARTMENT	009_0006512_009 UB Refund	9.72	
3/17/2025	72881	ROTHROCK, MARTIN	WATER & SEWER FUND	NO DEPARTMENT	004_0000230_003 UB Refund	60.89	
3/17/2025	72882	SCIENS LLC	GENERAL FUND	INFORMATION TECHNOLOGY	Final 5 yr IT Strategic Plan	8,200.00	
3/17/2025	72883	SMITH, IRMA	WATER & SEWER FUND	NO DEPARTMENT	019_0011309_002 UB Refund	43.30	
3/17/2025	72884	SOUTHERN NEWSPAPERS, INC	GENERAL FUND	CITY SECRETARY	sealed proposals	282.29	
3/17/2025	72885	SPECIALIZED PUBLIC FINANCE, INC	DEBT SERVICE FUND	NO DEPARTMENT	FY24 Defeasance Program	5,000.00	
3/17/2025	72886	STRAHLER, ERIKA	WATER & SEWER FUND	NO DEPARTMENT	014_0004228_001 UB Refund	92.90	
3/17/2025	72887	TEXAS FIRST RENTALS LLC	GENERAL FUND	INFORMATION TECHNOLOGY	School Zone Lights	2,169.37	
3/17/2025	72888	TEXDOOR, LLC	GENERAL FUND	PUBLIC WORKS STREETS	bay door repair - PW	41.00	
3/17/2025	72888	TEXDOOR, LLC	WATER & SEWER FUND	GENERAL UTILITIES OPERATIONS	bay door repair - PW	41.00	
3/17/2025	72888	TEXDOOR, LLC	GENERAL FUND	PARKS	bay door repair - PW	41.00	
3/17/2025	72888	TEXDOOR, LLC	DRAINAGE UTILITY DISTRICT	DRAINAGE UTILITY DISTRICT	bay door repair - PW	41.00	
3/17/2025	72889	TML INTERGOVERNMENTAL RISKPOC	WATER & SEWER FUND	UTILITIES ADMINISTRATION	Deductible billing for Jan. '25	1,000.00	
3/17/2025	72889	TML INTERGOVERNMENTAL RISKPOC	GENERAL FUND	NO DEPARTMENT	Deductible billing for Jan. '25	27,214.00	
3/17/2025	72889	TML INTERGOVERNMENTAL RISKPOC	GENERAL FUND	NON-DEPARTMENTAL	Deductible billing for Jan. '25	494.65	
3/17/2025	72890	UMB BANK N.A.	DEBT SERVICE FUND	NO DEPARTMENT	Adm Fees Cibolo GOR 2019	400.00	
3/17/2025	72891	UR SHIP & PRINT	GENERAL FUND	POLICE DEPARTMENT	booklets - PD	1,145.60	
3/17/2025	72891	UR SHIP & PRINT	GENERAL FUND	POLICE DEPARTMENT	booklets - PD	143.20	
3/17/2025	72891	UR SHIP & PRINT	GENERAL FUND	POLICE DEPARTMENT	booklets - PD	322.20	
3/17/2025	72891	UR SHIP & PRINT	GENERAL FUND	POLICE DEPARTMENT	booklets - PD	35.80	
3/17/2025	72891	UR SHIP & PRINT	GENERAL FUND	POLICE DEPARTMENT	booklets - PD	143.20	
3/17/2025	72892	VISTA VIEW REALTY	WATER & SEWER FUND	NO DEPARTMENT	019_0007618_006 UB Refund	58.74	
3/17/2025	72893	WALLACE, DURVAN	WATER & SEWER FUND	NO DEPARTMENT	021_0018603_001 UB Refund	8.30	
3/17/2025	72894	WINZER FRANCHISE COMPANY	DRAINAGE UTILITY DISTRICT	DRAINAGE UTILITY DISTRICT	cleaners - PW	146.36	
3/17/2025	72894	WINZER FRANCHISE COMPANY	GENERAL FUND	PUBLIC WORKS STREETS	cleaners - PW	146.35	
3/17/2025	72894	WINZER FRANCHISE COMPANY	GENERAL FUND	PARKS	cleaners - PW	146.35	
3/17/2025	72894	WINZER FRANCHISE COMPANY	WATER & SEWER FUND	GENERAL UTILITIES OPERATIONS	cleaners - PW	146.36	
3/17/2025	72895	YAMASA CO, LTD	WATER & SEWER FUND	NO DEPARTMENT	005_0000780_002 UB Refund	19.10	
3/17/2025	72896	YVONNE SIFUENTES	POLICE EDUCATION FUNDS	POLICE DEPARTMENT	March Fees Spilman	100.00	
3/17/2025	72896	YVONNE SIFUENTES	POLICE EDUCATION FUNDS	POLICE DEPARTMENT	March fees Sgt. Fore	100.00	
3/24/2025	72897	84 LUMBER	GENERAL FUND	PUBLIC WORKS STREETS	lumber 3/8x12x16 - Streets	116.25	
3/24/2025	72898	ADP, INC	GENERAL FUND	INFORMATION TECHNOLOGY	Workforce manager	6,604.35	
3/24/2025	72899	AJ'S TIRE SHOP, INC	DRAINAGE UTILITY DISTRICT	DRAINAGE UTILITY DISTRICT	new 11R22.5 Ironman Gen2 - Drainage	914.02	
3/24/2025	72900	AMAZON CAPITAL SERVICES, INC	GENERAL FUND	NON-DEPARTMENTAL	breakroom supplies - City Hall	38.07	

Check Date	Check Number	Vendor Name	Detail Fund Description	Detail Department Description	Special Information	Amount	Void?
3/24/2025	72900	AMAZON CAPITAL SERVICES, INC	GENERAL FUND	NON-DEPARTMENTAL	breakroom supplies - City Hall	32.16	
3/24/2025	72900	AMAZON CAPITAL SERVICES, INC	GENERAL FUND	FINANCE DEPARTMENT	check paper - Finance	109.02	
3/24/2025	72900	AMAZON CAPITAL SERVICES, INC	GENERAL FUND	NON-DEPARTMENTAL	breakroom supplies - City Hall	32.16	
3/24/2025	72900	AMAZON CAPITAL SERVICES, INC	GENERAL FUND	FIRE DEPARTMENT	safety glasses - Fire	34.97	
3/24/2025	72900	AMAZON CAPITAL SERVICES, INC	DRAINAGE UTILITY DISTRICT	DRAINAGE UTILITY DISTRICT	wired headsets - PW	42.88	
3/24/2025	72900	AMAZON CAPITAL SERVICES, INC	GENERAL FUND	PUBLIC WORKS STREETS	wired headsets - PW	39.98	
3/24/2025	72900	AMAZON CAPITAL SERVICES, INC	GENERAL FUND	ANIMAL SERVICES	signs - ACO	21.50	
3/24/2025	72900	AMAZON CAPITAL SERVICES, INC	GENERAL FUND	FINANCE DEPARTMENT	Office Supplies - Finance	17.44	
3/24/2025	72900	AMAZON CAPITAL SERVICES, INC	GENERAL FUND	POLICE DEPARTMENT	AC Converter - PD	169.99	
3/24/2025	72901	CENTERPOINT ENERGY	GENERAL FUND	POLICE DEPARTMENT	acct#8649867-2 / PD	128.42	
3/24/2025	72902	CESAR AMAYA	GENERAL FUND	FIRE DEPARTMENT	tire repair - Fire	20.00	
3/24/2025	72903	CHARTER COMMUN. HOLDINGS, LLC	GENERAL FUND	INFORMATION TECHNOLOGY	Acct#183695201 - TV Svc PD	251.41	
3/24/2025	72904	CIBOLO GRANGE #1541	GENERAL FUND	PARKS	March Senior Program	1,200.00	
3/24/2025	72905	CIBOLO SMALL ANIMAL HOSPITAL	GENERAL FUND	ANIMAL SERVICES	Millie (A005782)	117.40	
3/24/2025	72905	CIBOLO SMALL ANIMAL HOSPITAL	GENERAL FUND	ANIMAL SERVICES	Hope (A00579071)	92.40	
3/24/2025	72905	CIBOLO SMALL ANIMAL HOSPITAL	GENERAL FUND	ANIMAL SERVICES	Pumpkin	73.00	
3/24/2025	72905	CIBOLO SMALL ANIMAL HOSPITAL	GENERAL FUND	ANIMAL SERVICES	Courage (A00579)	71.40	
3/24/2025	72906	CITY OF SCHERTZ	GENERAL FUND	NO DEPARTMENT	Dispatch Q1 Oct'24-Dec'24	123,257.05	
3/24/2025	72907	ERON SPENCER	Development Services Fund	PLANNING	Conference @ Denver, CO	483.00	
3/24/2025	72909	FARRWEST ENVIRON SUPPLY, INC	GENERAL FUND	FIRE DEPARTMENT	lease & maintenance - Fire	2,804.81	
3/24/2025	72912	FARRWEST SPECIALTY VEHICLES,LL	GENERAL FUND	POLICE DEPARTMENT	repair VIN1558 -PD 18-01	360.00	
3/24/2025	72915	FISERV, INC.	WATER & SEWER FUND	UTILITIES ADMINISTRATION	BOSS-DS, ELECT REMIT MO MAINT FEE	117.80	
3/24/2025	72916	GALLS, LLC	GENERAL FUND	FIRE DEPARTMENT	clothing - Fire	292.49	
3/24/2025	72917	GREGORY VILLANUEVA	GENERAL FUND	FIRE DEPARTMENT	HazMat Intermodal Course	238.00	
3/24/2025	72918	GT DISTRIBUTORS	GENERAL FUND	POLICE DEPARTMENT	clothing - PD	209.16	
3/24/2025	72918	GT DISTRIBUTORS	GENERAL FUND	POLICE DEPARTMENT	ammo - PD	519.60	
3/24/2025	72918	GT DISTRIBUTORS	GENERAL FUND	POLICE DEPARTMENT	clothing - PD	134.66	
3/24/2025	72919	HCOP, LLC - DBA PARTSTREE.COM	WATER & SEWER FUND	GENERAL UTILITIES OPERATIONS	clutch, pulley - Utilities	148.54	
3/24/2025	72920	HELSELBEIN TIRE SOUTHWEST, INC	GENERAL FUND	CODE ENFORCEMENT	HT Dueler Tire - Code Enforcement	154.47	
3/24/2025	72921	JAMES PERRY WHETSTONE	GENERAL FUND	CITY SECRETARY	March billboards	400.00	
3/24/2025	72922	JOEL HICKS	GENERAL FUND	COUNCIL	TML Midyear Conference in Austin	101.92	YES
3/24/2025	72923	JPC CONSTRUCTION INC.	GENERAL FUND	INFORMATION TECHNOLOGY	remove & replace existing fiber	17,714.76	
3/24/2025	72924	JPC CONSTRUCTION INC.	GENERAL FUND	INFORMATION TECHNOLOGY	Splice existing fiber	11,704.00	YES
3/24/2025	72925	JT UNDERGROUND AND	GRANT FUND	NON-DEPARTMENTAL	Venado Crossing Fiber Project	3,676.00	
3/24/2025	72925	JT UNDERGROUND AND	GRANT FUND	NON-DEPARTMENTAL	Venado Crossing Fiber Project	49,981.00	
3/24/2025	72926	KNOWLTON VETERINARY CARE LLC	GENERAL FUND	ANIMAL SERVICES	Patient: Stevie	84.00	
3/24/2025	72926	KNOWLTON VETERINARY CARE LLC	GENERAL FUND	ANIMAL SERVICES	October animal medical svcs	1,262.75	
3/24/2025	72927	LAW ENFORCEMENT RISK MANAGEM	POLICE EDUCATION FUNDS	POLICE DEPARTMENT	Seminar 16860 - Losoya, Brandon	325.00	YES
3/24/2025	72928	LINEBARGER GOGGAN BLAIR	GENERAL FUND	NO DEPARTMENT	January Fees due to LGB&S	939.50	
3/24/2025	72929	LOWER COLORADO RIVER AUTHORI	GENERAL FUND	POLICE DEPARTMENT	radio svcs for Feb. - PD	1,134.00	
3/24/2025	72929	LOWER COLORADO RIVER AUTHORI	GENERAL FUND	ANIMAL SERVICES	radio svcs for Feb. - PD	72.00	
3/24/2025	72929	LOWER COLORADO RIVER AUTHORI	GENERAL FUND	POLICE DEPARTMENT	radio svcs for Feb. - PD	180.00	
3/24/2025	72929	LOWER COLORADO RIVER AUTHORI	GENERAL FUND	POLICE DEPARTMENT	radio svcs for Feb. - PD	140.00	
3/24/2025	72929	LOWER COLORADO RIVER AUTHORI	GENERAL FUND	POLICE DEPARTMENT	radio svcs for Feb. - PD	18.00	
3/24/2025	72930	MARUBENI AMERICA CORPORATION	GENERAL FUND	PARKS	10 gal. Ranger Pro - Parks	190.00	
3/24/2025	72931	MAYRA MAGANA	GENERAL FUND	POLICE DEPARTMENT	oil change Patrol 23-06	-	
3/24/2025	72931	MAYRA MAGANA	GENERAL FUND	POLICE DEPARTMENT	oil change Patrol 23-05	-	
3/24/2025	72931	MAYRA MAGANA	GENERAL FUND	POLICE DEPARTMENT	wipers - Patrol 19-04	-	
3/24/2025	72931	MAYRA MAGANA	GENERAL FUND	POLICE DEPARTMENT	wipers - Patrol 19-04	-	
3/24/2025	72931	MAYRA MAGANA	GENERAL FUND	ANIMAL SERVICES	wipers - Patrol 19-04	-	
3/24/2025	72931	MAYRA MAGANA	GENERAL FUND	POLICE DEPARTMENT	wipers - Patrol 19-04	36.38	
3/24/2025	72931	MAYRA MAGANA	GENERAL FUND	POLICE DEPARTMENT	oil change Patrol 23-05	-	
3/24/2025	72931	MAYRA MAGANA	GENERAL FUND	POLICE DEPARTMENT	oil change Patrol 23-05	-	
3/24/2025	72931	MAYRA MAGANA	GENERAL FUND	POLICE DEPARTMENT	oil change Patrol 23-06	-	
3/24/2025	72931	MAYRA MAGANA	GENERAL FUND	POLICE DEPARTMENT	oil change Patrol 23-06	97.18	
3/24/2025	72931	MAYRA MAGANA	GENERAL FUND	ANIMAL SERVICES	oil change Patrol 23-06	-	
3/24/2025	72931	MAYRA MAGANA	GENERAL FUND	POLICE DEPARTMENT	wipers - Patrol 19-04	-	
3/24/2025	72931	MAYRA MAGANA	GENERAL FUND	POLICE DEPARTMENT	oil change Patrol 23-05	97.18	
3/24/2025	72931	MAYRA MAGANA	GENERAL FUND	ANIMAL SERVICES	oil change Patrol 23-05	-	

Check Date	Check Number	Vendor Name	Detail Fund Description	Detail Department Description	Special Information	Amount	Void?
3/24/2025	72931	MAYRA MAGANA	GENERAL FUND	POLICE DEPARTMENT	oil change Patrol 23-05	-	
3/24/2025	72931	MAYRA MAGANA	GENERAL FUND	POLICE DEPARTMENT	oil change Patrol 23-05	-	
3/24/2025	72931	MAYRA MAGANA	GENERAL FUND	POLICE DEPARTMENT	oil change Patrol 23-06	-	
3/24/2025	72931	MAYRA MAGANA	GENERAL FUND	POLICE DEPARTMENT	oil change Patrol 23-06	-	
3/24/2025	72931	MAYRA MAGANA	GENERAL FUND	POLICE DEPARTMENT	wipers - Patrol 19-04	-	
3/24/2025	72931	MAYRA MAGANA	GENERAL FUND	POLICE DEPARTMENT	oil change Patrol 23-06	-	
3/24/2025	72931	MAYRA MAGANA	GENERAL FUND	POLICE DEPARTMENT	wipers - Patrol 19-04	-	
3/24/2025	72932	MCCOY'S BUILDING SUPPLY	GENERAL FUND	PUBLIC WORKS STREETS	tape measures - Streets	156.51	
3/24/2025	72933	NLUC, PLLC	GENERAL FUND	HUMAN RESOURCES	Feb Occ Med Visits	975.00	
3/24/2025	72933	NLUC, PLLC	GENERAL FUND	HUMAN RESOURCES	Feb Occ Med Visits	80.00	
3/24/2025	72934	OREILLY AUTO PARTS	GENERAL FUND	PARKS	battery charger - Parks	117.99	
3/24/2025	72934	OREILLY AUTO PARTS	GENERAL FUND	PARKS	booster cable - Parks	39.99	
3/24/2025	72934	OREILLY AUTO PARTS	GENERAL FUND	PUBLIC WORKS STREETS	rivets - Streets	3.99	
3/24/2025	72934	OREILLY AUTO PARTS	DRAINAGE UTILITY DISTRICT	DRAINAGE UTILITY DISTRICT	battery - Drainage	69.93	
3/24/2025	72934	OREILLY AUTO PARTS	GENERAL FUND	PUBLIC WORKS STREETS	wiper blades - Streets	66.48	
3/24/2025	72934	OREILLY AUTO PARTS	WATER & SEWER FUND	GENERAL UTILITIES OPERATIONS	batteries w/core exchange - Utilities	332.04	
3/24/2025	72934	OREILLY AUTO PARTS	GENERAL FUND	PUBLIC WORKS STREETS	wash wax - Streets	17.64	
3/24/2025	72934	OREILLY AUTO PARTS	DRAINAGE UTILITY DISTRICT	DRAINAGE UTILITY DISTRICT	air filters - Drainage	261.50	
3/24/2025	72934	OREILLY AUTO PARTS	DRAINAGE UTILITY DISTRICT	DRAINAGE UTILITY DISTRICT	Batteries w/core exchange - Drainage	185.65	
3/24/2025	72935	POWER LIGHT FIX, LLC	GENERAL FUND	NON-DEPARTMENTAL	LED Lights at MEC - Parks	69.90	
3/24/2025	72936	PRUDENTIAL OVERALL SUPPLY	DRAINAGE UTILITY DISTRICT	DRAINAGE UTILITY DISTRICT	uniform - Drainage	82.66	
3/24/2025	72936	PRUDENTIAL OVERALL SUPPLY	GENERAL FUND	PUBLIC WORKS STREETS	mats, mops - PW	31.78	
3/24/2025	72936	PRUDENTIAL OVERALL SUPPLY	GENERAL FUND	PUBLIC WORKS STREETS	uniform - Streets	156.83	
3/24/2025	72936	PRUDENTIAL OVERALL SUPPLY	GENERAL FUND	NON-DEPARTMENTAL	City Hall & Annex mats	45.00	
3/24/2025	72936	PRUDENTIAL OVERALL SUPPLY	GENERAL FUND	PARKS	uniform - Parks	111.87	
3/24/2025	72936	PRUDENTIAL OVERALL SUPPLY	GENERAL FUND	PARKS	mats, mops - PW	31.77	
3/24/2025	72936	PRUDENTIAL OVERALL SUPPLY	WATER & SEWER FUND	GENERAL UTILITIES OPERATIONS	uniform - water	167.18	
3/24/2025	72936	PRUDENTIAL OVERALL SUPPLY	WATER & SEWER FUND	GENERAL UTILITIES OPERATIONS	mats, mops - PW	31.78	
3/24/2025	72936	PRUDENTIAL OVERALL SUPPLY	DRAINAGE UTILITY DISTRICT	DRAINAGE UTILITY DISTRICT	mats, mops - PW	31.78	
3/24/2025	72937	RANCH AND HOME SUPPLY, LLC	WATER & SEWER FUND	WATER OPERATIONS	rust spray - Utilities	17.98	
3/24/2025	72937	RANCH AND HOME SUPPLY, LLC	GENERAL FUND	PUBLIC WORKS STREETS	thermal sweatshirt return - Streets	(104.99)	
3/24/2025	72937	RANCH AND HOME SUPPLY, LLC	WATER & SEWER FUND	GENERAL UTILITIES OPERATIONS	hammer - Utilities	406.98	
3/24/2025	72938	RDO EQUIPMENT CO	DRAINAGE UTILITY DISTRICT	DRAINAGE UTILITY DISTRICT	filters - Drainage	79.48	
3/24/2025	72938	RDO EQUIPMENT CO	DRAINAGE UTILITY DISTRICT	DRAINAGE UTILITY DISTRICT	fitting - Drainage	59.83	
3/24/2025	72938	RDO EQUIPMENT CO	DRAINAGE UTILITY DISTRICT	DRAINAGE UTILITY DISTRICT	vehicle monitor - Drainage	697.36	
3/24/2025	72939	SCHERTZ EMBROIDERY, LLC	GENERAL FUND	POLICE DEPARTMENT	embroidery - PD	34.00	
3/24/2025	72939	SCHERTZ EMBROIDERY, LLC	GENERAL FUND	POLICE DEPARTMENT	embroidery - PD	17.00	
3/24/2025	72940	SIDDONS MARTIN EMERGENCY GROU	25 CERTIFICATES OF OBLIGATION	FIRE DEPARTMENT	Pierce Custom Pumper VIN531 - Fire	375,155.00	
3/24/2025	72940	SIDDONS MARTIN EMERGENCY GROU	GENERAL FUND	FIRE DEPARTMENT	Pierce Custom Pumper VIN531 - Fire	715,105.00	
3/24/2025	72941	SITEONE LANDSCAPE SUPPLY, LLC	GENERAL FUND	PARKS	marking paint - Parks	594.64	
3/24/2025	72942	SKELTON ENTERPRISES, INC.	GENERAL FUND	POLICE DEPARTMENT	Inspections at PD	2,205.00	
3/24/2025	72942	SKELTON ENTERPRISES, INC.	GENERAL FUND	INFORMATION TECHNOLOGY	cellular monitoring - Annex	600.00	
3/24/2025	72943	SOLID WASTE SPECIALISTS LLC	WATER & SEWER FUND	UTILITIES ADMINISTRATION	Consulting - Task A completed	-	
3/24/2025	72943	SOLID WASTE SPECIALISTS LLC	WATER & SEWER FUND	UTILITIES ADMINISTRATION	Consulting - Task A completed	19,370.00	
3/24/2025	72943	SOLID WASTE SPECIALISTS LLC	WATER & SEWER FUND	UTILITIES ADMINISTRATION	Consulting - Task A completed	-	
3/24/2025	72944	SOUTH TEXAS AUTO PARTS COMPAN	GENERAL FUND	FIRE DEPARTMENT	battery cable - Fire	90.91	
3/24/2025	72944	SOUTH TEXAS AUTO PARTS COMPAN	GENERAL FUND	PUBLIC WORKS STREETS	fuel filter - Streets	61.02	
3/24/2025	72945	SOUTHERN NEWSPAPERS, INC	GENERAL FUND	CITY SECRETARY	UDC setback	109.14	
3/24/2025	72945	SOUTHERN NEWSPAPERS, INC	GENERAL FUND	CITY SECRETARY		135.07	
3/24/2025	72946	TEXAS A&M ENGINEERING EXTENSIO	GENERAL FUND	FIRE DEPARTMENT	fire officers	3,680.00	
3/24/2025	72947	WESTERN READY MIX, LLC	GENERAL FUND	PUBLIC WORKS STREETS	limestone concrete - Streets	2,080.00	
3/24/2025	72948	WILSON COMPANY	GENERAL FUND	PARKS	hose - Parks	53.14	
3/24/2025	72949	YMCA OF GREATER SAN ANTONIO	GENERAL FUND	NO DEPARTMENT	February dues	15.00	
3/24/2025	72949	YMCA OF GREATER SAN ANTONIO	GENERAL FUND	HUMAN RESOURCES	February dues	196.00	
3/24/2025	72949	YMCA OF GREATER SAN ANTONIO	GENERAL FUND	NO DEPARTMENT	February dues	827.00	
3/24/2025	72950	ZERO9 SOLUTIONS LTD	GENERAL FUND	POLICE DEPARTMENT	radio case - PD	59.45	
3/24/2025	72954	CITIBANK	ECONOMIC DEVELOPMENT FUND	ECONOMIC DEVELOPMENT	not on pcard 03/25 statement	93.50	
3/24/2025	72954	CITIBANK	GENERAL FUND	ECONOMIC DEVELOPMENT	not on pcard 03/25 statement	93.50	
3/24/2025	72954	CITIBANK	GENERAL FUND	POLICE DEPARTMENT	not on pcard 03/25 statement	10.27	

Check Date	Check Number	Vendor Name	Detail Fund Description	Detail Department Description	Special Information	Amount	Void?
3/24/2025	72954	CITIBANK	Development Services Fund	PLANNING	not on pcard 03/25 statement	253.96	
3/24/2025	72954	CITIBANK	GENERAL FUND	POLICE DEPARTMENT	not on pcard 03/25 statement	793.50	
3/24/2025	72954	CITIBANK	GENERAL FUND	CITY MANAGER	not on pcard 03/25 statement	127.77	
3/24/2025	72954	CITIBANK	DRAINAGE UTILITY DISTRICT	NO DEPARTMENT	FEBRUARY PCARD STATEMENT 3/3/2025	372.00	
3/24/2025	72954	CITIBANK	WATER & SEWER FUND	NO DEPARTMENT	FEBRUARY PCARD STATEMENT 3/3/2025	185.28	
3/24/2025	72954	CITIBANK	GENERAL FUND	NO DEPARTMENT	FEBRUARY PCARD STATEMENT 3/3/2025	9,759.49	
3/24/2025	72954	CITIBANK	ECONOMIC DEVELOPMENT FUND	NO DEPARTMENT	FEBRUARY PCARD STATEMENT 3/3/2025	1,093.60	
3/24/2025	72954	CITIBANK	POLICE EDUCATION FUNDS	NO DEPARTMENT	FEBRUARY PCARD STATEMENT 3/3/2025	1,188.00	
3/24/2025	72954	CITIBANK	Development Services Fund	NO DEPARTMENT	FEBRUARY PCARD STATEMENT 3/3/2025	212.17	
3/24/2025	72954	CITIBANK	GENERAL FUND	INFORMATION TECHNOLOGY	not on pcard 03/25 statement	248.00	
3/24/2025	72954	CITIBANK	GENERAL FUND	ANIMAL SERVICES	not on pcard 03/25 statement	66.66	
3/24/2025	72954	CITIBANK	Development Services Fund	PLANNING	not on pcard 03/25 statement	799.57	
3/24/2025	72954	CITIBANK	Development Services Fund	PLANNING	not on pcard 03/25 statement	785.00	
3/24/2025	72955	SYNCHRONY BANK	WATER & SEWER FUND	GENERAL UTILITIES OPERATIONS	January supplies	180.40	
3/24/2025	72955	SYNCHRONY BANK	GENERAL FUND	PUBLIC WORKS STREETS	January supplies	66.29	
3/24/2025	72955	SYNCHRONY BANK	WATER & SEWER FUND	GENERAL UTILITIES OPERATIONS	January supplies	76.30	
3/24/2025	72955	SYNCHRONY BANK	GENERAL FUND	PUBLIC WORKS STREETS	January supplies	197.60	
3/24/2025	72955	SYNCHRONY BANK	GENERAL FUND	PUBLIC WORKS STREETS	January supplies	94.96	
3/24/2025	72955	SYNCHRONY BANK	DRAINAGE UTILITY DISTRICT	DRAINAGE UTILITY DISTRICT	January supplies	12.86	
3/24/2025	72955	SYNCHRONY BANK	GENERAL FUND	PUBLIC WORKS STREETS	January supplies	(45.48)	
3/24/2025	72955	SYNCHRONY BANK	GENERAL FUND	NON-DEPARTMENTAL	January supplies	23.38	
3/24/2025	72955	SYNCHRONY BANK	GENERAL FUND	NON-DEPARTMENTAL	January supplies	24.64	
3/24/2025	72955	SYNCHRONY BANK	GENERAL FUND	PARKS	January supplies	40.35	
3/24/2025	72955	SYNCHRONY BANK	GENERAL FUND	ANIMAL SERVICES	January supplies	32.91	
3/24/2025	72955	SYNCHRONY BANK	GENERAL FUND	PUBLIC WORKS STREETS	January supplies	40.35	
3/24/2025	72955	SYNCHRONY BANK	WATER & SEWER FUND	GENERAL UTILITIES OPERATIONS	January supplies	4.91	
3/24/2025	72955	SYNCHRONY BANK	GENERAL FUND	PARKS	January supplies	4.91	
3/24/2025	72955	SYNCHRONY BANK	DRAINAGE UTILITY DISTRICT	DRAINAGE UTILITY DISTRICT	January supplies	4.91	
3/24/2025	72955	SYNCHRONY BANK	GENERAL FUND	PARKS	January supplies	67.41	
3/24/2025	72955	SYNCHRONY BANK	GENERAL FUND	PARKS	January supplies	49.32	
3/24/2025	72955	SYNCHRONY BANK	GENERAL FUND	NON-DEPARTMENTAL	January supplies	33.23	
3/24/2025	72955	SYNCHRONY BANK	GENERAL FUND	PARKS	January supplies	51.18	
3/24/2025	72955	SYNCHRONY BANK	GENERAL FUND	PARKS	January supplies	33.28	
3/24/2025	72955	SYNCHRONY BANK	GENERAL FUND	NON-DEPARTMENTAL	January supplies	84.40	
3/24/2025	72955	SYNCHRONY BANK	GENERAL FUND	PARKS	January supplies	(100.04)	
3/24/2025	72955	SYNCHRONY BANK	GENERAL FUND	PARKS	January supplies	33.23	
3/24/2025	72955	SYNCHRONY BANK	GENERAL FUND	PUBLIC WORKS STREETS	January supplies	218.44	
3/24/2025	72955	SYNCHRONY BANK	GENERAL FUND	PUBLIC WORKS STREETS	January supplies	4.91	
3/24/2025	72955	SYNCHRONY BANK	GENERAL FUND	FIRE DEPARTMENT	January supplies	964.10	
3/24/2025	72955	SYNCHRONY BANK	DRAINAGE UTILITY DISTRICT	DRAINAGE UTILITY DISTRICT	January supplies	40.35	
3/24/2025	72955	SYNCHRONY BANK	WATER & SEWER FUND	GENERAL UTILITIES OPERATIONS	January supplies	40.35	
3/24/2025	72955	SYNCHRONY BANK	GENERAL FUND	PARKS	January supplies	85.32	
3/24/2025	72955	SYNCHRONY BANK	GENERAL FUND	PUBLIC WORKS STREETS	January supplies	67.97	
3/24/2025	72955	SYNCHRONY BANK	GENERAL FUND	PARKS	January supplies	185.54	
3/24/2025	72955	SYNCHRONY BANK	GENERAL FUND	PARKS	January supplies	92.42	
3/24/2025	72955	SYNCHRONY BANK	GENERAL FUND	PARKS	January supplies	100.04	
3/24/2025	72955	SYNCHRONY BANK	GENERAL FUND	PUBLIC WORKS STREETS	January supplies	45.48	
3/24/2025	72955	SYNCHRONY BANK	GENERAL FUND	NON-DEPARTMENTAL	January supplies	13.84	
3/24/2025	72955	SYNCHRONY BANK	GENERAL FUND	PUBLIC WORKS STREETS	January supplies	77.86	
3/24/2025	72955	SYNCHRONY BANK	GENERAL FUND	POLICE DEPARTMENT	January supplies	48.39	
3/24/2025	72955	SYNCHRONY BANK	GENERAL FUND	PARKS	January supplies	85.44	
3/24/2025	72955	SYNCHRONY BANK	GENERAL FUND	PARKS	January supplies	37.96	
3/24/2025	72955	SYNCHRONY BANK	GENERAL FUND	PUBLIC WORKS STREETS	January supplies	88.27	
3/24/2025	72955	SYNCHRONY BANK	GENERAL FUND	PUBLIC WORKS STREETS	January supplies	32.26	
3/24/2025	72955	SYNCHRONY BANK	GENERAL FUND	PUBLIC WORKS - ADMINISTRATION	January supplies	44.55	
3/24/2025	72955	SYNCHRONY BANK	GENERAL FUND	PUBLIC WORKS STREETS	January supplies	30.24	
3/24/2025	72956	TRACTOR SUPPLY CREDIT PLAN	DRAINAGE UTILITY DISTRICT	DRAINAGE UTILITY DISTRICT	December Supplies	749.99	
3/24/2025	72956	TRACTOR SUPPLY CREDIT PLAN	DRAINAGE UTILITY DISTRICT	DRAINAGE UTILITY DISTRICT	January Supplies	20.34	
3/24/2025	72956	TRACTOR SUPPLY CREDIT PLAN	GENERAL FUND	PARKS	December Supplies	294.98	

Check Date	Check Number	Vendor Name	Detail Fund Description	Detail Department Description	Special Information	Amount	Void?
3/24/2025	72956	TRACTOR SUPPLY CREDIT PLAN	GENERAL FUND	PUBLIC WORKS STREETS	December Supplies	57.98	
3/24/2025	72956	TRACTOR SUPPLY CREDIT PLAN	WATER & SEWER FUND	GENERAL UTILITIES OPERATIONS	December Supplies	55.45	
3/24/2025	72956	TRACTOR SUPPLY CREDIT PLAN	GENERAL FUND	PARKS	February Supplies	13.98	
3/24/2025	72956	TRACTOR SUPPLY CREDIT PLAN	DRAINAGE UTILITY DISTRICT	DRAINAGE UTILITY DISTRICT	February Supplies	114.97	
3/24/2025	72956	TRACTOR SUPPLY CREDIT PLAN	WATER & SEWER FUND	WATER OPERATIONS	February Supplies	14.81	
3/24/2025	72956	TRACTOR SUPPLY CREDIT PLAN	WATER & SEWER FUND	GENERAL UTILITIES OPERATIONS	December Supplies	24.99	
3/24/2025	72956	TRACTOR SUPPLY CREDIT PLAN	WATER & SEWER FUND	WATER OPERATIONS	December Supplies	39.98	
3/24/2025	72956	TRACTOR SUPPLY CREDIT PLAN	GENERAL FUND	PUBLIC WORKS STREETS	January Supplies	47.47	
3/24/2025	72956	TRACTOR SUPPLY CREDIT PLAN	DRAINAGE UTILITY DISTRICT	DRAINAGE UTILITY DISTRICT	January Supplies	562.94	
3/24/2025	72956	TRACTOR SUPPLY CREDIT PLAN	DRAINAGE UTILITY DISTRICT	DRAINAGE UTILITY DISTRICT	January Supplies	9.99	
3/24/2025	72956	TRACTOR SUPPLY CREDIT PLAN	WATER & SEWER FUND	GENERAL UTILITIES OPERATIONS	January Supplies	99.99	
3/24/2025	72956	TRACTOR SUPPLY CREDIT PLAN	WATER & SEWER FUND	GENERAL UTILITIES OPERATIONS	January Supplies	37.29	
3/24/2025	72956	TRACTOR SUPPLY CREDIT PLAN	GENERAL FUND	PUBLIC WORKS STREETS	December Supplies	54.94	
3/24/2025	72956	TRACTOR SUPPLY CREDIT PLAN	GENERAL FUND	PUBLIC WORKS STREETS	December Supplies	22.37	
3/24/2025	72956	TRACTOR SUPPLY CREDIT PLAN	GENERAL FUND	FIRE DEPARTMENT	January Supplies	37.96	
3/24/2025	72956	TRACTOR SUPPLY CREDIT PLAN	WATER & SEWER FUND	GENERAL UTILITIES OPERATIONS	February Supplies	6.98	
3/24/2025	72956	TRACTOR SUPPLY CREDIT PLAN	GENERAL FUND	PUBLIC WORKS STREETS	February Supplies	13.75	
3/24/2025	72956	TRACTOR SUPPLY CREDIT PLAN	GENERAL FUND	PUBLIC WORKS STREETS	December Supplies	35.99	
3/24/2025	72956	TRACTOR SUPPLY CREDIT PLAN	GENERAL FUND	NON-DEPARTMENTAL	February Supplies	14.99	
3/24/2025	72956	TRACTOR SUPPLY CREDIT PLAN	GENERAL FUND	FIRE DEPARTMENT	December Supplies	24.99	
3/24/2025	72956	TRACTOR SUPPLY CREDIT PLAN	GENERAL FUND	PUBLIC WORKS STREETS	December Supplies	12.38	
3/24/2025	72956	TRACTOR SUPPLY CREDIT PLAN	GENERAL FUND	PUBLIC WORKS STREETS	December Supplies	17.94	
3/24/2025	72956	TRACTOR SUPPLY CREDIT PLAN	WATER & SEWER FUND	GENERAL UTILITIES OPERATIONS	January Supplies	54.99	
3/24/2025	72956	TRACTOR SUPPLY CREDIT PLAN	WATER & SEWER FUND	GENERAL UTILITIES OPERATIONS	January Supplies	449.99	
3/24/2025	72956	TRACTOR SUPPLY CREDIT PLAN	WATER & SEWER FUND	GENERAL UTILITIES OPERATIONS	January Supplies	20.17	
3/24/2025	72956	TRACTOR SUPPLY CREDIT PLAN	WATER & SEWER FUND	GENERAL UTILITIES OPERATIONS	January Supplies	231.97	
3/24/2025	72956	TRACTOR SUPPLY CREDIT PLAN	WATER & SEWER FUND	GENERAL UTILITIES OPERATIONS	January Supplies	78.98	
3/31/2025	72957	A TO Z RENTALS	GENERAL FUND	PUBLIC WORKS STREETS	trailer, concrete - Streets	266.00	
3/31/2025	72958	ALISSON COBOS	GENERAL FUND	MUNICIPAL COURT	Jury Service	6.00	
3/31/2025	72959	AXON ENTERPRISE, INC.	GENERAL FUND	INFORMATION TECHNOLOGY	software	9,868.00	
3/31/2025	72960	BARNES, CHARLES/ISABEL E	WATER & SEWER FUND	NO DEPARTMENT	021_0006109_001 UB Refund	84.11	
3/31/2025	72961	BD HOLT CO	GENERAL FUND	PARKS	coco mat - Parks	291.24	
3/31/2025	72961	BD HOLT CO	GENERAL FUND	PUBLIC WORKS STREETS	FILTER	77.83	
3/31/2025	72962	BLUETARP FINANCIAL, INC.	DRAINAGE UTILITY DISTRICT	DRAINAGE UTILITY DISTRICT	pvc - Drainage	4.99	
3/31/2025	72962	BLUETARP FINANCIAL, INC.	DRAINAGE UTILITY DISTRICT	DRAINAGE UTILITY DISTRICT	tire wire reel - Drainage	123.96	
3/31/2025	72963	CCMA	Development Services Fund	NO DEPARTMENT	February CCMA fees	15,600.00	
3/31/2025	72964	CENTERPOINT ENERGY	GENERAL FUND	FIRE DEPARTMENT	Gas Svc Acct#8649860-7	393.06	
3/31/2025	72964	CENTERPOINT ENERGY	GENERAL FUND	FIRE DEPARTMENT	Gas Svc Acct#11639787-8	705.76	
3/31/2025	72964	CENTERPOINT ENERGY	GENERAL FUND	FIRE DEPARTMENT	Gas Svc Acct#10766336-1	284.26	
3/31/2025	72965	CENTURY COMMUNITIES	WATER & SEWER FUND	NO DEPARTMENT	030_0000227_000 UB Refund	41.44	
3/31/2025	72966	CHASE PAVLAS	GENERAL FUND	MUNICIPAL COURT	Jury Service	6.00	
3/31/2025	72967	CHESMAR HOMES	WATER & SEWER FUND	NO DEPARTMENT	Proj#2024-1887 / 430 Glenwood Ranch	70.00	
3/31/2025	72967	CHESMAR HOMES	Development Services Fund	NO DEPARTMENT	Proj#2024-1887 / 430 Glenwood Ranch	79.31	
3/31/2025	72967	CHESMAR HOMES	Development Services Fund	NO DEPARTMENT	Proj#2024-1887 / 430 Glenwood Ranch	12.36	
3/31/2025	72967	CHESMAR HOMES	WASTEWATER IMPACT FEES	NO DEPARTMENT	Proj#2024-1887 / 430 Glenwood Ranch	1,770.00	
3/31/2025	72967	CHESMAR HOMES	Development Services Fund	NO DEPARTMENT	Proj#2024-1887 / 430 Glenwood Ranch	75.00	
3/31/2025	72967	CHESMAR HOMES	Development Services Fund	NO DEPARTMENT	Proj#2024-1887 / 430 Glenwood Ranch	12.00	
3/31/2025	72967	CHESMAR HOMES	Development Services Fund	NO DEPARTMENT	Proj#2024-1887 / 430 Glenwood Ranch	15.00	
3/31/2025	72967	CHESMAR HOMES	Development Services Fund	NO DEPARTMENT	Proj#2024-1887 / 430 Glenwood Ranch	2,326.50	
3/31/2025	72967	CHESMAR HOMES	Development Services Fund	NO DEPARTMENT	Proj#2024-1887 / 430 Glenwood Ranch	82.50	
3/31/2025	72967	CHESMAR HOMES	WATER IMPACT FEES	NO DEPARTMENT	Proj#2024-1887 / 430 Glenwood Ranch	3,595.00	
3/31/2025	72967	CHESMAR HOMES	WATER & SEWER FUND	NO DEPARTMENT	Proj#2024-1887 / 430 Glenwood Ranch	120.00	
3/31/2025	72967	CHESMAR HOMES	WATER & SEWER FUND	NO DEPARTMENT	Proj#2024-1887 / 430 Glenwood Ranch	365.72	
3/31/2025	72967	CHESMAR HOMES	Development Services Fund	NO DEPARTMENT	Proj#2024-1887 / 430 Glenwood Ranch	75.00	
3/31/2025	72967	CHESMAR HOMES	Development Services Fund	NO DEPARTMENT	Proj#2024-1887 / 430 Glenwood Ranch	25.00	
3/31/2025	72967	CHESMAR HOMES	Development Services Fund	NO DEPARTMENT	Proj#2024-1887 / 430 Glenwood Ranch	75.00	
3/31/2025	72967	CHESMAR HOMES	Development Services Fund	NO DEPARTMENT	Proj#2024-1887 / 430 Glenwood Ranch	15.00	
3/31/2025	72967	CHESMAR HOMES	Development Services Fund	NO DEPARTMENT	Proj#2024-1887 / 430 Glenwood Ranch	304.00	
3/31/2025	72967	CHESMAR HOMES	Development Services Fund	NO DEPARTMENT	Proj#2024-1887 / 430 Glenwood Ranch	325.12	

Check Date	Check Number	Vendor Name	Detail Fund Description	Detail Department Description	Special Information	Amount	Void?
3/31/2025	72968	CHESMAR HOMES	WATER & SEWER FUND	NO DEPARTMENT	010_0023434_000 UB Refund	64.96	
3/31/2025	72969	CLOVERLEAF PROPERTY MANAGEME	WATER & SEWER FUND	NO DEPARTMENT	009_0001104_006 UB Refund	75.77	
3/31/2025	72970	CODE 3 TECHNOLOGY, LLC	GENERAL FUND	ANIMAL SERVICES	Equine Investigations - Janette Wilson	25.00	
3/31/2025	72971	COLLIERS ENGINEERING & DESIGN	GENERAL FUND	NO DEPARTMENT	Grace Valley Ranch Plat/Plan Review #4	195.00	
3/31/2025	72971	COLLIERS ENGINEERING & DESIGN	GENERAL FUND	NO DEPARTMENT	Grace Valley Ranch Plat/Plan Review #3	561.25	
3/31/2025	72971	COLLIERS ENGINEERING & DESIGN	GENERAL FUND	NO DEPARTMENT	Grace Valley Ranch Plat/Plan Review #2	350.00	
3/31/2025	72971	COLLIERS ENGINEERING & DESIGN	GENERAL FUND	NO DEPARTMENT	Grace Valley Ranch Plat/Plan Review #1	1,145.00	
3/31/2025	72972	COMAL COUNTY SENIOR CITIZENS	GENERAL FUND	PARKS	QTR Fee Jan.-Mar. 2025	1,875.00	
3/31/2025	72973	COVERTTRACK GROUP INC	GENERAL FUND	POLICE DEPARTMENT	Renewal 5/1/25 - 4/30/26	600.00	
3/31/2025	72974	DELL FINANCIAL SERVICES LLC	GENERAL FUND	INFORMATION TECHNOLOGY	Lease Rental 4/1/25 - 3/31/26	46,869.26	
3/31/2025	72975	DR HORTON	WATER & SEWER FUND	NO DEPARTMENT	021_0027509_000 UB Refund	67.01	
3/31/2025	72976	DUFF, DAVID	WATER & SEWER FUND	NO DEPARTMENT	009_0008116_001 UB Refund	34.81	
3/31/2025	72977	DURHAM, JAMES	WATER & SEWER FUND	NO DEPARTMENT	009_0005108_005 UB Refund	84.44	
3/31/2025	72978	FARRWEST ENVIRON SUPPLY, INC	GENERAL FUND	FIRE DEPARTMENT	Pro Boots size 11.5w - Fire	351.90	
3/31/2025	72978	FARRWEST ENVIRON SUPPLY, INC	GENERAL FUND	FIRE DEPARTMENT	Pro Boots size 9m - Fire	392.60	
3/31/2025	72979	FARRWEST SPECIALTY VEHICLES,LL	GENERAL FUND	POLICE DEPARTMENT	Install CPD on VIN321 Unit 17-02	600.00	
3/31/2025	72979	FARRWEST SPECIALTY VEHICLES,LL	GENERAL FUND	POLICE DEPARTMENT	removed coban VIN320 17-01 SRO	600.00	
3/31/2025	72979	FARRWEST SPECIALTY VEHICLES,LL	GENERAL FUND	POLICE DEPARTMENT	decommission VIN1996 Unit 16-02 SRO	840.00	
3/31/2025	72979	FARRWEST SPECIALTY VEHICLES,LL	GENERAL FUND	POLICE DEPARTMENT	removed coban MDC on VIN559 - SRO	600.00	
3/31/2025	72980	FREESE AND NICHOLS	WATER & SEWER FUND	WATER OPERATIONS	Water System Evaluation	4,951.75	
3/31/2025	72981	GALLS, LLC	GENERAL FUND	POLICE DEPARTMENT	pants - PD	(55.10)	
3/31/2025	72981	GALLS, LLC	GENERAL FUND	POLICE DEPARTMENT	shipping label - PD	7.99	
3/31/2025	72981	GALLS, LLC	GENERAL FUND	FIRE DEPARTMENT	clothing - Fire	74.53	
3/31/2025	72981	GALLS, LLC	GENERAL FUND	POLICE DEPARTMENT	pants - PD	62.09	
3/31/2025	72982	GILL, COURTNEY	WATER & SEWER FUND	NO DEPARTMENT	009_0003110_003 UB Refund	75.79	
3/31/2025	72983	GREGORY VILLANUEVA	GENERAL FUND	FIRE DEPARTMENT	Instructor I	87.17	
3/31/2025	72984	GT DISTRIBUTORS	GENERAL FUND	POLICE DEPARTMENT	undervest - PD	91.30	
3/31/2025	72984	GT DISTRIBUTORS	GENERAL FUND	POLICE DEPARTMENT	clothing - Pd	34.30	
3/31/2025	72985	GUADALU CO CHILD WELFARE BOAR	GENERAL FUND	MUNICIPAL COURT	Juror Service Donations	78.00	
3/31/2025	72986	GUADALUPE CNTY TAX ASSESSOR-C	GENERAL FUND	POLICE DEPARTMENT	vehicle regist. VIN669	68.00	
3/31/2025	72986	GUADALUPE CNTY TAX ASSESSOR-C	DRAINAGE UTILITY DISTRICT	DRAINAGE UTILITY DISTRICT	vehicle regist VIN923	7.50	
3/31/2025	72986	GUADALUPE CNTY TAX ASSESSOR-C	GENERAL FUND	PUBLIC WORKS STREETS	Regist. Renewal VIN081	7.50	
3/31/2025	72986	GUADALUPE CNTY TAX ASSESSOR-C	DRAINAGE UTILITY DISTRICT	DRAINAGE UTILITY DISTRICT	vehicle regist VIN143	7.50	
3/31/2025	72986	GUADALUPE CNTY TAX ASSESSOR-C	GENERAL FUND	PUBLIC WORKS STREETS	Regist. Renewal VIN072	7.50	
3/31/2025	72986	GUADALUPE CNTY TAX ASSESSOR-C	WATER & SEWER FUND	GENERAL UTILITIES OPERATIONS	vehicle regist VIN258	7.50	
3/31/2025	72986	GUADALUPE CNTY TAX ASSESSOR-C	GENERAL FUND	PARKS	Regist. Renewal VIN258	7.50	
3/31/2025	72986	GUADALUPE CNTY TAX ASSESSOR-C	WATER & SEWER FUND	GENERAL UTILITIES OPERATIONS	Regist. Renewal VIN731	7.50	
3/31/2025	72987	H&H DIESEL SERVICES	GENERAL FUND	FIRE DEPARTMENT	vehicle repair - fire	1,577.47	
3/31/2025	72988	HCOP, LLC - DBA PARTSTREE.COM	GENERAL FUND	PARKS	weight engine - Parks	449.99	
3/31/2025	72989	HELPING HAND HARDWARE	GENERAL FUND	PUBLIC WORKS STREETS	Correction on Inv.B20400831 - PW	7.50	
3/31/2025	72989	HELPING HAND HARDWARE	GENERAL FUND	PARKS	Correction on Inv.B20400831 - PW	7.50	
3/31/2025	72989	HELPING HAND HARDWARE	WATER & SEWER FUND	GENERAL UTILITIES OPERATIONS	Correction on Inv.B20400831 - PW	7.50	
3/31/2025	72989	HELPING HAND HARDWARE	DRAINAGE UTILITY DISTRICT	DRAINAGE UTILITY DISTRICT	Correction on Inv.B20400831 - PW	7.50	
3/31/2025	72990	HESELBEIN TIRE SOUTHWEST, INC	GENERAL FUND	PARKS	grassmaster premium - Parks	95.00	
3/31/2025	72990	HESELBEIN TIRE SOUTHWEST, INC	WATER & SEWER FUND	GENERAL UTILITIES OPERATIONS	firestone tire - Utilities	294.22	
3/31/2025	72990	HESELBEIN TIRE SOUTHWEST, INC	GENERAL FUND	PUBLIC WORKS STREETS	synergy radial - Streets	76.32	
3/31/2025	72990	HESELBEIN TIRE SOUTHWEST, INC	GENERAL FUND	PUBLIC WORKS STREETS	transeagle radial - Streets	312.76	
3/31/2025	72991	HOWARD, KAREEM	WATER & SEWER FUND	NO DEPARTMENT	016_0001532_000 UB Refund	19.31	
3/31/2025	72992	IJEFF, LLC	GENERAL FUND	COUNCIL	business cards - PW, Council, Fire Planning	217.80	
3/31/2025	72992	IJEFF, LLC	WATER & SEWER FUND	GENERAL UTILITIES OPERATIONS	business cards - PW, Council, Fire Planning	51.22	
3/31/2025	72992	IJEFF, LLC	DRAINAGE UTILITY DISTRICT	DRAINAGE UTILITY DISTRICT	business cards - PW, Council, Fire Planning	87.12	
3/31/2025	72992	IJEFF, LLC	GENERAL FUND	FIRE DEPARTMENT	business cards - PW, Council, Fire Planning	43.56	
3/31/2025	72992	IJEFF, LLC	GENERAL FUND	PUBLIC WORKS - ADMINISTRATION	business cards - PW, Council, Fire Planning	28.82	
3/31/2025	72992	IJEFF, LLC	Development Services Fund	PLANNING	business cards - PW, Council, Fire Planning	12.97	
3/31/2025	72992	IJEFF, LLC	GENERAL FUND	ECONOMIC DEVELOPMENT	business cards - PW, Council, Fire Planning	57.64	
3/31/2025	72993	JACKSON, COLTEN	WATER & SEWER FUND	NO DEPARTMENT	017_0003216_004 UB Refund	68.98	
3/31/2025	72994	JAMES, JOE	WATER & SEWER FUND	NO DEPARTMENT	017_0003217_001 UB Refund	18.50	
3/31/2025	72995	JB GOODWIN REALTORS, INC	WATER & SEWER FUND	NO DEPARTMENT	015_0001820_003 UB Refund	80.67	
3/31/2025	72996	JOEL HICKS	GENERAL FUND	COUNCIL	TML Midyear Conference in Austin	48.98	

Check Date	Check Number	Vendor Name	Detail Fund Description	Detail Department Description	Special Information	Amount	Void?
3/31/2025	72997	JOHNSON, ROBERT K	WATER & SEWER FUND	NO DEPARTMENT	018_0000912_001 UB Refund	22.58	
3/31/2025	72998	JON FUKUSHIMA	GENERAL FUND	MUNICIPAL COURT	Jury Service 03/12/25	6.00	
3/31/2025	72999	JORDAN FORD LTD	GENERAL FUND	PARKS	rear lamp VIN712 - Parks	228.02	
3/31/2025	73000	JORGENSEN, KEN	WATER & SEWER FUND	NO DEPARTMENT	012_0000145_004 UB Refund	64.96	
3/31/2025	73001	LADD'S GOLF & TURF, LLC	GENERAL FUND	PARKS	bracket, roller - Parks	432.76	
3/31/2025	73002	LAURA SERNA	GENERAL FUND	MUNICIPAL COURT	Jury Service 3/12/25	6.00	
3/31/2025	73003	LOWERY PROPERTY ADVISORS LLC	ECONOMIC DEVELOPMENT FUND	ECONOMIC DEVELOPMENT	Land: FM78 at Loop 539 Cibolo TX	2,200.00	
3/31/2025	73004	LUTHER III, CARL J	WATER & SEWER FUND	NO DEPARTMENT	009_0002304_002 UB Refund	11.00	
3/31/2025	73005	MAINSTREET RENEWAL LLC	WATER & SEWER FUND	NO DEPARTMENT	009_0003591_010 UB Refund	79.84	
3/31/2025	73006	MARY LOU CHAMBERS	GENERAL FUND	MUNICIPAL COURT	Jury Service 3/12/25	6.00	
3/31/2025	73007	MCCOY'S BUILDING SUPPLY	GENERAL FUND	PUBLIC WORKS STREETS	1x4-10' red cedar - Streets	73.67	
3/31/2025	73008	MESSER FORT, PLLC	GENERAL FUND	NON-DEPARTMENTAL	Charter Interpretation for Feb.	5,347.64	
3/31/2025	73009	MHI COVENTRY HOMES	WATER & SEWER FUND	NO DEPARTMENT	010_0026113_000 UB Refund	97.50	
3/31/2025	73010	MICHAEL DUANE BROWN	WATER & SEWER FUND	GENERAL UTILITIES OPERATIONS	reseal double ended hyraulic	83.72	
3/31/2025	73010	MICHAEL DUANE BROWN	GENERAL FUND	PARKS	reseal double ended hyraulic	83.72	
3/31/2025	73010	MICHAEL DUANE BROWN	DRAINAGE UTILITY DISTRICT	DRAINAGE UTILITY DISTRICT	reseal double ended hyraulic	83.72	
3/31/2025	73010	MICHAEL DUANE BROWN	GENERAL FUND	PUBLIC WORKS STREETS	reseal double ended hyraulic	83.72	
3/31/2025	73011	MISSION PLUMBING, HEATING, A/C	GENERAL FUND	FIRE DEPARTMENT	a/c repair - FS2	320.00	
3/31/2025	73012	MUNICIPAL EMERGENCY SERVICES	GENERAL FUND	FIRE DEPARTMENT	SCBA Testing - Fire	1,934.59	
3/31/2025	73013	NEW BRAUNFELS WELDERS SUPPLY	GENERAL FUND	FIRE DEPARTMENT	med oxy - Fire	117.00	
3/31/2025	73015	ODP BUSINESS SOLUTIONS, LLC	GENERAL FUND	NON-DEPARTMENTAL	copy paper - City Hall	100.63	
3/31/2025	73016	OPENDOOR LABS INC	WATER & SEWER FUND	NO DEPARTMENT	009_0003444_004 UB Refund	79.30	
3/31/2025	73017	OREILLY AUTO PARTS	GENERAL FUND	PUBLIC WORKS STREETS	fuel hose - Streets	2.47	
3/31/2025	73017	OREILLY AUTO PARTS	GENERAL FUND	PUBLIC WORKS - ADMINISTRATION	foamcleaner - Fleet Mechanic	11.98	
3/31/2025	73017	OREILLY AUTO PARTS	GENERAL FUND	PARKS	sealant - Parks	36.99	
3/31/2025	73017	OREILLY AUTO PARTS	WATER & SEWER FUND	GENERAL UTILITIES OPERATIONS	cabin filter - Utilities	15.85	
3/31/2025	73018	PARK, JEE YEAH	WATER & SEWER FUND	NO DEPARTMENT	018_0001816_002 UB Refund	46.12	
3/31/2025	73019	PERALES, JUAN	WATER & SEWER FUND	NO DEPARTMENT	017_0001424_003 UB Refund	34.81	
3/31/2025	73020	PEREZ SALINAS, VERONICA	WATER & SEWER FUND	NO DEPARTMENT	009_0002400_004 UB Refund	67.62	
3/31/2025	73021	PRUDENTIAL OVERALL SUPPLY	GENERAL FUND	NON-DEPARTMENTAL	City Hall, PD, Annex mats	80.06	
3/31/2025	73021	PRUDENTIAL OVERALL SUPPLY	GENERAL FUND	PARKS	uniform - Parks	111.87	
3/31/2025	73021	PRUDENTIAL OVERALL SUPPLY	DRAINAGE UTILITY DISTRICT	DRAINAGE UTILITY DISTRICT	mops, towels - PW	31.78	
3/31/2025	73021	PRUDENTIAL OVERALL SUPPLY	WATER & SEWER FUND	GENERAL UTILITIES OPERATIONS	mops, towels - PW	31.78	
3/31/2025	73021	PRUDENTIAL OVERALL SUPPLY	GENERAL FUND	PARKS	mops, towels - PW	31.77	
3/31/2025	73021	PRUDENTIAL OVERALL SUPPLY	DRAINAGE UTILITY DISTRICT	DRAINAGE UTILITY DISTRICT	uniform - Drainage	92.24	
3/31/2025	73021	PRUDENTIAL OVERALL SUPPLY	GENERAL FUND	PUBLIC WORKS STREETS	mops, towels - PW	31.78	
3/31/2025	73021	PRUDENTIAL OVERALL SUPPLY	WATER & SEWER FUND	GENERAL UTILITIES OPERATIONS	uniform - Water	167.18	
3/31/2025	73021	PRUDENTIAL OVERALL SUPPLY	GENERAL FUND	PUBLIC WORKS STREETS	uniform - Streets	156.83	
3/31/2025	73022	PURCHASING FUND 2024-1 LLC	WATER & SEWER FUND	NO DEPARTMENT	017_0000209_001 UB Refund	59.47	
3/31/2025	73023	RANCH AND HOME SUPPLY, LLC	GENERAL FUND	PUBLIC WORKS STREETS	MNS RD - Streets	99.99	
3/31/2025	73023	RANCH AND HOME SUPPLY, LLC	WATER & SEWER FUND	GENERAL UTILITIES OPERATIONS	4-1/2x60 zirconia disc - Utilities	47.44	
3/31/2025	73023	RANCH AND HOME SUPPLY, LLC	GENERAL FUND	PARKS	LDS FATBAB - Parks	99.99	
3/31/2025	73023	RANCH AND HOME SUPPLY, LLC	GENERAL FUND	PUBLIC WORKS STREETS	skid steer - Streets	22.98	
3/31/2025	73024	RESERVE ACCOUNT	GENERAL FUND	NO DEPARTMENT	Acct#39367982 Prepaid Postage	2,000.00	
3/31/2025	73025	ROSS CREATIONS DJ	SPECIAL EVENTS	PARKS	Easter Entertainment	575.00	
3/31/2025	73026	RYAN MCCOSH	GENERAL FUND	FIRE DEPARTMENT	Driver Operator Pumper	87.17	
3/31/2025	73027	SCHERTZ EMBROIDERY, LLC	GENERAL FUND	COUNCIL	embroidery - Council	37.50	
3/31/2025	73028	SIDDONS MARTIN EMERGENCY GRO	GENERAL FUND	FIRE DEPARTMENT	helmet mount - Fire	246.00	
3/31/2025	73029	SITEONE LANDSCAPE SUPPLY, LLC	GENERAL FUND	PARKS	rock - Parks	318.00	
3/31/2025	73029	SITEONE LANDSCAPE SUPPLY, LLC	GENERAL FUND	PARKS	rock - Parks	318.00	
3/31/2025	73029	SITEONE LANDSCAPE SUPPLY, LLC	GENERAL FUND	PARKS	rock - Parks	318.00	
3/31/2025	73029	SITEONE LANDSCAPE SUPPLY, LLC	GENERAL FUND	PARKS	rock - Parks	313.20	
3/31/2025	73029	SITEONE LANDSCAPE SUPPLY, LLC	GENERAL FUND	PARKS	rock	313.20	
3/31/2025	73029	SITEONE LANDSCAPE SUPPLY, LLC	GENERAL FUND	PARKS	rock - Parks	318.00	
3/31/2025	73029	SITEONE LANDSCAPE SUPPLY, LLC	GENERAL FUND	PARKS	manure compost - Parks	318.00	
3/31/2025	73030	SOUTH TEXAS AUTO PARTS COMPAN	GENERAL FUND	PUBLIC WORKS STREETS	replacement tail lens - Streets	13.83	
3/31/2025	73030	SOUTH TEXAS AUTO PARTS COMPAN	GENERAL FUND	FIRE DEPARTMENT	lift suspension kit - Fire	252.65	
3/31/2025	73030	SOUTH TEXAS AUTO PARTS COMPAN	DRAINAGE UTILITY DISTRICT	DRAINAGE UTILITY DISTRICT	air brake fitting - Drainage	41.39	
3/31/2025	73031	SOUTHWEST SOLUTIONS GROUP	GENERAL FUND	POLICE DEPARTMENT	stock labels - PD	443.60	

Check Date	Check Number	Vendor Name	Detail Fund Description	Detail Department Description	Special Information	Amount	Void?
3/31/2025	73032	TEXAS POLICE ASSOCIATION	GENERAL FUND	POLICE DEPARTMENT	35 Members	875.00	
3/31/2025	73033	TEXAS TROPHIES,INC	DRAINAGE UTILITY DISTRICT	DRAINAGE UTILITY DISTRICT	engraving - Drainage	100.00	
3/31/2025	73034	THEDRICK ANDRES	GENERAL FUND	POLICE DEPARTMENT	TPCA Annual Conference	333.00	
3/31/2025	73035	WELLS, DYLAN C	WATER & SEWER FUND	NO DEPARTMENT	031_0001327_002 UB Refund	97.53	
3/31/2025	73036	WINZER FRANCHISE COMPANY	DRAINAGE UTILITY DISTRICT	DRAINAGE UTILITY DISTRICT	valves - PW	21.25	
3/31/2025	73036	WINZER FRANCHISE COMPANY	WATER & SEWER FUND	GENERAL UTILITIES OPERATIONS	valves - PW	21.26	
3/31/2025	73036	WINZER FRANCHISE COMPANY	GENERAL FUND	PARKS	valves - PW	21.25	
3/31/2025	73036	WINZER FRANCHISE COMPANY	GENERAL FUND	PUBLIC WORKS STREETS	valves - PW	21.25	
3/31/2025	73037	WOOD JR., GERALD W	WATER & SEWER FUND	NO DEPARTMENT	031_0001313_001 UB Refund	82.18	
3/31/2025	73038	WOOLDRIDGE, CHRISTINA	WATER & SEWER FUND	NO DEPARTMENT	009_0002910_009 UB Refund	75.77	
3/31/2025	73039	CITI CARDS	GENERAL FUND	CITY SECRETARY	Citibank cc charges for January	245.70	
3/31/2025	73039	CITI CARDS	GENERAL FUND	COUNCIL	Citibank cc charges for January	607.62	
3/31/2025	73039	CITI CARDS	GENERAL FUND	COUNCIL	Citibank cc charges for January	596.72	
3/31/2025	73039	CITI CARDS	GENERAL FUND	COUNCIL	Citibank cc charges for January	45.00	
3/31/2025	73039	CITI CARDS	GENERAL FUND	COUNCIL	Citibank cc charges for January	45.00	
3/31/2025	73039	CITI CARDS	GENERAL FUND	COUNCIL	Citibank cc charges for January	(102.84)	
3/31/2025	73039	CITI CARDS	GENERAL FUND	FIRE DEPARTMENT	Citibank cc charges for January	(0.81)	
3/31/2025	73039	CITI CARDS	GENERAL FUND	FIRE DEPARTMENT	Citibank cc charges for January	371.96	
3/31/2025	73039	CITI CARDS	GENERAL FUND	FIRE DEPARTMENT	Citibank cc charges for January	75.00	
3/31/2025	73039	CITI CARDS	GENERAL FUND	CITY SECRETARY	Citibank cc charges for January	245.70	
3/31/2025	73039	CITI CARDS	GENERAL FUND	CITY MANAGER	Citibank cc charges for January	21.35	
3/31/2025	73039	CITI CARDS	GENERAL FUND	CITY MANAGER	Citibank cc charges for January	33.35	
3/31/2025	73039	CITI CARDS	GENERAL FUND	COUNCIL	Citibank cc charges for January	102.84	
3/31/2025	73039	CITI CARDS	GENERAL FUND	HUMAN RESOURCES	Citibank cc charges for January	531.94	
3/31/2025	73039	CITI CARDS	GENERAL FUND	FIRE DEPARTMENT	Citibank cc charges for January	553.20	
3/31/2025	73039	CITI CARDS	GENERAL FUND	FIRE DEPARTMENT	Citibank cc charges for January	553.20	
3/31/2025	73039	CITI CARDS	GENERAL FUND	FIRE DEPARTMENT	Citibank cc charges for January	1,099.00	
3/31/2025	73039	CITI CARDS	GENERAL FUND	COUNCIL	Citibank cc charges for January	195.00	
3/31/2025	73039	CITI CARDS	GENERAL FUND	MUNICIPAL COURT	Citibank cc charges for January	20.45	
3/31/2025	73039	CITI CARDS	GENERAL FUND	COUNCIL	Citibank cc charges for January	432.96	
3/31/2025	73039	CITI CARDS	GENERAL FUND	CITY SECRETARY	Citibank cc charges for January	638.00	
3/31/2025	73039	CITI CARDS	GENERAL FUND	COUNCIL	Citibank cc charges for January	590.00	
3/31/2025	73039	CITI CARDS	GENERAL FUND	CITY SECRETARY	Citibank cc charges for January	80.00	
3/31/2025	73039	CITI CARDS	GENERAL FUND	COUNCIL	Citibank cc charges for January	1,025.00	
3/31/2025	73039	CITI CARDS	GENERAL FUND	COUNCIL	Citibank cc charges for January	91.57	
3/31/2025	73040	HEALTH CARE SERVICE CORP	GENERAL FUND	NO DEPARTMENT	Employee Medical Coverage	1,182.81	
3/31/2025	73040	HEALTH CARE SERVICE CORP	GENERAL FUND	NO DEPARTMENT	Employee Medical Coverage	118,278.57	
3/31/2025	73164	COMPTROLLER OF PUBLIC ACCTS	WATER & SEWER FUND	NO DEPARTMENT	Sales and Use Tax	21,317.14	
3/31/2025	73165	GUADALUPE VALLEY ELECTRIC	GENERAL FUND	PARKS	Electric Svcs for March	1,181.00	
3/31/2025	73165	GUADALUPE VALLEY ELECTRIC	GENERAL FUND	PARKS	Electric Svcs for March	35.00	
3/31/2025	73165	GUADALUPE VALLEY ELECTRIC	GENERAL FUND	PARKS	Electric Svcs for March	570.72	
3/31/2025	73165	GUADALUPE VALLEY ELECTRIC	GENERAL FUND	PARKS	Electric Svcs for March	1,199.72	
3/31/2025	73165	GUADALUPE VALLEY ELECTRIC	GENERAL FUND	POLICE DEPARTMENT	Electric Svcs for March	4,427.00	
3/31/2025	73165	GUADALUPE VALLEY ELECTRIC	GENERAL FUND	ANIMAL SERVICES	Electric Svcs for March	268.20	
3/31/2025	73165	GUADALUPE VALLEY ELECTRIC	WATER & SEWER FUND	GENERAL UTILITIES OPERATIONS	Electric Svcs for March	268.20	
3/31/2025	73165	GUADALUPE VALLEY ELECTRIC	GENERAL FUND	NON-DEPARTMENTAL	Electric Svcs for March	3,345.67	
3/31/2025	73165	GUADALUPE VALLEY ELECTRIC	GENERAL FUND	PUBLIC WORKS STREETS	Electric Svcs for March	319.95	
3/31/2025	73165	GUADALUPE VALLEY ELECTRIC	GENERAL FUND	FIRE DEPARTMENT	Electric Svcs for March	1,979.95	
3/31/2025	73165	GUADALUPE VALLEY ELECTRIC	DRAINAGE UTILITY DISTRICT	DRAINAGE UTILITY DISTRICT	Electric Svcs for March	294.20	
3/31/2025	73165	GUADALUPE VALLEY ELECTRIC	WATER & SEWER FUND	WATER OPERATIONS	Electric Svcs for March	5,162.87	
3/31/2025	73165	GUADALUPE VALLEY ELECTRIC	WATER & SEWER FUND	WASTEWATER OPERATIONS	Electric Svcs for March	1,060.36	
3/31/2025	73165	GUADALUPE VALLEY ELECTRIC	GENERAL FUND	PARKS	Electric Svcs for March	219.00	
3/31/2025	73165	GUADALUPE VALLEY ELECTRIC	GENERAL FUND	PUBLIC WORKS STREETS	Electric Svcs for March	374.00	
3/31/2025	73165	GUADALUPE VALLEY ELECTRIC	GENERAL FUND	PARKS	Electric Svcs for March	36.00	
3/31/2025	73165	GUADALUPE VALLEY ELECTRIC	GENERAL FUND	PARKS	Electric Svcs for March	548.10	
3/31/2025	73249	FUELMAN	WATER & SEWER FUND	GENERAL UTILITIES OPERATIONS	January Fuel	3,060.12	
3/31/2025	73249	FUELMAN	GENERAL FUND	PARKS	January Fuel	950.14	
3/31/2025	73249	FUELMAN	DRAINAGE UTILITY DISTRICT	DRAINAGE UTILITY DISTRICT	January Fuel	1,277.69	
3/31/2025	73249	FUELMAN	GENERAL FUND	POLICE DEPARTMENT	January Fuel	315.21	

Check Date	Check Number	Vendor Name	Detail Fund Description	Detail Department Description	Special Information	Amount	Void?
3/31/2025	73249	FUELMAN	GENERAL FUND	POLICE DEPARTMENT	January Fuel	363.16	
3/31/2025	73249	FUELMAN	GENERAL FUND	POLICE DEPARTMENT	January Fuel	51.01	
3/31/2025	73249	FUELMAN	GENERAL FUND	POLICE DEPARTMENT	January Fuel	201.22	
3/31/2025	73249	FUELMAN	GENERAL FUND	ECONOMIC DEVELOPMENT	January Fuel	26.73	
3/31/2025	73249	FUELMAN	GENERAL FUND	FIRE DEPARTMENT	January Fuel	3,092.68	
3/31/2025	73249	FUELMAN	DRAINAGE UTILITY DISTRICT	DRAINAGE UTILITY DISTRICT	February Fuel	285.13	
3/31/2025	73249	FUELMAN	GENERAL FUND	NON-DEPARTMENTAL	February Fuel	24.02	
3/31/2025	73249	FUELMAN	GENERAL FUND	FIRE DEPARTMENT	February Fuel	2,937.72	
3/31/2025	73249	FUELMAN	GENERAL FUND	POLICE DEPARTMENT	February Fuel	292.46	
3/31/2025	73249	FUELMAN	GENERAL FUND	POLICE DEPARTMENT	February Fuel	88.44	
3/31/2025	73249	FUELMAN	GENERAL FUND	POLICE DEPARTMENT	February Fuel	5,073.75	
3/31/2025	73249	FUELMAN	WATER & SEWER FUND	GENERAL UTILITIES OPERATIONS	February Fuel	235.13	
3/31/2025	73249	FUELMAN	DRAINAGE UTILITY DISTRICT	DRAINAGE UTILITY DISTRICT	February Fuel	1,491.79	
3/31/2025	73249	FUELMAN	GENERAL FUND	PARKS	February Fuel	909.21	
3/31/2025	73249	FUELMAN	GENERAL FUND	INFORMATION TECHNOLOGY	January Fuel	22.66	
3/31/2025	73249	FUELMAN	GENERAL FUND	CODE ENFORCEMENT	February Fuel	191.84	
3/31/2025	73249	FUELMAN	GENERAL FUND	PUBLIC WORKS STREETS	February Fuel	2,765.97	
3/31/2025	73249	FUELMAN	GENERAL FUND	PARKS	January Fuel	49.56	
3/31/2025	73249	FUELMAN	DRAINAGE UTILITY DISTRICT	DRAINAGE UTILITY DISTRICT	January Fuel	65.00	
3/31/2025	73249	FUELMAN	GENERAL FUND	CODE ENFORCEMENT	January Fuel	120.31	
3/31/2025	73249	FUELMAN	GENERAL FUND	PUBLIC WORKS - ADMINISTRATION	January Fuel	35.51	
3/31/2025	73249	FUELMAN	GENERAL FUND	ANIMAL SERVICES	January Fuel	141.24	
3/31/2025	73249	FUELMAN	WATER & SEWER FUND	GENERAL UTILITIES OPERATIONS	February Fuel	2,397.79	
3/31/2025	73249	FUELMAN	DRAINAGE UTILITY DISTRICT	DRAINAGE UTILITY DISTRICT	February Fuel	325.04	
3/31/2025	73249	FUELMAN	GENERAL FUND	PUBLIC WORKS - ADMINISTRATION	February Fuel	165.98	
3/31/2025	73249	FUELMAN	GENERAL FUND	POLICE DEPARTMENT	February Fuel	272.07	
3/31/2025	73249	FUELMAN	GENERAL FUND	POLICE DEPARTMENT	January Fuel	568.29	
3/31/2025	73249	FUELMAN	GENERAL FUND	POLICE DEPARTMENT	February Fuel	300.51	
3/31/2025	73249	FUELMAN	GENERAL FUND	POLICE DEPARTMENT	January Fuel	5,352.73	
3/31/2025	73249	FUELMAN	GENERAL FUND	PUBLIC WORKS - ADMINISTRATION	January Fuel	236.68	
3/31/2025	73249	FUELMAN	GENERAL FUND	POLICE DEPARTMENT	February Fuel	185.25	
3/31/2025	73249	FUELMAN	GENERAL FUND	ANIMAL SERVICES	February Fuel	185.00	
3/31/2025	73249	FUELMAN	GENERAL FUND	PUBLIC WORKS STREETS	January Fuel	490.13	
3/31/2025	73249	FUELMAN	GENERAL FUND	PUBLIC WORKS STREETS	January Fuel	2,691.29	
3/31/2025	73250	GREEN VALLEY SPECIAL UTILITY	GENERAL FUND	PARKS	water consumption for January	36.51	
3/31/2025	73250	GREEN VALLEY SPECIAL UTILITY	GENERAL FUND	FIRE DEPARTMENT	water consumption for January	182.54	
3/31/2025	73250	GREEN VALLEY SPECIAL UTILITY	GENERAL FUND	FIRE DEPARTMENT	water consumption for January	393.59	
3/31/2025	73250	GREEN VALLEY SPECIAL UTILITY	GENERAL FUND	PARKS	water consumption for January	102.28	
3/31/2025	73251	THE GUARDIAN LIFE INSURANCE CO	GENERAL FUND	NO DEPARTMENT	March premiums	917.55	
3/31/2025	73251	THE GUARDIAN LIFE INSURANCE CO	GENERAL FUND	NO DEPARTMENT	March premiums	3,122.29	
3/31/2025	73251	THE GUARDIAN LIFE INSURANCE CO	GENERAL FUND	NO DEPARTMENT	March premiums	440.76	
3/31/2025	73251	THE GUARDIAN LIFE INSURANCE CO	GENERAL FUND	NO DEPARTMENT	March premiums	1,745.91	
3/31/2025	73251	THE GUARDIAN LIFE INSURANCE CO	GENERAL FUND	NO DEPARTMENT	March premiums	702.94	
3/31/2025	73251	THE GUARDIAN LIFE INSURANCE CO	GENERAL FUND	NO DEPARTMENT	March premiums	603.59	
3/31/2025	73251	THE GUARDIAN LIFE INSURANCE CO	GENERAL FUND	NO DEPARTMENT	March premiums	98.24	
3/31/2025	73251	THE GUARDIAN LIFE INSURANCE CO	GENERAL FUND	NO DEPARTMENT	March premiums	1,732.39	
3/31/2025	73251	THE GUARDIAN LIFE INSURANCE CO	GENERAL FUND	NO DEPARTMENT	March premiums	8,006.72	
3/31/2025	73251	THE GUARDIAN LIFE INSURANCE CO	GENERAL FUND	NO DEPARTMENT	March premiums	95.50	
3/31/2025	73251	THE GUARDIAN LIFE INSURANCE CO	GENERAL FUND	NO DEPARTMENT	March premiums	62.57	
3/31/2025	73251	THE GUARDIAN LIFE INSURANCE CO	GENERAL FUND	NO DEPARTMENT	March premiums	1,123.01	
3/31/2025	73251	THE GUARDIAN LIFE INSURANCE CO	GENERAL FUND	NO DEPARTMENT	March premiums	1,111.28	
					Total	3,841,778.94	



City Council Regular Meeting Staff Report

D. Approval of the Quarterly Investment Report ending March 31, 2025.

Meeting	Agenda Group
Tuesday, May 27, 2025, 6:30 PM	Consent Agenda - Consent Items (General Items) Item: 7D.
From	
Anna Miranda, Finance Director	

PRIOR CITY COUNCIL ACTION:

N/A

BACKGROUND:

N/A

STAFF RECOMMENDATION:

N/A

FINANCIAL IMPACT:

N/A

MOTION(S):

N/A

Attachments

[2025 03 Cibolo.pdf](#)



QUARTERLY INVESTMENT REPORT

For the Quarter Ended

March 31, 2025

Prepared by

Valley View Consulting, L.L.C.

The investment portfolio of the City of Cibolo is in compliance with the Public Funds Investment Act and the City's Investment Policy and Strategies.

City Manager, Investment Officer Date

Assistant City Manager, Investment Officer Date

Director of Finance, Investment Officer Date

Accounting Manager, Investment Officer Date

Disclaimer: These reports were compiled using information provided by the City. No procedures were performed to test the accuracy or completeness of this information. The market values included in these reports were obtained by Valley View Consulting, L.L.C. from sources believed to be accurate and represent proprietary valuation. Due to market fluctuations these levels are not necessarily reflective of current liquidation values. Yield calculations are not determined using standard performance formulas, are not representative of total return yields, and do not account for investment advisor fees.

Summary

Quarter End Results by Investment Category:

December 31, 2024				March 31, 2025		
Asset Type (3)	Ave. Yield	Book Value	Market Value	Ave. Yield	Book Value	Market Value
DDA/MMA/MMMF/Cash	3.98%	\$ 10,678,874	\$ 10,678,874	3.81%	\$ 6,888,444	\$ 6,888,444
Pools	4.64%	38,793,363	38,793,363	4.41%	51,162,559	51,162,559
Securities/CDs	4.46%	18,918,936	18,918,936	4.34%	19,123,077	19,123,077
Totals	4.49%	<u>\$ 68,391,173</u>	<u>\$ 68,391,173</u>	4.34%	<u>\$ 77,174,080</u>	<u>\$ 77,174,080</u>
<u>Current Quarter Average Yield (1)</u>				<u>Fiscal Year-to-Date Average Yield (2)</u>		
Total Portfolio	4.34%			Total Portfolio		4.41%
Rolling Three Month Treasury	4.34%			Rolling Three Month Treasury		4.45%
Rolling Six Month Treasury	4.34%			Rolling Six Month Treasury		4.49%
TexPool	4.33%			TexPool		4.45%
<u>Interest Earnings (Approximate)</u>						
	This Quarter	\$	747,056			
	Fiscal Year-to-Date	\$	1,459,820			

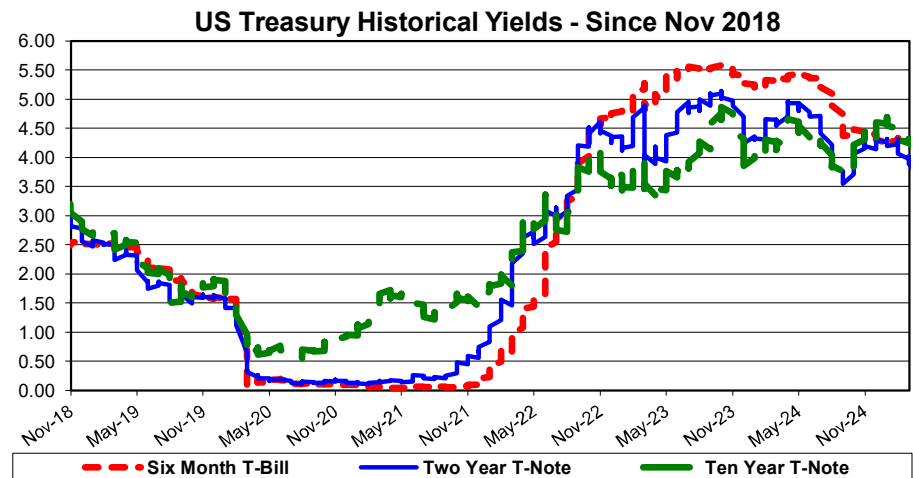
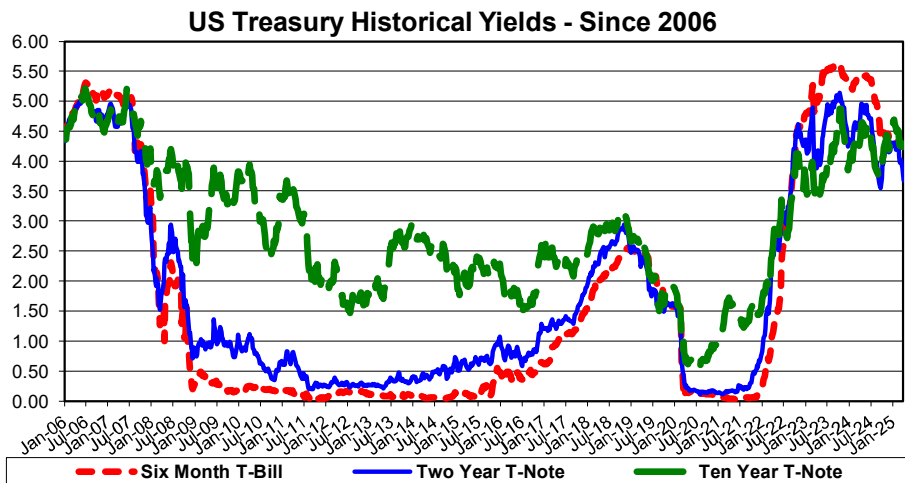
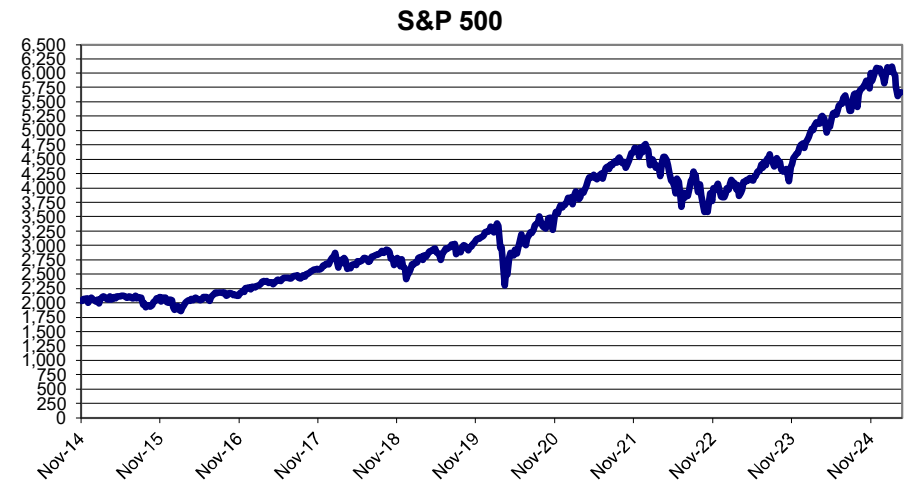
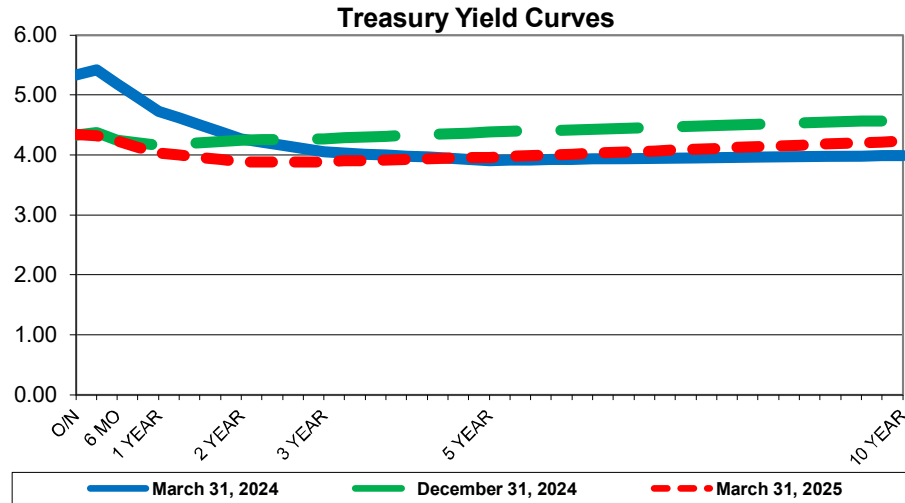
(1) **Current Quarter Average Yield** - based on adjusted book value, realized and unrealized gains/losses and investment advisory fees are not considered. The yield for the reporting month is used for bank, pool, and money market balances.

(2) **Fiscal Year-to-Date Average Yields** - calculated using quarter end report yields and adjusted book values and does not reflect a total return analysis or account for advisory fees..

Economic Overview

3/31/2025

The Federal Open Market Committee (FOMC) kept the Fed Funds target range at 4.25% - 4.50% (Effective Fed Funds trade +/-4.33%). Expectations for additional rate cuts are volatile with current estimates at four 0.25% cuts projected during 2025. March Non-Farm Payroll increased to +228k new jobs, but the Three Month Rolling Average decreased to +152k (from the previous +200k). Fourth Quarter 2024 final GDP ticked up to +2.4% with 2.8% expansion for all of 2024. The S&P 500 Stock Index dipped +/-3% in March to under 5,600. The yield curve flattened with a slight checkmark shape. Crude Oil bounced +/- \$70 per barrel. Inflation remains above the FOMC 2% target (Core PCE +/-2.8% and Core CPI +/-3.1%). Declining global economic outlook and ongoing/expanding international political disruptions increases uncertainty.

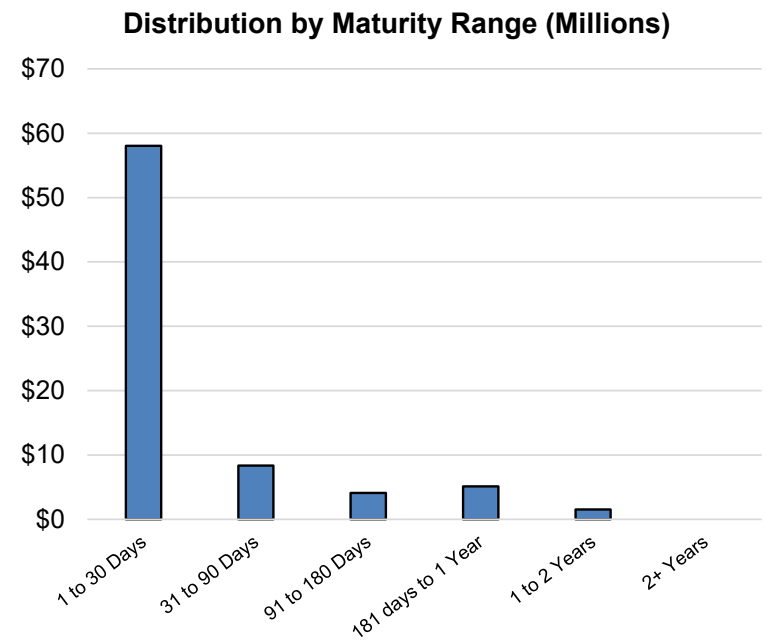
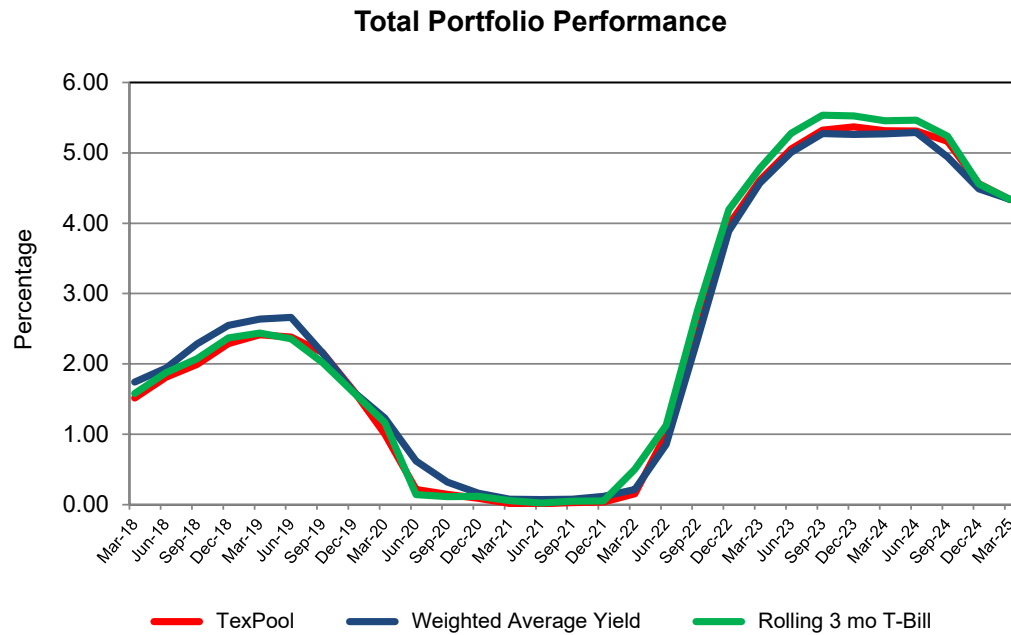
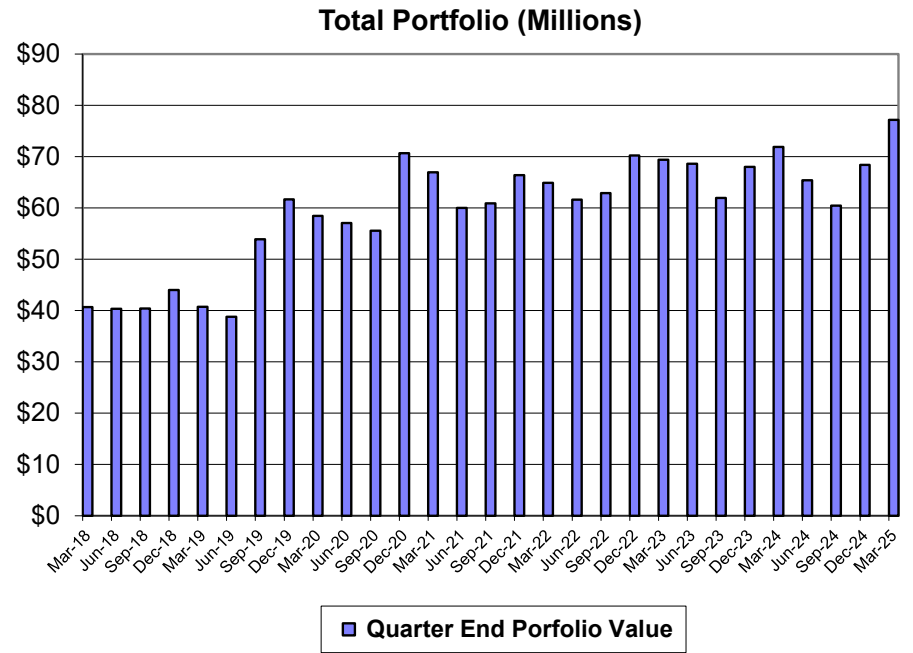
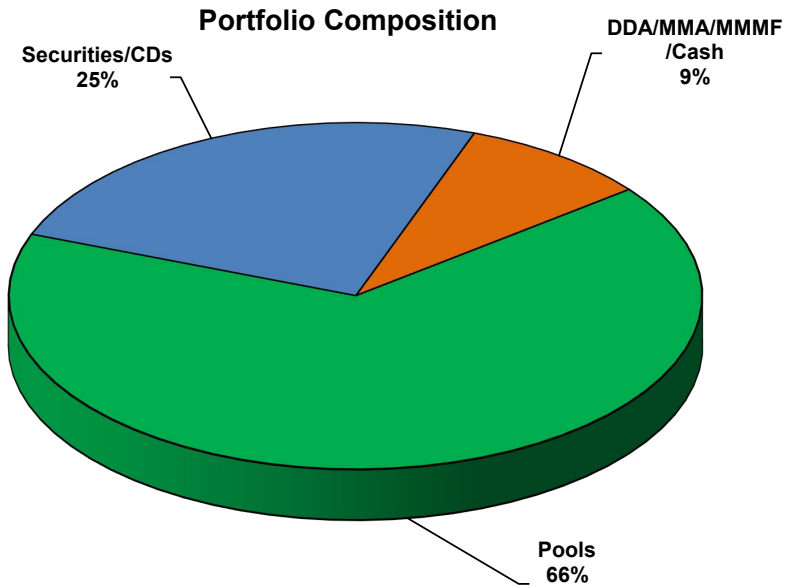


Holdings Report
March 31, 2025

Issuer	% Coupon Rate	Credit Rating	Maturity Date	Settlement Date	Book Value	Market Price	Market Value	% YTM @ Cost	Days To Maturity
Cash	0.00		04/01/25	03/31/25	\$ 1,600	1.00	\$ 1,600	0.00	1
Schertz Bank & Trust MMA	3.63		04/01/25	03/31/25	4,695,431	1.00	4,695,431	3.63	1
Wells Fargo Bank MMMF	4.21		04/01/25	03/31/25	2,191,414	1.00	2,191,414	4.21	1
TexPool LGIP	4.34	AAAm	04/01/25	03/31/25	17,308,600	1.00	17,308,600	4.34	1
TexPool Prime LGIP	4.47	AAAm	04/01/25	03/31/25	9,385,728	1.00	9,385,728	4.47	1
Texas CLASS LGIP	4.44	AAAm	04/01/25	03/31/25	24,461,293	1.00	24,461,293	4.44	1
TexSTAR LGIP	4.34	AAAm	04/01/25	03/31/25	6,937	1.00	6,937	4.34	1
East West Bank CD	4.34		06/04/25	03/04/25	2,116,597	100.00	2,116,597	4.44	65
Schertz Bank & Trust CD	5.00		06/15/25	03/18/24	1,050,519	100.00	1,050,519	5.00	76
East West Bank CD	4.34		06/04/25	03/04/25	2,051,380	100.00	2,051,380	4.43	65
Schertz Bank & Trust CD	5.00		06/18/25	03/18/24	1,050,945	100.00	1,050,945	5.00	79
Schertz Bank & Trust CD	4.95		06/18/25	03/18/24	2,100,853	100.00	2,100,853	4.95	79
BOK Financial CD	4.22		09/18/25	09/19/24	4,090,726	100.00	4,090,726	4.31	171
East West Bank CD	4.26		12/08/25	12/06/24	1,056,512	100.00	1,056,512	4.35	252
Schertz Bank & Trust CD	3.75		12/18/25	09/18/24	2,037,365	100.00	2,037,365	3.80	262
Schertz Bank & Trust CD	3.75		03/18/26	09/18/24	2,037,365	100.00	2,037,365	3.80	352
BOK Financial CD	3.83		09/17/26	09/19/24	1,530,814	100.00	1,530,814	3.90	535
TOTALS					<u>\$77,174,080</u>		<u>\$77,174,080</u>	<u>4.34</u>	<u>48</u>
								(1)	(2)

(1) Weighted average yield to maturity - The weighted average yield to maturity is based on adjusted book value, realized and unrealized gains/losses and investment advisory fees are not considered.

(2) Weighted average life - For purposes of calculating weighted average life, pool investments are assumed to have a one day maturity.



Book & Market Value Comparison
March 31, 2025

Issuer	% Yield	Maturity Date	Book Value 12/31/24	Increases	Decreases	Book Value 03/31/25	Market Value 12/31/24	Change in Market Value	Market Value 03/31/25
Cash	0.00	04/01/25	\$ 1,600	\$ —	\$ —	\$ 1,600	\$ 1,600	\$ —	\$ 1,600
Schertz Bank & Trust MMA	3.63	04/01/25	8,508,978	—	(3,813,547)	4,695,431	8,508,978	(3,813,547)	4,695,431
Wells Fargo Bank MMMF	4.21	04/01/25	2,168,296	23,118	—	2,191,414	2,168,296	23,118	2,191,414
TexPool LGIP	4.34	04/01/25	19,681,017	—	(2,372,417)	17,308,600	19,681,017	(2,372,417)	17,308,600
TexPool Prime LGIP	4.47	04/01/25	6,745,090	2,640,638	—	9,385,728	6,745,090	2,640,638	9,385,728
Texas CLASS LGIP	4.44	04/01/25	12,360,393	12,100,901	—	24,461,293	12,360,393	12,100,901	24,461,293
TexSTAR LGIP	4.34	04/01/25	6,863	74	—	6,937	6,863	74	6,937
East West Bank CD	5.53	03/04/25	1,046,017	—	(1,046,017)	—	1,046,017	(1,046,017)	—
East West Bank CD	4.60	03/04/25	1,045,910	—	(1,045,910)	—	1,045,910	(1,045,910)	—
East West Bank CD	4.84	03/17/25	2,027,923	—	(2,027,923)	—	2,027,923	(2,027,923)	—
East West Bank CD	4.44	06/04/25	—	2,116,597	—	2,116,597	—	2,116,597	2,116,597
Schertz Bank & Trust CD	5.00	06/15/25	1,037,725	12,794	—	1,050,519	1,037,725	12,794	1,050,519
East West Bank CD	4.43	06/04/25	—	2,051,380	—	2,051,380	—	2,051,380	2,051,380
Schertz Bank & Trust CD	5.00	06/18/25	1,038,146	12,799	—	1,050,945	1,038,146	12,799	1,050,945
Schertz Bank & Trust CD	4.95	06/18/25	2,075,520	25,333	—	2,100,853	2,075,520	25,333	2,100,853
BOK Financial CD	4.31	09/18/25	4,048,384	42,343	—	4,090,726	4,048,384	42,343	4,090,726
East West Bank CD	4.35	12/08/25	1,045,473	11,039	—	1,056,512	1,045,473	11,039	1,056,512
Schertz Bank & Trust CD	3.80	12/18/25	2,018,699	18,666	—	2,037,365	2,018,699	18,666	2,037,365
Schertz Bank & Trust CD	3.80	03/18/26	2,018,699	18,666	—	2,037,365	2,018,699	18,666	2,037,365
BOK Financial CD	3.90	09/17/26	1,516,441	14,373	—	1,530,814	1,516,441	14,373	1,530,814
Total / Average	4.34		\$ 68,391,173	\$ 19,088,720	\$ (10,305,814)	\$ 77,174,080	\$ 68,391,173	\$ 8,782,906	\$ 77,174,080

Portfolio Allocation
March 31, 2025
Book & Market Value

Issuer	Maturity Date	Totals	General Fund	Debt Service Fund	Economic Development	Water Fund	Special Fund	Capital Fund
Cash	04/01/25	\$ 1,600	\$ 850	\$ —	\$ —	\$ 750	\$ —	\$ —
Schertz Bank & Trust MMA	04/01/25	4,695,431	1,542,105	2,623,838	—	246,387	283,100	—
Wells Fargo Bank MMMF	04/01/25	2,191,414	1,004,887	—	—	—	—	1,186,527
TexPool LGIP	04/01/25	17,308,600	1,789,474	—	2,556,398	3,307,027	7,915,290	1,740,410
TexSTAR LGIP	04/01/25	6,937	6,937	—	—	—	—	—
TexPool Prime LGIP	04/01/25	9,385,728	2,228,569	—	240,444	1,515,736	3,254,896	2,146,083
TexasCLASS LGIP	04/01/25	24,461,293	2,648,664	—	416,018	1,803,357	3,941,113	15,652,142
East West Bank CD	06/04/25	2,116,597	1,059,148	—	—	—	1,057,449	—
Schertz Bank & Trust CD	06/15/25	1,050,519	1,050,519	—	—	—	—	—
East West Bank CD	06/17/25	2,051,380	—	—	—	—	2,051,380	—
Schertz Bank & Trust CD	06/18/25	1,050,945	—	—	—	1,050,945	—	—
Schertz Bank & Trust CD	06/18/25	2,100,853	—	—	—	—	2,100,853	—
BOK Financial CD	09/18/25	4,090,726	2,045,363	—	—	2,045,363	—	—
East West Bank CD	12/08/25	1,056,512	—	—	—	—	1,056,512	—
Schertz Bank & Trust CD	12/18/25	2,037,365	—	—	—	—	2,037,365	—
Schertz Bank & Trust CD	03/18/26	2,037,365	—	—	—	—	2,037,365	—
BOK Financial CD	09/17/26	1,530,814	—	—	—	1,530,814	—	—
TOTALS		\$ 77,174,080	\$ 13,376,517	\$ 2,623,838	\$ 3,212,860	\$ 11,500,380	\$ 25,735,322	\$ 20,725,163

Portfolio Allocation
December 31, 2024
Book & Market Value

Issuer	Maturity Date	Totals	General Fund	Debt Service Fund	Economic Development	Water Fund	Special Fund	Capital Fund
Cash	01/01/25	\$ 1,600	\$ 850	\$ —	\$ —	\$ 750	\$ —	\$ —
Schertz Bank & Trust MMA	01/01/25	8,508,978	483,743	5,472,612	—	1,551,873	1,000,749	—
Wells Fargo Bank MMMF	01/01/25	2,168,296	994,286	—	—	—	—	1,174,010
TexPool LGIP	01/01/25	19,681,017	4,808,940	—	2,657,596	2,753,032	7,935,726	1,525,723
TexSTAR LGIP	01/01/25	6,863	6,863	—	—	—	—	—
TexPool Prime LGIP	01/01/25	6,745,090	408,458	—	149,650	589,992	3,470,695	2,126,295
TexasCLASS LGIP	01/01/25	12,360,393	553,770	—	417,111	3,037,245	4,884,176	3,468,091
East West Bank CD	03/04/25	1,046,017	1,046,017	—	—	—	—	—
East West Bank CD	03/04/25	1,045,910	—	—	—	—	1,045,910	—
East West Bank CD	03/17/25	2,027,923	—	—	—	—	2,027,923	—
Schertz Bank & Trust CD	06/15/25	1,037,725	1,037,725	—	—	—	—	—
Schertz Bank & Trust CD	06/18/25	1,038,146	—	—	—	1,038,146	—	—
Schertz Bank & Trust CD	06/18/25	2,075,520	—	—	—	—	2,075,520	—
BOK Financial CD	09/18/25	4,048,384	2,024,192	—	—	2,024,192	—	—
East West Bank CD	12/08/25	1,045,473	—	—	—	—	1,045,473	—
Schertz Bank & Trust CD	12/18/25	2,018,699	—	—	—	—	2,018,699	—
Schertz Bank & Trust CD	03/18/26	2,018,699	—	—	—	—	2,018,699	—
BOK Financial CD	09/17/26	1,516,441	—	—	—	1,516,441	—	—
TOTALS		\$ 68,391,173	\$ 11,364,844	\$ 5,472,612	\$ 3,224,357	\$ 12,511,671	\$ 27,523,570	\$ 8,294,120



City Council Regular Meeting Staff Report

E. Approval of the Replat of Turning Stone Unit C10.

Meeting	Agenda Group
Tuesday, May 27, 2025, 6:30 PM	Consent Agenda - Consent Items (General Items) Item: 7E.
From	
Eron Spencer, Assistant Planning Director	
Staff Contact(s)	
Eron Spencer,	

PROPERTY INFORMATION:

Project Name: PC-25-12-RP
Owner: NWC FM 1103/Green Valley Retail, LTD
Representative: Courtney Just, Quiddity Engineering
Area: 2.247 acres
Location: Northeast corner of FM 1103 and Green Valley Road
Council Place: 3
Zoning ([map](#)): Retail/Office (C-3)
Proposed Use: Three (3) commercial lots
Utility Providers: Sewer – City of Cibolo, Water – GVSUD, and Electricity – GVEC

FINDINGS/CURRENT ACTIVITY:

Per Unified Development Code (UDC) Article 20.3.14, 'Replat', a property owner who proposes to re-subdivide any portion of an already approved and filed final plat must submit a replat, which is similar to the final plat process. The plat shall also bear a detailed "Purpose for Re-plat" statement which describes exactly what has been changed since the previously approved plat.

The Land Study for the Turning Stone Subdivision was approved by City Council on October 26, 2010. A Public Improvements Agreement (PIA) was subsequently approved and executed on August 12, 2011, followed by an amendment to the PIA which was executed on May 23, 2014.

The property was previously platted as Lot 38, Block 3 in the Preliminary/Final Plat of Turning Stone Unit C10, which was approved on April 26, 2016, and recorded on June 30, 2016. The purpose of this Replat is to subdivide the existing lot into three separate lots—Lot 39R, Lot 40R, and Lot 41R—to reflect the current lease boundaries of the commercial buildings located on the property. Lot 39R is developed with a commercial building (currently On The Grind). Lot 41R also contains an existing commercial building (formerly Salad and Go). Lot 40R remains undeveloped.

STREETS/MASTER THOROUGHFARE PLAN (MTP):

No additional right-of-way (ROW) dedication is required for this Replat. Adequate ROW exists for FM 1103, which is classified as a major arterial with a variable ROW width of approximately 150ft, and Green Valley Road, which is classified as a minor arterial with an 86ft ROW. Both are consistent with the minimum ROW requirements in the City's Master Thoroughfare Plan.

The Replat depicts a critical access drive easement to ensure that the newly created middle lot, 40R, has access to existing driveways on located on Lot 39R (FM 1103) and Lot 41R (Green Valley Road).

A Traffic Impact Analysis (TIA) Report was submitted and reviewed by the City Engineer. To further confirm that future development or redevelopment on the property will not exceed the peak hour trip (PHT) thresholds established in the TIA, a TIA Worksheet will be required during the site plan review process.

UTILITIES:

Sanitary sewer service to the property is provided by the City of Cibola. Water service is provided by Green Valley Special Utility District (GVSUD), and Guadalupe Valley Electric Cooperative (GVEC) serves as the electric provider.

Letters of Certification (LOCs) from GVSUD, GVEC, and CCMA, recommending approval of this Replat have been submitted.

DRAINAGE:

A Stormwater Management Plan (SWMP) was submitted and reviewed by the City Engineer. No portion of the property is located within the FEMA floodplain. According to the SWMP, "drainage patterns will not be altered since there are no proposed improvements, new impervious cover, or change in use associated with this replat." The Replat includes a note and depicts a temporary drainage easement and swale along the southern lot line of Lot 40R. This swale will direct runoff to an existing detention pond within Unit 3 of the Mesa at Turning Stone Subdivision. The property owner will be responsible for maintaining the swale until such times as a "development permit containing adequate drainage improvements" is approved by the City.

PARKLAND:

Parkland dedication is not required for this Replat since the property is designated for commercial use.

PLANNING & ZONING COMMISSION RECOMMENDATION:

At its May 14, 2025, regular meeting, the Planning & Zoning Commission voted (4-1) to recommend approval of the Replat of Turning Stone Unit C10.

STAFF RECOMMENDATION:

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

Attachments

[Application](#)

[Plat](#)

[City Engineer's Letter](#)

[Property Information Map](#)



City of Cibolo

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

UNIVERSAL APPLICATION - REPLAT

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:	Turning Stone Unit C10 Lot 38 Replat		
Total Acres:	2.247	Survey Name:	James W. Gray Survey No. 255
		Abstract No.:	144
Project Location (address):	2432 FM 1103 (The intersection of FM 1103 and Green Valley Road)		
Current Zoning:	Retail/Office (C3)	Overlay:	<input checked="" type="checkbox"/> None <input type="checkbox"/> Old Town <input type="checkbox"/> FM 78
Proposed Zoning:	Retail/Office (C3)	# of Lots:	3
		# of Units:	1
Please Choose One:	<input type="checkbox"/> Single-Family <input type="checkbox"/> Multi-Family <input checked="" type="checkbox"/> Commercial <input type="checkbox"/> Industrial		
	<input type="checkbox"/> Other		
Current Use:	Commercial	Total Proposed Square Footage:	N/A - No proposed improvements associated with the attached
Proposed Use:	Commercial		(Commercial/Industrial only)

Applicant Information:

Property Owner Name:	NWC FM1103/Green Valley Retail LTD		
Address:	200 Concord Plaza, Suite 860	City:	San Antonio
State:	TX	Zip Code:	78216
		Phone:	210-349-7711
Email:	ppfeiffer@birnbaumproperty.com	Fax:	N/A

*Applicant (if different than Owner):

* Letter of Authorization required

Address:		City:	
State:		Zip Code:	
		Phone:	
Email:		Fax:	

Representative: Courtney Just (Quiddity Engineering)

Address:	601 Northwest Loop 410, Suite 453	City:	San Antonio
State:	TX	Zip Code:	78216
		Phone:	210-546-0056
Email:	cjust@quiddity.com	Fax:	N/A

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

Owner or Representative's Signature	
Typed / Printed Name	Philip J. Pfeiffer, Jr.
State of	Texas
County of	Bexar
Before me,	Emily Tutt
Name of Notary Public	
Name of signer(s)	Philip J. Pfeiffer Jr.
, 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	3rd
day of	March
Notary Public Signature	
(Notary Seal)	

City of Cibolo
Use Only

Total Fees

Payment Method

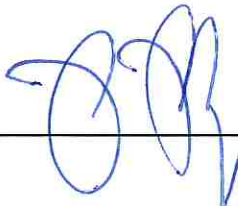
Submittal Date

Accepted by

Case Number

Yes	No	N/A	Checklist																												
<i>Form and Contents per UDC Article 20, Sections 20.3.14 and 20.3.5 - Replatting</i>																															
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	One (1) hard copy and one (1) .pdf copy of the Re-plat encompassing all land owned by the subdivider. The overall concept shall be in compliance with all applicable provisions of UDC Article 20.3.5.																												
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	One (1) hard copy and one (1) .pdf copy of the Final Utility and Final Storm Water Management Report.																												
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	One (1) hard copy and one (1) .pdf copy of the Final Traffic Impact Analysis Report.																												
<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Statement of the intent of the developer to provide parkland dedication in accordance with the requirements of this UDC or to pay fees in lieu of parkland dedication. If parkland will be provided, the plat shall include a General Note that states the amount of parkland required by the UDC and the amount of parkland proposed to be dedicated by the plat. Parkland dedicated for the exclusive use of the neighborhood being platted shall not qualify as fulfilling the parkland dedication requirement.																												
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	One (1) hard copy and one (1) .pdf of a Final Tree Survey showing all protected trees and heritage trees and the method proposed by the developer to tag and preserve these trees, per requirements of this UDC. Heritage trees to be preserved will be designated as such and depicted as a "Heritage Tree" on the construction plans. A grading plan shall accompany the tree survey with all trees located. Protected trees stipulated in this UDC must be noted as a tree to be preserved and shall be physically tagged and protected from site construction.																												
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Completed Application Form and Narrative of Application Request.																												
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<p>A non-refundable check payable to the city in the amount specified within the Fee Schedule of the city, as amended</p> <table border="1"> <thead> <tr> <th>Input # of lots/acres</th> <th>Input cost per lot/ acre</th> <th>Input Base Fee</th> <th>Amount Due</th> </tr> <tr> <th>(# of acres) *</th> <th>Cost per acre) +</th> <th>Base fee =</th> <th></th> </tr> </thead> <tbody> <tr> <td colspan="4">* Fees:</td> </tr> <tr> <td></td> <td>\$1,500 ^{\$1,500}</td> <td></td> <td></td> </tr> <tr> <td></td> <td>\$750 + \$15/ Single Family Lot</td> <td></td> <td>\$ 0.00</td> </tr> <tr> <td></td> <td>\$750 + \$30/Non-Single Family Acreage</td> <td></td> <td></td> </tr> <tr> <td>2.2470</td> <td>\$ 30.00</td> <td>\$ 1,500.00</td> <td>\$ 1,567.41</td> </tr> </tbody> </table> <p>Public Notification Signage \$65 <i>Sign will be placed on property to announce public hearing</i></p> <p>See Fee Schedule for any other applicable fees</p> <p><i>*All plats may incur additional fees above the base fees based on review times or 3rd party consultants. These additional charges will be assessed at actual costs.</i></p> <p><i>*A replat that requires a public hearing must pre-pay.</i></p>	Input # of lots/acres	Input cost per lot/ acre	Input Base Fee	Amount Due	(# of acres) *	Cost per acre) +	Base fee =		* Fees:					\$1,500 ^{\$1,500}				\$750 + \$15/ Single Family Lot		\$ 0.00		\$750 + \$30/Non-Single Family Acreage			2.2470	\$ 30.00	\$ 1,500.00	\$ 1,567.41
Input # of lots/acres	Input cost per lot/ acre	Input Base Fee	Amount Due																												
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2.2470	\$ 30.00	\$ 1,500.00	\$ 1,567.41																												
<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	In cases where public streets, alleys, or easements are proposed to be platted across private easement or fee strips, a copy of the instrument establishing such private easement or fee strip shall be permitted. Where a private easement has no defined location, agreement on a defined easement must be reached before submission of final plat.																												
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Project applicable LOC approvals per Utilities and outside review entities (i.e. TxDot, Guadalupe County)																												
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	At the time that the plat is filed with the city, the applicant shall file a certificate showing that all taxes have been paid on the subject property and that no delinquent taxes exist against the property. The applicant shall also file proof of ownership documentation.																												

By signing below, I do hereby attest that the information contained in this application is true, accurate and complete.



 Signature
 Philip J. Pfeiffer, Jr.

 Printed Signature

03/03/25

 Date
 NWC Fm 1103/Green Valley Rebar, Ltd.

 Company

Project: Turning Stone Unit C10 Lot 38 Replat

Replat Application

City of Cibolo Use Only

☐ Complete Application

☐ Incomplete Application

Accepted By: _____

Date: _____

REPLAT ESTABLISHING OF
TURNING STONE, UNIT C10

A 2.247 ACRE TRACT OF LAND ESTABLISHING FINAL PLAT OF THE TURNING STONE UNIT C10 ADDITION, BLOCK 3, LOTS 39 R, 40 R AND LOT 41 R, BEING A REPLAT OF BLOCK 3, LOT 38 OF THE TURNING STONE UNIT C10 ADDITION, AN ADDITION TO THE CITY CIBOLO, TEXAS, AS RECORDED IN VOLUME 8, PAGES 525-526 OF THE PLAT RECORDS OF GUADALUPE COUNTY, TEXAS.

(3 COMMERCIAL LOTS)

**QUIDDITY**Texas Board of Professional Engineers and Land Surveyors Reg. No. F-23290
601 Northwest Loop 410, Suite 453 • San Antonio, Texas 78216 • 210.494.5511

DATE OF PREPARATION: April 17, 2025

STATE OF TEXAS
COUNTY OF GUADALUPE

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

OWNER/DEVELOPER: PHILLIP J. PFEIFFER JR.
NWC FM1103/GREEN VALLEY RETAIL, LTD.
200 CONCORD PLAZA, SUITE 860
SAN ANTONIO, TEXAS 78216
(210) 349-7711

STATE OF TEXAS
COUNTY OF GUADALUPE

BEFORE ME, THE UNDERSIGNED AUTHORITY ON THIS DAY PERSONALLY APPEARED PHILLIP J. PFEIFFER JR. KNOWN TO ME TO BE THE PERSON WHOSE NAME IS SUBSCRIBED TO THE FOREGOING INSTRUMENT, AND ACKNOWLEDGED TO ME THAT HE EXECUTED THE SAME FOR THE PURPOSES AND CONSIDERATIONS THEREIN EXPRESSED AND IN THE CAPACITY THEREIN STATED. GIVEN UNDER MY HAND AND SEAL OF OFFICE THIS

DAY OF _____ A.D. 20____

NOTARY PUBLIC, GUADALUPE COUNTY, TEXAS

GREEN VALLEY SPECIAL UTILITY DISTRICT CERTIFICATE

THIS LAND DEVELOPMENT PLAT HAS BEEN SUBMITTED TO AND APPROVED BY GREEN VALLEY SPECIAL UTILITY DISTRICT FOR EASEMENTS. UPON REQUEST OF THE CUSTOMER AND PAYMENT OF THE REQUIRED FEES, THE DISTRICT WILL PROVIDE DOMESTIC WATER SERVICE TO EACH LOT IN THIS SUBDIVISION, BY AGREEMENT WITH THE DEVELOPER.

AGENT FOR GREEN VALLEY SPECIAL UTILITY DISTRICT

THIS SUBDIVISION REPLAT OF TURNING STONE, UNIT C10 HAS BEEN SUBMITTED TO AND APPROVED BY GUADALUPE VALLEY ELECTRIC COOPERATIVE, INC. FOR EASEMENTS.

AGENT FOR GUADALUPE VALLEY ELECTRIC COOP., INC.

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

AGENT FOR CIBOLO CREEK MUNICIPAL AUTHORITY

STATE OF TEXAS
COUNTY OF GUADALUPE

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

CITY ENGINEER, CITY OF CIBOLO

THIS REPLAT OF TURNING STONE, UNIT C10 HAS BEEN SUBMITTED TO AND CONSIDERED BY THE PLANNING AND ZONING COMMISSION OF THE CITY OF CIBOLO, TEXAS AND IS HEREBY APPROVED BY SUCH COMMISSION.

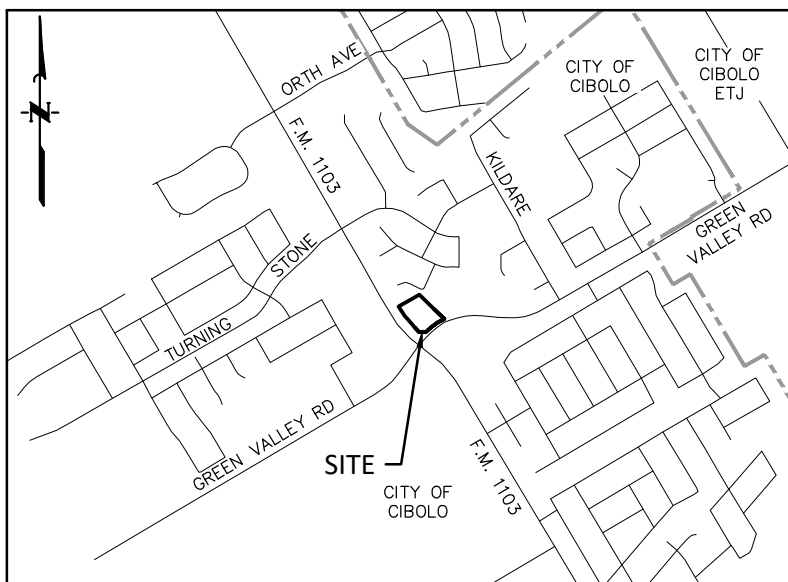
DATED THIS _____ DAY OF _____, A.D., 20____

BY: _____ CHAIR
BY: _____ VICE CHAIR

THIS REPLAT OF TURNING STONE, UNIT C10 HAS BEEN SUBMITTED TO CITY COUNCIL OF THE CITY OF CIBOLO, TEXAS AND HEREBY APPROVED BY SUCH CITY COUNCIL.

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

BY: _____ MAYOR
BY: _____ CITY SECRETARY



April 28, 2025

On behalf of the:

City of Cibolo
Attn: Lindsey Walker
200 S. Main Street
Cibolo, Texas 78108



Re: Replat Review
Turning Stone Unit C10 Lot 38 (PC-25-12-RP)

Ms. Walker,

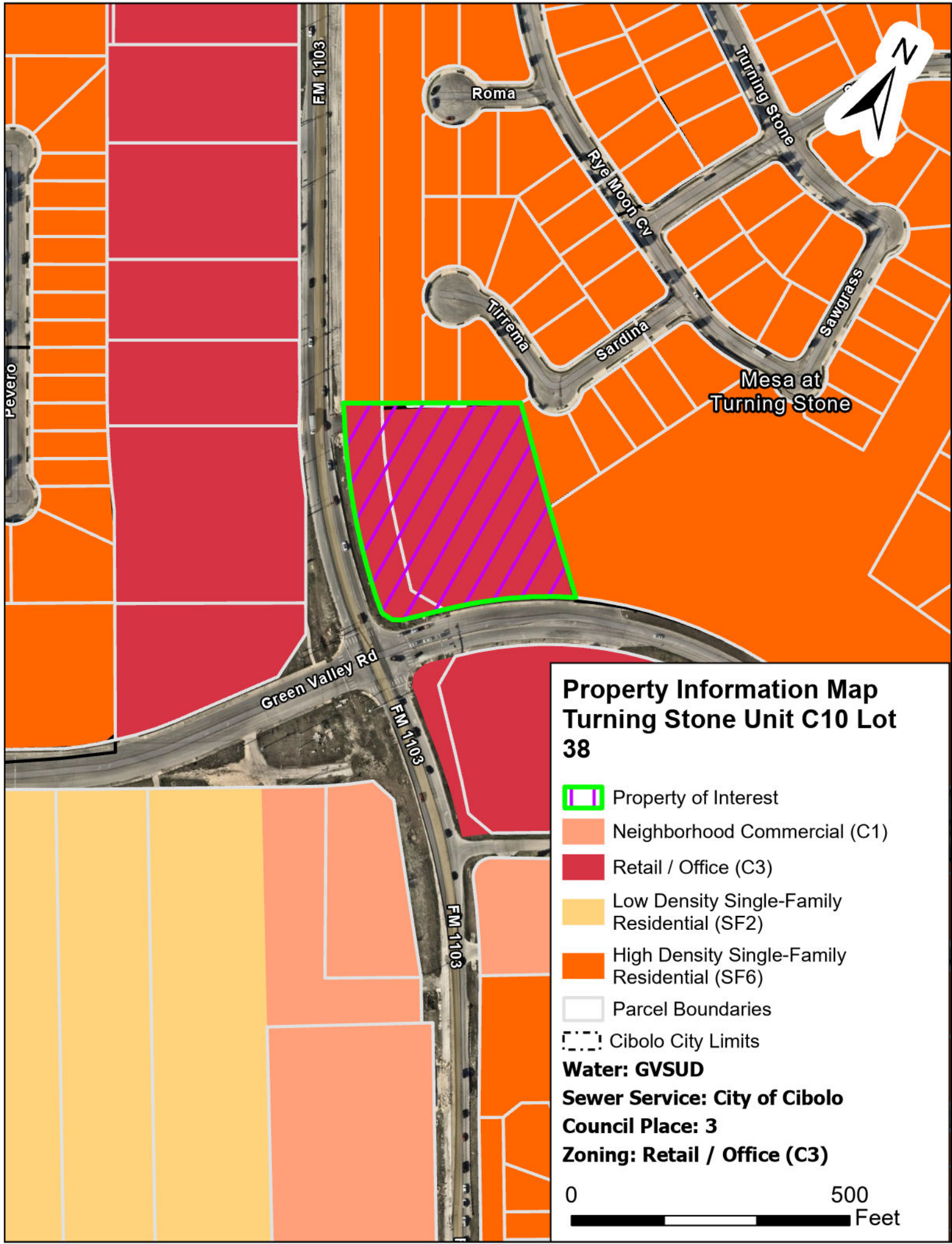
Colliers Engineering & Design has completed its review of the referenced project. We find that the development is in conformance with the city of Cibolo Unified Development Code and Flood ordinances. We have no further comments.

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

Sincerely,

Andy Carruth, P.E.

Plan Reviewer for the City of Cibolo





City Council Regular Meeting Staff Report

F. Approval of the Preliminary Plat of Grace Valley Ranch Phase 4A.

Meeting	Agenda Group
Tuesday, May 27, 2025, 6:30 PM	Consent Agenda - Consent Items (General Items) Item: 7F.
From	
Eron Spencer, Assistant Planning Director	
Staff Contact(s)	
Eron Spencer,	

CITY COUNCIL ACTION: Approval of the above referenced petition

PROPERTY INFORMATION:

Project Name: PC-25-10-PP
Owner: Lennar Homes of Texas Land and Construction, Ltd.
Representative: Cude Engineers
Area: 16.025 acres
Location: Near Intersection of Weil Road and Lazy Acres Lane
Future Land Use: Compact Residential
Zoning ([map](#)): Extraterritorial Jurisdiction (ETJ)
Proposed Use: 81 Residential Lots, 5 Open Space Lots
Utility Providers: Water, Sewer – GVSUD, Electricity – GVEC

PRIOR CITY COUNCIL ACTION:

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

FINDINGS/CURRENT ACTIVITY:

In accordance with Section 20.3.3 of the Unified Development Code (UDC) 'Preliminary Plat' is defined as: "Property required to be platted prior to development of a site within or outside the City Limits." The plat or subdivision of land must comply with the Land Study, if applicable, and meet all requirements of the Unified Development Code and the Design and Construction Manual.

The Grace Valley Ranch Subdivision lies outside the corporate limits of the City of Cibolo. The Preliminary Plat of Grace Valley Ranch Unit 4A proposes 81 residential lots and five (5) open space lots, specifically: Lot 907 (0.35 acres), Lot 908 (0.514 acres), Lot 909 (0.210 acres), Lot 910 (0.062 acres), and Lot 911 (0.071 acres). The Land Study for this subdivision was approved by City Council on April 9, 2019.

STREETS/MASTER THOROUGHFARE PLAN (MTP):

The plat proposes approximately 3,638 linear feet of private roadway for internal circulation and access within Unit 4A. No streets within this unit are identified on the City's Master Thoroughfare Plan (MTP).

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

UTILITIES:

Water and sewer for Unit 4A will be provided by Green Valley Special Utility District (GVSUD). Electricity will be provided by Guadalupe Valley Electric Coop (GVEC).

DRAINAGE:

The Stormwater Management Plan (SWMP) for Grace Valley Ranch Phase 4A, dated January 13, 2025, has been reviewed by the City Engineer. However, an updated SWMP has been requested in accordance with FEMA's guidelines and the methodologies in the Cibolo Watershed hydrologic model provided by the San Antonio River Authority (SARA). These revisions should address land use assumptions, soil conditions, runoff impacts, and detention adequacy.

PARKLAND:

Per Section 16.2.2 of the UDC, a minimum of eight (8%) percent of the total tract area must be dedicated for parkland. Based on the total acreage of Unit 4A (16.025 acres), the developer is required to dedicate at least 1.282 acres.

The applicant has submitted a letter and included a plat note identifying 1.21 acres of parkland dedication, located within the "900 series open space lots excluding any pond areas." However, the combined area of the five (5) open space lots amounts to 1.207 acres. As outlined in Section 16.2.3 of the UDC, "the final decision on acceptance of parkland shall be made by the City Council."

PLANNING & ZONING COMMISSION RECOMMENDATION:

At its April 9, 2025, regular meeting, the Planning & Zoning Commission voted (6-0) to recommend denial of the Preliminary Plat of Grace Valley Ranch Unit 4A due to outstanding comments, including formatting issues, an updated drainage report, verification of total acreage, confirmation of parkland dedication, revisions to the layout to show temporary turnarounds on dead end roads, corrections to the curve and line tables, as well as minor errors on the key notes and map legend.

STAFF RECOMMENDATION:

Following the April 22, 2025, City Council meeting, a revised preliminary plat and updated supporting documents, such as a new SWMP, were reviewed by Staff and the City Engineer. All prior outstanding comments have been addressed. The City Engineer's approval letter is attached herein.

The Preliminary Plat now complies with the subdivision regulations in Articles 19 and 20 of the City's UDC and Section 212, Municipal Regulation of Subdivisions and Property Development, of the Texas Local Government Code. Therefore, Staff recommends **APPROVAL** of the Preliminary Plat.

Attachments

[Application](#)

[Plat](#)

[City Engineer's Letter](#)

[Property Information Map](#)



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

UNIVERSAL APPLICATION - PRELIMINARY PLAT

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

Project Name: Grace Valley Ranch Phase 4A
 Total Acres: 16.025 Survey Name: _____ Abstract No.: _____
 Project Location (address): _____

Current Zoning: N/A Overlay: ☒ None ☐ Old Town ☐ FM 78
 Proposed Zoning: N/A # of Lots: 81 # of Units: _____
 Please Choose One: ☒ Single-Family ☐ Multi-Family ☐ Commercial ☐ Industrial
☐ Other _____
 Current Use: Undeveloped Total Proposed Square Footage: _____
 Proposed Use: Single Family (Commercial/Industrial only)

Applicant Information:

Property Owner Name: Richard Mott
 Address: 100 NE Loop 410, Suite 1155 City: San Antonio
 State: TX Zip Code: 78216 Phone: 210-889-5516
 Email: richard.mott@lennar.com Fax: _____

*Applicant (if different than Owner): Lennar Homes of Texas Land and Construction, LTD (Richard Mott, P.E.)

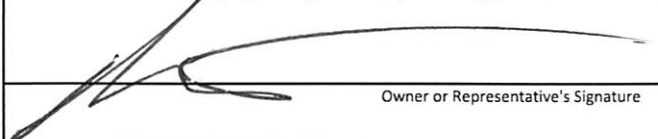
* Letter of Authorization required

Address: 100 NE Loop 410, Suite 1155 City: San Antonio
 State: TX Zip Code: 78216 Phone: 210-403-6200
 Email: richard.mott@lennar.com Fax: _____

Representative: Cude Engineers (Kyle Hudek, P.E.)

Address: 4122 Pond Hill Rd, Suite 100 City: San Antonio
 State: TX Zip Code: 78231 Phone: 210-681-2951
 Email: khudek@cudeengineers.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

Typed / Printed Name

State of Texas

County of Bexar

Before me, Tristan Cortez, on this day personally appeared


Name of Notary Public

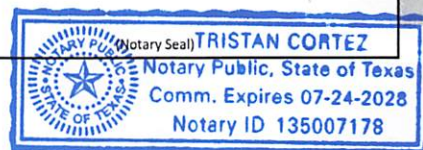
Richard Mott, to be the person(s) who is/are subscribed to the

Name of signer(s)

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

Given under my hand and seal of office this 12th day of November 2024


 Notary Public Signature



City of Cibolo
 Use Only

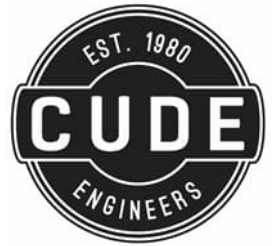
Total Fees

Payment Method

Submittal Date

Accepted by

Case Number



2/03/2025

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

Grace Valley Ranch, Phase 4A – Preliminary Plat Application Request

Dear Mrs. Walker,

This letter is regarding the final plat application request for the development project known as Grace Valley Ranch, Phase 4A. This development encompasses 16.025 acres and consists of 81 single-family homes located within the City of Cibolo Extraterritorial Jurisdiction, Guadalupe County, Texas.

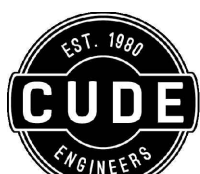
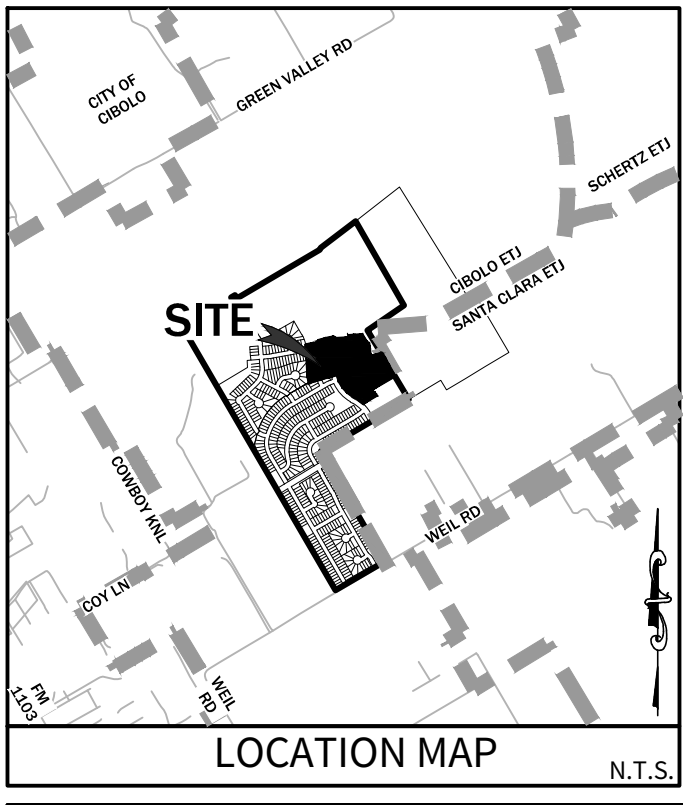
The purpose of this correspondence is to formally request the review of the Grace Valley Ranch, Phase 4A preliminary plat by the City of Cibolo staff, Planning and Zoning Commission and the City Council.

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

Sincerely,

A handwritten signature in blue ink, appearing to read "K Hudek".

Kyle Hudek, P.E.
Senior Project Manager



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

CONTACT: CHRIS J. CHAFFEE, P.E. PROJECT # R03346.017

OWNER/DEVELOPER:
ESSENTIAL HOUSING ASSET MANAGEMENT, LLC
8585 E HARTFORD DR., SUITE 118
SCOTTSDALE, ARIZONA 85255
PHONE: (210) 403-6282
CONTACT PERSON: STEVEN S. BENSON, MANAGER

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

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

BY: _____
CITY ENGINEER, CITY OF CIBOLO

STATE OF TEXAS
COUNTY OF GUADALUPE

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

REGISTERED PROFESSIONAL ENGINEER
CHRIS J. CHAFFEE, P.E.
SWORN TO AND SUBSCRIBED BEFORE ME THIS THE _____ DAY OF _____, A.D., 2025.

NOTARY PUBLIC IN AND FOR THE STATE OF TEXAS

STATE OF TEXAS
COUNTY OF GUADALUPE

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

REGISTERED PROFESSIONAL LAND SURVEYOR
CHRIS WALTERSCHEIDT, R.P.L.S.
SWORN TO AND SUBSCRIBED BEFORE ME THIS THE _____ DAY OF _____, A.D., 2025.

NOTARY PUBLIC IN AND FOR THE STATE OF TEXAS

THIS PLAT OF _____ GRACE VALLEY RANCH, PHASE 4A HAS BEEN SUBMITTED TO AND CONSIDERED BY THE PLANNING AND ZONING COMMISSION OF THE CITY OF CIBOLO, TEXAS AND IS HEREBY APPROVED BY SUCH COMMISSION.

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

BY: _____ CHAIR BY: _____ VICE CHAIR

THIS PLAT OF _____ GRACE VALLEY RANCH, PHASE 4A HAS BEEN SUBMITTED TO AND CONSIDERED BY THE CITY COUNCIL OF THE CITY OF CIBOLO, TEXAS AND IS HEREBY APPROVED BY SUCH CITY COUNCIL.

