"City of Choice"

City Council Meeting

Tuesday, June 10, 2025, 6:30 PM
Council Chambers
200 S. Main St.
Cibolo, Texas 78108

Est. Duration: 2 hr 10 min

1. Call to Order

2. Roll Call and Excused Absences

2.A. Excused Absence

3. Invocation

4. Pledge of Allegiance

5. Citizens to be Heard

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

6. 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.)

6.A. Approval of the minutes of the Regular City Council Meeting held on May 27, 2025.

6.B. Approval of Preliminary Plat for Schlather Ranch.

7. Staff Update

7.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. Solid Waste Transition Update

7.B. Police Department

8. Ordinances

8.A. Approval/Disapproval of an Ordinance of the City of Cibolo amending Chapters 1 and 54, providing a definition of city parks, prohibited conduct in city parks, and repealing conflicting ordinances related to alcohol in city parks. (Chief Andres)

9. Resolutions

9.A. Approval/Disapproval of a Resolution of the City of Cibolo, Texas, appointing Chris Hubbard to the CRWA Board of Managers replacing Jacob Parsons who is no longer employed with the City of Cibolo. (Councilwoman D. Roberts)

9.B. Approval/Disapproval of a Resolution of the City of Cibolo, Texas, approving and directing the MesserFort Law Firm to represent the City of Cibolo, Texas, as an intervening co-plaintiff joining fifteen other cities as plaintiff in the 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. (Mr. Reed)

9.C. Approval/Disapproval of a Resolution of the City of Cibolo authorizing the submission of a grant application to renew the Motor Vehicle Crimes Prevention Authority (MVCPA) for the FY 26 SB 224 Catalytic Converter Grant Program and agreeing to designate an official to administer the grant. (Chief Andres)

10. Discussion/Action

10.A. Discussion/Presentation on an Amendment Number One to the Interlocal Agreement between the City of Schertz, Texas, for Emergency Medical Service Presentation. (EMS Director Mr. Mabbitt/ Chief Troncoso)

10.B. Discussion/Presentation on City’s Procurement Policy and Procedures Manual regarding Procurement of Professional Services (Chapter 3) under $50,000 and Delegation of Authority (Chapter 6). (Mr. Reed)

10.C. Discussion/Action to allow the City Manager to sign a Change Order for the FY23 Street Reconstruction Package 1 (Dean Road and Bolton Road Repairs) in the amount of $121,538.33. (Mr. Gomez)

10.D. Discussion/Action to authorize the City Manager to negotiate a contract(s) for engineering/architectural design services for a new Animal Shelter (RFQ # 25-547-14). (Mr. Hugghins)

10.E. Discussion/Action on Naming the City's Newest Facility, formerly known as the Noble Group Event Center, located at 203 S Main Street. (Mr. Reed)

10.F. Discussion/Action on the Award of Bid for building renovations of 203 S. Main St. to K-W Construction, Inc. in the amount of One Hundred Forty-Two Thousand Seven Hundred Dollars and Zero Cents ($142,700.00). (Mr. Hugghins / Mr. Gomez)

10.G. Discussion/Action on a contest for a new city coin. (Councilman McGlothin)

10.H. Discussion/Action on City Council consideration of Workshop Meetings prior to Regular Meetings. (Mr. Reed)

10.I. Discussion/Presentation on an Emergency Management Shelter Operation- Emergency Preparedness Plan. (Chief Troncoso Emergency Management Coordinator)

10.J. Discussion on Budget Workshops and having Departments to speak on their needs/wants. (Councilman Hicks)

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

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

10.M. 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)

11. Executive Session

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

11.A. City Manager/City Secretary appointment, employment, evaluation, duties, discipline, or dismissal.

12. Open Session

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

12.A. Executive Session Action

13. Adjournment

13.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

Date Posted: June 3, 2025

City of Cibolo

City Council Regular Meeting Staff Report

A. Approval of the minutes of the Regular City Council Meeting held on May 27, 2025.

Meeting	Agenda Group
Tuesday, June 10, 2025, 6:30 PM	Consent Agenda - Consent Items (General Items) Item: 6A.

From
Peggy Cimics, City Secretary

PRIOR CITY COUNCIL ACTION:

N/A

BACKGROUND:

N/A

STAFF RECOMMENDATION:

N/A

FINANCIAL IMPACT:

N/A

MOTION(S):

N/A

Attachments

052725 Council Minutes.pdf

CIBOLO CITY COUNCIL
CIBOLO MUNICIPAL BUILDING
200 S. Main
Cibolo, Texas 78108
May 27, 2025
6:30 p.m.

Minutes

1. Call to Order – Mayor Allen called the meeting to order 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 – Councilman Hicks gave the Invocation.

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

5. Presentation of Awards

   A. Presentation to all the Senior Graduates that are joining the Military.

   Mayor Allen read the proclamation recognizing all the graduating seniors that have signed to join the military. Each proclamation had the name of the individual and the branch of service they had joined. Council presented the proclamation to each of the members and Councilman Hicks gave each senior a Cibolo military coin. Pictures were taken with all the members and city council. The City of Cibolo is proud of each of the young men and women that decided to join the United States Military.

6. Citizens to be Heard

   This is the only time during the Council Meeting that a citizen can address the City Council. It is an opportunity for visitors and guests to address the City Council on any issue to include agenda items. All visitors wishing to speak must fill out the Sign-In Roster prior to the start of the meeting. The City Council may not deliberate any non-agenda issue, nor may any action be taken on any non-agenda issue at this time; however, the City Council may present any factual response to items brought up by citizens. (Attorney General Opinion – JC-0169) (Limit of three minutes each.) All remarks shall be addressed to the Council as a body. Remarks may also be addressed to any individual member of the Council so long as the remarks are (i) about matters of local public concern and (ii) not disruptive to the meeting or threatening to the member or any

attendee including City Staff. Any person violating this policy may be requested to leave the meeting, but no person may be requested to leave or forced to leave the meeting because of the viewpoint expressed. **This meeting is livestreamed. If anyone would like to make comments**
on any matter regarding the City of Cibolo or on an agenda item and have this item read at this meeting, please email citysecretary@cibolotx.gov or telephone 210-566-6111 before 5:00 pm the date of the meeting.

The following individuals signed up to speak during this item. Mr. Rayner stated that he had lived in Cibolo several years ago but moved to Florida to help care for his mother. He moved back to Cibolo after his mother passed away. Mr. Rayner was amazed at how much the city has grown with an HEB and all the businesses that have been built in his short time away. Mr. Benson had sent an email to be read by Councilman Hicks. Mr. Benson wrote in with several questions regarding the agenda item 9F that is on tonight's agenda. He had several concerns on the economic development projects that would necessitate hiring external contractors. Mr. Benson would like to know what type of projects would require hiring external contractors. He also had questions of the Financial Scope, Engagement Criteria, Approval Process, Staffing Strategy, and Contract Oversight.

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 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 May 13, 2025.

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

C. Approval of the March 2025 Check Register

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

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

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

Councilman Hicks pulled item 7C but made a motion to approve item A, B, D, E, and F. The motion was seconded by Councilman Mahoney. For: All; Against: None. The motion carried 7 to 0. Mayor Allen ask Councilman Hicks if he wanted to discuss item C and he stated no someone could make a motion on the item. Councilman Mahoney made the motion to approve item 7C. The motion was seconded by Councilman R. Roberts. For: Councilman McGlothin, Councilman R. Roberts, Councilman Mahoney, Councilwoman

Cunningham, Councilwoman Sanchez-Stephens, and Councilwoman D. Roberts. Against: Councilman Hicks. The motion carried 6 to 1.

8. Staff Update

A. Administration.

a. Capital Improvement Program – Updates on Projects

Lower Seguin Road – No update
Dean Road and Bolton Road – No update
Green Valley Road – Low Water Crossing Improvement
90% under construction. .All water line has been installed
Haeckerville Road and Town Creek Drainage
FY25 Street Rehabilitation Package 1
Under construction. Deer Creek Blvd – Construction started May 12th, Green Valley Road #1, Green Valley Road #2 – Construction starting June 2nd. Expected completion August 1, 2025. Package is expected to take 6-8 months to complete.
FY25 Street Rehabilitation Package 2
Complete Plans & Contracts (Town Creek Road, Firebird Run, and Silver Wing). Advertised May 9th and May 16th. 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

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

RFP for Attorney Services will be given to council this evening. Council will let staff know when they would like to conduct interviews.

c. Council Budget Workshop #1 topics.

First budget workshop is scheduled for June 17th at 6:30 p.m.

B. Fire Department – In Council Packet.

9. Discussion/Action

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

Councilman Hicks made the motion to approve the resolution on the proposed acquisition and Remodel of 216 E. College Street for Guadalupe Appraisal District. The motion was seconded by Councilman Mahoney. For: All; Against: None. The motion carried 7 to 0.

B. Discussion/Presentation on the FY25 Strategic Partnership Grant Program and Applications.

This item was briefed by Mr. Hugghins. Council would like to have this item back on the June24th agenda for council to award the FY25 Strategic Partnership Grants.

The City Council will meet in Executive Session as Authorized by the Texas Gov't Code Section 551;071, Consultation with Attorney to discuss item 9C and item 9D, The Council convened into Executive Session at 7:33 p.m. Council reconvened into Open Session at 7:55 p.m.

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 extra-territorial jurisdiction (ETJ).

Councilman Hicks made the motion to deny 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 extra-territorial jurisdiction (ETJ) due to the City's pending litigation concerning the State's law regarding release from ETJ. The motion was seconded by Councilman Mahoney. For: All; Against: None. The motion carried 7 to 0.

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).

Councilman Hicks made the motion to deny 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) due to the City's pending litigation concerning the State's law regarding release from ETJ. The motion was seconded by Councilman Mahoney. For: All; Against: None. The motion carried 7 to 0.

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.

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

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

Councilwoman Cunningham made the motion to authorize four (4) master services agreements related to RFP 25-760-08: Consultant to provide on call economic development services. The motion was seconded by Councilman McGlothin. For: Councilman McGlothin, Councilman R. Roberts, Councilman Mahoney, Councilwoman Cunningham, and Councilwoman D. Roberts; Against: Councilwoman Sanchez-Stephens and Councilman Hicks. The motion carried 5 to 2.

G. Discussion/Action regarding the Preliminary Acceptance of Public Infrastructure for Bella Rosa Unit 3.

Councilman McGlothin made the motion to approve the Preliminary Acceptance of Public Infrastructure for Bella Rosa Unit 3. The motion was seconded by Councilman R. Roberts. For: All; Against: None. The motion carried 7 to 0.

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

Councilman McGlothin made the motion to have staff draft a letter for council to sign thanking them for the gift of the public noticeboard. The motion was seconded by Councilman R. Roberts. For: Councilman Mahoney, Councilman R. Roberts, Councilman Mahoney, Councilwoman Cunningham, Councilwoman D. Roberts, and Councilman Hicks; Against: Councilwoman Sanchez-Stephens. The motion carried 6 to 1.

I. Discussion/Action on reconsideration of the Capital Improvement Advisory Committee.

Mr. Reed briefed this item and informed council on the need to get individuals appointed to the Capital Improvement Advisory Committee (CIAC) or have the Planning and Zoning Commission also take the role of the CIAC Committee. The requirements were explained to council. Council does have appointments to make at the Special Meeting prior to the regular Council Meeting scheduled for June 10th. You do have a few individuals that will meet the criteria. The goal is to have this committee in place and to start meetings in late June or early July.

J. Discussion/Action on the Appointment/Removal of Board, Commission, and Committee members.

This item was placed on the agenda by Councilman McGlothin. Councilman McGlothin was fine with this item being discussed at the Special meeting on June 10th when council will discuss the removal and appointments to individuals to committees, commissions, boards, and corporation.

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

Mr. Spencer gave a presentation to City Council on the status of the UDC rewrite. Discussed was a) the Public Engagement Plan, b) Stakeholder Feedback Summary, c) Implementation Matrix, d) Annotated Outline, and e) Regulatory Audit. Council has a joint meeting on May 28th with the P&Z and BOA to go over the recap and recommendations provided by KKC.

L. Discussion/Action to plant a memorial tree for Sue Boissonneault.

Councilwoman Cunningham made the motion to plant a memorial tree for Sue Boissonneault. The motion was seconded by Councilman R. Roberts. For: All; Against: None. The motion carried 7 to 0.

M. Discussion on a recommendation for the appointment of an individual to the Canyon Regional Water Authority (CRWA) Board of Managers replacing Mr. Parsons.

This item will come back to the next agenda with a resolution appointing Chris Hubbard as the City of Cibolo representative to the CRWA Board of Managers replacing Jabob Parsons.

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 went over the recap of Strategic Management Workshop that was held on April 5, 2025. A follow-up meeting on the Strategic Management Plan for some time early next year was discussed. Councilwoman D. Roberts made the motion to set the date for the next Strategic Management Workshop for March 28, 2026. The motion was seconded by Councilwoman Cunningham. For: All; Against: None. The motion carried 7 to 0.

O. Discussion/Action on City Council Consideration of Workshop Meetings prior to Regular City Council Meetings.

Councilwoman Cunningham made the motion to table this item until the June 10, 2025, agenda. The motion was seconded by Councilwoman D. Roberts. For: All; Against: None. The motion carried 7 to 0.

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

Councilman Hicks attended the AAMPO meeting, Commissioners Court, Arm Forces Parade in Live Oak, Miss Cibolo Pageant, and the Historic Event held at the Schertz-Cibolo Cemetery. Councilwoman D. Roberts attended the CRWA meeting, the Chamber Luncheon, and the Memorial Day Event in Schertz. Councilwoman Sanchez-Stephens attended Bio Works Event Grand Opening, Miss Cibolo Pageant, Memorial Day Ceremony in Schertz, Historic Event in Schertz, the Chamber Luncheon, and Bingo at the Senior Center. Councilwoman Cunningham attended River Center Senior Group in San Antonio, met with a residential developer on annexation into the city.

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

Council will send any request for the next agenda to the City Secretary before 8:30 a.m. on Monday, June 2, 2025.

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.

The City Secretary reminded the City Council of a couple upcoming meetings. The calendar for May and June were in the council packet.

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:

A. Zunker Litigation Settlement Offer.

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.

C. Discussion on the Grand Prairie vs. State of Texas lawsuit.

Council went into Executive Session at 10:05 to discuss the above items.

11. 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 10:47 p.m. No action was taken.

12. Adjournment

Councilwoman Cunningham made the motion to adjourn the meeting at 10:48 p.m. The motion was seconded by Councilman Hicks. For: All; Against: None. The motion carried 7 to 0.

PASSED AND APPROVED THIS 10TH DAY OF JUNE 2025.

Mark Allen
Mayor

ATTEST

Peggy Cimics, TRMC
City Secretary

City of Cibolo

City Council Regular Meeting Staff Report

B. Approval of Preliminary Plat for Schlather Ranch.

Meeting	Agenda Group
Tuesday, June 10, 2025, 6:30 PM	Consent Agenda - Consent Items (General Items) Item: 6B.

From
Rick Vasquez, Director of Economic Development and Planning

PLANNING & ZONING COMMISSION ACTION: Recommended DENIAL by 5-0 vote.

PROPERTY INFORMATION:

Project Name: PC-25-17-PP

Owner: **Shad Schmid -** KF Schlather LP

Representative: Paul Landa – Moy Tarin Ramirez Engineers, LLC (MTR)

Area: 117.510 acre

Location: Intersection of Town Creek Road and Wiedner Road

Place: 3

Zoning (map): Low Density Single-Family Residential (SF-2)

Proposed Use: 116 Residential Lots, 14 Open Space/ Sewer/ Drainage Lots, 1 Sanitary Sewer Lot

Utility Providers: Sewer/Water – City of Cibolo and Electricity - Guadalupe Valley Electric Cooperative

FINDINGS/CURRENT ACTIVITY:

Per Unified Development Code (UDC) Article 20.3.3., 'Preliminary Plat', property is 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.

A total of 116 residential lots will be developed within the Schlather Ranch subdivision.

This proposed Preliminary Plat also establishes fourteen (14) variable open space drainage lots, designated as Lot 900-901 (Block 1), 900-909 (Block 2), and Lots 900 (Block 3) on the Plat, to serve as the necessary drainage lots for this subdivision. Two acres have been called out to save and except for the existing home, which will be accessible via a cross-access easement.

STREETS/FUTURE THOROUGHFARE PLAN (FTPX):

This Plat establishes approximately 8,497 linear feet of roadway, including proposed streets Ernst Ranch, Sylvia Vista, Elizabeth Garden, and August Heights. All proposed streets will be private and maintained by the HOA. A TIA was submitted and is currently under review with the Preliminary Plat submittal.

UTILITIES:

Sewer and Water are provided by the City of Cibolo. Guadalupe Valley Electric Cooperative will provide electric to the Development. This Plat encompasses roadway and drainage infrastructure. Utilities to serve the Schlather Ranch subdivision are under review and proposed to be constructed with that development.

DRAINAGE:

The Master Utility Plan was submitted with the Preliminary Plat. Compliance with the approved Utility Plan has been reviewed as part of review of this plat, and has been approved by City Engineer.

A portion of the subdevelopment is within the Floodplain. Lot 900, designated as an open space/drainage easement lot, resides within the floodplain. The drainage easements will be maintained by Schlather Homeowners Association, their successors, and assigned.

Lot 910. Block 5, is a green belt lot, variable width open/space/sewer/drainage easements and pedestrian easements, this portion will be maintained by the City of Cibolo, their successors, and assigns.

PARKLAND:

There will be a total of 9.24 acres of parkland dedicated in the Schlather Ranch subdevelopment. UDC Sec. 16.2.2.a allows for up to 60% to be located within the floodplain or floodway. The applicant is coordinating with staff on the development of trails within the subdivision, that intend to connect to the existing trails within Cibolo.

STAFF RECOMMENDATION:

Staff and the City Engineer reviewed the Plat and associated documents. Per the attached memo, all comments have been addressed.

Therefore, Staff recommends APPROVAL of this Preliminary Plat.

Attachments

Narrative.pdf
PC-25-17-PP Application.pdf
PC-25-17-PP Staff Map.pdf
PC-25-17-PP-Approved Plat Plan.pdf

April 2, 2025

City of Cibolo
Planning & Zoning
200 S Main St
Cibolo, Tx 78108

Re: Schlather Ranch Subdivision
Preliminary Plat Application Narrative

To whom it may concern:

The Schlather Ranch Subdivision consists of 115.501 acres of land to be developed into 116 single-family residential lots within the City of Cibolo, Guadalupe County, Texas. The project site is located near the intersection of Dean Rd and Green Valley Rd. The attached Preliminary Plat application prepared by Moy Tarin Ramirez Engineers, LLC is intended to meet all requirements for submittal according to the City of Cibolo UDC.

KF SCHLATHER, LP
by its General Partner: King Fish Development, LLC,
a Texas Limited Liability Partner

By: _____
Name: Shad Schmid
Title: Manager

Cibolo
Preliminary Plat Application

Online Request #: 2727554

Project #: PC-25-17-PP

Submitted by:
Paul Landa
residential@mtrengineers.com

Location: **231 WIEDNER RD**

City: **CIBOLO** State: **TX** Zip: **78108**

Contact Information

Applicant's Contact Information

Title: First Name: **Paul** Last Name: **Landa** Suffix:

Business Name: **Moy Tarin Ramirez Engineers, LLC (MTR)**

Mailing Address: **12770 Cimarron Path, Suite 100**

City: **San Antonio** State: _ Zip: **78249**

Email Address: **sgarcia@mtrengineers.com**

Cell Phone: **(210) 382-9515** Work Phone: **(210) 698-5051** Home Phone:

Property Owner's Contact Information

Title: First Name: _ Last Name: Suffix:

Business Name:

Mailing Address:

City: State: _ Zip:

Email Address:

Cell Phone: Work Phone: Home Phone:

Representative's Contact Information

Title: First Name: _ Last Name: Suffix:

Business Name:

Mailing Address:

City: State: _ Zip:

Email Address:

Cell Phone: Work Phone: Home Phone:

Application Questionnaire (* denotes required question)

Preliminary Plat

Project Name *	Schlather Ranch Subdivision
Total Acres *	115.501
Survey Name *	ABS: 137 SUR: T GARCIA 143.0590 AC.
Abstract No. *	137
Current Zoning *	SF2
Proposed Zoning *	SF2
Overlay *	None
# of Lots *	116

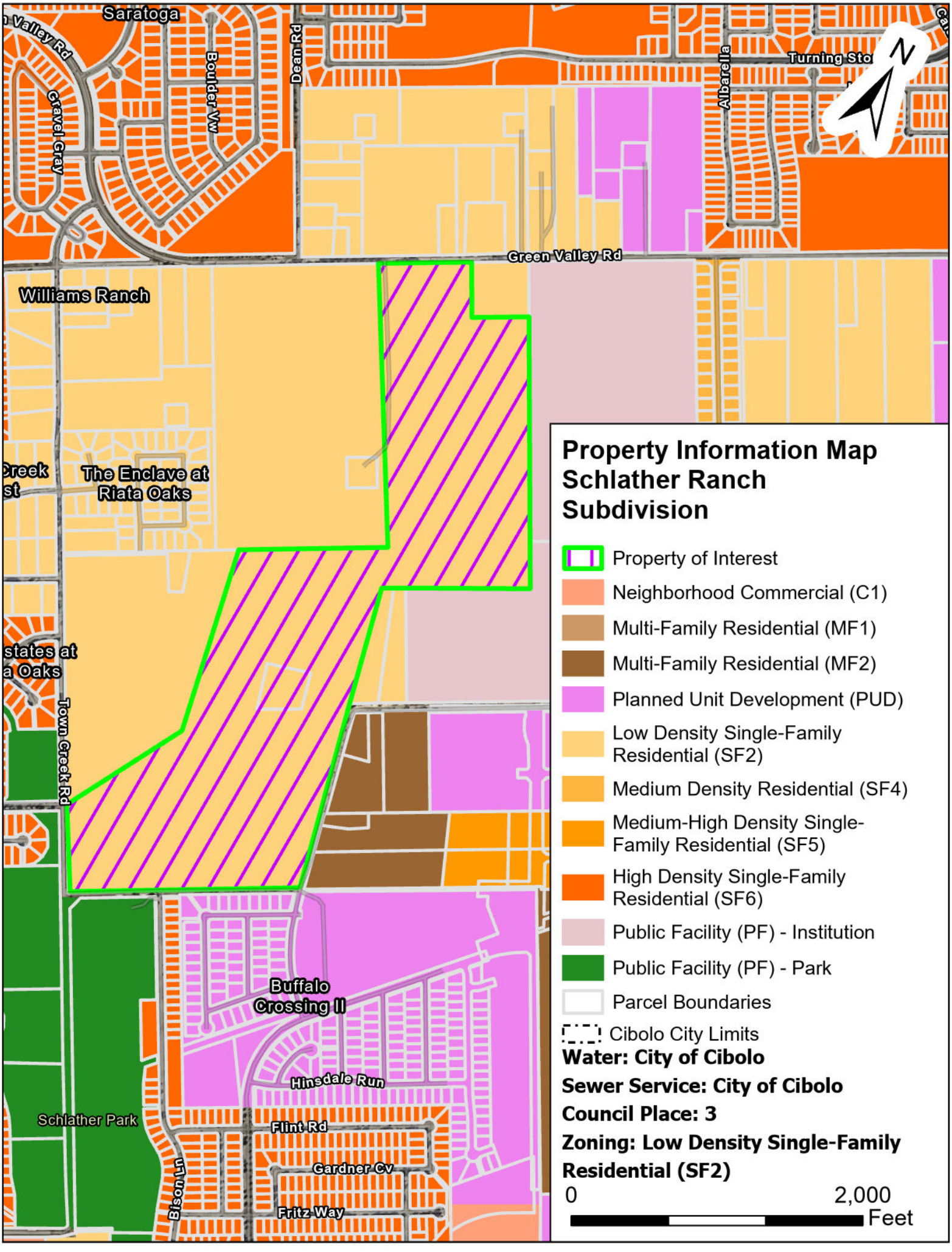
# of Units *	1
Work Type *	Single-Family
Specify *	
Total Proposed Square Footage *	
Total Proposed Square Footage *	
Current Use *	Rural
Proposed Use *	Private Single Family Residential
By typing my name below, I do hereby attest that the information contained in this application is true, accurate, and complete. *	Paul Landa
Acknowledgement *	[illegible]
Enter Signature: *	Paul Landa

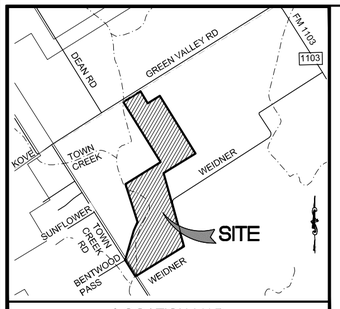
Documents Uploaded

The following documents are attached to the Application.

	cibolo_creek_hms.zip
	town creek ras.zip
A certificate or letter from a title guaranty company or from an attorney duly licensed to practice law in the State of Texas certifying the following concerning title to the land:	**title commitment (04.04.2025) green valley rd. - gf 4000412301038.pdf**
A report indicating any known/studied environmentally sensitive areas relative to wetlands endangered or otherwise listed species, archeological indicators, soils, and slope analysis	**2025-04-10_schlather ranch preliminary swmp.pdf**
Copy of a Tree Survey Showing all Trees on the Site, per the Requirement of this UDC	**schlather tract tree plan-reduced.pdf**
Copy of Proposed Plans or Reports for the Furnishing of Water, the Installation of Sanitary Sewer Facilities, and Provisions for Storm Sewers, and General Drainage Facilities	**schlather ww report.pdf** **schlather ranch subdivision - preliminary utility plan.pdf**
Copy of Proposed Stormwater Management Report/Plan, per the Requirements of Cibolo Design and Construction Manual	**2025-04-10_schlather ranch preliminary swmp.pdf**
Copy of the Instrument Establishing such Private Easement or Fee Strip	**special warranty deed v3005 p73.pdf**
Copy of the Preliminary Plat Encompassing All Land Owned by the Subdivider	**schlather ranch subdivision - preliminary plat.pdf**
Copy of the Proposed Traffic Impact Analysis Report, per the TIA Requirements Stipulated in Article 18 of this UDC	**schlather tract tia report.pdf**
Developer Must also Provide the Standard or Non-Standard Service Agreement Letters and Wastewater Capacity Analysis Required in Section 19.1.F.1.f of this UDC	**schlather ranch subdivision - preliminary utility plan.pdf**
Letter of Authorization	**authorization letter - kf schlather lp_executed.pdf**

Letter of Authorization	**authorization letter - mtr_executed.pdf**
Narrative of Application Request	**prelim plat app narrative_executed.pdf**
Project Applicable LOC Approvals per Utilities and Outside Review Entities (i.e. TxDot, Guadalupe County)	**schlather ranch- service availability letter.pdf** **schlather ranch subdivision - preliminary utility plan.pdf**
Proof of Tax Certification	**special warranty deed v3005 p73.pdf** **schlather properties llc tax certificate.pdf**
Proposed Grading Plan	**schlather ranch subdivision - preliminary grading exhibit.pdf**
Signed Deposit Agreement	**deposit agreement for development review_executed.pdf**
Signed Notarized Authorization Form	**notarized authorization_executed.pdf**
Statement of the intent of the developer to provide parkland dedication in accordance with the requirements of this UDC or to pay fees in lieu of parkland dedication.	**statement of intent - parkland dedication_executed.pdf**
Tree Survey	**schlather tract tree plan-reduced.pdf**
Utility and Drainage Reports with Adequate Information	**2025-04-10_schlather ranch preliminary swmp.pdf**


Saratoga
Valley Rd
Gravel Gray
Boulder Vw
Dean Rd
Albarella
Turning Sto
Green Valley Rd
Williams Ranch
The Enclave at Riata Oaks
Town Creek Rd
Buffalo Crossing II
Hinsdale Run
Schlather Park
Flint Rd
Gardner Cv
Bison Ln
Fritz Way
Property Information Map
Schlather Ranch Subdivision
Property of Interest
Neighborhood Commercial (C1)
Multi-Family Residential (MF1)
Multi-Family Residential (MF2)
Planned Unit Development (PUD)
Low Density Single-Family Residential (SF2)
Medium Density Residential (SF4)
Medium-High Density Single-Family Residential (SF5)
High Density Single-Family Residential (SF6)
Public Facility (PF) - Institution
Public Facility (PF) - Park
Parcel Boundaries
Cibolo City Limits
Water: City of Cibolo
Sewer Service: City of Cibolo
Council Place: 3
Zoning: Low Density Single-Family Residential (SF2)
0
2,000
Feet



LOCATION MAP NOT TO SCALE

LEGEND

--856--	EXISTING CONTOURS
AC.	ACRES
B.S.L.	BUILDING SETBACK LINE
℄	CENTER LINE
DOC.	DOCUMENT
E.G.T.CA.	ELECTRIC, GAS, TELEPHONE & CABLE TV
ESM'T.	EASEMENT
NO.	NUMBER
N.T.S.	NOT TO SCALE
O.P.R.G.C.T.	OFFICIAL PUBLIC RECORDS GUADALUPE COUNTY, TEXAS
R.O.W.	RIGHT OF WAY
VOL.	VOLUME
PG.	PAGE
PGS.	PAGES
MIN. F.F.	MINIMUM FINISHED FLOOR ELEVATION
	1% A.C. ZONE AE EFFECTIVE FEMA FLOODPLAIN PER FLOOD INSURANCE RATE MAP NO. 48187C230F EFFECTIVE DATE NOVEMBER 2, 2007.
	1% A.C. ZONE AE EFFECTIVE FEMA FLOODWAY PER FLOOD INSURANCE RATE MAP NO. 48187C230F EFFECTIVE DATE NOVEMBER 2, 2007.
	1% A.C. ZONE AE PROPOSED FLOODPLAIN PER LETTER OF MAP REVISION CASE NO. _____.

KEYNOTES

- (A) 20' GAS, ELECTRIC, TELEPHONE AND CABLE TV EASEMENT
- (B) 35' BUILDING SETBACK LINE
- (C) 20' BUILDING SETBACK LINE
- (D) 30' RIGHT OF WAY DEDICATION TO THE PUBLIC (0.388 ACRES)
- (E) LOT 900, BLOCK 1 VARIABLE WIDTH OPEN SPACE/DRAINAGE EASEMENT (2.323 ACRES)
- (F) LOT 900, BLOCK 2 VARIABLE WIDTH OPEN SPACE/DRAINAGE EASEMENT (3.344 ACRES)
- (G) LOT 900, BLOCK 3 25' DRAINAGE EASEMENT (0.230 ACRES)
- (H) LOT 901, BLOCK 1 25' DRAINAGE EASEMENT (0.115 ACRES)
- (J) 12' RIGHT OF WAY DEDICATION TO THE PUBLIC (0.107 ACRES)
- (K) LOT 901, BLOCK 2 25' DRAINAGE EASEMENT (0.114 ACRES)
- (L) LOT 902, BLOCK 2 VARIABLE WIDTH OPEN SPACE/DRAINAGE EASEMENT (0.224 ACRES)
- (M) LOT 903, BLOCK 2 VARIABLE WIDTH OPEN SPACE/DRAINAGE EASEMENT (0.754 ACRES)
- (N) LOT 904, BLOCK 2 16' DRAINAGE EASEMENT (0.077 ACRES)
- (P) LOT 905, BLOCK 2 VARIABLE WIDTH OPEN SPACE/ DRAINAGE/SEWER/ACCESS EASEMENT (29.870 ACRES)
- (R) 15' GAS, ELECTRIC, TELEPHONE AND CABLE TV EASEMENT
- (S) 12' RIGHT OF WAY DEDICATION TO THE PUBLIC (0.214 ACRES)
- (T) LOT 907, BLOCK 2 VARIABLE WIDTH OPEN SPACE/ DRAINAGE/SEWER EASEMENT (1.272 ACRES)
- (W) LOT 908, BLOCK 2 20' SEWER EASEMENT (0.065 ACRES)
- (X) LOT 909, BLOCK 2 VARIABLE WIDTH DRAINAGE EASEMENT (0.276 ACRES)
- (Y) VARIABLE WIDTH R.O.W. DEDICATION TO THE PUBLIC (1.899 ACRES)
- (Z) 1' VEHICULAR NON-ACCESS ESM'T.
- (AA) LOT 910, BLOCK 5 VARIABLE WIDTH OPEN SPACE/ DRAINAGE/SEWER/ACCESS EASEMENT (6.055 ACRES)
- (1) 15' UTILITY EASEMENT (VOL. 8, PG. 131, O.P.R.G.C.T.)
- (2) 10' SIDE BUILDING SETBACK LINE (VOL. 8, PG. 131, O.P.R.G.C.T.)
- (3) 25' REAR BUILDING SETBACK LINE (VOL. 8, PG. 131, O.P.R.G.C.T.)
- (4) 35' FRONT BUILDING SETBACK LINE (VOL. 8, PG. 131, O.P.R.G.C.T.)
- (5) 10' UTILITY EASEMENT (VOL. 5, PG. 90, O.P.R.G.C.T.)
- (6) 25' REAR BUILDING SETBACK LINE (VOL. 5, PG. 90, O.P.R.G.C.T.)
- (7) 14' UTILITY EASEMENT (VOL. 9, PGS. 269-270, O.P.R.G.C.T.)
- (8) LOT 901, BLOCK G 15' ~ ACCESS EASEMENT & UTILITY EASEMENT (GAS, ELECT. CATV & TEL) (VOL. 9, PGS. 269-270, O.P.R.G.C.T.)
- (9) 7.5' UTILITY EASEMENT (VOL. 9, PGS. 269-270, O.P.R.G.C.T.)
- (10) LOT 902, BLOCK G 12' ~ GREENBELT & SANITARY SEWER EASEMENT (VOL. 9, PGS. 269-270, O.P.R.G.C.T.)
- (11) LOT 35, BLOCK J 15' ~ OPEN SPACE TO BE DEDICATED TO THE HOA (VOL. 8, PGS. 49-50, O.P.R.G.C.T.)
- (12) 10' UTILITY EASEMENT (VOL. 8, PGS. 49-50, O.P.R.G.C.T.)
- (13) 20' BUILDING SET BACK LINE (VOL. 8, PGS. 49-50, O.P.R.G.C.T.)
- (14) 20' SANITARY SEWER EASEMENT (VOL. 00, PGS. 00-00, O.P.R.G.C.T.)

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.

_____.
STEPHANIE L. JAMES, R.P.L.S.
REGISTERED PROFESSIONAL LAND SURVEYOR NO. 5950
MOY TARIN RAMIREZ ENGINEERS, LLC
12770 CIMARRON PATH STE. 100
SAN ANTONIO, TEXAS 78249
PHNO. (210) 698-5051

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

_____ .
NOTARY PUBLIC IN AND FOR THE
STATE OF TEXAS

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.

_____
PAUL LANDA, JR., P.E.
LICENSED PROFESSIONAL ENGINEER NO. 100182
MOY TARIN RAMIREZ ENGINEERS, LLC
12770 CIMARRON PATH, STE. 100
SAN ANTONIO, TEXAS 78249
PHONE: (210) 698-5051

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

_____ .
NOTARY PUBLIC IN AND FOR THE
STATE OF TEXAS

GENERAL NOTES:

1. 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.
2. 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.
3. 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."
4. 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.
5. 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.
6. 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 EASEMENTS IS LOCATED ON ACCORDANCE WITH THE CITY OF CIBOLO CODE OR ORDINANCES PROVISIONS FOR HIGH WEEDS AND GRASS.

UTILITY PROVIDERS:

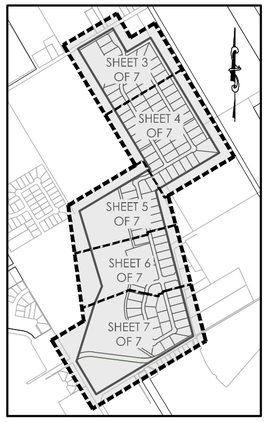
WATER – CITY OF CIBOLO
SEWER – CITY OF CIBOLO
ELECTRIC – GUADALUPE VALLEY ELECTRIC COOPERATIVE

NOTES:

1. ACCORDING TO FIRM MAP NO. 48187C230F, EFFECTIVE DATE NOVEMBER 2, 2007. ALL RESIDENTIAL LOTS WITHIN THE SUBJECT PROJECT SHOWN HEREON APPEARS TO LIE OUTSIDE ZONE "AE" (AREAS OUTSIDE THE 1.0% ANNUAL CHANCE FLOODPLAIN).
2. ELEVATIONS ARE BASES U.S.G.S. DATUM
3. THE PROPERTY SHOWN HEREON IS LIES WITHIN THE CITY OF CIBOLO
4. GVEC TO HAVE 5' WIDE ELECTRIC EASEMENT ON ALL ROAD CROSSING IN WHICH ELECTRIC OR COMMUNICATION LINES ARE LOCATED.
5. ALL UTILITIES EASEMENTS ARE FOR THE CONSTRUCTION, MAINTENANCE (INCLUDING BUT NOT LIMITED TO REMOVAL OF TREES AND OTHER OBSTRUCTIONS), READING OF METERS, AND REPAIR OF ALL OVERHEAD AND UNDERGROUND UTILITIES.
6. THIS PROPERTY IS ZONED SF-2
7. ANY EASEMENT DESIGNATED AS A GVEC 20'X20' UTILITY EASEMENT SHALL REMAIN OPEN FOR ACCESS ARE ALL TIMES AND SHALL NOT BE WITHIN A FENCED AREAS.
8. THE PROPERTY SHOWN HEREON IS NOT LOCATED OVER THE EDWARDS AQUIFER RECHARGE ZONE.
9. THE PROPERTY SHOWN HEREON IS LOCATED INSIDE THE SCHERTZ-CIBOLO-UNIVERSAL CITY SCHOOL DISTRICT.
10. ALL 8,497 LINEAR FEET OF PROPOSED STREETS WILL BE PRIVATE AND MAINTAINED BY THE HOA.

SURVEYOR'S NOTES:

1. PROPERTY CORNERS ARE MONUMENTED WITH 1/2" IRON RODS WITH AN ORANGE PLASTIC CAP STAMPED "MTR ENG" UNLESS OTHERWISE NOTED.
2. BASIS OF BEARINGS AND COORDINATES CITED WERE ESTABLISHED FROM THE STATE PLANE COORDINATE SYSTEM, NORTH AMERICAN DATUM OF 1983, TEXAS SOUTH CENTRAL ZONE.



INDEX MAP
NOT TO SCALE

NOTE:
SEE SHEET 2 OF 7 FOR CURVE AND LINE TABLE

GREENBELT NOTES:

1. LOTS 900-901, BLOCK 1, LOTS 900-909, BLOCK 2, LOTS 900, BLOCK 3, ARE GREENBELT LOTS, VARIABLE WIDTH OPEN SPACE/ SEWER/DRAINAGE EASEMENTS AND PEDESTRIAN EASEMENTS AND SHALL BE MAINTAINED BY SCHLATHER HOMEOWNER'S ASSOCIATION, THEIR SUCCESSORS AND ASSIGNS AND NOT THE RESPONSIBILITY OF THE CITY OF CIBOLO OR GUADALUPE COUNTY.
2. LOT 910, BLOCK 5, IS GREENBELT LOT, VARIABLE WIDTH OPEN SPACE/ SEWER/DRAINAGE EASEMENTS AND PEDESTRIAN EASEMENTS AND SHALL BE MAINTAINED BY THE CITY OF CIBOLO, THEIR SUCCESSORS AND ASSIGNS AND IS THE RESPONSIBILITY OF THE CITY OF CIBOLO PER THE PUBLIC IMPROVEMENTS AGREEMENT OF SCHLATHER RANCH SUBDIVISION.

DRAINAGE EASEMENT ENCROACHMENTS NOTE:

NO STRUCTURE, FENCES, WALLS OR OTHER OBSTRUCTIONS THAT IMPEDE DRAINAGE SHALL BE PLACED WITHIN THE LIMITS OF THE DRAINAGE EASEMENTS SHOWN ON THIS PLAT. NO LANDSCAPING OR OTHER TYPE OF MODIFICATIONS, WHICH ALTER THE CROSS-SECTIONS OF THE DRAINAGE EASEMENTS, AS APPROVED, SHALL BE ALLOWED WITHOUT THE APPROVAL OF THE DIRECTOR OF PUBLIC WORKS. THE CITY OF CIBOLO SHALL HAVE THE RIGHT OF INGRESS AND EGRESS OVER THE GRANTOR'S ADJACENT PROPERTY TO REMOVE ANY IMPEDING OBSTRUCTIONS PLACED WITHIN THE LIMITS OF SAID DRAINAGE EASEMENT AND TO MAKE ANY MODIFICATIONS OR IMPROVEMENTS WITHIN SAID DRAINAGE EASEMENTS.

PARKLAND DEDICATION NOTE:

AS REQUIRED BY THE 2024 UNIFIED DEVELOPMENT CODE 9.24 ACRES OF PARKLAND DEDICATIONS IS REQUIRED FOR SCHLATHER RANCH SUBDIVISION. ALL PARKLAND DEDICATION SHALL MEET THE REQUIREMENTS SET FORTH IN THE 2024 CITY OF CIBOLO UNIFIED DEVELOPMENT CODE.

GEOTECHNICAL NOTE:

A GEOTECHNICAL REPORT DEMONSTRATING COMPLIANCE WITH ALL RECOMMENDED PRACTICE FOR THE DESIGN OF RESIDENTIAL FOUNDATION, VERSION 1 STANDARDS OF THE TEXAS SECTION OF THE AMERICAN SOCIETY OF CIVIL ENGINEERS, THE GEOTECHNICAL STANDARDS OF THE CITY OF CIBOLO UDC AND THE CITY OF CIBOLO BUILDING CODE, EACH OF WHICH AS MAY BE AMENDED, PRIOR TO ISSUANCE OF A BUILDING PERMIT.

STATE OF TEXAS §
COUNTY OF GUADALUPE §

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

_____.
OWNER/DEVELOPER:
JULIE CHRISTINE SCHLATHER
IRREVOCABLE TRSUT JULIE SCHLATHER
131 LAUREL GRACE
NEW BRAUNFELS, TX 78130

STATE OF TEXAS §
COUNTY OF GUADALUPE §

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

GIVEN UNDER MY HAND AND SEAL OF OFFICE THIS____DAY OF_____, _____ .

_____.
NOTARY PUBLIC IN AND FOR THE
STATE OF TEXAS

GVEC PLAT NOTES AND EASEMENT REQUIREMENTS

UNDERGROUND SUBDIVISION PLAT NOTES

DEVELOPER/PROJECT ENGINEER TO INCLUDE THE FOLLOWING NOTES WITH NO EXCLUSIONS:

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

_____
AGENT FOR GUADALUPE VALLEY ELECTRIC COOP., INC.

NOTE:
PLAT NOTES APPLY TO EVERY PAGE OF THIS MULTIPLE PAGE PLAT.

PRELIMINARY SUBDIVISION PLAT ESTABLISHING
SCHLATHER RANCH SUBDIVISION

A 117.510 ACRE (5,118,746.72 SQUARE FEET) TRACT OF LAND, SITUATED IN THE TRINIDAD GARIA SURVEY NUMBER 94, ABSTRACT NUMBER 137, GUADALUPE COUNTY, TEXAS, BEING A PORTION OF AN 80 ACRE TRACT, DESIGNATED AS "TRACT 1", AS CONVEYED TO SCHLATHER PROPERTIES, LLC, A TEXAS LIMITED LIABILITY COMPANY, BY SPECIAL WARRANTY DEED AS RECORDED IN VOLUME 3005, PAGES 73-79, AND BEING THE REMAINING PORTION OF A 50 ACRE TRACT AS CONVEYED AUGUST EBERT, JR, BY DEED AS RECORDED IN VOLUME 166, PAGE 130, BOTH OF THE OFFICIAL PUBLIC RECORDS OF GUADALUPE COUNTY, TEXAS.

116 SINGLE FAMILY RESIDENTIAL LOTS IN 4 BLOCKS,
4 VARIABLE WIDTH OPEN SPACE/DRAINAGE EASEMENT LOTS,
4 DRAINAGE EASEMENT LOTS,
2 VARIABLE WIDTH OPEN SPACE/DRAINAGE/SEWER/ACCESS EASEMENT LOT,
1 VARIABLE WIDTH OPEN SPACE/CROSS ACCESS EASEMENT LOT,
1 VARIABLE WIDTH OPEN SPACE/DRAINAGE/SEWER EASEMENT LOT.
1 SANITARY SEWER EASEMENT LOT
& 1 VARIABLE WIDTH DRAINAGE EASEMENT)

DEVELOPER: KF SCHLATHER LP
SHAD SCHMID GEN. PARTNER
2722 W. BITTERS ROAD, SUITE 106
SAN ANTONIO, TX 78248
PHNO. (210) 882-6800

MTR • Engineers • Surveyors • Planners
Moy Tarin Ramirez Engineers, LLC
TBPELS ENGINEERING: F-5297, SURVEYING: NO. 10131500
12770 CIMARRON PATH, SUITE 100 TEL: (210) 698-5051
SAN ANTONIO, TEXAS 78249 FAX: (210) 698-5085

DATE OF PREPARATION: May 29, 2025

STATE OF TEXAS §
COUNTY OF GUADALUPE §

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

_____.
OWNER/DEVELOPER:
KF SCHLATHER LP
SHAD SCHMID GEN. PARTNER
2722 W. BITTERS ROAD, SUITE 106
SAN ANTONIO, TX 78248
PH NO. (210) 882-6800

STATE OF TEXAS §
COUNTY OF GUADALUPE §

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

GIVEN UNDER MY HAND AND SEAL OF OFFICE THIS____DAY OF_____, _____ .

_____.
NOTARY PUBLIC IN AND FOR THE
STATE OF TEXAS

THIS PLAT OF SCHLATHER RANCH SUBDIVISION SUBMITTED AND APPROVED BY GUADALUPE VALLEY ELECTRIC COOPERATIVE INC., FOR EASEMENTS

_____.
AGENT FOR GUADALUPE VALLEY ELECTRIC COOPERATIVE 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 THE TIME OF CONNECTION WILL BE CALCULATED AT SUBMITTAL OF BUILDING PERMIT APPLICATION

_____.
AGENT FOR CIBOLO CREEK MUNICIPAL AUTHORITY

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

_____.
CITY ENGINEER, CITY OF CIBOLO

THIS PLAT OF SCHLATHER RANCH SUBDIVISION HAS BEEN SUBMITTED TO AND CONSIDERED BY THE PLANNING AND ZONING COMMISSION OF THE CITY OF CIBOLO, TEXAS, AND IS HEREBY APPROVED BY SUCH COMMISSION.

DATED THIS_____ DAY OF_____, _____.

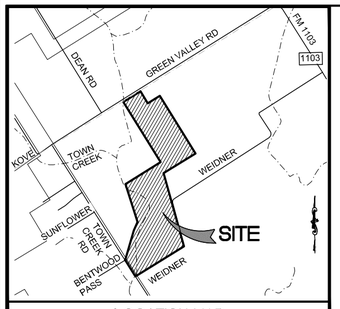
BY: _____. BY: _____.
CHAIR VICE CHAIR

THIS PLAT OF SCHLATHER RANCH SUBDIVISION 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_____, _____.

BY: _____. BY: _____.
MAYOR CITY SECRETARY

R:\Schlather Tract\Unn 1\Drawings\14038100_Plat.dwg 2025/05/29 11:34am ggarcia



LOCATION MAP NOT TO SCALE

LEGEND

--856--	EXISTING CONTOURS
AC.	ACRES
B.S.L.	BUILDING SETBACK LINE
℄	CENTER LINE
DOC.	DOCUMENT
E.G.T.CA.	ELECTRIC, GAS, TELEPHONE & CABLE TV
ESM'T.	EASEMENT
NO.	NUMBER
N.T.S.	NOT TO SCALE
O.P.R.G.C.T.	OFFICIAL PUBLIC RECORDS GUADALUPE COUNTY, TEXAS
R.O.W.	RIGHT OF WAY
VOL.	VOLUME
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	1% A.C. ZONE AE EFFECTIVE FEMA FLOODPLAIN PER FLOOD INSURANCE RATE MAP NO. 48187C230F EFFECTIVE DATE NOVEMBER 2, 2007.
	1% A.C. ZONE AE EFFECTIVE FEMA FLOODWAY PER FLOOD INSURANCE RATE MAP NO. 48187C230F EFFECTIVE DATE NOVEMBER 2, 2007.
	1% A.C. ZONE AE PROPOSED FLOODPLAIN PER LETTER OF MAP REVISION CASE NO. _____.

PRIVATE STREETS

NOW THEREFORE, KNOW ALL MEN BY THESE PRESENTS:

1. THAT_____, ("OWNER"), ACTING HEREIN BY AND THROUGH ITS DULY AUTHORIZED OFFICER, DOES HEREBY ADOPT THIS PLAT DESIGNATING THE HEREIN DESCRIBED PROPERTY AS _____, AN ADDITION TO THE CITY OF CIBOLO, TEXAS (THE "CITY"), AND DOES HEREBY DEDICATE TO THE CITY: (I) EASEMENTS FOR THE PURPOSES SHOWN ON THIS PLAT AND FOR THE MUTUAL BENEFIT, USE, AND ACCOMMODATION OF ALL PUBLIC UTILITY ENTITIES INCLUDING THE CITY PROVIDING SERVICES TO THE ADDITION CREATED HEREBY AND DESIRING TO USE OR USING THE SAME, AND ALSO AN EASEMENT AND RIGHT-OF-WAY, UNDER, ACROSS, AND UPON BLOCK_____ , LOT_____ SHOWN HEREON FOR THE CONSTRUCTION, INSTALLATION, MAINTENANCE, OPERATION, INSPECTION, REMOVAL, AND RECONSTRUCTION OF THE FACILITIES, EQUIPMENT, AND SYSTEMS OF SUCH PUBLIC UTILITY ENTITIES; AND (II) FOR THE USE, BENEFIT, AND ACCOMMODATION OF THE CITY, AN EASEMENT AND RIGHT-OF-WAY, UNDER, ACROSS, AND UPON BLOCK_____ , LOT_____ SHOWN HEREON FOR ANY PURPOSE RELATED TO THE EXERCISE OF A GOVERNMENTAL SERVICE OR FUNCTION INCLUDING, BUT NOT LIMITED TO, FIRE AND POLICE PROTECTION, GARBAGE COLLECTION, INSPECTION AND CODE ENFORCEMENT, AND THE REMOVAL OF ANY VEHICLE OR OBSTACLE THAT IMPAIRS EMERGENCY ACCESS. BLOCK_____ , LOT_____ AND ALL STREETS SHOWN HEREON ARE PRIVATE STREETS AND ARE NOT DEDICATED FOR USE AS PUBLIC STREETS, OR RIGHTS-OF-WAY AND THE PUBLIC SHALL HAVE NO RIGHT TO USE ANY PORTION OF SUCH PRIVATE STREETS. OWNER ACKNOWLEDGES THAT SO LONG AS THE STREETS AND RELATED IMPROVEMENTS CONSTRUCTED ON BLOCK_____ , LOT_____ SHOWN HEREON SHALL REMAIN PRIVATE, CERTAIN CITY SERVICES SHALL NOT BE PROVIDED ON SAID PRIVATE STREETS INCLUDING, BUT NOT LIMITED TO, STREET CLEANING, ROUTINE POLICE PATROLS, ENFORCEMENT OF TRAFFIC AND PARKING ORDINANCES, AND PREPARATION OF ACCIDENT REPORTS. EXCEPT FOR PRIVATE STREETS AND RELATED IMPROVEMENTS, NO BUILDINGS, FENCES, TREES, SHRUBS, OR OTHER IMPROVEMENTS OR GROWTHS SHALL BE CONSTRUCTED OR PLACED UPON, OR ACROSS THE EASEMENTS DEDICATED HEREIN. THE CITY AND PUBLIC UTILITY ENTITIES SHALL HAVE THE RIGHT TO REMOVE AND KEEP REMOVED ALL OR PARTS OF ANY BUILDINGS, FENCES, TREES, SHRUBS, OR OTHER PROHIBITED IMPROVEMENTS OR GROWTHS WHICH MAY IN ANY WAY ENDANGER OR INTERFERE WITH THEIR RESPECTIVE EASEMENTS. IN ADDITION, THE CITY SHALL HAVE THE RIGHT TO REMOVE AND KEEP REMOVED ANY VEHICLE OR OBSTACLE THAT IMPAIRS EMERGENCY ACCESS TO ITS EASEMENT. THE CITY AND PUBLIC UTILITY ENTITIES SHALL AT ALL TIMES HAVE THE FULL RIGHT OF INGRESS AND EGRESS TO AND FROM THEIR RESPECTIVE EASEMENTS WITHOUT THE NECESSITY AT ANY TIME OF PROCURING PERMISSION FROM ANYONE. THE USE, BY THE CITY AND PUBLIC UTILITY ENTITIES, OF THEIR RESPECTIVE EASEMENTS SHALL NOT UNREASONABLY INTERFERE WITH THE RIGHTS OF PROPERTY OWNERS AND THE HOMEOWNERS ASSOCIATION (THE "ASSOCIATION") IN AND TO BLOCK_____ , LOT_____SHOWN HEREON AS SET FORTH IN THE "DECLARATION OF COVENANTS, RESTRICTIONS, AND EASEMENTS FOR THE_____ ", DATED _____, RECORDED IN GUADALUPE COUNTY RECORDER VOLUME_____, PAGE_____, OF THE OFFICIAL LAND RECORDS OF GUADALUPE COUNTY, TEXAS (THE "DECLARATION").

2. THAT THE ASSOCIATION AGREES TO RELEASE, INDEMNIFY, DEFEND, AND HOLD HARMLESS THE CITY AND ANY GOVERNMENTAL ENTITY OR PUBLIC UTILITY ENTITY THAT OWNS PUBLIC IMPROVEMENTS WITHIN THE ADDITION CREATED BY THIS PLAT (COLLECTIVELY, THE "INDEMNITIES") FROM AND AGAINST ANY CLAIMS FOR DAMAGES TO THE PRIVATE STREETS, RESTRICTED ACCESS GATES AND ENTRANCES, AND RELATED APPURTENANCES (COLLECTIVELY, THE "PRIVATE STREETS") CAUSED BY THE REASONABLE USE OF THE PRIVATE STREETS BY THE INDEMNITIES. THIS PARAGRAPH 2 DOES NOT APPLY TO DAMAGES TO THE PRIVATE STREETS CAUSED BY THE DESIGN, CONSTRUCTION, OR MAINTENANCE, OR ANY PUBLIC IMPROVEMENTS OWNED BY ANY OF THE INDEMNITIES.

3. THAT THE ASSOCIATION AGREES TO RELEASE, INDEMNIFY, DEFEND, AND HOLD HARMLESS THE INDEMNITIES FROM AND AGAINST ANY CLAIMS FOR DAMAGES TO PROPERTY AND INJURY TO PERSONS (INCLUDING DEATH) THAT ARISE OUT OF THE USE OF THE PRIVATE STREETS BY THE INDEMNITIES AND THAT ARE CAUSED BY THE FAILURE OF THE ASSOCIATION TO DESIGN, CONSTRUCT, OR MAINTAIN THE PRIVATE STREETS IN ACCORDANCE WITH CITY STANDARDS. THE INDEMNIFICATION CONTAINED IN THIS PARAGRAPH 3 SHALL APPLY REGARDLESS OF WHETHER A CONTRIBUTING FACTOR TO SUCH DAMAGES OR INJURY WAS THE NEGLIGENT ACTS OR OMISSIONS OF THE INDEMNITIES OR THEIR RESPECTIVE OFFICERS, EMPLOYEES, OR AGENTS.

4. THAT THE OWNER OF EACH LOT SHOWN ON THIS PLAT AGREES TO RELEASE THE INDEMNITIES FROM CLAIMS FOR DAMAGES TO PROPERTY AND INJURY TO PERSONS (INCLUDING DEATH) THAT ARISE OUT OF THE USE OF THE PRIVATE STREETS BY THE INDEMNITIES AND THAT ARE CAUSED BY THE FAILURE OF THE ASSOCIATION TO DESIGN, CONSTRUCT, OR MAINTAIN THE PRIVATE STREETS IN ACCORDANCE WITH CITY STANDARDS.

5. THAT THE OBLIGATIONS OF THE ASSOCIATION AND LOT OWNERS SET FORTH IN PARAGRAPHS 2, 3, AND 4 ABOVE SHALL IMMEDIATELY AND AUTOMATICALLY TERMINATE WHEN THE STREETS AND OTHER RIGHTS-OF-WAY HAVE BEEN DEDICATED TO AND ACCEPTED BY THE CITY.

6. THAT NO IMPROVEMENTS SHALL BE CONSTRUCTED OR INSTALLED IN THE_____ WALL AND WALL MAINTENANCE EASEMENT ON BLOCK_____ , LOT_____ EXCEPT FOR FENCING, LANDSCAPING, UNDERGROUND DRAINAGE PIPES, AND UNDERGROUND SPRINKLER SYSTEM.

7. THAT IF BLOCK_____, LOT_____ IN THE FUTURE BECOMES A PUBLIC STREET AS PROVIDED IN THE DECLARATION, OWNER DEDICATES TO THE CITY A SIDEWALK EASEMENT ON THE PORTIONS OF BLOCK_____, LOT_____ ON WHICH A SIDEWALK IS INSTALLED CONNECTING THE SIDEWALK ON BLOCK_____, LOT_____ INTO PUBLIC SIDEWALKS ON_____, TOGETHER WITH (A) THE AREA LYING BETWEEN SUCH SIDEWALKS AND THE LOT LINE OF BLOCK_____, LOT_____, AND (B) THE AREA LYING WITHIN TWO FEET OF THE OTHER SIDE OF THE SIDEWALKS.