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

BY: _____ MAYOR BY: _____ CITY SECRETARY

NOTES:

1. THE PROPERTY SHOWN HEREON LIES WITHIN THE CITY OF CIBOLO, ETJ.
2. THE PROPERTY SHOWN HEREON IS NOT LOCATED OVER THE EDWARDS AQUIFER RECHARGE ZONE.
3. THE PROPERTY SHOWN HEREON IS LOCATED INSIDE SCHERTZ-CIBOLO-UNIVERSAL CITY SCHOOL DISTRICT.
4. THE PROPERTY SHOWN HEREON WILL HAVE UTILITIES PROVIDED BY THE FOLLOWING
WATER - GVSUD
SEWER - GVSUD
ELECTRICITY - G.V.E.C.
TELECOMMUNICATION - AT&T AND SPECTRUM
5. NO PORTION OF THE PROPERTY EXCEPT SHOWN HEREON IS LOCATED WITHIN A 1% ANNUAL CHANCE (100-YEAR) FLOOD BOUNDARY AS DEFINED BY FLOOD INSURANCE RATE MAP GUADALUPE COUNTY, TEXAS COMMUNITY PARCEL NUMBER 4818TC 0230F, REVISED NOVEMBER 2, 2007.
6. THIS PLAT DOES NOT AMEND, ALTER, RELEASE OR OTHERWISE AFFECT ANY EXISTING ELECTRIC, GAS, WATER, SEWER, DRAINAGE, TELEPHONE, CABLE EASEMENTS OR ANY OTHER EASEMENTS FOR UTILITIES UNLESS THE CHANGES TO SUCH EASEMENTS ARE DESCRIBED ABOVE.
7. ALL UTILITY EASEMENTS ARE FOR THE CONSTRUCTION, MAINTENANCE (INCLUDING BUT NOT LIMITED TO REMOVAL OF TREE AND OTHER OBSTRUCTIONS), READING METERS AND REPAIR OF ALL OVERHEAD AND UNDERGROUND UTILITIES.
8. ALL EXISTING G.V.E.C. OVERHEAD LINES POSSESS A 30' CENTERLINE EASEMENT, 15' EACH SIDE OF LINE.
9. BEARING REFERENCE SOURCE IS THE TEXAS STATE PLANE COORDINATE SYSTEM - SOUTH CENTRAL ZONE (4204), NAD 83 (2011).
10. MONUMENTATION AS SHOWN, IT IS THE PRACTICE OF CUDE ENGINEERS TO MONUMENT ALL CORNERS (IF PRACTICAL) IN THE SUBDIVISION WITH 1/2" REBAR AND PLASTIC CAPS STAMPED "CUDE", UPON COMPLETION OF CONSTRUCTION.
11. HOMEOWNER(S) ASSOCIATION WILL MOW AND MAINTAIN PARKS, LANDSCAPE BUFFERS, OPEN SPACE, GREENBELTS AND DRAINAGE EASEMENTS.
12. THE CITY OF CIBOLO AND/OR GUADALUPE COUNTY RESERVES THE RIGHT TO RENAME STREETS AND/OR CHANGE HOUSE NUMBERS DUE TO INCOMPATIBILITY WITH EXISTING NAME LAYOUT, EMERGENCY VEHICLE RESPONSE, AND MAIL DELIVERY.
13. LOT SQUARE FOOTAGES SHOWN HEREON WERE DERIVED FROM DIMENSIONS SHOWN, BUT DO REFLECT A CERTIFIED INCREASE IN ACREAGE ACCURACY BEYOND THAT OF THE TOTAL ACREAGE SHOWN HEREON (17.426 ac.).
14. LOTS IN SUBDIVISION PLAT INCLUDE DRAINAGE EASEMENTS AND OPEN SPACE.
15. THIS PLAT CONTAINS APPROXIMATELY 3,638 L.F. OF ROADWAY.
16. SELLING A PORTION OF THIS ADDITION BY METES AND BOUNDS IS A VIOLATION OF THE UNIFIED DEVELOPMENT CODE OF THE CITY OF CIBOLO AND STATE PLANNING STATUTES AND IS SUBJECT TO FINES AND WITHHOLDING OF UTILITIES AND BUILDING PERMITS.
17. PLAT APPROVAL SHALL NOT BE DEEMED TO OR PRESUMED TO GIVE AUTHORITY TO VIOLATE, NULLIFY, VOID, OR CANCEL ANY PROVISIONS OF LOCAL, STATE, OR FEDERAL LAWS, ORDINANCES, OR CODES.
18. THE APPLICANT IS RESPONSIBLE FOR SECURING ANY FEDERAL PERMITS THAT MAY BE NECESSARY AS THE RESULT OF PROPOSED DEVELOPMENT ACTIVITY. THE CITY OF CIBOLO IS NOT RESPONSIBLE FOR DETERMINING THE NEED FOR, OR ENSURING COMPLIANCE WITH ANY FEDERAL PERMIT.
19. APPROVAL OF THIS PLAT DOES NOT CONSTITUTE A VERIFICATION OF ALL DATA, INFORMATION AND CALCULATIONS SUPPLIED BY THE APPLICANT. THE ENGINEER OF RECORD OR REGISTERED PUBLIC LAND SURVEYOR IS SOLELY RESPONSIBLE FOR THE COMPLETENESS, ACCURACY AND ADEQUACY OF HIS/HER SUBMITTAL WHETHER OR NOT THE APPLICATION IS REVIEWED FOR CODE COMPLIANCE BY THE CITY ENGINEERS.
20. ALL RESPONSIBILITY FOR THE ADEQUACY OF THIS PLAT REMAINS WITH THE ENGINEER OR SURVEYOR WHO PREPARED THEM. IN APPROVING THESE PLANS, THE CITY OF CIBOLO MUST RELY ON THE ADEQUACY OF THE WORK OF THE ENGINEER AND/OR SURVEYOR OF RECORD.
21. ROUTINE MAINTENANCE OF WEEDS AND GRASS IN ALL EASEMENTS SHALL BE THE RESPONSIBILITY OF THE PROPERTY OWNER, HOA, OR PROPERTY OWNER ASSOCIATE ON WHICH THE EASEMENT IS LOCATED IN ACCORDANCE WITH CITY OF CIBOLO UDC AND THE CITY OF CIBOLO BUILDING CODE, EACH OF WHICH AS MAY BE AMENDED, PRIOR TO THE ISSUANCE OF A BUILDING PERMIT.
22. ALL UTILITIES, INCLUDING, BUT NOT LIMITED TO, ELECTRICAL WIRING, NATURAL GAS, TELEPHONE, CABLE, INTERNET, AND SECURITY SYSTEMS, SHALL BE LOCATED IN THE FRONT YARD, SHALL BE INSTALLED UNDERGROUND AND SHALL BE MAINTAINED IN ACCORDANCE WITH ALL APPLICABLE CITY CODES AND REGULATIONS FOR SUCH SYSTEMS. ANY UTILITIES REQUIRED TO BE PLACED ABOVE GROUND MUST BE PLACED ON STEEL POLES OR ANOTHER MATERIAL WITH COMPARABLE STRENGTH AND DURABILITY, AS APPROVED BY THE CITY ENGINEER AND AFFECTED UTILITY PROVIDER, MEETING THE REQUIREMENTS OF THE CITY AND THE APPLICABLE UTILITY PROVIDER. ROUTINE MAINTENANCE OF GRASS AND WEEDS IN ALL EASEMENTS SHALL BE THE RESPONSIBILITY OF THE OWNER ON WHOSE PROPERTY THE EASEMENT IS LOCATED, EXPECTED WHERE EXPRESSLY STIPULATED TO BE MAINTAINED BY SOME OTHER PARTY.
23. FINISHED FLOOR ELEVATIONS MUST BE A MINIMUM OF 8 INCHES ABOVE FINISHED ADJACENT GRADE.
24. NO STRUCTURES, FENCES, WALLS, OR OTHER OBSTRUCTIONS THAT IMPEDE DRAINAGE SHALL BE PLACED WITHIN THE LIMITS OF THE DRAINAGE EASEMENTS AND RIGHTS-OF-WAY SHOWN ON THIS PLAT. NO LANDSCAPING OR OTHER TYPE OF MODIFICATIONS, WHICH ALTER THE CROSS-SECTIONS OF THE DRAINAGE EASEMENTS AND RIGHTS-OF-WAY, AS APPROVED, SHALL BE ALLOWED WITHOUT THE APPROVAL OF THE DIRECTOR OF PUBLIC WORKS. THE CITY OF CIBOLO SHALL HAVE THE RIGHT TO INGRESS AND EGRESS OVER THE GRANTOR'S ADJACENT PROPERTY TO REMOVE ANY IMPEDING OBSTRUCTIONS PLACED WITHIN THE LIMITS OF SAID DRAINAGE EASEMENTS AND TO MAKE ANY MODIFICATIONS OR IMPROVEMENTS WITHIN SAID DRAINAGE EASEMENTS.
25. TREE SURVEY WILL BE PROVIDED ON A PHASE TO PHASE BASIS.
26. A GEOTECHNICAL REPORT DEMONSTRATING COMPLIANCE WITH ALL RECOMMENDED PRACTICE FOR THE DESIGN OF RESIDENTIAL FOUNDATIONS, VERSION 1 STANDARDS OF THE TEXAS SECTION OF THE AMERICAN SOCIETY OF CIVIL ENGINEERS, THE GEOTECHNICAL STANDARDS OF THE CITY OF CIBOLO UDC AND THE CITY OF CIBOLO BUILDING CODE, EACH OF WHICH AS MAY BE AMENDED, PRIOR TO THE ISSUANCE OF A BUILDING PERMIT.
27. ALL STREETS ARE DESIGNATED AS A 60' UNDERGROUND AND AT-GRADE INFRASTRUCTURE AND SERVICE FACILITIES EASEMENT FOR PUBLIC ACCESS, GAS, ELECTRIC, STREET LIGHT, TELEPHONE CABLE, TELEVISION, DRAINAGE, PEDESTRIAN, PUBLIC WATER, WASTEWATER, RECYCLED WATER MAINS, AND EMERGENCY ACCESS EASEMENT.
28. THE LANDOWNER ASSUMES ALL RISKS ASSOCIATED WITH IMPROVEMENTS LOCATED IN THE RIGHT-OF-WAY, OR ROAD WIDENING EASEMENT. BY PLACING ANYTHING IN THE RIGHT-OF-WAY OR ROAD WIDENING EASEMENTS, THE LANDOWNER IDENTIFIES AND HOLDS THE CITY OF CIBOLO,

STATE OF TEXAS
COUNTY OF GUADALUPE

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

LENNAR HOMES OF TEXAS LAND AND CONSTRUCTION, LTD.
A TEXAS LIMITED PARTNERSHIP
BY: U.S. HOME L.L.C., A DELAWARE LIMITED LIABILITY COMPANY
(AS SUCCESSOR-IN-INTEREST) BY CONVERSION FROM U.S. HOME CORPORATION, A DELAWARE CORPORATION, ITS GENERAL PARTNER

BY: _____
RICHARD MOTT, P.E., AUTHORIZED AGENT

STATE OF TEXAS
COUNTY OF GUADALUPE

BEFORE ME, THE UNDERSIGNED AUTHORITY ON THIS DAY PERSONALLY APPEARED

I'SUBSCRIBED TO THE FOREGOING INSTRUMENT, AND ACKNOWLEDGED TO ME THAT HE EXECUTED THE SAME FOR THE PURPOSES AND CONSIDERATIONS THEREIN EXPRESSED AND IN THE CAPACITY THEREIN STATED.

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

NOTARY PUBLIC IN AND FOR THE STATE OF TEXAS

GUADALUPE COUNTY, THEIR OFFICERS, AGENTS, AND EMPLOYEES HARMLESS FROM ANY LIABILITY OWING TO PROPERTY DEFECTS OR NEGLIGENCE NOT ATTRIBUTABLE TO THEM AND ACKNOWLEDGES THAT THE IMPROVEMENTS MAY BE REMOVED BY THE CITY AND/OR COUNTY AND THAT THE OWNER OF THE IMPROVEMENTS WILL BE RESPONSIBLE FOR THE RELOCATION AND/OR REPLACEMENT OF THE IMPROVEMENTS.

29. THE BUILDING OF ALL STREETS, ROADS, AND OTHER PUBLIC THOROUGHFARES AND ANY BRIDGES OR CULVERTS NECESSARY TO BE CONSTRUCTED OR PLACED IS THE RESPONSIBILITY OF THE OWNERS OF THE TRACT OF LAND COVERED BY THIS PLAT IN ACCORDANCE WITH THE PLANS AND SPECIFICATIONS PRESCRIBED BY THE CITY OF CIBOLO AND/OR GUADALUPE COUNTY, TEXAS. NEITHER THE CITY OF CIBOLO NOR GUADALUPE COUNTY ASSUMES ANY OBLIGATION TO THE BRIDGES OR DRAINAGE IMPROVEMENTS IN CONNECTION THEREWITH, NEITHER THE CITY OF CIBOLO NOR GUADALUPE COUNTY ASSUMES ANY RESPONSIBILITY FOR DRAINAGE WAYS OR EASEMENTS IN THE SUBDIVISION, OTHER THAN THOSE DRAINING OR PROTECTING THE PUBLIC ROAD SYSTEM AND PUBLIC STREETS IN THE RESPECTIVE JURISDICTIONS.

30. THE MAINTENANCE OF ALL STREETS, OPEN SPACE, GREENBELTS, PARKS, TREE SAVE AREAS, DRAINAGE EASEMENTS AND EASEMENTS OF ANY OTHER NATURE WITHIN THIS SUBDIVISION SHALL BE THE RESPONSIBILITY OF THE PROPERTY OWNERS, OR THE GRACE MEADOWS HOMEOWNERS ASSOCIATION, OR DISTRICT CREATED UNDER TEXAS WATER CODE, OR ITS SUCCESSORS OR ASSIGNS AND NOT THE RESPONSIBILITY OF THE CITY OF CIBOLO OR GUADALUPE COUNTY.

31. THE ROADS SHALL BE MAINTAINED TO SUCH A STANDARD THAT WILL ALLOW EMERGENCY VEHICLES TO ACCESS THE LOTS.

32. EVERY DEED THAT CONVEYS OWNERSHIP OF A LOT MUST CONTAIN NOTICE TO THE GRANTEE THAT ALL STREETS SHALL BE THE RESPONSIBILITY OF THE PROPERTY OWNERS, OR THE GRACE MEADOWS HOMEOWNERS ASSOCIATION, OR DISTRICT CREATED UNDER TEXAS WATER CODE, OR ITS SUCCESSORS OR ASSIGNS AND NOT THE RESPONSIBILITY OF THE CITY OF CIBOLO OR GUADALUPE COUNTY. NEITHER THE CITY OF CIBOLO NOR GUADALUPE COUNTY, TEXAS, WILL EVER ACCEPT THE ROADS FOR MAINTENANCE, AND THE QUALITY OF THE ROADS MUST BE MAINTAINED AS TO NOT AFFECT ACCESS BY PUBLIC SERVICE AGENCIES SUCH AS POLICE, FIRE, AND EMERGENCY MEDICAL SERVICES.

33. IMPROVEMENTS WITHIN THE COUNTY ROAD RIGHT-OF-WAY INCLUDING, BUT NOT LIMITED TO, LANDSCAPING, IRRIGATION, DECORATIVE LIGHTING, CUSTOM SIGNS, IS PROHIBITED WITHOUT FIRST OBTAINING AN EXECUTED LICENSE AGREEMENT WITH GUADALUPE COUNTY.

34. THE STREETS SHALL ALWAYS BE OPEN TO EMERGENCY VEHICLES, PUBLIC AND PRIVATE UTILITY SERVICE PERSONNEL, THE U.S. POSTAL SERVICE AND GOVERNMENTAL EMPLOYEES IN PURSUIT OF THEIR OFFICIAL DUTIES.

35. THE AMOUNT OF PARKLAND DEDICATION PROVIDED BY THIS DEVELOPMENT IS 1.21 Ac. MEETING/EXCEEDING THE EIGHT (8%) PERCENT OF THE TOTAL TRACT ACREAGE AS REQUIRED BY SECTION 16.2.2a OF THE UDC.

36. THE GRACE MEADOWS HOMEOWNERS ASSOCIATION, BY FILLING THIS RECORD DOCUMENT, AND ALL FUTURE OWNERS OF THIS PROPERTY, BY PURCHASING SUCH PROPERTY, ACKNOWLEDGE AND AGREE THAT GUADALUPE COUNTY SHALL HAVE NO OBLIGATION WHATSOEVER TO REPAIR OR ACCEPT MAINTENANCE OF THE STREETS SHOWN ON THIS APPROVED DEVELOPMENT PLAT UNTIL AND UNLESS THE GRACE MEADOWS HOMEOWNERS ASSOCIATION AND/OR THE PROPERTY OCCUPANTS OR TENANTS HAVE IMPROVED HE STREETS TO THE THEN CURRENT MAINTENANCE BY FORMAL, WRITTEN ACTION OF THE COUNT COMMISSIONS COURT AND THE STREETS, WITH ALL REQUIRED RIGHT-OF-WAY AND BUILDING SETBACKS, HAVE BEEN DEDICATED BY THE OWNERS THEREOF, AND ACCEPTED BY THE COUNTY, AS PUBLIC STREETS. UNTIL SUCH TIME, THE GRACE MEADOWS HOMEOWNERS ASSOCIATION AND ALL FUTURE OWNERS OF PROPERTY WITHIN THE LIMITS OF THE APPROVED DEVELOPMENT PLAT SHALL LOOK SOLELY TO THE OWNER, DEVELOPER OR ENTITY CREATED FOR THAT PURPOSE FOR FUTURE MAINTENANCE AND REPAIR OF THE STREETS INCLUDED IN THE DEVELOPMENT PLAT.

STATE OF TEXAS
COUNTY OF GUADALUPE

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

SA TOMAHAWK ROCK, LP.

BY: _____
SA TOMAHAWK ROCK, AUTHORIZED AGENT

STATE OF TEXAS
COUNTY OF GUADALUPE

BEFORE ME, THE UNDERSIGNED AUTHORITY ON THIS DAY PERSONALLY APPEARED

I KNOW TO ME TO BE THE PERSON WHOSE NAME IS SUBSCRIBED TO THE FOREGOING INSTRUMENT, AND ACKNOWLEDGED TO ME THAT HE EXECUTED THE SAME FOR THE PURPOSES AND CONSIDERATIONS THEREIN EXPRESSED AND IN THE CAPACITY THEREIN STATED.

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

NOTARY PUBLIC IN AND FOR THE STATE OF TEXAS

STATE OF TEXAS
COUNTY OF GUADALUPE

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

BY: _____
SA KOSTA BROWNE, AUTHORIZED AGENT

STATE OF TEXAS
COUNTY OF GUADALUPE

BEFORE ME, THE UNDERSIGNED AUTHORITY ON THIS DAY PERSONALLY APPEARED

I KNOW TO ME TO BE THE PERSON WHOSE NAME IS SUBSCRIBED TO THE FOREGOING INSTRUMENT, AND ACKNOWLEDGED TO ME THAT HE EXECUTED THE SAME FOR THE PURPOSES AND CONSIDERATIONS THEREIN EXPRESSED AND IN THE CAPACITY THEREIN STATED.

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

NOTARY PUBLIC IN AND FOR THE STATE OF TEXAS

CURVE TABLE					
CURVE	RADIUS	DELTA	LENGTH	CHORD BEARING	CHORD
C45	435.00'	57°25'08"	435.93'	S31°53'33"E	417.92'
C46	460.00'	57°25'08"	460.99'	S31°53'33"E	441.94'
C47	565.00'	10°00'03"	98.62'	S08°11°00"E	98.49'
C48	60.00'	147°03'34"	154.00'	N09°20'11"W	115.08'
C49	11.00'	32°51'25"	6.31'	N41°45'45"W	6.22'
C50	530.00'	2°11'11"	20.22'	S81°26'51"W	20.22'
C51	60.00'	299°56'00"	314.09'	S12°27'48"E	60.06'
C52	495.70'	1°43'55"	14.98'	N81°42'33"E	14.98'
C53	260.00'	57°25'08"	260.56'	S31°53'33"E	249.79'
C54	60.01'	299°27'38"	313.66'	S66°56'05"W	60.50'
C55	435.00'	3°26'53"	26.18'	S04°54'25"E	26.17'
C56	60.00'	300°00'00"	314.16'	N30°02'05"W	60.00'
C57	29.00'	32°51'25"	16.63'	N41°45'45"W	16.40'
C58	60.00'	134°24'24"	140.75'	S31°10°04"E	110.63'
C59	60.00'	292°40'05"	306.48'	N61°14°00"E	66.52'
C60	495.80'	2°32'34"	22.00'	N83°50'48"E	22.00'
C61	60.00'	17°26'08"	18.26'	N72°54°40"E	18.19'

81 RESIDENTIAL LOTS & 5 OPEN SPACE (NON-RESIDENTIAL), IN 9 BLOCKS

PRELIMINARY PLAT OF GRACE VALLEY RANCH PHASE 4A

17.426 ACRES OF LAND LOCATED IN THE FRILAN DE LA GARZA SURVEY 253, ABSTRACT 143, GUADALUPE COUNTY, TEXAS, AND BEING A PORTION OF A CALLED 62.57 ACRE TRACT OF LAND RECORDED IN DOCUMENT 202399016958 OF THE OFFICIAL PUBLIC RECORDS OF GUADALUPE COUNTY, TEXAS.

STATE OF ARIZONA
COUNTY OF _____

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

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

BY: _____
STEVEN S. BENSON, ITS MANAGER

STATE OF ARIZONA
COUNTY OF _____

BEFORE ME, THE UNDERSIGNED AUTHORITY ON THIS DAY PERSONALLY APPEARED

I KNOW TO ME TO BE THE PERSON WHOSE NAME IS SUBSCRIBED TO THE FOREGOING INSTRUMENT, AND ACKNOWLEDGED TO ME THAT HE EXECUTED THE SAME FOR THE PURPOSES AND CONSIDERATIONS THEREIN EXPRESSED AND IN THE CAPACITY THEREIN STATED.

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

NOTARY PUBLIC IN AND FOR THE STATE OF TEXAS

GUADALUPE VALLEY E.C. NOTES "EASEMENT REQUIREMENTS"

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

THIS SUBDIVISION PLAT OF GRACE VALLEY RANCH PHASE 4A HAS BEEN SUBMITTED TO AND APPROVED BY GUADALUPE VALLEY ELECTRIC COOPERATIVE, INC. FOR EASEMENTS.

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

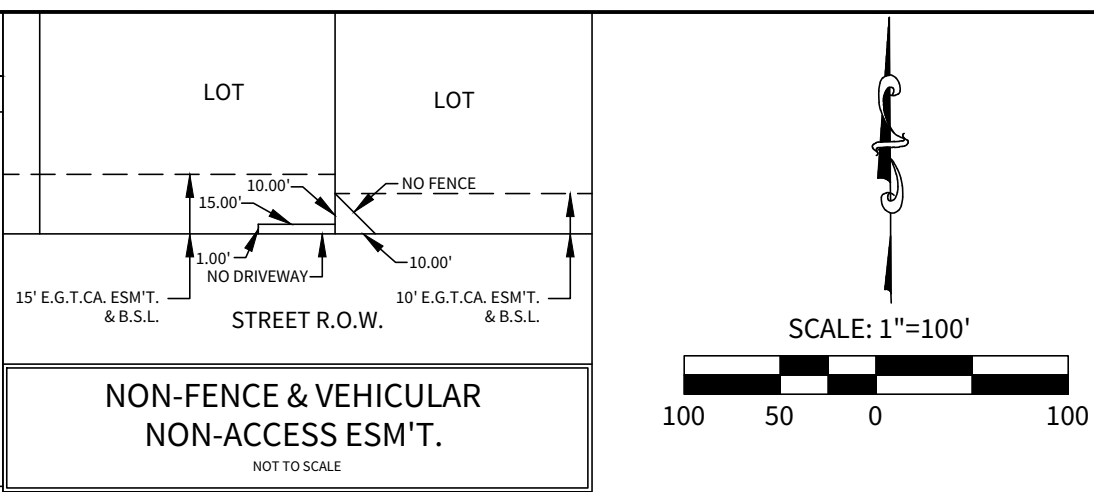
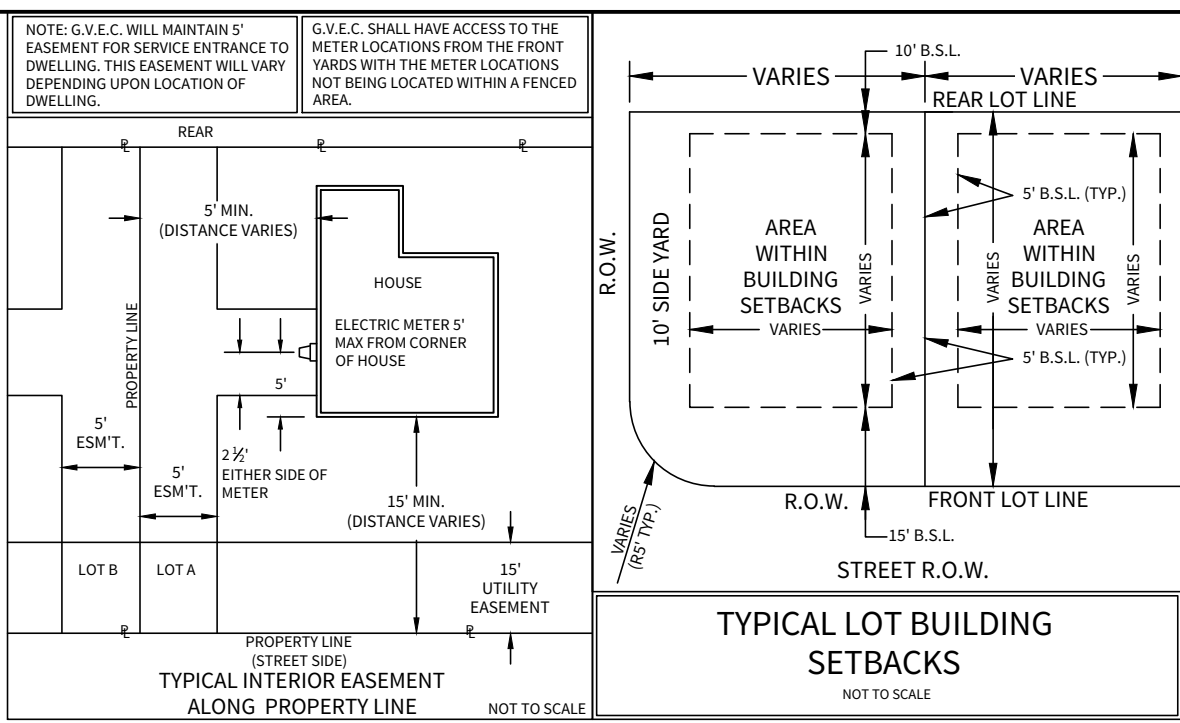
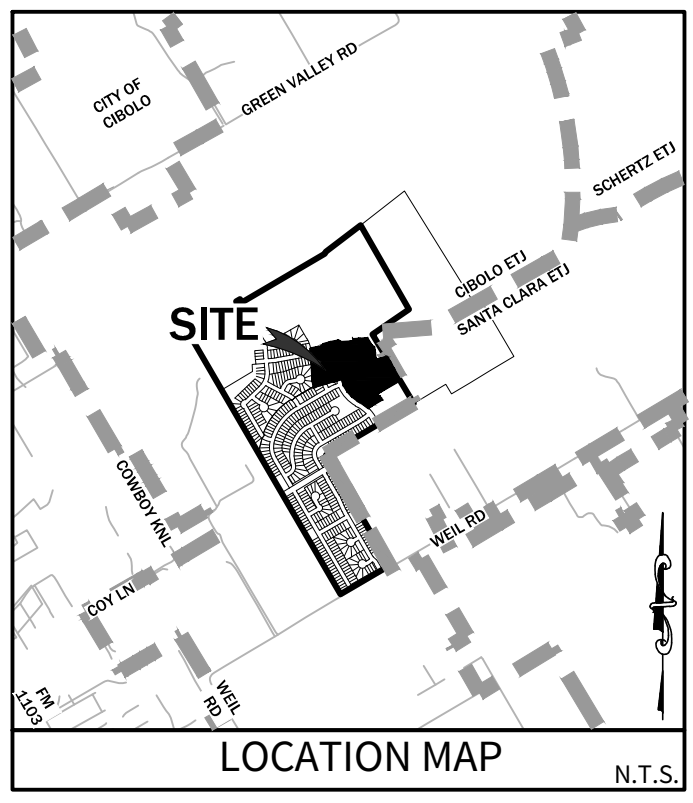
GREEN VALLEY S.U.D. NOTES "EASEMENT CERTIFICATE"

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

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

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

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



81 RESIDENTIAL LOTS & 5 OPEN SPACE (NON-RESIDENTIAL), IN 9 BLOCKS

PRELIMINARY PLAT OF

GRACE VALLEY RANCH PHASE 4A

17.426 ACRES OF LAND LOCATED IN THE FRILAN DE LA GARZA SURVEY 253, ABSTRACT 143, GUADALUPE COUNTY, TEXAS, AND BEING A PORTION OF A CALLED 62.57 ACRE TRACT OF LAND RECORDED IN DOCUMENT 202399016958 OF THE OFFICIAL PUBLIC RECORDS OF GUADALUPE COUNTY, TEXAS.

- LEGEND
- AC. = ACRES
 - BLK. = BLOCK
 - B.S.L. = BUILDING SETBACK LINE
 - CI. = CURVE NUMBER
 - DOC. = DOCUMENT
 - DRN. = DRAINAGE
 - ESM'T. = EASEMENT
 - E.G.T.C.A. = ELECTRIC, GAS, TELEPHONE AND CABLE TELEVISION
 - E.T.J. = EXTRATERRITORIAL JURISDICTION
 - G.V.E.C. = GUADALUPE VALLEY ELECTRIC COOPERATIVE
 - G.V.S.U.D. = GREEN VALLEY SPECIAL UTILITY DISTRICT
 - L.F. = LINEAR FEET
 - L. = LINE NUMBER
 - MAX. = MAXIMUM
 - MIN. = MINIMUM
 - NAD = NORTH AMERICAN DATUM
 - NO. = NUMBER
 - N.T.S. = NOT TO SCALE
 - O.P.R.G.C. = OFFICIAL PUBLIC RECORDS OF GUADALUPE COUNTY, TEXAS
 - PG. = PAGE
 - PGS. = PAGES
 - P. = PROPERTY LINE
 - R. = RADIUS
 - RD. = ROAD
 - R.O.W. = RIGHT-OF-WAY
 - SAN. SEW. = SAN. SEW.
 - S.U.D. = SPECIAL UTILITY DISTRICT
 - SF. = SQUARE FEET
 - TYP. = TYPICAL
 - UDC. = UNIFIED DEVELOPMENT CODE
 - VAR. = VARIABLE
 - VOL. = VOLUME
 - WAT. = WATER
 - WID. = WIDTH
 - 800 = EXISTING GROUND MAJOR CONTOUR
 - 800 = EXISTING GROUND MINOR CONTOUR
 - 800 = EXISTING PROPERTY LINE
 - 800 = STREET CENTERLINE
 - 800 = CITY LIMIT LINE
 - 800 = B.S.L.
 - 800 = 1/2" IRON ROD SET WITH PLASTIC CAP STAMPED "CUDE" UNLESS OTHERWISE NOTED

- KEYNOTES
- 1 15' ELECTRIC, GAS, TELEPHONE, AND CABLE TELEVISION EASEMENT & BUILDING SETBACK LINE
 - 2 10' ELECTRIC, GAS, TELEPHONE, AND CABLE TELEVISION EASEMENT & BUILDING SETBACK LINE
 - 3 VAR. WID. CLEAR VISION EASEMENT
 - 4 EXISTING 15' ELECTRIC, GAS, TELEPHONE, AND CABLE TELEVISION EASEMENT & BUILDING SETBACK LINE (DOC. NO. 202499026337, O.P.R.G.C.)
 - 5 EXISTING 10' ELECTRIC, GAS, TELEPHONE, AND CABLE TELEVISION EASEMENT & BUILDING SETBACK LINE (DOC. NO. 202499026337, O.P.R.G.C.)
 - 6 EXISTING 10' ELECTRIC, GAS, TELEPHONE, AND CABLE TELEVISION EASEMENT & BUILDING SETBACK LINE (CONCURRENT GRACE VALLEY RANCH PHASE 3A)
 - 7 EXISTING VAR. WID. DRN. ESM'T. (TO EXPIRE UPON INCORPORATION INTO FUTURE GRACE VALLEY PLAT)

OWNER/DEVELOPER:
ESSENTIAL HOUSING ASSET MANAGEMENT, LLC
8585 E HARTFORD DR., SUITE 118
SCOTTSDALE, ARIZONA 85255
PHONE: (210) 403-6282
CONTACT PERSON: STEVEN S. BENSON, MANAGER

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

CUDE ENGINEERS

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

CONTACT: CHRIS J. CHAFFEE, P.E. PROJECT # R03346.017



April 24, 2025

On behalf of the:

City of Cibolo
Attn: Lindsey Walker
200 S. Main Street
Cibolo, Texas 78108



Re: Preliminary Plat Review
Grace Valley Ranch 4A (PC-25-10-PP)

Ms. Walker,

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

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

Sincerely,

Andy Carruth, P.E.

Plan Reviewer for the City of Cibolo



UNIT 3B

UNIT 5

UNIT 3A

Grace Valley

Stephens Ln



UNIT 4

UNIT 2

Stephens Ln

UNIT 1

Property Information Map Grace Valley Unit 4

-  Property of Interest
-  Cibolo ETJ

Water: GVSUD
Sewer Service: GVSUD
Council Place: ETJ
Zoning: ETJ





City Council Regular Meeting Staff Report

B. Fire Department

Meeting	Agenda Group
Tuesday, May 27, 2025, 6:30 PM	Staff Update Item: 8B.
From	
Mario Troncoso, Fire Chief	
Staff Contact(s)	
Mario Troncoso,	

PRIOR CITY COUNCIL ACTION:

N/A

BACKGROUND:

N/A

STAFF RECOMMENDATION:

N/A

FINANCIAL IMPACT:

N/A

MOTION(S):

N/A

Attachments

[April 25.pdf](#)

Filters



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

Start Date 4/1/2025	City <input checked="" type="checkbox"/> Cibolo <input checked="" type="checkbox"/> CIBOLO <input checked="" type="checkbox"/> LIVE OAK <input checked="" type="checkbox"/> Schertz <input checked="" type="checkbox"/> SCHERTZ <input checked="" type="checkbox"/> SELMA
End Date 4/30/2025	Shift <input checked="" type="checkbox"/> A <input checked="" type="checkbox"/> B <input checked="" type="checkbox"/> C
Date Level <input type="radio"/> Day <input type="radio"/> Week <input checked="" type="radio"/> Month <input type="radio"/> Quarter <input type="radio"/> Year	Mutual Aid Type <input checked="" type="checkbox"/> Automatic <input checked="" type="checkbox"/> Mutual <input checked="" type="checkbox"/> None

416 Incidents Selected based on Filter Settings

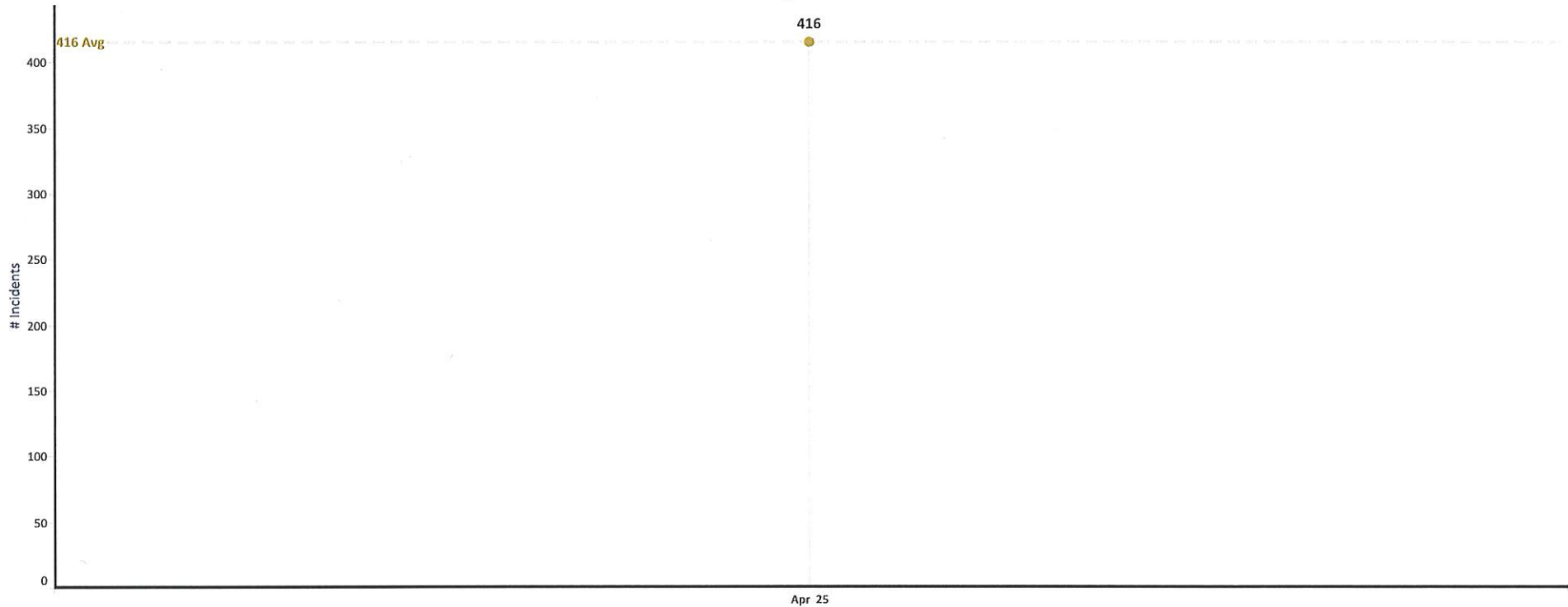
Date Range Selected: 4/1/2025 - 4/30/2025

Report Date: May 2, 2025 13:32

Incident Measures per *Month*

416 Incidents	416 Average	416 Median	416 Minimum	416 Maximum
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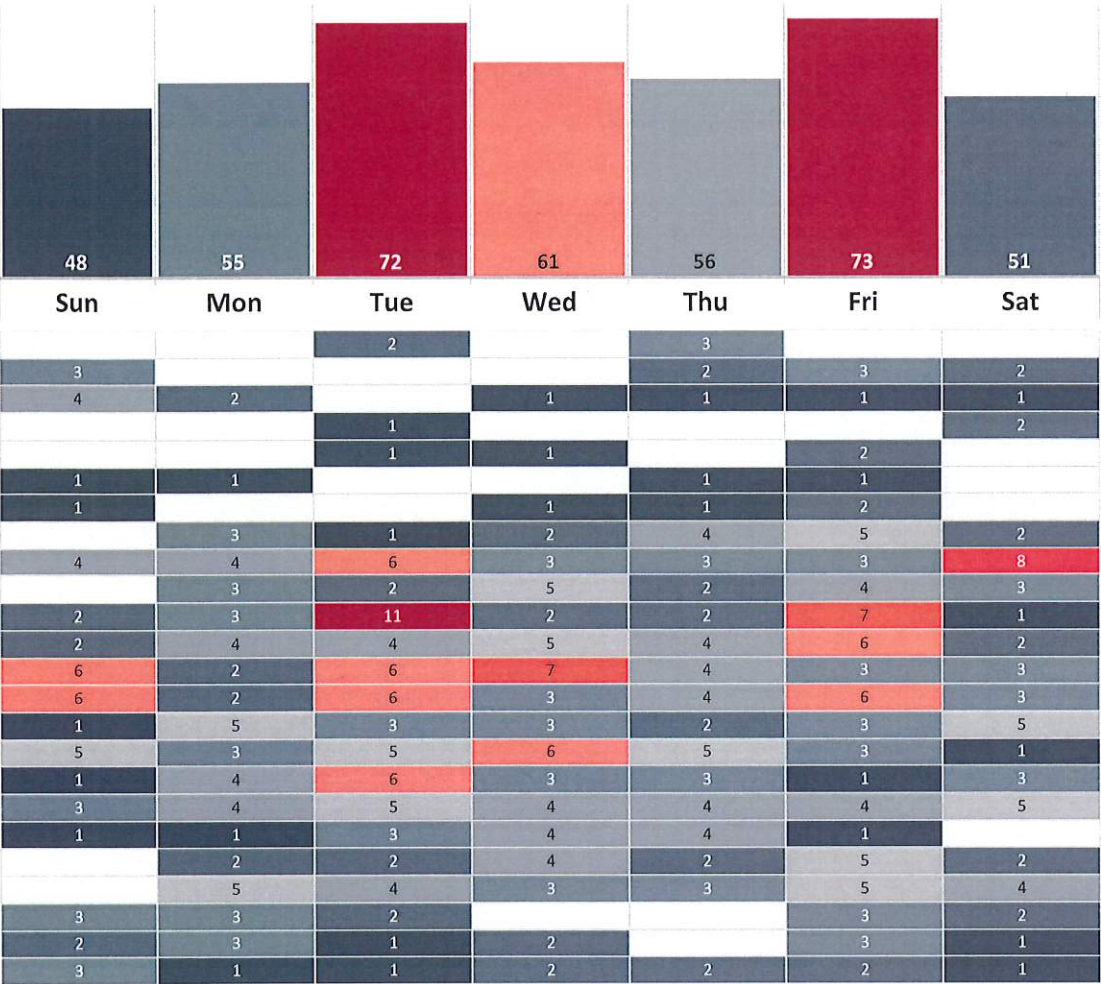
Incidents per *Month*



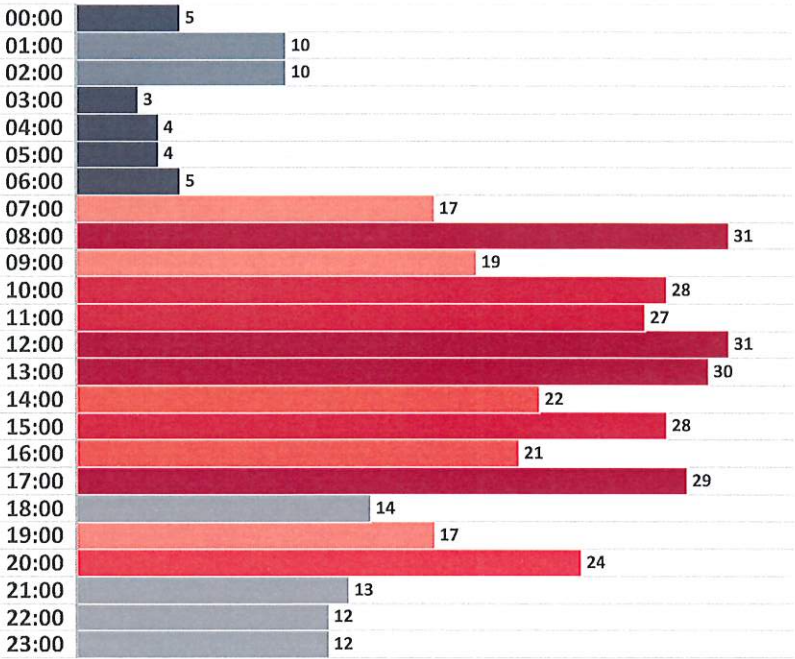
Station Volume

Incidents per Station		Incidents per <i>Month</i>			
		Average	Median	Minimum	Maximum
ST1	<div><div></div><div>42% 173</div></div>	173	173	173	173
ST2	<div><div></div><div>32% 134</div></div>	134	134	134	134
ST3	<div><div></div><div>26% 109</div></div>	109	109	109	109

Department Incidents by Day & Hour

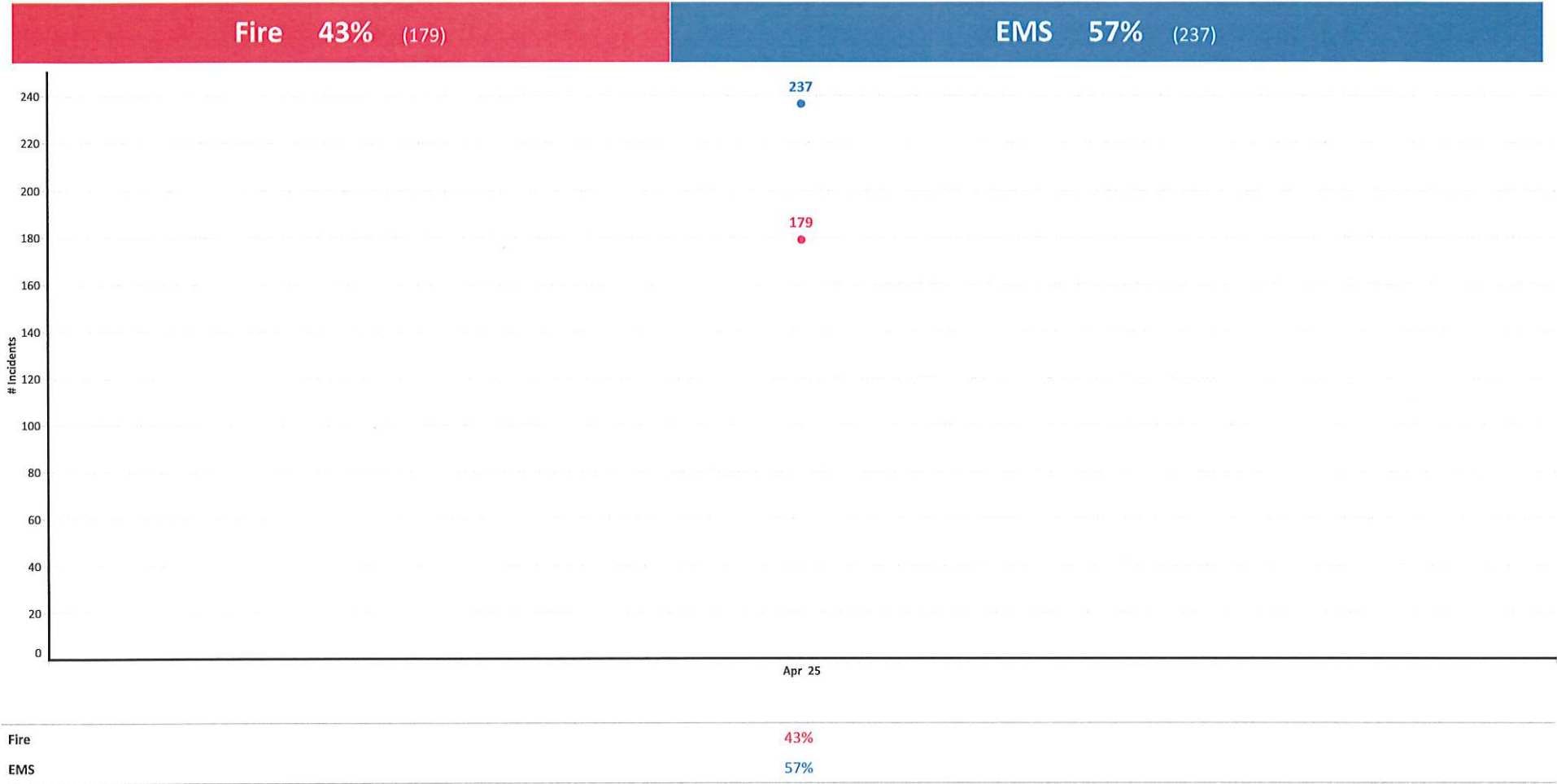


416
Incidents





Fire / EMS Incidents by NFIRS Report Incident Type



Station Fire/EMS Volume

Cibolo Fire Department



Fire / EMS Incidents by NFIRS Report Incident Type



Station Fire/EMS %

Click to highlight Fire or EMS

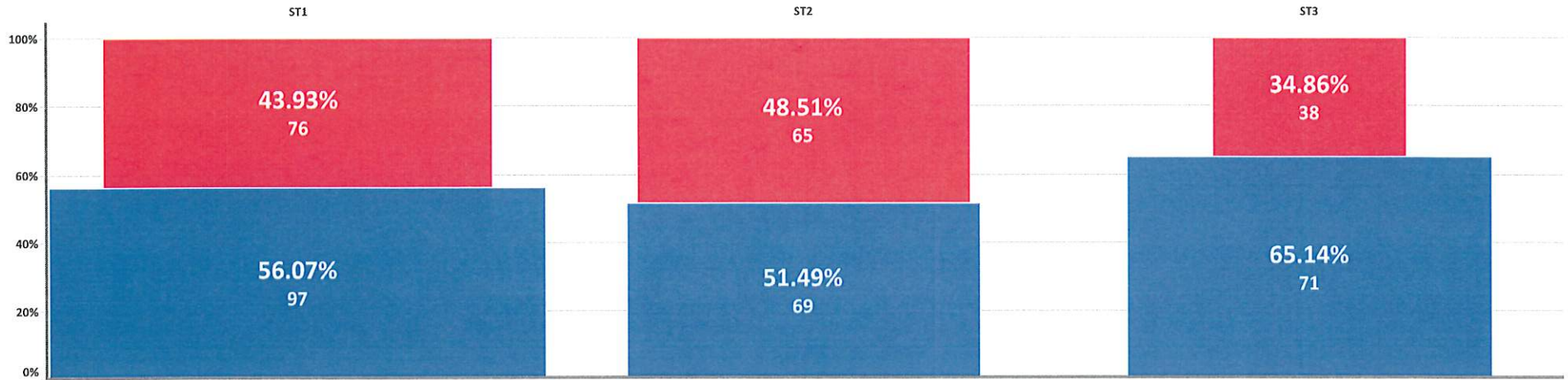
Fire

EMS

Cibolo Fire Department



Fire / EMS Incidents by NFIRS Report Incident Type



Bar WIDTH indicates number of incidents

Station % of Fire / EMS Incident Types per Month

		Apr 25
ST1	Fire	44%
	EMS	56%
ST2	Fire	49%
	EMS	51%
ST3	Fire	35%
	EMS	65%

Department Response Time

Incidents with valid Response Times

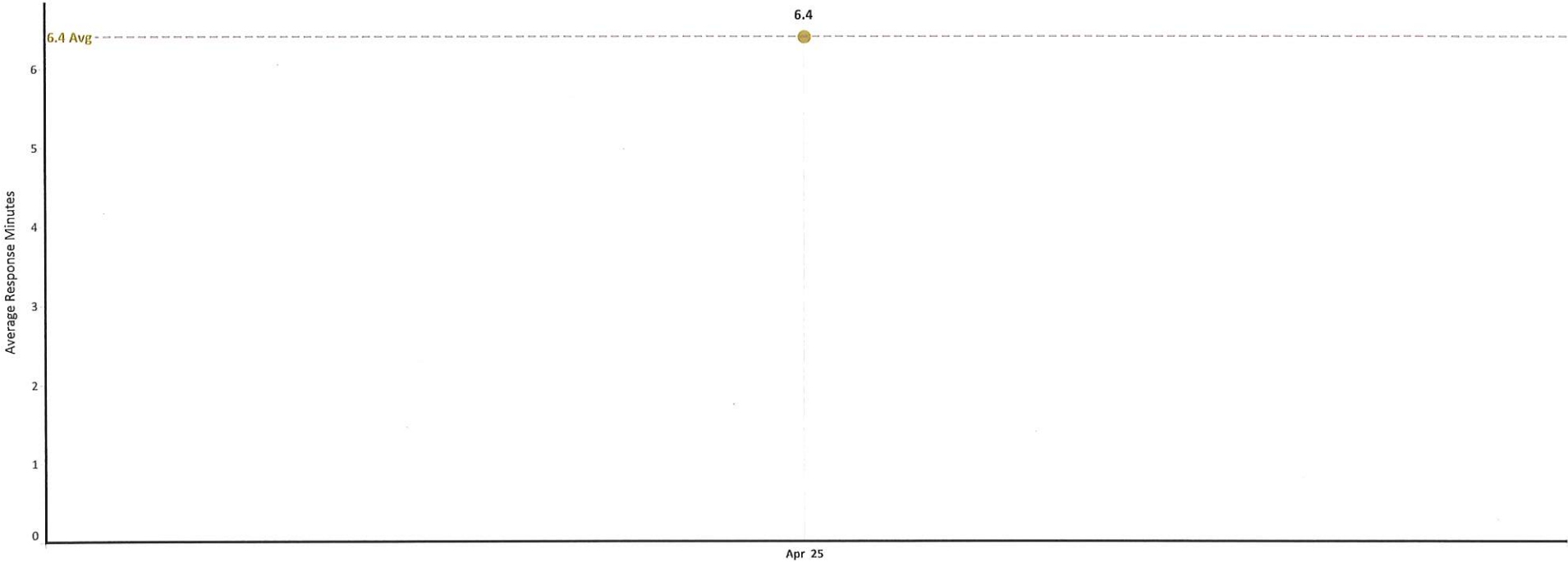
Cibolo Fire Department



Response Time Minutes

6.4 Average	6.0 Median	9.9 90th Percentile	0.0 Minimum	23.4 Maximum	385 Incidents
----------------	---------------	------------------------	----------------	-----------------	------------------

Response Time - Average Minutes per *Month*



Station Response Time Minutes

Click to highlight a Station

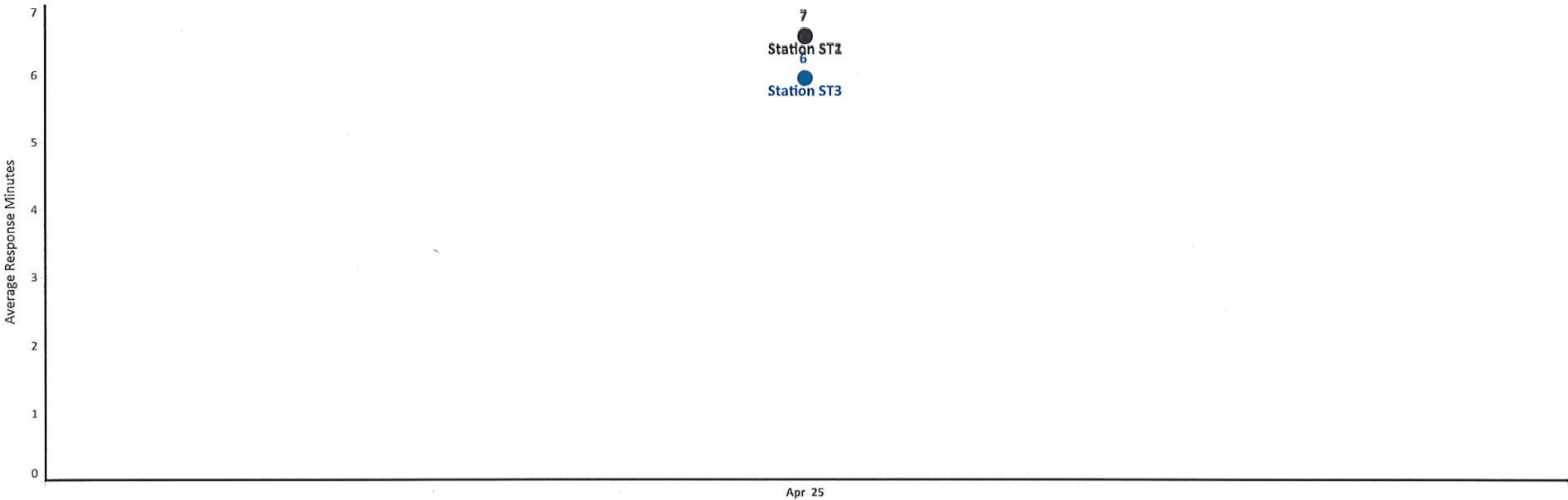
Incidents with
valid Response
Times

Cibolo Fire Department



Station ..	Average	Median	90th Percentile	Minimum	Maximum	Incidents
ST1	6.6	6.4	9.7	0.0	23.4	160
ST2	6.6	6.1	10.2	0.1	21.9	118
ST3	6.0	5.4	10.1	0.1	20.9	107

Response Time Station - Average Minutes per Month



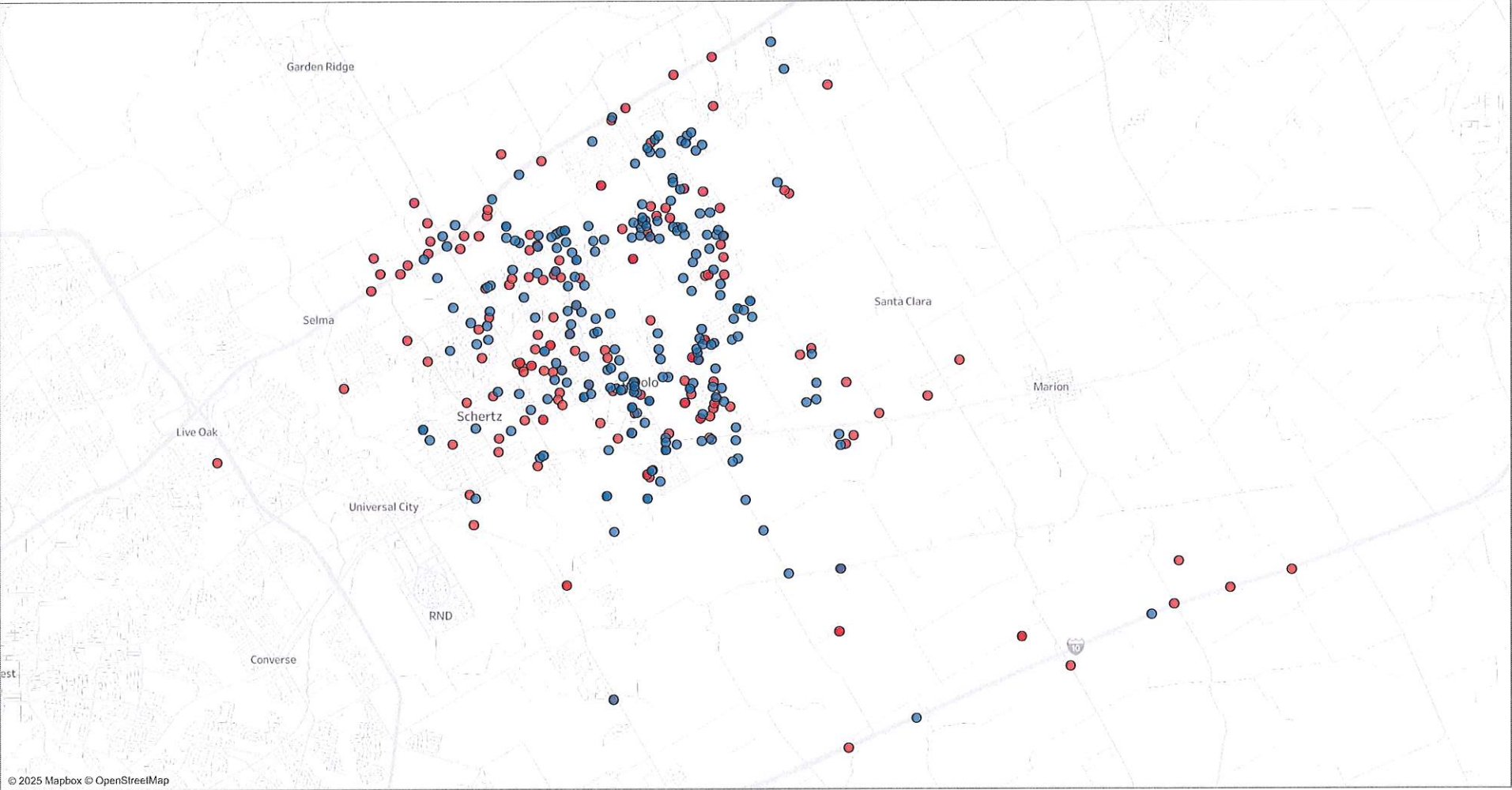
Incident Locations by Type

Click to highlight Fire or EMS

Fire

EMS

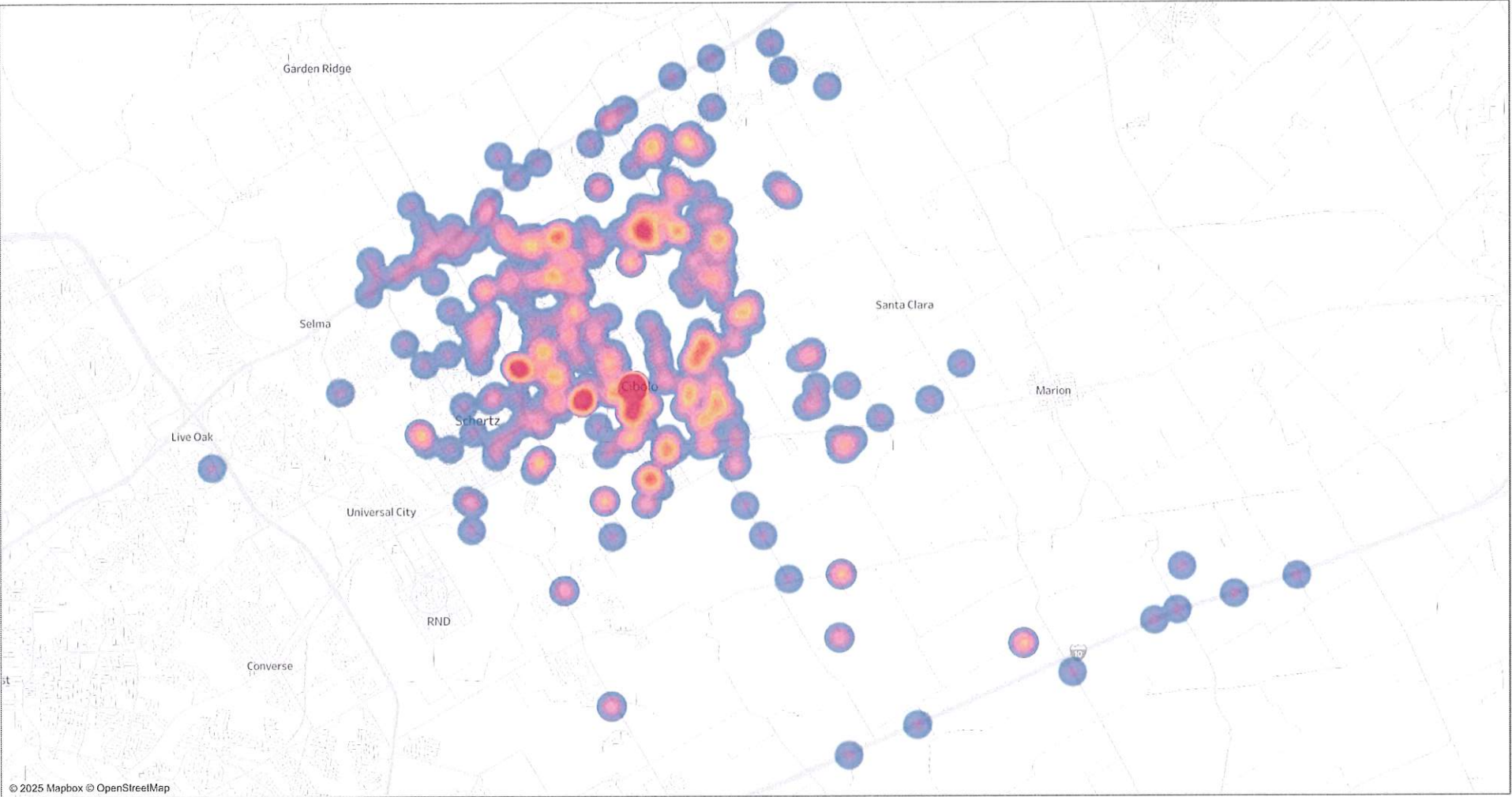
Cibola Fire Department



Incident Location Heat Map



Cibolo Fire Department





City Council Regular Meeting Staff Report

A. Discussion/Action and presentation on the Proposed Acquisition & Renovation of 216 E. College Street for the Guadalupe Appraisal District. (Mr. Snaddon)

Meeting	Agenda Group
Tuesday, May 27, 2025, 6:30 PM	Discussion/Action Item: 9A.
From	
Peggy Cimics, City Secretary	

PRIOR CITY COUNCIL ACTION:

N/A

BACKGROUND:

N/A

STAFF RECOMMENDATION:

N/A

FINANCIAL IMPACT:

N/A

MOTION(S):

N/A

Attachments

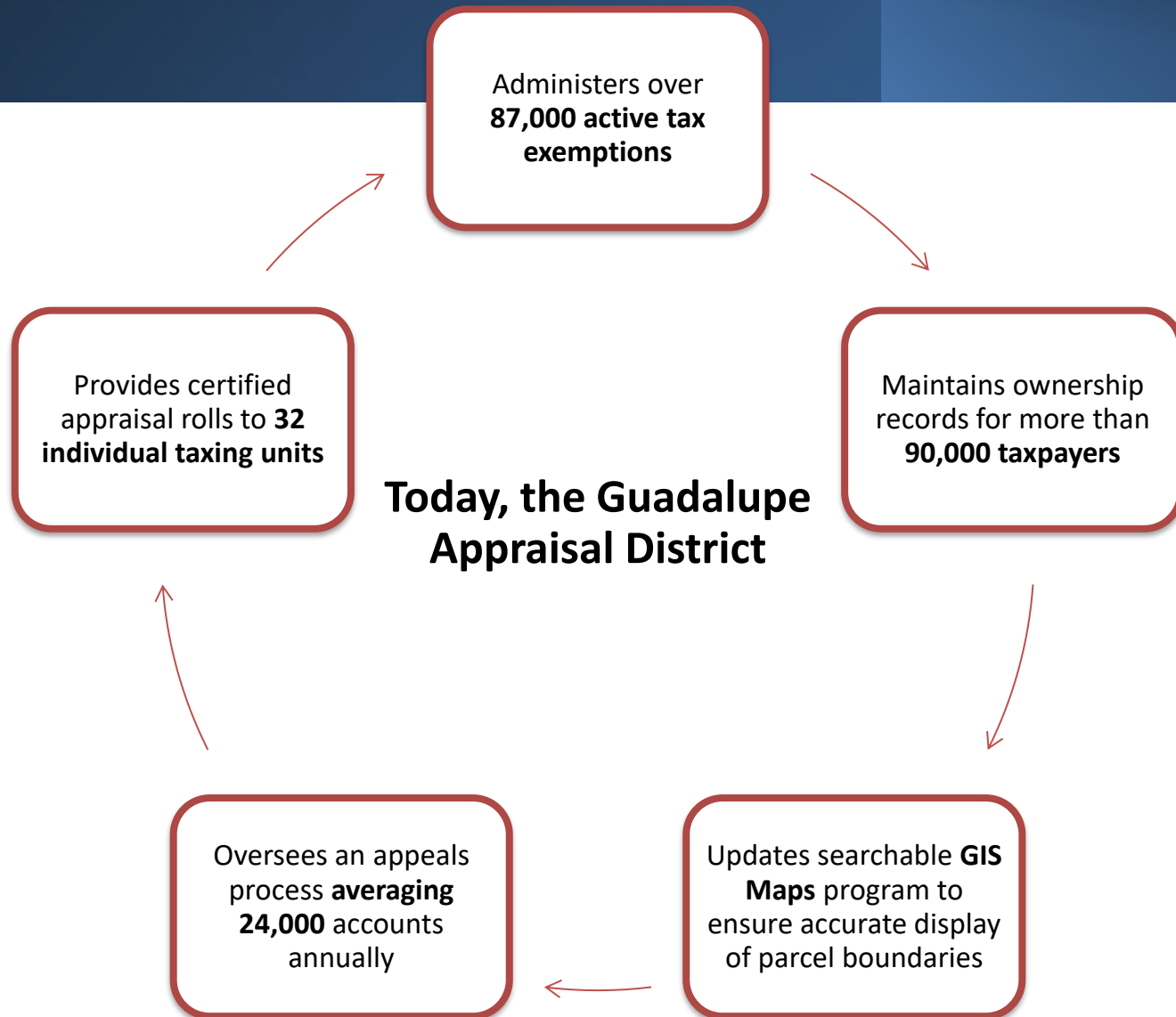
[GAD Presentation College Street Project \(3\).pdf](#)

[Appraisal District Presentation.pdf](#)



Present Day Facility
3000 N. Austin Street
Seguin, TX

More than just appraising....



**2008
Aerial**



Facility History

2025 Aerial



Current Facility Challenges



**Limited Public Service Counterspace:
Extended wait times can be frustrating to taxpayers**





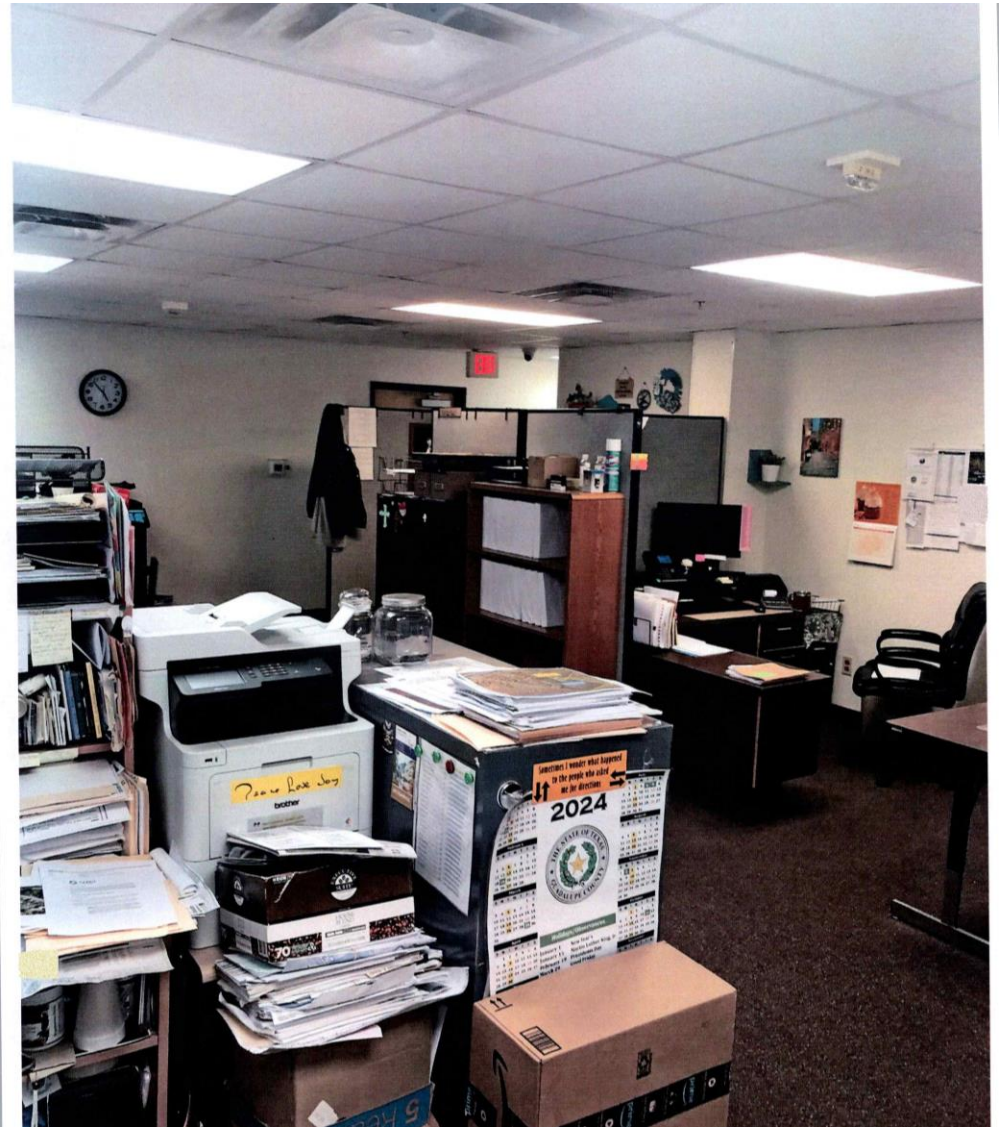
**Public Service Lobby
Accessibility Difficulty for ADA Visitors**



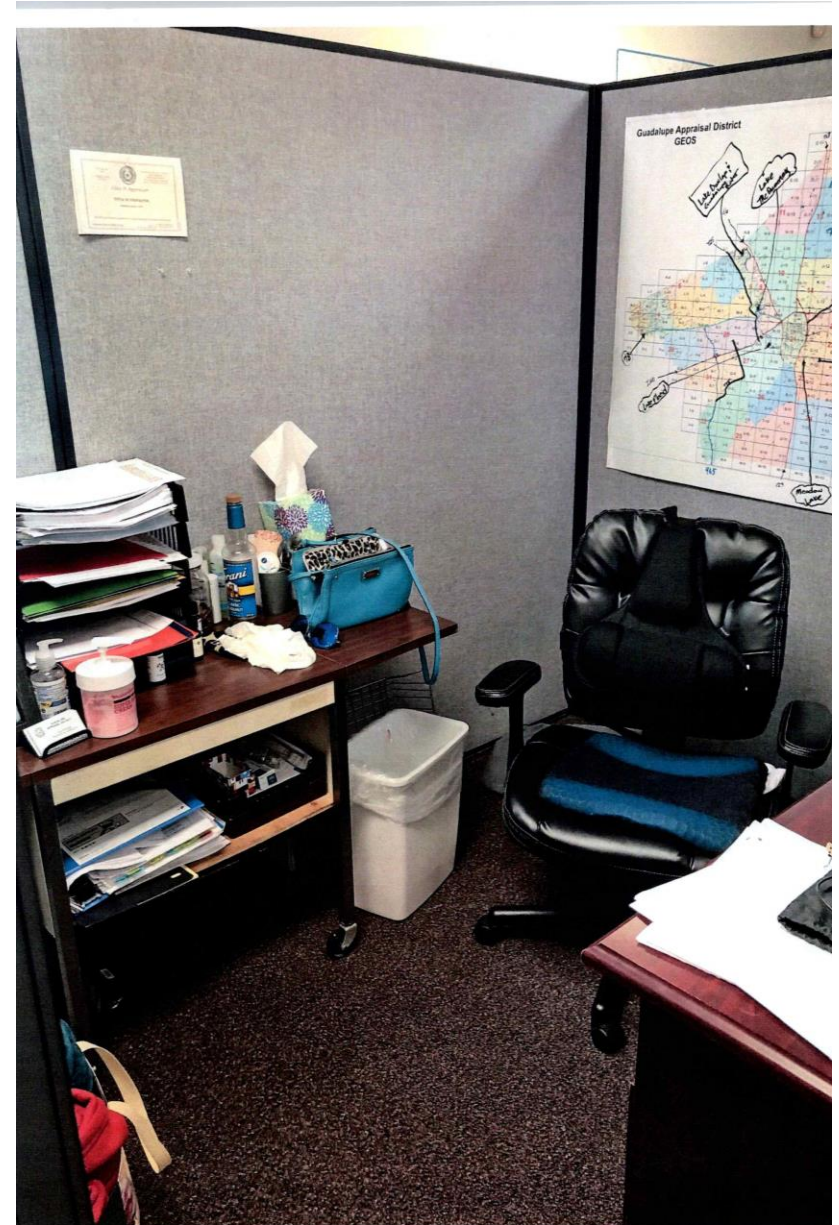
Parking Lot
(Ingress/ Egress)

Workstations

Deeds & Exemptions



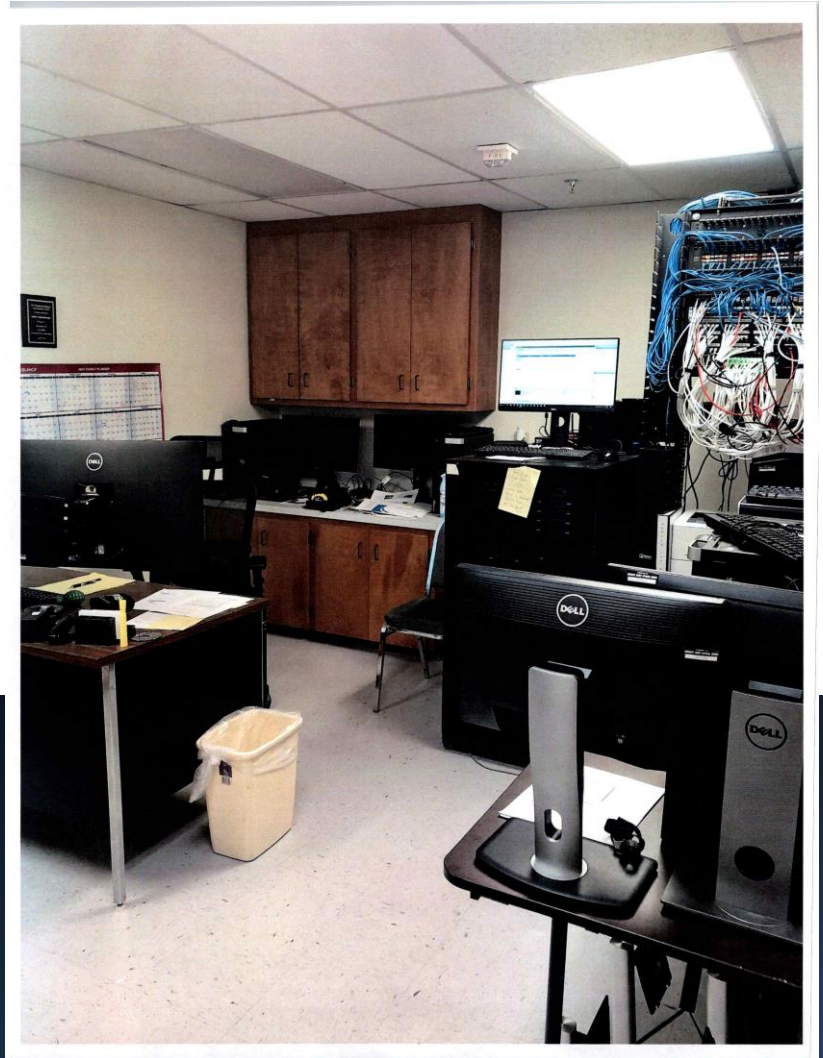
Cubicle Workstation





Inadequate
Restrooms

IT Workstation and Server Room



Undersized Mail Room



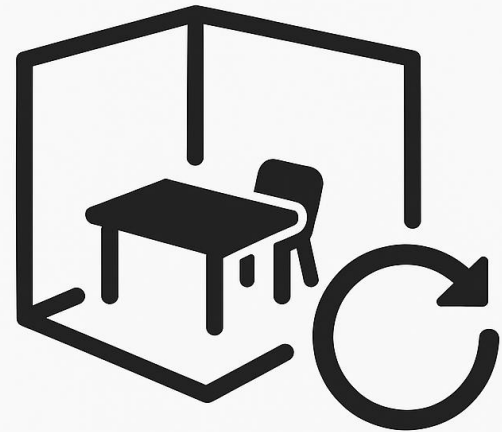
Insufficient Breakroom





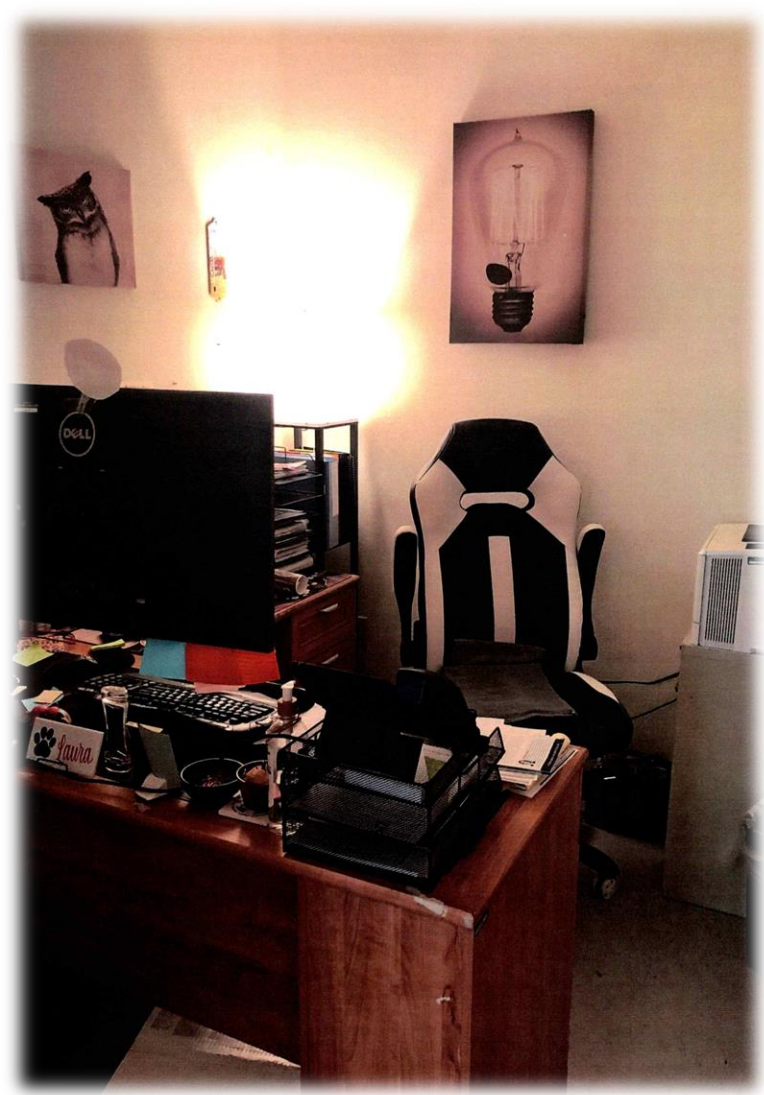
Restrictive Walkways

Repurposed Spaces: A Growing Trend





Repurposed Supervisory Offices



Repurposed Storage Closets

A photograph of an office interior. In the foreground, there is a wooden desk with a black office chair. On the desk, there is a keyboard and some papers. To the left, another desk with a computer monitor and a lamp is visible. In the background, there are two open doorways leading to other rooms. The room on the left has a desk with a computer and some boxes. The room on the right has a desk with a computer and a window. To the right of the foreground desk, there is a tall filing cabinet with several drawers. The floor is covered with a patterned carpet. The overall scene suggests a busy administrative environment.

Administrative Overflow Workstations

Conference Room Limitations



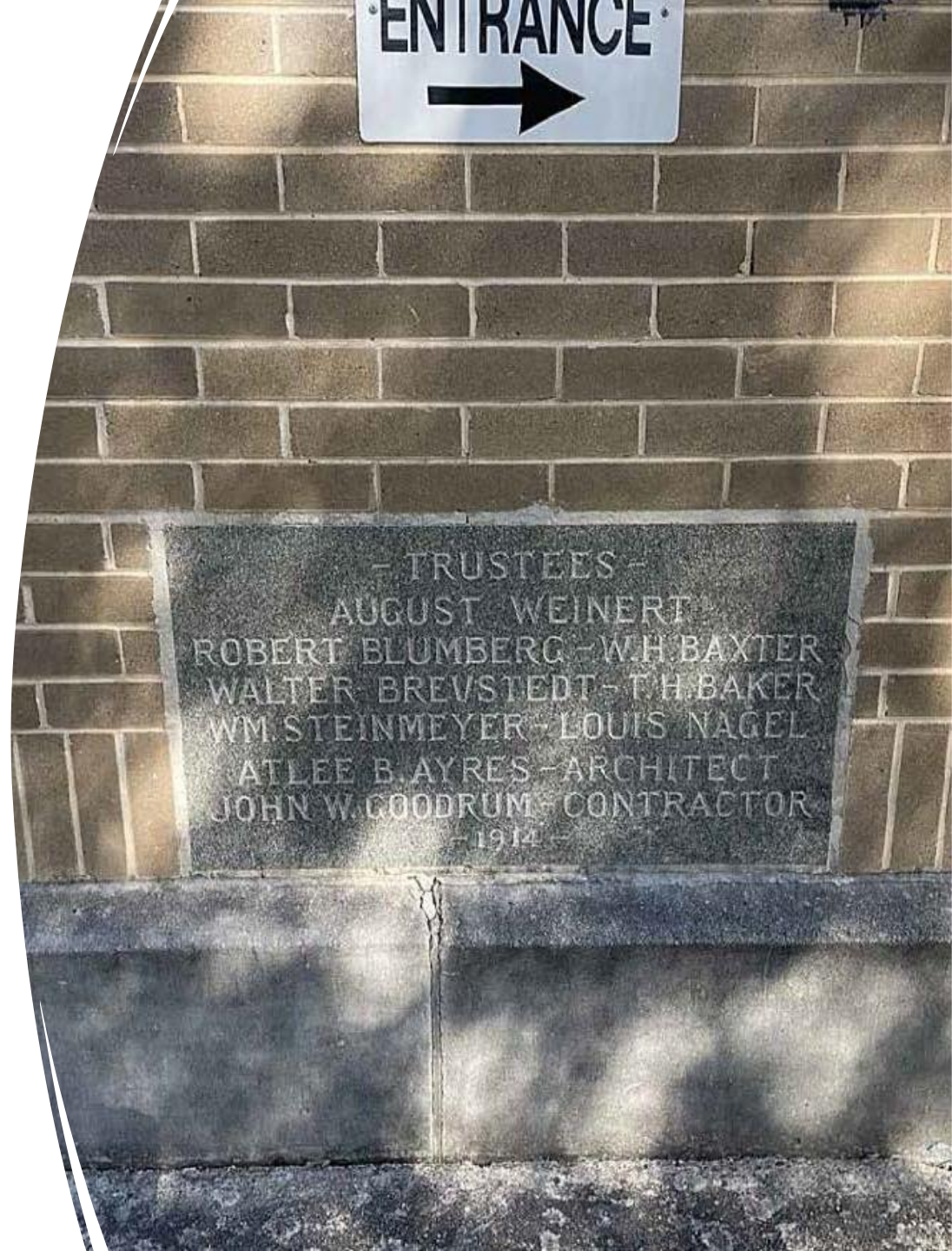


Loss of Public Research Room

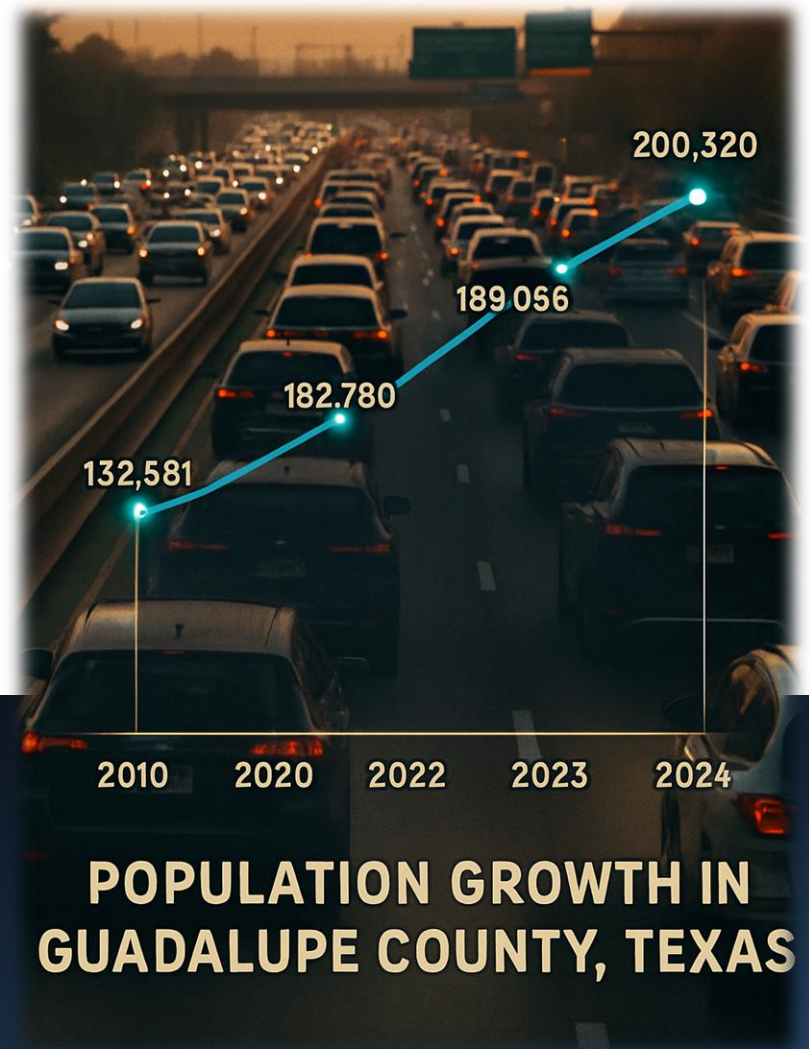


Proposed Acquisition & Renovation of 216 E. College Street

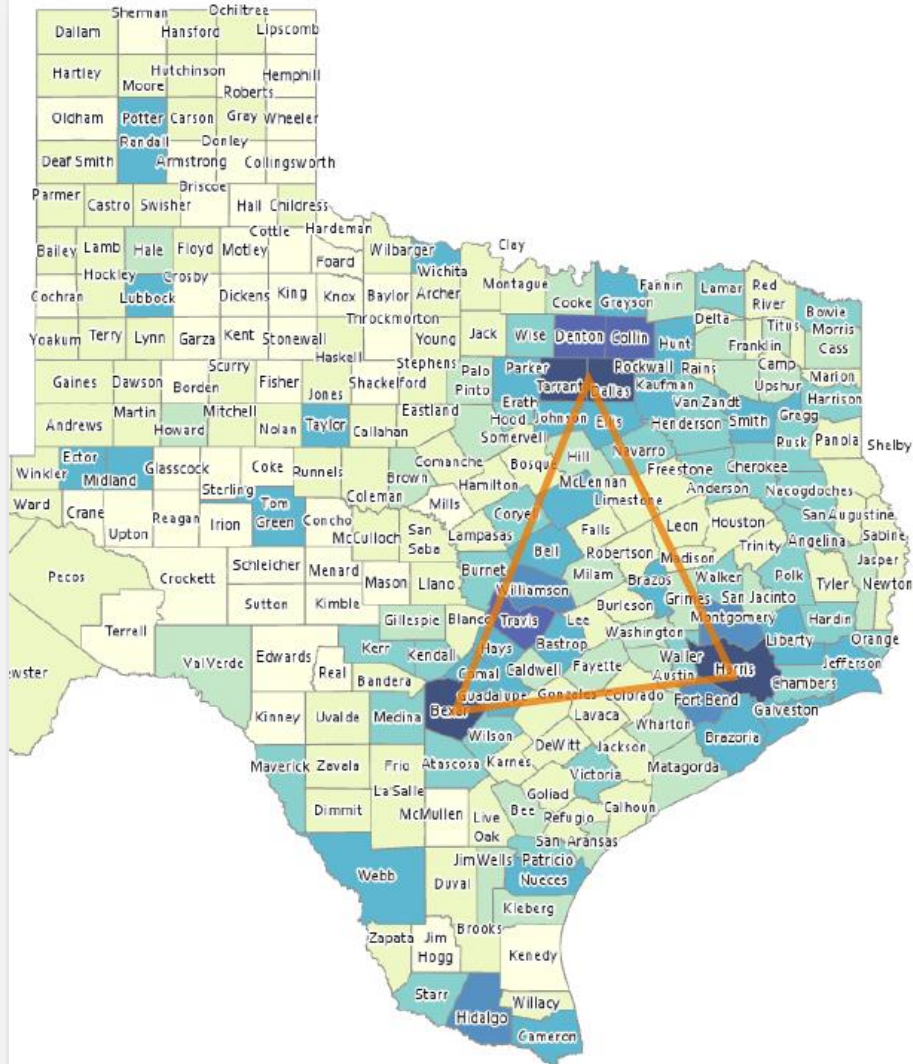
A Strategic
Facilities Solution
for Guadalupe
Appraisal District



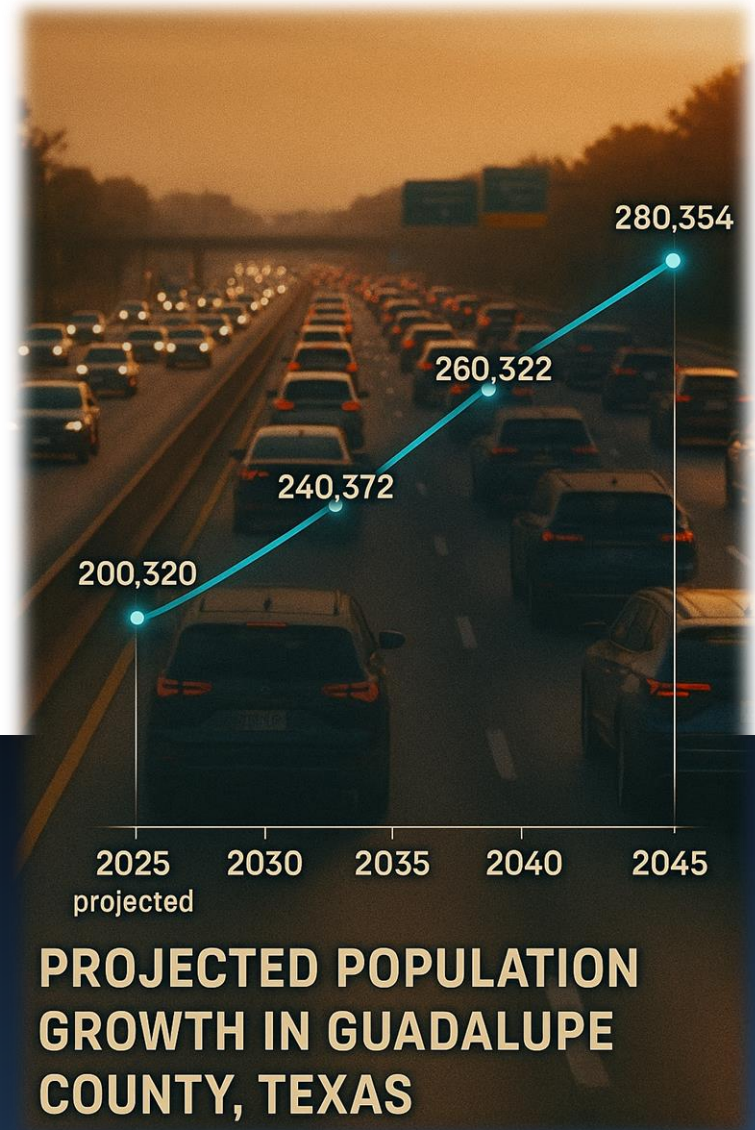
Surging
Numbers....



Its Geometry!



.....Growing Needs



Strategic Planning for Growth & Modernization

Planning Period

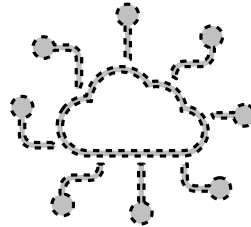
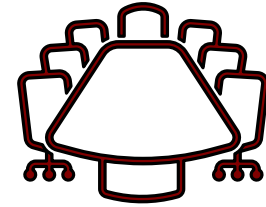
2025 - 2045

Facility Space	<i>Expand square footage; integrate public-facing service areas</i>
Technology	<i>Scalable CAMA system, GIS, exemptions/ application online portals</i>
Staffing	<i>Grow appraisal and customer support staff by 30-50%</i>
Public Services	<i>Increase virtual services, multilingual access, self-service kiosks</i>
Training	<i>Quarterly Open to Public training sessions, host continuing education seminars</i>

Tier 1 Appraisal District

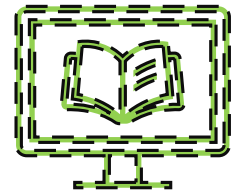
Operational Requirements

**Personnel & Office
Infrastructure**



**Appraisal and
Data Management**

**Customer Services
& Public Resources**



Taxpayer Remedies



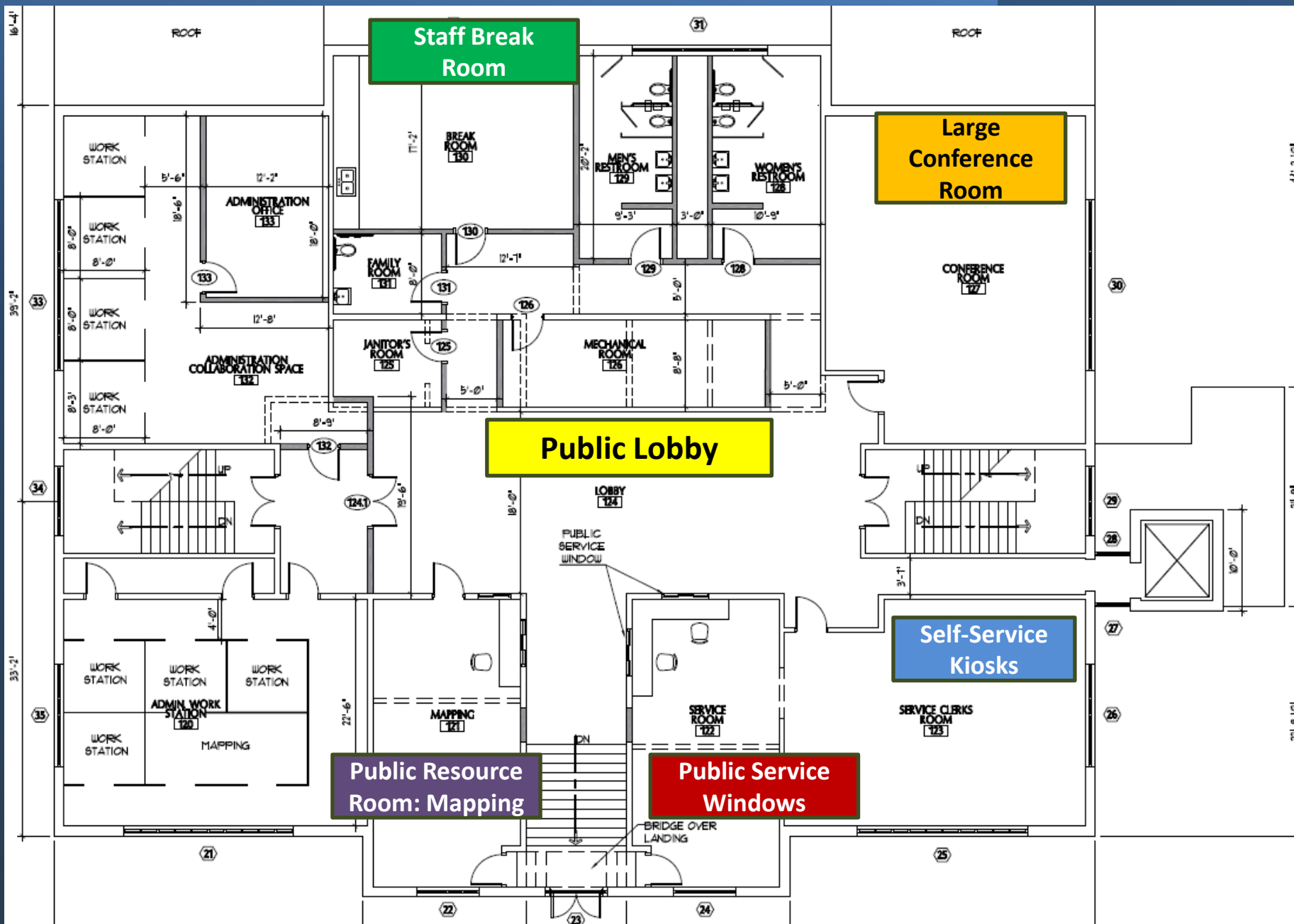
Proposal: *Purchase and
Renovation of 216 E. College Street*

[illegible]

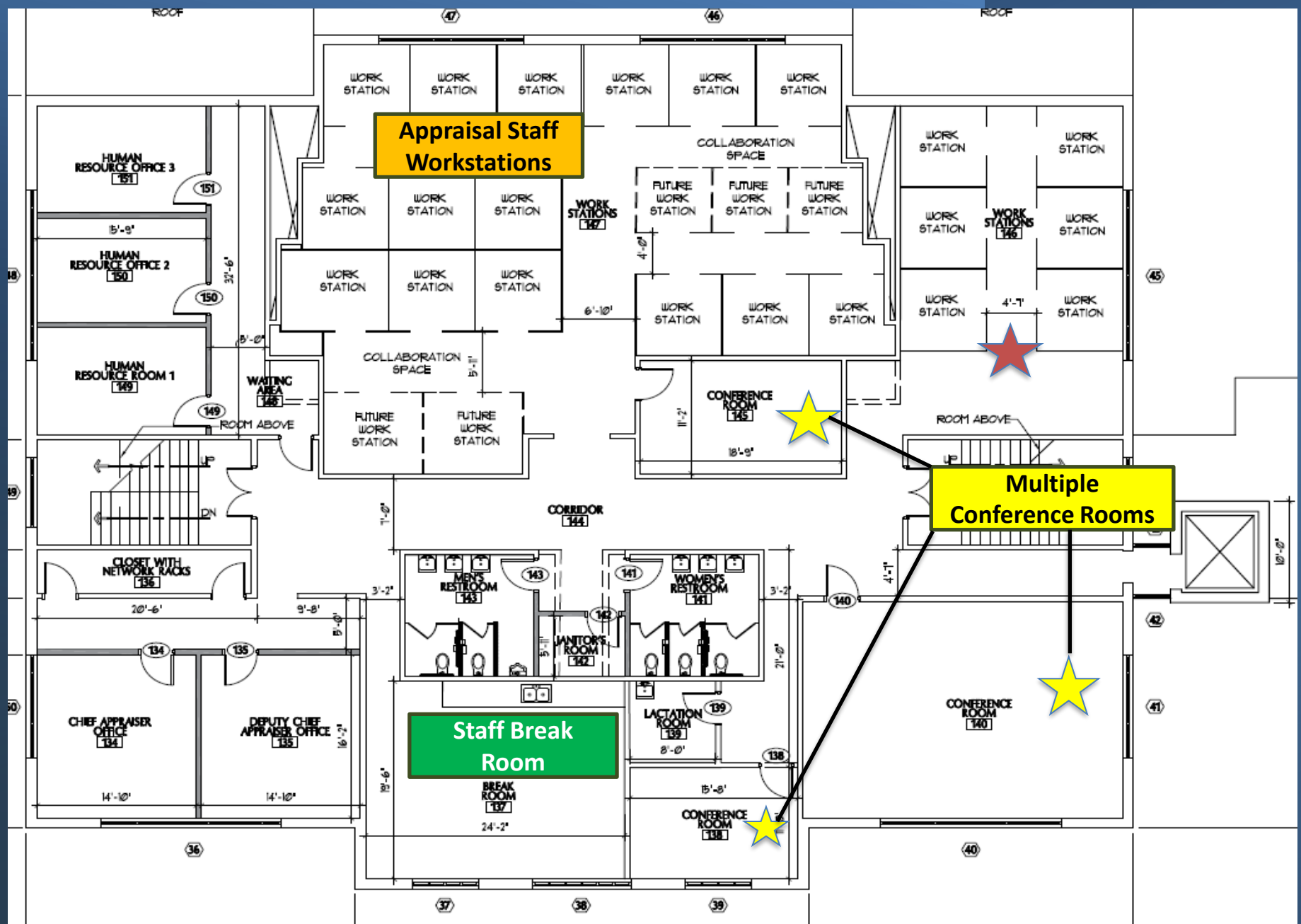
01 CAMPUS SITE PLAN
SCALE 1/8"=1'-0"







Second (Main) Level



Third Level

Staffing Projections



Suggested increase of 30-50% over
course of 20-year planning period



GAD projected to require 12 to 20
new full-time staff members

Taxpayer Remedies



ANNUAL PROTESTS PROJECTED TO
INCREASE TO 40,000 BY 2045



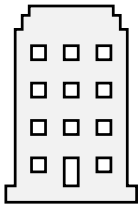
STATE LAW REQUIRES AN INFORMAL
CONFERENCE UPON REQUEST

Probable Cost Projections

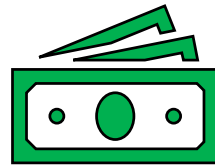
<i>Site Acquisition</i>	\$1,895,000
<i>Opinion of Probable Renovation Cost</i>	<u>\$8,401,765</u>
<i>Grand Total</i>	<u><u>\$10,296,765</u></u>
<i>Annual Taxing Unit Funding Increase</i>	16.30%
<i>As a % of Total Levy*</i>	0.2383%

****Overall Taxing Unit Funding Increase
is less than a quarter of a percent.***

Cost Mitigation Projections



Sale of Current Facility



Dedication of Annual
Unspent Budget Funds



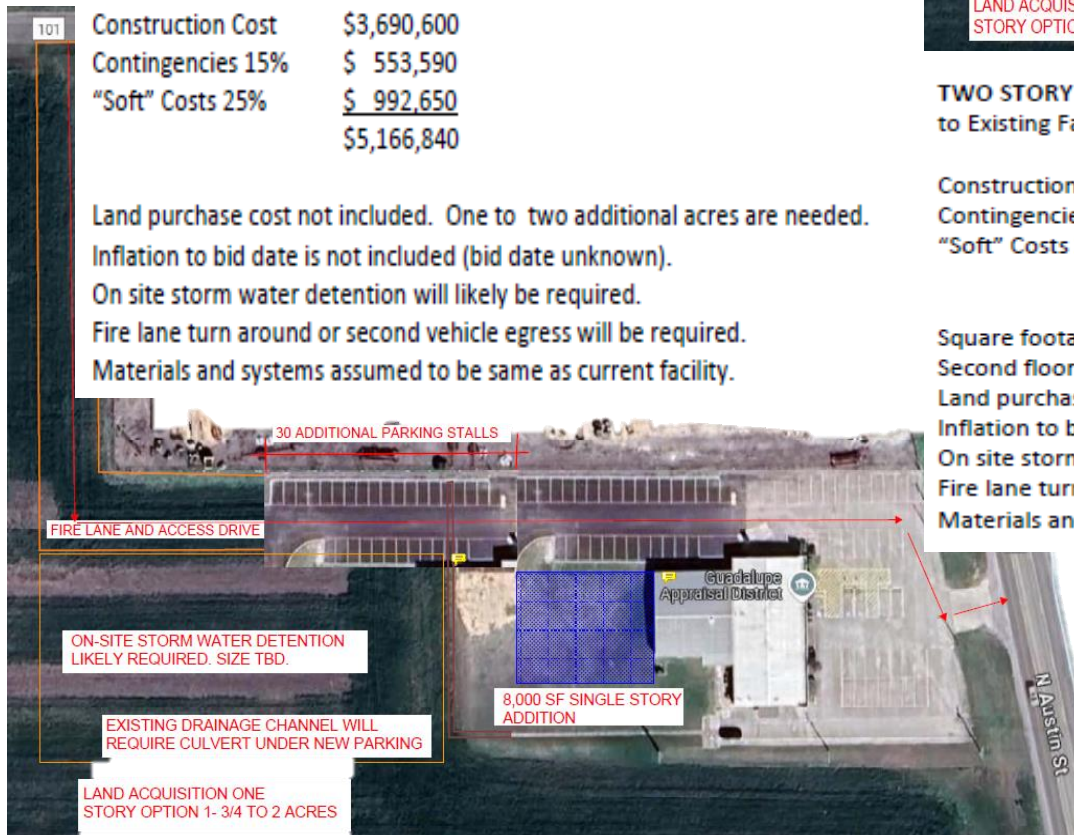
Dedication of Earned
Interest

Alternate Options

SINGLE STORY 8,000 SF ADDITION to Existing Facility Including 30 Additional Parking Stalls

Construction Cost	\$3,690,600
Contingencies 15%	\$ 553,590
"Soft" Costs 25%	<u>\$ 992,650</u>
	\$5,166,840

Land purchase cost not included. One to two additional acres are needed.
Inflation to bid date is not included (bid date unknown).
On site storm water detention will likely be required.
Fire lane turn around or second vehicle egress will be required.
Materials and systems assumed to be same as current facility.



TWO STORY 8,960 SF ADDITION to Existing Facility Including 30 Additional Parking Stalls, 2ND Floor Shell Space

Construction Cost	\$3,580,827
Contingencies 15%	\$ 537,124
"Soft" Costs 25%	<u>\$ 895,207</u>
	\$5,013,158

Square footage increased to account for elevator and 2 stairs.
Second floor not finished out initially. No a/c, no plumbing, limited electrical.
Land purchase cost not included. At least one additional acre is needed.
Inflation to bid date is not included (bid date unknown).
On site storm water detention will likely be required.
Fire lane turn around or second vehicle egress will be required.
Materials and systems assumed to be same as current facility.

Final Thoughts



- ✓ Successfully Passed Annual Comptroller Oversight Reviews – 2008 to Present

- ☐ Modernized facility, Sufficient space to meet demands of growth for next 20 years.

- ✓ Executive Management Team: An Average of 22 years in Service to District

- ✓ Implemented Grade & Step System in 2025 bringing compensation to competitive marketplace levels.

Questions....



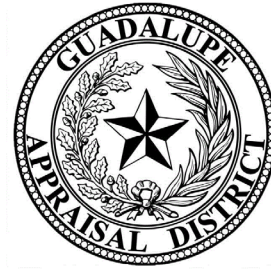
Peter Snaddon

(830) 303-3313 Ext. 307

psnaddon@guadalupead.org

Guadalupe Appraisal District

3000 North Austin Street
Seguin, Texas 78155
(830) 303-3313 Opt. 1
(830) 372-2874 (Fax)



To the Honorable Governing Bodies of Guadalupe County Taxing Units,

The Guadalupe Appraisal District Board of Directors (**BOD**) has adopted Resolution 2025-03 proposing the acquisition and renovation of the historic Mary B. Erskine Building located at **216 East College Street, Seguin, Texas**, as the future headquarters of the Appraisal District.

The property is under contract for **\$1,895,000**, and a recent independent fee appraisal has established its market value at **\$1,960,000** as of March 24, 2025. This 39,273-square-foot structure originally built in 1914 and situated on a 4-acre block—offers a strategic and cost-effective opportunity to secure a permanent facility capable of serving Guadalupe County's rapidly growing taxpayer base.

As detailed in the attached **Mary Erskine Building Assessment Report** (dated May 6, 2025), the facility requires extensive renovation and modernization to be repurposed for government administration and public services. The **total Probable Project Cost is estimated at \$8,401,765**, which includes design, construction, project management, contingency, and all associated costs necessary to bring the facility into full operational use.

Pursuant to **Section 6.051 of the Texas Property Tax Code**, this real estate acquisition and renovation project must be approved by the governing bodies of **three-fourths of the taxing units** entitled to vote on the appointment of the appraisal district's board of directors.

Enclosed you will find:

1. The copy of adopted BOD **Resolution 2025-03** (pg. 3)
2. A **Resolution Template** for formal adoption by your governing body (pg. 4)
3. The **Mary Erskine Building Assessment Report** (pg.5)
4. An addendum outlining **alternate options considered** (pg. 115)

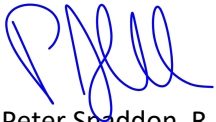
Please note: Each taxing unit's share of the funding responsibility for this project will be proportionate to its respective percentage of the Guadalupe Appraisal District's **annual approved budget**. This ensures equity in participation aligned with each entity's operational support level. Current budget allocation percentages are provided below signature block.

Several taxing units have already scheduled time for the Chief Appraiser to provide a formal presentation. We are happy to accommodate any additional requests for briefings or discussions and encourage your office to contact us directly.

We respectfully request that this item be placed on your next available agenda for consideration. In accordance with Section 6.051 of the Texas Property Tax Code, **the approval resolution must be returned to the Guadalupe Appraisal District within 30 days from the date this request is formally presented to your governing body at a posted public meeting.**

Thank you for your attention to this matter and for your continued support of the Guadalupe Appraisal District's mission to serve the taxpayers and taxing units of our community.

Sincerely,



Peter Shaddon, R.P.A., C.C.A.
Chief Appraiser
Guadalupe Appraisal District

Current Budget Allocation Breakdown

<u>Taxing Unit Name</u>	<u>Allocation %</u>	<u>Taxing Unit Name</u>	<u>Allocation %</u>
Guadalupe County	20.61716%	Lone Oak MUD	0.26365%
Schertz-Cibolo UC ISD	20.00736%	City of Marion	0.13325%
Seguin ISD	15.56632%	Prairie Lea ISD	0.10910%
City of Seguin	6.29898%	Lake Dunlap WCID	0.08160%
New Braunfels ISD	5.88018%	City of Universal City	0.07843%
Navarro ISD	5.83841%	City of Santa Clara	0.03506%
City of Schertz	5.53983%	Meadow Lake WCID #1	0.02689%
City of Cibolo	5.20226%	Nixon-Smilely ISD	0.02251%
Marion ISD	5.07129%	City of Luling	0.01105%
Comal ISD	3.35424%	York Creek Water Dist.	0.00934%
City of New Braunfels	2.69376%	Guadalupe County MUD#4	0.00877%
San Marcos ISD	0.99320%	City of San Marcos	0.00480%
Lake McQueeney WCID #1	0.60407%	Sky Ranch MUD*	0.00470%
Lake Placid WCID #1	0.52380%	Guadalupe County MUD #9*	0.00054%
LaVernia ISD	0.38755%	Guadalupe County MUD06*	0.00042%
City of Selma	0.35378%	Guadalupe County MUD10*	0.00006%
Luling ISD	0.27765%		<u>100.00%</u>

Ineligible Tax Units: TX Tax Code §6.051(b) The acquisition or conveyance of real property or the construction or renovation of a building or other improvement by an appraisal district must be approved by the governing bodies of three-fourths of the **taxing units entitled to vote on the appointment of board members.*

Guadalupe Appraisal District



RESOLUTION 2025-03

A RESOLUTION OF THE BOARD OF DIRECTORS OF THE GUADALUPE APPRAISAL DISTRICT REGARDING THE ACQUISITION AND RENOVATION OF 216 E. COLLEGE STREET, SEGUIN, TEXAS, AS THE FUTURE SITE FOR APPRAISAL DISTRICT OPERATIONS

WHEREAS, the current location of the Guadalupe Appraisal District is no longer adequate in size or functional utility to meet the needs of the taxing units and taxpayers; and

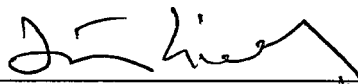
WHEREAS, the property located at 216 E. College Street, Seguin, Texas, has been identified as a suitable location that provides adequate space to meet these needs; and

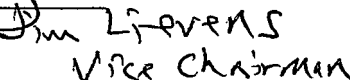
WHEREAS, Section 6.051 of the Texas Property Tax Code authorizes the Board of Directors of an appraisal district to purchase or lease real property and to construct or renovate improvements as necessary to establish and operate the appraisal office;

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF DIRECTORS OF THE GUADALUPE APPRAISAL DISTRICT:

1. **Approval of Acquisition and Renovation:** The Board of Directors hereby approves the acquisition and renovation of the property located at 216 E. College Street, Seguin, Texas, for use as the future site of the Guadalupe Appraisal District operations.
2. **Notification and Approval:** The Chief Appraiser is directed to notify the presiding officer of each governing body entitled to vote on the approval of this proposal, as required by Section 6.051 of the Texas Property Tax Code. The notification shall include a copy of this resolution and information showing the costs of other available alternatives to the proposal.
3. **Implementation:** Upon receiving the necessary approvals from the governing bodies of three-fourths of the taxing units entitled to vote on the appointment of board members, the Chief Appraiser is authorized to proceed with the acquisition and renovation of the property.
4. **Effective Date:** This resolution shall take effect immediately upon its passage.

PASSED AND APPROVED this 7th day of May 2025.


Charles O. Kelm, Chairman
G.A.D. Board of Directors


Jim Livens
Vice Chairman

ATTEST:


Daryl John, Secretary
G.A.D. Board of Directors

RESOLUTION NO.

APPROVAL OF GUADALUPE APPRAISAL DISTRICT REAL ESTATE ACQUISITION AND RENOVATION OF 216 E. COLLEGE STREET IN SEGUIN, TEXAS AS FUTURE SITE FOR APPRAISAL DISTRICT OPERATIONS

WHEREAS, the Texas Property Tax Code, Section 6.051, permits an appraisal district to acquire real property by purchase or lease, convey real property, and construct or renovate buildings or other improvements for the purpose of establishing and operating an appraisal office or branch appraisal office; and

WHEREAS, Section 6.051 requires that the board of directors of an appraisal district propose the property transaction by resolution, which must be approved by the governing bodies of three-fourths of the taxing units entitled to vote on the appointment of board members; and

WHEREAS, the governing body of [Taxing Unit Name] received notification of the resolution adopted by the Board of Directors of the Guadalupe Appraisal District as required by Section 6.051; and

WHEREAS, the purchase and renovation of the proposed real estate offers the most effective solution to provide the Guadalupe Appraisal District with a permanent location to serve the taxing units and taxpayers of Guadalupe County;

NOW, THEREFORE, BE IT RESOLVED that on this date, the [Governing Body] of the [Taxing Unit Name]:

1. **Approval of Acquisition and Renovation:** The [Governing Body] hereby approves by a majority vote in a public meeting the purchase and renovation project of a building for the Guadalupe Appraisal District's office situated in Guadalupe County, Texas, at 216 E. College Street in Seguin, Texas, as described in approved Resolution 2025-03 of the Board of Directors of the Guadalupe Appraisal District.
2. **Allocation of Proceeds from Sale of Existing Office:** Any proceeds from the sale of the existing office of the Guadalupe Appraisal District located at 3000 N. Austin Street in Seguin, Texas be allocated to the Guadalupe Appraisal District's dedicated reserve fund for future payments towards the proposed building purchase and renovations.

BE IT FURTHER RESOLVED that this document be filed with the Chief Appraiser of the Guadalupe Appraisal District on or before the 30th day after receipt of notification of the aforementioned resolution.

PASSED AND APPROVED this _____ day of [Month] 2025.

[Name]
[Title]

ATTEST:

[Name]
[Title]



MARY ERSKINE BUILDING ASSESSMENT

FOR THE GUADALUPE COUNTY APPRAISAL DISTRICT

MAY 6, 2025



INTERIM REVIEW / CONCEPT DESIGN. NOT INTENDED FOR BIDDING, PERMITTING OR CONSTRUCTION.
DEBRA J. DOCKERY, TEXAS ARCHITECT REGISTRATION #11930.



**MARY ERSKINE BUILDING ASSESSMENT
FOR THE GUADALUPE COUNTY APPRAISAL DISTRICT
MAY 6, 2025**

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- B. Existing Conditions Description
- C. Renovation Space Program Goals
- D. Observations and Description of the Proposed Scope of Work
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- F. Building Code and Zoning Code Analysis
- G. Architectural Systems Description
- H. Mechanical, Electrical and Plumbing Assessment
- I. Opinion of Probable Construction Cost and Phasing Opportunities
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 - Existing First Floor Plan
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 - Concept Improvements Site Plan
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 - Concept Improvements Third Floor Plan
- K. References
 - Site Survey
 - Appraiser Area Calculations
 - Asbestos Containing Materials Report
 - Elevator Assessment
 - Plumbing Lines Camera Results

Prepared by:

Debra J. Dockery, Architect, P.C.
118 Broadway, Suite 516
San Antonio, Texas 78205
(210) 225-6130

With

Calculated Legacy Consulting Engineers, MEP Engineer



MARY ERSKINE BUILDING ASSESSMENT

PROJECT INFORMATION AND
EXISTING CONDITIONS



MARY ERSKINE BUILDING ASSESSMENT SEGUIN, TEXAS

Project Introduction

The Mary Erskine Building in Seguin, Texas was initially constructed in 1914 for the Seguin Independent School District High School. In subsequent years, the building became an elementary campus and then a vocational/technical school. More recently the building was acquired by a private investor. The Guadalupe County Appraisal District is considering purchasing the building to relocate its Seguin Headquarters. The agency has outgrown the current facilities and expansion opportunities in the present location are limited. Debra J. Dockery, Architect, P.C. was contracted to provide this assessment of the improvements needed to accommodate the Appraisal District offices should the purchase move forward.

The site is a full 4-acre block in the downtown area of Seguin. The original 1914 building is three stories and comprised of former classrooms and offices. Later additions to the campus include a single-story classroom building, a band hall, and combination gymnasium, auditorium with stage, cafeteria and kitchen building. The site currently has 32 parking spaces in a paved lot on the east side and 18 parking spaces on the north. There is a concrete paved basketball court, abandoned swing sets, and evidence of a former athletic track.

The design team was tasked with developing a space program that reflects the actual space needs and adjacencies for each department and developing interior reorganization floor plans that provide a concept for the occupancy by the Appraisal District.

This assessment focused on the original three-story building as the facility the Appraisal District would occupy first. An evaluation of existing mechanical, electrical and plumbing systems was conducted to determine repairs necessary to reoccupy the building. A building code analysis and disabled accessibility review were prepared to determine needed upgrades.

Existing Conditions

Area*	Main Building Ground Floor	9,060 SF
	Main Building Second / Main Floor	8,910 SF
	Main Building Third Flor	<u>8,910 SF</u>
		26,880 SF
	Single Story Classroom & Band Hall	4,231 SF
	Gymnasium/Cafeteria	8,162 SF
	Total For Campus	39,273 SF

*Areas provided by Guadalupe Appraisal District

Date Constructed	Original section - 1914. Additions - assumed 1960's.
Construction	Concrete foundations, (first floor of Main Building is partially below grade), concrete framed columns, beams, floor, roof and stair structure, brick veneer on masonry walls, interior plaster and gypsum board walls, original wood flooring in most rooms, suspended acoustical ceilings retrofitted when the building received air conditioning.

Renovation Program Goals

- Designate a main public entrance and public service window near public parking and accessible to elevator.
- Provide consolidated public support areas (research and map room, public restrooms, meeting room).
- Relocate departments with public service functions to be conveniently located near the main entrance.
- Designate rooms for Appraisal Review Board (ARB) hearings that can be separated from the rest of the building with separate restrooms and waiting areas.
- Provide Appraiser work stations grouped by appraisal type.
- Centrally locate staff breakroom and restrooms for efficient and convenient access by all staff.
- Secure staff areas from public access areas.
- Review security aspects and improvements
- Provide budget recommendations for needed systems replacements and upgrades.
- Upgrade finishes and systems for a modern appearance.
- Investigate energy saving upgrades such as LED lighting.
- Consider immediate space needs and near future projected growth

Observations and Description of Proposed Scope of Work

General

1. Most existing interior walls may remain in the proposed interior reorganization.
2. For many areas where the existing door does not have required ADA clearance, the door may be removed as the spaces become open work stations.
3. There are existing restrooms on the First Floor. The recommendation is to completely remove all fixtures and finishes and replace with a new layout meeting ADA and public accommodation.
4. There are no restrooms on the Second Floor. As this floor will be the main public entry, it is proposed to add restrooms matching the first floor layout below for ease in stacking plumbing piping.
5. The restrooms on the Third Floor will be primarily for staff. These restrooms have ADA

compliance issues which may be addressed in a renovation.

6. Staff areas are consolidated and secured from public access on the First and Second Floors by walls separating the corridor and with controlled access doors.
7. The building has been retrofitted with a fire sprinkler system.
8. The HVAC systems, and the internal building power and lighting, telecommunications infrastructure and plumbing systems will be replaced. Service entries appear adequate for the renovation.
9. The elevator was inspected by a third party contacted by the Guadalupe Appraisal District. There are some issues to be addressed. See separate elevator assessment report.
10. The most recent asbestos report conducted in 2021 lists asbestos containing material in the window and door caulk and in vinyl composition tile. However, the location of the vinyl tile and the quantities in the report do not match the actual on-site observations. Perhaps some material has been removed since 2021. The previous asbestos report in 2018 listed asbestos containing material for duct work caulking and in duct work vibration dampers. It does not appear these materials have been removed since the 2018 report.

For this report, it is assumed asbestos abatement will be required if any vinyl floor tile is removed, any windows are replaced, or any ducts with caulking are removed. Should the Guadalupe Appraisal District proceed with the purchase of this building, it is recommended the testing for asbestos be conducted again to determine conclusively the extent of any asbestos containing material.

11. A previous assessment report conducted in 2018 noted water damage from roof leaks. The report was not specific to the areas damaged. No evidence of substantial water damage was observed. Only isolated areas of stained ceiling tiles were noted and these areas may have been the result of air conditioning condensate leaks. It was reported by the current building owner that the roofing system on the three story building was recently replaced. Aerial photos indicate the roofing is likely a TPO system and it does appear to be recent.
12. Camera investigation of plumbing lines from the first floor restrooms to the service mains or meters was recommended. The results of these investigations are attached. Most water and sewer piping within the building will be replaced with the expected reorganization of restrooms and breakrooms.

The lines outside the building have collapsed, most notably at the clean-outs. The amount of damage from the clean-outs did not allow the camera to survey the entire length of the piping to determine the extent of the damage. This report assumes the entire length of the sewer and water piping from the building to the City of Seguin mains will need to be replaced.

Single Story Classroom Building

A full assessment of the single story classroom building was not conducted with this report as the Guadalupe Appraisal District does not have immediate plans to occupy this building. General observations noted include:

- Rotted wood roof framing
- Roofing needs replacement
- Mechanical systems need replacement
- Restrooms could not be viewed but are assumed to need significant renovation
- Electrical lighting needs replacement
- Floor tile may be asbestos containing
- Ceilings and finishes need replacement

Gymnasium and Cafeteria Building

A full assessment of the Gymnasium and Cafeteria building was also not conducted with this report. The Guadalupe Appraisal District does not have immediate plans to occupy this building but has considered that the gym may be rented to community groups. Observations include:

- There are no restrooms in this building. If the space were rented to outside groups, alternate provisions would be required.
- Metal roofing needs to be coated or replaced
- Mechanical systems need replacement
- Lighting systems need to be replaced
- The gym floor is concrete. A suitable court flooring may be considered in the future
- There are no basketball goals currently in place
- The space includes a platform stage with ornate plaster work
- All appliances in the former kitchen have been removed and utility connections capped or abandoned.

Recommended Scope of Work for Main Building

Site Work

- The front entry curb ramp and door landings exceed the maximum slopes for ADA
- Many areas of the concrete sidewalks to the building are cracked, spalled and uneven
- Rework concrete front entry steps for compliant entry
- Additional parking will need to be constructed. Approximately 30 spaces may be retrofitted on the existing concrete paved basketball court. An additional 25 to 30 parking spaces will be needed to meet City of Seguin ordinances.
- Remove abandoned swing sets and other playground equipment.
- Improve site lighting for better security.
- New mechanical systems will require additional outdoor areas with concrete pads and better security fencing.
- Existing roof downspouts drain across public sidewalks which can cause slippery, unsafe conditions.
- Consider installing sidewalk trench drains to divert drainage to grassy areas.

Consider securing the one-story building and gymnasium building with more substantial fencing
Consider landscape improvements including sod repair, tree trimming, additional trees and shrubs.

Exterior – Main Building

Clean brick and stone

Provide minor repointing of brick (repair noted in limited areas)

Repaint sheet metal work (downspouts, roof trims)

Consider replacing the existing windows with insulated units to reduce HVAC loads and provide better occupant comfort

If a new HVAC chiller / boiler central plant is installed, remove ground floor roof-top a/c, and replace this roofing.

(The main roofing is reported to be recently replaced. No leaks were detected and aerial photos seem to confirm the Main Building roof is more recent.)

Interior – Main Building

The following ADA issues were noted:

- Stair handrails are not compliant

- Many interior doors lack the required clearance of the push and pull side of the door

- All restrooms have various non-compliant issues, but the recommended scope is to completely renovate all restrooms and add restrooms at the Second Level.

Replace all suspended ceilings with 2 x 2 acoustical lay-in systems. (This is necessary for HVAC and Electrical lighting replacement.)

Refinish wood floors

Repaint entire interior

Provide new interior walls as shown in the concept floor plans

Some cracks were noted at the front entry stairs in the joint between the structural concrete stair framing and the infill wall below. These appear to be cracks caused by differential movement of different materials.

Summary of Existing Building Systems

Foundation – assumed concrete pier and beam

Superstructure – concrete frame, columns, beams, flat floor plates

Stairs – concrete framed

Exterior walls – brick veneer and masonry back up (possibly structural clay tile)

Interior walls – assumed plaster on lath, gypsum board on studs

Flooring – wood flooring, vct, terrazzo in restrooms

Ceilings – suspended 2 x 4 retrofitted

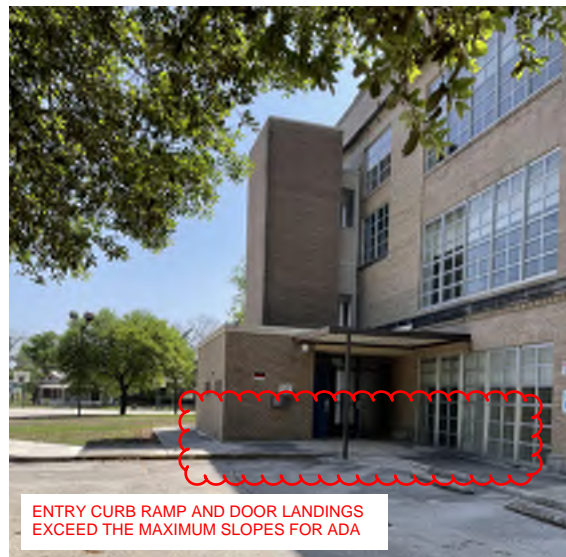


Figure 1: Entry sidewalk & curb ramp



Figure 2: Front steps-landing



Figure 3: Exterior clean brick & stone



Figure 4: Repoint minor cracking of brick



Figure 5: Main building sidewalk



Figure 6: Main building swing sets

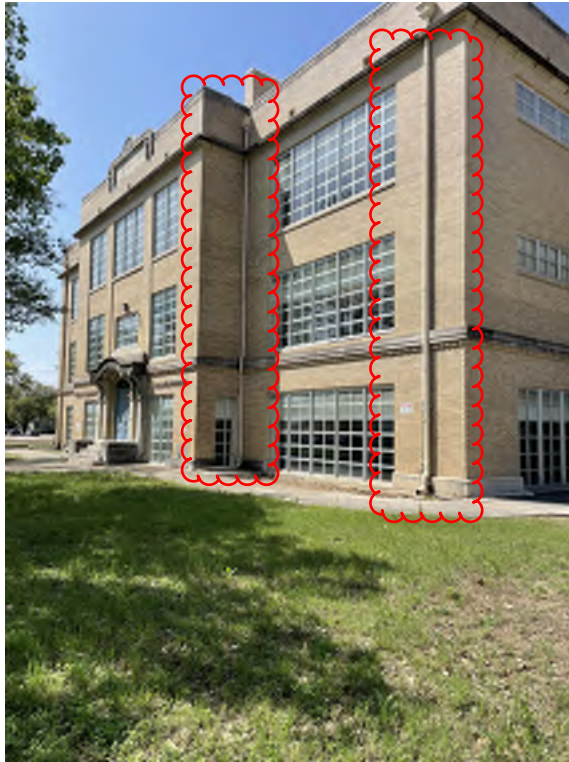


Figure 7: Consider installing trench drains for downspouts



Figure 8: Stair handrails in First Floor Basement



Figure 9: Stair handrails & AC unit not ADA complaint



Figure 10: First Floor Basement Elevator Hallway

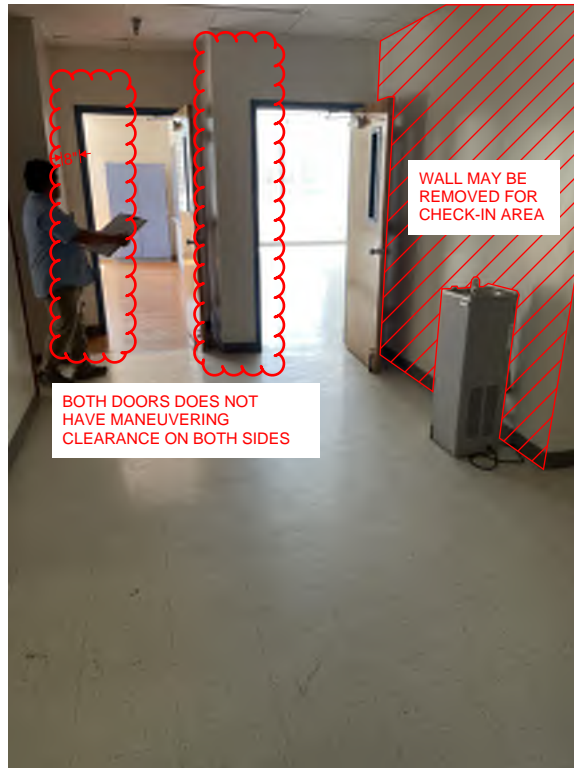


Figure 11: First Floor Basement interior doors



Figure 12: First Floor Basement interior doors



Figure 13: First Floor Basement Cracked Walls



Figure 14: First Floor Basement Girls Restroom



Figure 15: First Floor Basement Girls Restroom

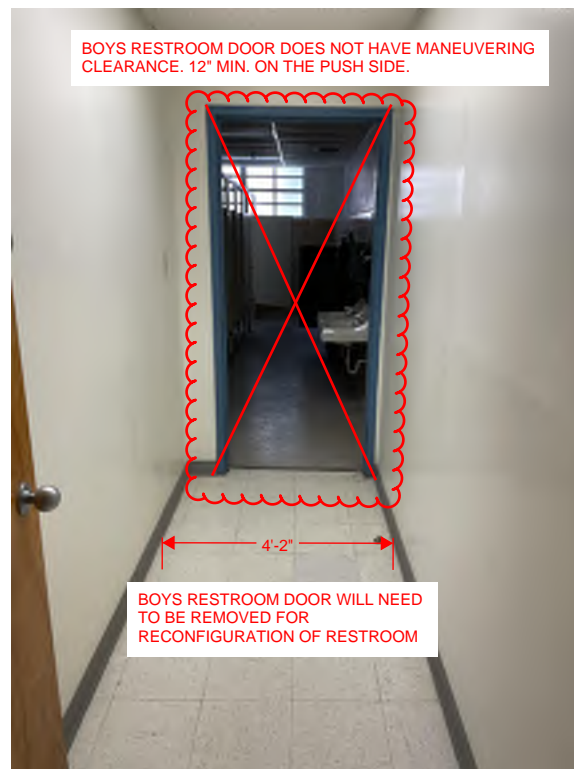


Figure 16: First Floor Basement Boys Restroom



Figure 17: First Floor Basement Storage room next to Boys restroom



Figure 18: First Floor Basement Stairway

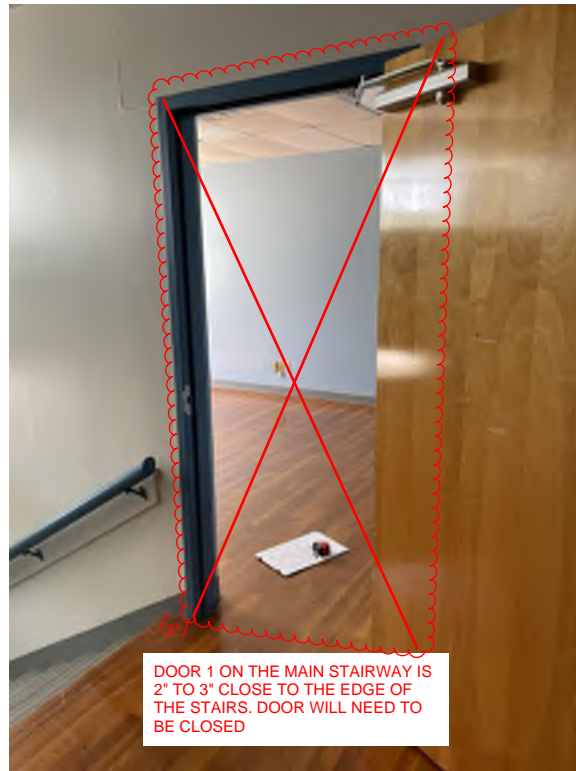


Figure 19: Second Floor Main Level main entry stairway

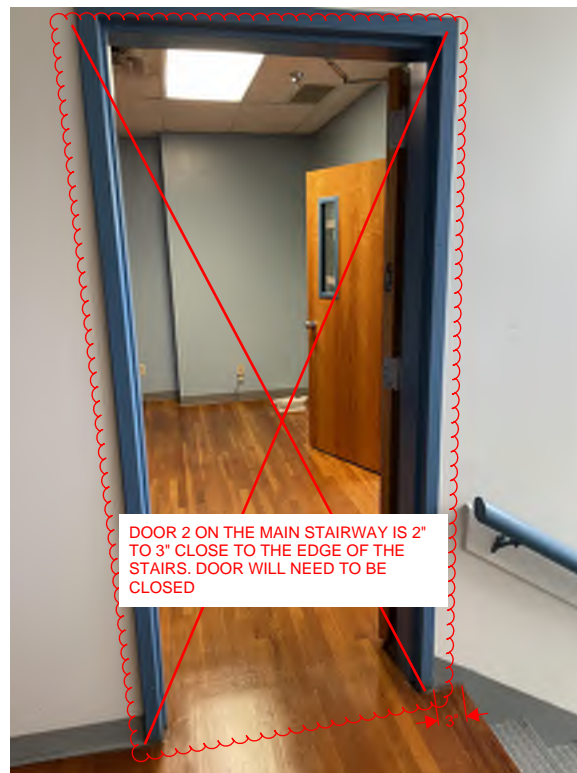


Figure 20: Second Floor Main Level main entry stairway



Figure 21: Second Floor Main Level Lobby

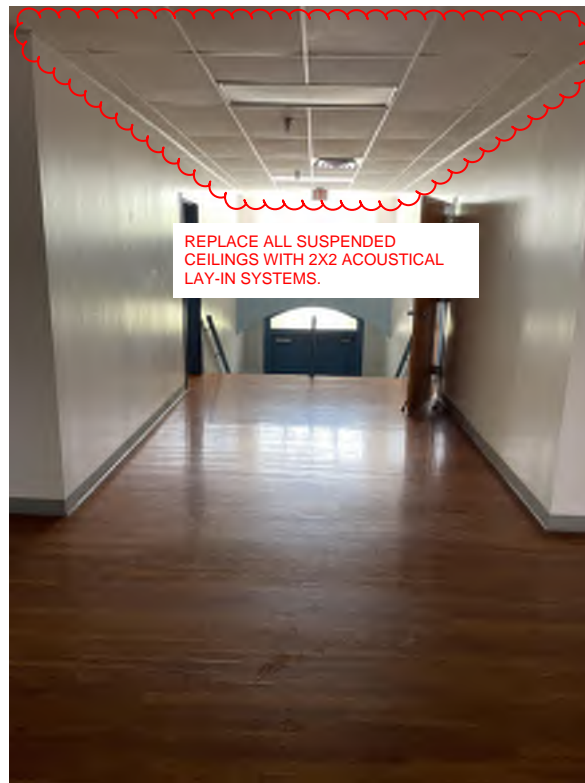


Figure 22: Second Floor Main Level main entry stairway



Figure 23: Second Floor Main Level



Figure 24: Second Floor Main Level stairway



Figure 25: Third Floor Level Corridor

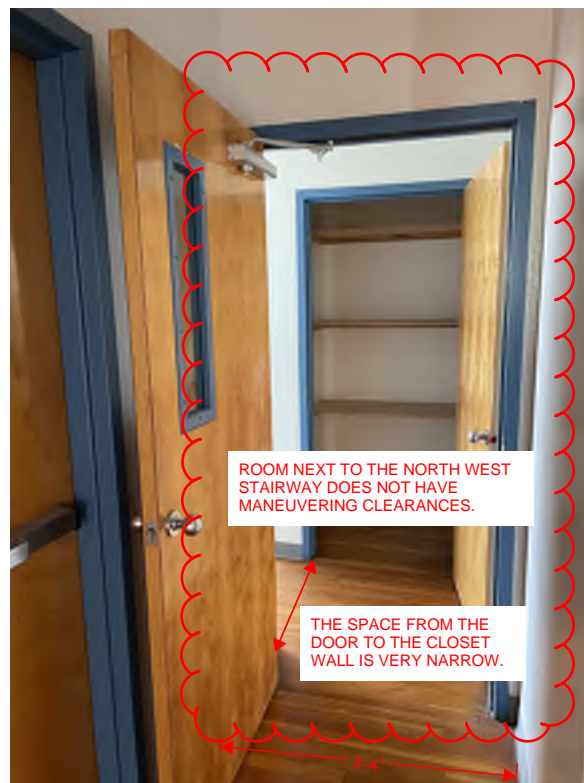


Figure 26: Third Floor Level stairway



Figure 27: Third Floor Level



Figure 28: Third Floor Level stairway



Figure 27: Third Floor Level Men's Restroom



Figure 28: Third Floor Level Women's Restroom

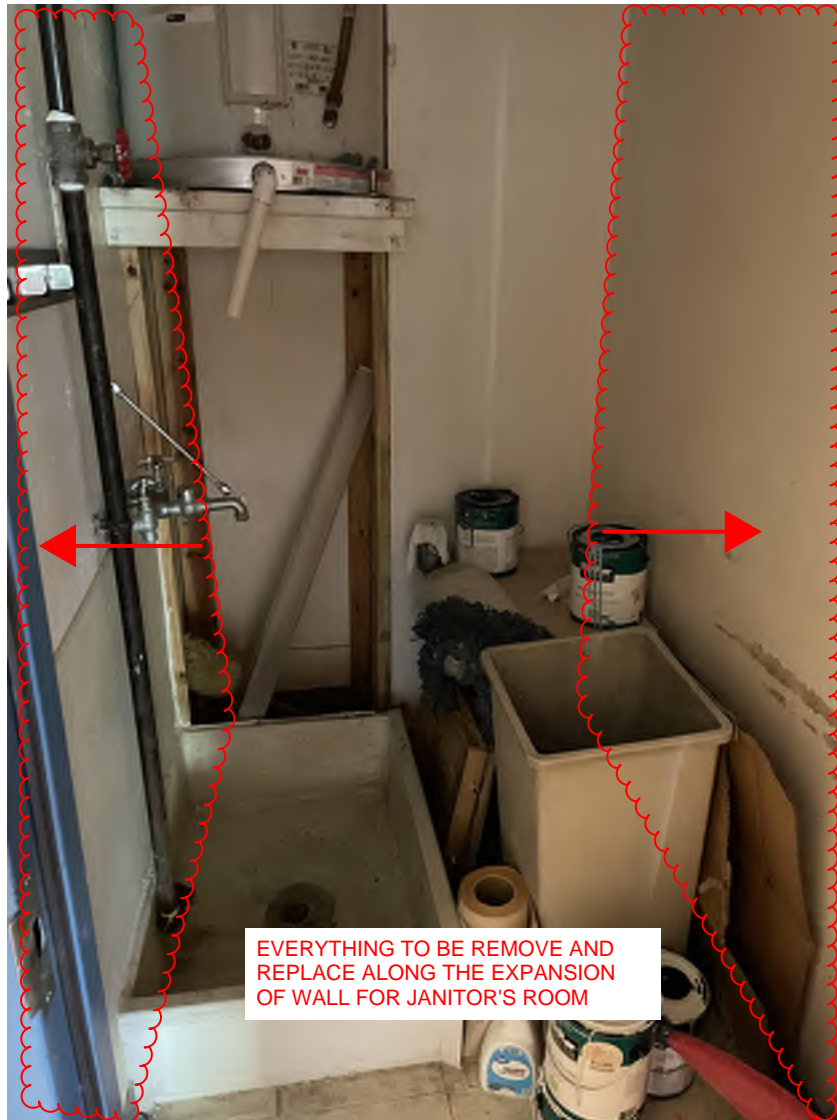



Figure 29: Third Floor Level Janitor's room



MARY ERSKINE BUILDING ASSESSMENT

SPACE NEEDS PROGRAM

	DEBRA J. DOCKERY, ARCHITECT, P.C.			
	118 Broadway, Suite 516			
	San Antonio, Texas 78205			
	tel: (210) 225-6130			
GUADALUPE APPRAISAL DISTRICT			ASF	COMMENTS
SPACE NEEDS PROGRAM FOR POSSIBLE RELOCATION TO 216 E. COLLEGE				
Updated 4.29.2025				
Department/ Spaces	No.	Min Size of Space ASF		
SECOND FLOOR MAIN LEVEL				
Reception space / lobby - 30 x 24	1	720	720	double size of exist. Add kiosks
Public service counter - 5 x 30	1	150	150	5 windows of which 2 ADA
Public service staff work stations, 7x30	5	210	1050	part of service counter
Public work room	1	600	600	computer terminals for 10, maps, kiosks, 1 work station
Public restrooms men, women	2	200	400	
Public family restroom	1	65	65	
Pubic lactation room	1	65	65	
Large conference room for up to 50	1	700	700	locate on Main Level, will also be Board Room
Breakroom / kichenette, seating 15 - 20	1	500	500	Maybe 1 breakrm on ea level
Work Room, mail room, supplies	1	250	250	
ADMINISTRATION				
Director of Administration	1	180	180	
Administration work stations	7	65	455	
Mapping work stations with printer	2	100	200	
IT work station	1	100	100	
Mechanical	1	250	250	
Electrical	1	60	60	
MDF and IDF data rooms	1	100	100	
Janitor	1	80	80	
NET TO GROSS MAIN LEVEL			5,925	
Walls, Hallways, Stairs, Structure			2,985	
TOTAL GSF MAIN LEVEL			8,910	
LOWER LEVEL ARB CENTER				
ARB check-in	1	200	200	
ARB lobby / waiting area	1	400	400	
ARB hearing rooms	2	660	1320	room for 20 to 30 persons
ARB level office for tax liasion	1	190	190	
ARB breakroom	1	400	400	
ARB file storage	1	300	300	

ARB level men and women restrooms	2	250	500	
ARB level family restroom	1	65	65	
ARB level lactation room	1	65	65	
Training Room	1	660	660	
Fitness Center	1	770	770	
Mechanical	1	400	400	
Electrical	1	100	100	
MDF and IDF data rooms	1	300	300	
Janitor	1	80	80	
Future office for facilities manager	1	190	190	
General building storage	1	300	300	
NET TO GROSS LOWER LEVEL			6,240	
Walls, Hallways, Stairs, Structure, etc. 45%			2,820	
TOTAL GSF LOWER LEVEL			9,060	
UPPER LEVEL OFFICES AND WORK STATIONS				
APPRAISERS				
Chief Appraiser Office	1	210	210	
Deputy Chief Appraiser Office	1	180	180	
Appraiser work stations - residential	9	65	585	
Appraiser work stations - complex	5	65	325	
Appraiser work stations - commercial	4	65	260	
Appraiser Work Stations - agriculture	2	65	130	
Appraiser work station - land	1	65	65	
HUMAN RESOURCES				
Offices	3	160	480	
Lobby	1	120	120	
Medium conference room for 15 to 20	1	660	660	
Small conference room for 5 to 10	1	300	300	
Collaboration break out rooms for 2 to 4	3	80	240	
Breakroom / kitchenette, 15 - 20	1	600	600	
Staff men and women restrooms	2	200	400	
Staff family restroom	1	200	200	
Staff lactation room	1	65	65	
Staff shower rooms	2	80	160	
Mechanical	1	250	250	
Electrical	1	60	60	
MDF and IDF data rooms	1	100	100	
Janitor	1	80	80	
NET TO GROSS UPPER LEVEL			5,470	
Walls, Hallways, Stairs, Structure, etc. 45%			3,440	
TOTAL GSF UPPER LEVEL			8,910	
TOTAL FOR BUILDING			26,880	



DOCKERY
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MARY ERSKINE BUILDING ASSESSMENT

**BUILDING CODE AND
ZONING CODE ANALYSIS**

Building Code and Zoning Code Analysis

Authority with Jurisdiction: City of Seguin, Texas
Current adopted codes: International Building Codes 2018, International Fire Code 2018,
(Per City of Seguin website) International Energy Conservation Code 2018
Note: The City of Seguin Building Department was contacted to determine if updating to more current editions of the codes were being considered. The Department has not responded.

Occupancy Type

Current Group E Educational
Proposed Conversion Group B Civic Administration

Occupancy Separation Under occupancy Group E there were no requirements for occupancy separation. Any assembly spaces in the conversion to Group B with more than 50 occupants or more than 750 square feet will be classified as Group A-3, per 303.1.2

Construction Type Type II-B Non-combustible

Fire Sprinkler Currently Yes

Analysis based on Group B Occupancy

Area	Actual	Allowable (with fire sprinkler)
Main Building Area	26,880 SF	
Total Area all buildings	39,273 SF	90,000 SF
Stories	Actual - 3	Allowed- 3
Height	Actual 18 FT	Allowed - 55 FT

Fire Resistance

Fire Resistance Ratings for Building Elements - 0 hours
Fire Resistance Ratings, Exterior, greater 30 FT Fire Separation - 0 hours

The Main Building is fire sprinklered, therefore, 1 hour fire rated exit corridors are not required.
(Corridors in non-fire sprinklered Occupancy Group B buildings are required to have 1 hour fire rated construction with 1/3 hour rated doors when the occupant load is more than 30.)

Occupant Load Based on Assumed Interior Reorganization of Spaces

Spaces	Area	Occupant Factor	Occupant Load
First Floor			
Meeting/Conference Rooms	2,100 SF	15 net	140
Waiting Areas	600 SF	15 net	40
Breakroom	600 SF	15 net	40
Health and Fitness Room	760 SF	50 gross	15
Offices	380 SF	150 gross	3

Storage /Mech	500 SF	300 gross	<u>2</u>
First Floor Total Occupancy	`		240

Spaces	Area	Occupant Factor	Occupant Load
Second Floor			
Meeting/Conference Rooms	670 SF	15 net	45
Waiting Areas	300 SF	15 net	20
Breakroom	600 SF	15 net	40
Offices	3,880 SF	150 gross	26
Storage /Mech	300 SF	300 gross	<u>1</u>
Second Floor Total Occupancy	`		132

Spaces	Area	Occupant Factor	Occupant Load
Third Floor			
Meeting/Conference Rooms	670 SF	15 net	45
Breakroom	600 SF	15 net	40
Offices	3,800 SF	150 gross	26
Storage /Mech	300 SF	300 gross	<u>1</u>
Third Floor Total Occupancy	`		112

Total Building Occupants 484

Exit Requirements

Egress sizing – stairways

First Floor: 240 occupants / 2 stairs * 0.30 inches = 36 inches minimum, Actual = 62"

Second Floor: 132 occupants + ½ first floor and third floor / 2 stairs * 0.30 inches = 154 * 0.3 = 46".
Actual 62"

Third Floor: 112 occupants / 2 stairs * 0.30 inches = 17 inches minimum, Actual = 62"

Egress sizing – exit ways:

First Floor 240 occupants * 0.2 inches – 48 inches total exit width. Actual 124"

Corridor minimum width: 44". Actual – 44 " hallway to elevator

Plumbing fixture requirements - 2018 IBC

Business

Water Closets: 1 per 25 for first 50, then 1 for each 50 thereafter

Lavatories: 1 per 40 for first 80, then 1 for each 80 thereafter

Assume 242 women and 242 men

Fixtures required:

Women- 6 water closets, 5 lavatories

Men – 6 water closets / urinals, 5 lavatories

(For comparison, Assembly spaces without permanent seating require 1 water closet per 125 men, 1 water closet per 65 women and 1 lavatory per 200 persons.)

City of Seguin Unified Development Code

Parking requirements – Main Building Only

Offices - 1 space per each 300 GSF $26,880 / 300 = 90$ parking spaces min

Actual existing – 32 adjacent to Main Building

Revise existing outdoor basketball court for parking - +/-30 parking spaces

90 required spaces – 62 existing / renovated = 28 spaces short of requirements

(Note: 18 parking spaces exist along the north property but these would serve the gymnasium and one-story classroom building. $12,393 \text{ sf} / 300 = 41$ parking stalls needed for these facilities)



MARY ERSKINE BUILDING ASSESSMENT

ARCHITECTURAL SYSTEMS
DESCRIPTION

Architectural Systems Descriptions

Division 1 - General Requirements

011000 Summary of Work

Project information, access to site, work restrictions, and miscellaneous provisions

012100 Allowances

Allowance fund for unforeseen conditions, utility connection charges, and other items not known at time of bidding. An amount has not been stipulated at this time.

012300 Alternates

Additive Bid Alternates separately priced on proposal form. No alternate items identified at this phase.

Division 2 - Existing Conditions

024110 Selective Demolition

Removal of existing installations for new work.

Division 3 - Concrete

033000 Cast-in-place Concrete

Repair of existing foundations for new plumbing work.

Division 4 - Masonry

042000 Unit Masonry

Repair of existing masonry for new work.

Division 5 - Metals

055000 Metal Fabrications

Miscellaneous steel supports and trims, lintel angles, fabricated steel items.

Division 6 - Woods & Plastics

061000 Rough Carpentry

Blocking and backing in walls for support of cabinetry, toilet accessories and miscellaneous specialties.

062023 Interior Finish Carpentry

Interior wood trims

064116 Plastic Laminate Faced Architectural Casework

Plastic laminate faced cabinetry and solid surface countertops in breakrooms.

064661 Simulated Stone Countertops

Homogenous solid plastic resin countertops, ½" thick material on plywood sub-top, with ½" thick backsplashes of same material for cabinetry countertops and restroom lavatory counters.

Division 7 - Thermal & Moisture Protection

072100 Thermal Insulation

Glass fiber sound attenuation insulation at new interior walls and ceilings.

076200 Sheet Metal Flashing

Roof and wall flashings and other sheet metal trims requiring repair.

079000 Joint Sealants

Elastomeric sealants and fillers for interior joints.

Division 8 - Doors & Windows

081113 Metal Doors and Frames

Hollow metal interior door frames for use with wood interior doors

081416 Flush Wood Doors

Solid wood doors for all interior doors. For use in hollow metal door frames

083350 Access Doors

Wall and ceiling access doors for plumbing chases and mechanical equipment

085000 Aluminum Windows

Replace existing aluminum windows with new commercial grade fixed aluminum windows with same mullion profile.

085653 Transaction windows

Impact and bullet resistant glass with transaction tray, speak hole and microphone for public service window.

087100 Door Hardware

Lock system, exit devices, closers, stops, holders, thresholds, weatherstripping, and miscellaneous finish hardware items. Card readers at entry doors. Electronic locks for telecom rooms.

088800 Glazing

New double pane insulated glass for replacement exterior windows.

Division 9 - Finishes

092216 Non-Structural Metal Framing

Metal stud interior wall framing, 3-5/8" and 6", 12 to 20-gauge studs depending on wall height, bridging, and bracing requirements.

092900 Gypsum Drywall Systems

Gypsum board for interior partitions and restroom ceiling systems, sheathing for exterior walls.

093000 Tile

Unglazed porcelain ceramic floor tile for restroom facilities. Full height glazed ceramic wall tile for restrooms.

095113 Acoustical Panel Ceilings

Suspended acoustical ceiling systems consisting of 2' X 2' U.L. labeled, mineral composition board tiles in pre-finished steel grid, mylar or vinyl faced for breakroom. All renovated areas to receive new ceiling system.

096500 Resilient Flooring & Accessories

LVT (luxury vinyl tile) with rubber base for all spaces that do not have existing wood flooring.

099100 Painting

Painting and finishing requirements for non-factory-finished interior surfaces, for new surfaces and renovated existing services. Refinish existing wood floors.

Division 10 - Specialties

101419 Dimensional Letter Signage

Cast aluminum numbers and letters for exterior application, name, and address of facility.

101423 Panel Signage

Acrylic panel room identification and accessibility signs

101426 Directional Signage

Post mounted panels or wall mounted panels with directional and information signage.

102800 Toilet, Bath, and Laundry Accessories

Electric hand dryers, soap, towel, and tissue dispensers, grab bars, and waste receptacles matching Owner's product requirements.

104413 Fire Protection Specialties

Fire extinguishers in semi-recessed cabinets in corridors and where required by fire codes, "Knox" box at exterior doors.

Division 11 - Equipment

114520 Kitchen Equipment

Refrigerators and microwave ovens in breakroom by Owner.

Division 12 - Furnishings

122113 Horizontal Louver Blinds

Aluminum mini-blinds or roller shades for all windows

See MEP Assessment for mechanical, electrical and plumbing systems assessment and recommendations.



DOCKERY
ARCHITECTURE

MARY ERSKINE BUILDING ASSESSMENT

**MECHANICAL, ELECTRICAL &
PLUMBING ASSESSMENT**

MARY ERSKINE BUILDING MEP ASSESSMENT REPORT

FOR

DEBRA J. DOCKERY, ARCHITECT, P.C.

Report

April 2025

CLCE Project # 25-022



Prepared For:

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Executive Summary

The Mary Erskine building in Seguin, Texas is a three-story 22,000 square foot facility that previously functioned as a primary school. The facility was constructed in 1914, and has seen some mechanical, electrical and plumbing updates over the years. The HVAC for the first floor is served by five split systems, and the second and third floors are served by four packaged rooftop units. There is plumbing to support restrooms on the first and third floors, as well as limited fixtures in the rest of the building such as a teacher break room, nurse's office, and art room. The building appears to be fully sprinkled, with a fire department connection on the north side of the building.

Many of the HVAC equipment has missing or damaged components and are not compatible with the most current refrigerants. Most of the ductwork, above-ceiling equipment, and fans were not able to be safely accessed for observation. Air devices such as supply diffusers and exhaust grilles were in varying condition, with many appearing damaged. Plumbing within the walls was not able to be observed, however pipes that were visible appeared in good shape. Heating and cooling load calculations were performed to ensure the installed HVAC systems are sufficiently sized for the application. The results are provided in Appendix A of this report.

The first floor's HVAC system is and comprised of five DX split systems utilizing outdoor air conditioners and vertical indoor air handlers with gas heat. Each air handler was marked as serving multiple rooms, and each classroom had a thermostat in it, suggesting there was a zone damper that allowed the classrooms to adjust cooling and heating per room. A controls cabinet for the five split systems was found in the basement mechanical room. The second and third floors are both served by two packaged DX rooftop units, for a total of 4 rooftop units. There did not appear to be any centralized control system for the packaged units, so it is assumed that each individual classroom zone is operating independently and the packaged unit is only controlling on duct pressure and discharge temperature.

The plumbing fixtures on the first and third floor vary in size and condition. While lavatories are serviceable, the water closets and urinals are recommended to be replaced to full adult sizes and to be ADA compliant. There are electric hot water heaters at each floor that appear to be missing parts or wiring.

Based on observations of the site, it is recommended that the entire mechanical system be replaced with new equipment, ductwork, insulation, controls, and air devices. It is also recommended to replace all plumbing fixtures to full-sized ADA compliant fixtures and to add men's and women's gang restrooms to the second floor.

Electrically, the building is served by a 208Y/120V 500kVA utility transformer, which is likely to be sufficient for the renovation. The electrical distribution equipment appears to be dated from 1990 to 2000. The main switchboard was unable to be opened during the site visit. Based on the age of the equipment, it is recommended to replace the electrical distribution equipment and feeders. The new layout of the building and HVAC renovations will also likely require a reconfiguration of the distribution system. Additionally, this will allow for a more efficient electrical design that requires fewer pieces of equipment that can be consolidated to one area, instead of placed throughout the facility.

Lighting appeared to be fluorescent. It is recommended to replace all fixtures with LED lighting to improve the lighting quality and power efficiency of the building. The lighting controls will also need to be brought up to current energy code during in rework of the existing lighting system.

Limitations

This report is based upon observations of the visible and apparent conditions of the HVAC systems during a limited visit and limited drawings furnished to our office. While care has been taken in the reporting of the observations, the observations contained in this report are of a limited nature. Thus, no warranty or guarantee is expressed or implied in this report with respect to the installation or performance of the equipment. No sampling or testing was performed. Equipment on roofs, scaffolding, above the ceiling or anywhere else that was not safe to access were not inspected.

The recommendations expressed are based on the opinions of CL Consulting Engineers, LLC. and are not intended as a critique of the original engineering design. Factors affecting original design decisions, including budget limitations, construction constraints, and owner design input, are not reviewed.

Condition Terms Used

Throughout the report, the terms *good*, *fair*, and *poor* are used to describe equipment. Where these terms are used, they are intended to be understood as follows - equipment in *good* condition is not expected to require replacement in the next ten years, equipment in *fair* condition should be anticipated to require replacement within the next five years, and equipment in *poor* condition shows signs of malfunction or disrepair and should be replaced as soon as possible.

Observations

Classrooms

Mechanical

The air devices in the classroom were of varying conditions and layouts, with many being dented or otherwise weathered. Each classroom had a wall-mounted thermostat. Due to the equipment being disassembled it was not possible to verify if the existing ductwork and air balance was sufficient for each room.

Electrical

The devices appear dated. Some devices appear to have been added at a later date, and have surface mounted raceway providing power to the receptacles. There is an isolated grounding system in place for some of the receptacles. This can be left intact, but is not required. Optionally, the devices and face plates can be replaced and the raceways moved to inside the walls to freshen up the space.

Restrooms

Mechanical

The air devices in the restrooms were of varying conditions and layouts, with many being dented or otherwise weathered. Due to the equipment being disassembled it was not possible to verify if the existing supply or exhaust airflows were sufficient.

Plumbing

The piping behind the walls or underneath the floor were not able to be observed . It is not known the condition of the domestic water pipe or the sanitary sewer pipe in those locations. The piping that was exposed to feed the fixtures looked to be in good condition. Some lavatories had only cold water service and some had cold and hot water. The lavatory and faucets looked outdated and not ADA compliant.

The water closets and urinals were in poor to fair condition. However, many were not sized for adults. The fixtures also were not ADA compliant.

Electrical

The devices appear dated. Optionally, the devices and face plates can be replaced to freshen up the space.

Corridors/Stairwells

Mechanical

The air devices in the corridors were of varying conditions and layouts, with many being dented or otherwise weathered. It was not clear how these spaces were zoned or what equipment it shared with other spaces.

Plumbing

Drinking fountains were observed on each floor. These were in poor condition and were not ADA compliant. No split level fountains or bottle fillers were found.

Electrical

The devices appear dated. Optionally, the devices and face plates can be replaced to freshen up the space.

Air Conditioning Systems

DX Split Systems

The five DX split systems serving the first floor are comprised of residential-grade indoor air handling units in vertical configuration with natural gas heat paired with an outdoor air conditioner. The nameplates of the air handlers were not accessible to read, however based on the outdoor air conditioner the units appear to be manufactured in 1991. The units are charged with refrigerant R-22, which is no longer permitted to sold in new equipment and is increasingly hard to service.

Indoor Air Handling Units

The five indoor air handling units serving the first floor spaces are all located in a mechanical room and mounted on a wooden platform that also serves as a plenum for return air and outside air to mix before the inlet of the air handling units. An outside air duct is routed from outdoor louvers and discharges into the return air mixing box. Supply air ducts rise vertically out of the top connection of the air handlers up to above ceiling and become unobservable for a short distance. Insulation could not be verified on this section of ductwork.

Gas piping is routed from to each individual air handler for heating purposes. An open duct is routed to the mechanical room for common combustion air, and flue gas is vented out of the air handlers through PVC pipe. It is not clear the routing of the vent pipe or its termination location.

Outdoor Air conditioners

The outdoor air conditioners are mounted to concrete pads just outside of the building in between the main building and gym. The units were observed to be in poor condition and had components missing. The nameplates showed all were the same 5-ton model and manufactured in 1991.

Packaged Rooftop Units

A total of four packaged Rooftop Units (RTUs) were installed on the roof of portions of the first floor, with two on the northeast corner and two on the northwest corner. Each RTU has gas piping routed to it for reheat. Supply and return duct come out horizontally from the unit, and run up along the side of the building into penetrations on the second and third floor. The duct does not appear to be insulated or protected from the elements. While not being able to be observed directly, it was noticed from observations that pieces were missing from the RTUs. The exterior cabinets looked weathered as well.

Calculations

Heating and cooling load calculations were performed to estimate the size of equipment needed to condition the building. The calculations account for the construction of the building including insulation, windows, building dimensions, internal loads of office equipment, lighting, and human occupancy, minimum ventilation load, and external heat gain/loss.

The indoor environmental design criteria is as follows:

- a) Cooling Set Point: 75°F
- b) Heating Set Point: 70°F
- c) Humidity Set Point: 50% RH +/-5%

The outdoor environmental design criteria is as follows:

- a) Summer: 100°F DB/78°F WB.
- b) Winter: 28°F

Results of the calculations show that the required cooling for the building would be 103 tons. It should be noted that the calculations were made treating each floor as a “block” rather than trying to create specific zones within each floor.

Floor	Calculated Cooling Req's (Tons)	Calculated Heating Req's (MBH)	Calculated Supply Airflow (CFM)
Floor 1	39	200.3	13,242
Floor 2	26.8	148.1	10,406
Floor 3	37.5	213.0	12,862

Recommendations

Mechanical

Based on observations of the site, it is recommended that the entire mechanical systems serving the building be replaced. The following options would be feasible:

Option 1: Replace in kind

This option would involve removing the existing mechanical equipment and replacing with new, similarly functioning equipment. The existing split systems would be replaced with new variable capacity heat pumps. The indoor vertical air handlers would be replaced with higher efficiency fan models.

Outdoor packaged rooftop units would be replaced with new units with variable capacity compressors. The units would have higher efficiency and variable flow fans. New variable air volume terminal units with electric reheat would be installed to accommodate new zoning and occupancies.

Ductwork would be inspected and replaced as needed, and air devices would be replaced. A centralized control system using wireless controllers would be installed to control all mechanical equipment.

Option 2: New centralized chilled water system

This option would take advantage of using the center yard in between the buildings as a mechanical yard. A central air cooled chiller would be placed at ground level between the building and the gym, and feed chilled 44° F water to the building from the north. The split systems serving the first floor would have their outdoor units and indoor units removed. The indoor units would be replaced with a chilled water cooled air handler to condition the air, and feed new single duct VAV air terminals with electric reheat. Each zone would have a VAV air terminal and be able to vary its cooling and airflow or switch to heating as needed.

Similarly, on the second and third floors the existing RTUs and VAVs would be removed. Each floor would have its own chilled water air handler and feed new single duct VAV air terminals with electric heat. Each zone would have a VAV air terminal and be able to vary its cooling and airflow or switch to heating as needed. Ideally the air handlers would be indoors for aesthetics of a historical building and maintainability. However, the air handlers can also be placed on the existing equipment supports outside.

Ductwork would be inspected and replaced as needed, and air devices would be replaced. A centralized control system using wireless controllers would be installed to control all mechanical equipment.

Plumbing

It is recommended that the plumbing sanitary and domestic water lines be scoped by a plumber to check for pipe integrity for potential reuse. Any new piping will be copper for the domestic water and PVC for sanitary and vent. All existing fixtures are recommended to be removed and replaced with new fixtures, along with ADA-compliant options. Each floor is recommended to have its own new 10 gallon electric water heater.

Electrical

Based on observations of the site, it is recommended that the electrical distribution equipment and feeders be replaced. It is also recommended the at the lighting fixtures and controls be replaced. Additionally, the fire alarm system appears to be dated. Some work will be required to cover the new building layout. It is recommended to replace the fire alarm system to ensure full functionality. Electrical devices appear dated. They can remain, but device/wall plate replacement and raceway relocation is recommended to improve the aesthetics of the new spaces.

Conclusion

The existing building mechanical equipment, ductwork, and plumbing fixtures should all be replaced immediately. The current equipment is old enough or missing enough components to warrant not repairing, and should be replaced with energy-efficient systems. Plumbing fixtures should be updated for the new occupancy and be ADA compliant. A new HVAC controls system should be installed to optimize energy usage and occupancy comfort.

Appendix A: Heating and Cooling Load Calculations

System Checksums

By .

RTU-1

Variable Volume Reheat (30% Min Flow Default)

COOLING COIL PEAK										CLG SPACE PEAK										HEATING COIL PEAK										TEMPERATURES									
Peaked at Time: Outside Air:										Mo/Hr: 8 / 15 OADB: 97										Mo/Hr: Heating Design OADB: 28																			
Sens. + Lat.										Space Sensible										Space Peak										Coil Peak									
Bluh										Bluh										Bluh										Tot Sens									
Envelope Loads										Envelope Loads										Envelope Loads										Bluh									
0										0										0										0									
Skylite Solar										Skylite Solar										Skylite Solar										0									
0										0										0										0									
Roof Cond										Roof Cond										Roof Cond										0									
0										0										0										0									
59,395										67,960										-38,661										-38,661									
Glass Solar										26,306										9										17.75									
Glass/Door Cond										27,082										6										32.68									
45,236										51,909										17										-71,195									
0										0										0										0									
Partition/Door										0										0										0									
0										0										0										0									
Floor										0.00										-13,313										-13,313									
Adjacent Floor										0.00										0.00										0.00									
Infiltration										0										0										0									
0										0										0										0									
Sub Total ==>										146,176										-100,343										-129,986									
131,713										36,783										0										0									
36,783										168,496										59.67										59.67									
Sub Total ==>										48										48										48									
Internal Loads										Internal Loads										Internal Loads										Internal Loads									
Lights										30,062										0										0									
People										108,000										0										0									
18,118										15,387										0										0									
Sub Total ==>										156,179										0										0									
0										0										0										0									
Ceiling Load										6,349										-11,535										-11,535									
Ventilation Load										136,983										0										0									
Adj Air Trans Heat										0										0										0									
0										0										0										0									
Dehumid. Ov Sizing										0										-5										-5									
OvUndr Sizing										0										3,816										-1.75									
Exhaust Heat										-2,100										0										0									
Sup. Fan Heat										7,947										-7,632										3.50									
2										0										0										0									
Ref. Fan Heat										0										0										0									
Duct Heat PkUp										0										0										0									
Underflr Sup Ht PkUp										0										0										0									
Supply Air Leakage										0										0										0									
0										0										0										0									
Grand Total ==>										294,241										-111,884										-217,844									
185,327										467,415										100.00										100.00									
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RTU-2

Variable Volume Reheat (30% Min Flow Default)

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By:

Variable Volume Reheat (30% Min Flow Default)

48

Appendix B: Photographs

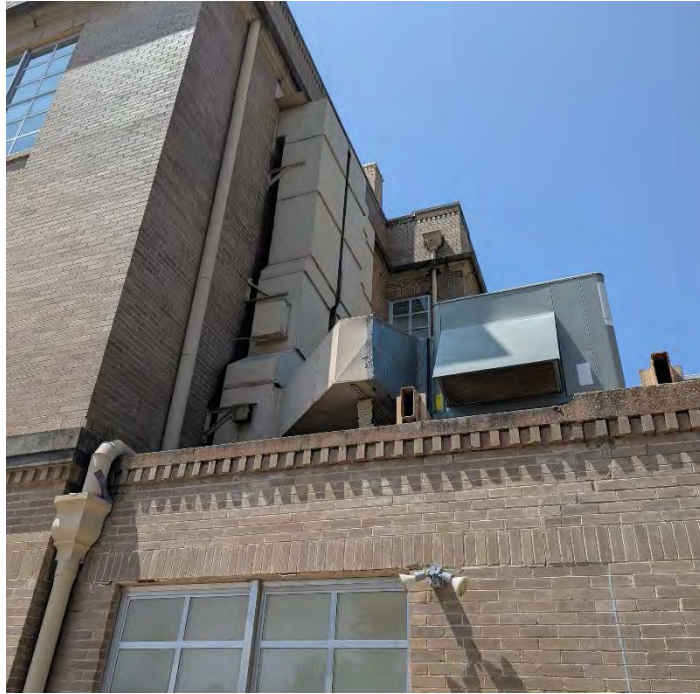


Figure 1. Packaged RTUs as seen from ground level

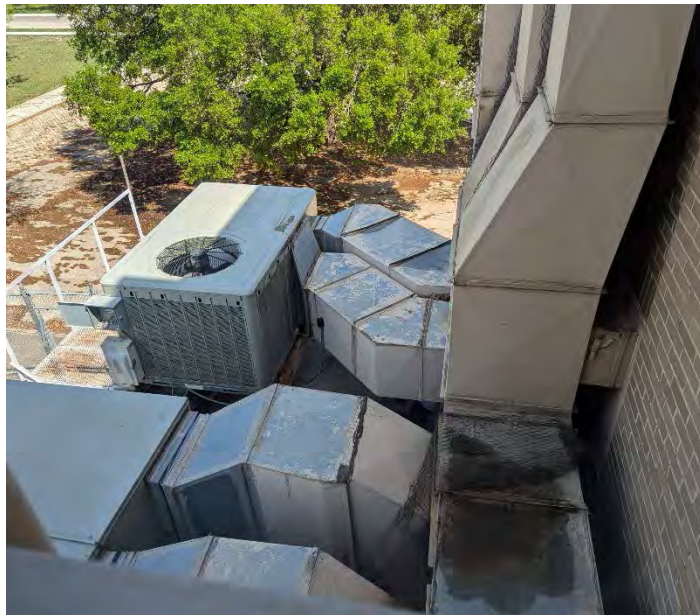


Figure 2. Packaged RTUs as seen from indoor space



Figure 3. Typical water closet



Figure 4. Typical restroom layout



Figure 5. Typical drinking fountain



Figure 6. First floor controls cabinet



Figure 7. First floor vertical air handlers



Figure 8. Various ducts tied to vertical air handlers



Figure 9. Second floor standalone control thermostat



Figure 10. First floor outdoor units in mechanical yard



Figure 16. Utility transformer



Figure 17. Panelboard nameplate showing a date of 1990



Figure 83. Typical wall showing orange isolated ground receptacles and surface mounted raceway

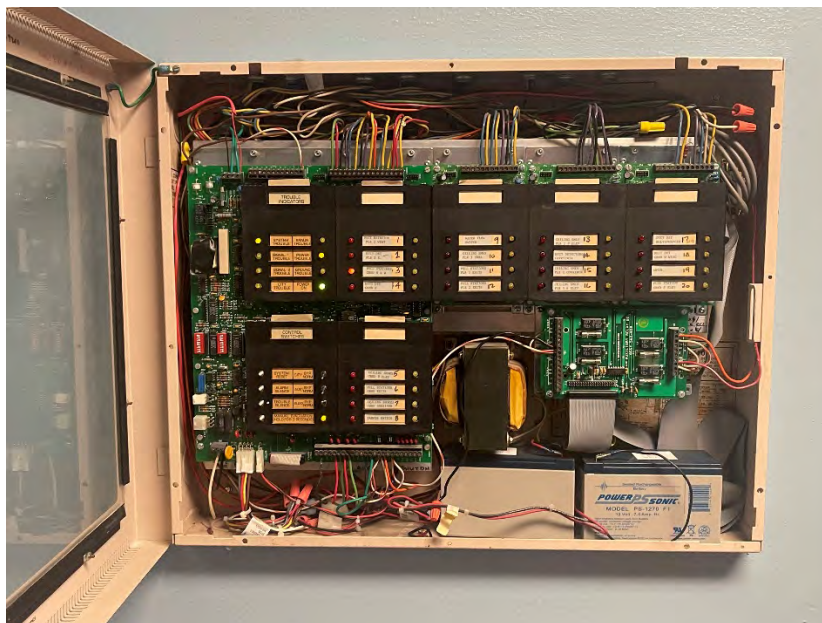


Figure 14. Existing fire alarm control panel



MARY ERSKINE BUILDING ASSESSMENT

OPINION OF PROBABLE
PROJECT COSTS

Opinion of Probable Construction Cost

See next page.

Phasing Opportunities

Options and alternative systems are listed in the Opinion of Probable Cost. Immediate concerns would be those systems and scopes that are required for the Guadalupe Appraisal District to occupy the building. These systems would include mechanical and electrical replacements, restroom upgrades, repairs to the elevator, new ceilings, new walls for offices and accommodations for public services.

Future work may include additional site work and parking, replacement of the windows, upgrades to finishes, and any work considered for the single story classrooms and gymnasium/cafeteria building.

	A	B	C	D	E	F	G	H	I
1	Project	Assessment of Mary Erskine Building for Conversion to Guadalupe Appraisal District Offices							
2	Client	Guadalupe County Appraisal District							
3	Description	Assessment Phase Opinion of Probable Construction Cost							
4	Date	5/5/2025							
5	Provided by	Debra J. Dockery, Architect, P.C.							
6	OPINION OF PROBABLE CONSTRUCTION COST								
7	ELEMENT	ITEM DESCRIPTION	UNITS	UNIT QUANTITY	UNIT COST MATERIALS & LABOR	BASE COST	GENERAL CONDITIONS - 18%	INFLATION TO BID DATE - 5%	ITEM TOTAL
8	SITE WORK								
9		ADA corrections to front entry curb ramp & landing	sf	330	\$12.00	\$3,960.00			
10		Repair spalled and cracked concrete sidewalks	sf	1850	\$8.00	\$14,800.00			
11		Rework front entry steps for upper landing clearance	sf	150	\$125.00	\$18,750.00			
12		Drainage improvements and sidewalk trench drains	lf	30	\$160.00	\$4,800.00			
13		Covert existing basketball court to parking	ls	1	\$25,000.00	\$25,000.00			
14		Add asphalt paved parking	sy	2445	\$60.00	\$146,700.00			
15		Add concrete driveway apron for new parking	sf	4200	\$10.00	\$42,000.00			
16		Provide new site lighting for new parking	ea	6	\$4,000.00	\$24,000.00			
17		Remove abandoned play equipment	ls	1	\$5,000.00	\$5,000.00			
18		Provide new metal secured mechanical yard fencing	lf	45	\$90.00	\$4,050.00			
19		Add chain link fencing at one-story bdlg & gym	lf	300	\$65.00	\$19,500.00			
20		Building signage and wayfinding	ls	1	\$15,000.00	\$15,000.00			
21		Landscape improvments - sod repair	ls	1	\$60,000.00	\$60,000.00			
22									
23	EXTERIOR								
24	WORK	Provide repointing of missing masonry grout	ls	500	\$9.00	\$4,500.00			
25		Clean brick and stone	sf	15300	\$2.75	\$42,075.00			
26		Repaint sheet metal work	lf	450	\$5.00	\$2,250.00			
27		Replace existing windows with insulated units	sf	3910	\$165.00	\$645,150.00			
28		for energy savings - removal includes abatement							
29									
30	INTERIOR								
31	WORK	Add ADA compliant handrails at stairs	lf	720	\$75.00	\$54,000.00			
32	GENERAL	Replace all suspended acoustical ceilings	sf	19000	\$4.25	\$80,750.00			
33		Refinish all wood floors	sf	11900	\$6.50	\$77,350.00			
34		Remove VCT floors (inc abatement). Provide LVT	sf	7020	\$7.00	\$49,140.00			
35		Repaint all interiors	sf	26880	\$3.00	\$80,640.00			
36		Provide new door hardware for all doors to remain	ea	42	\$500.00	\$21,000.00			
37		Room signage	ea	77	\$70.00	\$5,390.00			
38		See MEP for work at all floors							
39									
40									
41									

	A	B	C	D	E	F	G	H	I
6	OPINION OF PROBABLE CONSTRUCTION COST								
7	ELEMENT	ITEM DESCRIPTION	UNITS	UNIT QUANTITY	UNIT COST MATERIALS & LABOR	BASE COST	GENERAL CONDITIONS - 18%	INFLATION TO BID DATE - 5%	ITEM TOTAL
42	INTERIOR								
43	WORK	New walls for door clearance requirement	sf	275	\$12.00	\$3,300.00			
44	FIRST FLOOR	New walls to secure staff areas	sf	60	\$12.00	\$720.00			
45		New walls for restrooms	sf	950	\$12.00	\$11,400.00			
46		Selective demolition of existing walls, finishes	sf	9060	\$2.00	\$18,120.00			
47		New doors at restrooms and door clearance relocate	ea	10	\$1,200.00	\$12,000.00			
48		New ceramic wall tile wainscot in restrooms	sf	800	\$15.00	\$12,000.00			
49		New ceramic floor tile in restrooms	sf	580	\$18.00	\$10,440.00			
50		New toilet accessories	ea	50	\$300.00	\$15,000.00			
51		New gypsum ceilings in restrooms	sf	580	\$6.00	\$3,480.00			
52		New casework for public breakroom	lf	10	\$720.00	\$7,200.00			
53		Repair cracks in plaster at stairs	lf	30	\$50.00	\$1,500.00			
54		Repairs for removed items (cap lines, flr slab, clng)	ls	1	\$10,000.00	\$10,000.00			
55									
56	INTERIOR								
57	WORK	New walls for Admin office	sf	450	\$12.00	\$5,400.00			
58	SECOND FLOOR	New walls to secure staff areas	sf	260	\$12.00	\$3,120.00			
59		New walls for restrooms	sf	950	\$12.00	\$11,400.00			
60		Selective demolition of existing walls, finishes	sf	8910	\$2.00	\$17,820.00			
61		Infill walls at removed doors	sf	50	\$15.00	\$750.00			
62		New interior doors at new spaces	ea	10	\$1,200.00	\$12,000.00			
63		New ceramic wall tile wainscot in restrooms	sf	600	\$15.00	\$9,000.00			
64		New ceramic floor tile in restrooms	sf	460	\$18.00	\$8,280.00			
65		New toilet accessories	ea	35	\$300.00	\$10,500.00			
66		New gypsum ceilings in restrooms	sf	460	\$6.00	\$2,760.00			
67		New casework for staff breakroom	lf	10	\$720.00	\$7,200.00			
68		New public service security windows and counter	sf	160	\$300.00	\$48,000.00			
69		Repairs for removed items (cap lines, flr slab, clng)	ls	1	\$10,000.00	\$10,000.00			
70									
71	INTERIOR								
72	WORK	New walls for offices	sf	2310	\$12.00	\$27,720.00			
73	THIRD FLOOR	New walls for restroom, breakroom	sf	550	\$12.00	\$6,600.00			
74		Selective demolition of existing walls, finishes	sf	8910	\$2.00	\$17,820.00			
75		New interior doors at new spaces	ea	10	\$1,200.00	\$12,000.00			
76		New ceramic wall tile wainscot in restrooms	sf	400	\$15.00	\$6,000.00			
77		New ceramic floor tile in restrooms	sf	300	\$18.00	\$5,400.00			
78		New toilet accessories	ea	28	\$300.00	\$8,400.00			
79		New gypsum ceilings in restrooms	sf	300	\$6.00	\$1,800.00			

	A	B	C	D	E	F	G	H	I
6	OPINION OF PROBABLE CONSTRUCTION COST								
7	ELEMENT	ITEM DESCRIPTION	UNITS	UNIT QUANTITY	UNIT COST MATERIALS & LABOR	BASE COST	GENERAL CONDITIONS - 18%	INFLATION TO BID DATE - 5%	ITEM TOTAL
80		New casework for staff breakroom	lf	20	\$720.00	\$14,400.00			
81		Repairs for removed items (cap lines, flr slab, clng)	ls	1	\$10,000.00	\$10,000.00			
82									
83	MEP WORK								
84	ALL FLOORS	Elevator Repairs	ls	1	\$8,000.00	\$8,000.00			
85		Option 2 HVAC central plant inc ductwork / controls	ls	1	\$1,612,191.00	\$1,612,191.00			
86		Remove existing ductwork inc abatement	ls	1	\$55,000.00	\$55,000.00			
87		Electrical, lighting and fire alarm replacement	ls	1	\$729,390.00	\$729,390.00			
88		Fire sprinler system rework for new layout	ls	1	\$12,500.00	\$12,500.00			
89		Interior plumbing systems	ls	1	\$364,695.00	\$364,695.00			
90		Replace exterior water and sewer lines	lf	500	\$175.00	<u>\$87,500.00</u>			
91						\$4,676,611.00	\$841,790	\$275,920	\$5,794,321
92									
93		Does not include work to single story building or gym				DESIGN LEVEL CONTINGENCY - 15%			\$869,148
94					OPINION OF PROBABLE CONSTRUCTION COST				\$6,663,469
95									
96					FEES, FURNITURE AND NON-FIXED EQUIPMENT - 30%				\$1,738,296
97					TOTAL OPINION OF PROBABLE PROJECT COST				\$8,401,765
98									
99						Construction Cost Only			
100		Average cost to renovate single story building inc	per sf	\$350 to \$500	4500 sf	\$ 1,575,000	\$ 2,250,000		
101		new roofing, rotted roof framing replacement,							
102		new hvac, new lighging, new finishes, general							
103		repairs							
104									
105		Average cost for gym repairs, metal roof coating	per sf	\$175 to \$300	8162 sf	\$ 1,428,350	\$ 2,448,600		
106		new hvac, new lighting, new finishes, general							
107		repairs							
108									
109									
110									

Appendix C: Cost Estimate

MEP ESTIMATE - OPTION 1						
Item	Description	Quantity		Material/Equipment/Labor		Total
		Unit	Quantity	Unit Cost	Amount	Amount
1	PACKAGED UNIT / VAV / DUCTS	TON	64	\$10,000.00	\$640,000.00	\$640,000.00
2	WIRELESS CONTROLS	SF	24,313	\$7.00	\$170,191.00	\$170,191.00
3	PLUMBING SYSTEMS	SF	24,313	\$15.00	\$364,695.00	\$364,695.00
4	SPLIT SYSTEM / DUCTWORK	TON	39	\$12,000.00	\$468,000.00	\$468,000.00
5	ELECTRICAL AND FIRE ALARM SYSTEMS	SF	24,313	\$30.00	\$729,390.00	\$729,390.00
6						
19	SUBTOTAL				\$2,372,276.00	\$2,372,276.00

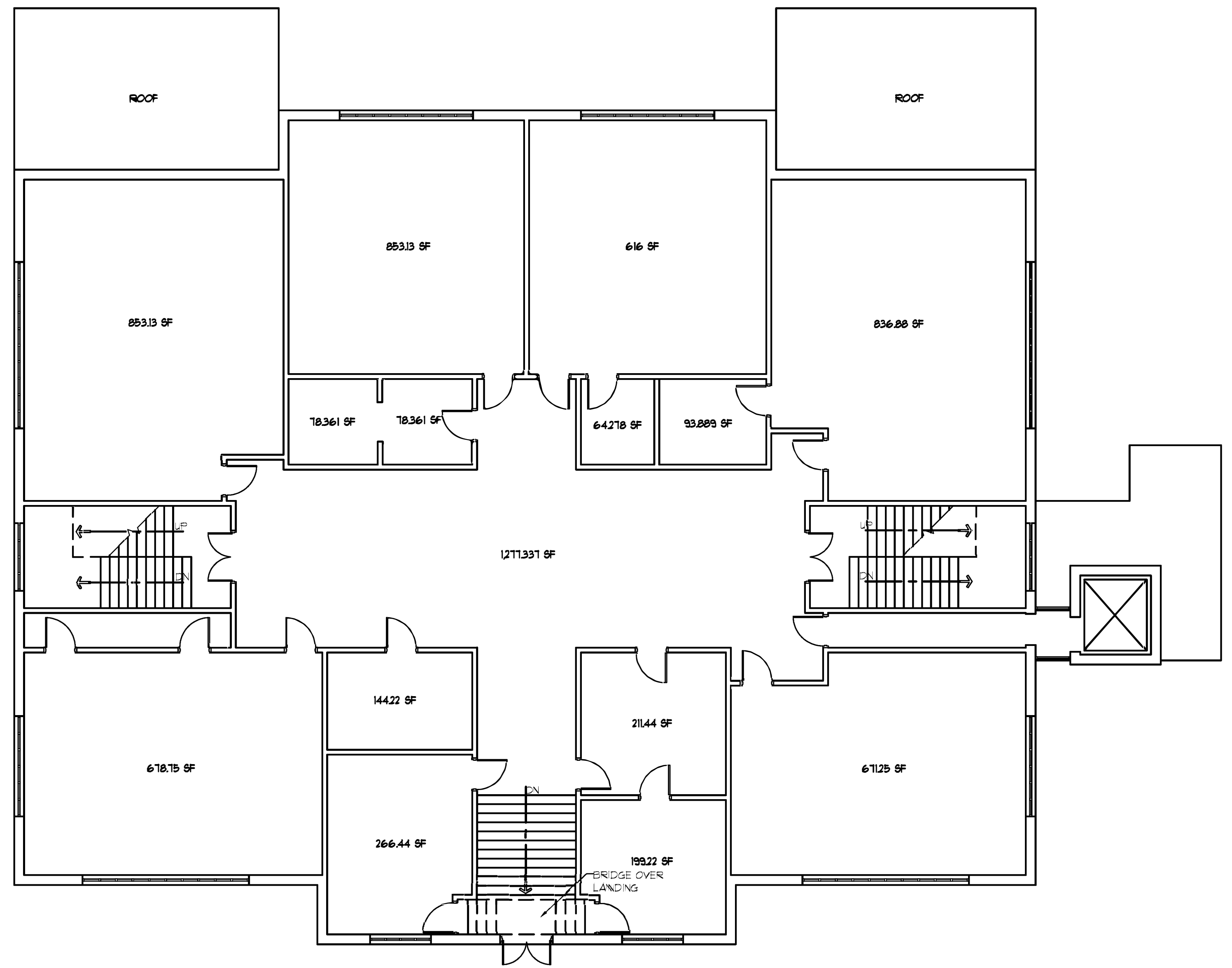
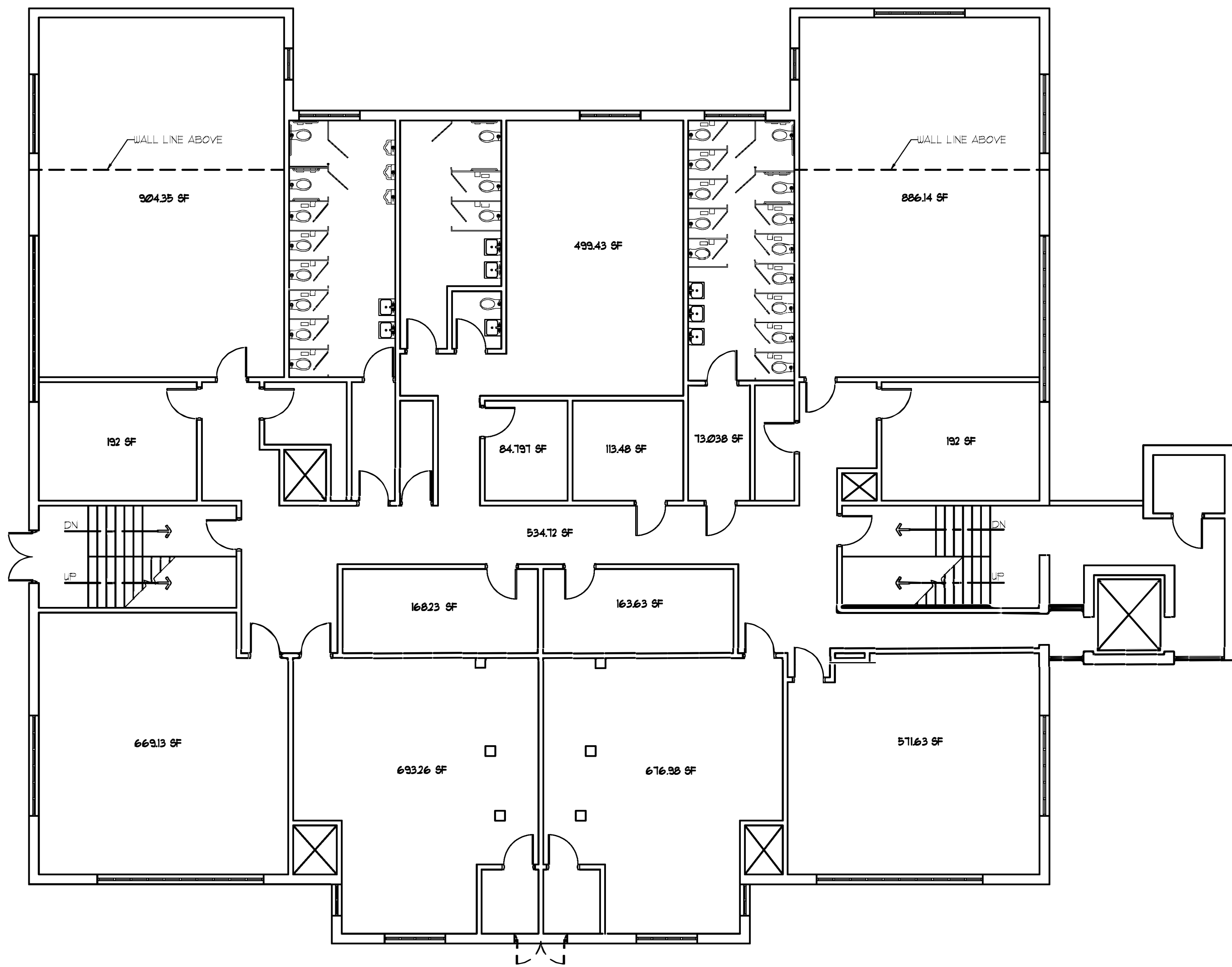
MEP ESTIMATE-OPTION 2						
Item	Description	Quantity		Material/Equipment/Labor		Total
		Unit	Quantity	Unit Cost	Amount	Amount
1	CHILLERS / AIR HANDLER / VAV / DUCTS	TON	103	\$14,000.00	\$1,442,000.00	\$1,442,000.00
2	WIRELESS CONTROLS	SF	24,313	\$7.00	\$170,191.00	\$170,191.00
3	PLUMBING SYSTEMS	SF	24,313	\$15.00	\$364,695.00	\$364,695.00
4	ELECTRICAL AND FIRE ALARM SYSTEMS	SF	24,313	\$30.00	\$729,390.00	\$729,390.00
5						
19	SUBTOTAL				\$2,706,276.00	\$2,706,276.00



DOCKERY
ARCHITECTURE

MARY ERSKINE BUILDING ASSESSMENT

EXISTING CONDITIONS AND
NEW CONCEPT DRAWINGS



01 EXISTING
FIRST FLOOR LEVEL
SCALE 1/8"=1'-0"
Plan North

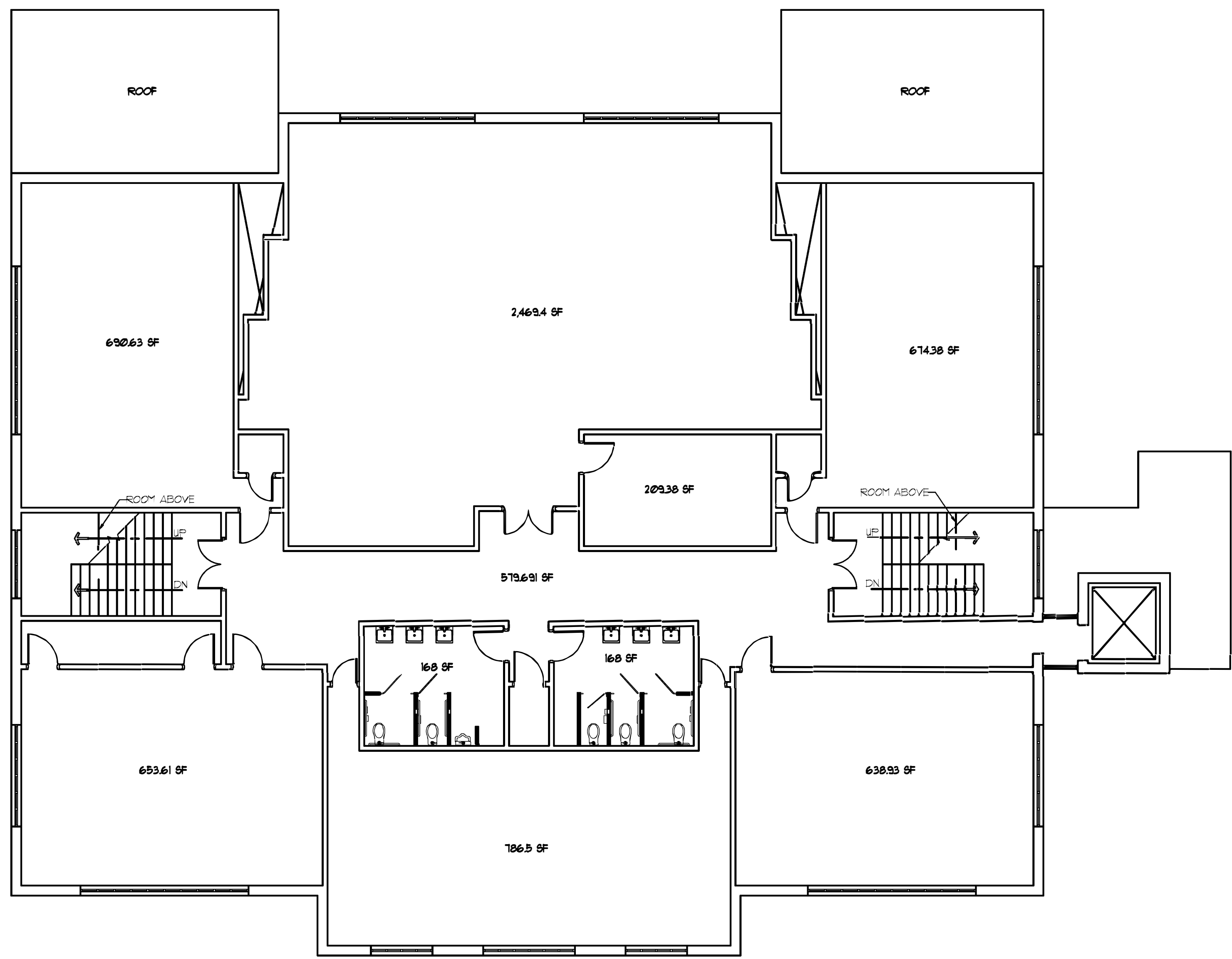
02 EXISTING
SECOND FLOOR LEVEL
SCALE 1/8"=1'-0"
Plan North

INTERIM REVIEW ONLY
Document incomplete;
Not intended for permit,
bidding, or construction.
ARCHITECT: Debra J. Dockery
TX License Reg. No. 11930

DEBRA J. DOCKERY, ARCHITECT, P.C.
118 BROADWAY, SUITE 516
SAN ANTONIO, TX 78205
PHONE (210) 225-6130
FAX (210) 225-7588

GUADALUPE APPRAISAL DISTRICT
216 E. COLLEGE
MARY ERSKINE SCHOOL
SEGUIN TX 78155

REVISIONS
PROJECT NO. 2025-01
PHASE CONSTRUCTION DOCUMENTS
DATE APRIL 2025
DESCRIPTION EXISTING FIRST & SECOND FLOOR PLAN



03 EXISTING
THIRD FLOOR LEVEL
SCALE: 1/8"=1'-0"

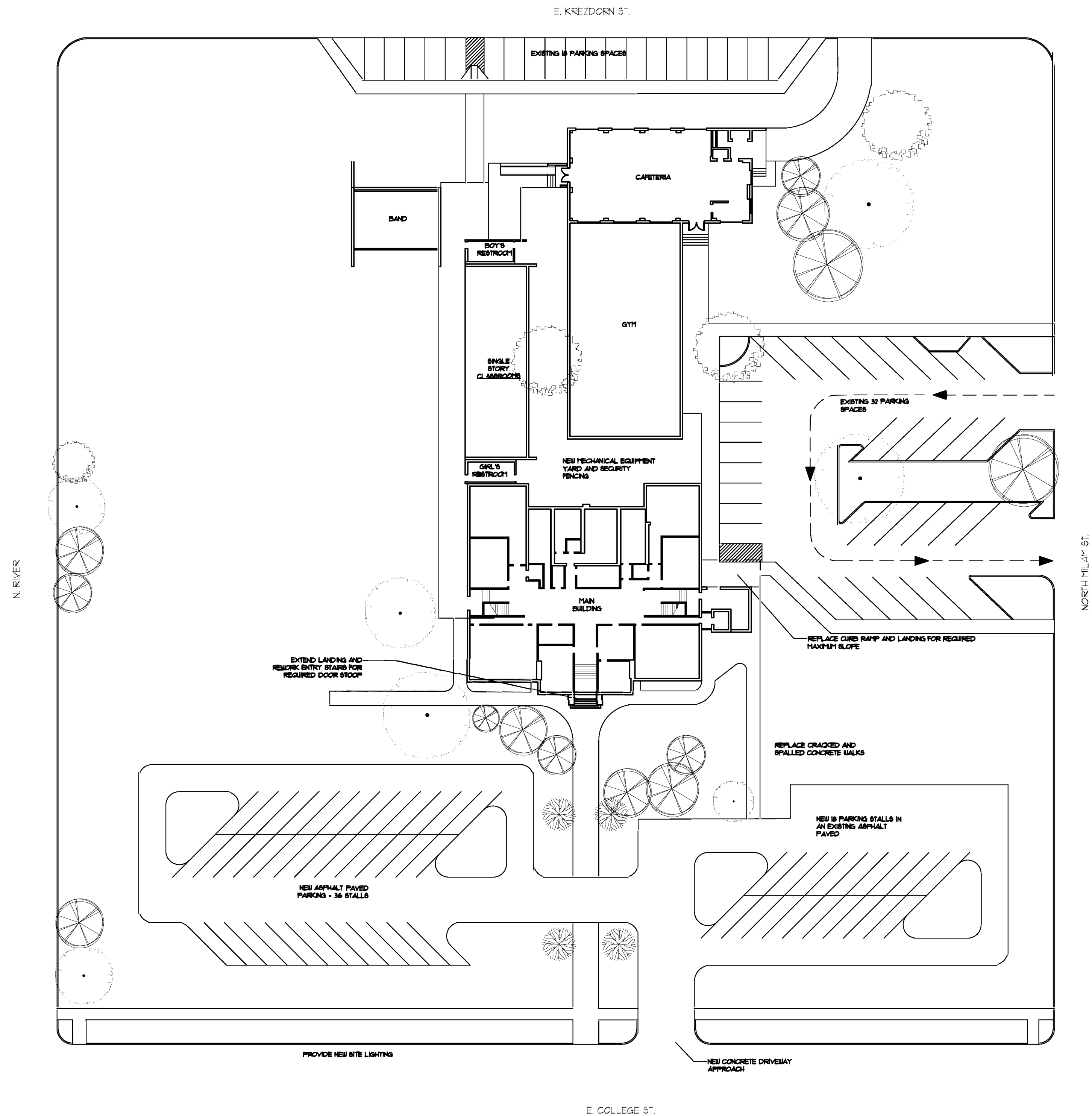
Plan North

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GUADALUPE APPRAISAL DISTRICT
216 E. COLLEGE
MARY ERSKINE SCHOOL
SEGUIN TX 78155

REVISIONS
PROJECT NO. 2025-01
PHASE CONSTRUCTION DOCUMENTS
DATE APRIL 2025
DESCRIPTION EXISTING THIRD FLOOR PLAN



01 **CAMPUS SITE PLAN**
SCALE: 1/32"=1'-0"



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DEBRA J. DOCKERY, ARCHITECT, P.C.
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GUADALUPE APPRAISAL DISTRICT
216 E. COLLEGE
MARY ERSKINE SCHOOL
SEGUIN TX 78155

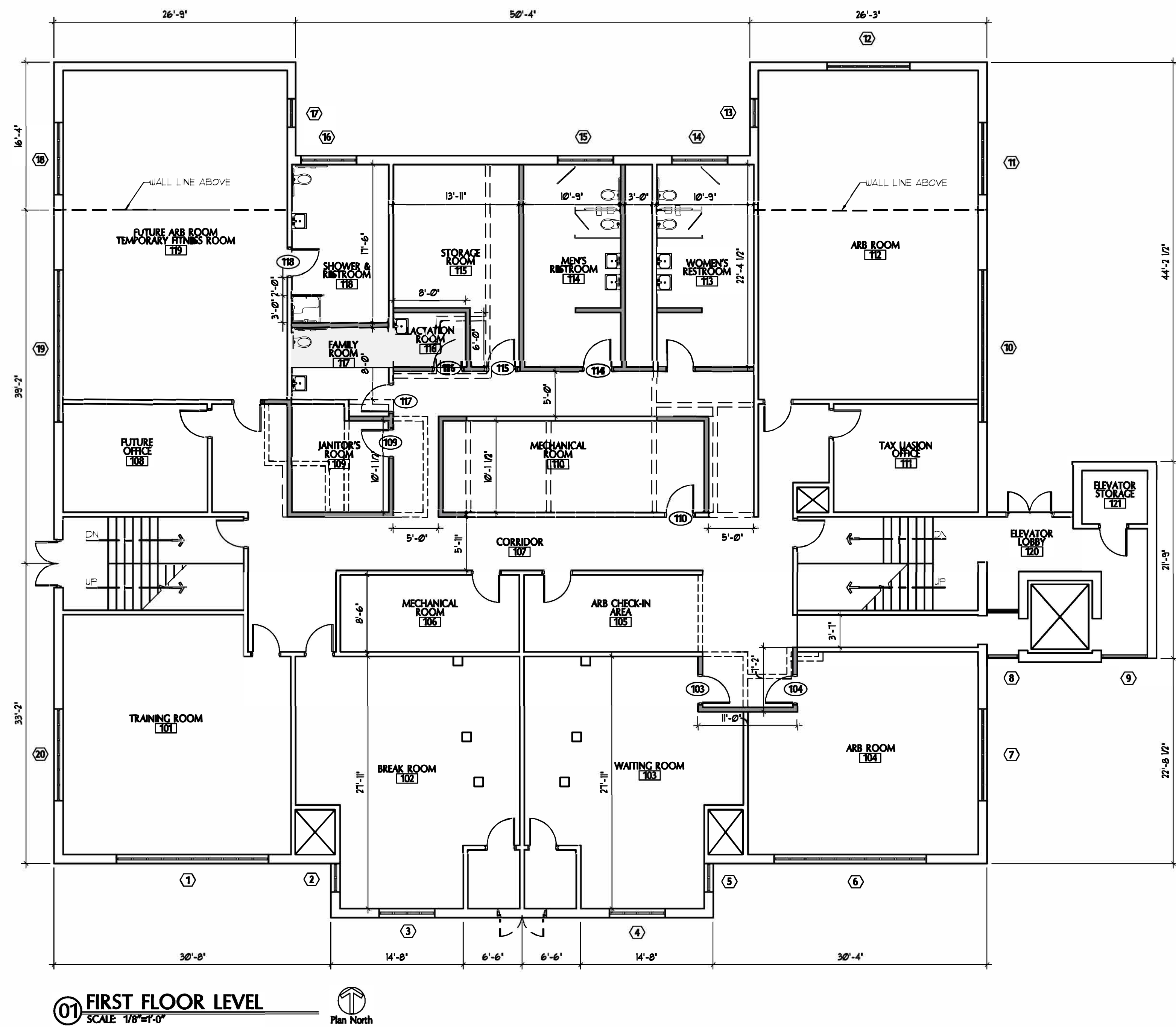
REVISIONS

PROJECT NO.
2025-01

PHASE
CONSTRUCTION
DOCUMENTS

DATE
APRIL 2025

DESCRIPTION
CAMPUS
SITE PLAN

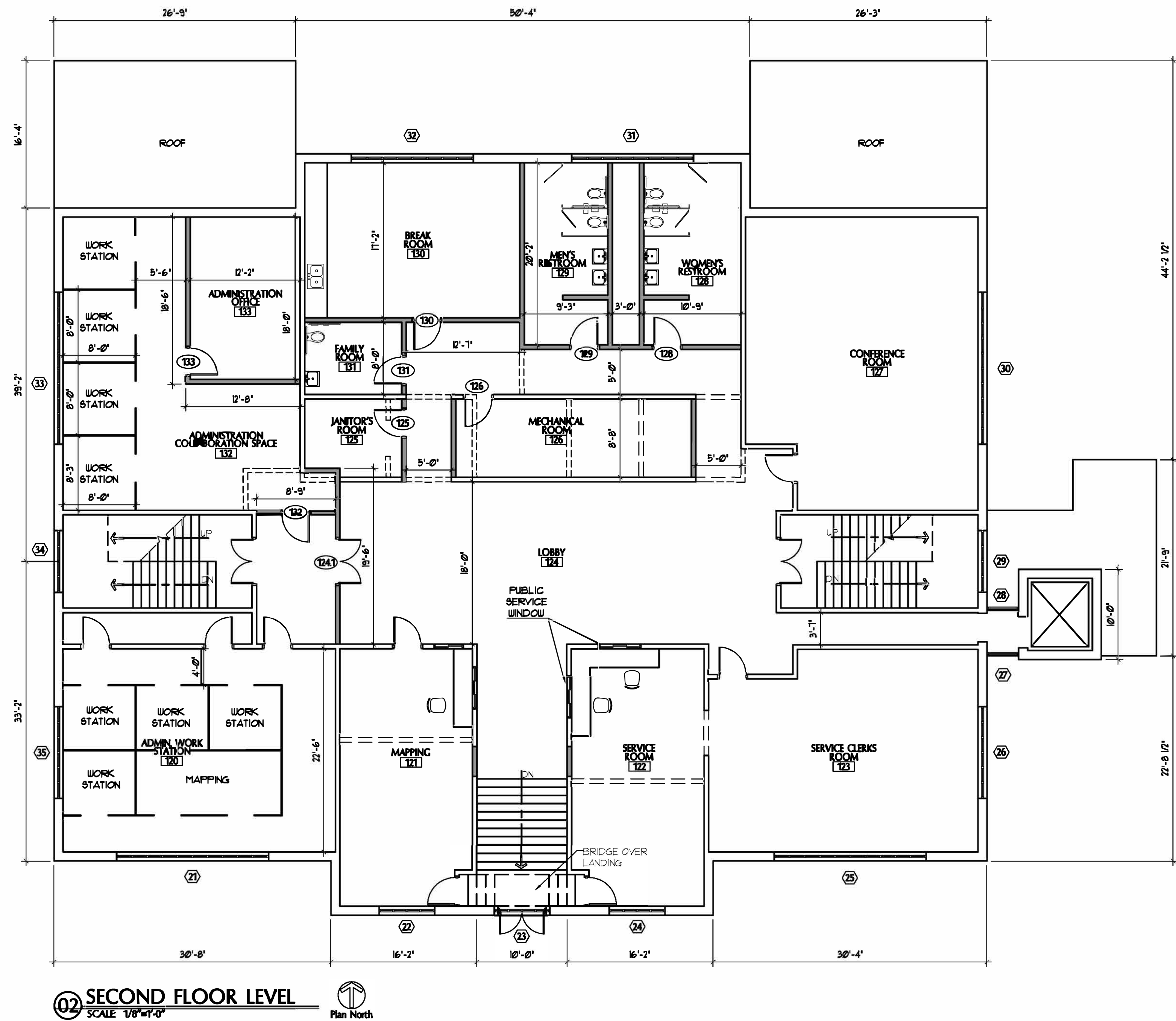


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GUADALUPE APPRAISAL DISTRICT
216 E. COLLEGE
MARY ERSKINE SCHOOL
SEGUIN TX 78155

REVISIONS	
PROJECT NO.	2025-01
PHASE	CONSTRUCTION DOCUMENTS
DATE	APRIL 2025
DESCRIPTION	FIRST FLOOR PLAN

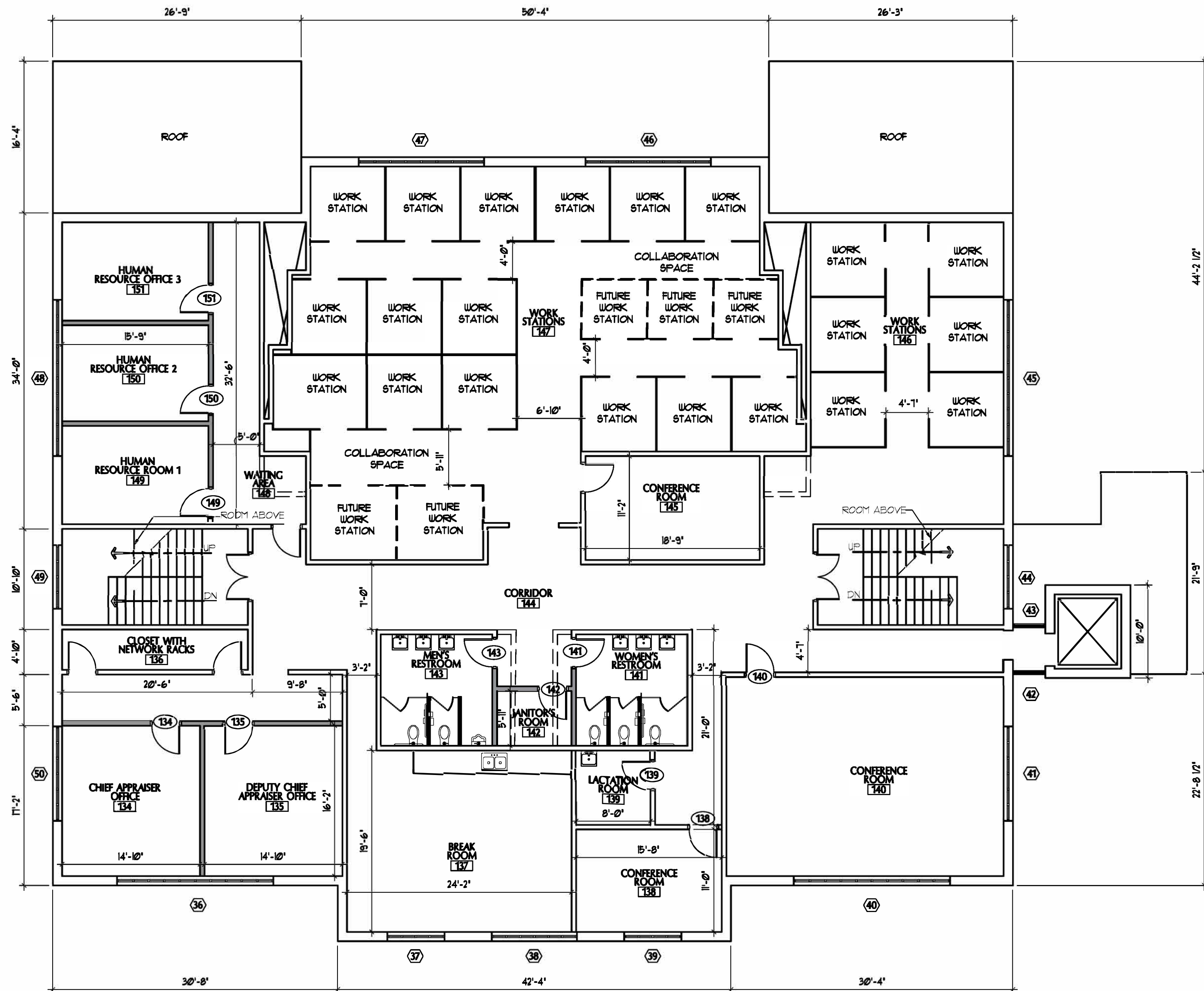


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DEBRA J. DOCKERY, ARCHITECT, P.C.
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GUADALUPE APPRAISAL DISTRICT
216 E. COLLEGE
MARY ERSKINE SCHOOL
SEGUIN TX 78155

REVISIONS	
PROJECT NO. 2025-01	
PHASE CONSTRUCTION DOCUMENTS	
DATE APRIL 2025	
DESCRIPTION SECOND FLOOR PLAN	



03 THIRD FLOOR LEVEL
SCALE 1/8"=1'-0"
Plan North

INTERIM REVIEW ONLY
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Not intended for permit,
bidding, or construction.
ARCHITECT: Debra J. Dockery
TX License Reg. No. 11930

DEBRA J. DOCKERY, ARCHITECT, P.C.
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PHONE (210) 225-6130
FAX (210) 225-7568

GUADALUPE APPRAISAL DISTRICT
216 E. COLLEGE
MARY ERSKINE SCHOOL
SEGUIN TX 78155

REVISIONS

PROJECT NO.
2025-01

PHASE
CONSTRUCTION
DOCUMENTS

DATE
APRIL 2025

DESCRIPTION
THIRD FLOOR
PLAN

02



MARY ERSKINE BUILDING ASSESSMENT

REFERENCES

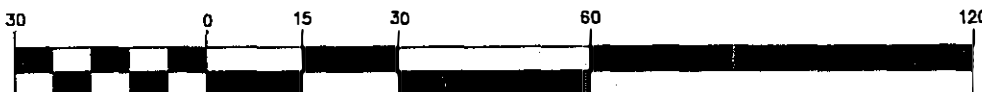
NOTES:

BASIS OF BEARING IS ASSUMED ALONG THE EAST ROW LINE OF N. RIVER ST. TRI-COUNTY SURVEYING, INC., HAS MADE NO FLOOD ZONE DETERMINATION FOR THE PROPERTY SHOWN HEREON.

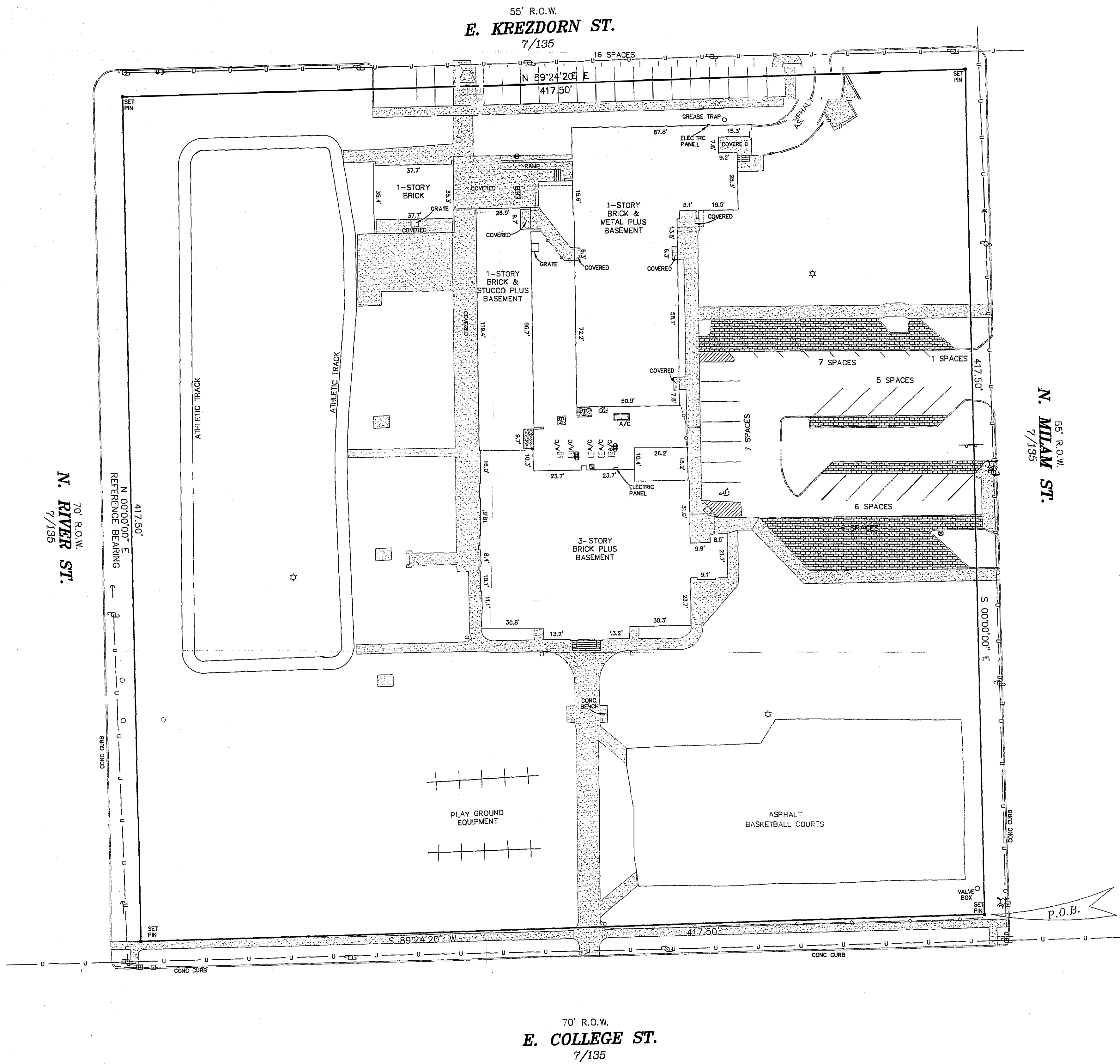
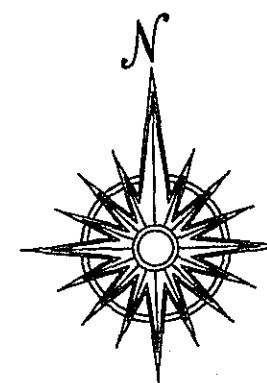
ALL SET PINS ARE 1/2" DIAMETER REBAR WITH AN ORANGE PLASTIC CAP STAMPED "TRI-COUNTY".

CORRESPONDING FIELD NOTES PREPARED.

GRAPHIC SCALE



(IN FEET)
1 inch = 30 ft.



- WOOD FENCE
- CHAIN-LINK FENCE
- OVERHEAD UTILITY
- UTILITY POLE
- GUY
- LIGHT POLE
- WATER METER
- SIGN
- CLEAN OUT
- RISER
- GAS METER
- FIRE HYDRANT
- CONCRETE
- BRICK
- TRANSFORMER

216 E. COLLEGE ST.
PLAT SHOWING:

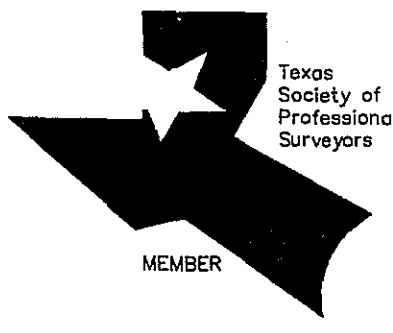
SURVEY OF A 4.00 ACRE TRACT OF LAND SITUATED IN THE HUMPHRIES BRANCH SURVEY NO. 17, ABSTRACT 6, CITY OF SEGUIN, BEING A PORTION OF LOT 4, BLOCK 2, FARMING LOTS OF THE TOWN OF SEGUIN, PLAT RECORDED IN VOLUME A, PAGE 158, DEED RECORDS, GUADALUPE COUNTY, TEXAS, AND BEING THAT TRACT OF LAND CONVEYED TO BOARD OF TRUSTEES OF SEGUIN INDEPENDENT SCHOOL DISTRICT, BY DEED RECORDED IN VOLUME 3077, PAGE 660, OFFICIAL RECORDS, GUADALUPE COUNTY, TEXAS.

PREPARED FOR
SEGUIN INDEPENDENT SCHOOL DISTRICT



114 NORTH AUSTIN
SEGUIN, TEXAS 78155
PH: (830) 372-1001
FX: (830) 379-1155

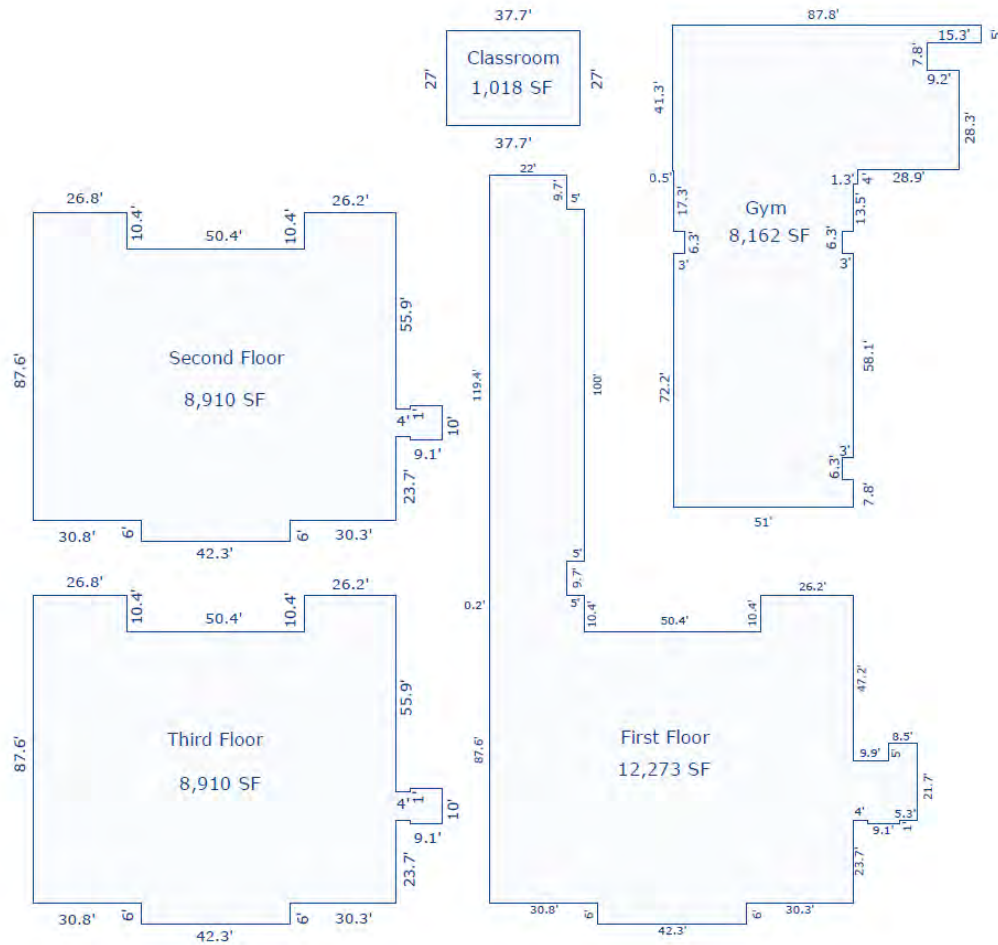
THIS GRAPHIC WORK REPRESENTS THE RESULTS OF A SURVEY BEING PROVIDED BY TRI-COUNTY SURVEYING, INC. SOLELY FOR THE EXCLUSIVE USE OF THE PARTIES SHOWN HEREON. NO LICENSE HAS BEEN CREATED, EXPRESSED OR IMPLIED, TO COPY OR USE THIS GRAPHIC WORK OTHER THAN FOR THE PURPOSES SHOWN HEREON. THIS SURVEY IS EMBOSSED WITH THE SURVEYOR'S IMPRESSION SEAL AND SIGNED IN RED INK. IF THIS PLAT DOES NOT HAVE THESE TWO CONDITIONS FULFILLED, IT IS A COPY AND MAY HAVE BEEN ALTERED. TRI-COUNTY SURVEYING, INC. ASSUMES NO RESPONSIBILITY FOR COPIES OF THIS SURVEY OTHER THAN THE COPIES BEARING THE ORIGINAL IMPRESSION SEAL AND SIGNATURE SIGNED IN RED INK. ALL RIGHTS RESERVED. COPYRIGHT 2013, TRI-COUNTY SURVEYING, INC.



STATE OF TEXAS:
COUNTY OF GUADALUPE:
I, AUBREY C. DOLLAND, HEREBY CERTIFY THAT THIS PLAT WAS PREPARED FROM AN ACTUAL SURVEY MADE ON THE GROUND BEING WORKING UNDER MY SUPERVISION AND THERE ARE NO POSSIBLE EASEMENTS OR ENCROACHMENTS EXCEPT AS SHOWN.
AUBREY C. DOLLAND
REGISTERED PROFESSIONAL LAND SURVEYOR NO. 4493
SURVEYED: NOVEMBER 9, 2021
PROJECT NO.: 1307104 DWG No.: 1307104A



BUILDING SKETCH



Scale: 1" = 40'

AREA CALCULATIONS SUMMARY			
Code	Description	Net Size	Net Totals
GBA1	First Floor	12273.16	39273.23
	Gym	8161.21	
	Classroom	1017.90	
	Second Floor	8910.48	
	Third Floor	8910.48	
Net BUILDING Area		(rounded)	39273

BUILDING AREA BREAKDOWN			
Breakdown			Subtotals
First Floor			
22.0	x	9.7	213.40
103.4	x	36.8	3805.12
10.4	x	26.8	278.72
9.7	x	22.0	213.40
100.0	x	27.0	2700.00
10.4	x	26.2	272.48
121.8	x	16.7	2034.06
5.0	x	8.5	42.50
1.0	x	9.1	9.10
23.7	x	103.4	2450.58
6.0	x	42.3	253.80
Gym			
51.0	x	7.8	397.80
6.3	x	45.0	283.50
58.1	x	51.0	2963.10
6.3	x	48.0	302.40
51.0	x	13.5	688.50
52.8	x	0.2	10.56
3.8	x	52.3	198.74
5.0	x	87.8	439.00
1			21716.47
38 Items (rounded)			39273

ERSKINE ELEMENTARY- SEGUIN ISD
216 EAST COLLEGE

2018 AHERA 3-YEAR REINSPECTION - HOMOGENEOUS AREA REPORT

Previous Inspection Date: 8/18/2015

Re-Inspection Date: 8/21/2018

1. Type of Material: 12x12" Cream w/ Tan Streak Floor Tile and Mastic
2. Homogeneous Area 1: ~750 Square Feet – Room 108
3. Sample Collection Area: N/A
4. Sample number's: N/A
5. Material Classification: Miscellaneous
6. Friable or Non- Friable: Non Friable
7. Sample Analysis Result: Assumed
8. Condition: Good with potential for damage
9. Accessibility: Moderate
10. Recommended Action: Maintain on Asbestos O&M Plan

FIELD NOTES AND OBSERVATIONS

The floor tile appeared to be in good condition.

PREVENTATIVE MEASURES

Floor tile must be maintained by regular cleaning and waxing. Stripping old wax shall be conducted by utilizing a generous quantity of sudsy H₂O. Use ample quantity of wax and apply with a buffer not exceeding 300 rpm when re-waxing floors. Furniture or equipment shall be moved across asbestos containing floor tile only by the use of dollies or portable trucks and then only if the floor has been protected with rubber mats or other effective protective covering. Sanding, grinding, cutting or abrading asbestos containing floor tile is prohibited. Under no circumstances shall carpet with asbestos containing floor tile under it be lifted or removed or the floor tile removed except by EPA accredited/DSHS licensed asbestos workers supervised by an EPA accredited/DSHS licensed supervisor.



Mark D. Freemyer

8/24/2018
Date

#105695
Texas DSHS License #

ERSKINE ELEMENTARY- SEGUIN ISD
216 EAST COLLEGE

2018 AHERA 3-YEAR REINSPECTION - HOMOGENEOUS AREA REPORT

Previous Inspection Date: 8/18/2015

Re-Inspection Date: 8/21/2018

1. Type of Material: 12x12" Off-white with grey pattern floor tile and mastic
2. Homogeneous Area 2: ~57,190 Square Feet – Main Building – First Floor Corridors, Lobby 5, Classroom 304 (303 on floor plan) east and west Stairwell landings, Main Entry, Classroom 402 and Old Cafeteria and Storage Closet; Gymnasium Stage and Storages, Room 105 & 107, 1st Floor Storage & Mechanical Room and Teacher's Lounge
3. Sample Collection Area: 1st Floor Elevator Lobby, 3rd Floor Classroom 302 (marked as 303 on floor plan) and Janitor's Closet
4. Sample number's: H2 – A, B & C
5. Material Classification: Miscellaneous
6. Friable or Non- Friable: Non Friable
7. Sample Analysis Result: Chrysotile, 1.5%
8. Condition: Good with potential for damage
9. Accessibility: Low
10. Recommended Action: Maintain on Asbestos O&M Plan

FIELD NOTES AND OBSERVATIONS

The 12x12 in floor tile appears to be in good condition and well maintained. Some partially damaged tiles in Classroom 4.

PREVENTATIVE MEASURES

Floor tile must be maintained by regular cleaning and waxing. Stripping old wax shall be conducted by utilizing a generous quantity of sudsy H₂O. Use ample quantity of wax and apply with a buffer not exceeding 300 rpm when re-waxing floors. Furniture or equipment shall be moved across asbestos containing floor tile only by the use of dollies or portable trucks and then only if the floor has been protected with rubber mats or other effective protective covering. Sanding, grinding, cutting or abrading asbestos containing floor tile is prohibited. Under no circumstances shall carpet with asbestos containing floor tile under it be lifted or removed or the floor tile removed except by EPA accredited/DSHS licensed asbestos workers supervised by an EPA accredited/DSHS licensed supervisor.



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ERSKINE ELEMENTARY- SEGUIN ISD
216 EAST COLLEGE

2018 AHERA 3-YEAR REINSPECTION - HOMOGENEOUS AREA REPORT

Previous Inspection Date: 8/18/2015

Re-Inspection Date: 8/21/2018

1. Type of Material: HVAC vibration damper
2. Homogeneous Area 3: Attached to four exterior HVAC package units.
3. Sample Collection Area: N/A
4. Sample numbers: N/A
5. Material Classification: Miscellaneous
6. Friable or Non- Friable: Non Friable
7. Sample Analysis Result: Assumed
8. Condition: Good with potential for damage
9. Accessibility: Low
10. Recommended Action: Maintain on Asbestos O&M Plan

FIELD NOTES AND OBSERVATIONS

The 4 vibration dampers appear to be in good condition.

PREVENTATIVE MEASURES

Asbestos containing HVAC vibration dampers should be monitored on a regular basis. At no time shall personnel or employees impact ACM or tape either by hand or with any powered machinery. Sanding, grinding, cutting, abrading, drilling or puncturing asbestos containing vibration dampers shall not be permitted. Any penetrations, removal, or repair to Asbestos containing vibration damper material must be conducted only by accredited/DSHS licensed asbestos workers supervised by an EPA accredited/DSHS licensed supervisor.



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ERSKINE ELEMENTARY- SEGUIN ISD
216 EAST COLLEGE

2018 AHERA 3-YEAR REINSPECTION - HOMOGENEOUS AREA REPORT

Previous Inspection Date: 8/18/2015

Re-Inspection Date: 8/21/2018

1. Type of Material: HVAC duct caulking
2. Homogeneous Area 4: 12 Linear Feet – interface between HVAC duct penetration and the exterior wall
3. Sample Collection Area: N/A
4. Sample numbers: N/A
5. Material Classification: Miscellaneous
6. Friable or Non- Friable: Non Friable
7. Sample Analysis Result: Assumed
8. Condition: Good with potential for damage
9. Accessibility: Low
10. Recommended Action: Maintain on Asbestos O&M Plan

FIELD NOTES AND OBSERVATIONS

Materials appear to be in good condition.

PREVENTATIVE MEASURES

Asbestos containing caulking should be monitored on a regular basis. At no time shall personnel or employees impact ACM or caulk either by hand or with any powered machinery. Sanding, grinding, cutting, abrading, drilling or puncturing asbestos containing caulking shall not be permitted. Any penetrations, removal, or repair to Asbestos containing caulking must be conducted only by accredited/DSHS licensed asbestos workers supervised by an EPA accredited/DSHS licensed supervisor.



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ERSKINE ELEMENTARY- SEGUIN ISD
216 EAST COLLEGE

2018 AHERA 3-YEAR REINSPECTION - HOMOGENEOUS AREA REPORT

Previous Inspection Date: 8/18/2015

Re-Inspection Date: 8/20/2018

1. Type of Material: Exterior Caulk
2. Homogeneous Area 5: 1,000 Linear Feet – doorways and windows of the Main Building
3. Sample Collection Area: Main Building
4. Sample numbers: ErE-C44
5. Material Classification: Surface
6. Friable or Non- Friable: Non friable
7. Sample Analysis Result: 7% Chrysotile
8. Condition: Good
9. Accessibility: Low
10. Recommended Action: Maintain on Asbestos O&M Plan.

FIELD NOTES AND OBSERVATIONS

Caulk was in good condition and non-friable.

PREVENTATIVE MEASURES

Sanding, grinding, cutting or abrading asbestos containing caulking is prohibited. Under no circumstances shall ACM be removed except by EPA accredited/ DSHS licensed asbestos workers supervised by an EPA accredited/DSHS licensed asbestos supervisor.



Mark D. Freemyer

8/24/2018
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ERSKINE ELEMENTARY- SEGUIN ISD
216 EAST COLLEGE

2018 AHERA 3-YEAR REINSPECTION - HOMOGENEOUS AREA REPORT

Previous Inspection Date: 8/18/2015

Re-Inspection Date: 8/21/2018

1. Type of Material: 12x12" Cream/White Marbled Floor Tile and Mastic
2. Homogeneous Area 6: ~415 Square Feet – Elevator and Outside Elevator 1st Floor
3. Sample Collection Area: N/A
4. Sample number's: N/A
5. Material Classification: Miscellaneous
6. Friable or Non- Friable: Non Friable
7. Sample Analysis Result: Assumed
8. Condition: Good with potential for damage
9. Accessibility: Moderate
10. Recommended Action: Maintain on Asbestos O&M Plan

FIELD NOTES AND OBSERVATIONS

The floor tile appeared to be in good condition.

PREVENTATIVE MEASURES

Floor tile must be maintained by regular cleaning and waxing. Stripping old wax shall be conducted by utilizing a generous quantity of sudsy H₂O. Use ample quantity of wax and apply with a buffer not exceeding 300 rpm when re-waxing floors. Furniture or equipment shall be moved across asbestos containing floor tile only by the use of dollies or portable trucks and then only if the floor has been protected with rubber mats or other effective protective covering. Sanding, grinding, cutting or abrading asbestos containing floor tile is prohibited. Under no circumstances shall carpet with asbestos containing floor tile under it be lifted or removed or the floor tile removed except by EPA accredited/DSHS licensed asbestos workers supervised by an EPA accredited/DSHS licensed supervisor.



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8/24/2018

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ERSKINE ELEMENTARY – SEGUIN ISD
216 EAST COLLEGE

2018 AHERA 3-YEAR REINSPECTION - HOMOGENEOUS AREA REPORT

Previous Inspection Date: 8/18/2015

Re-Inspection Date: 8/21/2018

1. Type of Material: Wood Flooring
2. Homogeneous Area 7: ~15,230 Square Feet – Classroom 1-3, Rooms 103 & 106, Throughout 2nd Floor Classrooms and Corridors, Room 301, 302, 304, 305, 306, 402 and 3rd Floor Corridor, Office/Attendance, Book Room (Room 306)
3. Sample Collection Area: N/A
4. Sample number's: N/A
5. Material Classification: Miscellaneous
6. Friable or Non- Friable: Non Friable
7. Sample Analysis Result: Assumed
8. Condition: Good with potential for damage
9. Accessibility: High
10. Recommended Action: Maintain on Asbestos O&M Plan

FIELD NOTES AND OBSERVATIONS

Wood flooring appeared to be in good condition and well maintained.

PREVENTATIVE MEASURES

Under no circumstances shall wood flooring be removed except by EPA accredited/DSHS licensed asbestos workers supervised by an EPA accredited/DSHS licensed supervisor.



Mark D. Freemyer

8/24/2018

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ERSKINE ELEMENTARY – SEGUIN ISD
216 EAST COLLEGE

2018 AHERA 3-YEAR REINSPECTION - HOMOGENEOUS AREA REPORT

Previous Inspection Date: 8/18/2015

Re-Inspection Date: 8/21/2018

1. Type of Material: Brown Cove Base
2. Homogeneous Area 8: ~1,475 Linear Feet – Room 4, Room 101-108, 1st Floor Corridor, Entry to Boy's and Girl's 1st Floor Restrooms, Storages, Lounge, MDF Room, Classroom 301, 302, 304, 305 & 402, 3rd Floor Corridor
3. Sample Collection Area: N/A
4. Sample numbers: N/A
5. Material Classification: Surface
6. Friable or Non- Friable: Non friable
7. Sample Analysis Result: Assumed
8. Condition: Good
9. Accessibility: Moderate
10. Recommended Action: Maintain on Asbestos O&M Plan.

FIELD NOTES AND OBSERVATIONS

Cove base appeared to be in good condition.

PREVENTATIVE MEASURES

Under no circumstances shall cove base be removed except by EPA accredited/ DSHS licensed asbestos workers supervised by an EPA accredited/DSHS licensed asbestos supervisor.



Mark D. Freemyer

8/24/2018
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ERSKINE ELEMENTARY – SEGUIN ISD
216 EAST COLLEGE

2018 AHERA 3-YEAR REINSPECTION - HOMOGENEOUS AREA REPORT

Previous Inspection Date: 8/18/2015

Re-Inspection Date: 8/21/2018

1. Type of Material: Grey Cove Base
2. Homogeneous Area 9: ~210 Linear Feet – Elevator, Rooms 1-3 and 3rd Floor Storage, 1st Floor Storage, Gymnasium Storages, Old Cafeteria
3. Sample Collection Area: N/A
4. Sample numbers: N/A
5. Material Classification: Surface
6. Friable or Non- Friable: Non friable
7. Sample Analysis Result: Assumed
8. Condition: Good
9. Accessibility: Moderate
10. Recommended Action: Maintain on Asbestos O&M Plan.

FIELD NOTES AND OBSERVATIONS

Cove base appeared to be in good condition.

PREVENTATIVE MEASURES

Under no circumstances shall cove base be removed except by EPA accredited/ DSHS licensed asbestos workers supervised by an EPA accredited/DSHS licensed asbestos supervisor.



Mark D. Freemyer

8/24/2018

Date

#105695

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ERSKINE ELEMENTARY – SEGUIN ISD
216 EAST COLLEGE

2018 AHERA 3-YEAR REINSPECTION - HOMOGENEOUS AREA REPORT

Previous Inspection Date: 8/18/2015

Re-Inspection Date: 8/21/2018

1. Type of Material: Black Cove Base
2. Homogeneous Area 10: ~125 Linear Feet – Room 306, Cafeteria
3. Sample Collection Area: N/A
4. Sample numbers: N/A
5. Material Classification: Surface
6. Friable or Non- Friable: Non friable
7. Sample Analysis Result: Assumed
8. Condition: Good
9. Accessibility: Moderate
10. Recommended Action: Maintain on Asbestos O&M Plan.

FIELD NOTES AND OBSERVATIONS

Cove base appeared to be in good condition.

PREVENTATIVE MEASURES

Under no circumstances shall cove base be removed except by EPA accredited/ DSHS licensed asbestos workers supervised by an EPA accredited/DSHS licensed asbestos supervisor.



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8/24/2018

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ERSKINE ELEMENTARY – SEGUIN ISD
216 EAST COLLEGE

2018 AHERA 3-YEAR REINSPECTION - HOMOGENEOUS AREA REPORT

Previous Inspection Date: 8/18/2015

Re-Inspection Date: 8/21/2018

1. Type of Material: Blue/Grey Terrazzo Flooring
2. Homogeneous Area 11: ~930 Square Feet – 1st Floor Boy's and Girl's Restrooms
3. Sample Collection Area: N/A
4. Sample number's: N/A
5. Material Classification: Miscellaneous
6. Friable or Non- Friable: Non Friable
7. Sample Analysis Result: Assumed
8. Condition: Good with potential for damage
9. Accessibility: Low
10. Recommended Action: Maintain flooring in a manner pursuant to the Asbestos O&M Plan.

FIELD NOTES AND OBSERVATIONS

Terrazzo flooring appeared to be in good condition.

PREVENTATIVE MEASURES

Under no circumstances shall terrazzo flooring be removed except by EPA accredited/DSHS licensed asbestos workers supervised by an EPA accredited/DSHS licensed supervisor.



Mark D. Freemyer

8/24/2018

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ERSKINE ELEMENTARY – SEGUIN ISD
216 EAST COLLEGE

2018 AHERA 3-YEAR REINSPECTION - HOMOGENEOUS AREA REPORT

Previous Inspection Date: 8/18/2015

Re-Inspection Date: 8/21/2018

1. Type of Material: Black/Brown Terrazzo Flooring
2. Homogeneous Area 12: ~440 Square Feet – Old Kitchen
3. Sample Collection Area: N/A
4. Sample number's: N/A
5. Material Classification: Miscellaneous
6. Friable or Non- Friable: Non Friable
7. Sample Analysis Result: Assumed
8. Condition: Good with potential for damage
9. Accessibility: Low
10. Recommended Action: Maintain flooring in a manner pursuant to the Asbestos O&M Plan.

FIELD NOTES AND OBSERVATIONS

Terrazzo flooring appeared to be in good condition.

PREVENTATIVE MEASURES

Under no circumstances shall terrazzo flooring be removed except by EPA accredited/DSHS licensed asbestos workers supervised by an EPA accredited/DSHS licensed supervisor.



Mark D. Freemyer

8/24/2018
Date

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ERSKINE ELEMENTARY – SEGUIN ISD
216 EAST COLLEGE

2018 AHERA 3-YEAR REINSPECTION - HOMOGENEOUS AREA REPORT

Previous Inspection Date: 8/18/2015

Re-Inspection Date: 8/21/2018

1. Type of Material: Grey Ceramic Tile Grout
2. Homogeneous Area 13: ~600 Square Feet – Faculty Ladies and Men's Restrooms, 3rd Floor Boy's and Girl's Restrooms
3. Sample Collection Area: N/A
4. Sample numbers: N/A
5. Material Classification: Surface
6. Friable or Non- Friable: Non friable
7. Sample Analysis Result: Assumed
8. Condition: Good
9. Accessibility: Moderate
10. Recommended Action: Maintain on Asbestos O&M Plan.

FIELD NOTES AND OBSERVATIONS

Ceramic tile grout appeared to be in good condition.

PREVENTATIVE MEASURES

Under no circumstances shall ceramic tile grout be removed except by EPA accredited/ DSHS licensed asbestos workers supervised by an EPA accredited/DSHS licensed asbestos supervisor.



Mark D. Freemyer

8/24/2018

Date

#105695

Texas DSHS License #

ERSKINE ELEMENTARY – SEGUIN ISD
216 EAST COLLEGE

2018 AHERA 3-YEAR REINSPECTION - HOMOGENEOUS AREA REPORT

Previous Inspection Date: 8/18/2015

Re-Inspection Date: 8/21/2018

1. Type of Material: White Restroom Caulk
2. Homogeneous Area 14: ~175 Linear Feet – Girl's and Boy's Restroom
3. Sample Collection Area: N/A
4. Sample numbers: N/A
5. Material Classification: Surface
6. Friable or Non- Friable: Non friable
7. Sample Analysis Result: Assumed
8. Condition: Good
9. Accessibility: Moderate
10. Recommended Action: Maintain on Asbestos O&M Plan.

FIELD NOTES AND OBSERVATIONS

Caulk appeared to be in good condition.

PREVENTATIVE MEASURES

Under no circumstances shall caulk be removed except by EPA accredited/ DSHS licensed asbestos workers supervised by an EPA accredited/DSHS licensed asbestos supervisor.



Mark D. Freemyer

8/24/2018

Date

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ERSKINE ELEMENTARY – SEGUIN ISD
216 EAST COLLEGE

2018 AHERA 3-YEAR REINSPECTION - HOMOGENEOUS AREA REPORT

Previous Inspection Date: 8/18/2015

Re-Inspection Date: 8/21/2018

1. Type of Material: Grey Sink Undercoat
2. Homogeneous Area 15: 3 Fixtures – Room 101 and Lounge
3. Sample Collection Area: N/A
4. Sample numbers: N/A
5. Material Classification: Surface
6. Friable or Non- Friable: Non friable
7. Sample Analysis Result: Assumed
8. Condition: Good
9. Accessibility: Moderate
10. Recommended Action: Maintain on Asbestos O&M Plan.

FIELD NOTES AND OBSERVATIONS

Sink Undercoat appeared to be in good condition.

PREVENTATIVE MEASURES

Under no circumstances shall sink undercoat be removed except by EPA accredited/ DSHS licensed asbestos workers supervised by an EPA accredited/DSHS licensed asbestos supervisor.



Mark D. Freemyer

8/24/2018
Date

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ERSKINE ELEMENTARY – SEGUIN ISD
216 EAST COLLEGE

2018 AHERA 3-YEAR REINSPECTION - HOMOGENEOUS AREA REPORT

Previous Inspection Date: 8/18/2015

Re-Inspection Date: 8/21/2018

1. Type of Material: White Ceramic Tile Grout
2. Homogeneous Area 16: ~300 Square Feet – Faculty Ladies and Men's Restrooms
3. Sample Collection Area: N/A
4. Sample numbers: N/A
5. Material Classification: Surface
6. Friable or Non- Friable: Non friable
7. Sample Analysis Result: Assumed
8. Condition: Good
9. Accessibility: Moderate
10. Recommended Action: Maintain on Asbestos O&M Plan.

FIELD NOTES AND OBSERVATIONS

Ceramic tile grout appeared to be in good condition.

PREVENTATIVE MEASURES

Under no circumstances shall ceramic tile grout be removed except by EPA accredited/ DSHS licensed asbestos workers supervised by an EPA accredited/DSHS licensed asbestos supervisor.



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216 EAST COLLEGE

2018 AHERA 3-YEAR REINSPECTION - HOMOGENEOUS AREA REPORT

Previous Inspection Date: 8/18/2015

Re-Inspection Date: 8/21/2018

1. Type of Material: Black Sink Undercoat
2. Homogeneous Area 17: 1 Fixture – Nurse's Clinic
3. Sample Collection Area: N/A
4. Sample numbers: N/A
5. Material Classification: Surface
6. Friable or Non- Friable: Non friable
7. Sample Analysis Result: Assumed
8. Condition: Good
9. Accessibility: Moderate
10. Recommended Action: Maintain on Asbestos O&M Plan.

FIELD NOTES AND OBSERVATIONS

Sink undercoat appeared to be in good condition.

PREVENTATIVE MEASURES

Under no circumstances shall sink undercoat be removed except by EPA accredited/ DSHS licensed asbestos workers supervised by an EPA accredited/DSHS licensed asbestos supervisor.



Mark D. Freemyer

8/24/2018

Date

#105695

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ERSKINE ELEMENTARY– SEGUIN ISD
216 EAST COLLEGE

2021 AHERA 3-YEAR REINSPECTION - HOMOGENEOUS AREA REPORT

Previous Inspection Date: 8/20/2018

Re-Inspection Date: 8/12/2021

1. Type of Material: Exterior Caulk
2. Homogeneous Area 5: 1,000 Linear Feet – doorways and windows of the Main Building
3. Sample Collection Area: Main Building
4. Sample numbers: ErE-C44
5. Material Classification: Surface
6. Friable or Non- Friable: Non friable
7. Sample Analysis Result: 7% Chrysotile
8. Condition: Good
9. Accessibility: Low
10. Recommended Action: Maintain on Asbestos O&M Plan.

FIELD NOTES AND OBSERVATIONS

Caulk was in good condition and non-friable.

PREVENTATIVE MEASURES

Sanding, grinding, cutting or abrading asbestos containing caulking is prohibited. Under no circumstances shall ACBM be removed except by EPA accredited/ DSHS licensed asbestos workers supervised by an EPA accredited/DSHS licensed asbestos supervisor.



Mark D. Freemyer

8/13/2021
Date

#105695
Texas DSHS License #

ERSKINE ELEMENTARY– SEGUIN ISD
216 EAST COLLEGE

2021 AHERA 3-YEAR REINSPECTION - HOMOGENEOUS AREA REPORT

Previous Inspection Date: 8/21/2018

Re-Inspection Date: 8/12/2021

1. Type of Material: 12x12" Off-white with grey pattern floor tile and mastic
2. Homogeneous Area 2: ~57,190 Square Feet – Main Building – First Floor Corridors, Lobby 5, Classroom 303 & 301 east and west Stairwell landings, Main Entry, Old Cafeteria and Storage Closet; Gymnasium Stage and Storages, Room 205, 105 & 107, 1st Floor Storage & Mechanical Room and Teacher's Lounge
3. Sample Collection Area: 1st Floor Elevator Lobby, 3rd Floor Classroom 303 and Janitor's Closet
4. Sample number's: H2 – A, B & C
5. Material Classification: Miscellaneous
6. Friable or Non- Friable: Non Friable
7. Sample Analysis Result: Chrysotile, 1.5%
8. Condition: Good with potential for damage
9. Accessibility: Low
10. Recommended Action: Maintain on Asbestos O&M Plan

FIELD NOTES AND OBSERVATIONS

The 12x12 in floor tile appears to be in good condition and well maintained. Some partially damaged tiles in Classroom 4.

PREVENTATIVE MEASURES

Floor tile must be maintained by regular cleaning and waxing. Stripping old wax shall be conducted by utilizing a generous quantity of sudsy H₂O. Use ample quantity of wax and apply with a buffer not exceeding 300 rpm when re-waxing floors. Furniture or equipment shall be moved across asbestos containing floor tile only by the use of dollies or portable trucks and then only if the floor has been protected with rubber mats or other effective protective covering. Sanding, grinding, cutting or abrading asbestos containing floor tile is prohibited. Under no circumstances shall carpet with asbestos containing floor tile under it be lifted or removed or the floor tile removed except by EPA accredited/DSHS licensed asbestos workers supervised by an EPA accredited/DSHS licensed supervisor.



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8/13/2021

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ERSKINE ELEMENTARY– SEGUIN ISD
216 EAST COLLEGE

2021 AHERA 3-YEAR REINSPECTION - HOMOGENEOUS AREA REPORT

Previous Inspection Date: 8/20/2018

Re-Inspection Date: 8/12/2021

1. Type of Material: Exterior Caulk
2. Homogeneous Area 5: 1,000 Linear Feet – doorways and windows of the Main Building
3. Sample Collection Area: Main Building
4. Sample numbers: ErE-C44
5. Material Classification: Surface
6. Friable or Non- Friable: Non friable
7. Sample Analysis Result: 7% Chrysotile
8. Condition: Good
9. Accessibility: Low
10. Recommended Action: Maintain on Asbestos O&M Plan.

FIELD NOTES AND OBSERVATIONS

Caulk was in good condition and non-friable.

PREVENTATIVE MEASURES

Sanding, grinding, cutting or abrading asbestos containing caulking is prohibited. Under no circumstances shall ACBM be removed except by EPA accredited/ DSHS licensed asbestos workers supervised by an EPA accredited/DSHS licensed asbestos supervisor.



Mark D. Freemyer

8/13/2021
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ERSKINE ELEMENTARY– SEGUIN ISD
216 EAST COLLEGE

2021 AHERA 3-YEAR REINSPECTION - HOMOGENEOUS AREA REPORT

Previous Inspection Date: 8/21/2018

Re-Inspection Date: 8/12/2021

1. Type of Material: 12x12" Off-white with grey pattern floor tile and mastic
2. Homogeneous Area 2: ~57,190 Square Feet – Main Building – First Floor Corridors, Lobby 5, Classroom 303 & 301 east and west Stairwell landings, Main Entry, Old Cafeteria and Storage Closet; Gymnasium Stage and Storages, Room 205, 105 & 107, 1st Floor Storage & Mechanical Room and Teacher's Lounge
3. Sample Collection Area: 1st Floor Elevator Lobby, 3rd Floor Classroom 303 and Janitor's Closet
4. Sample number's: H2 – A, B & C
5. Material Classification: Miscellaneous
6. Friable or Non- Friable: Non Friable
7. Sample Analysis Result: Chrysotile, 1.5%
8. Condition: Good with potential for damage
9. Accessibility: Low
10. Recommended Action: Maintain on Asbestos O&M Plan

FIELD NOTES AND OBSERVATIONS

The 12x12 in floor tile appears to be in good condition and well maintained. Some partially damaged tiles in Classroom 4.

PREVENTATIVE MEASURES

Floor tile must be maintained by regular cleaning and waxing. Stripping old wax shall be conducted by utilizing a generous quantity of sudsy H₂O. Use ample quantity of wax and apply with a buffer not exceeding 300 rpm when re-waxing floors. Furniture or equipment shall be moved across asbestos containing floor tile only by the use of dollies or portable trucks and then only if the floor has been protected with rubber mats or other effective protective covering. Sanding, grinding, cutting or abrading asbestos containing floor tile is prohibited. Under no circumstances shall carpet with asbestos containing floor tile under it be lifted or removed or the floor tile removed except by EPA accredited/DSHS licensed asbestos workers supervised by an EPA accredited/DSHS licensed supervisor.



Mark D. Freemyer

8/13/2021

Date

#105695

Texas DSHS License #



TEXAS DEPARTMENT OF LICENSING & REGULATION

P.O. Box 12157 • Austin, Texas 78711-2157

www.tdlr.texas.gov

ELEVATOR / ESCALATOR AND RELATED EQUIPMENT REPORT OF INSPECTION

THIS FORM MUST BE FILLED OUT COMPLETELY AND SUBMITTED WITH ATTACHMENTS IF NECESSARY.

INSPECTION DATA – TO BE COMPLETED BY INSPECTOR

FILING FEE: \$20.00 PER UNIT

1. Unit #: of	2. ELBI #:	3. Decal #:	4. Removed from Service Date:	
5. Building Name:			Building Designation:	6. Manufacturer:
Building Physical Address:				7. Model Type:
Street Number, Street, Suite No./Apt. No., City, State, Zip Code				8. Serial #:
9. Type of Unit: (select one) Pass Esc. M.W. W.L. LULA Frt Elev Other (specify):				
10. Drive Machine: (select one) Electric Hydraulic Other (specify):		11. Year Installed:	12. Year Altered:	13. Number of Floors:
14. Speed:	15. Capacity:	16. # of Car Openings		17. Due Date for Next 5 Year Safety Test
18. Test Data Tag in Place? Yes No Comments:				
19. Type of Inspection: (select all that apply) A – Annual B – New Installation or Returned to Service C – Alteration F – 5 Year Test Other:				
20. #	Rule	Code Year	Violations Use page ELE002a if additional pages are necessary	Check box if ELE002a is attached Repeat

21. INSPECTOR SIGNATURE IS REQUIRED FOR CERTIFICATE PROCESSING

I certify this is a true report of my inspection. I further certify that the information on this report is correct.

TDLR INSP LIC#: Inspector Name Printed Inspector Signature Date Inspection Completed

22. CONTACT INFORMATION REQUIRED TO BE COMPLETED BY OWNER OR OWNER AGENT

Phone Number:

Owner Name:

(Area Code) Phone Number

Email Address:

Owner Mailing Address:

(ex: johndoe@yourbusinessemail.com)

Number, Street, Suite No, Apt No.

City

State

Zip Code

23. Building Contact Name:

Contact Phone Number:

(Area Code) Phone Number

Building Contact Business/Public Email Address:

Building Contact Mailing Address:

(ex: johndoe@youbusinessemail.com)

Number, Street, Suite No, Apt No.

City

State

Zip Code

24. OWNER OR OWNER AGENT SIGNATURE IS REQUIRED FOR CERTIFICATE PROCESSING

I certify that all violations cited by the inspector (if any) have been corrected OR are under contract to be corrected OR I have obtained a waiver or delay. All contact information above is accurate and all required documents and fees are attached. I understand that a certificate of compliance cannot be issued if the Inspection Report is incomplete, or any supporting documentation is missing.

Owner/Agent Printed Name

Owner/Agent Signature

Date

All correspondence including legal notices will be sent to (select one)

Owner Address

Building Contact Address



INSTRUCTIONS

MONTHLY TESTING OF FIREFIGHTER EMERGENCY OPERATION, WITH RECORDED FINDINGS, REQUIRED BY ASME A17.1.8.6.11.1 (2007).

PHASE I HALL FIREFIGHTER EMERGENCY RECALL.

PHASE II EMERGENCY IN CAR OPERATION.

EMERGENCY SIGNALING DEVICES, INCLUDING AN AUDIBLE ALARM AND TWO WAY COMMUNICATION (PHONE) IN THE CAR.

(NOTE) Monthly testing of emergency signaling devices is not required by code, but is recommended.

- (1) TURN THE PHASE I HALL KEY SWITCH, LOCATED AT THE DESIGNATED LEVEL TO THE (ON) POSITION, THE ELEVATOR(S) SHOULD RECALL TO THAT LEVEL AND OPEN THEIR DOORS.
- (2) TEST EACH CAR ON PHASE II EMERGENCY IN CAR OPERATION; AS FOLLOWS.
 - (A) TURN THE PHASE II KEY SWITCH TO THE (HOLD) POSITION AND PUSH THE DOOR CLOSE BUTTON. THE DOOR SHOULD NOT CLOSE.
 - (B) TURN THE PHASE II KEY SWITCH TO THE (ON) POSITION AND PUSH THE DOOR CLOSE BUTTON. THE DOOR SHOULD CLOSE. WHEN THE DOOR IS FULLY CLOSED; SET SEVERAL CALLS. THE CAR SHOULD START TO TRAVEL; QUICKLY PUSH THE CALL CANCEL BUTTON, THE CALLS SHOULD EXTINGUISH. THE CAR SHOULD STOP AT THE NEXT AVAILABLE LEVEL. THE DOOR SHOULD NOT OPEN.

(NOTE) PHASE II OPERATION MUST OVERRIDE ANY CAR CALL SECURITY SYSTEMS. ie. card reader, keys, or touch pads etc.
 - (C) PUSH THE DOOR OPEN BUTTON, THE DOOR SHOULD START TO OPEN; QUICKLY RELEASE THE DOOR OPEN BUTTON, THE DOOR SHOULD RECLOSE WITH NO DELAY.

(NOTE) THE RECLOSE FEATURE PROTECTS EMERGENCY PERSONNEL IF FIRE IS PRESENT IN THE HALLWAY.
 - (D) PUSH AND HOLD THE DOOR OPEN BUTTON UNTIL THE DOOR IS FULLY OPEN.
 - (E) TURN THE PHASE II KEY SWITCH TO THE (OFF) POSITION THE DOOR SHOULD CLOSE AUTOMATICALLY AND THE CAR SHOULD RECALL TO THE DESIGNATED LEVEL, AND OPEN ITS DOORS.

(NOTE) WHILE THE DOOR IS CLOSING AUTOMATICALLY THE SMOKE SENSITIVE DOOR REOPENING DEVICES MUST BE OUT OF SERVICE, WITH REDUCED DOOR CLOSING FORCE.
- (3) WHEN ALL CARS HAVE BEEN TESTED ON PHASE II IN CAR OPERATION AND ARE BACK AT THE DESIGNATED LEVEL WITH THEIR DOORS OPEN; TURN THE PHASE I HALL KEY SWITCH TO THE BYPASS/RESET POSITION ALLOW THREE SECONDS, THEN TURN THE KEY SWITCH TO THE (OFF) POSITION, REMOVE KEY.
- (4) CHECK ALL CARS FOR NORMAL OPERATION, RECORD THE TEST FINDINGS, REPORT ANY DEFICIENCIES TO THE BUILDING MANAGER.

(NOTE) FOR DETAILS OF EMERGENCY OPERATIONS AND SIGNAL DEVICES SEE ASME A17.1 SECTION 2.27

TESTS ARE NOW COMPLETED



TEXAS DEPARTMENT OF LICENSING AND REGULATION

Elevator Program

P. O. Box 12157 • Austin, Texas 78711 • (512) 463-6599 • (800) 803-9202
(512) 475-2871 • Email: CS.Elevators.Escalators@tdlr.texas.gov • Web site: www.tdlr.texas.gov

Instructions for Obtaining an Elevator/Escalator Certificate of Compliance

The Texas Health and Safety Code, Chapter 754, requires building owners to hire a registered elevator inspector (a list is available on our website) to conduct an annual safety inspection on all elevators, escalators and related equipment. Per Elevator Safety and Licensing Administrative Rule, §74.50, the owner must submit all required documentation to the department within 30 days of the equipment inspection date.

*****Penalties of up to \$5,000 may be assessed for each violation of this law and rule.*****

Building Owner Responsibility: The building owner is responsible for submitting the following documentation and fees annually, within 30 days of the date of inspection.

1. The owner, or owner's agent, will obtain the original Elevator Equipment Report of Inspection form from the inspector, for each elevator, escalator or piece of related equipment.
2. The owner must complete the owner and contact person information on the front of the Report of Inspection form.
3. The inspector will fill out the Violation Code and Description sections, and the Equipment Specifications section.
4. The owner and inspector both must sign and date the inspection form to acknowledge the inspection was conducted and any violations have been corrected or are under an active and legitimate contract to be corrected, prior to the next inspection.
5. The completed Elevator Equipment Report of Inspection Form(s) and **total** amount of all fees owed must be made payable by check or money order to Texas Department of Licensing and Regulation. The owner must pay a fee of \$20 for **each** piece of equipment inspected.
6. **Late Filing:** If an inspection report is filed 60 days after the date of inspection, each piece of equipment will be assessed a late fee of \$10 for every 30 day period

Repeat Violations: If any violations are marked as "REPEAT VIOLATION", they must **immediately** be corrected and the corrections must be verified by the inspector. The inspector must submit verification in writing to TDLR in order for the owner to obtain a certificate of compliance.

Waiver and Delay Consideration and Information: For Waiver and Delay consideration and information, go to the Elevator or Escalator Delay and Waiver Form at: <http://www.tdlr.texas.gov/elevator/ele012.pdf>

*****Mail all required documents and fees to the Texas Department of Licensing and Regulation, P.O. Box 12157, Austin, TX 78711. For overnight or walk-in, use physical address of 920 Colorado Street, Austin, TX 78701.**



PLUMBING CAMERA WORK

Commercial.

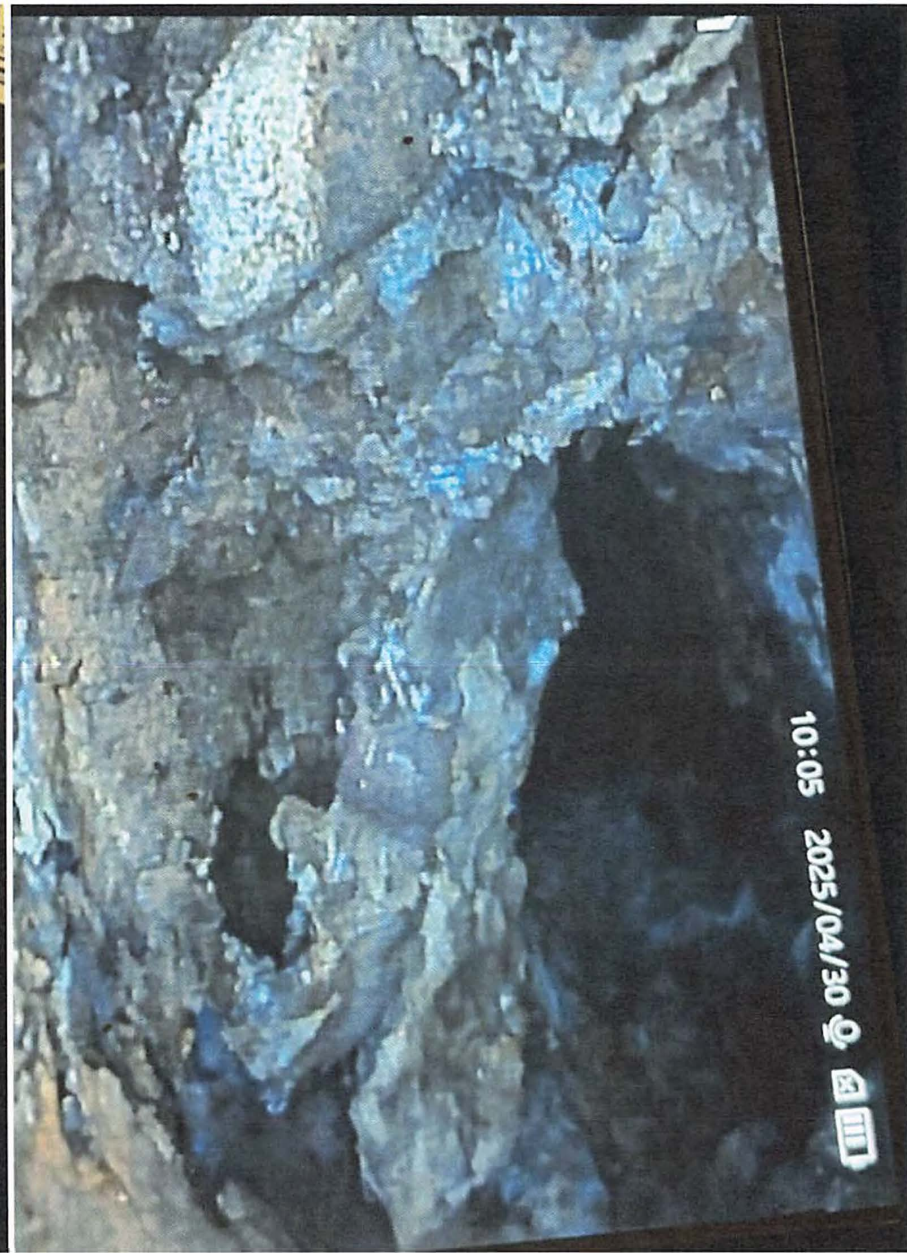
Ran the camera through a total of five outside clean outs and a total of three separated, cast-iron lines inside of a hatchway in the main building. And was able to get under the old cafeteria and the building to the west of the gym. The building to the west of the gym has back fall on some of the sewer lines and has pressure fittings and some of them as well. When we ran the camera through one clean out outside on the west side of the gym, it is an old clay pipe, and the line has multiple brakes and rocks and mud and is unable to go more than 10 to 15 foot either direction.

The four cleanouts on the main building in the courtyard the pipes are holding water and has rocks and other debris in them. and one line we were able to go approximately 20 foot but could not go any further due to roots in the line.

The Ground floor of the main building I recommend pulling multiple toilets in different locations and running the camera through them to inspect the sewer line under the building itself since we could not get anything to go from the cleanouts in the courtyard under the building.

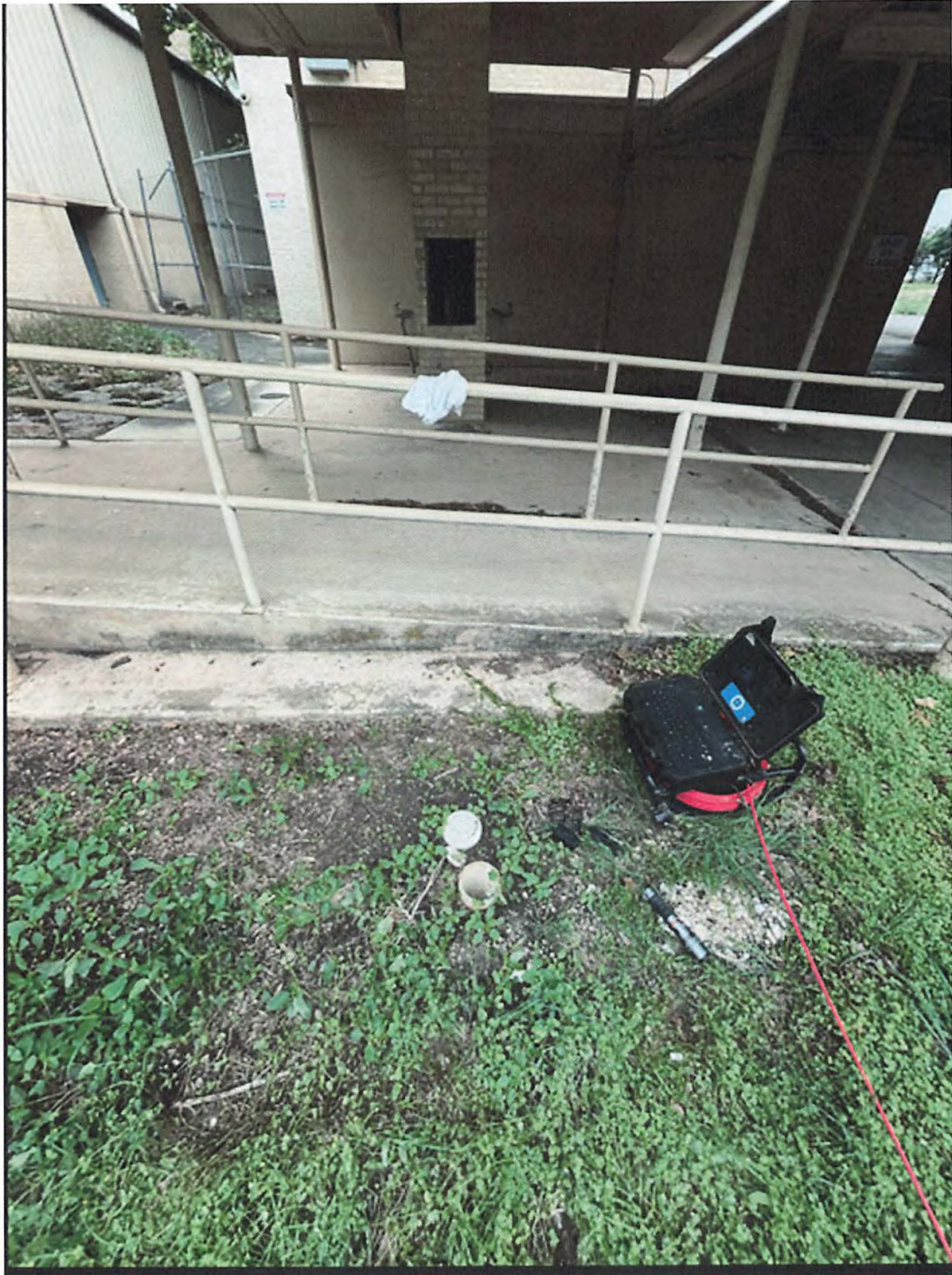
(note)

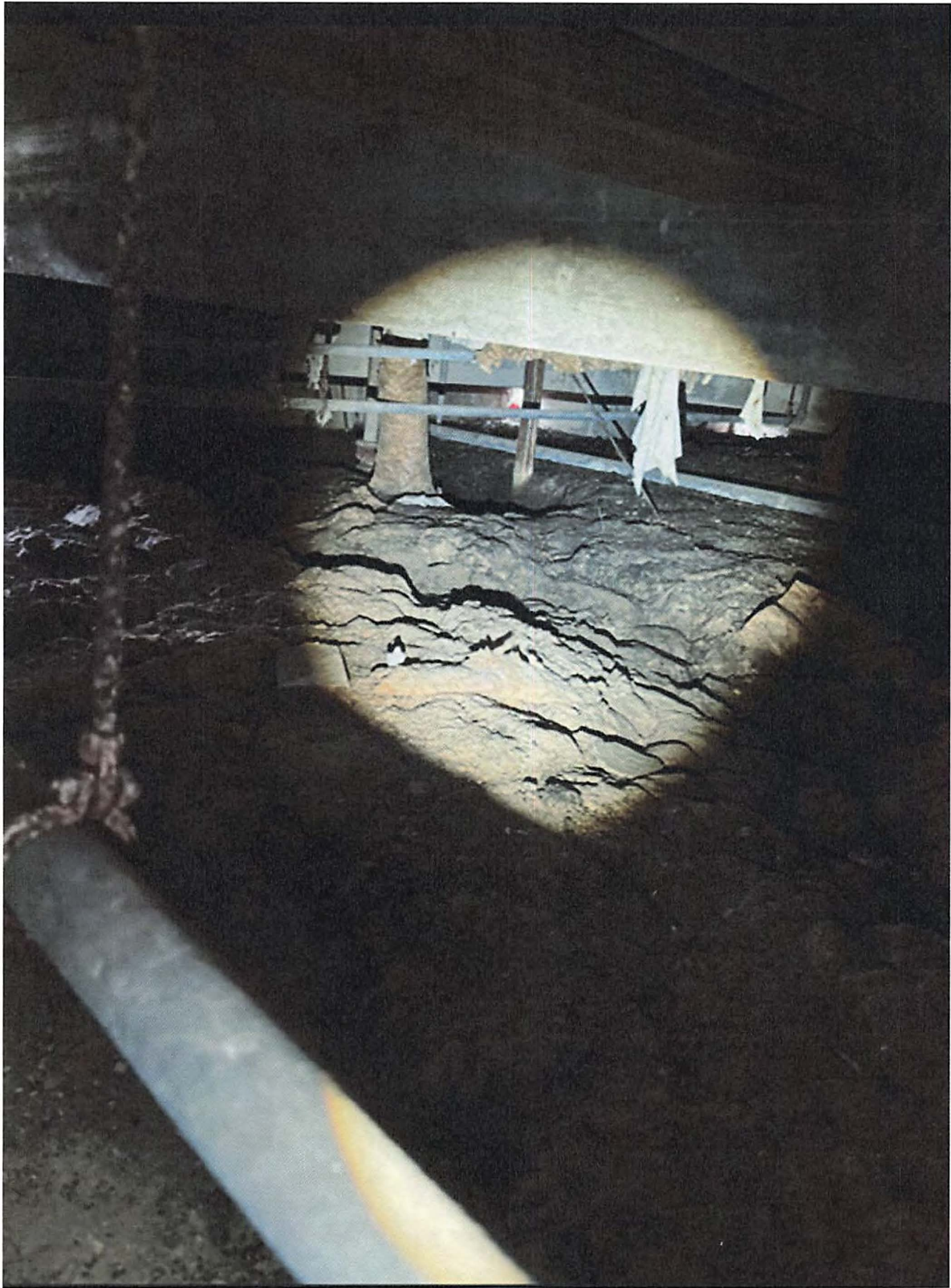
Need to verify where the city tap for the sewer is located.