LINE TABLE

LINE	LENGTH	BEARING
L1	115.96'	N59°28'37"E
L2	10.00'	N30°24'32"W
L3	14.16'	S14°32'03"W
L4	263.82'	S30°24'32"E
L5	81.85'	S05°33'53"W
L6	66.41'	N59°20'27"E
L7	52.38'	S74°05'14"W
L8	13.05'	S59°17'02"W
L9	145.12'	N75°25'49"E
L10	21.07'	N30°25'49"E
L11	24.97'	N75°02'44"E
L12	116.01'	S14°31'20"E
L13	24.10'	S75°02'44"W
L14	21.36'	N59°34'11"W
L15	145.81'	S75°25'49"W
L16	235.50'	S59°06'26"W
L17	65.37'	N75°25'49"E
L18	27.82'	N59°17'02"E
L19	52.38'	N74°05'14"E
L20	10.56'	N53°10'59"W
L21	100.07'	N30°24'32"W
L22	28.23'	N75°24'32"W
L23	66.41'	N59°20'27"E
L24	65.29'	S75°25'49"W
L25	59.85'	S75°25'49"W
L26	33.04'	S12°55'55"W
L27	255.02'	N59°06'26"E
L28	28.03'	S14°31'20"E
L29	133.16'	N59°06'26"E
L30	152.46'	S59°06'26"W
L31	48.96'	N75°28'40"E
L32	55.64'	S14°31'20"E
L33	90.52'	S75°25'49"W
L34	210.00'	N75°28'40"E
L35	17.82'	S14°31'20"E
L36	53.04'	S75°28'40"W
L37	10.00'	S30°53'17"E
L38	9.04'	S30°53'17"E
L39	9.04'	N30°53'17"W
L40	50.31'	S30°55'02"E
L41	178.62'	N62°56'27"E
L42	12.00'	S75°28'40"W
L43	68.68'	S59°17'02"W
L44	24.44'	N04°10'23"E

CURVE TABLE

CURVE	RADIUS	DELTA	TANGENT	LENGTH	CHORD	CHORD BEARING
C1	250.00'	35°58'25"	81.17'	156.96'	154.40'	S12°25'19"E
C2	15.00'	96°29'57"	16.81'	25.26'	22.38'	S42°41'05"E
C3	100.00'	29°43'30"	26.54'	51.88'	51.30'	N74°12'12"E
C4	125.00'	89°44'31"	124.44'	195.79'	176.38'	S75°47'18"E
C5	26.00'	36°37'04"	8.60'	16.62'	16.34'	S49°13'34"E
C6	50.00'	163°26'13"	343.51'	142.63'	98.96'	S14°11'00"W
C7	26.00'	36°37'04"	8.60'	16.62'	16.34'	S77°35'34"W
C8	175.00'	14°48'12"	22.73'	45.21'	45.09'	S66°41'08"W
C9	175.00'	14°48'12"	22.73'	45.21'	45.09'	S66°41'08"W
C10	26.00'	73°48'22"	19.52'	33.49'	31.22'	S22°22'51"W
C11	25.00'	90°02'51"	25.02'	39.29'	35.37'	S59°32'46"E
C12	15.00'	86°39'26"	14.15'	22.69'	20.59'	N48°53'36"E
C13	150.00'	32°52'53"	44.26'	86.08'	84.91'	N75°46'53"E
C14	50.00'	146°51'55"	168.07'	128.16'	95.85'	S22°17'33"W
C15	26.00'	36°37'04"	8.60'	16.62'	16.34'	S77°24'58"W
C16	26.00'	36°37'04"	8.60'	16.62'	16.34'	S40°47'54"W
C17	50.00'	163°37'53"	347.65'	142.80'	98.98'	N75°41'42"W
C18	26.00'	34°08'42"	7.99'	15.49'	15.27'	N10°57'06"W
C19	225.00'	13°30'07"	26.63'	53.02'	52.90'	N21°16'24"W
C20	350.00'	27°27'15"	85.50'	167.71'	166.11'	N00°47'43"W
C21	150.00'	62°29'54"	91.02'	163.62'	155.63'	N44°10'52"E
C22	25.00'	89°57'09"	24.98'	39.25'	35.34'	N30°27'14"E
C23	26.00'	47°51'06"	11.54'	21.71'	21.09'	N38°26'53"W
C24	50.00'	144°10'28"	154.68'	125.82'	95.15'	N09°42'48"E
C25	26.00'	22°30'59"	5.18'	10.22'	10.15'	N70°32'32"E
C26	225.00'	14°48'12"	29.23'	58.13'	57.97'	N66°41'08"E
C27	125.00'	14°48'12"	16.24'	32.30'	32.21'	N66°41'08"E
C28	15.00'	90°12'04"	15.05'	23.61'	21.25'	N14°11'00"E
C29	225.00'	36°28'55"	74.15'	143.26'	140.86'	N12°40'34"W
C30	200.00'	58°44'52"	112.57'	205.07'	196.20'	N23°48'33"W
C31	200.00'	22°46'27"	40.28'	79.50'	78.97'	N41°47'46"W
C32	150.00'	32°52'53"	44.26'	86.08'	84.91'	N75°46'53"E
C33	75.00'	89°44'31"	74.66'	117.47'	105.83'	S75°47'18"E
C34	26.00'	90°12'04"	26.09'	40.93'	36.83'	S14°11'00"W
C35	15.00'	89°47'56"	14.95'	23.51'	21.18'	N75°49'00"W
C36	175.00'	36°28'55"	57.68'	111.43'	109.56'	N12°40'35"W
C37	15.00'	86°39'26"	14.15'	22.69'	20.59'	N48°53'36"E
C38	25.00'	90°02'51"	25.02'	39.29'	35.37'	N59°32'46"W
C39	25.00'	73°37'46"	18.71'	32.13'	29.96'	N22°17'33"E
C40	26.00'	93°00'15"	27.40'	42.20'	37.72'	S74°23'27"E
C41	175.00'	13°21'59"	20.51'	40.83'	40.73'	S21°12'20"E
C42	300.00'	27°27'15"	73.28'	143.75'	142.38'	S00°47'43"E
C43	100.00'	62°29'54"	60.68'	109.08'	103.75'	S44°10'52"W
C44	50.00'	16°13'01"	7.12'	14.15'	14.10'	S73°41'31"W
C45	250.00'	27°34'44"	61.36'	120.34'	119.18'	N16°37'10"W
C46	360.00'	62°29'54"	218.45'	392.69'	373.51'	S44°10'52"W
C47	560.00'	27°27'15"	136.79'	268.33'	265.77'	S00°47'43"E
C48	590.00'	27°27'15"	144.12'	282.71'	280.01'	S00°47'43"E
C49	433.00'	13°37'12"	51.71'	102.93'	102.69'	S89°32'36"E
C50	367.00'	36°50'22"	122.23'	235.97'	231.93'	N79°04'02"E
C51	433.00'	28°11'50"	108.75'	213.09'	210.95'	S83°21'45"W
C52	367.00'	22°39'36"	73.53'	145.15'	144.20'	S85°56'12"W
C53	26.00'	36°37'04"	8.60'	16.62'	16.34'	S32°49'52"E
C54	25.00'	89°57'09"	24.98'	39.25'	35.34'	S30°27'14"W

NOTE:
SEE THIS SHEET FOR CURVE AND LINE TABLE

NOTE:
PLAT NOTES APPLY TO EVERY PAGE OF THIS MULTIPLE PAGE PLAT.

PRELIMINARY SUBDIVISION PLAT ESTABLISHING
SCHLATHER RANCH SUBDIVISION

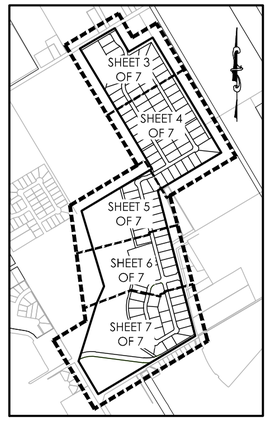
A 117.510 ACRE (5,118,746.72 SQUARE FEET) TRACT OF LAND, SITUATED IN THE TRINIDAD GARIA SURVEY NUMBER 94, ABSTRACT NUMBER 137, GUADALUPE COUNTY, TEXAS, BEING A PORTION OF AN 80 ACRE TRACT, DESIGNATED AS "TRACT 1", AS CONVEYED TO SCHLATHER PROPERTIES, LLC, A TEXAS LIMITED LIABILITY COMPANY, BY SPECIAL WARRANTY DEED AS RECORDED IN VOLUME 3005, PAGES 73-79, AND BEING THE REMAINING PORTION OF A 50 ACRE TRACT AS CONVEYED AUGUST EBERT, JR, BY DEED AS RECORDED IN VOLUME 166, PAGE 130, BOTH OF THE OFFICIAL PUBLIC RECORDS OF GUADALUPE COUNTY, TEXAS.

116 SINGLE FAMILY RESIDENTIAL LOTS IN 4 BLOCKS,
4 VARIABLE WIDTH OPEN SPACE/DRAINAGE EASEMENT LOTS,
4 DRAINAGE EASEMENT LOTS,
2 VARIABLE WIDTH OPEN SPACE/DRAINAGE/SEWER/ACCESS EASEMENT LOT,
1 VARIABLE WIDTH OPEN SPACE/CROSS ACCESS EASEMENT LOT,
1 VARIABLE WIDTH OPEN SPACE/DRAINAGE/SEWER EASEMENT LOT,
1 SANITARY SEWER EASEMENT LOT
& 1 VARIABLE WIDTH DRAINAGE EASEMENT)

DEVELOPER: KF SCHLATHER LP
SHAD SCHMID GEN. PARTNER
2722 W. BITTERS ROAD, SUITE 106
SAN ANTONIO, TX 78248
PHNO. (210) 882-6800

MTR • Engineers • Surveyors • Planners
Moy Tarin Ramirez Engineers, LLC
TBPELS ENGINEERING: F-5297, SURVEYING: NO. 10131500
12770 CIMARRON PATH, SUITE 100 TEL: (210) 698-5051
SAN ANTONIO, TEXAS 78249 FAX: (210) 698-5085

DATE OF PREPARATION: May 29, 2025



INDEX MAP
NOT TO SCALE

SCHLATHER RANCH SUBDIVISION

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PRELIMINARY SUBDIVISION PLAT ESTABLISHING
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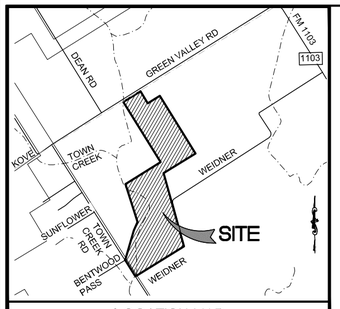
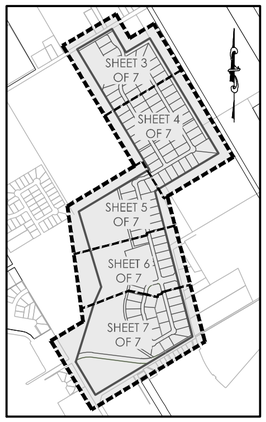


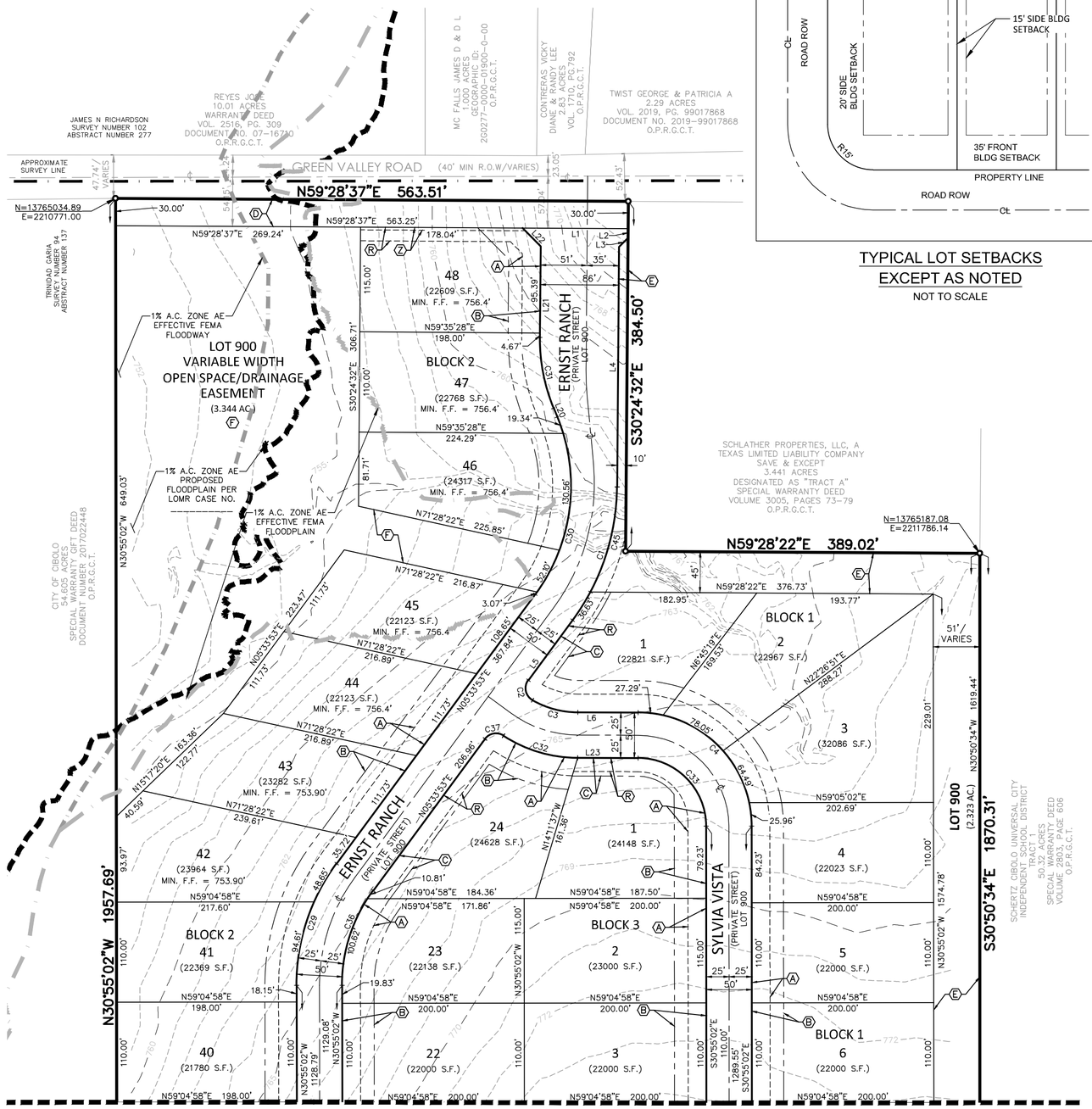
LOCATION MAP NOT TO SCALE

LEGEND

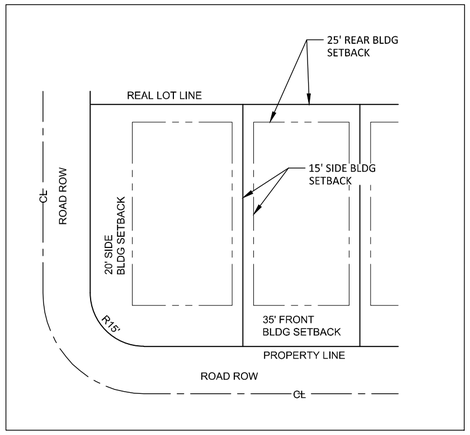
--856--	EXISTING CONTOURS
AC.	ACRES
B.S.L.	BUILDING SETBACK LINE
℄	CENTER LINE
DOC.	DOCUMENT
E.G.T.CA.	ELECTRIC, GAS, TELEPHONE & CABLE TV
ESM'T.	EASEMENT
NO.	NUMBER
N.T.S.	NOT TO SCALE
O.P.R.G.C.T.	OFFICIAL PUBLIC RECORDS GUADALUPE COUNTY, TEXAS
R.O.W.	RIGHT OF WAY
VOL.	VOLUME
PG.	PAGE
PGS.	PAGES
MIN. F.F.	MINIMUM FINISHED FLOOR ELEVATION
	1% A.C. ZONE AE EFFECTIVE FEMA FLOODPLAIN PER FLOOD INSURANCE RATE MAP NO. 48187C230F EFFECTIVE DATE NOVEMBER 2, 2007.
	1% A.C. ZONE AE EFFECTIVE FEMA FLOODWAY PER FLOOD INSURANCE RATE MAP NO. 48187C230F EFFECTIVE DATE NOVEMBER 2, 2007.
	1% A.C. ZONE AE PROPOSED FLOODPLAIN PER LETTER OF MAP REVISION CASE NO. _____.



INDEX MAP NOT TO SCALE



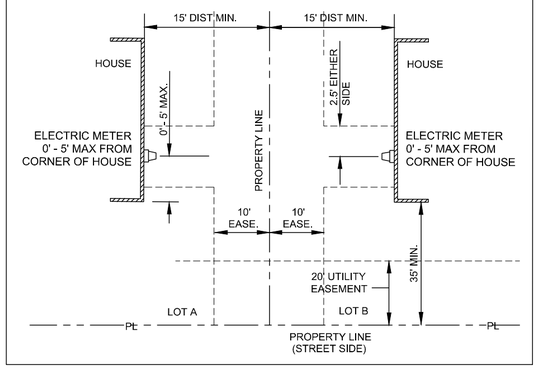
MATCHLINE "A" SEE SHEET 4 OF 7



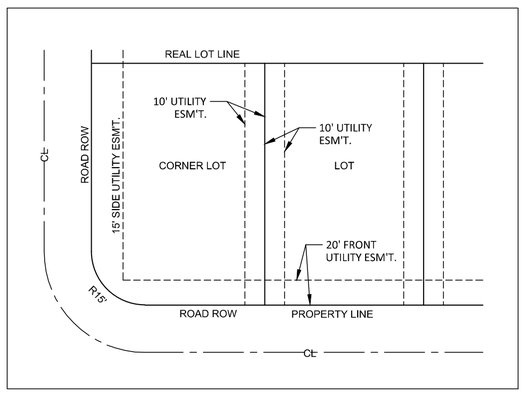
TYPICAL LOT SETBACKS EXCEPT AS NOTED NOT TO SCALE

SCALE: 1"=100'
100 50 0 100

NOTE: G.V.E.C. WILL POSSESS A 5' WIDE EASEMENT TO THE SERVICE METER LOCATION. EASEMENT TO FOLLOW SERVICE LINE AND WILL VARY DEPENDING ON LOCATION OF BUILDING OR STRUCTURE	NOTE: G.V.E.C. SHALL HAVE ACCESS TO METER LOCATIONS FROM THE FRONT YARD WITH THE LOCATION NOT BEING WITHIN A FENCED AREA.



TYPICAL EASEMENT ON INTERIOR PROPERTY LINE NOT TO SCALE



TYPICAL LOT UTILITY EASEMENTS EXCEPT AS NOTED NOT TO SCALE

NOTE:
SEE SHEETS 1 & 2 OF 7 FOR PLAT NOTES, CURVE AND LINE TABLE

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PRELIMINARY SUBDIVISION PLAT
ESTABLISHING
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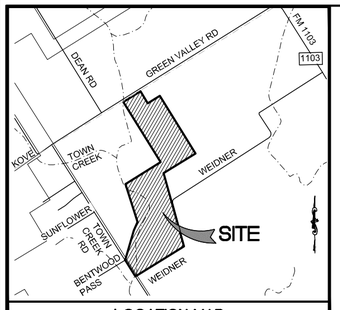
12770 CIMARRON PATH, SUITE 100 TEL: (210) 698–5051
SAN ANTONIO, TEXAS 78249 FAX: (210) 698–5085

DATE OF PREPARATION: May 29, 2025

SCHLATHER RANCH SUBDIVISION



LOCATION MAP NOT TO SCALE

LEGEND

--856--	EXISTING CONTOURS
AC.	ACRES
B.S.L.	BUILDING SETBACK LINE
℄	CENTER LINE
DOC.	DOCUMENT
E.G.T.CA.	ELECTRIC, GAS, TELEPHONE & CABLE TV
ESM'T.	EASEMENT
NO.	NUMBER
N.T.S.	NOT TO SCALE
O.P.R.G.C.T.	OFFICIAL PUBLIC RECORDS GUADALUPE COUNTY, TEXAS
R.O.W.	RIGHT OF WAY
VOL.	VOLUME
PG.	PAGE
PGS.	PAGES
MIN. F.F.	MINIMUM FINISHED FLOOR ELEVATION
	1% A.C. ZONE AE EFFECTIVE FEMA FLOODPLAIN PER FLOOD INSURANCE RATE MAP NO. 48187C230F EFFECTIVE DATE NOVEMBER 2, 2007.
	1% A.C. ZONE AE EFFECTIVE FEMA FLOODWAY PER FLOOD INSURANCE RATE MAP NO. 48187C230F EFFECTIVE DATE NOVEMBER 2, 2007.
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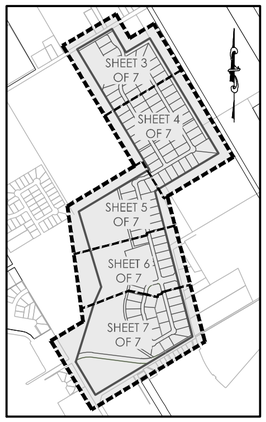
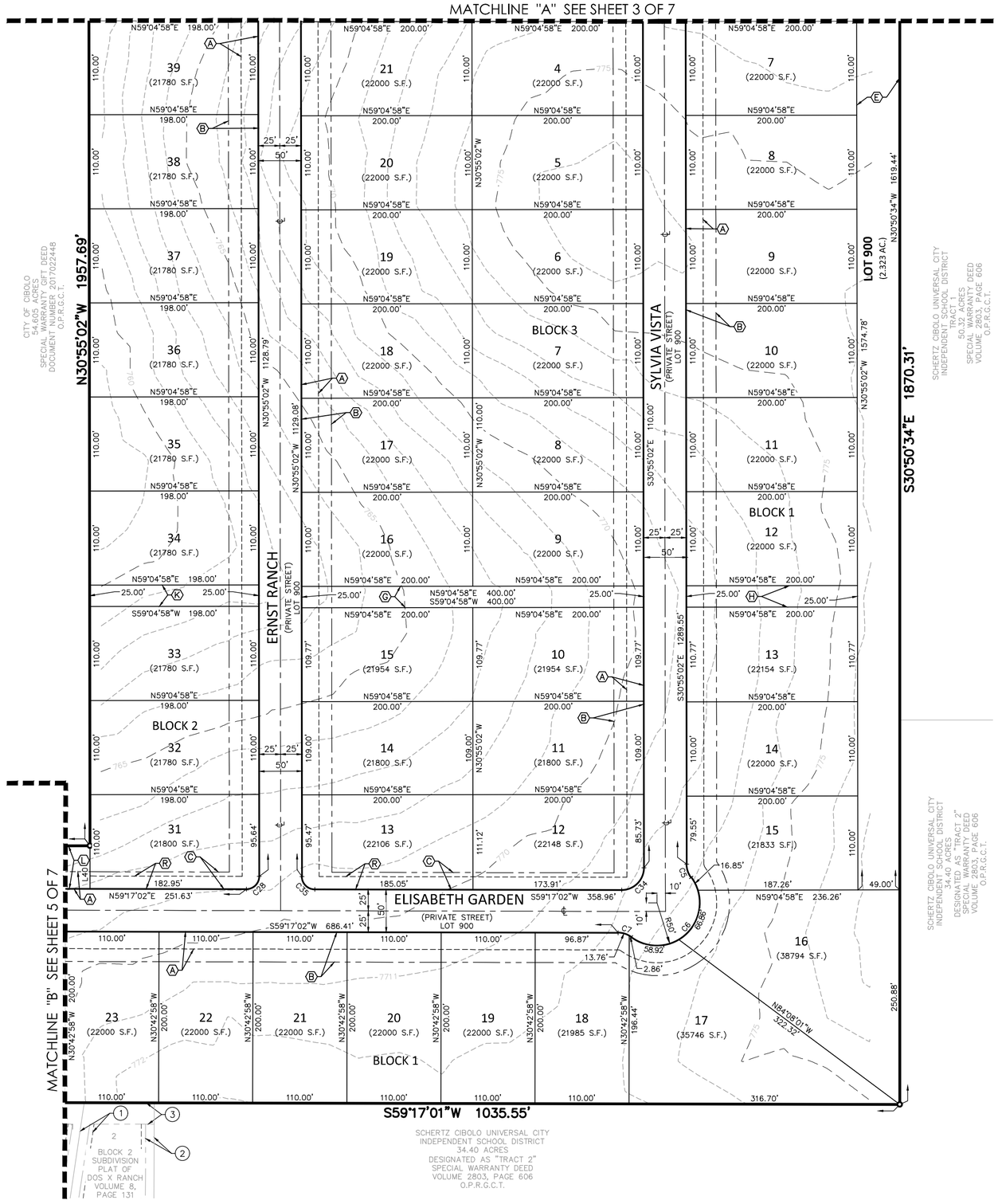


INDEX MAP
NOT TO SCALE

SCALE: 1"=100'
100 50 0 100



NOTE:
SEE SHEETS 1 & 2 OF 7 FOR PLAT NOTES, CURVE AND LINE TABLE

R:\Schlather Road\Liste 1\Drawings\24030.00_Plat.dwg 2025/05/29 8:28am vgarcia

PRELIMINARY SUBDIVISION PLAT ESTABLISHING
SCHLATHER RANCH SUBDIVISION

A 117.510 ACRE (5,118,746.72 SQUARE FEET) TRACT OF LAND, SITUATED IN THE TRINIDAD GARIA SURVEY NUMBER 94, ABSTRACT NUMBER 137, GUADALUPE COUNTY, TEXAS, BEING A PORTION OF AN 80 ACRE TRACT, DESIGNATED AS "TRACT 1", AS CONVEYED TO SCHLATHER PROPERTIES, LLC, A TEXAS LIMITED LIABILITY COMPANY, BY SPECIAL WARRANTY DEED AS RECORDED IN VOLUME 3005, PAGES 73–79, AND BEING THE REMAINING PORTION OF A 50 ACRE TRACT AS CONVEYED AUGUST EBERT, JR, BY DEED AS RECORDED IN VOLUME 166, PAGE 130, BOTH OF THE OFFICIAL PUBLIC RECORDS OF GUADALUPE COUNTY, TEXAS.

116 SINGLE FAMILY RESIDENTIAL LOTS IN 4 BLOCKS,
4 VARIABLE WIDTH OPEN SPACE/DRAINAGE EASEMENT LOTS,
4 DRAINAGE EASEMENT LOTS,
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1 VARIABLE WIDTH OPEN SPACE/DRAINAGE/SEWER EASEMENT LOT,
1 SANITARY SEWER EASEMENT LOT
& 1 VARIABLE WIDTH DRAINAGE EASEMENT)

SCALE: 1"=100'

100 50 0 100

DEVELOPER: KF SCHLATHER LP
SHAD SCHMID GEN. PARTNER
2722 W. BITTERS ROAD, SUITE 106
SAN ANTONIO, TX 78248
PHNO. (210) 882–6800

MTR • Engineers • Surveyors • Planners
Moy Tarin Ramirez Engineers, LLC
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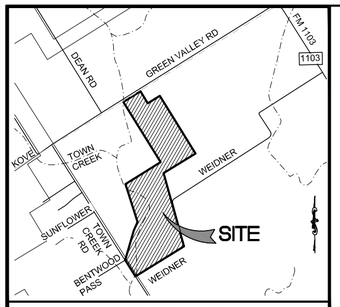
DATE OF PREPARATION: May 29, 2025



LOCATION MAP NOT TO SCALE

LEGEND

--856--	EXISTING CONTOURS
AC.	ACRES
B.S.L.	BUILDING SETBACK LINE
℄	CENTER LINE
DOC.	DOCUMENT
E.G.T.CA.	ELECTRIC, GAS, TELEPHONE & CABLE TV
ESM'T.	EASEMENT
NO.	NUMBER
N.T.S.	NOT TO SCALE
O.P.R.G.C.T.	OFFICIAL PUBLIC RECORDS GUADALUPE COUNTY, TEXAS
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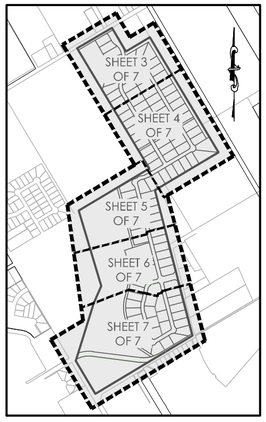
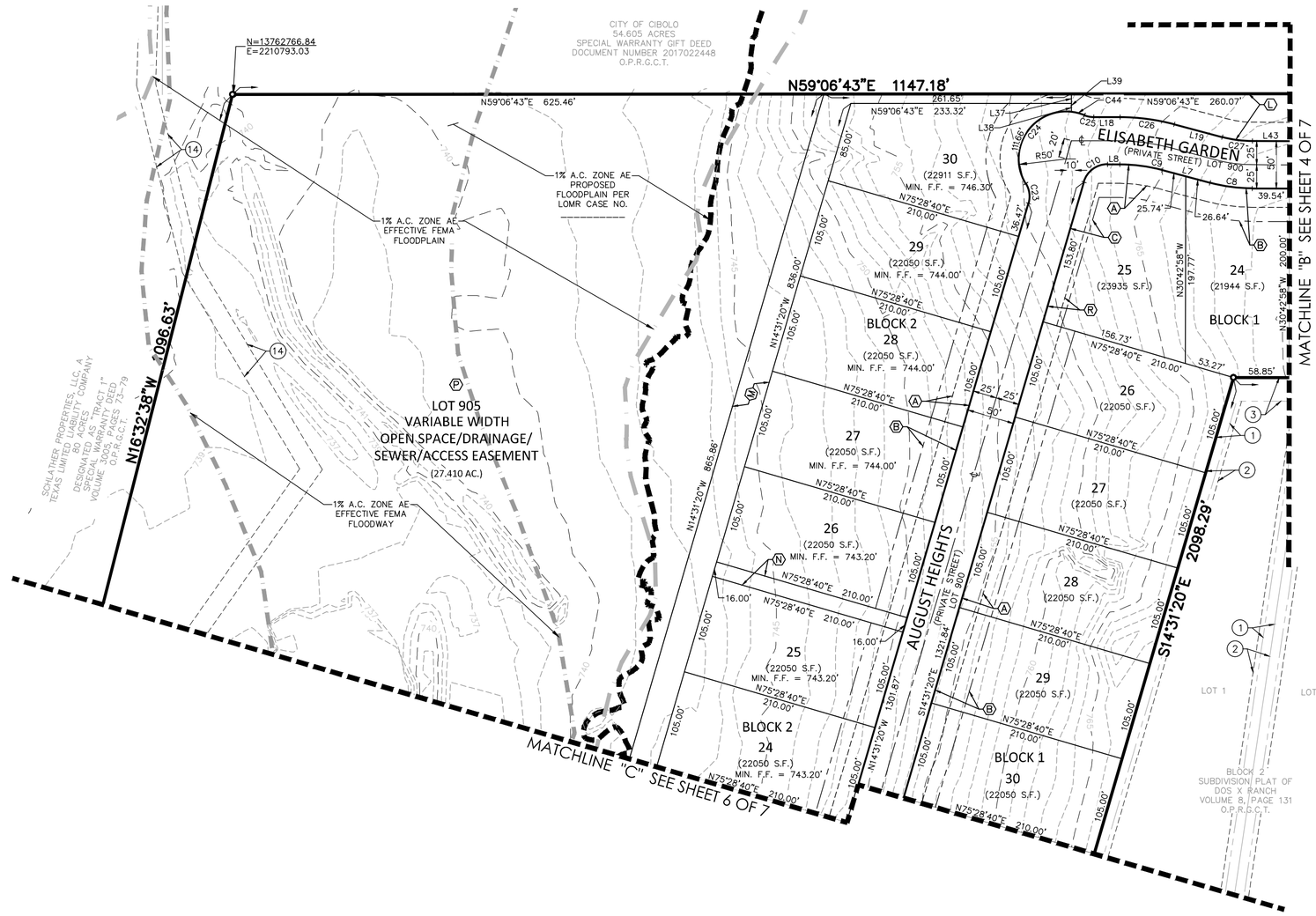


INDEX MAP NOT TO SCALE



NOTE:
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K:\Schlather Ranch\Unit 1\Drawings\24030.01_Plat.dwg 2025/05/29 8:12pm ggarcia

PRELIMINARY SUBDIVISION PLAT
ESTABLISHING
SCHLATHER RANCH SUBDIVISION

A 117.510 ACRE (5,118,746.72 SQUARE FEET) TRACT OF LAND, SITUATED IN THE TRINIDAD GARIA SURVEY NUMBER 94, ABSTRACT NUMBER 137, GUADALUPE COUNTY, TEXAS, BEING A PORTION OF AN 80 ACRE TRACT, DESIGNATED AS "TRACT 1", AS CONVEYED TO SCHLATHER PROPERTIES, LLC, A TEXAS LIMITED LIABILITY COMPANY, BY SPECIAL WARRANTY DEED AS RECORDED IN VOLUME 3005, PAGES 73–79, AND BEING THE REMAINING PORTION OF A 50 ACRE TRACT AS CONVEYED AUGUST EBERT, JR, BY DEED AS RECORDED IN VOLUME 166, PAGE 130, BOTH OF THE OFFICIAL PUBLIC RECORDS OF GUADALUPE COUNTY, TEXAS.

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& 1 VARIABLE WIDTH DRAINAGE EASEMENT)

SCALE: 1"=100'

100 50 0 100

DEVELOPER: KF SCHLATHER LP
SHAD SCHMID GEN. PARTNER
2722 W. BITTERS ROAD, SUITE 106
SAN ANTONIO, TX 78248
PHNO. (210) 882–6800

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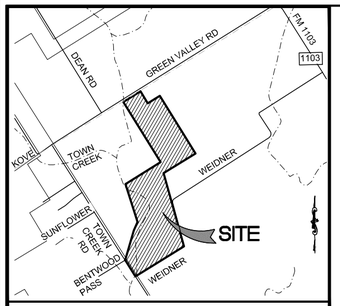
DATE OF PREPARATION: May 29, 2025



LOCATION MAP NOT TO SCALE

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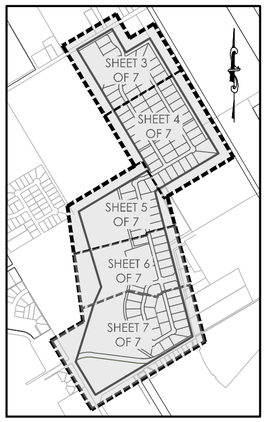

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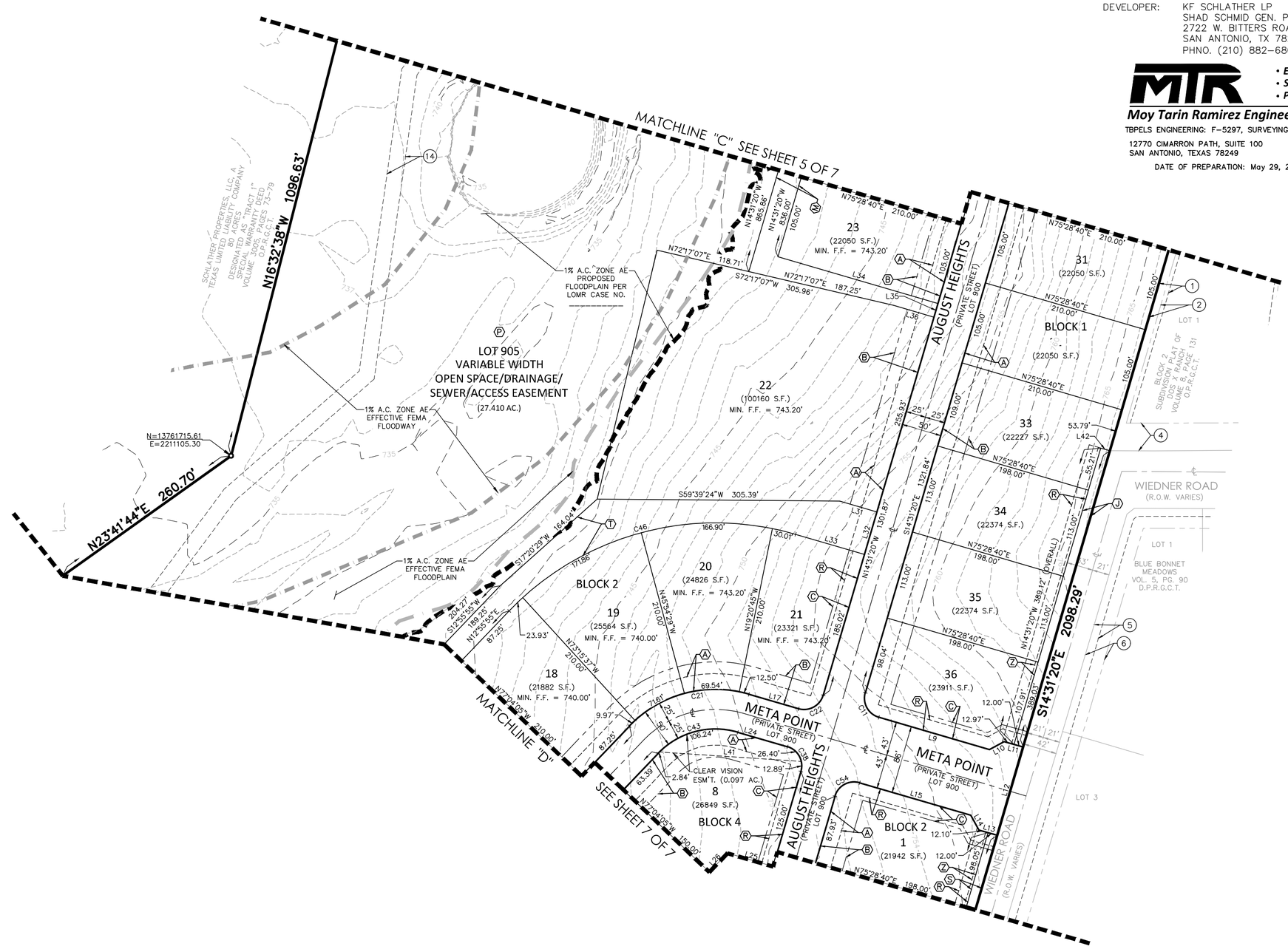

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SCHLATHER RANCH SUBDIVISION

R:\Schlather Tract Unit 1\Drawings\24200.00_Plat.dwg 2025/05/29 8:13am rgarcia

PRELIMINARY SUBDIVISION PLAT ESTABLISHING
SCHLATHER RANCH SUBDIVISION

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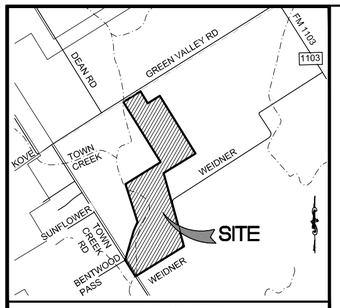
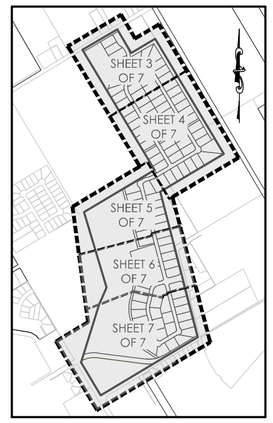


LOCATION MAP NOT TO SCALE

SCALE: 1"=100'
100 50 0 100



INDEX MAP NOT TO SCALE

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AC.	ACRES
B.S.L.	BUILDING SETBACK LINE
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DOC.	DOCUMENT
E.G.T.CA.	ELECTRIC, GAS, TELEPHONE & CABLE TV
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SCHLATHER PROPERTIES, LLC, A TEXAS LIMITED LIABILITY COMPANY 80 ACRES DESIGNATED AS "TRACT 1" SPECIAL WARRANTY DEED VOLUME 3005, PAGES 73–79 O.P.R.G.C.T.

N17°21'22"E 843.99' (736.02)

1% A.C. ZONE AE EFFECTIVE FEMA FLOODPLAIN

1% A.C. ZONE AE EFFECTIVE FEMA FLOODWAY

1% A.C. ZONE AE PROPOSED FLOODPLAIN PER LOMR CASE NO. _____

LOT 905
VARIABLE WIDTH
OPEN SPACE/DRAINAGE/
SEWER/ACCESS EASEMENT
(27.410 AC.)

LOT 910 BLOCK 5
VARIABLE WIDTH
OPEN SPACE/DRAINAGE/
SEWER/ACCESS EASEMENT
(6.055 AC.)

LOT 909
(0.276 AC.)

20' SANITARY SEWER EASEMENT

MATCHLINE "D"

SEE SHEET 6 OF 7

META POINT (PRIVATE STREET) LOT 900

GEORGE VALLEY (PRIVATE STREET) LOT 900

AUGUST HEIGHTS (PRIVATE STREET) LOT 900

BLOCK 2
17 (22050 S.F.) MIN. F.F. = 740.00'
16 (22750 S.F.) MIN. F.F. = 740.00'
15 (22404 S.F.) MIN. F.F. = 740.00'
14 (22803 S.F.) MIN. F.F. = 737.80'
13 (21840 S.F.) MIN. F.F. = 737.80'
12 (21840 S.F.) MIN. F.F. = 737.80'
11 (21873 S.F.) MIN. F.F. = 736.50'
10 (23448 S.F.) MIN. F.F. = 736.00'
9 (22217 S.F.)
8 (22338 S.F.)
7 (24249 S.F.)
6 (23129 S.F.)
5 (22500 S.F.)
4 (22349 S.F.)
3 (23629 S.F.)

BLOCK 4
1 (28637 S.F.)
2 (22500 S.F.)
3 (21829 S.F.)
4 (21829 S.F.)
5 (21829 S.F.)
6 (21938 S.F.)
7 (22152 S.F.)

N30°48'29"W 537.87'

S59°06'26"W 1580.97'

S14°31'20"E 2098.29'

WIEDNER ROAD (R.O.W. VARIES)

TOWN CREEK ROAD (R.O.W. VARIES)

BISON LANE (50' R.O.W.)

RAMSDALE WAY (50' R.O.W.)

CITY OF CIBOLO VOL. 2698, PG. 505 DOCUMENT NUMBER 2009000337 O.P.R.G.C.T.

LOT 35 BLOCK J
LOT 34
LOT 33 BUFFALO CROSSING UNIT 5 VOLUME 8, PAGES 49–50 O.P.R.G.C.T.

BUFFALO CROSSING II UNIT 2 VOLUME 9, PAGES 269–270 O.P.R.G.C.T.

BUFFALO CROSSING II UNIT 4 LOT 1, BLOCK O VOLUME 10, PAGES 64–65 O.P.R.G.C.T.

LOT 4 BLUE BONNET MEADOWS VOL. 5, PG. 90 O.P.R.G.C.T.

BRIAN HARPER AND SPOUSE, STELLA E. BARNES 5.01 ACRES WARRANTY DEED WITH VENDORS LIEN VOLUME 2115, PAGE 821 O.P.R.G.C.T.

RONALD K DANCY AND SALLY DM DANCY 5.012 ACRES GENERAL WARRANTY DEED WITH VENDORS LIEN VOLUME 2115, PAGE 821 O.P.R.G.C.T.

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R:\Schlather Tract\1\pm\1\Drawings\1403\100_Plat.dwg 2025/05/29 8:13pm agarcia

City of Cibolo

City Council Regular Meeting Staff Report

B. Police Department

Meeting	Agenda Group
Tuesday, June 10, 2025, 6:30 PM	Staff Update Item: 7B.

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

PRIOR CITY COUNCIL ACTION:

N/A

BACKGROUND:

N/A

STAFF RECOMMENDATION:

N/A

FINANCIAL IMPACT:

N/A

MOTION(S):

N/A

Attachments

CPD Report Call Summary May 1-15, 2025.pdf
CPD Report Call Summary May 16-31, 2025.pdf
5.2025.pdf

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

Description	Incident	Rep_Date	Loc_Block	Loc_Street
ACCIDENT, HIT & RUN				
ACCIDENT, HIT & RUN	25-00876	Thursday, May 15, 2025	100	BISON LANE
ACCIDENT, HIT & RUN	25-00783	Friday, May 2, 2025		BORGFELD
ACCIDENT, HIT & RUN	25-00824	Friday, May 9, 2025	700	CIBOLO VALLEY
ACCIDENT, HIT & RUN	25-00821	Thursday, May 8, 2025	2000	FM 1103
ACCIDENT, HIT & RUN	25-00787	Sunday, May 4, 2025	400	WESTMONT
5	**ACCIDENT, HIT & RUN**			
ANIMAL BITE/SCRATCH				
ANIMAL BITE/SCRATCH	25-00815	Monday, May 5, 2025	5600	FM 1223
ANIMAL BITE/SCRATCH	25-00822	Friday, May 9, 2025	200	PRAIRIE VISTA
ANIMAL BITE/SCRATCH	25-00850	Tuesday, May 13, 2025	200	STOLTE RD
3	**ANIMAL BITE/SCRATCH**			
ASSAULT				
ASSAULT	25-00803	Tuesday, May 6, 2025	200	BANDANA STREET
ASSAULT	25-00660	Tuesday, May 6, 2025	100	BLUE SAGE LANE
ASSAULT	25-00862	Wednesday, May 14, 2025	300	BORGFELD ROAD WEST
ASSAULT	25-00807	Tuesday, May 6, 2025	700	OITAVOS
ASSAULT	25-00788	Saturday, May 3, 2025	400	PEARL CHASE
ASSAULT	25-00854	Tuesday, May 13, 2025	100	ROBIN DRIVE
6	**ASSAULT**			
ASSAULT, AGGRAVATED				
ASSAULT, AGGRAVATED	25-00810	Wednesday, May 7, 2025	200	N WILLOW WAY
1	**ASSAULT, AGGRAVATED**			
ASSAULT, BODILY INJURY				
ASSAULT, BODILY INJURY	25-00813	Wednesday, May 7, 2025	200	N WILLOW WAY
1	**ASSAULT, BODILY INJURY**			
ASSAULT, SEXUAL				
ASSAULT, SEXUAL	25-00730	Tuesday, May 6, 2025	200	BANDANA STREET
ASSAULT, SEXUAL	25-00852	Tuesday, May 13, 2025	500	GULF STREET
2	**ASSAULT, SEXUAL**			
ASSIST, OUTSIDE AGENCY				
ASSIST, OUTSIDE AGENCY	25-00796	Monday, May 5, 2025	13500	IH-35 N 104
ASSIST, OUTSIDE AGENCY	25-00801	Monday, May 5, 2025	S WILLOW 1400	
ASSIST, OUTSIDE AGENCY	25-00835	Saturday, May 10, 2025	SCHERTZ	

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

Description	Incident	Rep_Date	Loc_Block	Loc_Street
ASSIST, OUTSIDE AGENCY	25-00814	Wednesday, May 7, 2025	100	SWEETLEAF LN
4 ASSIST, OUTSIDE AGENCY				
CHILD PROTECTIVE SERVICES REFERI				
CHILD PROTECTIVE SERVICES REFERRAL	25-00780	Thursday, May 1, 2025	100	BUFFALO TRAIL
CHILD PROTECTIVE SERVICES REFERRAL	25-00784	Friday, May 2, 2025	100	BUFFALO TRAIL
CHILD PROTECTIVE SERVICES REFERRAL	25-00858	Wednesday, May 14, 2025	4000	GREEN VALLEY
CHILD PROTECTIVE SERVICES REFERRAL	25-00873	Thursday, May 15, 2025	4000	GREEN VALLEY RD
CHILD PROTECTIVE SERVICES REFERRAL	25-00823	Friday, May 9, 2025	4000	GREEN VALLEY RD
CHILD PROTECTIVE SERVICES REFERRAL	25-00826	Friday, May 9, 2025	4000	GREEN VALLEY RD
6 CHILD PROTECTIVE SERVICES REFERRAI				
CITY CODE VIO (NO CITY TAG)				
CITY CODE VIO (NO CITY TAG)	25-00819	Thursday, May 8, 2025	300	GATEWOOD CLIFF
1 CITY CODE VIO (NO CITY TAG)				
CIVIL INFORMATION				
CIVIL INFORMATION	25-00849	Tuesday, May 13, 2025	100	BORGFELD ROAD
CIVIL INFORMATION	25-00863	Wednesday, May 14, 2025	300	BORGFELD ROAD WEST
CIVIL INFORMATION	25-00861	Wednesday, May 14, 2025	200	FERNWOOD DRIVE
CIVIL INFORMATION	25-00831	Saturday, May 10, 2025	600	FM 78
CIVIL INFORMATION	25-00843	Friday, May 9, 2025	100	LOOP 539 E.,200 S MAIN ST
CIVIL INFORMATION	25-00840	Sunday, May 11, 2025	200	STEELE HARBOR
CIVIL INFORMATION	25-00848	Tuesday, May 13, 2025	2000	TOWN CREEK RD
CIVIL INFORMATION	25-00676	Tuesday, May 6, 2025	300	WILLOW WAY
8 CIVIL INFORMATION				
CRIMINAL MISCHIEF				
CRIMINAL MISCHIEF	25-00816	Wednesday, May 7, 2025	200	BROAD OAK DR
CRIMINAL MISCHIEF	25-00869	Thursday, May 15, 2025	100	LANDMARK HAVEN
CRIMINAL MISCHIEF	25-00793	Sunday, May 4, 2025	400	SABINE RIVER
3 CRIMINAL MISCHIEF				
CRUELTY TO ANIMAL				
CRUELTY TO ANIMAL	25-00804	Tuesday, May 6, 2025	400	CATTLE RUN
CRUELTY TO ANIMAL	25-00799	Monday, May 5, 2025	500	PFEIL RD
2 CRUELTY TO ANIMAL				
DEATH INVESTIGATION				
DEATH INVESTIGATION	25-00837	Sunday, May 11, 2025	200	MATTHEW ST

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

Description	Incident	Rep_Date	Loc_Block	Loc_Street
1 DEATH INVESTIGATION				
DISTURBANCE, FAMILY				
DISTURBANCE, FAMILY	25-00829	Friday, May 9, 2025	200	BROAD OAK
DISTURBANCE, FAMILY	25-00855	Tuesday, May 13, 2025	200	HINSDALE RUN
DISTURBANCE, FAMILY	25-00789	Saturday, May 3, 2025	200	NOTCHLEAF
DISTURBANCE, FAMILY	25-00790	Saturday, May 3, 2025	100	RUSTIC TRAIL
DISTURBANCE, FAMILY	25-00808	Wednesday, May 7, 2025	300	SADDLE SPUR
DISTURBANCE, FAMILY	25-00795	Sunday, May 4, 2025	500	SADDLE VISTA
6 DISTURBANCE, FAMILY				
DRUG VIOLATION				
DRUG VIOLATION	25-00827	Friday, May 9, 2025	300	BORGFELD ROAD WEST
DRUG VIOLATION	25-00817	Thursday, May 8, 2025	300	BORGFELD ROAD WEST
DRUG VIOLATION	25-00825	Friday, May 9, 2025	1300	FM 1103
DRUG VIOLATION	25-00828	Friday, May 9, 2025	100	N MAIN
4 DRUG VIOLATION				
EMERGENCY DETENTION				
EMERGENCY DETENTION	25-00841	Sunday, May 11, 2025	100	FALCON PARK
EMERGENCY DETENTION	25-00782	Friday, May 2, 2025	100	NAVAJO CIRCLE
EMERGENCY DETENTION	25-00847	Tuesday, May 13, 2025	100	SPRINGTREE CLIFF
3 EMERGENCY DETENTION				
FLOCK ALERT				
FLOCK ALERT	25-00845	Monday, May 12, 2025	2700	CIBOLO VALLEY DRIVE
1 FLOCK ALERT				
FORGERY				
FORGERY	25-00812	Wednesday, May 7, 2025	800	FM 1103
1 FORGERY				
FRAUD				
FRAUD	25-00864	Wednesday, May 14, 2025	200	BIG CYPRESS
FRAUD	25-00811	Wednesday, May 7, 2025	100	CARNOUSTY DRIVE
2 FRAUD				
HARASSMENT, TELEPHONE				
HARASSMENT, TELEPHONE	25-00856	Tuesday, May 13, 2025	200	BROAD OAK DR
HARASSMENT, TELEPHONE	25-00866	Thursday, May 15, 2025	400	WESTMONT

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

Description	Incident	Rep_Date	Loc_Block	Loc_Street
2 HARASSMENT, TELEPHONE				
HARASSMENT, VERBAL				
HARASSMENT, VERBAL	25-00820	Thursday, May 8, 2025	900	CIBOLO VALLEY
HARASSMENT, VERBAL	25-00805	Tuesday, May 6, 2025	1200	CIBOLO VALLEY DRIVE
HARASSMENT, VERBAL	25-00785	Friday, May 2, 2025	100	EAGLE FLIGHT
3 HARASSMENT, VERBAL				
HOSPICE				
HOSPICE	25-00806	Tuesday, May 6, 2025	800	EVERYDAY WAY
HOSPICE	25-00877	Thursday, May 15, 2025	800	EVERYDAY WAY
HOSPICE	25-00791	Sunday, May 4, 2025	200	JERSEY BEND
HOSPICE	25-00859	Wednesday, May 14, 2025	100	MONTESA
HOSPICE	25-00786	Saturday, May 3, 2025	500	SADDLE GLEN
HOSPICE	25-00794	Sunday, May 4, 2025	200	SOMERSET AVE
6 HOSPICE				
IMPOUND, OTHER				
IMPOUND, OTHER	25-00871	Thursday, May 15, 2025	600	CIBOLO VALLEY DRIVE
IMPOUND, OTHER	25-00802	Monday, May 5, 2025	2200	FM 1103
IMPOUND, OTHER	25-00832	Saturday, May 10, 2025	1400	FM 1103
IMPOUND, OTHER	25-00857	Wednesday, May 14, 2025	200	WEST BORGFELD RD
4 IMPOUND, OTHER				
INJURY TO A CHILD				
INJURY TO A CHILD	25-00664	Tuesday, May 6, 2025	200	BANDANA STREET
INJURY TO A CHILD	25-00872	Thursday, May 15, 2025	2100	FM 1103
2 INJURY TO A CHILD				
INTOXICATED, DRIVING WHILE				
INTOXICATED, DRIVING WHILE	25-00830	Saturday, May 10, 2025	900	FM 78
1 INTOXICATED, DRIVING WHILE				
MINOR IN POSSESSION OF TOBACCO P				
MINOR IN POSSESSION OF TOBACCO PR	25-00860	Wednesday, May 14, 2025	1300	FM 1103
1 MINOR IN POSSESSION OF TOBACCO PRO				
PROPERTY, DAMAGE TO CITY				
PROPERTY, DAMAGE TO CITY	25-00846	Friday, May 9, 2025	100	CIBOLO DR

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

Description	Incident	Rep_Date	Loc_Block	Loc_Street
	1	**PROPERTY, DAMAGE TO CITY**		
PROPERTY, FOUND				
PROPERTY, FOUND	25-00853	Tuesday, May 13, 2025	100	CREEK RUN
	1	**PROPERTY, FOUND**		
RUNAWAY/MISSING				
RUNAWAY/MISSING	25-00875	Thursday, May 15, 2025	100	LANDMARK HAVEN
RUNAWAY/MISSING	25-00792	Sunday, May 4, 2025	600	MINERALS WAY
	2	**RUNAWAY/MISSING**		
STALKING				
STALKING	25-00800	Monday, May 5, 2025	100	LOOP 539
	1	**STALKING**		
SUSPICIOUS, SITUATION				
SUSPICIOUS, SITUATION	25-00833	Saturday, May 10, 2025	200	SPRINGTREE TRAIL
	1	**SUSPICIOUS, SITUATION**		
THEFT				
THEFT	25-00834	Saturday, May 10, 2025	3200	BOLTON
THEFT	25-00809	Wednesday, May 7, 2025	200	DOUGLAS ST
THEFT	25-00798	Monday, May 5, 2025	100	KAYLEE CHASE
THEFT	02-00797	Monday, May 5, 2025	100	KAYLEE CHASE
THEFT	25-00797	Monday, May 5, 2025	100	KAYLEE CHASE
THEFT	25-00781	Friday, May 2, 2025	300	KAYLEE CHASE
THEFT	25-00870	Thursday, May 15, 2025	500	OASIS
THEFT	25-00842	Sunday, May 11, 2025	200	SOUTH MAIN ST
	8	**THEFT**		
TRAFFIC ENFORCEMENT				
TRAFFIC ENFORCEMENT	25-00874	Thursday, May 15, 2025	600	CIBOLO VALLEY
	1	**TRAFFIC ENFORCEMENT**		
Grand Total:	**94**			

Cibolo Police Department
Report Call Summary
May 16-31, 2025

Description	Incident	Rep_Date	Loc_Block	Loc_Street
ACCIDENT, HIT & RUN				
ACCIDENT, HIT & RUN	25-00987	Thursday, May 29, 2025	100	BUFFALO TRL
ACCIDENT, HIT & RUN	25-00983	Thursday, May 29, 2025	100	CORSICA DRIVE
ACCIDENT, HIT & RUN	25-00961	Tuesday, May 27, 2025	600	COWBOY SUMMIT
ACCIDENT, HIT & RUN	25-00959	Tuesday, May 27, 2025	1100	FM 1103
ACCIDENT, HIT & RUN	25-00900	Monday, May 19, 2025	1300	FM 1103
ACCIDENT, HIT & RUN	25-00911	Tuesday, May 20, 2025	1300	FM 1103
ACCIDENT, HIT & RUN	25-00914	Wednesday, May 21, 2025	100	GUADALUPE DR
ACCIDENT, HIT & RUN	25-00967	Wednesday, May 28, 2025	600	HINGE FALLS
ACCIDENT, HIT & RUN	25-00882	Friday, May 16, 2025	12600	IH 10 WB
ACCIDENT, HIT & RUN	25-00982	Thursday, May 29, 2025	10700	IH-10W
10 ACCIDENT, HIT & RUN				
ACCIDENT, MOTOR VEHICLE				
ACCIDENT, MOTOR VEHICLE	25-00935	Thursday, May 22, 2025	8900	IH 10 W EB
1 ACCIDENT, MOTOR VEHICLE				
ANIMAL BITE/SCRATCH				
ANIMAL BITE/SCRATCH	25-00985	Thursday, May 29, 2025	600	AMBER CREEK
ANIMAL BITE/SCRATCH	25-00980	Thursday, May 29, 2025		BENTWOOED RANCH
ANIMAL BITE/SCRATCH	25-00883	Friday, May 16, 2025	400	CACTUS FLOWER
ANIMAL BITE/SCRATCH	25-00915	Monday, May 19, 2025	500	CIBOLO VALLEY DR
ANIMAL BITE/SCRATCH	25-00921	Wednesday, May 21, 2025	3900	CIBOLO VALLEY DR
ANIMAL BITE/SCRATCH	25-00964	Tuesday, May 27, 2025	3900	CIBOLO VALLEY DR
ANIMAL BITE/SCRATCH	2025-29379	Wednesday, May 28, 2025	200	FALCON CIR
ANIMAL BITE/SCRATCH	25-00970	Tuesday, May 27, 2025	200	FALCON CIR
ANIMAL BITE/SCRATCH	2025-29310	Wednesday, May 28, 2025	300	MISTY SAILS
ANIMAL BITE/SCRATCH	25-00981	Wednesday, May 28, 2025	300	MISTY SAILS
ANIMAL BITE/SCRATCH	25-00907	Monday, May 19, 2025	500	SADDLE VISTA
ANIMAL BITE/SCRATCH	25-00958	Tuesday, May 27, 2025		WIEDNER RD
12 ANIMAL BITE/SCRATCH				
ASSAULT				
ASSAULT	25-00934	Thursday, May 22, 2025	200	BROAD OAK DRIVE
ASSAULT	25-01001	Saturday, May 31, 2025	500	BROOK SHADOW
ASSAULT	25-01004	Saturday, May 31, 2025	200	CJ JONES
ASSAULT	25-00942	Saturday, May 24, 2025	700	FM 1103
ASSAULT	25-00952	Monday, May 26, 2025	100	MOHAWK DRIVE
ASSAULT	25-00973	Wednesday, May 28, 2025	400	MORGAN
ASSAULT	25-00993	Friday, May 30, 2025	200	SPRINGTREE TRAIL
ASSAULT	25-00892	Saturday, May 17, 2025	100	TIERRA GRANDE
ASSAULT	25-00954	Monday, May 26, 2025	600	WILDCAT RUN