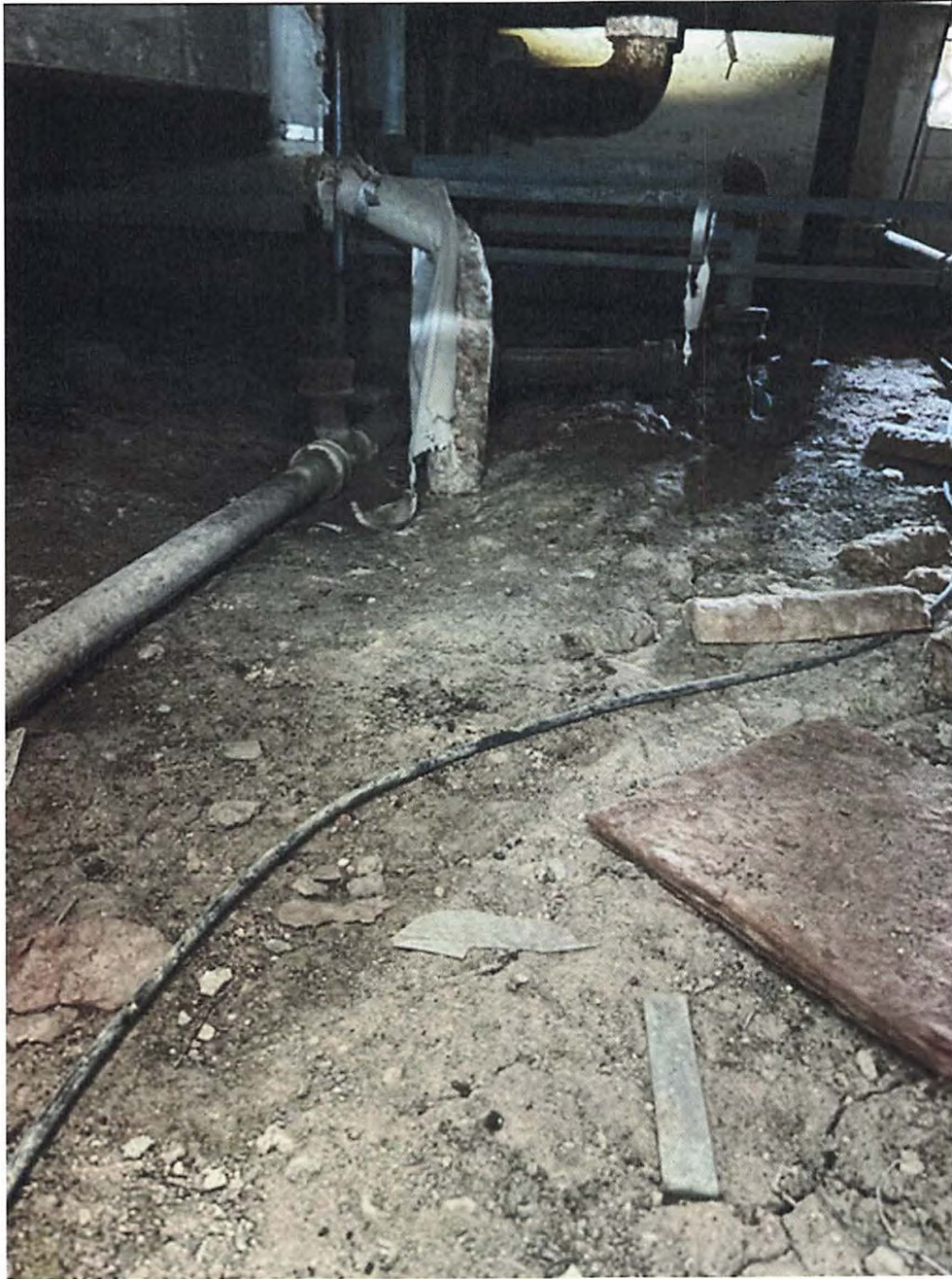




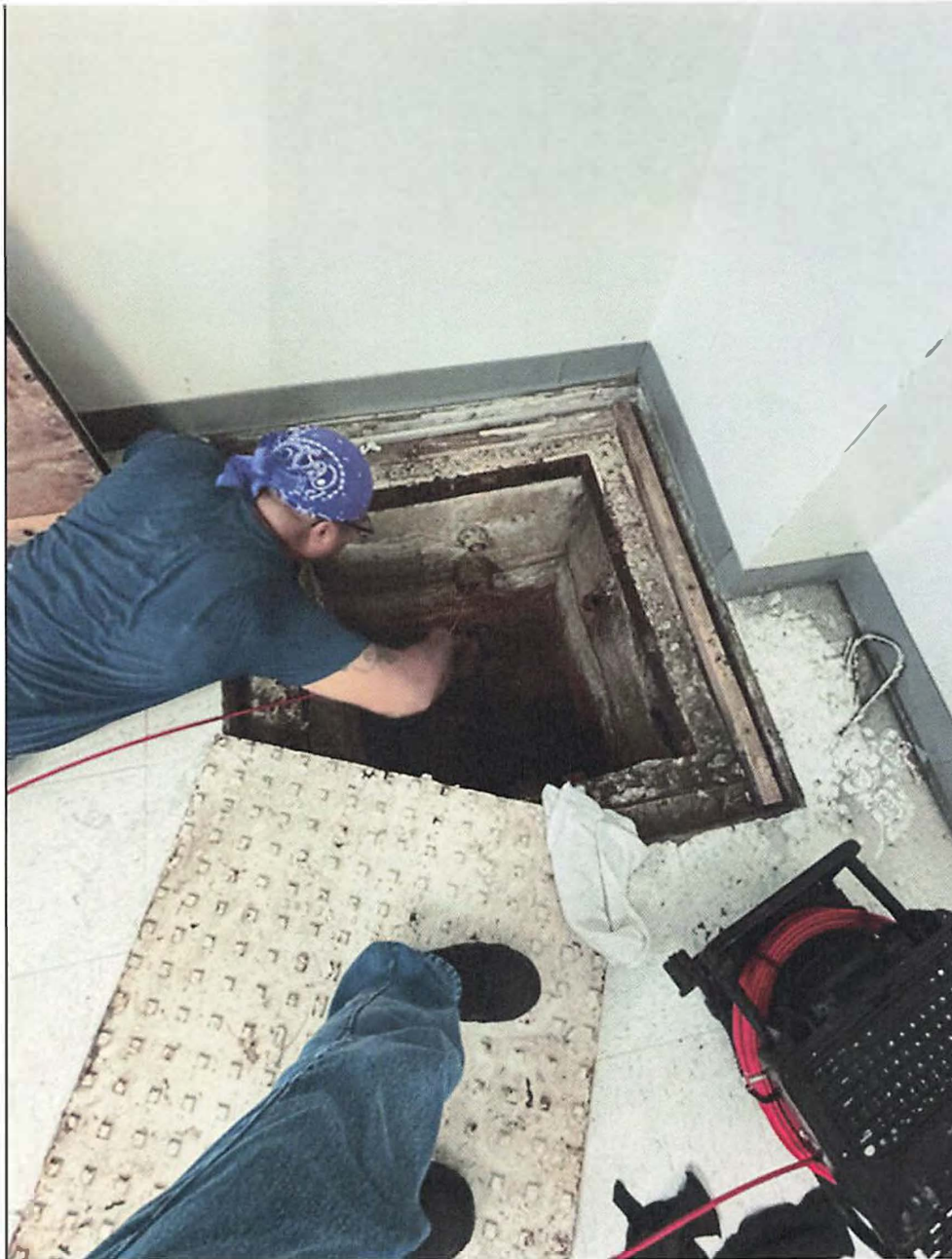
















ADDENDUM

Sec. 6.051. OWNERSHIP OR LEASE OF REAL PROPERTY.

(b) The acquisition or conveyance of real property or the construction or renovation of a building or other improvement by an appraisal district must be approved by the governing bodies of three-fourths of the taxing units entitled to vote on the appointment of board members. The board of directors by resolution may propose a property transaction or other action for which this subsection requires approval of the taxing units. The chief appraiser shall notify the presiding officer of each governing body entitled to vote on the approval of the proposal by delivering a copy of the board's resolution, together with information showing the costs of other available alternatives to the proposal. On or before the 30th day after the date the presiding officer receives notice of the proposal, the governing body of a taxing unit by resolution may approve or disapprove the proposal. If a governing body fails to act on or before that 30th day or fails to file its resolution with the chief appraiser on or before the 10th day after that 30th day, the proposal is treated as if it were disapproved by the governing body.

Guadalupe Appraisal District Expansion Options Comparisons

December 11, 2024

Opinion of Probable Project Cost

SINGLE STORY 8,000 SF ADDITION

to Existing Facility Including 30 Additional Parking Stalls

Construction Cost	\$3,690,600
Contingencies 15%	\$ 553,590
"Soft" Costs 25%	<u>\$ 992,650</u>
	\$5,166,840

Land purchase cost not included. One to two additional acres are needed.

Inflation to bid date is not included (bid date unknown).

On site storm water detention will likely be required.

Fire lane turn around or second vehicle egress will be required.

Materials and systems assumed to be same as current facility.

TWO STORY 8,960 SF ADDITION

to Existing Facility Including 30 Additional Parking Stalls, 2ND Floor Shell Space

Construction Cost	\$3,580,827
Contingencies 15%	\$ 537,124
"Soft" Costs 25%	<u>\$ 895,207</u>
	\$5,013,158

Square footage increased to account for elevator and 2 stairs.

Second floor not finished out initially. No a/c, no plumbing, limited electrical.

Land purchase cost not included. At least one additional acre is needed.

Inflation to bid date is not included (bid date unknown).

On site storm water detention will likely be required.

Fire lane turn around or second vehicle egress will be required.

Materials and systems assumed to be same as current facility.

RENOVATION OF COLLEGE STREET BUILDING – 3 STORY BUILDING 21,900 SF

HVAC and lighting replacement, restroom upgrades, new service counter, IT and security upgrade, repave basketball court for parking

Construction Cost	\$2,539,712
Contingencies 15%	\$ 380,957
"Soft" Costs 25%	<u>\$ 634,928</u>
	\$3,555,597

Building purchase cost not included.

Inflation to bid date not included (bid date unknown).

Roofing, fire sprinkler, plumbing and electrical systems require no renovations.

Renovation of College Street Annex Building, Old Band Hall, Gymnasium and Cafeteria could be postponed to a later date.

RENOVATION OF COLLEGE STREET BUILDING – CLASSROOM ANNEX AND OLD BAND HALL 5,290 SF

HVAC and lighting replacement, roofing replacement, IT and security, general painting and interior finish upgrades

Construction Cost	\$ 732,346
Contingencies 15%	\$ 109,852
“Soft” Costs 25%	<u>\$ 183,086</u>
	\$1,025,284

RENOVATION OF COLLEGE STREET BUILDING – GYMNASIUM AND CAFETERIA, 8,600 SF

HVAC and lighting replacement, roofing replacement, IT and security, general painting and interior finish upgrades

Construction Cost	\$1,069,152
Contingencies 15%	\$ 160,373
“Soft” Costs 25%	<u>\$ 287,288</u>
	\$1,496,813



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GUADALUPE APPRAISAL DISTRICT EXPANSION OPTIONS
DECEMBER 3, 2024

OPINION OF PROBABLE CONSTRUCTION COST - 8,000 SF SINGLE STORY ADDITION AND 30 PARKING SPACES

REFERENCE	QUANTITY	UNIT COST	DIVISION COST
DIVISION 1 GENERAL REQUIREMENTS	PERCENT OF SUB TOTAL	12%	\$ 375,600
DIVISION 2 EXISTING CONDITIONS	8,000 SF	\$ 2	\$ 12,000
DIVISION 3 CONCRETE	8,000 SF	\$ 30	\$ 240,000
DIVISION 4 MASONRY	8,000 SF	\$ -	\$ -
DIVISION 5 METALS	8,000 SF	\$ 20	\$ 160,000
DIVISION 6 WOODS, PLASTICS AND COMPOSITES	8,000 SF	\$ 18	\$ 144,000
DIVISION 7 THERMAL AND MOISTURE PROTECTION	8,000 SF	\$ 42	\$ 336,000
DIVISION 8 OPENINGS	8,000 SF	\$ 25	\$ 200,000
DIVISION 9 FINISHES	8,000 SF	\$ 40	\$ 320,000
DIVISION 10 SPECIALTIES	8,000 SF	\$ 4	\$ 32,000
DIVISION 11 EQUIPMENT	8,000 SF	\$ 2	\$ 16,000
DIVISION 12 FURNISHINGS	8,000 SF	\$ 1	\$ 8,000
DIVISION 13 SPECIAL CONSTRUCTION	8,000 SF	\$ 15	\$ 120,000
DIVISION 22 FIRE SPRINKLER SYSTEM	8,000 SF	\$ 6	\$ 48,000
DIVISION 22 PLUMBING	8,000 SF	\$ 28	\$ 224,000
DIVISION 23 HEATING, VENTILATION AND A/C	8,000 SF	\$ 35	\$ 280,000
DIVISION 26 ELECTRICAL	8,000 SF	\$ 60	\$ 480,000
DIVISION 28 FIRE ALARM	8,000 SF	\$ 5	\$ 40,000
DIVISION 31 EARTHWORK	1 LS	\$ 150,000	\$ 150,000
DIVISION 32 EXTERIOR IMPROVEMENTS CIVIL	1 LS	\$ 270,000	\$ 270,000
DIVISION 32 EXTERIOR IMPROVMENTS LANDSCAPE	1 LS	\$ 75,000	\$ 75,000
ADDITIONAL SITE IMPROVEMENTS ROADWAY	1 LS	\$ 110,000	\$ 110,000
DIVISION 33 UTILITIES	1 LS	\$ 50,000	\$ 50,000
ROUGH ORDER OF MAGNITUDE CONSTRUCTION OPINION OF PROBABLE COST			\$ 3,690,600
CONTENGENCIES - 15%			\$ 553,590
"SOFT" COSTS, DESIGN FEES, MATERIALS TESTING, PERMITS -25%			\$ 922,650
TOTAL OPINION OF PROJECT COST NOT INCLUDING LAND COST OR INFLATION			\$ 5,166,840

NOTES:

LAND PURCHASE COST NOT INCLUDED. ONE TO TWO ADDITIONAL ACRES ARE NEEDED

INFLATION TO BID DATE IS NOT INCLUDED (BID DATE UNKNOWN)

ON SITE STORM WATER DETENTION WILL LIKELY BE REQUIRED

FIRE LANE TURN AROUND OR SECOND VEHICLE EGRESS WILL BE REQUIRED

MATERIALS AND SYSTEMS ASSUMED TO BE SAME AS CURRENT FACILITY - PRE ENGINEERED METAL BUILDING,
EXTERIOR METAL WALL PANEL AND ROOFING, STANDARD OFFICE INTERIOR FINISH-OUT





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GUADALUPE APPRAISAL DISTRICT EXPANSION OPTIONS

DECEMBER 3, 2024

OPINION OF PROBABLE CONSTRUCTION COST - 8,960 TOTAL SF TWO STORY ADDITION (4,480 SF PER FLOOR) AND 30 PARKING SPACES, FUTURE FINISH OUT OF 2ND STORY

REFERENCE	QUANTITY	UNIT COST	DIVISION COST
DIVISION 1 GENERAL REQUIREMENTS	PERCENT OF SUB TOTAL	12%	\$ 343,267
DIVISION 2 EXISTING CONDITIONS	4,480 SF	\$ 2	\$ 6,720
DIVISION 3 CONCRETE	4,480 SF	\$ 42	\$ 188,160
DIVISION 4 MASONRY	- SF	\$ -	\$ -
DIVISION 5 METALS	8,480 SF	\$ 45	\$ 381,600
DIVISION 6 WOODS, PLASTICS AND COMPOSITES	4,480 SF	\$ 20	\$ 89,600
DIVISION 7 THERMAL AND MOISTURE PROTECTION	8,480 SF	\$ 53	\$ 449,440
DIVISION 8 OPENINGS	4,480 SF	\$ 25	\$ 112,000
DIVISION 9 FINISHES	4,480 SF	\$ 40	\$ 179,200
DIVISION 10 SPECIALTIES	4,480 SF	\$ 6	\$ 26,880
DIVISION 11 EQUIPMENT	4,480 SF	\$ 4	\$ 17,920
DIVISION 12 FURNISHINGS	4,480 SF	\$ 2	\$ 8,960
DIVISION 13 SPECIAL CONSTRUCTION	4,480 SF	\$ 20	\$ 89,600
DIVISION 14 CONVEYING SYSTEMS	8,480 SF	\$ 25	\$ 212,000
DIVISION 22 FIRE SPRINKLER SYSTEM	8,480 SF	\$ 6	\$ 50,880
DIVISION 22 PLUMBING	8,480 SF	\$ 30	\$ 254,400
DIVISION 23 HEATING, VENTILATION AND A/C	4,480 SF	\$ 40	\$ 179,200
DIVISION 26 ELECTRICAL	4,480 SF	\$ 70	\$ 313,600
DIVISION 28 FIRE ALARM	4,480 SF	\$ 5	\$ 22,400
DIVISION 31 EARTHWORK	1 LS	\$ 140,000	\$ 140,000
DIVISION 32 EXTERIOR IMPROVEMENTS CIVIL	1 LS	\$ 300,000	\$ 300,000
DIVISION 32 EXTERIOR IMPROVEMENTS LANDSCAPE	1 LS	\$ 75,000	\$ 75,000
ADDITIONAL SITE IMPROVEMENTS ROADWAY	1 LS	\$ 90,000	\$ 90,000
DIVISION 33 UTILITIES	1 LS	\$ 50,000	\$ 50,000
ROUGH ORDER OF MAGNITUDE CONSTRUCTION OPINION OF PROBABLE COST			\$ 3,580,827
CONTINGENCIES - 15%			\$ 537,124
"SOFT" COSTS, DESIGN FEES, MATERIALS TESTING, PERMITS -25%			\$ 895,207
TOTAL OPINION OF PROJECT COST NOT INCLUDING LAND COST OR INFLATION			\$ 5,013,158

NOTES:

SQUARE FOOTAGE INCREASED TO ACCOUNT FOR ELEVATOR AND 2 STAIRS

LAND PURCHASE COST NOT INCLUDED - AT LEAST ONE ADDITIONAL ACRE NEEDED

INFLATION TO BID DATE NOT INCLUDED (BID DATE UNKNOWN)

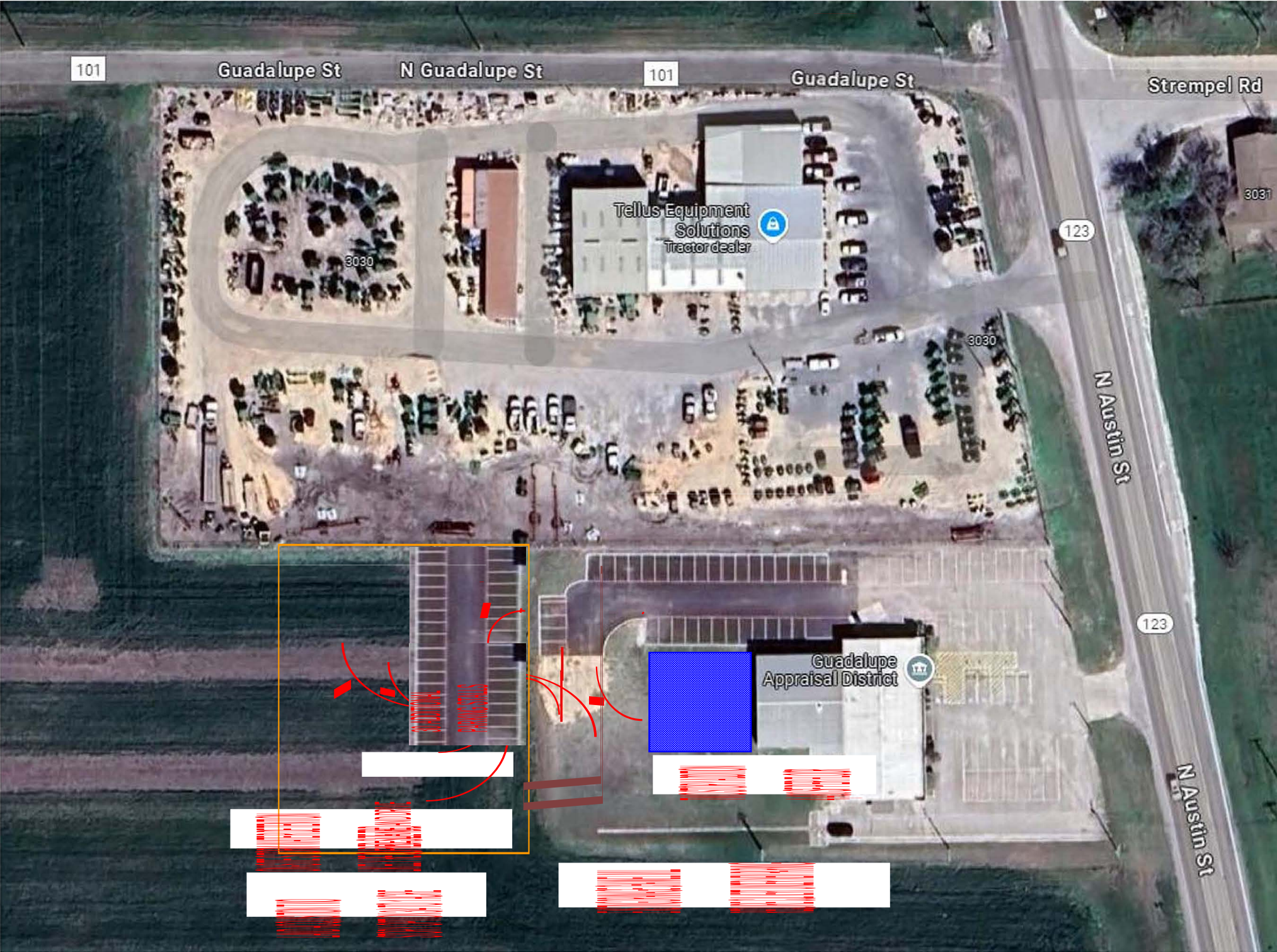
SECOND FLOOR NOT FINISHED OUT AT THIS TIME. NO A/C. LIMITED ELECTRICAL, NO PLUMBING.

ON-SITE STORM WATER DETENTION WILL LIKELY BE REQUIRED

FIRE LANE TURN AROUND OR SECOND VEHICLE EGRESS WILL BE REQUIRED

MATERIALS AND SYSTEMS ASSUMED TO BE SAME AS CURRENT FACILITY - PRE ENGINEERED METAL BUILDING,

EXTERIOR METAL WALL PANEL AND ROOFING, STANDARD OFFICE INTERIOR FINISH-OUT





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GUADALUPE APPRAISAL DISTRICT EXPANSION OPTIONS
DECEMBER 3, 2024

OPINION OF PROBABLE CONSTRUCTION COST - **RENOVATION OF COLLEGE STREET BUILDING**

REFERENCE	QUANTITY		UNIT COST	DIVISION COST
THREE STORY MAIN BUILDING				
GENERAL REQUIREMENTS	PERCENT OF SUB TOTAL		12%	\$ 272,112
HVAC REPLACEMENT / REUSE SOME DUCTWORK	21,900 SF	\$	24	\$ 525,600
LIGHTING REPLACEMENT	21,900 SF	\$	25	\$ 547,500
CEILING REPLACEMENT	21,900 SF	\$	4	\$ 87,600
ADD RESTROOMS TO SECOND FLOOR	2 EA	\$	75,000	\$ 150,000
RENOVATE RESTROOMS ON FIRST & THIRD FLOORS	4 EA	\$	20,000	\$ 80,000
NEW SERVICE COUNTER / PUBLIC LOBBY	1,500 SF	\$	150	\$ 225,000
TELECOMMUNICATIONS AND SECURITY	21,900 SF	\$	6	\$ 131,400
GENERAL PAINTING AND MODEST RENOVATIONS	21,900 SF	\$	10	\$ 219,000
REPAVE BASKETBALL COURT FOR PARKING	13,500 SF	\$	9	\$ 121,500
ADD PAVING AT BASKETBALL COURT FOR PARKING	9,000 SF	\$	20	\$ 180,000
ROUGH ORDER OF MAGNITUDE CONSTRUCTION OPINION OF PROBABLE COST				\$ 2,539,712
CONTINGENCIES = 15%				\$ 380,957
"SOFT" COSTS, DESIGN FEES, MATERIALS TESTING, PERMITS -25%				\$ 634,928
TOTAL OPINION OF PROBABLE COST NOT INCLUDING BUILDING PURCHASE OR INFLATION				\$ 3,555,597

NOTES:

BUILDING PURCHASE NOT INCLUDED

INFLATION TO BID DATE NOT INCLUDED (BID DATE UNKNOWN)

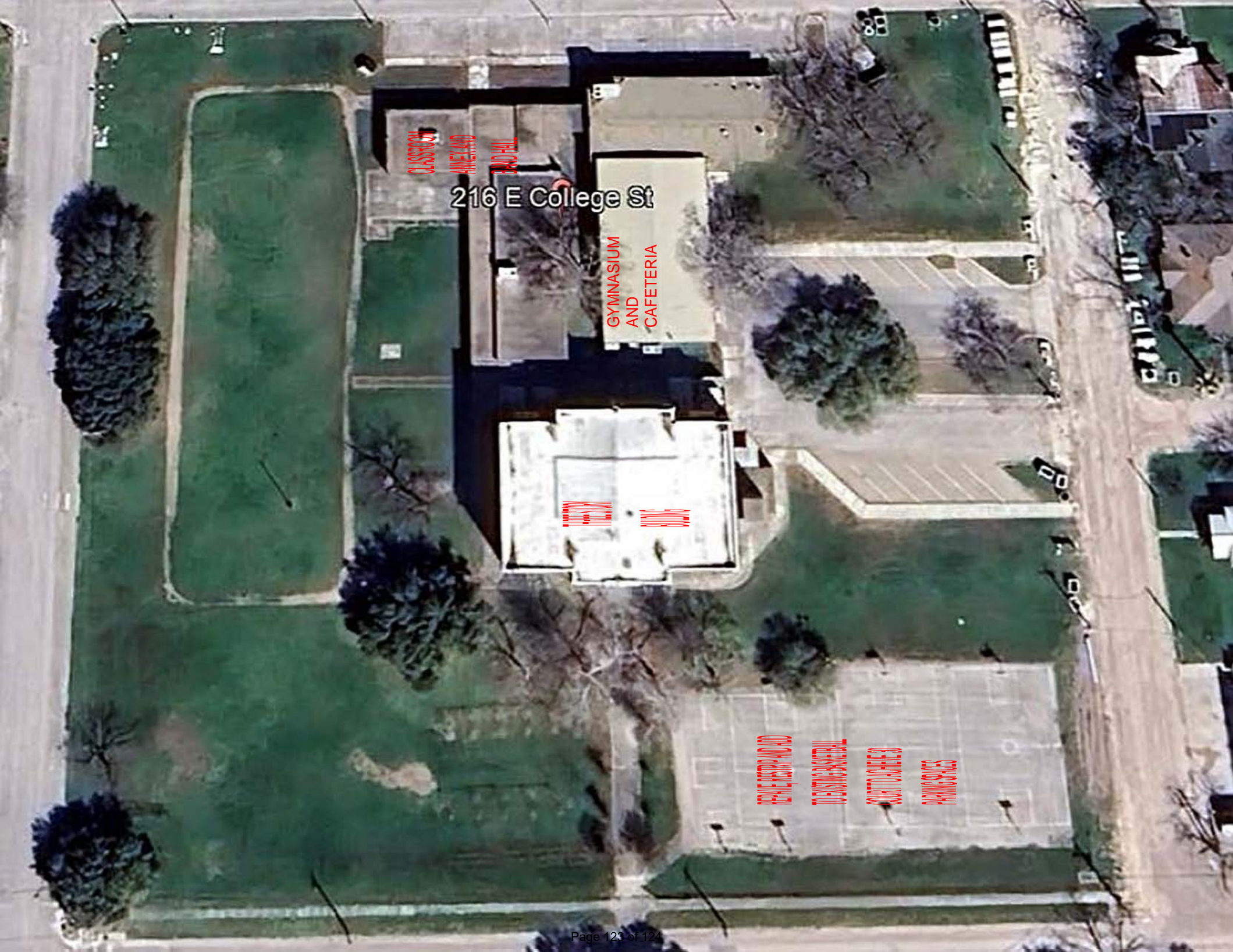
ASSUMPTIONS: ROOFING, FIRE SPRINKLER, PLUMBING SYSTEMS AND ELECTRICAL SERVICES REQUIRE NO RENOVATIONS

REPAVING AND ADDING TO BASKETBALL COURT TO ACHIEVE 30 ADDITIONAL PARKING SPACES

(APPROXIMATE EXISTING PARKING - 24 ON MILAM STREET, 19 ON KREZDORN STREET)

REFERENCE	QUANTITY		UNIT COST	DIVISION COST
SINGLE STORY CLASSROOM ANNEX AND OLD BAND HALL				
GENERAL REQUIREMENTS	PERCENT OF SUB TOTAL		12%	\$ 78,466
HVAC REPLACEMENT	5,290	SF	\$ 28	\$ 148,120
LIGHTING REPLACEMENT	5,290	SF	\$ 30	\$ 158,700
CEILING REPLACEMENT	5,290	SF	\$ 4	\$ 21,160
REPLACE ROOFING	5,290	EA	\$ 32	\$ 169,280
SCREEN OUTDOOR WALKWAY	100	LF	\$ 85	\$ 8,500
GENERAL PAINTING AND MINOR RENOVATIONS	5,290	SF	\$ 20	\$ 105,800
TELECOMMUNICATIONS AND SECURITY	5,290	SF	\$ 8	\$ 42,320
ROUGH ORDER OF MAGNITUDE CONSTRUCTION OPINION OF PROBABLE COST				\$ 732,346
CONTENGENCIES = 15%				\$ 109,852
"SOFT" COSTS, DESIGN FEES, MATERIALS TESTING, PERMITS -25%				\$ 183,086
TOTAL OPINION OF PROBABLE COST NOT INCLUDING BUILDING PURCHASE OR INFLATION				\$ 1,025,284

REFERENCE	QUANTITY		UNIT COST	DIVISION COST
GYMNASIUM AND CAFETERIA				
GENERAL REQUIREMENTS	PERCENT OF SUB TOTAL		12%	\$ 114,552
HVAC REPLACEMENT / REUSE SOME DUCTWORK	8,600	SF	\$ 28	\$ 240,800
LIGHTING REPLACEMENT	8,600	SF	\$ 30	\$ 258,000
ROOFING REPAIRS - ELASTOMERIC COATING	8,600	EA	\$ 25	\$ 215,000
GENERAL PAINTING AND MINOR RENOVATIONS	8,600	SF	\$ 20	\$ 172,000
TELECOMMUNICATIONS AND SECURITY	8,600	SF	\$ 8	\$ 68,800
ROUGH ORDER OF MAGNITUDE CONSTRUCTION OPINION OF PROBABLE COST				\$ 1,069,152
CONTENGENCIES = 15%				\$ 160,373
"SOFT" COSTS, DESIGN FEES, MATERIALS TESTING, PERMITS -25%				\$ 267,288
TOTAL OPINION OF PROBABLE COST NOT INCLUDING BUILDING PURCHASE OR INFLATION				\$ 1,496,813
TOTAL ALL CAMPUS				\$ 6,077,693



216 E College St

CLASSROOM

INVESTMENT

LAND BUILD

GYMNASIUM
AND
CAFETERIA

LIBRARY

PERMANENT BUILDING

TEMPORARY BUILDING

BOILER HOUSE

PARKING LOT

Comparison of Facility Projects

Provided below is a summary of three options developed by GAD leadership, to address spacing planning needs of organization, for consideration by GAD Board of Directors.

Note: Preliminary discussions have been taken with property owners on acquisition of real property to facilitate project options. Market value of land to be acquired for options 1 & 2 was estimated at \$5.00 psf based on knowledge of market conditions. Until a contract for purchase is executed for an agreed to amount, purchase amounts are preliminary estimates only used for purpose of consideration by BOD members.

Project Option 1: 8,000 sqft single story addition to existing facility with 30 parking spaces.

Project Option 2: 8,960 Total sqft Two Story addition to existing facility (4,480 sqft per floor) with 30 parking spaces; future finish out of 2nd Floor.

Project Option 3: Renovation of College Street Building (Three Story Main Bldg). Secondary renovation costs of auxiliary building provided in itemized projected costs for reference purposes.

Project Cost Summaries

	Project Option 1	Project Option 2	Project Option 3
Total Opinion of Project Cost	\$5,166,840	\$5,013,158	\$3,555,597
(Excl. Land Acquisition) per SF	\$645.86	per SF \$559.50	per SF \$162.36
Est. Land Acquisition Cost/ Price	1.75 - 2.00 acres \$435,600	0.75 - 1.00 acres \$217,800	\$0
Est. Acquisition Cost/ Price Improved Property	\$0	\$0	216 E. College St \$1,495,000
Grand Totals of Project:	\$5,602,440	\$5,230,958	*3 acres \$5,050,597 **4acres \$5,450,597
			Sale Proceeds: (\$1,100,000)
			\$3,950,597
		Net Grand Total of Project Option:	\$4,350,597
Estimated Annual Utility Costs:	\$30,000	\$24,000	\$51,000



City Council Regular Meeting Staff Report

B. Discussion/Presentation on the FY25 Strategic Partnership Grant Program and Applications. (Mr. Huggins)

Meeting	Agenda Group
Tuesday, May 27, 2025, 6:30 PM	Discussion/Action Item: 9B.
From	
Bryan Huggins, Executive Director - Safety and Infrastructure	

PRIOR CITY COUNCIL ACTION:

In FY24, the City Council created a Strategic Partnership Grant Program to provide a process for organizations to request funding from the City Council to assist with programs that benefit Cibolo.

BACKGROUND:

In FY24, the City Council received four (4) applications from organizations that serve Cibolo residents. The City Council had established a \$10,000 budget to provide funding for some or all of the applicants who submitted eligible applications. After reviewing the applications, the City Council awarded various amounts of funding to all four organizations.

In FY25, we received a total of fourteen (14) applications for grant funding. There are a variety of organizations requesting funding from the City Council to support their endeavors. There are four (4) organizations that are not considered official non-profit organizations with 501 (c) 3 status that have requested funding for their projects, and those organizations explain in their applications how they will serve Cibolo residents.

STAFF RECOMMENDATION:

Staff recommends the City Council review the applications and determine which organizations to provide funding to and the amount they would like to distribute to those selected organizations.

FINANCIAL IMPACT:

A total of fourteen (14) organizations requested funding for a combined total of SEVENTY FIVE THOUSAND THREE HUNDRED SIXTY TWO DOLLARS AND ZERO CENTS (\$75,362). The City Council budgeted a total of TWELVE THOUSAND DOLLARS (\$12,000) to fund the Strategic Grant Partnership program in FY25.

MOTION(S):

N/A

Attachments

[Grant Matrix.pdf](#)

[Angels Helpers Ministry.pdf](#)

[Big Brothers Big Sisters.pdf](#)

[Buffalo Knights Futbol.pdf](#)

[CASA of Central Texas.pdf](#)

[Cibolo Pow Wow.pdf](#)

[Dr Harper & Dr Fenimore.pdf](#)

[GCCAC.pdf](#)

[Marion Community Library.pdf](#)

[Metrocom Rotary.pdf](#)

[Miss Cibolo Pageant.pdf](#)

[Northeast Lakeview College.pdf](#)

[Saddle Creek Ranch.pdf](#)

[SJRC_Belong.pdf](#)

[Wanna Go Fit.pdf](#)

FY25 Strategic Grant Partnership

Applicants

Organization Name	Amount Requested	501(c) 3	Grant Awarded	Amount Funded
		Yes / No	Yes/No	\$ 12,000.00
Angel Helper Ministry	\$ 6,000.00	Yes		
Big Brothers Big Sisters	\$ 5,000.00	Yes		
Buffalo Knights Futbol Club	\$ 3,000.00	Yes		
CASA of Central Texas	\$ 3,562.00	Yes		
Cibolo Pow Wow by Bison Foundation Corp	\$ 3,000.00	No		
Dr. Sarah Harper & Dr. Danielle Fenimore	\$ 7,000.00	No		
Wanna Go Fit	\$ 4,000.00	No		
Guadalupe County Children Advocacy Cntr	\$ 12,000.00	Yes		
Marion Community Library	\$ 1,500.00	Yes		
Miss Cibolo Pageant	\$ 5,800.00	Yes		
Northeast Lakeview College	\$ 5,000.00	Yes		
Saddle Creek Ranch HOA	\$ 12,000.00	No		
SJRC Belong Youth Initiative	\$ 4,500.00	Yes		
Rotary Club of Randolph Metrocom	\$ 3,000.00	Yes		
Total Requested Funding	\$ 75,362.00			



City of Cibolo, Texas

Strategic Partnership Grant Application Summary

Breaking Generational Poverty Program

- **Organization Name:** Wildfire Network DBA: Angel Helpers Ministry
- **Program Goals:**
 - Aim to break generational poverty in Cibolo through a self-enrichment course designed to change the decision-making behavior of participants.
 - Provide support to families during the holidays and create long-term strategies for financial self-sufficiency.
- **Alignment with Cibolo's Strategic Plan:**
 - Focuses on enhancing community prosperity, supporting strategic goals related to improving quality of life by fostering self-reliance and financial independence among residents.
- **Residents Served:**
 - In 2024, the program served 220 Cibolo residents, with a goal to serve 280 in 2025.
- **Funding & Sustainability:**
 - Requested \$6,000 for course implementation and support activities.
 - The program is exploring further funding opportunities to continue providing these essential services post-grant.

Strategic Partnership Grant Application

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Submitted by:

Submitted On: 2025-04-29 12:53:33

Submission IP: 38.128.183.4 (172.31.31.71)
proxy-IP (raw-IP)

Status: Open

Priority: Normal

Assigned To: Jeanette Gonzalez

Due Date: Open

2025 Strategic Partnership Grant Program

Contact Information

* Organization Name

Wildfire Network DBA: Angel Helpers Ministry

501(c) 3 Status

☒ Yes ☐ No

501(c)3 Number

82-1705217

Mailing address

4411 Walzem rd #208 San Antonio, TX 78218

Main Phone Number

210-239-8410

Location of Main Office

Windcrest

Is your main office located in Cibolo?

☐ Yes

☒ No

Website address

www.angelhelpersministry.com

Executive Director or Top Executive

Michelle Daigle

Phone Number

2108852765

Email

michelle@angelhelpersmnistry.com

Contact for this Application

Michelle Daigle

Phone Number

2108852765

Email

michelle@angelhelpersministry.com

Proposal Title

Founder

* Total Funding Requested

6000.00

- * Type of Request

☐ New Program

☒ Existing Program

☒ Expansion of an existing program

☐ New Collaboration
- * Alignment with City's Strategic Plan

☐ Economic Development

☐ Infrastructure

☐ Partnerships & Relationships

☒ Quality of Life

☐ Financial Integrity

☐ Operational Excellence

Commitment to Cibolo

What year did your organization begin serving Cibolo?

2010

Describe your organization's work in Cibolo.

Our goal is to help break generational poverty in our city. We assist families during the Holidays for a full year, then we offer an evidence based self enrichment course which will help break generational poverty.

How does your proposed program or event align with the City of Cibolo’s Strategic Plan?

Help to change the way people think in order to help them make better choices in order ti break generational poverty.

How many unduplicated Cibolo residents did your organization serve during the prior fiscal year, and how many Cibolo residents are estimated to be served by this request?

220 in 2024, our goal is 280 in 2025.

If your proposed program or project is ongoing, please explain how you will continue to deliver benefits to the target population after the grant period has ended.

We plant to continue to reach more residents in the area as we experience growth through outreach.

How did you determine the Cibolo community's need for this program and what does your program or project hope to accomplish? Identify your program or project’s overall goals.

Living in the area, and having a lot of connections helped show the need was substantial. Ideally we would love to reach everyone with a need for our services.

Funding Proposal

How will you use the requested grant funds for your proposed program?

We intend to use these funds to put every family through the evidence based self enrichment course (clear path) that we help during the year for Holidays.

Will this program provide opportunities for matching or incentive funds within your organization or from other grantees?

Not at this time. This would be our first grant.

Identify collaborating partners for the program or project and describe their role and expertise, if any.

Clear path is a program designed to train individuals on how to make better financial decisions to help break poverty by changing the way they think.

If this is a new program, do you have organizational experience or research that supports your proposal?

We have been a non profit since 2010, the clear path program is new. I personally took the coarse and it changed my life and I know it will change the life’s of those that come through my ministry and have grown to know and trust me too!

What is the timeline for implementing this grant?

Hoping to launch the class in the fall.

Also, if funded, my organization will acknowledge the City of Cibola on all related marketing materials, including our website and social media platforms, and in any other communications in which this program is promoted.

If a grant is awarded to my organization, then the proceeds of that grant will not be distributed or used to benefit any organization or individual supporting or engaged in unlawful activities.

In compliance with the USA Patriot Act and other counterterrorism laws, I certify that all funds received from the City of Cibola will be used in compliance with all applicable anti-terrorist financing and asset control laws, statutes, and executive orders.

* Signature	Date
Michelle Daigle	04/29/2025
	Format: MM/DD/YYYY

History

Update Submission

StatusOpen▼

PriorityNormal▼

Due Date

Assigned ToJeanette Gonzalez▼

DepartmentCommunications▼

Attachments

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City of Cibolo, Texas

Strategic Partnership Grant Application Summary

Big Brothers Big Sisters (BBBS) Mentoring Program

- **Organization Name:** Big Brothers Big Sisters of South Texas
- **Program Goals:**
 - Provide one-to-one mentoring relationships to youth in Cibolo.
 - Promote positive youth development, academic success, and reduce delinquent behavior.
 - Enhance communication, relationship skills, and decision-making capabilities in mentees.
- **Alignment with Cibolo's Strategic Plan:**
 - Supports strategy 4.3 of the City's Strategic Plan by promoting youth activities, confidence, and resilience through mentorship.
- **Residents Served:**
 - Served 4 youth in 2024, with a goal to more than double engagements to 10 youth over the next year.
- **Funding & Sustainability:**
 - \$5000 requested, utilized for mentor training, match oversight, and program activities.
 - Supported by previous engagements and ongoing recruitment enabling sustained service delivery.

Strategic Partnership Grant Application

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Submitted by:

Submitted On: 2025-04-29 14:29:01

Submission IP: 12.217.37.226 (172.31.31.71)
proxy-IP (raw-IP)

Status: Open

Priority: Normal

Assigned To: Jeanette Gonzalez

Due Date: Open

2025 Strategic Partnership Grant Program

Contact Information

* Organization Name

Big Brothers Big Sisters of South Texas

501(c) 3 Status

☒ Yes ☐ No

501(c)3 Number

74-1897630

Mailing address

10843 Gulfdale San Antonio, TX 78216

Main Phone Number

210-225-6322

Location of Main Office

San Antonio

Is your main office located in Cibolo?

☐ Yes

☒ No

Website address

www.bigmentor.org

Executive Director or Top Executive

Denise Barkhurst

Phone Number

210-225-6322

Email

dbarkhurst@bigmentor.org

Contact for this Application

Josh Tylich

Phone Number

830-777-7476

Email

jtylich@bigmentor.org

Proposal Title

BBBS Mentoring in Cibolo

* Total Funding Requested

5000

* Type of Request

☐ New Program

☐ Existing Program

☒ Expansion of an existing program

☐ New Collaboration

* Alignment with City's Strategic Plan

☐ Economic Development

☐ Infrastructure

☐ Partnerships & Relationships

☒ Quality of Life

☐ Financial Integrity

☐ Operational Excellence

Commitment to Cibolo

What year did your organization begin serving Cibolo?

2009

Describe your organization's work in Cibolo.

Big Brothers Big Sisters of South Texas serves the city of Cibolo from the Comal/Guadalupe BBBS branch located in New Braunfels. Youth are supported in one-to-one mentoring relationships, to empower them to reach their potential by building the critical developmental assets needed to thrive. At the heart of the program, the match that occurs between volunteer and child provides guidance within the context of a friendship. All matches are one-to-one relationships. Mentors are only assigned one child. The primary objective of these programs is to provide strong, positive friendships for children through mentors who will influence positive youth asset development, with the support of program staff facilitating these relationships. Each youth is paired with a caring volunteer mentor who meets with his or her Little a minimum of 1 time per month for an average of one to five hours per meeting. Each mentor engages his or her youth on a one-to-one basis in a variety of developmentally appropriate activities, such as taking walks; attending a sporting event or play; washing the car; doing homework; or just chatting. Such activities enhance communication skills, develop relationship skills, support positive decision-making, and nurture other developmental assets necessary for becoming confident, competent, and caring adults.

How does your proposed program or event align with the City of Cibolo’s Strategic Plan?

The BBBS mentoring program aligns with the City's strategic plan strategy 4.3- Support Youth Activities. Mentoring supports youth activities in many impactful ways. Encouragement: Mentors help youth believe in themselves, which boosts their confidence to try new things, whether it's joining a sports team, starting a club, or performing in a talent show. Role Models: Seeing someone who’s been through similar life challenges helps youth feel understood and inspired. Guidance: Mentors teach practical skills—time management, communication, leadership—which are essential for success in any activity. Problem-Solving: When challenges come up, like conflicts in a group or balancing school and activities, mentors help youth navigate them. Opportunities: Mentors can introduce youth to new activities they might not have tried or known about otherwise. Teamwork & Communication: Mentors often model and coach how to work with others effectively, which enhances any group activity. Safe Space: A mentor can be a trusted adult who listens without judgment—this emotional support reduces stress and helps youth feel more secure. Resilience: Mentors help youth bounce back from setbacks, whether it's losing a game or dealing with personal struggles.

How many unduplicated Cibolo residents did your organization serve during the prior fiscal year, and how many Cibolo residents are estimated to be served by this request?

In 2024, BBBS served four youth in Cibolo. This year, five have been served so far, with eight other youth that are enrolled and awaiting a mentor. Our goal is to double the number of youth matched in Cibolo in the upcoming year, serving 10 youth, as well as providing their parents/guardians with training and resources.

If your proposed program or project is ongoing, please explain how you will continue to deliver benefits to the target population after the grant period has ended.

BBBS of South Texas has successfully supported thousands of youth in mentoring relationships over the past 47 years in the greater San Antonio area. With a diverse portfolio of funding sources such as United Way, private foundations, government funding, corporate grants, individual giving and agency fundraisers, our agency has proven their ability to continue to deliver benefits to underserved youth.

How did you determine the Cibolo community's need for this program and what does your program or project hope to accomplish? Identify your program or project’s overall goals.

Youth mentoring is needed in Cibolo because it fills in crucial gaps in support, guidance, and connection that many young people face while growing up. Many youth lack consistent, positive adult figures in their lives. Mentors offer guidance, encouragement, and a model for how to navigate life’s ups and downs. Our goal is to make a measurable impact on mentored children and youth facing adversity in Cibolo. As a result of BBBS mentoring programs, youth will gain the developmental assets necessary to stay in school, succeed academically, and grow into healthy successful adults. Through one-on-one mentoring relationships, the youth in our programs receive attention, support, and guidance to help them make better life choices and avoid delinquent behaviors, rather than becoming another dropout, incarceration, or teen pregnancy statistic.

Funding Proposal

How will you use the requested grant funds for your proposed program?

Funds from the grant will be spent to provide direct oversight of matches, including meetings with youth, parents, and volunteers to ensure high quality matches are coordinated and safety is ensured. Staff will also facilitate necessary interviews, screening and training for volunteers who are becoming matched, as well as any requested resource navigation for families in need. Our program offerings supported with these funds include: • Community-based Mentoring • College and Career Path assistance • Recruitment, Assessment & Screening of youth and volunteers • Training for parents, youth, and volunteers • Support for parents and volunteers • Recreational Group Activities

Will this program provide opportunities for matching or incentive funds within your organization or from other grantees?

Not applicable.

Identify collaborating partners for the program or project and describe their role and expertise, if any.

While there are no official collaborating partners for this specific project, our agency often collaborates with a variety of community partners throughout the year. Many partners provide wrap-around services to our clients. Other partners offer volunteer and/or child recruitment opportunities. Some partners offer information sharing and referrals. The following are a few valuable Cibolo area partners: Membership in the Schertz-Cibolo-Selma Chamber of Commerce helps to broaden the awareness of the mission of Big Brothers Big Sisters of South Texas Comal & Guadalupe Counties branch through networking, their member events and through access to the directory of businesses and creates partnership opportunities, possible sources of new volunteers and new prospective sources of financial support. Steele High School has shown strong financial support for our program, and we are exploring potential future partnership opportunities with them. The Transitioning Warriors Foundation serves as a useful recruitment channel for identifying new Bigs and Littles. There may also be opportunities to collaborate with individual members of the foundation to provide volunteers for upcoming events.

If this is a new program, do you have organizational experience or research that supports your proposal?

This is not a new program.

What is the timeline for implementing this grant?

BBBS mentoring programs are ongoing. Staff continually recruit, screen/asses and train mentors, youth and their parents. The goal of each match relationship is at least one year, during which the participants will receive ongoing support and guidance from BBBS staff. The project timeline would be 12 months from the time of funding.

Signature Authorization and Certification of Information

I certify, to the best of my knowledge, that all the information included in this proposal is correct and the tax-exempt status of this organization is still in effect. If a grant is awarded for this proposal, the funds will be spent according to the budget listed in this application.

Also, if funded, my organization will acknowledge the City of Cibolo on all related marketing materials, including our website and social media platforms, and in any other communications in which this program is promoted.

If a grant is awarded to my organization, then the proceeds of that grant will not be distributed or used to benefit any organization or individual supporting or engaged in unlawful activities.

In compliance with the USA Patriot Act and other counterterrorism laws, I certify that all funds received from the City of Cibolo will be used in compliance with all applicable anti-terrorist financing and asset control laws, statutes, and executive orders.

History

Update Submission

Status

Open

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Priority

Normal

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Due Date

Assigned To

Jeanette Gonzalez

▼

Department

Communications

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Attachments

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City of Cibolo, Texas

Strategic Partnership Grant Application Summary

Buffalo Knights Futbol Club Youth Development Program

- **Organization Name:** Buffalo Knights Futbol Club
- **Program Goals:**
 - Provide accessible soccer opportunities for local youth regardless of their financial background.
 - Cover costs such as team registration, tournament fees, uniforms, and essential equipment for children in the area.
 - Promote skill development, personal growth, and community bonding through soccer.
- **Alignment with Cibolo's Strategic Plan:**
 - Supports youth activities and enhances community involvement by promoting accessibility and inclusivity in sports.
 - Aligns with community initiatives focused on quality of life and civic engagement through youth empowerment.
- **Residents Served:**
 - Served 32 youth in 2024, and have already increased that number to 80 just in the Spring of 2025.
 - Aims to reach a growing number of local youth, providing opportunities to participate in sports without cost barriers.
- **Funding & Sustainability:**
 - Requested \$3,000 to alleviate financial burdens associated with team participation and expansion.
 - Sustainability achieved through sponsorships, community support, and fundraising events to support ongoing operations.

Strategic Partnership Grant Application

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Submitted by:

Submitted On: 2025-04-28 19:03:23

Submission IP: 12.74.211.100 (172.31.74.21)
proxy-IP (raw-IP)

Status: Open

Priority: Normal

Assigned To: Jeanette Gonzalez

Due Date: Open

2025 Strategic Partnership Grant Program

Contact Information

* Organization Name

Buffalo Knights Futbol club

501(c) 3 Status

☒ Yes ☐ No

501(c)3 Number

99-3633634

Mailing address

5473 Blair Rd. Ste 100 #199482 dallas, TX 75231

Main Phone Number

5404194528

Location of Main Office

no main office

Is your main office located in Cibolo?

☒ Yes

☐ No

Website address

https://www.facebook.com/share/1EFJBRxMEe/

Executive Director or Top Executive

Miguel Campos

Phone Number

(540) 419-4528

Email

buffaloknightsfc@gmail.com

Contact for this Application

Nicole (fundraising coordinator) or Miguel Campos

Phone Number

8306609742

Email

Mrs.runge922@gmail.com

Proposal Title

* Total Funding Requested

\$3000

- * Type of Request

☐ New Program

☒ Existing Program

☐ Expansion of an existing program

☒ New Collaboration
- * Alignment with City's Strategic Plan

☐ Economic Development

☐ Infrastructure

☒ Partnerships & Relationships

☒ Quality of Life

☐ Financial Integrity

☒ Operational Excellence

Commitment to Cibolo

What year did your organization begin serving Cibolo?

06/20/2024

Describe your organization's work in Cibolo.

On behalf of the Buffalo Knights Futbol Club, we are reaching out to share an exciting opportunity for you to make a direct and lasting impact on the lives of local youth in our community. As a nonprofit youth soccer team, our mission is to provide young athletes with the opportunity to develop their skills, grow as individuals, and build connections with others through the power of sport. However, as with any community initiative, we rely on the support of generous sponsors like you to help us achieve our goals. Our primary goal is to make soccer accessible to all children in our area, regardless of their financial background. By awarding us the grant, you will help cover the costs of team registration, tournament fees, uniforms, and essential equipment. Ultimately, we want to make it possible for every child to participate, without the barrier of cost. We believe that every child deserves the chance to learn, compete, and enjoy the game of soccer. The funds we raise through sponsorships and grants will not only help reduce the financial burden on families, but they will also allow us to offer more opportunities for our team to compete in local and regional tournaments. These events are key in building the skills of our athletes, promoting team spirit, and fostering a sense of community pride. The grant will directly contribute to the continued growth and success of our team, enabling us to expand our reach and give more kids the chance to thrive both on and off the field. Community support is essential to the success of our program. By sponsoring our team, you are not only investing in the athletes, but also in the future of our community. Your support will help us create a positive, lasting impact on young lives, teaching them the values of teamwork, discipline, and perseverance. Together, we can make a difference and help our athletes achieve their full potential.

How does your proposed program or event align with the City of Cibolo’s Strategic Plan?

PARTNERSHIPS & RELATIONSHIPS Initiative 3.1 - Build strong connections and relationships with community partners, residents, and employees
QUALITY OF LIFE Initiative 4.1 - Initiative 4.2 Initiative 4.3 Initiative 4.4 Promote active lifestyles for all ages by providing opportunities to recreate
Initiative 4.4 - Provide unique outdoor experiences “Memorable experiences” Initiative 4.3 - Support youth activities
OPERATIONAL EXCELLENCE Initiative 6.4 - Commitment to the pursuit of continuous improvement for the benefit of the organization and the community we serve

How many unduplicated Cibolo residents did your organization serve during the prior fiscal year, and how many Cibolo residents are estimated to be served by this request?

In Fall 2024, Buffalo Knights FC proudly launched with three soccer teams and approximately 32 players. Just one season later, in Spring 2025, we’ve grown to seven teams with around 80 players—more than doubling our numbers. Interest continues to grow, and we already have more players looking to join. We anticipate adding even more teams and expanding our roster for the Fall 2025 season as we continue to build momentum and serve more families in the community.

If your proposed program or project is ongoing, please explain how you will continue to deliver benefits to the target population after the grant period has ended.

Buffalo Knights FC continues to grow and expand with each new season, welcoming more players, families, and supporters into our mission. As our team develops, so do the opportunities we offer—not just for registered players, but for the entire Cibolo community. Our speed and agility training sessions are open to all youth, helping improve athletic performance, confidence, and overall fitness regardless of soccer experience. We also host seasonal soccer clinics during the summer and off-season, giving players of all skill levels a chance to sharpen their techniques, stay active, and connect with others in a positive, supportive environment. As we grow, our commitment remains the same: to build a strong, inclusive soccer culture that benefits everyone in our community.

How did you determine the Cibolo community's need for this program and what does your program or project hope to accomplish? Identify your program or project’s overall goals.

Our Mission: Our mission is simple but powerful: Community, Integrity, and Competition. We aim to build a soccer community where players learn the values of teamwork, respect, and sportsmanship. Our focus is on continuing to grow the club by offering teams for all ages, helping young athletes develop their skills, and providing them with opportunities to compete in a supportive and encouraging environment. Our Values: At Buffalo Knights, we are driven by a deep commitment to the following core values: Discipline: We believe that discipline on and off the field is key to personal growth and team success. Our players learn the importance of hard work, focus, and responsibility. Affordability: We are committed to making soccer accessible to everyone, regardless of financial background. We work to minimize the cost of participation, ensuring that no child is excluded from the opportunity to play. Giving Back to the Community: We believe in fostering a sense of responsibility in our players, encouraging them to not only be great athletes but also positive contributors to the community.

Funding Proposal

How will you use the requested grant funds for your proposed program?

The money received from the grant funds will cover essential costs like keeping registration costs reasonable, uniforms, and equipment. Additionally, these funds will enable the team to compete in local and regional tournaments, fostering team spirit and community pride. At Buffalo Knights FC, we’re proud to offer an affordable \$95 registration fee that provides a full and enriching soccer experience for our players. This fee includes a team uniform, access to two speed and agility camps, and tournament participation for six of our seven teams. For our youngest players—who are still too little to compete in tournaments—we wrap up their season with a fun and memorable team party, giving them the chance to enjoy the sport, celebrate their progress, and build lasting friendships in a supportive environment. None of this would be possible without the incredible support of our community. Through ongoing fundraising efforts, the generosity of our local sponsors, and the dedication of volunteers who coach and mentor our kids, Buffalo Knights FC continues to grow stronger every season. Together, we're creating more than just a soccer program—we’re building a family, one kick at a time.

Will this program provide opportunities for matching or incentive funds within your organization or from other grantees?

Yes, Buffalo Knights FC actively seeks opportunities to leverage matching or incentive funds both within our organization and through partnerships with other grantees or community sponsors. Our fundraising model is built on collaboration, and we are committed to maximizing every dollar to expand access and impact. Matching funds—whether from local businesses, sponsors, or grant programs—enable us to scale our programming, subsidize registration fees, and invest in additional resources such as training equipment, field space, and community events. We are always open to partnerships that align with our mission and help us serve more youth and families across the Cibolo area.

Identify collaborating partners for the program or project and describe their role and expertise, if any.

Buffalo Knights FC collaborates with several key partners to enhance the success and impact of our soccer programs: YMCA Soccer Fields – Provide access to quality fields and facilities where our training sessions and practices are held. The YMCA’s support ensures a safe, well-maintained environment for our athletes and allows us to serve more families in the area. Speed and Agility Trainers (Retired Military Veterans) and coaches– Our speed and agility sessions is led by a retired military veteran who bring a high level of discipline, structure, and physical training expertise. Their leadership not only improves athletic performance and injury prevention but also instills values like perseverance and mental toughness in our young athletes. Intensity Soccer Training Facility – Plays a key role in providing specialized training and support for players looking to enhance their skills. This facility offers high-quality training and resources, helping to take player development to the next level and providing a dedicated space for advanced soccer drills. Parent and Community Volunteers – Serve as team coaches, assistants, and event coordinators. Many participate in our coaching clinics to gain the skills needed to effectively mentor young athletes. Each partner brings valuable experience, resources, and community ties that contribute to the continued growth and success of our program.

If this is a new program, do you have organizational experience or research that supports your proposal?

N/A

What is the timeline for implementing this grant?

The grant will be implemented starting with player registration, securing practice fields, and reserving the home field. Following this, we will launch speed and agility camps along with a soccer camp. The program will continue with ongoing training, tournaments, and team events, while ensuring regular evaluation and feedback from participants to assess the program's success and plan for expansion in the next season.

Signature Authorization and Certification of Information

I certify, to the best of my knowledge, that all the information included in this proposal is correct and the tax-exempt status of this organization is still in effect. If a grant is awarded for this proposal, the funds will be spent according to the budget listed in this application.

Also, if funded, my organization will acknowledge the City of Cibolo on all related marketing materials, including our website and social media platforms, and in any other communications in which this program is promoted.

If a grant is awarded to my organization, then the proceeds of that grant will not be distributed or used to benefit any organization or individual supporting or engaged in unlawful activities.

In compliance with the USA Patriot Act and other counterterrorism laws, I certify that all funds received from the City of Cibolo will be used in compliance with all applicable anti-terrorist financing and asset control laws, statutes, and executive orders.

* Signature

Nicole Runge (fundraising coordinator)

Date

04/28/2025

Format: MM/DD/YYYY

History

Update Submission

Status

Open

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Priority

Normal

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Due Date

Assigned To

Jeanette Gonzalez

▼

Department

Communications

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Attachments

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City of Cibolo, Texas

Strategic Partnership Grant Application Summary

CASA of Central Texas - Child Advocacy Program

- **Organization Name:** CASA of Central Texas
- **Program Goals:**
 - Expand advocacy services to vulnerable children in Cibolo by providing trained, court-appointed special advocates.
 - Ensure children have a voice in court and are placed in safe, permanent homes efficiently.
 - Enhance community awareness and engagement regarding the needs of children in foster care.
- **Alignment with Cibolo's Strategic Plan:**
 - Aligns with city goals for community safety and operational excellence by supporting vulnerable populations and effective service delivery.
 - Fosters partnerships with local law enforcement and judicial systems to ensure children's welfare.
- **Residents Served:**
 - Provided services for 2 children from Cibolo in 2024, with ongoing demand reflecting the need for extended services.
- **Funding & Sustainability:**
 - Requested \$3,562 to support the salary of a Casework Supervisor.
 - Sustained through collaborations with local partners, continuous community fundraising initiatives, and state funding mechanisms.



FY25 City of Cibolo Strategic Partnership Grant Application

The Strategic Partnership Grant Program is intended to provide annual grants within available funds to organizations that serve Cibolo residents by providing assistance and/or support to those in need, promote active lifestyles for all ages, or provide unique events that promote Cibolo's historic roots.

Annual Allocation. The City Council allocated a total of \$12,000 from the FY25 annual budget.

Submission Cycle. Applications will be accepted March 1, 2025, through April 30, 2025. City Council will then review applications and award grants during a future City Council meeting. The FY25 grant cycle will close when the allocated \$12,000 has been awarded.

Project requests should align with the City of Cibolo's City Council Strategic Plan. Specific strategies within the plan include the following:

Partnerships & Relationships

Strategy 3.1 Build strong connections and relationships with community partners, residents, and employees

Quality of Life

Strategy 4.1 Promote active lifestyles for all ages by providing opportunities to recreate

Strategy 4.3 Support Youth Activities

Strategy 4.4 Provide unique outdoor experience "Memorable Experiences"



Economic
Development



Infrastructure



Partnerships
&
Relationships



Quality of
Life



Financial
Integrity



Operational
Excellence



CONTACT INFORMATION

Organization Contacts			
Organization Name	CASA of Central Texas, Inc.	501(c)3 Status	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
		501 (c)3 Number	# 74-2403373
Mailing Address	1308 E Common Street, Suite 205, New Braunfels, TX 78130	Main Phone Number	830-626-2272
Location of Main Office	1619 E. Common Street, Suite 301, New Braunfels, TX 78130	Is your main office located in Cibolo?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
Website Address	www.casacentex.org		
Executive Director (or top executive)	Norma Castilla-Blackwell	Phone Number	830-626-2272
		Email Address	nblackwell@casacentex.org
Main contact(s) for this proposal	Nicole Douglass	Phone Number	830-626-2272
		Email Address	ndouglass@casacentex.org

Proposal Title	Advocacy for Abused and Neglected Cibolo Children
Total Funding Requested	\$ 3,562
Type of Request (Check One)	Alignment with City's Strategic Plan
<input type="checkbox"/> New Program <input checked="" type="checkbox"/> Existing Program <input type="checkbox"/> Expansion of an existing program <input type="checkbox"/> New Collaboration	<input type="checkbox"/> Economic Development <input type="checkbox"/> Infrastructure <input checked="" type="checkbox"/> Partnerships & Relationships <input type="checkbox"/> Quality of Life <input type="checkbox"/> Financial Integrity Operational <input type="checkbox"/> Excellence



COMMITMENT TO CIBOLO

1. What year did your organization start serving Cibolo?

1985

2. Describe your organization's work in Cibolo?

CASA of Central Texas (CASACenTex) is the only Court Appointed Special Advocate (CASA) program that provides child abuse awareness and prevention services in Caldwell, Comal, Guadalupe, and Hays Counties. We currently serve about 80% of children who are in temporary and permanent care with the Texas Department of Family and Protective Services (TDFPS) while their parents work with the courts and Child Protective Services. Appointed as Guardian ad Litem by our District and Child Protection Judges, CASACenTex advocates for abused, abandoned, and neglected children in the courts, schools, and child welfare system by empowering community volunteers to provide core services related to the medical, educational, mental health, permanency, and placement of children in foster care. Overall, our mission since 1985 continues. As our organization grows, we hope to only increase the number of children we serve every year in Cibolo to ensure their safety, security, and well-being. In FY 2024, CASA of Central Texas had the privilege of serving 392 children with 189 community volunteers in our four-county area. Of those 392 children, 47 were from Guadalupe County, including 2 children in the City of Cibolo. Although there are few children served in Cibolo, there is still a need to serve 100% of the children who need an advocate by recruiting, training, and supporting community volunteers until the cases reach permanency.

3. How does your proposed program or event align with the City of Cibolo's Strategic Plan?

The mission of CASA of Central Texas aligns with the City of Cibolo Strategic Plan as we increase our efforts to build strong connections and relationships with community partners and inform them of the need for advocates for abused and neglected children.

TDFPS recognizes the medical, mental, educational, and permanency needs of children in child protection cases. However, because of high caseloads and TDFPS caseworker turnover, those needs are often overlooked. In an overburdened system where individual attention is scarce, CASA is a community-based prevention program protecting our children with close watch on their best interests. Funding will aid children and youth with services needed when trained CASA volunteers advocate in the courts and child welfare system for the best interests of each individual child in TDFPS care.



4. How many unduplicated Cibolo residents did your organization serve during the prior fiscal year, and how many Cibolo residents are estimated to be served by this request?

CASA of Central Texas served 2 Cibolo children and youth during the prior fiscal year. CASA of Central Texas hopes to serve 3 Cibolo children and youth during this current fiscal year. To continue to serve children who have been abused and neglected, CASA of Central Texas hopes to continue to recruit and train community volunteers in Guadalupe County to be able to serve these children until they reach permanency in a safe, stable, and loving home.

5. If your proposed program or project is ongoing, please explain how you will continue to deliver benefits to the target population after the grant period has ended.

CASA of Central Texas will continue our mission to serve abused and neglected children in Cibolo with our ongoing mission. CASA services are a continuing program that follows a nationally recognized model and best practices that have proven successful for 40 years.



6. How did you determine the Cibolo community's need for this program and what does your program or project hope to accomplish? Identify your program or project's overall goals.

As population is projected to double in 30 years in Central Texas, more children will be at risk for abuse and neglect. Included in the four counties that CASA of Central Texas serves, Guadalupe County is the 29th largest county in Texas. Since 2010, Guadalupe County has grown by 46% and is expected to continue at a steady growth rate of over 2% in the next five years. (World Population Review) With that growth comes more need to serve children that have been abused and neglected and have been unfortunately connected to TDFPS. With an overburdened system, many children are often overlooked and in need of a consistent and stable advocate to amplify their voice in the courts, schools, and their placements.

During this current fiscal year in Guadalupe County, CASA of Central Texas hopes to-

- Serve 45 children and youth, including 3 Cibolo children and youth
- Recruit, train, and support 30 volunteer advocates
- Train and swear in 8 new volunteer advocates

Funding from the City of Cibolo will support CASA of Central Texas in continuing our mission to advocate for children who have been abused and neglected by funding a Casework Supervisor. Their work is vital to CASA of Central Texas and will help us reach our goal in supporting advocates throughout their time appointed to a case.



FUNDING PROPOSAL

1. How will you use the requested grant funds for your proposed program?

These funds will be used to support our mission to amplify the voices of abused and neglected children in Cibolo to ensure their safety, stability, and well-being by funding a Casework Supervisor. The role of the Casework Supervisor is vital to continue our mission and support the volunteers as they serve the children. The Casework Supervisor supervises the volunteer child advocates, attends and moderates training sessions for child advocates, participates in case staffing, placement options, program evaluation, attends all court hearings, and provides supervision in filing court reports. They are also responsible for coordinating contacts associated with the cases they are appointed to, as well as providing information regarding child clients, families, and placements regarding community resources and maintaining child advocate records and statistical case information. This role is vital to support the community volunteer as they amplify the voice of the child they are appointed to.

2. Will this program provide opportunities for matching or incentive funds within your organization or from other grantees?

This program will not provide opportunities for matching or incentive funds within our organization or from other grantees.



3. Identify collaborating partners for the program or project and describe their role and expertise, if any.

CASA of Central Texas is a member of National CASA/GAL and of Texas CASA, through which minimum standards of service are established to ensure quality and effectiveness. Our key collaborators are the Child Protection and District Courts, as well as the Texas Department of Family and Protective Services at the State and local levels. We partner with judges, TDFPS caseworkers, care providers, social services, community agencies, schools, attorneys, and any other person or entity that is involved in the care and well-being of each child. CASACenTex is a member of Multi-Disciplinary Teams which monitor and facilitate criminal prosecutions, and Child Fatality Review Teams which examine child deaths due to abuse and neglect. In addition, CASACenTex works collaboratively with other community agencies and providers: government leaders and officials (city, county, state); civic clubs (Lions, Kiwanis, Rotary, Chambers of Commerce); local media and businesses.

4. If this is a new program, do you have organizational experience or research that supports your proposal?

This is not a new program of CASA of Central Texas. CASACenTex has an experienced executive leadership team with 13 years average tenure and a strong staff team with 9 years average tenure.



5. What is the timeline for implementing this grant?

CASA of Central Texas hopes to use these funds to support the salary of a Casework Supervisor no later than June 30, 2025.

Signature Authorization and Certification of Information

I certify, to the best of my knowledge, that all the information included in this proposal is correct and the tax-exempt status of this organization is still in effect. If a grant is awarded for this proposal, the funds will be spent according to the budget as described in this application.

Also, if funded, my organization will acknowledge the City of Cibolo on all related marketing materials, including our website and social media platforms, and in any other communications in which this program is promoted.

If a grant is awarded to my organization, then the proceeds of that grant will not be distributed or used to benefit any organization individual supporting or engaged in unlawful activities.

In compliance with the USA Patriot Act and other counterterrorism laws, I certify that all funds received from the City of Cibolo will be used in compliance with all applicable anti-terrorist financing and asset control laws, statutes, and executive orders.

Norma c Blackwell

Norma c Blackwell (Apr 22, 2025 10:57 CDT)

Signature of Authorized Representative

Norma Castilla-Blackwell, Chief Executive Officer

Printed Name and Title

4/22/25

Date

CASA of Central Texas, Inc.
2025-26 Budget

Salaries	Request	
Casework Supervisor #8	\$	2,274.00
Fringe	\$	288.00
Equipment/Computer/Software	\$	1,000.00
		<hr/>
Total	\$	3,562.00



City of Cibolo, Texas

Strategic Partnership Grant Application Summary

Cibolo Pow Wow by Bison Foundation Corporation

- **Organization Name:** Bison Foundation Corporation
- **Program Goals:**
 - Promote and preserve Native American culture through educational and cultural events in Cibolo.
 - Strengthen cultural awareness and historical understanding among Cibolo residents.
- **Alignment with Cibolo's Strategic Plan:**
 - Enhances community connections by recognizing and celebrating Native American culture, aligning with the city's goals of enriching community life.
- **Residents Served:**
 - Open to all residents, serving hundreds both locally and beyond.
- **Funding & Sustainability:**
 - \$3000 requested for event promotion and execution.
 - Bi-annual events bolstered by significant local support ensuring continuity.

* It should be noted that the applicants do not have a 501(c) 3 status.

Strategic Partnership Grant Application

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Submitted by:

Submitted On: 2025-04-24 17:01:49

Submission IP: 70.123.254.145 (172.31.68.215)
proxy-IP (raw-IP)

Status: Open

Priority: Normal

Assigned To: Jeanette Gonzalez

Due Date: Open

2025 Strategic Partnership Grant Program

Contact Information

* Organization Name

Bison Foundation Corporation

501(c) 3 Status

☐ Yes ☒ No

501(c)3 Number

Mailing address

11665 Lower Seguin Rd

Main Phone Number

830-350-8226

Location of Main Office

11665 Lower Seguin Rd

Is your main office located in Cibolo?

☐ Yes
☒ No

Website address

Executive Director or Top Executive

Ivory Freeman

Phone Number

512-993-4837

Email

cibolopowwow@gmail.com

Contact for this Application

Stosh Boyle

Phone Number

210-219-0002

Email

NAC11665@gmail.com

Proposal Title

Cibolo Pow Wow

* Total Funding Requested

3000

- * Type of Request

☐ New Program

☐ Existing Program

☒ Expansion of an existing program

☐ New Collaboration
- * Alignment with City's Strategic Plan

☒ Economic Development

☐ Infrastructure

☒ Partnerships & Relationships

☒ Quality of Life

☐ Financial Integrity

☒ Operational Excellence

Commitment to Cibolo

What year did your organization begin serving Cibolo?

Describe your organization's work in Cibolo.

We sponsor a Native American Pow Wow for Indigenous people and the community to participate in. The Pow Wow educates and displays the Native American Culture, both in traditional song and dance and the language so that the residents are educated on our traditions.

How does your proposed program or event align with the City of Cibolo’s Strategic Plan?

It recognizes the Native American people and their customs, more importantly it offers a form of culture that is spiritual and has been preserved for centuries.

How many unduplicated Cibolo residents did your organization serve during the prior fiscal year, and how many Cibolo residents are estimated to be served by this request?

The event is open to the public and serves hundreds of local and non-local residents.

If your proposed program or project is ongoing, please explain how you will continue to deliver benefits to the target population after the grant period has ended.

Currently it is a semi-annual event and has gotten great support from local businesses and the public.

How did you determine the Cibolo community's need for this program and what does your program or project hope to accomplish? Identify your program or project’s overall goals.

It represents the rich and spiritual history of the Native American Indians and educates non-natives as well. The overall goal is to create a yearly venue for the people of Cibolo to participate in and help them become aware of our spiritual and proud heritage that the Native American people have brought to the building of this country.

Funding Proposal

How will you use the requested grant funds for your proposed program?

Yes, this will go to promoting and funding the event so we are able to reach as many people as possible.

Will this program provide opportunities for matching or incentive funds within your organization or from other grantees?

Identify collaborating partners for the program or project and describe their role and expertise, if any.

We allow rental booths to all residents with small businesses as well as non-resident Native Americans with small businesses to showcase and sell their homemade items.

If this is a new program, do you have organizational experience or research that supports your proposal?

We have conducted multiple over the last few years and have had wonderful support from the community.

What is the timeline for implementing this grant?

As soon as possible, we are in the planning process for the next pow wow.

I certify, to the best of my knowledge, that all the information included in this proposal is correct and the tax-exempt status of this organization is still in effect. If a grant is awarded for this proposal, the funds will be spent according to the budget listed in this application.

Also, if funded, my organization will acknowledge the City of Cibola on all related marketing materials, including our website and social media platforms, and in any other communications in which this program is promoted.

If a grant is awarded to my organization, then the proceeds of that grant will not be distributed or used to benefit any organization or individual supporting or engaged in unlawful activities.

In compliance with the USA Patriot Act and other counterterrorism laws, I certify that all funds received from the City of Cibola will be used in compliance with all applicable anti-terrorist financing and asset control laws, statutes, and executive orders.

* Signature	Date
Stanley Boyle	04/24/2025
	Format: MM/DD/YYYY

History

Update Submission

Status

Open

Priority

Normal

Due Date

Assigned To

Jeanette Gonzalez

Department

Communications

Attachments

Choose Files No file chosen

Post a new Comment

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City of Cibolo, Texas

Strategic Partnership Grant Application Summary

Supporting Civic Literacy & Community Engagement in Cibolo

- **Organization Name:** Dr. Sarah Harper & Dr. Danielle Fenimore
- **Program Goals:**
 - Increase civic literacy and community engagement in Cibolo.
 - Develop and implement educational materials and civic literacy events to enhance public awareness of municipal services and governance.
 - Establish a strategic partnership with a local university to create internship opportunities and facilitate civic engagement.
- **Alignment with Cibolo's Strategic Plan:**
 - Supports strategic goal #3 (Partnerships & Relationships) by building strong community connections and engaging non-profits in civic literacy initiatives.
 - Aligns with strategic goal #4 (Quality of Life) by organizing educational outreach that promotes active community involvement.
 - Fulfills strategic goal #6 (Operational Excellence) by implementing citizen surveys to enhance resident inclusion and feedback¹.
- **Residents Served:**
 - Estimated to initially engage 500 residents during city-sponsored events, with the benefit extending to all, as visibility and support amplify impact.
- **Funding & Sustainability:**
 - Requested \$7,000 for organizing civic literacy events, educational materials, and participation incentives.
 - Long-term sustainability through continued collaboration with Cibolo and use of educational resources in future events.

* It should be noted that the applicants do not have a 501(c) 3 status.

Strategic Partnership Grant Application

PrintDel

Submitted by:

Submitted On: 2025-04-30 04:28:39

Submission IP: 96.46.160.17 (172.31.74.21)
proxy-IP (raw-IP)

Status: Open

Priority: Normal

Assigned To: Jeanette Gonzalez

Due Date: Open

2025 Strategic Partnership Grant Program

Contact Information

* Organization Name

Dr. Sarah Harper & Dr. Danielle Fenimore

501(c) 3 Status

☐ Yes ☒ No

501(c)3 Number

Mailing address

1 University Way, San Antonio, TX 78224

Main Phone Number

210.784.2260

Location of Main Office

Central Academic Building 347B, 1 University Way, San Antonio, TX 78224

Is your main office located in Cibolo?

☐ Yes
☒ No

Website address

Executive Director or Top Executive

Phone Number

Email

Ex. (123) 456-7890

Contact for this Application

Phone Number

Email

Dr. Sarah Harper

850.346.1832

sarah.harper@tamusa.edu

Proposal Title

* Total Funding Requested

Supporting Civic Literacy & Community Engagement in Cibolo

\$7000

* Type of Request

- ☒ New Program
- ☐ Existing Program
- ☐ Expansion of an existing program
- ☒ New Collaboration

* Alignment with City's Strategic Plan

- ☐ Economic Development
- ☐ Infrastructure
- ☒ Partnerships & Relationships
- ☒ Quality of Life
- ☒ Financial Integrity
- ☒ Operational Excellence

Commitment to Cibolo

What year did your organization begin serving Cibolo?

We are proposing a new collaboration to serve Cibolo this year.

Describe your organization's work in Cibolo.

Our project aims to support the City of Cibolo in their efforts to facilitate more meaningful engagement between the city and its residents and the community. We offer expertise in program design and evaluation, assessment, survey design, qualitative methods, data analysis, curriculum design, and familiarity with best practices in civic literacy/education, public safety, and community engagement.

How does your proposed program or event align with the City of Cibolo’s Strategic Plan?

The proposed project aligns with three strategic goals in the current plan. There are specific initiatives and actions in the plan to which our proposed project correspond. First, our project supports strategic goal #3 (Partnerships & Relationships), initiative 3.1 ("Build strong connections and relationships with community partners, residents, and employees"). Action 3.1.9 states that the city will coordinate and engage with local non-profits and other organizations to increase community participation. Our project will engage with local non-profits and community organizations by collaborating on civic literacy events and outreach programs. These partnerships will help increase community participation and strengthen the network of organizations working towards common goals in Cibolo. For example, we will work with local non-profits to host educational booths at city events, providing information and resources to residents about municipal services and governance. Action 3.1.17 seeks to establish a college internship program. Our project can provide the opportunity to strengthen relationships between community partners, residents, and employees by engaging with residents through civic literacy events and developing an internship pipeline for students interested in city governance. We are able to connect with an established undergraduate internship program that places student interns in a variety of agencies and organizations for course credit. This project provides a foundation through which to initiate internships for college students in Cibolo. Strategic goal #4 (Quality of Life) aligns with our project and mutually achieve objectives for the city and our research. Through initiative 4.1, the city provides recreational activities. Our project supports the quality of life by promoting civic engagement and awareness, which can lead to more active and informed participation in community activities and services. We can facilitate civic literacy events at recreational activities such as Cibolofest and Summer Nights by integrating educational outreach with community recreation that enhance the overall experience for residents and promoting Cibolo as a vibrant and engaged community. Initiative 4.3 seeks to support youth activities, and action 4.3.1 specifically notes that interest in such activities should be evaluated through engaging with local groups. Our project will support youth activities by involving young residents in civic literacy programs and encouraging their participation in community governance. This aligns with the city's goal to promote youth engagement and incorporate their feedback into broader community planning efforts. Finally, strategic goal 6 (Operational Excellence), initiative 6.1 aims to "govern openly to build and sustain trust through citizen inclusion and involvement". Under action 6.1.10, the city would "implement a public input survey for citizen engagement". Our project involves trained researchers conducting surveys and interviews to gather resident input and feedback, which aligns with the city's goal of open governance and citizen involvement. These surveys will be conducted at city-sponsored events and will help identify knowledge gaps and areas for improvement in civic literacy and engagement. Initiative 6.2 specifies that the city should "communicate its goals, successes, and challenges to the community". Our project will support the city's efforts to communicate its goals and challenges by providing findings and recommendations from our civic literacy events and surveys. These insights will be shared with city leadership and used to inform future townhall meetings and community outreach efforts.

How many unduplicated Cibolo residents did your organization serve during the prior fiscal year, and how many Cibolo residents are estimated to be served by this request?

This is a new collaboration, so we did not serve any Cibolo residents in the prior fiscal year. We estimate that 15-20% of attendees at city-sponsored events will engage with our project, based on evidence from similar events. This translates to approximately 500 residents initially. However, the benefit of the program extends to all residents, as increased visibility and community support can amplify the impact over time.

If your proposed program or project is ongoing, please explain how you will continue to deliver benefits to the target population after the grant period has ended.

Establishing the initial event is the most expensive part of the project due to the costs associated with planning, organizing, and executing the event. This includes expenses such as venue rental, marketing materials, booth fees, and other logistical costs. However, once the initial event is developed, the educational materials and outreach strategies created can be utilized by the city for future events, making the project sustainable and cost-effective in the long run. Our team is committed to donating time as a service to the community, ensuring ongoing support beyond the initial event. This includes providing expertise in program design, evaluation, and implementation, as well as conducting follow-up activities to measure the impact of the project. Short-term benefits include immediate engagement and feedback from residents during the initial event. This allows us to gather valuable insights into the community's current levels of civic literacy and engagement, identify knowledge gaps, and understand residents' needs and concerns. Mid-term benefits involve the development of a comprehensive community survey based on the findings from the initial event. This survey will be designed to further assess civic literacy and engagement among residents and provide a more detailed understanding of the community's needs. The survey will be disseminated in the fall of 2025 and analyzed in the spring of 2026. We will seek to involve undergraduate and graduate students in this practical research, data collection, and analysis as part of an experiential/service-learning course. Long-term benefits include sustained civic literacy and engagement initiatives that continue to promote informed and active participation among residents. The findings and recommendations from the project will be shared with city leadership, informing future outreach and education efforts such as Citizens Academy curriculum. Additionally, the established relationship between the research team and the City of Cibolo will facilitate ongoing collaborations, internships, and community impact projects, which can create a lasting positive impact on the community.

How did you determine the Cibolo community's need for this program and what does your program or project hope to accomplish? Identify your program or project's overall goals.

Researchers reviewed the City of Cibolo strategic plan and identified a need for increased civic literacy and community engagement. Voter turnout and resident participation in previous townhall events has been markedly low in Cibolo, as is the case for many cities of its size. Civic literacy and disengagement often have a negative relationship; that is, with less awareness of Cibolo's services, staff, opportunities, and structure, it is likely that residents have then grown more apathetic towards city leadership and initiatives designed to collaborate with them. This project aims to address these needs through a series of targeted goals and objectives designed to enhance public awareness, foster strategic partnerships, and support community initiatives. This project lays initial groundwork for developing a Citizen or Community Academy curriculum that research suggests can be integral to increasing knowledgeable voter turnout, improving communication between residents and city leadership, and numerous other benefits to a growing city like Cibolo. Goal 1: Implement strategies to increase public awareness of municipal services and governance. To achieve this goal, we will hold public civic literacy events to educate residents about the functions and services provided by the municipal government. These events will be designed to engage residents in meaningful conversations about local governance, public safety, and community resources. Educational materials and interactive sessions will aim to increase residents' understanding and involvement in municipal affairs. With assistance of the city, we can organize and host civic literacy events at city-sponsored gatherings such as Cibolofest, Summer Nights, and First Fridays. These events will include booths, presentations, and workshops that provide information about municipal services, governance, and public safety. Residents will have the opportunity to interact with city officials, ask questions, and learn about the various programs and services available to them. These education/outreach strategies can pilot-test content that could be developed into later Citizen or Community Academy curriculum. We will collect qualitative data from attendees at the city-sponsored events. During these events, researchers will conduct interviews and surveys with residents related to their knowledge, experiences, and perceptions of municipal services and governance. This data will help identify knowledge gaps and areas where further education and outreach are needed. Goal 2: Develop a strategic partnership with local university to create opportunities for students. This project will allow the research team to facilitate a collaborative relationship between a local university and the City of Cibolo to create learning opportunities for students. The research team can develop an experiential/service learning course that incorporates practical research, data collection, and analysis related to civic literacy and community engagement. This course will provide students with the opportunity to work directly with city officials, participate in community outreach efforts, and contribute to the development and implementation of civic literacy programs. Our increased familiarity with the city's needs and resources will allow us to identify students to work as interns in various public departments in Cibolo in future semesters. These internships will provide students with hands-on experience in local government, allowing them to apply their academic knowledge to real-world situations and contribute to the city's strategic goals. This project will provide a starting point for a formal internship pipeline between a local university and the City of Cibolo to ensure ongoing opportunities for students to engage with local government. This pipeline can facilitate the placement of students in internships, support their professional development, and strengthen the relationship between the university and the city. Goal 3: Enhance community engagement and support for city initiatives. After the initial civic literacy events, researchers will conduct follow-up surveys and interviews with participants to evaluate the effectiveness of the program content in addressing knowledge gaps and increasing civic engagement. This evaluation will provide insights into the impact of the events and identify further areas for improvement to develop a Citizens or Community Academy curriculum that is most effective. Based on the data collected from the initial events and follow-up evaluations, researchers will provide findings and recommendations to city leadership. These recommendations will inform future outreach and education efforts, helping the city to continuously improve its strategies for promoting civic literacy and community engagement.

Funding Proposal

How will you use the requested grant funds for your proposed program?

The requested funds will be used to hold civic literacy events and develop educational materials for distribution. The research team will attend public events in the City of Cibolo (e.g., First Fridays, Cibolofest, Summer Nights, and Market Days). Costs will cover booth fees (\$75 x 8 events = \$600) and rental expenses (\$150 x 8 events = \$1200). Researchers will interview residents to gain qualitative insights into civic literacy and later invite participants to partake in a city-wide survey at these events. Funds will also assist with supplies at the educational events (\$300) and participation incentives for the residents (\$400), such as food/beverages, gift cards, shirts, or similar items. The additional cost will be discounted consultant fees for the research team (\$75 hourly x 60 hours = \$4,000) who hold doctoral-level degrees with extensive research experience in relevant fields as described elsewhere in application.

Will this program provide opportunities for matching or incentive funds within your organization or from other grantees?

No. However, time dedicated to service, teaching, and research is built into researcher salaries from their employer and will be used in place of standard consultant fees. Arrangements will be made with the university to allow full-time equivalent (FTE) adjustments to better reflect the project's needs.

Identify collaborating partners for the program or project and describe their role and expertise, if any.

Co-Principal Investigators Dr. Sarah Harper and Dr. Danielle Fenimore will be the primary collaborators for the proposed project with the City of Cibolo. Dr. Sarah Harper, Assistant Professor of Criminology at Texas A&M University--San Antonio (TAMUSA): Expertise in qualitative research methods, community outreach, and civic literacy curriculum development. Alumni of Cibolo PD Citizens' Police Academy and currently serving as adult advisor to Cibolo Youth Advisory Council. Dr. Danielle Fenimore, Assistant Professor of Criminology at Texas A&M University--San Antonio (TAMUSA): Expertise in policy evaluation, public safety research, and managing federal funds. Experience includes conducting focus groups, semi-structured interviews, analyzing qualitative data, developing community surveys, and quantitative data analysis. Colleagues may provide additional in-kind effort for study design, data analysis, curriculum design, or related support based on their relevant expertise in related subfields. City of Cibolo: Providing access to city-sponsored events and venues for conducting surveys and outreach, assisting research team with information and guidance that may better support the project.

If this is a new program, do you have organizational experience or research that supports your proposal?

Yes. The researchers involved hold doctorates in criminology and criminal justice, with extensive experience in their respective fields. Dr. Harper and Dr. Fenimore have completed rigorous coursework and proven expert knowledge in research methodologies, program implementation, and evaluation. They have overseen and ethically completed funded research projects that complied with institutional and governmental policies. They maintain current certification for these ethical and institutional policies.

What is the timeline for implementing this grant?

Summer 2025: Conduct initial interviews and surveys at city-sponsored events. Fall 2025: Analyze findings and develop the educational outreach program. Late Fall 2025/Early Spring 2026: Execute the educational outreach events. Spring 2026: Conduct follow-up surveys/interviews and evaluate the program's effectiveness. Summer 2026: Provide findings and recommendations to city leadership.

Signature Authorization and Certification of Information

I certify, to the best of my knowledge, that all the information included in this proposal is correct and the tax-exempt status of this organization is still in effect. If a grant is awarded for this proposal, the funds will be spent according to the budget listed in this application.

Also, if funded, my organization will acknowledge the City of Cibolo on all related marketing materials, including our website and social media platforms, and in any other communications in which this program is promoted.

If a grant is awarded to my organization, then the proceeds of that grant will not be distributed or used to benefit any organization or individual supporting or engaged in unlawful activities.

In compliance with the USA Patriot Act and other counterterrorism laws, I certify that all funds received from the City of Cibolo will be used in compliance with all applicable anti-terrorist financing and asset control laws, statutes, and executive orders.

* **Signature**

Sarah L. Harper, Ph.D. & Danielle Fenimore, Ph.D.

Date

04/30/2025

Format: MM/DD/YYYY

History

Update Submission

Status

Open

Priority

Normal

Due Date

Assigned To

Jeanette Gonzalez

Department

Communications

Attachments

Choose Files No file chosen

Post a new Comment

Normal ▾

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City of Cibolo, Texas

Strategic Partnership Grant Application Summary

Children's Advocacy Project

- **Organization Name:** Guadalupe County Children's Advocacy Center (GCCAC)
- **Program Goals:**
 - Establish a permanent location on the west end of Guadalupe County.
 - Provide specialized services and support to children and non-offending caregivers who have experienced various forms of abuse and neglect.
 - Enhance safety, ensure justice while reducing trauma, and prevent repeat victimization.
 - Coordinate cases and enhance investigations alongside law enforcement and Child Protective Services.
- **Alignment with Cibolo's Strategic Plan:**
 - Supports strategic goals related to community safety, operational excellence in public service, and better coordination with local law enforcement.
 - Aligns with initiatives aimed at ensuring justice and support systems for vulnerable populations.
- **Residents Served:**
 - The Children's Advocacy Center served 278 children in Cibolo in 2024.
 - Currently serves the Cibolo community through the satellite location in Schertz, providing free and comprehensive, trauma-informed services.
- **Funding & Sustainability:**
 - Requested \$12,000 for the planning stage of establishing a new location, funding for land acquisition, and engaging with professionals for facility development.
 - Long-term sustainability through ongoing community engagement, fundraising efforts, and support from county, state, and federal grants.

Strategic Partnership Grant Application

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Submitted by:

Submitted On: 2025-04-25 14:54:56

Submission IP: 70.112.39.59 (172.31.31.71)
proxy-IP (raw-IP)

Status: Open

Priority: Normal

Assigned To: Jeanette Gonzalez

Due Date: Open

2025 Strategic Partnership Grant Program

Contact Information

* Organization Name

Guadalupe County Children's Advocacy Center

501(c) 3 Status

☒ Yes ☐ No

501(c)3 Number

41-2071236

Mailing address

265 Wetz Seguin, TX 78108

Main Phone Number

830-303-4760

Location of Main Office

Seguin, TX, Satellite office in Schertz, TX

Is your main office located in Cibolo?

☐ Yes

☒ No

Website address

gccac.net

Executive Director or Top Executive

Christy Williams

Phone Number

830-303-4760

Email

cwilliams@gccac.net

Contact for this Application

Christy Williams

Phone Number

830-303-4760

Email

cwilliams@gccac.net

Proposal Title

Children's Advocacy Project

* Total Funding Requested

12,000

* Type of Request

- ☐ New Program
- ☐ Existing Program
- ☒ Expansion of an existing program
- ☐ New Collaboration

* Alignment with City's Strategic Plan

- ☐ Economic Development
- ☐ Infrastructure
- ☒ Partnerships & Relationships
- ☐ Quality of Life
- ☐ Financial Integrity
- ☐ Operational Excellence

Commitment to Cibolo

What year did your organization begin serving Cibolo?

The Guadalupe County Children’s Advocacy Center is a non-profit organization serving children and non-offending caregivers who have experienced abuse and neglect. The agency opened its doors, serving the families of Guadalupe County, to include Cibolo, in 2004. A satellite location was opened in October 2016 in the City of Cibolo to better meet the needs of those in the community by bringing the specialized services closer to the West end residents of Guadalupe County. The satellite is now located in Schertz (3.5 mi from Cibolo City Hall), continuing to serve the children and families of Cibolo.

Describe your organization's work in Cibolo.

The Guadalupe County Children’s Advocacy Center (GCCAC) opened in 2004 to serve children and families when there are allegations of sexual abuse, physical abuse, neglect, sex or labor trafficking, and drug endangerment, as well as when they have been a witness to crimes such as domestic violence, homicide, arson, and burglary. The district attorney, along with law enforcement and Child Protective Services, started this children’s advocacy center in Guadalupe County to enhance the safety of the community, ensure justice while reducing trauma for children and families, and prevent children from experiencing future victimization. The goal was also to alleviate the burden on children and their families brought on by the investigative and judicial processes. These goals are achieved through coordinating cases, enhancing investigations, building stronger cases for prosecution, and awareness and education efforts. They are also achieved by providing comprehensive, trauma-informed services to support children and families as they move through the process. The GCCAC provides non-leading, developmentally appropriate forensic interviews at the request of law enforcement and child protection workers. The center is an ongoing resource to the families served and aids clients through the healing process by providing advocacy and counseling services free of charge for as long as needed. These specialized, trauma-informed services ensure children and families will go on to be productive and successful members of the community. The GCCAC also takes a proactive approach to prevent child abuse and neglect by teaching educators and community members how to recognize and report child abuse, spreading awareness in the community, and teaching radKIDS and MBF Child/Teen Safety Matters to school-aged children. All prevention efforts are aimed at decreasing the number of children needing responsive services in the future. The GCCAC is committed to cultivating a brighter and safer future for children of Guadalupe County. The GCCAC is an accredited member of Children’s Advocacy Centers of Texas and National Children’s Alliance. With 70 children’s advocacy centers (CAC) in Texas, the GCCAC is the only CAC directly serving individuals in Guadalupe County. The GCCAC main location is in Seguin; however, it was determined that a satellite location was needed on the West end of Guadalupe County in order to provide greater access to these vital services to Cibolo, Schertz, and Selma residents. In October 2016, GCCAC opened its doors at a satellite location in downtown Cibolo. When our lease was terminated due to the sale of the property, the GCCAC attempted to find another location in Cibolo, but were unsuccessful. The GCCAC moved to a satellite location in Schertz in December 2018. This location is located at the Old Corbett building of SCUCISD, just 3.5 miles from the Cibolo City Hall and continues to serve Cibolo residents. The location and proximity to Cibolo has allowed GCCAC to continue to serve the children of Cibolo, totaling 70 forensic interviews completed at the request of Cibolo Police Department with an additional 113 forensic interviews of children completed from the SCUCISD school district in 2024.

How does your proposed program or event align with the City of Cibolo’s Strategic Plan?

Child abuse victimization is a persistent and pervasive problem in Guadalupe County, and with continued population increases and the cycle of violence, there will likely be an increase in child victims in the months and years to come. With the help of GCCAC, Cibolo residents are provided a service that aligns with the City of Cibolo’s strategic plan aimed at building strong connections and relationships with community partners, residents, and employees. The GCCAC provides unparalleled services to aid victims of abuse to support them into being survivors. The GCCAC provides prevention services aimed at arming children and adults in the community with the knowledge they need to recognize and report abuse. GCCAC is also teaching empowerment programs to the youth in the community to help prevent future instances of abuse.

How many unduplicated Cibolo residents did your organization serve during the prior fiscal year, and how many Cibolo residents are estimated to be served by this request?

In fiscal year '24, GCCAC served 278 individual clients from the city of Cibolo. These services include forensic interviews, initial family advocacy, ongoing follow up through our family advocacy program, case coordination and review, and mental health services. These services span months to years worth of support and healing for the children and families of Cibolo. It is expected that this number will be maintained from year-to-year and likely increase due to population growth.

If your proposed program or project is ongoing, please explain how you will continue to deliver benefits to the target population after the grant period has ended.

The GCCAC is committed to serving the community and supporting the children and families of Cibolo and Guadalupe County. The GCCAC is funded through private donors, fundraising, and local, state, and federal grant programs.

How did you determine the Cibolo community's need for this program and what does your program or project hope to accomplish? Identify your program or project’s overall goals.

The Guadalupe County Children’s Advocacy Center (GCCAC) serves children and families throughout Guadalupe County, to include Cibolians – and contiguous counties, by request – when there are criminal or safety concerns such as sexual or physical abuse, domestic violence, drug exposure, and homicide. The Cibolo Police Department is a current partner agency with which the GCCAC provides legally sound forensic interviews and ongoing supportive family advocacy as well as counseling services for the children and non-offending family members of these Cibolo residents. The GCCAC hopes to utilize these funds to continue the important work of victim support and healing in the Cibolo community by establishing a permanent location on the west end of Guadalupe County for services while continuously enhancing the support provided by the agency. While the GCCAC currently has a satellite office in Schertz, the space no longer meets our needs and is inadequate for the children’s needs. In order to provide the volume of services needed on the west end of the County and to ensure the services offered are close to home, the GCCAC needs a facility that can accommodate the capacity and demands of the west end. Sadly, the demand for our services is increasing with the increase in population. The children who come to the GCCAC for services need a facility that will be safe and secure and that will truly be a space the children deserve to facilitate their healing. Our overall project goal for these funds is to begin the work to construct a new facility designed to meet the unique needs of the GCCAC and children served. We are working to secure a property, and once that is finalized we will need to work with architects, engineers, and the like to determine the total project cost. These funds will be used toward this future investment for the children and families on the west end of Guadalupe County and for our partners at Cibolo Police Department.

Funding Proposal

How will you use the requested grant funds for your proposed program?

The GCCAC is currently working toward establishing a permanent location on the west end of Guadalupe County to better serve the children and families located here. The funds would be used in the planning stage of a new location on the west end of the county. We aim to create a new space to better fit the needs of the community we serve as our current facility is no longer adequate to meet our client’s needs. The center is in the process of obtaining land. Once the land has been obtained, we will need to engage with architects, engineers, and the like to establish the anticipated cost of building a new facility. These grant funds would help us to accomplish those activities. In conjunction with this grant opportunity, the GCCAC plans to host fundraisers in the community and to seek out additional donors to support this project. The GCCAC is also supported by county, state, and federal grants to fund our day-to-day projects and operations. Finally, while we would prefer to use these funds for this project, if the council would prefer to support our general operating expenses in order to continue our daily mission serving the children and families of Cibolo, we would greatly appreciate it. We understand that there will be other nonprofits with needs who apply for this generous donation. We would appreciate funding this project, to the fullest extent possible, to show support from the City of Cibolo for the work being done for its most vulnerable citizens on behalf of the Cibolo Police Department.

Will this program provide opportunities for matching or incentive funds within your organization or from other grantees?

While there are currently no matching or incentive funds identified, these funds will help us to ultimately reach our goal of establishing a fund for our new, permanent site. Once this is completed, we will be able to continue to grow our base of support and fundraising to broaden our reach to Cibolo and Guadalupe County residents in a safe, confidential, and comfortable space that the children deserve.

Identify collaborating partners for the program or project and describe their role and expertise, if any.

The GCCAC will be partnering with the Cibolo Police Department to ensure that the new facility will meet their needs and the needs of the Cibolo residents they refer to us for services. There may also be an opportunity to co-locate detectives at the facility to aid in the investigative process. The GCCAC will engage with a reputable, local general contractor and other professionals in the community to complete the project. We greatly appreciate this opportunity to apply for this grant and to collaborate with the City and Cibolo Police Department in the establishment of this new, permanent site to continue this important work.

If this is a new program, do you have organizational experience or research that supports your proposal?

Child abuse includes sexual and physical abuse, neglect, drug exposure, bullying, cyberbullying, teen dating violence, as well as witnesses to domestic violence, homicide, or other crimes, and has lasting effects on the victim. The Adverse Childhood Experiences Study demonstrates that children who have experienced trauma are more likely to engage in early initiation of smoking, sexual activity, and illicit drug use. They are also more likely to suffer academically and experience long-term psychological effects, to include depression, anxiety, and suicidal ideation. Children with multiple traumas have significantly higher rates of heart disease, chronic pulmonary lung disease, hepatitis, and diabetes. When left untreated, a child's experience of and response to trauma can have a lasting emotional and physical impact on the rest of their lives and lead to hindered brain development, diminished self-esteem, suicide, other poor health outcomes, and participation in unhealthy relationships, which can also perpetuate the cycle of violence. These types of victimizations are inherently hidden, persistent, and pervasive problems in Guadalupe County, and with continued population increases and the cycle of violence, there will likely be an increase in child victims in the months and years to come. Without community knowledge of these issues and the resources that respond to them, children and adults will be less empowered to speak up about abuse, leading to many children remaining in unsafe environments and situations. With these cases going unreported, children will not receive the crucial services offered through the GCCAC and MDT approach. It is imperative that the community recognize these issues and that through their report, child victims will gain access to responsive services in place to support their needs. In 2024, GCCAC coordinators reviewed 3,389 child abuse hotline reports, of which more than 1,508 met MDT protocol and were coordinated on, resulting in 375 cases worked alongside the Multi-Disciplinary Team (made up of 8 law enforcement agencies, DFPS, county attorney, CASA, GRMC, and GCCAC). The GCCAC conducted 643 forensic interviews of children, 578 initial advocacy sessions with non-offending caregivers, 3,143 advocacy follow ups, and 3,530 trauma-focused therapy sessions. Working closely with the Cibolo Police Department, the GCCAC was able to conduct 70 forensic interviews for children who were suspected to have experienced abuse or neglect in the City. This makes up 17% of the cases served by the agency in 2024 and was an increase of 11 forensic interviews from 2023. This streamlined approach reduced re-victimization of children and families experiencing abuse or neglect by minimizing the number of times children were asked to disclose their experiences. As a result of services offered in 2024, 100% of GCCAC clients reported they were "given information about the services and programs provided by the Center." 100% of GCCAC clients reported the center has "provided me with resources to support my child and respond to his or her needs in the days and weeks ahead." In addition, long-term outcomes include a reduction in adverse childhood experiences, increased healthy coping skills, and connections to resources such as Crime Victims Compensation, Texas SAVNS, legal aid, and shelter to meet client basic needs.

What is the timeline for implementing this grant?

The grant funds would be put to use immediately to begin funding the permanent location on the west end of Guadalupe County to further enhance the services provided to Cibolo residents.

Signature Authorization and Certification of Information

I certify, to the best of my knowledge, that all the information included in this proposal is correct and the tax-exempt status of this organization is still in effect. If a grant is awarded for this proposal, the funds will be spent according to the budget listed in this application.

Also, if funded, my organization will acknowledge the City of Cibolo on all related marketing materials, including our website and social media platforms, and in any other communications in which this program is promoted.

If a grant is awarded to my organization, then the proceeds of that grant will not be distributed or used to benefit any organization or individual supporting or engaged in unlawful activities.

In compliance with the USA Patriot Act and other counterterrorism laws, I certify that all funds received from the City of Cibolo will be used in compliance with all applicable anti-terrorist financing and asset control laws, statutes, and executive orders.

* Signature

Christy Williams

Date

04/25/2025

Format: MM/DD/YYYY

Update Submission

Status

Open

▼

Priority

Normal

▼

Due Date

Assigned To

Jeanette Gonzalez

▼

Department

Communications

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Attachments

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City of Cibolo, Texas

Strategic Partnership Grant Application Summary

Marion Community Library's Summer Reading Program

- **Organization Name:** Marion Community Library Association (MCLA)
- **Program Goals:**
 - Encourage lifelong reading habits and keep children's reading skills sharp during the summer.
 - Engage youth and families through educational, cultural, and recreational activities.
 - Reduce the digital divide by providing technology and internet access to rural population segments.
 - Foster community involvement in library activities through special events in collaboration with local businesses.
- **Alignment with Cibolo's Strategic Plan:**
 - Supports initiatives for educational enrichment and community bonding aligning with the city's goals for an improved quality of life and partnerships.
 - Encourages community literacy and educational development, supporting various city's operational goals.
- **Residents Served:**
 - Served 30 Cibolo families in FY2024 with an anticipated increase to 50 families in FY2025.
- **Funding & Sustainability:**
 - Requested \$1,500 to cover costs associated with the Summer Reading Program, including materials, advertising, and prizes.
 - Sustainability secured through donations from local businesses, fundraising activities, and a dedicated program budget¹².

Strategic Partnership Grant Application

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Submitted by:

Submitted On: 2025-03-05 20:06:49

Submission IP: 162.222.246.112 (172.31.21.217)
proxy-IP (raw-IP)

Status: Acknowledged

Priority: Normal

Assigned To: Jeanette Gonzalez

Due Date: Open

2025 Strategic Partnership Grant Program

Contact Information

* Organization Name

Marion Community Library Association (MCLA)

501(c) 3 Status

☒ Yes ☐ No

501(c)3 Number

74-2670235

Mailing address

201 S. Center St. Marion, TX 78124

Main Phone Number

830-420-4022

Location of Main Office

201 S. Center St. Marion, TX 78124

Is your main office located in Cibolo?

☐ Yes

☒ No

Website address

https://www.mariontxcommunitylibrary.com/

Executive Director or Top Executive

Crystal Duhamel-Hopper, Library Director

Phone Number

830-420-4022

Email

cd.mcommunitylibrary@gmail.com

Contact for this Application

Wendie Wolfe, MCLA President

Phone Number

210-859-6192

Email

wow1961@att.net

Proposal Title

Marion Community Library's Summer Reading Program

* Total Funding Requested

\$1,500.00

* Type of Request

- ☐ New Program
- ☒ Existing Program
- ☐ Expansion of an existing program
- ☐ New Collaboration

* Alignment with City's Strategic Plan

- ☐ Economic Development
- ☐ Infrastructure
- ☒ Partnerships & Relationships
- ☒ Quality of Life
- ☐ Financial Integrity
- ☐ Operational Excellence

Commitment to Cibolo

What year did your organization begin serving Cibolo?

The Marion Community Library and its Association started serving Cibolo and all cities of Guadalupe County in 1993. Though located in Marion, TX, all Guadalupe County residents are allowed free use of all Library services.

Describe your organization's work in Cibolo.

Marion Community Library provides informational, educational, cultural, and recreational materials, programs, and services, in a variety of formats and technologies to all residents of Cibolo and Guadalupe County. Key means by which we are living out this mission are highlighted below:

- Youth Engagement and Educational Enrichment: Our S.T.E.A.M.ers Club brings engaging, hands-on learning to young minds (age 7-12) in science, technology, engineering, art, and mathematics, aimed at building skills and confidence leading to future academic and career success. These young people love to explore with 3D pens, create simple circuits, and bring vibrant paintings to life—tools that stretch their creativity and build foundational skills. These programs don't just teach, they inspire!
- Addressing the Digital Divide: Technology is essential, but not accessible to everyone. To bridge this gap, we offer free 24/7 Wi-Fi at our facility, along with 4G Hot Spots that patrons can borrow for at-home use. These give families reliable internet connections for school, job, healthcare, and life needs. We also have expanded our business services to include color printing, fax, and free notary services. In a community where many live below the poverty line, these services help level the playing field and increase digital inclusion.
- Supporting Basic Needs and Community Well-being: We proudly partner with local nonprofits, such as Marion Project Care's Angel Tree, Girl Scout Troop 108's Food Pantry, and New Braunfels Food Bank, to help meet some of our community's most pressing needs. By serving as a central donation point, we provide food and other essentials to a community in which a 15% poverty rate and food desert status mean many of our residents face challenges accessing even the basics.
- Providing Gathering Spaces: We provide one of the few local meeting spaces available for the public. Use of the Reinhard Room, which can accommodate up to 53 people, is free. Organizations using this space regularly include the Marion City Council, two Girl Scout Troops, the Marion Education Foundation, the Marion Youth Sports Organization, and the Marion Volunteer Fire Department. Additionally, we recently added three outdoor patio tables to the front courtyard of the library, which has created an inviting outdoor area for library events as well as a relaxing space for patrons to access free Wi-Fi when the library is closed. Together, these programs, services, and partnerships illustrate our deep dedication to improving life in our community, addressing both immediate needs and long-term well-being.

How does your proposed program or event align with the City of Cibolo's Strategic Plan?

The recent communications between the City of Cibolo and the Marion Community Library are a start in building our partnership, City of Cibolo's Strategic Goal 3.1. We see our library as a county resource available to Cibolo residents. The library's Summer Reading program aligns with the City of Cibolo's Strategic Goal #4, specifically; 4.1 Promote active lifestyles for all ages by providing opportunities to recreate, and 4.3 Support youth activities. The Marion Community Library's Summer Reading Program provides activities for the whole family.

- First, it is a competition. Adults and children accumulate points through reading and program attendance. At the end of the 2-month program, prizes are drawn, and all participants are eligible to win.
- Second, we will offer several age-appropriate programs, for toddlers, children, teens, and adults. This year's program theme is, "Color our World" and these programs will relate to the theme.
- Third, educational value cannot be overlooked. Keeping children reading and being active over school downtime aids with their transition back to school.
- Fourth, our past Summer Reading Programs identified family involvement. Moms, Dads, and siblings all try to outpoint each other or pool their points in hopes of winning a specific prize for their family.

How many unduplicated Cibolo residents did your organization serve during the prior fiscal year, and how many Cibolo residents are estimated to be served by this request?

In FY2024, 30 Cibolo families utilized services provided by our library. Guadalupe County is growing. We see our library as an alternative for your citizens from the other public libraries in the area. We anticipate in FY2025, serving 50 Cibolo families as word gets out about our availability, re-occurring, and Summer Reading Programs.

If your proposed program or project is ongoing, please explain how you will continue to deliver benefits to the target population after the grant period has ended.

The summer reading program is an annual event with a large participation. Meeting this program’s goals has a significant effect on the community. Our library offers additional programs throughout the year that continue to benefit the community. Some of these programs/services are: • Story Time with Santa and Cookie decorating with Mrs. Claus. This event is so popular that we have three sessions. • Native Plant Seminars. • Host the New Braunfels Food Bank’s three-part series, Healthy Eating on a Budget. • Author Talk. This event showcases local authors. We are proud to say, Cibolo authors Judy Womack and Carlene Havel are among them. • Quarterly crafting classes for teens and adults. • Free Notary Service. • ACCOG classes for Senior Citizens. • Free Wi-Fi is available during non-library hours.

How did you determine the Cibolo community's need for this program and what does your program or project hope to accomplish? Identify your program or project’s overall goals.

The Marion Community Library services a diverse population. Part of that population lives in rural areas with minimal, inexpensive options to engage their children and family. Our library is conveniently located for these patrons, participation is free, and the Summer Reading Program offers fun entertainment for all. Our program’s overall goals for readers in a summer reading program include: • Encouragement that reading becomes a lifelong habit. • For reluctant readers to be drawn in by the activities. • For children to keep their reading skills sharp. • To generate interest in the library and books. • Fun for our participants.

Funding Proposal

How will you use the requested grant funds for your proposed program?

Any grant funds will be used to cover the cost of the Summer Reading Program. The Summer Reading Program is a two-month event with a theme of “Color Our World.” During these two months, participants will accumulate points by reading and participating in several age-specific and theme-related programs under the umbrella of the Summer Reading Program. These costs include: • Advertising. • Patron Participation items. • Program materials. • Program speakers or leaders. • End of Summer Reading Program prizes.

Will this program provide opportunities for matching or incentive funds within your organization or from other grantees?

We do not have matching funds incentives from inside the organization or other grantees. The Marion Community Library Summar Reading Program is an annual event. Funding for this event typically comes from these three areas: • Donations. Local businesses and community members have been consistent library supporters over the years. We will send out a funding request letter to some 65 local businesses requesting support for this program. • Fundraising. Together, our monthly MCLA Bookstore Sale and semiannual Book Sale/Bake Sale provide almost \$5,000 in added income each year to support library needs. Fundraising funds are also used to supplement program costs. • Budget. Marion Community Library Association (MCLA) Program-Budget. This is our largest program so part, but not all funding comes from the program budget. Our FY25 budget has allocated \$450.00 to this program.

Identify collaborating partners for the program or project and describe their role and expertise, if any.

American Library Association (ALA) – This organization recognizes the importance of Summer Reading Programs nationally. They provide a national database with Summer Reading Program ideas and various Summer Reading grant opportunities. Texas State Library and Archives Commission (TSLAC) – This organization verifies and accredits Texas libraries on an annual basis. They take up ALA’s Summer Reading Program’s mission on a state level. As a TSLAC-accredited library, we have access to the State’s Summer Program paraphernalia and participation with this year's program theme. This access provides inexpensive themed products like posters, bookmarks, etc. we can use to enhance our program. Local Businesses. Their donations have made this program the success it has become.

If this is a new program, do you have organizational experience or research that supports your proposal?

This is not a new program for our library. Last year’s Summer Reading Program was highly successful, with 150 participants. We anticipate more participation this summer. Our Library Director is the key to this success! She has a dynamic personality, and outstanding organizational skills, and is also thrifty. Plus, she loves our community and her job!

What is the timeline for implementing this grant?

The Marion Community Library’s Summer Reading Program starts June 1, 2025, and ends July 31, 2025. Grant funding will be spent as soon as it is received on program preparation. All funds will be spent by the end of the program.

Signature Authorization and Certification of Information

I certify, to the best of my knowledge, that all the information included in this proposal is correct and the tax-exempt status of this organization is still in effect. If a grant is awarded for this proposal, the funds will be spent according to the budget listed in this application.

Also, if funded, my organization will acknowledge the City of Cibolo on all related marketing materials, including our website and social media platforms, and in any other communications in which this program is promoted.

If a grant is awarded to my organization, then the proceeds of that grant will not be distributed or used to benefit any organization or individual supporting or engaged in unlawful activities.

In compliance with the USA Patriot Act and other counterterrorism laws, I certify that all funds received from the City of Cibolo will be used in compliance with all applicable anti-terrorist financing and asset control laws, statutes, and executive orders.

* **Signature**

Wendie L. Wolfe

Date

03/05/2025

Format: MM/DD/YYYY

History

Update By: Jeanette Gonzalez

Private - 1 month ago () - #1

- Changed status from **Open** to **Acknowledged**

Update Submission

Status

Acknowledged

Priority

Normal

Due Date

Assigned To

Jeanette Gonzalez

Department

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City of Cibolo, Texas

Strategic Partnership Grant Application Summary

The Rotary Club of Randolph Metrocom Partnership

- **Organization Name:** The Rotary Club of Randolph Metrocom Partnership
- **Program Goals:**
 - Provide scholarships to local high school students to support their pursuit of higher education.
 - Focus on students who have demonstrated civic engagement, leadership, and a commitment to furthering their education.
 - Encourage community involvement among youth through direct financial support for educational endeavors.
- **Alignment with Cibolo's Strategic Plan:**
 - Supports educational opportunities aligning with the city's emphasis on partnerships and relationships, fostering community pride and offering quality of life improvements through youth empowerment.
- **Residents Served:**
 - Scholarships are awarded to multiple students each year, impacting numerous families and potentially benefiting the broader educational community.
- **Funding & Sustainability:**
 - Requested \$3,000 for scholarship distribution.
 - Will match a portion of funds Sustained through fundraising initiatives and grant opportunities with District 5840.

FY25 City of Cibolo Strategic Partnership Grant Application

Contact Information

Organization Name: Rotary Club of Randolph Metrocom

501(c)(3) Status: Yes

501(c)(3) Number: [23-7128524]

Mailing Address: [P.O. Box 2381, Universal City, TX 78148]

Main Phone Number: [210-378-0645r]

Location of Main Office: [P.O. Box 2381, Universal City, TX 7814s]

Is your main office located in Cibolo? NO

Website Address: [Randolphmetrocomrotary.orgt]

Executive Director (Cheri Armstrong): [Rotary Club Past President]

Phone Number: [210-378-0645]

Email Address: [cheriarmstrong@me.coml]

Main Contact(s) for this Proposal: Cheri Armstrong

Phone Number: [210-378-0645r]

Email Address: cheriarmstrong@me.com

Proposal Title: Cibolo Future Scholars – The Rotary Club of Randolph Metrocom Partnership

Total Funding Requested: **\$3,000**

Type of Request: Expansion of an Existing Program

Alignment with City's Strategic Plan: Partnerships & Relationships, Quality of Life

Commitment to Cibolo

1. What year did your organization start serving Cibolo?

We began serving the City of Cibolo in the mid-2000s, following the opening of Byron Steele High School. The Rotary Club of Randolph Metrocom itself has been actively engaged in community service for over 50 years.

2. Describe your organization's work in Cibolo?

The Rotary Club of Randolph Metrocom has consistently served Cibolo residents through youth leadership programs, academic scholarships, Interact Clubs at local high schools, community service initiatives, and collaborations with city and nonprofit partners. Our mission aligns with Rotary International's motto: Service Above Self.

3. How does your proposed program or event align with the City of Cibolo's Strategic Plan?

This program supports:

- Strategy 3.1: By strengthening our relationship with SCUCISD, local nonprofits, and city leaders.
- Strategy 4.3: By directly supporting youth through scholarships and mentorship.
- Strategy 4.1: By promoting active, engaged lifestyles that include leadership development and career preparation.

4. How many unduplicated Cibolo residents did your organization serve during the prior fiscal year, and how many are estimated to be served by this request?

Last year, our Rotary Club and its partners served approximately 10 Cibolo students through scholarships, service projects, and youth leadership training. This grant will help us expand our reach to an estimated 12 students, offering direct scholarship support and mentoring.

5. If your proposed program or project is ongoing, please explain how you will continue to deliver benefits to the target population after the grant period has ended.

We will continue to deliver scholarships annually through ongoing fundraising efforts, corporate sponsorships, and community donations. The Rotary Club of Randolph Metrocom will manage funds distribution to ensure transparency and sustainability.

6. How did you determine the Cibolo community's need for this program and what does your program or project hope to accomplish? Identify your program or project's overall goals.

Through our direct work with SCUCISD schools and local counselors, we've observed that many students face financial barriers that limit their post-secondary opportunities. Our goal is to expand educational access and reduce financial hardship through targeted scholarships for students in need. We aim to empower youth to pursue education confidently and graduate with purpose.

Funding Proposal

1. How will you use the requested grant funds for your proposed program?

The funds will be used to provide scholarships in increments in the amount of \$100.00 & \$500.00 per student for eligible graduating seniors in Cibolo. These funds may be used for community college tuition, vocational training.

2. Will this program provide opportunities for matching or incentive funds within your organization or from other grantees?

Yes. The Rotary Club of Randolph Metrocom will match a portion of these funds through its ongoing fundraising initiatives with Grant Opportunities with District 5840 to expand the impact.

3. Identify collaborating partners for the program or project and describe their role and expertise, if any.

NorthEast Lakeview College will assist in identifying qualifying students from the Cibolo area.

The Rotary Club of Randolph Metrocom will manage the selection and distribution of scholarship funds to eligible students from the City of Cibolo. This effort includes collaboration with NorthEast Lakeview College and the Guadalupe County Livestock and Home Show. In addition to funding, the Rotary Club will provide mentorship opportunities

with RYLA and pursue matching grant support through Rotary District 5840.

4. If this is a new program, do you have organizational experience or research that supports your proposal?

Although this is an expansion, both Rotary and the Partner In Education Foundation have over five decades of experience supporting education and scholarship programs. Our strong relationships with local schools and proven financial stewardship make this a natural and scalable initiative.

5. What is the timeline for implementing this grant?

Scholarships will be awarded in two cycles: Fall 2025 and January 2026. The Fall 2025 awards will support students pursuing higher education, while the January 2026 awards will be given during the Guadalupe County Livestock and Home Show to students continuing their education in agriculture-related fields. This timeline ensures both academic and vocational students receive the support needed to pursue their goals.

Signature Authorization and Certification of Information

I certify, to the best of my knowledge, that all the information included in this proposal is correct and the tax-exempt status of this organization is still in effect. If a grant is awarded for this proposal, the funds will be spent according to the budget as described in this application.

Also, if funded, my organization will acknowledge the City of Cibolo on all related marketing materials, including our website and social media platforms, and in any other communications in which this program is promoted.

If a grant is awarded to my organization, then the proceeds of that grant will not be distributed or used to benefit any organization or individual supporting or engaged in unlawful activities.

In compliance with the USA Patriot Act and other counterterrorism laws, I certify that all funds received from the City of Cibolo will be used in compliance with all applicable anti-terrorist financing and asset control laws, statutes, and executive orders.

Signature of Authorized Representative: Cheri Armstrong Date: April 30, 2025

Printed Name and Title: **Cheri Armstrong, Community Liaison – Rotary Club of Randolph Metrocom**



City of Cibolo, Texas

Strategic Partnership Grant Application Summary

Miss Cibolo Scholarship Pageant

- **Organization Name:** Miss Cibolo Pageant
- **Program Goals:**
 - Provide scholarships and leadership development opportunities to young women in Cibolo.
 - Foster confidence, public speaking, and community engagement among participants.
 - Promote the personal growth and education of local youth, encouraging them to become role models.
- **Alignment with Cibolo's Strategic Plan:**
 - Supports community engagement and youth development initiatives, aligning with the city's goals for educational advancement and celebrating community heritage.
 - Emphasizes family, patriotism, and community spirit, reflecting the city's commitment to cultural heritage and strong community bonds.
- **Residents Served:**
 - Engaged 16 delegates in 2024, impacting thousands of residents through both in-person participation and extensive digital outreach.
 - Social media outreach reached over 178,316 individuals, greatly enhancing community involvement and connection.
- **Funding & Sustainability:**
 - Requested \$5,800 to cover scholarship awards and operational costs for the pageant.
 - Sustainment through diversified funding sources such as corporate sponsorships, fundraising events, and donations.

Strategic Partnership Grant Application

Print

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Submitted by:

Submitted On: 2025-03-05 21:44:50

Submission IP: 76.217.143.18 (172.31.71.108)
proxy-IP (raw-IP)

Status: Acknowledged

Priority: Normal

Assigned To: Jeanette Gonzalez

Due Date: Open

2025 Strategic Partnership Grant Program

Contact Information

* Organization Name

Miss Cibolo Pageant

501(c) 3 Status

☒ Yes ☐ No

501(c)3 Number

46-4633039

Mailing address

129 Lindy Hills Cibolo, TX 78108

Main Phone Number

2103190600

Location of Main Office

129 Lindy Hills Cibolo, TX 78108

Is your main office located in Cibolo?

☒ Yes
☐ No

Website address

Miss Cibolo Pageant on Facebook and Instagram

Executive Director or Top Executive

Susan Delano

Phone Number

2103190600

Email

misscibolopageant@gmail.com

Contact for this Application

Tannya Bjork

Phone Number

2102161894

Email

tannyabjork@gmail.com

Proposal Title

* Total Funding Requested

5800

* Type of Request

- ☐ New Program
- ☒ Existing Program
- ☒ Expansion of an existing program
- ☐ New Collaboration

* Alignment with City's Strategic Plan

- ☐ Economic Development
- ☐ Infrastructure
- ☒ Partnerships & Relationships
- ☒ Quality of Life
- ☐ Financial Integrity
- ☐ Operational Excellence

Commitment to Cibolo

What year did your organization begin serving Cibolo?

2011

Describe your organization's work in Cibolo.

The Miss Cibolo Pageant is a unique event that turns beauty inside out! As a 501(c)(3) non-profit organization, the pageant—formally known as the Miss Cibolo Scholarship Pageant—provides young ladies with the opportunity to achieve their educational aspirations through scholarship awards. It also broadens their horizons through meaningful community involvement. Thanks to the generous contributions of local supporters, we have awarded scholarships and savings bonds to 40 young women, totaling over \$61,800, to further their education and ambitions over the past 14 years. Our Mission & Call for Support As a volunteer-run organization, we rely entirely on private funding and donations. Every financial contribution directly supports our scholarship funds and ensures the continued operation of the Miss Cibolo Pageant program. With your partnership, we can continue to impact, transform, and empower young women as they pursue a promising future. Your support plays a critical role in enabling these young leaders to achieve their goals while giving back to their communities.

How does your proposed program or event align with the City of Cibolo’s Strategic Plan?

The Miss Cibolo Scholarship Pageant aligns with the City of Cibolo's strategic plan by fostering community engagement, celebrating local heritage, and supporting youth development. The pageant, a Cibolo original, emphasizes family, patriotism, and community spirit, reflecting the city's commitment to honoring its historic roots and promoting community involvement. By providing scholarships to young women, the pageant encourages educational advancement and personal growth, contributing to the development of future community leaders. This initiative supports the city's goal of investing in human capital to drive sustainable economic growth and community well-being. Additionally, the pageant's emphasis on community events and partnerships enhances civic pride and unity, aligning with Cibolo's objective to create a vibrant community that values its cultural I heritage and fosters strong community bonds.

How many unduplicated Cibolo residents did your organization serve during the prior fiscal year, and how many Cibolo residents are estimated to be served by this request?

In 2024, the Miss Cibolo Scholarship Pageant had a significant impact on the community, serving as a platform for young women to develop leadership skills, gain confidence, and represent the City of Cibolo with pride. In 2024, the pageant featured 16 dedicated delegates who embodied the spirit of the city and showcased their talents, poise, and commitment to community service. Beyond the in-person participants that impacted thousands of Cibolo residents, the pageant also achieved remarkable engagement through its digital presence. On social media, the event reached an impressive 178,316 individuals, generating 218,968 impressions and 12,034 views. The community actively interacted with the pageant’s content, resulting in 3,548 reactions, comments, and shares, while 16,668 clicks demonstrated a strong level of interest and participation. As 2024 marked a rebuilding and relaunch year for the Miss Cibolo Scholarship Pageant, we anticipate even greater growth in 2025. With a strong foundation now in place, we look forward to expanding our reach, increasing participation, and continuing to celebrate the leadership and achievements of young women in our community.

If your proposed program or project is ongoing, please explain how you will continue to deliver benefits to the target population after the grant period has ended.

The Miss Cibolo Scholarship Pageant can continue to deliver benefits to its target population even after the City of Cibolo’s grant period ends through a combination of strategic funding, community partnerships, and program sustainability efforts. Here’s how: 1. Diversified Funding Sources Corporate Sponsorships: Partnering with local businesses and larger corporations to secure annual sponsorships in exchange for advertising and community recognition. Fundraising Events: Hosting charity events, community fairs, or benefit opportunities to generate additional revenue. Entry Fees & Donations: Continue the structured entry fee system and providing donation opportunities for community members who want to support the program. Grant Applications: Seeking funding and support from private foundations and educational institutions. 2. Community & Organizational Partnerships Local Schools & Colleges: Partnering with high schools and colleges to offer continued mentorship and scholarship support. Nonprofit Collaborations: Working with women’s empowerment groups, leadership organizations, and educational nonprofits to offer additional resources and funding.

How did you determine the Cibolo community's need for this program and what does your program or project hope to accomplish? Identify your program or project’s overall goals.

The need for the Miss Cibolo Scholarship Pageant was determined through community research, stakeholder feedback, and an analysis of local opportunities for young women. Key indicators of this need include: Limited Scholarship & Leadership Opportunities Many young women in Cibolo face financial barriers to higher education, with limited access to local scholarship programs that specifically support their growth. The pageant provides not only scholarships but also leadership development, helping participants gain confidence, public speaking skills, and career mentorship. Community & Cultural Enrichment Cibolo is a growing city with a strong sense of community, but young residents often lack structured programs that empower and celebrate their achievements. The pageant serves as a platform for young women to engage with their community, become role models, and inspire others. Encouraging Civic Engagement & Personal Growth Through community meetings and discussions with local community members and families, we found a demand for programs that encourage leadership, volunteerism, and civic responsibility. The Miss Cibolo Pageant fosters a spirit of service, encouraging contestants to lead initiatives that benefit Cibolo.

Funding Proposal

How will you use the requested grant funds for your proposed program?

Financial Needs of the Miss Cibolo Pageant Total Cost of Miss Cibolo Pageant: \$18,000 Breakdown of Financial Needs: • Scholarships for Miss Cibolo Court: \$3,000 • Float Expenses: \$2,800 Total request \$5,800

Will this program provide opportunities for matching or incentive funds within your organization or from other grantees?

Yes

Identify collaborating partners for the program or project and describe their role and expertise, if any.

Nothing

If this is a new program, do you have organizational experience or research that supports your proposal?

Nothing

What is the timeline for implementing this grant?

2025

Signature Authorization and Certification of Information

I certify, to the best of my knowledge, that all the information included in this proposal is correct and the tax-exempt status of this organization is still in effect. If a grant is awarded for this proposal, the funds will be spent according to the budget listed in this application.

Also, if funded, my organization will acknowledge the City of Cibolo on all related marketing materials, including our website and social media platforms, and in any other communications in which this program is promoted.

If a grant is awarded to my organization, then the proceeds of that grant will not be distributed or used to benefit any organization or individual supporting or engaged in unlawful activities.

In compliance with the USA Patriot Act and other counterterrorism laws, I certify that all funds received from the City of Cibolo will be used in compliance with all applicable anti-terrorist financing and asset control laws, statutes, and executive orders.

* Signature	Date
Tannya Bjork	03/05/2025
	Format: MM/DD/YYYY

History

Update By: Jeanette Gonzalez

Private - 1 month ago () - #1

- Changed status from **Open** to **Acknowledged**

Update Submission

Status	Priority	Due Date
Acknowledged	Normal	
Assigned To	Department	
Jeanette Gonzalez	Communications	

Attachments

Choose Files

No file chosen


Post a new Comment


Normal


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Send Manual Email On Save?

-- Select an Email --



City of Cibolo, Texas

Strategic Partnership Grant Application Summary

Northeast Lakeview College Student Microgrant Program

- **Organization Name:** Northeast Lakeview College
- **Program Goals:**
 - Provide financial assistance to students experiencing unexpected financial hardships to help them continue their education.
 - Alleviate economic challenges that may hinder academic progress, ensuring students can remain enrolled and focus on their studies.
- **Alignment with Cibolo's Strategic Plan:**
 - Supports strategic goals of enhancing educational attainment and community support by providing financial aid to students in need.
 - Aligns with objectives to improve the quality of life and support workforce readiness by helping students complete their education.
- **Residents Served:**
 - Targets Northeast Lakeview College students facing financial difficulties, broadening their accessibility to education.
- **Funding & Sustainability:**
 - Requested \$5,000 to fund microgrants that directly support students in financial need.
 - Continuation and sustainability through partnerships with local organizations, fundraising efforts, and strategic use of institutional resources.



CONTACT INFORMATION

Organization Contacts			
Organization Name	Alamo Colleges Foundation - Northeast Lakeview College	501(c)3 Status	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
		501 (c)3 Number	# 742422589
Mailing Address	1201 Kitty Hawk Rd Universal City, TX 78148	Main Phone Number	210-212-5266
Location of Main Office	1201 Kitty Hawk Rd Universal City, Tx 78148	Is your main office located in Cibolo?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
Website Address			
Executive Director (or top executive)	Veronica Garcia	Phone Number	210-486-5230
		Email Address	vgarcia2@alamo.edu
Main contact(s) for this proposal	Simone Carnegie-Diaz	Phone Number	210-486-5395
		Email Address	mcarnegie-diaz@alamo.edu

Proposal Title	Emergency Grant Aid for Cibolo Students
Total Funding Requested	\$ 5,000
Type of Request (Check One)	Alignment with City's Strategic Plan
<input type="checkbox"/> New Program	<input type="checkbox"/> Economic Development
<input type="checkbox"/> Existing Program	<input type="checkbox"/> Infrastructure
<input checked="" type="checkbox"/> Expansion of an existing program	<input checked="" type="checkbox"/> Partnerships & Relationships
<input type="checkbox"/> New Collaboration	<input checked="" type="checkbox"/> Quality of Life
	<input type="checkbox"/> Financial Integrity Operational
	<input type="checkbox"/> Excellence



COMMITMENT TO CIBOLO

1. What year did your organization start serving Cibolo?

2007

2. Describe your organization's work in Cibolo?

Northeast Lakeview College (NLC) is a two-year, comprehensive community college established in 2007 as the newest of the five colleges in the Alamo Colleges District. With accreditation from the Southern Association of Colleges and Schools Commission on Colleges, NLC is committed to reducing poverty and social disparity through education. Indeed, NLC serves as an educational gateway with an open admission policy, making it easier to enroll regardless of prior academic record or time away from formal schooling, lower tuition rates that decrease the financial burden for low-income students, and flexible class schedules that allow for the negotiation of work and family responsibilities. NLC offers associate degrees in Arts and Sciences in 34 curriculum areas, Associate of Applied Science degrees in five career and technical fields, and certificates in eight CTE pathways. In fall 2024, NLC served 9,355 students.

3. How does your proposed program or event align with the City of Cibolo's Strategic Plan?

The proposed Cibolo Emergency Aid Project provides micro-grants to NLC students who are Cibolo residents with the goal of reducing financial barriers to educational persistence.

Financial insecurity remains a barrier to student enrollment and persistence at NLC. In the 23-24 academic year, 5% of students were dropped from courses due to the inability to pay tuition (NLC Institutional Data, 2024). When enrolled, the CCSSE survey reveals that NLC students have basic need insecurities that directly affect their ability to persist academically and eventually graduate. Indeed, most students indicated they were likely to withdraw due to a lack of funding or working full-time (71-73%).

Funding through the Cibolo Strategic Partnership Grant would be distributed to Cibolo residents attending NLC who are confronting insecurities in basic needs (food, housing, childcare, technology, tuition and fees, transportation, mental health and medical care) that threaten their academic progression at the college. Targeted financial support and referral to local community agencies will allow Cibolo students to remain enrolled at NLC, supporting the city's commitment to both residents' quality of life and to strengthening connections with community partners.



4. How many unduplicated Cibolo residents did your organization serve during the prior fiscal year, and how many Cibolo residents are estimated to be served by this request?

In the 2024-2025 academic year, 992 Cibolo residents attended Northeast Lakeview College. With a funding request for \$5,000, we anticipate awarding 10-20 students with need-based microgrants. These emergency aid microgrants will range from \$250 - \$1,000. The award amounts will be determined by the students' reported and assessed needs.

5. If your proposed program or project is ongoing, please explain how you will continue to deliver benefits to the target population after the grant period has ended.

The proposed project allows the NLC Student Advocacy Center to intentionally outreach to and engage in targeted advocacy with students residing in Cibolo. We are confident that these efforts will build an awareness among target community residents, encouraging the use of the Center's services once the grant period has ended.

The NLC Advocacy Center has an annual budget of \$50,000 for emergency aid grants. With a high rate of student applicants, the College is active in applying to federal, state and private funding agencies to secure external funding to address students' basic need insecurities, allowing them to remain enrolled. Additionally, the NLC Advocacy Center has long-term relationships with many community-based organizations, businesses and health agencies to provide supportive services, free of charge, to NLC students. Relationships include food assistance through the San Antonio Food Bank and HEB and medical services through UT Health San Antonio (partnerships outlined in question 3). This active investment of the College, persistent fundraising and well-established partnerships will allow NLC to continue to support Cibolo students.



6. How did you determine the Cibolo community's need for this program and what does your program or project hope to accomplish? Identify your program or project's overall goals.

The financial need amongst NLC students is evident in the sustained growth in Pell Grant students, with a 41% increase between 2018 and 2022. In the 2022-2023 academic year, 67.3% of students had incomes between 175%-275% of poverty, qualifying them for Pell Grants. For Cibolo residents attending NLC, 35% were Pell grant recipients.

From the academic years of 20-21 to 23-24, at the Student Advocacy Center, the number of requests for emergency funds increased by 80%. During the academic year 23-24, the Advocacy Center provided basic needs assistance to a total of 553 unique students. The growth in emergency fund requests reveals how students struggle financially at the college.

As defined by the Hope Center, the eight foundation areas of basic needs include food and housing, transportation, childcare, technology, and access to healthcare, including mental health and safety. Insecurity in these foundational needs adversely affects students' well-being, as well as their college persistence and completion. With this understanding, the project provides basic needs support and connects students to institutional and community service providers to mitigate barriers to academic success and persistence.

The proposed project strives to achieve the following goals:

- Provide Advocacy Center outreach to Cibolo students at NLC through email, text and phone campaigns
- Complete biopsychosocial assessments for Cibolo students expressing basic need insecurity
- Provide direct services to Cibolo emergency aid applicants including basic need funding, short-term counseling, disability support, food bank supplies and/or referral to community service providers
- Distribute a minimum of \$5,000 in emergency aid microgrants to 10-20 Cibolo students over the grant period



FUNDING PROPOSAL

1. How will you use the requested grant funds for your proposed program?

Funds will be awarded through an established case management model that includes mental health screenings and a holistic assessment of student needs. Targeted messaging utilizing social media, student e-mails and texts will inform Cibolo residents of the availability of basic need grant aid. Messaging provides access to a web-based application through which students self-identify areas of need. Next, a licensed Social Worker in the NLC Advocacy Center will contact students to schedule an intake assessment within three days of application submission. During the intake meeting, a biopsychosocial assessment is completed to evaluate the presenting problem, mental health symptoms, cultural strengths and resources, substance use, personal, and family relationships, and educational vulnerabilities. At the end of the assessment, Social Workers obtain clarity of the areas of student needs and funding requests self-identified by the student. The assessment also allows for referrals to community partners for ongoing support. Basic needs microgrant award amounts are based on the students' reported and assessed needs as well as on the established protocol for fund distribution. Funds are directly credited to students' bank accounts and do not have to be repaid.

2. Will this program provide opportunities for matching or incentive funds within your organization or from other grantees?

No matching or incentive funding is available within the organization or from other grantees. However, NLC is committed to providing all students facing basic need insecurity and will use available institutional and grant funding to support Cibolo students once these grant funds have been exhausted.



3. Identify collaborating partners for the program or project and describe their role and expertise, if any.

UT Health San Antonio: UT Health San Antonio provides primary health services to NLC students free of charge at Alamo Colleges on-site locations and via telehealth. Services include physical health assessments, nutritional counseling, and minor acute care. Wellness 360 uses a holistic, patient-centered approach to provide individualized care for individuals with a variety of needs. The approach includes an initial evaluation, recommendations for treating a variety of physical and mental health conditions, and medication management.

Bezos Academy: Bezos Academy, located on the NLC campus, offers free Montessori-inspired education to children of NLC students. The Academy offers holistic support including meals, educational supplies and field trip costs for preschool enrollees.

Horizon Parenting Resources: Horizon supports NLC student-parents by providing parenting education courses, supplies that include maternity clothing, diapers and baby supplies and medical referral services. Additionally, Horizons provides an advisor weekly to assist NLC students in accessing free agency services.

San Antonio Food Bank (SAFB): SAFB provides a Case Assistance Navigator to deliver weekly advising at NLC. Navigators educate students on federal and state benefit programs and assist in the completion of TANF, SNAP and WIC applications.

4. If this is a new program, do you have organizational experience or research that supports your proposal?

Research demonstrates that access to essential basic needs aid can have a significant impact on postsecondary student success. (Center for Postsecondary and Economic Success, 2022). NLC institutional data demonstrates that students using Advocacy Center services persist in their college studies at a rate of 67.2%, 9.2 percentage points higher than their peers who do not utilize the center's support (Fall 2023 cohort). Additionally, the three-year graduation rates for students using Advocacy Center services exceeds the rates of their peers by seven percentage points (2021 cohort).



5. What is the timeline for implementing this grant?

The NLC Student Advocacy Center will begin targeted outreach efforts (emails, text and phone campaigns) to NLC students who are Cibolo residents within two months of the grant award. Outreach efforts will inform students of the Advocacy Center services and basic need aid. Within one month of the award, detail codes will be established with the NLC financial aid offices, indicating that awards are in support of basic needs. This ensures that students' financial aid will not be impacted by the award. Once detail code is established, the Advocacy Center will begin to award microgrants for Cibolo residents who apply for basic need support through established procedures.

Signature Authorization and Certification of Information

I certify, to the best of my knowledge, that all the information included in this proposal is correct and the tax-exempt status of this organization is still in effect. If a grant is awarded for this proposal, the funds will be spent according to the budget as described in this application.

Also, if funded, my organization will acknowledge the City of Cibolo on all related marketing materials, including our website and social media platforms, and in any other communications in which this program is promoted.

If a grant is awarded to my organization, then the proceeds of that grant will not be distributed or used to benefit any organization or individual supporting or engaged in unlawful activities.

In compliance with the USA Patriot Act and other counterterrorism laws, I certify that all funds received from the City of Cibolo will be used in compliance with all applicable anti-terrorist financing and asset control laws, statutes, and executive orders.

Signature of Authorized Representative

4/22/25

Date

Dr. Veronica Garcia, NLC President

Printed Name and Title



City of Cibolo, Texas

Strategic Partnership Grant Application Summary

Saddle Creek Ranch Community Enhancement

- **Organization Name:** The Saddle Creek Ranch Homeowners Association
- **Program Goals:**
 - Develop and enhance the community's recreational facilities, focusing on the area around a large pond for community access.
 - Provide outdoor entertainment and leisure activities for all community residents through initiatives such as clearing paths for better fishing and kayaking accessibility.
 - Honor local leaders by installing a bench to commemorate past community contributors such as a mayor, firefighter, and police officer.
- **Alignment with Cibolo's Strategic Plan:**
 - Directly supports quality of life improvements by creating recreational spaces and activities, engaging residents in outdoor community life.
 - Encourages community involvement and strengthens social cohesion through shared outdoor experiences and events.
- **Residents Served:**
 - Serves approximately 1,400 residents within the Saddle Creek Ranch area, enhancing access and availability of outdoor activities.
- **Funding & Sustainability:**
 - Requested \$12,000 for clearing paths and maintaining community areas.
 - Continuation through potential partnerships with the city for ongoing management of the space and sustained community-led improvements.

* It should be noted that the applicants do not have a 501(c) 3 status.

Strategic Partnership Grant Application

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Submitted by:

Submitted On: 2025-04-29 19:29:01

Submission IP: 216.223.178.10 (172.31.74.21)
proxy-IP (raw-IP)

Status: Open

Priority: Normal

Assigned To: Jeanette Gonzalez

Due Date: Open

2025 Strategic Partnership Grant Program

Contact Information

* Organization Name

The Saddle Creek Ranch Homeowners Association

501(c) 3 Status

☐ Yes ☒ No

501(c)3 Number

Mailing address

200 Tumbleweed Run Cibolo, TX 78108

Main Phone Number

(210) 494-0659

Location of Main Office

17319 San Pedro Ave #318, San Antonio, TX 78232 - Spectrum Management Association

Is your main office located in Cibolo?

☐ Yes
☒ No

Website address

we don't have one

Executive Director or Top Executive

Charity Rodriguez

Phone Number

210-5772934

Email

charitymrodriguez@gmail.com

Contact for this Application

Charity Rodriguez

Phone Number

210-577-2934

Email

charitymrodriguez@gmail.com

Proposal Title

SCR HOA Improvement

* Total Funding Requested

12,000

* Type of Request

☐ New Program

☐ Existing Program

☒ Expansion of an existing program

☐ New Collaboration

* Alignment with City's Strategic Plan

☒ Economic Development

☐ Infrastructure

☒ Partnerships & Relationships

☒ Quality of Life

☐ Financial Integrity

☐ Operational Excellence

Commitment to Cibolo

What year did your organization begin serving Cibolo?

2008

Describe your organization's work in Cibolo.

We are an HOA that provides support to over 720 homes in Cibolo.

How does your proposed program or event align with the City of Cibolo’s Strategic Plan?

We have a pathway to the larger pond in our community. This pond is large enough for kayaks and has been stocked with fish. We would like to clear a path in front of the pond for increased fishing for the entire community. This provides outdoor entertainment for all residents. We already see people coming to our ponds for fishing from other areas of the city. WE would also like to honor the Mayor, Firefighter and Cibolo police officer that passed in the last few years with a bench in their name.

How many unduplicated Cibolo residents did your organization serve during the prior fiscal year, and how many Cibolo residents are estimated to be served by this request?

I would say 1400 assuming each home has 2 residents.

If your proposed program or project is ongoing, please explain how you will continue to deliver benefits to the target population after the grant period has ended.

We will continue to improve the area and would like to see if the City would like to assume this area for the Parks and Rec. This is a great area for walking paths and there are a total of 4 ponds. We have made improvements each year .

How did you determine the Cibolo community's need for this program and what does your program or project hope to accomplish? Identify your program or project’s overall goals.

We feel that fishing is a great outdoor activity that all ages can enjoy. This is a green space that we can offer to all members of our community for entertainment and outdoor fun. I would love nothing more than to hold a fishing contest 1 time a year for the community. Our goal is simple, to provide access to fishing for all.

Funding Proposal

How will you use the requested grant funds for your proposed program?

We would use the funds to clear as much of the front of the pond as possible.

Will this program provide opportunities for matching or incentive funds within your organization or from other grantees?

We don't have other grantees but the HOA will provide the rest of the money to clear the front of the pond.

Identify collaborating partners for the program or project and describe their role and expertise, if any.

We would love for the developer to provide the funds that they promised us to complete the project. We will use Natures way, our landscaper, to provide the expertise in clearing the space.

If this is a new program, do you have organizational experience or research that supports your proposal?

We have added the concrete walking path last year and have cleared the area as well.

What is the timeline for implementing this grant?

We would implement the grant immediately.

Signature Authorization and Certification of Information

I certify, to the best of my knowledge, that all the information included in this proposal is correct and the tax-exempt status of this organization is still in effect. If a grant is awarded for this proposal, the funds will be spent according to the budget listed in this application.

Also, if funded, my organization will acknowledge the City of Cibola on all related marketing materials, including our website and social media platforms, and in any other communications in which this program is promoted.

If a grant is awarded to my organization, then the proceeds of that grant will not be distributed or used to benefit any organization or individual supporting or engaged in unlawful activities.

In compliance with the USA Patriot Act and other counterterrorism laws, I certify that all funds received from the City of Cibola will be used in compliance with all applicable anti-terrorist financing and asset control laws, statutes, and executive orders.

*** Signature**

Charity Monica Rodriguez

Date

04/29/2025

Format: MM/DD/YYYY

History

Update Submission

Status

Open

Priority

Normal

Due Date

Assigned To

Jeanette Gonzalez

Department

Communications

Attachments

Choose Files No file chosen

Post a new Comment

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City of Cibolo, Texas

Strategic Partnership Grant Application Summary

Youth Initiative Expansion Program

- **Organization Name:** SJRC Texas | Belong
- **Program Goals:**
 - Support youth in Guadalupe County through engagement in extracurricular activities that promote physical and social development.
 - Collaborate with local organizations to fill funding gaps and facilitate opportunities for youth.
 - Enhance community building efforts aimed at empowering youth and bridging existing service gaps.
- **Alignment with Cibolo's Strategic Plan:**
 - Aligns with the city's goals of enhancing quality of community life and fostering civic engagement by supporting youth development and participation.
 - Leverages partnerships to improve operational excellence through collaborative efforts.
- **Residents Served:**
 - Anticipate serving 5 -10 youth in Cibolo in 2025.
 - Targets the underserved youth population in Guadalupe County, providing expanded opportunities for engagement and personal development.
- **Funding & Sustainability:**
 - Requesting \$4,500, earmarked for supporting youth participation in activities and programs fostering development.
 - Sustainability will be maintained through partnerships with community organizations, like the Guadalupe County Child Welfare Board, and leveraging local funders.

Strategic Partnership Grant Application

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Submitted by:

Submitted On: 2025-04-29 17:02:21

Submission IP: 70.123.232.117 (172.31.31.71)
proxy-IP (raw-IP)

Status: Open

Priority: Normal

Assigned To: Jeanette Gonzalez

Due Date: Open

2025 Strategic Partnership Grant Program

Contact Information

* Organization Name

SJRC Texas|Belong

501(c) 3 Status

☒ Yes ☐ No

501(c)3 Number

17424691396

Mailing address

1400 Ridge Creek Ln Bulverde, TX 78163

Main Phone Number

210-876-6995

Location of Main Office

1400 Ridge Creek Ln

Is your main office located in Cibolo?

☐ Yes

☒ No

Website address

www.sjrctexas.org

Executive Director or Top Executive

Tara Roussett

Phone Number

210-386-5025

Email

troussett@sjrctexas.org

Contact for this Application

Cynthia Lopez

Phone Number

210.843.3294

Email

clopez@sjrctexas.org

Proposal Title

Youth Development Program

* Total Funding Requested

\$4,500

* Type of Request

- ☐ New Program
- ☒ Existing Program
- ☐ Expansion of an existing program
- ☐ New Collaboration

* Alignment with City's Strategic Plan

- ☐ Economic Development
- ☐ Infrastructure
- ☐ Partnerships & Relationships
- ☒ Quality of Life
- ☐ Financial Integrity
- ☐ Operational Excellence

Commitment to Cibolo

What year did your organization begin serving Cibolo?

2012

Describe your organization's work in Cibolo.

Organizational History: SJRC Texas was originally established by the Hamilton family in 1983 as St. Jude’s Home for Children and was purchased in 1993 by St. Jude’s Ranch for Children-Nevada. Our current Bulverde, TX campus was established in 1993 and provides all therapeutic residential treatment services for children 0 to 21 years and houses our Charter School and our General Residential Operation serving youth in foster are with high acuity needs. In 1997, we added a second campus in New Braunfels, TX, which now houses our Family Resource Center and Family Enrichment Programming serving families throughout our region to include Cibolo. In 2012, we expanded to operate as a Child Placing Agency, allowing us to license foster homes in the community and in 2015 we received our adoption license. In July 2016, we completed our separation from our parent organization and became a stand-alone entity. Our new structure allowed us to move forward with a sharper focus on the specific and unique needs of our children. In 2020, we proudly accepted the transfer of the Parents as Teachers (PAT) Program from the McKenna Foundation, an in-home family support program focused on promoting appropriate developmental outcomes and family well-being. In March 2021, SJRC Texas was awarded a contract through the Texas Department of Family and Protective Services (DFPS) for its division Belong to serve as the lead provider for Community-Based Care (CBC) across 27 counties in the South-Central Texas & Hill Country Regions, including Guadalupe County. Belong’s Community-Based Care program includes services to families that support the safety, permanency, and well-being of children in the conservatorship of the TDFPS. As the lead provider for Community Based Care, Belong ensures the full range of services, which includes foster and kinship care, case management, and reunification services. Belong also fully engages the community to help achieve the best possible outcomes for the children. Since inception, Belong has exceeded expectations and began Stage II in Oct. 2022, on an accelerated timeline.

• Localized Community Efforts: Some of the more localized community building efforts SJRC Texas is facilitating in Cibolo include our Family Enrichment Services, Child Placement Services and Belong. The continuity of care provided by these programs help transform the Child and Family Well-being System and improve the overall wellbeing for residents in Cibolo, TX. Family Enrichment and Prevention Programs and Services – Our Family Enrichment and Prevention programs and services are designed to provide families with the resources, education and support they need to build stronger, more resilient relationships and prevent the factors that lead to family breakdown and child abuse.

o Family Counseling and Support Services: This includes individual, play, couples, and family therapy sessions aimed at addressing issues such as communication breakdown, conflict resolution and parenting challenges.

o Parenting Education and Workshops: These workshops cover essential topics such as positive discipline techniques, child development and effective parenting strategies. By equipping parents with these skills, we aim to foster healthier home environments and reduce instances of abuse and neglect.

o Resource Provision and Referrals: Our program includes providing families with access to critical resources such as food, clothing and financial assistance.

o Community Outreach and Engagement: This includes organizing community events, informational sessions, and collaborative initiatives with local organizations to promote family well-being and prevention strategies.

o Crisis Intervention and Emergency Support: Rapid response system to support families in immediate need and offering emergency assistance to prevent crises from escalating.

o Parents as Teachers (PAT) – This evidence-based program provides at-risk families in-home resources for their children kindergarten aged or younger, to ensure appropriate developmental milestones are met and the children are ready for school.

Child Placing Agency – The program consists of our Community Foster Care and Adoption Services. In 2015 we received our adoption license. This program provides services for community-based, individual family foster homes for children that can maintain and succeed in a lower level of care.

Belong – Since 2021, SJRC Texas has served as the Single Source Continuum Contractor (SSCC) lead agency for Community-Based Care in the South Central and Hill Country Region of Texas. The South Central and Hill Country Region covers a total of 27 counties in DFPS Region 8 (except Bexar County). These counties include Atascosa, Bandera, Calhoun, Comal, DeWitt, Dimmit, Edwards, Frio, Gillespie, Goliad, Gonzales, Guadalupe, Jackson, Karnes, Kendall, Kerr, Kinney, La Salle, Lavaca, Maverick, Medina, Real, Uvalde, Val Verde, Victoria, Wilson, and Zavala. As the lead provider for Community Based Care, Belong ensures the full range of services, which includes foster and kinship care, case management, and reunification services. Since inception, the addition of Belong has substantially increased our operating budget, staff size, and the number of children in our care. To date, we have increased our staff from 75 to 309 to fulfill our responsibilities and serve this vulnerable population. In 2025, SJRC Texas was awarded the contract as the Single Source Continuum Contractor (SSCC) to oversee the transition of Community-Based Care in Bexar County due to the proven success in showing how local stakeholders are empowered to be part of the solution in helping keep communities safe for all.

How does your proposed program or event align with the City of Cibolo’s Strategic Plan?

This program directly supports the City of Cibolo’s 2025 Strategic Plan by enhancing the quality of life for children and families—particularly through Goal 4.1: promoting active lifestyles for all ages, and Goal 4.3: supporting youth activities. Children in foster care, especially those placed with relative or fictive kin caregivers, often face financial barriers that limit their access to extracurricular activities. By applying for funding, SJRC Texas aims to remove those barriers by providing funding for youth to participate in enriching experiences that foster a sense of belonging, promote social and emotional development, and encourage the exploration of new interests. By investing in these opportunities, the program not only contributes to the immediate well-being of foster youth but also supports their long-term success as they transition into adulthood. Additionally, our Family Enrichment Department offers family engagement and enrichment events, classes, and programming throughout the year aimed at keeping youth active such as our annual Roll and Read, which promotes literacy and staying active. SJRC Texas also offers ongoing Family Yoga classes and Play Groups throughout the year.

How many unduplicated Cibolo residents did your organization serve during the prior fiscal year, and how many Cibolo residents are estimated to be served by this request?

SJRC Texas served 92 unduplicated Cibolo residents in the last Fiscal Year including 2 youth who were impacted by trauma and were removed from their home in Cibolo, 42 youth that are currently residing in Guadalupe as well as 5 foster/kinship homes that are caring for children in foster care in Cibolo. We anticipate serving 5-10 youth and families through this program and are dedicated to working with local organization to provide opportunities for exposure to various extracurricular activities.

If your proposed program or project is ongoing, please explain how you will continue to deliver benefits to the target population after the grant period has ended.

SJRC Texas continues to collaborate with a variety of community stakeholders such as the Guadalupe County Child Welfare Board to help fill the funding gap in providing opportunities for youth residing in or removed from Guadalupe County to flourish in their individualized interests. In addition, this grant will allow SJRC Texas to engage in community building efforts with local organizations that provide extracurricular activities for youth residing in or removed from Guadalupe County so that in the future, families can increase their awareness of other programs in the community that support working with youth in the child welfare system.

How did you determine the Cibolo community's need for this program and what does your program or project hope to accomplish? Identify your program or project’s overall goals.

The Cibolo community holds a great deal of passion and dedication to building out its infrastructure to provide opportunities that support the social and emotional development for youth. With the increase of financial stress families are experiencing and with an increase focused on placing children with relative or fictive kinship families, there is an opportunity to partner with local youth programs to help support their mission within their community. This also provides opportunities for youth to engage in extracurricular activities with their peers and be mentored by trusted adults who help contribute to development of building positive relationships with others. The project works to support caregiver’s needs in finding suitable programs that offer supervision and age-appropriate activities for youth in the foster care system residing or removed from Guadalupe County in order for them to strengthen their sense of self and personal identity.

Funding Proposal

How will you use the requested grant funds for your proposed program?

Funds will be allocated to support requests for youth residing or removed from Guadalupe County to participate in extracurricular activities or programs that offer after school/summer care.

Will this program provide opportunities for matching or incentive funds within your organization or from other grantees?

SJRC Texas|Belong partners with a variety of community programs and funders that help support the youth’s need for physical and social/development. This program allows local organizations and non-profits to work together to help fill the need by providing sponsorship for activities, reducing the overall cost of the program as well as collaborate on funding that can be utilized to help cover the cost of the youth’s participation in the program. This partnership showcases the mission of Community-Based Care by empowering local communities to work together and be part of the solution that helps advance the overall well-being for children and families involved in the Child and Family Well-being System.

Identify collaborating partners for the program or project and describe their role and expertise, if any.

SJRC Texas]Belong partners with other organizations such as the Guadalupe County Child Welfare Board and CASA of Central Texas to help support the funding needs for youth to be able to engage in extracurricular activities. In addition, we have partnered with local groups such as the i9, J & R Gymnastics, and church programs to provide opportunities for youth to be exposed to new activities that can help promote their interests in physical and spiritual development.

If this is a new program, do you have organizational experience or research that supports your proposal?

This is not a new program however, the funds will be able to expand the potential reach on how many clients are able to be served through the program.

What is the timeline for implementing this grant?

Once the grant is received, the funding will be able to begin being utilized as resource requests are submitted for youth who are interested in engaging in an extracurricular activity.

Signature Authorization and Certification of Information

I certify, to the best of my knowledge, that all the information included in this proposal is correct and the tax-exempt status of this organization is still in effect. If a grant is awarded for this proposal, the funds will be spent according to the budget listed in this application.

Also, if funded, my organization will acknowledge the City of Cibola on all related marketing materials, including our website and social media platforms, and in any other communications in which this program is promoted.

If a grant is awarded to my organization, then the proceeds of that grant will not be distributed or used to benefit any organization or individual supporting or engaged in unlawful activities.

In compliance with the USA Patriot Act and other counterterrorism laws, I certify that all funds received from the City of Cibola will be used in compliance with all applicable anti-terrorist financing and asset control laws, statutes, and executive orders.

* Signature	Date
Kane Jagers	04/29/2025
	Format: MM/DD/YYYY

History

Update Submission

StatusOpen▼

PriorityNormal▼

Due Date

Assigned ToJeanette Gonzalez▼

DepartmentCommunications▼

Attachments

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City of Cibolo, Texas

Strategic Partnership Grant Application Summary

Get Fit Cibolo Health Initiative

- **Organization Name:** Wanna Go Fit LLC
- **Program Goals:**
 - Educate Cibolo residents on maintaining healthy lifestyles through workshops and fitness programs.
 - Topics covered include healthy meal preparation, women's health issues, mental health, and organized fitness classes.
 - Empower residents to promote healthy aging and holistic well-being.
- **Alignment with Cibolo's Strategic Plan:**
 - Enhances resident quality of life by aligning with the city's health and wellness initiatives for community well-being.
- **Residents Served:**
 - Historically served approximately 80-100 residents annually; aims to expand reach to 150-250 individuals through this initiative.
- **Funding & Sustainability:**
 - Requested \$4,000 to hire wellness professionals, cover administrative costs, and support events.
 - Ongoing workshops planned quarterly, sustained by partnerships with industry experts and continuous community engagement.

* It should be noted that the applicants do not have a 501(c) 3 status.

Strategic Partnership Grant Application

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Submitted by:

Submitted On: 2025-04-30 20:41:11

Submission IP: 172.56.95.72 (172.31.71.112)
proxy-IP (raw-IP)

Status: Open

Priority: Normal

Assigned To: Jeanette Gonzalez

Due Date: Open

2025 Strategic Partnership Grant Program

Contact Information

* Organization Name

Wanna Go Fit LLC

501(c) 3 Status

☐ Yes ☒ No

501(c)3 Number

Mailing address

725 FM 1103 FM

Main Phone Number

210-910-7229

Location of Main Office

108 Bay Willow Cibolo, TX 78108

Is your main office located in Cibolo?

☒ Yes

☐ No

Website address

www.WannaGoFit.com

Executive Director or Top Executive

Keyuna Milam

Phone Number

210-910-7229

Email

k.milam@wannagofit.com

Contact for this Application

Keyuna Milam

Phone Number

210-910-7229

Email

k.milam@wannagofit.com

Proposal Title

Wellness Education Workshop Series

* Total Funding Requested

\$4000

* Type of Request

☐ New Program

☐ Existing Program

☐ Expansion of an existing program

☒ New Collaboration

* Alignment with City's Strategic Plan

☐ Economic Development

☐ Infrastructure

☐ Partnerships & Relationships

☒ Quality of Life

☐ Financial Integrity

☐ Operational Excellence

Commitment to Cibolo

What year did your organization begin serving Cibolo?

2014

Describe your organization's work in Cibolo.

Wanna Go Fit has been helping the residents of Cibolo and surrounding areas improve and maintain healthy ways of living to include weight loss and daily life overall wellness techniques and tools. With use of the grant we would like to partner with the city to offer workshops on topics like healthy meal option prep classes, women's health issues, mental health forums and support groups. There would be organized fitness classes and programs with fitness professionals to assist the residents for a greater success rate. Through these classes/ workshops we hope to promote healthy aging and encourage holistic well-being.

How does your proposed program or event align with the City of Cibolo’s Strategic Plan?

Our program hopes to support the city's program in enhancing the residents quality of life.

How many unduplicated Cibolo residents did your organization serve during the prior fiscal year, and how many Cibolo residents are estimated to be served by this request?

We have assisted approximately 80-100 residents in the last physical year. With this partnership we hope to serve 150-250 people.

If your proposed program or project is ongoing, please explain how you will continue to deliver benefits to the target population after the grant period has ended.

We are constantly seeking out wellness subject matter experts and resources that align with our mission to help people age while maintaining an active well-balanced lifestyle. The workshops will continue on an quarterly basis via events and online resources.

How did you determine the Cibolo community's need for this program and what does your program or project hope to accomplish? Identify your program or project’s overall goals.

With use of the neighborhood social media groups and homeowner associations we can conduct surveys to see exactly what topics and services that the residents are interested in.

Funding Proposal

How will you use the requested grant funds for your proposed program?

The funds will be used to secure paid wellness professionals, event planner / admin person and materials to manage this project. We would also use some of the funds for marketing efforts and incentives for participation.

Will this program provide opportunities for matching or incentive funds within your organization or from other grantees?

We open opportunities for other health & wellness businesses to complete the mission.

Identify collaborating partners for the program or project and describe their role and expertise, if any.

As of right now we have local organizations such as the National Association of Black Military Women SA Chapter, The Kingdom Healing Institute who support our mission through sponsorship.

If this is a new program, do you have organizational experience or research that supports your proposal?

This is a developing program that has been ongoing since 2023. We are hoping to increase the size and reach of this wellness education series.

What is the timeline for implementing this grant?

Kickoff would be for the 2026 series of events beginning in January with quarterly dates.

Signature Authorization and Certification of Information

I certify, to the best of my knowledge, that all the information included in this proposal is correct and the tax-exempt status of this organization is still in effect. If a grant is awarded for this proposal, the funds will be spent according to the budget listed in this application.

Also, if funded, my organization will acknowledge the City of Cibola on all related marketing materials, including our website and social media platforms, and in any other communications in which this program is promoted.

If a grant is awarded to my organization, then the proceeds of that grant will not be distributed or used to benefit any organization or individual supporting or engaged in unlawful activities.

In compliance with the USA Patriot Act and other counterterrorism laws, I certify that all funds received from the City of Cibola will be used in compliance with all applicable anti-terrorist financing and asset control laws, statutes, and executive orders.

*** Signature**

Keyuna Milam

Date

04/30/2025

Format: MM/DD/YYYY

History

Update Submission

Status **Priority** **Due Date**

Open ▼ Normal ▼

Assigned To	Department
Jeanette Gonzalez	Communications

Attachments

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City Council Regular Meeting Staff Report

C. Discussion/Action to consider a request to release of an 18-acre tract, the Pedro San Miguel Survey Number 256, generally located at 5711 Green Valley Road, known as Ortiz tract, from the City of Cibolo extra-territorial jurisdiction (ETJ). (Mr. Vasquez)

Meeting	Agenda Group
Tuesday, May 27, 2025, 6:30 PM	Discussion/Action Item: 9C.
From	
Rick Vasquez, Director of Economic Development and Planning	
Staff Contact(s)	
Rick Vasquez,	

PRIOR CITY COUNCIL ACTION:

N/A

BACKGROUND:

Navigating ETJ Withdrawals in the Wake of Senate Bill 2038

In the aftermath of Senate Bill 2038's enactment, which took effect on September 1, 2023, and has been codified as Subchapter D of Chapter 42 of the Texas Local Government Code, municipalities across Texas are witnessing a surge in petitions from landowners and developers eager to withdraw from extraterritorial jurisdictions (ETJs). While some cities and towns may welcome these withdrawals, particularly where the administrative burden outweighs the benefits, contentious disputes are emerging along critical gateway tracts and strategic boundary areas where municipal interests are deeply entrenched.

Understanding ETJ and Its Implications

The concept of ETJ is defined under Section 42.021 of the Texas Local Government Code as "the unincorporated area that is contiguous to the corporate boundaries of a municipality." The extent of a municipality's ETJ is determined by its population size. For instance, a municipality with a population of 100,000 or more possesses an ETJ extending five miles beyond its boundaries.

The foundational purpose of the ETJ, as outlined in Section 42.001 of the Texas Local Government Code, is to "promote and protect the general health, safety, and welfare of persons residing in and adjacent to the municipalities." This legislative intent underscores the role of ETJs in facilitating orderly development, ensuring public safety, and preparing for potential future annexation.

The Impact of Senate Bill 2038

Senate Bill 2038 has significantly altered the landscape for ETJ governance by streamlining the withdrawal process for landowners and developers. This legislative shift empowers property stakeholders to more easily petition for release from a municipality's ETJ, thereby reducing municipal influence over development patterns in these unincorporated areas.

While this new legal framework provides greater autonomy for landowners, it also introduces complex challenges for municipalities. Key areas of concern include:

Strategic Land Use Conflicts: Disputes are intensifying in regions where municipalities have invested in long-term planning, infrastructure, and economic development initiatives. The potential withdrawal of such tracts can disrupt growth projections and compromise regional planning objectives.

Revenue and Service Implications: Municipalities often rely on ETJs for future annexation opportunities, which are critical for expanding the tax base and justifying infrastructure investments. The loss of ETJ territories may affect fiscal strategies and service delivery models.

Regulatory and Jurisdictional Challenges: The withdrawal of areas from ETJs can create regulatory gaps, particularly concerning environmental protections, building standards, and public safety regulations, leading to fragmented governance.

Navigating the Path Forward

Municipal leaders must adopt proactive strategies to address the evolving dynamics of ETJ withdrawals. Recommended actions include:

Engaging in Collaborative Dialogue: Foster open communication channels with landowners, developers, and regional stakeholders to negotiate mutually beneficial agreements and mitigate conflicts.

Reassessing Comprehensive Plans: Update comprehensive plans and growth strategies to reflect the changing ETJ landscape, ensuring that municipal objectives remain aligned with new jurisdictional realities.

Legal and Policy Review: Work closely with legal counsel to understand the implications of Senate Bill 2038 and explore potential legal avenues to protect municipal interests where disputes arise.

Advocacy and Legislative Engagement: Participate in legislative advocacy to influence future policy developments that balance the rights of landowners with the strategic needs of municipalities.

As Texas municipalities adapt to the implications of Senate Bill 2038, a nuanced approach that blends legal acumen, strategic planning, and stakeholder engagement will be essential in navigating the complex terrain of ETJ withdrawals.

Legal Challenges to Senate Bill 2038

The Texas Municipal League, using the City of Grand Prairie (the City) as its plaintiff, has advanced three primary arguments challenging SB 2038:

City's Argument #1: SB 2038 is an unconstitutional "private delegation of legislative authority" because it gives individual landowners the power to decide whether to remove their land from the ETJ.

Response: ETJs are creations of the Legislature, and municipalities have no constitutional right to maintain an ETJ. The Legislature holds the authority to define ETJs, determine the inclusion and exclusion of land, and establish related processes. Since the Legislature could abolish ETJs entirely, it logically retains the power to provide landowners with a mechanism to withdraw from them. Historically, landowners have used petition processes to detach from municipal control, not just ETJs but cities themselves. Grand Prairie's argument risks invalidating all such petition mechanisms, undermining established legislative authority.

Furthermore, SB 2038 addresses a genuine constitutional issue: prior to its enactment, ETJ landowners could be regulated by municipalities without electoral representation—a clear case of "regulation without representation." SB 2038 corrects this by granting landowners a democratic pathway to opt out. The City's argument ironically entrenches this undemocratic scenario by suggesting that even the Legislature cannot remedy the issue.

City's Argument #2: SB 2038 conflicts with §42.023 of the Local Government Code, which generally requires city consent via ordinance or resolution to reduce an ETJ.

Response: While §42.023 sets a general rule requiring city consent for ETJ reductions, specific statutory provisions override this when they mandate releases. For instance, §42.025 and §42.0251 obligate municipalities to release certain properties from ETJs upon meeting specified criteria. SB 2038 follows this precedent with mandates such as §42.105(c) and §42.155, which stipulate that municipalities "shall immediately release" areas meeting petition requirements. If city consent could nullify these mandates, it would render them ineffective, contradicting legislative intent.

Courts can harmonize these provisions by interpreting the consent requirement as a procedural formality once statutory conditions are met, compelling cities to issue the necessary ordinances or resolutions.

City's Argument #3: SB 2038's petition mechanism is unconstitutional because it allows a majority of registered voters in an area to mandate ETJ withdrawal without ensuring notice and a hearing for minority landowners.

Response: This argument likely faces standing issues, as it concerns the rights of minority landowners rather than municipal interests. Practically, petitions are filed by landowners seeking to withdraw their own property, not others'. In rare cases where minority landowners are affected, they can request re-inclusion into the ETJ. Given municipalities' preference for maintaining jurisdiction, such requests would likely be granted.

Navigating the Path Forward

Municipal leaders must adopt proactive strategies to address the evolving dynamics of ETJ withdrawals. Recommended actions include:

- **Engaging in Collaborative Dialogue:** Foster open communication channels with landowners, developers, and regional stakeholders to negotiate mutually beneficial agreements and mitigate conflicts.
- **Reassessing Comprehensive Plans:** Update comprehensive plans and growth strategies to reflect the changing ETJ landscape, ensuring that municipal objectives remain aligned with new jurisdictional realities.
- **Legal and Policy Review:** Work closely with legal counsel to understand the implications of Senate Bill 2038 and explore potential legal avenues to protect municipal interests where disputes arise.
- **Advocacy and Legislative Engagement:** Participate in legislative advocacy to influence future policy developments that balance the rights of landowners with the strategic needs of municipalities.

The City of Cibolo City Council, on February 27, 2024, passed Resolution No. 1666, intervening as co-plaintiff, joining fifteen other municipalities, as plaintiffs in City of Grand Prairie v. the State of Texas, challenging Senate Bill 2038.

STAFF RECOMMENDATION:

Staff recommends denial of the request.

FINANCIAL IMPACT:

N/A

MOTION(S):

Motion to deny the applicant's request to release the Ortiz tract from the City of Cibolo's ETJ

Attachments

[Release By Petition App_Ortiz Tract SIGNED.pdf](#)

[RES 1666 02_27_2024 Grand Prairie v State of TX.pdf](#)

[Ortiz Aerial.pdf](#)

[Ortiz Appraisal Map.pdf](#)



City of Cibolo

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

UNIVERSAL APPLICATION - RELEASE BY PETITION

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

Subdivision Name: Ortiz Tract

Total Acres: 18 Survey Name: The Pedro San Miguel Survey No. 256 Abstract No.: 227

Project Location (address): 5711 Green Valley Rd

of Lots: _____

of Units: _____

Please Choose One: ☐ Single-Family ☐ Multi-Family ☐ Commercial ☐ Industrial
☐ Other _____

Applicant Information:

Property Owner Name: Teofilo Ortiz Jr

Address: 6052 Green Valley Rd. City: Cibolo

State: Texas Zip Code: 78108 Phone: 210-326-8553

Email: _____ Fax: _____

*Applicant (if different than Owner): KB Home Lonestar Inc.

* Letter of Authorization required

Address: 4800 Fredericksburg Rd Suite 100 City: San Antonio

State: Texas Zip Code: 78229 Phone: 210-301-2821

Email: jtownsley@kbhome.com Fax: _____

Representative: _____

Address: _____ City: _____

State: _____ Zip Code: _____ Phone: _____

Email: _____ Fax: _____

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

Jason Townsley
Owner or Representative's Signature

Jason Townsley
Typed / Printed Name

State of Texas

County of Bexar

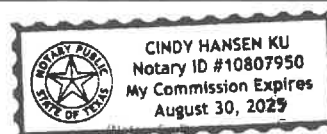
Before me, _____, on this day personally appeared
Name of Notary Public

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

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

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

Cindy Hansen, K
Notary Public Signature



City of Cibolo
Use Only

Total Fees

Payment Method

Submittal Date

Accepted by

Case Number

Yes	No	N/A	Checklist
<i>Release by Petition</i>			
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	A completed application form with notarized signatures of the property owner(s) or of the subject property.
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	A letter of request, including a detailed narrative of criteria.
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	A copy of the current deed, indicating ownership and authority to file the application.
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	A legal description of the property, whether by lot and block or metes and bounds.

By signing below, I do hereby attest that the information contained in this application is true, accurate and complete.

I also understand that I will be responsible for any third-party city consultants fees billed in addition for my project reviews (such as contracted engineers, planners, attorneys, architects, plan reviews, inspections, etc.)



 Signature

Jason Townsley

 Printed Signature

3/17/2025

 Date

KB Home Lonestar Inc.

 Company

City of Cibola Use Only

☐ Complete Application

☐ Incomplete Application

Accepted By: _____

Date: _____



RESOLUTION NO. 1666

RESOLUTION OF THE CITY OF CIBOLO, TEXAS, APPROVING AND DIRECTING THE CITY ATTORNEY TO REPRESENT THE CITY OF CIBOLO, TEXAS AS AN INTERVENING CO-PLAINTIFF JOINING FIFTEEN OTHER CITIES AS PLAINTIFF IN *CITY OF GRAND PRAIRIE V. THE STATE OF TEXAS*, PENDING IN THE 261ST JUDICIAL DISTRICT OF TRAVIS COUNTY, TEXAS, CHALLENGING SENATE BILL 2038 AS INVALID, UNCONSTITUTIONAL, AND VOID; PROVIDING FOR REPEAL AND SEVERABILITY; 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 (“City”) is a Texas Home Rule Municipality, as defined by applicable law; and

WHEREAS, the City Council finds that on October 25, 2023, the City of Grand Prairie filed a lawsuit in Travis County to have S.B. 2038 declared unconstitutional and void; and,

WHEREAS, the City Council finds S.B. 2038, which went into effect on September 1, 2023, generally authorizes residents of a city’s extraterritorial jurisdiction (“ETJ”) to petition for removal from the city’s ETJ under certain circumstances; and

WHEREAS, the City Council finds that among other things, the Plaintiff cities argue that S.B. 2038 violates the “separation of powers” doctrine in the Texas Constitution by delegating legislative decisions to private property owners, violates due course of law for being unconstitutionally vague and for lack of notice and an opportunity for property owners to be heard, and conflicts with existing state law requiring city council consent for the reduction in size of a city’s ETJ; and

WHEREAS, the City Council finds that by intervening, it will join the cities of Anna, Auburn, Brownsville, Bulverde, Clyde, Crandall, Denson, Denton, Grand Prairie, Hutto, Kaufman, Lockhart, McKinney, Navasota, and Van Alstyne (“Plaintiff cities”), as Plaintiffs; and

WHEREAS, the City Council finds the legal arguments of the Plaintiff cities are well supported by legal authorities, both statutory and common law; and

WHEREAS, the City Council finds that the City of Cibolo, Texas is similarly situated with the Plaintiff cities, and will equally suffer the same harm as presented by the Plaintiff cities in its Amended Original Petition, making it necessary for the Cit to join in the pending suit to protect its ETJ from being illegally diminished.

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

1. The statements set forth in and by reference in the recitals of this Resolution are true and correct, and the City Council hereby incorporates such recitals as a part of this Resolution.

2. The City Attorney is authorized to represent the City of Cibolo, Texas in the *Grand Prairie v. State of Texas* lawsuit pending in Travis County, Texas, challenging SB 2038, and may file all necessary and appropriate pleadings, motions and other filings on behalf of the city, and must continue to do so, through any appeal, until a final unappealable judgment is obtained, or as further directed by the City Council.

3. The City Attorney's is authorized to charge the city the flat rate of \$160 per hour for work performed in connection with this matter.

4. This Resolution shall be and is hereby cumulative of all other resolutions of the Corporation and this Resolution shall not operate to repeal or affect any 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 conflicting provisions, if any, in such other resolution or resolutions are hereby repealed.

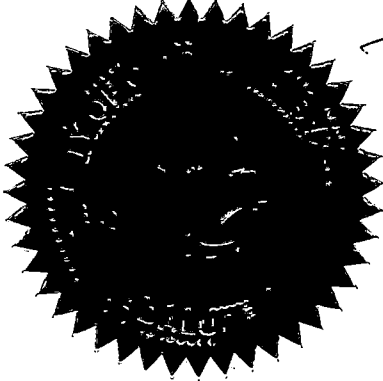
5. If any section, subsection, sentence, clause, or phrase of this Resolution shall for any reason is held to be invalid, such decision shall not affect the validity of the remaining portions of this resolution.

6. The meeting at which this Resolution passed was conducted in compliance with the Texas Open Meetings Act.

[THIS SPACE LEFT INTENTIONALLY BLANK]

7. 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 AND ADOPTED BY THE CITY COUNCIL ON THE 27th DAY OF FEBRUARY 2024.



A handwritten signature in black ink, appearing to read "Mark Allen", is written over a horizontal line.

MARK ALLEN
Mayor

ATTEST:

APPROVED AS TO FORM:

A handwritten signature in black ink, appearing to read "Peggy Cimics", is written over a horizontal line.

PEGGY CIMICS, TRMC
City Secretary

A handwritten signature in black ink, appearing to read "Hyde Kelley", is written over a horizontal line.

Hyde Kelley LLP
City Attorney

GSPSA Training Lease

376

AAA Storage
Cibolo Texas

Green Valley Rd

376

Nor Tex Dr

Mustang Valley Dr

Mustang Valley Dr

Green Valley Rd

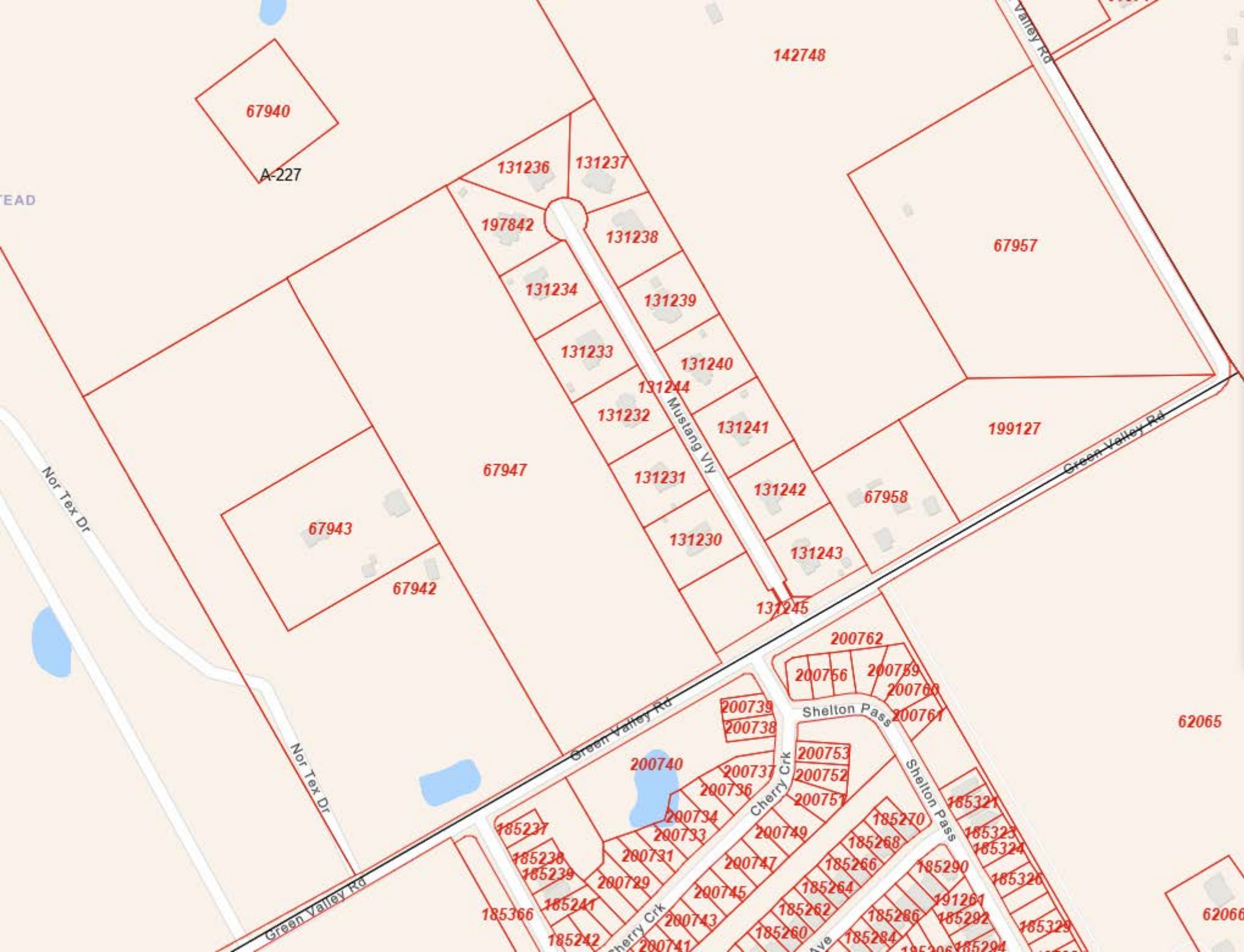
Shelton Pass

Nor Tex Dr

Legendary Trails
by Meritage Homes
Appliances & Blinds

Cherry Crtk

Lindsey Murphy
Photography





City Council Regular Meeting Staff Report

D. Discussion/Action to consider a request to release a 44-acre tract and a 23-acre tract, jointly 67 acres, F. Garcia Survey Number 231, 953 Schmoekel Road, known as the Neill tracts, from the City of Cibolo extra-territorial jurisdiction (ETJ). (Mr. Vasquez)

Meeting	Agenda Group
Tuesday, May 27, 2025, 6:30 PM	Discussion/Action Item: 9D.
From	
Rick Vasquez, Director of Economic Development and Planning	
Staff Contact(s)	
Rick Vasquez,	

PRIOR CITY COUNCIL ACTION:

N/A

BACKGROUND:

Navigating ETJ Withdrawals in the Wake of Senate Bill 2038

In the aftermath of Senate Bill 2038's enactment, which took effect on September 1, 2023, and has been codified as Subchapter D of Chapter 42 of the Texas Local Government Code, municipalities across Texas are witnessing a surge in petitions from landowners and developers eager to withdraw from extraterritorial jurisdictions (ETJs). While some cities and towns may welcome these withdrawals, particularly where the administrative burden outweighs the benefits, contentious disputes are emerging along critical gateway tracts and strategic boundary areas where municipal interests are deeply entrenched.

Understanding ETJ and Its Implications

The concept of ETJ is defined under Section 42.021 of the Texas Local Government Code as "the unincorporated area that is contiguous to the corporate boundaries of a municipality." The extent of a municipality's ETJ is determined by its population size. For instance, a municipality with a population of 100,000 or more possesses an ETJ extending five miles beyond its boundaries.

The foundational purpose of the ETJ, as outlined in Section 42.001 of the Texas Local Government Code, is to "promote and protect the general health, safety, and welfare of persons residing in and adjacent to the municipalities." This legislative intent underscores the role of ETJs in facilitating orderly development, ensuring public safety, and preparing for potential future annexation.

The Impact of Senate Bill 2038

Senate Bill 2038 has significantly altered the landscape for ETJ governance by streamlining the withdrawal process for landowners and developers. This legislative shift empowers property stakeholders to more easily petition for release from a municipality's ETJ, thereby reducing municipal influence over development patterns in these unincorporated areas.

While this new legal framework provides greater autonomy for landowners, it also introduces complex challenges for municipalities. Key areas of concern include:

Strategic Land Use Conflicts: Disputes are intensifying in regions where municipalities have invested in long-term planning, infrastructure, and economic development initiatives. The potential withdrawal of such tracts can disrupt growth projections and compromise regional planning objectives.

Revenue and Service Implications: Municipalities often rely on ETJs for future annexation opportunities, which are critical for expanding the tax base and justifying infrastructure investments. The loss of ETJ territories may affect fiscal strategies and service delivery models.

Regulatory and Jurisdictional Challenges: The withdrawal of areas from ETJs can create regulatory gaps, particularly concerning environmental protections, building standards, and public safety regulations, leading to fragmented governance.

Navigating the Path Forward

Municipal leaders must adopt proactive strategies to address the evolving dynamics of ETJ withdrawals. Recommended actions include:

Engaging in Collaborative Dialogue: Foster open communication channels with landowners, developers, and regional stakeholders to negotiate mutually beneficial agreements and mitigate conflicts.

Reassessing Comprehensive Plans: Update comprehensive plans and growth strategies to reflect the changing ETJ landscape, ensuring that municipal objectives remain aligned with new jurisdictional realities.

Legal and Policy Review: Work closely with legal counsel to understand the implications of Senate Bill 2038 and explore potential legal avenues to protect municipal interests where disputes arise.

Advocacy and Legislative Engagement: Participate in legislative advocacy to influence future policy developments that balance the rights of landowners with the strategic needs of municipalities.

As Texas municipalities adapt to the implications of Senate Bill 2038, a nuanced approach that blends legal acumen, strategic planning, and stakeholder engagement will be essential in navigating the complex terrain of ETJ withdrawals.

Legal Challenges to Senate Bill 2038

The Texas Municipal League, using the City of Grand Prairie (the City) as its plaintiff, has advanced three primary arguments challenging SB 2038:

City's Argument #1: SB 2038 is an unconstitutional "private delegation of legislative authority" because it gives individual landowners the power to decide whether to remove their land from the ETJ.

Response: ETJs are creations of the Legislature, and municipalities have no constitutional right to maintain an ETJ. The Legislature holds the authority to define ETJs, determine the inclusion and exclusion of land, and establish related processes. Since the Legislature could abolish ETJs entirely, it logically retains the power to provide landowners with a mechanism to withdraw from them. Historically, landowners have used petition processes to detach from municipal control, not just ETJs but cities themselves. Grand Prairie's argument risks invalidating all such petition mechanisms, undermining established legislative authority.

Furthermore, SB 2038 addresses a genuine constitutional issue: prior to its enactment, ETJ landowners could be regulated by municipalities without electoral representation—a clear case of "regulation without representation." SB 2038 corrects this by granting landowners a democratic pathway to opt out. The City's argument ironically entrenches this undemocratic scenario by suggesting that even the Legislature cannot remedy the issue.

City's Argument #2: SB 2038 conflicts with §42.023 of the Local Government Code, which generally requires city consent via ordinance or resolution to reduce an ETJ.

Response: While §42.023 sets a general rule requiring city consent for ETJ reductions, specific statutory provisions override this when they mandate releases. For instance, §42.025 and §42.0251 obligate municipalities to release certain properties from ETJs upon meeting specified criteria. SB 2038 follows this precedent with mandates such as §42.105(c) and §42.155, which stipulate that municipalities "shall immediately release" areas meeting petition requirements. If city consent could nullify these mandates, it would render them ineffective, contradicting legislative intent.

Courts can harmonize these provisions by interpreting the consent requirement as a procedural formality once statutory conditions are met, compelling cities to issue the necessary ordinances or resolutions.

City's Argument #3: SB 2038's petition mechanism is unconstitutional because it allows a majority of registered voters in an area to mandate ETJ withdrawal without ensuring notice and a hearing for minority landowners.

Response: This argument likely faces standing issues, as it concerns the rights of minority landowners rather than municipal interests. Practically, petitions are filed by landowners seeking to withdraw their own property, not others'. In rare cases where minority landowners are affected, they can request re-inclusion into the ETJ. Given municipalities' preference for maintaining jurisdiction, such requests would likely be granted.

Navigating the Path Forward

Municipal leaders must adopt proactive strategies to address the evolving dynamics of ETJ withdrawals. Recommended actions include:

- **Engaging in Collaborative Dialogue:** Foster open communication channels with landowners, developers, and regional stakeholders to negotiate mutually beneficial agreements and mitigate conflicts.
- **Reassessing Comprehensive Plans:** Update comprehensive plans and growth strategies to reflect the changing ETJ landscape, ensuring that municipal objectives remain aligned with new jurisdictional realities.
- **Legal and Policy Review:** Work closely with legal counsel to understand the implications of Senate Bill 2038 and explore potential legal avenues to protect municipal interests where disputes arise.
- **Advocacy and Legislative Engagement:** Participate in legislative advocacy to influence future policy developments that balance the rights of landowners with the strategic needs of municipalities.

The City of Cibolo City Council, on February 27, 2024, passed Resolution No. 1666, intervening as co-plaintiff, joining fifteen other municipalities, as plaintiffs in City of Grand Prairie v. the State of Texas, challenging Senate Bill 2038.

STAFF RECOMMENDATION:

Staff recommends denial of the petition.

FINANCIAL IMPACT:

N/A

MOTION(S):

Motion to deny the applicant's request to release the Neill tracts from the City of Cibolo's ETJ.

Attachments

[Release By Petition App_Neill Tract SIGNED.pdf](#)

[RES 1666 02_27_2024 Grand Prairie v State of TX.pdf](#)

[Neill Tracts 23 and 44 acres.pdf](#)

[Neill tracts aerial.pdf](#)



City of Cibolo

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

UNIVERSAL APPLICATION - RELEASE BY PETITION

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

Subdivision Name: Neill Tract

Total Acres: 67.589 Survey Name: F. Garcia Survey No. 231 Abstract No.: 141

Project Location (address): Schmoekel Rd

of Lots: _____

of Units: _____

Please Choose One: ☐ Single-Family ☐ Multi-Family ☐ Commercial ☐ Industrial
☐ Other _____

Applicant Information:

Property Owner Name: Larry R. Neill

Address: _____ City: _____

State: _____ Zip Code: _____ Phone: _____

Email: _____ Fax: _____

*Applicant (if different than Owner): KB Home Lonestar Inc.
* Letter of Authorization required

Address: 4800 Fredericksburg Rd Suite 100 City: San Antonio

State: Texas Zip Code: 78229 Phone: 210-301-2821

Email: jtownsley@kbhome.com Fax: _____

Representative:

Address: _____ City: _____

State: _____ Zip Code: _____ Phone: _____

Email: _____ Fax: _____

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

Jason Townsley
Owner or Representative's Signature

Jason Townsley
Typed / Printed Name

State of Texas

County of Bexar

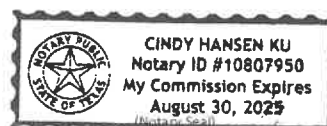
Before me, _____, on this day personally appeared
Name of Notary Public

Jason Townsley, 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 17 day of March, 2025

Cindy Hansen Ku
Notary Public Signature



City of Cibolo Use Only

Total Fees

Payment Method

Submittal Date

Accepted by

Case Number

Yes	No	N/A	Checklist
<i>Release by Petition</i>			
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	A completed application form with notarized signatures of the property owner(s) or of the subject property.
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	A letter of request, including a detailed narrative of criteria.
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	A copy of the current deed, indicating ownership and authority to file the application.
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	A legal description of the property, whether by lot and block or metes and bounds.

By signing below, I do hereby attest that the information contained in this application is true, accurate and complete.

I also understand that I will be responsible for any third-party city consultants fees billed in addition for my project reviews (such as contracted engineers, planners, attorneys, architects, plan reviews, inspections, etc.)



 Signature

Jason Townsley

 Printed Signature

3/17/2025

 Date

KB Home Lonestar Inc.

 Company

City of Cibola Use Only

☐ Complete Application

☐ Incomplete Application

Accepted By: _____

Date: _____



RESOLUTION NO. 1666

RESOLUTION OF THE CITY OF CIBOLO, TEXAS, APPROVING AND DIRECTING THE CITY ATTORNEY TO REPRESENT THE CITY OF CIBOLO, TEXAS AS AN INTERVENING CO-PLAINTIFF JOINING FIFTEEN OTHER CITIES AS PLAINTIFF IN *CITY OF GRAND PRAIRIE V. THE STATE OF TEXAS*, PENDING IN THE 261ST JUDICIAL DISTRICT OF TRAVIS COUNTY, TEXAS, CHALLENGING SENATE BILL 2038 AS INVALID, UNCONSTITUTIONAL, AND VOID; PROVIDING FOR REPEAL AND SEVERABILITY; 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.

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WHEREAS, the City Council finds the legal arguments of the Plaintiff cities are well supported by legal authorities, both statutory and common law; and

WHEREAS, the City Council finds that the City of Cibolo, Texas is similarly situated with the Plaintiff cities, and will equally suffer the same harm as presented by the Plaintiff cities in its Amended Original Petition, making it necessary for the Cit to join in the pending suit to protect its ETJ from being illegally diminished.

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

1. The statements set forth in and by reference in the recitals of this Resolution are true and correct, and the City Council hereby incorporates such recitals as a part of this Resolution.

2. The City Attorney is authorized to represent the City of Cibolo, Texas in the *Grand Prairie v. State of Texas* lawsuit pending in Travis County, Texas, challenging SB 2038, and may file all necessary and appropriate pleadings, motions and other filings on behalf of the city, and must continue to do so, through any appeal, until a final unappealable judgment is obtained, or as further directed by the City Council.

3. The City Attorney's is authorized to charge the city the flat rate of \$160 per hour for work performed in connection with this matter.

4. This Resolution shall be and is hereby cumulative of all other resolutions of the Corporation and this Resolution shall not operate to repeal or affect any 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 conflicting provisions, if any, in such other resolution or resolutions are hereby repealed.

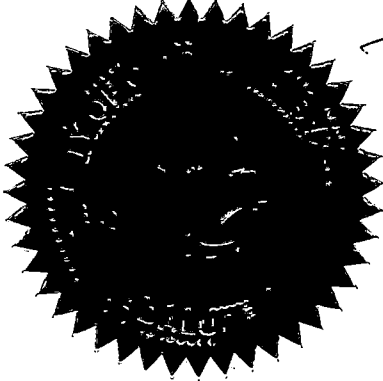
5. If any section, subsection, sentence, clause, or phrase of this Resolution shall for any reason is held to be invalid, such decision shall not affect the validity of the remaining portions of this resolution.

6. The meeting at which this Resolution passed was conducted in compliance with the Texas Open Meetings Act.

[THIS SPACE LEFT INTENTIONALLY BLANK]

7. 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 AND ADOPTED BY THE CITY COUNCIL ON THE 27th DAY OF FEBRUARY 2024.



A handwritten signature in black ink, appearing to read "Mark Allen", written over a horizontal line.

MARK ALLEN
Mayor

ATTEST:

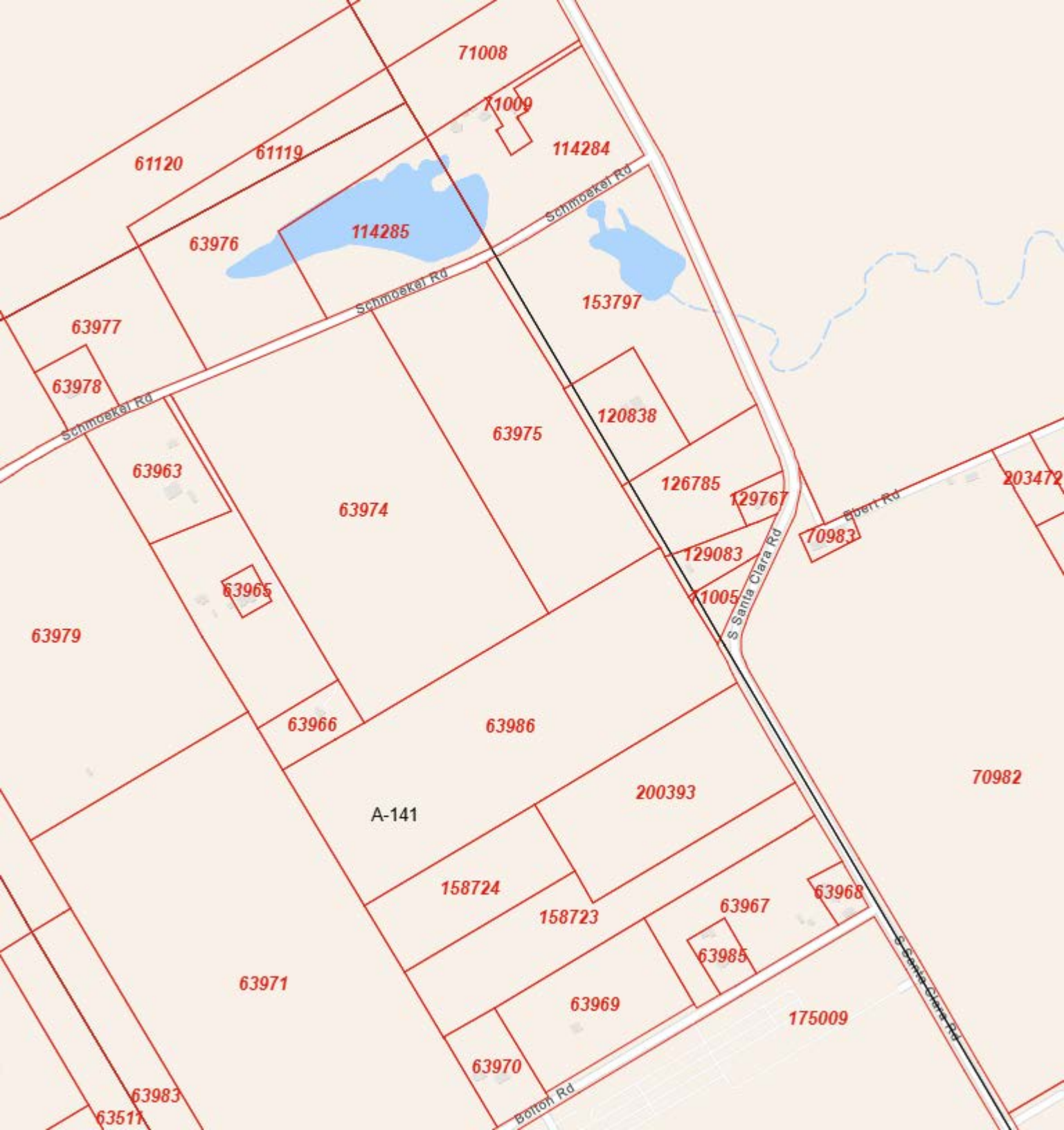
APPROVED AS TO FORM:

A handwritten signature in black ink, appearing to read "Peggy Cimics", written over a horizontal line.

PEGGY CIMICS, TRMC
City Secretary

A handwritten signature in black ink, appearing to read "Hyde Kelley", written over a horizontal line.

Hyde Kelley LLP
City Attorney





310

Schmoekel Rd

S Santa Clara Rd

Schmoekel Rd

Schmoekel Rd

S Santa Clara Rd

310

© 2025 Google



City Council Regular Meeting Staff Report

E. Discussion/Action and authorization for the City Manager to execute a Non-Exclusive License Agreement Granting YM Cibolo, LLC, a License to Construct a Subdivision Monument sign for the Bella Rosa Subdivision, Unit III, in the City Right-of-Way. (Mr. Vasquez)

Meeting	Agenda Group
Tuesday, May 27, 2025, 6:30 PM	Discussion/Action Item: 9E.
From	
Rick Vasquez, Director of Economic Development and Planning	

PRIOR CITY COUNCIL ACTION:

N/A

BACKGROUND:

Mike Yantis, Junior, is the master developer for the Bella Rosa Subdivision located along Kove Lane between Town Creek Road and Cibolo Valley Drive. He is requesting a monument sign to increase visibility of Unit 3 of the three phase development from Cibolo Valley Drive. The monument sign will be located in an unused portion of right-of-way where there are no conflicts with utilities. The homeowners association will be obligated to maintain the sign and the landscaping, which will enhance the appearance of the area along Kove Lane.

STAFF RECOMMEND

The City of Cibolo may enter into a **10-year nonexclusive, revocable license agreement** with **YM Cibolo, LLC (Licensee)** to allow the installation of a **monument sign** for the Bella Rosa Subdivision, Unit III, within the public right-of-way. Key terms include:

- **Location & Use:** The monument sign will be installed in City right-of-way per approved site plans. It must comply with City ordinances and permitting requirements.
- **Maintenance & Liability:** The **Licensee is solely responsible** for installation, maintenance, repair, and liability of the sign and surrounding landscaping. The City assumes no responsibility for damage or removal.
- **Landscaping Obligations:** The Licensee must install and maintain xeriscape landscaping along Kove Lane and around the monument. A **Homeowners' Association** must be formed to assume long-term maintenance responsibilities, funded by a dedicated fee.
- **Termination & Removal:** The City may terminate the license with 30 days' notice for noncompliance. Upon termination, the Licensee must remove the sign at its own cost.
- **Indemnification & Insurance:** The Licensee must fully indemnify the City and maintain \$1 million in general liability insurance naming the City as an additional insured.
- **No Franchise or Utility Rights:** The Licensee is not considered a utility and does not have franchise rights. Any misrepresentation of this status will result in automatic termination.

- **Additional Provisions:** Includes compliance with applicable laws, recordkeeping, inspection rights, and notification procedures.

STAFF RECOMMENDATION:

Staff recommends that the City Council approve the Non-Exclusive License Agreement.

FINANCIAL IMPACT:

None

MOTION(S):

I move to approve authorization for the City Manager to execute a Non-Exclusive License Agreement Granting YM Cibolo, LLC, a License to Construct a Subdivision Monument sign for the Bella Rosa Subdivision, Unit III, in the City Right-of-Way.

Attachments

[Certificate of Formation - Cibolo Valley Heights.FILED \(002\).pdf](#)

[Bella Rosa Unit 3 - LTU FINAL DOC and ATTACHMENTS.pdf](#)

[ATTACHMENT 3 - CIBOLO VALLEY HEIGHTS PERMIT SET.pdf](#)



Office of the Secretary of State

October 24, 2024

Attn: BARTON BENSON JONES PLLC

Barton Benson Jones PLLC
1803 Broadway, Suite 840
San Antonio, TX 78215 USA

RE: Cibolo Valley Heights Homeowners Association, Inc.
File Number: 805758650

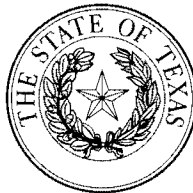
It has been our pleasure to file the certificate of formation and issue the enclosed certificate of filing evidencing the existence of the newly created nonprofit corporation.

Nonprofit corporations do not automatically qualify for an exemption from federal and state taxes. Shortly, the Comptroller of Public Accounts will be contacting the corporation at its registered office for information that will assist the Comptroller in setting up the franchise tax account for the corporation. Information about franchise tax, and contact information for the Comptroller's office, is available on their web site at <https://window.state.tx.us/taxinfo/franchise/index.html>. For information on state tax exemption, including applications and publications, visit the Comptroller's Exempt Organizations web site at <https://window.state.tx.us/taxinfo/exempt/index.html>. Information on exemption from federal taxes is available from the Internal Revenue Service web site at <https://www.irs.gov>.

Nonprofit corporations do not file annual reports with the Secretary of State, but do file a report not more often than once every four years as requested by the Secretary. It is important for the corporation to continuously maintain a registered agent and office in Texas as this is the address to which the Secretary of State will send a request to file a periodic report. Failure to maintain a registered agent or office in Texas, failure to file a change to the agent or office information, or failure to file a report when requested may result in the involuntary termination of the corporation. Additionally, a nonprofit corporation will file documents with the Secretary of State if the corporation needs to amend one of the provisions in its certificate of formation. If we can be of further service at any time, please let us know.

Sincerely,

Corporations Section
Business & Public Filings Division
(512) 463-5555
Enclosure



Office of the Secretary of State

CERTIFICATE OF FILING OF

Cibolo Valley Heights Homeowners Association, Inc.
File Number: 805758650

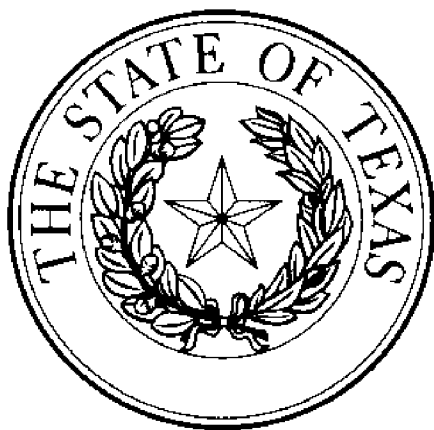
The undersigned, as Secretary of State of Texas, hereby certifies that a Certificate of Formation for the above named Domestic Nonprofit Corporation has been received in this office and has been found to conform to the applicable provisions of law.

ACCORDINGLY, the undersigned, as Secretary of State, and by virtue of the authority vested in the secretary by law, hereby issues this certificate evidencing filing effective on the date shown below.

The issuance of this certificate does not authorize the use of a name in this state in violation of the rights of another under the federal Trademark Act of 1946, the Texas trademark law, the Assumed Business or Professional Name Act, or the common law.

Dated: 10/23/2024

Effective: 10/23/2024



A handwritten signature in cursive script that reads "Jane Nelson".

Jane Nelson
Secretary of State

**CERTIFICATE OF FORMATION
OF
CIBOLO VALLEY HEIGHTS HOMEOWNERS ASSOCIATION, INC.**

The undersigned, a natural person, having the capacity of contract and acting as organizer of Cibolo Valley Heights Homeowners Association, Inc. (the “**Association**”) under the Texas Business Organizations Code (the “**TBOC**”), does hereby adopt the following Certificate of Formation of the Association. All capitalized terms used herein and not otherwise defined herein shall have the same meanings as set forth in the Declaration of Covenants, Conditions and Restrictions for Cibolo Valley Heights (as now or in the future to be filed; said Declaration as amended, supplemented, renewed, or extended from time to time, is herein referred to as the “**Declaration**”).

ARTICLE I. NAME

The name of the Association is Cibolo Valley Heights Homeowners Association, Inc.

ARTICLE II. NONPROFIT CORPORATION

The Association is a Texas nonprofit corporation organized under the TBOC.

No part of the assets or net earnings of the Association shall inure to the benefit of, or be distributable to its members, directors, trustees, officers, or other private persons, except that the Association shall be authorized and empowered to pay reasonable compensation for services rendered and to make payments and distribution in furtherance of the purposes set forth in Article IV below. No substantial part of the activities of the Association shall be to carry on of propaganda, or otherwise attempt to influence legislation, and the Association shall not participate in, or otherwise intervene in any political campaign on behalf of any candidate for public office (including publishing or distribution of statements). Notwithstanding any other provision of this Certificate, the Association shall not carry on any other activities not permitted to be carried on by an Association exempt from federal income tax under Section 501(c)(4) of the Internal Revenue Code or any corresponding section of any future federal tax code.

ARTICLE III. DURATION

The Association shall exist perpetually.

ARTICLE IV. PURPOSES AND POWERS

The purposes for which the Association is organized are:

1. To promote the health, safety and welfare of the residents in the subdivision known as Cibolo Valley Heights Subdivision in Guadalupe County, Texas (the “**Subdivision**”), as well as all property that may be annexed into the Subdivision;
2. To improve and maintain the Common Areas;
3. At the Association’s election, to enforce any covenants, conditions and restrictions

governing the Subdivision and any additions thereto as may hereinafter be brought within the jurisdiction of the Association; and

4. For any other lawful purpose.

In order to carry out the aforementioned purposes, the Association will have all those powers, rights, and privileges permitted to nonprofit entities under Chapter 2 of the TBOC, and all the powers listed in the Declaration, bylaws, and other governing documents which govern the operation of the Association.

ARTICLE V. MEMBERSHIP

The Association shall have members, without certificates or shares of stock. Every record owner (whether one (1) or more persons or entities) of fee simple title in any lot that is subject to the Declaration, including contract sellers, shall be a member of the Association. The foregoing does not include those leasing from record holders of fee simple title or those having an interest merely as security for the performance of an obligation. Membership shall be appurtenant to and may not be separated from ownership of any lot that is subject to the Declaration.

ARTICLE VI. BOARD OF DIRECTORS

The management of the affairs of the Association is vested in its Board of Directors pursuant to TBOC Section 22.201. Until the Control Transfer Date, the three (3) initial directors appointed by Declarant shall so serve (unless increased by Declarant). The names and addresses of the persons who are to serve as the initial directors are:

<u>NAME</u>	<u>ADDRESS</u>
Hunter Tierney	8023 Vantage Drive, Suite 220 San Antonio, Texas 78230
David Rittenhouse	3200 Southwest Freeway, Ste. 2800 Houston, Texas 77027
Lloyd Alexander	3200 Southwest Freeway, Ste. 2800 Houston, Texas 77027

The initial Board shall serve until the Control Transfer Date occurs; the “**Control Transfer Date**” shall mean that point in time when the Declarant, at its sole option, shall cause an instrument transferring control to the Association to be recorded in the Official Public Records of Real Property of the county where the Subdivision is located. After the Control Transfer Date, the affairs of the Association shall be managed by the Board, which shall consist of at least three (3) persons, all of whom must be members of the Association. Upon the Control Transfer Date, a new Board shall be elected. Notwithstanding anything herein to the contrary, until the Control Transfer Date, directors need not be owners.

ARTICLE VII. WINDING UP AND TERMINATION

The Association may be wound up and terminated pursuant to the TBOC with the assent given in writing and signed by not less than two-thirds (2/3rds) of each class of members. Upon winding up and termination of the Association, other than incident to a merger or consolidation, the assets (if any) of the Association shall be dedicated to a public body or conveyed to a nonprofit corporation with purposes similar to those of the Association.

ARTICLE VIII. AMENDMENTS

Amendment of this Certificate of Formation shall require the assent of two-thirds (2/3) of the votes of the entire membership of each class of members; provided further, however, that before the Control Transfer Date, joinder of the Declarant will also be required. Furthermore, the Declarant has the right to unilaterally amend this Certificate of Formation under the following circumstances:

1. If the amendment is necessary to bring any provision in this Certificate of Formation into compliance with a governmental statute, rule or regulation or judicial determination;
2. If the amendment is required by an institutional or governmental lender or purchaser of mortgage loans to enable such lender or purchaser to make or purchase mortgage loans on the Property;
3. If the amendment is necessary to enable any governmental agency or reputable private insurance company to insure mortgage loans on the Property;
4. If the amendment is necessary to enable a reputable title insurance company to issue title insurance coverage on Lots;
5. To correct any error or omission or to clarify any ambiguity in this Certificate of Formation; and
6. In the Declarant's sole discretion, as necessary for the development of the Property.

ARTICLE IX. INITIAL MAILING ADDRESS; REGISTERED AGENT & REGISTERED OFFICE

The initial mailing address of the Association is 8023 Vantage Drive, Suite 220, San Antonio, Texas 78230.

Devin "Buck" Benson is the initial registered agent of the Association. The address of the initial registered agent and the registered office address is 1803 Broadway, Suite 840, San Antonio, Texas 78215.

ARTICLE X. INDEMNIFICATION

To the fullest extent permitted by Texas law, as the same exist or as they may hereafter be amended (but, in the case of any such amendment, only to the extent that such amendment permits broader limitation than permitted prior to such amendment) a director of the Association shall not

be liable to the Association for monetary damages for an act or omission in the director's capacity as a director. Any amendment of this Certificate of Formation shall be prospective only and shall not adversely offset any limitation on the personal liability of a director of the Association existing at the time of such repeal or amendment.

(a) Subject to the exceptions and limitations contained in Article X(b) hereof:

(1) Every person who is or has been a director, officer, or managing agent of the Association shall be indemnified by the Association to the fullest extent permitted by law against liability and against all expenses reasonably incurred or paid by him in connection with any demand, claim, action, suit (or threat thereof) or proceeding in which he/she becomes involved as a party or otherwise by virtue of his/her being or having been a director or officer and against amounts paid or incurred by him/her in the settlement thereof; and

(2) The words "claim," "action," "suit," or "proceeding" shall apply to all claims, actions, suits, or proceedings (civil, criminal, or other, including appeals), actual or threatened, made or commenced subsequent to the adoption of this Certificate of Formation; and the words "liability" and "expenses" shall include, without limitation, attorneys' fees, costs, judgments, amounts paid in settlement, fines, penalties, and other liabilities.

(b) No indemnification shall be provided hereunder to a director, officer, or managing agent of the Association:

(1) Against any liability to the Association by reason of willful misfeasance, bad faith, gross negligence, breach of fiduciary duty, criminal misconduct or reckless disregard of the duties involved in the conduct of his/her office; and

(2) With respect to any matter as to which he/she shall have been finally adjudicated not to have acted in good faith

(c) The rights of indemnification herein provided may be insured against by policies maintained by the Association, shall be severable, shall not affect any other rights to which any director or officer now or hereafter may be entitled, shall continue as to a person who has ceased to be a director or officer and shall inure to the benefit of the heirs, executors, and administrators of such a person.

(d) Expenses in connection with the preparation and presentation of a defense to any claim, action, suit, or proceeding of the character described in this Article X may be advanced by the Association before final disposition thereof upon receipt of an undertaking by or on behalf of the director(s), officer(s), or managing agent(s) secured by a surety bond or other suitable insurance issued by a company authorized to conduct such business in the State of Texas, to repay such amount if it is ultimately determined that he/she is not entitled to indemnification under Article X.

ARTICLE XI. LIABILITY OF THE ASSOCIATION AND ACKNOWLEDGEMENTS

THE ASSOCIATION, ITS BOARD OF DIRECTORS, OFFICERS, MANAGERS, EMPLOYEES, AGENTS AND/OR ITS ATTORNEYS, (collectively, the "ASSOCIATION AND RELATED PARTIES") SHALL NOT IN ANY WAY BE CONSIDERED AN INSURER OR

GUARANTOR OF SECURITY WITHIN THE PROPERTY. NEITHER SHALL THE ASSOCIATION AND RELATED PARTIES BE HELD LIABLE FOR ANY LOSS OR DAMAGE BY REASON OF FAILURE TO PROVIDE ADEQUATE SECURITY OR INEFFECTIVENESS OF SECURITY MEASURES UNDERTAKEN.

MEMBERS AND TENANTS, ON BEHALF OF THEMSELVES, ALL OCCUPANTS OF THE LOT OWNED OR BEING LEASED, GUESTS AND INVITEES OF THE MEMBER OR TENANT, AS APPLICABLE, ACKNOWLEDGE THAT THE ASSOCIATION AND RELATED PARTIES DO NOT REPRESENT OR WARRANT THAT ANY FIRE PROTECTION, BURGLAR ALARM SYSTEMS, ACCESS CONTROL SYSTEMS, PATROL SERVICES, SURVEILLANCE EQUIPMENT, MONITORING DEVICES, OR SECURITY SYSTEMS (IF ANY ARE PRESENT) WILL PREVENT LOSS BY FIRE, SMOKE, BURGLARY, THEFT, HOLD-UP OR OTHERWISE, NOR THAT FIRE PROTECTION, BURGLAR ALARM SYSTEMS, ACCESS CONTROL SYSTEMS, PATROL SERVICES, SURVEILLANCE EQUIPMENT, MONITORING DEVICES OR OTHER SECURITY SYSTEMS WILL IN ALL CASES PROVIDE THE DETECTION OR PROTECTION FOR WHICH THE SYSTEM IS DESIGNED OR INTENDED.

MEMBERS AND TENANTS, ON BEHALF OF THEMSELVES, ALL OCCUPANTS OF THE LOT OWNED OR BEING LEASED, THEIR GUESTS AND INVITEES OF THE MEMBER OR TENANT, AS APPLICABLE, ACKNOWLEDGE AND UNDERSTAND THAT THE ASSOCIATION AND RELATED PARTIES ARE NOT AN INSURER AND THAT EACH MEMBER, TENANT, AND OCCUPANT OF ANY LOT ON BEHALF OF THEMSELVES AND THEIR GUESTS AND INVITEES ASSUME THE RISKS FOR LOSS OR DAMAGE TO PERSONS, TO LOTS AND TO THE CONTENTS OF LOTS AND FURTHER ACKNOWLEDGE THAT THE ASSOCIATION AND RELATED PARTIES HAVE MADE NO REPRESENTATIONS OR WARRANTIES, NOR HAS ANY MEMBER OR TENANT ON BEHALF OF THEMSELVES, ALL OCCUPANTS OF THE LOT OWNED OR BEING LEASED, THEIR GUESTS OR INVITEES, AS APPLICABLE, RELIED UPON ANY REPRESENTATIONS OR WARRANTIES, EXPRESSED OR IMPLIED, INCLUDING ANY WARRANTY OR MERCHANTABILITY OR FITNESS FOR ANY PARTICULAR PURPOSE, RELATIVE TO ANY FIRE PROTECTION, BURGLAR ALARM SYSTEMS, ACCESS CONTROL SYSTEMS, PATROL SERVICES, SURVEILLANCE EQUIPMENT, MONITORING DEVICES OR OTHER SECURITY SYSTEMS RECOMMENDED OR INSTALLED OR ANY SECURITY MEASURES UNDERTAKEN WITHIN THE PROPERTY.

ARTICLE XII. ORGANIZER

The name and address of the organizer is Shanna R. Castro, 1803 Broadway, Suite 840 San Antonio, Texas 78215.

EXECUTED on the 23rd day of October, 2024.

A handwritten signature in black ink, appearing to be 'a' followed by a long horizontal stroke.

Shanna R. Castro, Organizer

**NON-EXCLUSIVE PUBLIC RIGHT-OF-WAY
USE AGREEMENT BETWEEN
CITY OF CIBOLO, TEXAS
AND
YM CIBOLO, LLC**

WHEREAS, section 10.01 of the Home Rule Charter (“Charter”) of the City of Cibolo, Texas (“City” or “Licensor”) provides that “ownership, right of control and use of streets, highway, alleys, parks, public places, rights-of-way and all other real property of the City is hereby declared to be inalienable to the City” (“right-of-way”), and further provides that “No entity or individual shall have the right to occupy such public property without the express permission of and under an express written agreement with the City concerning such occupancy”; and

WHEREAS, MIKE YANTIS JR, YM CIBOLO, LLC (“Licensee”) has requested access to the City’s right-of-way to install a sign monument for the Bella Rosa subdivision within the City and its environs, specifically along right-of-way and within areas indicated in the attached **Attachment A**; and

WHEREAS, Licensee affirmatively represents and warrants that it is authorized to do business in the State of Texas; and

WHEREAS, Licensee’s request for a license to use City rights-of-way is for the specific and limited purposes of installing a monument sign at the designated location; and

WHEREAS, Licensee is not required to obtain a franchise from Licensor, and any equipment or facilities of Licensee (“fixtures”) will be owned and maintained by the Licensee, and Licensee is responsible for applying for and obtaining all necessary permits for the fixtures prior to construction; and

WHEREAS, the City will not be liable or responsible for the repair or maintenance of the monument sign under any circumstances, including in the event the monument sign is damaged or removed by the City for any reason, including, but not limited to, legitimate use of the public right-of-way; and

WHEREAS, the parties desire to enter into a lease agreement to authorize Licensee to install a monument sign in the City right-of-way.

NOW, THEREFORE, in consideration of the foregoing and other good and valuable consideration, Licensor and Licensee agree as follows:

1. **Recitals.** The recitals set forth above are incorporated as if fully set forth herein.
2. **Grant of a License Agreement.**
 - A. The City hereby grants to Licensee a nonexclusive, revocable license allowing Licensee to install a monument sign within Licensor’s right-of-way in the location described in the attached **Attachment 1**. The sign must comply with the specifications identified in **Attachment 2 and Attachment 3** and by otherwise in conformity with the City of Cibolo code of ordinances and any other applicable

law.

- B. Licensee's rights herein may not interfere in any way with the City's ability to utilize the right-of-way for streets, utilities, sidewalk and other public purposes, including, but not limited to, the uses authorized under the Charter for franchise agreements to utilities.
- C. All work must be done in accordance with then-applicable City permitting regulations and to the reasonable satisfaction of the City.

3. **Term**. The term of the nonexclusive License Agreement granted herein shall be for a period of **ten (10) years**. However, the license will further terminate if the monument no longer exists or permits for installation are/is revoked for any reason. This Agreement shall automatically renew unless terminated by either party in writing within six (6) months prior to the renewal date.

4. **Consideration**. The consideration for granting of this license shall be completion and perpetual maintenance by Licensee of landscaping as provided herein. The consideration identified herein is in addition to any generally applicable permitting or other fees provided for in the City of Cibolo Code of Ordinances or Unified Development Code.

5. **Landscaping**.

- A. **Landscaping**. Licensee shall install landscaping around the sign as well as along the north side of Kove Lane between Cibolo Valley Drive and Brook Shadow in a manner approved by the City of Cibolo (the "Landscaped Area") as should on Attachment 1. Landscaping shall be xeriscape designed for minimal water usage, except around the monument sign and otherwise agreed to by Licensor. All trees must be planted a minimum of five feet (5') from any utility lines. Large trees should be at least ten feet (10') from the curb and sidewalk. The landscaped area should grade toward the street to provide for water drainage away from the residential properties. Licensee is responsible for all maintenance and repairs on the Landscaped Area.
- B. **Homeowners' Association**. Licensee shall ensure that a Homeowners' Association for the Bella Rosa subdivision is properly created and that the corporate documents for the association include an ongoing obligation to a provide maintenance for the Landscaped Area. The documents must also include a specific fee allocation and collection, separate from any other maintenance or park fees, for Landscaped Area maintenance. Said corporate documents must be provided to the City of Cibolo to confirm the existence of the obligation. Upon completion of all the steps described herein, Licensee may seek to assign its maintenance obligations herein to the Homeowners' Association.

6. **Installation and Maintenance of the Sign**.

- A. Licensors shall have the power at any time to order and require Licensee to remove and abate any fixture that is imminently dangerous to life or property, and in case Licensee, after written notice, fails or refuses to comply, the City shall have the power to remove the same at the expense of Licensee, all without compensation or liability for damages to Licensee. These powers are in addition to the authority provided in the Charter or in the Code of Ordinances.
- B. Licensee shall promptly restore all property excavated by Licensee to substantially the same condition as existed before such excavation to the reasonable satisfaction of the City.
- C. Licensee shall design, construct, and maintain the fixtures as not to interfere with the right-of-way.
- D. Licensee shall ensure its fixtures do not interfere with City's facilities, franchised utility facilities, or normal drainage, and shall seek permission from the city engineer if constructing any concrete piers or supports to the facilities within the right- of-way.
- E. Permission to build the fixtures in the right-of-way does not remove the obligation of the Licensee to remove the fixtures at the Licensee's expense upon demand of the City if it is found to be imminently dangerous to life or property.
- F. Except in an emergency, Licensee shall not perform any work without first securing permission of the City. The City shall be notified as soon as practicable regarding work performed under emergency conditions.
- G. If Licensee's facilities, once installed, is destroyed by any casualty, act of God, or public enemy, it may not be constructed or rebuilt in the right-of-way without advance express, written authorization from Licensors.
- H. Licensee must maintain the fixtures in a good and safe condition. If Licensee fails to maintain the fixtures as required herein, Licensors may perform any needed repairs or maintenance and charge Licensee for the work performed. It is not a challenge to a bill provided pursuant to this subsection that the work could have been performed differently or at a lower cost.

7. Work by Others, Changes Requested by Others.

- A. The Licensee shall be responsible for all work performed on its behalf pursuant to this License Agreement, whether the work is done by Licensee, its employees, independent contractors, or others.
- B. Whenever it is deemed necessary by the City to move, alter, change, adapt, or

conform the facilities of Licensee, Licensee shall make the alterations or changes, as soon as practicable when ordered in writing by the City without claim for reimbursement or damages against the City; provided that any such alterations or changes must be completed within ninety (90) days from Licensee's receipt of the later of the City's notice or appropriate permits from any other local, State or Federal entity, unless an extension is requested from and granted by the City based upon a written schedule acceptable to the City.

8. Indemnity and Insurance.

A. **INDEMNITY.**

- (1) LICENSEE AGREES AND IS BOUND TO DEFEND, INDEMNIFY AND HOLD THE CITY, ITS OFFICERS, AGENTS AND EMPLOYEES, HARMLESS AGAINST ANY AND ALL CLAIMS. LAWSUITS, JUDGMENTS, COSTS AND EXPENSES FOR PERSONAL INJURY (INCLUDING DEATH), PROPERTY DAMAGE OR OTHER HARM FOR WHICH RECOVERY OF DAMAGES IS SOUGHT THAT MAY ARISE OUT OF OR BE OCCASIONED BY:
 - (a) Licensee's use, occupancy or maintenance of its facilities in the City's right-of-way;
 - (b) Any act or omission of any representatives, agents, customers, employees, independent contractors or subcontractors of Licensee;
 - (c) Licensee's breach of any of the terms or provisions of this license agreement; or
 - (d) Any act or omission, whether negligent, grossly negligent, or intentional or any act or omission for which the Licensee may be strictly liable, of Licensee, its officers, agents, employees, independent contractors, or subcontractors in the use, occupancy or maintenance of the right-of-way or Licensee's facilities within the right-of-way.
- (2) Nothing in this License Agreement shall be construed as waiving any governmental immunity available to the City under Texas law or waiving any defenses of the parties.
- (3) The provisions of this section are solely for the benefit of the parties to this Agreement and are not intended to create or grant any rights, contractual or otherwise, to any other person or entity.
- (4) The obligation to indemnify and defend shall also include any claim for damage or injury, including death, that may be brought against the City of Cibolo,

Texas, by any other person or company, including any utility or communications company, whether publicly or privately owned, by reason of Licensee's use of the right-of-way or Licensee's facilities located in the right-of-way.

- (5) Licensee covenants and agrees never to make a claim of any kind or character whatsoever against the City for damage of any kind that it may suffer by reason of the installation, construction, reconstruction, operation or maintenance of any City facility in the right-of-way.
- (6) IT IS THE INTENTION OF THIS INDEMNITY AGREEMENT ON THE PART OF LICENSEE, AND A CONDITION OF THIS LICENSE AGREEMENT, THAT, EXCEPT AS OTHERWISE NOTED, IT SHALL BE A FULL AND TOTAL INDEMNITY AGAINST ANY KIND OR CHARACTER OF CLAIM WHATSOEVER THAT MAY BE ASSERTED AGAINST THE CITY, BY REASON OF, OR AS A CONSEQUENCE OF, HAVING GRANTED PERMISSION TO LICENSEE TO USE OR MAINTAIN THE RIGHT-OF-WAY.
- (7) City agrees to promptly give Licensee written notice of the commencement of any action, suit or other proceeding for which the Licensee could be liable for indemnification under this license. Licensee will have the right to investigate compromise and defend against the claims for which Licensee is providing indemnification.

B. **INSURANCE.** It is understood and agreed, and a condition hereof, that Licensee shall procure and keep in full force and effect commercial general liability insurance coverage issued by an insurance company authorized and approved by the State of Texas, reasonably acceptable to the City and issued in the standard form approved by the State Board of Insurance. The insured provisions of this policy must name the City, its officers and employees as an additional insured protecting the City against any and all claims for damages to persons or property as a result of or arising out of the use, operation, and maintenance by Licensee of the right-of-way and Licensee's facilities in connection therewith and located therein. The commercial general liability coverage must provide combined single limits of liability for bodily injury and property damage of not less than one million dollars (\$1,000,000) for each occurrence. The coverage must be on an "occurrence" basis and must include coverage for premises operations, independent contractors, products/completed operations, personal injury, including death, contractual liability, and medical payments; provided further:

- (1) Each policy must include a cancellation provision in which the insurance company is required to notify Licensee and the City in writing not fewer than thirty (30) days before canceling, failing to renew, or making a material change to the insurance policy.

- (2) Licensee shall carry said insurance at its expense and shall furnish the City proof of such insurance. In the event said insurance should terminate during the license term, or Licensee fails to furnish proof of insurance coverage in accordance with the specifications as required by this section, City may in its sole discretion terminate this License Agreement.

9. **Administration of License.**

- A. The City Manager, or his or her designee, is the principal City officer responsible for the administration of this Agreement and shall review the operations of Licensee in the right-of-way under this Agreement.
- B. It shall always be the right of the governing body of the City to keep fully informed as to all matters in connection with or affecting the construction, reconstruction, maintenance, operation and repair of Licensee's facilities on the right-of-way.

10. **Records.** The City may, at any time, make inquiries pertaining to this License Agreement relating to the Licensee's use of the right-of-way. The Licensee shall respond to such inquiries on a timely basis.

11. **Violations.** Upon evidence being received by the City Manager that violations of this License Agreement are occurring, or have occurred, he or she will call an investigation. If the City Manager finds that such a violation exists or has occurred, appropriate steps will be taken to secure compliance with the terms of this License Agreement. Such steps include the provision of a written notice to Licensee detailing the alleged violation and permitting Licensee a reasonable opportunity (not less than thirty (30) days) to cure the violation unless such a delay could result in harm.

12. **Assignment of Agreement.** The rights granted by this Agreement inure to the benefit of Licensee. Licensee may not transfer or assign these rights without the written consent of the City exercised in its sole discretion, which the City will not unreasonably withhold.

13. **Termination of Agreement and Removal of Facilities.**

- A. If Licensee fails to follow any requirements of this License Agreement, the City will send written notice to Licensee. Thirty (30) days after receipt of the written notice by Licensee of breach or default is mailed or delivered, the City may order that this License Agreement shall become null and void and send a written notice of termination from the City, and City may order the removal of any of Licensee's facilities and if Licensee should refuse, City may remove such facilities at Licensee's expense.
- B. It is further agreed that upon Licensee's failure to cure a default, the City shall reserve and have the absolute right to terminate this License Agreement. Upon such determination, the Licensee shall have no further right to said use of the right-of-way, and in any event upon termination or cancellation by City or Licensee, Licensee shall, unless otherwise agreed to by the City, remove any facilities from the right-of-way

at the Licensee's expense.

- C. Licensee asserts and acknowledges that it does not and will not be providing video, cable, or voice services as defined under Texas law to end users in the City and, further, Licensee asserts and acknowledges that it is not a public utility or telecommunications utility, as those terms are used in the Charter, City Code, and under Texas law, therefore, Licensee is not required to obtain a franchise from the City. If the City determines that the foregoing statements are untrue, or if Licensee provides any service that falls under Chapter 66 or Chapter 283 of the Texas Local Government Code, then the License Agreement will terminate automatically and the City will provide written notice to Licensee.

14. Conformity to Constitution, Statutes, Charter and City Code. This License Agreement is granted subject to the provisions of the Constitution and the laws of the United States of America, the State of Texas, and the Charter of the City and applicable sections of the Code of Ordinances of the City.

15. Use of premises. Licensee is prohibited from using the Property in any manner which violates any applicable Federal, State or local laws, regulations, rules and orders, regardless of when they become or became effective, including without limitation, those relating to health, safety, noise, environmental protection, waste disposal and water and air quality, and shall provide satisfactory evidence of compliance upon receipt of the written request of the City. Should any discharge, leakage, spillage, emission or pollution of any type occur upon or from the right-of-way due to Licensee's use and occupancy thereof, Licensee, at its expense, is obligated to clean up the affected property to the reasonable satisfaction of the City and any other governmental body having jurisdiction. The City may, at its option, clean the affected property. If the City elects to do so, Licensee shall promptly pay to the City the reasonable cost of such cleanup upon receipt of bills. Licensee agrees that the indemnity provisions contained herein shall be fully applicable to the requirements of this paragraph, in the event of Licensee's breach of this paragraph or as a result of any such discharge, leakage, spillage, emission or pollution arising out of Licensee's use of the licensed premises. Licensee must also obtain any and all necessary governmental licenses and permits necessary in order to use the Property and facilities for Licensee's intended purpose.

16. Notices.

All written notices from City to Licensee shall be sent to the office of the Licensee:

Mike Yantis
8023 Vantage Drive St 220
San Antonio, Texas 78230

All written notices from Licensee to City shall be sent to:

City of Cibolo
Attn: City Manager
200 South Main Street
Cibolo, Texas 78108

With Copy to:

License Agreement
MIKE YANTIS JR, YM CIBOLO, LLC

George Hyde
Hyde Kelley, LLP
2806 Flintrock Trace, Ste A104
Austin, Texas 78738

Any party may change the address to which notices hereunder are to be delivered by giving notice to the other party in the manner described herein. In addition, each party shall provide the other with written notice of emergency contacts, including name(s), title(s), phone number(s) and e-mail address(es), in the event a situation potentially affecting public health and safety related to the facilities arises.

17. **Effective Date.** This shall take effect immediately from and after its execution by the Mayor of the City after authorization by the City Council.

18. **Extent of Agreement.** This License Agreement embodies the complete agreement of the parties, superseding all oral or written previous and contemporary agreements between the parties and relating to matters in this License Agreement, and except as otherwise provided in this License Agreement cannot be modified without written agreement of City and Licensee to be attached to and made a part of this License Agreement.

19. **Severability.** That the terms and provisions of this Agreement shall be deemed to be severable and that if the validity of any section, subsection, sentence, clause or phrase of this Agreement should be declared by a court of competent jurisdiction to be invalid, the same shall not affect the validity of any other section, subsection, sentence, clause or phrase of this ordinance. If any material term or provision of this ordinance is so declared invalid, the parties shall promptly begin negotiations for a replacement.

20. **Venue.** This License Agreement is performable in the State of Texas and the exclusive legal venue for any litigation arising under this License Agreement shall lie in Guadalupe County, Texas, and shall be governed by the laws of the State of Texas.

21. **Authorized Representatives.** City and Licensee represent and warrant that the execution, delivery and performance of this License Agreement has been duly authorized, and each party has authorized the representatives below to execute this agreement on behalf of the party.

22. **Entire Agreement.** This Agreement contains the entire agreement between the Parties with respect to the subject matter hereof. Any oral representations or modifications concerning this Agreement shall be of no force or effect, except a subsequent written modification executed by both Parties. NO OFFICIAL, EMPLOYEE, OR AGENT OF THE CITY HAS ANY AUTHORITY, EITHER EXPRESS OR IMPLIED, TO AMEND, MODIFY, OR OTHERWISE CHANGE THIS AGREEMENT, EXCEPT PURSUANT TO SUCH EXPRESS AUTHORITY AS MAY BE GRANTED BY THE CITY COUNCIL.

23. **No Waiver.**
The waiver of any provision of this Agreement will not constitute a waiver of any other provision, nor will it constitute a continuing waiver unless expressly provided for by a written amendment to this Agreement. The City's failure to enforce any provision of this Agreement will not constitute a waiver or estoppel of the right to do so.

<Signatures on Subsequent Pages>

EXECUTED on the date(s) indicated below and EFFECTIVE as of _____, 20__
(the "Effective Date").

LICENSOR:

CITY OF CIBOLO

By: _____
Name: Wayne Reed, ICMA-CM
Title: City Manager
Date: _____

ATTEST:

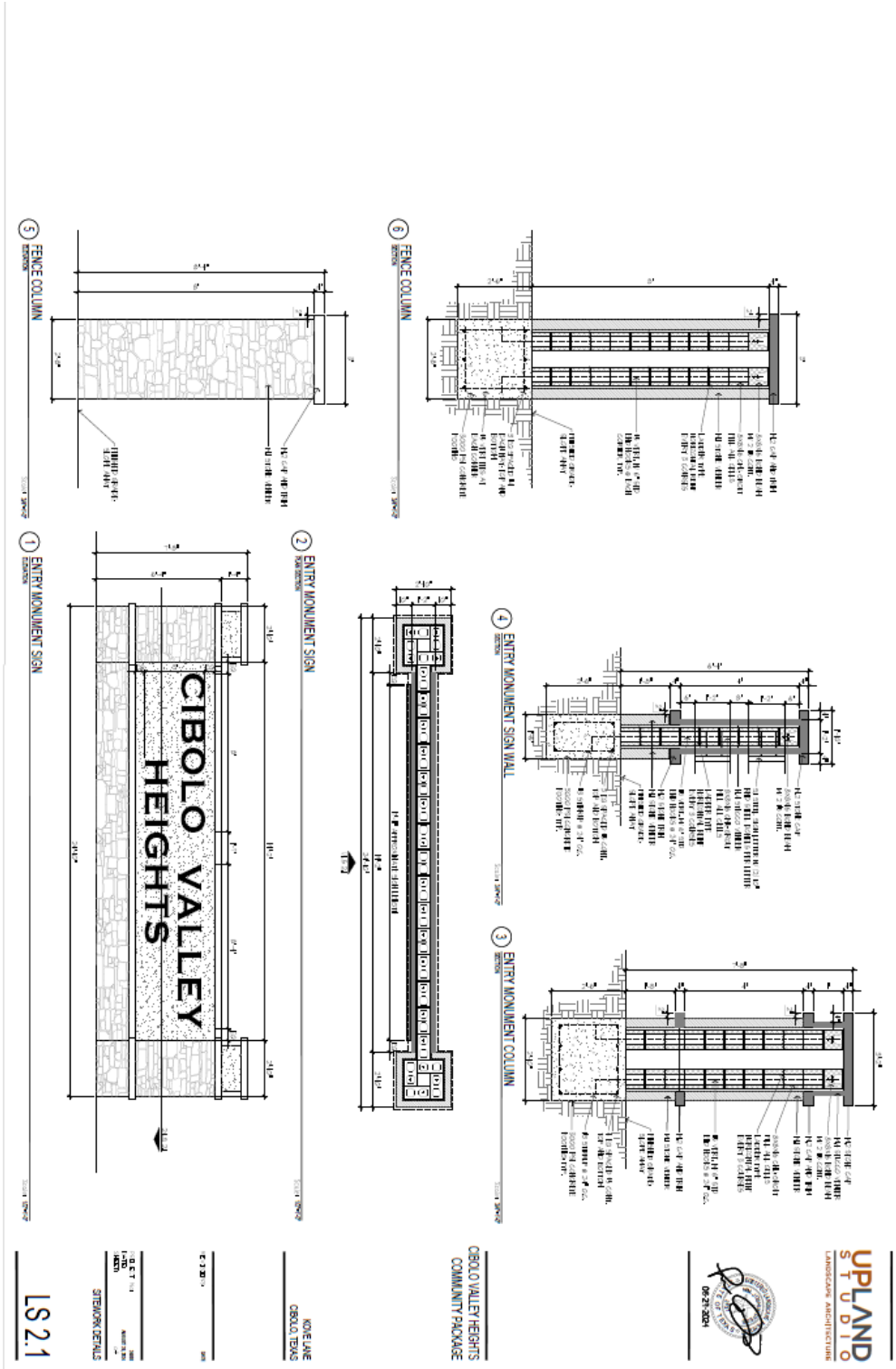
Name: Peggy Cimics
Title: Secretary
Date: _____

LICENSEE:

MIKE YANTIS JR, YM CIBOLO, LLC

By: _____
Name: Mike Yantis
Title: Developer
Date: _____

ATTACHMENT 2 SIGN SPECIFICATIONS



ATTACHMENT 3

Cibolo Valley Heights Entry and Park Package

CIBOLO VALLEY HEIGHTS ENTRY AND PARK PACKAGE

CIBOLO, TEXAS

SITEWORK / LANDSCAPE / IRRIGATION

UPLAND
STUDIO
LANDSCAPE ARCHITECTURE



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MATERIAL SCHEDULE, NOTES, AND LEGENDS	LC 1.1
OVERALL REFERENCE PLAN	LC 1.2
SITEWORK	
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COMMUNITY PARK SITEWORK PLAN	LS 1.2
SITEWORK DETAILS	LS 2.1
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COMMUNITY PARK PLANTING PLAN	LP 1.3
PLANT SCHEDULE, NOTES, AND DETAILS	LP 2.1
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IRRIGATION	
IRRIGATION SCHEDULES AND LEGENDS	LI 1.0
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IRRIGATION DETAILS	LI 2.1
IRRIGATION DETAILS	LI 2.2

PROJECT TEAM

OWNER:
YANTIS LAND, LLC
CONTACT: MIKE YANTIS
8001 WINTHROP DRIVE, STE 200
DALLAS, TEXAS 75241
P 214.651.1851
E MYANTIS@YANTISLAND.COM

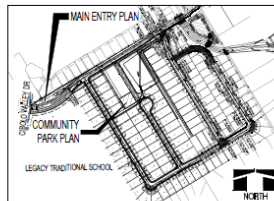
LANDSCAPE ARCHITECT:
UPLAND STUDIO, LLC
CONTACT: JORDAN DUBOIS
7001 PHILADELPHIA AVE
BOULDER, TEXAS 75019
P 214.243.6897
E JDUBOIS@UPLANDSTUDIO.COM

IRRIGATION CONSULTANT:
PRA IRRIGATION CONSULTANTS
CONTACT: MIKE MORGAN
3818 BROADWAY, STE 10
DALLAS, TEXAS 75219
P 214.750.7818
E MMORGAN@PRAIRRIGATION.COM

LOCATION MAP



VICINITY MAP



CIBOLO VALLEY HEIGHTS
COMMUNITY PACKAGE

KOVE LANE
CIBOLO, TEXAS

REV: 10/20/2024 JAY
OWNER REVISION 2025-02-26

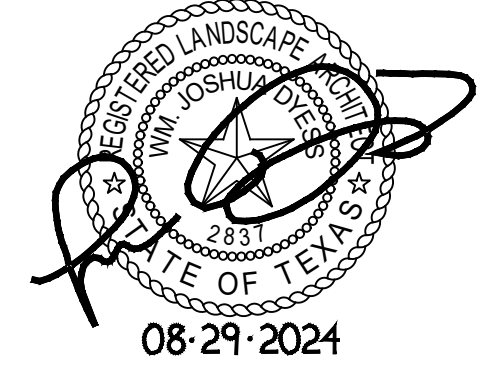


CIBOLO VALLEY HEIGHTS

ENTRY AND PARK PACKAGE

CIBOLO, TEXAS

SITework / LANDSCAPE / IRRIGATION



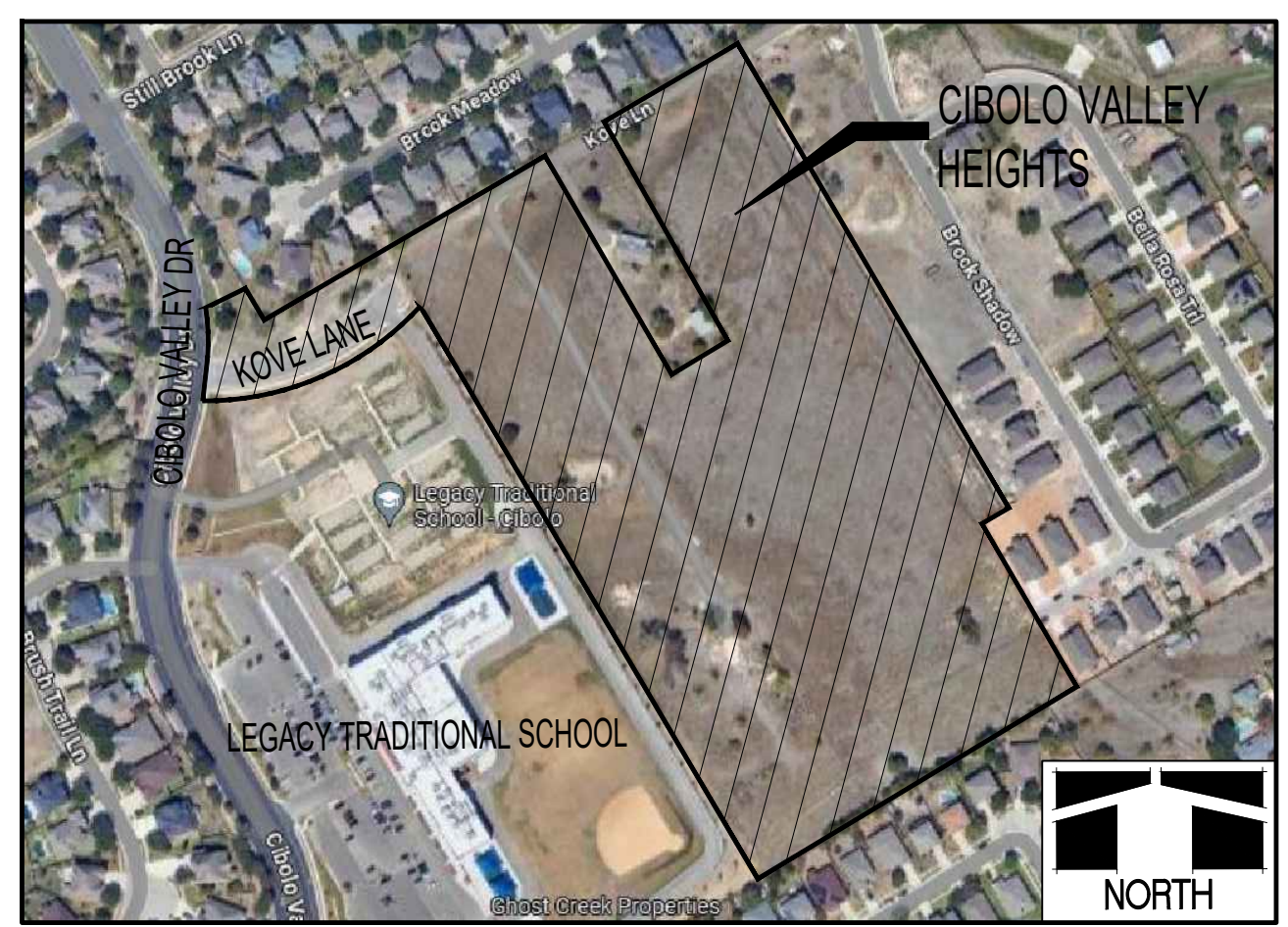
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COMMUNITY PARK SITework PLAN	LS 1.2
SITework DETAILS	LS 2.1
SITework DETAILS	LS 2.2
SITework DETAILS	LS 2.3
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ROAD EXTENSION PLANTING PLAN	LP 1.2
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PLANT SCHEDULE, NOTES, AND DETAILS	LP 2.1
PLANTING SPECIFICATIONS	LP 2.2
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IRRIGATION PLAN	LI 1.2
IRRIGATION PLAN	LI 1.3
IRRIGATION DETAILS	LI 2.1
IRRIGATION DETAILS	LI 2.2

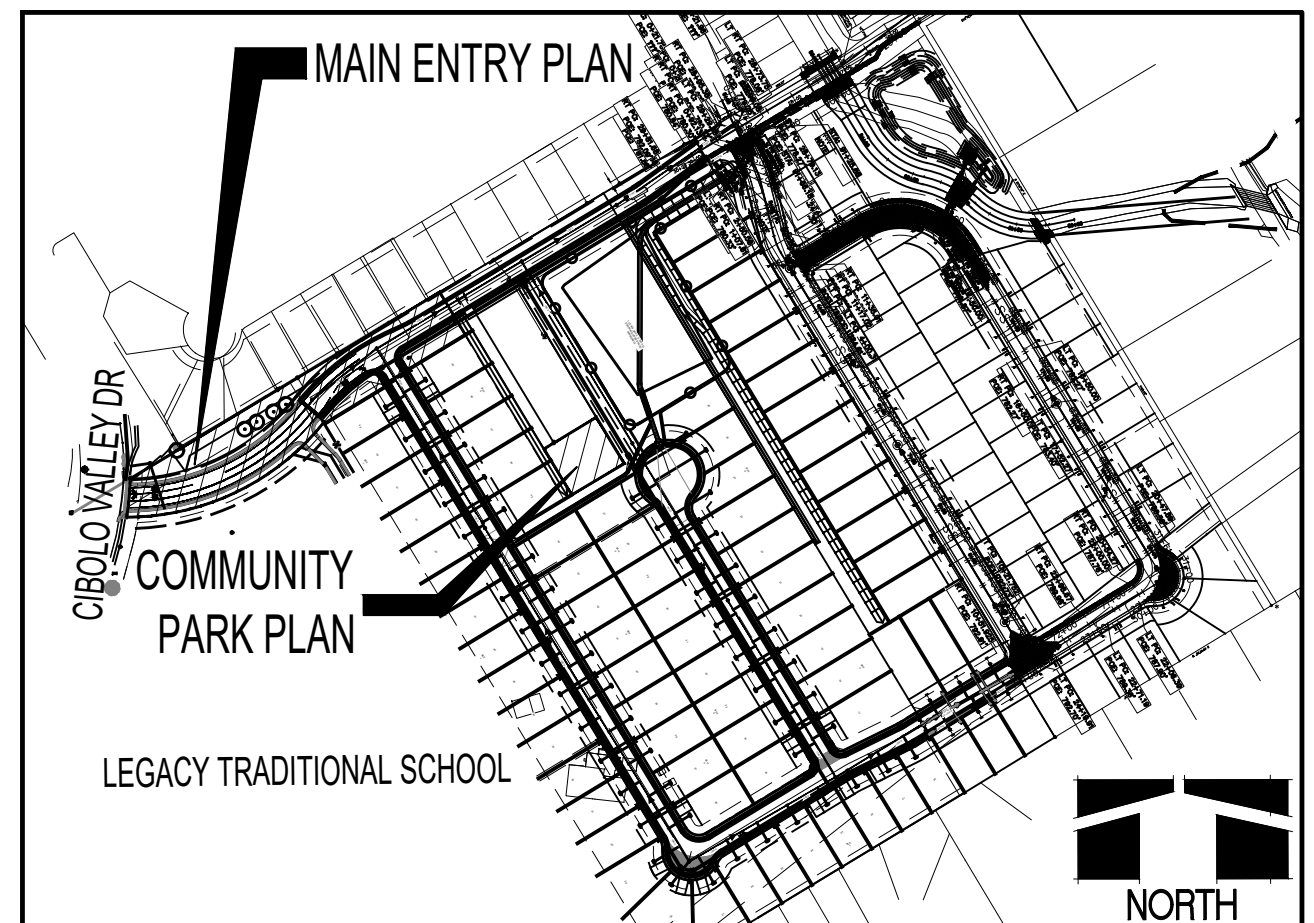
PROJECT TEAM

OWNER: YANTIS LAND, LLC CONTACT: MIKE YANTIS 8023 VANTAGE DRIVE, STE 220 SAN ANTONIO, TEXAS 78230 P: 210.831.1563 E: MYANTISJR@JMYANTIS.COM	LANDSCAPE ARCHITECT: UPLAND STUDIO, LLC. CONTACT: JOSHUA DYESS 7538 PARAISO HAVEN BOERNE, TEXAS 78015 P: 210.216.5997 JDYESS@UPLANDSTUDIO.LA.COM	IRRIGATION CONSULTANT: PRA IRRIGATION CONSULTANTS CONTACT: WADE RADLET 3619 BROADWAY, STE 13 SAN ANTONIO, TEXAS 78209 P: 210.788.7015 WADE@PRA-IRRIGATION.COM
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LOCATION MAP



VICINITY MAP



CIBOLO VALLEY HEIGHTS
COMMUNITY PACKAGE

KOVE LANE
CIBOLO, TEXAS

REVISIONS: OWNER REVISION DATE 2025-02-26

PROJECT No: 24008
DATE: AUGUST 18, 2024
SHEET: 01

1

COVER SHEET

LC 1.1

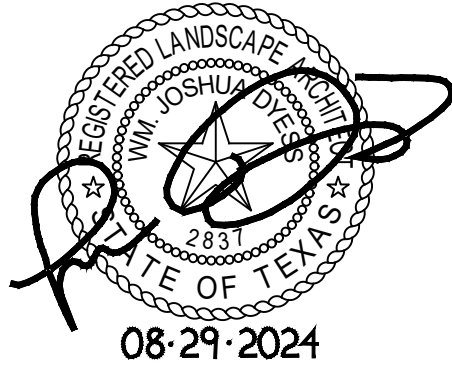
MATERIALS SCHEDULE					
MASONRY					
M.1	LIMESTONE ACCENT VENEER 6" X 16" X 5" THICK MIDDLE PORTION OF TOWER FENCE COLUMNS	WALNUT	SAWN SIDE EDGES CHOPPED FACE	COMPANY: I-HO STONE SOURCE PHONE: 210.684.0051 FAX: 210.648.0281 WEBSITE: 110STONESOURCE.COM OR APPROVED EQUAL	RUNNING BOND PATTERN MORTAR JOINTS TO MATCH STONE PROVIDE SAMPLE FOR APPROVAL BY OWNER'S REPRESENTATIVE
M.2	LIMESTONE CAP AND TRIM	BUFF	SAWN SMOOTH ALL SIDES	COMPANY: I-HO STONE SOURCE PHONE: 210.684.0051 FAX: 210.648.0281 WEBSITE: 110STONESOURCE.COM OR APPROVED EQUAL	RUNNING BOND PATTERN MORTAR JOINTS TO MATCH STONE PROVIDE SAMPLE FOR APPROVAL BY OWNER'S REPRESENTATIVE
M.3	LIMESTONE LANDSCAPE BLOCK 12" X 6" X 6" THICK RAISED BED BORDER	CREAM	SAWN SIDE EDGES CHOPPED FACE	COMPANY: I-HO STONE SOURCE PHONE: 210.684.0051 FAX: 210.648.0281 WEBSITE: 110STONESOURCE.COM OR APPROVED EQUAL	RUNNING BOND PATTERN MORTAR JOINTS TO MATCH STONE PROVIDE SAMPLE FOR APPROVAL BY OWNER'S REPRESENTATIVE 3 COURSE HEIGHT MAX
M.4	STUCCO VENEER	PAINT - FINAL COLOR TBD	SAND FINISH PATTERN		STUCCO ON METAL LATHE PROVIDE MOCK UP FOR APPROVAL BY OWNER'S REPRESENTATIVE
M.5	CONCRETE SIDEWALK	BUFF	MEDIUM BROOM FINISH		
WOOD					
W.1	TREATED PINE FENCE WOOD STAIN ON FENCE	SEMI- TRANSPARENT			FINAL SELECTION BY OWNER
STEEL					
S.1	1/8" STEEL SIGN LETTERS PIN MOUNTED	PAINT BLACK	N/A	N/A	CONTRACTOR TO SUBMIT SHOP DRAWINGS FOR APPROVAL BY OWNER'S REPRESENTATIVE PRIOR TO FABRICATION
LIGHTING					
L.1	BULLET LIGHTS MOON VISION BR40 UPLIGHT, LED BZTLGS (2 TOTAL)	N/A	N/A	N/A	CONTRACTOR SHALL PROVIDE PRODUCT INFORMATION TO OWNER'S REPRESENTATIVE FOR APPROVAL
L.2	SOLAR PANEL AND BATTERY PACK	N/A	N/A	N/A	CONTRACTOR SHALL PROVIDE PRODUCT INFORMATION TO OWNER'S REPRESENTATIVE FOR APPROVAL
FURNISHINGS					
F.1	PICNIC TABLES PARK GRADE - SURFACE MOUNT (2 TOTAL)	BROWN / NATURAL	N/A	N/A	CONTRACTOR SHALL PROVIDE PRODUCT INFORMATION TO OWNER'S REPRESENTATIVE FOR APPROVAL
F.2	BBQ PIT PARK GRADE - DIRECT EMBED (2 TOTAL)	BLACK	N/A	N/A	CONTRACTOR SHALL PROVIDE PRODUCT INFORMATION TO OWNER'S REPRESENTATIVE FOR APPROVAL

GENERAL NOTES

- 1
- CONTRACTOR SHALL VISIT THE JOB SITE AND BECOME FAMILIAR WITH THE ENTIRE PROJECT AND ALL THINGS PERTAINING TO THE EXECUTION AND COMPLETION OF THE WORK.
- 2
- CONTRACTOR SHALL VERIFY ALL EXISTING DIMENSIONS AND CONDITIONS AT THE JOB SITE. ANY DISCREPANCIES AND/OR INCONSISTENCIES SHALL BE BROUGHT TO THE ATTENTION OF THE LANDSCAPE ARCHITECT PRIOR TO EXECUTION OF THE WORK.
- 3
- CONTRACTOR WILL BE HELD RESPONSIBLE FOR ANY DAMAGE TO THE JOB SITE AND/OR IMPROVEMENTS RESULTING FROM HIS /HER OPERATIONS. THE CONTRACTOR SHALL, AT HIS/HER OWN EXPENSE, MAKE ALL NECESSARY REPAIRS TO RESTORE THE JOB SITE AND/OR IMPROVEMENTS TO THEIR ORIGINAL OR LIKE-NEW CONDITION.
- 4
- ANY AND ALL DEVIATIONS AND/OR CHANGES FROM THE PLANS SHALL BE APPROVED BY THE LANDSCAPE ARCHITECT PRIOR TO EXECUTION
- 5
- CONTRACTOR SHALL VERIFY LOCATIONS OF, AND PROTECT ALL, EXISTING UTILITIES DURING ALL OPERATIONS.
- 6
- UNLESS INDICATED OTHERWISE, ALL DEBRIS SHALL BECOME THE PROPERTY OF THE CONTRACTOR AND SHALL BE REMOVED FROM THE JOB SITE COMPLETELY AND PROMPTLY, DAILY.
- 7
- CONTRACTOR SHALL COMPLY WITH ALL LAWS, CODES AND ORDINANCES APPLICABLE TO THIS PROJECT. CONTRACTOR SHALL OBTAIN AND PAY FOR ALL PERMITS REQUIRED IN CONNECTION WITH THE EXECUTION AND COMPLETION OF THE PROJECT. CONTRACTOR SHALL PAY ALL TAXES AND FEES REQUIRED. CONTRACTOR IS RESPONSIBLE AND LIABLE FOR SECURING ANY AND ALL INSPECTIONS REQUIRED.
- 8
- PROVIDE ANY NECESSARY PREPARATION, BLOCKING, SUBSTRATA, ETC. REQUIRED TO PROPERLY INSTALL AND FINISH THE WORK.
- 9
- CONTRACTOR SHALL PROVIDE TEMPORARY SECURITY FENCING AND ANY OTHER NECESSARY BARRIERS AROUND THE ENTIRE AREA OF OPERATIONS. COORDINATE EXTENT AND LOCATION OF FENCING WITH THE CITY.
- 10
- CONTRACTOR SHALL COORDINATE WITH THE LANDSCAPE ARCHITECT FOR ACCESS TO THE SITE. SUCH ACCESS SHALL INCLUDE A "HAUL ROUTE" FOR MATERIALS, PARKING AREAS AND ENTRANCE TO THE SITE FOR THE CONTRACTOR'S FORCES, ETC.

GENERAL LEGEND	
ABBREVIATIONS	
SYMBOL	DESCRIPTION
B.C.	BOTTOM OF CURB
B.P.	BOTTOM OF PIPE
B.O.C.	BACK OF CURB
L.O.C.	LIMIT OF CONSTRUCTION
B.W.	BOTTOM OF WALL
C.L.	CENTERLINE
E.J.	EXPANSION JOINT
H.P.	HIGH POINT
E.O.P.	EDGE OF PAVEMENT
N.I.C.	NOT IN CONTRACT
O.C.	ON CENTER
O.C.E.W.	ON CENTER EACH WAY
P.A.	PLANTING AREA
E.S.M.T.	EASEMENT
P.O.B.	POINT OF BEGINNING
P.O.T.	POINT OF TANGENCY
R.O.W.	RIGHT OF WAY
T.D.	TOP OF AREA DRAIN
F.H.	FIRE HYDRANT
T.C.	TOP OF CURB
T.F.	TOP OF FOUNDATION
S.S.	SANITARY SEWER LINE
T.W.	TOP OF WALL
W.D.	WATER DEPTH
W.L.	WATER LEVEL
U.N.O.	UNLESS NOTED OTHERWISE

LEGEND	
	DETAIL REFERENCE
	MATERIAL CALLOUT
	ENLARGEMENT REFERENCE
	SECTION REFERENCE
	ELEVATION REFERENCE
	TREE CALLOUT
	SHRUB & GROUND COVER CALLOUT



CIBOLO VALLEY HEIGHTS
COMMUNITY PACKAGE

KOVE LANE
CIBOLO, TEXAS

REVISIONS:	DATE
OWNER REVISION	2025-02-26

PROJECT No:	24008
DATE:	AUGUST 29, 2024
SHEET:	OF

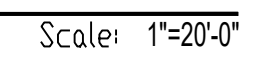
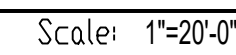
GENERAL NOTES, LEGENDS,
AND MATERIALS SCHEDULE

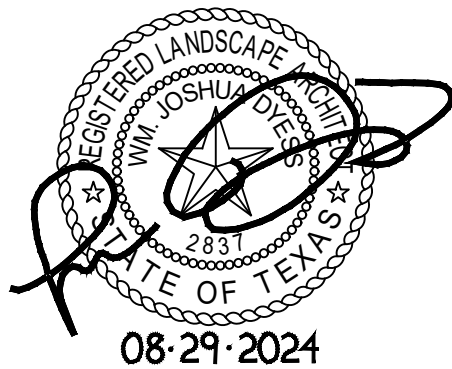
KOVE LANE
BOLO, TEXAS



ENTRY SITEWORK PLAN

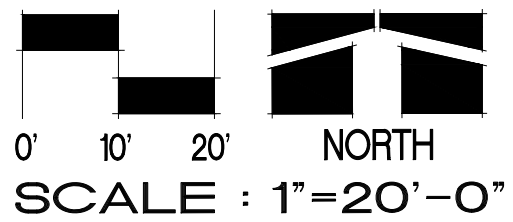
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CIBOLO VALLEY HEIGHTS
COMMUNITY PACKAGE

KOVE LANE
CIBOLO, TEXAS

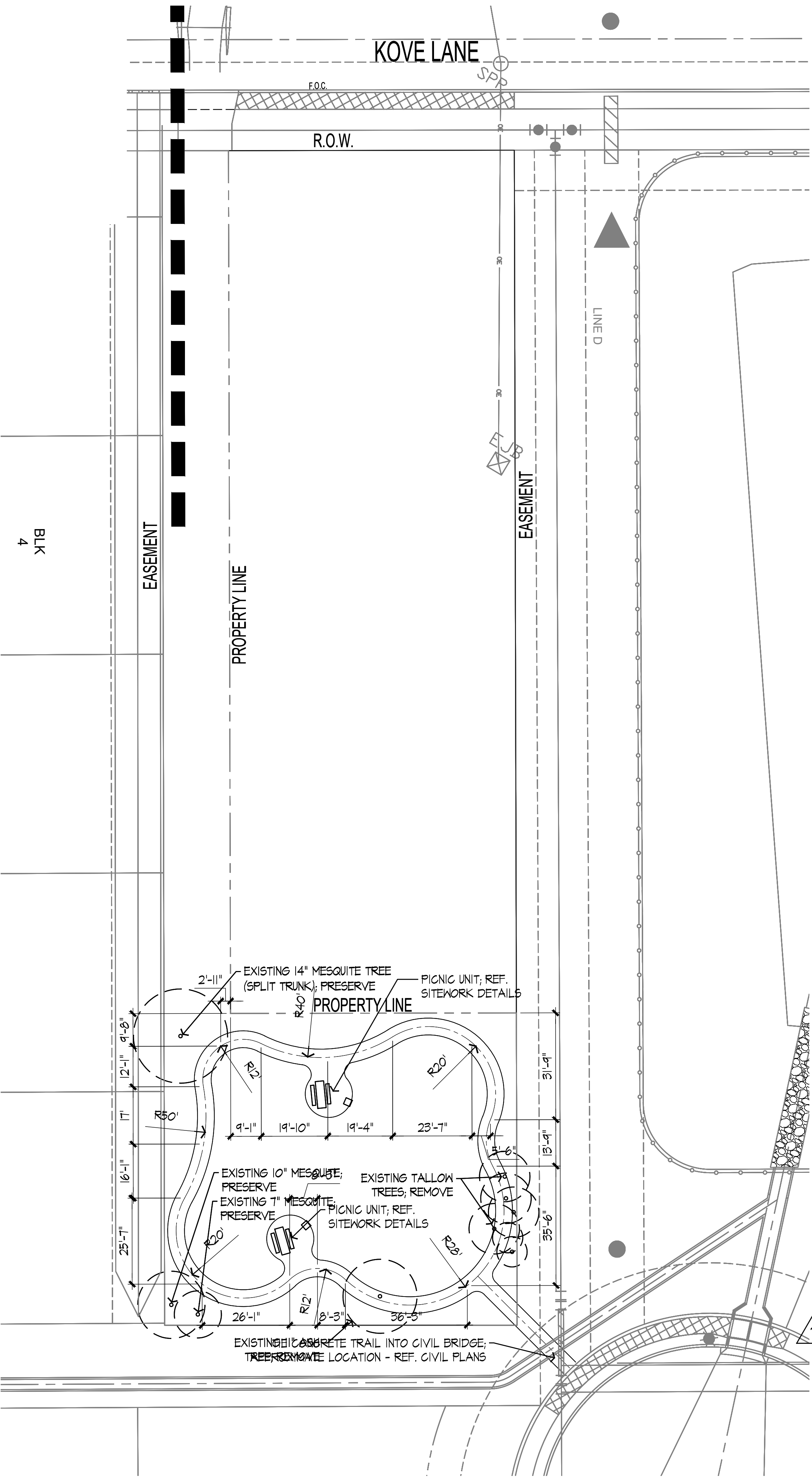


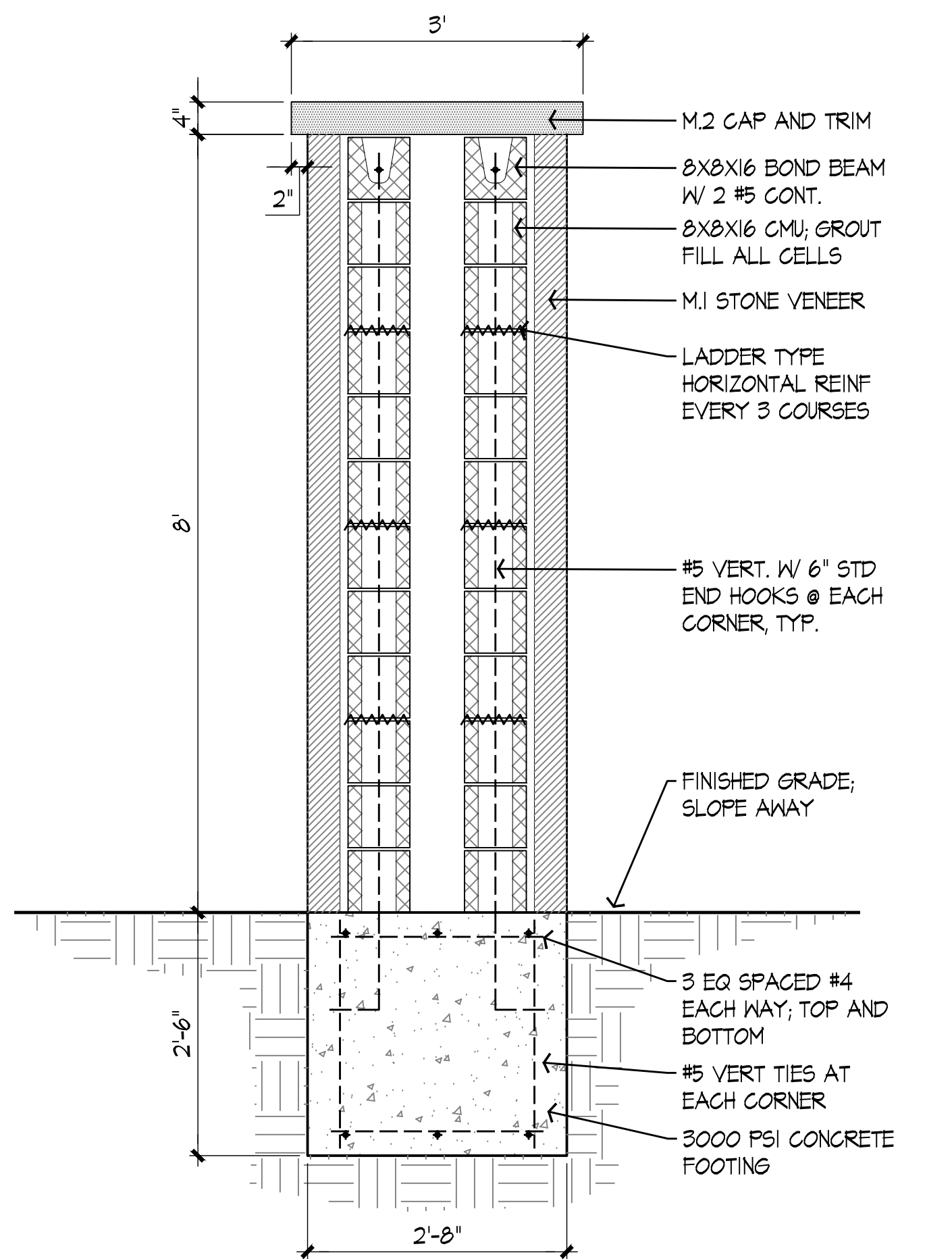
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1 OWNER REVISION	2025-02-26