Cibolo Police Department
Report Call Summary
May 16-31, 2025

Description	Incident	Rep_Date	Loc_Block	Loc_Street
ASSAULT	25-00992	Friday, May 30, 2025	100	WILDCAT RUN
	10	**ASSAULT**		
ASSAULT, AGGRAVATED				
ASSAULT, AGGRAVATED	25-00951	Monday, May 26, 2025	100	HIGHLAND PLACE
	1	**ASSAULT, AGGRAVATED**		
ASSAULT, BODILY INJURY				
ASSAULT, BODILY INJURY	25-00880	Friday, May 16, 2025	300	BORGFELD ROAD WEST
ASSAULT, BODILY INJURY	25-00898	Monday, May 19, 2025	100	BRAHMA WAY
ASSAULT, BODILY INJURY	25-00944	Saturday, May 24, 2025	200	HANA LANE
ASSAULT, BODILY INJURY	25-00974	Wednesday, May 28, 2025	200	HANA LANE
ASSAULT, BODILY INJURY	25-00979	Thursday, May 29, 2025	500	THISTLE CREEK DRIVE
	5	**ASSAULT, BODILY INJURY**		
ASSAULT, SEXUAL				
ASSAULT, SEXUAL	25-00867	Tuesday, May 27, 2025	200	SADDLE PARK
ASSAULT, SEXUAL	25-00955	Monday, May 26, 2025	200	SHADY MEADOWS LANE
ASSAULT, SEXUAL	25-00868	Tuesday, May 27, 2025	200	STEELE WAY
	3	**ASSAULT, SEXUAL**		
ASSIST, OUTSIDE AGENCY				
ASSIST, OUTSIDE AGENCY	25-00931	Thursday, May 22, 2025	200	SHADY MEADOWS LANE
ASSIST, OUTSIDE AGENCY	25-01003	Saturday, May 31, 2025	100	SPRINGTREE
ASSIST, OUTSIDE AGENCY	25-00908	Tuesday, May 20, 2025	200	WEIL
	3	**ASSIST, OUTSIDE AGENCY**		
BURGLARY, BUILDING				
BURGLARY, BUILDING	25-00893	Saturday, May 17, 2025	200	GRAND AVE
	1	**BURGLARY, BUILDING**		
BURGLARY, VEHICLE				
BURGLARY, VEHICLE	25-00888	Saturday, May 17, 2025	18100	IH 35 N
	1	**BURGLARY, VEHICLE**		
CHILD PROTECTIVE SERVICES REFERI				
CHILD PROTECTIVE SERVICES REFERRAL	25-00929	Thursday, May 22, 2025	4000	GREEN VALLEY RD
	1	**CHILD PROTECTIVE SERVICES REFERRAI**		

Cibolo Police Department
Report Call Summary
May 16-31, 2025

Description	Incident	Rep_Date	Loc_Block	Loc_Street
CITY CODE VIO (NO RABIES TAG)				
CITY CODE VIO (NO RABIES TAG)	25-00966	Wednesday, May 28, 2025	100	BLUE WILLOW
CITY CODE VIO (NO RABIES TAG)	25-00965	Wednesday, May 28, 2025	300	SHADY MEADOWS LN
2	**CITY CODE VIO (NO RABIES TAG)**			
CITY CODE VIOLATION				
CITY CODE VIOLATION	25-00879	Friday, May 16, 2025	2500	FM 1103
1	**CITY CODE VIOLATION**			
CIVIL INFORMATION				
CIVIL INFORMATION	25-00927	Thursday, May 22, 2025	800	EVERYDAY WAY
1	**CIVIL INFORMATION**			
CRIMINAL MISCHIEF				
CRIMINAL MISCHIEF	25-00896	Sunday, May 18, 2025	400	CORWIN SPRINGS
CRIMINAL MISCHIEF	25-00933	Thursday, May 22, 2025	100	SIOUX CIRCLE
2	**CRIMINAL MISCHIEF**			
CRUELTY TO ANIMAL				
CRUELTY TO ANIMAL	25-00997	Friday, May 30, 2025	300	SHADY MEADOW
1	**CRUELTY TO ANIMAL**			
DEATH INVESTIGATION				
DEATH INVESTIGATION	25-00953	Monday, May 26, 2025	100	BLUE SAGE LANE
DEATH INVESTIGATION	25-00895	Sunday, May 18, 2025	100	FALCON DR
2	**DEATH INVESTIGATION**			
DISORDERLY CONDUCT				
DISORDERLY CONDUCT	25-00901	Monday, May 19, 2025	300	BORGFELD ROAD WEST
DISORDERLY CONDUCT	25-00902	Monday, May 19, 2025	300	BORGFELD ROAD WEST
DISORDERLY CONDUCT	25-00881	Friday, May 16, 2025	600	CIBOLO VALLEY DRIVE
DISORDERLY CONDUCT	25-00928	Thursday, May 22, 2025	1300	FM 1103
DISORDERLY CONDUCT	25-00913	Wednesday, May 21, 2025	1300	FM 1103
5	**DISORDERLY CONDUCT**			
DISTURBANCE, FAMILY				
DISTURBANCE, FAMILY	25-00996	Friday, May 30, 2025	400	COWBOY PEAK
DISTURBANCE, FAMILY	25-00972	Wednesday, May 28, 2025	200	JAQUELINE ST
DISTURBANCE, FAMILY	25-00948	Sunday, May 25, 2025	100	NAVAJO

Cibolo Police Department
Report Call Summary
May 16-31, 2025

Description	Incident	Rep_Date	Loc_Block	Loc_Street
DISTURBANCE, FAMILY	25-00947	Sunday, May 25, 2025	800	ROLLING RIVER
DISTURBANCE, FAMILY	25-00924	Wednesday, May 21, 2025	500	SADDLE COVE
DISTURBANCE, FAMILY	25-00999	Saturday, May 31, 2025	100	STEER LANE
DISTURBANCE, FAMILY	25-00988	Friday, May 30, 2025	200	SUNSET HEIGHTS
7 DISTURBANCE, FAMILY				
DRIVE WHILE LIC INVALID				
DRIVE WHILE LIC INVALID	25-00963	Wednesday, May 28, 2025	3800	CIBOLO VALLEY DRIVE
DRIVE WHILE LIC INVALID	25-00940	Saturday, May 24, 2025	500	NORTH MAIN STREET
2 DRIVE WHILE LIC INVALID				
DRUG VIOLATION				
DRUG VIOLATION	25-00903	Monday, May 19, 2025	1000	CIBOLO VALLEY DRIVE
DRUG VIOLATION	25-00906	Tuesday, May 20, 2025	2200	FM 1103
DRUG VIOLATION	25-00878	Friday, May 16, 2025	1400	FM 1103
3 DRUG VIOLATION				
EMERGENCY DETENTION				
EMERGENCY DETENTION	25-00995	Friday, May 30, 2025	600	PERUGIA
1 EMERGENCY DETENTION				
EVADING ARREST				
EVADING ARREST	25-00938	Friday, May 23, 2025	900	CIBOLO VALLEY DRIVE
1 EVADING ARREST				
FRAUD				
FRAUD	25-00918	Sunday, May 18, 2025	400	DEER MEADOW BLVD
FRAUD	25-00916	Sunday, May 18, 2025	400	DEER MEADOW BLVD
FRAUD	25-00917	Sunday, May 18, 2025	400	DEER MEADOW BLVD
FRAUD	25-00919	Sunday, May 18, 2025	400	DEER MEADOW BLVD
FRAUD	25-00920	Sunday, May 18, 2025	400	DEER MEADOW BLVD
FRAUD	25-00894	Sunday, May 18, 2025	400	DEER MEADOW BLVD
FRAUD	25-00960	Tuesday, May 27, 2025	400	WILDCAT RUN
7 FRAUD				
HARASSMENT, TELEPHONE				
HARASSMENT, TELEPHONE	25-00891	Saturday, May 17, 2025	100	WILLOW COVE
1 HARASSMENT, TELEPHONE				
HARASSMENT, WRITING				

Cibolo Police Department
Report Call Summary
May 16-31, 2025

Description	Incident	Rep_Date	Loc_Block	Loc_Street
HARASSMENT, WRITING	25-00994	Friday, May 30, 2025	800	OITAVOS STREET
1 HARASSMENT, WRITING				
HOSPICE				
HOSPICE	25-00905	Tuesday, May 20, 2025	100	EVENING BREEZE
HOSPICE	25-01006	Saturday, May 31, 2025	900	FOXBROOK WAY
HOSPICE	25-00969	Wednesday, May 28, 2025	100	FOXGLOVE PASS
HOSPICE	25-00976	Thursday, May 29, 2025	200	NEMEC
HOSPICE	25-01000	Saturday, May 31, 2025	100	SPRINGTREE BLUFF
HOSPICE	25-00943	Saturday, May 24, 2025	200	TAPWOOD
HOSPICE	25-00939	Friday, May 23, 2025	300	WILLOW VIEW
7 HOSPICE				
INJURY TO A CHILD				
INJURY TO A CHILD	25-00844	Tuesday, May 27, 2025	300	ROYAL TROON DRIVE
INJURY TO A CHILD	25-00885	Friday, May 16, 2025	500	SADDLE VISTA
2 INJURY TO A CHILD				
INTERFERENCE WITH CHILD CUSTODY				
INTERFERENCE WITH CHILD CUSTODY	25-00975	Thursday, May 29, 2025	200	GRAND AVE
1 INTERFERENCE WITH CHILD CUSTODY				
INTOXICATED, DRIVING WHILE				
INTOXICATED, DRIVING WHILE	25-00977	Thursday, May 29, 2025	10000	IH 10 W EB
1 INTOXICATED, DRIVING WHILE				
MINOR IN POSSESSION OF TOBACCO P				
MINOR IN POSSESSION OF TOBACCO PRO	25-00862	Thursday, May 22, 2025	300	BORGFELD ROAD WEST
MINOR IN POSSESSION OF TOBACCO PRO	25-00887	Friday, May 23, 2025	1300	FM 1103
2 MINOR IN POSSESSION OF TOBACCO PRO				
MISSING/ENDANGERED				
MISSING/ENDANGERED	25-00884	Friday, May 16, 2025	100	BRIAR
1 MISSING/ENDANGERED				
PORNOGRAPHY				
PORNOGRAPHY	25-00887	Saturday, May 17, 2025	100	DYESS CORNER
1 PORNOGRAPHY				

Cibolo Police Department
Report Call Summary
May 16-31, 2025

Description	Incident	Rep_Date	Loc_Block	Loc_Street
PROPERTY, DAMAGE TO CITY				
PROPERTY, DAMAGE TO CITY	25-00984	Thursday, May 29, 2025	2400	CIBOLO VALLEY DR
PROPERTY, DAMAGE TO CITY	25-00968	Wednesday, May 28, 2025	800	CIBOLO VALLEY DRIVE
PROPERTY, DAMAGE TO CITY	25-00962	Wednesday, May 28, 2025	600	FM 78
PROPERTY, DAMAGE TO CITY	25-00936	Friday, May 23, 2025	13000	IH-10 WB ACCESS ROAD
4	**PROPERTY, DAMAGE TO CITY**			
PROPERTY, DAMAGED				
PROPERTY, DAMAGED	25-00941	Saturday, May 24, 2025	100	FM 78 WEST (EASTBOUND)
1	**PROPERTY, DAMAGED**			
PROPERTY, FOUND				
PROPERTY, FOUND	25-00946	Sunday, May 25, 2025	800	FM 1103
PROPERTY, FOUND	25-00910	Tuesday, May 20, 2025	1300	FM 1103
PROPERTY, FOUND	25-00950	Monday, May 26, 2025	100	WIEDNER ROAD
3	**PROPERTY, FOUND**			
RUNAWAY/MISSING				
RUNAWAY/MISSING	25-00926	Wednesday, May 21, 2025	200	GRAND VISTA
RUNAWAY/MISSING	25-00897	Sunday, May 18, 2025	200	TURNING STONE
2	**RUNAWAY/MISSING**			
STALKING				
STALKING	25-00886	Friday, May 16, 2025	200	BROAD OAK DR
STALKING	25-00998	Saturday, May 31, 2025	200	BROAD OAK DR
STALKING	25-00890	Saturday, May 17, 2025	200	BROAD OAK DRIVE
3	**STALKING**			
SUSPICIOUS, SITUATION				
SUSPICIOUS, SITUATION	25-00923	Wednesday, May 21, 2025	2400	FM 1103
SUSPICIOUS, SITUATION	25-00945	Sunday, May 25, 2025	100	SHADOW MT DR
2	**SUSPICIOUS, SITUATION**			
THEFT				
THEFT	25-01002	Saturday, May 31, 2025	500	124 ELM STREET
THEFT	25-00990	Friday, May 30, 2025	100	BENTWOOD PASS
THEFT	25-00922	Wednesday, May 21, 2025	200	BRIDGE CROSSING
THEFT	25-00925	Wednesday, May 21, 2025	600	CIBOLO VALLEY DR
THEFT	25-00971	Wednesday, May 28, 2025		CIBOLO VALLEY DR
THEFT	25-00991	Friday, May 30, 2025	600	CIBOLO VALLEY DRIVE

Cibolo Police Department
Report Call Summary
May 16-31, 2025

Description	Incident	Rep_Date	Loc_Block	Loc_Street
THEFT	25-01005	Saturday, May 31, 2025	700	CIBOLO VALLEY DRIVE
THEFT	25-00989	Friday, May 30, 2025	400	DEER MEADOWS BLVD
THEFT	25-00956	Monday, May 26, 2025	200	DOUGLAS ST
THEFT	25-00899	Monday, May 19, 2025	400	FOXBROOK WAY
THEFT	25-00904	Monday, May 19, 2025	400	TURNING STONE
THEFT	25-00949	Sunday, May 25, 2025	200	WILLOW
12	**THEFT**			
WARRANT SERVICE				
WARRANT SERVICE	25-00912	Tuesday, May 20, 2025	1400	FM 1103
1	**WARRANT SERVICE**			
Grand Total:	**128**			

CIBOLO
ANIMAL SERVICES

MONTHLY REPORT

May 2025

	TOTALS	
INTAKES		
Return/Owner Surrender	3	
Seized/Custody	3	
Stray	59	
Transfer in	1	
Wildlife In	5	
TOTAL	**71**	
OUTCOMES		
Adoption	32	
Missing	0	
Died in Shelter/upon arrival	7	Deceased domesticated animal pickup
Return to Owner	17	
Transfer Out	0	
Euthanasia	1	Racoon for Rabies testing
Wildlife Out	4	
TOTAL	**61**	
Transfer Out - Locations		
Wildlife Rescue	4	
Live Oak AC	0	
Kirby Animal Services	0	
South Texas Aussie Rescue	0	
The Animal Defense League	0	
TOTAL	**4**	
BITE CASES	**15**	
Currently in Foster	**23**	neonatal kittens
TOTAL NEW LICENSES ISSUED	**0**	(Does not count renewals)
VOLUNTEER HOURS	**142**	(including 57h community service)
LIVE RELEASE RATE FOR NOV.	**100%**	(excluding 1 raccoon sent for testing that was neg.)

CIBOLO
ANIMAL SERVICES

MONTHLY REPORT

May 2025

City of Cibolo

City Council Regular Meeting Staff Report

A. Approval/Disapproval of an Ordinance of the City of Cibolo amending Chapters 1 and 54, providing a definition of city parks, prohibited conduct in city parks, and repealing conflicting ordinances related to alcohol in city parks. (Chief Andres)

Meeting	Agenda Group
Tuesday, June 10, 2025, 6:30 PM	Ordinances Item: 8A.

From
Thedrick Andres, Chief of Police

PRIOR CITY COUNCIL ACTION:

N/A

BACKGROUND:

The City of Cibolo desires to maintain its public places, including streets, rights of way, city parks, and business parking lots and entrances, in a safe and healthy manner. Therefore, the city is adopting restrictions on possession and consumption of alcohol in city parks in the interest of public health, safety, and welfare.

This ordinance amends chapters 1 and 54 of the city's code of ordinances and addresses conflicting language regarding the possession and consumption of alcohol in city parks.

STAFF RECOMMENDATION:

The staff recommends that an ordinance restricting the possession and consumption of alcohol in city parks be approved in the interest of public health, safety, and welfare.

FINANCIAL IMPACT:

N/A

MOTION(S):

Motion to approve/disapprove amendments to Chapters One (1) and Fifty-four (54) of the Cibolo Code of Ordinances to prohibit the possession and consumption of alcohol in city parks.

Attachments

Ordinance Amendment - Alcohol Consumption in Parks (4899-4441-2230.1) (003).pdf

ORDINANCE NO._____

AN ORDINANCE OF THE CITY OF CIBOLO, TEXAS, AMENDING CHAPTER 1 AND 54 OF THE CIBOLO CODE OF ORDINANCES; PROVIDING A DEFINITION OF CITY PARKS; PROVIDING FOR PROHIBITED CONDUCT IN CITY PARKS; PROVIDING FOR REPEAL OF CONFLICTING ORDINANCES; PROVIDING FOR SEVERABILITY, REPEAL, SAVINGS, PUBLICATION, AND CODIFICATION; DECLARING ADOPTION IN COMPLIANCE WITH THE TEXAS OPEN MEETINGS ACT; PROVIDING A PENALTY; AND PROVIDING AN EFFECTIVE DATE. PROVIDING FOR SEVERABILITY; AND PROVIDING AN EFFECTIVE DATE.

WHEREAS, the City Council finds the City of Cibolo, Texas ("the City") is a home -rule municipality; and

WHEREAS, the City desires to maintain its public places, including streets, rights of way, and city parks, and its business parking lots and business entrance in a safe and healthy manner; and

WHEREAS, the City of Cibolo owns and maintains city parks that provide inexpensive and safe outdoor and recreational opportunities for residents and visitors; and

WHEREAS, as coveted resources, the City seeks to maintain the natural beauty, safety, and cleanliness of the city parks; and

WHEREAS, for these reasons, adopting restrictions on possession and consumption of alcohol in city parks is in the interest of the public health safety and welfare.

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

SECTION 1. The foregoing recitals are hereby found to be true and correct and are hereby adopted by the City Council and made a part hereof for all purposes as findings of fact.

SECTION 2. Ordinance Amendments. The Cibolo Code is hereby amended by adding a definition to Section1-2 Definitions and rules of construction of Chapter 1, to provide as set forth in Attachment A attached hereto.

SECTION 3. Ordinance Amendments. The Cibolo Code is hereby amended by replacing a word in Section 54-7 of article II of Chapter 54, to provide as set forth in Attachment A attached hereto.

SECTION 4. Ordinance Amendments. The Cibolo Code of Ordinances is hereby amended by deleting Section 54- 127 of article II of Chapter 54.

SECTION 5. Severability. If any section, subsection, sentence, clause, or phrase of this Ordinance is for any reason held to be unconstitutional or illegal by final judgment of a court of competent authority, such decision shall not affect the validity of the remaining portions of this Ordinance. The City Council hereby declares that it would have passed and ordained all the remaining portions of this Ordinance without the inclusion of such portion or portions found to be unconstitutional or invalid.

SECTION 5. Repeal. All resolutions, ordinances, or parts thereof conflicting or inconsistent with the provisions of this Ordinance are hereby repealed to the extent of such conflict. In the event of a conflict or inconsistency between this Ordinance and any other resolution, code or ordinance of the City, or parts thereof, the terms and provisions of this Ordinance shall govern.

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

SECTION 7. Publication and Codification. The City shall publish this Ordinance in the newspaper designated as the official newspaper of the City twice as required by Section 3.13(3) of the City Charter. This Ordinance will be codified in the Cibolo Code in the next appropriate update.

SECTION 8. Open Meeting Compliance. The City Council finds that the meeting at which this Ordinance passed was conducted in compliance with the Texas Open Meetings Act.

SECTION 9. Penalty. It shall be unlawful for any person to violate any provision of this Ordinance. Any person who violates, or any person who causes or allows another person to violate, any provision of this Ordinance shall be deemed guilty of a misdemeanor and, upon conviction thereof, shall be punished by a fine of be fined not less than $25.00 or more than $500.00. Each occurrence of any violation of this Ordinance shall constitute a separate offense. Each day on which any violation of this Ordinance occurs shall constitute a separate offense.

SECTION 10. Effective Date. This Ordinance will become effective within the corporate city limits of the City of Cibolo upon the required newspaper publication.

PASSED AND APPROVED this _____ day of _____, 2025.

_____
Mark Allen, Mayor

ATTEST:

_____
Peggy Cimics, TRMC, City Secretary

APPROVED AS TO FORM:

_____
DENTON NAVARRO RODRIGUEZ BERNAL
SANTEE & ZECH, PC, City Attorney

Attachment A

CITY OF CIBOLO CODE OF ORDINANCES

Chapter 1 – GENERAL PROVISIONS

Sec. 1-2. - Definitions and rules of construction.

In the construction of this Code and of all ordinances and resolutions passed by the city council, the following definitions and rules of construction shall be observed, unless such construction would be inconsistent with the manifest intent of the city council:

Charter. The term "Charter" means the Charter of the city as printed in part I of this volume.

Citation. The term "citation" means an ordinance violation notice and notice to appear before the municipal court, as provided by this Code.

City. The term "city" refers to the City of Cibolo, in the Counties of Guadalupe and Bexar, and the State of Texas.

City park. The term “city park” means any area of real property owned, used, or maintained by the city as a public park, park ground, playground, or athletic facility.

Code. The term "Code" means the "Code of Ordinances, City of Cibolo, Texas" or "The Cibolo Code."

Computation of time. In computing any period of time prescribed or allowed by this Code, the day of the act, event or default after which the designated period of time begins to run shall not be included. The last day of the period, so computed, shall be included unless it is a Sunday or legal holiday, in which event the period shall run until the end of the next day which is neither a Saturday, Sunday or legal holiday.

State Law reference — Similar provision, Tex. Government Code § 311.014.

Council, city council. Whenever the term "council" or "city council" is used, it shall be construed to mean the city council of the City of Cibolo, Texas.

County. The term "county," depending on the content, means Bexar County, Texas, Guadalupe County, Texas, or Comal County, Texas.

Delegation of authority. Whenever a section of this Code requires or authorizes an officer or employee of the city to do some act or perform some duty, it shall be construed to authorize the officer or employee to designate, delegate and authorize subordinates to perform the act or duty, unless the terms of the section specifically provide otherwise.

Gender. A word importing the masculine gender only shall extend and be applied to females and to firms, partnerships and corporations as well as to males.

State Law reference — Similar provision, Tex. Government Code §§ 311.012, 312.003.

In the city. The term "in the city" means and includes all territory over which the city now has, or shall hereafter acquire jurisdiction for the exercise of its police, regulatory and other powers.

Joint authority. Terms purporting to give authority to three or more officers or other persons shall be construed as giving such authority to a majority of such officers or other persons, unless it is otherwise declared.

State Law reference — Similar provision, Tex. Government Code § 312.004.

Month. The term "month" means a calendar month.

State Law reference — Similar provision, Tex. Government Code § 312.011(7).

Number. Any term importing the singular number shall include the plural, and any term importing the plural number shall include the singular.

State Law reference — Similar provision, Tex. Government Code § 312.003(b).

Oath. The term "oath" shall be construed to include an affirmation in all cases in which by law an affirmation may be substituted for an oath, and in such cases the terms "swear" and "sworn" shall be equivalent to the terms "affirm" and "affirmed."

State Law reference — Similar provision, Tex. Government Code § 312.011(8).

Officers, departments, boards, committees, commissions, employees. Officers, departments, boards, committees, commissions and employees referred to in this Code shall mean officers, departments, boards, committees, commissions and employees of the city, unless the context clearly indicates otherwise.

Official time standard. Whenever certain hours are named in this Code, they shall mean Central Standard Time or Central Daylight Saving Time, as may be officially in current use in the state.

State Law reference — Similar provision, Tex. Government Code § 312.016.

Or, and. The term "or" may be read as the term "and," and the term "and" may be read as the term "or," if the sense requires it.

Owner. The term "owner," applied to a building or land, shall include any part owner, joint owner, tenant in common, tenant in partnership, joint tenant or tenant by the entirety of the whole or of a part of such building or land.

Person. The term "person" shall extend and be applied to associations, corporations, firms, partnerships and bodies politic and corporate, as well as to individuals.

State Law reference— Similar provision, Tex. Government Code § 311.005(2).

Personal property. The term "personal property" includes every species of property, except real property as defined in this section.

Preceding, following. The term "preceding" and "following" mean next before and next after, respectively.

State Law reference — Similar provision, Tex. Government Code § 312.011(11).

Property. The term "property" includes real and personal property.

State Law reference— Similar provision, Tex. Government Code § 312.011(13).

Public place. The term "public place" means any public street, alley, square, highway, grounds, house or premises; or any hotel, restaurant, boardinghouse, grocery, saloon, garden, workshop or other place, or part of the same, to which people usually resort, or have a right to resort, for business or pleasure.

Real property. The term "real property" includes lands, tenements and hereditaments.

Roadway. The term "roadway" means that portion of a highway other than the berm or shoulder that is improved, designed or ordinarily used for vehicular travel. If a highway includes two or more separate roadways, the term "roadway," as used in this definition, shall refer to any such roadway separately.

State Law reference — Similar provision, Tex. Transportation Code § 541.301(11).

Shall, may. The term "shall" is mandatory, and the term "may" is permissive.

State Law reference — Similar provision, Tex. Government Code § 311.016(1)-(2).

Sidewalk. The term "sidewalk" means any portion of the street between the curblines, or the lateral lines of the roadway, and the adjacent property lines, intended for the use of pedestrians.

Signature or subscription. The term "signature" or "subscription" shall include a mark when a person cannot write.

State Law reference— Similar provision, Tex. Government Code § 312.011(14).

State. The term "state" shall be construed to mean the State of Texas.

Street or highway. The term "street" or "highway" means the entire width between the boundary lines of every publicly maintained way when any part thereof is open to the use of the public for purposes of vehicular travel.

State Law reference— Similar provision, Tex. Transportation Code § 541.301(5).

Tense. Words used in the past or present tense include the future, as well as the past and present.

State Law reference— Similar provision, Tex. Government Code § 312.003(a).

Tex. Admin. Code. The abbreviation "Tex. Admin. Code" refers to the Texas Administrative Code.

Tex. [subject] Code. The term "Tex. [subject] Code" identifies a specific subject matter code of legislatively adopted statutes, as classified and numbered by the Texas Legislative Council under authority of Tex. Rev. Civ. Stat. Ann. art. 5429b-1, predecessor to Tex. Government Code. § 323.007.

Vernon's Ann. Civ. St. The abbreviation "Vernon's Ann. Civ. St." means the latest edition or supplement to Vernon's Annotated Civil Statutes.

State Law reference — Statutory references, Tex. Government Code § 312.008.

Written or in writing. The term "written" or "in writing" shall be construed to include any representation of words, letters or figures, whether by printing or otherwise.

State Law reference — Similar provision, Tex. Government Code § 312.011(17).

Year. The term "year" means a calendar year.

State Law reference — Similar provision, Tex. Government Code § 312.011(18).

CHAPTER 54 – PARKS AND RECREATION

Sec. 54-77. - Alcohol use in <u>city</u> [public] parks.

It shall be unlawful, when in a city park, for any person to serve, possess, consume, sell, barter, furnish, give, purchase or attempt to purchase any alcoholic beverage [in violation of state statutes].

City of Cibolo

City Council Regular Meeting Staff Report

A. Approval/Disapproval of a Resolution of the City of Cibolo, Texas, appointing Chris Hubbard to the CRWA Board of Managers replacing Jacob Parsons who is no longer employed with the City of Cibolo. (Councilwoman D. Roberts)

Meeting	Agenda Group
Tuesday, June 10, 2025, 6:30 PM	Resolutions 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

Res No CRWA Resolution-BofManagers Hubbard.pdf

"City of Choice"

RESOLUTION NO:

CITY OF CIBOLO

Resolution of the governing Body of the City of Cibolo appointing to the Canyon Regional Water Authority one member to the Board of Managers for a one-year term of office.

ADOPTED: June 10, 2025

RESOLVED, that the Governing Body of the City of Cibolo, Texas has appointed Chris Hubbard to serve as their representative to the Board of Managers of Canyon Regional Water Authority.

RESOLVED FURTHER, that Chris Hubbard is authorized to represent, and act in behalf of, in the best interest of the City of Cibolo in the process of maintaining and conducting of business of the Canyon Regional Water Authority, and to cast its vote on all issues related to the Canyon Regional Water Authority.

_____
Mark Allen
Mayor

* * * * *

CERTIFICATE OF SECRETARY

I, Peggy Cimics, do hereby certify that I am the Secretary of the above named entity and that the above and foregoing is a true, full and correct copy of a resolution duly adopted by the Governing Body of the above named entity at its meeting held June 10, 2025, and entered into the Minutes of the above named entity; that the meeting was duly and regularly held in accordance with the City Charter and or laws governing the above named entity; and that such resolution has not been rescinded or modified.

To certify which, witness my hand and seal of said above named entity this 10th day of June 2025 .

_____
Peggy Cimics, TRMC
City Secretary

City of Cibolo

City Council Regular Meeting Staff Report

B. Approval/Disapproval of a Resolution of the City of Cibolo, Texas, approving and directing the MesserFort Law Firm to represent the City of Cibolo, Texas, as an intervening co-plaintiff joining fifteen other cities as plaintiff in the 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. (Mr. Reed)

Meeting	Agenda Group
Tuesday, June 10, 2025, 6:30 PM	Resolutions Item: 9B.

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

Resolution Approving Transfer of Rep of City in Lit Challenging SB2038 (draft 5-29-25).pdf

RESOLUTION NO. _____

RESOLUTION OF THE CITY OF CIBOLO, TEXAS, APPROVING AND DIRECTING THE MESSER FORT LAW FIRM 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 City 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:

SECTION 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.

SECTION 2. The Messer Fort, PLLC, law firm 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.

SECTION 3. The Messer Fort law firm is authorized to bill the Cibolo City Attorney representative law firm for work performed in connection with this matter.

SECTION 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.

SECTION 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.

SECTION 6. The meeting at which this Resolution passed was conducted in compliance with the Texas Open Meetings Act.

[THIS SPACE LEFT INTENTIONALLY BLANK]

SECTION 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 _____ DAY OF JUNE, 2025.

MARK ALLEN
Mayor

ATTEST:

PEGGY CIMICS, TRMC
City Secretary

APPROVED AS TO FORM:

Paul Wendland, City Attorney
Denton Navarro Rodriguez Bernal Santee & Zech, P.C.

City of Cibolo

City Council Regular Meeting Staff Report

C. Approval/Disapproval of a Resolution of the City of Cibolo authorizing the submission of a grant application to renew the Motor Vehicle Crimes Prevention Authority (MVCPA) for the FY 26 SB 224 Catalytic Converter Grant Program and agreeing to designate an official to administer the grant. (Chief Andres)

Meeting	Agenda Group
Tuesday, June 10, 2025, 6:30 PM	Resolutions Item: 9C.

From
Thedrick Andres, Chief of Police

PRIOR CITY COUNCIL ACTION:

Cibolo Police Department is seeking continued funding from the Motor Vehicle Crimes Prevention Authority (MVCPA) for the FY 26 SB 224 Catalytic Converter Grant Program to continue funding forty-one (41) Flock Safety Automated License Reader (ALPR) Technology cameras, two (2) police officers, and one (1) Crime Analyst which assists the police department in its endeavor to reduce crime.

On October 29, 2024, the City Council adopted a Resolution of the City of Cibolo authorizing the submission of a grant application to seek funding from the Motor Vehicle Crimes Prevention Authority (MVCPA) for the FY 25 SB 224 Catalytic Converter Grant Program and agreed to designate an official to administer the grant.

On March 12, 2024, the City Council received an update from Chief of Police Thedrick Andres regarding the need to enhance technology to assist in crime reduction in the City of Cibolo, including the funding to implement Automated License Recognition technology to improve its intelligence-led policing capabilities.

On March 25, 2025, the City Council authorized the acceptance of the Motor Vehicle Crimes Prevention Authority (MVCPA) Grant for the FY25 SB 224 Catalytic Converter Grant Program authorizing approval of two (2) two police officers, one (1) Crime Analyst position and forty-one (41) Flock Safety Automated License Reader (ALPR) Technology cameras to assist the department in its endeavor to reduce crime.

BACKGROUND:

Cibolo Police Department was awarded grant funding in March of 2025 from the Motor Vehicle Crimes Prevention Authority (MVCPA) for the FY25 SB 224 Catalytic Converter Grant Program to fund two Police Officers, one Crime Analyst, and forty-one Flock Safety Cameras Automated License Reader (ALPR) to assist the department in its endeavor to reduce crime. During the grant application presentation, Chief Thedrick Andres provided the MVCPA Board with the Cibolo Police Department's strategy to use the intelligence-led policing concept to deploy our High Enforcement Activity Team (HEAT) officers to hot spot areas to mitigate crime. Chief Andres also informed the board that the Cibolo Police Department is utilizing our Flock Safety Cameras' intelligence and sharing this information with regional law enforcement agencies to solve the crime. During the presentation, the MVCPA Board was so impressed with the Cibolo Police Department’s presentation that they suggested we add a Crime Analyst position to our application to support and track the proactive work of the HEAT officers. The analyst will also provide data-driven strategies and enhance crime trends to combat vehicle crimes in our community.

Multiple cities in our region, including Schertz, Seguin, and New Braunfels, are utilizing the MVCPA grant to implement their own Flock Safety system. The Cibolo Police Department intends to use the funds from the MVCPA grant to continue to fund the resources approved in the FY 25 SB 224 MVCPA Grant award.

STAFF RECOMMENDATION:

The staff recommends approval of a Resolution authorizing the submission of a grant application for the Motor Vehicle Crime Prevention Authority (MVCPA) FY26 SB 224 grant.

FINANCIAL IMPACT:

The Motor Vehicle Crime Prevention Authority requires a 20% cash match of awarded funds.

MOTION(S):

Motion to approve/disapprove a Resolution authorizing the submission of a grant application for the Motor Vehicle Crime Prevention Authority (MVCPA) FY26 SB 224 grant.

Attachments

Resolution FY2026 MVCPA FY26 Grant Program.pdf
FY26 MVCPA Grant Application.pdf

RESOLUTION _____

A RESOLUTION BY THE CITY COUNCIL OF THE CITY OF CIBOLO, TEXAS, APPROVING SUBMISSION OF A GRANT APPLICATION TO THE OFFICE OF THE GOVERNOR FOR THE MOTOR VEHICLE CRIMES PREVENTION AUTHORITY (MVCPA) FY2026 SB 224 CATALYTIC CONVERTER GRANT PROGRAM AND AGREEING TO DESIGNATE AN OFFICIAL TO ADMINISTER THE GRANT.

WHEREAS, The City of Cibolo Council has applied or wishes to apply to the **Motor Vehicle Crimes Prevention Authority (MVCPA)** for the FY 26 SB 224 Catalytic Converter Grant Program; and

WHEREAS, the Motor Vehicle Crimes Prevention Authority (MVCPA) has made funds available for law enforcement projects for the Catalytic Converter Grant during the 2025-26 fiscal year; and

WHEREAS, the increased funding source would benefit the City of Cibolo in its endeavor to reduce crime; and

WHEREAS, under the provisions of the Texas Transportation Code Chapter 1006 and Texas Administrative Code Title 43; Part 3; Chapter 57, entities are eligible to receive grants from the Motor Vehicle Crime Prevention Authority to provide financial support to law enforcement taskforces and agencies for economic motor vehicle theft, including catalytic converter theft; and

WHEREAS this grant program will assist this jurisdiction in combating catalytic converter theft as well as other motor vehicle-related crime; and

WHEREAS, the City of Cibolo has agreed that in the event of loss or misuse of the grant funds, the City of Cibolo agrees and assures that the grant funds will be returned in full to the Motor Vehicle Crime Prevention Authority.

NOW THEREFORE, BE IT RESOLVED and ordered that Thedrick Andres, Sr, Chief of Police, is designated as the Authorized Official to apply for, accept, decline, modify, or cancel the grant application for the Motor Vehicle Crime Prevention Authority Grant Program and all other necessary documents to accept said grant; and

BE IT FURTHER RESOLVED that John Wells, Lieutenant, is designated as the Program Director and Anna Miranda, Finance Director, is designated as the Financial Officer for this grant.

PASSED AND ADOPTED by the City Council of the City of Cibolo on the XXth day of June, 2025.

APPROVED:

Mark Allen, Mayor

ATTEST:

Peggy Cimics, TRMC, City Secretary

Senate Bill 224 Grant Application for 2026

Request for Application (RFA)

Primary Agency / Grantee Legal Name: *City of Cibolo*

Organization Type: *Law Enforcement*

Organization ORI (if applicable): *TX0940600: CIBOLO PD (AE)*

Program Title Please enter a short description of the proposed program that can be used as the title.
2.0: High Enforcement Activity Team - Enhanced Vehicle Crime Suppression Initiative

Application Category (See **Request for Applications** [RFA] for category details and descriptions RFA Priority Funding Section):

- ○ **Continued Grant** - Only available to agencies that have a 2025 grant. These are annual competitive grants for the program described in the application. The program must be submitted for substantially the same program as the previous year. The requested funds, match funds, and in-kind match must be within 5% of the previous year but in any event may not go below the 20% minimum cash match requirement. The number of staff positions must be within 5% of the total positions. Awarded activities are funded on a reimbursement basis.
- ○ **Modified Grant** - Only available to agencies that have a 2025 grant. The grantee will only enter the portion with a difference more or less than 5% of their current grant. These are annual competitive grants that require a minimum cash match of 20% for the program described in the application. Awarded activities are funded on a reimbursement basis

MVCPA Program Category (see **RFA** and TAC 43, 3 §57.14). Check all that apply.

- ☑ Law Enforcement, Detection and Apprehension
- ☑ Prosecution, Adjudication and Conviction
- ☑ Reduction of the Theft of Catalytic Converters
- ☑ Education Programs and Marketing

Taskforce Grant Participation and Coverage Area

Provide a General Description of the Participating and Coverage Area of this Grant Application

The City of Cibolo, located in Guadalupe County, Texas, covers over 15 square miles and serves a population exceeding 35,000 residents. Positioned along major transit corridors such as Interstate 35, the city faces elevated risks of motor vehicle crimes, including catalytic converter theft and organized trafficking. This grant will support the High Enforcement Activity Team (HEAT 2.0), which operates within Cibolo?s jurisdiction and coordinates regionally with partner agencies to target high-risk zones.

Define in the tables below the grant relationships and geographic area of the Catalytic Converter program:
Applicant will add the participating and coverage agencies from the ORI list below. If an agency is not in the ORI list, please include the agency and role in the general description above. Make sure to follow the definitions below and select an agency in the dropdown. Use the *Add as Participating Agency* or *Add as Coverage Agency* button to populate the list.

Participating Agencies are agencies that materially participate in the grant application through the exchange of funds for reimbursement and cash match. Participating agencies are defined after the grant award by interlocal/interagency agreements. Each applicant must select their own agency first. Then select agencies that will receive or provide funding and/or resources. [Note: Interlocal/interagency agreements do not need to be submitted with the application. Interlocal agreements will need to be executed prior to the first payment being made if selected for a grant. Letters of support with the application from the participating agencies are strongly recommended.]

Coverage Agencies are agencies that provided some level of coverage, assistance or support by this grant application but will not materially exchange funds as cash match or reimbursement. The coverage is not supported by an after the award with interlocal/interagency agreements. Coverage agencies as law enforcement agencies may have jurisdictional coverage agreements unrelated to the grant (Ex. City Y is within County X or vice versa). Agencies selected in this list include agencies that will be

covered or where the agency indicates that their agency will coordinate or call upon the program. Letters of support with the application from the participating agencies are strongly recommended.

Participating Agencies	Coverage Agencies
TX0940600 CIBOLO PD (AE)	

☐ **Other Coverage** (Use if ORI not listed or explanation is necessary.):
No text provided.

☐ **National Insurance Crime Bureau (NICB)** Used as Match (Documentation and time certification required.)
☐ **Texas Department of Public Safety (DPS)**
☐ **Other State or Federal Agency** (specify:)

Resolution: Complete a Resolution and submit to local governing body for approval. *Sample Resolution* is found in the Request for Application or send a request for an electronic copy to *grantsMVCPA@txdmv.gov*. The completed and executed Resolution must be attached to this on-line application.

Grant Budget Form

MVCPA recommends that the applicant complete the total costs (MVCPA and Cash Match combined) for this program. The applicant can then enter the desired amount of Cash Match (not less than 20% per TAC Title 43, Â§57.36). The system will then calculate the correct grant and match amounts.

Budget Entry Option:

◉ Enter Total and let system calculate MVCPA Funds and Cash Match, Match Percentage: 20%
○ Enter MVCPA and Cash Match Amounts

Click on category name to edit budget detail for that category.

Budget Category	MVCPA Expenditures	Cash Match Expenditures	Total Expenditures	In-Kind Match
Personnel	$174,459	$34,892	$209,351	
Fringe	$59,215	$11,843	$71,058	
Overtime	$30,000	$6,000	$36,000	
Professional and Contract Services				
Travel	$22,027	$4,405	$26,432	
Equipment	$190,000	$38,000	$228,000	
Supplies and Direct Operating Expenses (DOE)	$11,000	$2,200	$13,200	
Total	$486,701	$97,340	$584,041	
Cash Match Percentage		20.00%		

Description	Subcategory	Pct Time	MVCPA Funds	Cash Match	Total	In-Kind Match
	Personnel					
Officer	Investigator/LEO	100	$58,690	$11,738	$70,428	
Officer	Investigator/LEO	100	$58,690	$11,738	$70,428	
Crime Analyst	Crime Analyst/LE Professional	100	$57,079	$11,416	$68,495	
Total Personnel		300	$174,459	$34,892	$209,351	
	Fringe					
Officer 1	Investigator/LEO		$19,921	$3,984	$23,905	
Officer 2	Investigator/LEO		$19,921	$3,984	$23,905	
Crime Analyst	Crime Analyst/LE Professional		$19,373	$3,875	$23,248	
Total Fringe			$59,215	$11,843	$71,058	
	Overtime					
Officer 1	Investigator/LEO		$15,000	$3,000	$18,000	
Officer 2	Investigator/LEO		$15,000	$3,000	$18,000	
Total Overtime			$30,000	$6,000	$36,000	
	Professional and Contract Services					
Total Professional and Contract Services						

Description	Subcategory	Pct Time	MVCPA Funds	Cash Match	Total	In-Kind Match
Travel						
MVCPA Conference x 4	Training In-State		$7,847	$1,569	$9,416	
TXLEAN Crime Analyst Conference	Training In-State		$1,250	$250	$1,500	
IACA Crime Analyst Conference	Training In-State		$1,750	$350	$2,100	
Advanced Criminal Interdiction Training x 2	Training In-State		$3,333	$667	$4,000	
MVCPA Awards	Administrative In-state		$7,847	$1,569	$9,416	
Total Travel			$22,027	$4,405	$26,432	
Equipment						
Tahoe + upfitting (Annual Lease)			$22,500	$4,500	$27,000	
Tahoe + upfitting (Annual Lease)			$22,500	$4,500	$27,000	
In-Car and Body Worn Cameras (2 vehicles)			$6,250	$1,250	$7,500	
ALPR Bundle Annual Fee (41 ALPR incl. 18 Video)			$138,750	$27,750	$166,500	
Total Equipment			$190,000	$38,000	$228,000	
Supplies and Direct Operating Expenses (DOE)						
Public Event Promotional Materials (250)			$8,333	$1,667	$10,000	
Vehicle Fuel (2)			$2,667	$533	$3,200	
Total Supplies and Direct Operating Expenses (DOE)			$11,000	$2,200	$13,200	

Budget Narrative

A. Personnel

Personnel funding is foundational to the effective operation, continuity, and strategic impact of the HEAT 2.0 program. The requested MVCPA contribution of $174,459.00, complemented by a City match of $34,892.00 for a total of $209,351.00, directly supports sworn law enforcement officers and a dedicated crime analyst whose roles are central to catalytic converter theft interdiction, investigative analytics, and coordinated taskforce deployment. This allocation is rooted in a demonstrated operational need and reflects the department's commitment to data-informed resource planning and professional standards in enforcement. The proposed personnel expenditures are not only aligned with the program's measurable enforcement and prevention outcomes but also structured to incentivize performance, accountability, and retention through merit-based salary progression. By ensuring stable, skilled staffing, this investment sustains the capacity to implement high-visibility patrols, execute strategic operations, and maintain consistent data reporting integrity across all phases of the grant cycle.

B. Fringe

Fringe benefits in the amount of $71,508 are essential to supporting the overall personnel structure of the HEAT 2.0 program and ensuring compliance with municipal employment policies. This allocation includes mandatory employer contributions for health insurance, retirement, Medicare, workers' compensation, and other statutory obligations associated with full-time law enforcement and analytical personnel. This investment safeguards the sustainability of the workforce, enhances recruitment and retention of qualified professionals, and ensures uninterrupted program functionality. By fully supporting the total cost of employment, the fringe allocation reinforces the City's commitment to operational stability, fiscal transparency, and adherence to labor standards within the grant-supported initiative.

C. Overtime

The allocation of $36,000 for overtime is critical to expanding the operational capacity of the HEAT 2.0 program beyond standard duty hours, allowing officers to conduct targeted enforcement during high-risk periods and in response to emergent vehicle crime trends. This funding supports directed patrols, surveillance operations, and regional taskforce deployments that are strategically scheduled during evenings, weekends, and early morning hours-timeframes when catalytic converter thefts are most prevalent. Overtime funding ensures that enforcement efforts remain agile and intelligence-driven, enabling rapid deployment without compromising core departmental staffing. It also provides a cost-effective mechanism for amplifying patrol presence and investigative follow-through without the need for additional full-time personnel, thereby optimizing resource use while maximizing community impact.

E. Travel

The total allocation of $26,432 under the Travel and Training category supports targeted professional development for HEAT 2.0 personnel through attendance at essential law enforcement and analytical training events. These include participation in the MVCPA Annual Conference (4 personnel), TXLEAN and IACA crime analyst conferences, and Advanced Criminal Interdiction training for sworn officers. Each training opportunity has been strategically selected to enhance core competencies in vehicle crime prevention, investigative analytics, and interagency coordination-key pillars of the program's operational framework. The requested MVCPA funding of $22,027, supplemented by a $4,405 City cash match, ensures that program personnel remain current with evolving best practices, statutory requirements, and analytical methodologies. Participation in these trainings will enable the department to integrate emerging technologies, refine data-driven deployment models, and strengthen statewide taskforce collaboration. The inclusion of MVCPA Awards attendance further reinforces interdepartmental learning and highlights the department's commitment to program excellence, accountability, and innovation.

Budget Narrative

F. Equipment

The requested equipment funding of $228,000-including $190,000 in MVCPA funds and a $38,000 City match-is essential to enhancing the tactical readiness, situational awareness, and evidentiary integrity of the HEAT 2.0 program. This allocation includes two leased patrol vehicles with full law enforcement upfitting, in-car and body-worn camera systems for both units, and an advanced Automatic License Plate Recognition (ALPR) bundle covering 41 units, including 18 integrated video devices. The leased patrol vehicles provide the mobility necessary for proactive deployment in theft-prone zones and rapid response to in-progress crimes. Outfitting ensures each vehicle is fully mission-capable, with emergency lighting, communication systems, and storage for enforcement tools. The paired in-car and body-worn cameras ensure all officer interactions and field activities are transparently documented, supporting officer safety, evidentiary collection, and accountability in alignment with MVCPA's law enforcement standards. The ALPR system represents a strategic investment in intelligence-led policing. This technology enables real-time vehicle recognition, pattern-of-life analysis, and identification of suspect vehicles linked to catalytic converter thefts and other auto crimes. By expanding the department's technological reach, these systems substantially improve detection, interdiction, and case development capacity. The bundled annual fee ensures uninterrupted operation, data storage, and system maintenance, contributing to the long-term sustainability of enforcement efforts. Together, these equipment investments strengthen operational capability, enhance investigative effectiveness, and ensure officer safety while aligning directly with the program's strategic goals and approved budget structure.

G. Supplies and Direct Operating Expenses (DOE)

The total request of $13,200, including $11,000 in MVCPA funds and a $2,200 cash match, supports the operational effectiveness and community-facing components of the HEAT 2.0 program. Funding for public event promotional materials will enhance the program's educational outreach efforts, including community engagement campaigns and prevention initiatives focused on catalytic converter theft awareness. These materials are integral to reinforcing citizen participation and fostering long-term behavioral change in high-risk areas. Additionally, fuel expenses for project vehicles are essential to sustaining enforcement mobility and ensuring uninterrupted coverage across targeted deployment zones. Fuel funding supports increased patrol hours during peak theft periods and ensures flexibility for regional collaboration and intelligence-led operations. Together, these expenditures support both the visible enforcement presence and the public engagement efforts necessary for a comprehensive crime prevention strategy.

Revenue

Indicate Source of Cash and In-Kind Matches for the proposed program. Click on links to go to match detail pages for entry of data.

Cash Match

Source of Cash Match

City General Fund	Grantee	$97,340
Total Cash Match		$97,340

In-Kind Match

Statistics to Support Grant Problem Statement

Reported Cases	2024	2025
Jurisdiction	Catalytic Converter Theft	Catalytic Converter Theft
No Statistical Data has been entered yet.		

Add/Edit Statistics

Application Narrative

Grant Introduction (Executive Summary) and General Information

1.1 Briefly describe the organization and program operation. Provide a high level summary to the application and how it will affect the local community. (500 words or less)

The City of Cibolo, located in Guadalupe County, Texas, is one of the fastest-growing municipalities in the region, currently serving a population exceeding 35,000. The Cibolo Police Department is a full-service municipal law enforcement agency committed to public safety through innovation, community partnership, and data-driven enforcement. In response to increasing motor vehicle crimes-particularly catalytic converter thefts and vehicle burglaries-the department established the High Enforcement Activity Team (HEAT), a specialized unit focused on targeted crime suppression and regional collaboration. This grant application proposes continued funding for HEAT under the program title HEAT 2.0: High Enforcement Activity Team - Enhanced Vehicle Crime Suppression Initiative. The program combines the efforts of uniformed officers and a dedicated crime analyst, employing predictive analytics, hotspot mapping, and strategic patrol deployment to reduce high-frequency vehicle crimes. HEAT also conducts public outreach, catalytic converter etching events, and educational campaigns to raise community awareness and increase preventative engagement. The requested grant funding will sustain officer salaries, analyst support, overtime enforcement, and the acquisition of surveillance and investigative tools essential to operational effectiveness. Cibolo's geographic location along Interstate 35 places it at the nexus of regional transportation and criminal trafficking routes, making it a prime target for organized auto crime networks. HEAT's operations are designed not only to disrupt these threats locally but also to support regional partners in surrounding jurisdictions through joint operations and information-sharing protocols. The program has demonstrated early success in increasing arrests, recovering stolen

components, and reducing repeat victimization in identified hotspots. The proposed continuation and enhancement of this program will provide measurable community benefits. These include improved public safety, increased deterrence through visible patrol presence, and heightened investigative capacity to solve and prevent vehicle-related crimes. Moreover, the program reinforces public trust by delivering transparent, accountable law enforcement rooted in proactive prevention rather than reactive response. Ultimately, HEAT 2.0 aligns with the City of Cibolo's broader public safety strategy by combining innovation, interagency coordination, and community engagement. Through this grant, the Cibolo Police Department aims to advance the quality of life for residents, safeguard personal and commercial property, and contribute to a safer regional environment across South-Central Texas.

1.2 Describe the taskforce governing, organization and command structures. Include a description of the nature of support and agreements that will be in place if the grant is awarded. Provide any details unique to the taskforce organization or geographical target area. Describe whether any part of this grant will be directed to serve a specific target population (or subset of the community)?

The High Enforcement Activity Team (HEAT) operates under the command of the Cibolo Police Department and is governed by the Department's executive leadership, including the Chief of Police and designated supervisory officers. The taskforce is composed of sworn personnel and a crime analyst, operating within a centralized command structure to ensure accountability, streamlined operations, and direct reporting to command staff. Interagency support will be maintained through active memoranda of understanding (MOUs) with neighboring jurisdictions and regional law enforcement partners, facilitating shared intelligence, joint operations, and mutual aid. If awarded, the grant will formalize these collaborations and ensure that resource-sharing agreements, data access protocols, and communication frameworks are fully implemented to support an intelligence-led enforcement model. While the program serves the general public, emphasis will be placed on areas experiencing disproportionate catalytic converter theft and high auto-crime density, including residential neighborhoods and commercial parking corridors adjacent to major highways.

Grant Problem Statement

2.1 Provide an assessment of the Catalytic Converter Theft problem in the coverage area of this application. Include loss data consistent with the reported incident numbers above.

Catalytic converter theft presents a persistent and evolving threat within the City of Cibolo, exacerbated by the city's proximity to major transportation corridors such as Interstate 35. The thefts are typically rapid, difficult to detect in real time, and costly for victims, often resulting in substantial repair expenses and vehicle downtime. These crimes frequently occur in residential neighborhoods, apartment complexes, and commercial parking lots-locations that provide quick access and concealment for offenders. The Cibolo Police Department has identified a pattern of repeat offenses, often linked to mobile criminal groups operating across jurisdictional lines. These thefts are not isolated but part of a broader regional trend fueled by the resale value of precious metals and insufficient regulatory oversight in the secondary metals market. The nature of the crime has caused heightened concern among residents and has placed a considerable burden on law enforcement resources. Through the HEAT 2.0 initiative, the City seeks to implement a targeted, intelligence-led response that includes proactive enforcement, analytical support, public education, and regional coordination to effectively disrupt catalytic converter theft and mitigate its impact on the community.

Grant Goals and Activities

There are two parts to this section: 1) Functions of Proposed Program and 2) Goals Strategies and Activities (GSA). In the following boxes, describe the functions of the proposed program and then complete a fillable form called GSA.

MVCPA programs must completely describe the actions, methods and tactics that law enforcement and civilian staff will perform for each of the categories below. Describe the reliance on technology or other program elements to solve the problem statement above and goals below. Functions must be detailed and consistent with the requested budget. If a grant is awarded, funds expended towards activities not described in this section will result in the reimbursement being denied.

Part 1

3.1 Functions of the proposed program related to Catalytic Converter Theft from a motor vehicle.

The HEAT 2.0 program will implement a multifaceted strategy to address catalytic converter theft through targeted enforcement, criminal investigation, and data-driven deployment. Sworn officers assigned to the taskforce will conduct directed patrols in known high-theft zones, focusing on rapid-response capability and increased visibility in areas identified through crime mapping and historical data analysis. The program will emphasize both proactive interdiction-such as vehicle checks, surveillance, and field interviews-and reactive investigation, with officers assigned to follow up on reports of theft, gather witness statements, review surveillance footage, and coordinate with the department's crime analyst to identify repeat patterns or suspects. The crime analyst, funded in part through the grant, will play a critical role by compiling and reviewing incident reports, geospatial crime data, and offender information to support predictive modeling and hotspot identification. These insights will guide deployment of both patrol units and investigative resources. The program will also utilize surveillance technologies, including license plate readers (LPRs) and mobile video systems, to aid in the identification of suspect vehicles and track patterns of movement commonly associated with catalytic converter theft crews. Additionally, officers will work closely with regional law enforcement partners and local businesses, such as auto repair shops and scrap metal dealers, to gather intelligence and conduct enforcement operations targeting illegal resale activity. All actions performed by program personnel will be consistent with the grant's objectives and budget, ensuring eligible expenditures directly support catalytic converter theft suppression through professional policing methods.

3.4 Functions of the proposed program related to preventing Catalytic Converter Theft

The HEAT 2.0 program incorporates a robust prevention strategy that combines community engagement, public awareness, and environmental design to reduce opportunities for catalytic converter theft. Officers will conduct high-visibility patrols in frequently targeted areas, such as residential neighborhoods, apartment complexes, and commercial parking lots, to serve as a deterrent to opportunistic and organized offenders. These patrols will be informed by crime analytics and scheduled strategically during timeframes associated with peak theft activity. The department will also facilitate public outreach initiatives, including informational

campaigns and catalytic converter etching events, in partnership with local automotive businesses and community organizations. These efforts aim to educate vehicle owners on theft risks, promote defensive parking strategies, and discourage illicit resale by marking converters with traceable identification. Additionally, the program will engage property owners and commercial site managers in crime prevention through environmental design (CPTED) practices, recommending improvements such as lighting, surveillance systems, and signage. Prevention strategies will be coordinated with regional partners to ensure consistency across jurisdictions and avoid duplication of effort. This integrated approach supports long-term reduction in theft through deterrence, visibility, and community participation in vehicle crime prevention.

3.6 Collaboration Effort -- Describe the taskforce method to collaborate, and not duplicate existing activities. Describe the cross boundaries regional approach to grant activity implementation. Describe how the applicant staff and jurisdiction will coordinate with other taskforces and law enforcement agencies to implement this program.

The HEAT initiative will coordinate with regional MVCPA-funded programs and local agencies to avoid duplication and leverage shared resources for catalytic converter theft interdiction. The taskforce will operate using a cross-jurisdictional intelligence-sharing model, holding regular joint briefings and participating in regional enforcement operations. Cibolo officers will maintain direct communication with counterparts in Schertz, Marion, and Guadalupe County to create a cohesive response matrix across boundaries.

3.7 If the proposed application requests any exceptions or deviation from any general grant rules, RFA conditions or grant administrative policy, please indicate in the section below. Indicate the section of the specific issue and citation that you are asking the MVCPA to consider and the rational for the request.

At this time, the City of Cibolo is not requesting any exceptions or deviations from the MVCPA grant rules, RFA conditions, or grant administrative policies. Should a programmatic or operational change arise, the city will submit a formal request for consideration with clear justification.

Part II

Goals, Strategies, and Activities

Select Goals, Strategies, and Activity Targets for the proposed program described in the application.

Click on the link above to open a new table called Goals, Strategies, and Activity. Applicants will review the statutory and optional activities. The first section is the statutory measures. Grantees may not provide targets for this section but need to review the descriptions to ensure that they understand the statutory minimum requirements associated with this grant. Applicants will then review the other items and estimate targets for only the activities that the applicant has described and plans to complete under this application.