PROJECT No: 24008
DATE: AUGUST 2024
SHEET: 01

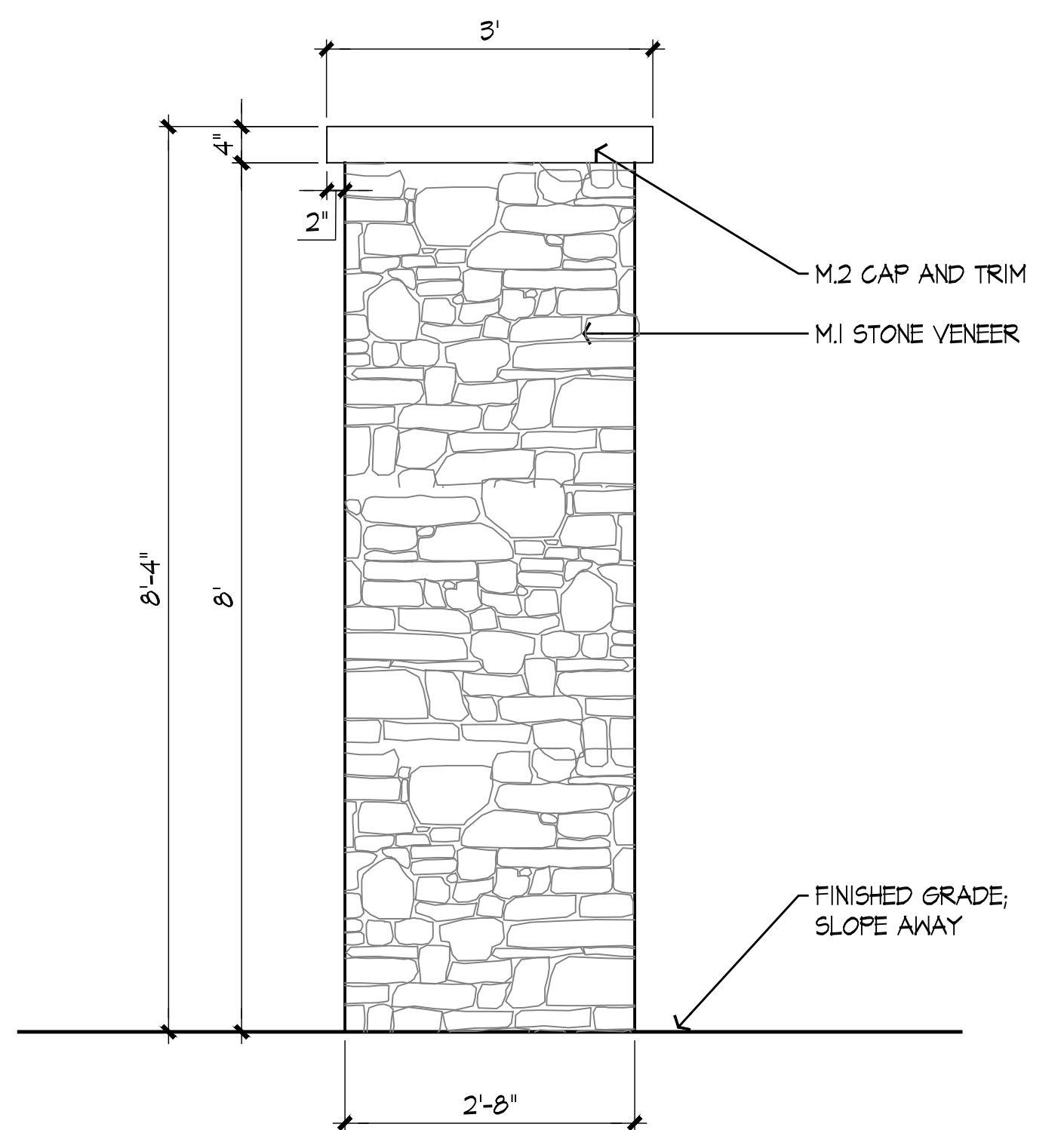
PARK SITework PLAN

LS 1.2

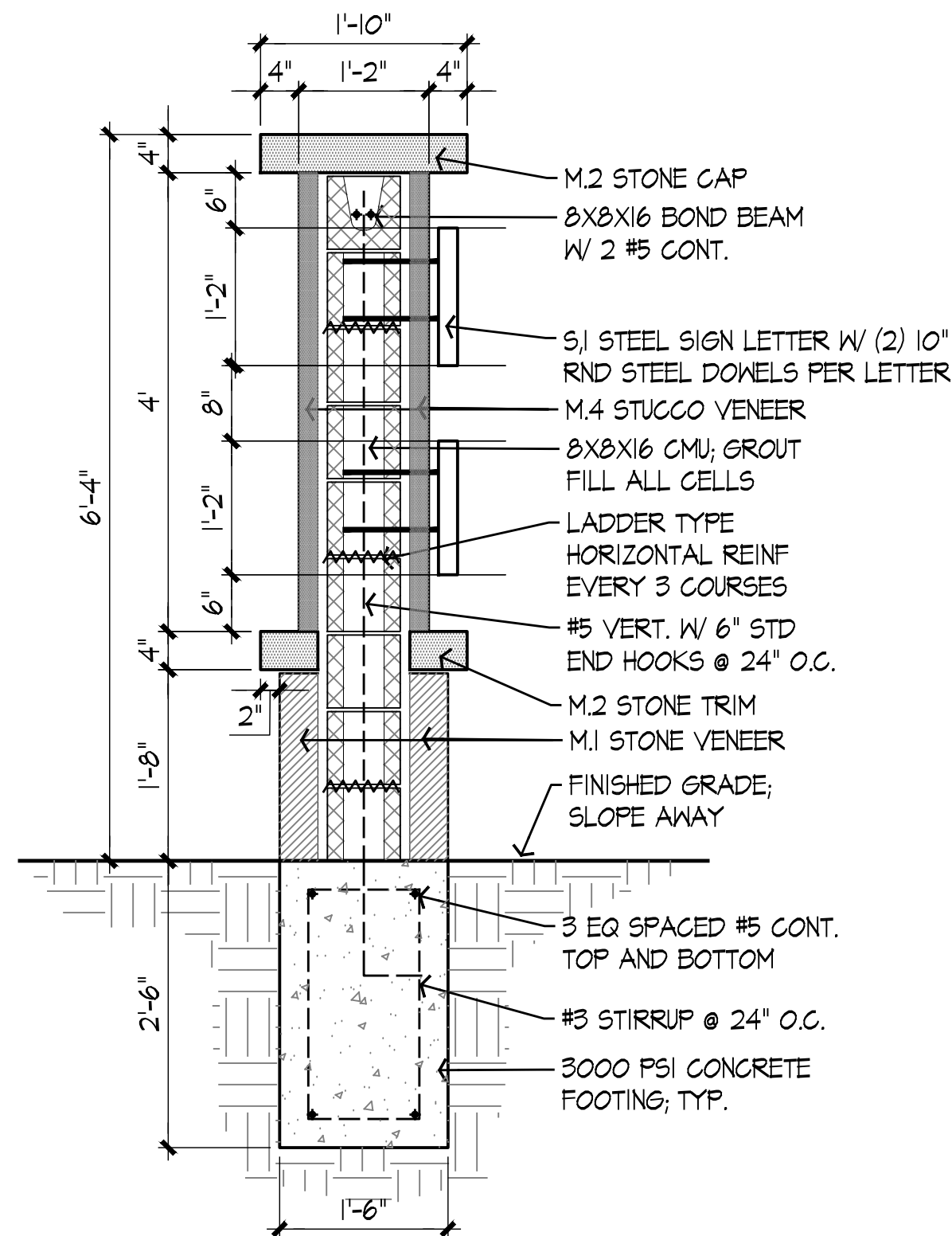




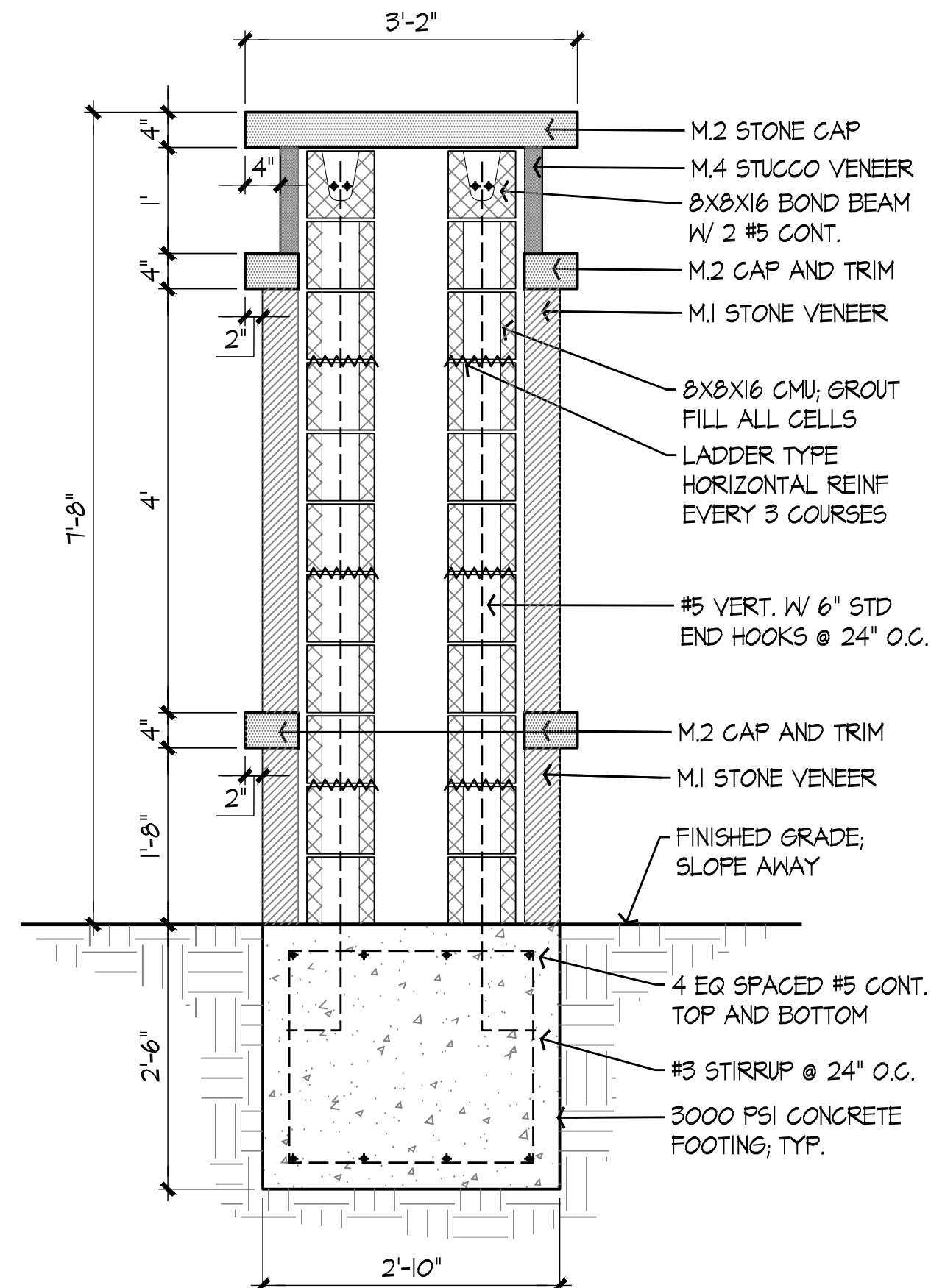
6 FENCE COLUMN



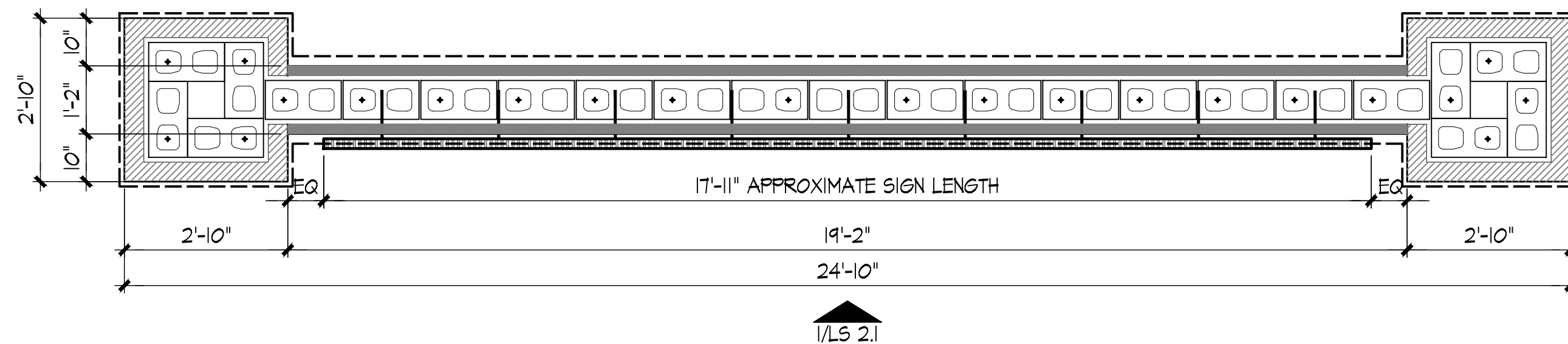
5 FENCE COLUMN



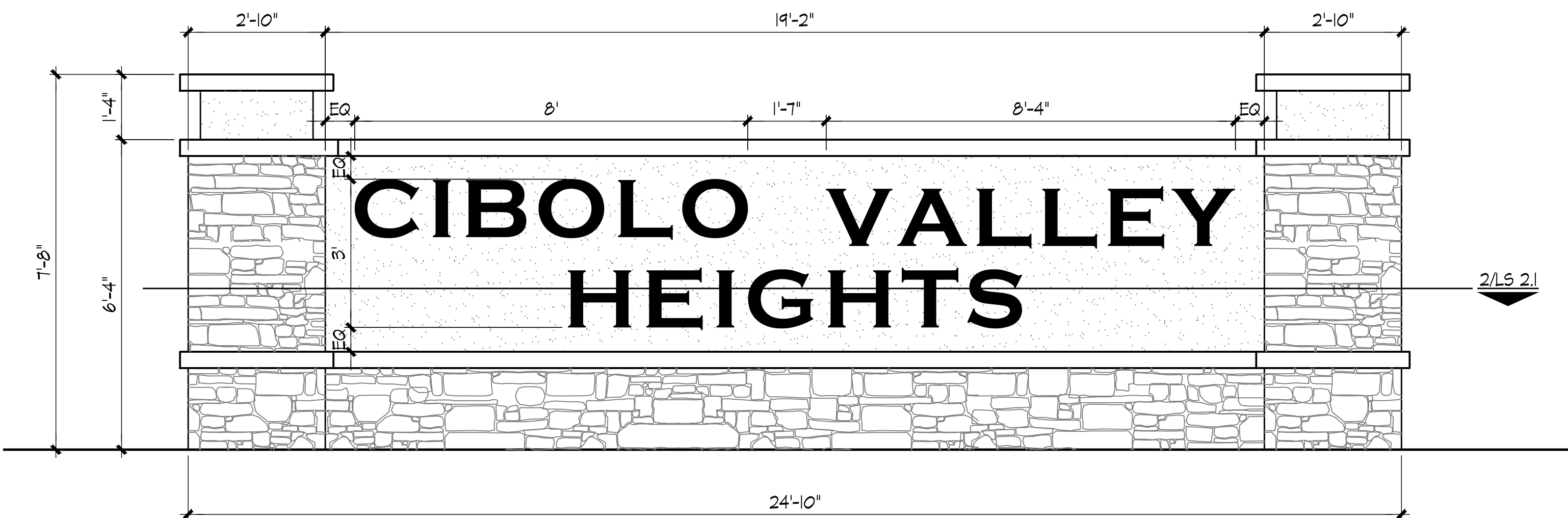
4 ENTRY MONUMENT SIGN WALL



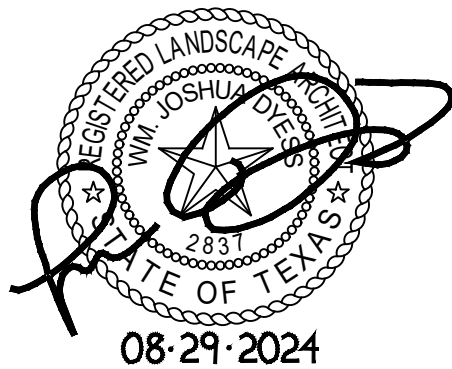
3 ENTRY MONUMENT COLUMN



2 ENTRY MONUMENT SIGN



1 ENTRY MONUMENT SIGN

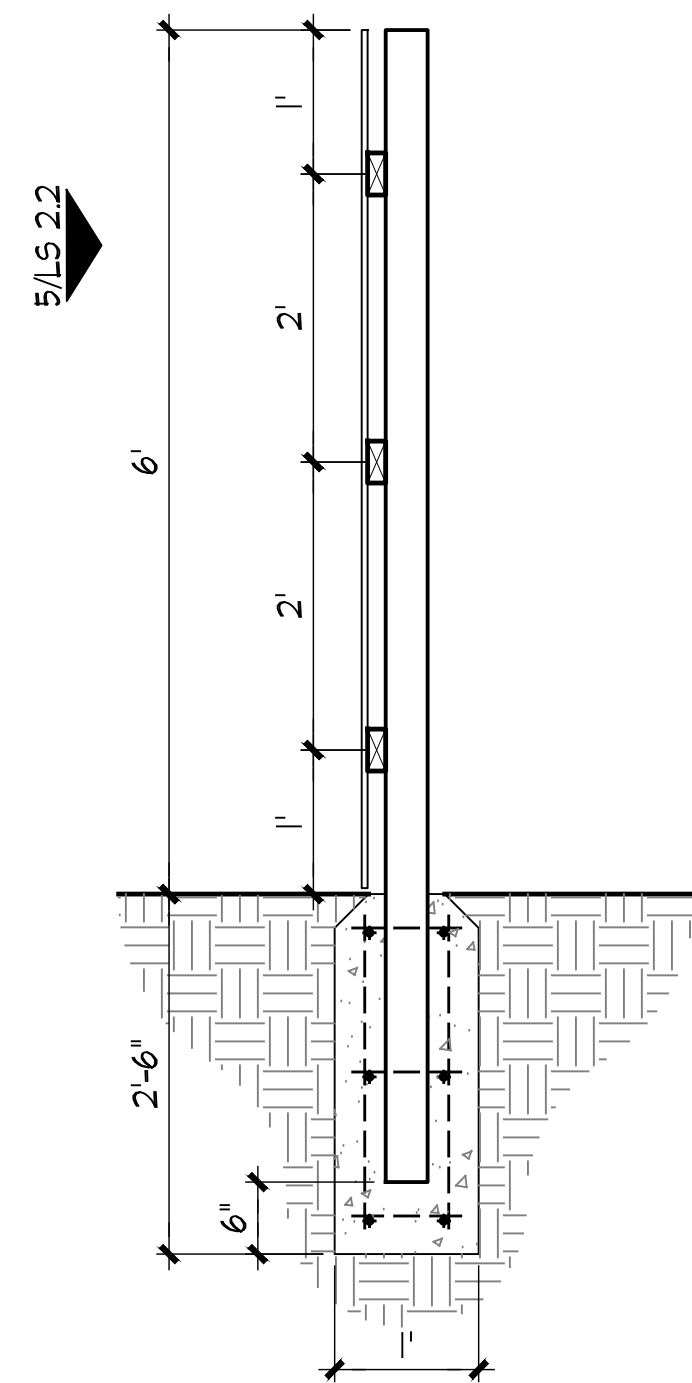


CIBOLO VALLEY HEIGHTS
COMMUNITY PACKAGE

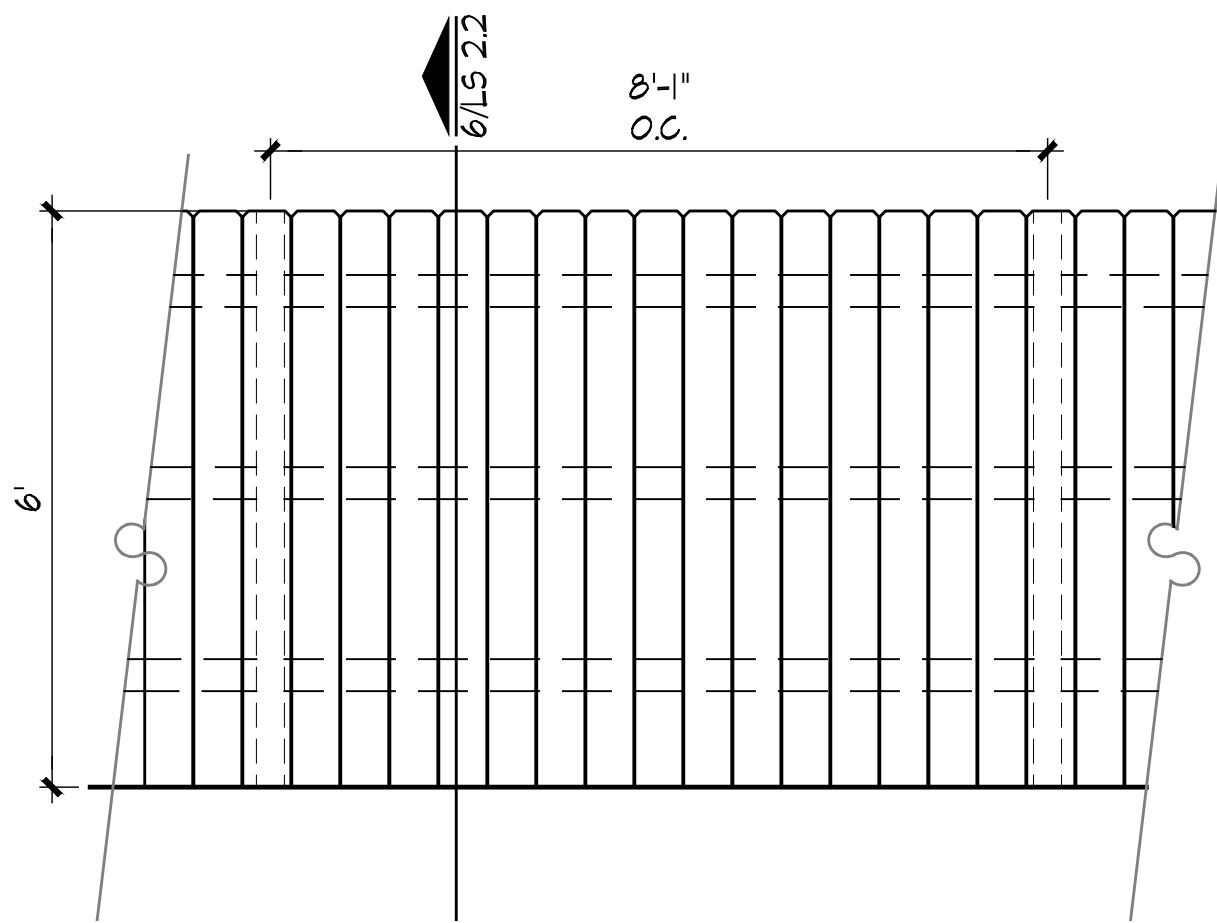
KOVE LANE
CIBOLO, TEXAS

SITWORK DETAILS

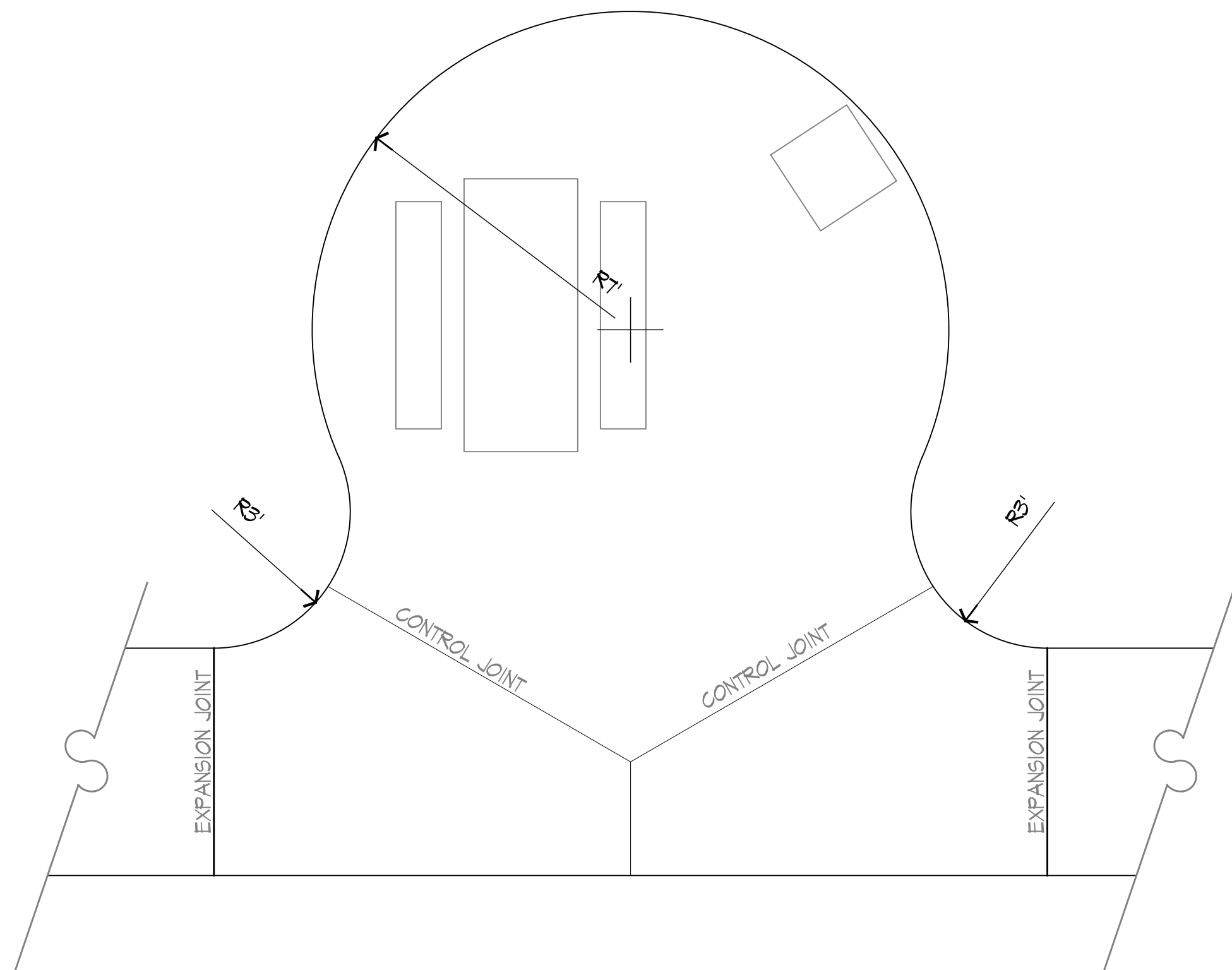
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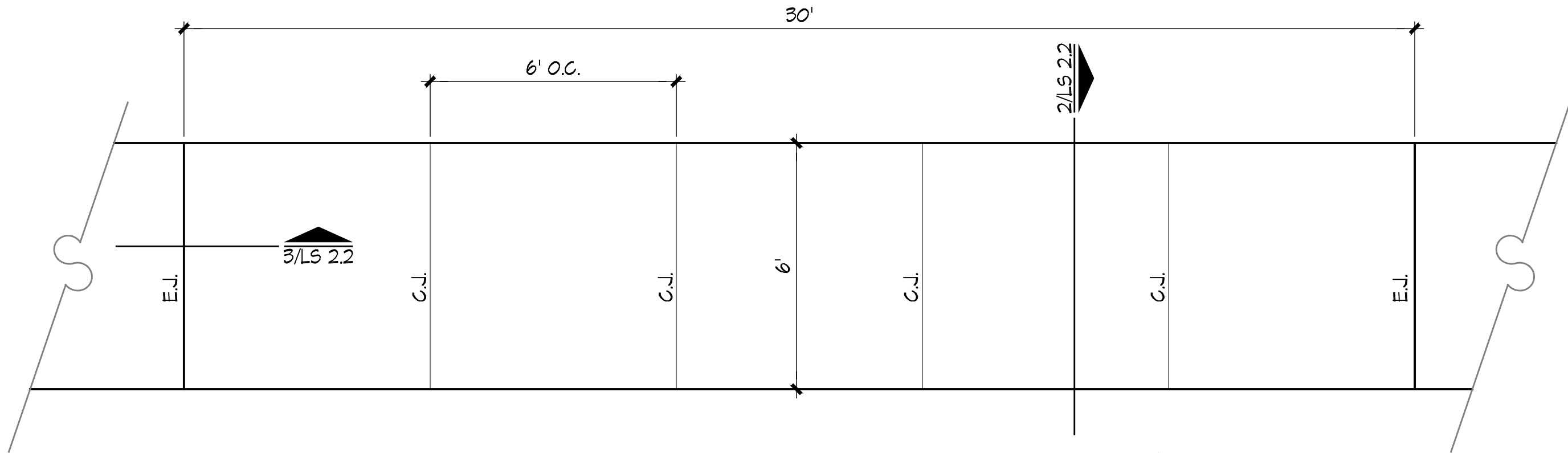
6 FENCE COLUMN
ELEVATION
Scale: 3/4"=1'-0"



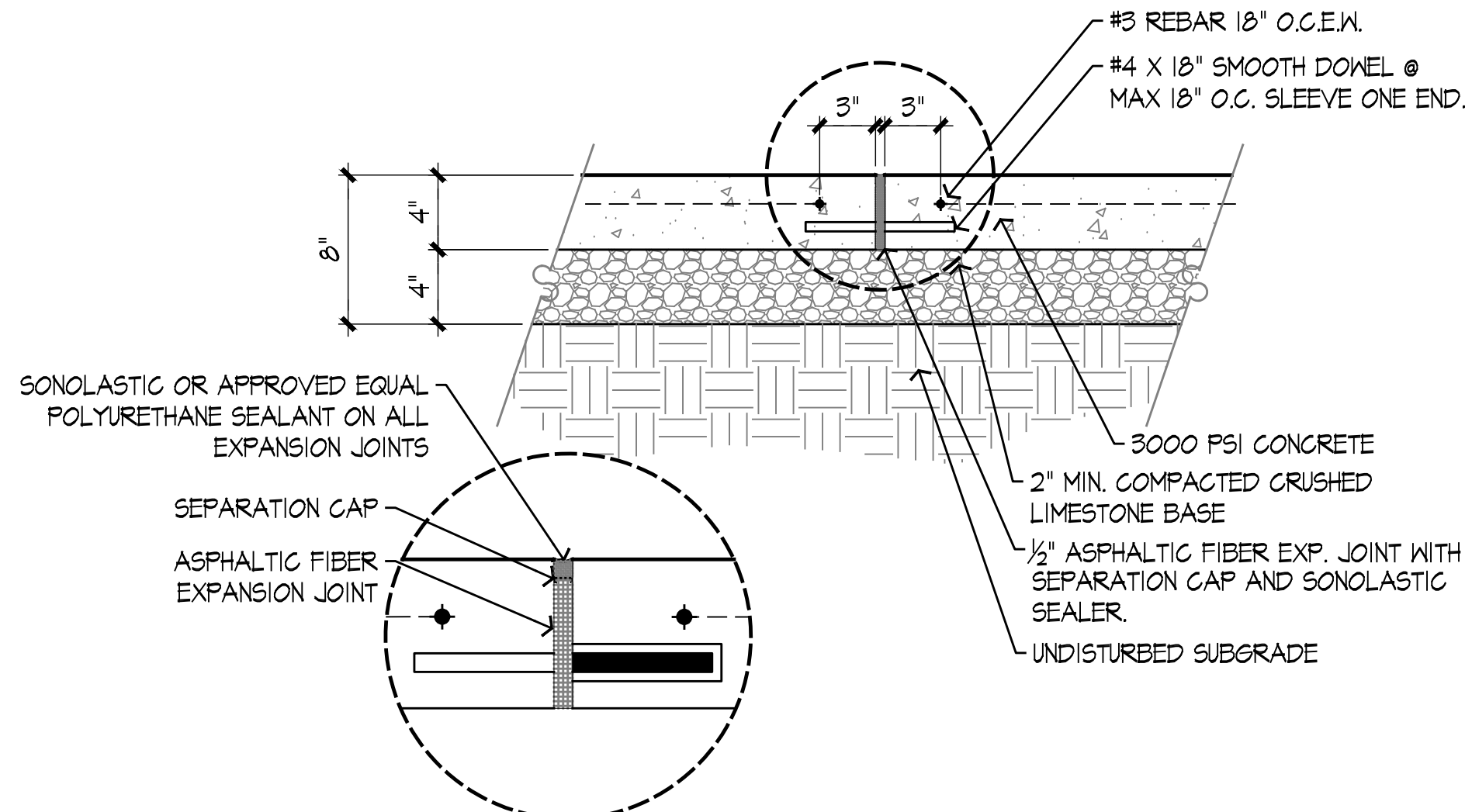
5 FENCE COLUMN
ELEVATION
Scale: 3/4"=1'-0"



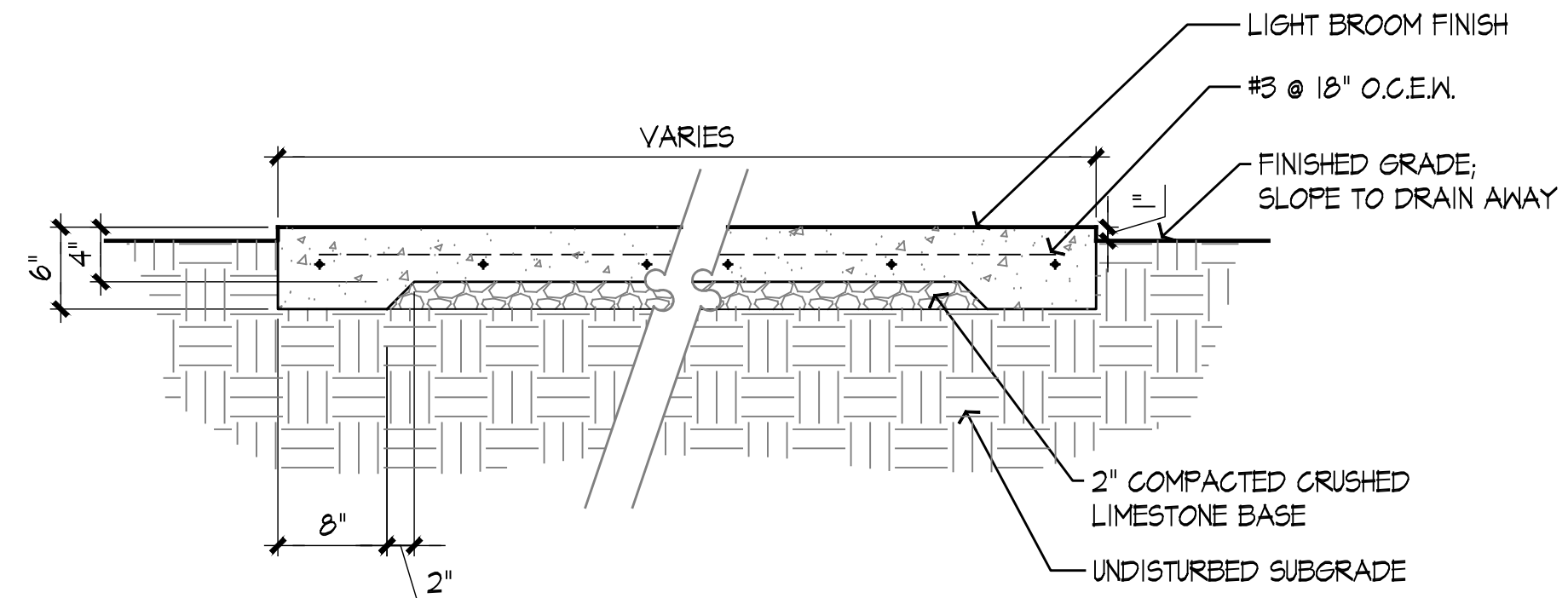
4 PARK PICNIC PAD
PLAN
Scale: 3/8"=1'-0"



1 TYPICAL SIDEWALK
PLAN LAYOUT
Scale: 3/8"=1'-0"



3 TYPICAL SIDEWALK JOINTS
SECTION
Scale: 1"=1'-0"

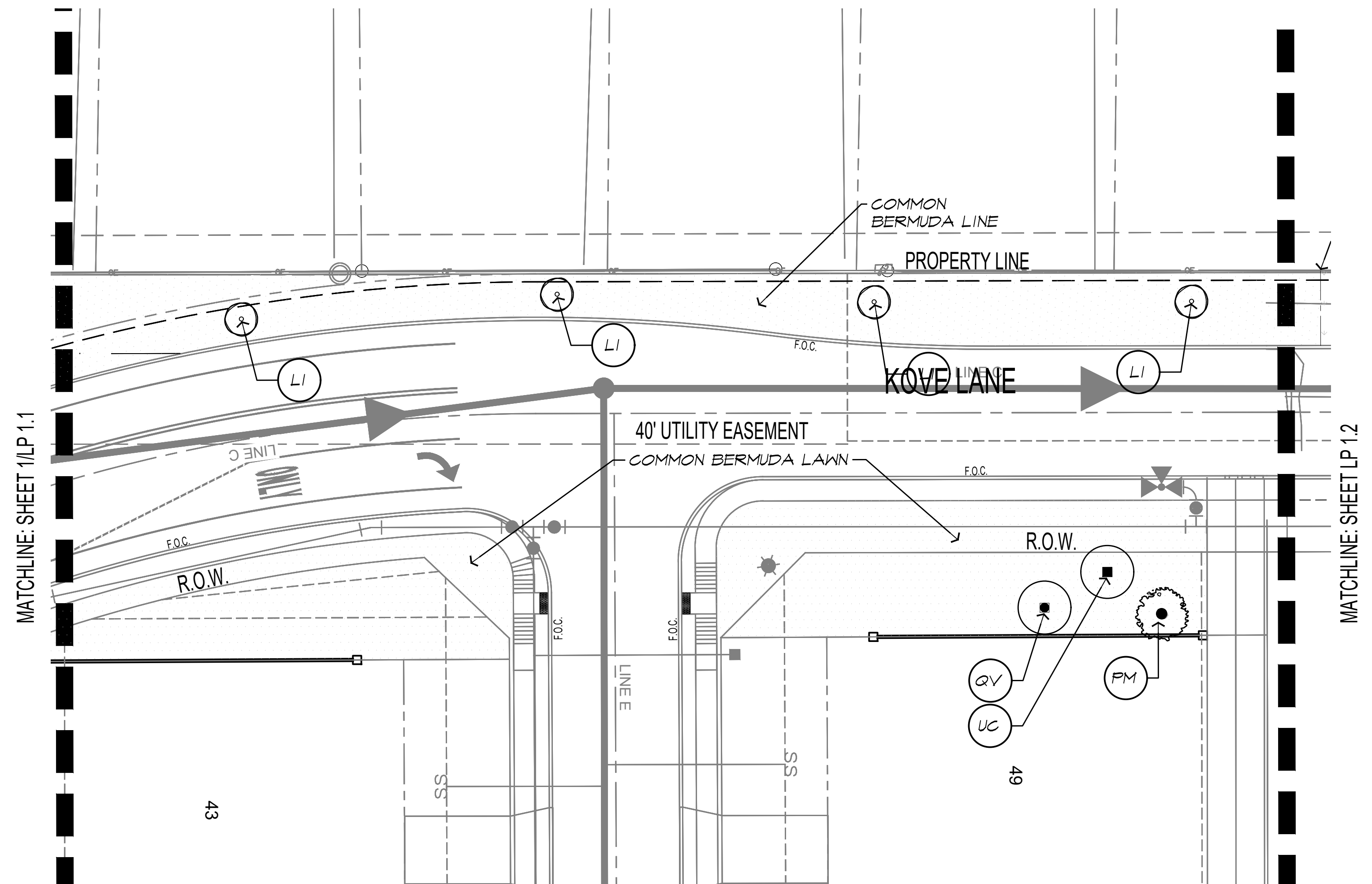
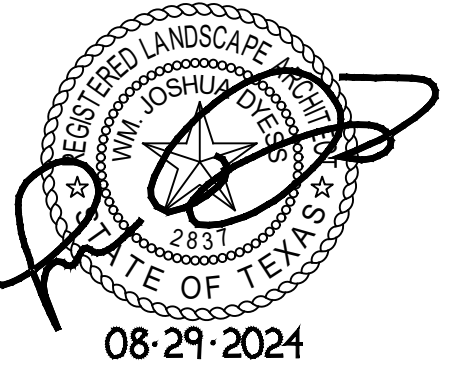


2 TYPICAL SIDEWALK
SECTION
Scale: 1"=1'-0"

NOTE:
4.99% MAX RUNNING SLOPE
2% MAX CROSS SLOPE

REVISIONS: DATE

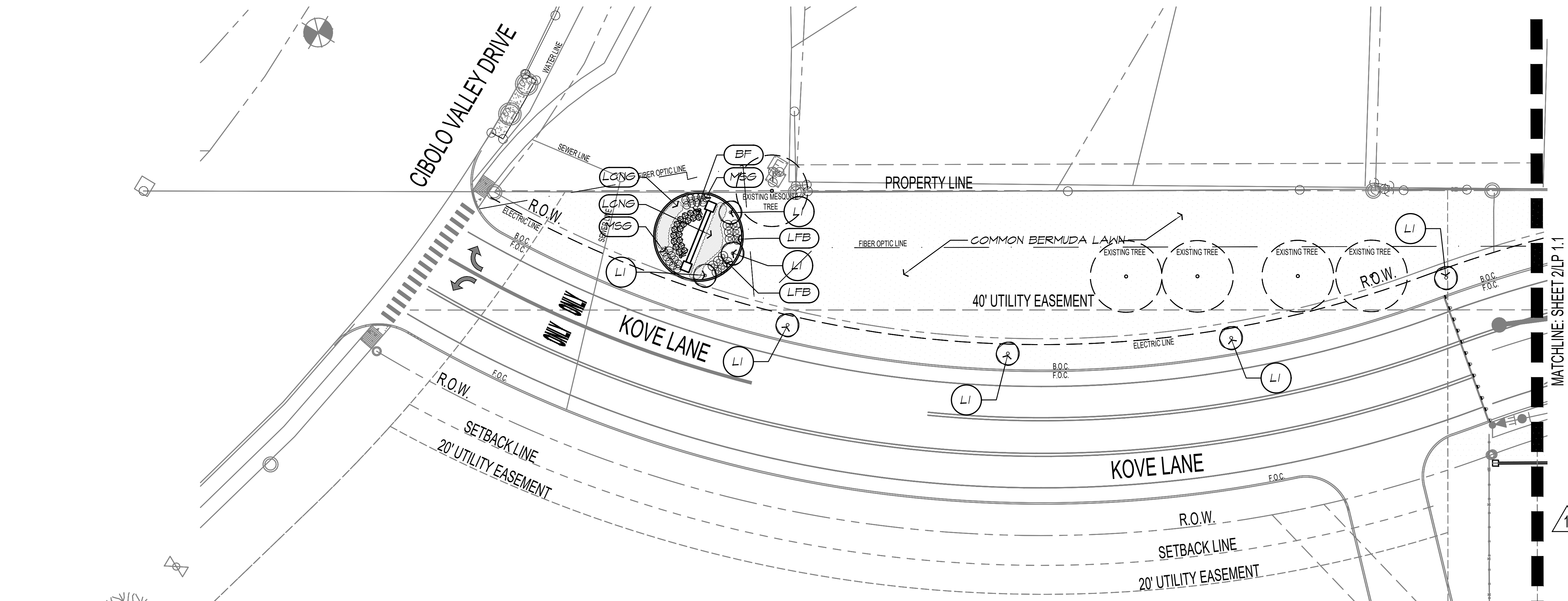
PROJECT No: 24008
DATE: AUGUST 29, 2024
SHEET: 6 OF 6



2 NEIGHBORHOOD ENTRY PLANTING
PLAN

Scale: 1"=20'-0"

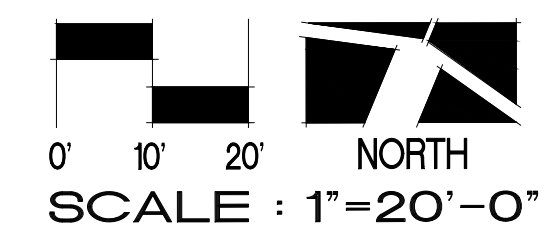
CIBOLO VALLEY HEIGHTS
COMMUNITY PACKAGE



1 MONUMENT AREA AND ROADWAY PLANTING
PLAN

Scale: 1"=20'-0"

KOVE LANE
CIBOLO, TEXAS



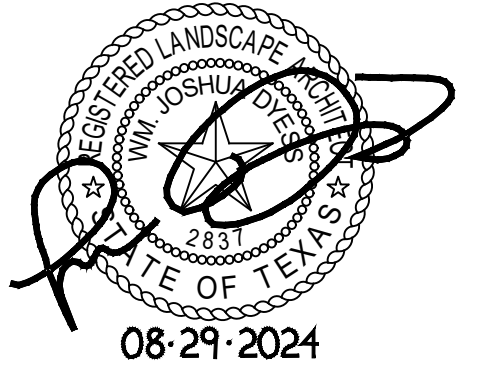
REVISIONS:
OWNER REVISION

DATE
2025-02-26

PROJECT No: 24008
DATE: AUGUST 2024
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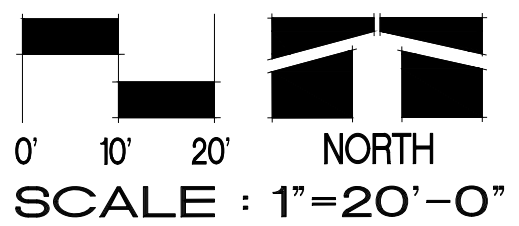
ENTRY PLANTING PLAN

LP 1.1



CIBOLO VALLEY HEIGHTS
COMMUNITY PACKAGE

KOVE LANE
CIBOLO, TEXAS

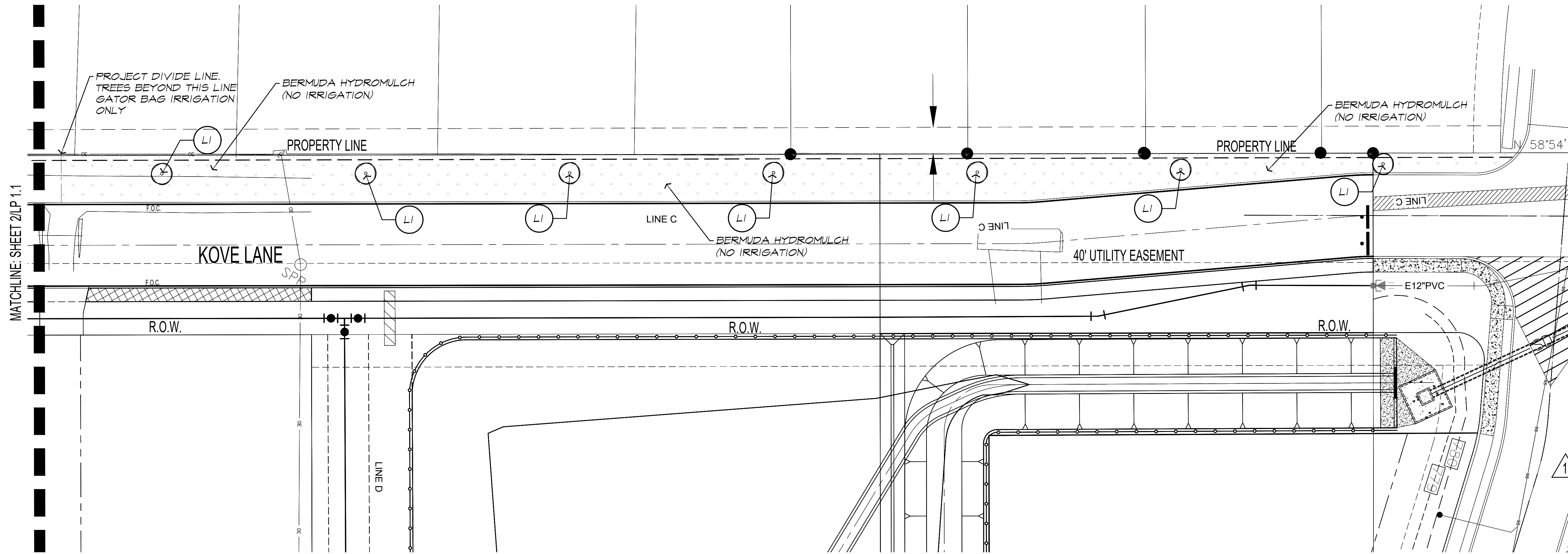


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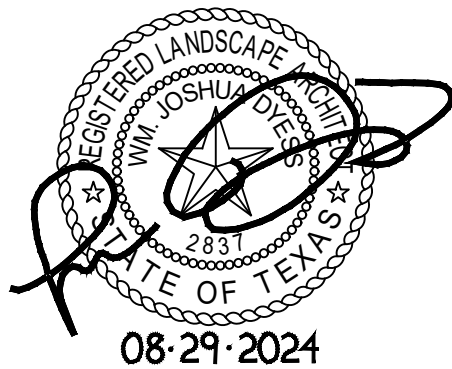
ROADWAY EXTENSION
PLANTING PLAN

LP 1.2



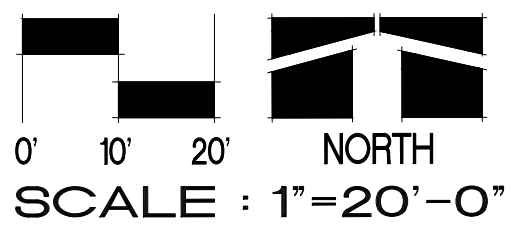
1 ROAD EXTENSION PLANTING
PLAN

Scale: 1"=20'-0"



CIBOLO VALLEY HEIGHTS
COMMUNITY PACKAGE

KOVE LANE
CIBOLO, TEXAS

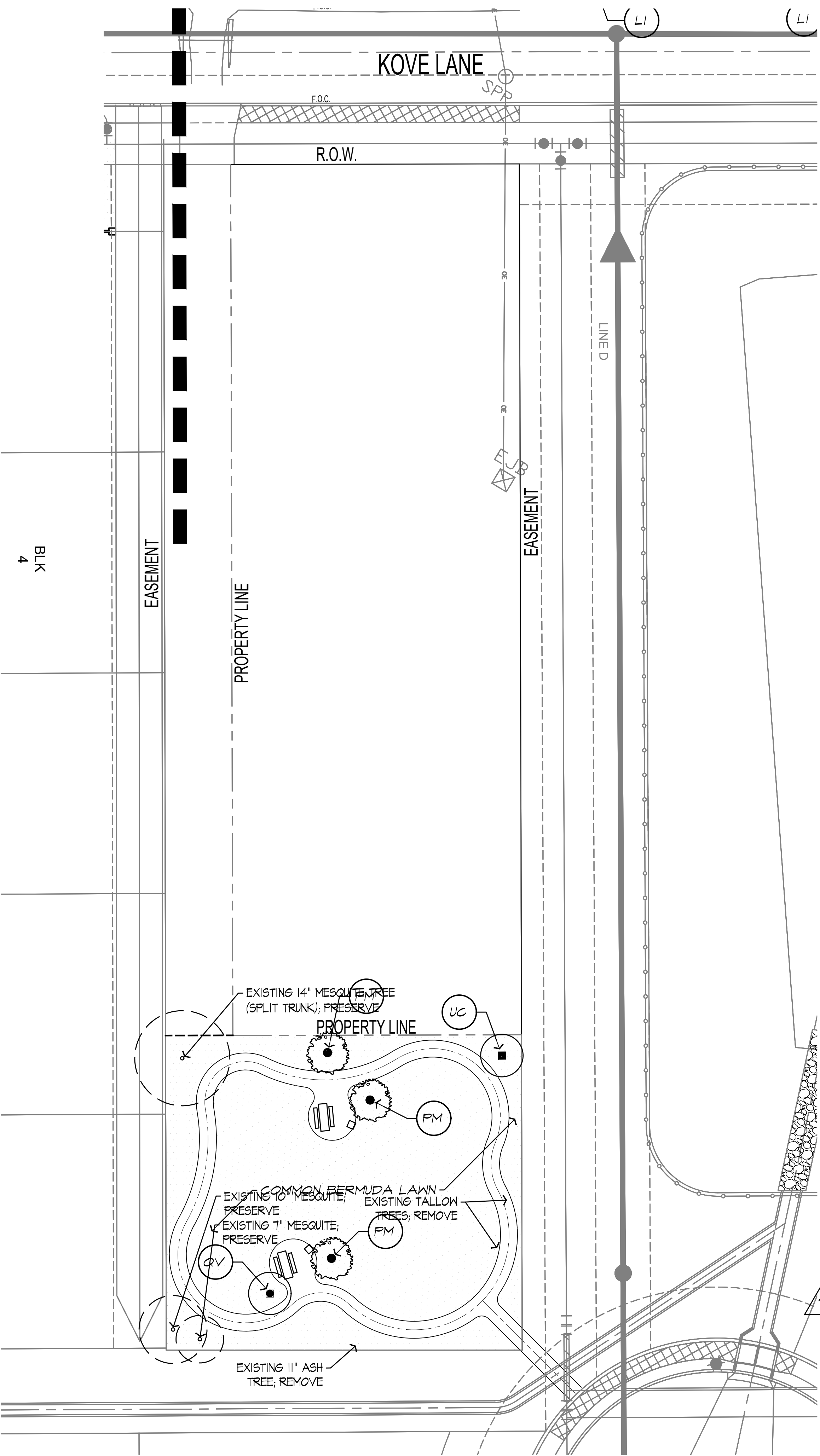


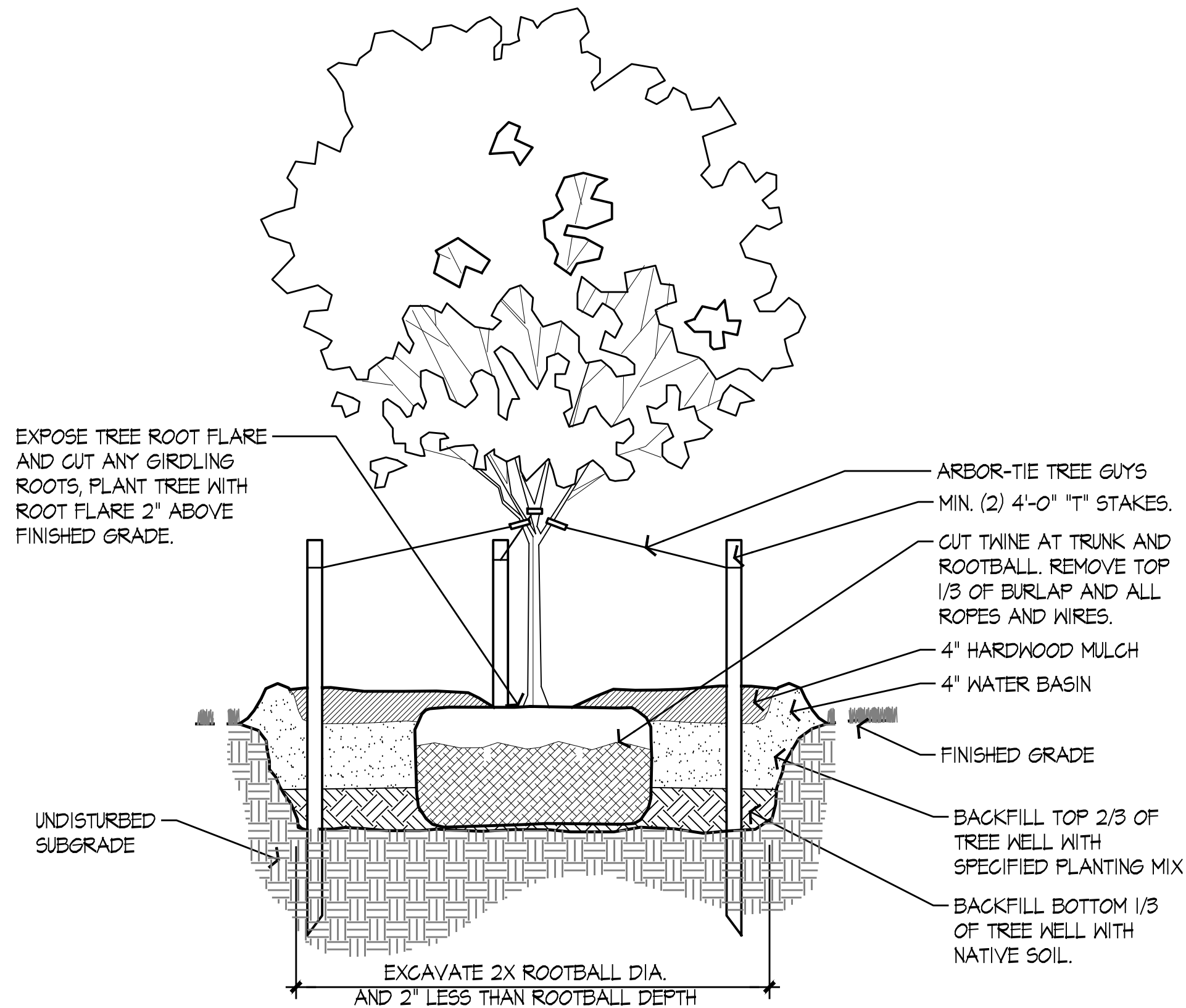
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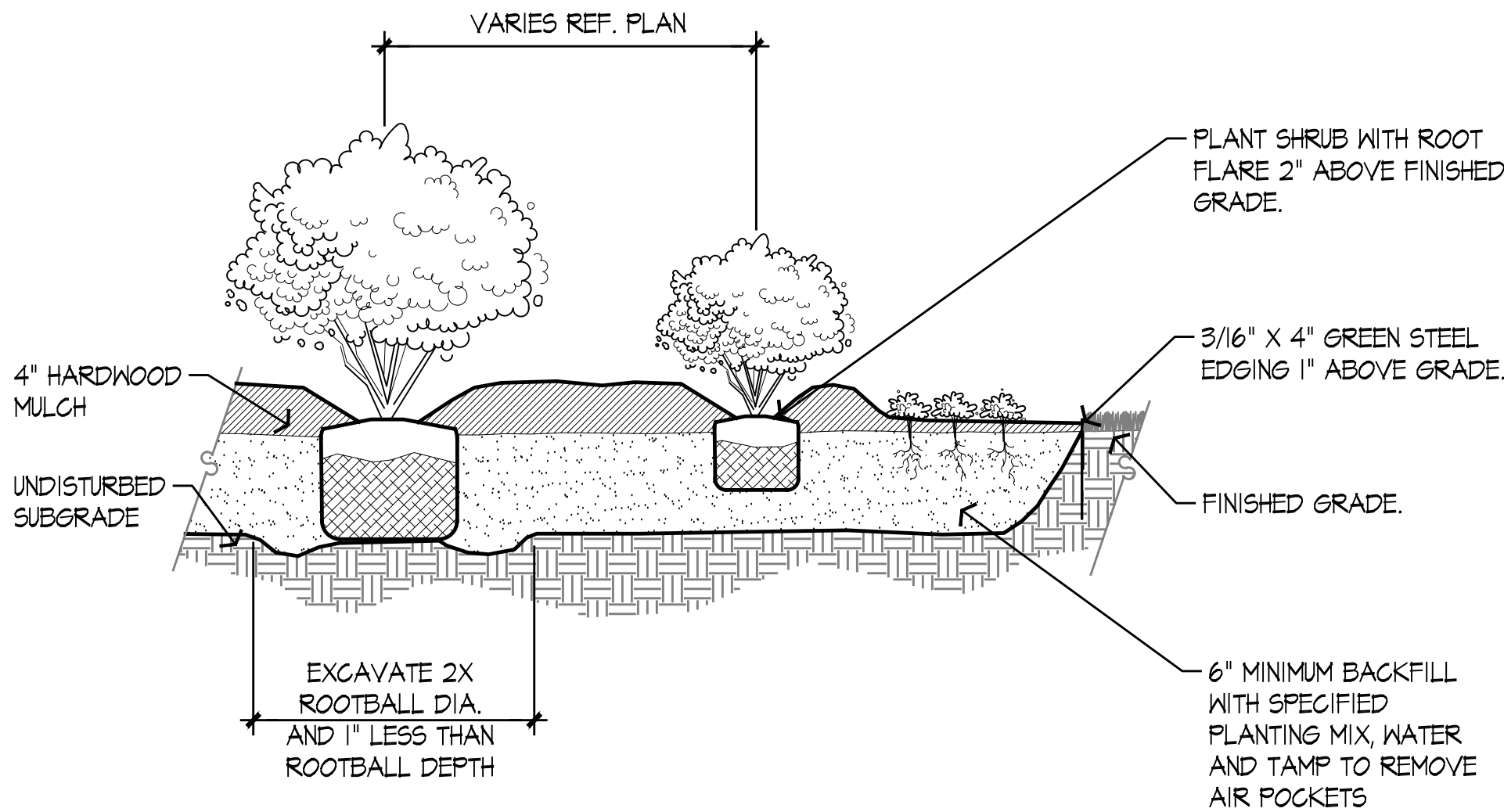
PARK PLANTING PLAN

LP 1.3





2 TREE PLANTING PLANTING
SECTION Scale: N.T.S.



1 SHRUB AND GROUNDCOVER PLANTING
SECTION Scale: N.T.S.

CIBOLO VALLEY HEIGHTS PLANT LIST

SHADE TREES					
KEY	COMMON NAME Botanical Name	SIZE	HEIGHT	SPREAD	COMMENTS
QV	LIVE OAK <i>Quercus virginiana</i>	3" CAL.	10'-12'	4'-6'	SELECT, STANDARD, B&B FULL, SYMMETRICAL CANOPY
UC	CEDAR ELM <i>Ulmus crassifolia</i>	3" CAL.	11'-13'	6'-7'	SELECT, STANDARD, B&B FULL, SYMMETRICAL CANOPY
PM	MEXICAN SYCAMORE <i>Platanus mexicana</i>	3" CAL.	13'-14'	5'-7'	SELECT, STANDARD, B&B FULL, SYMMETRICAL CANOPY

ORNAMENTAL TREES					
KEY	COMMON NAME Botanical Name	SIZE	HEIGHT	SPREAD	COMMENTS
LI	GRAPE MYRTLE <i>Lagerstroemia indica</i> 'Natchez'	15 GAL.	6'-8"	4'-5'	SELECT, MULTI-TRUNK, FULL, SYMMETRICAL CANOPY

SHRUBS, ORNAMENTAL GRASSES AND GROUNDCOVERS						
KEY	COMMON NAME Botanical Name	SIZE	HEIGHT	SPREAD	SPACING	COMMENTS
LCNG	NEW GOLD LANTANA <i>Lantana camara</i> 'New Gold'	1 GAL.	10"-12"	8"-12"	24" O.C.	DARK GREEN, FULL
LFB	LYNN'S LEGACY SAGE <i>Leucophyllum frutescens</i> 'Lynn's Legacy'	3 GAL.	12" -14"	10"	36" O.C.	DENSE, FULL
MSG	DWARF MAIDEN GRASS <i>Miscanthus sinensis</i> 'Gracillimus'	1 GAL.	10"-12"	8"	30" O.C.	DENSE, FULL
TV	SOCIETY GARLIC <i>Tulbaghia violacea</i>	1 GAL.	6"-12"	6"-8"	12" O.C.	DARK GREEN, FULL

LAWN		
KEY	COMMON NAME Botanical Name	COMMENTS
[Pattern]	BERMUDA <i>Cynodon dactylon</i> 'Common Bermuda'	SOLID SOD CONTRACTOR TO FIELD VERIFY QUANTITY OF LAWN REQUIRED
[Pattern]	COMMON BERMUDA <i>Cynodon dactylon</i>	HYDROMULCH CONTRACTOR TO FIELD VERIFY QUANTITY OF LAWN REQUIRED

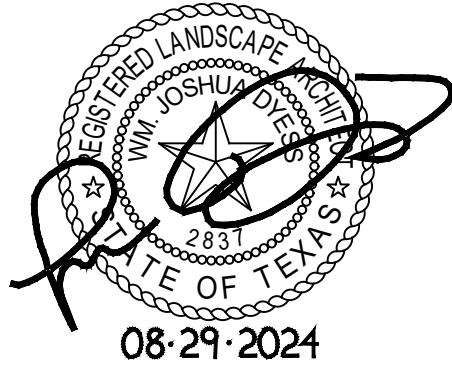
STONE, STEEL, AND OTHER MATERIAL		
KEY	COMMON NAME Botanical Name	COMMENTS
[Symbol]	STEEL EDGE 3/16" THICK GREEN	PER PLAN CONTRACTOR TO FIELD VERIFY QUANTITY REQUIRED. ALL MATERIAL CHANGES SHALL RECEIVE STEEL EDGE.
[Pattern]	RIVER ROCK TEXAS BLEND 2"-4" SIZE	4" DEPTH APPLY STAKED FILTER FABRIC BELOW CONTRACTOR TO FIELD VERIFY QUANTITY OF ROCK REQUIRED FOR 6" OF FULL COVERAGE AS SHOWN ON PLANS

PLANTING NOTES:
PLANTING PLAN FOR BIDDING AND REFERENCE PURPOSES. CONTRACTOR SHALL VERIFY PLANT QUANTITIES REQUIRED TO CARRY OUT DESIGN INTENT AS INDICATED ON PLANS.

ALL PLANTING MATERIAL SHALL BE ASSUMED TO BE PLANTED IN A TRIANGULAR PATTERN UNLESS OTHERWISE SHOWN OR NOTED ON PLANS.

ALL AREAS DISTURBED BY CONSTRUCTION ACTIVITIES SHALL BE RE-VEGETATED TO PRE-CONSTRUCTION CONDITIONS UNLESS OTHERWISE NOTED ON PLANS.

ALL MATERIAL SIZES SPECIFIED ARE INTENDED TO BE MINIMUM REQUIREMENTS TO BE PURCHASED PRIOR TO INSTALLATION. ALL EXCEPTIONS SHALL BE APPROVED BY OWNER OR OWNER'S REPRESENTATIVE PRIOR TO INSTALLATION.



CIBOLO VALLEY HEIGHTS
COMMUNITY PACKAGE

KOVE LANE
CIBOLO, TEXAS

REVISIONS:	DATE
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PROJECT No:	24008
DATE:	AUGUST 29, 2024
SHEET:	OF

PLANT LIST, NOTES,
AND DETAILS

PLANTING SPECIFICATIONS:

PART I - GENERAL NOTES

LANDSCAPE CONTRACTOR SHALL ACCEPT THE SITE IN ITS EXISTING CONDITION AND SHALL TIE NEW WORK TO EXISTING CONDITIONS AND CONTROLS (SUCH AS EXISTING GRADES AND WALK ELEVATIONS AS NECESSARY TO MEET THE INTENT OF THE PLANS).

BEFORE PROCEEDING WITH ANY WORK IN AN AREA, LANDSCAPE CONTRACTOR SHALL VERIFY ALL DIMENSIONS, LAYOUTS AND SIZES AND SHALL NOTIFY LANDSCAPE ARCHITECT OF ANY DISCREPANCIES BETWEEN PLANS AND ACTUAL SITE CONDITIONS. IF ANY UTILITIES OR OBSTRUCTIONS ARE DISCOVERED DURING CONTRACT WHICH MAY NOT HAVE BEEN KNOWN DURING DESIGN, CONSTRUCTION SHALL STOP WORK AND LANDSCAPE CONTRACTOR SHALL IMMEDIATELY NOTIFY LANDSCAPE ARCHITECT / OWNER BEFORE PROCEEDING. LANDSCAPE CONTRACTOR SHALL BE LIABLE FOR ALL MODIFICATIONS AND DAMAGE IF WORK PROCEEDS IN EITHER OF THE ABOVE SITUATIONS WITHOUT NOTIFYING LANDSCAPE ARCHITECT / OWNER.

PRIOR TO ANY EXCAVATION, LANDSCAPE CONTRACTOR SHALL CONTACT APPROPRIATE AUTHORITIES INCLUDING, BUT NOT LIMITED TO, TEXAS ONCE CALL SYSTEM AT 1-800-245-4545 TO LOCATE EXISTING UNDERGROUND UTILITIES.

LANDSCAPE CONTRACTOR SHALL BE RESPONSIBLE FOR ALL COSTS ASSOCIATED WITH ANY DAMAGE TO ANY UTILITIES OR PROPERTY THAT MAY OCCUR IN THE EXECUTION OF HIS CONTRACT WORK. WHEN WORK REQUIRES CROSSING EXISTING WALKS OR CURBS WITH EQUIPMENT, LANDSCAPE CONTRACTOR SHALL PROVIDE APPROVED BRIDGE MATERIAL SUCH AS WOOD PLANKS AND EARTH TO PREVENT DAMAGE TO FINISHED WORK. LANDSCAPE CONTRACTOR SHALL COORDINATE HIS WORK WITH OTHER CONTRACTORS THAT MAY BE WORKING ON THE SITE SIMULTANEOUSLY AND SHALL COORDINATE STAGING OF HIS WORK WITH OWNER AND LANDSCAPE ARCHITECT. ALL TRASH AND DEBRIS GENERATED FROM CONTRACT OPERATIONS SHALL BE REMOVED ON A DAILY BASIS. ALL WORK SHALL BE IN COMPLIANCE WITH ALL APPLICABLE CODES AND ORDINANCES. LANDSCAPE CONTRACTOR SHALL BE RESPONSIBLE FOR JOB SITE SAFETY IN CONJUNCTION WITH HIS CONTRACT WORK.

- DELIVERY, STORAGE, AND HANDLING:
- A. DELIVER FERTILIZER IN WATERPROOF BAGS SHOWING WEIGHT, GUARANTEED CHEMICAL ANALYSIS, MANUFACTURER AND BRAND NAME.
 - B. DELIVER PLANT MATERIAL WITH IDENTIFICATION TAG SHOWING BOTANICAL NAME AND PLANT SIZE.
 - C. DELIVER PLANT MATERIAL IMMEDIATELY PRIOR TO INSTALLATION, PLANT MATERIAL ON SAME DAY AS DELIVERY.
 - D. KEEP PLANT MATERIAL MOIST AND PROTECTED UNTIL PLANTING.
 - E. DO NOT HANDLE PLANT MATERIALS BY THE STEM OR TRUNK.
 - F. KEEP CONTAINERS INTACT UNTIL JUST PRIOR TO PLANTING.

- WARRANTIES:
- A. FURNISH OWNER WRITTEN WARRANTY THAT PLANT MATERIALS WILL BE IN HEALTHY CONDITION FOR ONE (1) YEAR AFTER FINAL ACCEPTANCE. DAMAGE DUE TO ACTS OF GOD, VANDALISM, OR NEGLIGENCE BY OWNER IS EXCLUDED.
 - B. REPLACE DEAD, UNHEALTHY AND UNSIGHTLY PLANT MATERIALS WITHIN WARRANTY PERIOD, UPON NOTIFICATION BY OWNER OR LANDSCAPE ARCHITECT.
 - C. NOTIFY OWNER 30 DAYS PRIOR TO EXPIRATION OF WARRANTY PERIOD AND ARRANGE FINAL ACCEPTANCE INSPECTION BY ALL PARTIES.
 - 1. REMOVE DEAD, UNHEALTHY PLANT MATERIAL
 - 2. REMOVE GUYING AND STAKING MATERIALS
 - 3. WARRANT REPLACEMENT PLANTS UNDER SAME PROVISIONS AND FOR THE SAME PERIOD AS THE ORIGINAL PLANTS

- MAINTENANCE:
- A. MAINTAIN PLANT LIFE IMMEDIATELY AFTER PLACEMENT AND FOR SIXTY (60) DAYS AFTER FINAL ACCEPTANCE.
 - B. REPLACE DEAD OR DYING PLANTS WITH PLANTS OF SAME SIZE AND SPECIES SPECIFIED.
 - C. REMOVE TRASH, DEBRIS, AND LITTER WATER, PRUNE, FERTILIZE, WEED, AND MOW. SPOT APPLY HERBICIDES AND FUNGICIDE ONLY AS REQUIRED.
 - D. REMOVE CLIPPINGS AND DEBRIS FROM SITE PROMPTLY.
 - E. COORDINATE WITH OPERATION OF IRRIGATION SYSTEM TO ENSURE THAT PLANTS ARE ADEQUATELY WATERED. HAND WATER AREAS NOT RECEIVING ADEQUATE WATER FROM IRRIGATION SYSTEM.
 - F. RESET SETTLED PLANTS
 - G. REAPPLY MULCH TO BARE AND THIN AREAS TO MAINTAIN 4" DEPTH.

- MATERIALS:
- A. PLANT MATERIALS
 - 1. CERTIFIED IN ACCORDANCE WITH AMERICAN NATIONAL STANDARDS INSTITUTE (ANSI) I60-I-1 NURSERY STOCK
 - 2. SPECIES AND SIZE AS INDICATED IN PLANT SCHEDULE. LARGER SIZE MAY BE SUBSTITUTED WITHOUT ADDITIONAL COST TO OWNER.
 - 3. WHERE MATERIALS ARE PLANTED IN MASSES, PROVIDE PLANTS OF UNIFORM SIZE.
 - 4. GROWN IN CLIMATIC CONDITIONS SIMILAR TO THOSE AT SITE, FREE FROM DISEASE, INSECT INFESTATIONS, DEFECTS INCLUDING WEAK OR BROKEN LIMBS, CROTCHES AND DAMAGED TRUNKS, ROOTS OR LEAVES, SUN SCALD, FRESH BARK ABRASIONS, EXCESSIVE ABRASIONS, AND OBJECTIONABLE DISFIGUREMENTS.
 - 5. EXHIBIT NORMAL GROWTH HABITS, VIGOROUS, HEALTHY, FULL, WELL-PROPORTIONED, AND SYMMETRICAL.
 - 6. TREE TRUNKS TO BE STURDY AND EXHIBIT HARDENED SYSTEMS AND VIGOROUS AND FIBROUS ROOT SYSTEMS, NOT ROOT OR POT BOUND.
 - 7. CONTAINER-GROWN STOCK.
 - B. TOPSOIL
 - 1. USE SITE GENERATED SOIL FROM PLANTING PREPARATIONS, REASONABLY FREE FROM CLAY LUMPS, COARSE SANDS, STONES, ROOTS, AND OTHER FOREIGN MATTER.
 - 2. USE IMPORTED TOPSOIL FROM APPROVED VENDER SUCH AS NEW EARTH SOILS AND COMPOST (281-574-0516) TO A MINIMUM DEPTH OF 2" IN TURF AREAS. OR APPROVED SUBSTITUTE.
 - C. MULCH
 - 1. SHREDDED, COMPOSTED HARDWOOD BARK OF VARYING LENGTH BY NEW EARTH SOILS AND COMPOST, OR APPROVED SUBSTITUTE, PARTIALLY DECOMPOSED; FREE FROM STICKS, STONES, CLAY, AND GERMINATION INHIBITING INGREDIENTS.
 - D. TURF
 - 1. SOD: PROVIDE FULL, DARK GREEN, UNIFORM, STRONGLY ROOTED SOD IN 16"x24" STRIPS FREE FROM WEEDS, UNDESIRABLE GRASSES, DISEASES AND PESTS. SOD SHALL BE CUT FROM THE FIELD NO LONGER THAN 48 HOURS PRIOR TO PLANTING. ROOTS OF SOD SHALL BE KEPT MOIST.
 - 2. HYDROSEEDING: ALL SEED USED SHALL BE HIGH QUALITY, EXTRA FANCY, TREATED LAWN TYPE SEED AT 98% PURITY AND 85% GERMINATION, AND SHALL BE FURNISHED IN A SEALED STANDARD CONTAINER WITH SIGNED COPIES OF A STATEMENT FROM THE VENDOR CERTIFYING THAT EACH CONTAINER OF SEED DELIVERED IS FULLY LABELED IN ACCORDANCE WITH THE TEXAS STATE AGRICULTURAL CODE AND IS EQUAL TO OR BETTER THAN THE REQUIREMENT OF THESE SPECIFICATIONS. LAWN SEED TO BE FREE OF WEEDS OR NOXIOUS GRASS SEEDS.
 - SEED WHICH HAS BECOME WET, MOLDY OR OTHERWISE DAMAGED IN TRANSIT OR STORAGE WILL NOT BE ACCEPTED.
 - GRASS SEED SCHEDULE:
 - APRIL 15 - SEPTEMBER 15 SHALL BE COMMON BERMUDA
 - SEPTEMBER 15 - APRIL 15 SHALL BE ANNUAL RYE GRASS
 - "HYDRO-MULCH" AS MANUFACTURED BY CONVEY, OR APPROVED EQUAL
 - THE HYDRO-MULCH SHALL BE COMPOSED OF WOOD CELLULOSE FIBER AND CONTAIN NO GERMINATION OR GROWTH INHIBITING FACTORS.
 - "HYDROSEEDING ADDITIVE (BINDER): ECOLOGY CONTROL-M BINDER' ORGANIC SEEDING ADDITIVE
 - E. TREES
 - 1. BRACING: TREES SHALL BE STAKED AS PER DETAILS OR APPROVED SUBSTITUTE.
 - 2. TREE PAINT: MORRISON TREE SEAL, CABOT TREE PAINT, OR OTHER PRODUCT APPROVED BY LANDSCAPE ARCHITECT.
 - F. EDGING
 - 1. PLANTER BED EDGING SHALL BE 3/16" X 4" STEEL EDGING WITH MANUFACTURER'S STANDARD GREEN FINISH, UNLESS OTHERWISE NOTED IN PLANS.
 - G. MIXES
 - 1. PLANT BED MIX: MINIMUM 6" DEPTH PLANT BED MIX (BACKFILL MIX) SHALL BE NEW EARTH'S 4-WAY MIX AS PRODUCED BY NEW EARTH LLC (PH. 210-661-5180). DOCUMENTATION OF THIS PURCHASE SHALL BE PROVIDED TO LANDSCAPE ARCHITECT. IF EQUAL IS PROPOSED, CONTRACTOR MUST SUBMIT SAMPLE AND COMPLETE ANALYSIS WITH TEST RESULTS AND METHOD OF PRODUCTION FOR EVALUATION AS AN EQUAL SUBSTITUTE.

PART 2 - EXECUTION

- PREPARATION
- LANDSCAPE CONTRACTOR SHALL RECEIVE SITE AT APPROXIMATELY FINISH GRADE LESS ANY SETTLEMENT THAT MAY HAVE OCCURRED SINCE SITE CONSTRUCTION AND BACKFILLING. THIS GRADE SHALL BE RAKED TO REMOVE ALL DEBRIS INCLUDING STICKS, CLODS, AND STONES AND SHALL BE FINE GRADED TO ELIMINATE ALL HUMPS, RUTS, DEPRESSIONS AND ABRUPT CHANGES IN GRADE OR ANY AREA THAT COULD CAUSE WATER TO POND.
- 1. IF VEGETATION IS GROWING IN PLANTING/LAWN AREAS, APPLY HERBICIDE AT RATES RECOMMENDED BY MANUFACTURER. ALLOW TO DIE, AND THEN GRUB OUT ROOTS TO MINIMUM 1/2' DEPTH.
 - 2. MARK LOCATION OF TREES AND OUTLINES OF PLANT BEDS USING COLORED WOOD STAKES OR FLAGS PRIOR TO BEGINNING PLANTING; OBTAIN APPROVAL FROM LANDSCAPE ARCHITECT PRIOR TO PROCEEDING.
- TREE AND SHRUB PLANTING (SEE DETAILS).
- A. REMOVE CONTAINERS WITHOUT DAMAGE TO ROOTS.
 - B. REMOVE BOTTOM OF PLANT BOXES PRIOR TO PLACING PLANTS; REMOVE SIDES AFTER PLACEMENT AND PARTIAL BACKFILLING. PREVENTS DAMAGE TO ROOTS.
 - C. REMOVE UPPER THIRD OF BURLAP FROM BALLED AND BURLAP TREES AFTER PLACEMENT.
 - D. PLACE PLANT UPRIGHT AND PLUMB IN CENTER OF HOLE. PULL ANY WEEDS GROWING IN TREE BALL AND EXPOSE ROOT FLARE (TOP OF

- MOST IDENTIFIABLE ROOT), REMOVE ANY GIRDLING ROOTS AND SET PLANT SO THAT ROOT FLARE IS 2" ABOVE FINISH GRADE. ORIENT PLANTS FRO BEST APPEARANCE. BACKFILL THE BOTTOM Q/3 OF THE EXCAVATION WITH SOIL CUT FROM FROM EXCAVATION OF FIT AND THOROUGHLY WATER THIS SOIL TO SETTLE IN. BACKFILL THE REMAINDER OF THE EXCAVATION WITH A 50/50 MIX OF NEW EARTH'S 4-WAY MIX AND NATIVE SOIL EXCAVATED FROM THE PIT. PLACE PLANT HEALTH CARE GROUP'S "TREE SAVER" IN BACKFILL AS PER PLH.C.G. DIRECTION AND APPLICATION RATES. LIGHTLY TAMP AND WATER SOIL TO REMOVE ALL AIR POCKETS FROM PLANTS OUTSIDE OF PLANTING BEDS, CONSTRUCT 3 INCH HIGH WATER CONTAINMENT RING AROUND PLANT. SPREAD MULCH TO MINIMUM 4" DEPTH OVER PLANT BASIN.
- E. ADJUST PLANT HEIGHT IF SETTLEMENT OCCURS AFTER BACKFILL AND STAKE AS DETAILED.
 - 1. TWO TO THREE WEEKS FOLLOWING PLANTING, INJECT PLANT HEALTH CARE INJECTABLE INOCULATE AROUND ROOT BALL FOLLOWING MANUFACTURER'S DIRECTIONS AND APPLICATION RATES. CONTACT LANDSCAPE ARCHITECT TO OBSERVE THIS OPERATION.
 - F. TRIM PLANTS TO REMOVE DEAD AND INURED BRANCHES ONLY. TREAT CUTS OVER 3/4 INCH DIAMETER WITH TREE PAINT (OAKS ONLY).
 - G. BRACE PLANTS OVER 65 GALLONS SIZE IMMEDIATELY AFTER PLANTING:
 - 1. FOR TREES 2" CALIBER AND GREATER, PROVIDE STAKING AS DETAILED. POSITION TO PREVENT HAZARDS TO PEDESTRIANS.
 - 2. DO NOT RESTRICT PLANT MOVEMENT UNDER LIGHT WIND LOADS OR DAMAGE BARK.

- MASS SHRUB, GROUNDCOVER, AND ANNUAL PLANTING (SEE DETAILS):
- A. EXCAVATE PLANT ED TO DEPTH AS DETAILED ON PLANS.
 - B. BACKFILL WITH SPECIFIED 4-WAY MIX AND TILL IN SPECIFIED PLANT HEALTH CARE'S 'HEALTHY START 3-4-3" AT A RATE OF 25 LBS. PER CUBIC YARD.
 - C. INSTALL METAL EDGINGS TO SEPARATE ALL PLANTER BEDS FROM TURF AND AT LOCATIONS INDICATED ON PLANS.
 - D. PLACE PLANTS IN STRAIGHT, EVENLY SPACED ROWS AT SPACING INDICATED ON DRAWINGS, TO UNIFORMLY FILL BEDS. USE TRIANGULAR SPACING METHOD UNLESS OTHERWISE INDICATED ON PLANS.
 - E. WATER PLANTS THOROUGHLY IMMEDIATELY AFTER PLANTING. REPAIR SETTLED AREAS.
 - F. ADJUST FINAL GRADES TO 1/2 INCH BELOW ADJACENT PAVING CURBS.
 - G. SPREAD MULCH TO MINIMUM 4" DEPTH OVER PLANTING AREAS.

- CLEANING AND ADJUSTING:
- A. REPAIR RUTS, HOLES AND SCARS IN GROWING SURFACE. PROVIDE POSITIVE DRAINAGE IN ALL AREAS.

- LAWN APPLICATION:
- A. COORDINATION
 - 1. HYDROMULCH AND SOD AFTER TREE, SHRUB AND GROUNDCOVER INSTALLATION IS COMPLETE.
 - 2. CONTRACTOR TO COORDINATE WITH IRRIGATION CONTRACTOR TO ENSURE FUNCTIONAL IRRIGATION SYSTEM PRIOR TO ANY LAWN INSTALLATION.
 - B. PREPARATION
 - 1. PRE-PLANT WEED CONTROL - IF WEEDS EXIST WITHIN PROPOSED TURF AREAS AT THE BEGINNING OF WORK, SPRAY WITH A NON SELECTIVE SYSTEMIC CONTACT HERBICIDE, AS RECOMMENDED AND APPLIED BY AN APPROVED LICENSED APPLICATOR. CLEAR AND REMOVE THESE EXISTING WEEDS UPON HERBICIDE'S COMPLETED ACTION BY GRUBBING OFF ALL PLANTS AT LEAST 1/4" - 1" BELOW SURFACE OF THE SOIL.
 - 2. CONTRACTOR TO SCARIFY GROUND SURFACE TO A MINIMUM OF 2" DEPTH FOR ALL GRASSES AND REMOVE ALL STICKS, TRASH, ROCKS, AND OTHER DEBRIS AND DISPOSE OFF SITE.
 - 3. IF EXISTING SOIL IN AN AREAS IS FOUND TO BE CONTAMINATED OR OTHERWISE UNSUITABLE, CONTRACTOR SHALL PROVIDE COST PER CUBIC YARD TO REPLACE WITH SOIL SUITABLE FOR TURF.
 - 4. CONTRACTOR TO RAKE ENTIRE AREA, LEVELING ANY IMPERFECTIONS IN THE GRADE. LANDSCAPE CONTRACTOR TO ENSURE THAT THERE WILL BE POSITIVE DRAINAGE AND NO PONDING ON SITE. FINISHED GRADE OF LAWN AREAS TO BE 1/4" BELOW TOP OF CURBS, SIDEWALKS, AND OTHER PAVEMENTS. REMOVE ANY LARGE (GREATER THAN 1") DIRT CLODS, ROCKS, AND TRASH AND PREPARE A SMOOTH, LEVEL, LOOSE AND COARSE SURFACE. LANDSCAPE ARCHITECT TO APPROVE FINE GRADING PRIOR TO ANY LAWN INSTALLATION. LAWN BED SHALL BE MOIST (BUT NOT MUDDY) TO RECEIVE SEED AND SOD.
 - C. SOD INSTALLATION
 - 1. INCORPORATE SPECIFIED LAWN FERTILIZER AT SEVEN (7) POUNDS PER 1000 SQUARE FEET OF LAWN AREA FOR SOD.
 - 2. PRE-EMERGENT HERBICIDE APPLICATION: APPLY RECOMMENDED HERBICIDE TO LABEL INSTRUCTIONS IN TWO APPLICATIONS. THE FIRST APPLICATION WILL BE UP TO 10 DAYS PRIOR TO PLANTING. THE SECOND APPLICATION WILL BE 5 DAYS PRIOR TO PLANTING. USE CARE TO AVOID WIND DRIFT OR RUNOFF TO ADJACENT ORNAMENTAL TREE OR SHRUB PLANTINGS.
 - 3. LAY SOD WITHIN 24 HOURS FROM TIME OF STRIPPING.
 - 4. LAY SOD TO FORM SOLID MASSES WITH TIGHTLY FITTED JOINTS. BUTT ENDS AND SIDES OF SOD STRIPS. STAGGER STRIPS TO OFFSET JOINTS IN ADJACENT COURSES. WORK SIFTED SOIL INTO MINOR CRACKS BETWEEN PIECES OF SOD; REMOVE EXCESS SOD TO AVOID SMOTHERING ADJACENT GRASS.
 - 5. SOD PADS SHALL BE OF FULLEST SIZE POSSIBLE; NO SOD SLIVERS WILL BE PERMITTED.
 - 6. FINISHED GRADE OF NEW SOD SHALL BE FLUSH WITH ADJACENT LAWN AND PAVEMENT. ENSURE POSITIVE DRAINAGE IN ALL AREAS.
 - 7. ROLL ENTIRE SODDED AREA WITH SOD ROLLER. WATER SOD THOROUGHLY.
 - 8. CONTRACTOR SHALL OVER SEED SOD AREAS WITH ANNUAL RYE GRASS IF LAWN INSTALLATION OCCURS SEPTEMBER 15 THROUGH APRIL 15 AT 8 LBS. PER 1,000 SQUARE FEET.
 - 9. SHOULD LAWN AREAS BE SEEDDED WITH ANNUAL RYE GRASS, THE CONTRACTOR SHALL RETURN TO THE SITE BETWEEN APRIL 15 AND MAY 15 TO RE-PREPARE FOR SODDING.
 - D. HYDROSEED INSTALLATION
 - 1. FOR ALL HYDROSEED AREAS, INSTALL SOD STRIPS OF BERMUDA GRASS AT ALL BACKS OF CURBS WITHIN THE LIMITS OF CONSTRUCTION.
 - 2. LAWN AREAS TO BE SEEDED IMMEDIATELY AFTER PREPARATION OF THE BED, APPLY A UNIFORM COAT OF HYDROSEED AT THE RATES SPECIFIED BELOW:
 - BERMUDA (MULLED) - 2 LBS. / 1,000 SQUARE FEET
 - ANNUAL RYE GRASS - 8 LBS. / 1,000 SQUARE FEET
 - WOOD CELLULOSE FIBER MULCH - 80 LBS. / 1,000 SQUARE FEET
 - FERTILIZER: "PHC FOR TURF" AT A RATE OF SEVEN (7) LBS. / 1,000 SQUARE FEET
 - INCORPORATE A TACKIFIER WITH MULCH CAP. DELAY IRRIGATION 8 HOURS TO PERMIT TACKIFIER TO SET.
 - 3. SEED AREAS WITHIN SEEDING LIMITS INDICATED ON THE PLAN AND AREAS DISTURBED BY CONSTRUCTION OPERATIONS.
 - 4. IMMEDIATELY FOLLOWING APPLICATION OF HYDROSEED, THE CONTRACTOR SHALL WASH EXCESS MATERIAL FROM PREVIOUSLY PLANTED MATERIAL, ARCHITECTURAL FEATURES, ETC.
 - 5. UPON ESTABLISHMENT OF LAWN, APPLY A POST EMERGENT HERBICIDE FOR CONTROL OF NUT GRASS AND WEEDS. FERTILIZE AT 45 DAY INTERVALS WITH SPECIFIED PHC FERTILIZER AT A RATE OF SEVEN (7) LBS. / 1,000 SF DURING THE 60 DAY MAINTENANCE PERIOD.
 - 6. SHOULD LAWN AREAS BE SEEDED WITH ANNUAL TRY GRASS, THE CONTRACTOR SHALL RETURN TO THE SITE BETWEEN APRIL 15 AND MAY 15 TO RE-PREPARE SEED BED AND HYDROSEED WITH COMMON BERMUDA SEED IN ORDER TO ESTABLISH A PERMANENT TURF COVER IN ALL LAWN AREAS.

- ACCEPTANCE:
- A. PRIOR TO SCHEDULING A SUBSTANTIAL COMPLETION INSPECTION, LANDSCAPE CONTRACTOR SHALL THOROUGHLY CLEAN SITE OF ALL DEBRIS AND TRASH AND REPAIR ANY DAMAGE TO FINISH GRADE. WHEN LANDSCAPE WORK IS COMPLETE, A SUBSTANTIAL COMPLETION INSPECTION WILL BE HELD. FOLLOWING COMPLETION OF ANY FINCH LIST ITEMS GENERATED FROM THE SUBSTANTIAL COMPLETION INSPECTION, A FINAL INSPECTION WILL BE HELD AND, IF FOUND ACCEPTABLE, A CERTIFICATE OF FINAL ACCEPTANCE WILL BE ISSUED.
 - B. LANDSCAPE CONTRACTOR SHALL CONTINUE MAINTENANCE UNTIL FINAL ACCEPTANCE, AT WHICH TIME THE SPECIFIED MAINTENANCE PERIOD WILL BEGIN.

PROJECT: CIBOLO VALLEY HEIGHTS - CIBOLO, TX
ISSUE SET - AUGUST 24, 2024

UPLANDSTUDIOLANDSCAPE ARCHITECTURE

08-29-2024

CIBOLO VALLEY HEIGHTS
COMMUNITY PACKAGE

KOVE LANE
CIBOLO, TEXAS

REVISIONS:	DATE
OWNER REVISION	2025-02-26

PROJECT No:

24008

DATE:

AUGUST 29, 2024

SHEET:

OF

PLANTING SPECIFICATIONS

LP 2.2



City Council Regular Meeting Staff Report

F. Discussion/Action on authorizing four (4) master services agreements related to RFP 25-760-08 : Consultant to provide on call economic development services. (Mr. Hardin)

Meeting	Agenda Group
Tuesday, May 27, 2025, 6:30 PM	Discussion/Action Item: 9F.
From	
Clancy Hardin, Economic Development Manager	

PRIOR CITY COUNCIL ACTION:

N/A

BACKGROUND:

This item was considered for discussion and action at the April 17, 2025, regular CEDC Board of Directors meeting. The Board unanimously approved sending a recommendation to Cibolo City Council to authorize four (4) Master Services Agreements for On-Call Economic Development Services with the following firms: The Silvas Group, TxP, HdL Companies, and Smith Engineering & Associates. Each agreement has a five-year term, with the total combined annual expenditure for all on-call services not to exceed \$75,000. Funding is subject to availability in the budgets approved by both the CEDC and City Council during the annual budget process.

During the regular CEDC Board of Directors meeting on October 17, 2024, directors approved the final prioritization and selection of items the board would like to move forward with for FY25. They also directed staff to begin working on an Request for Proposals (RFP) reflecting the scope of work.

Staff presented the draft RFP during the regular CEDC Board of Directors meeting on November 21, 2024. At that meeting, the board approved an initiative to issue a RFP for On-Call Economic Development Services, along with a Master Services Agreement (MSA).

Following this, staff issued a solicitation for proposals from qualified firms or individuals, outlining their professional consulting services to support and implement the City's Strategic Economic Development Plan. The RFP closed on January 21, 2025. After the closure of the RFP, staff began the process of scoring the proposals based on the following evaluation criteria and weighted percentages:

- Proposals and Experience (35%)
- Understanding of the Project (35%)
- Past Performance (20%)
- Cost and Fees (10%)

Eight (8) firms submitted in response to the RFP for On-Call Economic Development Services: The Silvas Group, TXP, HdL Companies, Smith Engineering & Associates, Saggezza Group, BCL of Texas, Financial Leadership Club of America and The Research Associates. Out of the eight (8), the four (4) top scoring firms were asked to interview with the scoring team, upon completion of the interviews the scoring team recommends issuing master services agreements to the top four (4) scoring firms: The Silvas Group earning 102.6 out of 120 and TXP earning 100.33 out of 120, Smith Engineering and Associates, LLC 96.3 out of 120, and HdL Companies 96 out of 120. These top four (4) scoring firms represent the most advantageous proposers for CEDC and the City.

STAFF RECOMMENDATION:

The City's evaluation team and the Cibolo Economic Development Corporation Board of Directors approved sending a recommendation for top four (4) scoring firms: The Silvas Group earning 102.6 out of 120 and TXP earning 100.33 out of 120, Smith Engineering and Associates, LLC 96.3 out of 120, and HdL Companies 96 out of 120 to Cibolo City Council for consideration and approval of master services agreements with the top four (4) firms.

FINANCIAL IMPACT:

FY 25 CEDC funds: \$75,000 is the budgeted line item for the master services agreements labeled as strategic plan implementation in the budget. Consultants will be "on-call" via a work order with a scope of work and provide a quote for the scope listed on the work order. Work orders will be issued and approved at the direction of CEDC Board of Directors.

MOTION(S):

Below is a sample motion that can be made regarding the item:

I move to approve executing four (4) master services agreements for on call economic development services with: The Silvas Group, TXP, HdL Companies and Smith Engineering and Associates.

Attachments

[Title Award of RFP 25-760-08 Consultant to Provide On-Call Economic Development Services.pdf](#)

[25-760-08 - Consultant to provide on call economic development services - Scoring.pdf](#)

[Contract 25-760-08_A_Consultant_to_Provide_On-Call_EDC_Silvas Group.pdf](#)

[Contract 25-760-08_B_Consultant_to_Provide_On-Call_EDC_TXP.pdf](#)

[Contract 25-760-08_C_Consultant_to_Provide_On-Call_EDC-Smith Engineering.pdf](#)

[Contract 25-760-08_D_Consultant_to_Provide_On-Call_EDC_HdL Companies.pdf](#)

[CEDC agenda item A 04.17.2025.pdf](#)

[CEDC Agenda Item B 11.21.24 Regular Call Meeting.pdf](#)

[CEDC agenda item A 10.17.24 Regular Meeting.pdf](#)



CITY COUNCIL COMMUNICATION

Title: Award of RFP Consultant to Provide On-Call Economic Development Services

Date: 04/08/2025

From: Clancy Hardin EDC Manager; Leili Samuelson Procurement Manager

The Cibolo Economic Development Corporation with the assistance of the Finance Department - Procurement office, has completed the evaluation of Request for Proposal No. 25-760-08 for Consultant to Provide On-Call Economic Development Services.

I. Background Information:

Based on Texas Local Government Code and our City Charter, Cibolo Economic Development Corporation issued a Request for Proposal (RFP) to solicit responses for selection of a vendor to complete the Consultant to Provide On-Call Economic Development Services.

II. Bidders:

The RFP was posted on December 16, 2024. The following bidder submitted proposal by the published due date of January 20, 2025.

Bidder	Address, City, State, Zip Code
BCL of Texas	1011 San Jacinto Blvd, Suite 500, Austin, TX 78701
Financial Leadership Club of America	PO Box 700335, Dallas, TX 75370
HdL Companies	77 Sugar Creek Center Boulevard Suite 600, Sugar Land, TX 77478
Saggezza Group	1449 10th St S, Fargo, ND 58103
Smith Engineering and Associates, LLC	363 N. Sam Houston Pkwy., Suite 1100, Houston, TX 77060
The Research Associates	165 Broadway, Suite 2301, New York, NY 10006
THE SILVAS GROUP	9939 Meadow Lark, Converse , TX 78109
TXP	1310 South 1st Street, Suite 105, Austin , TX 78704

III. Evaluation Process

The Cibolo Economic Development Corporation evaluated each proposal based on the following factors:

	Proposal Evaluation Criteria	Points
1.	Proposals and Experience	35
2.	Understanding of Project	35
3.	Past Performance	20
4.	Cost and Fees	10
5.	Interviews	20
	Total	125

Interviews were conducted.

IV. Evaluation Results

The Evaluation Team determined that **THE SILVAS GROUP**, with an average score of **102.6 out of 125**; **TXP**, with an average score of **100.33 out of 125**; **Smith Engineering and Associates, LLC**, with an average score of **96.3 out of 125**; and **HdL Companies**, with an average score of **96 out of 125** possible points, met the requirements of this RFP and is the preferred provider set forth in the subject RFP. This determination was made by evaluating their responses against the Evaluation Criteria.

Please see attached evaluation form: Bid Tab Evaluation

V. Procurement File

The procurement file for this solicitation is available at the Finance Department - Procurement office. Questions on procurement may be directed to the City's Procurement Manager, Leili Samuelson at lsamuelson@cibolotx.gov



25-760-08 - Consultant to provide on call economic development services

Scoring Summary

Active Submissions

	Total	1- Proposals and Experience	2- Understanding of Project	3- Past Performance	4- Cost and Fees	INTERVIEWS
Supplier	/ 120 pts	/ 35 pts	/ 35 pts	/ 20 pts	/ 10 pts	/ 20 pts
THE SILVAS GROUP	102.6	28.33	31	16	7.6	19.67
TXP	100.33	29.67	31	20	0	19.67
Smith Engineering and Associates, LLC	96.3	30.33	30	14.67	3.3	18
HdL Companies	96	27.67	28.33	11.67	10	18.33
Saggezza Group	74.2	26.67	29	13.33	5.2	-
BCL of Texas	73.67	28.33	26.67	16.67	2	-
The Research Associates	59.9	18.33	20	11.67	9.9	-
Financial Leadership Club of America	41.5	18.33	11.67	9	2.5	-



City of Cibolo Economic Development Corporation (“CEDC”)

200 South Main Street

Cibolo, Texas 78108

STANDARD FORM OF AGREEMENT

CONSULTING

SERVICES/INDEPENDENT

CONTRACTOR

FOR ON-CALL ECONOMIC

DEVELOPMENT SERVICES

CONTRACT # 25-760-08-A

CITY OF CIBOLO ECONOMIC DEVELOPMENT CORPORATION CONSULTANT CONTRACT

This Contract is by and between the **City of Cibolo Economic Development Corporation**, a Texas nonprofit corporation and local economic development corporation created by the City of Cibolo, Texas (the “CEDC”) and **THE SILVAS GROUP**, a “Consultant”), whereby Consultant agrees to perform and the CEDC agrees to pay for the work described herein.

ARTICLE I

SCOPE OF SERVICES

1.01 This Contract is for on-call economic development services to implement the Strategic Economic Plan for the City of Cibolo (the “Project”). The scope and details of the work to be provided to the CEDC by Consultant are set forth in **Exhibit “A”** to this Contract and are incorporated as though fully set forth herein by reference. Consultant agrees to perform or cause the performance of all the work described in **Exhibit “A”** (the “Services”). In no event shall Consultant’s scope of work include providing transportation services for CEDC employees, officers, officials, agents or representatives.

1.02 Consultant agrees to perform the work described in **Exhibit “A”** hereto and the CEDC agrees to pay Consultant a fee based on the rates set forth in **Exhibit “B”** to this Contract for the services performed by Consultant. The invoices shall be submitted to the CEDC following the 15th day and the last day of each month. The payment terms are net payable within thirty (30) calendar days of the CEDC’s receipt of the invoice.

ARTICLE II

PAYMENT

2.01 The total amount of payment, including reimbursements, by the CEDC to Consultant for all services to be performed under this Contract may not, under any circumstances, exceed Seventy-Five Thousand Dollars (\$75,000) for the term of the contract. Any amount incurred by Consultant beyond the not to exceed amount without written authorization by the CEDC shall not be paid.

ARTICLE III

CHANGE ORDERS

3.01 The CEDC may from time to time request changes in the scope and focus of the activities, investigations and studies conducted or to be conducted by Consultant pursuant to this Contract. Any request by the Consultant for an increase in the Scope of Services and an increase in the amount listed in paragraph two of this Contract shall be made and approved by the CEDC in writing prior to the Consultant providing such services or the right to payment for such additional services shall be waived. If there is a dispute between the Consultant and the CEDC respecting any service provided or to be provided hereunder by the Consultant, including a dispute as to whether such service is additional to the Scope of Services included in this Contract, the Consultant agrees to continue providing on a timely basis all services to be provided by the Consultant hereunder, including any service as to which there is a dispute.

ARTICLE IV TIME OF PERFORMANCE

4.01 Except as provided in Article IX herein, below, the term of this Contract shall be for five (5) years from the effective date of this Contract. Thereafter, upon the mutual consent of both parties, including annual budget approval by the CEDC. If, for any reason, funds are not appropriated by the CEDC or Cibola City Council to continue the Contract, the Contract shall become null and void and shall terminate upon the conclusion of the fiscal year.

ARTICLE V INDEPENDENT CONSULTANT

5.01 In all activities or services performed hereunder, the Consultant is an independent Consultant and not an agent or employee of the CEDC. The Consultant, as an independent Consultant, shall be responsible for the final product contemplated under this Contract. Except for materials furnished by the CEDC, the Consultant shall supply all materials, equipment and labor required for the execution of the work on the Project, unless identified in Exhibit "A". The Consultant shall have ultimate control over the execution of the work under this Contract. In the event Consultant is not an individual, the Consultant shall have the sole obligation to employ, direct, control, supervise, manage, discharge, and compensate all of its employees (if any) and subconsultants (if subconsultants are pre-approved by CEDC), and the CEDC shall have no control of or supervision over the employees of the Consultant or any of the Consultant's subconsultants except to the limited extent provided for in this Contract. Consultant shall be liable for any misrepresentations. Any negotiations by the Consultant on the CEDC's behalf are binding on the CEDC only when within the scope of work contained herein and approved by the CEDC.

ARTICLE VI WARRANTY

6.01 Consultant warrants that the information, deliverables and services provided by Consultant will be provided with the professional skill and care ordinarily provided by competent consultants providing services under the same or similar circumstances; and as expeditiously as is prudent considering the ordinary skill and care of a competent similarly situated consultant. Approval or acceptance by the CEDC of any of Consultant's work product under this Contract shall not constitute, or be deemed, a release of the responsibility and liability of Consultant, its agents, or associates (or any employees of Consultant) for the exercise of skill and diligence necessary to fulfill Consultant's responsibilities under this Contract. Nor shall the CEDC's approval or acceptance be deemed to be the assumption of responsibility by the CEDC for any defect or error in the work products prepared by Consultant, its employees, associates, agents, or subconsultants.

6.02 Consultant shall keep the CEDC informed of the progress of the work and shall guard against any defects or deficiencies in its work.

6.03 Consultant shall be responsible for using due diligence to correct errors, deficiencies or unacceptable work product. Consultant shall, at no cost to the CEDC, remedy any errors, deficiencies or any work product found unacceptable, in the CEDC's sole discretion, as soon as possible, but no later than fifteen (15) calendar days after receiving notice of said errors, deficiencies, or unacceptable work product.

6.04 Any and all of Consultant's work product deliverables ("Work Product") hereunder shall be the exclusive property of the CEDC. Upon completion or termination of this Contract, Consultant shall promptly deliver to the CEDC all records, notes, data, memorandum, models, and equipment of any nature that are within Consultant's possession or control and that are the CEDC's property or relate to the CEDC or its business. Any unauthorized modifications made by the CEDC to any of the Consultant's documents, or any use, partial use or reuse of the documents on a different Project without written authorization or adaptation by the Consultant will be at the CEDC's sole risk and without liability to the Consultant.

6.05 Consultant warrants to CEDC that (i) Consultant has the full power and authority to enter into this Contract, (ii) Consultant has not previously assigned, transferred or otherwise encumbered the rights conveyed herein, (iii) Work Product is an original work of authorship created by Consultant (or any employee of Consultant's during the course of their employment by Consultant), and does not infringe on any copyright, patent, trademark, trade secret, contractual right, or any other proprietary right of any person or entity, (iv) Consultant has not published the Work Product (including any derivative works) or any portion thereof outside of the United States, (v) that Consultant is authorized to do business in the state of Texas and properly licensed by applicable governmental and public and quasi-public authorities having jurisdiction over it and the services required hereunder and the Project itself, (vi) that Consultant is financially solvent, able to pay its debts as they mature and is possessed of sufficient working capital to complete the services required and perform its obligation hereunder, and (vii) to the best of the Consultant's knowledge, no other person or entity, except CEDC, has any claim of any right, title, or interest in or to the Work Product.

6.06 Consultant shall not seek to invalidate, attack, or otherwise do anything either by act of omission or commission which might impair, violate, or infringe the title and rights assigned to CEDC by Consultant in this Article VI of the Contract.

ARTICLE VII

INDEMNIFICATION & RELEASE

7.01 INDEMNITY

7.01.1 TO THE FULLEST EXTENT PERMITTED BY LAW, CONSULTANT SHALL INDEMNIFY AND HOLD HARMLESS CEDC AND EACH OF ITS COUNCIL MEMBERS, OFFICIALS, OFFICERS, AGENTS, EMPLOYEES, AND VOLUNTEERS (HEREINAFTER REFERRED TO INDIVIDUALLY AS AN "CEDC INDEMNITEE" AND COLLECTIVELY AS THE "INDEMNITEES") FROM AND AGAINST ALL CLAIMS, DAMAGES, LOSSES, LIABILITIES, COSTS, AND EXPENSES, INCLUDING BUT NOT LIMITED TO

REASONABLE ATTORNEYS' FEES AND COSTS INCURRED BY INDEMNITEES THAT ARISE FROM OR RELATE TO PERFORMANCE OF THE SERVICES OR THIS CONTRACT TO THE EXTENT:

- (1) DUE TO THE VIOLATION OF ANY ORDINANCE, REGULATION, STATUTE, OR OTHER LEGAL REQUIREMENT IN THE PERFORMANCE OF THIS CONTRACT, BY CONSULTANT, ITS AGENT, ANY CONSULTANT UNDER CONTRACT WITH CONSULTANT OR ANY OTHER ENTITY OVER WHICH CONSULTANT EXERCISES CONTROL;
- (2) CAUSED BY OR RESULTING FROM ANY NEGLIGENT OR INTENTIONAL ACT OR OMISSION IN VIOLATION OF CONSULTANT'S STANDARD OF CARE, BY CONSULTANT, ITS AGENT, ANY CONSULTANT UNDER CONTRACT WITH CONSULTANT, OR ANY OTHER ENTITY OVER WHICH CONSULTANT EXERCISES CONTROL;
- (3) CAUSED BY OR RESULTING FROM ANY CLAIM ASSERTING ACTUAL OR ALLEGED INFRINGEMENT OF A PATENT, TRADEMARK, COPYRIGHT OR OTHER INTELLECTUAL PROPERTY RIGHT IN CONNECTION WITH THE INFORMATION FURNISHED BY OR THROUGH CONSULTANT, ITS AGENT, ANY CONSULTANT UNDER CONTRACT, OR ANY OTHER ENTITY OVER WHICH CONSULTANT EXERCISES CONTROL;
- (4) DUE TO THE FAILURE OF CONSULTANT, ITS AGENT, ANY CONSULTANT UNDER CONTRACT WITH CONSULTANT, OR ANY OTHER ENTITY OVER WHICH THE CONSULTANT EXERCISES CONTROL TO PAY ITS CONSULTANTS OR SUBCONSULTANTS AMOUNTS DUE FOR SERVICES PROVIDED IN CONNECTION WITH THE PROJECT; OR
- (5) OTHERWISE ARISING OUT OF OR RESULTING FROM THE PERFORMANCE OF THE SERVICES UNDER THIS CONTRACT, INCLUDING SUCH CLAIMS, DAMAGES, LIABILITIES, LOSSES, COSTS, OR EXPENSES ATTRIBUTABLE TO BODILY INJURY, SICKNESS, DISEASE OR DEATH, OR TO INJURY TO OR DESTRUCTION OF TANGIBLE PROPERTY, INCLUDING LOSS OF USE RESULTING THEREFROM, BUT ONLY TO THE EXTENT SUCH CLAIMS, DAMAGES, LOSSES, COSTS AND EXPENSES ARE CAUSED BY OR RESULT FROM ANY NEGLIGENT OR INTENTIONAL ACTS OR OMISSIONS OF CONSULTANT, ITS AGENT, ANY CONSULTANT UNDER CONTRACT, OR ANY OTHER ENTITY OVER WHICH THE CONSULTANT EXERCISES CONTROL

NOTHING CONTAINED IN THIS SECTION 7.01.1 SHOULD BE CONSTRUED TO REQUIRE CONSULTANT TO INDEMNIFY OR HOLD HARMLESS CEDC OR ANY INDEMNITEES FROM ANY CLAIMS OR LIABILITIES RESULTING FROM THE NEGLIGENT ACTS OR OMISSIONS OF CEDC OR INDEMNITEES (SUBJECT TO THE LIMITATIONS IN TEXAS LOCAL GOVERNMENT CODE §271.904 AND TEXAS CIVIL PRACTICE AND REMEDIES CODE §130.002(B)). NOTHING IN THIS

ARTICLE IS INTENDED TO WAIVE ANY GOVERNMENTAL IMMUNITY AVAILABLE TO CEDC UNDER TEXAS LAW OR WAIVE ANY DEFENSES OF CONSULTANT OR CEDC UNDER TEXAS LAW.

7.01.2 Consultant shall procure liability insurance covering its obligations under this section.

7.01.3 It is mutually understood and agreed that the indemnification provided for in this section shall indefinitely survive any expiration, completion or termination of this Contract.

7.01.4 It is agreed with respect to any legal limitations now or hereafter in effect and affecting the validity or enforceability of the indemnification obligation under this section, such legal limitations are made a part of the indemnification obligation and shall operate to amend the indemnification obligation to the minimum extent necessary to bring the provision into conformity with the requirements of such limitations, and as so modified, the indemnification obligation shall continue in full force and effect. There shall be no additional indemnification other than as set forth in this section. All other provisions regarding the same subject matter shall be declared void and of no effect.

7.02 Release. The Consultant releases, relinquishes, and discharges the CEDC, its council members, officials, officers, agents, and employees from all claims, demands, and causes of action of every kind and character, including the cost of defense thereof, for any injury to, sickness or death of the Consultant or its employees and any loss of or damage to any property of the Consultant or its employees that is caused by or alleged to be caused by, arises out of, or is in connection with the Consultant's work to be performed hereunder. Both the CEDC and the Consultant expressly intend that this release shall apply regardless of whether said claims, demands, and causes of action are covered, in whole or in part, by insurance and in the event of injury, sickness, death, loss, or damage suffered by the Consultant or its employees, but not otherwise, this release shall apply regardless of whether such loss, damage, injury, or death was caused in whole or in part by the CEDC, any other party released hereunder, the Consultant, or any third party. There shall be no additional release or hold harmless provision other than as set forth in this section. All other provisions regarding the same subject matter shall be declared void and of no effect.

ARTICLE VIII INSURANCE

8.01 **General.** The Consultant shall procure and maintain at its sole cost and expense for the duration of this Contract insurance policies, limits and endorsements as set forth below.

8.02 During the term of this Contract all Consultant's insurance policies shall meet the minimum requirements of this section:

Types. Consultant shall have the following types of insurance:

- (a) Commercial General Liability.
- (b) Business Automobile Liability; *provided however, that CEDC waives this requirement in the event Consultant's Scope of Services identified in Exhibit*

“A” expressly do not require Consultant to travel.

- (c) Workers’ Compensation/Employer’s Liability; *provided however, CEDC waives this requirement in the event Consultant has no employees.*
- (d) Professional Liability; *provided however, CEDC waives this requirement in the event Consultant’s services do not require a professional license.*

8.03 Certificates of Insurance. All Certificates of Insurance and endorsements shall be furnished to the CEDC’s Representative at the time of execution of this Contract, attached hereto as **Exhibit “C”**, and approved by the CEDC before any letter of authorization to commence Project will issue or any work on the Project commences.

8.04 General Requirements Applicable to All Policies. The following General requirements applicable to all policies shall apply:

- (a) Only licensed insurance carriers authorized to do business in the State of Texas will be accepted.
- (b) “Claims made” policies will not be accepted, except for Professional Liability Insurance.
- (c) Coverage shall not be suspended, voided, canceled, or reduced in coverage or in limits except after thirty (30) calendar days prior written notice has been given to the CEDC.
- (d) Coverage shall be written by a carrier rated “A:VIII” or better in accordance with the current A. M. Best Key Rating Guide, except for Workers ‘ Compensation/Employer’s Liability Insurance.

8.03 Commercial (General) Liability requirements. The following Commercial (General) Liability requirements shall apply:

- (a) Minimum Limit of \$1,000,000 per occurrence for bodily injury and property damage with a \$2,000,000 annual aggregate.
- (b) No coverage shall be excluded from the standard policy without notification of individual exclusions being attached for review and acceptance.
- (c) The coverage shall not exclude premises/operations; independent contracts, products/completed operations, contractual liability (insuring the indemnity provided herein), and where exposures exist, Explosion Collapse and Underground coverage.
- (d) The CEDC shall be included as an additional insured and the policy shall be endorsed to waive subrogation and to be primary and non-contributory.

8.04 Business Automobile Liability requirements (if applicable per 8.02, above). The following Business Automobile Liability requirements shall apply:

- (a) Minimum Combined Single Limit of \$1,000,000 per occurrence for bodily injury and property damage.

- (b) The Business Auto Policy must show Symbol 1 in the Covered Autos portion of the liability section in Item 2 of the declarations page.
- (c) The coverage shall include owned autos, leased or rented autos, non-owned autos, any autos and hired autos.
- (d) The CEDC shall be included as an additional insured and the policy shall be endorsed to waive subrogation and to be primary and non-contributory.

8.05 Workers' Compensation/Employer's Liability Insurance requirements (if applicable per 8.02, above). The Workers' Compensation/Employer's Liability Insurance shall include the following terms:

- (a) Employer's Liability limits of \$1,000,000 for each accident is required.
- (b) "Texas Waiver of Our Right to Recover From Others Endorsement, WC 42 03 04" shall be included in this policy.
- (c) Texas must appear in Item 3A of the Worker's Compensation coverage or Item 3C must contain the following: All States except those named in Item 3A and the States of NV, ND, OH, WA, WV, and WY.

8.06 Professional Liability requirements (if applicable per 8.02, above). The following Professional Liability requirements shall apply:

- (a) Minimum of \$1,000,000 per claim and \$2,000,000 aggregate, with a maximum deductible of \$100,000.00.
- (b) Professional liability coverage will be obtained and maintained by Consultant and Subconsultant with policy limits set forth above to insure from and against all negligent acts, errors, and omissions in the professional services performed by them, and their agents, representatives, employees, and Subconsultants. All policies shall be maintained for two (2) years following the termination, abandonment, or completion of this Contract.

ARTICLE IX TERMINATION

9.01 The CEDC may terminate this Contract at any time, for any reason or no reason upon ten (10) calendar days written notice. Upon Consultant's receipt of such notice, the Consultant shall cease work immediately. The Consultant shall be compensated for the services satisfactorily performed prior to the termination date. Consultant shall not be entitled to be paid for Services not performed or profit on Services not performed or any other consequential damage based on a similar theory.

9.02 If, through any cause, the Consultant fails to fulfill its obligations under this Contract, or if the Consultant violates any of the agreements of this Contract, the CEDC has the right to terminate this Contract by giving the Consultant five (5) calendar days written notice. The Consultant will be compensated for the services satisfactorily performed prior to the

termination date.

9.03 No term or provision of this Contract shall be construed to relieve the Consultant of liability to the CEDC for damages sustained by the CEDC because of any breach of contract and/or negligence by the Consultant. The CEDC may withhold payments to the Consultant for the purpose of setoff until the exact amount of damages due the CEDC from the Consultant is determined and paid.

9.04 The CEDC may, without cause, order the Consultant in writing to suspend, delay, or interrupt the Services or the Project in whole or in part for such period of time as the CEDC may determine. Upon receipt of such notice, the Consultant shall, unless the notice requires otherwise, immediately discontinue services on the date and to the extent specified in the notice. The Consultant shall be compensated for services performed prior to notice of such suspension. When the services under this Contract are resumed, the Consultant shall be compensated for expenses directly and necessarily incurred in the interruption and resumption of the Consultant's services, without markup.

ARTICLE X

MISCELLANEOUS TERMS

10.01 Consultant hereby agrees that the following terms, conditions, verifications, certifications, and representations apply to and are incorporated into this Agreement for all purposes to the extent (if any) required by law:

- (a) Pursuant to Texas Local Government Code Chapter 176, Consultant shall submit a signed Texas Ethics Commission ("TEC") Conflict of Interest Questionnaire ("CIQ") at the time Consultant submits this signed Agreement to CEDC. TEC Form CIQ and information related to same may be obtained from TEC website by visiting <https://www.ethics.state.tx.us/forms/conflict/>. If Consultant certifies that there are no Conflicts of Interest, Consultant shall indicate so by writing name of Consultant's firm and "No Conflicts" on the TEC Form CIQ.
- (b) If Consultant is a privately held entity, then pursuant to Texas Government Code Section 2252.908 and the rules promulgated thereunder by the TEC, Consultant shall submit a completed and signed TEC Form 1295 with a certificate number assigned by the TEC to CEDC at the time Consultant submits this signed Agreement to CEDC. TEC Form 1295 and information related to same may be obtained from TEC website by visiting <https://www.ethics.state.tx.us/filinginfo/1295/>. Consultant agrees and acknowledges that this Agreement shall be of no force and effect unless and until Consultant has submitted said form to CEDC, if and to the extent such form is required under Government Code § 2252.908 and the rules promulgated thereunder by the TEC.
- (c) As required by Chapter 2271, Texas Government Code, Consultant hereby verifies that Consultant, including a wholly owned subsidiary, majority-owned subsidiary, parent company or affiliate of the same, does not boycott Israel and will not boycott

Israel through the term of this Agreement. The term “boycott Israel” in this paragraph has the meaning assigned to such term in Section 808.001 of the Texas Government Code, as amended.

- (d) Pursuant to Chapter 2252, Texas Government Code, Consultant represents and certifies that, at the time of execution of this Agreement, neither Consultant, nor any wholly owned subsidiary, majority-owned subsidiary, parent company or affiliate of the same, is engaged in business with Iran, Sudan, or any terrorist organization, and is a company listed by the Texas Comptroller of Public Accounts under Sections 2270.0201 or 2252.153 of the Texas Government Code.
- (e) As required by Chapter 2274, Texas Government Code, Consultant hereby verifies that Consultant, including a wholly owned subsidiary, majority-owned subsidiary, parent company or affiliate of the same, does not boycott energy companies, and will not boycott energy companies during the term of this Agreement. The term “boycott energy companies” in this paragraph has the meaning assigned to such term in Section 809.001 of the Texas Government Code, as amended.
- (f) As required by Chapter 2274, Texas Government Code, Consultant hereby verifies that Consultant, including a wholly owned subsidiary, majority-owned subsidiary, Parent company or affiliate of the same, (i) does not have a practice, policy, guidance or directive that discriminates against a firearm entity or firearm trade association, and (ii) will not discriminate against a firearm entity or firearm trade association during the term of this Agreement. The term “discriminate against a firearm entity or trade association” in this paragraph has the meaning assigned to such term in Section 224.001(3) of the Texas Government Code, as amended.
- (g) Pursuant to Chapter 2274, Texas Government Code, in the event that the Work includes direct or remote access to or control of critical infrastructure, Consultant represents and certifies that Consultant, including a wholly owned subsidiary, majority owned subsidiary, parent company, or affiliate of same, is not owned by or the majority of stock or other ownership interest of Consultant is not held or controlled by (i) individuals who are citizens of China, Iran, North Korea, Russia, or any country designated as a threat to critical infrastructure by the governor under Section 2274.0103 of the Texas Government Code (“Designated Country”), (ii) a company or entity, including a governmental entity, that is owned or controlled by citizens of or directly controlled by a Designated Country; or (iii) headquartered in a Designated Country. The term “critical infrastructure” in this paragraph has the meaning assigned to such term in Section 2274.0101 of the Texas Government Code, as amended.
- (h) Public Records. The Consultant shall provide contracting information that is in its possession to CEDC in the event that CEDC receives a public information request for the information, subject to the exceptions provided under the Texas Public Information Act, Chapter 552 of the Government Code. CEDC must inform the Consultant of the request for information within three (3) business days of receipt from the requestor. The Consultant shall provide the information within ten (10) business days. The Consultant shall provide written notice of an exception request, in accordance with Government Code Chapter 552.

- (i) The Consultant may not knowingly obtain the labor or services of an undocumented worker. The Consultant, not the CEDC, must verify eligibility for employment as required by IRCA.

10.02 This Contract, its construction, and any disputes arising out of, connected with or relating to the Contract, shall be governed by the laws of the State of Texas, without regard to any conflict of law principles. Any claim or dispute arising out of or related to this Contract shall be subject to litigation in the District Courts of Guadalupe County, Texas.

10.03 Notices shall be mailed to the addresses designated herein or as may be designated in writing by the parties from time to time and shall be deemed received when sent postage prepaid U.S. Mail to the following addresses:

Cibolo Economic Development Corp.

**Attn: CEDC Executive Director
200 South Main Street
Cibolo, Texas 78108**

THE SILVAS GROUP

**Attn: Katherine E. Silvas
9939 Meadow Lark, Converse
Converse TX 78109**

With copy to:

Cibolo Economic Development Corp.

**Attn: Clancy Hardin
200 South Main Street
Cibolo, Texas 78108**

10.04 Action or failure to act by the CEDC shall constitute a waiver of a right or duty afforded them under the Contract, nor shall such action or failure to act constitute approval of or acquiescence in a breach there under, except as may be specifically agreed in writing. No waiver of any provision of the Contract shall be of any force or effect, unless such waiver is in writing, expressly stating to be a waiver of a specified provision of the Contract and is signed by the party to be bound thereby. In addition, no waiver by either party hereto of any term or condition of this Contract shall be deemed or construed to be a waiver of any other term or condition or subsequent waiver of the same term or condition and shall not in any way limit or waive that party's right thereafter to enforce or compel strict compliance with the Contract or any portion or provision or right under the Contract.

10.05 This Contract and all rights and obligations contained herein may not be assigned by Consultant without the prior written approval of the CEDC. Any assignment by Consultant without the prior written approval by CEDC, shall void this Contract.

10.06 Invalidity. If any provision of this Contract shall be held to be invalid, illegal or unenforceable by a court or other tribunal of competent jurisdiction, the validity, legality, and enforceability of the remaining provisions shall not in any way be affected or impaired thereby. The parties shall use their best efforts to replace the respective provision or provisions of this Contract with legal terms and conditions approximating the original intent of the parties.

10.07 Prioritization. Consultant and CEDC agree that CEDC is a political subdivision of the State of Texas and is thus subject to certain laws, including certain oversight by the City of Cibolo, a Texas municipality. Because of this there may be documents or portions thereof added by Consultant to this Contract as exhibits that conflict with such laws, or that conflict with the terms and conditions herein excluding the additions by Consultant. In either case, the applicable law or the applicable provision of this Contract excluding such conflicting addition by Consultant shall prevail. The parties understand this section comprises part of this Contract without necessity of additional consideration.

10.08 This Contract represents the entire and integrated Contract between the CEDC and Consultant and supersedes all prior negotiations, representations, or agreements, either written or oral. This Contract may only be amended by written instrument approved and executed by the parties.

10.09 Notice of Indemnification. CEDC and Consultant hereby acknowledge and agree this Contract contains certain indemnification obligations and covenants.

List of Exhibits:

- A. Scope of Services
- B. Payment Schedule and Attachment A
- C. Certificates of Insurance

CEDC:

Consultant:

CITY OF CIBOLO ECONOMIC DEVELOPMENT CORP. THE SILVAS GROUP

By: _____

By: _____

Printed Name: _____

Printed Name: _____

Title: _____

Title: _____

Date: _____

Date: _____

EXHIBIT “A”

SCOPE OF SERVICES

The consultant shall be “on-call” to provide professional services to support the tasks listed. The City’s Strategic Economic Development Plan (Plan) developed economic development strategies for the CEDC and the City Council. These strategies were crafted based on feedback from local and regional implementation partners, empirical research, and input from the CEDC, elected officials, and staff. The implementation strategy (Chapter 7 of Plan) outlined priority action recommendations and implementation steps to assist the Cibolo community in pursuing their economic development goals.

The implementation strategy is organized into six general topic areas:

1. Business Retention and Expansion:
 - Site visits performed o Ombudsman assists
 - Jobs retained/expanded o Capital Investment
 - Network event attendance
 - Survey participation
 - Programs/strategies created from roundtable discussions
2. Business Recruitment:
 - Number of prospective businesses engaged
 - Successful recruitments
 - Total jobs created
 - Average annual wage
 - Total capital investment
 - Debrief highlights from lost opportunities
3. Existing Asset Development:
 - Create/update small area plans for the City’s primary economic center
 - Maintain a locally managed database of available land and building space
 - Identify 4-6 priority investment/reinvestment properties within the City
4. Toolbox Development:
 - Match land use and/or zoning regulations to economic development vision
 - Create economic development incentives that match the City’s priorities and performance expectations
 - Hire a developmental Ombudsman
5. Outreach, Communication, and Marketing;
 - Target Industry Content
 - Business Testimonial Book
 - Property Assemblage Book

CEDC will work jointly with the selected consultant to develop a final, comprehensive scope of work, fee structure, and schedule for the work. Responses to this Request for Proposals should demonstrate the consultant’s experience and expertise in achieving the above listed topic areas.

In addition to the above topic areas, consultant should be able to assist with the following TOP TEN Strategic Economic Development Plan Implementation goals:

- Work with Cibolo City Departments to develop comprehensive database to help economic development efforts.
- Implement an annual business survey to identify emerging trends/needs.
- Hire/reposition an existing City staff member under economic development to be a development ombudsman.
- Create marketing collateral necessary for effective retention and recruitment efforts.
- Become more proactive with regional and statewide partners in business recruitment.
- Maintain a locally comprehensive property and asset database.
- Match land use regulations to economic development vision, particularly in economic activity centers.
- Create economic development incentives that match the City's priorities and performance expectations.
- Consider creating an Economic Development Opportunity Fund.
- Implement a proactive community engagement and education initiative.

Other range of services could include:

- Increase the City's developable non-residential land assets.
- Strengthen relationships with local and regional stakeholders.
- Diversify the City's housing supply to support business recruitment and retention.
- Increase consumer demand to support greater retail and restaurant investment.
- Enhance coordination of utility investment and development to support industrial development.
- Build stronger connections between businesses and regional training providers.
- Assess the effectiveness of current incentives.
- Evolution of development (e.g., from rural to suburban to diverse) for long-term sustainability.
- Monitor legislation related to economic development and makes recommendations concerning policy and procedural improvements.
- Identify grant funding opportunities, including writing, submitting, and managing grant proposals.
- Prepare reports, proposals, and studies related to economic development and development objectives.

EXHIBIT “B”
PAYMENT TERMS

Compensation is based on *the agreed sum of an approved workorder (attachment A) between the Cibolo Economic Development Corporation and the consultant*. Unless amended by a duly authorized written change order, the total payment for all invoices on this job, including both salary and non-salary expenses, shall not exceed the amount set forth in paragraph 2.01 of this Contract (\$75,000)

The Consultant must submit *monthly* invoices to the City, accompanied by an explanation of charges, professional fees, services, expenses and copy of the approved work order. The City will pay such invoices according to its normal payment procedures.

ATTACHMENT A

This Work Order is issued subject to, is governed by and incorporates by reference that certain Master Professional Services Agreement, Contract No. **25-760-08 A**, between the City and Consultant effective _____, 2025.

Work Order Date: _____

CONSULTANT: _____

Consultant Project Manager: _____

City Point of Contact: _____

Type of Compensation: _____

Compensation: _____

Description of Services: _____

Deliverables: See Attached.

Schedule Requirements:

Commence Services: _____

Completion of Services: _____

Submittal Dates for Each Deliverable: See Attached.

Agreed to by:

CITY:

CONSULTANT:

**CITY OF CIBOLO
ECONOMIC DEVELOPMENT CORP.**

By: _____

Name: _____

Title: _____

By: _____

Name: _____

Title: _____

EXHIBIT “C”
CERTIFICATES OF INSURANCE



City of Cibolo Economic Development Corporation (“CEDC”)

200 South Main Street

Cibolo, Texas 78108

STANDARD FORM OF AGREEMENT

CONSULTING

SERVICES/INDEPENDENT

CONTRACTOR

FOR ON-CALL ECONOMIC

DEVELOPMENT SERVICES

CONTRACT # 25-760-08-B

CITY OF CIBOLO ECONOMIC DEVELOPMENT CORPORATION CONSULTANT CONTRACT

This Contract is by and between the **City of Cibolo Economic Development Corporation**, a Texas nonprofit corporation and local economic development corporation created by the City of Cibolo, Texas (the “CEDC”) and **TXP INC.**, a “Consultant”), whereby Consultant agrees to perform and the CEDC agrees to pay for the work described herein.

ARTICLE I

SCOPE OF SERVICES

1.01 This Contract is for on-call economic development services to implement the Strategic Economic Plan for the City of Cibolo (the “Project”). The scope and details of the work to be provided to the CEDC by Consultant are set forth in **Exhibit “A”** to this Contract and are incorporated as though fully set forth herein by reference. Consultant agrees to perform or cause the performance of all the work described in **Exhibit “A”** (the “Services”). In no event shall Consultant’s scope of work include providing transportation services for CEDC employees, officers, officials, agents or representatives.

1.02 Consultant agrees to perform the work described in **Exhibit “A”** hereto and the CEDC agrees to pay Consultant a fee based on the rates set forth in **Exhibit “B”** to this Contract for the services performed by Consultant. The invoices shall be submitted to the CEDC following the 15th day and the last day of each month. The payment terms are net payable within thirty (30) calendar days of the CEDC’s receipt of the invoice.

ARTICLE II

PAYMENT

2.01 The total amount of payment, including reimbursements, by the CEDC to Consultant for all services to be performed under this Contract may not, under any circumstances, exceed Seventy-Five Thousand Dollars (\$75,000) for the term of the contract. Any amount incurred by Consultant beyond the not to exceed amount without written authorization by the CEDC shall not be paid.

ARTICLE III

CHANGE ORDERS

3.01 The CEDC may from time to time request changes in the scope and focus of the activities, investigations and studies conducted or to be conducted by Consultant pursuant to this Contract. Any request by the Consultant for an increase in the Scope of Services and an increase in the amount listed in paragraph two of this Contract shall be made and approved by the CEDC in writing prior to the Consultant providing such services or the right to payment for such additional services shall be waived. If there is a dispute between the Consultant and the CEDC respecting any service provided or to be provided hereunder by the Consultant, including a dispute as to whether such service is additional to the Scope of Services included in this Contract, the Consultant agrees to continue providing on a timely basis all services to be provided by the Consultant hereunder, including any service as to which there is a dispute.

ARTICLE IV TIME OF PERFORMANCE

4.01 Except as provided in Article IX herein, below, the term of this Contract shall be for five (5) years from the effective date of this Contract. Thereafter, upon the mutual consent of both parties, including annual budget approval by the CEDC. If, for any reason, funds are not appropriated by the CEDC or Cibola City Council to continue the Contract, the Contract shall become null and void and shall terminate upon the conclusion of the fiscal year.

ARTICLE V INDEPENDENT CONSULTANT

5.01 In all activities or services performed hereunder, the Consultant is an independent Consultant and not an agent or employee of the CEDC. The Consultant, as an independent Consultant, shall be responsible for the final product contemplated under this Contract. Except for materials furnished by the CEDC, the Consultant shall supply all materials, equipment and labor required for the execution of the work on the Project, unless identified in Exhibit "A". The Consultant shall have ultimate control over the execution of the work under this Contract. In the event Consultant is not an individual, the Consultant shall have the sole obligation to employ, direct, control, supervise, manage, discharge, and compensate all of its employees (if any) and subconsultants (if subconsultants are pre-approved by CEDC), and the CEDC shall have no control of or supervision over the employees of the Consultant or any of the Consultant's subconsultants except to the limited extent provided for in this Contract. Consultant shall be liable for any misrepresentations. Any negotiations by the Consultant on the CEDC's behalf are binding on the CEDC only when within the scope of work contained herein and approved by the CEDC.

ARTICLE VI WARRANTY

6.01 Consultant warrants that the information, deliverables and services provided by Consultant will be provided with the professional skill and care ordinarily provided by competent consultants providing services under the same or similar circumstances; and as expeditiously as is prudent considering the ordinary skill and care of a competent similarly situated consultant. Approval or acceptance by the CEDC of any of Consultant's work product under this Contract shall not constitute, or be deemed, a release of the responsibility and liability of Consultant, its agents, or associates (or any employees of Consultant) for the exercise of skill and diligence necessary to fulfill Consultant's responsibilities under this Contract. Nor shall the CEDC's approval or acceptance be deemed to be the assumption of responsibility by the CEDC for any defect or error in the work products prepared by Consultant, its employees, associates, agents, or subconsultants.

6.02 Consultant shall keep the CEDC informed of the progress of the work and shall guard against any defects or deficiencies in its work.

6.03 Consultant shall be responsible for using due diligence to correct errors, deficiencies or unacceptable work product. Consultant shall, at no cost to the CEDC, remedy any errors, deficiencies or any work product found unacceptable, in the CEDC's sole discretion, as soon as possible, but no later than fifteen (15) calendar days after receiving notice of said errors, deficiencies, or unacceptable work product.

6.04 Any and all of Consultant's work product deliverables ("Work Product") hereunder shall be the exclusive property of the CEDC. Upon completion or termination of this Contract, Consultant shall promptly deliver to the CEDC all records, notes, data, memorandum, models, and equipment of any nature that are within Consultant's possession or control and that are the CEDC's property or relate to the CEDC or its business. Any unauthorized modifications made by the CEDC to any of the Consultant's documents, or any use, partial use or reuse of the documents on a different Project without written authorization or adaptation by the Consultant will be at the CEDC's sole risk and without liability to the Consultant.

6.05 Consultant warrants to CEDC that (i) Consultant has the full power and authority to enter into this Contract, (ii) Consultant has not previously assigned, transferred or otherwise encumbered the rights conveyed herein, (iii) Work Product is an original work of authorship created by Consultant (or any employee of Consultant's during the course of their employment by Consultant), and does not infringe on any copyright, patent, trademark, trade secret, contractual right, or any other proprietary right of any person or entity, (iv) Consultant has not published the Work Product (including any derivative works) or any portion thereof outside of the United States, (v) that Consultant is authorized to do business in the state of Texas and properly licensed by applicable governmental and public and quasi-public authorities having jurisdiction over it and the services required hereunder and the Project itself, (vi) that Consultant is financially solvent, able to pay its debts as they mature and is possessed of sufficient working capital to complete the services required and perform its obligation hereunder, and (vii) to the best of the Consultant's knowledge, no other person or entity, except CEDC, has any claim of any right, title, or interest in or to the Work Product.

6.06 Consultant shall not seek to invalidate, attack, or otherwise do anything either by act of omission or commission which might impair, violate, or infringe the title and rights assigned to CEDC by Consultant in this Article VI of the Contract.

ARTICLE VII

INDEMNIFICATION & RELEASE

7.01 INDEMNITY

7.01.1 TO THE FULLEST EXTENT PERMITTED BY LAW, CONSULTANT SHALL INDEMNIFY AND HOLD HARMLESS CEDC AND EACH OF ITS COUNCIL MEMBERS, OFFICIALS, OFFICERS, AGENTS, EMPLOYEES, AND VOLUNTEERS (HEREINAFTER REFERRED TO INDIVIDUALLY AS AN "CEDC INDEMNITEE" AND COLLECTIVELY AS THE "INDEMNITEES") FROM AND AGAINST ALL CLAIMS, DAMAGES, LOSSES, LIABILITIES, COSTS, AND EXPENSES, INCLUDING BUT NOT LIMITED TO

REASONABLE ATTORNEYS' FEES AND COSTS INCURRED BY INDEMNITEES THAT ARISE FROM OR RELATE TO PERFORMANCE OF THE SERVICES OR THIS CONTRACT TO THE EXTENT:

- (1) DUE TO THE VIOLATION OF ANY ORDINANCE, REGULATION, STATUTE, OR OTHER LEGAL REQUIREMENT IN THE PERFORMANCE OF THIS CONTRACT, BY CONSULTANT, ITS AGENT, ANY CONSULTANT UNDER CONTRACT WITH CONSULTANT OR ANY OTHER ENTITY OVER WHICH CONSULTANT EXERCISES CONTROL;
- (2) CAUSED BY OR RESULTING FROM ANY NEGLIGENT OR INTENTIONAL ACT OR OMISSION IN VIOLATION OF CONSULTANT'S STANDARD OF CARE, BY CONSULTANT, ITS AGENT, ANY CONSULTANT UNDER CONTRACT WITH CONSULTANT, OR ANY OTHER ENTITY OVER WHICH CONSULTANT EXERCISES CONTROL;
- (3) CAUSED BY OR RESULTING FROM ANY CLAIM ASSERTING ACTUAL OR ALLEGED INFRINGEMENT OF A PATENT, TRADEMARK, COPYRIGHT OR OTHER INTELLECTUAL PROPERTY RIGHT IN CONNECTION WITH THE INFORMATION FURNISHED BY OR THROUGH CONSULTANT, ITS AGENT, ANY CONSULTANT UNDER CONTRACT, OR ANY OTHER ENTITY OVER WHICH CONSULTANT EXERCISES CONTROL;
- (4) DUE TO THE FAILURE OF CONSULTANT, ITS AGENT, ANY CONSULTANT UNDER CONTRACT WITH CONSULTANT, OR ANY OTHER ENTITY OVER WHICH THE CONSULTANT EXERCISES CONTROL TO PAY ITS CONSULTANTS OR SUBCONSULTANTS AMOUNTS DUE FOR SERVICES PROVIDED IN CONNECTION WITH THE PROJECT; OR
- (5) OTHERWISE ARISING OUT OF OR RESULTING FROM THE PERFORMANCE OF THE SERVICES UNDER THIS CONTRACT, INCLUDING SUCH CLAIMS, DAMAGES, LIABILITIES, LOSSES, COSTS, OR EXPENSES ATTRIBUTABLE TO BODILY INJURY, SICKNESS, DISEASE OR DEATH, OR TO INJURY TO OR DESTRUCTION OF TANGIBLE PROPERTY, INCLUDING LOSS OF USE RESULTING THEREFROM, BUT ONLY TO THE EXTENT SUCH CLAIMS, DAMAGES, LOSSES, COSTS AND EXPENSES ARE CAUSED BY OR RESULT FROM ANY NEGLIGENT OR INTENTIONAL ACTS OR OMISSIONS OF CONSULTANT, ITS AGENT, ANY CONSULTANT UNDER CONTRACT, OR ANY OTHER ENTITY OVER WHICH THE CONSULTANT EXERCISES CONTROL

NOTHING CONTAINED IN THIS SECTION 7.01.1 SHOULD BE CONSTRUED TO REQUIRE CONSULTANT TO INDEMNIFY OR HOLD HARMLESS CEDC OR ANY INDEMNITEES FROM ANY CLAIMS OR LIABILITIES RESULTING FROM THE NEGLIGENT ACTS OR OMISSIONS OF CEDC OR INDEMNITEES (SUBJECT TO THE LIMITATIONS IN TEXAS LOCAL GOVERNMENT CODE §271.904 AND TEXAS CIVIL PRACTICE AND REMEDIES CODE §130.002(B)). NOTHING IN THIS

ARTICLE IS INTENDED TO WAIVE ANY GOVERNMENTAL IMMUNITY AVAILABLE TO CEDC UNDER TEXAS LAW OR WAIVE ANY DEFENSES OF CONSULTANT OR CEDC UNDER TEXAS LAW.

7.01.2 Consultant shall procure liability insurance covering its obligations under this section.

7.01.3 It is mutually understood and agreed that the indemnification provided for in this section shall indefinitely survive any expiration, completion or termination of this Contract.

7.01.4 It is agreed with respect to any legal limitations now or hereafter in effect and affecting the validity or enforceability of the indemnification obligation under this section, such legal limitations are made a part of the indemnification obligation and shall operate to amend the indemnification obligation to the minimum extent necessary to bring the provision into conformity with the requirements of such limitations, and as so modified, the indemnification obligation shall continue in full force and effect. There shall be no additional indemnification other than as set forth in this section. All other provisions regarding the same subject matter shall be declared void and of no effect.

7.02 Release. The Consultant releases, relinquishes, and discharges the CEDC, its council members, officials, officers, agents, and employees from all claims, demands, and causes of action of every kind and character, including the cost of defense thereof, for any injury to, sickness or death of the Consultant or its employees and any loss of or damage to any property of the Consultant or its employees that is caused by or alleged to be caused by, arises out of, or is in connection with the Consultant's work to be performed hereunder. Both the CEDC and the Consultant expressly intend that this release shall apply regardless of whether said claims, demands, and causes of action are covered, in whole or in part, by insurance and in the event of injury, sickness, death, loss, or damage suffered by the Consultant or its employees, but not otherwise, this release shall apply regardless of whether such loss, damage, injury, or death was caused in whole or in part by the CEDC, any other party released hereunder, the Consultant, or any third party. There shall be no additional release or hold harmless provision other than as set forth in this section. All other provisions regarding the same subject matter shall be declared void and of no effect.

ARTICLE VIII

INSURANCE

8.01 **General.** The Consultant shall procure and maintain at its sole cost and expense for the duration of this Contract insurance policies, limits and endorsements as set forth below.

8.02 During the term of this Contract all Consultant's insurance policies shall meet the minimum requirements of this section:

Types. Consultant shall have the following types of insurance:

- (a) Commercial General Liability.
- (b) Business Automobile Liability; *provided however, that CEDC waives this requirement in the event Consultant's Scope of Services identified in Exhibit*

“A” expressly do not require Consultant to travel.

- (c) Workers’ Compensation/Employer’s Liability; *provided however, CEDC waives this requirement in the event Consultant has no employees.*
- (d) Professional Liability; *provided however, CEDC waives this requirement in the event Consultant’s services do not require a professional license.*

8.03 Certificates of Insurance. All Certificates of Insurance and endorsements shall be furnished to the CEDC’s Representative at the time of execution of this Contract, attached hereto as **Exhibit “C”**, and approved by the CEDC before any letter of authorization to commence Project will issue or any work on the Project commences.

8.04 General Requirements Applicable to All Policies. The following General requirements applicable to all policies shall apply:

- (a) Only licensed insurance carriers authorized to do business in the State of Texas will be accepted.
- (b) “Claims made” policies will not be accepted, except for Professional Liability Insurance.
- (c) Coverage shall not be suspended, voided, canceled, or reduced in coverage or in limits except after thirty (30) calendar days prior written notice has been given to the CEDC.
- (d) Coverage shall be written by a carrier rated “A:VIII” or better in accordance with the current A. M. Best Key Rating Guide, except for Workers ‘ Compensation/Employer’s Liability Insurance.

8.03 Commercial (General) Liability requirements. The following Commercial (General) Liability requirements shall apply:

- (a) Minimum Limit of \$1,000,000 per occurrence for bodily injury and property damage with a \$2,000,000 annual aggregate.
- (b) No coverage shall be excluded from the standard policy without notification of individual exclusions being attached for review and acceptance.
- (c) The coverage shall not exclude premises/operations; independent contracts, products/completed operations, contractual liability (insuring the indemnity provided herein), and where exposures exist, Explosion Collapse and Underground coverage.
- (d) The CEDC shall be included as an additional insured and the policy shall be endorsed to waive subrogation and to be primary and non-contributory.

8.04 Business Automobile Liability requirements (if applicable per 8.02, above). The following Business Automobile Liability requirements shall apply:

- (a) Minimum Combined Single Limit of \$1,000,000 per occurrence for bodily injury and property damage.

- (b) The Business Auto Policy must show Symbol 1 in the Covered Autos portion of the liability section in Item 2 of the declarations page.
- (c) The coverage shall include owned autos, leased or rented autos, non-owned autos, any autos and hired autos.
- (d) The CEDC shall be included as an additional insured and the policy shall be endorsed to waive subrogation and to be primary and non-contributory.

8.05 Workers' Compensation/Employer's Liability Insurance requirements (if applicable per 8.02, above). The Workers' Compensation/Employer's Liability Insurance shall include the following terms:

- (a) Employer's Liability limits of \$1,000,000 for each accident is required.
- (b) "Texas Waiver of Our Right to Recover From Others Endorsement, WC 42 03 04" shall be included in this policy.
- (c) Texas must appear in Item 3A of the Worker's Compensation coverage or Item 3C must contain the following: All States except those named in Item 3A and the States of NV, ND, OH, WA, WV, and WY.

8.06 Professional Liability requirements (if applicable per 8.02, above). The following Professional Liability requirements shall apply:

- (a) Minimum of \$1,000,000 per claim and \$2,000,000 aggregate, with a maximum deductible of \$100,000.00.
- (b) Professional liability coverage will be obtained and maintained by Consultant and Subconsultant with policy limits set forth above to insure from and against all negligent acts, errors, and omissions in the professional services performed by them, and their agents, representatives, employees, and Subconsultants. All policies shall be maintained for two (2) years following the termination, abandonment, or completion of this Contract.

ARTICLE IX TERMINATION

9.01 The CEDC may terminate this Contract at any time, for any reason or no reason upon ten (10) calendar days written notice. Upon Consultant's receipt of such notice, the Consultant shall cease work immediately. The Consultant shall be compensated for the services satisfactorily performed prior to the termination date. Consultant shall not be entitled to be paid for Services not performed or profit on Services not performed or any other consequential damage based on a similar theory.

9.02 If, through any cause, the Consultant fails to fulfill its obligations under this Contract, or if the Consultant violates any of the agreements of this Contract, the CEDC has the right to terminate this Contract by giving the Consultant five (5) calendar days written notice. The Consultant will be compensated for the services satisfactorily performed prior to the

termination date.

9.03 No term or provision of this Contract shall be construed to relieve the Consultant of liability to the CEDC for damages sustained by the CEDC because of any breach of contract and/or negligence by the Consultant. The CEDC may withhold payments to the Consultant for the purpose of setoff until the exact amount of damages due the CEDC from the Consultant is determined and paid.