ID	Activity	Measure	Target
	Measures for Grantees. Add Target values for those that you will measure.		
1	**Goal 1: Reduce the Incidence of Catalytic Converter Theft through Enforcement Strategies**		
1.1	**Strategy 1: Conduct Activities that Result in the Arrest, Clearance, and Recoveries of Catalytic Converter Theft**		
1.1.1	Identify groups of catalytic conveter theft offenders through intelligence gathering, crime analysis and the use of informants	Number of catalytic conveter theft groups identified. Include gangs, cartels or other criminal enterprise with two or more members	
1.1.2	Identify and document/record prolific Catalytic Converter Theft offenders [Prolific is defined as "linked to Catalytic Converter Theft offenses three or more times"]	Number identified/documented offenders	
1.1.5	Conduct inspections of local businesses related to vehicle enterprise (transportation code or occupation code authorized companies such as salvage yard, repair shop, parts recycling center, used car dealership, salvage rebuilder, title service company, other).	Number of businesses inspected	
1.1.6	Conduct bait vehicle operations that target Catalytic Converter Theft offenders	Number of bait vehicle deployments. Include Catalytic Converter Theft bait operations here.	
1.1.8	Deploy license plate readers (LPR)	Number of times LPR deployed. Deploy: If stationary unit then total number of days or partial days unit was operable and on. Mobile unit number of days the unit was on and operable.	
1.1.9	Respond to taskforce license plate reader (LPR) alert notifications	Number of times investigators responded to taskforce LPR alert notifications regardless of whether vehicle was located	
1.1.12	Conduct covert operations targeting Catalytic Converter Theft offenders	Number of covert operations	
1.1.13	Conduct warrant "round-up" operations targeting catalytic converter crime offenders, including	Number of warrant round-up operations performed Catalytic Converter Theft	

ID	Activity	Measure	Target
	people wanted for Catalytic Converter Theft		
1.1.15	Increase the recovery rate of stolen motor vehicle Catalytic Converter Theft	Report the number of Catalytic Converters recovered by taskforce	
1.1.16	Increase the clearance rate of Catalytic Converter Theft	Report the number of Catalytic Converter Theft cases cleared	
1.1.17	Increase the number of persons arrested for Catalytic Converter Theft	Report the number of persons arrested for Catalytic Converter Theft by taskforce	
1.2	**Strategy 2: Conduct Collaborative Efforts that Result In Reduction of Incidents of Catalytic Converter Theft**		
1.2.1	Provide Agency Assists for Catalytic Converter Theft	Number of agency assists related to catalytic conveter theft. **Assist means responding or answering questions via phone, e-mail, or in person. Providing recommendation, guidance, strategy, support or information that other LEOs will use to resolve their cases. The assist generally does not have the direct responsibility for an investigation nor uses LEO authority. The assist helps another LEO or agency investigate cases. Analysts and civilian employees will record their assists to outside LEOs and agencies met here along with officers.**	
1.2.2	Collaborate with other units or divisions (i.e. homicide, vice, narcotics, etc.) **within the taskforce department(s)** where there were crimes involving catalytic converter theft. Include all participating jurisdiction departments here.	Number of times collaborated within departments or SOs participating in taskforce related to Catalytic Converter Theft. Collaboration means physically using law enforcement resources, tactics and authority to perform activity on cases that draw upon or aid in the investigation intended to further the resolution of any case, identify parties to crime, identify vehicles, interview witnesses/suspects and apprehend suspects. Collaboration will include any help, recommendation, contribution or support requested from or provided to another unit or offered by the taskforce that aids in the furtherance of Catalytic Converter Theft investigations.	
1.2.3	Collaborate with all other outside LE agencies and other organizations that assist in the reduction of Catalytic Converter Theft. Include all coverage jurisdictions here	Number of times collaborated with coverage area agencies or other law enforcement agencies and organizations that assist in the reduction of Catalytic Converter Theft. Collaboration means physically using law enforcement resources, tactics and authority to perform activity on cases that draw upon or aid in the investigation intended to further the resolution of any case, identify parties to crime, identify vehicles, interview witnesses/suspects and apprehend suspects. Collaboration will include any help, recommendation, contribution or support requested from or provided to another unit or offered by the taskforce that aids in the furtherance of Catalytic Converter Theft investigations	
1.2.5	Conduct intelligence information-sharing (Personal attendance)	Number of intelligence meetings attended **(include attending as presenter, participant or attendee)**	
1.2.6	Conduct intelligence information-sharing (Written information)	Crime analysis bulletins disseminated **(include information distributed to law enforcement agencies via text, e-mail, or intra-net communications)**	
1.2.7	Collaborate with other MVCPA taskforces	Number of times collaborated with other MVCPA taskforces that assist in the reduction in Catalytic Converter Theft	
3	**Goal 3: Educate/Train Citizens and Qualified Personnel in Detection and Prevention of Catalytic Converter Theft**		
3.1	**Strategy 1: Conduct Public Awareness Related Activities Used to Educate Citizens**		
3.1.1	Conduct educational outreach events (include trade show, exhibits, booths at community events, vehicle displays, brochures, etc.)	Number of outreaches	
3.1.2	Conduct educational presentations to the public	Number of presentations. Presentation means in person, on-line, original written document, article, or webpage.	
3.1.4	Conduct vehicle identification initiative/event	Number of etching events. Including catalytic converters.	
3.1.4.1	Conduct vehicle identification initiative/event	Number of Participants/Attendees Catalytic Converters Marked)	
3.1.5	Purchase advertisements in local outlets	Number of advertisements purchased or provided complimentary for taskforce. Include all types of media purchased or provided free (social, tv, utility inserts, billboards, transportation, etc.)	
3.1.7	Utilize social media outlets (Facebook, Twitter, Instagram, etc.)	Number of postings in social media outlets	
3.1.8	Deploy outdoor public notification signage	Number of deployments per month (if sign remains several months, count as 1 deployment per month)	
3.1.10	Conduct media outreach, including, public service announcements, press releases, and interviews	Number of outreaches	
3.2	**Strategy 2: Conduct Law Enforcement Training Activities to Educate Officers on Recognition and Apprehension of Stolen Vehicles and Property**		

ID	Activity	Measure	Target
3.2.1	Conduct law enforcement training (TCOLE)	Number of classes provided for TCOLE credit	
3.2.3	Conduct vehicle crimes presentations to law enforcement agencies (non TCOLE)	Number of classes or presentations. Presentations may include electronic roll call documents, shift BOLOs and other written or presented materials based on local practices.	

Grant Evaluation

4.1 Describe the local method and/or practice used to collect the data for reporting Goals, Strategies, and Activities and to evaluate the grant program effectiveness. Describe management and staff participation. Include descriptions of systems (forms and software) that will be used to ensure reliable and accurate data is collected and reported. Describe any other evaluation methods used in the applicant agency to determine effectiveness or cost efficiency of the program.

The Cibolo Police Department employs a structured evaluation framework to ensure accurate reporting of Goals, Strategies, and Activities (GSA) and to assess the overall effectiveness of the HEAT 2.0 program. Primary data collection will be conducted through the department's Records Management System (RMS), which captures detailed reports on incidents, arrests, recovered property, and patrol activity. Supplemental documentation, including overtime logs, field interview cards, and case narratives, will be collected using standardized internal forms and maintained in a centralized digital repository for grant reporting purposes. The department's crime analyst, whose position is partially funded through this grant, will oversee the aggregation and analysis of data to track key performance indicators such as theft trends, geographic concentration, enforcement outputs, and investigative outcomes. Monthly and quarterly summaries will be reviewed by the HEAT supervisor and command staff to evaluate alignment with program objectives, address operational challenges, and adjust strategies as needed. These performance reviews also serve as quality control measures to ensure completeness and accuracy prior to data submission. In addition to tracking direct outputs, the department will monitor long-term impact indicators such as reductions in theft volume, increased clearance rates, and community feedback. Cost-efficiency will be assessed by comparing the volume of recoveries, deterrence outcomes, and investigative success relative to program expenditures. This dual emphasis on data integrity and strategic oversight ensures that the program remains accountable, adaptive, and aligned with MVCPA goals.

4.2 Provide any other suggested measures that would better reflect the law enforcement or prevention work that the proposed program will perform. If the suggested measure fits into one of the stated goals above please indicate.

To better capture the full scope of law enforcement and prevention efforts under the HEAT 2.0 program, the department recommends integrating the following supplemental performance measures: (1) percentage reduction in catalytic converter thefts within designated hotspots over sequential reporting periods, (2) the ratio of proactive patrol hours to theft-related calls for service, and (3) the percentage of community engagement events that result in theft prevention actions, such as etching participation or security upgrades. These measures would provide a more nuanced view of both deterrence effectiveness and community impact. Additionally, tracking the number of investigative leads generated through regional intelligence sharing and the conversion rate of those leads into actionable cases would reflect the program's collaborative value. These suggested metrics align with MVCPA's stated goals of enhancing enforcement outcomes and fostering prevention through visibility, intelligence, and public partnership.

TxGMS Standard Assurances by Local Governments

☑ We acknowledge reviewing the *TxGMS Standard Assurances by Local Governments* as promulgated by the Texas Comptroller of Public Accounts and agree to abide by the terms stated therein.

Print

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City of Cibolo

City Council Regular Meeting Staff Report

A. Discussion/Presentation on an Amendment Number One to the Interlocal Agreement between the City of Schertz, Texas, for Emergency Medical Service Presentation. (EMS Director Mr. Mabbitt/ Chief Troncoso)

Meeting	Agenda Group
Tuesday, June 10, 2025, 6:30 PM	Discussion/Action Item: 10A.

From
Mario Troncoso, Fire Chief

Staff Contact(s)
Mario Troncoso,

PRIOR CITY COUNCIL ACTION:

City Council signed a new five-year (5) Emergency Medical Services (EMS) Interlocal Agreement (ILA) with the City of Schertz for EMS service in 2023.

BACKGROUND:

On April 22, 2025, City Manager and the Fire Chief had an initial meeting to discuss the EMS ILA for FY26 budget, along with eight other partners that have an EMS ILA with Schertz EMS. This EMS ILA does allow for a 3% maximum for Consumer Price Index (CPI) and population adjustment. This would be year Three (3) of the Five (5) year agreement. A presentation was given to the group showing that an increase of 35% was needed for FY26 $893,738.12 and a 5% for FY27 $938,425.03 and 5% FY28 $985,346.28. In FY25 Cibolo paid $662,028.24 which is $17.52 a citizen (population 37,787).

Over the past month, Chief Troncoso has continued discussions with Schertz EMS leadership to request alternative approach to help spread the cost increase over a longer period of time. This is the breakdown for the second option. A 20% for FY26 $794,433.89, a 20% in FY27 $953,320.67 and a 5% in FY28 $1,000,986.70. Schertz EMS Director Jason Mabbitt will provide additional details and information regarding the increase in his presentation along with supporting documents.

STAFF RECOMMENDATION:

None at this time.

FINANCIAL IMPACT:

In FY25, the City of Cibolo's payment for EMS services through this ILA equal $662,028.24. The initial request from the City of Schertz for an amendment to the EMS ILA was for a year-over-year increase of $231,709.88, to reach $893,738.12 for FY26. In addition, there would be a 5% increase in FY27 $938,425.03 and another 5% increase in FY28 $985,346.28.

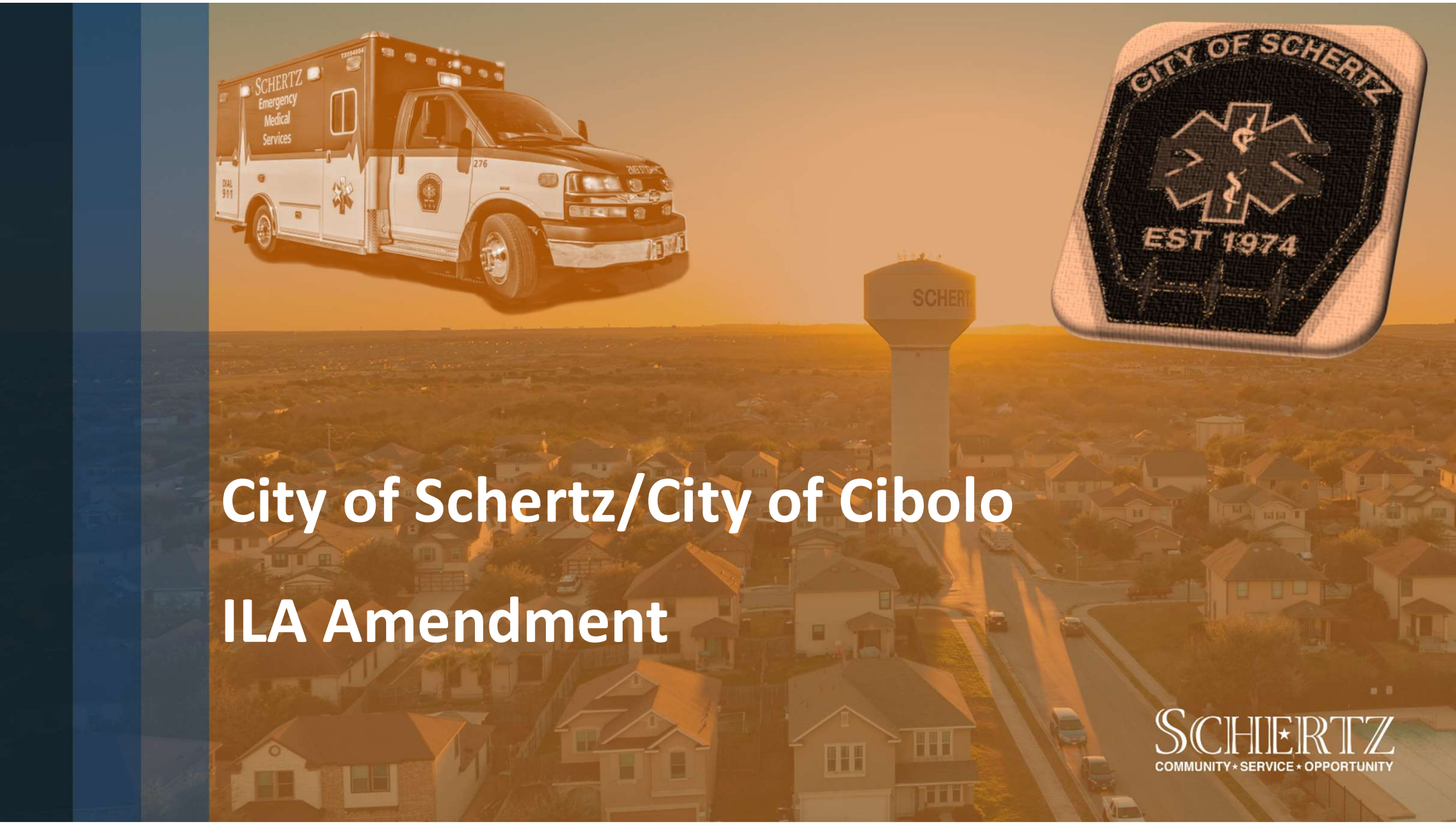
The more recent offer is a year-over-year increase of $132,405.65 or a 20% increase in FY26 to $794,433.89. This would be followed by a 20% increase in FY27 to $953,320.67, and a 5% in FY28 to $1,000,986.70.

MOTION(S):

No motion at this time. The City of Cibolo will have to evaluate its options and ability to absorb the requested increase to the EMS ILA between the City of Schertz and Cibolo.

Attachments

Schertz EMS 2.0 - Cibolo Council Meeting FINAL.pdf
Schertz EMS Memo to Council - Cibolo PDF.pdf
Interlocal Emerg Medical Services.pdf



City of Schertz/City of Cibolo

ILA Amendment

EMS Staff - 93

Administration – 10

- EMS Chief
- Administrative Assistant
- Assistant Chief - Operations
- Assistant Chief - Clinical
- Office Manager
- Training Coordinator
- Community Health Coordinator
- PT Supply Coordinator
- MIH Paramedic
- EMS Instructor

Office – 3

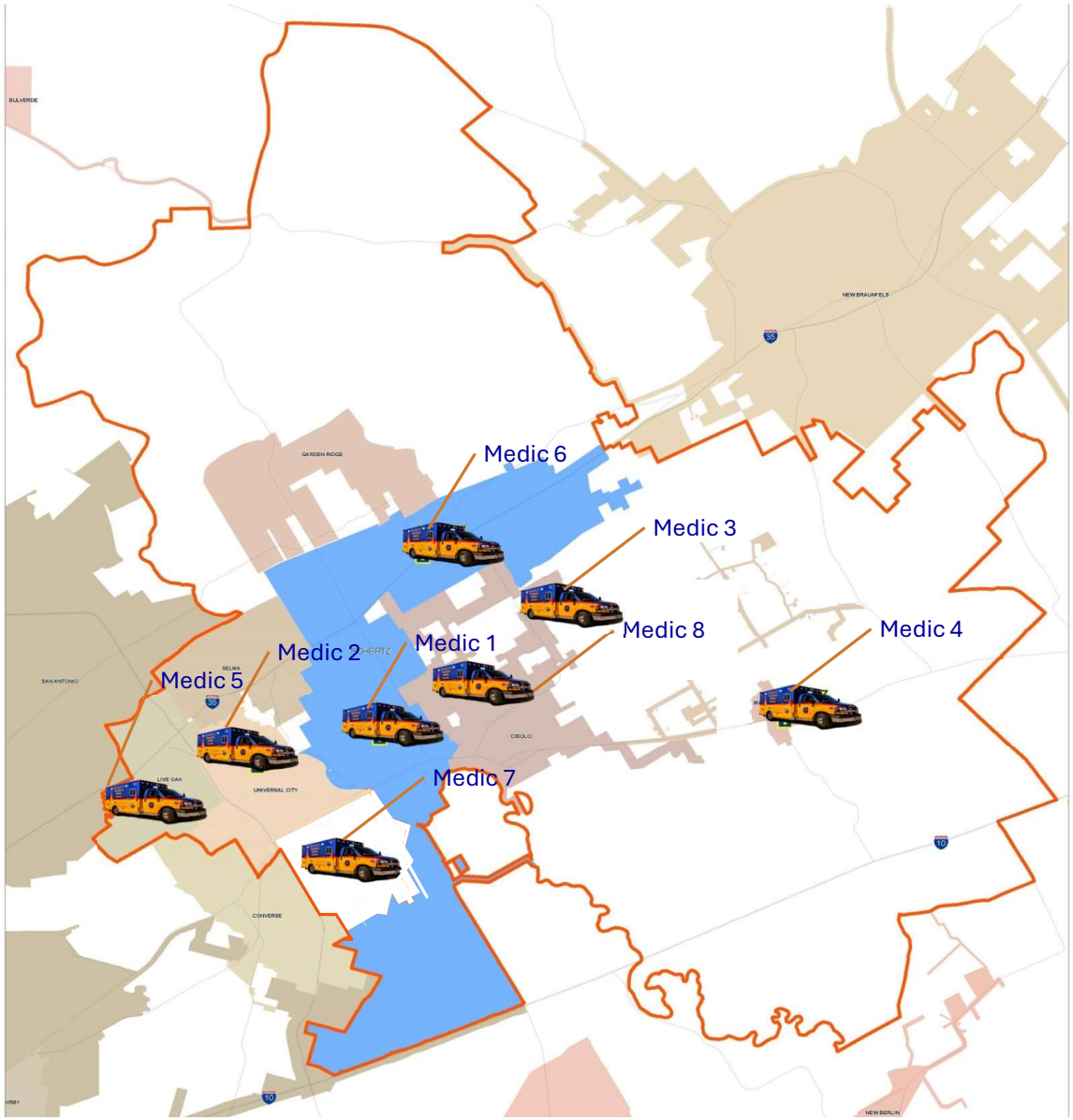
- EMS Billing Specialist

Field Personnel – 80

- Battalion Chiefs
- Lieutenants
- Field Training Officers
- FT EMTs/Paramedics (80%)
- PT EMTs/Paramedics

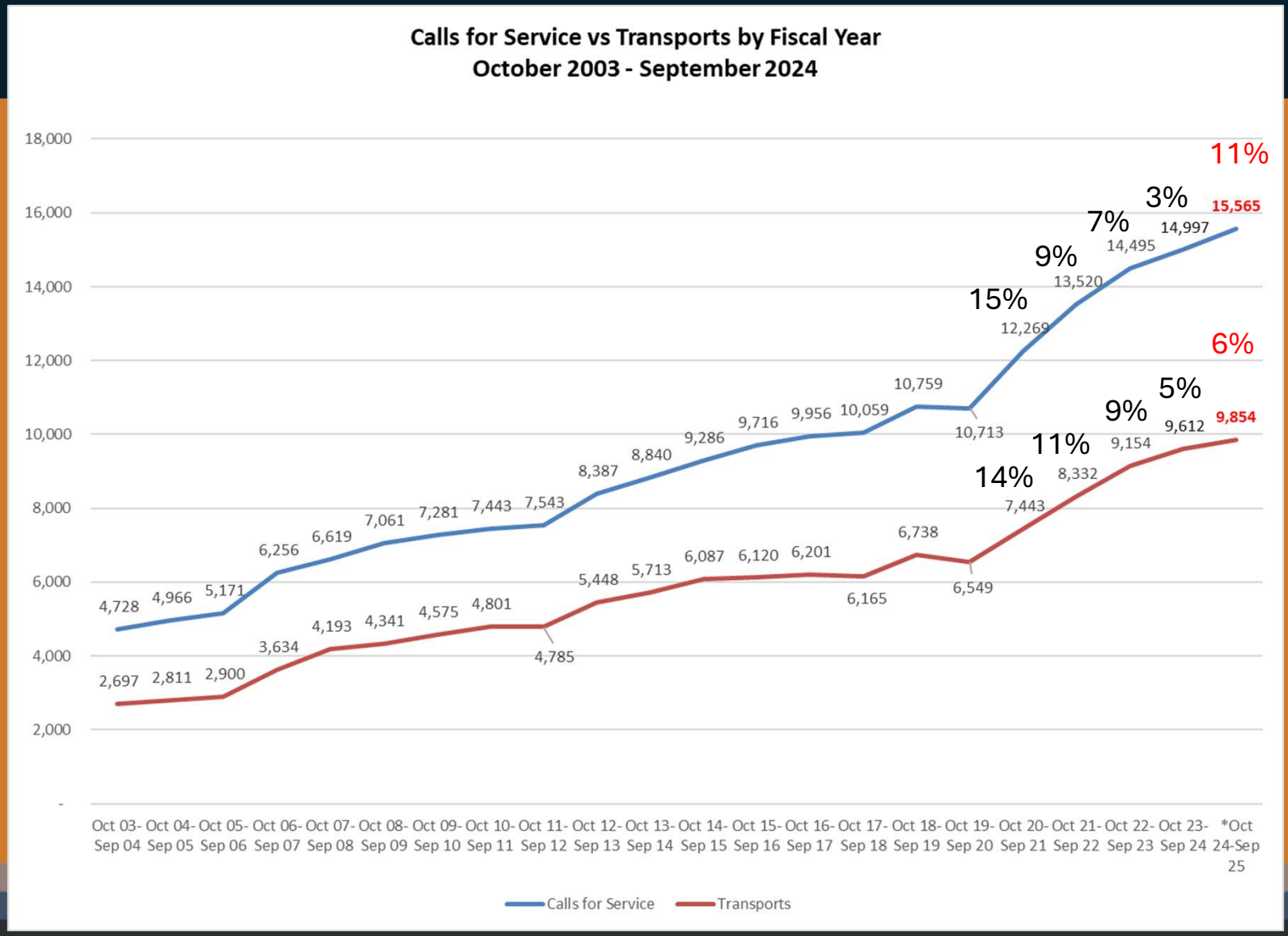
Volunteers – 24

SCHERTZ
COMMUNITY ★ SERVICE ★ OPPORTUNITY

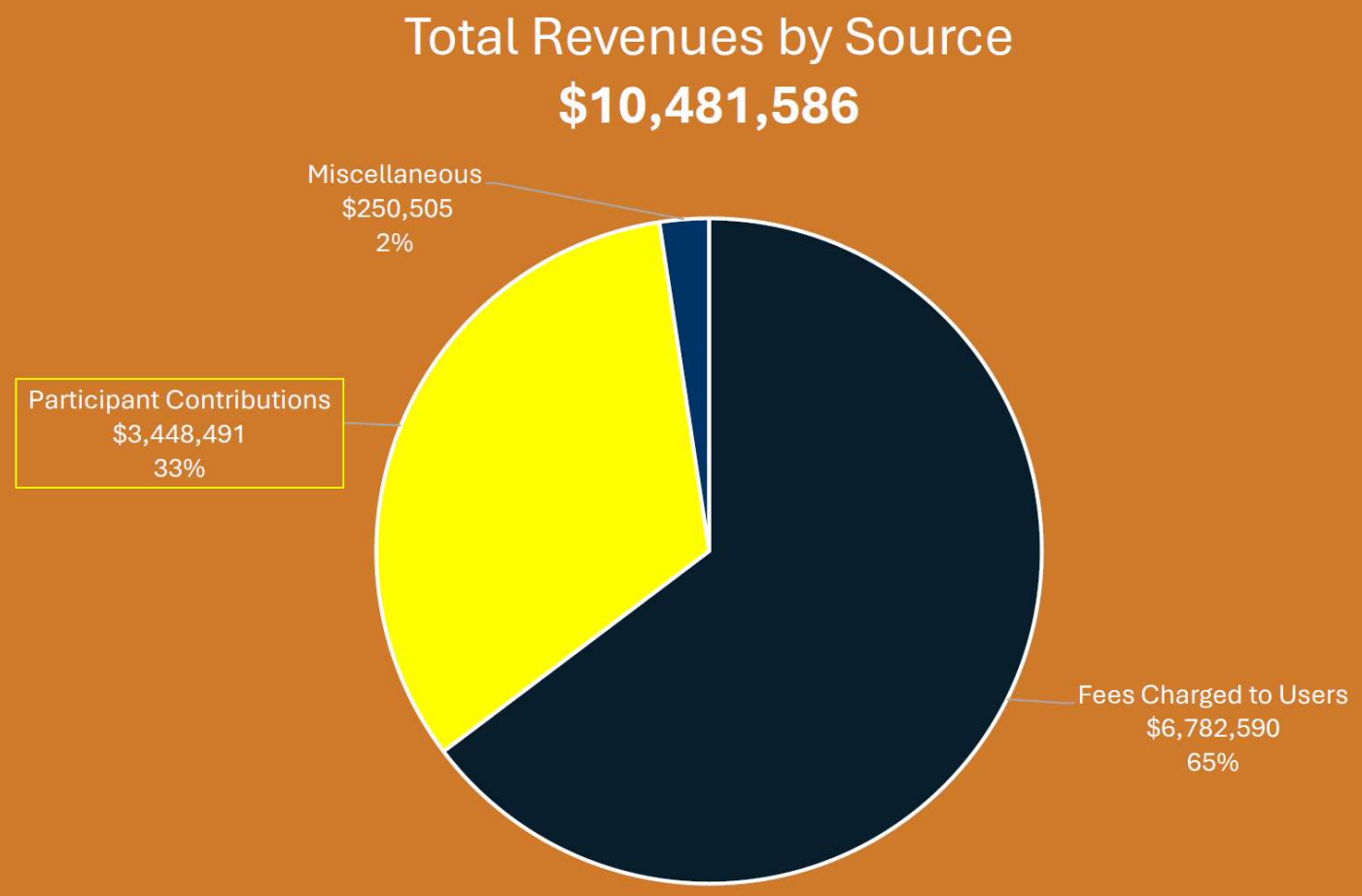


230 Square Miles
~160,000 Population

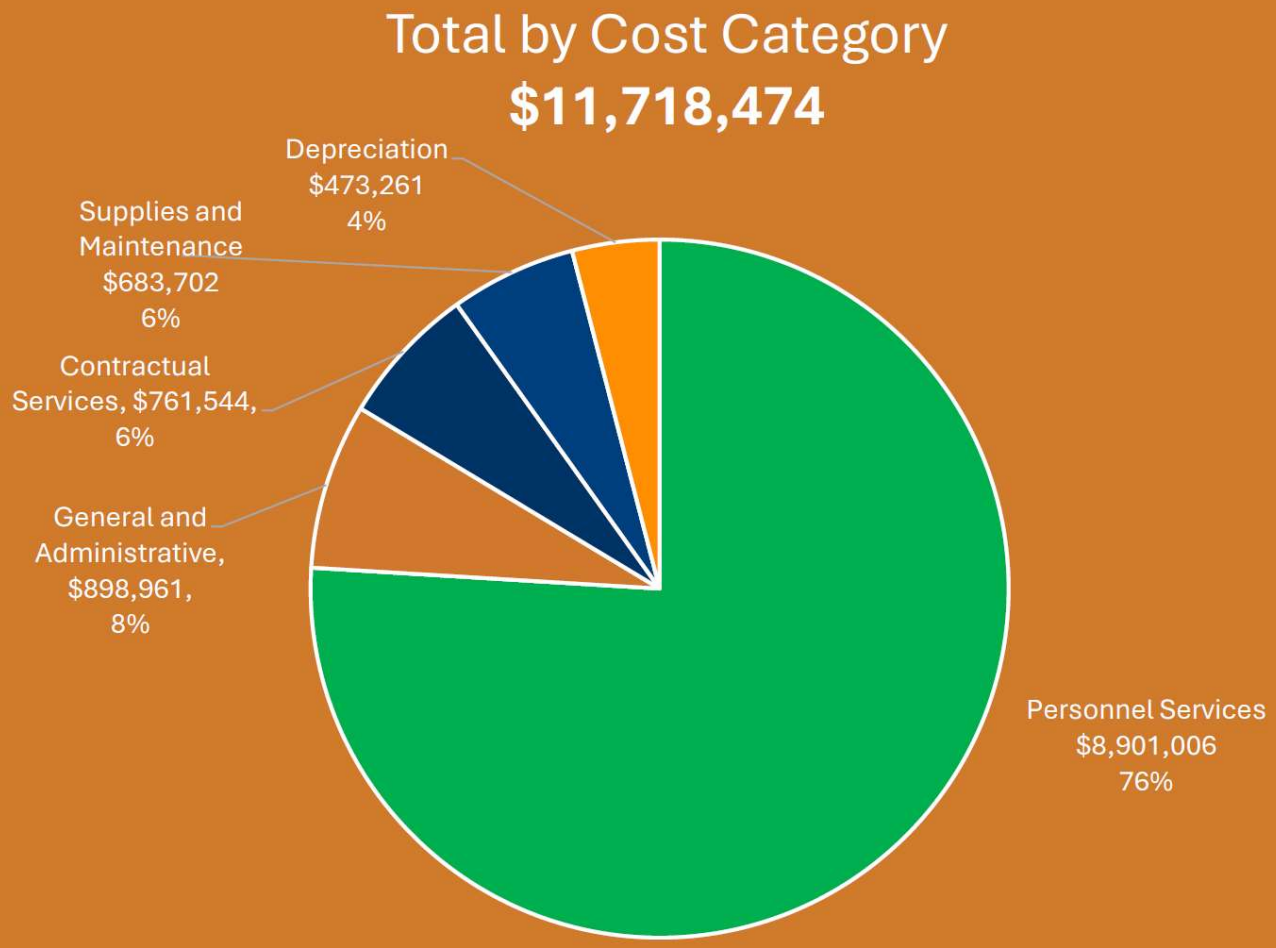
SCHERTZ
COMMUNITY. SERVICE. OPPORTUNITY.


Calls for Service vs Transports by Fiscal Year
October 2003 - September 2024
18,000
16,000
14,000
12,000
10,000
8,000
6,000
4,000
2,000
-
4,728 4,966 5,171 6,256 6,619 7,061 7,281 7,443 7,543 8,387 8,840 9,286 9,716 9,956 10,059 10,759 10,713 12,269 13,520 14,495 14,997 15,565
2,697 2,811 2,900 3,634 4,193 4,341 4,575 4,801 4,785 5,448 5,713 6,087 6,120 6,201 6,165 6,738 6,549 7,443 8,332 9,154 9,612 9,854
11%
3%
7%
9%
15%
6%
5%
9%
11%
14%
Oct 03- Sep 04
Oct 04- Sep 05
Oct 05- Sep 06
Oct 06- Sep 07
Oct 07- Sep 08
Oct 08- Sep 09
Oct 09- Sep 10
Oct 10- Sep 11
Oct 11- Sep 12
Oct 12- Sep 13
Oct 13- Sep 14
Oct 14- Sep 15
Oct 15- Sep 16
Oct 16- Sep 17
Oct 17- Sep 18
Oct 18- Sep 19
Oct 19- Sep 20
Oct 20- Sep 21
Oct 21- Sep 22
Oct 22- Sep 23
Oct 23- Sep 24
*Oct 24-Sep 25
Calls for Service
Transports

EMS – Revenues FY24

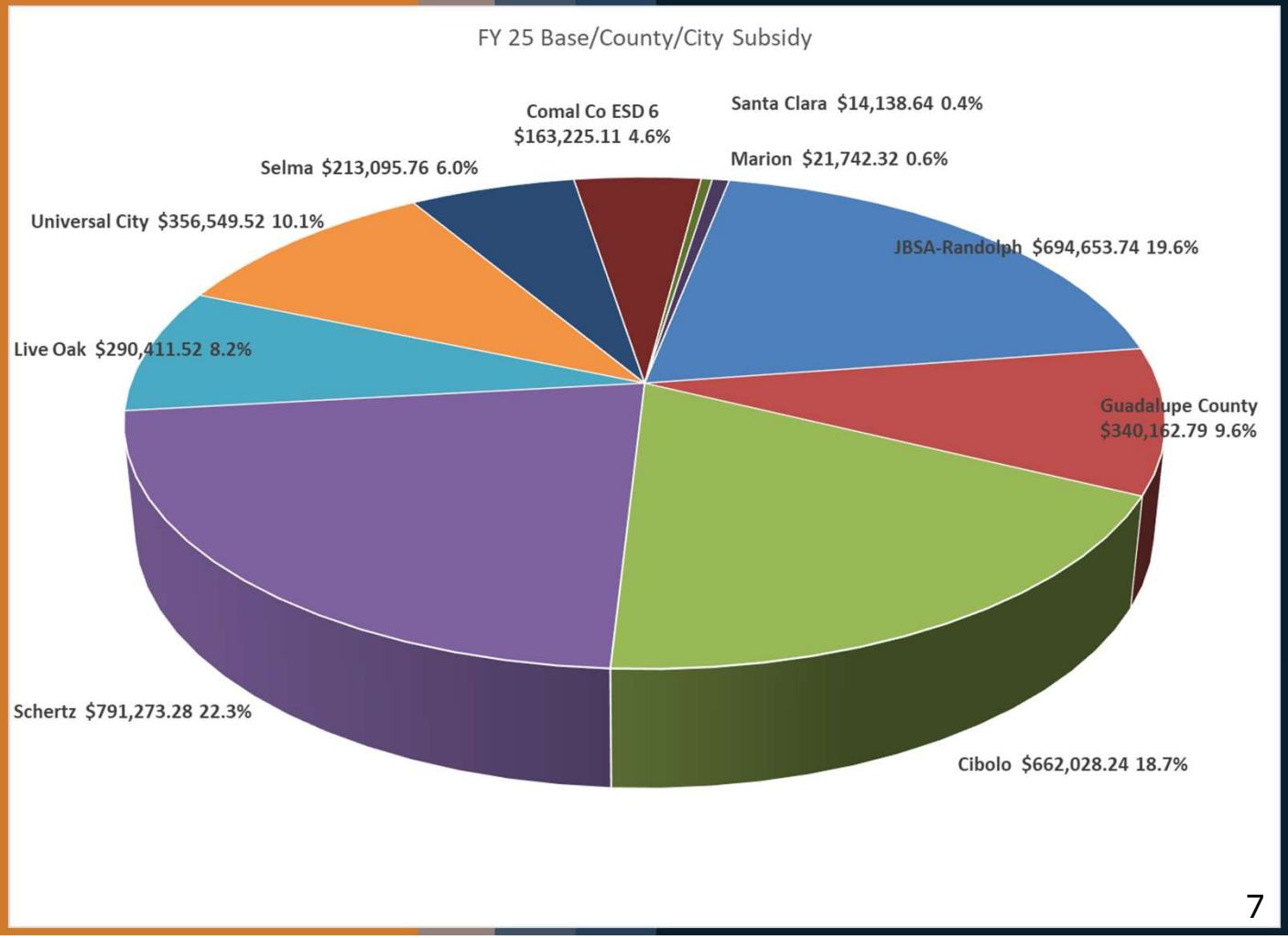


EMS – Expenses Distribution FY24



All Agreements

Total: $3,547,280.92



SCHERTZ
COMMUNITY ★ SERVICE ★ OPPORTUNITY

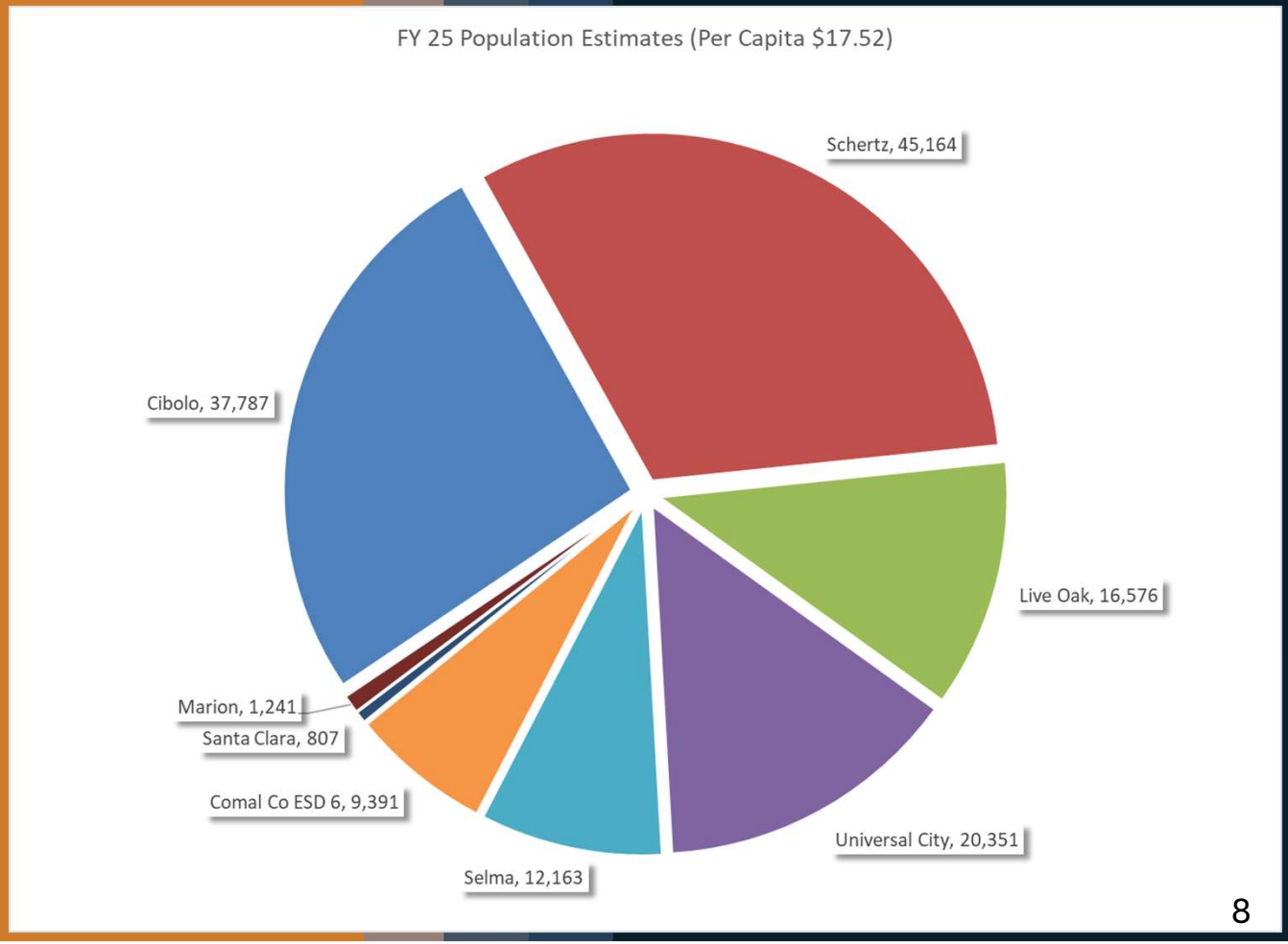
Current Agreements

Population Change

FY25 +896 ($15,697.92)

Total Population:

143,480



SCHERTZ
COMMUNITY ★ SERVICE ★ OPPORTUNITY

Current Agreements

- **Cities** (2 of 5)
  - Schertz
  - Cibolo
  - Selma
  - Universal City
  - Live Oak
  - Comal County ESD #6
  - Marion
  - Santa Clara

Total - $2,512,464.39

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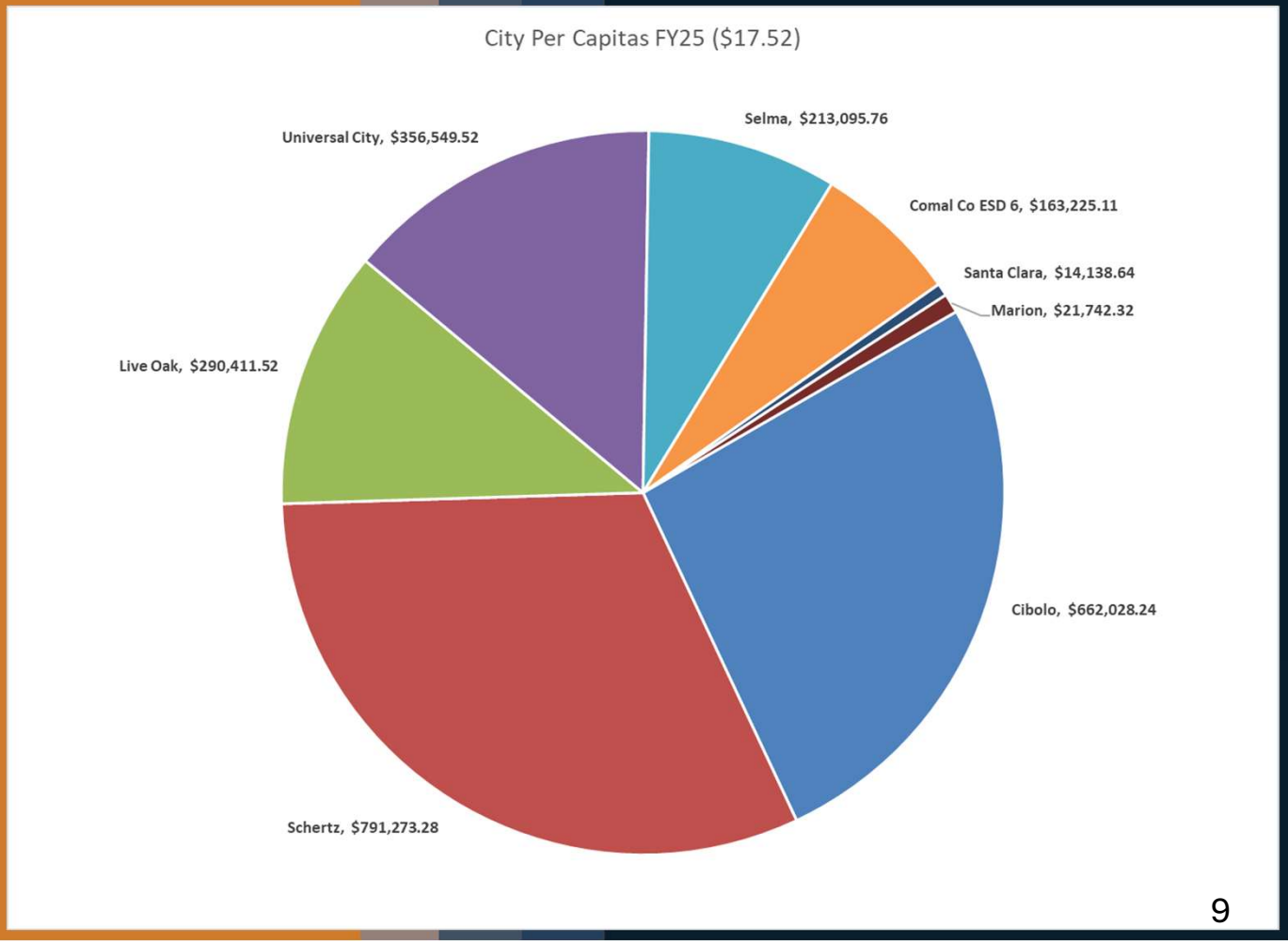

EMS – Ambulance Fees

Ambulance Fees	FY12	FY13	FY24	FY25
Aid call	$200	$200	$200	$250
Air Medical Assist	$700	$700	$700	$800
BLS (non-emergency)	$1,090	$1,090	$1,090	$1,240
BLS (emergency)	$1,090	$1,210	$1,210	$1,360
ALS 1 (non-emergency)	$1,260	$1,230	$1,230	$1,380
ALS 1 (emergency)	$1,260	$1,440	$1,440	$1,590
ALS 2	$1,400	$1,600	$1,600	$1,750
SCT (Specialty Care Transport)	$1,400	$1,600	$1,600	$1,750
Mileage	$15/mile	$20/mile	$25/mile	$25/mile

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Ambulance Fee Comparison

	BLS	ALS	Mileage
*Fredericksburg Fire EMS	$950	$1,050	$18
Seguin FD/EMS	$850	$1,050	$15
City of Kerrville	$950	$1,092	$30
Bandera County	$900	$1,250	$20
Karnes County EMS	$895	$1265	$21
*San Marcos EMS	$1,100	$1,300	$23
New Braunfels FD/EMS	$1,085	$1,320	$20
*Converse FD/EMS	$1,100	$1,400	$20
San Antonio FD/EMS	$1,100	$1,500	$12
Bulverde Spring Branch	$1,194	$1,570	$18
City of Schertz EMS	$1,360	$1,590	$25
Wilson County ESD #4	$1,400	$1,600	$25
*Bexar County ESD #2	$1,400	$1,600	$24
Uvalde EMS	$1,682	$1,998	$17
Wilson County ESD #3	$2,300	$2,600	$30

*Itemize

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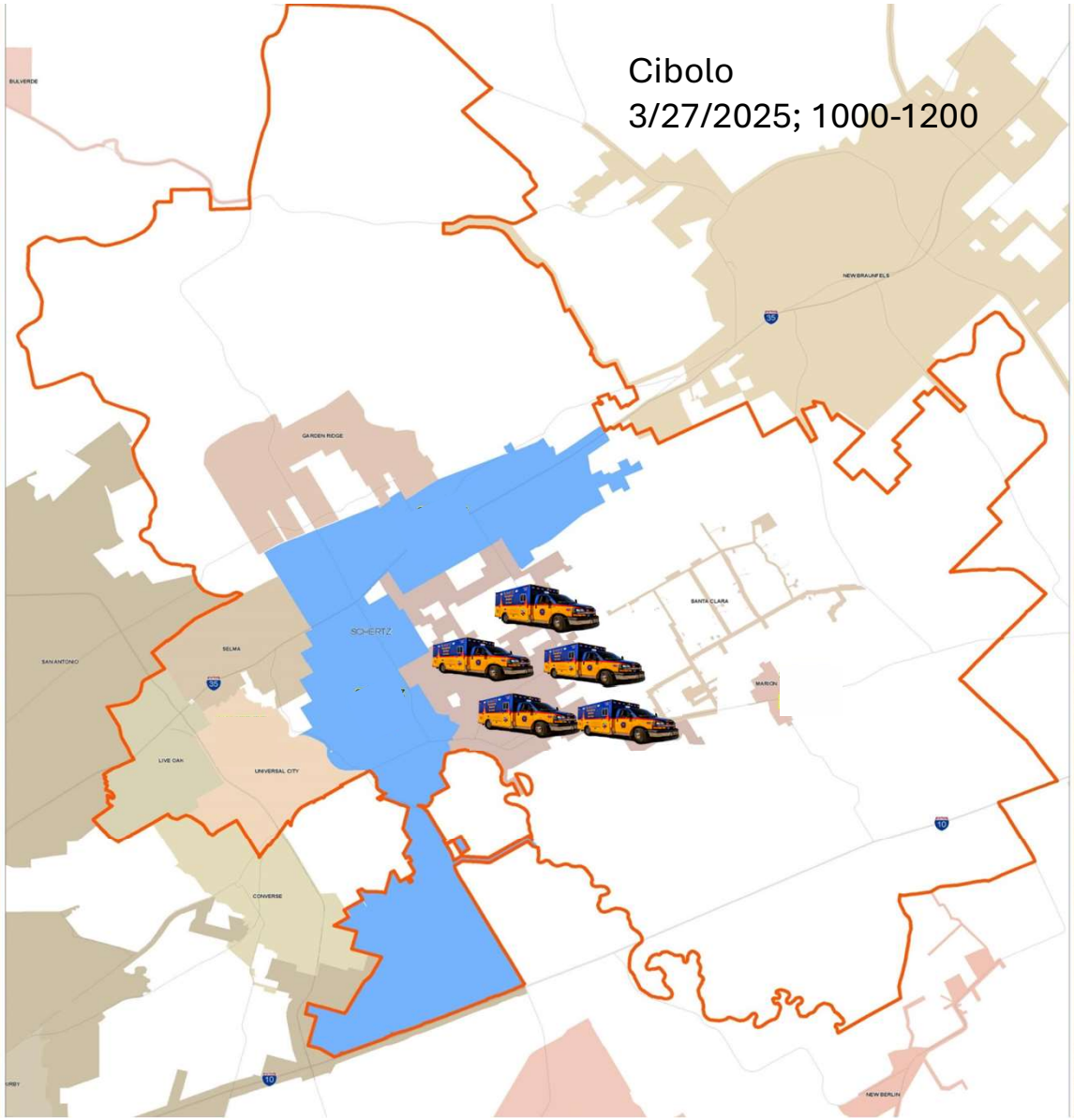
Economies of Scale



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COMMUNITY. SERVICE. OPPORTUNITY.

EMS = Expensive-Medical Equipment-Services

	2023	2024
	Cost	Cost
Ambulance	$ 303,000	325,725
LUCAS	$ 25,000	27,500
Monitor	$ 60,000	63,250
Powerload	$ 35,000	37,200
Stretcher	$ 30,000	37,200
Radio	$ 20,000	22,320
Computers	$ 5,000	5,300
Supplies/Meds	$ 25,000	28,000
Total	$ 503,000	546,495

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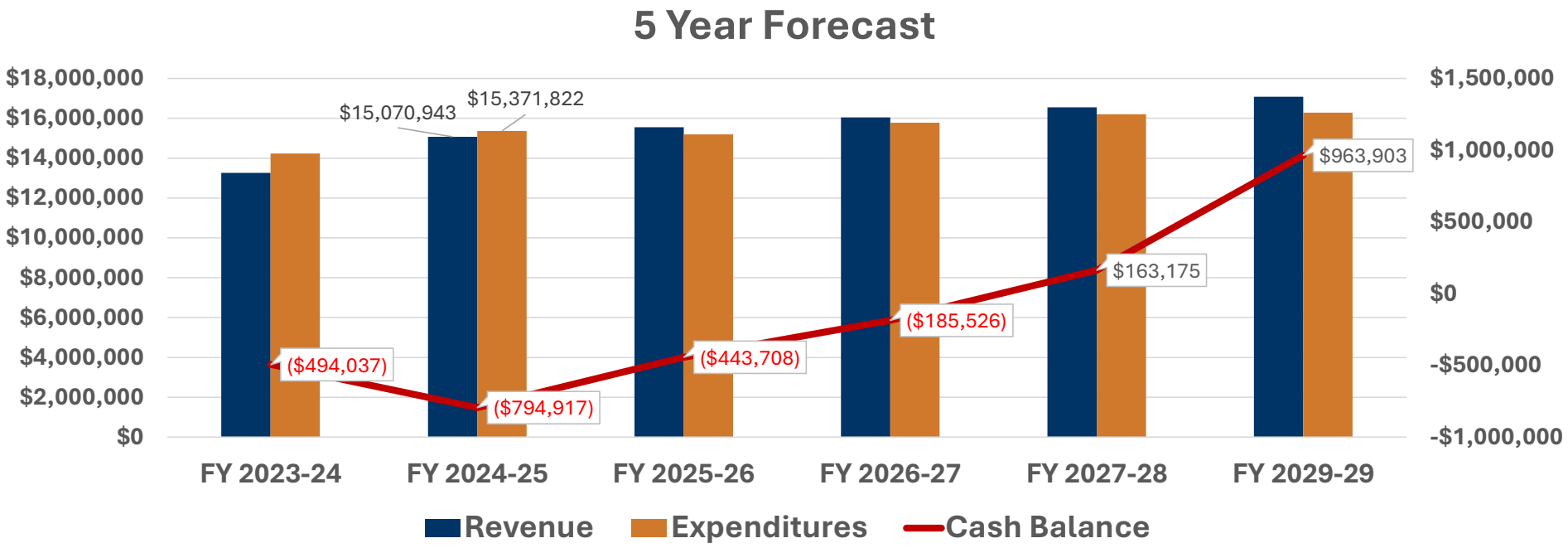
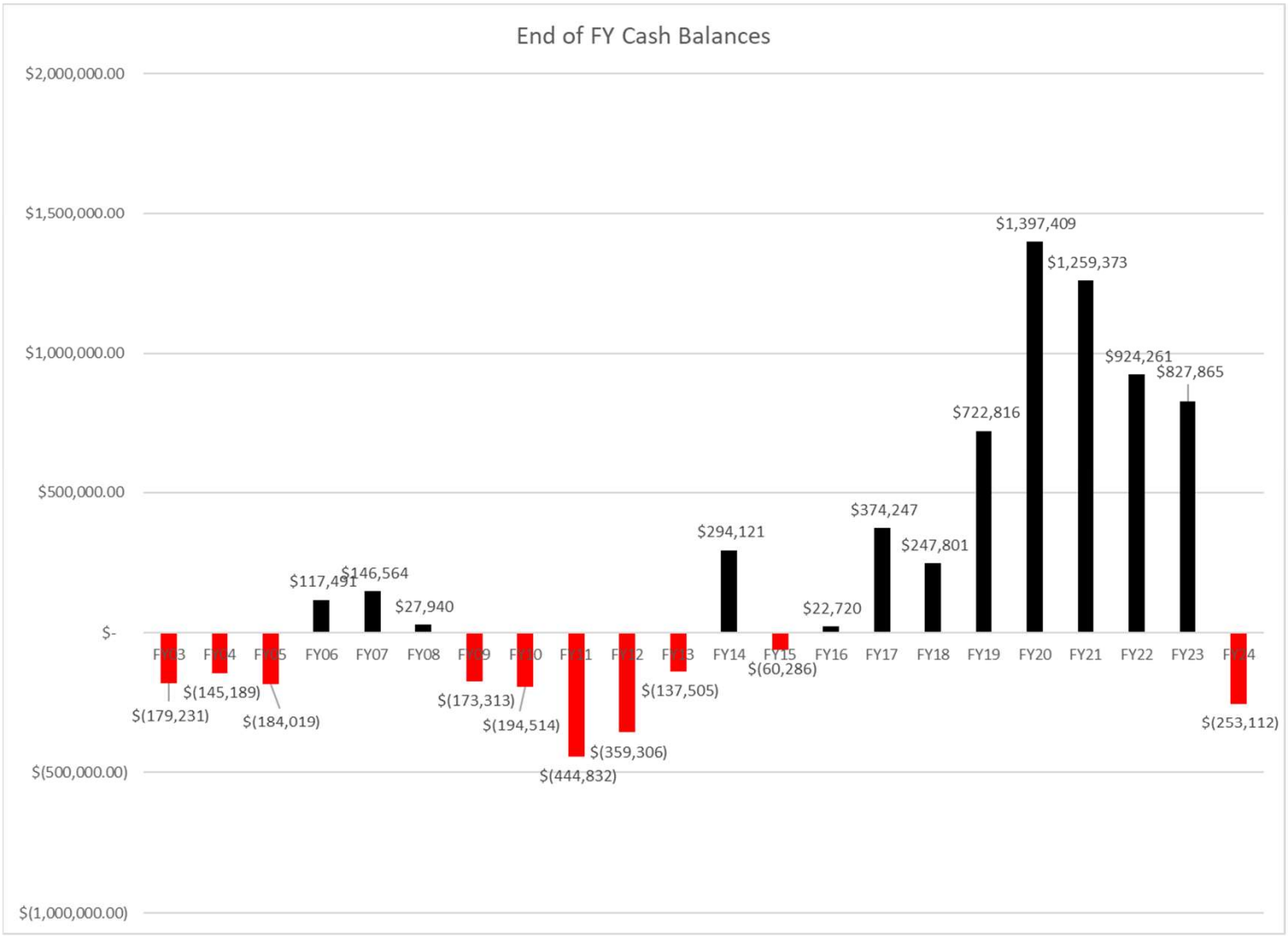
EMS Fund



SCHERTZ
COMMUNITY • SERVICE • OPPORTUNITY



SCHERTZ
COMMUNITY * SERVICE * OPPORTUNITY

What happened?

24 to 12-hour staffing

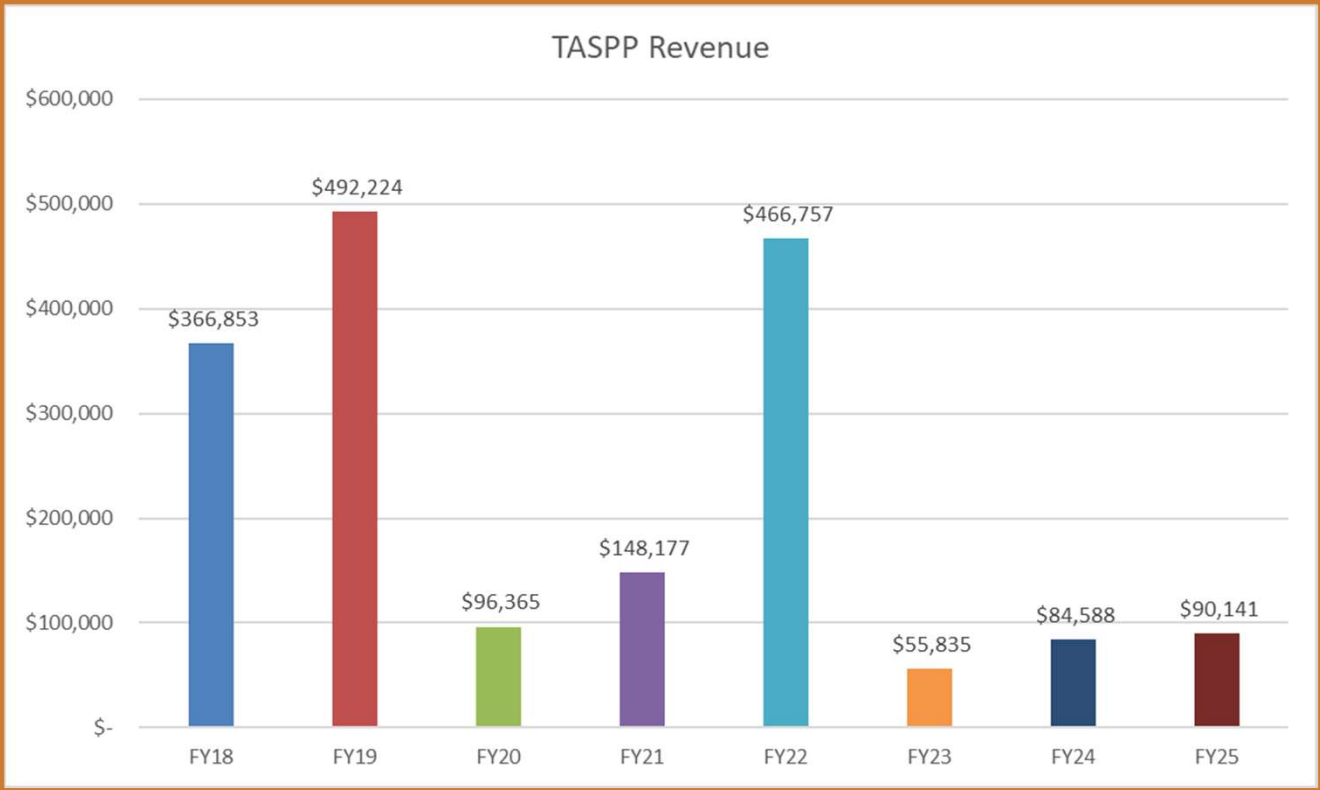
- Medic 1
- Medic 2
- Medic 5

- 6 Employees versus 8 Employees

SCHERTZ
COMMUNITY ★ SERVICE ★ OPPORTUNITY

What happened?

- Decrease in TASPP (Texas Ambulance Supplemental Payment Program)



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COMMUNITY ★ SERVICE ★ OPPORTUNITY

What happened?

- SB 2476 – No Surprise Act
  - Banned ground ambulances from balance billing patient
    - TDI (Texas Division of Insurance)
  - ~($150-200K) decrease in ambulance revenue

SCHERTZ
COMMUNITY ★ SERVICE ★ OPPORTUNITY

What happened?

- Classification and Compensation Study
  - (~$780,000 shortfall)

EMT	$44,978	$63,716	-$18,738	-29.41%
Building Inspector	$52,834	$69,374	-$16,540	-23.84%
Paramedic	$61,752	$78,243	-$16,491	-21.08%
Systems Administrator	$64,219	$81,039	-$16,821	-20.76%
Financial Analyst	$58,248	$72,998	-$14,750	-20.21%
Civic Center Manager	$64,219	$80,024	-$15,805	-19.75%
Director of Public Affairs	$109,835	$136,613	-$26,778	-19.60%
Meter Technician	$43,466	$53,716	-$10,249	-19.08%
Director of Parks, Recreation, and Community Services	$121,093	$149,363	-$28,270	-18.93%
Police Chief	$133,506	$163,880	-$30,373	-18.53%

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COMMUNITY ★ SERVICE ★ OPPORTUNITY

Ranking

Pre-C&C	EMT
Williamson County EMS	#1
San Marcos/Hays County EMS	#2
Austin/Travis County EMS	#3
Washington County EMS	#4
Fayette County EMS	#5
Wilson County ESD #3 EMS	#6
Karnes County EMS	#7
Schertz EMS	#8

Post-C&C	EMT
Williamson County EMS	#1
Austin/Travis County EMS	#2
Fayette County EMS	#3
San Marcos/Hays County EMS	#4
Schertz EMS	#5
Washington County EMS	#6
Wilson County ESD #3 EMS	#7
Karnes County EMS	#8

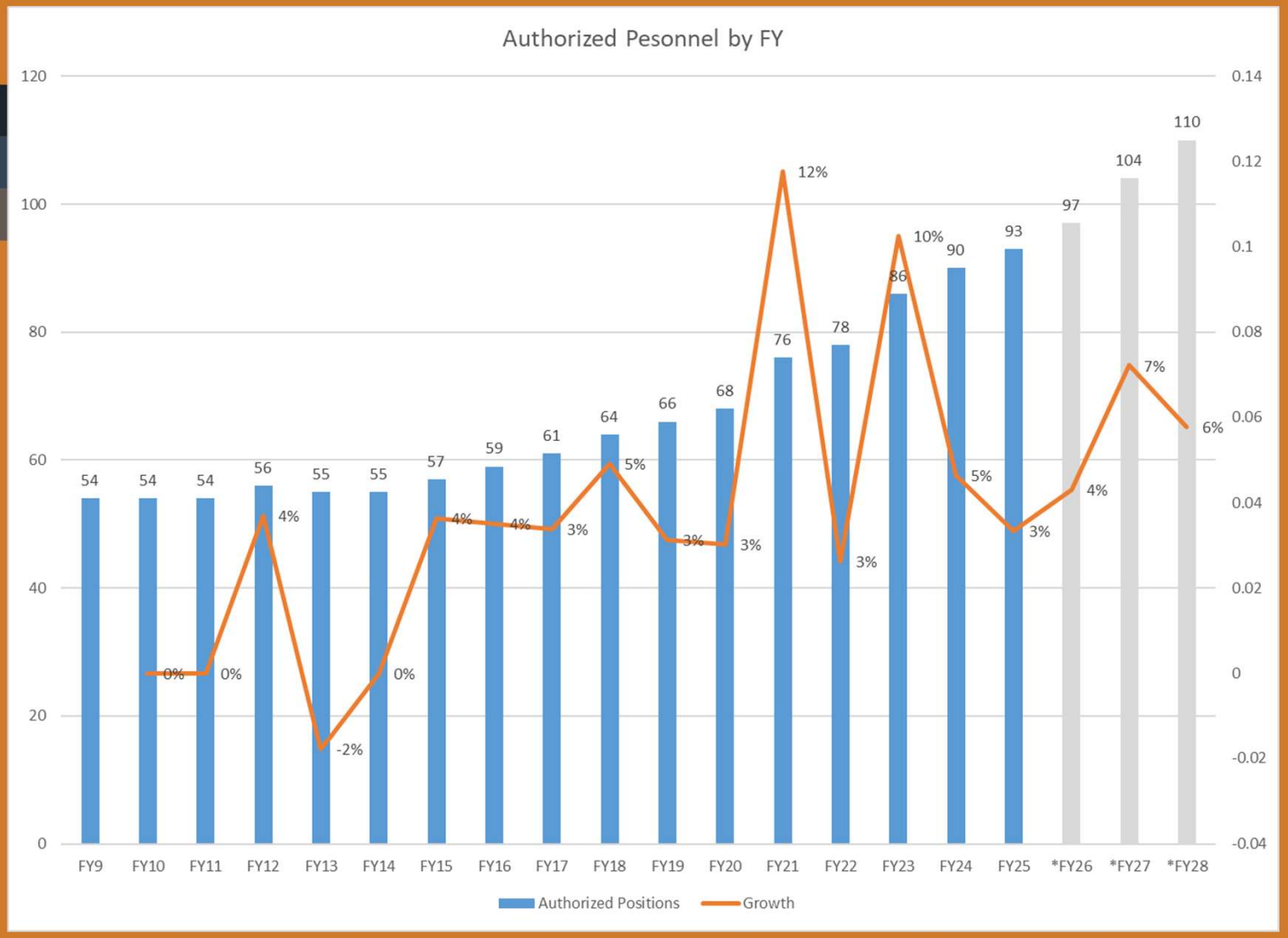
SCHERTZ
COMMUNITY ★ SERVICE ★ OPPORTUNITY

Ranking

Pre-C&C	Paramedic
Williamson County EMS	#1
Fayette County EMS	#2
San Marcos/Hays County EMS	#3
Austin/Travis County EMS	#4
Washington County EMS	#5
Wilson County ESD #3 EMS	#6
Karnes County EMS	#7
Schertz EMS	#8

Post-C&C	Paramedic
Williamson County EMS	#1
Austin/Travis County EMS	#2
Schertz EMS	#3
San Marcos/Hays County EMS	#4
Fayette County EMS	#5
Washington County EMS	#6
Wilson County ESD #3 EMS	#7
Karnes County EMS	#8

SCHERTZ
COMMUNITY ★ SERVICE ★ OPPORTUNITY



Employees Lost to Pay Issues	
2025	0
2024	0
2023	6
2022	6
2021	4
2020	5

Turnover – 15%

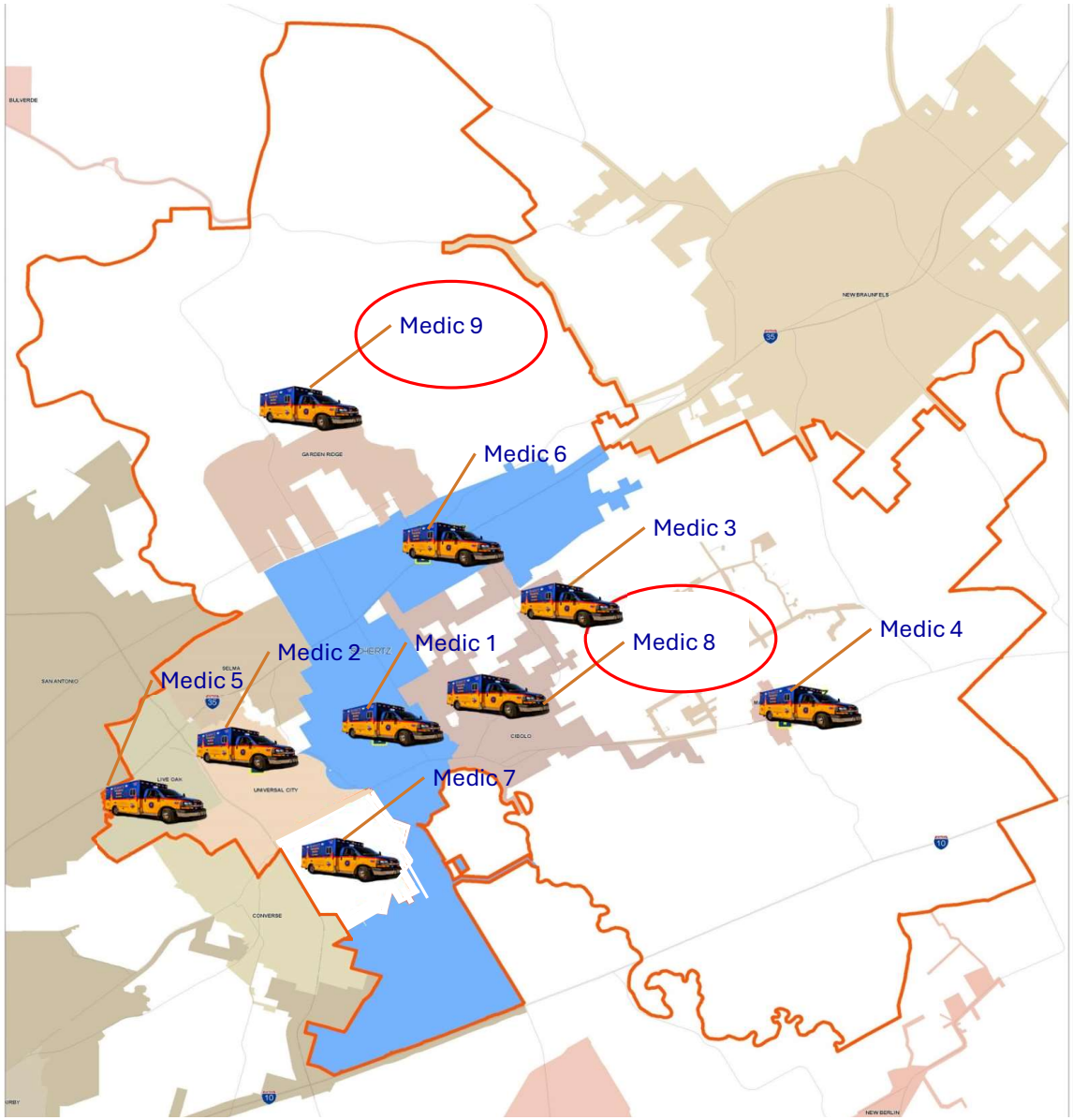
SCHERTZ
COMMUNITY ★ SERVICE ★ OPPORTUNITY

Efficiencies/DOGE

- Hiring EMTs
  - ~$20,000
- Hiring Floats
- EMT Classes
  - ~$15,000 per class
- Re-mount Ambulances
  - ~$180,000
  - Re-use Equipment
- Volunteer Program
- Senate Bill 8 (SB8)
  - 13 EMTs
- iPads
- Supply Officer
- In-house Billing

SCHERTZ
COMMUNITY ★ SERVICE ★ OPPORTUNITY

FY 26



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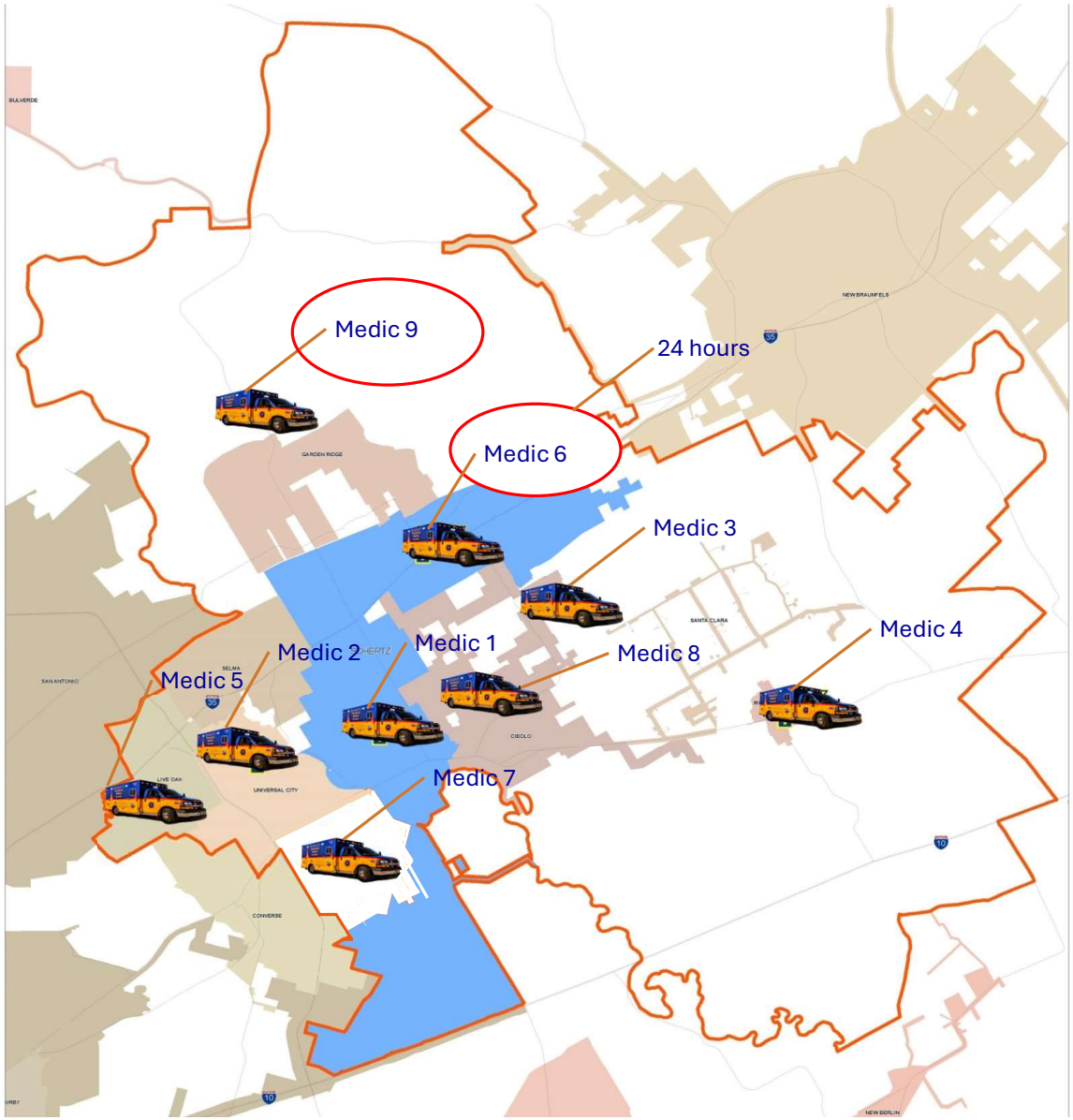
FY 27



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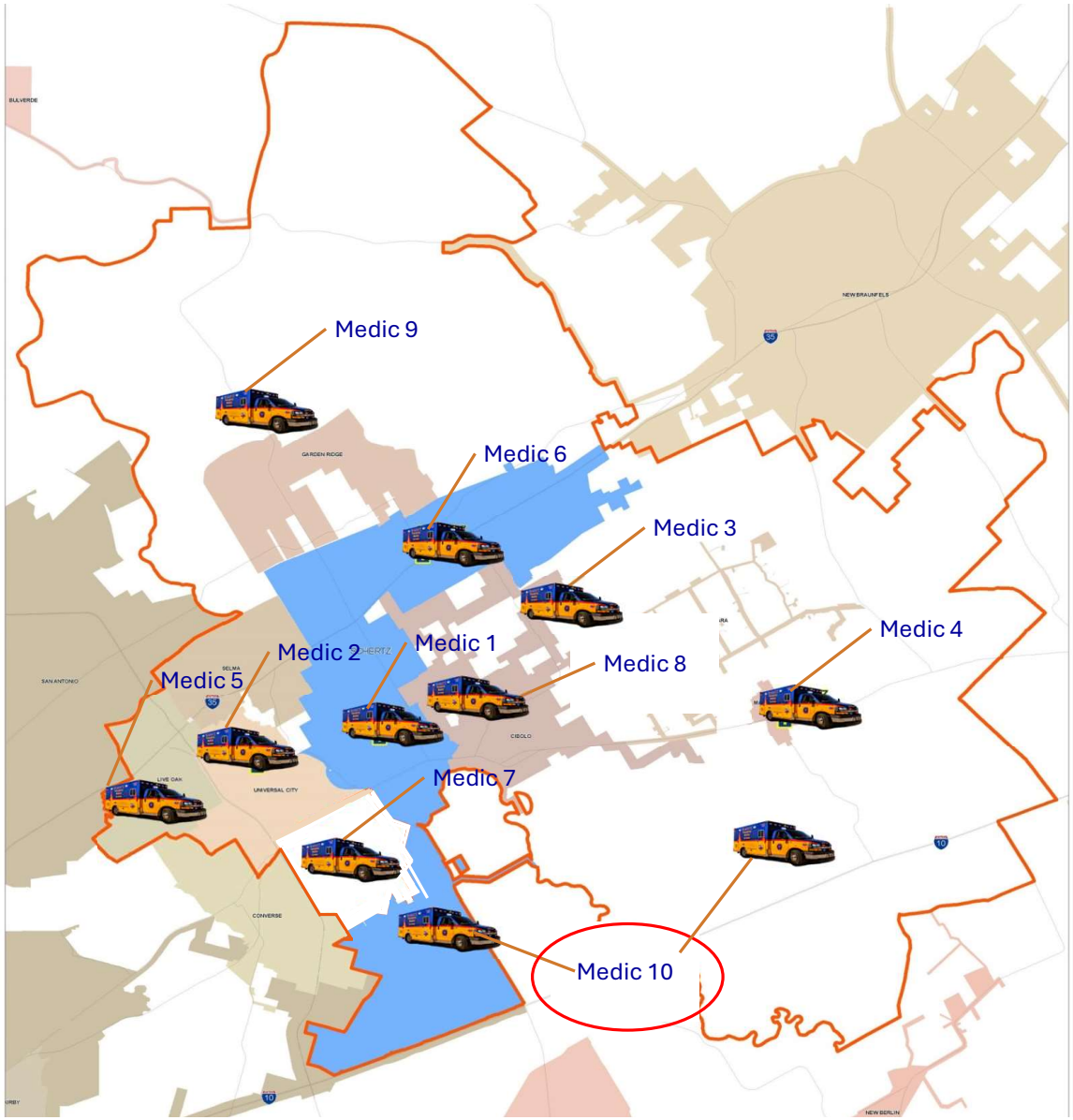
FY 28



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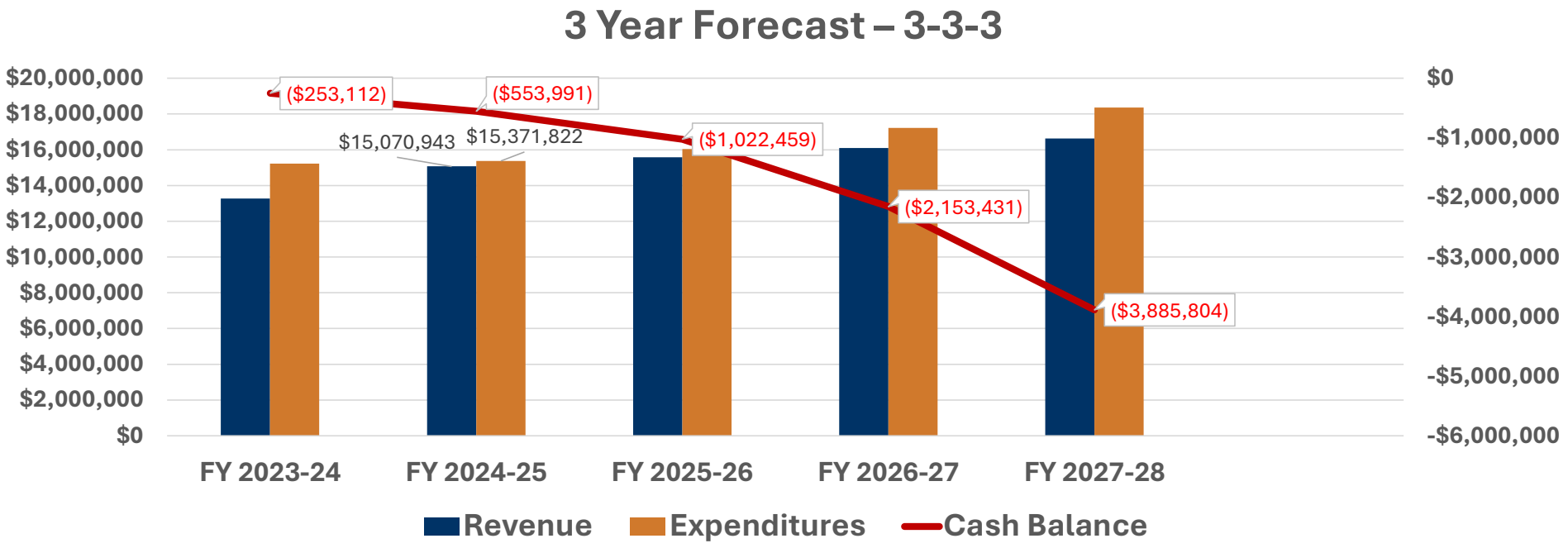
EMS Fund



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Agreements

- Cities: Modify Existing Agreement
  - Years 3 (FY26), 4 (FY27), 5 (FY28)
  - Maintain Service Levels

- 2 Options
  - 35%-5%-5%
  - 20%-20%-5%

- EMS Consultants

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Increase: 35%-5%-5%

	FY25	FY26	FY27	FY28
		35%	5%	5%
Cibolo	$662,028.24	$893,738.12	$938,425.03	$985,346.28
Increase		$231,709.88	$44,686.91	$46,921.25

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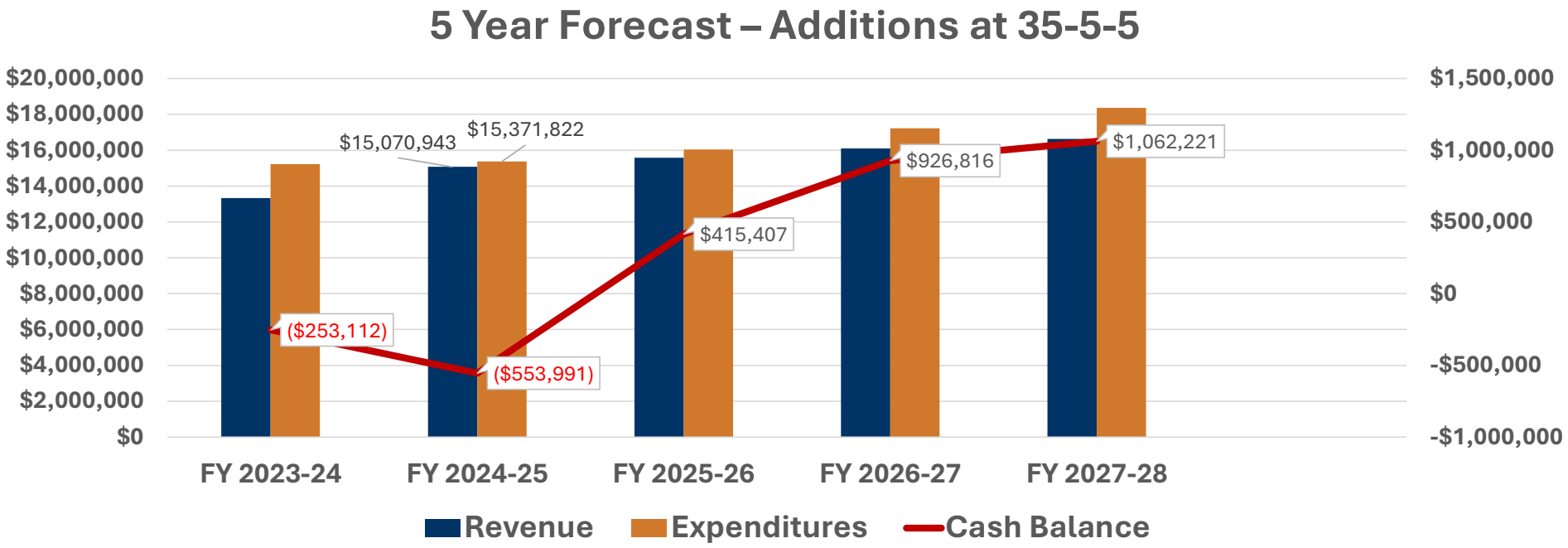
EMS Fund



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Increase: 20%-20%-5%

	FY25	FY26	FY27	FY28
		20%	20%	5%
Cibolo	$662,028.24	$794,433.89	$953,320.67	$1,000,986.70
Increase		$132,405.65	$158,886.78	$47,666.03

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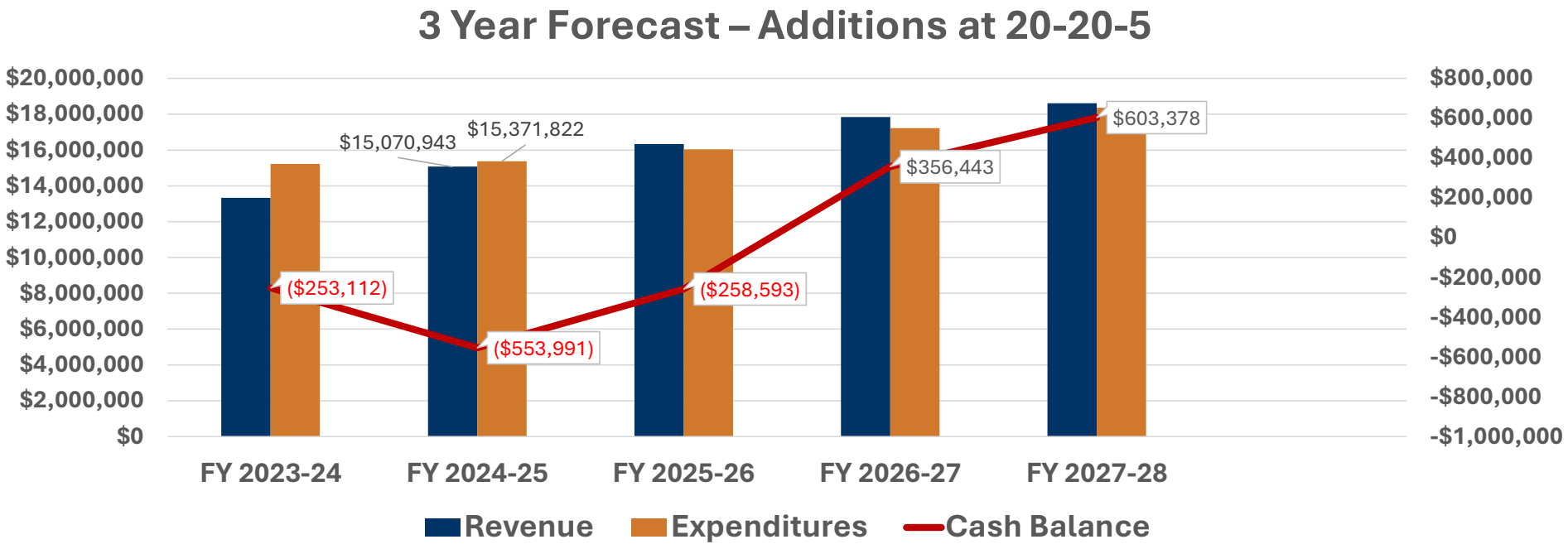
COMMUNITY ★ SERVICE ★ OPPORTUNITY

EMS Fund



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Schertz EMS

- Personnel
  - Hiring/Turn-Over/Training
  - Shortages/OT
- Ambulances (13)
  - Purchase/Maintenance
  - Insurance/License
- Standby Events
  - AMBUS
  - First Aid
- Medical Direction
  - Cost
  - Risk
- CMS/DSHS/DEA/STRAC/Hospitals
  - License
  - Bureaucracy/Inspections/Audits
  - Reporting (GADCS)
- Training
  - CE/FTEP
  - Certification Tracking
  - Advanced Protocols
- MIH/Community Health
  - High Utilizers
  - CPR/AEDs
- Supplies
  - Cost
  - Reducing Waste
- Billing
  - Understanding Requirements
- Mental Health/Exposure
  - Peer Support
  - Exposure Requirements
- EMS – Subject Matter Experts
  - COVID/Measles

SCHERTZ
COMMUNITY ★ SERVICE ★ OPPORTUNITY

SCHERTZ
Emergency
Medical
Services
CITY OF SCHERTZ
EST 1974
SCHERTZ
COMMUNITY ★ SERVICE ★ OPPORTUNITY

Questions?

SUBJECT: Schertz EMS Interlocal Agreement and Proposed Increases

Historical Background

In 2023, The City of Cibolo, and other cities in the region, signed a new five-year Interlocal Agreement (ILA) with the City of Schertz to utilize the EMS service. The ILA authorizes the City of Schertz to increase that base price per resident based on the most recent 12-month Consumer Price Index (CPI) for all urban consumers for medical care services to a maximum of 3 percent. In addition to the 3 percent CPI, Schertz annually adjusts for population growth for each entity. In 2025, Cibolo will pay $662,028.24 which is $17.52 per citizen (population 37,787).

At our initial meeting, although the ILA provides for a maximum CPI increase of 3% and population adjustment, Schertz has notified its nine partners that it needs to increase the rates by 35% for FY26 and 5% for both FY27 and FY28. Not taking into consideration any population changes, Schertz has set the Cibolo city's fees as follows:

FY26—35% increase	$893,738.12
FY27—5% increase	$938,425.03
FY28—5% increase	$985,346.28

The partner entities requested Schertz to look at some alternatives that would spread the increase out over a longer period of time. A longer period of time was not conducive for Schertz, but they did provide an alternative to increase the rates by 20% for both FY 26 and FY 27, and then 5% for FY 28. That breakdown for Cibolo is as follows:

FY26—20% increase	$794,433.89
FY27—20% increase	$953,320.67
FY28—5% increase	$1,000,986.70

While the second option results in a higher rate for the city it may be easier to budget for over a three-year period.

The number of service calls for each entity in the EMS system has increased as the growth increases. However, there are other mitigating factors. The ten government entities (Schertz + nine entities) fees provide for 33% of the EMS budget. Sixty-five percent (65%) of the EMS budget is through insurance; 28% of this is written off as bad debt. The bad debt is from uninsured persons (11%) and charity cases (6%), plus non-payment from users with Medicare, Medicaid, and private insurance companies that do not cover the full cost of their EMS services. While Schertz EMS attempts to collect from the Medicare/Medicaid/private insurance users, not paying an EMS bill has no consequences.

Additionally, Schertz recently did a compensation study and increased the pay for EMTs and Paramedics by an average of 26%. These positions make up 86% of the personnel for Schertz EMS. At the same time, Schertz EMS went from 24-hour work periods to 12-hour work periods. This resulted in Schertz EMS having to add additional personnel as well.

Lastly, there are a lot of legislative hinderances that prevent Schertz EMS from raising its rates, increasing their bad debt collections, and so on.

The Schertz EMS Chief Jason Mabbitt will be at the June 10, 2025, City Council Meeting to present on these options.

EMERGENCY MEDICAL SERVICES INTERLOCAL AGREEMENT BETWEEN THE CITY OF SCHERTZ, TEXAS AND THE CITY OF CIBOLO, TEXAS

This Emergency Medical Services Interlocal Agreement, effective as of October 1, 2023 (this "Agreement"), is between the **City of Schertz, Texas,** a political subdivision of the State of Texas (the "City"), and **the City of Cibolo, Texas,** a political subdivision of the State of Texas (the "Contracting Jurisdiction").

WHEREAS, the City has an emergency medical services department known as Schertz EMS (the "Department") which provides certain emergency medical services within the City and, by interlocal agreement, within other jurisdictions;

WHEREAS, the Contracting Jurisdiction desires to contract with the City for the provision of certain emergency medical services within the Contracting Jurisdiction in order to preserve and protect the health and safety of persons within the Contracting Jurisdiction;

WHEREAS, the City and the Contracting Jurisdiction have determined to enter into this Agreement relating to the provision of certain emergency medical services within the Contracting Jurisdiction and to set out the terms, rights, duties, and responsibilities of the City and the Contracting Jurisdiction with respect thereto;

WHEREAS, the City and the Contracting Jurisdiction have determined that the provision of certain emergency medical services is a public purpose and within their statutory powers of government; and

WHEREAS, the City and the Contracting Jurisdiction are political subdivisions of the State of Texas and are authorized to execute this Agreement pursuant to Texas Government Code Chapter 791.001, as amended;

NOW, THEREFORE, THE CITY AND THE CONTRACTING JURISDICTION, ACTING BY AND THROUGH THEIR DULY AUTHORIZED OFFICERS, HEREBY COVENANT AND AGREE AS FOLLOWS:

Section 1. **Incorporation of Recitals**. The foregoing recitals are hereby incorporated into the body of this Agreement and shall be considered part of the mutual covenants, consideration and promises that bind the Parties.

Section 2. **Purpose.** (a) The City agrees that during the term of this Agreement the City shall respond to all calls for emergency medical assistance and emergency medical transport and advanced life support service with mobile intensive care unit capability (the "Emergency Medical Services") within the jurisdiction of the

Contracting Jurisdiction (the "Service Area"). The Contracting Jurisdiction understands and agrees that timeliness of response is dependent on the level of demand throughout the Department's response area and that calls are answered on a next- available-ambulance basis. The City and Contracting Jurisdiction will coordinate the location of the units to provide the Emergency Medical Services including but not limited to Contracting Jurisdiction Fire Stations.

(b) The Contracting Jurisdiction shall arrange for dispatch of requests for assistance directly to the Department by the Department's radio frequency or via telephone to the Department's primary dispatch agency (City of Schertz Police Department). Such dispatch services shall be initiated on the radio frequency specified and, in a manner, approved by the Department.

(c) The Department shall observe and comply with all applicable federal, state, county, and City laws, rules, ordinances, and regulations which in any manner affect the provision of the services described in this Agreement and shall perform such services in a professional manner in accordance with standard emergency medical services practice.

(d) The City agrees to permit the Contracting Jurisdiction to review the Department's run statistics maintained in the Department's offices. Due to patient privacy considerations, reports containing specific patient information shall not be made available to the Contracting Jurisdiction without the appropriate written consent of the patient or the patient's authorized representative or without a specific court order.

Section 3. Term and Renewal. This Agreement shall be for a term commencing with the effective date of this Agreement through and including September 30, 2024 (the "Initial Term"). This Agreement shall thereafter be automatically renewed for four (4) succeeding periods of one year (each, a "Renewal Term") unless either party to this Agreement notifies the other party in writing that it wishes to terminate this Agreement. Such notice shall be provided at least one (1) year prior to the desired end of this Agreement.

Section 4. Consideration. (a) In consideration of the City's provision of the Emergency Medical Services during the Initial Term and each Renewal Term, the Contracting Jurisdiction agrees to pay the City **$17.07** per citizen based upon the most recent population estimates payable in four equal installments on the first day of each quarter of the Contracting Jurisdiction's fiscal year. This Initial Term payment will be **$637,649.85** based upon a population of **37,355** residents.

(b) Prior to the beginning of each Renewal Term, the Consideration per citizen shall be increased based on the percentage increase for the previous twelve (12) month period in the "Medical Care" component of the Consumer Price Index

(CPI), not to exceed three (3%) percent of the annual fee for the previous year. In addition, population estimates for the Service Area shall be updated for each Renewal Term and shall be effective with the beginning of each Renewal Tenn.

(c) Any party paying for the performance of governmental functions or services must make such payments from current revenues available to the paying party.

(d) The Contracting Jurisdiction agrees that, in addition to the fee payable by the Contracting Jurisdiction to the City pursuant to Section 3(a), patients shall be billed by the City for all services rendered to them by the Department. The Contracting Jurisdiction agrees to assist the City in developing information to permit the City to collect such charges. In no event shall the City or the Contracting Jurisdiction be responsible for payment of such patient charges.

Section 5. Authorization. This Agreement inures to the benefit of and obligates only the Parties. No term or provision of this Agreement shall benefit or obligate any person or entity not a Party to the Agreement. The Parties shall cooperate fully in opposing any attempt by any third person or entity to claim any benefit, protection, release, or other consideration under this Agreement.

Section 6. Amendments. This Agreement shall bind and benefit the respective Parties and their legal successors, but shall not otherwise be assignable, in whole or in part, by either Party without first obtaining the written consent of the other Party.

Section 7. Governmental Functions; Liability; No Waiver of Immunity or Defenses.

(a) Notwithstanding any provision to the contrary herein, this Agreement is a contract for and with respect to the performance of governmental functions by governmental entities.

(b) The services provided for herein are governmental functions, and the City and the Contracting Entity shall be engaged in the conduct of a governmental function while providing and/or performing any service pursuant to this Agreement.

(c) The relationship of the Contracting Entity and the City shall, with respect to that part of any service or function undertaken as a result of or pursuant to this Agreement, be that of independent contractors.

(d) Nothing contained herein shall be deemed or construed by the Parties, or by any third party, as creating the relationship of principal and agent, partners, joint ventures, or any other similar such relationship between the Parties.

(e) Each Party reserves and does not waive any defense available to it at law or in equity as to any claim or cause of action whatsoever that may arise or result from or in connection with this Agreement. This Agreement shall not be interpreted nor construed to give to any third party the right to any claim or cause of action, and neither the City nor the Contracting Entity shall be held legally liable for any claim or cause of action arising pursuant to or in connection with this Agreement except as specifically provided herein or by law.

(f) City and the agents, officers, and employees of the City shall be solely responsible for and with respect to any claim or cause of action arising out of or with respect to any act, omission, or failure to act by City or its agents, officers, employees, and subcontractors, while performing any function or providing or delivering any service under taken by City pursuant to this Agreement.

(g) Contracting Entity and the agents, officers, and employees of the Contracting Entity shall be solely responsible for and with respect to any claim or cause of action arising out of or with respect to any act, omission, or failure to act by Contracting Entity or its agents, officers, employees, and subcontractors, while performing any function or providing or delivering any service under taken by Contracting Entity pursuant to this Agreement.

(h) Neither Party waives or relinquishes any immunity or defense on behalf of itself, its Commissioners, Councilmembers, officers, employees, and agents as a result of the execution of this Agreement and the performance of the covenants and agreements contained herein.

Section 8. Notices.

All correspondence and communications concerning this Agreement shall be directed to:

SCHERTZ: City of Schertz
1400 Schertz Parkway, Building #1
Schertz, Texas 78154
Attention: City Manager

CIBOLO: City of Cibolo
200 S. Main Street
Cibolo, Texas 78108
Attention: City Manager

Notices required hereunder shall be hand-delivered, sent by prepaid certified mail, return receipt requested, or electronically.

Section 9. Severability. If any provision of this Agreement shall be deemed void or invalid, such provision shall be severed from the remainder of this Agreement, which shall remain in force and effect to the extent that it does not destroy the benefit of the bargain.

Section 10. Entire Agreement. This Agreement is the entire agreement between the City and the Contracting Entity as to the subject matter hereof and supersedes any prior understanding or written or oral agreement relative to the subject matter hereof. This Agreement may be amended only by written instrument duly approved and executed by both Parties in accordance with the formalities of this Agreement.

Section 11. Governing Law; Venue. All Parties agree that this Agreement shall be construed under the laws of the State of Texas, and obligations under the Agreement shall be performed in Bexar County, Texas. In the event that any legal proceeding is brought to enforce this Agreement or any provision hereof, the same shall be brought in the State Courts of Guadalupe County, Texas. The Parties agree to submit to the jurisdiction of said court.

[Signatures and acknowledgements on the following pages]

INTERLOCAL COOPERATION AGREEMENT BETWEEN THE CITY OF SCHERTZ, TEXAS AND THE CITY OF CIBOLO, TEXAS

The Parties hereto have executed this Agreement as of the dates set forth below to be effective as of the Effective Date.

CITY OF SCHERTZ, TEXAS

By: _____
Steve Williams, City Manager

SIGNATURE PAGE TO

INTERLOCAL COOPERATION AGREEMENT BETWEEN THE CITY OF SCHERTZ, TEXAS AND THE CITY OF CIBOLO, TEXAS

CITY OF CIBOLO, TEXAS

By: Wayne Reed

Wayne Reed, City Manager

City of Cibolo

City Council Regular Meeting Staff Report

B. Discussion/Presentation on City's Procurement Policy and Procedures Manual regarding Procurement of Professional Services (Chapter 3) under $50,000 and Delegation of Authority (Chapter 6). (Mr. Reed)

Meeting	Agenda Group
Tuesday, June 10, 2025, 6:30 PM	Discussion/Action Item: 10B.

From
Wayne Reed, City Manager

PRIOR CITY COUNCIL ACTION:

February 26, 2019… City Council approved Ordinance 1256, establishing the City's purchasing policy and procedures.

October 24, 2023… City Council initiated consideration of an ordinance to repeal and replace Ordinance 1256 but continued the item to November 14, 2023.

November 14, 2023… City Council continued its discussion on updating its purchasing policy and procedures. At this meeting, the City Council directed staff to revise the Procedures Manual to include more stringent P-card procedures and potential disciplinary action levels.

January 9, 2024… City Council continued its discussion on the overhaul to the City's procurement policy and procedures manual. With the changes made as requested at the previous Council meeting, City Council approved Ordinance 1432 and put into place a purchasing policy that referenced an up-to-date and comprehensive procedures manual.

BACKGROUND:

The purpose of this presentation is to review the City's Procurement Policy (Ord. 1432) related to the Delegation of Authority (Chapter 6) and the Procurement of Professional Services (Chapter 3) under $50,000 other than for Architect, Engineer, Surveying, or Legal services.

In January 2024, the City Council adopted a new Procurement Policy (Ord. 1432). It states the City of Cibolo, "shall purchase all goods and services in compliance with all applicable regulatory and statutory requirements. Procurement by the City will be guided by statutes, regulations, policy, procedures, and best practices. The City will promote competition, fairness, stewardship, and transparency in the procurement of goods and services." In short, policy is based on state statutes and the City's Code of Ordinances. The Procedures Manual contains and establishes the processes to carry out the policy.

The City staff have and will continue to comply with the Procurement Policy (Ord. 1432) and the Procurement Procedures Manual.

The City's purchasing and procurement process is overseen by the City's Finance Department. The following individuals and their credentials reflect the City's qualified staff who assist and support all departments in procurement processes and are aided by the City Attorney's Office:

- Anna Miranda, Finance Director, Certified Public Accountant (CPA)
- Jessica Donoho, Accounting Manager, Certified Public Accountant (CPA)
- Leili Samuelson, Certified Texas Contract Manager (CTCM)

Since the adoption of Ordinance 1432, the City has entered into three Professional Services Agreements for less than $50,000 and a fourth one will be executed in June 2025. The following table lists these Professional Services Agreement (less than $50,000), the general scope of work, total payment upon closure, or maximum purchase order if open.

Table 1. Professional Services Agreements (less than $50,000)

Professional Consultant	General Scope	Total payment (Closed) or Maximum if Active	Notes
Solid Waste Specialist (2024)	Solid Waste Franchise process, contract, process, and negotiations	$39,940 (closed)	This was included in the Utility Fund FY25 budget
Tim Fousse (2025)	Support with CRWA and CVLGC, water resources, wastewater, impact fees, solid waste	$5,560 (closed)	Limited to no more than $40,000 per FY25 Budget Amendment #1 for Utility Fund (Ord. 1483, see Exhibit A - Utility Fund)
LRE Water (2025)	Support with CRWA and CVLGC, water resources, regulatory and legislative matters regarding water sources, and wastewater	$34,440 (Max.)	Limited to no more than $40,000 (minus the previous consultant's charges) per FY25 Budget Amendment #1 for Utility Fund (Ord. 1483, see Exhibit A - Utility Fund)
Willdan (2025)	Water rate study	~ $40,000 (max)	This professional service is currently being finalized as of the time of this memo. It is funded by the Utility Fund.

The **Delegation of Authority (Chapter 6)** defines the delegation of authority from the City Council to the City Manager for contracts for which the amount does NOT exceed competitive bidding/proposal limit ($50,000 or greater) found in Chapter 252 of the Texas Local Government Code (TxLGC). These contracts and expenditures must be within the City's approved budget (as amended from time to time), in compliance with the City's fiscal and budgetary policy, and not otherwise required to be approved by City Council. To ensure that all Professional Services Agreements executed by the City Manager remain under the $50,000 limit and comply with the Procurement Policy, the City has created a standard professional services agreement and inserted the following Article regarding payment in the standard agreement, which may either a) have a specific amount for a defined scope of work or b) revert to the maximum of $49,999 as a maximum not-to-exceed, recognizing the amount will not exceed approved budget:

ARTICLE II (PAYMENT)

2.01 The total amount of payment, including reimbursements, by the City to Consultant for the Services to be performed under this Contract may not, under any circumstances, exceed Forty Nine Thousand Nine Hundred and Ninety Nine and 00/100 Dollars ($49,999.00).

This section DOES NOT state that the maximum value of a professional service will equal $49,999 but rather is limited to not exceeding it under any circumstances. The Solid Waste Specialist agreement stated a maximum of $39,940. This clarity avoids confusion, including when additional work is requested by the City. If there is an instance when a professional services engagement that is below the competitive bidding/proposal limit may approach $50,000, the City staff must bring the agreement forward to City Council to seek its approval.

The Professional Services Procurement Act (Texas Government Code § 2254) governs the procurement of Professional Services. The City of Cibolo's **Procurement of Professional and Consulting Services (Chapter 3)** complies with State law and local ordinances. It covers:

- Procurement of Architect, Engineer, or Surveying
- Procurement of Legal services
- Procurement for All Other Professional and Consulting Services

State law requires agencies, like the City of Cibolo, to make the selection and award for all other professional or consulting services pursuant to Texas Gov't Code Section 2254.003 and as follows:

a. the selection shall be made on the basis of **demonstrated competence** and **qualifications to perform the services**, and **for a fair and reasonable price**;
b. the selection may not be based on competitive bids;
c. fees for professional services may not exceed any maximums provided by law;
d. Professional Services Agreements greater than competitive bidding/proposal limits found in Chapter 252 of the Local Government Code must be approved by the City Council; and,
e. all Master Professional Services Agreements must be approved by the City Council. Individual Work Orders issued under a Master Professional Services Agreement must be approved by the City Council if they exceed competitive bidding/proposal limits found in Chapter 252 of the Local Government Code.

STAFF RECOMMENDATION:

None. This item is intended to be a presentation with discussion.

FINANCIAL IMPACT:

N/A

MOTION(S):

N/A

Attachments

Att 1 - Standard Form Professional Services Agreement under $50K.pdf

Att 2 - ORD 1483 see Exhibit A, Utility Fund.pdf

City of Cibolo
200 South Main Street
Cibolo, Texas 78108

PROFESSIONAL SERVICES

[INSERT CONSULTANT NAME] CONSULTING AGREEMENT

CONTRACT # 24-XXXX

CITY OF CIBOLO
CONSULTANT CONTRACT

This Contract is by and between the **City of Cibolo,** a Texas Municipal Home-Rule Corporation (the "City") and [Insert Consultant name], an independent contractor, ("Consultant") agrees to perform and the City agrees to pay for the work described herein.

ARTICLE I
SCOPE OF SERVICES

1.01 This Contract is for consulting services to the City of Cibolo (the "Services"). The scope and details of the work to be provided to the City by Consultant are set forth in **Exhibit "A"** (the "Scope of Services") 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").

1.02 [Insert Consultant name], the ("Consultant") agrees to perform the work described in **Exhibit "A"** hereto and the City agrees to pay Consultant a fee based on the rates set forth in **Exhibit "B"** (the "Payment Terms") to this Contract for the Services performed by Consultant. Consultant shall invoice and City shall pay in accordance with **Exhibit "B"**. Upon termination of this Contract, payments under this paragraph shall cease, provided, however, that Consultant shall be entitled to payments for work performed in accordance with this Contract before the date of termination and for which Consultant has not yet been paid.

ARTICLE II
PAYMENT

2.01 The total amount of payment, including reimbursements, by the City to Consultant for the Services to be performed under this Contract may not, under any circumstances, exceed Forty Nine Thousand Nine Hundred and Ninety Nine and 00/100 Dollars ($49,999.00)

ARTICLE III
TIME OF PERFORMANCE

3.01 Except as provided in Article X herein below, the term of this Contract shall be for one year from the effective date of this Contract.

3.02 Consultant promises to work closely with the City Manager or other appropriate City officials. Consultant agrees to perform any and all Service and related tasks reasonably required by the City in order to fulfill the purposes of the work to be performed.

ARTICLE IV
INDEPENDENT CONSULTANT

4.01 In all activities or Services performed hereunder, the Consultant is an independent Consultant and not an agent or employee of the City. The Consultant, as an independent contractor, shall be responsible for the final product contemplated under this Contract. Except for materials furnished by the City, the Consultant shall supply all materials, equipment and labor required for the execution of the Services. The Consultant shall have ultimate control over the execution of the work under this Contract. The Consultant shall have the sole obligation to employ, direct, control, supervise, manage, discharge, and compensate all of his subconsultants, officers, employees, and agents. The City shall have no control of or supervision over the Consultant's subconsultants, officers, employees, and agents of the Consultant except to the limited extent provided for in this Contract. Consultant shall be liable for any misrepresentations. Any negotiations by the Consultant on the City's behalf are binding on the City only when within the scope of work contained herein and approved by the City in compliance with its ordinances and policies.

ARTICLE V
WARRANTY

5.01 As an experienced and qualified professional, Consultant warrants that the information provided by Consultant reflects high professional and industry standards, procedures, and performances. Notwithstanding the foregoing, in the event Consultant is providing engineering or architectural services as those are defined by Texas law, Consultant's services shall meet the standards required by Texas Local Government Code §271.904(d). Approval or acceptance by the City 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, his employees, agents, or associates for the exercise of skill and diligence necessary to fulfill Consultant' s responsibilities under this Contract. Nor shall the City's approval or acceptance be deemed to be the assumption of responsibility by the City for any defect or error in the work products prepared by Consultant and his subconsultants, officers, employees, or agents.

5.02 Consultant shall keep the City informed of the progress of the work and shall guard against any defects or deficiencies in his work.

5.03 Consultant shall be responsible for using due diligence to correct errors, deficiencies or unacceptable work product. Consultant shall, at no cost to the City, remedy any errors, deficiencies or any work product found unacceptable, in the City' s sole discretion, as soon as possible, but no later than 15 calendar days after receiving notice of said errors, deficiencies, or unacceptable work product.

5.04 Any and all of Consultant's work product deliverables ("Work Product") hereunder shall be the exclusive property of the City. Upon completion or termination of this Contract, Consultant shall promptly deliver to the City all records, notes, data, memorandum, models,

and equipment of any nature that are within Consultant's possession or control and that are the City's property or relate to the City or its business. Any unauthorized modifications made by the City to any of the Consultant's documents, or any use, partial use or reuse of the documents on a matter not assigned pursuant to this Contract without written authorization or adaptation by the Consultant will be at the City's sole risk and without liability to the Consultant.

5.05 Consultant warrants to City 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 Consultant's personnel during the course 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) Consultant is authorized to do business in the state of Texas and is properly licensed by applicable governmental and public and quasi-public authorities having jurisdiction over him and the Services required hereunder, (vi) that Consultant is financially solvent, able to pay his debts as they mature and is possessed of sufficient working capital to complete the Services required and perform his obligation hereunder, and (vii) to the best of the Consultant's knowledge, no other person or entity, except City, has any claim of any right, title, or interest in or to the Work Product.

5.06 Consultant shall not seek to invalidate, attack, or otherwise do anything by either act or omission which might impair, violate, or infringe the title and rights assigned to City by Consultant in this Article VII of the Contract.

ARTICLE VI
INDEMNIFICATION & RELEASE

6.01 INDEMNITY

6.01.1 TO THE FULLEST EXTENT PERMITTED BY LAW, CONSULTANT SHALL INDEMNIFY AND HOLD HARMLESS CITY AND EACH OF ITS COUNCIL MEMBERS, OFFICIALS, OFFICERS, AGENTS, EMPLOYEES, AND VOLUNTEERS (HEREINAFTER REFERRED TO INDIVIDUALLY AS AN "CITY INDEMNITEE" AND COLLECTIVELY AS THE "CITY INDEMNITEES") FROM AND AGAINST ALL CLAIMS, DAMAGES, LOSSES, LIABILITIES, COSTS, AND EXPENSES, INCLUDING BUT NOT LIMITED TO REASONABLE ATTORNEYS' FEES AND COSTS INCURRED BY CITY AND CITY 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, HIS 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, HIS SUBCONSULTANTS, OFFICERS, EMPLOYEES, OR AGENTS, 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, HIS SUBCONSULTANTS, OFFICERS, EMPLOYEES, OR AGENTS, OR ANY OTHER ENTITY OVER WHICH CONSULTANT EXERCISES CONTROL;

(4) DUE TO THE FAILURE OF CONSULTANT, HIS SUBCONSULTANTS, OFFICERS, EMPLOYEES, OR AGENTS, OR ANY OTHER ENTITY OVER WHICH THE CONSULTANT EXERCISES CONTROL TO PAY HIS SUBCONSULTANTS, OFFICERS, EMPLOYEES, OR AGENTS AMOUNTS DUE FOR SERVICES PROVIDED IN CONNECTION WITH THE SERVICES; 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, HIS SUBCONSULTANTS, OFFICERS, EMPLOYEES, AGENTS, OR ANY OTHER ENTITY OVER WHICH THE CONSULTANT EXERCISES CONTROL.

NOTHING CONTAINED IN THIS SECTION 6.01.1 SHOULD BE CONSTRUED TO REQUIRE CONSULTANT TO INDEMNIFY OR HOLD HARMLESS CITY OR ANY CITY INDEMNITEES FROM ANY CLAIMS OR LIABILITIES RESULTING FROM THE NEGLIGENT ACTS OR OMISSIONS OF CITY OR CITY 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 CITY UNDER TEXAS LAW OR WAIVE ANY DEFENSES OF CONSULTANT OR CITY UNDER TEXAS LAW.

6.01.2 **Reserved.**

6.01.3 It is mutually understood and agreed that the indemnification provided for in this article shall survive any expiration, completion or termination of this Contract.

6.01.4 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.

6.02 The Consultant releases, relinquishes, and discharges the City, its councilmembers, 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, his consultants, subconsultants, officers, employees, or agents, and any loss of or damage to any property of the Consultant or his 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 City 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 his subconsultants, officers, employees, or agents, 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 City, 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.

6.03 It is agreed with respect to any legal limitations now or hereafter in effect and affecting the validity or enforceability of the indemnification, release or other obligations under this Section and any Additional Insured requirements under Article IX, such legal limitations are made a part of the obligations and shall operate to amend same to the minimum extent necessary to bring the provision(s) into conformity with the requirements of such limitations, and as so modified, the obligations set forth therein shall continue in full force and effect.

ARTICLE VII

Reserved.

ARTICLE VIII
TERMINATION

8.01 The City may terminate this Contract at any time, for any reason or no reason upon thirty (30) 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.

8.02 If, through any cause, the Consultant fails to fulfill his obligations under this Contract, or if the Consultant violates any of his obligations under this Contract, the City has the right to terminate this Contract by giving the Consultant five calendar days written notice. The Consultant will be compensated for the Services satisfactorily performed prior to the

termination date.

8.03 No term or provision of this Contract shall be construed to relieve the Consultant of liability to the City for damages sustained by the City because of any breach of contract and/or negligence by the Consultant. The City may withhold payments to the Consultant for the purpose of setoff until the exact amount of damages due the City from the Consultant is determined and paid.

8.04 The City may, with or without cause, order the Consultant in writing to suspend, delay, or interrupt the Services in whole or in part for such period of time as the City 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 IX
MISCELLANEOUS TERMS

9.01 Consultant hereby agrees that the following terms, conditions, verifications, certifications, and representations apply to and are incorporated into this Contract for all purposes:

(a) With respect to providing Services hereunder, Consultant shall comply with any applicable Equal Employment Opportunity and/or Affirmative Action ordinances, rules, or regulations during the term of this Contract.

(b) 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 Contract to City. 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.

(c) If Consultant is a business 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 City at the time Consultant submits this signed Contract to City. 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 Contract shall be of no force and effect unless and until Consultant has submitted said form to City, if and to the extent such form is required under Government Code § 2252.908 and the rules promulgated thereunder by the TEC.

(d) To the extent a written verification is required under 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 Contract. 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.

(e) Pursuant to Chapter 2252, Texas Government Code, Consultant represents and certifies that, at the time of execution of this Contract, 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.

(f) To the extent a written verification is required under Chapter 2276, 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 Contract. 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.

(g) To the extent a written verification is required under 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 Contract. The term “discriminate against a firearm entity or trade association” in this paragraph has the meaning assigned to such term in Section 2274.001(3) of the Texas Government Code, as amended.

(h) Pursuant to Chapter 2275, 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 2275.0103 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.

9.02 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. Venue shall be proper only in a court of competent jurisdiction situated in Guadalupe County, Texas.

9.03 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:

City of Cibolo	**Consultant**
Attn: City Manager **200 South Main Street** **Cibolo, Texas 78108** **With copy to:** **City of Cibolo** **Attn: _____** **200 South Main Street** **Cibolo, Texas 78108**	**{address}** **(city, state, zip}**

9.04 Consultant, and his subconsultants, officers, employees, or agents shall perform all the work hereunder. Consultant agrees that all of his subconsultants, officers, employees, or agents who work to provide Services shall be fully qualified and competent to do the work described hereunder. Consultant shall undertake the work and complete it in a timely manner.

9.05 The Consultant shall comply with applicable local, state and federal rules, regulations, ordinances and codes, life safety codes, building codes, zoning codes, and accessibility requirements and codes, including, but not limited to the provisions of the Americans with Disabilities Act, the Immigration Reform and Control Act (IRCA), the Texas Accessibility Standards of the Architectural Barriers *Act* located at Chapter 469 of the Texas Government Code, the Federal Fair Housing Amendment Act, and all other regulatory requirements, laws, standards, codes and statutes related to the Services. The Consultant may not knowingly obtain the labor or services of an undocumented worker. The Consultant, not the City, must verify eligibility for employment as required by IRCA.

9.06 Action or failure to act by the City shall not 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.

9.07 This Contract and all rights and obligations contained herein may not be assigned by Consultant without the prior written approval of the City. The City may assign its rights or obligations contained herein to an instrumentality of the City, a local government corporation created by the City, or an economic development corporation created by the City.

9.08 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.

9.09 Consultant and City agree that City is a political subdivision of the State of Texas and is thus subject to certain laws. 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.

9.10 This Contract represents the entire and integrated Contract between the City 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.

9.11 If it is necessary for either party herein to file a cause of action at law or in equity against the other party due to: (a) a breach of this Contract by the other party and/or (b) any intentional and/or negligent act or omission by the other party arising out of this Contract, the non-breaching or non-negligent party shall be entitled to reasonable attorneys' fees and costs, and any necessary disbursements, in addition to any other relief to which it is legally entitled.

9.12 In the event of default by a party herein, the other party shall have all rights and remedies afforded to it at law or in equity to recover damages and interpret, or enforce, the terms of the Contract. The exercise of any one right or remedy shall be without prejudice to the enforcement of any other right or remedy allowed at law or in equity.

9.13 The parties are entering into this Contract solely for the benefit of themselves and agree that nothing herein shall be construed to confer any right, privilege or benefit on any person or entity other than the parties hereto.

9.14 The parties acknowledge that they have read, understood, and intend to be bound by the terms and conditions of this Contract.

9.15 This Contract goes into effect when duly approved by all parties hereto.

9.16 **Notice of Indemnification. City 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 Terms

City of Cibolo	**[Insert Consultant name]**
By:_____	_____
	[Type Consultant name]
Title:_____	
Printed Name:_____	
Date:_____	**Date:**_____

EXHIBIT “A”
SCOPE OF SERVICES

EXHIBIT “B”
PAYMENT TERMS

ORDINANCE NO. 1483

AN ORDINANCE BY THE CITY COUNCIL OF THE CITY OF CIBOLO, GUADALUPE COUNTY, TEXAS, PROVIDING FOR THE FIRST AMENDMENT OF THE BUDGET FOR THE FISCAL YEAR 2024-2025, BEGINNING OCTOBER 1, 2024, AND ENDING SEPTEMBER 30, 2025; PROVIDING THAT THIS ORDINANCE IS CUMULATIVE OF ALL OTHER ORDINANCES OF THE CITY OF CIBOLO; PROVIDING FOR SEVERABILITY; PROVIDING SAVINGS; AND PROVIDING AN EFFECTIVE DATE.

WHEREAS, the City of Cibolo, Guadalupe County, Texas, passed and approved Ordinance Number 1458 on August 19, 2024, and thereby adopted the Fiscal Year 2024-2025 Annual Budget; and

WHEREAS, the City Council of the municipality of Cibolo, Guadalupe County, Texas, may amend the budget from time to time;

WHEREAS, it is necessary, at this time, to make the first amendment to the Fiscal Year 2024-2025 Annual Budget to increase revenues and expenditures accordingly for the fiscal year.

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

SECTION 1.
INCORPORATION

That the above and foregoing premises are true and correct and are incorporated herein and made part hereof for all purposes.

SECTION 2.
ADOPTION

That the approved and adopted budget for Fiscal Year 2024-2025, is hereby amended as specified in Exhibit A attached hereto.

SECTION 3.
CUMULATIVE CLAUSE

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 judgment 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 the annual budget for Fiscal Year 2024-2025, 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.
EFFECTIVE DATE

That this Ordinance shall be effective immediately upon the passage and approval of the City Council of the City of Cibolo, Texas, and it is so ordained.

PASSED AND APPROVED by a vote of 6 for to 1 against this 28th day of January, 2025.