9.04 The CEDC may, without cause, order the Consultant in writing to suspend, delay, or interrupt the Services or the Project in whole or in part for such period of time as the CEDC may determine. Upon receipt of such notice, the Consultant shall, unless the notice requires otherwise, immediately discontinue services on the date and to the extent specified in the notice. The Consultant shall be compensated for services performed prior to notice of such suspension. When the services under this Contract are resumed, the Consultant shall be compensated for expenses directly and necessarily incurred in the interruption and resumption of the Consultant's services, without markup.

ARTICLE X

MISCELLANEOUS TERMS

10.01 Consultant hereby agrees that the following terms, conditions, verifications, certifications, and representations apply to and are incorporated into this Agreement for all purposes to the extent (if any) required by law:

- (a) Pursuant to Texas Local Government Code Chapter 176, Consultant shall submit a signed Texas Ethics Commission ("TEC") Conflict of Interest Questionnaire ("CIQ") at the time Consultant submits this signed Agreement to CEDC. TEC Form CIQ and information related to same may be obtained from TEC website by visiting <https://www.ethics.state.tx.us/forms/conflict/>. If Consultant certifies that there are no Conflicts of Interest, Consultant shall indicate so by writing name of Consultant's firm and "No Conflicts" on the TEC Form CIQ.
- (b) If Consultant is a privately held entity, then pursuant to Texas Government Code Section 2252.908 and the rules promulgated thereunder by the TEC, Consultant shall submit a completed and signed TEC Form 1295 with a certificate number assigned by the TEC to CEDC at the time Consultant submits this signed Agreement to CEDC. TEC Form 1295 and information related to same may be obtained from TEC website by visiting <https://www.ethics.state.tx.us/filinginfo/1295/>. Consultant agrees and acknowledges that this Agreement shall be of no force and effect unless and until Consultant has submitted said form to CEDC, if and to the extent such form is required under Government Code § 2252.908 and the rules promulgated thereunder by the TEC.
- (c) As required by Chapter 2271, Texas Government Code, Consultant hereby verifies that Consultant, including a wholly owned subsidiary, majority-owned subsidiary, parent company or affiliate of the same, does not boycott Israel and will not boycott

Israel through the term of this Agreement. The term “boycott Israel” in this paragraph has the meaning assigned to such term in Section 808.001 of the Texas Government Code, as amended.

- (d) Pursuant to Chapter 2252, Texas Government Code, Consultant represents and certifies that, at the time of execution of this Agreement, neither Consultant, nor any wholly owned subsidiary, majority-owned subsidiary, parent company or affiliate of the same, is engaged in business with Iran, Sudan, or any terrorist organization, and is a company listed by the Texas Comptroller of Public Accounts under Sections 2270.0201 or 2252.153 of the Texas Government Code.
- (e) As required by Chapter 2274, Texas Government Code, Consultant hereby verifies that Consultant, including a wholly owned subsidiary, majority-owned subsidiary, parent company or affiliate of the same, does not boycott energy companies, and will not boycott energy companies during the term of this Agreement. The term “boycott energy companies” in this paragraph has the meaning assigned to such term in Section 809.001 of the Texas Government Code, as amended.
- (f) As required by Chapter 2274, Texas Government Code, Consultant hereby verifies that Consultant, including a wholly owned subsidiary, majority-owned subsidiary, Parent company or affiliate of the same, (i) does not have a practice, policy, guidance or directive that discriminates against a firearm entity or firearm trade association, and (ii) will not discriminate against a firearm entity or firearm trade association during the term of this Agreement. The term “discriminate against a firearm entity or trade association” in this paragraph has the meaning assigned to such term in Section 224.001(3) of the Texas Government Code, as amended.
- (g) Pursuant to Chapter 2274, Texas Government Code, in the event that the Work includes direct or remote access to or control of critical infrastructure, Consultant represents and certifies that Consultant, including a wholly owned subsidiary, majority owned subsidiary, parent company, or affiliate of same, is not owned by or the majority of stock or other ownership interest of Consultant is not held or controlled by (i) individuals who are citizens of China, Iran, North Korea, Russia, or any country designated as a threat to critical infrastructure by the governor under Section 2274.0103 of the Texas Government Code (“Designated Country”), (ii) a company or entity, including a governmental entity, that is owned or controlled by citizens of or directly controlled by a Designated Country; or (iii) headquartered in a Designated Country. The term “critical infrastructure” in this paragraph has the meaning assigned to such term in Section 2274.0101 of the Texas Government Code, as amended.
- (h) Public Records. The Consultant shall provide contracting information that is in its possession to CEDC in the event that CEDC receives a public information request for the information, subject to the exceptions provided under the Texas Public Information Act, Chapter 552 of the Government Code. CEDC must inform the Consultant of the request for information within three (3) business days of receipt from the requestor. The Consultant shall provide the information within ten (10) business days. The Consultant shall provide written notice of an exception request, in accordance with Government Code Chapter 552.

- (i) The Consultant may not knowingly obtain the labor or services of an undocumented worker. The Consultant, not the CEDC, must verify eligibility for employment as required by IRCA.

10.02 This Contract, its construction, and any disputes arising out of, connected with or relating to the Contract, shall be governed by the laws of the State of Texas, without regard to any conflict of law principles. Any claim or dispute arising out of or related to this Contract shall be subject to litigation in the District Courts of Guadalupe County, Texas.

10.03 Notices shall be mailed to the addresses designated herein or as may be designated in writing by the parties from time to time and shall be deemed received when sent postage prepaid U.S. Mail to the following addresses:

Cibolo Economic Development Corp.

**Attn: CEDC Executive Director
200 South Main Street
Cibolo, Texas 78108**

TXP, INC

**Attn: Travis James
1310 South 1st Street, Suite 105
Austin, TX 78704**

With copy to:

Cibolo Economic Development Corp.

**Attn: Clancy Hardin
200 South Main Street
Cibolo, Texas 78108**

10.04 Action or failure to act by the CEDC shall constitute a waiver of a right or duty afforded them under the Contract, nor shall such action or failure to act constitute approval of or acquiescence in a breach there under, except as may be specifically agreed in writing. No waiver of any provision of the Contract shall be of any force or effect, unless such waiver is in writing, expressly stating to be a waiver of a specified provision of the Contract and is signed by the party to be bound thereby. In addition, no waiver by either party hereto of any term or condition of this Contract shall be deemed or construed to be a waiver of any other term or condition or subsequent waiver of the same term or condition and shall not in any way limit or waive that party's right thereafter to enforce or compel strict compliance with the Contract or any portion or provision or right under the Contract.

10.05 This Contract and all rights and obligations contained herein may not be assigned by Consultant without the prior written approval of the CEDC. Any assignment by Consultant without the prior written approval by CEDC, shall void this Contract.

10.06 Invalidity. If any provision of this Contract shall be held to be invalid, illegal or unenforceable by a court or other tribunal of competent jurisdiction, the validity, legality, and enforceability of the remaining provisions shall not in any way be affected or impaired thereby. The parties shall use their best efforts to replace the respective provision or provisions of this Contract with legal terms and conditions approximating the original intent of the parties.

10.07 Prioritization. Consultant and CEDC agree that CEDC is a political subdivision of the State of Texas and is thus subject to certain laws, including certain oversight by the City of Cibolo, a Texas municipality. Because of this there may be documents or portions thereof added by Consultant to this Contract as exhibits that conflict with such laws, or that conflict with the terms and conditions herein excluding the additions by Consultant. In either case, the applicable law or the applicable provision of this Contract excluding such conflicting addition by Consultant shall prevail. The parties understand this section comprises part of this Contract without necessity of additional consideration.

10.08 This Contract represents the entire and integrated Contract between the CEDC and Consultant and supersedes all prior negotiations, representations, or agreements, either written or oral. This Contract may only be amended by written instrument approved and executed by the parties.

10.09 Notice of Indemnification. CEDC and Consultant hereby acknowledge and agree this Contract contains certain indemnification obligations and covenants.

List of Exhibits:

Exhibit "A" Scope of Services

Exhibit "B" Payment Schedule

Exhibit "C" Certificates of Insurance

CEDC:

Consultant:

CITY OF CIBOLO ECONOMIC DEVELOPMENT CORP. TXP INC.

By: _____

By: _____

Printed Name: _____

Printed Name: _____

Title: _____

Title: _____

Date: _____

Date: _____

EXHIBIT “A”
SCOPE OF SERVICES

TXP could assist on several Scope of Work items including:

- Economic and fiscal impact analysis (Business Retention and Recruitment)
- Incentive policy and incentive negotiations (Toolbox Development)
- Small area plans (Existing Asset Development)

EXHIBIT “B”
PAYMENT TERMS

Compensation is based on *the agreed sum of an approved workorder (attachment A) between the Cibolo Economic Development Corporation and the consultant*. Unless amended by a duly authorized written change order, the total payment for all invoices on this job, including both salary and non-salary expenses, shall not exceed the amount set forth in paragraph 2.01 of this Contract (\$75,000)

The Consultant must submit *monthly* invoices to the City, accompanied by an explanation of charges, professional fees, services, expenses and copy of the approved work order. The City will pay such invoices according to its normal payment procedures.

ATTACHMENT A

This Work Order is issued subject to, is governed by and incorporates by reference that certain Master Professional Services Agreement, Contract No. **25-760-08 B** , between the City and Consultant effective _____, 2025.

Work Order Date: _____

CONSULTANT: _____

Consultant Project Manager: _____

City Point of Contact: _____

Type of Compensation: _____

Compensation: _____

Description of Services: _____

Deliverables: See Attached.

Schedule Requirements:

Commence Services: _____

Completion of Services: _____

Submittal Dates for Each Deliverable: See Attached.

Agreed to by:

CITY:

CONSULTANT:

**CITY OF CIBOLO
ECONOMIC DEVELOPMENT CORP.**

By: _____

Name: _____

Title: _____

By: _____

Name: _____

Title: _____

EXHIBIT “C”
CERTIFICATES OF INSURANCE



City of Cibolo Economic Development Corporation (“CEDC”)

200 South Main Street

Cibolo, Texas 78108

STANDARD FORM OF AGREEMENT

CONSULTING

SERVICES/INDEPENDENT

CONTRACTOR

FOR ON-CALL ECONOMIC

DEVELOPMENT SERVICES

CONTRACT # 25-760-08-C

CITY OF CIBOLO ECONOMIC DEVELOPMENT CORPORATION CONSULTANT CONTRACT

This Contract is by and between the **City of Cibolo Economic Development Corporation**, a Texas nonprofit corporation and local economic development corporation created by the City of Cibolo, Texas (the “CEDC”) and **Smith Engineering and Associates, LLC.**, a “Consultant”), whereby Consultant agrees to perform and the CEDC agrees to pay for the work described herein.

ARTICLE I

SCOPE OF SERVICES

1.01 This Contract is for on-call economic development services to implement the Strategic Economic Plan for the City of Cibolo (the “Project”). The scope and details of the work to be provided to the CEDC by Consultant are set forth in **Exhibit “A”** to this Contract and are incorporated as though fully set forth herein by reference. Consultant agrees to perform or cause the performance of all the work described in **Exhibit “A”** (the “Services”). In no event shall Consultant’s scope of work include providing transportation services for CEDC employees, officers, officials, agents or representatives.

1.02 Consultant agrees to perform the work described in **Exhibit “A”** hereto and the CEDC agrees to pay Consultant a fee based on the rates set forth in **Exhibit “B”** to this Contract for the services performed by Consultant. The invoices shall be submitted to the CEDC following the 15th day and the last day of each month. The payment terms are net payable within thirty (30) calendar days of the CEDC’s receipt of the invoice.

ARTICLE II

PAYMENT

2.01 The total amount of payment, including reimbursements, by the CEDC to Consultant for all services to be performed under this Contract may not, under any circumstances, exceed **Seventy-Five Thousand Dollars (\$75,000)** for the term of the contract. Any amount incurred by Consultant beyond the not to exceed amount without written authorization by the CEDC shall not be paid.

ARTICLE III

CHANGE ORDERS

3.01 The CEDC may from time to time request changes in the scope and focus of the activities, investigations and studies conducted or to be conducted by Consultant pursuant to this Contract. Any request by the Consultant for an increase in the Scope of Services and an increase in the amount listed in paragraph two of this Contract shall be made and approved by the CEDC in writing prior to the Consultant providing such services or the right to payment for such additional services shall be waived. If there is a dispute between the Consultant and the CEDC respecting any service provided or to be provided hereunder by the Consultant, including a dispute as to whether such service is additional to the Scope of Services included

in this Contract, the Consultant agrees to continue providing on a timely basis all services to be provided by the Consultant hereunder, including any service as to which there is a dispute.

ARTICLE IV

TIME OF PERFORMANCE

4.01 Except as provided in Article IX herein, below, the term of this Contract shall be for five (5) years from the effective date of this Contract. Thereafter, upon the mutual consent of both parties, including annual budget approval by the CEDC. If, for any reason, funds are not appropriated by the CEDC or Cibolo City Council to continue the Contract, the Contract shall become null and void and shall terminate upon the conclusion of the fiscal year.

ARTICLE V

INDEPENDENT CONSULTANT

5.01 In all activities or services performed hereunder, the Consultant is an independent Consultant and not an agent or employee of the CEDC. The Consultant, as an independent Consultant, shall be responsible for the final product contemplated under this Contract. Except for materials furnished by the CEDC, the Consultant shall supply all materials, equipment and labor required for the execution of the work on the Project, unless identified in Exhibit "A". The Consultant shall have ultimate control over the execution of the work under this Contract. In the event Consultant is not an individual, the Consultant shall have the sole obligation to employ, direct, control, supervise, manage, discharge, and compensate all of its employees (if any) and subconsultants (if subconsultants are pre-approved by CEDC), and the CEDC shall have no control of or supervision over the employees of the Consultant or any of the Consultant's subconsultants except to the limited extent provided for in this Contract. Consultant shall be liable for any misrepresentations. Any negotiations by the Consultant on the CEDC's behalf are binding on the CEDC only when within the scope of work contained herein and approved by the CEDC.

ARTICLE VI

WARRANTY

6.01 Consultant warrants that the information, deliverables and services provided by Consultant will be provided with the professional skill and care ordinarily provided by competent consultants providing services under the same or similar circumstances; and as expeditiously as is prudent considering the ordinary skill and care of a competent similarly situated consultant. Approval or acceptance by the CEDC of any of Consultant's work product under this Contract shall not constitute, or be deemed, a release of the responsibility and liability of Consultant, its agents, or associates (or any employees of Consultant) for the exercise of skill and diligence necessary to fulfill Consultant's responsibilities under this Contract. Nor shall the CEDC's approval or acceptance be deemed to be the assumption of responsibility by the CEDC for any defect or error in the work products prepared by Consultant, its employees, associates, agents, or subconsultants.

6.02 Consultant shall keep the CEDC informed of the progress of the work and shall guard against any defects or deficiencies in its work.

6.03 Consultant shall be responsible for using due diligence to correct errors, deficiencies or unacceptable work product. Consultant shall, at no cost to the CEDC, remedy any errors, deficiencies or any work product found unacceptable, in the CEDC's sole discretion, as soon as possible, but no later than fifteen (15) calendar days after receiving notice of said errors, deficiencies, or unacceptable work product.

6.04 Any and all of Consultant's work product deliverables ("Work Product") hereunder shall be the exclusive property of the CEDC. Upon completion or termination of this Contract, Consultant shall promptly deliver to the CEDC all records, notes, data, memorandum, models, and equipment of any nature that are within Consultant's possession or control and that are the CEDC's property or relate to the CEDC or its business. Any unauthorized modifications made by the CEDC to any of the Consultant's documents, or any use, partial use or reuse of the documents on a different Project without written authorization or adaptation by the Consultant will be at the CEDC's sole risk and without liability to the Consultant.

6.05 Consultant warrants to CEDC that (i) Consultant has the full power and authority to enter into this Contract, (ii) Consultant has not previously assigned, transferred or otherwise encumbered the rights conveyed herein, (iii) Work Product is an original work of authorship created by Consultant (or any employee of Consultant's during the course of their employment by Consultant), and does not infringe on any copyright, patent, trademark, trade secret, contractual right, or any other proprietary right of any person or entity, (iv) Consultant has not published the Work Product (including any derivative works) or any portion thereof outside of the United States, (v) that Consultant is authorized to do business in the state of Texas and properly licensed by applicable governmental and public and quasi-public authorities having jurisdiction over it and the services required hereunder and the Project itself, (vi) that Consultant is financially solvent, able to pay its debts as they mature and is possessed of sufficient working capital to complete the services required and perform its obligation hereunder, and (vii) to the best of the Consultant's knowledge, no other person or entity, except CEDC, has any claim of any right, title, or interest in or to the Work Product.

6.06 Consultant shall not seek to invalidate, attack, or otherwise do anything either by act of omission or commission which might impair, violate, or infringe the title and rights assigned to CEDC by Consultant in this Article VI of the Contract.

ARTICLE VII

INDEMNIFICATION & RELEASE

7.01 INDEMNITY

7.01.1 TO THE FULLEST EXTENT PERMITTED BY LAW, CONSULTANT SHALL INDEMNIFY AND HOLD HARMLESS CEDC AND EACH OF ITS COUNCIL MEMBERS, OFFICIALS, OFFICERS, AGENTS, EMPLOYEES, AND VOLUNTEERS (HEREINAFTER

REFERRED TO INDIVIDUALLY AS AN “CEDC INDEMNITEE” AND COLLECTIVELY AS THE “INDEMNITEES”) FROM AND AGAINST ALL CLAIMS, DAMAGES, LOSSES, LIABILITIES, COSTS, AND EXPENSES, INCLUDING BUT NOT LIMITED TO REASONABLE ATTORNEYS’ FEES AND COSTS INCURRED BY INDEMNITEES THAT ARISE FROM OR RELATE TO PERFORMANCE OF THE SERVICES OR THIS CONTRACT TO THE EXTENT:

- (1) DUE TO THE VIOLATION OF ANY ORDINANCE, REGULATION, STATUTE, OR OTHER LEGAL REQUIREMENT IN THE PERFORMANCE OF THIS CONTRACT, BY CONSULTANT, ITS AGENT, ANY CONSULTANT UNDER CONTRACT WITH CONSULTANT OR ANY OTHER ENTITY OVER WHICH CONSULTANT EXERCISES CONTROL;
- (2) CAUSED BY OR RESULTING FROM ANY NEGLIGENT OR INTENTIONAL ACT OR OMISSION IN VIOLATION OF CONSULTANT’S STANDARD OF CARE, BY CONSULTANT, ITS AGENT, ANY CONSULTANT UNDER CONTRACT WITH CONSULTANT, OR ANY OTHER ENTITY OVER WHICH CONSULTANT EXERCISES CONTROL;
- (3) CAUSED BY OR RESULTING FROM ANY CLAIM ASSERTING ACTUAL OR ALLEGED INFRINGEMENT OF A PATENT, TRADEMARK, COPYRIGHT OR OTHER INTELLECTUAL PROPERTY RIGHT IN CONNECTION WITH THE INFORMATION FURNISHED BY OR THROUGH CONSULTANT, ITS AGENT, ANY CONSULTANT UNDER CONTRACT, OR ANY OTHER ENTITY OVER WHICH CONSULTANT EXERCISES CONTROL;
- (4) DUE TO THE FAILURE OF CONSULTANT, ITS AGENT, ANY CONSULTANT UNDER CONTRACT WITH CONSULTANT, OR ANY OTHER ENTITY OVER WHICH THE CONSULTANT EXERCISES CONTROL TO PAY ITS CONSULTANTS OR SUBCONSULTANTS AMOUNTS DUE FOR SERVICES PROVIDED IN CONNECTION WITH THE PROJECT; OR
- (5) OTHERWISE ARISING OUT OF OR RESULTING FROM THE PERFORMANCE OF THE SERVICES UNDER THIS CONTRACT, INCLUDING SUCH CLAIMS, DAMAGES, LIABILITIES, LOSSES, COSTS, OR EXPENSES ATTRIBUTABLE TO BODILY INJURY, SICKNESS, DISEASE OR DEATH, OR TO INJURY TO OR DESTRUCTION OF TANGIBLE PROPERTY, INCLUDING LOSS OF USE RESULTING THEREFROM, BUT ONLY TO THE EXTENT SUCH CLAIMS, DAMAGES, LOSSES, COSTS AND EXPENSES ARE CAUSED BY OR RESULT FROM ANY NEGLIGENT OR INTENTIONAL ACTS OR OMISSIONS OF CONSULTANT, ITS AGENT, ANY CONSULTANT UNDER CONTRACT, OR ANY OTHER ENTITY OVER WHICH THE CONSULTANT EXERCISES CONTROL

NOTHING CONTAINED IN THIS SECTION 7.01.1 SHOULD BE CONSTRUED TO REQUIRE CONSULTANT TO INDEMNIFY OR HOLD HARMLESS CEDC OR ANY INDEMNITEES FROM ANY CLAIMS OR LIABILITIES RESULTING FROM THE

NEGLIGENT ACTS OR OMISSIONS OF CEDC OR INDEMNITEES (SUBJECT TO THE LIMITATIONS IN TEXAS LOCAL GOVERNMENT CODE §271.904 AND TEXAS CIVIL PRACTICE AND REMEDIES CODE §130.002(B)). NOTHING IN THIS ARTICLE IS INTENDED TO WAIVE ANY GOVERNMENTAL IMMUNITY AVAILABLE TO CEDC UNDER TEXAS LAW OR WAIVE ANY DEFENSES OF CONSULTANT OR CEDC UNDER TEXAS LAW.

7.01.2 Consultant shall procure liability insurance covering its obligations under this section.

7.01.3 It is mutually understood and agreed that the indemnification provided for in this section shall indefinitely survive any expiration, completion or termination of this Contract.

7.01.4 It is agreed with respect to any legal limitations now or hereafter in effect and affecting the validity or enforceability of the indemnification obligation under this section, such legal limitations are made a part of the indemnification obligation and shall operate to amend the indemnification obligation to the minimum extent necessary to bring the provision into conformity with the requirements of such limitations, and as so modified, the indemnification obligation shall continue in full force and effect. There shall be no additional indemnification other than as set forth in this section. All other provisions regarding the same subject matter shall be declared void and of no effect.

7.02 Release. The Consultant releases, relinquishes, and discharges the CEDC, its council members, officials, officers, agents, and employees from all claims, demands, and causes of action of every kind and character, including the cost of defense thereof, for any injury to, sickness or death of the Consultant or its employees and any loss of or damage to any property of the Consultant or its employees that is caused by or alleged to be caused by, arises out of, or is in connection with the Consultant's work to be performed hereunder. Both the CEDC and the Consultant expressly intend that this release shall apply regardless of whether said claims, demands, and causes of action are covered, in whole or in part, by insurance and in the event of injury, sickness, death, loss, or damage suffered by the Consultant or its employees, but not otherwise, this release shall apply regardless of whether such loss, damage, injury, or death was caused in whole or in part by the CEDC, any other party released hereunder, the Consultant, or any third party. There shall be no additional release or hold harmless provision other than as set forth in this section. All other provisions regarding the same subject matter shall be declared void and of no effect.

ARTICLE VIII

INSURANCE

8.01 **General.** The Consultant shall procure and maintain at its sole cost and expense for the duration of this Contract insurance policies, limits and endorsements as set forth below.

8.02 During the term of this Contract all Consultant's insurance policies shall meet the minimum requirements of this section:

Types. Consultant shall have the following types of insurance:

- (a) Commercial General Liability.

- (b) Business Automobile Liability; *provided however, that CEDC waives this requirement in the event Consultant's Scope of Services identified in Exhibit "A" expressly do not require Consultant to travel.*
- (c) Workers' Compensation/Employer's Liability; *provided however, CEDC waives this requirement in the event Consultant has no employees.*
- (d) Professional Liability; *provided however, CEDC waives this requirement in the event Consultant's services do not require a professional license.*

8.03 Certificates of Insurance. All Certificates of Insurance and endorsements shall be furnished to the CEDC's Representative at the time of execution of this Contract, attached hereto as **Exhibit "C"**, and approved by the CEDC before any letter of authorization to commence Project will issue or any work on the Project commences.

8.04 General Requirements Applicable to All Policies. The following General requirements applicable to all policies shall apply:

- (a) Only licensed insurance carriers authorized to do business in the State of Texas will be accepted.
- (b) "Claims made" policies will not be accepted, except for Professional Liability Insurance.
- (c) Coverage shall not be suspended, voided, canceled, or reduced in coverage or in limits except after thirty (30) calendar days prior written notice has been given to the CEDC.
- (d) Coverage shall be written by a carrier rated "A:VIII" or better in accordance with the current A. M. Best Key Rating Guide, except for Workers' Compensation/Employer's Liability Insurance.

8.03 Commercial (General) Liability requirements. The following Commercial (General) Liability requirements shall apply:

- (a) Minimum Limit of \$1,000,000 per occurrence for bodily injury and property damage with a \$2,000,000 annual aggregate.
- (b) No coverage shall be excluded from the standard policy without notification of individual exclusions being attached for review and acceptance.
- (c) The coverage shall not exclude premises/operations; independent contracts, products/completed operations, contractual liability (insuring the indemnity provided herein), and where exposures exist, Explosion Collapse and Underground coverage.
- (d) The CEDC shall be included as an additional insured and the policy shall be endorsed to waive subrogation and to be primary and non-contributory.

8.04 Business Automobile Liability requirements (if applicable per 8.02, above). The following Business Automobile Liability requirements shall apply:

- (a) Minimum Combined Single Limit of \$1,000,000 per occurrence for bodily

injury and property damage.

- (b) The Business Auto Policy must show Symbol 1 in the Covered Autos portion of the liability section in Item 2 of the declarations page.
- (c) The coverage shall include owned autos, leased or rented autos, non-owned autos, any autos and hired autos.
- (d) The CEDC shall be included as an additional insured and the policy shall be endorsed to waive subrogation and to be primary and non-contributory.

8.05 Workers' Compensation/Employer's Liability Insurance requirements (if applicable per 8.02, above). The Workers' Compensation/Employer's Liability Insurance shall include the following terms:

- (a) Employer's Liability limits of \$1,000,000 for each accident is required.
- (b) "Texas Waiver of Our Right to Recover From Others Endorsement, WC 42 03 04" shall be included in this policy.
- (c) Texas must appear in Item 3A of the Worker's Compensation coverage or Item 3C must contain the following: All States except those named in Item 3A and the States of NV, ND, OH, WA, WV, and WY.

8.06 Professional Liability requirements (if applicable per 8.02, above). The following Professional Liability requirements shall apply:

- (a) Minimum of \$1,000,000 per claim and \$2,000,000 aggregate, with a maximum deductible of \$100,000.00.
- (b) Professional liability coverage will be obtained and maintained by Consultant and Subconsultant with policy limits set forth above to insure from and against all negligent acts, errors, and omissions in the professional services performed by them, and their agents, representatives, employees, and Subconsultants. All policies shall be maintained for two (2) years following the termination, abandonment, or completion of this Contract.

ARTICLE IX

TERMINATION

9.01 The CEDC may terminate this Contract at any time, for any reason or no reason upon ten (10) calendar days written notice. Upon Consultant's receipt of such notice, the Consultant shall cease work immediately. The Consultant shall be compensated for the services satisfactorily performed prior to the termination date. Consultant shall not be entitled to be paid for Services not performed or profit on Services not performed or any other consequential damage based on a similar theory.

9.02 If, through any cause, the Consultant fails to fulfill its obligations under this Contract, or if the Consultant violates any of the agreements of this Contract, the CEDC has the right to terminate this Contract by giving the Consultant five (5) calendar days written notice. The

Consultant will be compensated for the services satisfactorily performed prior to the termination date.

9.03 No term or provision of this Contract shall be construed to relieve the Consultant of liability to the CEDC for damages sustained by the CEDC because of any breach of contract and/or negligence by the Consultant. The CEDC may withhold payments to the Consultant for the purpose of setoff until the exact amount of damages due the CEDC from the Consultant is determined and paid.

9.04 The CEDC may, without cause, order the Consultant in writing to suspend, delay, or interrupt the Services or the Project in whole or in part for such period of time as the CEDC may determine. Upon receipt of such notice, the Consultant shall, unless the notice requires otherwise, immediately discontinue services on the date and to the extent specified in the notice. The Consultant shall be compensated for services performed prior to notice of such suspension. When the services under this Contract are resumed, the Consultant shall be compensated for expenses directly and necessarily incurred in the interruption and resumption of the Consultant's services, without markup.

ARTICLE X

MISCELLANEOUS TERMS

10.01 Consultant hereby agrees that the following terms, conditions, verifications, certifications, and representations apply to and are incorporated into this Agreement for all purposes to the extent (if any) required by law:

- (a) Pursuant to Texas Local Government Code Chapter 176, Consultant shall submit a signed Texas Ethics Commission ("TEC") Conflict of Interest Questionnaire ("CIQ") at the time Consultant submits this signed Agreement to CEDC. TEC Form CIQ and information related to same may be obtained from TEC website by visiting <https://www.ethics.state.tx.us/forms/conflict/>. If Consultant certifies that there are no Conflicts of Interest, Consultant shall indicate so by writing name of Consultant's firm and "No Conflicts" on the TEC Form CIQ.
- (b) If Consultant is a privately held entity, then pursuant to Texas Government Code Section 2252.908 and the rules promulgated thereunder by the TEC, Consultant shall submit a completed and signed TEC Form 1295 with a certificate number assigned by the TEC to CEDC at the time Consultant submits this signed Agreement to CEDC. TEC Form 1295 and information related to same may be obtained from TEC website by visiting <https://www.ethics.state.tx.us/filinginfo/1295/>. Consultant agrees and acknowledges that this Agreement shall be of no force and effect unless and until Consultant has submitted said form to CEDC, if and to the extent such form is required under Government Code § 2252.908 and the rules promulgated thereunder by the TEC.
- (c) As required by Chapter 2271, Texas Government Code, Consultant hereby verifies that Consultant, including a wholly owned subsidiary, majority-owned subsidiary,

parent company or affiliate of the same, does not boycott Israel and will not boycott Israel through the term of this Agreement. The term “boycott Israel” in this paragraph has the meaning assigned to such term in Section 808.001 of the Texas Government Code, as amended.

- (d) Pursuant to Chapter 2252, Texas Government Code, Consultant represents and certifies that, at the time of execution of this Agreement, neither Consultant, nor any wholly owned subsidiary, majority-owned subsidiary, parent company or affiliate of the same, is engaged in business with Iran, Sudan, or any terrorist organization, and is a company listed by the Texas Comptroller of Public Accounts under Sections 2270.0201 or 2252.153 of the Texas Government Code.
- (e) As required by Chapter 2274, Texas Government Code, Consultant hereby verifies that Consultant, including a wholly owned subsidiary, majority-owned subsidiary, parent company or affiliate of the same, does not boycott energy companies, and will not boycott energy companies during the term of this Agreement. The term “boycott energy companies” in this paragraph has the meaning assigned to such term in Section 809.001 of the Texas Government Code, as amended.
- (f) As required by Chapter 2274, Texas Government Code, Consultant hereby verifies that Consultant, including a wholly owned subsidiary, majority-owned subsidiary, Parent company or affiliate of the same, (i) does not have a practice, policy, guidance or directive that discriminates against a firearm entity or firearm trade association, and (ii) will not discriminate against a firearm entity or firearm trade association during the term of this Agreement. The term “discriminate against a firearm entity or trade association” in this paragraph has the meaning assigned to such term in Section 224.001(3) of the Texas Government Code, as amended.
- (g) Pursuant to Chapter 2274, Texas Government Code, in the event that the Work includes direct or remote access to or control of critical infrastructure, Consultant represents and certifies that Consultant, including a wholly owned subsidiary, majority owned subsidiary, parent company, or affiliate of same, is not owned by or the majority of stock or other ownership interest of Consultant is not held or controlled by (i) individuals who are citizens of China, Iran, North Korea, Russia, or any country designated as a threat to critical infrastructure by the governor under Section 2274.0103 of the Texas Government Code (“Designated Country”), (ii) a company or entity, including a governmental entity, that is owned or controlled by citizens of or directly controlled by a Designated Country; or (iii) headquartered in a Designated Country. The term “critical infrastructure” in this paragraph has the meaning assigned to such term in Section 2274.0101 of the Texas Government Code, as amended.
- (h) Public Records. The Consultant shall provide contracting information that is in its possession to CEDC in the event that CEDC receives a public information request for the information, subject to the exceptions provided under the Texas Public Information Act, Chapter 552 of the Government Code. CEDC must inform the Consultant of the request for information within three (3) business days of receipt from the requestor. The Consultant shall provide the information within ten (10)

business days. The Consultant shall provide written notice of an exception request, in accordance with Government Code Chapter 552.

- (i) The Consultant may not knowingly obtain the labor or services of an undocumented worker. The Consultant, not the CEDC, must verify eligibility for employment as required by IRCA.

10.02 This Contract, its construction, and any disputes arising out of, connected with or relating to the Contract, shall be governed by the laws of the State of Texas, without regard to any conflict of law principles. Any claim or dispute arising out of or related to this Contract shall be subject to litigation in the District Courts of Guadalupe County, Texas.

10.03 Notices shall be mailed to the addresses designated herein or as may be designated in writing by the parties from time to time and shall be deemed received when sent postage prepaid U.S. Mail to the following addresses:

Cibolo Economic Development Corp.

**Attn: CEDC Executive Director
200 South Main Street
Cibolo, Texas 78108**

Smith Engineering and Associates, LLC

**Attn: Brian P. Smith
363 N. Sam Houston Pkwy., Suite 1100
Houston, TX 77060**

With copy to:

**Cibolo Economic Development Corp.
Attn: Clancy Hardin
200 South Main Street
Cibolo, Texas 78108**

10.04 Action or failure to act by the CEDC shall constitute a waiver of a right or duty afforded them under the Contract, nor shall such action or failure to act constitute approval of or acquiescence in a breach there under, except as may be specifically agreed in writing. No waiver of any provision of the Contract shall be of any force or effect, unless such waiver is in writing, expressly stating to be a waiver of a specified provision of the Contract and is signed by the party to be bound thereby. In addition, no waiver by either party hereto of any term or condition of this Contract shall be deemed or construed to be a waiver of any other term or condition or subsequent waiver of the same term or condition and shall not in any way limit or waive that party's right thereafter to enforce or compel strict compliance with the Contract or any portion or provision or right under the Contract.

10.05 This Contract and all rights and obligations contained herein may not be assigned by Consultant without the prior written approval of the CEDC. Any assignment by Consultant without the prior written approval by CEDC, shall void this Contract.

10.06 Invalidity. If any provision of this Contract shall be held to be invalid, illegal or unenforceable by a court or other tribunal of competent jurisdiction, the validity, legality, and enforceability of the remaining provisions shall not in any way be affected or impaired thereby. The parties shall use their best efforts to replace the respective provision or provisions of this

Contract with legal terms and conditions approximating the original intent of the parties.

10.07 Prioritization. Consultant and CEDC agree that CEDC is a political subdivision of the State of Texas and is thus subject to certain laws, including certain oversight by the City of Cibolo, a Texas municipality. Because of this there may be documents or portions thereof added by Consultant to this Contract as exhibits that conflict with such laws, or that conflict with the terms and conditions herein excluding the additions by Consultant. In either case, the applicable law or the applicable provision of this Contract excluding such conflicting addition by Consultant shall prevail. The parties understand this section comprises part of this Contract without necessity of additional consideration.

10.08 This Contract represents the entire and integrated Contract between the CEDC and Consultant and supersedes all prior negotiations, representations, or agreements, either written or oral. This Contract may only be amended by written instrument approved and executed by the parties.

10.09 Notice of Indemnification. CEDC and Consultant hereby acknowledge and agree this Contract contains certain indemnification obligations and covenants.

List of Exhibits:

Exhibit "A" Scope of Services

Exhibit "B" Payment Schedule and attachment A

Exhibit "C" Certificates of Insurance

CEDC:
CITY OF CIBOLO EDC.

Consultant:
Smith Engineering and Associates, LLC

By: _____

By: _____

Printed Name: _____

Printed Name: _____

Title: _____

Title: _____

Date: _____

Date: _____

EXHIBIT “A”

SCOPE OF SERVICES

The consultant shall be “on-call” to provide professional services to support the tasks listed. The City’s Strategic Economic Development Plan (Plan) developed economic development strategies for the CEDC and the City Council. These strategies were crafted based on feedback from local and regional implementation partners, empirical research, and input from the CEDC, elected officials, and staff. The implementation strategy (Chapter 7 of Plan) outlined priority action recommendations and implementation steps to assist the Cibolo community in pursuing their economic development goals.

The implementation strategy is organized into six general topic areas:

1. Business Retention and Expansion:

- Site visits performed
- Ombudsman assists
- Jobs retained/expanded
- Capital Investment
- Network event attendance
- Survey participation
- Programs/strategies created from roundtable discussions

2. Business Recruitment:

- Number of prospective businesses engaged
- Successful recruitments
- Total jobs created
- Average annual wage
- Total capital investment
- Debrief highlights from lost opportunities

3. Existing Asset Development:

- Create/update small area plans for the City’s primary economic center
- Maintain a locally managed database of available land and building space
- Identify 4-6 priority investment/reinvestment properties within the City

4. Toolbox Development:

- Match land use and/or zoning regulations to economic development vision
- Create economic development incentives that match the City’s priorities and performance expectations
- Hire a developmental Ombudsman

5. Outreach, Communication, and Marketing:

- Target Industry Content
- Business Testimonial Book
- Property Assemblage Book

CEDC will work jointly with the selected consultant to develop a final, comprehensive scope of work, fee structure, and schedule for the work. Responses to this Request for Proposals should demonstrate the consultant's experience and expertise in achieving the above listed topic areas. In addition to the above topic areas, consultant should be able to assist with the following TOP TEN Strategic Economic Development Plan Implementation goals:

- Work with Cibolo City Departments to develop comprehensive database to help economic development efforts.
- Implement an annual business survey to identify emerging trends/needs.
- Hire/reposition an existing City staff member under economic development to be a development ombudsman.
- Create marketing collateral necessary for effective retention and recruitment efforts.
- Become more proactive with regional and statewide partners in business recruitment.
- Maintain a locally comprehensive property and asset database.
- Match land use regulations to economic development vision, particularly in economic activity centers.
- Create economic development incentives that match the City's priorities and performance expectations.
- Consider creating an Economic Development Opportunity Fund.
- Implement a proactive community engagement and education initiative.

Other range of services could include:

- Increase the City's developable non-residential land assets.
- Strengthen relationships with local and regional stakeholder.
- Diversify the City's housing supply to support business recruitment and retention.
- Increase consumer demand to support greater retail and restaurant investment.
- Enhance coordination of utility investment and development to support industrial development.
- Build stronger connections between businesses and regional training providers.
- Assess the effectiveness of current incentives.
- Evolution of development (e.g., from rural to suburban to diverse) for long-term sustainability.
- Monitor legislation related to economic development and makes recommendations concerning policy and procedural improvements.
- Identify grant funding opportunities, including writing, submitting, and managing grant proposals.
- Prepare reports, proposals, and studies related to economic development and development objectives.

EXHIBIT “B”
PAYMENT TERMS

Compensation is based on *the agreed sum of an approved workorder (attachment A) between the Cibolo Economic Development Corporation and the consultant*. Unless amended by a duly authorized written change order, the total payment for all invoices on this job, including both salary and non-salary expenses, shall not exceed the amount set forth in paragraph 2.01 of this Contract (\$75,000)

The Consultant must submit *monthly* invoices to the City, accompanied by an explanation of charges, professional fees, services, expenses and copy of the approved work order. The City will pay such invoices according to its normal payment procedures.

ATTACHMENT A

This Work Order is issued subject to, is governed by and incorporates by reference that certain Master Professional Services Agreement, Contract No. **25-760-08_C**, between the City and Consultant effective _____, 2025.

Work Order Date: _____

CONSULTANT: _____

Consultant Project Manager: _____

City Point of Contact: _____

Type of Compensation: _____

Compensation: _____

Description of Services: _____

Deliverables: See Attached.

Schedule Requirements:

Commence Services: _____

Completion of Services: _____

Submittal Dates for Each Deliverable: See Attached.

Agreed to by:

CITY:

CONSULTANT:

**CITY OF CIBOLO
ECONOMIC DEVELOPMENT CORP.**

By: _____

Name: _____

Title: _____

By: _____

Name: _____

Title: _____

EXHIBIT “C”
CERTIFICATES OF INSURANCE



City of Cibolo Economic Development Corporation (“CEDC”)

200 South Main Street

Cibolo, Texas 78108

STANDARD FORM OF AGREEMENT

CONSULTING

SERVICES/INDEPENDENT

CONTRACTOR

FOR ON-CALL ECONOMIC

DEVELOPMENT SERVICES

CONTRACT # 25-760-08-D

CITY OF CIBOLO ECONOMIC DEVELOPMENT CORPORATION CONSULTANT CONTRACT

This Contract is by and between the **City of Cibolo Economic Development Corporation**, a Texas nonprofit corporation and local economic development corporation created by the City of Cibolo, Texas (the “CEDC”) and **HdL Companies,** a “Consultant”), whereby Consultant agrees to perform and the CEDC agrees to pay for the work described herein.

ARTICLE I

SCOPE OF SERVICES

1.01 This Contract is for on-call economic development services to implement the Strategic Economic Plan for the City of Cibolo (the “Project”). The scope and details of the work to be provided to the CEDC by Consultant are set forth in **Exhibit “A”** to this Contract and are incorporated as though fully set forth herein by reference. Consultant agrees to perform or cause the performance of all the work described in **Exhibit “A”** (the “Services”). In no event shall Consultant’s scope of work include providing transportation services for CEDC employees, officers, officials, agents or representatives.

1.02 Consultant agrees to perform the work described in **Exhibit “A”** hereto and the CEDC agrees to pay Consultant a fee based on the rates set forth in **Exhibit “B”** to this Contract for the services performed by Consultant. The invoices shall be submitted to the CEDC following the 15th day and the last day of each month. The payment terms are net payable within thirty (30) calendar days of the CEDC’s receipt of the invoice.

ARTICLE II

PAYMENT

2.01 The total amount of payment, including reimbursements, by the CEDC to Consultant for all services to be performed under this Contract may not, under any circumstances, exceed Seventy-Five Thousand Dollars (\$75,000) for the term of the contract. Any amount incurred by Consultant beyond the not to exceed amount without written authorization by the CEDC shall not be paid.

ARTICLE III

CHANGE ORDERS

3.01 The CEDC may from time to time request changes in the scope and focus of the activities, investigations and studies conducted or to be conducted by Consultant pursuant to this Contract. Any request by the Consultant for an increase in the Scope of Services and an increase in the amount listed in paragraph two of this Contract shall be made and approved by the CEDC in writing prior to the Consultant providing such services or the right to payment for such additional services shall be waived. If there is a dispute between the Consultant and the CEDC respecting any service provided or to be provided hereunder by the Consultant, including a dispute as to whether such service is additional to the Scope of Services included in this Contract, the Consultant agrees to continue providing on a timely basis all services to be provided by the Consultant hereunder, including any service as to which there is a dispute.

ARTICLE IV TIME OF PERFORMANCE

4.01 Except as provided in Article IX herein, below, the term of this Contract shall be for five (5) years from the effective date of this Contract. Thereafter, upon the mutual consent of both parties, including annual budget approval by the CEDC. If, for any reason, funds are not appropriated by the CEDC or Cibola City Council to continue the Contract, the Contract shall become null and void and shall terminate upon the conclusion of the fiscal year.

ARTICLE V INDEPENDENT CONSULTANT

5.01 In all activities or services performed hereunder, the Consultant is an independent Consultant and not an agent or employee of the CEDC. The Consultant, as an independent Consultant, shall be responsible for the final product contemplated under this Contract. Except for materials furnished by the CEDC, the Consultant shall supply all materials, equipment and labor required for the execution of the work on the Project, unless identified in Exhibit "A". The Consultant shall have ultimate control over the execution of the work under this Contract. In the event Consultant is not an individual, the Consultant shall have the sole obligation to employ, direct, control, supervise, manage, discharge, and compensate all of its employees (if any) and subconsultants (if subconsultants are pre-approved by CEDC), and the CEDC shall have no control of or supervision over the employees of the Consultant or any of the Consultant's subconsultants except to the limited extent provided for in this Contract. Consultant shall be liable for any misrepresentations. Any negotiations by the Consultant on the CEDC's behalf are binding on the CEDC only when within the scope of work contained herein and approved by the CEDC.

ARTICLE VI WARRANTY

6.01 Consultant warrants that the information, deliverables and services provided by Consultant will be provided with the professional skill and care ordinarily provided by competent consultants providing services under the same or similar circumstances; and as expeditiously as is prudent considering the ordinary skill and care of a competent similarly situated consultant. Approval or acceptance by the CEDC of any of Consultant's work product under this Contract shall not constitute, or be deemed, a release of the responsibility and liability of Consultant, its agents, or associates (or any employees of Consultant) for the exercise of skill and diligence necessary to fulfill Consultant's responsibilities under this Contract. Nor shall the CEDC's approval or acceptance be deemed to be the assumption of responsibility by the CEDC for any defect or error in the work products prepared by Consultant, its employees, associates, agents, or subconsultants.

6.02 Consultant shall keep the CEDC informed of the progress of the work and shall guard against any defects or deficiencies in its work.

6.03 Consultant shall be responsible for using due diligence to correct errors, deficiencies or unacceptable work product. Consultant shall, at no cost to the CEDC, remedy any errors, deficiencies or any work product found unacceptable, in the CEDC's sole discretion, as soon as possible, but no later than fifteen (15) calendar days after receiving notice of said errors, deficiencies, or unacceptable work product.

6.04 Any and all of Consultant's work product deliverables ("Work Product") hereunder shall be the exclusive property of the CEDC. Upon completion or termination of this Contract, Consultant shall promptly deliver to the CEDC all records, notes, data, memorandum, models, and equipment of any nature that are within Consultant's possession or control and that are the CEDC's property or relate to the CEDC or its business. Any unauthorized modifications made by the CEDC to any of the Consultant's documents, or any use, partial use or reuse of the documents on a different Project without written authorization or adaptation by the Consultant will be at the CEDC's sole risk and without liability to the Consultant.

6.05 Consultant warrants to CEDC that (i) Consultant has the full power and authority to enter into this Contract, (ii) Consultant has not previously assigned, transferred or otherwise encumbered the rights conveyed herein, (iii) Work Product is an original work of authorship created by Consultant (or any employee of Consultant's during the course of their employment by Consultant), and does not infringe on any copyright, patent, trademark, trade secret, contractual right, or any other proprietary right of any person or entity, (iv) Consultant has not published the Work Product (including any derivative works) or any portion thereof outside of the United States, (v) that Consultant is authorized to do business in the state of Texas and properly licensed by applicable governmental and public and quasi-public authorities having jurisdiction over it and the services required hereunder and the Project itself, (vi) that Consultant is financially solvent, able to pay its debts as they mature and is possessed of sufficient working capital to complete the services required and perform its obligation hereunder, and (vii) to the best of the Consultant's knowledge, no other person or entity, except CEDC, has any claim of any right, title, or interest in or to the Work Product.

6.06 Consultant shall not seek to invalidate, attack, or otherwise do anything either by act of omission or commission which might impair, violate, or infringe the title and rights assigned to CEDC by Consultant in this Article VI of the Contract.

ARTICLE VII

INDEMNIFICATION & RELEASE

7.01 INDEMNITY

7.01.1 TO THE FULLEST EXTENT PERMITTED BY LAW, CONSULTANT SHALL INDEMNIFY AND HOLD HARMLESS CEDC AND EACH OF ITS COUNCIL MEMBERS, OFFICIALS, OFFICERS, AGENTS, EMPLOYEES, AND VOLUNTEERS (HEREINAFTER REFERRED TO INDIVIDUALLY AS AN "CEDC INDEMNITEE" AND COLLECTIVELY AS THE "INDEMNITEES") FROM AND AGAINST ALL CLAIMS, DAMAGES, LOSSES, LIABILITIES, COSTS, AND EXPENSES, INCLUDING BUT NOT LIMITED TO

REASONABLE ATTORNEYS' FEES AND COSTS INCURRED BY INDEMNITEES THAT ARISE FROM OR RELATE TO PERFORMANCE OF THE SERVICES OR THIS CONTRACT TO THE EXTENT:

- (1) DUE TO THE VIOLATION OF ANY ORDINANCE, REGULATION, STATUTE, OR OTHER LEGAL REQUIREMENT IN THE PERFORMANCE OF THIS CONTRACT, BY CONSULTANT, ITS AGENT, ANY CONSULTANT UNDER CONTRACT WITH CONSULTANT OR ANY OTHER ENTITY OVER WHICH CONSULTANT EXERCISES CONTROL;
- (2) CAUSED BY OR RESULTING FROM ANY NEGLIGENT OR INTENTIONAL ACT OR OMISSION IN VIOLATION OF CONSULTANT'S STANDARD OF CARE, BY CONSULTANT, ITS AGENT, ANY CONSULTANT UNDER CONTRACT WITH CONSULTANT, OR ANY OTHER ENTITY OVER WHICH CONSULTANT EXERCISES CONTROL;
- (3) CAUSED BY OR RESULTING FROM ANY CLAIM ASSERTING ACTUAL OR ALLEGED INFRINGEMENT OF A PATENT, TRADEMARK, COPYRIGHT OR OTHER INTELLECTUAL PROPERTY RIGHT IN CONNECTION WITH THE INFORMATION FURNISHED BY OR THROUGH CONSULTANT, ITS AGENT, ANY CONSULTANT UNDER CONTRACT, OR ANY OTHER ENTITY OVER WHICH CONSULTANT EXERCISES CONTROL;
- (4) DUE TO THE FAILURE OF CONSULTANT, ITS AGENT, ANY CONSULTANT UNDER CONTRACT WITH CONSULTANT, OR ANY OTHER ENTITY OVER WHICH THE CONSULTANT EXERCISES CONTROL TO PAY ITS CONSULTANTS OR SUBCONSULTANTS AMOUNTS DUE FOR SERVICES PROVIDED IN CONNECTION WITH THE PROJECT; OR
- (5) OTHERWISE ARISING OUT OF OR RESULTING FROM THE PERFORMANCE OF THE SERVICES UNDER THIS CONTRACT, INCLUDING SUCH CLAIMS, DAMAGES, LIABILITIES, LOSSES, COSTS, OR EXPENSES ATTRIBUTABLE TO BODILY INJURY, SICKNESS, DISEASE OR DEATH, OR TO INJURY TO OR DESTRUCTION OF TANGIBLE PROPERTY, INCLUDING LOSS OF USE RESULTING THEREFROM, BUT ONLY TO THE EXTENT SUCH CLAIMS, DAMAGES, LOSSES, COSTS AND EXPENSES ARE CAUSED BY OR RESULT FROM ANY NEGLIGENT OR INTENTIONAL ACTS OR OMISSIONS OF CONSULTANT, ITS AGENT, ANY CONSULTANT UNDER CONTRACT, OR ANY OTHER ENTITY OVER WHICH THE CONSULTANT EXERCISES CONTROL

NOTHING CONTAINED IN THIS SECTION 7.01.1 SHOULD BE CONSTRUED TO REQUIRE CONSULTANT TO INDEMNIFY OR HOLD HARMLESS CEDC OR ANY INDEMNITEES FROM ANY CLAIMS OR LIABILITIES RESULTING FROM THE NEGLIGENT ACTS OR OMISSIONS OF CEDC OR INDEMNITEES (SUBJECT TO THE LIMITATIONS IN TEXAS LOCAL GOVERNMENT CODE §271.904 AND TEXAS CIVIL PRACTICE AND REMEDIES CODE §130.002(B)). NOTHING IN THIS

ARTICLE IS INTENDED TO WAIVE ANY GOVERNMENTAL IMMUNITY AVAILABLE TO CEDC UNDER TEXAS LAW OR WAIVE ANY DEFENSES OF CONSULTANT OR CEDC UNDER TEXAS LAW.

7.01.2 Consultant shall procure liability insurance covering its obligations under this section.

7.01.3 It is mutually understood and agreed that the indemnification provided for in this section shall indefinitely survive any expiration, completion or termination of this Contract.

7.01.4 It is agreed with respect to any legal limitations now or hereafter in effect and affecting the validity or enforceability of the indemnification obligation under this section, such legal limitations are made a part of the indemnification obligation and shall operate to amend the indemnification obligation to the minimum extent necessary to bring the provision into conformity with the requirements of such limitations, and as so modified, the indemnification obligation shall continue in full force and effect. There shall be no additional indemnification other than as set forth in this section. All other provisions regarding the same subject matter shall be declared void and of no effect.

7.02 Release. The Consultant releases, relinquishes, and discharges the CEDC, its council members, officials, officers, agents, and employees from all claims, demands, and causes of action of every kind and character, including the cost of defense thereof, for any injury to, sickness or death of the Consultant or its employees and any loss of or damage to any property of the Consultant or its employees that is caused by or alleged to be caused by, arises out of, or is in connection with the Consultant's work to be performed hereunder. Both the CEDC and the Consultant expressly intend that this release shall apply regardless of whether said claims, demands, and causes of action are covered, in whole or in part, by insurance and in the event of injury, sickness, death, loss, or damage suffered by the Consultant or its employees, but not otherwise, this release shall apply regardless of whether such loss, damage, injury, or death was caused in whole or in part by the CEDC, any other party released hereunder, the Consultant, or any third party. There shall be no additional release or hold harmless provision other than as set forth in this section. All other provisions regarding the same subject matter shall be declared void and of no effect.

ARTICLE VIII

INSURANCE

8.01 **General.** The Consultant shall procure and maintain at its sole cost and expense for the duration of this Contract insurance policies, limits and endorsements as set forth below.

8.02 During the term of this Contract all Consultant's insurance policies shall meet the minimum requirements of this section:

Types. Consultant shall have the following types of insurance:

- (a) Commercial General Liability.
- (b) Business Automobile Liability; *provided however, that CEDC waives this requirement in the event Consultant's Scope of Services identified in Exhibit*

“A” expressly do not require Consultant to travel.

- (c) Workers’ Compensation/Employer’s Liability; *provided however, CEDC waives this requirement in the event Consultant has no employees.*
- (d) Professional Liability; *provided however, CEDC waives this requirement in the event Consultant’s services do not require a professional license.*

8.03 Certificates of Insurance. All Certificates of Insurance and endorsements shall be furnished to the CEDC’s Representative at the time of execution of this Contract, attached hereto as **Exhibit “C”**, and approved by the CEDC before any letter of authorization to commence Project will issue or any work on the Project commences.

8.04 General Requirements Applicable to All Policies. The following General requirements applicable to all policies shall apply:

- (a) Only licensed insurance carriers authorized to do business in the State of Texas will be accepted.
- (b) “Claims made” policies will not be accepted, except for Professional Liability Insurance.
- (c) Coverage shall not be suspended, voided, canceled, or reduced in coverage or in limits except after thirty (30) calendar days prior written notice has been given to the CEDC.
- (d) Coverage shall be written by a carrier rated “A:VIII” or better in accordance with the current A. M. Best Key Rating Guide, except for Workers ‘ Compensation/Employer’s Liability Insurance.

8.03 Commercial (General) Liability requirements. The following Commercial (General) Liability requirements shall apply:

- (a) Minimum Limit of \$1,000,000 per occurrence for bodily injury and property damage with a \$2,000,000 annual aggregate.
- (b) No coverage shall be excluded from the standard policy without notification of individual exclusions being attached for review and acceptance.
- (c) The coverage shall not exclude premises/operations; independent contracts, products/completed operations, contractual liability (insuring the indemnity provided herein), and where exposures exist, Explosion Collapse and Underground coverage.
- (d) The CEDC shall be included as an additional insured and the policy shall be endorsed to waive subrogation and to be primary and non-contributory.

8.04 Business Automobile Liability requirements (if applicable per 8.02, above). The following Business Automobile Liability requirements shall apply:

- (a) Minimum Combined Single Limit of \$1,000,000 per occurrence for bodily injury and property damage.

- (b) The Business Auto Policy must show Symbol 1 in the Covered Autos portion of the liability section in Item 2 of the declarations page.
- (c) The coverage shall include owned autos, leased or rented autos, non-owned autos, any autos and hired autos.
- (d) The CEDC shall be included as an additional insured and the policy shall be endorsed to waive subrogation and to be primary and non-contributory.

8.05 Workers' Compensation/Employer's Liability Insurance requirements (if applicable per 8.02, above). The Workers' Compensation/Employer's Liability Insurance shall include the following terms:

- (a) Employer's Liability limits of \$1,000,000 for each accident is required.
- (b) "Texas Waiver of Our Right to Recover From Others Endorsement, WC 42 03 04" shall be included in this policy.
- (c) Texas must appear in Item 3A of the Worker's Compensation coverage or Item 3C must contain the following: All States except those named in Item 3A and the States of NV, ND, OH, WA, WV, and WY.

8.06 Professional Liability requirements (if applicable per 8.02, above). The following Professional Liability requirements shall apply:

- (a) Minimum of \$1,000,000 per claim and \$2,000,000 aggregate, with a maximum deductible of \$100,000.00.
- (b) Professional liability coverage will be obtained and maintained by Consultant and Subconsultant with policy limits set forth above to insure from and against all negligent acts, errors, and omissions in the professional services performed by them, and their agents, representatives, employees, and Subconsultants. All policies shall be maintained for two (2) years following the termination, abandonment, or completion of this Contract.

ARTICLE IX TERMINATION

9.01 The CEDC may terminate this Contract at any time, for any reason or no reason upon ten (10) calendar days written notice. Upon Consultant's receipt of such notice, the Consultant shall cease work immediately. The Consultant shall be compensated for the services satisfactorily performed prior to the termination date. Consultant shall not be entitled to be paid for Services not performed or profit on Services not performed or any other consequential damage based on a similar theory.

9.02 If, through any cause, the Consultant fails to fulfill its obligations under this Contract, or if the Consultant violates any of the agreements of this Contract, the CEDC has the right to terminate this Contract by giving the Consultant five (5) calendar days written notice. The Consultant will be compensated for the services satisfactorily performed prior to the

termination date.

9.03 No term or provision of this Contract shall be construed to relieve the Consultant of liability to the CEDC for damages sustained by the CEDC because of any breach of contract and/or negligence by the Consultant. The CEDC may withhold payments to the Consultant for the purpose of setoff until the exact amount of damages due the CEDC from the Consultant is determined and paid.

9.04 The CEDC may, without cause, order the Consultant in writing to suspend, delay, or interrupt the Services or the Project in whole or in part for such period of time as the CEDC may determine. Upon receipt of such notice, the Consultant shall, unless the notice requires otherwise, immediately discontinue services on the date and to the extent specified in the notice. The Consultant shall be compensated for services performed prior to notice of such suspension. When the services under this Contract are resumed, the Consultant shall be compensated for expenses directly and necessarily incurred in the interruption and resumption of the Consultant's services, without markup.

ARTICLE X

MISCELLANEOUS TERMS

10.01 Consultant hereby agrees that the following terms, conditions, verifications, certifications, and representations apply to and are incorporated into this Agreement for all purposes to the extent (if any) required by law:

- (a) Pursuant to Texas Local Government Code Chapter 176, Consultant shall submit a signed Texas Ethics Commission ("TEC") Conflict of Interest Questionnaire ("CIQ") at the time Consultant submits this signed Agreement to CEDC. TEC Form CIQ and information related to same may be obtained from TEC website by visiting <https://www.ethics.state.tx.us/forms/conflict/>. If Consultant certifies that there are no Conflicts of Interest, Consultant shall indicate so by writing name of Consultant's firm and "No Conflicts" on the TEC Form CIQ.
- (b) If Consultant is a privately held entity, then pursuant to Texas Government Code Section 2252.908 and the rules promulgated thereunder by the TEC, Consultant shall submit a completed and signed TEC Form 1295 with a certificate number assigned by the TEC to CEDC at the time Consultant submits this signed Agreement to CEDC. TEC Form 1295 and information related to same may be obtained from TEC website by visiting <https://www.ethics.state.tx.us/filinginfo/1295/>. Consultant agrees and acknowledges that this Agreement shall be of no force and effect unless and until Consultant has submitted said form to CEDC, if and to the extent such form is required under Government Code § 2252.908 and the rules promulgated thereunder by the TEC.
- (c) As required by Chapter 2271, Texas Government Code, Consultant hereby verifies that Consultant, including a wholly owned subsidiary, majority-owned subsidiary, parent company or affiliate of the same, does not boycott Israel and will not boycott

Israel through the term of this Agreement. The term “boycott Israel” in this paragraph has the meaning assigned to such term in Section 808.001 of the Texas Government Code, as amended.

- (d) Pursuant to Chapter 2252, Texas Government Code, Consultant represents and certifies that, at the time of execution of this Agreement, neither Consultant, nor any wholly owned subsidiary, majority-owned subsidiary, parent company or affiliate of the same, is engaged in business with Iran, Sudan, or any terrorist organization, and is a company listed by the Texas Comptroller of Public Accounts under Sections 2270.0201 or 2252.153 of the Texas Government Code.
- (e) As required by Chapter 2274, Texas Government Code, Consultant hereby verifies that Consultant, including a wholly owned subsidiary, majority-owned subsidiary, parent company or affiliate of the same, does not boycott energy companies, and will not boycott energy companies during the term of this Agreement. The term “boycott energy companies” in this paragraph has the meaning assigned to such term in Section 809.001 of the Texas Government Code, as amended.
- (f) As required by Chapter 2274, Texas Government Code, Consultant hereby verifies that Consultant, including a wholly owned subsidiary, majority-owned subsidiary, Parent company or affiliate of the same, (i) does not have a practice, policy, guidance or directive that discriminates against a firearm entity or firearm trade association, and (ii) will not discriminate against a firearm entity or firearm trade association during the term of this Agreement. The term “discriminate against a firearm entity or trade association” in this paragraph has the meaning assigned to such term in Section 224.001(3) of the Texas Government Code, as amended.
- (g) Pursuant to Chapter 2274, Texas Government Code, in the event that the Work includes direct or remote access to or control of critical infrastructure, Consultant represents and certifies that Consultant, including a wholly owned subsidiary, majority owned subsidiary, parent company, or affiliate of same, is not owned by or the majority of stock or other ownership interest of Consultant is not held or controlled by (i) individuals who are citizens of China, Iran, North Korea, Russia, or any country designated as a threat to critical infrastructure by the governor under Section 2274.0103 of the Texas Government Code (“Designated Country”), (ii) a company or entity, including a governmental entity, that is owned or controlled by citizens of or directly controlled by a Designated Country; or (iii) headquartered in a Designated Country. The term “critical infrastructure” in this paragraph has the meaning assigned to such term in Section 2274.0101 of the Texas Government Code, as amended.
- (h) Public Records. The Consultant shall provide contracting information that is in its possession to CEDC in the event that CEDC receives a public information request for the information, subject to the exceptions provided under the Texas Public Information Act, Chapter 552 of the Government Code. CEDC must inform the Consultant of the request for information within three (3) business days of receipt from the requestor. The Consultant shall provide the information within ten (10) business days. The Consultant shall provide written notice of an exception request, in accordance with Government Code Chapter 552.

- (i) The Consultant may not knowingly obtain the labor or services of an undocumented worker. The Consultant, not the CEDC, must verify eligibility for employment as required by IRCA.

10.02 This Contract, its construction, and any disputes arising out of, connected with or relating to the Contract, shall be governed by the laws of the State of Texas, without regard to any conflict of law principles. Any claim or dispute arising out of or related to this Contract shall be subject to litigation in the District Courts of Guadalupe County, Texas.

10.03 Notices shall be mailed to the addresses designated herein or as may be designated in writing by the parties from time to time and shall be deemed received when sent postage prepaid U.S. Mail to the following addresses:

Cibolo Economic Development Corp.

**Attn: CEDC Executive Director
200 South Main Street
Cibolo, Texas 78108**

HdL Companies

**Attn: Richard Fleycher
9821 Katy Freeway, Suite 440
Houston, TX 77024**

With copy to:

Cibolo Economic Development Corp.

**Attn: Clancy Hardin
200 South Main Street
Cibolo, Texas 78108**

10.04 Action or failure to act by the CEDC shall constitute a waiver of a right or duty afforded them under the Contract, nor shall such action or failure to act constitute approval of or acquiescence in a breach there under, except as may be specifically agreed in writing. No waiver of any provision of the Contract shall be of any force or effect, unless such waiver is in writing, expressly stating to be a waiver of a specified provision of the Contract and is signed by the party to be bound thereby. In addition, no waiver by either party hereto of any term or condition of this Contract shall be deemed or construed to be a waiver of any other term or condition or subsequent waiver of the same term or condition and shall not in any way limit or waive that party's right thereafter to enforce or compel strict compliance with the Contract or any portion or provision or right under the Contract.

10.05 This Contract and all rights and obligations contained herein may not be assigned by Consultant without the prior written approval of the CEDC. Any assignment by Consultant without the prior written approval by CEDC, shall void this Contract.

10.06 Invalidity. If any provision of this Contract shall be held to be invalid, illegal or unenforceable by a court or other tribunal of competent jurisdiction, the validity, legality, and enforceability of the remaining provisions shall not in any way be affected or impaired thereby. The parties shall use their best efforts to replace the respective provision or provisions of this Contract with legal terms and conditions approximating the original intent of the parties.

10.07 Prioritization. Consultant and CEDC agree that CEDC is a political subdivision of the State of Texas and is thus subject to certain laws, including certain oversight by the City of Cibolo, a Texas municipality. Because of this there may be documents or portions thereof added by Consultant to this Contract as exhibits that conflict with such laws, or that conflict with the terms and conditions herein excluding the additions by Consultant. In either case, the applicable law or the applicable provision of this Contract excluding such conflicting addition by Consultant shall prevail. The parties understand this section comprises part of this Contract without necessity of additional consideration.

10.08 This Contract represents the entire and integrated Contract between the CEDC and Consultant and supersedes all prior negotiations, representations, or agreements, either written or oral. This Contract may only be amended by written instrument approved and executed by the parties.

10.09 Notice of Indemnification. CEDC and Consultant hereby acknowledge and agree this Contract contains certain indemnification obligations and covenants.

List of Exhibits:

Exhibit "A" Scope of Services

Exhibit "B" Payment Schedule and attachment A

Exhibit "C" Certificates of Insurance

CEDC:

CITY OF CIBOLO EDC.

Consultant:

HdL Companies

By: _____

By: _____

Printed Name: _____

Printed Name: _____

Title: _____

Title: _____

Date: _____

Date: _____

EXHIBIT “A”

SCOPE OF SERVICES

The consultant shall be “on-call” to provide professional services to support the tasks listed. The City’s Strategic Economic Development Plan (Plan) developed economic development strategies for the CEDC and the City Council. These strategies were crafted based on feedback from local and regional implementation partners, empirical research, and input from the CEDC, elected officials, and staff. The implementation strategy (Chapter 7 of Plan) outlined priority action recommendations and implementation steps to assist the Cibolo community in pursuing their economic development goals.

The implementation strategy is organized into six general topic areas:

1. Business Retention and Expansion:

- Site visits performed
- Ombudsman assists
- Jobs retained/expanded
- Capital Investment
- Network event attendance
- Survey participation
- Programs/strategies created from roundtable discussions

2. Business Recruitment:

- Number of prospective businesses engaged
- Successful recruitments
- Total jobs created
- Average annual wage
- Total capital investment
- Debrief highlights from lost opportunities

3. Existing Asset Development:

- Create/update small area plans for the City’s primary economic center
- Maintain a locally managed database of available land and building space
- Identify 4-6 priority investment/reinvestment properties within the City

4. Toolbox Development:

- Match land use and/or zoning regulations to economic development vision
- Create economic development incentives that match the City’s priorities and performance expectations
- Hire a developmental Ombudsman

5. Outreach, Communication, and Marketing:

- Target Industry Content
- Business Testimonial Book
- Property Assemblage Book

CEDC will work jointly with the selected consultant to develop a final, comprehensive scope of work, fee structure, and schedule for the work. Responses to this Request for Proposals should demonstrate the consultant's experience and expertise in achieving the above listed topic areas. In addition to the above topic areas, consultant should be able to assist with the following TOP TEN Strategic Economic Development Plan Implementation goals:

- Work with Cibolo City Departments to develop comprehensive database to help economic development efforts.
- Implement an annual business survey to identify emerging trends/needs.
- Hire/reposition an existing City staff member under economic development to be a development ombudsman.
- Create marketing collateral necessary for effective retention and recruitment efforts.
- Become more proactive with regional and statewide partners in business recruitment.
- Maintain a locally comprehensive property and asset database.
- Match land use regulations to economic development vision, particularly in economic activity centers.
- Create economic development incentives that match the City's priorities and performance expectations.
- Consider creating an Economic Development Opportunity Fund.
- Implement a proactive community engagement and education initiative.

Other range of services could include:

- Increase the City's developable non-residential land assets.
- Strengthen relationships with local and regional stakeholder.
- Diversify the City's housing supply to support business recruitment and retention.
- Increase consumer demand to support greater retail and restaurant investment.
- Enhance coordination of utility investment and development to support industrial development.
- Build stronger connections between businesses and regional training providers.
- Assess the effectiveness of current incentives.
- Evolution of development (e.g., from rural to suburban to diverse) for long-term sustainability.
- Monitor legislation related to economic development and makes recommendations concerning policy and procedural improvements.
- Identify grant funding opportunities, including writing, submitting, and managing grant proposals.
- Prepare reports, proposals, and studies related to economic development and development objectives.

EXHIBIT “B”
PAYMENT TERMS

Compensation is based on *the agreed sum of an approved workorder (attachment A) between the Cibolo Economic Development Corporation and the consultant*. Unless amended by a duly authorized written change order, the total payment for all invoices on this job, including both salary and non-salary expenses, shall not exceed the amount set forth in paragraph 2.01 of this Contract (\$75,000)

The Consultant must submit *monthly* invoices to the City, accompanied by an explanation of charges, professional fees, services, expenses and copy of the approved work order. The City will pay such invoices according to its normal payment procedures.

ATTACHMENT A

This Work Order is issued subject to, is governed by and incorporates by reference that certain Master Professional Services Agreement, Contract No. **25-760-08 D**, between the City and Consultant effective _____, 2025.

Work Order Date: _____

CONSULTANT: _____

Consultant Project Manager: _____

City Point of Contact: _____

Type of Compensation: _____

Compensation: _____

Description of Services: _____

Deliverables: See Attached.

Schedule Requirements:

Commence Services: _____

Completion of Services: _____

Submittal Dates for Each Deliverable: See Attached.

Agreed to by:

CITY:

CONSULTANT:

**CITY OF CIBOLO
ECONOMIC DEVELOPMENT CORP.**

By: _____

Name: _____

Title: _____

By: _____

Name: _____

Title: _____

EXHIBIT “C”
CERTIFICATES OF INSURANCE



Economic Development Corporation Staff Report

A. Discussion/Action on making a recommendation to Cibolo City Council related to RFP 25-760-08 Consultant to provide on call economic development services

Meeting	Agenda Group
Thursday, April 17, 2025, 6:30 PM	Discussion/Action Item: 7A.
From	
Clancy Hardin, Economic Development Manager	

PRIOR CITY COUNCIL ACTION:

N/A

BACKGROUND:

During the regular CEDC Board of Directors meeting on October 17, 2024, directors approved the final prioritization and selection of items the board would like to move forward with for FY25. They also directed staff to begin working on an Request for Proposals (RFP) reflecting the scope of work.

Staff presented the draft RFP during the regular CEDC Board of Directors meeting on November 21, 2024. At that meeting, the board approved an initiative to issue a RFP for On-Call Economic Development Services, along with a Master Services Agreement (MSA).

Following this, staff issued a solicitation for proposals from qualified firms or individuals, outlining their professional consulting services to support and implement the City's Strategic Economic Development Plan. The RFP closed on January 21, 2025. After the closure of the RFP, staff began the process of scoring the proposals based on the following evaluation criteria and weighted percentages:

- Proposals and Experience (35%)
- Understanding of the Project (35%)
- Past Performance (20%)
- Cost and Fees (10%)

Eight (8) firms submitted in response to the RFP for On-Call Economic Development Services: The Silvas Group, TXP, HdL Companies, Smith Engineering & Associates, Saggezza Group, BCL of Texas, Financial Leadership Club of America and The Research Associates. Out of the eight (8), the four (4) top scoring firms were asked to interview with the scoring team, upon completion of the interviews the scoring team recommends issuing master services agreements to the top four (4) scoring firms: The Silvas Group earning 102.6 out of 120 and TXP earning 100.33 out of 120, Smith Engineering and Associates, LLC 96.3 out of 120, and HdL Companies 96 out of 120. These top four (4) scoring firms represent the most advantageous proposers for CEDC and the City.

STAFF RECOMMENDATION:

The City's evaluation team recommends that the Cibolo Economic Development Corporation Board of Directors approve sending a recommendation for top four (4) scoring firms: The Silvas Group earning 102.6 out of 120 and TXP earning 100.33 out of 120, Smith Engineering and Associates, LLC 96.3 out of 120, and HdL Companies 96 out of 120. To the Cibolo City Council for consideration of approving master services agreements with the top four (4) firms.

FINANCIAL IMPACT:

\$75,000 budgeted for FY25

MOTION(S):

Below is a sample motion that can be made regarding the item:

I move to approve sending a recommendation for The Silvas Group, TXP, Smith Engineering and Associates and HdL Companies 96 to the Cibolo City Council for consideration of approving master services agreements with the four (4) firms.

Attachments

[CEDC agenda item A 10.17.24 Regular Meeting.pdf](#)

[CEDC Agenda Item B 11.21.24 Regular Call Meeting.pdf](#)

[RFP 25-760-08 Consultant to Provide On-Call Economic Development Services \(1\).pdf](#)

[EDC Board Meeting Minutes 11-21-2024.pdf](#)

[EDC Board Meeting Minutes 10-17-2024.pdf](#)

[1-City of Cibolo HdL ECONsolutions RFP.pdf](#)

[Silvas Group.pdf](#)

[Smith Engineering and Associ.pdf](#)

[TXP.pdf](#)

[Title Award of RFP 25-760-08 Consultant to Provide On-Call Economic Development Services.pdf](#)

[Title Award of RFP 25-760-08 Consultant to Provide On-Call Economic Development Services.pdf](#)

[25-760-08 - Consultant to provide on call economic development services - Scoring.pdf](#)

[Contract 25-760-08_A Consultant to Provide On-Call Economic Development Services.pdf](#)

[Contract 25-760-08_B -Consultant to Provide On-Call Economic Development Services.pdf](#)

[Contract 25-760-08_C -Consultant to Provide On-Call Economic Development Services.pdf](#)

[Contract 25-760-08_D-Consultant to Provide On-Call Economic Development Services.pdf](#)



Economic Development Corporation Staff Report

B. Discussion/Action on a Request for Qualifications (RFQ) for On-call Economic Development Consulting Services and Discussion on the Master Services Agreement template. (F. Garza)

Meeting	Agenda Group
Thursday, November 21, 2024, 6:30 PM	Discussion/Action Item: 7B.
From	
Isabella Ellis, Economic Development Specialist	

BACKGROUND:

In the 2025 fiscal year, the Cibolo EDC Board of Directors approved an initiative to draft a Request for Qualifications (RFQ) for On-Call Economic Development Services, along with a Master Services Agreement (MSA). These documents are intended to support the Board and staff in selecting a qualified firm to implement the Board's Top 10 priority items outlined in the 2024 Strategic Economic Development Plan.

The draft RFQ template is included in this packet for review, while the MSA is pending input from the EDC attorney. Once the specific Top 10 implementation items are confirmed from the previous agenda item, the RFQ template will be updated accordingly. Staff is seeking discussion and possible action on the proposed RFQ template at this meeting. Following this, an agenda item will establish a subcommittee responsible for evaluating received proposals.

Tentative Procurement Timeline:

To facilitate the RFQ and MSA issuance and execution, staff, in coordination with the EDC attorney, has outlined the following tentative timeline. This schedule is subject to adjustments based on feedback or any delays in City procurement processes:

- **December 2:** Submit RFQ to City Procurement
- **December 10:** Post RFQ for public access
- **January 13:** Deadline for Statements of Qualifications
- **January 20:** Staff forwards proposals and executive summary to subcommittee
- **February 7:** Subcommittee meeting to discuss recommendations

FINANCIAL IMPACT:

The Cibolo Economic Development Corporation FY 25 budget has \$75,000.00 earmarked for implementation items related to the Strategic Economic Development Plan.

ATTACHMENTS:

Draft Template of Request for Qualifications (RFQ) for On-Call Economic Development Consulting Services

Attachments

[DOCS1-#343326-v2-CEDC RFQ for Economic Development Services.pdf](#)



Economic Development Corporation Staff Report

A. Discussion/Action regarding implementation of the Strategic Economic Development Plan

Meeting	Agenda Group
Thursday, October 17, 2024, 6:30 PM	Discussion/Action Item: 7A.
From	
Isabella Ellis, Economic Development Specialist	

BACKGROUND:

The Cibolo City Council approved the Strategic Economic Development Plan at the July 23, 2024, City Council meeting. The implementation strategy (Chapter 7) is organized into six general topic areas:

1. Business Retention and Expansion
2. Business Recruitment
3. Existing Asset Development
4. Toolbox Development
5. Outreach Communication and Marketing
6. Organization and Coordination.

These topics were presented and reviewed with the Cibolo EDC Board of Directors and the City Council in joint work sessions, and then refined into the economic development goals below:

- Enhance business retention and expansion efforts.
- Increase the City's developable non-residential land assets.
- Increase the City's entrepreneurial policies and programs.
- Strengthen relationships with local and regional stakeholders.
- Diversify the City's housing supply to support business recruitment and retention.
- Increase consumer demand to support greater retail and restaurant investment.
- Enhance coordination of utility investment and development to support industrial development.
- Build stronger connections between businesses and regional training providers.

The Plan consultant provided priority actions for consideration on pages 7-6 to 7-16. At the September 19, 2024 Regular Call Meeting, the Board discussed prioritizing the implementation items so that an action plan can be developed for FY 25. Each Board member was asked to submit their top 10 implementation items, and staff received rankings of the items from 3 Board members. The following are categorized by which implementation items were repeatedly selected in the Board's rankings:

Appeared in 3/3 Board Member's rankings
Appeared in 2/3 Board member's rankings

Appeared in 1/3 Board member's rankings

- 3.2 Maintain a locally-comprehensive property and asset database
- 1.2 Implement an annual business survey to identify emerging trends
- 4.1 Match land use regulations to economic development vision, particularly economic activity centers
- 4.3 Hire/reposition an existing City staff member under economic development to be a development ombudsman
- 5.5 Enhance Cibolo's electronic and social media presence and actively
- 6.3 Create a Business Advisory Board to help with strategic planning and implementation of the City's economic development strategic plan
- 6.4 Work with City departments to develop comprehensive database of economic development efforts
- 1.3 Proactively outreach to existing businesses through 1-on-1 meetings
- 1.5 Actively engage Cibolo's home-based businesses
- 2.1 Become more proactive with regional and statewide partners in business recruitment
- 2.2 Scale proactive marketing and recruitment efforts to best leverage resources and market reach

- 3.1 Create/update small area plans for the City's primary economic i
- 3.4 Continue collaboration with utility partners on serving primary a
- 3.5 Consider creating an Economic Development Opportunity Fund
- 4.2 Create economic development incentives that match the City's p
performance expectations
- 5.1 Create marketing collateral necessary for effective retention and
efforts
- 5.4 Implement a proactive community engagement and education i
Refine the economic development dashboard in the City's Perfo
- 5.6 Management Program (PMP) on the City's economic developme
provide real-time information about the activity and successes o
economic development efforts
- Formalize staffing roles and responsibilities within the economic
- 6.1 department, expanding staff capacity to fully achieve the stated
development goals
- 6.2 Enhance strategic relationships with local and statewide implem
partners

FINANCIAL IMPACT:

The Cibola Economic Development Corporation FY 25 budget has \$75,000.00 earmarked for implementation items related to the Strategic Economic Development Plan.

ATTACHMENTS

Chapter 7 - Implementation

NEXT STEPS

Based on the final selection of implementation items the Board would like to move forward with for this FY, staff will begin working on an RFP reflecting the Board's requested scope of work.

Attachments

[Chapter 7. Implementation.pdf](#)



City Council Regular Meeting Staff Report

G. Discussion/Action regarding the Preliminary Acceptance of Public Infrastructure for Bella Rosa Unit 3. (Mr. Otto)

Meeting	Agenda Group
Tuesday, May 27, 2025, 6:30 PM	Discussion/Action Item: 9G.

From
Eron Spencer, Assistant Planning Director

ITEM SUMMARY:

Project Name:	Bella Rosa Unit 3
Owner/Applicant:	MEY Bella Rosa, Inc.
Representative:	KCI Technologies Inc.
Contractor:	FlowTX Civil LLC
Council Place:	3
Vested Rights:	N/A
Proposed Use:	57 Residential Lots, 3 Open Space Lots, 1 Drainage & Open Space Lot
Plat Recordation:	January 28, 2025
Acres:	15.90 acres



FINDINGS/CURRENT ACTIVITY:

A Preliminary Acceptance walkthrough was conducted and all punch list items (deficiencies) that were documented have been addressed. The developer is requesting Preliminary Acceptance of the following improvements located within Unit 3 of the Bella Rosa Subdivision.

The following units have been recorded:

Unit	Lots	Recordation Date
1	41 Residential Lots, 6 Greenbelt Lots, 1 Park Lot, 2 Drainage Lots	10/20/2021
2	19 Residential Lots, 1 Greenbelt & Drainage Lot	02/15/2022
3	57 Residential Lots, 3 Open Space Lots, 1 Drainage & Open Space Lot	01/28/2025
4	1 Residential Lot, 1 Open Space Lot	03/03/2025
<i>Total lots recorded</i>	118 Residential Lots	

ACCEPTANCE OF PUBLIC IMPROVEMENTS - PRELIMINARY ACCEPTANCE:

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

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

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

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

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

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

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

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

Public Infrastructure	Linear Feet (LF) Dedicated	Total Valuation
Water	3,303 LF	\$390,529.75
Sanitary Sewer	3,433 LF	\$423,605.75
Drainage	Pond, Drain A, Drain B	\$98,245.40
Street	2,899 LF	\$658,380.75
Total Valuation of Accepted Public Infrastructure Improvements dedicated to the City of Cibola		\$1,570,761.65

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

- IV. In conjunction with the submittal of the Preliminary Acceptance instrument, the applicant shall submit the following:
- Electronic copies of the following items: construction plans approved by the City Engineer, As-Built construction plans certified by a registered P.E., field density and material source tests by a recognized testing laboratory and a geotechnical report
 - Electronic copy or DVD and complete log of the televised sewer line inspections completed after the mandrel, vacuum and pressure tests
 - Acceptance letters from all utility providers
 - Itemized Construction Cost report
 - Pre-walk Punch list (provided by project Engineer)
 - Copy of recorded Final Plat
 - Maintenance Bond per UDC Article 20.6; and
 - An electronic copy or DVD with AutoCAD and PDF's of all items on the above list.

City Engineer is in receipt of the above items.

CITY ENGINEER RECOMMENDATION: The City Engineer recommends approval of the applicant's request for Preliminary Acceptance of Bella Rosa Unit 3.

Attachments

[City Engineer Letter.pdf](#)

[Petition.pdf](#)

[Maintenance Bond.pdf](#)

[Recorded Plat.pdf](#)

May 15, 2025

City of Cibolo
Planning Department
Attn: Rick Vasquez
200 S. Main Street
Cibolo, Texas 78108



Re: Bella Rosa Unit 3 - Preliminary Acceptance

Dear Mr. Vasquez,

On May 13, 2025, I conducted a site visit for Bella Rosa Unit 3. After visiting the site, it is my opinion that the infrastructure has been constructed in accordance with the approved plans and all punch list items have been addressed. Therefore, I recommend approval of the Preliminary Acceptance for the public infrastructure.

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

Sincerely,

A handwritten signature in blue ink, appearing to read "Chris Otto".

Christopher Otto, PE, CFM
City Engineer's Office

M:\687\01\01\Submittals\Construction Acceptance\250409 - Steele Creek Unit 6 - PA\250409 - Steele Creek Unit 6-PA.docx

OWNER GUARANTEES:

- A. All materials and workmanship to be in accordance with approved plans and specifications prescribed by the City. And;
- B. To correct any and all deficiencies not in accordance with approved plans and specifications as may be noted until final acceptance by the City Engineer and City Council.

IN TESTIMONY WHEREOF, WITNESS OUR HANDS and seal this, the 30th day of December, 2024.

MEY Bella Rosa, Inc.

By: _____

Subdivider and Principal

Merchants National Bonding, Inc.

Surety By: _____

Jennifer J. Upton
Attorney in Fact



APPROVED AND ACCEPTED, THIS THE _____ day of _____ 20____.

CITY OF CIBOLO

BY: _____

TITLE: _____

Original - City

Duplicate - Owner

Triplicate - City

MERCHANTS BONDING COMPANY™ POWER OF ATTORNEY

Know All Persons By These Presents, that MERCHANTS BONDING COMPANY (MUTUAL) and MERCHANTS NATIONAL BONDING, INC., both being corporations of the State of Iowa, d/b/a Merchants National Indemnity Company (in California only) (herein collectively called the "Companies") do hereby make, constitute and appoint, individually,

BaiLee Islas; Gregory A Wilkerson; Jennifer J Upton; Nikki Adams; Rick Bondurant

their true and lawful Attorney(s)-in-Fact, to sign its name as surety(ies) and to execute, seal and acknowledge any and all bonds, undertakings, contracts and other written instruments in the nature thereof, on behalf of the Companies in their business of guaranteeing the fidelity of persons, guaranteeing the performance of contracts and executing or guaranteeing bonds and undertakings required or permitted in any actions or proceedings allowed by law.

This Power-of-Attorney is granted and is signed and sealed by facsimile under and by authority of the following By-Laws adopted by the Board of Directors of Merchants Bonding Company (Mutual) on April 23, 2011 and amended August 14, 2015 and April 27, 2024 and adopted by the Board of Directors of Merchants National Bonding, Inc., on October 16, 2015 and amended on April 27, 2024.

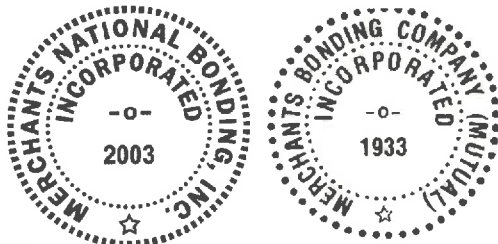
"The President, Secretary, Treasurer, or any Assistant Treasurer or any Assistant Secretary or any Vice President shall have power and authority to appoint Attorneys-in-Fact, and to authorize them to execute on behalf of the Company, and attach the seal of the Company thereto, bonds and undertakings, recognizances, contracts of indemnity and other writings obligatory in the nature thereof."

"The signature of any authorized officer and the seal of the Company may be affixed by facsimile or electronic transmission to any Power of Attorney or Certification thereof authorizing the execution and delivery of any bond, undertaking, recognizance, or other suretyship obligations of the Company, and such signature and seal when so used shall have the same force and effect as though manually fixed."

In connection with obligations in favor of the Florida Department of Transportation only, it is agreed that the power and authority hereby given to the Attorney-in-Fact includes any and all consents for the release of retained percentages and/or final estimates on engineering and construction contracts required by the State of Florida Department of Transportation. It is fully understood that consenting to the State of Florida Department of Transportation making payment of the final estimate to the Contractor and/or its assignee, shall not relieve this surety company of any of its obligations under its bond.

In connection with obligations in favor of the Kentucky Department of Highways only, it is agreed that the power and authority hereby given to the Attorney-in-Fact cannot be modified or revoked unless prior written personal notice of such intent has been given to the Commissioner-Department of Highways of the Commonwealth of Kentucky at least thirty (30) days prior to the modification or revocation. In Witness Whereof, the Companies have caused this instrument to be signed and sealed this 5th day of September, 2024.

MERCHANTS BONDING COMPANY (MUTUAL)
MERCHANTS NATIONAL BONDING, INC.
d/b/a MERCHANTS NATIONAL INDEMNITY COMPANY



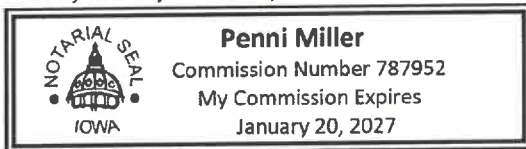
By

Larry Taylor

President

STATE OF IOWA
COUNTY OF DALLAS ss.

On this 5th day of September, 2024, before me appeared Larry Taylor, to me personally known, who being by me duly sworn did say that he is President of MERCHANTS BONDING COMPANY (MUTUAL) and MERCHANTS NATIONAL BONDING, INC.; and that the seals affixed to the foregoing instrument are the Corporate Seals of the Companies; and that the said instrument was signed and sealed in behalf of the Companies by authority of their respective Boards of Directors.



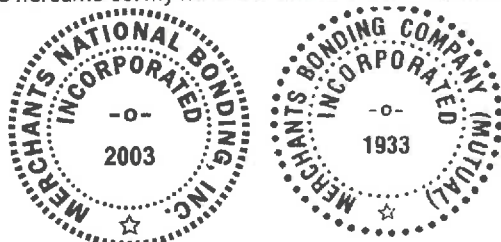
(Expiration of notary's commission does not invalidate this instrument)

Penn Miller

Notary Public

I, Elisabeth Sandersfeld, Secretary of MERCHANTS BONDING COMPANY (MUTUAL) and MERCHANTS NATIONAL BONDING, INC., do hereby certify that the above and foregoing is a true and correct copy of the POWER-OF-ATTORNEY executed by said Companies, which is still in full force and effect and has not been amended or revoked.

In Witness Whereof, I have hereunto set my hand and affixed the seal of the Companies on this 30th day of December, 2024.



Elisabeth Sandersfeld

Secretary

Maintenance Bond

Bond No. 101219441

STATE OF TEXAS §
COUNTY OF GUADALUPE §
CITY OF CIBOLO §

KNOW ALL MEN BY THESE PRESENTS:

That we, MEY Bella Rosa, Inc. the undersigned subdivider, as Principal, and Merchants National Bonding, Inc. as Surety, do hereby acknowledge ourselves to be held and firmly bound unto the City of Cibolo, a municipal corporation of the County of Guadalupe and State of Texas, in the full and just sum of \$ 392,690.41 (being twenty-five [25%] percent of the estimated cost of the hereinafter enumerated site improvements) for the payment of which well and truly to be made, we hereby bind ourselves and our respective heirs, administrators, executors and assigns, jointly and severally, firmly by these presents.

WHEREAS, the Principal has petitioned the City Council of the City of Cibolo for permission to develop a subdivision within the jurisdiction of the City of Cibolo, more particularly described as follows, to wit: (Legal Description), which is shown on a subdivision plat, entitled Bella Rosa Unit 3 Subdivision, heretofore conditionally approved by the Planning and Zoning Commission of The City of Cibolo on May 23 2023; and

WHEREAS, under the provisions of the City of Cibolo Unified Development Code, the City Council of the City of Cibolo requires, as a condition precedent to the granting of such petition, that the Principal a guarantee that he will maintain and cause to be maintained, in good condition according to the requirements of such subdivision ordinance, and to correct any and all deficiencies not in accordance with the approved plans and specifications as may be noted, the following site improvements for a period of eighteen (18) months after acceptance of the construction thereof by the City Council or until such time as such improvements have received Final Acceptance by the City, whichever is the latter:

NOW, THEREFORE, the condition of this obligation is such that if the Principal shall maintain or correct, and cause to be maintained or corrected, the above mentioned improvements in accordance with the requirements of the City of Cibolo subdivision ordinance, and the amendments thereto, if any, for the period of eighteen (18) months after the acceptance of the construction thereof by the City Council of the City of Cibolo, or until said improvements have received Final Acceptance by the City Council of Cibolo, then this obligation shall be void: otherwise, the obligations made under this bond will remain in full force and effect.

IN TESTIMONY WHEREOF, WITNESS OUR HANDS and seal, this the 30th Day of December, 2024.

MEY Bella Rosa, Inc.

Subdivider and Principal

By: 

Merchants National Bonding, Inc. (Surety)

By: 

Jennifer J. Upton
Attorney in Fact



APPROVED AND ACCEPTED, THIS THE ____ DAY OF _____ 20____.

CITY OF CIBOLO

BY: _____

TITLE: _____

*Original - City
Duplicate - Owner
Triplicate – City*

MERCHANTS BONDING COMPANY™

POWER OF ATTORNEY

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BailLee Islas; Gregory A Wilkerson; Jennifer J Upton; Nikki Adams; Rick Bondurant

their true and lawful Attorney(s)-in-Fact, to sign its name as surety(ies) and to execute, seal and acknowledge any and all bonds, undertakings, contracts and other written instruments in the nature thereof, on behalf of the Companies in their business of guaranteeing the fidelity of persons, guaranteeing the performance of contracts and executing or guaranteeing bonds and undertakings required or permitted in any actions or proceedings allowed by law.

This Power-of-Attorney is granted and is signed and sealed by facsimile under and by authority of the following By-Laws adopted by the Board of Directors of Merchants Bonding Company (Mutual) on April 23, 2011 and amended August 14, 2015 and April 27, 2024 and adopted by the Board of Directors of Merchants National Bonding, Inc., on October 16, 2015 and amended on April 27, 2024.

"The President, Secretary, Treasurer, or any Assistant Treasurer or any Assistant Secretary or any Vice President shall have power and authority to appoint Attorneys-in-Fact, and to authorize them to execute on behalf of the Company, and attach the seal of the Company thereto, bonds and undertakings, recognizances, contracts of indemnity and other writings obligatory in the nature thereof."

"The signature of any authorized officer and the seal of the Company may be affixed by facsimile or electronic transmission to any Power of Attorney or Certification thereof authorizing the execution and delivery of any bond, undertaking, recognizance, or other suretyship obligations of the Company, and such signature and seal when so used shall have the same force and effect as though manually fixed."

In connection with obligations in favor of the Florida Department of Transportation only, it is agreed that the power and authority hereby given to the Attorney-in-Fact includes any and all consents for the release of retained percentages and/or final estimates on engineering and construction contracts required by the State of Florida Department of Transportation. It is fully understood that consenting to the State of Florida Department of Transportation making payment of the final estimate to the Contractor and/or its assignee, shall not relieve this surety company of any of its obligations under its bond.

In connection with obligations in favor of the Kentucky Department of Highways only, it is agreed that the power and authority hereby given to the Attorney-in-Fact cannot be modified or revoked unless prior written personal notice of such intent has been given to the Commissioner-Department of Highways of the Commonwealth of Kentucky at least thirty (30) days prior to the modification or revocation.

In Witness Whereof, the Companies have caused this instrument to be signed and sealed this 5th day of September, 2024.



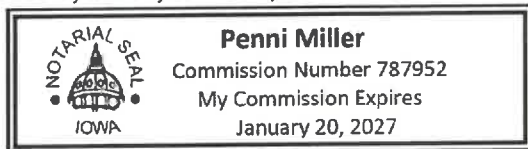
MERCHANTS BONDING COMPANY (MUTUAL)
MERCHANTS NATIONAL BONDING, INC.
d/b/a MERCHANTS NATIONAL INDEMNITY COMPANY

By

President

STATE OF IOWA
COUNTY OF DALLAS ss.

On this 5th day of September 2024, before me appeared Larry Taylor, to me personally known, who being by me duly sworn did say that he is President of MERCHANTS BONDING COMPANY (MUTUAL) and MERCHANTS NATIONAL BONDING, INC.; and that the seals affixed to the foregoing instrument are the Corporate Seals of the Companies; and that the said instrument was signed and sealed in behalf of the Companies by authority of their respective Boards of Directors.



(Expiration of notary's commission does not invalidate this instrument)

Notary Public

I, Elisabeth Sandersfeld, Secretary of MERCHANTS BONDING COMPANY (MUTUAL) and MERCHANTS NATIONAL BONDING, INC., do hereby certify that the above and foregoing is a true and correct copy of the POWER-OF-ATTORNEY executed by said Companies, which is still in full force and effect and has not been amended or revoked.

In Witness Whereof, I have hereunto set my hand and affixed the seal of the Companies on this 30th day of December, 2024.



Secretary



MERCHANTS BONDING COMPANY (MUTUAL) • MERCHANTS NATIONAL BONDING, INC.
P.O. Box 14498 • DES MOINES, IOWA 50306-3498 • (800) 678-8171 • (515) 243-3854 FAX

IMPORTANT NOTICE

Have a complaint or need help?

If you have a problem with a claim or your premium, call your insurance company first. If you can't work out the issue, the Texas Department of Insurance may be able to help.

Even if you file a complaint with the Texas Department of Insurance, you should also file a complaint or appeal through your insurance company. If you don't, you may lose your right to appeal.

Merchants Bonding Company (Mutual)

To get information or file a complaint with your insurance company:

Call: Compliance Officer at 800-678-8171

Toll-free: 1-800-678-8171

Email: regulatory@merchantsbonding.com

Mail: P.O. Box 14498, Des Moines, IA 50306-3498

To get insurance information you may also contact your agent:

Frost Insurance Agency Inc

Call: 512-473-4520

Mail: 401 Congress Ave #1400 Austin, TX 78701

The Texas Department of Insurance

To get help with an insurance question or file a complaint with the state:

Call with a question: 1-800-252-3439

File a complaint: www.tdi.texas.gov

Email: ConsumerProtection@tdi.texas.gov

Mail: MC 111-1A, P.O. Box 149091, Austin, TX 78714-9091

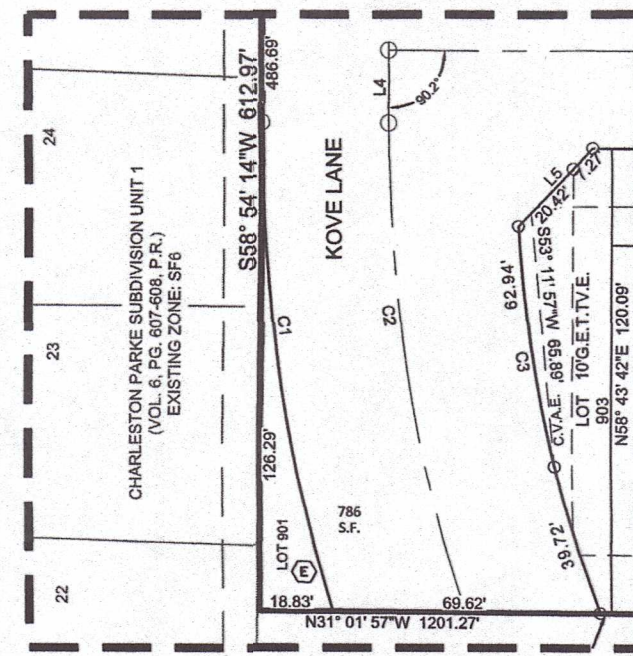
OWNER/DEVELOPER:
YM CIBOLO, LLC
227 WELLESLEY LOOP
SHAVANO PARK, TX 78231
PHONE: (210) 831-1563

Vol.10 pg 342

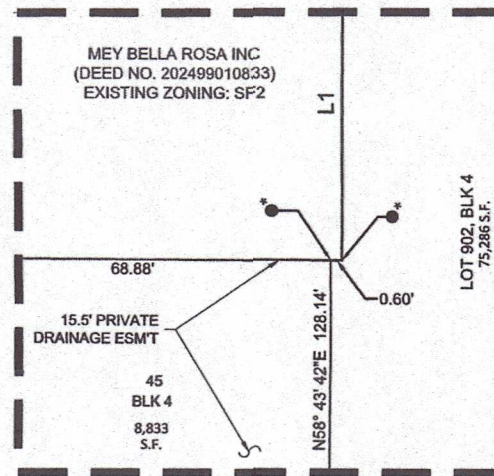
PLAT REFERENCE	
②	BELLA ROSA SUBDIVISION UNIT 2 VOLUME 9, PGS. 605-606, P.R.
③	CHARLESTON PARKE SUBDIVISION UNIT 1 VOLUME 6, PGS. 607-608, P.R.
④	CHARLESTON PARKE SUBDIVISION UNIT 2 VOLUME 7, PGS. 261-262, P.R.

Curve Table					
Curve #	Length	Radius	Delta	Chord Direction	Chord Length
C1	128.18'	433.00'	016°57'39"	N50°25'23"E	127.71'
C2	128.56'	400.00'	019°24'52"	S49°41'48"W	128.00'
C3	102.67'	367.00'	016°01'42"	S46°46'23"W	102.33'
C4	15.75'	25.00'	036°05'26"	N13°13'35"W	15.49'
C5	141.53'	50.00'	162°10'51"	N76°16'18"W	98.79'
C6	39.27'	25.00'	090°00'00"	S76°16'18"E	35.36'
C7	15.75'	25.00'	036°05'26"	S40°41'00"W	15.49'
C8	8.73'	100.00'	005°00'00"	S61°13'42"W	8.72'
C9	6.54'	75.00'	005°00'00"	S61°13'42"W	6.54'
C10	6.54'	75.00'	005°00'00"	N61°13'42"E	6.54'
C11	10.91'	125.00'	005°00'00"	S61°13'42"W	10.90'
C12	8.73'	100.00'	005°00'00"	S61°13'42"W	8.72'
C13	12.25'	25.00'	028°04'21"	N45°18'28"W	12.13'
C14	31.81'	25.00'	072°53'43"	S5°10'34"W	29.70'
C15	294.23'	60.00'	280°58'04"	N81°08'24"E	76.36'

Line Table		
Line	Length	Direction
L1	104.82'	S59°00'34"W
L2	104.72'	S58°54'14"W
L3	28.24'	S13°48'58"W
L4	18.53'	N58°54'14"E
L5	27.69'	N77°27'41"W
L6	15.00'	N13°43'42"E
L7	14.14'	N13°43'42"E
L8	14.75'	S73°46'18"E
L9	106.78'	S63°43'42"W
L10	106.78'	S63°43'42"W
L11	102.31'	N63°43'42"E
L12	30.99'	S58°43'42"W
L13	31.08'	S58°43'42"W
L14	31.17'	N58°43'42"E
L15	25.00'	S58°43'42"W
L16	48.96'	S08°49'55"E
L17	19.62'	S58°43'42"W



DETAIL "1"
1" = 50'
(SEE THIS SHEET)



DETAIL "2"
1" = 10'
(SEE THIS SHEET)

3 BLOCKS WITH 57 RESIDENTIAL LOTS,
3 OPEN SPACE LOTS, 1 DRAINAGE & OPEN SPACE LOTS.

FINAL PLAT BELLA ROSA SUBDIVISION UNIT 3

A PLAT OF 15.903 AC, BEING A COMBINATION OF A 5.513 ACRE TRACT OF LAND LYING IN THE TRINIDAD GARCIA SURVEY NO. 94, ABSTRACT NO. 137, GUADALUPE COUNTY, TEXAS, SAID 5.513 ACRE TRACT BEING THE SAME 5.51 ACRE TRACT OF LAND DESCRIBED IN A WARRANTY DEED WITH VENDOR'S LIEN TO KELVIN KRAMM AND WIFE, KAREN KRUEGER KRAMM, DATED JANUARY 21, 1981, DEED RECORDS OF GUADALUPE COUNTY, TEXAS, AND 10.387 ACRE TRACT OF LAND LYING IN THE TRINIDAD GARCIA SURVEY NO. 94, ABSTRACT NO. 137, GUADALUPE COUNTY, TEXAS, SAID 10.387 ACRE TRACT BEING ALL OF A 5.00 ACRE TRACT OF LAND DESCRIBED IN A WARRANTY DEED TO KERMIT KRUEGER AND WIFE, EVELYN KRUEGER, DATED FEBRUARY 28, 1992, RECORDED IN VOLUME 982, PAGE 639, OFFICIAL RECORDS OF GUADALUPE COUNTY, TEXAS, AND ALSO A PORTION OF A 16.89 ACRE TRACT OF LAND DESCRIBED AS "TRACT 5" IN A DEED OF PARTITION TO KERMIT KRUEGER, DATED MAY 22, 1980, DEED OF RECORDS OF GUADALUPE COUNTY, TEXAS.

CIVIL ENGINEERING CONSULTANTS
d.b.a. DON DURDEN, INC.
11550 IH 10 WEST, SUITE 395
SAN ANTONIO, TEXAS 78230-1037
TEL: (210) 641-9999
FAX: (210) 641-6440
REGISTRATION #F-2214 / #10041000

DATE PREPARED: OCTOBER 2024
JOB NUMBER: E0663302

NOTES:

- 1.) THE PROPERTY SHOWN HEREON LIES WITHIN THE CITY OF CIBOLO AND IS ZONED SF-5, PER 2018 UDC.
- 2.) THE PROPERTY SHOWN HEREON IS NOT LOCATED OVER THE EDWARDS AQUIFER RECHARGE ZONE.
- 3.) THE PROPERTY SHOWN HEREON IS LOCATED INSIDE SCHERTZ-CIBOLO-UNIVERSAL CITY SCHOOL DISTRICT.
- 4.) ALL PROPOSED STREETS WILL BE DEDICATED TO THE PUBLIC AND MAINTAINED BY THE CITY OF CIBOLO.
- 5.) THE PROPERTY SHOWN HEREON WILL HAVE UTILITIES PROVIDED BY THE FOLLOWING:
WATER - CITY OF CIBOLO
SEWER - CITY OF CIBOLO
ELECTRICITY - G.V.E.C.
- 6.) NO PORTION OF THE PROPERTY EXCEPT SHOWN HEREON IS LOCATED WITHIN A 100-YEAR FLOOD BOUNDARY AS DEFINED BY FLOOD INSURANCE RATE MAP GUADALUPE COUNTY, TEXAS COMMUNITY PANEL NUMBER 48187C 0230F, REVISED NOVEMBER 2, 2007.
- 7.) THIS PLAT DOES NOT AMEND, ALTER, RELEASE OR OTHERWISE AFFECT ANY EXISTING ELECTRIC, GAS, WATER, SEWER, DRAINAGE, TELEPHONE, CABLE EASEMENTS OR ANY OTHER EASEMENTS FOR UTILITIES UNLESS THE CHANGES TO SUCH EASEMENTS ARE DESCRIBED ABOVE.
- 8.) ALL UTILITY EASEMENTS ARE FOR THE CONSTRUCTION, MAINTENANCE (INCLUDING BUT NOT LIMITED TO REMOVAL OF TREE AND OTHER OBSTRUCTIONS), READING METERS AND REPAIR OF ALL OVERHEAD AND UNDERGROUND UTILITIES.
- 9.) G.V.E.C. TO HAVE 5' WIDE EASEMENT ON ALL ROAD CROSSINGS IN WHICH ELECTRIC AND/OR COMMUNICATION LINES ARE PLACED.
- 10.) BEARING REFERENCE SOURCE IS THE SOUTHWEST LINE OF THE CALLED 11.793 ACRE TRACT BETWEEN THE FOUND MONUMENTS SHOWN HEREON AND CALLED N31°04'09" WAS DETERMINED BY GPS OBSERVATION BASED ON NAD83 (2011) DATUM TEXAS STATE PLANE COORDINATE SYSTEM - SOUTH CENTRAL ZONE.
- 11.) MONUMENTATION AS SHOWN, IT IS THE PRACTICE OF CIVIL ENGINEERING CONSULTANTS TO MONUMENT ALL CORNERS (IF PRACTICAL) IN THE SUBDIVISION WITH 1/2" REBAR AND CEC PLASTIC CAPS, UPON COMPLETION OF CONSTRUCTION.
- 12.) THE PROPERTY OWNER, HOA, OR PROPERTY OWNER ASSOCIATION WILL MOW AND MAINTAIN PRIVATE PARKS, LANDSCAPE BUFFERS, OPEN SPACE, GREENBELTS AND DRAINAGE EASEMENTS.
- 13.) THE CITY OF CIBOLO RESERVES THE RIGHT TO RENAME STREETS AND/OR CHANGE HOUSE NUMBER DUE TO INCOMPATIBILITY WITH EXISTING NAME LAYOUT, EMERGENCY VEHICLE RESPONSE, AND MAIL DELIVERY.
- 14.) LOT SQUARE FOOTAGES SHOWN HEREON WERE DERIVED FROM DIMENSIONS SHOWN, BUT DO NOT REFLECT A CERTIFIED INCREASE IN ACREAGE ACCURACY BEYOND THAT OF THE TOTAL ACREAGE SHOWN HEREON (15.903 AC).
- 15.) THIS PLAT CONTAINS APPROXIMATELY 2,646 L.F. OF ROADWAY.
- 16.) SELLING A PORTION OF THIS ADDITION BY METES AND BOUNDS IS A VIOLATION OF THE UNIFIED DEVELOPMENT CODE OF THE CITY OF CIBOLO AND STATE PLATTING STATUTES AND IS SUBJECT TO FINES AND WITHHOLDING OF UTILITIES AND BUILDING PERMITS.
- 17.) PLAT APPROVAL SHALL NOT BE DEEMED TO OR PRESUMED TO GIVE AUTHORITY TO VIOLATE, NULLIFY, VOID, OR CANCEL ANY PROVISIONS OF LOCAL, STATE, OR FEDERAL LAWS, ORDINANCES, OR CODES.
- 18.) THE APPLICANT IS RESPONSIBLE FOR SECURING ANY FEDERAL PERMITS THAT MAY BE NECESSARY AS THE RESULT OF PROPOSED DEVELOPMENT ACTIVITY. THE CITY OF CIBOLO IS NOT RESPONSIBLE FOR DETERMINING THE NEED FOR, OR ENSURING COMPLIANCE WITH ANY FEDERAL PERMIT.
- 19.) APPROVAL OF THIS PLAT DOES NOT CONSTITUTE A VERIFICATION OF ALL DATA, INFORMATION AND CALCULATIONS SUPPLIED BY THE APPLICANT. THE ENGINEER OF RECORD OR REGISTERED PUBLIC LAND SURVEYOR IS SOLELY RESPONSIBLE FOR THE COMPLETENESS, ACCURACY AND ADEQUACY OF HISHER SUBMITTAL WHETHER OR NOT THE APPLICATION IS REVIEWED FOR CODE COMPLIANCE BY THE CITY ENGINEERS.
- 20.) ALL RESPONSIBILITY FOR THE ADEQUACY OF THIS PLAT REMAINS WITH THE ENGINEER OR SURVEYOR WHO PREPARED THEM. IN APPROVING THESE PLANS, THE CITY OF CIBOLO MUST RELY ON THE ADEQUACY OF THE WORK OF THE ENGINEER AND/OR SURVEYOR OF RECORD.
- 21.) ROUTINE MAINTENANCE OF WEEDS AND GRASS IN ALL EASEMENTS SHALL BE THE RESPONSIBILITY OF THE PROPERTY OWNER, HOA, OR PROPERTY OWNER ASSOCIATION ON WHICH THE EASEMENT IS LOCATED IN ACCORDANCE WITH CITY OF CIBOLO CODE OF ORDINANCES PROVISIONS FOR HIGH WEEDS AND GRASS.
- 22.) PRIOR TO THE ISSUANCE OF A BUILDING PERMIT, A GEOTECHNICAL REPORT SHALL BE COMPLETED SHOWING COMPLIANCE WITH ALL RECOMMENDED PRACTICE FOR THE DESIGN OF RESIDENTIAL FOUNDATIONS, VERSION 1. STANDARDS OF THE TEXAS SECTION OF THE AMERICAN SOCIETY OF CIVIL ENGINEERS, THE GEOTECHNICAL STANDARDS OF THE CITY OF CIBOLO UDC AND THE CITY OF CIBOLO BUILDING CODE, EACH OF WHICH MAY BE AMENDED.
- 23.) FINISHED FLOOR ELEVATIONS MUST BE A MINIMUM OF 8 INCHES ABOVE FINISHED ADJACENT GRADE.
- 24.) PARKLAND DEDICATION NOTE.
A. THE APPLICATION(S) SHALL PAY THE CURRENT PARK FEES ESTABLISHED BY THE CITY OF CIBOLO.
B. THE APPLICANT(S) SHALL PAY ANY CASH CONTRIBUTIONS TO THE CITY PRIOR TO RECORDATION OF A FINAL PLAT.
C. SHOULD THE APPLICANT(S) DIVIDE THE SUBDIVISION INTO SECTIONS, THE FEE FOR THE ENTIRE SUBDIVISION SHALL BE PRORATED BY THE NUMBER OF SECTIONS IN THE SUBDIVISION AND THE FEE ATTRIBUTABLE TO EACH SECTION SHALL BE PAID PRIOR TO RECORDATION FOR THE FINAL PLAT AND/OR AT BUILDING PERMIT AS ESTABLISHED BY THE CITY OF CIBOLO.
D. THE PARKLAND DEDICATION FEE FOR BELLA ROSA UNIT 3 IS \$34,200.
- 25.) NO STRUCTURE, FENCES, WALLS OR OTHER OBSTRUCTIONS THAT IMPEDE DRAINAGE SHALL BE PLACED WITHIN THE LIMITS OF THE DRAINAGE EASEMENTS SHOWN ON THIS PLAT. NO LANDSCAPING OR OTHER TYPE OF MODIFICATIONS WHICH ALTER THE CROSS-SECTIONS OF THE DRAINAGE EASEMENT, AS APPROVED, SHALL BE ALLOWED WITHOUT THE APPROVAL OF THE DIRECTOR OF PUBLIC WORKS. THE CITY OF CIBOLO SHALL HAVE THE RIGHT TO INGRESS AND EGRESS OVER THE GRANTOR'S ADJACENT PROPERTY TO REMOVE ANY IMPEDING OBSTRUCTIONS PLACED WITHIN THE LIMITS OF SAID DRAINAGE EASEMENTS AND TO MAKE ANY MODIFICATIONS OR IMPROVEMENTS WITHIN SAID DRAINAGE EASEMENTS.
- 26.) STREET NAME SIGNS WITH "BELLA ROSA" ARE TO BE SPELLED OUT COMPLETELY AND NOT ABBREVIATED. THE FONT SIZE FOR SUFFIX IS TO BE THE SAME SIZE AS "BELLA ROSA".
- 27.) PER UDC ARTICLE 14.3(D) - MODIFIED RESIDENTIAL STANDARDS NOTE, THE FOLLOWING LOTS HAVE A MINIMUM LOT WIDTH OF SIXTY (60) FEET AND HAVE A MINIMUM LOT AREA OF 6,600 (S.F.) SQUARE FEET.
 - LOT 21-25 & LOT 43 BLOCK 1
 - LOTS 25-26, BLOCK 4

THESE 8 LOTS ARE NO MORE THAN 15% OF THE TOTAL LOTS (57) ON THIS PLAT.

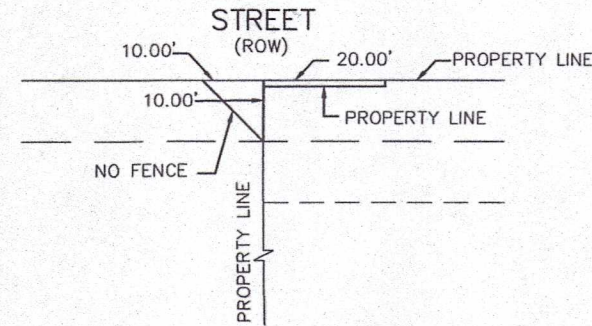


LOCATION MAP N.T.S.

LEGEND

1. BUILDING SETBACK LINE-----B.S.L.
2. GREEN VALLEY SPECIAL UTILITY DISTRICT-----GVSD
3. CERTIFICATE OF CONVENIENCE AND NECESSITY-----CON
4. GAS, ELECTRIC, TELEPHONE, CABLE TELEVISION EASEMENT-----G.E.T.V.E.
5. OFFICIAL PUBLIC RECORDS OF GUADALUPE COUNTY, TEXAS-----O.P.R.
6. PLAT RECORDS OF GUADALUPE COUNTY, TEXAS-----P.R.
7. DEED RECORDS OF GUADALUPE COUNTY, TEXAS-----D.R.
8. EXTRA-TERRITORIAL JURISDICTION-----ETJ
9. CLEAR VISION EASEMENT-----C.V.E.
10. VOLUME-----VOL.
11. PAGE-----PG.
12. LINEAR FEET-----L.F.
13. RIGHT OF WAY-----R.O.W.
14. STREET CENTERLINE-----C.L.
15. VEHICLE NON-ACCESS EASEMENT-----V.N.E.
16. BLOCK-----BLK.
17. SQUARE FOOTAGE-----S.F.
18. ACRE-----AC.
19. PROPOSED FIRE HYDRANT-----F.H.
20. EXISTING CONTOUR-----CONTOUR
21. PROPOSED FINISHED CONTOUR-----FINISHED CONTOUR
22. 1/2" IRON ROD FOUND W/ NO CAP, OR CAP SHOWN-----IRON ROD
23. 1/2" IRON ROD FOUND W/ CEC CAP-----IRON ROD
24. 1/2" IRON ROD SET W/ CEC CAP-----IRON ROD
25. THE VALUES OF THE SETS OF COORDINATES SHOWN HEREON WERE OBTAINED WITH GLOBAL POSITIONING RECEIVERS DATUM IS NAD 83 (2011) TEXAS STATE PLANE COORDINATE SYSTEM, SOUTH CENTRAL ZONE, COMBINED SCALE FACTOR IS 1.00017
26. MONUMENTATION AS SHOWN, IT IS THE PRACTICE OF CIVIL ENGINEERING CONSULTANTS TO MONUMENT ALL CORNERS (IF PRACTICAL) IN THE SUBDIVISION WITH 1/2" REBAR AND CEC PLASTIC CAP UPON COMPLETION OF CONSTRUCTION.

- A 1'x20' NON-ACCESS EASEMENT
- B 10'x10' FENCE VISIBILITY TRIANGLE
- C LOT 903, BLOCK 1 PERMEABLE GREENBELT (0.043 OF AN ACRE)
- D LOT 903, BLOCK 4 PERMEABLE GREENBELT (0.054 OF AN ACRE)
- E LOT 901, BLOCK 5 PERMEABLE GREENBELT (0.018 OF AN ACRE)
- F 1' NON-ACCESS EASEMENT



TYPICAL FENCE VISIBILITY TRIANGLE
("B" WITH LEADER ON SHEETS)

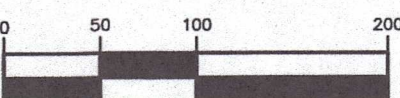
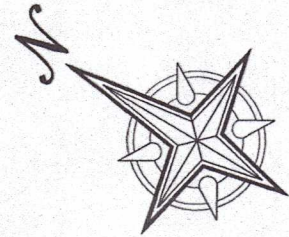
NOT TO SCALE

STATE OF TEXAS
COUNTY OF GUADALUPE
I do hereby certify that the foregoing is a true and correct copy as the same appears on FILE AND RECORDED in the Official Public Record of Guadalupe County, Texas, on the date and time stamped thereon.

Teresa Kiel
TERESA KIEL
Guadalupe County Clerk
By *Myra Lee* Deputy

CERTIFIED TO BE A TRUE
AND CORRECT COPY.
Guadalupe County Clerk
PAGE 2 OF 2 MT

JAN 2 8 2025



SCALE: 1" = 100'

N=13,763,057
E= 2,207,463

SCHOOL OF EXCELLENCE IN EDUCATION
DEED NO. 20219903762
EXISTING ZONE: C1

N=13,762,028
E= 2,208,083



City Council Regular Meeting Staff Report

H. Discussion/Action on payment of public noticeboard in front of City Hall. (Mr. Reed)

Meeting	Agenda Group
Tuesday, May 27, 2025, 6:30 PM	Discussion/Action Item: 9H.
From	
Wayne Reed, City Manager	

PRIOR CITY COUNCIL ACTION:

May 13, 2025... City Council discussed the donation of the public noticeboard that was constructed in front of City Hall and then passed a motion directing the City Manager go back to D&D Contractors what remittance they would accept from the City for the bulletin board.

BACKGROUND:

On May 13, 2025, the City Council discussed the donation by D&D Contractors to construct the City Hall bulletin board. A motion was made (see below) to request what "remittance" D&D Contractors would accept for this improvement.

12H. Discussion/Action on payment of public noticeboard in front of City Hall. (Councilwoman Sanchez-Stephens)

Motion by Mrs. Roberts, 2nd by Sanchez-Stephens to request City Manager go back to D&D Contractors what remittance they would accept from the City for the bulletin board. (Approved 4-3, Nay Mr. Mahoney, Mr. Roberts, and Mr. McGlothlin)

Following this action by City Council, the City Manager sent an e-mail to Kelly Dickens, Owner and President of D&D Contractors. Mr. Reed requested, "I am requesting a response from you as to what monetary amount would you want the City of Cibolo to pay for the City Hall bulletin board?" Mr. Dickens responded the next day with the full cost of the bulletin board (see Attachment 1 with Attachment 2 being the costs). Mr. Dickens is requesting the full cost:

Cibolo Bulletin Board Costs

Ingram Concrete	\$1,071.68
Bulletin Board Cabinets	\$1,298.96
Light fixtures	\$22.09
Masonry - Columns	\$1,200.00
Blackhorn Welding	\$15,774.60
Conduit	\$36.04
Labor & Equipment	\$2,500.00
Management & Overhead	\$2,500.00
Total:	\$24,403.37

For background, this donation was communicated to the City Council from the City Manager on January 14, 2025 (see Attachment 3). In this e-mail, Mr. Reed, ended with "Please, let David Howard and me know if you have any questions." The donation agreement was written by the City Attorney's Office and executed by the City Manager and Mr. Kelly Dickens, President of D&D Contractors (see Attachment 5a and 5b). Prior to May 13th, Mr. Reed received no request from a Councilmember to discuss this donation and/or to discuss concerns about the donation. This donation had NO CONNECTION to any procurement for construction services (or any other services) for which the City has solicited Request for Qualifications (RFQ) and Interests to Bid (ITBs) at any time.

The City has completed multiple Request for Qualifications (RFQ) and Interests to Bid (ITBs) related to construction projects over the past year. The attached list provides a comprehensive list of RFQs and ITBs for construction related work (see Attachment 5).

The City's staff follows the *Procurement Policy and Procedures Manual*, which is consistent with Ordinance 1432 (Procurement Policy). This begins with the Ethics in Public Procurement, which is covered on pages 4 – 6. Every member of the City staff has protected the integrity of the City's procurement processes by complying with the established policy and procedures, thereby upholding the highest standards of professionalism and to respect the values, objectives, and interests of the CITY. The terms and procedures for each procurement method are outlined in Chapters 3 and 4. Chapter 3 covers Professional and Consulting Services on pages 27–34 and Chapter 4 addresses Construction Services on pages 35 - 41.

STAFF RECOMMENDATION:

The City Manager has no recommendation at this time, but he does reiterate that this donation was made out of kindness by a local firm that employs about 120 employees, many of whom live in the City of Cibolo.

FINANCIAL IMPACT:

The cost of the bulletin board is \$24,403.37 (see Attachment 2).

MOTION(S):

City Council may make a motion to direct City staff to make remittance or payment for this bulletin board. Alternatively, it may move to not accept payment.

Attachments

[1 Kelly Dickens Forwarding Cost of Bulletin Board 2025-05-14.pdf](#)

[2 Cibolo Bulletin Board Costs w. receipts 2025-05-14.pdf](#)

[3 E-mail from CM to Council Cibolo Bulletin Board Donation 2025-01-14.pdf](#)

[4 Cibolo CIP RFQs and ITBs - May 24 till May 25.pdf](#)

[5a Donation Agmt no exhibit - City Hall Bulletin Board 2025-01-07.pdf](#)

[5b Donation Agmt Exhibit - City Hall Bulletin Board 2025-01-07.pdf](#)

Reed, Wayne

From: Kelly Dickens <kelly@danddcontractors.com>
Sent: Wednesday, May 14, 2025 3:04 PM
To: Reed, Wayne
Subject: FW: Cibolo Bulletin Board Costs
Attachments: Cibolo Bulletin Board Costs.pdf; Cibolo Bulletin Board Costs w. receipts.pdf

ATTENTION: External Email Source Detected! EXERCISE CAUTION, Verify before clicking.

Please see attached.

Mr. Kelly Dickens

President
D&D Contractors, Inc.
O 830-914-2000
C 830-426-1990



From: Gerald McLeod <GeraldM@danddcontractors.com>
Sent: Wednesday, May 14, 2025 2:37 PM
To: Kelly Dickens <kelly@danddcontractors.com>
Subject: Cibolo Bulletin Board Costs

Please see attached costs.

Respectfully,

Gerald E. McLeod, Jr.

Project Manager



D&D Contractors Inc.

1463 Bolton Road
Marion, Texas 78124

C: (830)358-9206

O: (830)914-2000

Cibolo Bulletin Board Costs

Ingram Concrete	\$1,071.68
Bulletin Board Cabinets	\$1,298.96
Light fixtures	\$22.09
Masonry - Columns	\$1,200.00
Blackhorn Welding	\$15,774.60
Conduit	\$36.04
Labor & Equipment	\$2,500.00
Management & Overhead	\$2,500.00

Total: \$24,403.37

0173102

PO 1433411

Ok to Pay

4.4.25

GEMCLEOD

01731

INVOICE		SHIP TO		SHIP DATE		SHIP VIA	
DATE		ADDRESS		CITY, STATE, ZIP		F.O.B.	
BILL TO		ADDRESS		CITY, STATE, ZIP		F.O.B.	
CUSTOMER'S ORDER NO.		SOLD BY		TERMS		PRICE	
ORDERED		SHIPPED		DESCRIPTION		UNIT	
				2 Columns of stone			
				200 S Main St, Cibola Tx 78108			
				Labor & Material = \$1,200			\$1,200
				total = \$1,200			
				Juan Carlos Ortiz Gonzalez			
				ED BY			
				Duan C O J			
				KEEP THIS SLIP FOR REFERENCE			

INVOICE

Ingram Readymix Incorporated

Remit To 3580 FM 482
New Braunfels, TX 78132
(830) 625-9156
FAX (830) 625-9174

Page 1

INVOICE NUMBER 8727076 PLANT# 12 CONVERSE PURCHASE ORDER NO. 1433236 DATE OF INVOICE 02/14/2025

DATE	TICKET	QTY	DESCRIPTION	PRICE	AMOUNT	Tx
02/14/25	1439006	7.00	3000 PSI ST CEM CURB WINTER	140.00	980.00	*
02/14/25	1439006	1.00	FUEL ADJUSTMENT	10.00	10.00	*
Total Cubic Yards 7.00				Sub-Total	990.00	
				Sales Tax CONV	81.68	
				Amount Due	1071.68	

TOTAL 1071.68

CUSTOMER NUMBER

LOCATION

S | Acct#: DAN275
O | D and D CONTRACTORS, INC.
L | 1463 BOLTON ROAD
D | MARION TX 78124
T |
O |

CIBOLO BUL. BOARD
RED RIVER & S. MAIN
CIBOLO TX

Details for Order #113-8915146-5371449[Print this page for your records.](#)**Order Placed:** March 1, 2025**Amazon.com order number:** 113-8915146-5371449**Order Total:** \$444.69**PO 143332**

Not Yet Shipped**Items Ordered****Price**

~~1 of: LEDMO 150W Wall Pack Lights Outdoor LED Security Light with Photocell 5000K 4 Pack Dusk to Dawn IP65 Commercial Exterior Lighting Fixture 21000lm 100-277V Equivalent, Wall Mount for Backyard, Parking~~ ~~\$389.99~~

~~Sold by: targetlighting (seller profile)~~~~Supplied by: Other~~

Condition: New

2 of: Globe Electric 240 W Twin Head Black Hardwired Automatic Dusk to Dawn Security Flood Light, Spotlight, Outdoor, Outside House Lights, 17000083 \$20.41

Sold by: Amazon.com Services, Inc

Supplied by: Other

Condition: New

Shipping Address:

gerald mcleod

1463 BOLTON RD

MARION, TX 78124-6003

United States

Shipping Speed:

Amazon Day Delivery

Payment information

Payment Method:

Visa ending in 8681

Billing address

gerald mcleod
1463 BOLTON RD
MARION, TX 78124-6003
United States

Item(s) Subtotal:	20.41	\$430.81
Shipping & Handling:		\$0.00
Your Coupon Savings:		-\$20.00

Total before tax:		\$410.81
Estimated tax to be collected:	1.68	\$33.88

Grand Total:	22.09	\$444.69

To view the status of your order, return to [Order Summary](#).

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United States

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Details for Order #113-1705594-7646626[Print this page for your records.](#)**Order Placed:** March 1, 2025**Amazon.com order number:** 113-1705594-7646626**Order Total: \$1,298.96****PO 143331**

Not Yet Shipped**Items Ordered**

4 of: *Enclosed Bulletin Board with Locking Door, Outdoor Bulletin Board Weatherproof, Lockable Display Case for Home, Office, and Community Use*

Price

\$299.99

Sold by: Kanekoi ([seller profile](#))

Supplied by: Other

Condition: New

Shipping Address:

gerald mcleod
1463 BOLTON RD
MARION, TX 78124-6003
United States

Shipping Speed:

FREE Prime Delivery

Payment information**Payment Method:**

Visa ending in 8681

Item(s) Subtotal:

\$1,199.96

Shipping & Handling:

\$0.00

Billing address

gerald mcleod
1463 BOLTON RD

Total before tax:

\$1,199.96

Estimated tax to be collected:

\$99.00

To view the status of your order, return to [Order Summary](#).

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APPLICATION AND CERTIFICATE FOR PAYMENT

TO: **D&D Contractors**
1463 Bolton Rd
Marion, TX 78124

PROJECT: #
City of Cibolo - Bulletin Board/Sign

SUBCONTRACTOR: **Blackhorn Fences, LLC**
PO BOX 1033
Cibolo, TX 78108

CONTRACTOR'S APPLICATION FOR PAYMENT

OK to Pay
4.25.25
GEMCLEOD

CHANGE ORDER SUMMARY

APPROVED CHANGE ORDER SUMMARY:		ADDITIONS	DEDUCTIONS
CO #NUMBER	DATE APPROVED		
TOTALS:			
NET CHANGE BY CHANGE ORDERS			

The undersigned Contractor certifies that to the best of the Contractor's knowledge, information and belief the work covered by this Application for Payment has been completed in accordance with the Contract Documents that all amounts have been paid by the contractor for work which previous Certificatess for Payment were issued and payments received from the Owner, and that current payment shown herein is now due.

CONTRACTOR: **Blackhorn Fences, LLC**

BY: William Hank DATE: 3/14/25

In accordance with the Contract Documents, based on on-site observations and the data comprising the above application, the Architect certifies to the Owner that to the best of the Architect's knowledge, information and belief the Work has progressed as indicated, the quality of the Work is in accordance with the Contract Documents, and the Contractor is entitled to payment of the AMOUNT CERTIFIED.

AIA DOCUMENT G702

APPLICATION #: **1** APPLICATION DATE: **03.14.2025**
PERIOD FROM: **03.01.2025** TO: **03.31.2025**
CONTRACT DATE:

Application is made for Payment, as shown below, in connection with the Contracts Continuation Sheet, AIA Document G703, is attached.

1. ORIGINAL CONTRACT SUM \$15,774.60
2. NET CHANGE BY CHANGE ORDERS
3. CONTRACT SUM TO DATE (Line 1 + 2) \$15,774.60
4. TOTAL COMPLETED & STORED TO DATE (Column G on G703) \$15,774.60
5. RETAINAGE:

A. 10% COMPLETED WORK

(Column D + E on G703)

B. 0% STORED MAT'L

(Column F on G703)

Total Retainage (Line 5a + Line 5b or Total Column I of G703)

6. TOTAL EARNED LESS RETAINAGE (Line 4 - Line 6) \$15,774.60

7. LESS PREVIOUS CERTIFICATES FOR
PAYMENT (Line 6 from prior Certificates)

8. CURRENT PAYMENT DUE **\$15,774.60**

9. BALANCE TO FINISH, PLUS RETAINAGE (Line 3 - Line 6)

STATE OF: **TEXAS** COUNTY OF: **Comal**

SUBSCRIBED AND SWORN TO BEFORE ME THIS

14 DAY OF March, 2025.

NOTARY PUBLIC: AP

MY COMMISSION EXPIRES: 5/19/27

AMMOUNT CERTIFIED: \$

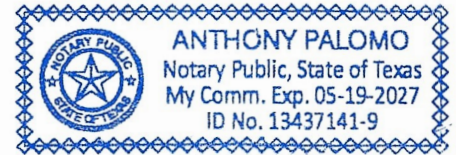
(Attach explanation of amount certified differs from the amount applied for)

CONTRACTOR:

By:

Date:

This Certificate is not negotiable. The AMOUNT CERTIFIED is payable only to the Contractor named herein, Issuance, payment and acceptance of payment are without prejudice to any rights of the Owner or Contractor under this Contract.



CONTINUATION SHEET

AIA DOCUMENT G703

Page 2 of 2

AIA Document G702, APPLICATION AND CERTIFICATE FOR PAYMENT, Containing Contractor's signed Certification attached. In tabulations below, amounts are stated to the nearest dollar. Use column 1 on Contracts where variable retainage for line items may apply

From: **Blackhorn Fences, LLC**
PO BOX 1033
Cibolo, TX 78108

TO: **D&D Contractors**
1463 Bolton Rd
Marion, TX 78124

APPLICATION NO:	1
APPLICATION DATE:	03.14.2025
PERIOD FROM:	03.01.2025
TO:	03.31.2025

Project : City of Cibolo - Bulletin Board/Sig #

A ITEM NO.	B DESCRIPTION OF WORK	C SCHEDULED VALUE	D WORK COMPLETED		F MATERIALS PRESENTLY STORED (NOT IN D OR E)	G		H BALANCE TO FINISH (C - G)	I RETAINAGE 10.00%
			FROM PREVIOUS APPLICATION (D&E)	THIS PERIOD		TOTAL COMPLETED & STORED TO DATE (D + E + F)	% (G + C)		
001	Cibolo Sign - Materials	\$7,138.10		7,138.10		7,138.10	100%	\$ -	
002	Cibolo Sign - Labor	\$8,636.50		8,636.50		8,636.50	100%	\$ -	
003								\$ -	
004								\$ -	
005								\$ -	
006								\$ -	
007								\$ -	
008								\$ -	
009								\$ -	
010								\$ -	
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018								\$ -	
019								\$ -	
020								\$ -	
021								\$ -	
022								\$ -	
023								\$ -	
024								\$ -	
025								\$ -	
TOTAL		15,774.60		15,774.60		15,774.60	100%		

Reed, Wayne

From: Reed, Wayne
Sent: Tuesday, January 14, 2025 4:25 PM
To: Reed, Wayne; Howard, David
Cc: Executive Team; Hall, Shannon; Gonzalez, Jeanette; Parsons, Jacob; George Hyde; Chapman, Valerie
Subject: UPDATE: City Hall Bulletin Board Structure
Importance: High

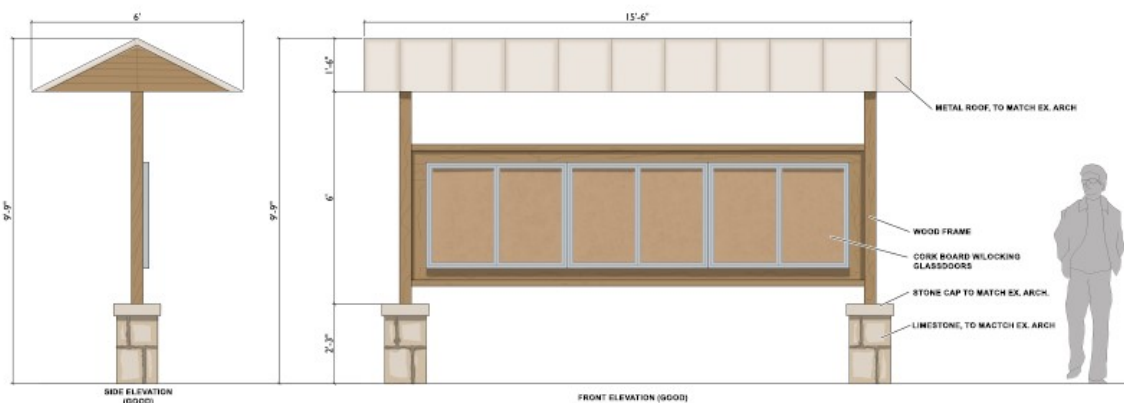
Mayor Allen and Council Members, [blind copied]

I want to update you on the City Hall bulletin board. We will be having the permanent structure installed sometime in February. This will replace the temporary, wood structure located in front of City Hall.

The City sought, informal competitive bids for the bulletin board and received two responses in December. The first one was slightly under \$20,000. The second response was a donation of the entire structure by D&D Contractors. I have accepted the donation; the City has executed a donation agreement.

Currently, the contractor has prepared a shop drawing that has been reviewed by our Facilities and Parks Superintendent and the City Secretary's Office. (This shop drawing was created based on the design shown below that was created by the City.) The City will provide feedback to the contractor in the next day to confirm the shop drawing is consistent with the concept drawing (see below). With the City staff's feedback, the contractor's fabricator will go into fabrication which will take about 3 weeks. Once the components that need to be fabricated are complete, D&D Contractors has told the City staff that it will be about 1-2 weeks for installation.

Figure 1. City Hall Bulletin Board Structure – Concept Drawing (there will be four 2-door bulletin boards)



Please, let David Howard and me know if you have any questions.