APPROVED:

Randy Roberts
Mayor Pro-Tem

ATTEST:

Peggy Cimics, TRMC
City Secretary

EXHIBIT A

	FY 25 CURRENT BUDGET	BUDGET AMENDMENT #1		FY 25 BUDGET AFTER AMENDMENT
GENERAL FUND				
ESTIMATED BEGINNING FUND BALANCE *(UNAUDITED)*	5,963,175			6,955,547
REVENUES:				
GENERAL TAXES AND FRANCHISE FEES	18,698,200			18,698,200
PERMITS AND FEES	181,000			181,000
ANIMAL CONTROL	33,750			33,750
COURT AND ALARM FEES	255,450			255,450
INTEREST AND MISCELLANEOUS	439,164			439,164
PARKS AND GRANTS	98,500			98,500
INTERGOVERNMENTAL AND TRANSFERS	2,972,115			2,972,115
OTHER REVENUE	245,500			245,500
SUBTOTAL REVENUES	22,923,679	-		22,923,679
EXPENDITURES:				
CITY COUNCIL	64,295			64,295
CITY MANAGER'S OFFICE	645,666	20,277	B	665,943
CITY SECRETARY	422,661	10,456	B	476,367
		43,250	F	
MUNICIPAL COURT	185,973	3,413	B	189,386
CODE ENFORCEMENT	180,371	4,108	B	214,479
		30,000	E	
FINANCE	637,999	16,493	B	654,492
INFORMATION SERVICES	1,490,257	50,464	A	1,555,692
		14,971	B	
PEOPLE AND PERFORMANCE	590,221	11,858	B	602,079
COMMUNICATIONS	144,708	3,284	B	147,992
POLICE DEPARTMENT	6,935,233	443,524	B	7,101,036
		2,279	A	
		(280,000)	D	
ANIMAL SERVICES	530,921	8,761	B	539,682
FIRE DEPARTMENT	5,331,544	473,295	B	6,563,944
		759,105	C	
PUBLIC WORKS ADMINISTRATION	945,660	17,068	B	962,728
STREETS	1,385,392	99,807	B	1,485,199
PARKS	1,199,442	65,246	B	1,274,688
		10,000	A	
ECONOMIC DEVELOPMENT	262,245	2,646	B	264,891
NON-DEPARTMENTAL	2,272,235	(1,113,160)	B	1,159,075
		49,195	A	
SUBTOTAL EXPENDITURES	23,224,823	746,340		23,921,968
ESTIMATED ENDING FUND BALANCE	5,662,031	(746,340)		5,957,258

A	*POs rolled forward*		*111,938*
B	*amount set aside*	*(1,113,160)*	
B	*PD/FD market*	*889,500*	
B	*PW market*	*152,928*	
B	*4% COLA*	*152,779*	
B	*allocate pay plan implementation*		*82,047*
C	*purchase of fire truck from proceeds received in FY24*		*759,105*
D	*allocate increase in Schertz ILA to ARPA*		*(280,000)*
E	*property abatement - code enforcement*		*30,000*
F	*adjust for election costs*		*43,250*
			746,340

EXHIBIT A

	FY 25 CURRENT BUDGET	BUDGET AMENDMENT #1		FY 25 BUDGET AFTER AMENDMENT
DEVELOPMENT SERVICES FUND				
ESTIMATED BEGINNING FUND BALANCE	-			-
REVENUES:				
PERMITS AND FEES	3,263,900	-		3,263,900
INTERGOVERNMENTAL	5,500	-		5,500
SUBTOTAL REVENUES	3,269,400	-		3,269,400
EXPENDITURES:				
PLANNING	1,134,570	12,476	*B*	1,169,046
		2,000	*G*	
		20,000	*H*	
INSPECTION SERVICES	1,848,000			1,848,000
NON-DEPARTMENTAL	73,150	(16,000)	*B*	57,150
SUBTOTAL EXPENDITURES	3,055,720	18,476		3,074,196
ESTIMATED ENDING FUND BALANCE	213,680	(18,476)		195,204

B	*allocate pay plan implementation*	*(3,524)*
G	*add training costs for P&Z members*	*2,000*
H	*add legal costs not paid by applicants*	*20,000*
		18,476

EXHIBIT A

	FY 25 CURRENT BUDGET	BUDGET AMENDMENT #1		FY 25 BUDGET AFTER AMENDMENT
UTILITY FUND				
ESTIMATED BEGINNING FUND BALANCE	8,563,061			8,703,653
REVENUES:				
CHARGES FOR SERVICES	18,810,000	-		18,810,000
PERMITS, LICENSES AND FEES	213,000			213,000
INTEREST AND MISCELLANEOUS	417,500	-		417,500
OTHER FINANCING SOURCES	-	-		-
SUBTOTAL REVENUES	19,440,500	-		19,440,500
EXPENDITURES:				
UTILITY BILLING OFFICE	5,029,065	6,717	*B*	5,035,782
GENERAL UTILITY OPERATIONS	2,525,039	129,133	*B*	2,654,172
		40,000	*J*	
WATER OPERATIONS	7,002,000	17,290	*A*	7,019,290
WASTEWATER OPERATIONS	4,129,225	103,000	*I*	4,232,225
NON-DEPARTMENTAL	1,035,720	(70,000)	*B*	965,720
TOTAL EXPENDITURES	19,721,049	226,140		19,907,189
ESTIMATED ENDING FUND BALANCE	8,282,512	(226,140)		8,236,964

A	*POs rolled forward*	*17,290*
B	*allocate pay plan implementation*	*65,850*
I	*Sanitary Sewer Master Plan*	*103,000*
J	*add costs for consultant*	*40,000*
		226,140

EXHIBIT A

	FY 25 CURRENT BUDGET	BUDGET AMENDMENT #1		FY 25 BUDGET AFTER AMENDMENT
DRAINAGE UTILITY FUND				
ESTIMATED BEGINNING FUND BALANCE	844,855			927,166
REVENUES:				
UTILITY SERVICES	1,450,000	-		1,450,000
INTEREST, TRANSFERS AND MISC	35,000	-		35,000
SUBTOTAL REVENUES	1,485,000	-		1,485,000
EXPENDITURES:				
DRAINAGE UTILITY DISTRICT	1,891,500	2,429	*A*	1,926,686
		32,757	*B*	
SUBTOTAL EXPENDITURES	1,891,500	35,186		1,926,686
ESTIMATED ENDING FUND BALANCE	438,355	(35,186)		485,480

A	*POs rolled forward*	*2,429*
B	*allocate pay plan implementation*	*32,757*
		35,186

EXHIBIT A

	FY 25 CURRENT BUDGET	BUDGET AMENDMENT #1		FY 25 BUDGET AFTER AMENDMENT
ECONOMIC DEVELOPMENT FUND				
ESTIMATED BEGINNING FUND BALANCE	1,916,159			2,719,652
REVENUES:				
GENERAL TAXES AND FRANCHISE FEES	1,340,000	-		1,340,000
INTEREST AND MISCELLANEOUS	80,000	-		80,000
TRANSFERS	-	-		-
SUBTOTAL REVENUES	1,420,000	-		1,420,000
EXPENDITURES:				
SALARIES AND BENEFITS	-	-		-
SERVICES, UTILITIES & TRAINING	279,608	160,000	*L*	439,608
GENERAL SUPPLIES & REPAIRS	21,550	-		21,550
CAPITAL, NON-CAPITAL, LAND	7,000	-		7,000
OTHER EXPENSES	115,500	10,000	*A*	575,500
		450,000	*K*	
TRANSFERS	155,275	-		155,275
DEBT SERVICE	318,655	-		318,655
SUBTOTAL EXPENDITURES	897,588	620,000		1,517,588
ESTIMATED ENDING FUND BALANCE	2,438,571	(620,000)		2,622,064

A	*POs rolled forward*	*10,000*
K	*HEB incentive agreement*	*450,000*
L	*Downtown Master Plan carried forward*	*160,000*
		620,000

EXHIBIT A

	FY 25 CURRENT BUDGET	BUDGET AMENDMENT #1		FY 25 BUDGET AFTER AMENDMENT
GRANTS				
ESTIMATED BEGINNING FUND BALANCE	8,759			52,680
REVENUES:				
GRANT REVENUE	250,000	2,822,222		3,072,222
GRANT REVENUE - GVEC POWERUP		20,000	*N*	20,000
INTEREST	-	-		-
SUBTOTAL REVENUES	250,000	2,842,222		3,092,222
EXPENDITURES:				
SALARIES AND BENEFITS	250,000	-		250,000
SERVICES, UTILITIES AND TRAINING	-	33,000	*A*	829,568
		796,568	*M*	
GENERAL SUPPLIES AND REPAIRS	-	20,000	*N*	62,500
		42,500	*M*	
CAPITAL OUTLAY	-	237,205	*A*	347,455
		110,250	*M*	
CONSTRUCTION	-	557,876	*A*	1,647,247
		1,089,371	*M*	
SUBTOTAL EXPENDITURES	250,000	2,886,770		3,136,770
ESTIMATED ENDING FUND BALANCE	8,759	(44,548)		8,132

A	*POs rolled forward*	*828,081*
M	*Roll forward unobligated funds*	*2,038,689*
N	*Recognize revenue and expense for GVEC Power Up grant*	-
		2,866,770

EXHIBIT A

	FY 25 CURRENT BUDGET	BUDGET AMENDMENT #1		FY 25 BUDGET AFTER AMENDMENT
POLICE FORFEITURE FUND				
ESTIMATED BEGINNING FUND BALANCE	92,677			98,942
REVENUES:				
STATE FORFEITURE	10,000	-		10,000
INTEREST	2,500	-		2,500
SUBTOTAL REVENUES	12,500	-		12,500
EXPENDITURES:				
SALARIES AND BENEFITS	-			-
SERVICES, UTILITIES AND TRAINING	30,000			30,000
SUPPLIES AND REPAIRS	6,000			6,000
CAPITAL OUTLAY	20,000	10,000	*A*	30,000
SUBTOTAL EXPENDITURES	56,000	10,000		66,000
ESTIMATED ENDING FUND BALANCE	49,177	(10,000)		45,442

A POs rolled forward *10,000*

EXHIBIT A

	FY 25 CURRENT BUDGET	BUDGET AMENDMENT #1		FY 25 BUDGET AFTER AMENDMENT
CHILD SAFETY FUND				
ESTIMATED BEGINNING FUND BALANCE	12,181			127,479
REVENUES:				
CHILD SAFETY PROGRAM	40,000	-		40,000
INTEREST	500	-		500
SUBTOTAL REVENUES	40,500	-		40,500
EXPENDITURES:				
CAPITAL OUTLAY	-	110,250	*A*	110,250
TRANSFERS TO GENERAL FUND	27,850	-		27,850
SUBTOTAL EXPENDITURES	27,850	110,250		138,100
ESTIMATED ENDING FUND BALANCE	24,831	(110,250)		29,879

A POs rolled forward *110,250*

EXHIBIT A

	FY 25 CURRENT BUDGET	BUDGET AMENDMENT #1		FY 25 BUDGET AFTER AMENDMENT
STREET MAINTENANCE FUND				
ESTIMATED BEGINNING FUND BALANCE	951,618			798,138
REVENUES:				
GENERAL TAXES AND FRANCHISE FEES	1,340,000			1,340,000
INTEREST AND MISCELLANEOUS	60,000			60,000
TRANSFERS	-			-
SUBTOTAL REVENUES	1,400,000	-		1,400,000
EXPENDITURES:				
SERVICES, UTLITIES AND TRAINING	750,000	4,456	*A*	754,456
GENERAL SUPPLIES AND REPAIRS	150,000	73,444	*A*	223,444
CONSTRUCTION	-	-		-
TRANSFERS	748,950	-		748,950
SUBTOTAL EXPENDITURES	1,648,950	77,900		1,726,850
ESTIMATED ENDING FUND BALANCE	702,668	(77,900)		471,288

A *POs rolled forward* *77,900*

EXHIBIT A

	FY 25 CURRENT BUDGET	BUDGET AMENDMENT #1		FY 25 BUDGET AFTER AMENDMENT
TRANSPORTATION IMPACT FEES				
ESTIMATED BEGINNING FUND BALANCE	4,764,162			4,927,985
REVENUES:				
PERMITS AND FEES	620,000			620,000
INTEREST AND MISCELLANEOUS	120,000	-		120,000
SUBTOTAL REVENUES	740,000	-		740,000
EXPENDITURES:				
SERVICES, UTILITIES AND TRAINING	-	123,500	*O*	123,500
CAPITAL OUTLAY	-			-
LAND ACQUISITION	105,000	31,500	*A*	136,500
ENGINEERING SERVICES	-	61,962	*A*	61,962
CONSTRUCTION COSTS	4,116,900	-		4,116,900
SUBTOTAL EXPENDITURES	4,221,900	216,962		4,438,862
ESTIMATED ENDING FUND BALANCE	1,282,262	(216,962)		1,229,123

A	*POs rolled forward*	*93,462*
O	*fund impact fee study*	*123,500*
		216,962

EXHIBIT A

	FY 25 CURRENT BUDGET	BUDGET AMENDMENT #1		FY 25 BUDGET AFTER AMENDMENT
PARKLAND FEES				
ESTIMATED BEGINNING FUND BALANCE	1,025,147			1,512,801
REVENUES:				
PERMITS AND FEES	125,000			125,000
INTEREST AND MISCELLANEOUS	40,000	-		40,000
SUBTOTAL REVENUES	165,000	-		165,000
EXPENDITURES:				
SERVICES, UTILITIES AND TRAINING	250,000	-		250,000
CAPITAL OUTLAY	13,000			13,000
LAND ACQUISITION	95,000	-		95,000
PROJECT ENGINEERING	419,950	207,737	*A*	
CONSTRUCTION COSTS	107,050	-		107,050
SUBTOTAL EXPENDITURES	885,000	207,737		465,050
ESTIMATED ENDING FUND BALANCE	305,147	(207,737)		1,212,751

A *POs rolled forward* *207,737*

EXHIBIT A

	FY 25 CURRENT BUDGET	BUDGET AMENDMENT #1		FY 25 BUDGET AFTER AMENDMENT
DRAINAGE IMPACT FUND				
ESTIMATED BEGINNING FUND BALANCE	3,255,042			3,586,906
REVENUES:				
PERMITS AND FEES	350,000			350,000
INTEREST AND MISCELLANEOUS	120,000	-		120,000
SUBTOTAL REVENUES	470,000	-		470,000
EXPENDITURES:				
PROFESSIONAL SERVICES	-	43,000	*O*	43,000
LAND ACQUISITION, EASEMENTS	245,000	28,000	*A*	273,000
ENGINEERING	-	205,660	*A*	205,660
CONSTRUCTION COSTS	1,890,006	-		1,890,006
SUBTOTAL EXPENDITURES	2,135,006	276,660		2,411,666
ESTIMATED ENDING FUND BALANCE	1,590,036	(276,660)		1,645,240

A	*POs rolled forward*	*233,660*
O	*fund impact fee study*	*43,000*
		276,660

EXHIBIT A

	FY 25 CURRENT BUDGET	BUDGET AMENDMENT #1		FY 25 BUDGET AFTER AMENDMENT
WATER IMPACT FUND				
ESTIMATED BEGINNING FUND BALANCE	5,615,737			5,914,175
REVENUES:				
PERMITS AND FEES	700,000			700,000
INTEREST AND MISCELLANEOUS	225,000	-		225,000
SUBTOTAL REVENUES	925,000	-		925,000
EXPENDITURES:				
WATERLINE PROJECTS	-	72,500	*O*	72,500
WATERLINE PROJECTS	-	30,598	*A*	30,598
ENGINEERING	-	82,257	*A*	82,257
CONSTRUCTION COSTS	2,450,500	-		2,450,500
SUBTOTAL EXPENDITURES	2,450,500	185,355		2,635,855
ESTIMATED ENDING FUND BALANCE	4,090,237	(185,355)		4,203,320

A	*POs rolled forward*	*112,855*
O	*fund impact fee study*	*72,500*
		185,355

EXHIBIT A

	FY 25 CURRENT BUDGET	BUDGET AMENDMENT #1		FY 25 BUDGET AFTER AMENDMENT
WASTEWATER IMPACT FUND				
ESTIMATED BEGINNING FUND BALANCE	3,545,217			3,871,386
REVENUES:				
PERMITS AND FEES	300,000			300,000
INTEREST AND MISCELLANEOUS	100,000	-		100,000
SUBTOTAL REVENUES	400,000	-		400,000
EXPENDITURES:				
PROFESSIONAL SERVICES	-	80,000	*O*	80,000
LAND ACQUISITION, EASEMENTS	-			-
ENGINEERING	-	240,352	*A*	240,352
CONSTRUCTION COSTS	3,362,500	-		3,362,500
SUBTOTAL EXPENDITURES	3,362,500	320,352		3,682,852
ESTIMATED ENDING FUND BALANCE	582,717	(320,352)		588,534

A	*POs rolled forward*	*240,352*
O	*fund impact fee study*	*80,000*
		320,352

EXHIBIT A

	FY 25 CURRENT BUDGET	BUDGET AMENDMENT #1		FY 25 BUDGET AFTER AMENDMENT
PUBLIC FACILITY CORPORATION				
ESTIMATED BEGINNING FUND BALANCE	2,256,163			2,797,162
REVENUES:				
PERMITS AND FEES	14,000			14,000
INTEREST AND MISCELLANEOUS	100,000	-		100,000
SUBTOTAL REVENUES	114,000	-		114,000
EXPENDITURES:				
SERVICES	-	213,835	*A*	213,835
CAPITAL OUTLAY	-			-
ACQUISITION COSTS	-	268,500	*P*	268,500
TRANSFER TO GENERAL FUND	14,000	-		14,000
SUBTOTAL EXPENDITURES	14,000	482,335		496,335
ESTIMATED ENDING FUND BALANCE	2,356,163	(482,335)		2,414,827

A	*POs rolled forward*	*213,835*
P	*roll forward additional funds for building acquisition*	*268,500*
		482,335

City of Cibolo

City Council Regular Meeting Staff Report

C. Discussion/Action to allow the City Manager to sign a Change Order for the FY23 Street Reconstruction Package 1 (Dean Road and Bolton Road Repairs) in the amount of $121,538.33. (Mr. Gomez)

Meeting	Agenda Group
Tuesday, June 10, 2025, 6:30 PM	Discussion/Action Item: 10C.

From
Julio Gomez, Public Works Director

PRIOR CITY COUNCIL ACTION:

City Council adoption of the 5-Year CIP Plan, which includes the FY23 Street Reconstruction Package #1 (Dean Rd, Bolton Rd, and Lower Seguin Rd) awarded to D&D Contractors, Inc.

BACKGROUND:

The original scope of the street reconstruction package, which included three streets: Dean Road (Old Wiederstein Road to Green Valley Road), Bolton Road (Haeckerville Road to Stolte Road), and Lower Seguin Road (Low Water Crossing to Pfannenstiel Lane), had an engineer's estimate of $9,817,000.

On November 2, 2023, the City of Cibolo held a bid opening, with D&D Contractors, Inc. submitting the lowest responsive bid at $6,331,217.

Funding for these projects came from the following sources:

- $58,000 from the 2020 Certificates of Obligation
- $2,315,000 from the 2016 General Obligation Bonds
- $3,958,217 from the 2024 Certificates of Obligation

On December 12, 2023, City Council authorized the City Manager to execute the contract with D&D Contractors, including the Add Alternate for the Guadalupe County portion of the project.

Road Project	City Portion	County Portion	Total Bid (including County Alternative Segments)
Dean Rd (From Old Widerstein Rd to Green Valley Rd)	$965,669	$319,666	$1,285,335
Bolton Rd (From Hackerville Rd to Stolte Rd)	$1,249,128	$304,968	$1,554,096
Lower Seguin Rd (From Low Water Crossing to Pfannistel Ln)	$2,968,666	$523,121	$3,491,787
Total Bid:	**$5,183,462**	**$1,147,755**	**$6,331,217**

On February 13, 2024, City Council approved the Interlocal Agreement (ILA) with Guadalupe County in the amount of $1,147,755. Under the ILA, Guadalupe County will reimburse the City of Cibolo for the construction of the improvements within the County's jurisdiction.

On April 26, 2024, the City of Schertz and the City of Cibolo executed a reimbursement agreement for the manhole adjustments on Dean Road in the amount of $9,823.99.

During the August 13, 2024, City Council meeting, Council authorized the City Manager to execute a change order with D&D Contractors. The combined total of all change orders for this package to date is $54,646.42—representing less than 1% of the original contract amount.

Change Order Number	Amount	New Contract Amount	Percentage Over Contract
Change Order #1	$27,536.16	$6,358,753.11	% 0.43
Change Order #2	$9,301.44	$6,368,054.56	% 0.58
Change Order #3	$17,809.34	$6,385,863.90	% 0.86
Total Amount:	**$54,646.94**	**$6,385,863.90**	**% 0.86**

STAFF RECOMMENDATION:

Staff is recommending that City Council authorize the City Manager to execute a new change order with D&D Contractors to repair sections of asphalt that have developed wide cracking due to weather impacts that have disturbed the expansive soils. The total for these repairs is $121,538.33, covering approximately 4,037 square yards. This area represents less than 7% of the total project area and the repair cost is less than 3% of the total contract amount. Currently, all original pay items have been completed, and there is a savings of $45,405.69. Therefore, the actual increase to the contract amount for this change order would be $76,132.64.

FINANCIAL IMPACT:

Funding for this change order will come from interest earnings on the 2024 Certificates of Obligation bond funds which are in excess of $130,000 to date.

FY23 Street Reconstruction Package 1	
Dean Rd, Bolton Rd, and Lower Seguin Rd	
Project Budget	$ 6,331,217.48
Minus ILA	$ (1,147,755.00)
Minus Reimbursement	$ (9,823.99)
Addition of all Change Orders	$ 176,185.27
City of Cibolo Total Contribution	**$ 5,349,823.76**

Attachments

Cibolo Streets Mill Plans and Measurments.pdf
1410 CO 5 HMAC repair (2).pdf
Change Order Justification Table_1.pdf

Dean

200 x 12 = 2400
135 x 12 = 1620
325 x 24 = 7800
325 x 12 = 3900
120 x 12 = 1440
200 x 12 = 2400

19560 SF

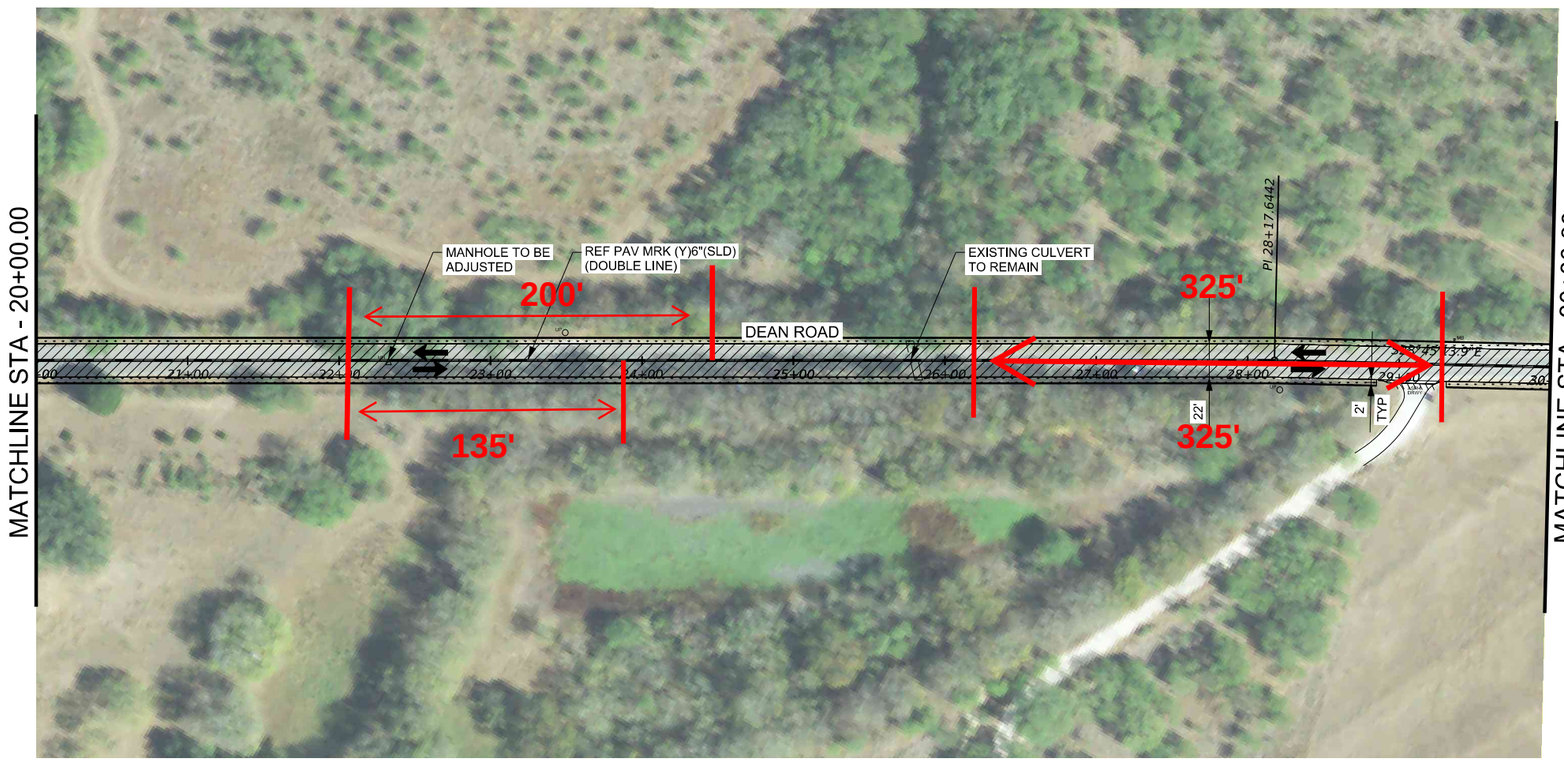
Bolton

950 x 11 = 10450
50 x 11 = 550
400 x 11 = 4400
125 x 11 = 1375

16775 SF

Total SF =
36,335.00 / 9

Total SY = 4037.22 SY



N

0' 50' 100'

SCALE: 1"=100'

LEGEND:

- CENTERLINE
- RECONSTRUCTION
- SAWCUT LINE
- △ MH MANHOLE ADJUSTMENT
- ▫ MB MAILBOX RELOCATION
- ○ UP EXISTING UTILITY POLE
- PROP. TRAFFIC FLOW
- SOIL RETENTION BLANKET
- BIODEGRADABLE EROSION CONTROL LOG

PAVEMENT MARKING LEGEND:

- REF PAV MRK (Y)6"(SLD)
- PAVEMENT MARKERS (TY II-A-A)

NOTES:

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2. EXISTING CONDITIONS ARE SUBJECT TO CONTRACTOR VERIFICATION.
3. EXISTING DRIVEWAYS TO REMAIN.
4. THE EDGE OF PAVEMENT ON THE NORTH-WEST BOUND SIDE SHALL REMAIN UNCHANGED. ALL WIDENING SHALL OCCUR ON THE SOUTHEAST BOUND SIDE WHERE REQUIRED.
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6. PROPOSED DRIVEWAY RADIUS IS 15'.
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STATE OF TEXAS
HOSSEIN ROSHANI
129156
LICENSED
PROFESSIONAL ENGINEER

09/26/2023
DATE

Lockwood, Andrews & Newnam,Inc.
Texas Registered Engineering Firm F-2614

CITY OF CIBOLO PUBLIC WORKS
200 SOUTH MAIN STREET
CIBOLO, TX 78108
PH: (210) 658-8900

CITY OF CIBOLO STREET RECONSTRUCTION PACKAGE 1

CIBOLO, TEXAS

Lockwood, Andrews & Newnam, Inc.
A LEO A DALY COMPANY
TBPE REGISTRATION # F-2614
TBPLS REGISTRATION # 10194394
601 NAVARRO, SUITE 210
BUILDING 2, SUITE 2300
AUSTIN, TEXAS 78759
(512) 338-4212

Revision No.	Date	Description

Project No:

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PROPOSED PLAN DEAN ROAD

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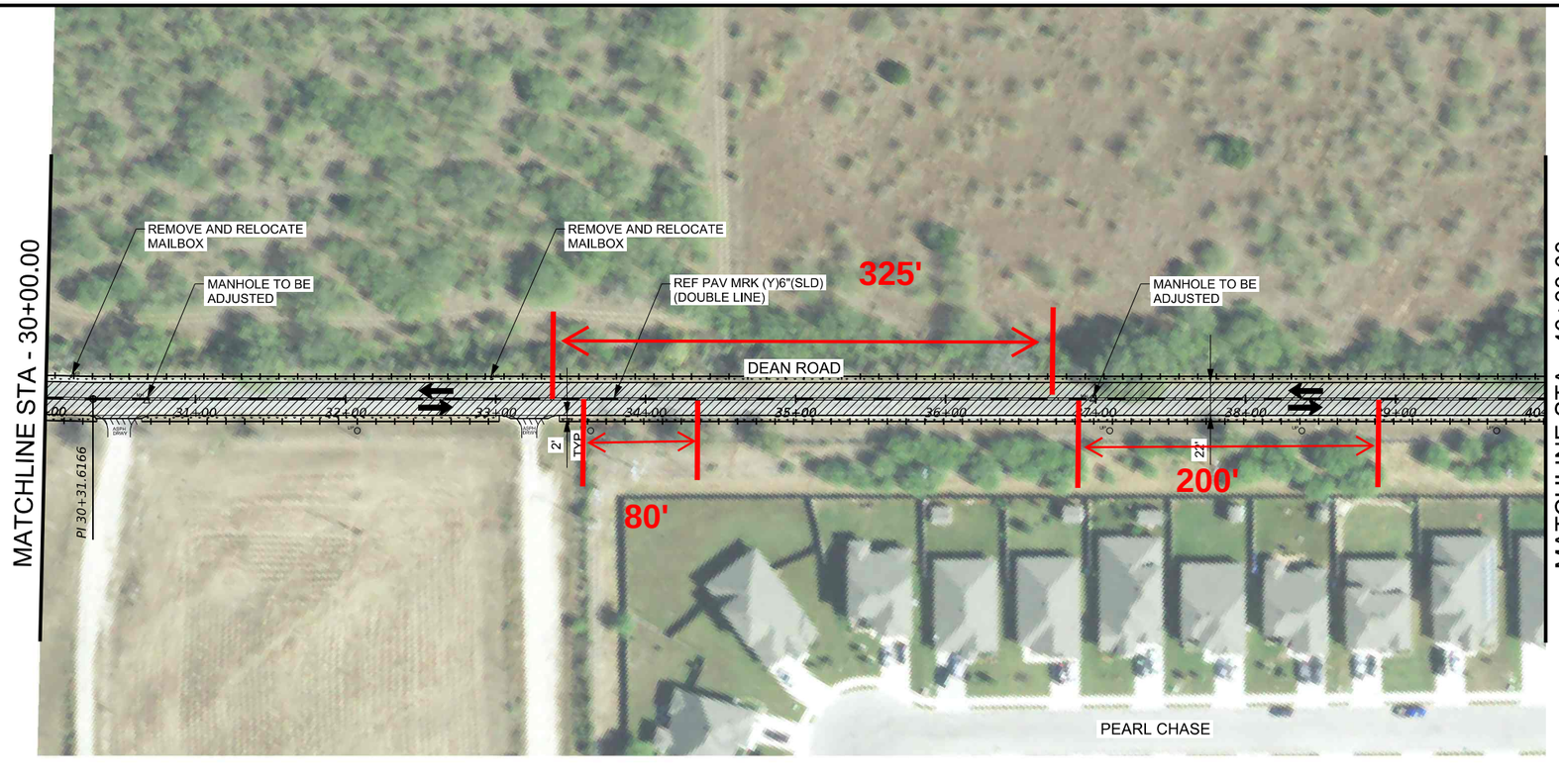

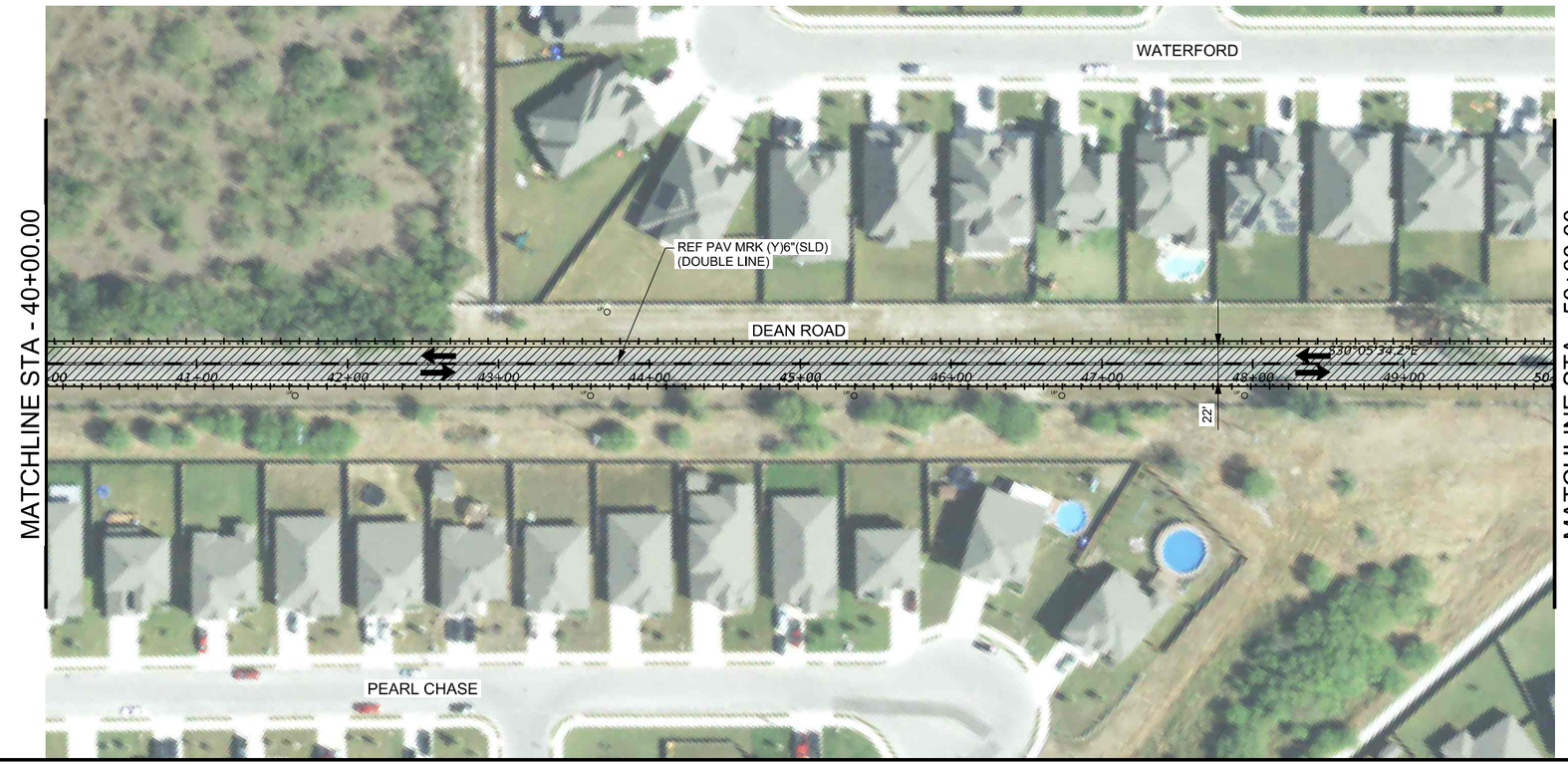

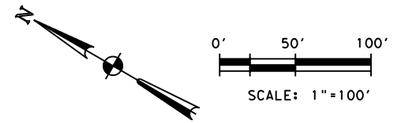

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- SAWCUT LINE
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Lockwood, Andrews & Newnam, Inc.
A LEO A DALY COMPANY
TBPE REGISTRATION # F-2614
601 NW LOOP 410, SUITE 350
BUILDING 2, SUITE 2300
AUSTIN, TEXAS 78759
(512) 338-4212

Revision No.	Date	Description

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PROPOSED PLAN DEAN ROAD

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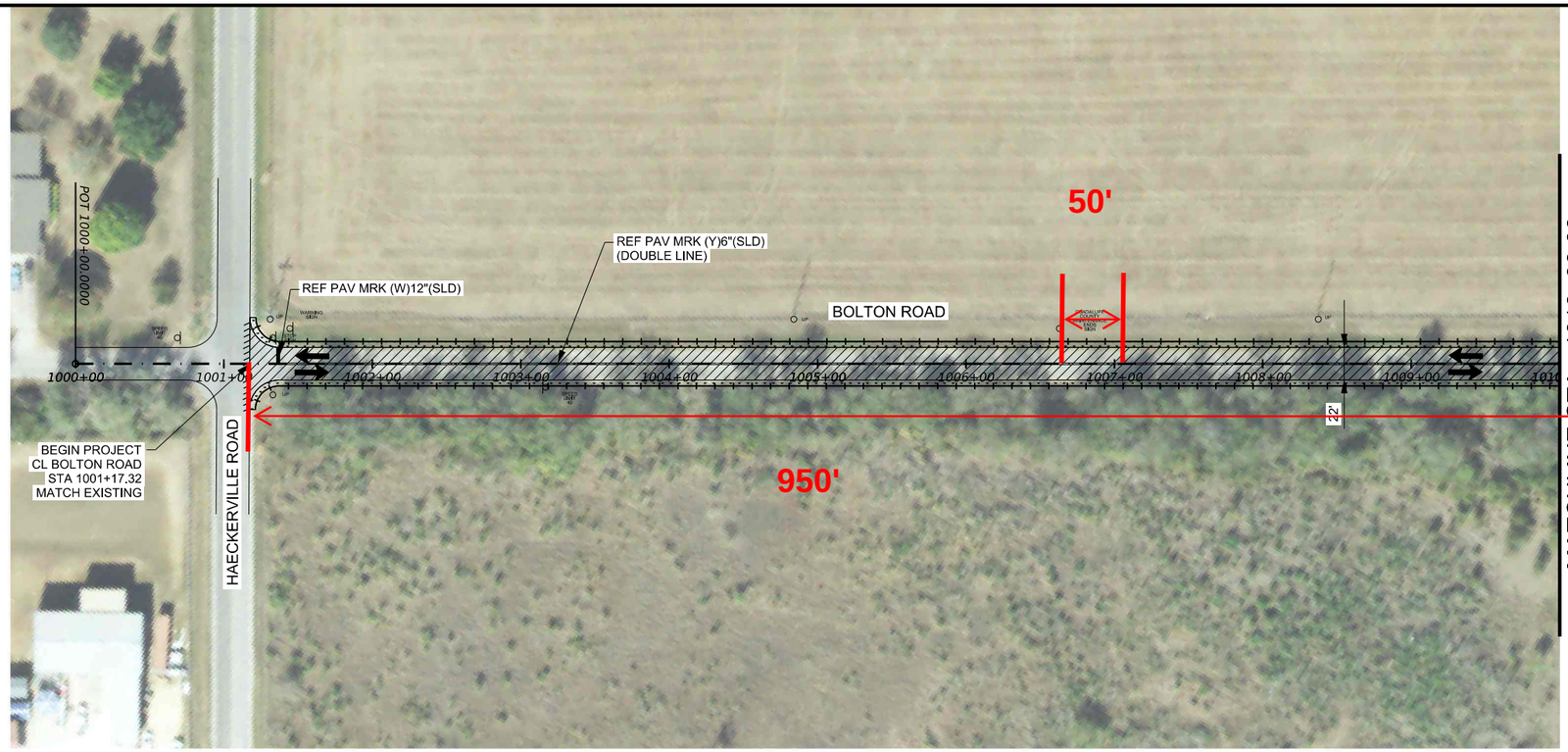

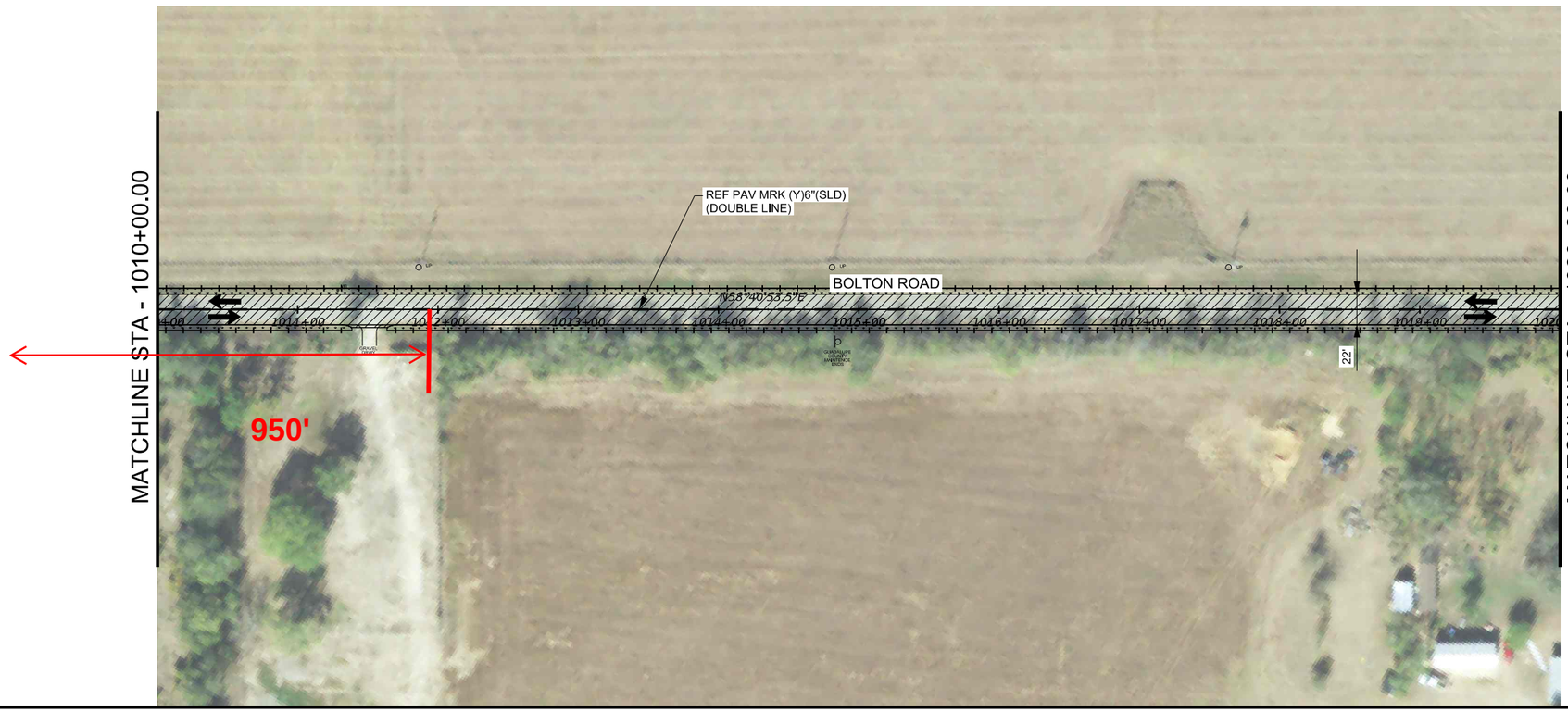

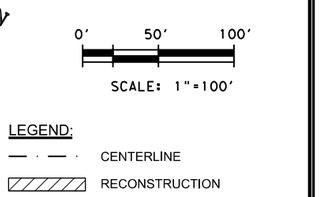

LEGEND:

- CENTERLINE
- RECONSTRUCTION
- SAWCUT LINE
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- UP EXISTING UTILITY POLE
- FH FIRE HYDRANT
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- HYDRO MULCHING
- CONCRETE RIPRAP
- MOWSTRIP
- METAL BEAM GUARDRAIL FENCE

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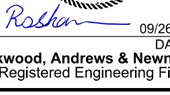

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Lockwood, Andrews & Newnam,Inc.
Texas Registered Engineering Firm F-2614

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CIBOLO, TX 78108
PH: (210) 658-8900

CITY OF CIBOLO STREET RECONSTRUCTION PACKAGE 1

CIBOLO, TEXAS

Lockwood, Andrews & Newnam, Inc.
A LEO A DALY COMPANY
TBPE REGISTRATION #F-2614
8911 CAPITAL OF TEXAS HWY
BUILDING 2, SUITE 2300
AUSTIN, TEXAS 78759
(512) 338-4212

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PROPOSED PLAN BOLTON ROAD

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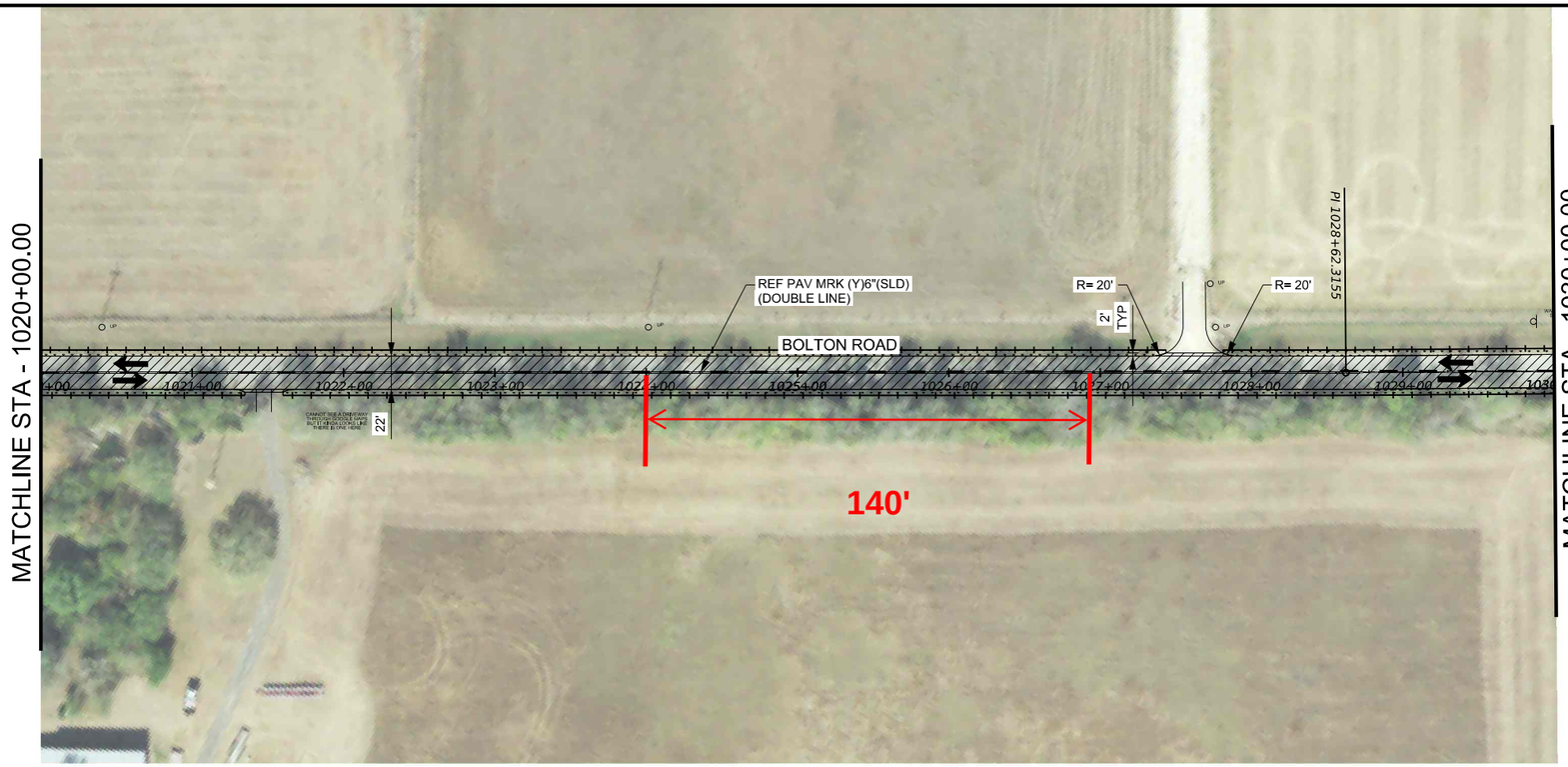

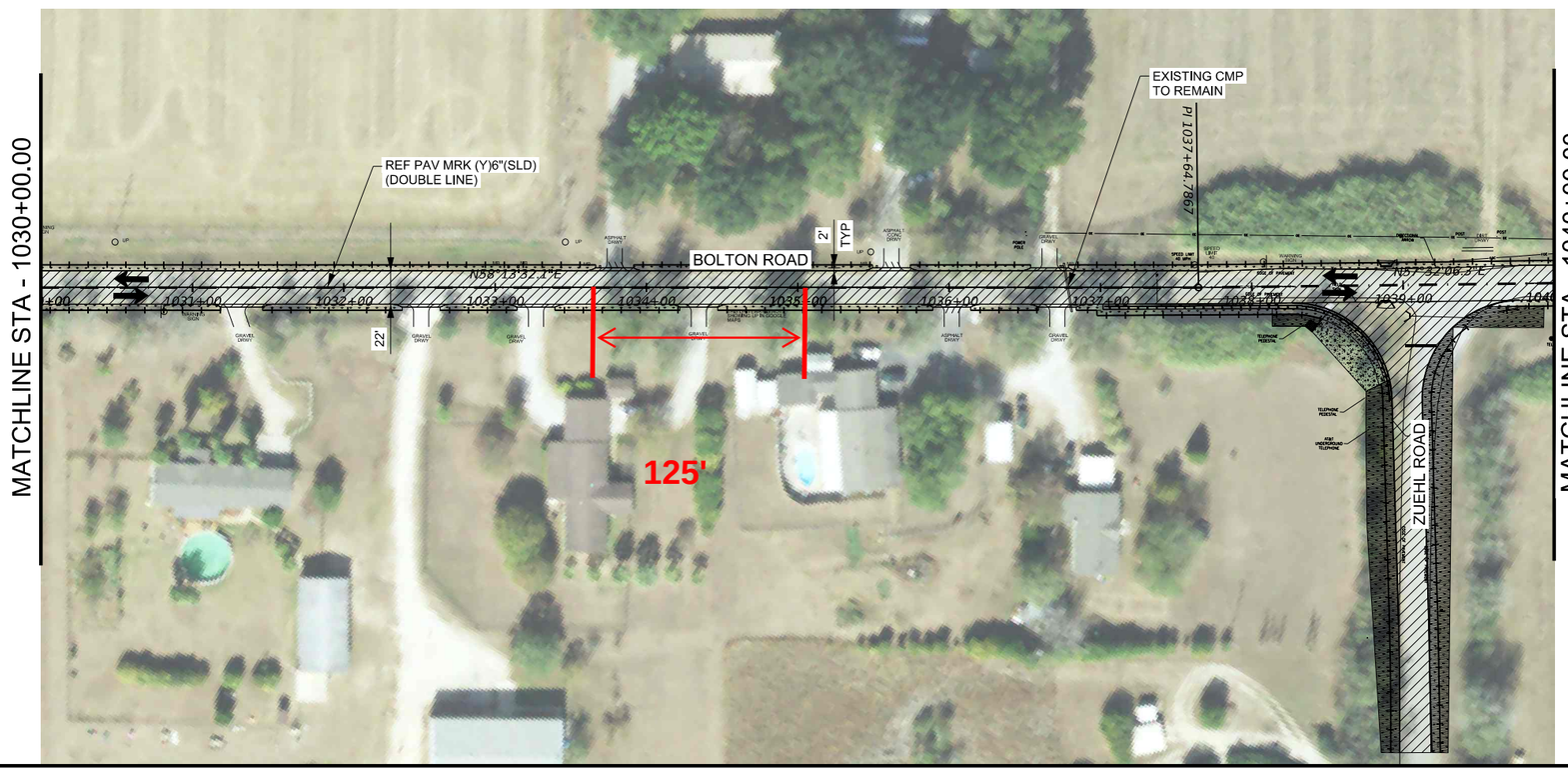

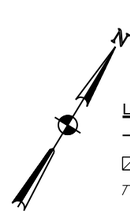

0' 50' 100'

SCALE: 1"=100'

LEGEND:

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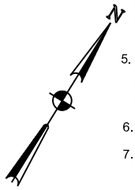

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200 SOUTH MAIN STREET
CIBOLO, TX 78108
PH: (210) 658-8900

CITY OF CIBOLO STREET RECONSTRUCTION PACKAGE 1

CIBOLO, TEXAS

Lockwood, Andrews & Newnam, Inc.
A LEO A DALY COMPANY
TBPE REGISTRATION #F-2614
8911 N. CAPITAL OF TEXAS HWY
BUILDING 2, SUITE 2300
AUSTIN, TEXAS 78759
(512) 338-4212

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PROPOSED PLAN BOLTON ROAD

49

STATE OF TEXAS
HOSSEIN ROSHANI
129156
LICENSED PROFESSIONAL ENGINEER

09/26/2023
DATE

Lockwood, Andrews & Newnam,Inc.
Texas Registered Engineering Firm F-2614

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D&D Contractors, Inc.

Master Client Change Order Agreement

Project #	1410	**Owner**	City of Cibolo
Project	Cibolo Street Recon Pack 1	**Date:**	5/8/2025
D&D CO #	5 REV3	**SUB CO#**	3

This authorization provides for the following modifications or additions:

HMAC repairs

Item No	Item Number	Description	Unit	QTY	Unit Price	Total
		2" milling	SY	4037	$3.78	$15,259.86
		Underseal course	SY	4037	$5.15	$20,790.55
		Crack Sealing	LF	11000	$0.75	$8,250.00
		2" pave Ty C	SY	4037	$16.16	$65,237.92
		Mobilization	EA	1	$10,000.00	$10,000.00
		Traffic Control	EA	1	$2,000.00	$2,000.00
		TOTAL				$121,538.33

Contract Value:

The Original Contract Sum	$6,331,217.48
Net Change by Previously Authorized Requests and Change Orders	$9,241.25
The Contract Sum Prior to This Change Order	$6,340,458.73
The Contract Sum will be Increased/Decreased by this change order	$121,538.33
The New Contract Sum including this Change order Request	$6,461,997.06

Contract Time:

Original Contract Days	172
Added via previous change order	32
Added via this change order	5
Total Adjusted Contract Days	**209**

Except for such CHANGES as are set forth herein, all of the terms and conditions of your contract, and as it may have been before modified in writinng, shall be and reamin the same.

Owner/ Engineer			**D&D Contractors - Project Manager**	
Name:			**Name:**	Gerald E. McLeod, Jr
X			**X**	Gerald E. McLeod, Jr.
Date:			**Date:**	5/8/2025

For Office use only					
	TR		Initials		
	QB		Initials		
	PA		Initials		

FY23 Street Reconstruction Package 1	
Dean Rd, Bolton Rd, and Lower Seguin Rd	
Project Budget	$ 6,331,217.48
Minus ILA	$ (1,147,755.00)
Minus Reimbursement	$ (9,823.99)
Addition of all Change Orders	$ 176,185.27
City of Cibolo Total Contribution	**$ 5,349,823.76**

Change Order #	Date	Amount	New Contract Amount	Percentage Over Contract	Justification
1	2/20/2024	$ 27,536.16	$ 6,358,753.64	0.43%	Removal of Bull Rock in-lieu of Lime Treated Subgrade. Per discussions with our City Engineer, Consultant, and Contractors there were high level of failures utlizing Bull Rock in New Subdivisions. It was recommended that we utilize Lime Treated Subgrade as a subgrade stabilizer. This change did not impact the overall structural integrity of the road. Dean Rd was expanded from a 22' pavement width to a 24' pavement width and adding a 4" white edge line. This would provide a wider road surface for a heavily traffic cooridor. Modifications to SWPPP in and effort to minimize the amount of added silt fence on Dean Rd and instead utilize a more efficent filtration log method.
2	5/16/2024	$ 9,301.44	$ 6,368,055.08	0.58%	Demo and Replace Headwall at the Zuehl Rd and Bolton Intersection. Existing Headwall was broken and had exposed Rebar making it hazardous for vehicles
3	8/13/2024	$ 17,809.34	$ 6,385,864.42	0.86%	This change order will add MBGF (Guardrail) at the Eastern corner of Zuehl Rd and Bolton Rd. In addition, this change order will extend the Rip-Rap to the end of the MBGF (Guardrail) on
4	5/8/2025	$ 121,538.33	$ 6,507,402.75	2.78%	The change order will repair sections of asphalt that have cracked due to weather and soil issues. Trees in these areas have also contributed to the problem by soaking up moisture, which causes the soil under the pavement to shrink and shift.
	Totals	$ 176,185.27	$ 6,507,402.75	2.78%	Total Change Orders less than 3% of contract amount

City of Cibolo

City Council Regular Meeting Staff Report

D. Discussion/Action to authorize the City Manager to negotiate a contract(s) for engineering/architectural design services for a new Animal Shelter (RFQ # 25-547-14). (Mr. Hugghins)

Meeting	Agenda Group
Tuesday, June 10, 2025, 6:30 PM	Discussion/Action Item: 10D.

From
Bryan Hugghins, Executive Director - Safety and Infrastructure

PRIOR CITY COUNCIL ACTION:

At the August 13, 2025 City Council Special Meeting, the City Council approved a bond election to allow voters to determine if they supported the construction of a new Animal Shelter. The election was held on November 5, 2024 and the bond proposition for the Animal Shelter was passed by voters.

BACKGROUND:

The City Manager's Office, with assistance from the Finance Department – Procurement Office, has completed the evaluation of Request for Qualifications RFQ 25-547-14 for the Cibolo Animal Services Facility. In accordance with the Texas Local Government Code and the City Charter, the City Manager's Office issued a Request for Qualifications (RFQ) to solicit responses for the selection of a firm to complete the Cibolo Animal Services Facility.

Bidders:

The RFQ was posted on February 3, 2025. The following Firm(s) submitted proposals by the published due date of March 3, 2025.

Bidder	Address, City, State, Zip Code
Alamo Architects	1512 South Flores, San Antonio, Texas 78204
ARQS Architects	14820 Surveyor Blvd, Addison TX 75001
Jackson & Ryan Architects	2370 Rice Boulevard , Suite 200, Houston TX 77005
Lopez Salas Architects, Inc.	237 W. Travis Suite. 201 San Antonio, TX 78205
Quorum Architects, Inc.	825 W Vickery Blvd ,Suite 100 . Fort Worth TX 76104

Evaluation Process

City Staff evaluated each proposal based on the following factors:

	Proposal Evaluation Criteria	Points
1.	**Firm Introduction**	10

2.	**Experience of Firm with Similar Work**	25
3.	**Proposed Project Manager**	20
4.	**Proposed Lead Technical Professional(s)**	15
5.	**Approach to Project**	30
6.	**Oral Interviews**	25
	Total	**125**

The top three firms were invited to participate in interviews held on **May 12 and 13, 2025**:

- Alamo Architects
- Jackson & Ryan Architects
- Quorum Architects, Inc.

Evaluation Results

The Evaluation Team determined that **Quorum Architects, Inc**., with an average **score of 112.75 out of a possible 125 points**, met the requirements outlined in the RFQ and is the preferred provider identified in the solicitation. This determination was based on a thorough evaluation of their responses against the established Evaluation Criteria.

Please see attached evaluation form: Scoring Summary

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

STAFF RECOMMENDATION:

Authorize the City Manager to negotiate a contract with Quorum Architects, Inc. for Engineering/Architectural Design services for the Animal Shelter.

FINANCIAL IMPACT:

FINANCIAL IMPACT: Funding for this project was included in the Series 2025 General Obligation Bonds. Price will be negotiated with the firm. The resulting contract will be brought back to City Council for final approval. If we fail to reach an agreement, the next most qualified firm will be contacted.