Sincerely,

Wayne Reed, **ICMA-CM**
City Manager
City of Cibolo
200 South Main Street
Cibolo, TX 78108
O (210) 619-0002



Strengths: *Learner* | *Arranger* | *Achiever* | *Belief* | *Responsibility*

The Cibolo City Council's Vision is... ***"A community that is proud of our historic roots, responsive to residents, and innovating for our future."***

**City of Cibolo's Request for Qualifications (RFQs) and Interest to Bid (ITBs)
from May 2024 to May 2025**

1. RFQ 24-160-16 Engineering - Cibolo South Sanitary Sewer Master Plan – Issue date: May 22,2024 – Response date: June 27,2024- Contract 24-160-16 with Freese & Nichols, Inc. **Seal bid.**
2. ITB 24-160-20_Trailhead Parking Area – Issue date: May 17,2024 – Response date: June 17,2024- **No Contract** **Seal bid. Engineer name: Colliers Engineering & Design.**
3. ITB 24-160-21 – Road Construction Materials -Issue date: August 20,2024 – Response date: September 20,2024- Contract 24-160-21 WITH Brauntex Materials Inc. **Seal bid.**
4. ITB 24-160-25 -Green Valley Low Water Crossing - Issue date: May 13,2024 – Response date: June 13,2024- Contract 24-160-25 with D &D Contractors Inc. . **Seal bid. Engineer name: LAN**
5. ITB 24-547-29 Animal care facility Animal Shelter Expansion Design -Issue date: August 29,2024 – Response date: September 27,2024- Contract 24-547-29 with PMGR Development Group Corp. **Seal bid. Engineer name: Colliers Engineering & Design.**
6. ITB 24-160-31 Green Valley Rd Water Main 24-160-31 - Issue date: August 26,2024 – Response date: September 26,2024- Contract 24-160-31 with JM Pipeline LLC.. **Seal bid. Engineer name: West wood**
7. ITB 24-160-32 FM 78 Water Main Extension 24-160-32 Issue date: August 20,2024 – Response date: September 19,2024- Contract 24-160-32 with T CONSTRUCTION LLC.. **Seal bid. Engineer name: West wood**
8. ITB 24-160-33 Cibolo Town Creek Walking Trails – Trail Dead at HEB Fishing Pond --Issue date: August 26,2024 – Response date: September 26,2024- Contract 24-160-33 with Presidio Contracting , LLC. . **Seal bid. Engineer name: Colliers Engineering & Design.**
9. ITB 24-160-34 Deer Creek Drainage Repair and Stabilization Issue date: September 12,2024 – Response date: October 11,2024- Contract 24-160-34 with D&S Concrete Contractors. **Seal bid. Engineer name: Colliers Engineering & Design.**

**City of Cibolo's Request for Qualifications (RFQs) and Interest to Bid (ITBs)
from May 2024 to May 2025**

10. RFQuotes 24-343-38_Electricity connections contracts Issue date: September 09,2024 – Response date: September 13,2024- Contract 24-343-38 with Alterman, INC. . **Open Bid.**
11. ITB 25-160-01 Street Rehabilitation Package 1- Issue date: November 12,2024 – Response date: December 12,2024- Contract 25-160-01 with D&D Contractors, Inc. . **Seal bid. Engineer name: LAN**
12. RFP 25-144-03 Old_Town_Downtown_Master_Plan- Issue date: October 15,2024 – Response date: November 15,2024- Contract 25-144-03 with Lionheart Places LLC. . **Seal bid.**
13. ITB 25-160-07 Lift Station Decommission Sanitary Sewer- Issue date: October 24,2024 – Response date: November 22,2024- **No Contract.** **Seal bid. Engineer name: Colliers Engineering & Design.**
14. 25-547-14 RFQ Cibolo Animal Services Facility – Issue date: February 03,2025 – Response date: March 3,2025- **No Contract yet.** **Seal bid.**
15. ITB 25-160-17 FY 25 Street Rehabilitation Package 2- Issue date: May 9,2025 – Response date: June 10,2025- **No Contract yet.** **Seal bid. Engineer name: LAN**
16. ITB #25-151-21 City of Cibolo Business and Event Center Renovation Phase 1 - Issue date: April 15,2025 – Response date: May 15,2025- **No Contract yet.** **Seal bid.**
17. ITB 25-748-23 Multi Event Center Field Restoration-Issue date: May 1,2025 – Response date: May 30,2025- **No Contract yet.** **Seal bid.**

**DONATION AGREEMENT BETWEEN
THE CITY OF CIBOLO AND
D&D CONTRACTORS, INC.**

This Donation Agreement (the "Donation Agreement") is entered into between the City of Cibolo, a home rule municipality in Guadalupe County, Texas, hereinafter referred to as "Donee", and D&D Contractors, Inc., a company incorporated under the laws of Texas, hereinafter referred to as "Donor", collectively referred to as "Parties".

A. DONATION

1. Donation. By and through this Donation Agreement, Donor agrees to donate labor and materials for the purpose of constructing a bulletin board near the entrance of the Cibolo Municipal Building located at 200 S. Main Street, Cibolo, Texas, in the location and per the specifications provided by Donee (the "Donation").
2. Specifications and Location. The Donation will be constructed pursuant to the specifications provided in Exhibit A, attached hereto unless otherwise agreed in writing. Donor will work with Donee to identify the exact desired location of the Donation.
3. Affirmation. Donor affirms that the Donation is made voluntarily and willingly and without any coercion or undue influence. Donor additionally affirms that the Donation is provided at no cost, fees, charges, or other financial obligations to the Donee.
4. Relinquishment. By and through this donation, Donor relinquishes all rights or claims to any intellectual or physical property associated with the bulletin board or the Donation.

B. TERM AND TERMINATION

1. Term. This Donation Agreement becomes effective upon signing by both Parties and stays effective until such time as the Donation is complete or the Donation Agreement is terminated by either Party.
2. Termination. This Donation Agreement is terminable by either Party without cause by sending written notice to the other Party as provided herein. If Donor terminates this agreement after starting the Donation or otherwise altering the location of the Donation, Donor agrees to restore the premises to its original condition, or some other safe condition agreed to be the Parties.

C. DONEE'S ACKNOWLEDGMENT AND RELEASE.

1. Donee's Acknowledgment. Donee acknowledges that Donee is accepting the donation in "as is, where is" condition with all faults and defects, latent or otherwise. Donee expressly acknowledges that, in consideration of the agreement of Donor herein, and except as otherwise specified herein, Donor makes and has made no representations or warranties, express or implied, or arising by operation of law, including, but not limited to, any warranty as to condition, merchantability or fitness for a particular use or purpose.
2. Donee's Release. DONEE FULLY RELEASES AND DISCHARGES DONOR FROM

AND RELINQUISHES ALL RIGHTS, CLAIMS, AND ACTIONS THAT DONEE MAY HAVE OR ACQUIRE AGAINST DONOR WHICH ARISE OUT OF OR ARE IN ANY WAY CONNECTED WITH THE CONDITION OF THE DONATION EXCEPT AS OTHERWISE PROVIDED HEREIN.

D. DONOR'S ACKNOWLEDGEMENT AND RELEASE

1. Donor's Acknowledgement. Donor is fully aware that there are inherent risks to itself, its employees, and its property, involved in the Donation that may result in personal injury, illness, or death, caused by: (a) engaging in the Donation, (b) traveling via any means of transportation to or from the site of the Donation or other sites necessitated by the Donation, or (c) exposure to or use of materials, tools, supplies, equipment, machinery, or other items that are associated with or utilized during the Donation. DONOR CHOOSES TO VOLUNTARILY PARTICIPATE IN THIS DONATION WITH FULL KNOWLEDGE THAT THE DONATION MAY BE HAZARDOUS TO ITSELF, ITS EMPLOYEES, OR ITS PROPERTY AND ASSUMES FULL RESPONSIBILITY FOR ANY RISKS OF LOSS, PROPERTY DAMAGE, OR PERSONAL INJURY, INCLUDING DEATH.
2. Donor's Release. DONOR HEREBY RELEASES, WAIVES, COVENANTS NOT TO SUE, AND AGREES TO HOLD HARMLESS FOR ANY AND ALL PURPOSES, DONEE, ITS OFFICERS, SERVANTS, AGENTS, VOLUNTEERS, AND EMPLOYEES FROM ANY AND ALL LIABILITIES, CLAIMS, DEMANDS, ACTIONS AND CAUSES OF ACTION WHATSOEVER ARISING OUT OF OR RELATED TO ANY LOSS, DAMAGE, OR INJURY, INCLUDING DEATH, THAT MAY BE SUSTAINED BY DONOR OR TO ANY PROPERTY BELONGING TO DONOR, WHILE CONSTRUCTING THE BULLETIN BOARD OR OTHERWISE IN THE DONATION, WHILE IN, ON OR UPON THE PREMISES WHERE THE DONATION IS OCCURRING, OR IN TRANSPORTATION TO AND FROM SAID PREMISES, WHETHER CAUSED BY DONOR'S OWN NEGLIGENCE OR THE NEGLIGENCE OR WILLFUL MISCONDUCT ANY OTHER PERSON, IN WHOLE OR IN PART.
3. Donor's Indemnification. DONOR HEREBY AGREES TO INDEMNIFY AND HOLD HARMLESS DONEE FROM ANY AND ALL LOSSES, LIABILITIES, CLAIMS, DEMANDS, INJURIES (INCLUDING DEATH), OR DAMAGES, INCLUDING COURT COSTS AND ATTORNEY'S FEES AND EXPENSES, ARISING DURING THE DONATION AND CAUSED DONOR'S NEGLIGENCE OR WILLFUL MISCONDUCT.

E. GENERAL PROVISIONS

1. Entire Agreement. This Donation Agreement contains the entire agreement between the Parties concerning the Donation and supersedes all prior written or oral agreements between the Parties to this Donation Agreement. No addition to or modification of any term or provision shall be effective unless in writing, signed by both Donor and Donee.
2. Partial Invalidity. If any portion of this Donation Agreement shall be declared by any court of competent jurisdiction to be invalid, illegal or unenforceable, that portion shall be deemed severed from this Donation Agreement and the remaining parts shall remain in full force as fully as though the invalid, illegal or unenforceable portion had never been

- part of this Donation Agreement.
3. Governing Law. The Parties intend and agree that this Donation Agreement shall be governed by and construed in accordance with the laws of the State of Texas with venue in Guadalupe County.
 4. No Third Parties Beneficiary. This Donation Agreement is not intended, nor will it be construed to create any third-party beneficiary rights in any person or entity who is not a Party.
 5. Waivers. No waiver by either Party of any provision shall be deemed a waiver of any other provision or of any subsequent breach by either Party of the same or any other provision.
 6. Captions. The captions and Section numbers of this Donation Agreement are for convenience and in no way define or limit the scope or intent of the Sections of this Donation Agreement.
 7. Counterparts. To facilitate execution, this Donation Agreement may be executed in as many counterparts as may be convenient or required. It shall not be necessary that the signature of all persons required appear on each counterpart. All counterparts shall collectively constitute a single instrument.
 8. No Presumption. All the Parties hereto have had full opportunity to review and participate in the drafting of the final form of this Donation Agreement and all documents attached as exhibits. Accordingly, such documents shall be construed without regard to any presumption or other rule of construction whereby any ambiguities within this Donation Agreement would be construed or interpreted against the Party causing the document to be drafted.
 9. Notices. All notices under this Donation Agreement must be in writing and are effective when hand delivered or sent by certified mail return receipt requested to the addresses listed below. Properly addressed mail that is returned as undeliverable is considered valid.

If to the Donee:

City of Cibolo
200 South Main Street
City of Cibolo, Tx 78108

With a copy to:

Hyde Kelley LLP
2806 Flintrock Trace, Suite A104
Austin, Tx 78738

If to the Donor:

D&D Contractors Inc.
1463 Bolton Road
Cibolo, Tx 78124

10. Survival. All terms regarding acknowledgement, release, survive the termination of this Donation Agreement.

<Signatures on Subsequent Page>

Executed in multiple originals effective as of the 7 day of Jan, 2025.

DONOR

D&D Contractors, Inc.

Signature: Kelly Dickens

Printed Name: Kelly Dickens

Title: President

Date: 1/7/2025

DONEE

City of Cibolo, Texas

Signature: Wayne Reed

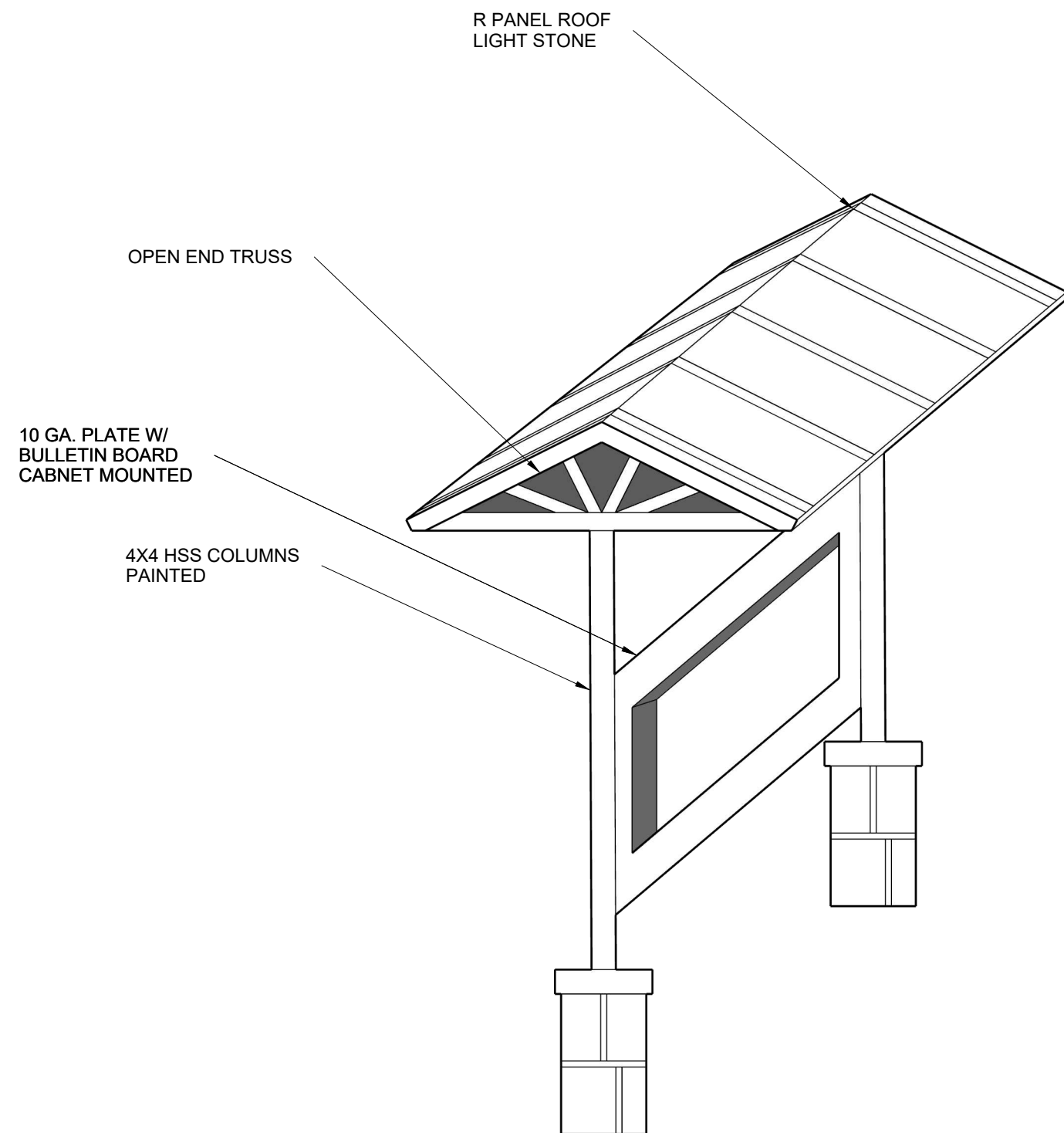
Printed Name: Wayne Reed

Title: City Manager

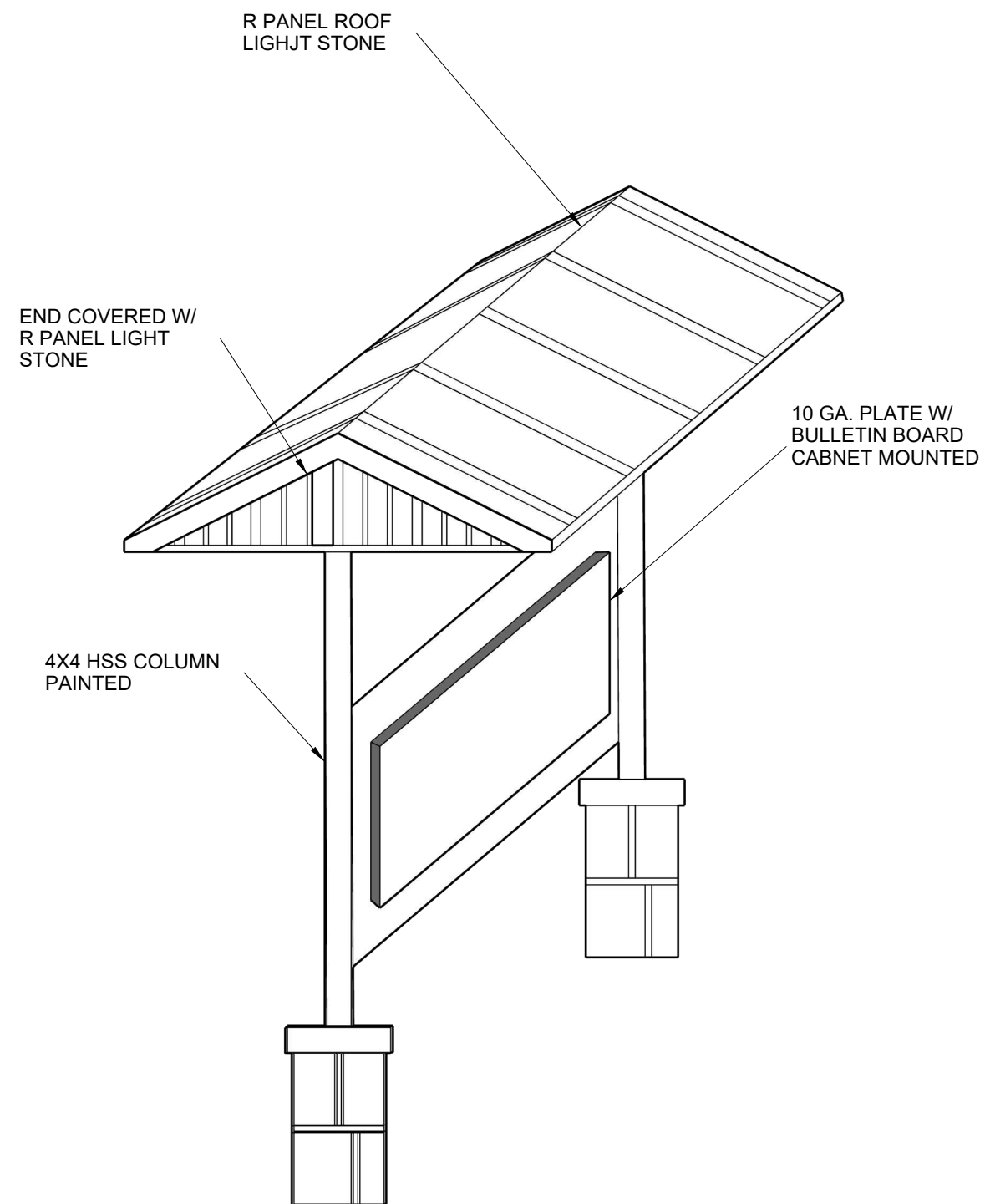
Date: 1/8/2025

EXHIBIT A

Specifications for Bulletin Board.



OPTION 1



OPTION 2

CLIENT
D&D CONTRACTORS

PROJECT
CIBOLO SIGN
PROJECT NO.
04815

ISSUE
1.10.2025
DRAWN BY
KAH

INFORMATION
SIGN



City Council Regular Meeting Staff Report

I. Discussion/Action on reconsideration of the Capital Improvements Advisory Committee. (Mr. Reed)

Meeting	Agenda Group
Tuesday, May 27, 2025, 6:30 PM	Discussion/Action Item: 9I.
From	
Wayne Reed, City Manager	

PRIOR CITY COUNCIL ACTION:

December 8, 2020... City Council adopted Ordinance 1323 concerning the establishment of a seven (7) member Capital Improvements Advisory Committee (CIAC), which would participate in the update to the City's impact fees in 2021.

September 14, 2021... City Council adopted Ordinance 1348 which updated the water, wastewater, drainage, and roadway impact fees based on the Cibolo Impact Fee Program Update study.

January 14, 2025... City Council gave direction to City staff to re-establish the CIAC under Ordinance 1323 with seven (7) members to assist with the update to the City's impact fees in 2025.

January 14, 2025... City Council approved a contract under the master Services Agreement with Freese and Nichols, Inc., for an update to the City's Water, Wastewater, Roadway, and Drainage Impact Fees. This is the same firm that updated the impact fees in 2021.

January 28, 2025... City Council discussed the next steps to appoint members following City Council's direction on January 14th to re-establish the Cibolo CIAC. City staff informed City Council that all previously appointed members' terms had expired, but that the City Secretary's Office had already reached out to those individuals; as of the meeting, three had responded and two had submitted applications. The City Manager explained that City staff would requesting the P&Z Commission and EDC Board each make a recommendation to on an appointment. Lastly, the City Manager encouraged Councilmembers to encourage applicants to the CIAC so that the City's consultant (Freese and Nichols) could begin engagement with the committee. No action was taken.

February – May 2025... City Council appointed four (4) individuals to the CIAC, including one P&Z Commission member and one EDC Board member. However, none of the four have experience in real estate, development, or building industries, which State law requires **at least 40 percent** of the membership of the CIAC. Based on a seven member CIAC, at least 3 members must have experience in one or more of the three fields.

BACKGROUND:

It has been four (4) months since January 14th when the City Council gave direction to re-establish a stand-alone CIAC based on Ordinance 1323, rather than utilize the P&Z Commission. State law requires the establishment of CIAC, as follows:

The Advisory Committee is composed of not less than five members who shall be appointed by a majority vote of the governing body of the political subdivision.

Not less than 40 percent of the membership of the Advisory Committee must be representatives of the real estate, development, or building industries who are not employees or officials of a political subdivision or governmental entity.

If the political subdivision has a planning and zoning commission, the commission may act as the Advisory Committee if the commission includes at least one representative of the real estate, development, or building industry who is not an employee or official of a political subdivision or governmental entity.

If no such representative is a member of the planning and zoning commission, the commission may still act as the Advisory Committee if at least one such representative is appointed by the political subdivision as an ad hoc voting member of the planning and zoning commission when it acts as the Advisory Committee.

If the impact fee is to be applied in the extraterritorial jurisdiction of the political subdivision, the membership must include a representative from that area.

Texas Local Government Code Section 395.058(b).

Per Ordinance 1323, the CIAC membership is to be comprised as follows:

- One (1) member from the Planning and Zoning Commission
- One (1) member from the Economic Development Corporation Board
- One (1) member from the Extraterritorial Jurisdiction
- Three (3) members that have “special knowledge, skills, or information that the Council may deem to be beneficial to this Committee”

Members are appointed to serve three (3) year terms. To be compliant with the State law requiring at least 40% of the members being representatives of the real estate, development, or building industries, Cibolo's CIAC must have a minimum of three (3) members with experience in one or more of these three fields. Once formed, Freese and Nichols will provide training to the members of the CIAC as part of the project.

Since January, the City's consultant (Freese and Nichols) has been collecting data and performing analysis. However, there will be a point in time that the project comes to a stop, if the City can not form the CIAC with at least three (3) members (or 40%) that have experience in real estate, development, or building industries.

Some of the work performed by Freese and Nichols includes analyzing the Land Use Assumptions using the recently adopted Future land Use Map, past and current Capital Improvements Plan for water, wastewater, and transportation, analyzing the recently adopted Master Thoroughfare Plan, and evaluating Impact Fee Service Area boundaries. In addition, they have participated in meetings with CCMA and GVSUD to gather data that will feed the City's study.

At this time, does City Council want to continue to seek applicants for the CIAC or reconsider utilizing the P&Z Commission? How much time is the Council willing to give to forming a CIAC that complies with State law? If City Council is open to considering the P&Z Commission to serve in this role, the next step would be to prepare an ordinance amending the City Code to provide for the Planning and Zoning Commission to act as the Capital Improvements Advisory Committee. In addition, the City would need to appoint one individual to serve on the P&Z Commission, who has experience in real estate, development, or building industries and is not an employee or official of the City of Cibolo.

STAFF RECOMMENDATION:

City staff does recommend that the City Council set a date that it wants the CIAC formed and, if not established by a date certain, direct staff to bring forward an ordinance to amend the City Code to provide for the Planning and Zoning Commission to act as the Capital Improvements Advisory Committee.

FINANCIAL IMPACT:

There is nominal favorable financial impact on the City. By increasing efficiency by combining the Commission with the Committee, reducing the administrative burden on City Staff to coordinate, schedule, assign space and prepare and post agendas, prepare and maintain minutes and other information, from two related city groups into one.

MOTION(S):

City Council may give direction in the form of a motion or statement. This is not a formal action item.

Attachments

[ORD 1323 CIAC 2020-12-08.pdf](#)



ORINANCE NO: 1323

AN ORDINANCE OF THE CITY OF CIBOLO, GUADALUPE COUNTY, TEXAS AMENDING THE CITY'S CODE OF ORDINANCES AND AMENDING THE ORDINANCE CREATING A CAPITAL IMPROVEMENTS ADVISORY COMMITTEE FOR THE PURPOSE OF PROVIDING RECOMMENDATIONS TO THE CITY COUNCIL REGARDING A PLAN FOR THE EXPENDITURE OF FUNDS FOR MAJOR CAPITAL IMPROVEMENT AND MAJOR CAPITAL PURCHASES.

WHEREAS, the City of Cibolo, Texas, is a Home Rule Municipality located in Guadalupe County, Texas, created in accordance with provisions of the Texas Local Government Code and operating pursuant to its adopted City Charter and all applicable laws and enabling legislation of the State of Texas; and

WHEREAS, the City of Cibolo, Texas, is governed by a Home Rule Charter that was approved by the Citizens of Cibolo in a duly called election held on September 11, 2014; and

WHEREAS, Section 7.10 Capital Program of the Home Rule Charter specifies that a 5-Year Capital Program be updated and be submitted annually with the City budget; and

WHEREAS, the City Council feels it is important to receive community input and direction from the community in preparing and updating a plan for major capital expenditures of the City; and

WHEREAS, Chapter 395 of the Local Government Code requires the City to appoint a Capital Improvements Advisory Committee to assist the City Council and staff in the development of the City's Capital Improvements Plan.

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

SECTION 1.
Code Amended

Part II, Chapter 2, Article IV BOARDS AND COMMISSIONS of the City's Code of Ordinances is amended to read as follows:

Division 4. CAPITAL IMPROVEMENTS ADVISORY COMMITTEE

Sec. 2-235. CREATION, COMPOSITION, APPOINTMENT OF MEMBERS

The City Council of the City of Cibolo hereby creates a Capital Improvements Advisory Committee to be composed of SEVEN (7) members appointed by the City Council of Cibolo, Guadalupe County, Texas. One member of the Planning and Zoning Commission and one member of the Economic Development Corporation will be appointed by council to serve as two of the seven members; One member shall be a resident of the City's extraterritorial jurisdiction. The remaining four (4) members will be appointed by council. Council will appoint members to serve on this committee making sure that the citizen chosen has the special knowledge, skills or information that Council may deem to be beneficial to this Committee.

Sec. 2-236. QUALIFICATIONS AND TERMS OF MEMBERS

Not less than 40 percent (40%) of the membership of the advisory committee must be representatives of the real estate, development, or building industries who are not employees of officials of the City or any other political subdivision or governmental entity.

Members of the committee shall be appointed to serve for a term of three (3) years. A member shall continue to serve until the City Council appoints his/her successor. All vacancies shall be filled by appointment of a majority of the City Council and such appointments shall be for the remainder of the unexpired term. Members shall be limited to appointment for not more than two (2) complete successive terms and are eligible for re-appointment.

Sec. 2-237. MEMBERS TO SERVE WITHOUT COMPENDATION

Members of the Capital Improvements Advisory Committee shall serve without compensation.

Sec. 2-238. ORGANIZATION AND MEETINGS

The members of the Capital Improvements Advisory Committee shall select officers at their first scheduled meeting. Meetings shall be held at least monthly and the meeting place shall be at City Hall. All officer terms run one (1) year from the date of selection.

The following describes Officers and their duties:

Chairman: Shall preside over the meeting. Chairman may vote on all matters before the Committee.

Vice Chairman: Shall preside over the meeting in the absence of the Chairman.

Secretary: The City Secretary or the Assistant City Secretary will serve as secretary and keep an accurate account and minutes of all meetings. The City Secretary will give the Oath of Office to all members at the first meeting or the first meeting an individual is in attendance for. The City Secretary will work with the Chairman and Planning & Engineering staff to prepare an agenda and will see it posted in accordance with State of Texas Open Meetings requirements.

Sec. 2-239. Quorum

A majority of the Capital Improvements Advisory Committee members shall constitute a Quorum for the transaction of business.

Sec. 2-240. RULES AND PROCEDURES

The Capital Improvements Advisory Committee shall follow the rules and procedures adopted by City Council and the City Secretary shall keep a record of their proceedings.

Sec. 2-241. ATTENDANCE

Members shall not miss more than three (3) consecutive regular and special meetings regardless of cause of absence and regardless of excuse. Failure to comply with these attendance requirements whether excused or not will be considered as resignation by the member. In the event of such termination the Chairperson of the Committee shall immediately notify the City Council who shall then take immediate steps to fill the vacancy.

Sec. 2-242. DUTIES

The Capital Improvements Advisory Committee shall:

- (1) advise and assist the political subdivision in adopting land use assumptions;
- (2) review the capital improvements plan and file written comments;
- (3) monitor and evaluate implementation of the capital improvements plan;
- (4) file semiannual reports with respect to the progress of the capital improvements plan and report to the political subdivision any perceived inequities in implementing the plan or imposing the impact fee; and

(5) advise the political subdivision of the need to update or revise the land use assumptions, capital improvements plan, and impact fee.

(6) Act in an advisory capacity to the City Council in all matters pertaining to the plan for establishing and implementing a 5-Year Capital Improvements Program.

(7) Provide a recommendation in the form of a written report for a 5-Year Capital Improvement Program that provides a prioritized list of projects, cost estimates for each project, recommended funding source(s) for each project, estimated annual operating cost of operating and maintaining each project, and general fiscal guidelines for expenditures on the 5-Year Capital Improvement Program. Fiscal guidelines shall include, but not limited to, recommendations for maximum tax rates to be established to fund the recommended program and recommendations for the timing of future-bond issues.

Sec. 2-243. EXPEDITURES AND OBLIGATIONS

Whenever it is deemed necessary by the Capital Improvements Advisory Committee to incur any expenses in performing the duties assigned to it, an estimate of such proposed expense shall be submitted to the City Council. No debts of any kind or character shall be made or incurred by the Capital Improvements Advisory Committee or anyone acting for, unless such expenditures have been specifically authorized by the City Council prior to the time such obligations are incurred.

Sec. 2-244 to 2-250. RESERVED.

SECTION 2. EFFECTIVE DATE

This ordinance shall be effective immediately upon the passage and approval of the City Council of the City of Cibolo, Texas.

SECTION 3. CUMULATIVE

That this ordinance shall be cumulative of all provisions of the City of Cibolo, Texas, except where the provisions of this Ordinance are in direct conflict with the provisions of such Ordinances, in which event the more restrictive provision shall apply.

SECTION 4. SEVERABILITY

That it is hereby declared to be the intention of the City Council of the City of Cibolo 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 should be declared unconstitutional by the valid judgement or decree of any court of competent jurisdiction, such unconstitutionality shall not affect any of the remaining phrases, clauses, sentences, paragraphs or sections of this Ordinance, since the same would have been enacted by the City Council without incorporation in this Ordinance of any such unconstitutional phrase, clause, sentence, paragraph or section.


**SECTION 5.
SAVINGS**

That all rights and privileges of the City of Cibolo are expressly saved as to any and all violations of the provisions of any Ordinances affecting City Development and Construction Standards, 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 6.
REPEALER**

All ordinances, parts or ordinances or provisions of the City's Code in conflict with the provisions of this ordinance, specifically Resolution No 1431 and Ordinance No. 1100 are hereby repealed to the extent of any conflict.

PASSED AND APPROVED THIS 8TH DAY OF DECEMBER 2020.



Stosh Boyle
Mayor

ATTEST:



Peggy Cimics, TRMC
City Secretary





City Council Regular Meeting Staff Report

K. Discussion/Presentation regarding a status update of the Unified Development Code (UDC) Rewrite. (Mr. Spencer)

Meeting	Agenda Group
Tuesday, May 27, 2025, 6:30 PM	Discussion/Action Item: 9K.
From	
Eron Spencer, Assistant Planning Director	

PRIOR CITY COUNCIL ACTION:

In alignment with the City Council's FY 2025–2027 Strategic Plan and the adopted Cibolo Tomorrow Comprehensive Plan (2024), the City of Cibolo initiated a full rewrite of its Unified Development Code (UDC). This effort aims to modernize and streamline the City's development regulations while ensuring alignment with community values and long-range plans.

Following the RFP process, Kendig Keast Collaborative (KKC) was selected as the consultant for the UDC Rewrite. A Professional Services Agreement was executed after receiving City Council approval at its December 11, 2024, regular meeting.

BACKGROUND:

As presented at the September 10, 2024, City Council meeting, the following goals are guiding the UDC Rewrite. These are not listed in order of priority, as each plays a critical role in shaping a stronger, more sustainable Cibolo.

1. Promote Neighborhood Preservation
2. Implement the goals of other City plans
3. Improve public engagement and the public hearing process
4. Improve enforcement and penalty provisions
5. Promote economic development
6. Establish redevelopment and infill regulations
7. Enhance design and community aesthetics
8. Modernize the UDC for appropriate and relevant uses
9. Streamline approval processes and improve process efficiencies
10. Create a UDC that is not in conflict with other Codes
11. Make the UDC more accessible, user-friendly, and readable

The UDC Rewrite will modernize and streamline the City's development regulations by addressing deficiencies in the current UDC, simplifying outdated or overly complex provisions, and incorporating best practices. The updated UDC will include improvements in zoning districts, land use regulations, site development standards, and subdivision requirements to ensure they align with the community's evolving needs. Additionally, necessary adjustments will be made to reflect state legislative changes. The rewrite will include comprehensive revisions to the existing code and the introduction of new provisions that are custom tailored to support the City's long-term growth and development objectives.

Deliverables to Date:

The purpose of this agenda item is to provide an update on the progress of the UDC Rewrite, and to present key deliverables prepared by the consultant team, KKC. These deliverables are intended to guide public engagement, support the implementation of project goals, and inform recommendations for proposed regulatory changes. Since execution of the contract, KKC has produced the following five (5) deliverables:

1. Public Engagement Plan

As presented to City Council at its February 11, 2025, regular meeting, the Public Engagement Plan outlines the strategies for meaningful community involvement throughout the UDC Rewrite process. The plan identifies methods for engaging residents, business owners, elected and appointed officials, and City staff. It also details the communication tools and outreach techniques that will be used to ensure inclusive, transparent participation from the early stage of the project through final adoption of the new UDC.

2. Stakeholder Feedback Summary

During KKC's initial visit to Cibolo on March 25-26, 2025, the consultant team facilitated a series of stakeholder sessions. City staff invited a broad cross-section of the community, including HOA representatives, developers, design professionals, business owners, Planning & Zoning Commissioners, and the City's Staff Technical Team (STT) to share their experiences and views on the challenges and opportunities in the current UDC. Following the stakeholder sessions, KKC compiled a summary of key themes and recurring issues, which is attached to this report.

3. Implementation Matrix

To ensure the updated UDC aligns with the City's adopted plans and policy documents, including the FY 2025-2027 Strategic Plan, Cibolo Tomorrow Comprehensive Plan, Strategic Economic Development Plan, and the IH-10 Corridor Plan, KKC developed an Implementation Matrix. The attached document identifies policy goals and action items from these plans and corresponds to recommended regulatory changes in the new UDC. KKC is also coordinating with Lionheart Places, the consultant team leading the Old Town Master Plan, to ensure that recommendations specific to Old Town are reflected as custom-tailored regulations in the proposed UDC.

4. Annotated Outline

The Annotated Outline, attached herein, presents a proposed chapter-by-chapter structure for the new UDC, offering an overview of new content and revisions to existing sections. It is intended to serve as a working draft and reference point as the progresses. The outline is organized for real-world usability, emphasizing improved clarity, reduced legal jargon, and the incorporation of helpful graphics and tables. Some key chapters include zoning, land uses, development standards, subdivision regulations, and development review procedures.

5. Regulatory Audit

This comprehensive review evaluates the current UDC's organization, structure, and content. The audit identifies several areas in need of improvement, including inconsistent formatting, vague or outdated language, limited illustrations, and a lack of clarity in procedures. It recommends a full reorganization of the code, streamlined content, clearer definitions, revised zoning districts based on PlaceTypes, and expanded permitted uses to align with the community vision outlined in the Comprehensive Plan.

NEXT STEPS:

A Joint Workshop with City Council, Planning & Zoning Commission, and the Board of Adjustment is scheduled for May 28, 2025. The purpose of this workshop is to: (1) recap the findings and recommendations provided by KKC; (2) collect feedback on the components of the UDC Rewrite—including organizational structure, zoning districts, permitted uses, development standards, subdivision regulations, and review procedures; and (3) confirm direction for the drafting of UDC modules.

Following the workshop, KKC will begin drafting the new UDC in a modular format, with reviews scheduled throughout the summer. A preliminary draft of the first module is expected to be delivered during the week of August 18, 2025.

KKC's third visit to the City is tentatively scheduled for September of 2025, which will include a public Open House and a meeting with the UDC Advisory Committee, pending City Council's appointment of committee members.

Attachments

[Stakeholder Feedback Summary.pdf](#)

[Implementation Matrix.pdf](#)

[Annotated Outline.pdf](#)



Introduction

As part of Cibolo's effort to update the Unified Development Code (UDC), Kendig Keast Collaborative (KKC) conducted a series of in-person stakeholder interviews to discuss and identify key issues related to the update. These interviews were conducted over a two-day period in March 2025 and provided an opportunity for users of varying levels including staff and members of the community to share their perspectives on the UDC and their opinions on what are the most pressing challenges and highest priorities for revision.

The goal of these discussions was to gain a deeper understanding of how the UDC is applied, the challenges it presents, and its overall impact on development within the Cibolo. The insights gathered will serve as the foundation for KKC's Regulatory Audit of the existing UDC and guide the drafting of the revised UDC.

Below is a summarized record of the recurring issues and key themes that emerged from these conversations organized by general topic. While not a verbatim transcript, these notes accurately reflect the concerns and viewpoints expressed by those interviewed.

General Comments on the Current Unified Development Code (UDC)

- The way the current UDC is written is complex and feels like it was written by an attorney.
 - Needs to be more user friendly, especially for younger people.
- There are multiple contradictions to itself and to the design manual.
- There needs to be clear standards so that there is not room for interpretation.
- Approval processes are too slow and too costly, which is discouraging to small business growth.
- There is an understanding that the UDC needs to be modernized in order to reduce inconsistencies and conjunctions as well as streamlining process.
- Need to make sure standards are enforceable both legally and administratively.

Comments About Development Standards

- **Infill/Conversion Standards**
 - Need standards for infill development and existing buildings that convert from another use or convert from residential to commercial
- **Parking**
 - Currently, there does not seem to be an issue with lack of parking in any parts of the City.



- There was a discussion about possibly reducing or eliminating parking minimums or even possibly introducing parking maximums in Old Town to help prevent an overdevelopment of parking lots.
 - Businesses in converted residential buildings struggle with the strict minimum parking space requirements. Because the now commercial buildings were once homes it can be difficult to comply with parking lot standards.
 - Additionally, business owners suggested that the current parking situation only works because neighboring businesses have informal agreements, but future changes may complicate this even further.
- **Open Space Requirements**
 - There was a general consensus that the required open space was appropriate and seen as beneficial.
 - Developers discussed possible incentives or credits for having amenities like dog parks, picnic tables, other community features within developments to help meet open space requirements.
- **Lot Dimensional Standards**
 - Higher density single-family housing is not permitted under the current code. Developers are very limited with the current minimum lot sizes.
 - Several comments echoed that the requirement for 60 ft. wide lots is too large and is not conducive with the market today
 - One community member disagreed and was not in favor of smaller lots
 - Some said it's known in the development community that Cibolo decision makers don't want smaller lot subdivision so requiring an alley for smaller lots is in essence a prohibition without directly saying it
 - Developers discussed a need for attainable housing in Cibolo. They suggested that instead of the city discouraging small lots, the city could require higher development standards for this type of development.
- **Housing and Land Uses**
 - Lack of housing diversity
 - Only single-family detached on medium to large lots
 - Unclear if certain things could be done like a cottage court where multiple single-family homes are all on one lot
 - This is done in San Antonio
 - There are some catalyst projects in the works like a Little League baseball field that will bring visitors to Cibolo, but a lack of supporting uses like restaurants and hotels
 - When a resident first moved to the area, there was a huge lack of apartments, but getting a little better
 - Lack of housing options in general. Need attainable options for nurses, teachers, etc. who work in Cibolo



- Several City staff members/business owners mentioned they work in Cibolo but live elsewhere.
 - “Everyone I know has, at some point in their life, lived in an apartment”
- Manufactured Homes / Mobile Homes / Modular Homes
 - Seem to be used interchangeably and most seem unsure what the differences between them are
 - Need clear definitions for each
 - Single unit manufactured homers
 - Generally ok with it if that’s the most people can afford
 - Currently requires a CUP
 - Right now it can only be replaced once (unsure if this applies to manufactured homes or mobile homes)
 - Sometimes uses as ADUs
- Industrial Uses
 - Trying to grow industrial areas, but need to include protections for home owners against industrial uses with a negative effect on surrounding residential properties that were there first.
- Gas stations require a CUP if larger than 5,000 sq. ft, but unclear why.
- Vape store is lumped in with general retail
- Storage units – do not want any more with units accessed from outside.
- **Signs**
 - Sign standards need to be updated to fit what is actually in the City
 - Requirement for signs to only face a ROW which has caused issued about what that means exactly
 - Intent was to protect residential properties from bright illuminated commercial signing
 - Would like things to be relatively uniform in types of signs and sizes at least within a given area – especially Old Town.
 - Some business owners would like to see more flexibility for temporary signs and when they require sign permits.
- **Sound Ordinance**
 - Would like to see it be more in line with other surrounding communities
 - Patrons lingering outside are often the issue, not the business itself.
- **Fencing / Screening**
 - Perimeter fences around subdivisions should be allowed to be higher than 6 ft. when abutting heavy traffic area
 - There is too much left up to interpretation with what is required of businesses regarding fences used for buffering/screening leading to inconsistencies.
 - Sometimes business may build a wooden fence and other times they are required to build a concrete wall



- Concrete fences affect the noise ordinances but are still mandated in some cases.
 - Business owners felt that some properties require a fence when it is unnecessary. E.g. There's already a significant amount of trees screening the property
- There is a need for greater flexibility with fencing requirements, especially regarding easements.
 - E.g. Fencing is required to screen parking but because of easement, the fence has to be located far into the property.
- **Tree Preservation, Landscaping and Buffering Requirements**
 - Need to look at how many trees are required based on lot size
 - Some noted mature trees are causing issues with house's foundations and sidewalks
 - Tree preservation standards are a good idea long term
 - Current landscaping rules do not account for water restrictions and drought conditions. Business owners expressed that they are required to plant plants on their property that they ultimately cannot maintain. It was suggested that drought-resistant plants are added as an option.
 - Overall, there is more flexibility needed for what is required. There is a need for allowed hardscaping instead of water-intensive landscaping.
 - Suggested looking at New Braunfel's landscaping requirements
 - Currently only one type and size bufferyard for everything that requires it regardless of district and use
 - 20 ft. and easements have NOT been counting toward buffer
- **Setbacks**
 - Converted buildings struggle to follow setback requirements as they were originally residential homes.
 - Business owners have specifically faced issues with this when it comes to the placement of the sidewalk. The sidewalk was required to be so far back that it practically touched their place of business.
- **Old Town**
 - As lots of these businesses were once residential homes, business owners struggle to meet the required setbacks, parking, sidewalks, signage etc. Currently, these businesses are required to meet the same standards as new developments.
 - A specific issue brought up by multiple business owners was that when these buildings were homes there was no sidewalk built. As these homes are converted in commercial spaces, they are expected to build a sidewalk which proposes many challenges.
 - Because of easements, the required sidewalk would have to be built at least 15 ft into the property and the lots are already small



- Businesses owners felt that the city can make it difficult to create new businesses in this area due to strict standards. Potential flexibility in requirements to maintain character while allowing development would be helpful.
- Regulations should help to encourage the reuse of existing structures while maintaining the historical integrity of the building.
- Businesses are required to have dumpsters but often trash trucks cannot get to them because of size/layout of the lots
- A business owner was concerned that if they push too hard for changes in the UDC like for parking, the City may further restrict these types of businesses and not allow conversions from residential to commercial.
- **Easements**
 - Easements are a recurring issue for business owners due to a lack of overall clarity. E.g. If an easement counts toward setback requirements for parking or structures.
 - Easements have created challenges for property owners, particularly in redevelopment projects where the residential homes have been converted into businesses.
 - Business owners discussed how the current easements being so large have an impact on where they are able to place their signage, parking, fencing/screening and even landscaping.
 - Several community members mentioned how utility companies tear up the easements and they are left to fix it. One mentioned a path was put in easement on her property which has encouraged passersby to go onto the property.

Comments About Development Procedures

- **General Development and Subdivision Processes**
 - There seems to be a disconnect between what developer's engineers are submitted and what is being reviewed
 - Developers stated a need for a formal process to ensure all comments are addressed before the project reaches council. This would help to prevent rejections due to minor issues.
 - Pre-development meetings are highly encouraged for anything related to platting and zoning, but not required for any applications
 - Need to require some kind of sketch plan or similar to get comments from City departments without requiring full design to be done
 - City council is heavily involved in this process. Currently, city council reviews Final Plats which could be administratively approved to improve the efficiency of the process.
 - It would help to streamline the process if developers had the opportunity to present projects to the review board before the Planning & Zoning Commission or City Council.



- In general, there is lots of jumping through hoops; Need to make things a little easier.
- Too many uses seem to be allowed in one district and not allowed or only allowed via CUP in another for no clear reason
 - Would rather have some use-specific or performance standards for certain districts
 - E.g. To open and gym, a woman had to rezone to a C-2 and then get a CUP when it seems like a gym in C-1 would be fine.
- The Planning & Zoning Commission and City Council agree most of the time on decisions, but sometimes don't.
- Process for getting permitting/inspections is frustrating because they give large time windows for inspections
- Would like to see some kind of administrative adjustment and/or minor modification to grant relief for minor deviations from the UDC on limited things. E.g. a setback being 24 ft. vs 25 ft.
 - Need to define minor and major would mean in this case or in the case of a modification
- **PUDS**
 - There is a history of PUDs being done incorrectly or as intended which led to issue. PUDs were previously seen as a catch-all solution for developments that didn't fit within the existing code.
 - Despite some backlash there was some success with these PUDs, an example of this being the Cibolo Crossing PUD.
- **Public Improvement Agreements (PIA)**
 - PIAs began to be used in place of PUDs but the process is often unclear.
 - Part of a PIA is a "Land Study" which is akin to a concept plan/master development plan
 - PIAs currently involve many departments and attorneys so they tend to have a slow approval process.
 - City staff suggested that w working PIA template would help to standardize this process and simplify the approval process. This would involve the developer initiating, with city and developer attorneys working together and approval through City Council.
- **Variances**
 - There are concerns that rather than utilizing variances there are changes being made to the UDC. Community members felt that the city is reluctant to grant variances.
 - Some variances go to City Council for final decision
 - Lot width (subdivision standards)
 - Signs



- **Public Improvement Dedication and Acceptance**
 - There is needed clarification on the acceptance process, the terminology currently used has been a source of confusion.
 - There's a preliminary acceptance and a final acceptance, but often the UDC just says "acceptance" so it's unclear which one
 - Different than any other community in the area
 - Construction and bonds process needs to be overhauled
- **Shared Access/ Driveways**
 - Need shared access requirements
 - Whataburger is entrance is on a curve
 - Very dangerous
 - Easements and drainage effect where businesses are able to place their driveways.
 - Business owners have faced restrictions on moving their driveways, even when it improves overall access.
 - There is concern that this will be a greater issue as more businesses develop, especially in Old Town, it would result in continuous pavement between lots resulting in it to look like one big road.
- **Permits and Approvals**
 - Community members described the current process as complex and difficult to get approvals.
 - One business owner reported it took her a year to get a variance.
 - There tends to be a delay in feedback from the city which slows down development.
 - Developers suggested that shortening the approval process would help to bring more housing options to the market.

Comments About the Zoning Map

- District classifications are not consistent on what's on the ground today.
 - Need to realign some zoning districts and where they are on the map
 - There are some residential properties on the zoning map that show up as zoning districts that don't exist anymore and they don't fit the existing residential districts



Cibolo, TX Implementation Matrix

Introduction

Planning and policy documents produced at the direction of the City of Cibolo outline goals, objectives, recommendations, and/or actions that would aid in implementing the vision of the document. These items can touch on a wide variety of issues facing the City including issues both related and unrelated to the Unified Development Code (UDC). The purpose of this document is to:

1. Identify those items in existing plans and policies that may be implemented through updating the UDC;
2. Propose recommended changes in the UDC to achieve desired result; and
3. Serve as a policy guide and a checklist that KKC will refer to in the course of drafting new standards and revising existing standards of the UDC.

The following documents were reviewed for items that could be addressed in the UDC update:

- Cibolo Tomorrow Comprehensive Plan (2024)
- Strategic Economic Development Plan (2024)
- FY23-27 Strategic Plan Update (revised 2024)
- FY2024 Annual Report

There was a total of 24 items outlined in the above documents that KKC found to pertain to the UDC and could be at least partially addressed by the UDC update, but this is not an exhaustive list of changes in the UDC that will occur.



Comprehensive Plan

Most of the pertinent items relating to the UDC are contained in the *Cibolo Tomorrow Comprehensive Plan*. The Comprehensive Plan is the visioning document for how the City would like future development to occur so it is highly correlated with items directly addressed by the UDC. Relevant action items listed in the Comprehensive Plan are listed in Table 1.

Table 1 - Cibolo Tomorrow Implementation Matrix		
Action Item Number in Document	Action Item	Recommended Changes in the UDC
Land Use and Character Actions		
L-2 L-4 L-8	1. Utilize the Future Land Use Map (FLUM) to diversify uses and character . 2. Review and update the city's existing ordinances where necessary to accommodate the types of development envisioned in the Future Land Use Map. 3. Amend the Unified Development Code (UDC) to align zoning districts to reflect PlaceTypes.	<ul style="list-style-type: none">Align zoning districts with PlaceTypes to reflect distinct characters and typical uses within these areas.Update zoning map to reflect FLUM
L-3	4. Develop an Old Town Master Plan that will include an implementation plan and recommendations to update the City's UDC with custom-tailored regulations for Old Town to help preserve and guide existing and future development and activity.	<ul style="list-style-type: none">Once Old Town/Downtown Master Plan is completed, update the relevant standards to reflect plan's recommendations for Old Town/Downtown.
L-7	5. Incorporate nature preservation and mitigation standards in the City's UDC.	<ul style="list-style-type: none">Allow a by-right cluster development option for residential development to preserve a large amount of green space



Table 1 - Cibolo Tomorrow Implementation Matrix

Action Item Number in Document	Action Item	Recommended Changes in the UDC
		<p>vs. conventional development, potentially resulting in a density bonus as an incentive</p> <ul style="list-style-type: none">• Adjust lot coverage maximums• Require or incentivize green spaces for certain projects
L-10	6. Ensure land use types along major corridors support appropriate commercial, industrial, and institutional development.	<ul style="list-style-type: none">• Allow for the appropriate commercial, industrial, and institutional uses for the zoning districts along major corridors• Align the zoning classification of these areas with this type of development
Transportation Actions		
T-3	7. Ensure developers implement the thoroughfare network concurrent with new development.	<ul style="list-style-type: none">• Require compliance with thoroughfare plan in terms of internal and external connectivity and the construction of new roads when properties are subdivided
T-7	8. Improve north/south connectivity through additional roadway connections between FM 1103 and FM 78, and FM 78 and IH-10.	<ul style="list-style-type: none">• Require more connectivity when developments occur adjacent to those corridors
Housing and Neighborhood Actions		
HN-1	9. Review and amend the Cibolo Unified Development Code (UDC) to provide public access to parks and other public open spaces in neighborhoods.	<ul style="list-style-type: none">• Require trails to be built for new construction to be connected to the City's trail planned network and/or public parks• Allow for mixed-use developments



Table 1 - Cibolo Tomorrow Implementation Matrix

Action Item Number in Document	Action Item	Recommended Changes in the UDC
HN-2	10. Review and amend the Cibolo Unified Development Code (UDC) to encourage access between neighborhoods and neighborhood-serving commercial areas.	<ul style="list-style-type: none">• Allow for a variety of lot sizes and housing types within residential developments
HN-3	11. Review and amend the Cibolo Unified Development Code (UDC) to allow for and encourage a greater variety of housing types.	<ul style="list-style-type: none">• Allow for more variety of housing types including zero lot line dwellings, semi-attached dwellings, duplexes, townhouses, multiplexes, etc. in appropriate zoning district districts
HN-5 HN-7	12. Review and amend the subdivision regulations to encourage the development that preserves the floodplain and open space. 13. Strengthen zoning regulations and building codes that prioritize flood-resistant construction and resistant construction and design features for housing and neighborhoods.	<ul style="list-style-type: none">• Reduce the minimum lot size and/or width• Add option for cluster development to protect natural areas and aid in stormwater management• Adjust lot coverage maximums• Require or incentivize green spaces for certain projects
H-9	14. Create a short-term rental policy to ensure compatible land uses with established residential neighborhoods.	<ul style="list-style-type: none">• Draft standards that reflect policy once established.• Require CUP approval for STRs and implement a separation requirement.



Table 1 - Cibolo Tomorrow Implementation Matrix

Action Item Number in Document	Action Item	Recommended Changes in the UDC
HN-10	15. Re-evaluate regulations regarding the use of Accessory Dwelling Units (ADUs).	<ul style="list-style-type: none">• Amend the current regulation to reflect current best practices regarding ADUs



Strategic Economic Development Plan (2024)

The *Strategic Economic Development Plan (SEDP)* outlines opportunities and recommends strategies for economic growth and development within Cibolo. Most of the recommendations are aimed at a policy level or ongoing, direct engagement with the City's business communities, but there are some objectives and action items directed toward updating the UDC, which are listed in Table 2.

Table 2 – Strategic Economic Development Plan		
Action Item Number in Document	Action Item	Recommended Changes in the UDC
Objective 4.1: Match land use regulations to economic development vision, particularly in economic activity centers		
Action 4.1.1	16. Rezone land based on the results of the small area planning process	<ul style="list-style-type: none">• Make changes recommended by a small area plan such as the Downtown Master Plan, when completed• Revise zoning district(s) and the zoning map based on small area plan such as the Downtown Master Plan, when completed and on the FLUM.
Action 4.1.4	17. Consider overlay districts in areas where rezoning will be too difficult or time consuming	
Action 4.1.2	18. Consider creating higher density housing zones in/adjacent to activity centers to accommodate housing growth commensurate with job growth and accommodate the City's growing retiree population	<ul style="list-style-type: none">• Allow more housing options and high density in zoning districts that are appropriate to be adjacent to activity centers
Action 4.1.3	19. Encourage the continued development of active mobility trailways integrated with parks and activity centers	<ul style="list-style-type: none">• Require trails to be built for new construction to be connected to the City's trail planned network and/or public parks



FY23-27 Strategic Plan Update & FY2024 Annual Report

The *FY23-27 Strategic Plan* outlines the City's long-term vision for allocated resources for the fiscal years 2024-2027.

Initiatives, goals, and actions outlined in the plan pertain to a large variety of topics from City personnel policy to capital improvement projects, but there are some UDC related items, which are listed in Table 3.

The *FY2024 Annual Report* provides updates on goals and objectives outlined in the *FY23-27 Strategic Plan* reflecting progress made during the 2024 fiscal year.

Table 3 – FY23-37 Strategic Plan		
Action Item Number in Document	Action Item	Recommended Changes in the UDC
<i>Initiative 1.1: Institute forward thinking business, land use, development, and public safety strategies to promote community growth and development</i>		
1.1.10	20. Evaluate deeper lots along major thoroughfares to identify desirable land development patterns	<ul style="list-style-type: none">• Explore possibilities during design workshop for illustrated concept portion of the project.• Increase or eliminate maximum lot depth ratio allowed along major thoroughfare.
1.1.11	21. In reference to 1.1.10, Ensure landowners are informed of discussions	<ul style="list-style-type: none">• Work with property owners during design workshop for illustrated concept portion of the project.• Highlight as a key change when presenting relevant Module or open house event.
<i>Initiative 1.4: Promote and preserve historic downtown</i>		
1.4.7	22. Amend Downtown CORE Plan at Council direction and revise UDC	<ul style="list-style-type: none">• Once Old Town/Downtown Master Plan is completed, updated the relevant standards to reflect plan's recommendations for Old Town/Downtown.
<i>Initiative 4.1: Promote active lifestyles for all ages by providing opportunities to recreate</i>		
4.1.2	23. Develop a trail system that connects neighborhoods and commercial areas	<ul style="list-style-type: none">• Require trails to be built for new construction to be connected to the City's trail planned network and/or public parks



<i>Initiative 6.1: Govern openly to build and sustain trust through citizen inclusion and involvement</i>		
6.1.4	24. Update the UDC after Comprehensive Plan	<ul style="list-style-type: none">• No specific recommendation. The updated Comprehensive Plan was adopted prior to the start of UDC update project.



Unified Development Code Annotated Outline Introduction

The following annotated outline proposes an overall organization and content of the proposed update to the Cibolo, TX Unified Development Code (UDC). The outline is organized intuitively by grouping similar provisions and standards together into sections, beginning with zoning, development standards, subdivision, and processes. The UDC generally answers the following sequence of questions:

- What is my property's zoning district and what uses are permitted?
- What development standards apply?
- What design standards pertain to my building and my site?
- What are the development processes and who reviews or takes final action on each process?
- Can I request a variance or appeal a Staff decision?
- What are my options if my use or property is nonconforming? (in other words, legally established before the City adopted the UDC)
- What do certain terms, acronyms, or phrases mean?

The outline shows how the City's current development-related provisions (without running afoul of Texas Local Government Code, administrative, quasi-judicial, and legislative decision-making bodies (such as the Planning and Zoning Commission, Board of Adjustment, or Administrator), and other provisions fit into the overall outline of the new UDC.

The outline also provides a brief commentary summarizing certain proposed UDC sections that are new or that merit additional explanation. In this way, citizens, elected and appointed officials, and City and Planning staff will know what to expect as Kendig Keast Collaborative delivers each module of this project.

This is general outline used as a guide, and therefore some changes will most likely occur throughout the duration of the project. Some articles, divisions, and/or sections may be added, removed, consolidated, or renamed during the drafting process.

**Annotated Outline***As of 04.21.25*

.Unified Development Code			
Proposed Chapters, Articles, Divisions, & Sections Numbering and Titles		Current Provisions to be Incorporated or Replaced	Commentary
CHAPTER 1	GENERAL PROVISIONS		
Article 1.1	Title and Purposes		
Section 1.1.1	Title	Section 1.1 Short Title	Provides the title of the UDC.
Section 1.1.2	Purposes	Section 1.2 Purpose and Intent Section 1.5 Consistency with Comprehensive Plan 4.1.1 Purpose and Intent	Lists out the purposes of the UDC and describes what the regulations accomplish.
Article 1.2	Authority, Jurisdiction, and Severability		
Section 1.2.1	Authority and Jurisdiction	Section 1.3 Authority Section 1.4 Jurisdiction	<p>Sets out the authority as authorized by the Texas Local Government Code (TLGC) for the City to exercise zoning and land use regulations within its jurisdiction and some land use regulation in its ETJ; however, TLGC <i>prohibits</i> a City from extending its land use authority in the ETJ on the following matters:</p> <ul style="list-style-type: none"> • Land use; • Bulk, height, or number of buildings on a property; • Size of a building • Density <p>In reviewing the Draft Modules, the City will need to determine the degree to which it wants to exercise its eligible regulatory authority in the ETJ.</p>
Section 1.2.2	Severability	Section 1.9 Severability	States that if a part of the UDC is found invalid



.Unified Development Code			
Proposed Chapters, Articles, Divisions, & Sections Numbering and Titles		Current Provisions to be Incorporated or Replaced	Commentary
			or unconstitutional by a court, that does not invalidate other parts of the UDC.
Article 1.3	Effect of UDC		
Section 1.3.1	Enactment, Repeal, and Effective Date	Section 1.8 Effective Date Section 1.7 Minimum Requirements 4.1.3 Minimum Requirements	Sets the date for when the provisions of the UDC become effective and identifies the provisions that will be repealed and replaced upon adoption of the UDC.
Section 1.3.2	Transitional Provisions and Vested Rights	Section 1.6 Vested Rights “Issuance of Local Permits” Section 20.4.2 Vested Rights Petition	Sets standards for development applications that are under review when the UDC is adopted.
Section 1.3.2	Conflicting Provisions	Section 20.1.7 Conflicting regulations	<p>Contains provisions explaining:</p> <ul style="list-style-type: none"> • If there is a conflict between the standards of the UDC and other local standards, the stricter standards apply; • If there is a conflict between the text of the UDC and a table or graphic within the UDC, then the text controls; and • City does not enforce or interpret private restrictions (such as deed restrictions).
CHAPTER 2	ZONE DISTRICTS AND LAND USES		
Article 2.1	Zoning Districts Established and Official Zoning Map		
Section 2.1.1	Zoning Districts Established	Section 4.1 General Provisions Section 4.3 Processes Section 4.4 Establishment of Zoning Districts	<p>Contains table that:</p> <ul style="list-style-type: none"> • Lists proposed zoning districts • Acknowledges the former zoning districts, if names have changed or if districts have been consolidated or



.Unified Development Code			
Proposed Chapters, Articles, Divisions, & Sections Numbering and Titles		Current Provisions to be Incorporated or Replaced	Commentary
			<p>removed; and</p> <ul style="list-style-type: none"> Aligns proposed districts with associated land use designation in the Future Land Use Plan.
Section 2.1.2	Official Zoning Map	4.4.1 Official Zoning Map 4.4.2 Digital Mapping 4.4.3 Replacement of Official Zoning Map 4.4.4 Rules for Interpretation of District Boundaries 4.4.5 Uniform Application of District Regulations	<p>States that the City's official zoning map is adopted as part of this UDC.</p> <p>Gives provisions for what newly annexed territory will be zoned.</p> <p>Identifies the provisions addressing the maintenance, force and effect, and interpretation of the UDC</p>
Section 2.1.3	Zoning Classification for Newly Annexed Areas	4.4.9 Annexation	Explains what zoning classification newly annexed land will fall into
Article 2.2	Base Zoning Districts		
Section 2.2.1	Rural Residential / Agricultural (RA)	Section 4.5 Zoning District Purpose Statements Section 4.7 Lot Design Regulations 4.7.4.4 Old Town Mixed Use Overlay District Regulations (some provisions will be located in Chapters 3&4)_ 4.7.4.5 FM 78 Mixed Use Overlay District Regulations (some provisions will be located in Chapters 3&4) 4.7.4.6 Town Center Mixed Use Overlay District Regulations (some provisions will be located in Chapters 3&4) Article 14.1 Lot Design Standards (some provisions will be located in Subdivision Standards)	<p>Each of these Sections will be devoted to a specific district. Each district will contain the following essential information:</p> <ul style="list-style-type: none"> District name and abbreviation Purpose Statement Table with dimensional standards for the district (lot area, setbacks, building height, etc.) Labeled illustrative drawing associated with the dimensional standards table References to common standards (signage, parking, accessory uses, etc.)
Section 2.2.2	Estate Residential (ER)		
Section 2.2.3	Community Residential (CR)		
Section 2.2.4	Mixed Residential (MR)		
Section 2.2.5	Old Town (OT)		
Section 2.2.6	Mixed-Use Center (MC)		
Section 2.2.7	Neighborhood Commercial (NC)		



.Unified Development Code			
Proposed Chapters, Articles, Divisions, & Sections Numbering and Titles		Current Provisions to be Incorporated or Replaced	Commentary
Section 2.2.8	Regional Commercial (RC)		
Section 2.2.9	Light Industrial (LI)		
Section 2.2.10	Heavy Industrial (HI)		
Article 2.3	Special Purpose and Overlay Districts		
Section 2.3.1	Planned Unit Development (PUD)	NEW / 4.4.6 Overlay District Applicability Section 20.3.18 Planned Unit Developments (PUD)	Outlines the purpose of a PUD and when it can be utilized
CHAPTER 3	USE STANDARDS		
Article 3.1	General Provisions and Consolidated Use Table		
Section 3.1.1	General Provisions	4.4.8 Prohibited Uses Section 4.6 Zoning Use Regulations	Provides general explanation and provisions for use standards
Section 3.1.2	Use Table	4.6.1 Zoning Use Table 4.6.2 Supplemental Use Standards ARTICLE 13. USE TABLES	Contains a consolidated table showing which land uses are permitted, limited, special, and prohibited.
Article 3.2	Use Categories		
Section 3.2.1	General Use Category Provisions	NEW	Provides use categories with characteristics of and typical primary and accessory uses within each category.
Section 3.2.2	Residential Use Categories		
Section 3.2.3	Public and Civic Use Categories		
Section 3.2.4	Commercial Use Categories		
Section 3.2.5	Industrial Use Categories		
Section 3.2.6	Agricultural Use Categories		
Article 3.3	Limited and Conditional Uses		
Section 3.3.1	Limited Use Standards	NEW /	Contains specific standards that will apply to



.Unified Development Code			
Proposed Chapters, Articles, Divisions, & Sections Numbering and Titles		Current Provisions to be Incorporated or Replaced	Commentary
		4.6.3 Performance Standards for Sexually Oriented Businesses	Limited Uses with which the use must comply before the Limited Use will be approved.
Section 3.3.2	Conditional Use Standards	Section 6.3 Supplemental Use Requirements Article 11. Wireless Communication Facilities, Ham Radio Antenna, Satellite Dishes, Small-scale Wind Energy Conversion Systems, Solar (some provisions may be located in limited or conditional use standards)	Contains general standards that will apply to all Special Uses and use-specific standards that with which the use must comply before the City Council may approve a Special Use Permit.
Article 3.4	Accessory and Temporary Uses		
Section 3.4.1	Accessory Use Standards	4.7.3 Accessory Building Standards Section 6.1 Accessory Uses 11.3.2 Single-Family, Duplex, and MH Residential Satellite Dishes Article 13. Use Tables (accessory uses only) Article 15. Accessory Buildings	Contains general standards for accessory uses, in addition to standards for specific accessory uses, such as home occupations.
Section 3.4.2	Temporary Use Standards	Section 6.2 Temporary Uses Article 13. Use Tables (temporary uses only)	Contains general standards for temporary uses and structures, in addition to standards for specific temporary uses and structures, such as concrete batch plants or public outdoor events.
CHAPTER 4	GENERAL DEVELOPMENT STANDARDS		
Article 4.1	Purposes and Applicability		
Section 4.1.1	Purposes	NEW / 17.1 B. Purpose Sec. 58-2. Purpose	Consolidated section for purpose statements for all development and design standards.



.Unified Development Code			
Proposed Chapters, Articles, Divisions, & Sections Numbering and Titles		Current Provisions to be Incorporated or Replaced	Commentary
Section 4.1.2	General Applicability	17.1 A. General/Applicability	Contains table denoting when each section generally would apply.
Article 4.2	General Site Development Standards and Special Allowances		
Section 4.2.1	General Site Development Standards	Section 7.1 Applicability Section 7.2 Performance Standards (except 7.2.3 & 7.2.11) Section 8.2 Screening of Mechanical Equipment, Trash Areas and Loading & Service Areas Sec. 58-14 Visibility Triangle Regulations Section 18.14 Clear Site Triangle 8.2 Screening of Mechanical Equipment, Trash Areas, and Loading and Service Areas Section 10.12 Pallets and Bundled Refuse	Contains site development standards that are more general such as yard requirements, performance standards (noise, odor, etc.), and visibility standards.
Section 4.2.2	Special Allowances and Encroachments	NEW / 4.7.1.3.5 Exceptions	Provides allowances for buildings to exceed or encroach into these standards (for example, chimneys or porches may have limited encroachments into a side or front setback).
Article 4.3	Site and Building Design		
Section 4.3.1	General Site and Building Design Provisions	Section 9.1 General	Contains modest building exterior design standards, without getting into building materials, which is prohibited by state law.
Section 4.3.2	Building Design Standards	8.3.2 Exterior Architectural Elements	
Section 4.3.3	Fences and Wall Standards	Section 8.1 Fence requirements	Contains standards for fences and freestanding walls.
Section 4.3.4	Outdoor Storage and Displays of Merchandise Standards	NEW/ 7.2.11 Open Outdoor Storage	Provides standards for outdoor storage and displays of merchandise.



.Unified Development Code			
Proposed Chapters, Articles, Divisions, & Sections Numbering and Titles		Current Provisions to be Incorporated or Replaced	Commentary
		Article 9. Outdoor Display and Storage	
Article 4.4	Parking and Mobility		
Section 4.4.1	General Parking and Mobility Provisions	Section 10.1 General Section 10.5 Location of Required Parking Section 10.7 Use of Required Parking Spaces Section 10.9 Design and Layout Section 10.10 Parking and Storage of Large Vehicles and Equipment Section 10.13 Electric Vehicle and charging stations	Contains: <ul style="list-style-type: none">Provisions that apply to parking, loading, such as standards related to parking space size, number of spaces, etc.Standards for external access and internal access for sites
Section 4.4.2	Site Access and Circulation	NEW / 10.6.6 Access and Circulation	
Section 4.4.3	Off-Street Parking Design Standards	Section 10.6 Parking Space and Parking Lot Design	
Section 4.4.4	Number of Off-Street Parking Required	10.2.1 Off-Street Parking Requirements Section 10.4 Rules for Computing Requirements	
Section 4.4.5	Shared Parking, Credits, and Reductions	Section 10.2.1 Compact Parking Section 10.3 Alternative Parking Plan and Shared Parking	
Section 4.4.6	Accessible Parking Required and Design	NEW	
Section 4.4.7	Loading and Stacking Space Standards	8.2.2 Loading and Service Areas Section 10.8 Vehicle Stacking Areas Section 10.11 Off-Street Loading	
Article 4.5	Landscaping Buffering, and Screening		
Section 4.5.1	General Landscaping and	Section 17.1 Landscaping and Buffering	Contains:



.Unified Development Code			
Proposed Chapters, Articles, Divisions, & Sections Numbering and Titles		Current Provisions to be Incorporated or Replaced	Commentary
	Buffering Provisions	(A-C only) 17.1 C. Installation and Maintenance 17.1 E. General Landscaping Requirements 17.1 F. Landscape Installation Required 17.1 Q. Landscape Plan General Notes	<ul style="list-style-type: none">• Minimum planting requirements for site landscaping, parking lot landscaping, building foundation landscaping, and bufferyards• Standards for installing and maintaining required plantings• Provisions for tree preservation including minimum qualifications and replacement standards
Section 4.5.2	Street Trees	17.1 D. Landscaping and Public Rights-of-Way	
Section 4.5.3	Parking Lot Landscaping Standards	17.1 G. Parking Lot Landscaping	
Section 4.5.4	Site Landscaping Standards	17.1 H. Landscape Plan Required	
Section 4.5.5	Bufferyard Standards	17.1 I. Non-residential and Multi-family Landscape Buffer Requirements 17.1 K. Improvements in the Public Right-Of-Way	
Section 4.5.6	Tree Preservation Standards	Section 17.2 Protected and Heritage Tree Preservation	
Section 4.5.7	Tree Planting Credits and Mitigation fees	17.1 J. Existing Tree Credits 17.1 O. Public and Private Schools, Churches, Landscaping Credits	
Article 4.6	Outdoor Lighting		
Section 4.6.1	General Outdoor Lighting Provisions	NEW / 7.2.3 Light & Glare	Sets standards for light poles such as height, location, etc. and illumination standards for all exterior lighting.
Section 4.6.2	Design and Illumination Standards		



.Unified Development Code			
Proposed Chapters, Articles, Divisions, & Sections Numbering and Titles		Current Provisions to be Incorporated or Replaced	Commentary
Article 4.7	Signage		
Section 4.7.1	General Sign Provisions	Sec. 58-3. Compliance Required Sec. 58-4. Jurisdiction Sec. 58-7. General Regulations Sec. 58-18. Sign Maintenance and Nuisances	Contains <ul style="list-style-type: none"> Exempt sign types that are not subject to the standards of the Article; Prohibited sign types; Outlines standards for signage such as sign types, where each type can be located, maximum number and size, etc.
Section 4.7.2	Prohibited and Exempt Signs	Sec. 58-11. Signs Allowed without a Permit (part of)	
Section 4.7.3	Permanent Sign Standards	Sec. 58-6. Sign Types	
Section 4.7.4	Temporary Sign Standards	Sec. 58-11 Signs Allowed without a Permit (part of) Sec. 58-12 Off-Premises Signs Sec. 58-13 On-Premises Signs Sec. 58-15 Historic Sign District	
Section 4.7.5	Illumination and Changeable Copy Standards	Sec. 58-7. General Regulations (part of)	
Section 4.7.6	Comprehensive Sign Program	Sec. 58-16 Comprehensive Sign Program Regulations	
CHAPTER 5	FLOODPLAIN AND FLOODWAY DEVELOPMENT		
Article 5.1	Floodplain and Floodway Development		
Section 5.1.1	Floodplain and Floodway Development	NEW	Contains a linked reference to Chapter 30, Flood of the City's Code of Ordinances
CHAPTER 6	SUBDIVISION AND IMPROVEMENT STANDARDS		
Article 6.1	General Subdivision and Improvement Provisions		
Section 6.1.1	Purpose and Applicability	NEW/ Section 19.1.B Achieving Desirable Neighborhood Design Section 20.1 General	Contains purpose and applicability of subdivision design standards and general standards such as how and where monuments and markers are to be placed.
Section 6.1.2	General Subdivision and Improvement Standards	Section 19.1 General (except B&F) Section 19.2 Monuments and Lot Markers	



.Unified Development Code			
Proposed Chapters, Articles, Divisions, & Sections Numbering and Titles		Current Provisions to be Incorporated or Replaced	Commentary
		Section 19.3 Reservations Section 19.9.J Land Clearing Restrictions Section 20.1.6 Special Provisions Section 20.3.9 Site Development Permit Required 20.3.12 Dormant Subdivisions	
Article 6.2	Subdivision Design Standards		
Section 6.2.1	Lots and Blocks	Section 14.2 Lot Design (except O) Section 19.4 Block Design Section 3.9 Development Agreements Section 19.5 Lot Design Section 4.7 Lot Design Regulations Section 3.12 Public Infrastructure Improvements, Construction Plans & Facility Agreements	Sets forth standards that apply to subdivisions for aspects such as lots, streets, alley, easements, construction standards or reference to applicable construction standard documents, etc.
Section 6.2.2	Street Connectivity and Design	Article 18 Transportation (A lot of specific standards will be replaced with references to the design criteria manual)	
Section 6.2.3	Streets Names, Lighting, and Signage	18.7.G Street Signs and Traffic Control Devices 18.8 Street Names and Street Numbers 18.12 Street Lights and Electric Conduit Systems	
Section 6.2.4	Easements and Utilities	Section 19.5 Easements and Utilities	
Section 6.2.5	Water and Wastewater Facilities	Section 3.10 Extensions of Water and Sewer Mains Section 19.1.F Adequate Service for Areas Proposed for Development	



.Unified Development Code			
Proposed Chapters, Articles, Divisions, & Sections Numbering and Titles		Current Provisions to be Incorporated or Replaced	Commentary
		Section 19.7 Water Systems Section 19.8 Wastewater Systems Section 19.11 Political Subdivisions to Supply Water, Sewer, Roadways or Drainage Facilities in the Extraterritorial Section 20.3.20 Temporary Domestic Waster Systems Prohibited	Sets forth standards that apply to subdivisions for aspects such as lots, streets, alley, easements, construction standards or reference to applicable construction standard documents, etc.
Section 6.2.6	Storm Drainage	Section 19.9 Drainage and Flood Hazards	
Section 6.2.7	Bonds, Guarantees, and Public Improvement Dedication	Section 20.3.6 Guarantee of Performance, Inspection, Acceptance of Public Improvements; Licensing Section 20.3.11 Public Improvements Acceptance/ Warranty Required Section 30.3.7 Deferral of Required Improvements	
Section 6.2.8	Parkland and Land Dedication	Article 16. Dedication of Parklands Section 16.2 Criteria for Parkland Dedication Section 16.3 Criteria for Contributions in Lieu of Parkland Section 19.6 Public and Community Facilities	
CHAPTER 7	DEVELOPMENT REVIEW BODIES		
Article 7.1	Administrative Review Bodies		
Section 7.1.1	Administrator	ARTICLE 2. Administrative Authority	Establishes a concise listing of the recommendation and final action duties relative to the UDC of each administrative officials and/or administrative decision-making bodies.
Section 7.1.2	Building Official	4.2.5 Role of the Building Official or Designee	
Section 7.1.3	City Engineer	Section 20.2.1 Authority of City Engineer.	
Section 7.1.4	Development Review Committee	NEW	



.Unified Development Code			
Proposed Chapters, Articles, Divisions, & Sections Numbering and Titles		Current Provisions to be Incorporated or Replaced	Commentary
Article 7.2	Elected or Appointed Review Bodies		
Section 7.2.1	City Council	4.2.2 Role of City Council	Establishes position if appropriate and outlines the recommendation and final action duties relative to appointed and decision-making bodies.
Section 7.2.2	Planning and Zoning Commission	4.2.1 Planning and Zoning Commission	
Section 7.2.3	Board of Adjustment	4.2.4 Role of Board of Adjustments	
CHAPTER 8	DEVELOPMENT REVIEW PROCEDURES		
Article 8.1	Common Review Procedures		
Section 8.1.1	General Common Review Procedures Provisions	Section 3.1 Purpose and Intent Section 20.2.16 Misrepresentation of Facts Section 20.3 General Platting and Development Procedures	Contains: <ul style="list-style-type: none">Provides general standards and procedures for applications, permits, and other development processes including:<ul style="list-style-type: none">Application submittal and completeness review - this is important because submittal of a complete application is when the “shot clock” for review starts, per state statutesCommon decision criteriaPublic meetings and hearingsPublic noticeAnd other steps in the development review process
Section 8.1.2	Pre-Submission Conference	Section 20.3.1 Pre-Application Process	
Section 8.1.3	Application Submission and Fees	NEW/ Section 3.2.A Application Submittal Section 3.2.B Application Withdrawl Section 20.2 Administration	
Section 8.1.4	Completeness Review	Section 3.2.B Determination of Application Completeness Section 20.3.3 Completeness Review	
Section 8.1.5	Staff Review, Distribution, and Report	NEW	
Section 8.1.6	Public Notice, Meetings, and Hearings	Section 3.3 Notice Requirements Section 3.4 Public Hearings	
Section 8.1.7	Recommendation and Decision Making	Section 20.34 Decision	
Section 8.1.8	Post-Decision Provisions	Section 3.5 Post-Decision Procedures 4.3.3 Post Decision Procedures for Zoning	



.Unified Development Code			
Proposed Chapters, Articles, Divisions, & Sections Numbering and Titles		Current Provisions to be Incorporated or Replaced	Commentary
		Map Amendment Process and Conditional Use Permits (except A)	Contains a table summarizing aspects of all of decisions in the UDC including expiration, timing, review, recommendation, and decision responsibilities, etc.
Section 8.1.9	Expiration, Extensions, and Reinstatement	Section 3.11.E Expiration and Extension	
Section 8.1.10	Development Review Summary Table	NEW	
Article 8.2	Administrative Improvement Plan and Permit Procedures		
Section 8.2.1	Building Permit	Section 3.13 Building Permits (some provisions will be moved to Common Review Procedures) Section 20.3.10 Issuance of Building Permits and Certificates of Occupancy (part)	Sections within is Article set out specific processes for development review applications that are related to smaller scale site improvements or public improvements.
Section 8.2.2	Certificate of Occupancy	Section 3.14 Certificate of Occupancy (some provisions will be moved to Common Review Procedures) Section 20.3.10 Issuance of Building Permits and Certificates of Occupancy (part of)	
Section 8.2.3	Certificate of Zoning Compliance	Section 20.5.1 Compliance with Cibolo Design and Construction Manual	
Section 8.2.4	Construction Plans	Section 20.3.4 Engineering/Construction Plans, Studies and Technical Reports Section 20.5 Construction Plan Requirements (some provisions will be moved to Common Review Procedures)	
Section 8.2.5	Sign Permit	Sec. 58-10 Sign Permits	
Article 8.3	Site Development and Use Permit Procedures		



.Unified Development Code			
Proposed Chapters, Articles, Divisions, & Sections Numbering and Titles		Current Provisions to be Incorporated or Replaced	Commentary
Section 8.3.1	Site Development Plan	ARTICLE 12. Site Plan Review (some provisions will be moved to Common Review Procedures) Section 20.3.9 Site Development Permit Required.	Sections within is Article set out specific processes for development review applications that are related to developing sites and larger scale plans.
Section 8.3.2	Master Development Plan	Section 20.3.2 Overall Development Concept Plan / Land Study / Mixed Use Concept Plan	
Section 8.3.3	Comprehensive Sign Plan	Sec. 58-16 Comprehensive Sign Program Regulations	
Section 8.3.4	Minor Modification of an Approved Plan	NEW	
Section 8.3.4	Development Agreements	Section 3.9 Development Agreements 20.1.4 Development Agreements	
Article 8.4	Use Permit Procedures		
Section 8.4.1	Limited Use Permit	NEW	Contains the specific procedures and criteria in order to get authorization to establish use denoted as a Limited Use in the Use Table.
Section 8.4.2	Conditional Use Permit	4.3.2 Conditional Use Permit (some provisions will be moved to Common Review Procedures) 4.3.3.A. Notification Required	Contains the specific procedures and criteria in order to get authorization to establish use denoted as a Conditional Use in the Use Table.
Section 8.4.3	Temporary Use Permit	NEW	Contains the specific procedures and criteria in order to get authorization to establish Temporary Uses.
Article 8.5	Annexation and Amendment Procedures		
Section 8.5.1	Text Amendment	Section 3.7 Unified Development Code Amendments 4.3.3 Post Decision Procedures for Zoning Map Amendment Process & CUPs	Sections within is Article set out specific processes for development review applications that are related to annexation and changes to the:



.Unified Development Code			
Proposed Chapters, Articles, Divisions, & Sections Numbering and Titles		Current Provisions to be Incorporated or Replaced	Commentary
Section 8.5.2	Zoning Map Amendment	4.3.1 Zoning Map Amendment Process (Rezoning) (some provisions will be moved to Common Review Procedures) 4.3.3.A. Notification Required	<ul style="list-style-type: none">UDC;Zoning Map (rezonings); andComprehensive Plan.
Section 8.5.3	PUD Zoning Map Amendment	NEW	
Section 8.5.4	Comprehensive Plan Amendment	Section 3.6 Comprehensive Master Plan Amendment	
Section 8.5.5	Annexation	Section 3.8 Annexation	
Article 8.6	Platting Procedures		
Section 8.6.1	Minor Plat	Section 20.3.16 Minor Plats (some provisions will be moved to Common Review Procedures)	Sets out specific processes for development review applications to subdivide land and will include purpose, specific review criteria, procedures, and effect for each application.
Section 8.6.2	Development Plat	Section 20.3.17 Development Plats (some provisions will be moved to Common Review Procedures)	
Section 8.6.3	Preliminary Plat	Section 20.3.3 Preliminary Plat (some provisions will be moved to Common Review Procedures)	
Section 8.6.4	Final Plat	Section 20.3.5 Final Plat (some provisions will be moved to Common Review Procedures) Section 20.3.8 Recordation	
Section 8.6.5	Amending Plats and Replats	Section 20.3.14 Replating (some provisions will be moved to Common Review Procedures) Section 20.3.15 Amending Plats (some provisions will be moved to Common Review Procedures)	
Section 8.6.6	Vacating Plat	Section 20.3.13 Vacating Plat (some	



.Unified Development Code			
Proposed Chapters, Articles, Divisions, & Sections Numbering and Titles		Current Provisions to be Incorporated or Replaced	Commentary
		provisions will be moved to Common Review Procedures)	
Article 8.7	Relief and Appeal Procedures		
Section 8.7.1	Administrative Adjustment	Sec. 78-177. Accommodations of development standards	Sets out specific processed to receive relief from standards or to appeal a final decision made by a development review body
Section 8.7.2	Variance	4.3.5 Zoning Variance (some provisions will be moved to Common Review Procedures) 4.3.6 Color Variance 17.1 P. Variances Sec. 58-17 Variances	
Section 8.7.4	Subdivision Waiver	Section 20.1.11 Waiver	
Section 8.7.5	Municipal Infrastructure Cost Waiver	Section 20.1.13 Appeal for Relief from Apportionment of Municipal Infrastructure Cost	
Section 8.7.6	Appeals	Section 3.11 Development Application Appeals 4.3.4 Appeal of Administrative Decision Section 20.1.12 Appeals of Administrative Decisions	
CHAPTER 9	NONCONFORMITIES AND ENFORCEMENT OF UDC		
Article 9.1	Nonconformities		
Section 9.1.1	General Provisions for All Nonconformities	NEW / 4.7.1.3.5 Exceptions 4.7.4.4.4 Nonconforming Residential Structures and Lots Article 5. Nonconforming Uses And Structures Sec. 58-19. Nonconforming Signs	Explains nonconformities (uses, structures, or site improvements such as parking or signs) and sets parameters for their expansion or modification.
Section 9.1.2	Nonconforming Uses		Provides a statement that nonconforming lots of record may be used and developed as if they were conforming lots.
Section 9.1.3	Nonconforming Structures		
Section 9.1.4	Nonconforming Lots		
Section 9.1.5	Nonconforming Signs		
Section 9.1.6	Other Nonconforming Elements		
Article 9.2	Enforcement of UDC		



.Unified Development Code			
Proposed Chapters, Articles, Divisions, & Sections Numbering and Titles		Current Provisions to be Incorporated or Replaced	Commentary
Section 9.2.1	Violations	Section 1.10 Violations and Penalties Section 1.11 Validity Section 7.3 Administration and Enforcement 17.J. Administration and Enforcement Section 20.4 Legal Remedies Sec. 58-20. Enforcement	Sets out process to enforce the UDC and who may impose penalties when a violation occurs.
Section 9.2.2	General Enforcement Provisions		
Section 9.2.3	Penalties and Remedies		
CHAPTER 10	MEASUREMENTS AND WORD USAGE		
Article 10.1	Measurements		
Section 10.1.1	Measurements	NEW / 4.7.1 Density and Maximum Lot Coverage Standards Sec. 58-8. Clearance, Height, Surface Area Calculations	Explains how standards in the rest of the UDC, such as sign height, area, and setbacks, and building heights, areas, and setbacks, are measured (for example, height is measured differently for peaked, flat and mansard roofs)
Article 10.2	Word Usage		
Section 10.2.1	Rules of Construction	Section 20.6 Standard Plat Language, Notes, Bonds and Acceptance Forms	Explains the meaning of terms like shall, may, and/or, and others.
Section 10.2.2	Definitions	Section 1.12 Unified Development Code Definitions 4.7.4.1 Mixed Use District Summary and Mixed Use Overlay Definitions 7.2.3.B Light and Glare Definitions Section 11.1.2 Non-Residential Wireless Communication Facilities (WCF) Definitions 11.1.5.A Eligible facilities request (Sec. 6409) Definitions 11.4.1 Definitions 11.5.0.B Definitions	Defines use categories, individual uses, and other general and key terms used in the UDC. Also provides definitions for acronyms and abbreviations.



.Unified Development Code			
Proposed Chapters, Articles, Divisions, & Sections Numbering and Titles		Current Provisions to be Incorporated or Replaced	Commentary
		11.5.B Definitions Section 16.1 Definitions Section 17.2 Protected and Heritage Tree Definitions Section 18.13.A Definitions Section 19.1.F.1.c. Definitions Section 58-5. Definitions	
Appendices			
Appendix A	Plant List	17.1 L. Approved Landscaping Plant List	



City Council Regular Meeting Staff Report

N. Presentation/Discussion/Action regarding the recap of the Strategic Management Workshop held on April 5, 2025, including the action items identified during the workshop and the products produced after. (Mr. Reed)

Meeting	Agenda Group
Tuesday, May 27, 2025, 6:30 PM	Discussion/Action Item: 9N.
From	
Wayne Reed, City Manager	

PRIOR CITY COUNCIL ACTION:

April 5, 2025... City Council conducted its annual Strategic Management Workshop.

SUMMARY:

Staff is asking for direction from Council on the following items:

1. Does Council approve the documentation from the Strategic Management Workshop?
2. Does Council approve the suggested Action Items to be added to the next revision of the Strategic Plan?
3. Does Council agree to further exploring the items identified during the SMW that have a FY26 Budget impact during the Summer Budget workshops?

On Saturday, April 5, 2025, the City Council attended its annual Strategic Management Workshop led by the City Manager and facilitated by the Executive Staff. The workshop provided a focused opportunity for Council to engage in discussions and provide direction on several key strategic areas:

- **Lean Process Improvements:** Council received a presentation exploring strategies to enhance efficiency and effectiveness across city operations through Lean process improvements.
- **Business Plan Alignment:** Department Heads delivered updates on their achievements in executing business plans that directly support the City Council's core strategic priorities.
- **Solid Waste RFP:** The City Manager provided an important update regarding the status of the Solid Waste Request for Proposal.
- **SWOT Trend Analysis:** Council engaged in a valuable SWOT analysis session to identify key trends and inform the development of future strategies.
- **Capital Improvement Projects (CIP):** Significant progress was made in identifying and prioritizing Capital Improvement Projects for our Parks through Fiscal Year 2030, with a focus on enhancing recreational spaces for our community in Cibolo.
- **Emergency Preparedness:** A crucial discussion was held concerning the development of an enhanced Emergency Management Plan to effectively address extreme weather events and safeguard our residents.

During each step of the workshop, valuable feedback was provided by Council and captured by the City Manager and Staff. This presentation aims to secure staff direction on the following: approval of all products developed post-workshop, guidance on the newly identified Action Items arising from the workshop discussions, and the Council's preference on addressing any uncompleted prior workshop items.

All associated attachments (listed on the subsequent page), pending Council approval, will be made accessible to the public on the City's website under the Council's section, reinforcing our commitment to enhanced public transparency and awareness within Cibolo.

STAFF RECOMMENDATION:

N/A

FINANCIAL IMPACT:

N/A

MOTION(S):

City Council will need to approve the products from the Strategic Management Workshop and approve the suggested Action Items to be added to the next revision of the Strategic Plan.

Attachments

[2025.05.27 CC Presentation - SMW Recap.pdf](#)

[Council SMW CIP & Parks Exercise 2025.pdf](#)

[Council SMW_Past_Present_Future Exercise 2025.pdf](#)

[Council SMW Plus_Delta 2025.pdf](#)

STRATEGIC MANAGEMENT WORKSHOP (SMW) - RECAP

April 5, 2025

City Council Meeting
May 27, 2025

OVERVIEW

- Guidance From Council – Questions to Consider
- Why Was This Workshop Important?
- Strategic Management Workshop - Recap
- Plus/Delta Exercise
- Alignment of Strategic Plan
- Next Steps
- SMW 2026 Date
- Guidance From Council – Asking for Direction



GUIDANCE FROM COUNCIL

Staff is asking for direction from Council on the following items:







1. Does Council approve the documentation from the Strategic Management Workshop?
2. Does Council approve the suggested Action Items to be added to the next revision of the Strategic Plan?
3. Does Council agree to further exploring the items identified during the SMW that have a FY26 Budget impact during the Summer Budget workshops?



WHY WAS THIS WORKSHOP IMPORTANT?

1. It helps reinforce Council's Vision, Strategies, and Goals.
2. It helps with responding to, and taking advantage of, the constantly changing environment to ensure Cibolo moves the needle towards its aspiration, its **VISION**.
3. Allows staff to focus energy and resources across the year to implement **ACTIONS**.
4. It is a way to foster positive, productive, and professional working relationships between City Council members and City Staff leadership.
5. It helps shape and guide what an organization **is**, **who** it serves, **what** it does, and **why** it does certain activities...**FOCUS ON THE FUTURE**.

FY2025 ACTION ITEMS

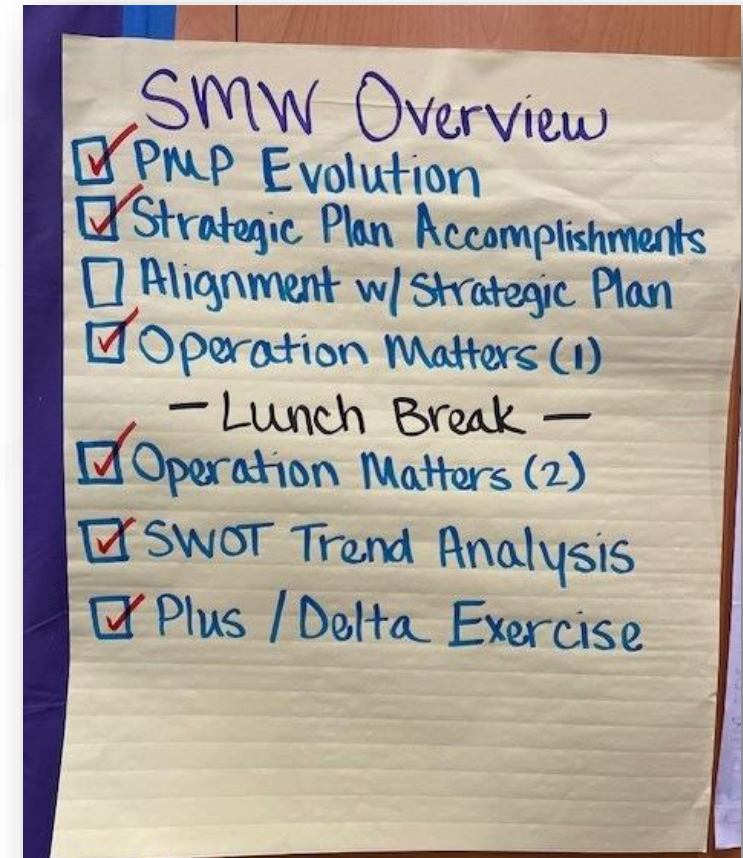
Category	 Economic Development	 Infrastructure	 Partnerships & Relationships	 Quality of Life	 Financial Integrity	 Organizational Excellence
Strategic Initiatives	4	3	3	5	4	4
Goals & Actions	30	57	29	36	24	50
FY25	17	41	18	26	15	30



STRATEGIC MANAGEMENT WORKSHOP - RECAP

Workshop Agenda – Saturday, April 5, 2025

- ☒ PMP Evolution
- ☒ Strategic Plan Accomplishments
- ☐ Alignment on Council's Strategic Plan
- ☒ Operation Matters (1)
- ☒ Operation Matters (2)
- ☒ SWOT Trend Analysis
- ☒ Plus/Delta





PMP EVOLUTION & WHAT'S NEXT

The Green Belt Program highlights the integration of the Cibolo Green Belt Program and an Innovation Form to drive continuous improvement and data-driven change.

The program is focused on systematically improving our existing processes. To support this, we have implemented an Innovation Form as a key tool for streamlined communication and the collection of data necessary for informed decision-making.

This Innovation Form focuses on capturing essential information, including the Problem being addressed, associated Costs, relevant Metrics for measurement, and key Lessons learned. Our Analysis process emphasizes the consideration of both data and equity in evaluating potential improvements.


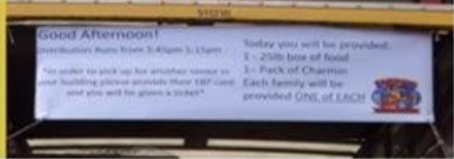
For effective utilization of these tools, we emphasize the importance of a strong "Why" behind each initiative, the use of supporting data, and effective teamwork. The primary focus of these efforts is to identify and address roadblocks and waste, ultimately leading to the implementation of impactful solutions.

PMP – Green Belt Program & Innovation Form

During the workshop, the following topics were covered:

1. Cibola Green Belt Program: Process Improvement Focused.
2. Innovation Form: Tool for Communication & Data-Driven Change.
 - Key Elements: Problem, Costs, Metrics, Lessons.
3. Analysis: Data & Equity Considerations.
4. Effective Use: Strong "Why," Data, Teamwork.
5. Focus: Roadblocks, Waste Reduction, Solutions.

Action Plan (What Did You Do?) 1-2 Sentences					
Action Item	Assigned To	Due Date/Date Completed			
Establish dimensions for and get smaller boxes	Team Lead 1	12/1/2012			
Re-design <u>work space</u> to require less motion on the part of employees	Team, led by Team Lead 2	12/3/2012			

Please Add Photos or Screenshots of What You Did	
	

Results (How is Everyone Better Off?) 1-2 Sentences / Updated Metrics					
Process is greatly improved. We reduced processing and distributing times, and increased box-packing capacity to ultimately serve many more families.					
Metric	Current State	Future State	30 Day	60 Day	90 Day
Qualitative	☹️	😊	:/	:/	😊
Money	\$15/hr	\$15/hr	\$15/hr	\$15/hr	\$15/hr
Errors	Not all families receive food 10% wasted box space	All families receive food 0% wasted box space	All families receive food 0% wasted box space	All families receive food 0% wasted box space	All families receive food 0% wasted box space
Amounts	864 boxes 40 meals/box	1,260 boxes 40 meals/box	1,260 boxes 40 meals/box	1,260 boxes 40 meals/box	1,260 boxes 40 meals/box
Time	3 min/box 3 hrs distribution	11 sec/box 1.2 hrs distribution	3.5 min/box 1.2 hrs distribution	30 sec/box 1.2 hrs distribution	11 sec/box 1.2 hrs distribution
Yearly Cost	\$236,520	\$21,078.75	\$402,412.50	\$57,487.50	\$21,078.75

NOW WHAT?

Next Steps

- Most of the Executive Staff is in the process of completing their first Innovation Form and working on a process improvement project. **Deadline: May 31, 2025.**
 - April will be the last follow-up for the cohort and green belt certifications will be awarded for successful use of the innovation form to track their chosen process improvement.
- Next cohort will be front-line employees chosen by the Executive Team that received their certification. Close the knowledge gap and build a support system from the top.
- Have at least two more cohorts in FY25 (one front-line employee and one for People Managers, including the remaining E-Team).



Operations – Emergency Preparedness

- **Need and Scope:** The initial discussion centered on establishing warming centers to address the needs of vulnerable populations, particularly older residents in underserved areas, during major weather events. The conversation then shifted to emergency management for shelters.
- **Partnerships and Pilot:** Exploring partnerships with organizations like HEB and YMCA was suggested, with a pilot program seen as a valuable starting point to assess feasibility.
- **Demographics and Impact:** Understanding the local demographics, especially the senior population, and focusing on the human impact of setting up shelters and emergency preparedness were emphasized.
- **Emergency Management Integration:** Strong coordination with the City's and surrounding area's Emergency Management teams is considered essential for resource planning and activation.



Operations – Emergency Preparedness Con't

- **Operational Considerations:** Key operational aspects discussed included securing appropriate locations with necessary resources, leveraging community volunteer support, and aligning with existing emergency management policies.
- **Facility Limitations and Coordination:** The city's current limited sheltering capacity and the need for coordination with Guadalupe County for larger events were noted.
- **Funding and Sustainability:** The overarching goal is to identify funding sources and develop a sustainable model for emergency preparedness operations.
- **Next Steps:** Chief Troncos will present a policy/planning outline to the City Council, incorporating feedback from this discussion.



Operations – CIP Exercise

SMW 2025 CIP & Parks Exercise	FY25	FY26	FY27	FY28	FY29	FY30
	\$11.5M	\$4M (Revised: \$4.5M)	\$13M (Revised: \$9.625M)	\$9.5M (Revised: \$7.575M)	\$16M (Revised: \$21.35M)	\$8.955M
FACILITIES					Lift Station Decommission (\$2.4M)	
ROADS	FM1103 Phase II Utility Relocation (\$2M) Green Valley Road Recon (\$441K) Green Valley Rd Mill & Overlay (\$633K) Silver Wing (\$738K) Firebird Lane (\$1.3M) Deer Creek Blvd (\$2.2M)	FM1103 Phase II Match (\$3.4M) Cibolo S. Neighborhood (\$5.68M)		Heackerville Rd. Extension (\$7.89M)		Weidner Road (Cost -TBD)
DRAINAGE						
PARKS	Niemetz Park (\$1.3M) Veterans Park (\$632K) Parks FY25 (\$750K) MEC Sod & Sprinklers (\$275K)		Schlatter Park Renovations (\$1.3M) Parks & Rec Master Plan (\$250K) <i>NOTE: This will include a master plan for the Sports Complex and Warbler Woods Park Land</i>	Tolle Nature Center (\$1.1M)	Al Rich Park Renovations (\$788K) Schlather Park Renovations (\$928K)	
TOTAL EST.	\$10.269M	\$9.08M	\$1.5	\$9M	\$1.7M	



Operations – CIP Parks Feedback

What does Council want to see with Parks?

- The Council's vision for Parks includes several key priorities: upgrading Niemetz Field with more parking and relocating Parks Division storage; initiating development at Tolle Nature Park and the Town Creek Trail; optimizing space for family activities like volleyball, pickleball, and basketball across parks, coupled with improved parking; enhancing Niemitz and Al Rich baseball fields with better parking and updated signage, and updating the Veterans entrance sign; addressing playground safety and equipment at Veterans and Niemitz; improving the Schlather Park Frisbee Golf course, potentially with community input; exploring the Schefter Road field for sports; finding football field solutions, prioritizing Veterans and then the new property near the bird sanctuary, with softball and baseball near the sports complex; and generally improving parking, activities, and beautification across all parks.



Operations – Solid Waste Franchise Update

Council feedback provided regarding the Solid Waste franchise update:

- Service Continuation:** Mr. Hicks wants assurance that trash container pickup by the current provider will continue until a new provider/contract is in place.
- Recycling Frequency:** Mrs. Cunningham, with Mrs. Sanchez-Stephens concurring, expressed concern about a potential shift to every other week recycling, emphasizing that many residents rely on weekly recycling. They requested consideration of Option B, which includes weekly recycling.
- Additional Recycling Cart:** Mr. Hicks inquired about the possibility of residents having two trash carts and two recycling carts.
- Extra Bin Costs:** Council requested that the extra cost for additional bins be presented to them when the staff brings the matter for official adoption.
- Loose Trash Bags:** There was an inquiry about Waste Connections potentially requiring residents to get a second bin if they consistently pick up loose bags of trash (and they would take photos as evidence).



SWOT Trend Analysis – Past, Present, Future

PAST		PRESENT		FUTURE	
<i>Accomplishments</i>	<i>Setbacks</i>	<i>Strengths</i>	<i>Weaknesses</i>	<i>Risk</i>	<i>Opportunities</i>
<i>As illustrated by:</i>		<i>As illustrated by:</i>		<i>As illustrated by:</i>	
<ul style="list-style-type: none">Started & Finished Drainage ProjectOrdinance Revisions (ex: Noise & Foundations)Finishing CIP UnderbudgetCibolo Valley DriveReconstruction of Dean Road & the Low Water Bridge on GVD.Increased Property & Sales Tax RevenueMaster Plan CompleteCIPSetting Up CIPReconstruction of Cibolo Valley DriveRelationships with County, TxDOT, AAMPO, & Other CitiesCIP ProjectsSome Economic Tax Base Increasing w/ New Opening BusinessesGVSUD	<ul style="list-style-type: none">MoneyMoneyTxDOT – FM1103FM1103 Not Starting on TimeNot Following Through Fully on CIP ProjectsCan KickingEmployee Performance – Leadership Not Knowing What Their People Are DoingOrdinance Updates (UDC still in Progress)Companies Locating in CiboloEconomic InflationNeed Stronger Economic Development Tax BaseCIP Delays from Deadline	<ul style="list-style-type: none">Partnerships9+ Road Projects (Need 10 More)CMO working to Find Funding For ProjectsRelationshipsAbility to Start Looking to the Future on RoadsOpened 40 new Businesses in 2024Increase Commercial RevenueOld Town Commercial DevelopmentAdvantage of Open LandAA+ RatingSCUCISD (need to keep improving relationship)Getting Better at Goal Setting & Playing Catchup	<ul style="list-style-type: none">Old Town (Zoning, Drainage, etc.)TxDOTShort on ResourcesCan't Annex New LandEDC UpdateRoads (Maintenance, Aging Roads)Funds to Hire the Talent NeededTrain CrossingsNed to Get Going on Tolle RoadStaffing (Not Enough)Leadership Not Knowing What Their Real Culture is Outside of City HallPartnerships for Human Services Side (Non-Profits)Need to Think Creatively to Maximize Resources & Move ForwardWe Need Better CommunicationNeimitez Park & EDC Project Went Nowhere	<ul style="list-style-type: none">Current Zoning (Multi-Family)Cost of Materials/Projects/Man powerDOGE Eliminating Federal Jobs in CiboloEconomy (People Losing Jobs, ASIN w/ Tariffs)Increasing/Outpacing Tax Exemptions w/ New Residential DevelopmentReputationNeed Utilities on I10 (Both Sides)Internal Conflict PersistingDifficulty of New Businesses Coming to Cibolo (UDC)Not Enough FundingLegislation Passing Bills Against CitiesRelationships w/ Other EntitiesReputationUDC is Taking Too LongBusinesses Overlooking Cibolo	<ul style="list-style-type: none">I-10 is great for more Commercial BusinessesWe Plan to Help Open 50 New Businesses This YearFM1103 is Starting this MonthGrantsWorking on S. Cibolo Wastewater to Attract GrowthNeed Nice New Neighborhoods Between I-10 & FM 78Long Term PlanningGreat Relationships w/ EntitiesSetting Up Master Plans Helped to Get GrantsACMTxDOT/MPO/Grants (Need Creative Funding Ideas)Plans in Place (Comp Plan, Others In-Progress)Plans Being Started & Continued to Evolve



SWOT Trend Analysis – Past, Present, Future

Past:

•**Accomplishments:** Council reviewed past successes, including completed infrastructure projects (drainage, road revisions, Cibolo Valley Drive, Dean Road bridge), under-budget CIP finishing, increased property and sales tax revenue, a master plan completion, setting up the CIP, reconstruction projects with various entities, CIP projects, some economic tax base increase, and new business openings.

•**Setbacks:** Council acknowledged past challenges, primarily centered around financial issues (money), TxDOT-related delays (FM1103), projects not starting on time or fully following through (CIP projects), employee performance leadership gaps, difficulties with ordinance updates (UDC), companies locating in Cibola, economic inflation, a need for a stronger economic development tax base, and CIP delays from deadlines.



SWOT Trend Analysis – Past, Present, Future

Present:

•**Strengths:** The council identified current advantages, such as partnerships, a need for more road projects, a CMO looking for funding, strong relationships, the ability to start looking to the future on roads, newly opened businesses in 2024, increasing commercial revenue, old town commercial development, the city's advantageous location, an AA+ rating, SCUCISD relationships, getting better at goal setting and playing catchup.

•**Weaknesses:** The council recognized current limitations, including old town zoning issues, TxDOT constraints, a short supply of resources, inability to annex new land, EDC updates, road maintenance challenges, difficulty funding hired talent, train crossings, a need to get on the toll road, staffing shortages, leadership not knowing the real culture, outside city hall partnerships for human services (non-profits), a need to think creatively to maximize resources and move forward, and the Nemitz Park & EDC project not progressing.



SWOT Trend Analysis – Past, Present, Future

Future:

•**Risks (Threats):** The council anticipated potential future challenges, including current zoning (multi-family) concerns, the cost of materials/projects/manpower, DOGE eliminating federal jobs, economic issues (people losing jobs, ASW/tariffs), increasing outpacing tax exemptions, new residential development, reputation concerns, the need for utilities on I-10 (both sides), internal conflict persisting, the difficulty of new businesses coming to Cibolo (UDC), not enough funding, legislation passing bills against cities, relationships with other entities, UDC taking too long, and businesses overlooking Cibolo.

•**Opportunities:** The council identified potential future advantages, such as I-10 being favorable for more commercial businesses, plans to help open 50 new businesses this year, FM1103 starting this month, grants becoming available, working on S. Cibolo wastewater to attract growth, a need for nice new neighborhoods between I-10 & FM 78, long-term planning, great relationships with entities, setting up master plans to help get grants, ACM, TxDOT/MPO grants (needing creative funding ideas), plans in place (Comp Plan, others in progress), and plans being started and continued to evolve Cibolo.



PLUS/DELTA EXERCISE

Plus+: What worked well today? What provided value to help you focus on the future? What can we build on?

- Clear and informative materials were provided.
- Well-organized staff delivered comprehensive information and resources.
- Demonstrated effective time management and focus on tasks.
- Expressed enthusiasm for discussions and work related to roads and parks.
- Showed interest in learning about Lean Processes and Activities.
- Maintained a positive balance with directors (In 2026, include an additional PMP Quarterly Meeting with the City Manager and Department Head).
- Identified SMW as a valuable tool.

Delta Δ: What can be done better or differently to help you focus on the future?

- Continue to minimize scheduling conflicts with other events (e.g., avoid scheduling during Spring Break).
- Establish and confirm the 2026 SMW date by May 2025.
- Incorporate dedicated time and activities for team building.

PLUS/DELTA EXERCISE

31. PLUS / DELTA

PLUS:

- Information provided
- Staff well organized and good information/material
- Time mgmt. / on task
- Enjoyed talking/working on roads & park
- Like learning about Lean process and activities
- Good balance w/ directors
- '26 show PMP again
- Find S.M.W. to be a valuable tool

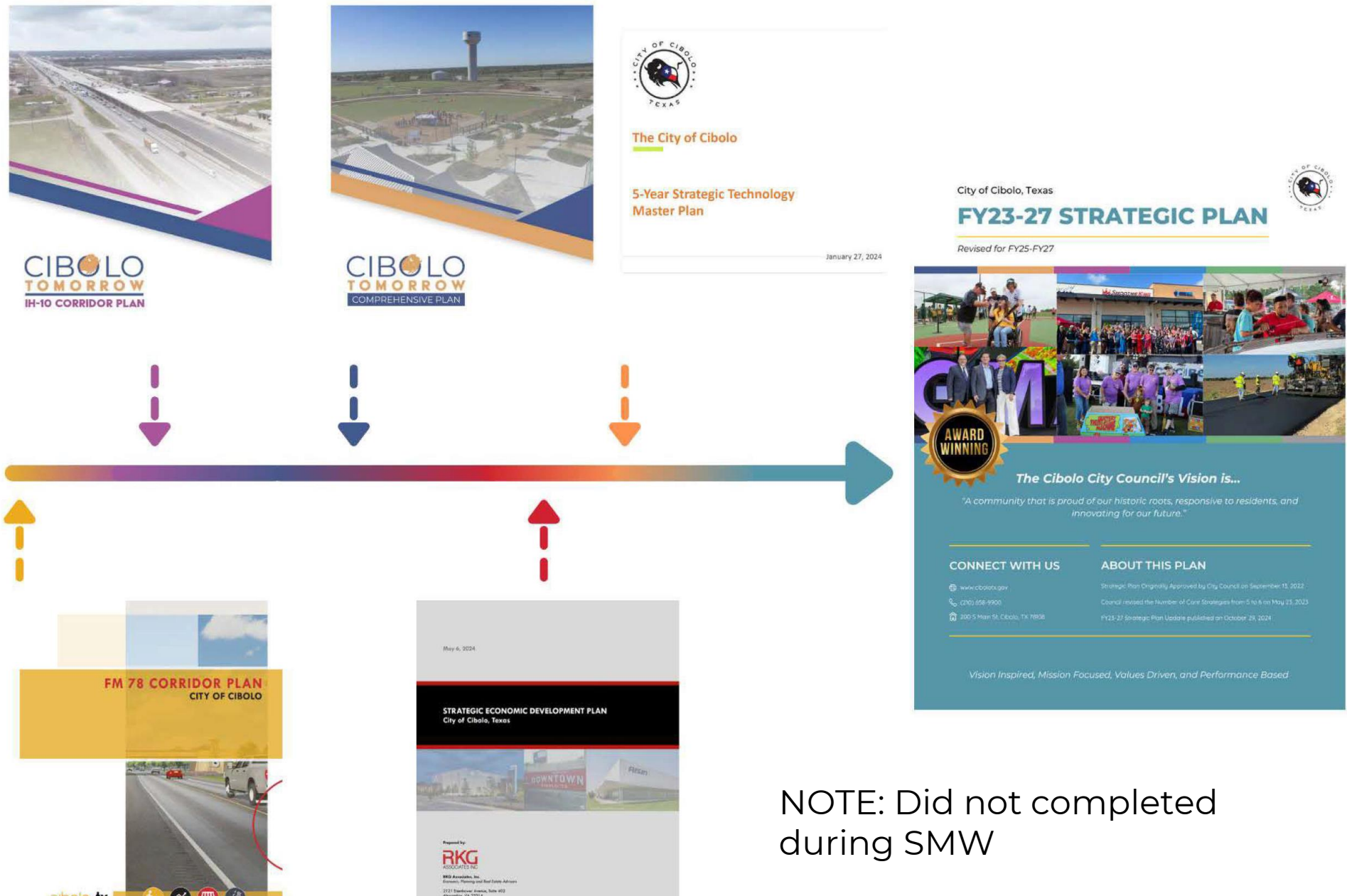
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DELTA:

- Minimize conflicts w/ other events (continue to not schedule during Spring Break)
- Set date/affirm date by May 25 for 2026 S.M.W.
- Provide time/exercise for teambuilding



Alignment of Council's Strategic Plan



NOTE: Did not completed during SMW

Alignment of Council's Strategic Plan

Comprehensive Plan (2024)

I-10 Corridor Plan (2024)

EDC Strategic Economic Development Plan (2024)

FM 78 Corridor Plan (2016)

IT Strategic Master Plan (2025)

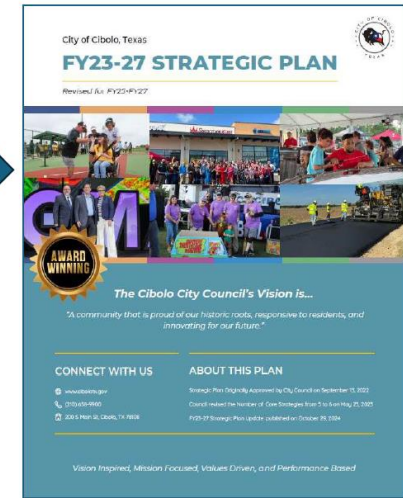


Old Town Master Plan

Impact Fees

South Cibolo Wastewater Master Plan

1.2	Promote attractive well planned major throughfares	'23	'24	'25	'26	'27
1.2.2	Promote growth near I-10 by investing in roadway improvements to support industrial/manufacturing					
1.4	Promote and preserve historic downtown	'23	'24	'25	'26	'27
1.4.6	Review and present on the Downtown "CORE" Plan					
1.4.7	Amend Downtown CORE Plan at Council direction and revise UDC					
4.1	Promote active lifestyles for all ages by providing opportunities to recreate	'23	'24	'25	'26	'27
4.1.2	Develop a trail system that connects neighborhoods and commercial areas					
4.4	Provide unique outdoor experiences - "Memorable Experiences"	'23	'24	'25	'26	'27
4.4.1	Update Downtown Master Plan to create clear vision for the heart and soul of our community					
4.4.5	Complete design and initiate construction of the Town Creek Trail from FM 1103 to the Community Center					
6.1	Govern openly to build and sustain trust through citizen inclusion and involvement	'23	'24	'25	'26	'27
6.1.1	Create an annual UDC work program using UDC Advisory, P&Z, and Council direction on Committee					
6.1.3	Update Parks and Recreation Master Plan after Comprehensive Plan					
6.1.4	Update UDC after Comprehensive Plan					



Alignment of Council's Strategic Plan

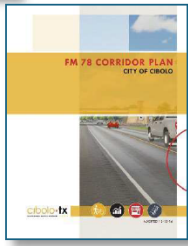
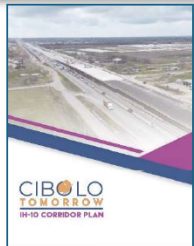
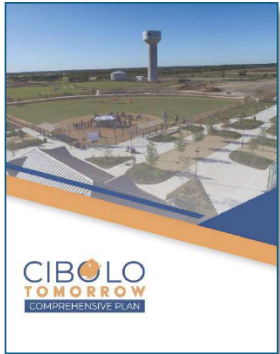
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Old Town Master Plan

Impact Fees

South Cibolo Wastewater Master Plan

FY25

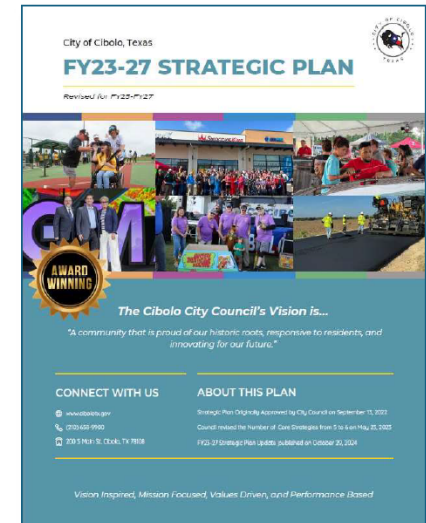
FY26

Action L-8: Amend the UDC to align zoning districts to reflect PlaceTypes.

Action T-12: Conduct a north-south connector feasibility study with preliminary engineering work, environmental analysis, and public engagement to qualify for local, state, or federal funding sources and/or grant programs.

Action L-3: Develop an Old Town Master Plan that will include an implementation plan and recommendations to update the City's Unified Development Code (UDC) with custom-tailored regulations for Old Town to help preserve and guide existing and future development and activity.

Action T-6: Create a parks and trails master plan to ensure a coordinated parks and trails system.





Alignment of Council's Strategic Plan

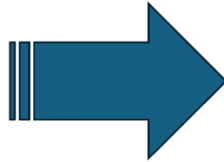
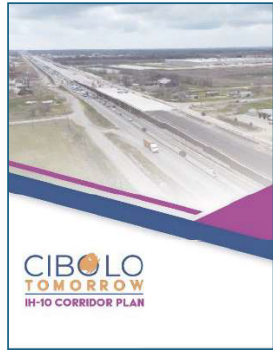
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FY25

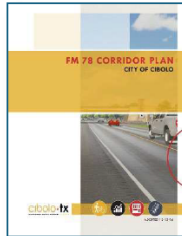
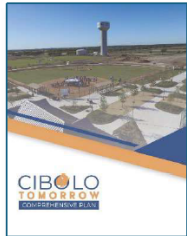
FY26

Action L2: Leverage Sub-District II [Stolte Road to Santa Clara Creek] as the center for industrial uses and job creation.

Action P1: Install a primary gateway feature on the western and eastern boundary of the IH-10 Corridor to signify entry and create a sense of arrival.

Action L3: Amend the Unified Development Code to align with the uses and vision outlined in the IH-10 Corridor Plan.

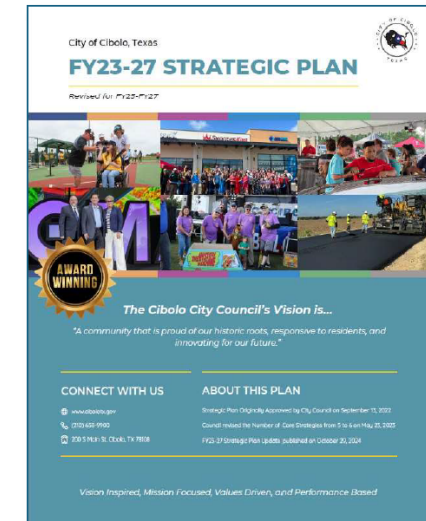
Action C1: Ensure adequate water and wastewater infrastructure is installed to support the anticipated level of development in the IH-10 Corridor study area.



Old Town Master Plan

Impact Fees

South Cibolo Wastewater Master Plan



Alignment of Council's Strategic Plan

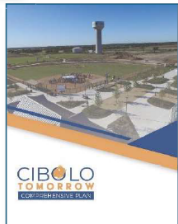
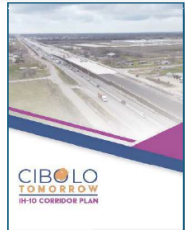
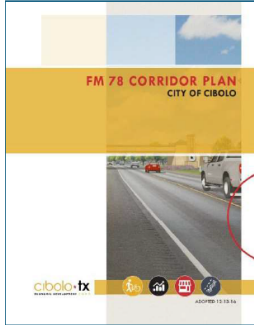
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Old Town Master Plan

Impact Fees

South Cibolo Wastewater Master Plan

FY25

FY26

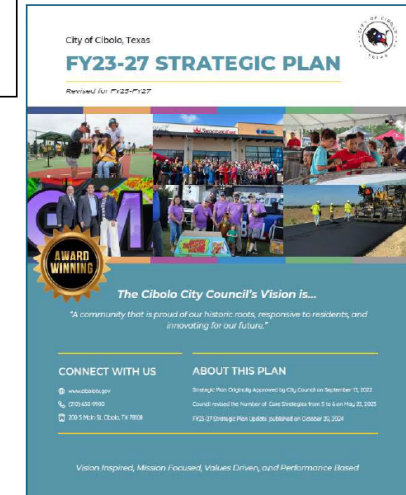
Action 60: Reevaluate the Downtown Revitalization Plan to master plan for an urban downtown environment for the entire area designated as Downtown on the Future Land Use Plan.

Action 37: Evaluate the City's Unified Development Code to include appropriate design standards to promote quality, walkable and connected development.

Action 25: Empower the Cibolo Economic Development Corporation (CEDC) to acquire, rehab, and sell select at-risk properties utilizing generated TIRZ funds, dedicated general funds, or a new funding source (e.g., a Cibolo Economic Development Fund).

Action 34: Consider establishing tax abatement incentives (with discounts tied to capital improvements) to spur commercial real estate development along the corridor, which could likely have the added benefit of making commercial leasing costs along the corridor more competitive.

Action 12: Connect the existing trail in Schlather Park to Downtown Cibolo along the Town Creek riparian corridor via an off-street trail. As new development occurs in this area (e.g., the development of the new HEB or new residential neighborhoods in the area formerly called the Town Center), this key corridor alignment should be both protected and developed along with the new development.





Alignment of Council's Strategic Plan

Comprehensive Plan (2024)

I-10 Corridor Plan (2024)

EDC Strategic Economic Development Plan (2024)

FM 78 Corridor Plan (2016)

IT Strategic Master Plan (2025)

1.1	Institute forward thinking business, land use, development, and public safety strategies to promote community growth and development	2024	2025	2026	2027
1.1.1	Update the Comp Plan's FLUM to reflect a balance Cibola's tax base to include increased revenue through sales tax				
1.2	Promote attractive well planned major throughfares	2024	2025	2026	2027
1.2.2	Promote growth near I-10 by investing in roadway improvements to support industrial/manufacturing				
1.2.3	Promote growth near I-10 by designing a Public Safety Facility for fire and police presence				
1.2.4	Promote growth near I-10 by constructing a Public Safety Facility for fire and police presence				
1.3	Aggressive recruitment of targeted industries	2024	2025	2026	2027
1.3.4	Conduct Retail Study to identify opportunities to attract new retail sectors and strategy to target retailers to attract them to Cibola				
Promote and preserve historic downtown		2024	2025	2026	2027
1.4.4	Create a communications calendar to update Council on ED activities monthly				
1.4.5	Create "Main Street" program w/ focus on small business growth/support				
1.4.6	Review and present on the Downtown "CORE" Plan				
1.4.7	Amend Downtown CORE Plan at Council direction and revise UDC				





Alignment of Council's Strategic Plan

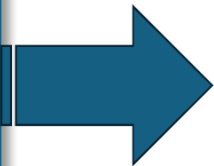
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FY25

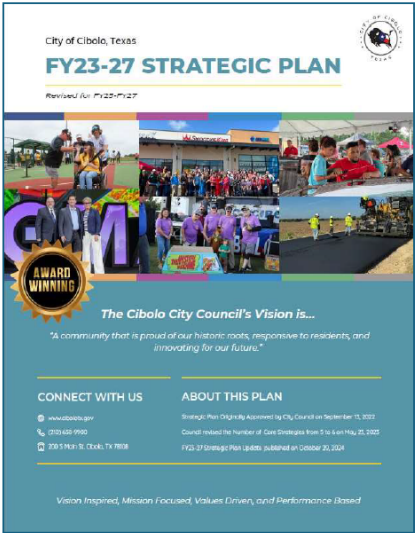
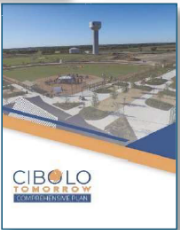
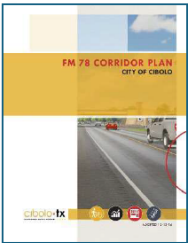
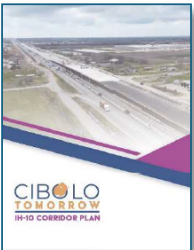
FY26

Become more proactive with regional and statewide partners,
Scale proactive marketing and recruitment efforts
Create small area plans for the City's primary economic activity centers
4.1 Match land use regulations to economic development vision particularly in economic activity ctrs

4.2 Create Economic Development incentives that match the City's priorities & performance expectations (Policy)
4.2.3 Create Industry specific incentives available throughout the city (Policy)
5.6 refine economic development dashboard (Monetary technology investments)

Sections 1 & 2: Focusing on Business retention & expansion as well as recruitment/attraction
1.3.5 Retail Study is underway as of January 2025
1.4.7 Amend Downtown CORE Plan at Council direction and revise UDC
*1.4.5 Create "Main Street" program w/ focus on small business growth/support
*TX Historical Commission First Street Program

5.1 Create marketing collateral necessary for effective retention and recruitment (internal)
4.2 Create Economic Development incentives that match the City's priorities & performance expectations (Policy)
3.1 Create small area plans for the City's primary economic activity centers (mixture of policy, cross departmental work and monetary investments)
*4.2.2 Find consensus between policymakers, businesses and residents for Downtown's long-term vision (Policy)



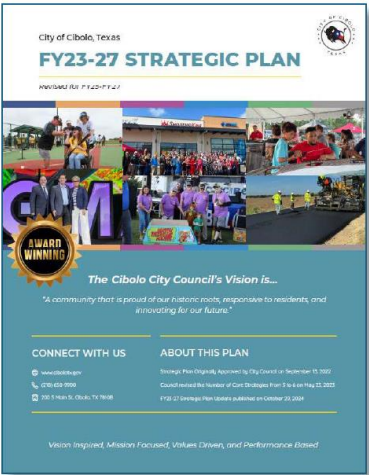
Old Town Master Plan

Impact Fees

South Cibola Wastewater Master Plan



Alignment of Council's Strategic Plan



Initiative	FY 2024-25	FY 2025-26	FY 2026-27	FY 2027-28	FY 2028-29
Standardize and Simplify the Technical Environment to Reduce IS Complexity					
Upgrade the City's Main Data Center					
Build Out Backup Data Center					
Deploy Redundancies in the City's Internet POPs					
Continue Building Out City's Fiber Network					
Implement Security Operation Center (SOC) Managed Services					
Modernize End User Functionality to Promote Better Operational Efficiencies					
Implement a Modern Integrated ERP System					
Deploy a New Community Development System					
Transform the IS Organization to Focus on Technology Advisement and Quality Customer Service					
Reorganize IS					
Hire an Applications Support Specialist					
Hire a Network Administrator					
Expand End User Support Team					
Collaborate with Operational Departments for a Unified Strategy and Governance					
Redefine Technology Governance to Further Collaborate with Operational Departments					
Address Gaps in City-wide Technology Policies					
Develop a Continuity of Operations Plan (COOP)					
IT Strategic Plan Refresh					
Transform the IS Organization to Focus on Technology Advisement and Quality Customer Service					
Reorganize IS					
Hire an Applications Support Specialist					
Hire a Network Administrator					
Expand End User Support Team					
Collaborate with Operational Departments for a Unified Strategy and Governance					
Modernize End User Functionality to Promote Better Operational Efficiencies					
Implement a Modern Integrated ERP System					
Deploy a New Community Development System					

NEXT STEPS

1. (Dependent on direction) All items produced for, and from, this workshop will be added to the City's website under the Council's page for future reference and additional transparency.
2. (Dependent on direction) Items not addressed during the workshop, both the SWOT Analysis and Council Conversation, will be addressed at a future workshop.
3. Opportunities for improvement based on feedback from Council will be notated and referenced when planning next year's workshop.



NEXT STEPS

Staff recommends the following dates for the Council's 2026 Strategic Management Workshop:

1. Saturday, March 21, 2026
2. Saturday, March 28, 2026

NOTE: SCUCISD Spring Break is the week of March 9th – 13th



GUIDANCE FROM COUNCIL

Staff is asking for direction from Council on the following items:

1. Does Council approve the documentation from the Strategic Management Workshop?
2. Does Council approve the suggested Action Items to be added to the next revision of the Strategic Plan?
3. Does Council agree to further exploring the items identified during the SMW that have a FY26 Budget impact during the Summer Budget workshops?

SMW 2025 CIP & Parks Exercise	FY25	FY26	FY27	FY28	FY29	FY30
	\$11.5M	\$4M (Revised: \$4.5M)	\$13M (Revised: \$9.625M)	\$9.5M (Revised: \$7.575M)	\$16M (Revised: \$21.35M)	\$8.955M
FACILITIES					Lift Station Decommission (\$2.4M)	
ROADS	FM1103 Phase II Utility Relocation (\$2M) Green Valley Road Recon (\$441K) Green Valley Rd Mill & Overlay (\$633K) Silver Wing (\$738K) Firebird Lane (\$1.3M) Deer Creek Blvd (\$2.2M)	FM1103 Phase II Match (\$3.4M) Cibolo S. Neighborhood (\$5.68M)		Heackerville Rd. Extension (\$7.89M)		Weidner Road (Cost -TBD)
DRAINAGE						
PARKS	Niemetz Park (\$1.3M) Veterans Park (\$632K) Parks FY25 (\$750K) MEC Sod & Sprinklers (\$275K)		Schlater Park Renovations (\$1.3M) Parks & Rec Master Plan (\$250K) <i>NOTE: This will include a master plan for the Sports Complex and Warbler Woods Park Land</i>	Tolle Nature Center (\$1.1M)	Al Rich Park Renovations (\$788K) Schlather Park Renovations (\$928K)	
TOTAL EST.	\$10.269M	\$9.08M	\$1.5	\$9M	\$1.7M	

Council Strategic Management Workshop
Council Chambers
04/05/2025

PAST		PRESENT		FUTURE	
<i>Accomplishments</i>	<i>Setbacks</i>	<i>Strengths</i>	<i>Weaknesses</i>	<i>Risk</i>	<i>Opportunities</i>
<i>As illustrated by:</i>		<i>As illustrated by:</i>		<i>As illustrated by:</i>	
<ul style="list-style-type: none"> Started & Finished Drainage Project Ordinance Revisions (ex: Noise & Foundations) Finishing CIP Underbudget Cibolo Valley Drive Reconstruction of Dean Road & the Low Water Bridge on GVD. Increased Property & Sales Tax Revenue Master Plan Complete CIP Setting Up CIP Reconstruction of Cibolo Valley Drive Relationships with County, TxDOT, AAMPO, & Other Cities CIP Projects Some Economic Ta Base Increasing w/ New Opening Businesses GVSUD 	<ul style="list-style-type: none"> Money Money TxDOT – FM1103 FM1103 Not Starting on Time Not Following Through Fully on CIP Projects Can Kicking Employee Performance – Leadership Not Knowing What Their People Are Doing Ordinance Updates (UDC still in Progress) Companies Locating in Cibolo Economic Inflation Need Stronger Economic Development Tax Base CIP Delays from Deadline 	<ul style="list-style-type: none"> Partnerships 9+ Road Projects (Need 10 More) CMO working to Find Funding For Projects Relationships Ability to Start Looking to the Future on Roads Opened 40 new Businesses in 2024 Increase Commercial Revenue Old Town Commercial Development Advantage of Open Land AA+ Rating SCUCISD (need to keep improving relationship) Getting Better at Goal Setting & Playing Catchup 	<ul style="list-style-type: none"> Old Town (Zoning, Drainage, etc.) TxDOT Short on Resources Can't Annex New Land EDC Update Roads (Maintenance, Aging Roads) Funds to Hire the Talent Needed Train Crossings Ned to Get Going on Tolle Road Staffing (Not Enough) Leadership Not Knowing What Their Real Culture is Outside of City Hall Partnerships for Human Services Side (Non-Profits) Need to Think Creatively to Maximize Resources & Move Forward We Need Better Communication Neimitez Park & EDC Project Went Nowhere 	<ul style="list-style-type: none"> Current Zoning (Multi-Family) Cost of Materials/Projects/Man power DOGE Eliminating Federal Jobs in Cibolo Economy (People Losing Jobs, ASIN w/ Tariffs) Increasing/Outpacing Tax Exemptions w/ New Residential Development Reputation Need Utilities on I10 (Both Sides) Internal Conflict Persisting Difficulty of New Businesses Coming to Cibolo (UDC) Not Enough Funding Legislation Passing Bills Against Cities Relationships w/ Other Entities Reputation UDC is Taking Too Long Businesses Overlooking Cibolo 	<ul style="list-style-type: none"> I-10 is great for more Commercial Businesses We Plan to Help Open 50 New Businesses This Year FM1103 is Starting this Month Grants Working on S. Cibolo Wastewater to Attract Growth Need Nice New Neighborhoods Between I-10 & FM 78 Long Term Planning Great Relationships w/ Entities Setting Up Master Plans Helped to Get Grants ACM TxDOT/MPO/Grants (Need Creative Funding Ideas) Plans in Place (Comp Plan, Others In-Progress) Plans Being Started & Continued to Evolve

Participants: Mayor Allen, Council Members J. McGlothin, K. Cunningham, N. Sanchez-Stephens, D. Roberts, and J. Hicks
Facilitated By: City Manager's Office

Council Strategic Management Workshop
Council Chambers
04/05/2025

Participants: Mayor Allen, Council Members J. McGlothin, K. Cunningham, N. Sanchez-Stephens, D. Roberts, and J. Hicks
Facilitated By: City Manager's Office

PLUS	DELTA
<ul style="list-style-type: none"> • Information provided • Staff well organized and provided good information/material • Time Management/On Task • Enjoyed talking/working on roads and parks • Like learning about Lean Processes and Activities • Good balance with directors (In 2026, show another PMP Quarterly Mtg with CM and Dept Head) • Find SMW to be a valuable tool 	<ul style="list-style-type: none"> • Minimize conflict with other events (cont. to not scheduled during Spring Break) • Set date/affirm date by May 25 for 2026 SMW • Provide time/exercise for team building
<p>31. PLUS / DELTA</p> <p>PLUS:</p> <ul style="list-style-type: none"> • Information provided • Staff well organized and good information/material • Time mgmt. / on task • Enjoyed talking/working on roads & parks • Like learning about Lean process and activities • Good balance w/ directors 26 show PMP again • Find S.M.W. to be a valuable tool 	<p>4-2</p> <p>DELTA:</p> <ul style="list-style-type: none"> • Minimize conflicts w/ other events (continue to not schedule during Spring Break) • Set date/affirm date by May 25 for 2026 SMW • Provide time/exercise for team building



City Council Regular Meeting Staff Report

O. Discussion/Action on City Council Consideration of Workshop Meetings prior to Regular City Council Meetings. (Mr. Reed)

Meeting	Agenda Group
Tuesday, May 27, 2025, 6:30 PM	Discussion/Action Item: 90.
From	
Wayne Reed, City Manager	

PRIOR CITY COUNCIL ACTION:

May 13, 2025. City Council had a brief discussion about holding Workshop style meetings. It requested to discuss this at a future meeting.

BACKGROUND:

This is a new item for City Council to consider holding workshop style meetings prior to regular City Council meetings. The purpose would be to have discussion on topics that are more complex and direction is needed from City Council. There would be no real "Action" by Council other than direction on how to proceed. In other words, Council would not approve an item in a workshop meeting. It will give direction so that City staff can return an item on a regular agenda.

The benefit of holding workshop meetings, which start before 6:30 pm is that they may shorten regular meetings by removing an item that would otherwise be on the agenda of a regular meeting. However, it needs to be said that even with workshop meetings, the City Council regular meetings may still go late into the evening depending on the timing of items that need to go before City Council, including but not limited to subdivisions (plats) and special items. We remain a fast growing city and it will remain common for long agendas. With that said, the ability to cover complex items in a workshop style meeting will remove these items from the agenda of a regular meeting.

It is important to note that workshop meetings are NOT optional. Councilmembers must attend so that they provide direction on important items.

OPTION 1. Workshop session on same day as a Council's regular meeting from 5:00 pm to 6:30 pm. 30 minute break, during which dinner is served. Regular meeting starts at 7:00 pm.

- This can be once or twice a month. If once a month, Council must pick either the first or second regular meeting (2nd or 4th Tuesday) to hold the workshop session.

OPTION 2. Workshop session held on the second Thursday of the month. This will allow appointments to committees, commissions, boards, and corporations to be held on the first Tuesday of every other month prior to the start of a regular meeting, which will still start at 6:30 pm.

STAFF RECOMMENDATION:

No recommendation

FINANCIAL IMPACT:

There will be a small budgetary impact for the City to provide meals for City Council members and the City staff, who are attending both meetings. No other financial impact.

MOTION(S):

A motion can be made to direct staff to establish workshop style meetings. It needs to include the date (2nd or 4th Tuesdays), start time, and end time.



City Council Regular Meeting Staff Report

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

Meeting	Agenda Group
Tuesday, May 27, 2025, 6:30 PM	Discussion/Action Item: 9R.
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

[May.June 2025.pdf](#)

May



2025

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
				1 Youth Council 6:30pm	2 TML Region 7 Meeting Pleasanton 7pm	3
4	5 The Chamber Golf Tournament	6	7 Parks Meeting 6:30pm	8 NEP Luncheon 11:30am	9	10
11	12	13 Council Meeting 6:30pm	14 Municipal Court P&Z Meeting 6:30pm Charter Review 6:30pm	15 EDC Meeting 6:30pm	16	17
18	19	20 Charter Review 6:30pm	21	22 Historic Committee 6:30pm	23	24
25	26 City Offices Closed 	27 Council Meeting 6:30pm	28 Municipal Court Joint Council/P&Z/BOA Meeting 6:30pm	29 Charter Review 6:30pm	30	31

June



2025

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
1	2	3 Charter Review 6:30pm	4 Parks Meeting 6:30pm	5 Old Town Open House 3pm-5pm Cibola Council/Schertz Council/ CCMA Joint Meeting 6:30pm	6 Old Town Open House 3pm-5pm	7
8	9	10 Council Meeting 6:30pm	11 Municipal Court P&Z Meeting 6:30pm	12 NEP Luncheon 11:30am	13 Flag Day Ceremony	14
15	16	17 Council Workshop 6:30pm	18	19 City Offices Closed JUNETEENTH	20	21
22	23 Charter Review 6:30pm	24	25 Municipal Court	26 Historic Meeting 6:30pm	27	28
29	30 Charter Review 6:30pm					