MOTION(S):

Motion to Authorize the City Manager to negotiate a contract with Quorum Architects, Inc. for Engineering/Architectural Design services for the Animal Shelter.

Attachments

25-547-14 - Cibolo Animal Services Facility - Scoring Summary.pdf

RFQ 25-547-14 Cibolo Animal Shelter Quorum.pdf

25-547-14 - Cibolo Animal Services Facility
Scoring Summary

Active Submissions

	Total	CLARITY AND QUALITY OF SOQ	Firm Introduction	Experience of the Firm with similar work	Proposed Project Manager	Proposed Lead Technical Professional(s)	Approach to Project	Oral Interviews
Supplier	/ 125 pts	Pass/Fail	/ 10 pts	/ 25 pts	/ 20 pts	/ 15 pts	/ 30 pts	/ 25 pts
Quorum Architects, Inc.	112.75	Pass	9	22	18.25	13.25	26	24.25
Alamo Architects	97.25	Pass	8	20.75	14	11.25	25	18.25
Jackson & Ryan Architects	95	Pass	6.75	19.75	16.75	12.25	23.75	15.75
ARQS Architects	57.5	Pass	5.25	12	11	8	21.25	0
Lopez Salas Architects, Inc.	56.25	Pass	5.5	13.75	11.75	9	16.25	0

REQUEST FOR QUALIFICATIONS #25-547-14

CIBOLO ANIMAL SERVICES FACILITY

ENGINEERING/ARCHITECTURAL DESIGN SERVICES

quorum

quorum

City of Cibolo
Attn: Procurement Manager
Leili Samuelson
200 South Main St.
Cibolo, TX 78108

March 10, 2025

RE: REQUEST FOR QUALIFICATIONS FOR ENGINEERING/ARCHITECTURAL DESIGN SERVICE FOR CIBOLO ANIMAL SERVICE FACILITY

Dear Ms. Samuelson and Members of the Selection Committee:

Quorum Architects is pleased to submit our qualifications for professional design services for the City's new Animal Services facility. Quorum specializes in the planning and design of animal care facilities and has a dedicated team of design professionals who work with public and private animal welfare clients across Texas. We thrive on our commitment to our clients, excellent design, and the environment.

Having completed more than 100 animal care projects, we are confident that our 28-year history of animal shelter and adoption facility project experience, in combination with our genuine desire for animal welfare, will equip our team to meet the City's goals.

In 2022, Quorum had the pleasure of working with the City to complete a feasibility study for the Animal Services facility. The insights gained from this study will enable our team to effectively address the City's facility needs. We've recently completed similar projects for the cities of Grapevine, Pearland, Odessa, Baytown and Midland.

Animal control facilities have unique requirements, so it's important to choose an experienced team. Principal Architect, David Duman and I have worked on each of the projects presented in this response. Our team understands the nuances of designing animal welfare facilities and has done so together many times for clients across Texas. Additionally, more than 75% of our public work comes from repeat clients who also frequently refer others to Quorum as a result of the quality client experience we are committed to providing.

This team includes three Quorum Partners, all are hands-on from the planning phase through design and construction. Our services don't end when construction is completed. We include a one year follow up and remain available as long as you need us.

We want to work with the City of Cibolo and look forward to the opportunity to hear more about your goals and how we can work together to achieve them.

Sincerely,

Kim Dowdy-Hickman

Kimberly Dowdy-Hickman
817-546-6325 Direct
kimd@qarch.com

TABLE OF CONTENTS

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F. APPROACH TO PROJECT	PAGE 32
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CERTIFICATION & ACKNOWLEDGMENT FORMS	PAGE 38

FIRM INTRODUCTION

Founded in 1992, Quorum Architects, Inc. is a versatile architectural and interior design firm with 30 staff members committed to our clients, innovative design and the environment.

The corporation is currently led by principals Kim Dowdy-Hickman, David Duman, Karin Taylor, and Scott Wilson, three of which are included on this project team. In our 32 years of business, our goal remains the same – to deliver projects that exceed our clients' expectations.

Quorum has specialized in the design of animal care facilities for 28 years. Having completed more than 100 animal care projects in Texas, we're confident that our long history of animal shelter and adoption facility project experience will enable us to meet the City's goals.

Quorum's in-house animal welfare team consists of 10 design professionals who coordinate with clients to deliver projects that appeal to and attract visitors while functioning efficiently for facility staff.

Animal control facilities have unique requirements, so it's important to choose an experienced team. Principals, David Duman and Kim Dowdy-Hickman have worked with all the clients included in this submittal, often on more than one project. Kim will be the City's primary contact. Often sought after to speak about animal welfare facility design at industry events and conferences, she is knowledgeable of best practices, as well as the latest technology and design trends related to the industry.

Baytown Animal Shelter & Adoption Center

"It is obvious we made the right decision selecting your firm to design our new shelter. We were able to avoid many of the challenges other facilities faced with new construction, and we continue to benefit from the efficiency gained through your design."

– Carl Shooter, Animal Services Manager, City of Carrollton

Our consultants are also highly qualified and experienced in shelter design, having worked with our teams for decades. We recommend consultants Baird, Hampton, & Brown (BHB) to provide mechanical, electrical, and plumbing engineering services , IMEG to provide structural engineering, and Kimley-Horn Engineering, Inc. to provide civil engineering services. Furthermore, BHB is accustomed to designing specialized HVAC systems suitable to maintain a safe and healthy shelter environment.

More than 75% of our current work is from repeat clients, a reflection of our ability to achieve our client's goals while providing a positive, collaborative experience. We are eager to work with the City of Cibolo on planning and designing your new animal shelter to better serve your community.

QUORUM'S MAIN OFFICE LOCATION

825 W. Vickery Blvd., Suite 100
Fort Worth, TX 76104
Phone: (817) 546-6325

CITY OF CIBOLO TEXAS

quorum

Primary Contact

Kim Dowdy-Hickman
Principal, Dir. of Animal Care
Design & Project Manager

David G. Duman, AIA
Principal, Technical Lead,
& Project Architect

Mario Valdez, Assoc AIA
Technical Support
& Design

Karin Taylor, RID
Principal & Director
of Interior Design

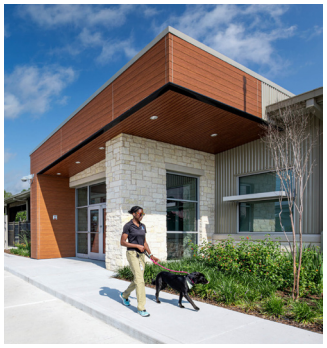
BAIRD, HAMPTON & BROWN
MEP Engineering
33 years of experience with Quorum

IMEG
Structural Engineering
5 years of experience with Quorum

Kimley»Horn
Civil Engineering
28 years of experience with Quorum

Sub-Contractor Profiles and Relationships

BAIRD, HAMPTON & BROWN



Baird Hampton & Brown, Inc. (BHB) provides Mechanical, Electrical and Plumbing (MEP) design for public clients across Texas. Quorum and BHB have worked together for the past 32 years, collaborating on more than 230 projects. Les Brown, Founder and Senior Associate, and Ken Randall, Principal, understand the importance of designing a HVAC system that provides the appropriate air exchange to promote a comfortable, healthy environment for both staff and animals. Now, with five offices in Texas and more than two decades of engineering excellence, BHB looks to the future of the industry. Sustainable engineering practices are needed now more than ever, and BHB is leading the charge in inventive, long-term solutions that benefit clients and communities for years to come.

IMEG

Quorum has a five-year long history of working with JQ Engineering, and now, following JQ's recent merger with IMEG, we continue to collaborate under the IMEG brand. IMEG Consultants Corp. (IMEG) is a leading U.S.-based full-service engineering design firm that provides Structural Engineering services. As an employee-owned, results-driven company, IMEG is committed to transforming environments and communities. With six offices across Texas and a team of more than 200 professionals, IMEG brings extensive expertise to a range of projects. The firm has provided engineering services for more than 35 animal-related facilities in Texas, including animal shelters, veterinary clinics, and educational research centers. With every project, IMEG remains dedicated to a singular mission: creating positive outcomes for people, communities, and the planet.

Kimley»Horn

Kimley-Horn has provided various Civil Engineering, Land Planning, Landscaping Architecture, Traffic, and Infrastructure services for clients nationwide and locally since its founding in 1967. For 28 years, Quorum has partnered with Kimley-Horn. With 25 offices in Texas, they take pride in their capabilities to serve various cities and counties throughout Texas, having completed more than 30 public projects with Quorum. Engineer Andy Hall brings more than 11 years of project management experience and has years of experience working with our team. Their team's combined municipal experience has equipped them with unparalleled knowledge in managing similar projects. They're dedicated to serving their clients' best interests, reducing risk, and delivering great value.

ATTACHMENT "1" -- CLIENT REFERENCE FORM

Project No. 1

Project Owner: City of Grapevine

Project Name: Grapevine Animal Shelter and Adoption Center

General Description of Project:

The new 13,245 square foot shelter and adoption center for the City of Grapevine provides for 52 dogs and 47 cats. The design has a welcoming storefront appeal and includes a retail store in the lobby area where visitors can see and interact with adoptable animals.

Project Cost: $5.3 Million Date Project Started: August 2018

Project Manager: Kim Dowdy-Hickman

Project Technical Lead (if different):

Was original contract price met: (Yes) No

If No, please explain:

Was original contract schedule met: (Yes) No

If No, please explain:

Reference contact information (listing names indicates approval to contacting the named individuals as a reference):

Owner Name: Kristina Valentine, Animal Services Supervisor

Organization Name: City of Grapevine

Owner Telephone Number: (817) 410-3370 Owner Email: Kvalentine@grapevinetexas.gov

Prime Contractor Name: Brian Hennington

Prime Contractor Organization Name: Steele & Freeman, Inc.

Prime Contractor Telephone Number: (817) 232-4742 Prime Contractor Email: Bhennington@steelefreeman.com

Grapevine Animal Shelter & Adoption Center

Grapevine, Texas

CLIENT
City of Grapevine

FIRM ROLE
Prime - Architecture & Interior Design

RELEVANT STAFF & ROLES
Kim Dowdy-Hickman - Project Manager
David Duman - P-I-C, Architect
Mario Valdez - Technical Support & Design
Karin Taylor - Interior Designer

Quorum designed Grapevine's new 13,245 square foot animal care facility with the City's future growth in mind, providing for 52 dogs and 47 cats. After a series of highly collaborative work sessions with the owner, Quorum's team developed a building design with a welcoming storefront appeal to increase walk-ins as well as encourage and increase adoptions. Providing a place where animals can be comfortable and healthy and can express normal behavior was a driving principal for the facility design.

The building includes a modern veterinary clinic, an enclosed sally port, a public meeting room along with volunteer and event-dedicated spaces. The interior design is also geared towards adoptions by providing public view into all animal areas with interactive get-to-know rooms and a get-to-know yard. Back of house animal service areas are separated but still in close relationship allowing facility operations to function efficiently.

B. EXPERIENCE OF THE FIRM WITH SIMILAR WORK

RELEVANCY TO THIS SOLICITATION

Designing an efficient and functional animal care facility requires a knowledgeable team of experts and careful consideration of the clients goals. Like the City of Cibolo, one of Grapevine's primary goals was to design a space that would increase foot traffic and promote animal adoptions.

With 28 years of animal care design experience, Quorum understands the importance of creating a visually appealing and welcoming space to attract potential adopters and encourage them to explore the facility.

The new Grapevine Animal Care and Adoption Center is located on the corner of a high-traffic interception, making visibility key. Our team leveraged the site's location, and designed an eye-catching exterior facade that features oversized lighted metal graphics of animals to draw attention and encourage community engagement. We included similar design elements on the play yard fencing facing the intersection to reinforce the buildings identification.

Designing a spacious and uncluttered space is essential in promoting a stress-free environment for visitors, staff and animals in addition to creating an positive experience. Upon entrance of the Animal Care and Adoption Center, visitors are welcomed to an open-concept lobby filled with natural daylight, featuring a reception desk, a merchandise wall, and immediate views of adoptable animals. This allows visitors to have clear sight lines of key areas in the facility and encourage them to easily navigate the space.

The facilities get-to-know rooms provide a more natural and stress-reducing environment for animals to showcase their personalties, and to help improve their chances of adoption. Studies show that being able to interact with animals in a low-stress environment increases successful adoption outcomes.

ATTACHMENT "1" -- CLIENT REFERENCE FORM (CONTINUED)

Project No. 2

Project Owner: City of Seguin

Project Name: Seguin Animal Services Facility

General Description of Project:

This 10,662 square foot facility sits on 1.85 acres overlooking a pecan orchard and golf course along a main street in Seguin. Quorum designed a space that provides an efficient intake and processing flow, ample natural daylight and a unique HVAC system that provides numerous air exchanges to reduce airborne viruses and odors

Project Cost: $3.3 Million Date Project Started: June 2015

Project Manager: Kim Dowdy-Hickman

Project Technical Lead (if different):

Was original contract price met: (Yes) No

If No, please explain:

Was original contract schedule met: Yes (No)

If No, please explain:

Due to contractor delays, this project was completed 2 months later than expected.

Reference contact information (listing names indicates approval to contacting the named individuals as a reference):

Owner Name: Shelley Lutz, Shelter Manager

Organization Name: City of Seguin

Owner Telephone Number: (830) 401-2335 Owner Email: Lutz@seguintexas.gov

Prime Contractor Name: Shelley Lutz

Prime Contractor Organization Name: City of Seguin

Prime Contractor Telephone Number: (830) 401-2335 Prime Contractor Email: Lutz@seguintexas.gov

Seguin Animal Service

Grapevine, Texas

CLIENT
City of Seguin

FIRM ROLE
Prime - Architecture & Interior Design

RELEVANT STAFF & ROLES
Kim Dowdy-Hickman - Project Manager
David Duman - P-I-C, Architect
Mario Valdez - Technical Support & Design
Karin Taylor - Interior Designer

This 10,662 square foot shelter and adoption facility sits on 1.85 acres overlooking a pecan orchard and golf course along a main street in Seguin.

By separating the public parking and entrance from the enclosed sally port and back-of-house functions, the design provides an efficient intake and processing flow. Each room is washed in natural daylight and takes advantage of the unique HVAC system that provides 100% fresh air and appropriate air exchanges to control and reduce airborne viruses while reducing odors.

Additionally, the layout of the new facility provides a more efficient cleaning operation than the City had previously. The multi-purpose meeting and training room is also used for educating community groups as well as new pet owners on the care of their pets. The staff reported a 75% increase in adoptions after moving into their new shelter.

B. EXPERIENCE OF THE FIRM WITH SIMILAR WORK

RELEVANCY TO THIS SOLICITATION

Having completed more than 100 animal welfare projects, Quorum understands that a thoughtfully designed animal care facility is essential not only for the health and well-being of staff and animals, but also for the enhancement of operations of the facility.

Much like the City of Cibolo, the City of Seguin sought a design that was functional and well-equipped with workspaces for staff and volunteers to perform their duties in a professional and safe environment.

This 10,662 square foot building features dedicated administrative areas, including a receptionist area, supervisor's office and a workroom. When designing these administrative areas, our team carefully considered noise levels, privacy, and operational adjacencies.

Also located within the administrative area is a multi-purpose break and meeting room with productivity and staff functions in mind. The 800 square foot room is awash in natural daylight. The meeting room features modular tables and chairs, allowing for easy reconfiguration for trainings and meetings. The break room is equipped with kitchen appliances and comfortable seating, providing staff and volunteers a comfortable area where they can relax and enjoy their meals.

Designing a facility that's functional also includes consideration of daily and frequent tasks. Our team included dedicated work stations inside rooms where essential task, such a feeding and cleaning are performed. These work stations help streamline staff workflow by providing direct access to supplies and minimizing the movement of animals. Providing safe spaces to administer animal care also reduces the spread of disease.

ATTACHMENT "1" -- CLIENT REFERENCE FORM (CONTINUED)

Project No. 3

Project Owner: City of Pearland

Project Name: Shari D. Coleman Animal Shelter & Adoption Center

General Description of Project:

This new 17,200 square foot animal care facility for the City of Pearland has capacity for more than 200 animals. Plenty of meet-and-greet room, shaded courtyard and play yards help to increase adoption rates.

Project Cost: $8.5 Million Date Project Started: June 2019

Project Manager: Kim Dowdy-Hickman

Project Technical Lead (if different):

Was original contract price met: (Yes) No

If No, please explain:

Was original contract schedule met: (Yes) No

If No, please explain:

Reference contact information (listing names indicates approval to contacting the named individuals as a reference):

Owner Name: John Fischer, Former Animal Services Manager

Organization Name: City of Pearland

Owner Telephone Number: (903) 466-6025 Owner Email: Jfischer12@hotmail.com

Prime Contractor Name: Matthew Mounzer

Prime Contractor Organization Name: Durotech

Prime Contractor Telephone Number: (281) 831-9339 Prime Contractor Email: Matthewm@durotechgc.com

Shari D. Coleman Animal Shelter & Adoption Center

Pearland, Texas

CLIENT
City of Pearland

FIRM ROLE
Prime - Architecture & Interior Design

RELEVANT STAFF & ROLES
Kim Dowdy-Hickman - Project Manager
David Duman - P-I-C, Architect
Mario Valdez - Technical Support & Design
Karin Taylor - Interior Designer

The new City of Pearland Shari D. Coleman Animal Shelter & Adoption Center is a state-of-the-art 17,200 square foot facility with the capacity to house more than 200 animals.

Exterior graphics help identify the building as a destination place and signify that visitors are welcome and encouraged. The new adoption center allows visitors to interact with adoptable cats and dogs in meet-and-greet rooms and spacious, shaded play yards, which have proven to increase the success of adoptions.

An HVAC system that limits humidity, delivers 100% fresh air with 14 to 18 air changes per hour, with no recycled air mitigates odors and promotes health.

Increasing capacity while creating a healthier environment for the animals, staff & visitors were the City's main goals for this new facility, and Quorum delivered.

B. EXPERIENCE OF THE FIRM WITH SIMILAR WORK

RELEVANCY TO THIS SOLICITATION

As with all of our animal welfare clients, the health and safety of staff, animals, and visitors is a priority. Our team of animal care design experts are familiar with the unique requirements and design challenges of animal shelter and adoption facilities.

Similar to the City of Cibolo, the City of Pearland desired a new facility that not only met their goals but prioritized the safety of animals, and Quorum delivered.

This state-of-the-art 17,200 square foot facility, with the capacity to house more than 200 animals, is adequately equipped with kennels for adoptable pets, stray/surrendered animals, quarantine, and medical isolation.

Research shows that kennel spaces can be high-stress environment for animals, causing higher noise levels, behavioral problems, and, in some cases, severe health issues. To mitigate these risks, our team recommends limiting the number of kennels per room in addition to incorporating indoor/outdoor kennels for dogs. This design approach provides adequate room for dogs, reduces noise levels, provides proper ventilation, reducing the spread of airborne illnesses and diseases among animals.

Animal care facilities in Texas are not immune to extreme weather, especially during the summer months. Our team carefully considered the climate and geographical of the Pearland facility and included proper shading throughout the get-to-know courtyard and play yards. Providing suitable shading is crucial to minimizing the negative consequences of being exposed to excessive heat and sun exposure for both staff and animals.

The drive-through sally port features doors and overhead doors that include windows to infuse the space with natural light and to provide added security when animals are being transferred to or from vehicles.

ATTACHMENT "1" -- CLIENT REFERENCE FORM (CONTINUED)

Project No. 4

Project Owner: City of Odessa

Project Name: Odessa Animal Services Facility

General Description of Project:

This new 20,500 square foot facility has capacity for 177 dogs and 54 cats. Outdoor, shaded play yards and meet-and-greet rooms facilitate animal welfare and adoptions. Quorum met client goals and came in on budget.

Project Cost: $8.5 Million Date Project Started: February 2020

Project Manager: Kim Dowdy-Hickman

Project Technical Lead (if different):

Was original contract price met: (Yes) No

If No, please explain:

Was original contract schedule met: (Yes) No

If No, please explain:

Reference contact information (listing names indicates approval to contacting the named individuals as a reference):

Owner Name: Roberto Doporto, Deputy Police Chief

Organization Name: City of Odessa

Owner Telephone Number: (432) 335-5747 Owner Email: Rdoporto@odessa-tx.gov

Prime Contractor Name: Eddie Bryant

Prime Contractor Organization Name: Onyx Contractors

Prime Contractor Telephone Number: (512) 748-1473 Prime Contractor Email: Eddie.bryant@onyxcontractors.com

Odessa Animal Services Facility

Odessa, Texas

CLIENT
City of Odessa

FIRM ROLE
Prime - Architecture & Interior Design

RELEVANT STAFF & ROLES
Kim Dowdy-Hickman - Project Manager
David Duman - P-I-C, Architect
Mario Valdez - Technical Support & Design
Karin Taylor - Interior Designer

The new 20,500 square foot animal services facility for the City of Odessa has capacity for 177 dogs and 54 cats. The facility also includes a clinic area, a drive-through sallyport, meet-and-greet rooms, and outdoor play yards. As with each animal shelter Quorum designs, the team wanted to deliver all the client's goals within their budget as well as increase adoptions with a design that attracts visitors and community volunteers.

Administrative Police Captain, Jerry Paul Harvell says about working with our team, "When we first started working with Quorum, they thoroughly explained the components of shelter design and how they work. They worked patiently with stakeholders on the kennel options and requested color schemes changes. Once our city chose the construction company, Quorum quickly and seamlessly united with them and assisted them with the project. They were very approachable, answering questions and responding quickly. I enjoy working with Quorum's animal design team and appreciate their knowledge of modern animal shelters."

B. EXPERIENCE OF THE FIRM WITH SIMILAR WORK

RELEVANCY TO THIS SOLICITATION

For nearly three decades, our animal care team has been committed to designing high-quality animal shelter and adoption facilities that offer longevity and room for growth.

Similar to City of Cibolo goals, the City of Odessa wanted a facility that could withstand harsh conditions and support long-term use while also providing flexibility to accommodate anticipated growth and evolving needs.

The new Animal Services facility is located in West Texas along the Permian Basin. This region of the state is known for its semi arid climate with long, hot summer months and short, cold winters. Based on these facts, our team selected durable exterior materials such as prefinished metal wall paneling, stone veneer, and glazed concrete masonry (CMU) that could hold up to the extreme conditions.

Our team of interior designers research and sourced the highest-quality durable and sustainable materials in the market. As with all of our animal care clients, our team selected materials and furniture designed to withstand harsh chemicals and frequent cleaning. This facility's lobby features comfortable seating and durable laminate flooring. Epoxy flooring was specified for the immediate cat areas, allowing for easier cleaning and sanitation while maintaining its integrity.

With the City's future growth and increasing demands in mind, our team incorporated a double-kennel system for dogs in the adoption, intake/surrender, isolation, and quarantine areas. This system allows for quick reconfiguration of kennel spaces since staff can easily increase or decrease the number of kennels depending on their occupancy demands.

ATTACHMENT "1" -- CLIENT REFERENCE FORM (CONTINUED)

Project No. 5

Project Owner: City of Midland

Project Name: Midland Animal Services Facility

General Description of Project:

The new animal shelter and adoption center for Midland allowed them to meet the community's growing needs. Designed to facilitate adoptions with lots of space to interact with animals. The 18,300 square foot facility not only increased the animal capacity, but offered a healthier, low-stress environment for animals.

Project Cost: $8.2 Million Date Project Started: July 2018

Project Manager: Kim Dowdy-Hickman

Project Technical Lead (if different):

Was original contract price met: (Yes) No

If No, please explain:

Was original contract schedule met: (Yes) No

If No, please explain:

Reference contact information (listing names indicates approval to contacting the named individuals as a reference):

Owner Name: Leah Lewis, Former Shelter Supervisor

Organization Name: City of Midland

Owner Telephone Number: (361) 249-1474 Owner Email: Leahlewis02@yahoo.com

Prime Contractor Name: Rhett Dawson

Prime Contractor Organization Name: Henthorn Commercial Construction

Prime Contractor Telephone Number: (806) 684-3084 Prime Contractor Email: Rhett@henthorncommercial.com

Midland Animal Services Facility

Midland, Texas

CLIENT
City of Midland

FIRM ROLE
Prime - Architecture & Interior Design

RELEVANT STAFF & ROLES
Kim Dowdy-Hickman - Project Manager
David Duman - P-I-C, Architect
Mario Valdez - Technical Support & Design
Karin Taylor - Interior Designer

The City of Midland approached Quorum Architects to design a state-of-the-art facility that would allow them to expand their services to support the growing community and become an Animal Care and Adoption Center. The modern design and materials complement the architecture of the region. It is designed to not only increase the animal capacity, but also offer a healthier, low-stress environment for the animals. The new facility allows the City to provide services such as adoption events, low cost vaccination clinics and in-house sterilization for adopted animals.

The 18,300 square foot facility with an extra 4,100 square feet of covered outdoor kennels also enabled the City of Midland to establish a volunteer program to assist with growing needs. The facility includes meet-and-greet rooms and play yards to promote hands-on interaction with the animals, as well as an education room to help foster relationships with adoptive families. Additionally, the education room is used to provide classes on responsible pet ownership and to host birthday parties.

B. EXPERIENCE OF THE FIRM WITH SIMILAR WORK

RELEVANCY TO THIS SOLICITATION

Quorum's team of design experts are knowledgeable of the best practices for designing an animal shelter and adoption facilities that promotes the health and wellbeing of staff, animals, and visitors.

Much like the scope of work for the City of Cibolo, the City of Midland tasked Quorum with carefully considering design elements that would promote a healthy and safe environment.

Maintaining a low-stress environment is a focus of every shelter project. Research shows natural daylight regulates animals' circadian rhythms and benefits human health. This 18,300 square foot facility is filled with natural daylight from the lobby to the kennels. Our team utilizes lighting systems that add natural daylight throughout the facility when windows aren't an option.

Environments with higher noise levels are known to contribute to both human and animal-related stress. To help reduce noise levels, we incorporate sound baffles designed for use at airports and air force bases. In addition, the glass that's used inside the facility is exterior grade double-paned glass, to help control noise levels.

Outdoor play yards play are vital in enhancing dogs' mental health and social skills, ultimately increasing their chances of adoption. Our team designed spacious play yards, providing ample space for dogs to exercise and interact with potential adopters.

Our team understands the importance of a functional and efficient HVAC systems. We have a long-standing history of working with trusted MEP consultants, Baird, Hampton, & Brown (BHB), included in this response. This facility features an HVAC system that limits humidity, delivers 100% fresh air with adequate air changes per hour, mitigating odors and promoting health.

Kimberly Dowdy-Hickman

Principal, Director of Animal Care Design

Kim is Director of Animal Care Design at Quorum. She will be the City's primary contact. She is a trusted advisor with 30 years of experience in the industry, consulting with clients, vendors, organizations and veterinarians. As a Project Manger Kim is responsible for the direction and scheduling of the team as well as keeping the project within the authorized budget. She is adept at listening to clients and responding with innovative design solutions, while considering the longevity of the facility.

PROJECT ROLE

Project Manager

EDUCATION

Bachelor of Science in Architecture,
University of Texas at Arlington

EXPERIENCE

30 Years
19 Years with Quorum

CONTACT

817-546-6325
kimd@qarch.com

PROJECT EXPERIENCE

- Cibolo Animal Shelter Master Plan
- Baytown Animal Services & Adoption Center
- Belton Small Animal Clinic
- Benbrook Animal Shelter
- Carrollton Animal Shelter & Adoption Center
- Dallas Animal Services & Adoption Center Master Plan & Conceptual Design
- Deer Park Animal Control Facility
- Denton Linda McNatt Animal Care & Adoption Center Renovation & Expansion
- Ennis Animal Services Facility Master Plan & Design
- Farmers Branch Animal Adoption Center
- Fort Worth Chuck Silcox Animal Shelter Master Plan
- Fort Worth Chuck Silcox Animal Shelter Renovation
- Fredericksburg Animal Shelter
- Grapevine Animal Shelter & Adoption Center
- Hickory Creek Animal Shelter
- Humane Tomorrow Rescue Intake Building, Argyle
- Kaufman County Pet Adoption Center, Kaufman
- League City Animal Shelter Master Plan
- Lewisville Animal Shelter & Adoption Center
- Mansfield Animal Care & Control Facility
- Midland Animal Services Facility
- North Richland Hills Animal Adoption & Rescue Center
- Odessa Animal Services Facility
- Pearland Animal Shelter & Adoption Center
- Prairie Paws Animal Shelter Addition, Grand Prairie
- Seguin Animal Services Facility
- Weatherford Animal Shelter Medical & Surgical Center

Relevant Project Experience

PROJECT ROLE
Project Manager

Mansfield Animal Care & Control

Quorum is currently working with the City of Mansfield to develop two buildings to meet the city's growing needs. Our municipal design team is providing comprehensive design and contract management services for a new Service Center and new Animal Shelter buildings totaling 58,000 sf.

Our collaborative efforts were extensive, involving close coordination with multiple user groups including Animal Control, Parks, Facilities, Environmental Services, Engineering, and Planning. This approach enabled us to address specific concerns from each department related to the building's utilization.

PROJECT ROLE
Project Manager

Grapevine Animal Shelter & Adoption Center

Grapevine's new 13,245 square foot Animal Services facility is designed with the City's future growth in mind, providing for 52 dogs and 47 cats. Quorum's team developed a building design with a welcoming storefront appeal to increase walk-ins as well as encourage and increase adoptions. Providing a place where animals can be comfortable and healthy and can express normal behavior was a driving principal for the facility design.

Additional outdoor play yards were included to allow for daily exercise and socialization time for the dogs.

PROJECT ROLE
Project Manager

Baytown Animal Shelter & Adoption Center

The City of Baytown's state-of-the-art animal shelter and adoption center has ample spaces to interact with and get to know their future pets in the shaded courtyards and exercise yards. There's also an in-house spay/neuter clinic for adoptable animals and a large education and training room where the shelter staff can host adoption counseling, training and obedience classes and events like birthday parties.

Doubling their existing building size at more than 14,000 square feet, the new facility can accommodate as many as 63 dogs in indoor/outdoor kennels and 78 cats.

C. PROPOSED PROJECT MANAGER

Relevant Project Experience

Kaufman County Pet Adoption Center

Kaufman County's new 12,560 square foot animal services facility will provide space for is 66 dogs and 58 cats with room for future growth. Quorum's team worked closely with the owner to develop an eye-catching building design to increase walk-ins and encourage adoptions.

Because the health and wellbeing of animal and employees is top priority, we designed a HVAC system of 100% fresh air and 12-16 air exchanges per hour in the animal rooms with no air sharing from room to room.

PROJECT ROLE
Project Manager

Pearland Shari D. Coleman Animal Shelter & Adoption Center

The new Shari D. Coleman Animal Shelter & Adoption Center is a state-of-the-art 17,200 square foot facility with the capacity to house more than 200 animals.

The new adoption center allows visitors to interact with adoptable cats and dogs in meet-and-greet rooms and spacious, shaded play yards, which have proven to increase the success of adoptions. To reduce odors and promote health, we integrated an HVAC that delivers 100% fresh air with adequate air exchanges per hour.

PROJECT ROLE
Project Manager

AVAILABILITY & OTHER COMMITMENTS

Our team's workload is such that most projects are under construction or wrapping up construction documents soon, and our roster of projects in the early, more time-intensive phases of development are manageable.

CURRENT PROJECTS & STATUS

ROLE: PROJECT MANAGER

MANSFIELD ANIMAL CARE & CONTROL CAMPUS
Phase: Construction | Duration: Est. Completion June 2026

DENTON LINDA MCNATT ANIMAL CARE & ADOPTION CENTER EXPANSION
Phase: Design Development | Duration: Est. Completion Feb. 2027

LEWISVILLE ANIMAL SHELTER
Phase: Schematic Design | Duration: Est. Completion Aug. 2027

David G. Duman, AIA

Principal, Director of Municipal Design

David is a Principal at Quorum. He has served as Project Architect for more than 100 animal welfare projects in his years at Quorum. With 38 years of municipal architectural experience, he has become proficient in animal shelter design and is sought after by animal shelter and city personnel to advise them on their facility needs throughout the state. David often assists clients in developing public awareness and support for new facilities.

PROJECT ROLE
Lead Technical & Project Architect

EDUCATION
Bachelor of Science in Architecture,
University of Texas at Arlington

REGISTRATIONS
Registered Professional Architect in Texas,
No. 14305 - renewed March 2026

EXPERIENCE
39 Years
28 Years with Quorum

CONTACT
817-546-6315
davidd@qarch.com

PROJECT EXPERIENCE

- Cibolo Animal Services Feasibility Study & Concepts
- Allen Animal Shelter Addition & Renovation
- Animal Hope Rescue, Fort Worth
- Baytown Animal Services & Adoption Center
- Benbrook Animal Shelter
- Burleson Animal Shelter, Two Expansions
- Carrollton Animal Shelter & Adoption Center
- Dallas Animal Services & Adoption Center Master Plan & Conceptual Design
- Deer Park Animal Control Facility
- Farmers Branch Animal Adoption Center
- Fort Worth Chuck Silcox Animal Shelter Renovation
- Fredericksburg Animal Shelter
- Grapevine Animal Shelter & Adoption Center
- Greenville Animal Shelter
- Haltom City Animal Shelter Feasibility Study
- Kaufman County Pet Adoption Center, Kaufman
- League City Animal Shelter Master Plan
- Lewisville Animal Shelter & Adoption Center
- Midland Animal Services Facility
- North Richland Hills Animal Adoption & Rescue Center
- Odessa Animal Services Facility
- Pearland Animal Shelter & Adoption Center
- Pflugerville Animal Shelter Renovation
- Richardson Animal Shelter (& Three Renovations)
- Rockwall Animal Shelter
- San Marcos Animal Shelter Master Plan
- Seguin Animal Services Facility
- Tri-City Animal Shelter & Adoption Center, Cedar Hill

Relevant Project Experience

PROJECT ROLE
Lead Technical & Project Architect

Midland Animal Services

The City of Midland approached Quorum Architects to design a state-of-the-art facility that would allow them to expand their services to support the growing community and become an Animal Care and Adoption Center.

The modern design and materials complement the architecture of the region. It is designed to not only increase the animal capacity, but also offer a healthier, low-stress environment for the animals. The new 18,300 square foot facility allows the City to provide services such as adoption events and low cost vaccination clinics.

PROJECT ROLE
Lead Technical & Project Architect

Seguin Animal Services Facility

This 10,662 square foot shelter and adoption facility sits on 1.85 acres overlooking a pecan orchard and golf course along a main street in Seguin. By separating the public parking and entrance from the enclosed sally port and back-of-house functions, the design provides an efficient intake and processing flow. Each room is washed in natural daylight and takes advantage of the unique HVAC system that provides numerous air exchanges to control and reduce airborne viruses as well as aides in reducing odors.

PROJECT ROLE
Lead Technical & Project Architect

North Richland Hills Animal Shelter

This 10,303 square foot design features a highly visible get-to-know courtyard with a covered porch. Adjacent to the courtyard is a large public plaza which offers opportunities for adoption events, parties, and school and community events.

Inside the facility, Quorum has created a relaxing environment to ensure a comfortable experience for the animals, staff and visitors which includes natural day lighting, music, soothing colors and durable finishes throughout.

Relevant Project Experience

Tri-City Animal Shelter

Quorum was hired by the cities of Cedar Hill, Duncanville and DeSoto to design their shared animal shelter. The design included a whimsical entry reminiscent of a dog house that is a landmark and source of pride for area residents.

The facility includes 31 kennels and 24 small dog/puppy cages with a separate public viewing corridor. The get-to-know courtyard has outdoor dog runs and includes easy to maintain "field-turf" grass. There are 21 stray/impound kennels and six quarantine kennels.

PROJECT ROLE
Lead Technical & Project Architect

Lewisville Animal Services

This 14,000 square foot animal shelter and adoption center features a state-of-the-art facility located in a high traffic area adjacent to recreational sports field and lake with walking trails. Quorum was challenged by the facility's staff, to design something that served a greater purpose beyond being an animal shelter. In response, Quorum's team designed an entry plaza that leads visitors to a large multi-use lobby, large meeting/training rooms, multiple get-to-know courtyard and indoor play rooms where the community can host events and meetings.

PROJECT ROLE
Lead Technical & Project Architect

AVAILABILITY & OTHER COMMITMENTS

Our team's workload is such that most projects are under construction or wrapping up construction documents soon, and our roster of projects in the early, more time-intensive phases of development are manageable.

CURRENT PROJECTS & STATUS

ROLE: TECHNICAL LEAD & PROJECT ARCHITECT

MANSFIELD ANIMAL CARE & CONTROL CAMPUS
Phase: Construction | Duration: Est. Completion June 2026

DENTON SERVICE CENTER
Phase: Schematic Design | Duration: Est. Completion Sept. 2027

TOWN OF PROSPER PUBLIC WORKS & PARKS
Phase: Schematic Design | Duration: Est. Completion Sept. 2026

DENTON SOLID WASTE FLEET SHOP
Phase: Construction | Duration: Est. Completion Oct. 2025

Karin Taylor, RID, NCIDQ, IIDA

Principal, Director of Interior Design

Karin is a principal at Quorum and Director of Interior Design. An experienced interior designer, her innovative and progressive approach to interior spaces emphasizes client input and collaboration. She successfully combines her acute skills and unique design approach to develop interior solutions that meet client's goals and budgets.

Karin's experience includes managing and leading interior design teams in projects within various market sectors throughout all phases of design. She has been practicing Interior Design for more than 15 years, and is Immediate Past President of the International Interior Designers Association (IIDA) Texas Oklahoma Regional Chapter.

PROJECT ROLE
Interior Designer

EDUCATION
Bachelor of Science in Family & Consumer Sciences in Interior Design, Baylor University

REGISTRATIONS
Registered Professional Interior Designer in Texas, No. 11169, renews July 2025

NCIDQ Certification No. 027757

EXPERIENCE
18 Years
9 Years with Quorum

PROJECT EXPERIENCE

- Baytown Animal Shelter & Adoption Center
- Benbrook Animal Shelter
- Deer Park Animal Control Facility
- Denton Linda McNatt Animal Care & Adoption Center Renovation & Expansion
- Farmers Branch Recreation Center Renovation
- Fredericksburg Animal Shelter
- Grapevine Animal Shelter & Adoption Center
- Humane Tomorrow Rescue Intake Building, Argyle
- Kaufman County Pet Adoption Center, Kaufman
- Lake Worth Senior Center Renovation
- Mansfield Animal Care & Control Facility
- Mansfield Service Center
- Midland Animal Services Facility
- Mont Belvieu Animal Shelter
- Mustang Special Utility District Building
- Odessa Animal Services Facility
- Pearland Animal Shelter & Adoption Center
- Pflugerville Animal Shelter Renovation
- Grand Prairie, Prairie Paws Animal Shelter & Adoption Center Expansion & Renovation
- Seguin Animal Services Facility
- Sugar Land Animal Shelter Master Plan
- St. Francis Veterinary Clinic, Fort Worth

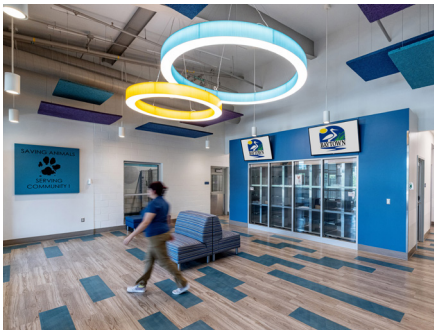
Relevant Project Experience

PROJECT ROLE
Interior Designer

Odessa Animal Services

The new Quorum-designed shelter for the City of Odessa has 20,500 square foot facility and capacity for 177 dogs and 54 cats. The facility also includes a clinic area, a drive-through sallyport, meet-and-greet rooms, and shaded outdoor play yards.

As with each animal shelter Quorum designs, the team wanted to deliver all the client's goals within their budget as well as increase adoptions with a design that attracts visitors and community volunteers.



PROJECT ROLE
Interior Designer

Baytown Animal Shelter & Adoption Center

The City of Baytown's state-of-the-art animal shelter and adoption center has ample spaces to interact with and get to know their future pets in the shaded courtyards and exercise yards. There's also an in-house spay/neuter clinic for adoptable animals and a large education and training room where the shelter staff can host adoption counseling, training and obedience classes and events like birthday parties.

Doubling their existing building size at more than 14,000 square feet, the new facility can accommodate as many as 63 dogs in indoor/outdoor kennels and 78 cats.

PROJECT ROLE
Interior Designer

Prairie Paws Animal Shelter & Adoption Center Expansion

Prairie Paws Animal Shelter, originally constructed in 2003, was in need of more space and facility upgrades in 2014 when the City of Grand Prairie engaged Quorum to create a master plan. The result of that plan was a recommendation to increase the facility from 15,000 square feet to approximately 29,000 square feet.

The new, larger vet clinic allows the facility to expedite the spaying and neutering therefore increasing the number of adoptions. Also included were much-needed outdoor get-to-know courtyard, as well as many outdoor dog runs.

Relevant Project Experience

PROJECT ROLE
Interior Designer

Pearland Shari D. Coleman Animal Shelter & Adoption Center

The new Shari D. Coleman Animal Shelter & Adoption Center is a state-of-the-art 17,200 square foot facility with the capacity to house more than 200 animals.

The new adoption center allows visitors to interact with adoptable cats and dogs in meet-and-greet rooms and spacious, shaded play yards, which have proven to increase the success of adoptions. To reduce odors and promote health, we integrated an HVAC that delivers 100% fresh air with adequate air exchanges per hour.

PROJECT ROLE
Interior Designer

Grapevine Animal Shelter & Adoption Center

Grapevine's new 13,245 square foot Animal Services facility is designed with the City's future growth in mind, providing for 52 dogs and 47 cats. Quorum's team developed a building design with a welcoming storefront appeal to increase walk-ins as well as encourage and increase adoptions. Providing a place where animals can be comfortable and healthy and can express normal behavior was a driving principal for the facility design.

Additional outdoor play yards were included to allow for daily exercise and socialization time for the dogs.

AVAILABILITY & OTHER COMMITMENTS

Our team's workload is such that most projects are under construction or wrapping up construction documents soon, and our roster of projects in the early, more time-intensive phases of development are manageable.

CURRENT PROJECTS & STATUS

ROLE: INTERIOR DESIGNER

TOWN OF PROSPER PUBLIC WORKS & PARKS
Phase: Schematic Design| Duration: Est. Completion Sept. 2026

FARMERS BRANCH BRANCH CONNECTION
Phase: Construction | Duration: Est. Completion April 2025

DENTON LINDA MCNATT ANIMAL SHELTER & ADOPTION CENTER
Phase: Design Development | Duration: Est. Completion Feb. 2027

Mario Valdez, Associate AIA

Project Manager

Mario is a trusted Project Manager and Designer with an innate love for animal care design. He's married to a veterinarian who has her own veterinary clinic in Fort Worth, designed by Mario and Quorum Architects. His experience helping to run the clinic informs his work as he assists our animal care clients navigate the design and construction process.

PROJECT ROLE
Technical Support & Design

EDUCATION
Bachelor of Architecture, California Polytechnic State University, Pomona
College of Environmental Design

EXPERIENCE
23 Years
14 Years with Quorum

LOCATION
825 W. Vickery Blvd. Suite 100
Fort Worth, TX 76104

PROJECT EXPERIENCE

- Cibolo Animal Services Feasibility Study & Concepts
- Animal Hope Rescue, Fort Worth
- Baytown Animal Services & Adoption Center
- Belton Small Animal Clinic
- Benbrook Animal Shelter
- Carrollton Animal Shelter & Adoption Center
- Creature Comforts Pet Resort, Longview
- Dallas Animal Services & Adoption Center Master Plan
- Deer Park Animal Control Facility
- Denton Linda McNatt Animal Care & Adoption Center Renovation & Addition
- Fort Worth Chuck Silcox Animal Shelter Master Plan & Addition/Renovation
- Fredericksburg Animal Shelter
- Grapevine Animal Shelter & Adoption Center
- Humane Tomorrow Intake Building, Argyle
- Kaufman County Pet Adoption Center
- Lewisville Animal Shelter & Adoption Center
- Mansfield Animal Care & Control Facility
- Mazie's Mission, Carrollton
- Midland Animal Services Facility
- Mont Belvieu Animal Shelter
- Murphy Animal Shelter
- North Richland Hills Animal Adoption & Rescue Center
- Odessa Animal Services Facility
- Pearland Animal Shelter & Adoption Center
- Pflugerville Animal Shelter Renovation
- Seguin Animal Services Facility
- St. Francis Veterinary Clinic, Fort Worth
- Weatherford Animal Medical & Surgical Center

PROCEDURES TO ASSURE QUALITY

Kim, David and the team have an exceptional record of meeting project budgets and continually delivering projects on or ahead of schedule.

In order to successfully perform our services, assignments of tasks, scheduling, and document storage/retrieval, Quorum utilizes Newforma, a cloud-based project management technology. We incorporate this technology into all of our projects. Newforma helps us manage project schedules, assign tasks and maintain budgets. Its working database will supply current and accurate information including schedules, shop drawings, RFIs and progress photos. It can also provide a permanent and easy record of the entire project for the client to use at a later time, as we can include the owner in all correspondence related to their project from submittal of qualifications through project close-out.

At the onset of the project, the Principal-in-Charge/ Project Manager will establish the project schedule with the client and create a task-specific schedule of all required activities. The schedule will be reviewed by the PIC/PM and the design team at our design coordination meetings to assure that progress is being maintained in accordance with the schedule. Staffing issues affecting the schedule will be coordinated with the PIC/PM in order to assign additional resources as needed.

Grapevine Animal Shelter & Adoption Center

"If there was one benchmark of Quorum's service that everyone highlighted, it was the value they add. They have the talent and experience to seek and explore creative ways to leverage and maximize a project program and fully utilize precious funds."

– Jimmy Perdue, Director of Public Services, City of North Richland Hills

Developing, controlling and managing construction costs begins with initial design and continues all the way though construction. Quorum's involvement in animal shelter projects in the past allows us to present recent cost information that we have gathered from similar facilities. This is one of the essential steps to implementation of successful designs.

Our process can be summarized as follows:

- Initial discussion of goals, scope & budget at kick-off meeting
- Cost projections begin with square foot estimate at design
- Quantities and unit costs are developed throughout the design process - based not only on RS Means Data (generally accepted as the standard for construction cost estimating), and from our first-hand experience with facilities recently constructed with similar materials
- We supplement this information utilizing knowledge gained from other recently bid animal shelter and adoption center facilities

PROJECT DURATION PERFORMANCE

Quorum's design team, which includes three Partners, is ready to begin work upon award and stay engaged and involved throughout the project from planning through design and beyond construction. Kim Dowdy-Hickman will be the City's primary contact and will lead the team. She has 19 years of experience designing and managing animal welfare projects.

Design Through Construction

PROGRAMMING & CONCEPT DESIGN

Quorum will provide needs assessment and programming services to determine the needs and goals of the City of Cibolo and their Animal Services staff. Findings are reviewed prior to construction documentation to address changes that could affect the overall flow/efficiency of the site plan and floor plan. Quorum would also reevaluate the site layout with staff and address any concerns that might arise from development ordinances. This phase also includes reviewing current impound and reclamation rates and various impacts on improving these rates including public awareness, and their effect on design of the new facility. The initial phase of programming/concept design includes the following:

- Meetings with City and shelter staff
- Review existing data and findings
- Develop space needs & space relationship matrices
- Review functions, FF&E & storage needs, capacities, operational procedures
- Develop preliminary concept sketches, site plan
- Consult plans examiner for code requirement
- Review program document with the City
- Develop preliminary probable costs
- Present programming document to City

SCHEMATIC DESIGN & DRAWINGS

Based on our programming findings, we'll analyze and develop possible phasing scenarios, including long-term expansion. We'll explore operational procedures and the impact on the facility. We'll provide comparisons, based on our experience with other similar facilities. Schematic design includes the following steps:

- Meet with Health Department and other authorities having jurisdiction
- Discuss materials, outdoor/indoor storage needs and crew rooms
- Review appropriate departmental relationship
- Coordinate design review with Code Compliance
- Identify vehicular flow, pedestrian circulation, workflow, security and access
- Update preliminary probable construction cost
- Identify public accessibility (ADA & TDLR)
- Develop space program conformance matrix
- Gather existing utility/easement information
- Obtain third-party site survey services

Included in our visual effects will be rendered drawings related to preliminary floor plans, elevations and building sections.

"We found Quorum to be responsive and a subject-matter expert we can rely upon to provide information on best practices, cost cutting options, and must dos for a long term success."

– Chad Randall, Police Chief, City of Pearland

Carollton Animal Shelter

DESIGN DEVELOPMENT

Design development drawings and specifications will be developed with the following:

- Consultants begin detailed work on this phase
- Detailed floor plans and elevations
- Discuss finishes and equipment with staff
- Develop specifications

CONSTRUCTION DOCUMENTS

Quorum provides a final detailed set of construction drawings and specifications. The Project Manager performs a thorough quality control check of the documents. After final review and comments are received and integrated into the design documents, the design team will issue electronic and/or printed construction documents for final approval and bidding process. Quorum will also submit for TDLR Accessibility and Health review.

BIDDING & AWARD PROCESS

The Project Manager will lead the design team and will work directly with the City during the construction bidding, negotiation and award phase. The design team will be responsible for addressing questions and comments brought forth by the bidders, issuance of any documents for clarification, assistance with reviewing the bids and analysis of contractors.

CONSTRUCTION ADMINISTRATION

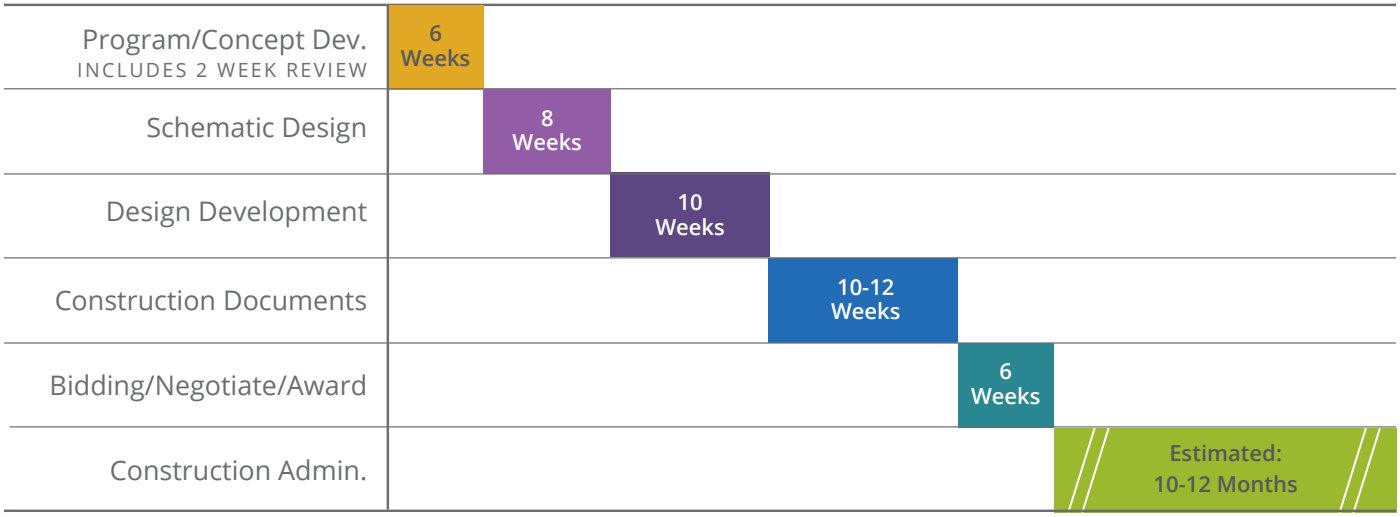
After award of the construction contract, construction administration services will be performed based on standard AIA procedures for construction-related services. Steps include:

- Preconstruction meeting with City, design team, local users and general contractor (GC)
- Establish project goals and milestones
- Newforma software gives team access to current information at all times
- Establish schedule for regular site observations
- Document site observations
- Review and respond to pay applications
- Review and respond to submittals
- Consider and suggest suitable alternates in timely manner
- Review and respond to RFIs as required
- Review and recommend approval and/or revision of change orders from GC

A substantial completion punch list meeting is held on site to determine remaining work and schedule and to establish warranty period dates.

After completion of construction, the contractor will be required to provide record documents, warranty items, training, etc. The design team will work with the contractor during this process to ensure that the appropriate information is conveyed to the City of Cibolo prior to final payment for the project.

Tentative Schedule by Phase



Dates may vary depending on timing of NTP, client's and architect's availability and client's review and comment times between phases, and development/permitting procedures and comments.

CRITICAL ISSUES & RESPONSES

Quorum's experienced team will work closely with the City to fully understand all the current and future needs for your facility. The opportunity to drill down into the shelter's data and perform interviews with staff will allow us to get a big picture of where you've been and where you're going, creating a better process and final result for the City. The complied information will help us determine the size and scope of your program.

We consistently design to minimize the impact of our projects on the environment. Certification standards are a goal with each project even if certification is not.

In shelter design, providing an HVAC system specifically designed for your facility is crucial. Our team will design and specify environmentally responsible and energy-conserving systems to keep fresh air circulating to maintain health, safety and prevent cross-contamination.

Daylighting strategies that reduce energy usage and help animals maintain their natural circadian rhythms will be utilized.

We will work closely with all vendors to specify the most appropriate and best products and materials for your facility in terms of kennels, cages, vet clinic equipment, etc. We will recommend low-emitting and easy-to-maintain materials and finishes.

Water reduction and sustainable landscaping solutions will be thoughtfully considered. Systems for capturing rainwater for irrigation and cleaning purposes benefit the environment and animals.

The use of synthetic turf in the dog play yards will reduce water usage, is easy to maintain, and promotes animal health.

We see all of these sustainable practices and more as an opportunity for the City to create a state-of-the-art facility that will encourage visitors and enable a robust volunteer program. Creating a green facility and grounds will promote animal health and lead to increased adoptions.

Quorum embraces the opportunity to help the City of Cibolo create socially conscience environments and buildings and by doing so, enriching the lives of citizens and animals.

Ennis Animal Services Facility Rendering

ATTACHMENT "2" -- EXCEPTIONS FORM

REQUEST FOR QUALIFICATION: CIBOLO ANIMAL SERVICE FACILITY

Should your firm take exception to **ANY** of the terms and conditions in the Professional Services Agreement, or other contents provided in the Request for Qualifications, submit the following form with your SOQ. If no exception(s) are taken, enter "NONE" for the first item. Make additional copies of this form if necessary.

Page Number: 5 Section Title: Article VII

Paragraph Number: 7.01 Exception Taken:

Change "warrant" title to "acknowledgment"

Line 1= Change "warrants" to "acknowledges and agrees"

Line 2 = Strike "high"

Page Number: 5 Section Title: Article VII

Paragraph Number: 7.05 Exception Taken:

Line 1= Change "warrants" to "acknowledges and agrees"

Page Number: Section Title:

Paragraph Number: Exception Taken:

LITIGATION DISCLOSURE

With no litigation involving our firm in the firm's 33-year history, Quorum has maintained a strong track record of integrity and professionalism. While we currently have two potential claims, neither directly involves our actions.

One claim was originally initiated by a contractor, who subsequently included Quorum. However, the issues appear to be related to construction and product performance, and we are hopeful of being released from the matter.

The second claim involves alleged contractor errors and possible mechanical issues raised by the client concerning the HVAC design.

We remain committed to resolving these matters professionally and expect favorable outcomes based on the facts of each case.

QUORUM ARCHITECTS, INC.

Kim Dowdy-Hickman

Kim Dowdy-Hickman
Principal
KimD@Qarch.com
(817) 546-6325

CERTIFICATION AND ACKNOWLEDGEMENT

The undersigned, as an authorized agent of the Respondent, hereby certifies:

The Respondent is in receipt of 1 addenda.

The Respondent certifies:

- that (i) it does not Boycott Israel; and (ii) will not Boycott Israel during the term of the Contract. This section does not apply if the Company is a sole proprietor, a non-profit entity or a governmental entity; and only applies if: (i) the Company has ten (10) or more fulltime employees and (ii) this Contract has a value of $100,000.00 or more to be paid under the terms of this Contract pursuant to Texas Government Code, Chapter 2271, Section 2271.002.
- that it does not do business with Iran, Sudan, or a foreign terrorist organization pursuant to Texas Government Code, Chapter 2252, Section 2252.153.
- that it does not boycott energy companies, and will not boycott energy companies during the term of the Agreement pursuant to Texas Government Code, Chapter 2274, Section 2274.002.
- that it (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 the Agreement pursuant to Texas Government Code, Chapter 2274, Section 2274.002.
- that it is not (i) owned or controlled by (a) individuals who are citizens of China, Iran, North Korea, Russia, or a designated country; or (b) a company or other entity, including a governmental entity, that is owned or controlled by citizens of or is directly controlled by the government of China, Iran, North Korea, Russia, or a designated country; or (ii) headquartered in China, Iran, North Korea, Russia or a designated country pursuant to Texas Government Code, Chapter 2274.
- that it is qualified to perform the work and services outlined in this RFQ.
- that the SOQ has been arrived at independently and submitted without collusion with any other Respondent, CITY staff or CITY contractor, and the contents of the SOQ have not been communicated by the Respondent or, to the Respondent's best knowledge and belief, by any one of its employees or agents to any person not an employee or agent of the Respondent, and will not be communicated to any person prior to CITY's final action on this RFQ prior to contract award. Nothing in this paragraph shall be construed to prevent or preclude two or more companies or persons from joining together to submit a SOQ for the work.
- that the offers, terms and conditions of the SOQ will remain valid and effective and may be relied upon by CITY for a period of ninety (90) days following the SOQ closing date and time as identified in this RFQ or addenda.
- that it has provided disclosure of all known claims for losses, damages, or indemnification, including any settled, threatened, or ongoing litigation, as required in Submission Requirements.
- that it has procedures in place to, and will, comply with the document retention and disclosure requirements of Texas Government Code 552.371.
-

Signed By: Kim Dowdy-Hickman Title: Principal

Typed Name: Kim Dowdy-Hickman Company Name: Quorum Architects, Inc.

Phone No.: (817) 546-6325 Email: Kimd@qarch.com

Remit Address: 825 W. Vickery Blvd., Suite 100 Fort Worth TX 76104

P.O. Box or Street City State Zip

Federal Tax ID No.: 75-2431146 DUNS No.: 80-566-8902

Date: March 10, 2025

A18. We did not request a sign-in sheet because attendance was not mandatory for the meeting on the job site.

By the signatures affixed below, this addendum is hereby incorporated into and made part of the contract documents.

Kim Dowdy-Hickman 3/10/2025

Addendum No. 1 Acknowledgement Date

Quorum Architects, Inc., Kim Dowdy-Hickman

Firm Name and Printed Name of Authorized Representative

CONFLICT OF INTEREST QUESTIONNAIRE

FORM CIQ

For vendor doing business with local governmental entity

This questionnaire reflects changes made to the law by H.B. 23, 84th Leg., Regular Session.

This questionnaire is being filed in accordance with Chapter 176, Local Government Code, by a vendor who has a business relationship as defined by Section 176.001(1-a) with a local governmental entity and the vendor meets requirements under Section 176.006(a).

By law this questionnaire must be filed with the records administrator of the local governmental entity not later than the 7th business day after the date the vendor becomes aware of facts that require the statement to be filed. *See* Section 176.006(a-1), Local Government Code.

A vendor commits an offense if the vendor knowingly violates Section 176.006, Local Government Code. An offense under this section is a misdemeanor.

OFFICE USE ONLY
Date Received

1 **Name of vendor who has a business relationship with local governmental entity.**

Quorum Architects, Inc.

2 ☐ **Check this box if you are filing an update to a previously filed questionnaire.** (The law requires that you file an updated completed questionnaire with the appropriate filing authority not later than the 7th business day after the date on which you became aware that the originally filed questionnaire was incomplete or inaccurate.)

3 **Name of local government officer about whom the information is being disclosed.**

N/A

Name of Officer

4 **Describe each employment or other business relationship with the local government officer, or a family member of the officer, as described by Section 176.003(a)(2)(A). Also describe any family relationship with the local government officer. Complete subparts A and B for each employment or business relationship described. Attach additional pages to this Form CIQ as necessary.**

N/A

A. Is the local government officer or a family member of the officer receiving or likely to receive taxable income, other than investment income, from the vendor?

☐ Yes ☐ No

B. Is the vendor receiving or likely to receive taxable income, other than investment income, from or at the direction of the local government officer or a family member of the officer AND the taxable income is not received from the local governmental entity?

☐ Yes ☐ No

5 **Describe each employment or business relationship that the vendor named in Section 1 maintains with a corporation or other business entity with respect to which the local government officer serves as an officer or director, or holds an ownership interest of one percent or more.**

N/A

6 ☐ Check this box if the vendor has given the local government officer or a family member of the officer one or more gifts as described in Section 176.003(a)(2)(B), excluding gifts described in Section 176.003(a-1).

7 Kim Dowdy-Hickman

Signature of vendor doing business with the governmental entity

March 10, 2025

Date

Form provided by Texas Ethics Commission www.ethics.state.tx.us Revised 1/1/2021

03.10.2025
QAI NO. 25030

quorum
ARCHITECTURE · INTERIOR DESIGN

2024 SMALL BUSINESS OF THE YEAR WINNER
FORT WORTH CHAMBER

CONTACT

Kim Dowdy-Hickman
Principal
kimd@qarch.com
817-546-6325
qarch.com
825 W Vickery Blvd
Suite 100
Fort Worth, Texas 76104

City of Cibolo

City Council Regular Meeting Staff Report

E. Discussion/Action on Naming the City's Newest Facility, formerly known as the Noble Group Event Center, located at 203 S Main Street. (Mr. Reed)

Meeting	Agenda Group
Tuesday, June 10, 2025, 6:30 PM	Discussion/Action Item: 10E.

From
Wayne Reed, City Manager

PRIOR CITY COUNCIL ACTION:

May 9, 2024... City Council adopts Ordinance 1676 approving the acquisition of the Noble Event Center, addressed as 203 S Main Street.

February 25, 2025... City Council approves the replat of the property, dividing one lot into three lots, separating the event center facility and parking lot from the other two buildings, which remain property of the previous owner.

March 11, 2025... City Council received an update on Use of Space (floorplan), Senior Program, Purchasing of Equipment and Furniture, Storage in Facility vs. Self-Storage Rental, Naming the Facility, Rental of Facility, and Budget (see Attachment 2).

BACKGROUND:

The City acquired this property last year to increase City facilities to accommodate staffing, services, and programs as the City experiences continued growth. One high priority was to relocate the Senior Program from the Grange Hall. This relocation will increase the space for the seniors who enjoy the Monday through Friday program. Another need was to provide additional office space for staff. Lastly, City Council expressed support to provide The Chamber with an office and lobby space to establish a Cibolo Chamber location.

The City Council needs to rename the facility following the established Commemorative Naming Policy Directive 2016-01. The City Council will designate the names of city buildings, public places, parks, structures, facilities, and natural features by resolution.

Procedure

The following process is per the Commemorative Naming Policy Directive 2016-01:

1. The Mayor, and City Council Member, the City Manager or any citizen of the City of Cibolo or interested group may request the naming or renaming of a city building, public place, park, structure, facility, or natural feature (heretofore referred to as "designated features"). Requests will be in writing to the Office of the Mayor.
2. Suggestions for names may be solicited from organizations, individuals, and the media. All suggestions, solicited or not, will be acknowledged and recorded for consideration.
3. If a contest or competition is to be held, the City Council shall provide guidelines and rules for the contest.
4. The City Council will make every effort to contact and solicit comments from surrounding property owners, residents, affected parties and the general public of Cibolo before taking action on any naming of a

designated feature.

5. The City Council will provide appropriate public notice/public hearing on any naming actions in conjunction with other agenda items for regularly scheduled meetings. A period of 30 days will be provided for any written public comment on any naming action.
6. The City Council will approve or disapprove any naming or renaming action by resolution.
7. The City Manager, upon approval of a naming or renaming action by the City Council will implement names or name changes to the designated feature. The City Manager will notify those who have submitted the suggestion and other appropriate offices and agencies. Upon City Council denial of a name or name change, the City Manager will notify those who sponsored the initiative.

Criteria

The Commemorative Naming Policy Directive 2016-01 (see attached) provides the several criteria, which are summarized below for reference:

1. Avoid Duplication, Similarity, and Inappropriateness
2. Consider geographical location or historical or cultural significance
3. In honor of an Individual, who has enhanced the Quality of Life within the City within one or more of seven (7) categories
4. Recognize an individual (alive or deceased) if that individual has made a significant financial contribution to the facility
5. Historical name commonly, but unofficially, named by residents in the area
6. Portions of facility named another name other than the entire facility
7. Use address until formal name is adopted
8. Changes of the names for existing public buildings, facilities, and man-made places
9. Designated features indicated on general usage maps for fifty years or more
10. Historic names placed on designated landmarks listed in the Texas Historical Commission or national Register of Historic Places
11. Resist Renaming Facilities

STAFF RECOMMENDATION:

Provide direction to City staff on a proposed name. A resolution will be prepared and brought back to City Council for formal action in accordance with the City's Commemorative Naming Policy Directive 2016-01 (see attached).

FINANCIAL IMPACT:

There will be an expense for signage that is to be determined. At a minimum, the City will need to install a wall sign on one or more elevations, to provide a new sign atop of the electronic message sign, and to place a commemorative plaque to recognize the Jackson family. The cost can be covered by the Cibolo Public Facility Corporation Fund.

MOTION(S):

Suggested Motion: I move to rename the 203 S. Main Street facility to [insert name] and direct the City Manager to return with a resolution to officially rename the facility.

Attachments

Naming Policy Directive 2016-01.pdf

CC Presentation - NGEC Update 2025-03-11.pdf

"City of Choice"

COPY

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

CITY OF CIBOLO, TEXAS
Commemorative Naming Policy

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

Policy

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

Procedure

1. The Mayor, and City Council Member, the City Manager or any citizen of the City of Cibolo or interested group may request the naming or renaming of a city building, public place, park, structure, facility, or natural feature (heretofore referred to as "designated features"). Requests will be in writing to the Office of the Mayor.

2. Suggestions for names may be solicited from organizations, individuals, and the media. All suggestions, solicited or not, will be acknowledged and recorded for consideration.

3. If a contest or competition is to be held, the City Council shall provide guidelines and rules for the contest.

4. The City Council will make every effort to contact and solicit comments from surrounding property owners, residents, affected parties and the general public of Cibolo before taking action on any naming of a designated feature.

5. The City Council will provide appropriate public notice/public hearing on any naming actions in conjunction with other agenda items for regularly scheduled meetings. A period of 30 days will be provided for any written public comment on any naming action.

6. The City Council will approve or disapprove any naming or renaming action by resolution.

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

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Criteria

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

1. To avoid duplication, confusing similarity or inappropriateness, the City Council, in considering naming suggestions, will review existing city buildings, public places, parks, structures, facilities, or natural features names both within the City of Cibolo and nearby municipalities.

2. Consideration in naming designated features shall be given to geographical location, historical or cultural significance, and natural or geological features.

3. Designated features may be named for an individual if that individual has enhanced the quality of life within the city. Outstanding service shall be performed in one or more of the following categories:

    a. Involvement in a leadership role in civic organizations which are devoted to community improvement.

    b. Assistance to the underprivileged, economically disadvantaged, physically and/or mentally handicapped.

    c. Actively promoted and directed community events and activities which have clearly added to the enrichment of the quality and quantity of cultural life within the community.

    d. Actively promoted and implemented effective programs and activities for the youth and/or senior citizens with the community.

    e. Assumed an active leadership role in developing and implementing programs directed at the improvement of the visual aesthetics of the community at the commercial, public, or residential level.

    f. Assumed an active leadership role in developing programs and/or facilities for collecting, promoting, and retaining the many aspects of the natural or historical heritage of the community.

    g. Assumed an active leadership role in developing programs and/or facilities directed toward the improvement of community social and health needs as well as programs directed toward humanitarian purposes.

4. Facilities may be named for an individual (alive or deceased) if that individual has made a significant financial contribution (30% or more) to the City of Cibolo for purpose of developing a particular building or facility.

5. Designated facilities may be named after research reveals that the area around the designated facility has been commonly, yet unofficially, named by the residents in the area.

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6. Portions of a facility may have another name than that of the entire facility, or features may be dedicated to or in honor of a person such as the conference room within City Hall or a feature within a City Park.

7. In the development of facilities or buildings, address designations will be used until the formal naming is approved. Whenever possible, the naming will be made prior to completion of purchase or construction of the building or facility.

8. Changes of names for public buildings, facilities and man-made places such as parks will only be approved when they do not violate historical or common usage names.

9. Designated features indicated on general usage maps for fifty years or more (age criteria applied by the National Register of Historic Places) will only be changed under exceptional circumstances.

10. Historic names placed on designated landmarks listed in the Texas Historical Commission or the National Register of Historic Places will not be changed.

11. Once a name has been officially approved by the City Council, changes will be strongly resisted.

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

PASSED AND APPROVED THIS 12th DAY OF APRIL 2016

Allen Dunn
Mayor

ATTEST

Peggy Cimics, TRMC
City Secretary

Noble Group Center Building Transition to City Use

Presented by: Wayne Reed

City Council

March 11, 2025

Presentation Overview

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

Council Feedback and Direction

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

NEXT STEPS:

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

Part 1. Use of Space - Floorplan

Use of Space - Floorplan

PD Space

PPD Space

Senior Center/Rental Space

Technical Space

- Senior Program
- Police Department – Detectives
- People & Performance Department

- Exterior Signage to be made after naming of facility

Part 2. Senior Program

Senior Program

Space	Sq. Ft.	Max Occupancy
Grange Hall	~1,625	• 232 for standing and with chairs only, not counting the kitchen • 108 with tables and chairs
City Facility Foyer Total	~2,320 ~396 ~2,716	• 300 for standing and chairs only; this is maximum limit to comply with International Fire Code (IFC) requirements • 155 with tables and chairs; using foyer would increase this to 181

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

Senior Program

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

Part 3. Purchasing of Equipment and Furniture

Purchasing of Equipment and Furniture

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

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

Storage in Facility vs. Self-Storage Rental

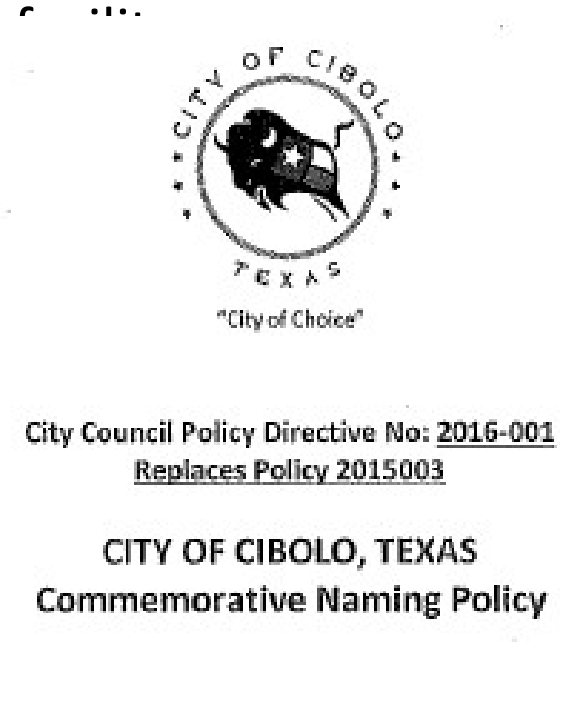
- Departments/Service Areas with self-storage include City Secretary's Office ($319), Information Services ($248), and the EDC ($187)
- City facility can accommodate all existing items located in self-storage (monthly fee) in the facility
- Costs of monthly storage will be reallocated to cover utilities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

Part 4. Naming of the Facility

Naming of the Facility

- City's existing Naming Policy was established in 2016
- Requires a resolution to officially na
- There are 11 criteria
- Policy is attached to this item

- Once City Council names the facility, it will be ordered and installed on the building



Part 6. Rental of Facility

Rental of Facility

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

Part 7. Budget

Budget

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

Council Feedback and Direction

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

NEXT STEPS:

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

City of Cibolo

City Council Regular Meeting Staff Report

F. Discussion/Action on the Award of Bid for building renovations of 203 S. Main St. to K-W Construction, Inc. in the amount of One Hundred Forty-Two Thousand Seven Hundred Dollars and Zero Cents ($142,700.00). (Mr. Hugghins / Mr. Gomez)

Meeting	Agenda Group
Tuesday, June 10, 2025, 6:30 PM	Discussion/Action Item: 10F.

From
Bryan Hugghins, Executive Director - Safety and Infrastructure

PRIOR CITY COUNCIL ACTION:

At the July 9, 2024 City Council meeting, the Council approved Budget Amendment #2, which provided $2,280,000 for the acquisition of Noble Group Event Center located at 203 S. Main St. Cibolo, Texas. At the July 23, 2024 City Council meeting approved a resolution for the purchase of the facility. Of the $2,280,000 that was authorized by Council in 2024 Budget amendment #2, $2,011,379 was spent on the acquisition of the building, with the remainder of the funding to be used for renovations and updating of the facility.

BACKGROUND:

The facility the City purchased is approximately 10,000 square feet in size with a large, open event space on the East side of the building and a smaller event space and several office spaces on the West side of the building. There are some areas within the large event space that were in need of updating to accommodate the needs of the City as well as some interior wall reconfiguration and additions needed in the West side of the building to allow for future staff work spaces. The Council was presented a rendering showing the building being divided into two phases to allow for renovation of the two distinct areas of the building to occur at different times.

An Intent to Bid (ITB) was issued on April 15, 2025 for Phase One (1) of the renovation of the facility located at 203 S. Main St. A non-mandatory pre-bid conference was held on April 22, 2025 to allow contractors to meet with City Staff on-site to view the facility and ask questions related to the specific renovation work to be done. There were two contractors that participated in the pre-bid conference, K-W Construction, Inc. And DL Bandy Construction.

The ITB closed on May 15, 2025 with one (1) responsive bidder submitting a bid. K-W Construction, Inc. Of Seguin, Texas was the lowest, and sole, responsive bidder and their bid was complete for Phase One of the renovation. K-W Construction, Inc. bid ONE HUNDRED TWENTY THOUSAND DOLLARS ($120,000) for the base bid and TWENTY TWO THOUSAND SEVEN HUNDRED DOLLARS ($22,700) for Additive Alternate #1 (Floor Epoxy). The scope of work for Phase One is shown here:

Demolition of Storage Room A123

Demolition of Storage Room A125

Demolition of Stage and Drop Ceiling Above

Two-Room Storage Area (A123) build

Install new door in hallway -X102

Demolition of existing "Office"

Build new walls for Office

Electrical Modifications

Finish and Paint all walls Phase 1

Clean & Seal Floors in Phase 1

Patch wall and paint in space A119 as shown on Current Condition map

Patch wall and paint in space A116 as shown on Current Condition map

Demo Counter, Cabinets, and sink as shown on the Desired Condition map. RM A116

Addition of 3 dedicated outlets as shown on Desired Condition map.

Move existing backflow prevention from area shown on Desired Condition map to new area where sink was demolished.

There is an Additive Alternate for Phase One to refurbish the epoxy flooring in Phase One. Staff does recommend approving the Add Alternate to refurbish the floors while the building is completely empty.

Alternative floor coating: Epoxy floor coating for approximately 3,280 sq ft. in the main meeting area and vestibule

Staff contacted an independent contractor that provides construction services through an available interlocal purchasing cooperative, known as TIPS, for an additional bid. The Interlocal Purchasing System (TIPS) is a National Cooperative Purchasing Program for use by member schools, colleges, universities, cities, counties, and other government entities in all 50 states as authorized by each entity's jurisdictional legal requirements. The bid that the contractor provided was higher than the bid provided by K-W Construction, Inc.

Staff had met with two construction companies on-site at the facility prior to releasing the ITB to get an idea of proposed costs, one of those companies being K-W Construction. Both K-W Construction and the other company were within $3,000 of each other on the proposed costs. When we evaluated the actual bid received from the ITB from K-W Construction and the independent bid from the TIPS contractor, the K-W Construction bid was lower than the independent contractor. Staff believes the bid from K-W Construction is a reasonable bid within the price range it should be for this project.

It should be noted that K-W Construction, Inc. was the construction company that completed the renovations to City Hall in 2023. K-W Construction did a good job on those renovations and were responsive to requests from Staff on that project.

STAFF RECOMMENDATION:

Staff recommends the City Council award the base bid as well as Additive Alternate #1 to K-W Construction, Inc. of Seguin, Texas in the amount of ONE HUNDRED FORTY TWO THOUSAND SEVEN HUNDRED DOLLARS and ZERO CENTS ($142,700.00)

FINANCIAL IMPACT:

Of the $2,280,000 that was authorized by Council in 2024 Budget amendment #2 for the purchase and renovation of 203 S. Main St., $2,011,379 was spent on the acquisition of the building. The remainder of the funding is in excessive of $250,000, providing adequate funding for this renovation project as bid by K-W Construction, Inc.

MOTION(S):

Motion to authorize the City Manager to negotiate a contract with K-W Construction, Inc. in the amount of ONE HUNDRED FORTY TWO THOUSAND SEVEN HUNDRED DOLLARS and ZERO CENTS ($142,700.00), including Add Alternate #1, for construction services to renovate the facility at 203 S. Main St. Cibolo, Texas.

Attachments

ITB 25-151-21 City of Cibolo Business and Event Center Renovation Phase 1.pdf
Addendum 1 ITB 25-151-21 City of Cibolo Business and Event Center Renovation Phase 1.pdf
Proposal Package KW Construction.pdf

City of Cibolo
200 South Main Street
Cibolo, Texas 78108

BIDDING AND CONTRACT DOCUMENTS
FOR
CITY OF CIBOLO BUSINESS AND EVENT CENTER RENOVATION PHASE 1

INVITATION TO BID NO. 25-151-21

Issue Date: April 15, 2025
Bid Due Date and Time (CDT):
May 15,2025 @ 2:00 p.m.

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INTRODUCTION

A. ABOUT CIBOLO, TEXAS

Cibolo is located in the extreme western corner of Guadalupe County in south central Texas. Situated along Farm Market Road 78 and north to south along FM 1103, and paralleled by two major interstate highways, IH 10 to the south and IH 35 to the north. The City of Cibolo is within easy access of Seguin and San Antonio. Cibolo is part of an area known as the Metrocom, the Northeast corner of Bexar County and the Southwest corner of Guadalupe County. The sister cities of the Metrocom include Universal City, Schertz, Selma, Live Oak, Gardenridge, Converse and Kirby. In this area you will also find Randolph Air Force Base a major pilot training facility for the United States Air Force. Cibolo voted to become an independent township on October 9, 1965. In 2005 the voters adopted a home rule municipal charter with a council-manager type of government.

B. LOCATION AND DESCRIPTION OF PROJECT

The City of Cibolo Business and Event Center (formally known as Noble event center) it's a 10,000 square foot facility located at 203 S. Main St., Cibolo, TX. 78108. This project will be Phase 1 of renovation plans in this facility.

DEFINITIONS

The following definitions shall be used to identify terms throughout this Solicitation:

A. ADDENDUM OR ADDENDA

Written instruments issued by the Owner which clarify, correct or change the bidding requirements or the Contract Documents prior to the Bid due date.

B. AGREEMENT/CONTRACT

The Standard Form of Agreement between Owner and Contractor, the form of which is attached as Exhibit A, signed or to be signed by the Parties and binding the Parties with respect to the performance of the work by Contractor and payment for same by Owner, containing the name of Contractor, title and location of the Project, original Contract Time Requirements, Original Contract Amount, an enumeration of documents included in the Contract, and other provisions. The Standard Form of Agreement between the Owner and Contractor is subject to change in order to comply with legal or regulatory requirements.

C. BID

A complete, properly signed response to this Solicitation that, if accepted, would bind the Respondent to perform the resultant Contract.

D. CITY COUNCIL

The elected officials of the City of Cibolo, Texas given the authority to exercise such powers and jurisdiction of all City business as conferred by the State Constitution and Laws.

E. CONTRACTOR

The individual, firm, corporation, or other business entity identified as such in the Agreement, including its successors and its authorized representatives, with whom Owner has entered

into the Contract for performance of the Work. The Contractor may also be referred to as the "Respondent" in the Contract Documents, which will be understood to mean the "Contractor" as identified in the Agreement.

F. CONTRACT DOCUMENTS

Contract Documents are defined in the Agreement and may include the following: introductory information; Bid requirements, Contract forms, Agreement, General Conditions, if applicable, Supplemental Conditions; General Requirements; Specifications; Drawings; Project Safety Manual; and Addenda.

G. PURCHASE ORDER

A purchase order records the financial obligation of the Owner to pay for services properly received; therefore, a purchase order is also required for all Contracts with an expenditure of funds entered into by the City Manager or City Council.

H. RESPONDENT

The individual or firm responding to this Solicitation that considers themselves qualified to provide the services specified herein, and which is interested in making an offer to provide the services to the Owner.

I. SOLICITATION

This Invitation to Bid document issued by the Owner containing terms, conditions and specifications for the construction services to be procured.

J. SUBCONTRACTOR (or Trade Subcontractor)

An individual, firm, corporation, or other business entity having a direct Contract with the Contractor for the performance of a portion of the Work under the Contract. A Subcontractor includes a supplier of tools, equipment or materials as well as an individual or entity renting tools or equipment to the Contractor. For purposes of this Contract, unless designated otherwise, the term "Subcontractor" shall include all Sub-Subcontractors and Suppliers in Contractual privity to the Subcontractor.

K. SUPPLIER

An individual or entity having a direct Contract with Contractor or with any Subcontractor to furnish materials or equipment or products, or services to be incorporated in the Work by Contractor or any Subcontractor.

NOTICE TO RESPONDENTS

A. NOTICE

All Bids are due on or before **2:00 p.m. on May 15, 2025**. **Solicitations are posted and available to download from:**

https://cibolotx.bonfirehub.com

Information related to this Solicitation will only be provided through the City's Procurement Manager. Information about this Solicitation received through any other means may be

inaccurate and result in a Respondent's submittal being incomplete which could ultimately render the Respondent's Bid non-compliant. Owner accepts no responsibility for information obtained through any other source.

B. RECEIPT OF BIDS

***Bid submissions will be accepted as following: ***
Electronic Submission
Or
Hard Copy Submission

The hard copy submittal shall be enclosed in an opaque sealed envelope, marked with the project title and name, and the address of the Respondent. The Bid shall be accompanied by the Bid Security and other required documents. If the Bid is sent through the mail or other delivery system the sealed envelope shall be enclosed in a separate envelope with the notation "BID ENCLOSED" on the face of it. Proposer shall submit one (1) copy of the entire proposal, plus one (1) digital copy (on CD, DVD or thumb drive).

Hard copy sealed Bids shall be addressed to and hand-delivered or shipped to:

City of Cibolo
Attn: Procurement Manager
Leili Samuelson
200 South Main St.
Cibolo, TX 78108

Bids must be received electronically by Bonfire, or hard copy by the **Procurement Manager, or Bonfire** on or before the time and date specified. The mere fact that the Bid was dispatched will not be considered; the Respondent must ensure that the Bid is actually delivered. The time hard copy Bids are received shall be determined by the time at City Hall. Bids received after the specified time of the opening will be returned unopened.

Public Acknowledgement. Owner shall receive, publicly open, and read aloud the names of the Respondents submitting and any monetary bids included in all properly submitted sealed **bids at 201 W. Loop 539, Cibolo, Texas 78108 on May 15,2025 at 2:00 pm central time**. A preliminary tabulation of Respondents and their monetary bids will be made available after the bid opening and as soon as it has been assembled and verified.

C. QUESTIONS AND INQUIRIES

Effective immediately upon release of this solicitation and until contract award, all official communications from proposers regarding the requirement of this RFP shall be directed to the CITY's single point of contact designated below. All questions and inquiries about this solicitation shall be submitted in writing to lsamuelson@cibolotx.gov or:

City of Cibolo

Attn: Leili Samuelson

Procurement Manager

200 South Main St.

Cibolo, TX 78108

Questions received after the stated deadline, other than those presented in any pre-proposal conference (if applicable), will not be answered. All questions and answers are considered part of this RFP. Interpretations or clarifications considered necessary by CITY in response to such questions will be issued by Addenda and posted on the CITY's website, https://cibolotx.bonfirehub.com

It is the RESPONDENT'S responsibility to check the City of Cibolo website for all Addenda or Amendments.

Proposers shall not attempt to contact City Council members, CITY staff or Management directly during the pre-proposal or post-proposal period unless and until an award has been made, and any resulting contract or agreement has been executed. The CITY intends to respond to all appropriate questions or concerns; however, the CITY reserves the right to decline to respond to any question or concern. All material modifications, clarifications or interpretations will be incorporated into an addendum which will be publicly posted. All addenda issued prior to the due date and time for responses are incorporated into the RFP and must be acknowledged in the Proposal response. Only written information provided shall be binding. Oral or other interpretations shall not be binding and are held without legal effect.

D. SCHEDULE OF IMPORTANT DATES

The schedule for this Solicitation is as follows:

Legal Advertisements:		April 16 & 23, 2025
Pre-Bid Conference:	10:00 AM/CST	April 22, 2025
Deadline for Questions and Inquiries:	11:00 AM/CST	April 25, 2025
Bid Submission Deadline:	2:00 PM /CST	May15,2025
Earliest Award by Owner:		June ,2025
Anticipated Construction Start:		June, 2025

E. PRE-BID CONFERENCE

This meeting is **NOT MANDATORY, BUT ATTENDANCE IS ENCOURAGED.** Any questions and answers addressed during the conference meeting will be issued in an addendum and all known parties will be notified.

A pre-submittal conference will be held at 203 S. Main , Cibolo, Texas 78108 at 10:00 AM CST on April 22, 2025.

Bidders are encouraged to prepare and submit their questions in writing in advance of the Pre-Submittal Conference in order to expedite the proceedings. City's responses to questions received by this time may be distributed at the Pre-Submittal Conference and posted as an addendum with this solicitation.

Any oral response given at the Pre-Submittal Conference that is not confirmed in writing and posted with this solicitation shall not be official or binding on the City. Bidders are encouraged to resubmit questions asked during the meeting in writing to the Staff Contact Person identified on the title page, after the conclusion of the Conference.

This meeting is not mandatory, but attendance is encouraged. Any questions and answers addressed during the conference meeting will be issued in an addendum and all known interested parties will be notified.

F. BID SECURITY

The Owner requires a person who submits a Bid to submit a certified or cashier's check on a responsible bank in the state equal to five percent (5%) of the total amount of the Bid, or a bid bond equal to five percent (5%) of the total amount of the Bid issued by a surety legally authorized to do business in this state, conditioned that the Respondent will pay the Owner, as mutually agreed to liquidated damages, and not as a penalty, the amount specified in the Bond, unless he enters into a contract with the Owner in accordance with his bid ("Bid Security"). Respondent is required to execute a contract and furnish a Performance Bond, Payment Bond and a Certificate of Insurance. If the RESPONDENT fails to execute the contract and to furnish satisfactory Performance and Payment Bonds and Insurance Certificates within ten (10) calendar days from the date on which he is notified that his bid has been accepted, the amount of his check or bid bond shall be forfeited to the BPUB as mutually agreed to liquidated damages, and not as a penalty. ***No bid will be considered if the Bid Security is not submitted.***

Bonds will only be accepted from Sureties authorized to issue bonds in accordance with state law. The Respondent shall include the original hard copy of the bid bond, cashier's check or certified check with the Bid.

Bid Security shall be in effect from the opening of the Bid and will be retained until (5) calendar days after a Respondent has executed the Agreement and furnished the required Contract security or until more than ninety (90) calendar days from the date of opening of the Bid have lapsed. **All Bids shall constitute an offer to the Owner as outlined herein and**

shall be irrevocable and cannot be withdrawn for ninety (90) calendar days following the date of the opening of the Bids.

The Bid Security of other Respondents whom Owner believes to have a reasonable chance of receiving the award may be retained by Owner until five (5) calendar days after the Agreement is executed whereupon Bid Security furnished by such Respondents will be returned. Bid Security included with Bids which are not competitive will be returned within seven (7) calendar days after the Bid opening.

STANDARD TERMS AND CONDITIONS

A. ABSENCE OF PURCHASE ORDER OR AGREEMENT

The Owner is not responsible for delivery of any services, commodities or equipment without a fully executed Agreement and proper Purchase Order.

B. ACCEPTANCE

Upon acceptance and approval by the City Council, or their designee, this Bid, the Contract, and all required forms shall constitute the Agreement between the Owner and the Contractor. A Purchase Order is required prior to the delivery of any services provided to the Owner.

C. ADDENDA OR ADDENDUM

If it becomes necessary to revise any part of this Solicitation, prior to the due date and time, a written Addendum will be provided to all Respondents. The Owner is not bound by any oral representations, clarifications, or changes made in the written specification by the Owner's employees, unless such representation, clarification or change is provided to Respondents in written Addendum form from the City.

Addenda will be transmitted by electronic means to all that are known by the City to have downloaded a copy of the Bid documents and specifications from the City's website. However, it shall be the sole responsibility of the Respondent to verify issuance of any addenda and to check all avenues of document availability prior to the opening date and time and failure of any Respondent to receive any such Addenda or interpretation shall not relieve such Respondent from any obligation under his bid as submitted. All Addenda so issued shall become part of the Contract Documents. Respondent shall acknowledge receipt of each addendum with signature and date and return with completed Bid.

D. ADVERTISING AND PUBLICITY

Contractor shall not advertise or otherwise publicize, without the Owner's prior written consent, the fact that the Owner has entered into the Agreement, except to the extent required by applicable law.

E. AWARD OF CONTRACT

Owner reserves the right to reject any and all Bids, to waive any and all formalities and immaterial irregularities, and the right to disregard all non-conforming, non-responsive, unbalanced or conditional Bids. Also, Owner reserves the right to reject the Bid of any

Respondent if Owner believes that it would not be in the best interest of the Owner to make an award to that Respondent, whether because the Bid is not responsive or the Respondent is unqualified or of doubtful financial ability or fails to meet any other pertinent standard or criteria established by Owner.

In evaluating Bids, Owner will consider the qualifications of the Respondents, whether or not the Bids comply with the prescribed requirements, time of construction, and such alternates, unit prices and other data as may be requested in the Bid Form or prior to the notice of intent to award.

If Owner requires Respondents to identify Subcontractors, Suppliers, and/or other persons or organizations proposed to perform work on behalf of Respondent, Owner may consider the qualifications and experience of those Subcontractors, suppliers, and/or other persons and organizations proposed. Owner may also consider the operating costs, maintenance requirements, performance data and guarantees of major items of materials and equipment proposed for incorporation in the Work when such data is required to be submitted prior to the notice of intent to award.

Respondents may be disqualified and rejection of Bids may be recommended to the Owner for (but not limited to) any of the following causes: 1) failure to use the Bid forms furnished by the Owner; 2) lack of signature by an authorized representative on all required forms; 3) failure to properly complete the Bid; 4) evidence of collusion among Respondents; 5) failure to provide required Bid security; 6) unauthorized alteration of forms provided; 7) lack of appropriate qualifications and experience relative to the size and scope of the work proposed; 8) unsatisfactory past performance; 9) failure to complete past projects; or 10) non-compliance with any provisions contained herein. Exceptions or conditional qualifications by the Respondent to the Plans, Technical Specifications, Contract Documents, or other pre-bid documents will not be permitted at the time of submitting the Bid Documents to the Owner, and any exceptions or conditional qualifications taken by Respondent, will automatically deem the bid conditional and non-responsive and subject to Owner rejection.

F. BUSINESS PRACTICES

Minority business enterprises and/or historically underutilized businesses will be afforded full opportunity to submit Bids in response to this invitation and will not be discriminated against on the basis of race, color, creed, gender, age, religion, national origin, mental or physical disability, veteran's status or political affiliation in consideration for an award.

G. CLARIFICATIONS AND INTERPRETATIONS

All questions about the meaning or intent of the Contract Documents are to be directed to the Procurement Manager. Interpretations or clarifications considered necessary by Owner in response to such questions will be issued by Addenda and delivered to all parties recorded by Owner as having received the Contract Documents. Questions received after the deadline for questions and inquires will not be answered. Only questions answered by a formal written Addenda will be binding. No oral or other interpretations or clarifications will be considered official or binding.

H. CERTIFICATION

This Solicitation includes a certification page. Respondent must:

1. Furnish complete name, mailing address, telephone number and email of the individual duly authorized to execute Contractual documents on behalf of the Respondent.
2. Furnish name of individual(s), along with respective telephone numbers and email addresses, who will be responsible for answering all questions.
3. Certify that they have not conspired with any other potential Respondents in any manner to attempt to control competitive pricing.
4. Certify that they are a duly qualified, capable and otherwise bondable business entity not in receivership or contemplating same, and that has not filed bankruptcy.

Any attempt to intentionally or unintentionally conceal or obfuscate a conflict of interest may automatically result in the disqualification of the Respondent's Bid.

I. CODES, PERMITS, LICENSES

Contractor shall comply with all federal, state and local standards, codes and ordinances, as well as those of other authorities that have jurisdiction related to the work to be performed. None of the terms or provisions of this Solicitation shall be construed as waiving any rules, regulations or requirements of any authorities or entities having jurisdiction related to the work to be performed. Contractor shall be responsible for obtaining all necessary permits, certificates and/or licenses to fulfill Contractual obligations to the Owner.

J. COLLUSION

Advanced disclosures of any information to any particular Respondent which gives that particular Respondent any advantage over any other interested Respondent in advance of the opening of Bids, whether in response to advertising or an informal solicitation, made or permitted by a member of the governing body or an employee or representative thereof, will cause the Owner to void all responses to that particular Bid solicitation or request.

K. COMMUNICATION

To insure the proper and fair evaluation of this Bid, the Owner prohibits ex parte communication (e.g., unsolicited) initiated by the Respondent to the Owner staff or its City Council, from the date of advertisement of this Solicitation to the time an award has been made by the City Council, the City Manager, or his/her designee. Communication between Respondents and the Owner will be initiated by the appropriate Owner official or employee in order to obtain information or clarification needed to develop a proper and accurate evaluation of the Bid. Ex parte communication may be grounds for disqualifying the offending Respondent from consideration or award of the Bid then in evaluation, and/or any future Solicitation.

Unless otherwise specified, all requests for clarification or questions regarding this Solicitation shall be directed to the point of contact provided in this Solicitation.

L. CONTRACT TIME

The times for Substantial Completion and Final Completion are set forth in the Standard Form of Agreement between Owner and Contractor. It will be necessary for the Contractor to satisfy the Owner of Contractor's ability to achieve Substantial Completion and Final Completion within the times designated in the Contract Documents.

M. DISCLOSURE OF CONFLICT OF INTEREST

Effective January 1, 2006, Chapter 176 of the Texas Local Government Code (House Bill 914) requires that any Respondent or person considering doing business with a local government entity disclose the Respondent or person's affiliation or business relationship that might cause a conflict of interest with a local government entity. The Conflict of Interest Questionnaire form is available from the Texas Ethics Commission (TEC) at https://www.ethics.state.tx.us/data/forms/conflict/CIQ.pdf. Any completed Conflict of Interest Questionnaires shall be submitted to the Owner.

N. DISCLOSURE OF INTERESTED PARTIES

Contracting hereunder may require compliance with §2252.908 Texas Government Code/Disclosure of Interested Parties for Contracts that (1) require an action or vote by the City Council before the Contract may be signed; or (2) have a value of at least $1 million. The law provides that a governmental entity may not enter into certain Contracts with a business entity unless the business entity submits a disclosure of interested parties to the governmental entity at the time the business entity submits the signed Contract to the governmental entity or state agency.

The process as implemented by the Texas Ethics Commission ("TEC") is as follows:

1. The disclosure of interested parties must be performed using the Texas Ethics Commission's electronic filing application listing each interested party of which the business entity is aware on Form 1295, obtaining a certification of filing number for this form from the TEC, and printing a copy of it to submit to the Owner.
2. The copy of Form 1295 submitted to the Owner must contain the unique certification number from the TEC. The form must be filed with the Owner pursuant to §2252.908 Texas Government Code, "at the time the business entity submits the signed Contract" to the Owner.
3. The Owner, in turn, will submit a copy of the disclosure form to the TEC not later than the 30th day after the date the Owner receives the disclosure of interested parties from the business entity.

O. DISCLOSURE OF LITIGATION

Each Respondent shall include in its Bid a complete disclosure of any material civil or criminal judgements, litigation or pending investigations which involves the Respondent.

P. EXCEPTIONS

Any deviations from terms, conditions, specifications, Contract terms, or insurance requirements contained herein must be clearly indicated in the Bid. Any deviations or exceptions are subject to review by the Owner and may cause the Bid to be deemed disqualified or non-responsive. If no exceptions are stated, it will be understood that all standard terms and conditions and specific requirements will be complied with, without exception.

Q. EXAMINATION OF CONTRACT DOCUMENTS AND SITE

1. It is the responsibility of each Respondent before submitting a Bid to:
   a. Examine the Contract Documents thoroughly

b. Visit the site to become familiar with local conditions that may affect cost, progress, performance or furnishing of the Work (Pre-Bid Conference may be the only available time to view the site conditions)
c. Consider federal, state and local laws and regulations that may affect cost, progress, performance or furnishing of the Work
d. Study and carefully correlate Respondent's observations with the Contract Documents
e. Notify Owner of all conflicts, errors or discrepancies in the Contract Documents, and
f. Coordinate with local utilities and other entities that may have underground or above-ground infrastructure in the work area for infrastructure location.

2. Information and data reflected in the Contract Documents with respect to underground facilities at or contiguous to the site are based upon information and data from the Owner's files for its underground facilities and information and data furnished by owners of other underground facilities. Owner does not assume responsibility for the accuracy or completeness thereof.

3. The lands upon which the Work is to be performed, rights-of-way and easements for access thereto and other lands designated for use by Contractor in performing the Work are identified in the Contract Documents. All additional lands and access thereto required for temporary construction facilities or storage of materials and equipment or disposal of spoil are to be provided by Contractor. Contractor is responsible for obtaining all permits required for any of the before mentioned purposes prior to beginning work.

4. The submission of a Bid will constitute an incontrovertible representation by the Respondent that the Respondent has complied with every requirement of this section, that without exception the Bid is premised upon performing and furnishing the Work required by the Contract Documents and such means, methods, techniques, sequences or procedures of construction as may be indicated in or required by the Contract Documents, and that the Contract Documents are sufficient in scope and detail to indicate and convey understanding of all terms and conditions for performance and furnishing of the Work. No pleas of ignorance of conditions that may be encountered in their execution of the Work under this Contract, that are a result of failure to make the necessary examinations and investigations herein above indicated, will be accepted as an excuse for the failure or omission on the part of the Contractor to fulfill in every detail all the requirements of the Contract Documents. In no event shall a claim for extra compensation or for an extension of time be allowed for failure to thoroughly examine all requirements of Contract Documents.

R. <u>FORMS</u>

All Bids must be submitted on the form(s) provided by the Owner, and accompanied by all required attachments. All figures must be written in ink or typewritten. However, mistakes may be crossed out, corrections inserted adjacent thereto and initiated in ink by the person signing the Bid.

S. GIFTS

The Owner may, by written notice to the Respondent, disqualify the Respondent without liability if it is determined by the Owner that any gift or thing of value, whether in the form of money, services, credits, loans, travel, entertainment, hospitality, promise, or any other form, were offered or given by the Respondent or any agent or representative of the Respondent to any officer or employee of the Owner with the intent of influencing such officer or employee as a reward for any decision, opinion, or recommendation, securing the Agreement, or securing favorable treatment with respect to awarding or amending or the making of any determinations with respect to performance of the Agreement.

T. INDEPENDENT CONTRACTOR

Nothing in this Solicitation is intended to be construed as creating an employer/employee relationship, a partnership or joint venture. The Contractor's services shall be those of an independent Contractor. The Contractor agrees and understands that the Agreement does not grant any rights or privileges established for employees of the Owner. Contractor shall not be within protection or coverage of the Owner's Workers' Compensation Insurance, Health Insurance, Liability Insurance or any other insurance that the Owner, from time to time, may have in force.

U. INSURANCE REQUIREMENTS

See Exhibit D of the Construction Services Agreement.

V. INTERPRETATION OF BIDS

Owner reserves the right to adopt the most advantageous interpretation of the Bids submitted in the case of ambiguity or lack of clearness in stating Bid prices, to reject any or all Bids, and/or waive formalities. Owner reserves the right to ***reject any or all Bids***, including without limitation the rights to reject any or all nonconforming, nonresponsive, unbalanced, or conditional Bids and to reject the Bid of any Respondent if Owner believes that it would not be in the best interest of the Project or the Owner to make an award to that Respondent, whether because the Bid is not responsive or the Respondent is unqualified or of doubtful financial ability or fails to meet any other pertinent standard or criteria established by Owner.

W. MISSTATEMENTS

Material misstatements in the Bid submitted for evaluation may be grounds for rejection of Respondent's Bid on this project. Any such misstatement, if discovered after award of the Contract to such company, may be grounds for immediate termination of the Contract. Additionally, the Respondent will be liable to Owner for any additional costs or damages to Owner resulting from such misstatements, including costs and attorney's fees for collecting such costs and damages.

X. NOTICES

Unless otherwise specified, all notices, requests or other communications required or appropriate to be given under the Agreement shall be in writing and deemed delivered three (3) business days after postmarked if sent by US Postal Service Certified, Registered Mail, Return Receipt Requested, or other commercially accepted means. Notices delivered by other means shall be deemed delivered upon receipt by the addressee. Notices to the Contractor shall be sent to the address specified in the Contractor's Bid or at such other

address as a party may notify the other in writing. Notices to the Owner shall be addressed to: City of Cibolo, 200 South Main St, Cibolo, Texas 78108 and marked to the attention of the City Manager.

Y. OWNER AGREEMENT

The Respondent proposes and agrees, if their Bid is accepted, to enter into an Agreement with Owner in the Contract form provided. The Respondent acknowledges that the Owner retains the right to revise the Contract form in order to comply with legal or regulatory requirements. The Respondent should review all applicable Agreements, terms and conditions thoroughly. Contractors who are not willing to sign the applicable Agreement without modification need not submit.

The successful Respondent shall execute the Agreement and provide proof of all required insurance based on staff recommendation prior to City Council action. Within ten (10) business days of notice of intent to award of City Council approval, all required bonds shall be delivered to Owner. A fully executed Agreement will be presented to the Contractor with a City Purchase Order.

Z. PAYMENT TERMS

1. **Tax Exempt Status**:
   The Owner is exempt from all federal excise, state and local taxes unless otherwise stated in this document. The Owner claims exemption from all sales and/or use taxes under Texas Tax Code §151.309, as amended. Texas Limited Sales Tax Exemption Certificates are furnished upon request. Contractor will not charge for such taxes. If billed, the Owner will not remit payment until a corrected invoice is received.
2. **Invoicing Requirements**:
   No more often than once a month, Contractor shall submit to the Owner or, if directed by Owner, to Owner's Representative, for review, an Application for Payment, in a form acceptable to Owner, filled out and signed by Contractor covering the Work completed as of the last day of the month for which an Application for Payment is being made. Application for Payment shall be accompanied by such supporting documentation as is required by the Contract Documents.
3. **Payment Terms**:
   All payments will be processed in accordance with Texas Prompt Payment Act, *Texas Government Code*, Subtitle F, Chapter 2251 less retainage. The Owner will pay Contractor within thirty (30) calendar days after performance of services was completed, or the day of receipt of a correct invoice for the services, whichever is later.
4. **Right To Audit**:
   The Contractor agrees that the representatives of the Owner shall have access to, and the rights to audit, examine, or reproduce, any and all records of the Contractor, Subcontractors and Manufacturers and Suppliers records, during the performance of this Contract and for three (3) years after final payment or any termination, until all audit and litigation matters that Owner has brought to the attention of Contractor are resolved, or as otherwise required by law, whichever is longer, and at no cost to the Owner.

5. **Firm Pricing**:
   The price shall remain firm for the duration of the Agreement and resulting Purchase Order, or any extension periods. No separate line item charges shall be permitted for invoice purposes, which shall include equipment rental, demurrage, fuel surcharges, delivery charges, and costs associated with obtaining permits or any other extraneous charges. Contractor further certifies that the prices in the Bid have been arrived at independently and without consultation, communication, or agreement for the purpose of restricting competition.
6. **Price Warranty**:
   The Contractor warrants the prices quoted are not materially higher than the Contractor's current prices on orders by others for like deliverables under similar terms of purchase. In addition to any other remedy available, the Owner may deduct from any amounts owed to the Contractor, or otherwise recover, any amounts paid for items materially in excess of the Contractor's current prices on orders by others for like deliverables under similar terms of purchase.

AA. PROHIBITED RESPONDENTS

The Owner prohibits conducting business with Respondents under the following conditions:

1. City will not conduct business with Respondents who have failed to comply with their contracts and have been debarred from doing business with the State of Texas or the federal government.
2. Successful Respondent must affirm, in any resulting contract, that (i) it does not Boycott Israel; and (ii) will not Boycott Israel during the term of any resulting Contract. This section may not apply if the Company is a sole proprietor, a non-profit entity or a governmental entity; and only applies if: (i) the Company has ten (10) or more fulltime employees and (ii) the Contract has a value of $100,000.00 or more to be paid under the terms of the Contract.
3. Successful Respondent must affirm, in any resulting contract, that it is not engaged in business with Iran, Sudan, or a foreign terrorist organization.
4. Successful Respondent must affirm, in any resulting contract, that it does not boycott energy companies, and will not boycott energy companies during the term of the Agreement.
5. Successful Respondent must affirm, in any resulting contract, that it (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 the Agreement.
6. Successful Respondent must affirm, in any resulting contract, that it is not (i) owned or controlled by (a) individuals who are citizens of China, Iran, North Korea, Russia, or a designated country; or (b) a company or other entity, including a governmental entity, that is owned or controlled by citizens of or is directly controlled by the government of China, Iran, North Korea, Russia, or a designated country; or (ii) headquartered in China, Iran, North Korea, Russia or a designated country.

BB. PROTEST PROCEDURES

1. Respondents are advised that protests of specifications, terms, conditions or any other aspect of this Solicitation must be made prior to the Solicitation due date. Protest of

specifications and Solicitation terms and conditions made after the due date and time will not be considered by Owner.

2. Protest of award must be made immediately, and in no event later than five (5) calendar days after the posting of the Council agenda recommending action to award the contract. All protests must include the following information:

   a. The name, address, and telephone number of the protestor.
   b. The signature of the protestor or protestor's representative.
   c. The Solicitation or Contract number.
   d. A detailed statement of the legal and/or factual grounds for the protest.
   e. The form of relief/result requested.

3. Protests shall be mailed to the Procurement Manager, 200 South Main Street, Cibolo, Texas 78108. Award will be made in the best interest of the Owner.

CC. PUBLIC INFORMATION

All Bids are subject to release as public information unless the Bid or specific parts of the Bid can be shown to be exempt from the Texas Public Information Act. Respondents are advised to consult with their legal counsel regarding disclosure issues and take the appropriate precautions to safeguard trade secrets or any other proprietary information. The Owner assumes no obligation or responsibility for asserting legal arguments on behalf of potential Respondents. . Respondent acknowledges that pursuant to the Texas Public Information Act, Respondent may also be responsible for taking steps to secure the confidentiality of certain documents if requested. Ultimately, the final decision as to what information must be disclosed under the Open Records Act lies with the Texas Attorney General.

If a Respondent believes that a Bid or parts of a Bid are confidential, then the Respondent shall so specify. The Respondent shall stamp in bold red letters the term "**CONFIDENTIAL**" on that part of the Bid which the Respondent believes to be confidential. Vague and general claims as to confidentiality shall not be accepted. All Bids and parts of Bids that are not marked as confidential will be automatically considered public information.

DD. RECEIPT OF BIDS

Bids must be received by the Owner prior to the time and date specified. The time Bids are received shall be determined by the time clock located in the Procurement Manager's Office. ***Please note that the City is not responsible for high traffic/demand at or near the time the response packages are due and that firms submitting their response package during peak traffic times risk their submittal not being received by the due date and time.***

EE. REIMBURSEMENTS

There is no expressed or implied obligation for the Owner to reimburse Respondents for any expenses incurred in preparing Bids in response to this Solicitation and the Owner will not reimburse Respondents for these expenses, nor will the Owner pay any subsequent costs associated with the provision of additional information or presentation, or to procure a Contract for these services.

FF. REPRESENTATIONS AND RESPONSIBILITIES

By submitting a Bid in response to this Solicitation, Respondent represents that it has carefully read and understands all elements of this Solicitation; has familiarized itself with all federal, state, and local laws, ordinances, and rules and regulations that in any manner may affect the cost, progress, or performance of the work; and has full knowledge of the scope, nature, quality and quantity of services to be performed.

By submitting a Bid in response to this Solicitation, the Respondent represents that it has not relied exclusively upon any technical details in place or under consideration for implementation by the Owner, but has supplemented this information through due diligent research and that the Respondent sufficiently understands the issues relative to the indicated requirements.

The failure or omission of Respondent to receive or examine any form, instrument, Addendum, or other documents or to acquaint itself with conditions existing at the site or other details shall in no way relieve any Respondent from any obligations with respect to its Bid or to the Contract.

GG. RESERVATIONS

The Owner reserves the right to request clarification or additional information specific to any Bid after all Bids have been received and the Solicitation due date has passed**.** Additionally, the Owner reserves the right to accept or reject all or part of any Bid, waive any formalities or technical inconsistencies, delete any requirement or specification from the Solicitation, or terminate the Solicitation when deemed to be in the Owner's best interest.

HH. BIDS BECOME PROPERTY OF THE OWNER

Submissions received in response to a Solicitation become the sole property of the Owner.

II. RESPONDENT'S OBLIGATION

Contractor shall fully and timely provide all deliverables described in this Solicitation, and Respondent's Bid must be in strict accordance with the terms, covenants and conditions of the Agreement and all applicable federal, state and local laws, rules and regulations.

JJ. RIGHT OF ACCEPTANCE AND REJECTION

The qualifications of a Respondent shall not deprive Owner of the right to accept a Bid, which in Owner's judgment is the lowest responsive and responsible bidder. In addition, Owner reserves the right to reject any Bid where circumstances and developments have, in the opinion of Owner, changed the qualifications or responsibility of the Respondent.

KK. RIGHT TO ASSURANCES

In the event the Owner, in good faith, has reason to question the intent of the Contractor to perform as presented in a Bid, the Owner may demand written assurances of the intent to perform as presented. In the event no written assurance is given within the time specified, the Owner may reject the Bid.

LL. SAMPLES

Samples of items shall be furnished, if requested by the Owner, without charge, and if not destroyed shall be returned upon request at the Respondent's expense.

MM. SUBSTITUTIONS AND *OR EQUAL* REQUESTS

1. The materials and equipment described in the Contract Documents establish a standard of required function, dimension, appearance and quality for the life cycle of each product. *Substitutions* are products of lesser or greater quality which do not meet the performance requirements of the contract documents. An *Or Equal* is a product that is considered equivalent to the standard of quality set forth in the contract documents.
2. ***Substitution* requests during the procurement phase:** The Owner is willing to consider *Substitutions* from Respondents during the procurement process. Any request for *Substitution(s)* must be submitted by a Respondent before the deadline for questions listed in this solicitation. **The Owner will not consider any *Substitution* requests from vendors, suppliers, or other third-parties.** Each *Substitution* request shall include the name of the material or equipment for which it is to be substituted and a complete description of the proposed *Substitution* including drawings, cuts, performance and test data, and any other information necessary for an evaluation. Respondent shall include a statement indicating any other changes in other materials, equipment, or work that would be required if this *Substitution* were to be included. The burden of proof of the merit of the proposed *Substitution* is upon the Respondent. Owner's decision of approval or disapproval of a proposed *Substitution* shall be final. If Owner approves any proposed *Substitution* before the date for receipt of Bids, such approval will be set forth in an Addendum issued to all prospective Respondents. Respondents shall not rely upon approvals made in any other manner
3. ***Or Equal* requests during the procurement phase**: Except where specifically provided otherwise, whenever any product is specified by brand name, i.e., manufacturer's or supplier's name or trade name and catalog or model number or name, the intent is not to limit competition but to establish a standard of quality which the Owner and/or Engineer has determined is necessary. The words *Or Equal* shall be deemed inserted in each instance. The selected Contractor may use any product equal to that named in the Contract Documents which is approved by the Owner and Engineer and which meets the requirements of the Contract Documents. If any Respondent wishes to have an *Or Equal* considered during the procurement phase, the Respondent shall submit documentation supporting such request by the deadline for questions in this Solicitation. The burden of proving the item to be an *Or Equal* is on the Respondent. **The Owner will not consider any *Or Equal* requests from vendors, suppliers, or other third-parties.** The Owner's decision of approval or disapproval of a proposed *Or Equal* shall be final. If the Owner approves any proposed *Or Equ*al before the date for receipt of Bids, such approval will be set forth in an Addendum issued to all prospective Respondents. Respondents shall not rely upon approvals made in any other manner.

NN. WITHDRAWAL BY OWNER/OWNER'S RIGHTS

The Owner makes no guarantees or representations that any award will be made and reserves the right to do any of the following:

- Reject any and all Bids received as a result of this Solicitation.
- Waive or decline to waive any informality and any immaterial irregularities in any Bid received.
- Withhold the award of Contract(s).

- Select Respondent(s) it deems to be the lowest responsive and responsible Respondent.
- Terminate the Solicitation process.

OO. WITHDRAWAL BY RESPONDENT

Bids may be withdrawn on written, facsimile or electronic transmission request to Procurement Manager dispatched by the Respondent in time for delivery in the normal course of business ***prior to the time fixed for bid opening***; provided, that written confirmation of any facsimile withdrawal over the signature of the Respondent is placed in the mail and postmarked prior to the time set for bid opening. The bid security of any Respondent withdrawing the bid in accordance with the foregoing conditions will be returned promptly.

PP. GOVERNING LAW AND VENUE

Any contract awarded shall be governed by and construed in accordance with the laws of the State of Texas, and venue for any action related to this contract will be Guadalupe County, Texas.

GENERAL CONDITIONS OF THE CONTRACT

A. GENERAL CONDITIONS OF CONTRACT

The General Terms and Conditions of the Contract shall be governing conditions of this Contract. The General Conditions of the Contract will be incorporated into the fully executed originals of the Contract Documents. General Conditions are found in the Standard Form of Construction Agreement.

PROJECT SPECIFIC CONDITIONS OF THE CONTRACT

A. CONTRACT BONDING REQUIREMENTS

The Bonds listed below are required for this Contract and will be made a part of the executed Contract Documents. These forms are **not** to be submitted by the Respondent at the time of Bid submission.

Subsequent to the Notice of Award and within ten (10) calendar days after the prescribed forms are presented for signature, the successful Respondent shall execute and deliver to the Owner an Agreement in the form included in the Contract Documents in such number of copies as the Owner may require.

Having satisfied all conditions of award as set forth elsewhere in these Documents, the successful RESPONDENT shall, within the period specified in the preceding paragraph, furnish a Performance Bond and Payment Bond, in accordance with the following parameters:

a. For a Contract in excess of $100,000.00, a Performance Bond shall be executed in the full amount of the Contract, conditioned upon the faithful and timely performance of the Work in accordance with the Plans, Specifications, and Contract Documents. Said Bond shall be solely for the protection of the Owner.

b. For a Contract in excess of $50,000.00, a Payment Bond shall be executed in the full amount of the Contract, solely for the protection of all proper claimants supplying labor and material in the prosecution of the Work provided for in the Contract, for the use of each such claimant perfecting a proper and timely claim. Payment Bonds are required under Texas law, since no mechanics' liens are allowed against City's public property assets.

c. One-Year Maintenance Bond.

When bonds are required, they shall serve as security for the faithful performance of the Contract, and for the payment of all persons, firms or corporations to whom the Contractor may become legally indebted to for labor, materials, tools, equipment, or services of any nature, including utility and transportation services employed or used by him in performing the Work. Such bonds shall be in the same form as that included in the Contract Documents and shall bear the same date as, or a date subsequent to that of the Agreement. The current power of attorney for the person who signs for any surety company shall be attached to such bonds. These bonds shall be signed by a guaranty or surety company legally authorized to do business in the State of Texas and appearing on the most recently issued (as of the date of bid opening) federally qualified U. S. Treasury Circular 570 List of Approved Sureties.

The failure of the successful Respondent to execute such Agreement and to supply the required bonds and insurance certificates within ten (10) calendar days after the prescribed forms are presented for signature, or within such extended period as the Owner may grant in writing, based upon reasons determined sufficient by the Owner, shall constitute a default, and the OWNER may either award the Contract to the next lowest responsive and responsible Respondent, or re-advertise for bids, and may charge against the defaulting RESPONDENT the difference between the amount of the defaulted bid and the amount for which a final Contract for the Work is subsequently executed, irrespective of whether the amount thus due exceeds the amount of the bid bond. If a more favorable bid is received by re-advertising, the defaulting Respondent shall have no claim against the Owner for a bid bond refund.

B. OWNER DESIGNATED SUBCONTRACTORS AND SUPPLIERS

N/A

C. EXISTING CONDITION INFORMATION

The invitation to Bid is for Phase 1 of renovation only and focuses on selective demolition and space reconfiguration. Demolition will include the removal of walls and a stage, with the creation of new spaces requiring minor electrical updates. Salvage and reuse of doors from demolished areas is required wherever feasible.

Exhibit B Documentation: Current condition documents are not exact representations of the space and desired condition document is not to scale.

Participation in the Pre-Bid conference, while not mandatory, is **STRONGLY RECOMMENDED** for all potential bidders to ensure clarity and understanding of project scope and conditions. Attendees will gain valuable insights into inaccuracies in the documentation and an opportunity to raise questions directly to project coordinators.

D. **GEOTECHNICAL INFORMATION**
N/A

EVALUATION AND AWARD OF CONTRACT

The Owner has attempted to provide a comprehensive statement of requirements through this Invitation to Bid for the work contemplated. Written Bids must present Respondent's qualifications and understanding of the work to be performed. Bids must be as thorough and detailed as possible so that the Owner may properly evaluate capabilities to provide the requested services.

To demonstrate qualifications to perform the Work, each Respondent must be prepared to submit within five days of City's request, written evidence, such as financial data, previous experience, present commitments and other such data as may be called for below. Each Bid must contain evidence of the Respondent's qualifications to do business in the State of Texas or covenant to obtain such qualification prior to award of the contract.

In determining a Respondent's qualifications, the following factors will be considered:

A. Work previously completed by the Respondent and whether the Respondent:

   a. maintains a permanent place of business,

   b. has adequate labor and equipment to do the work properly and expeditiously,

   c. has paid or settled all claims for payment promptly,

   d. has appropriate technical experience,

   e. has job references for work of similar size and scope to the project bid herein; and

   f. satisfactory performance and completion of public, or comparable, projects.

B. The safety record of the Respondent, or the corporation, partnership, or institution represented by the Respondent, or of any one acting for such firm, corporation, or partnership.

   Each Respondent may be required to show that he has properly completed similar type work and that no claims are now pending against such work. No bid will be accepted from any

Respondent who is engaged in any work that would impair his ability to fully execute, perform or finance this work.

The General/Sub-Contractors Experience Data Sheet following the Bid must be filled out and submitted with the bid for consideration. Failure to include a completed Data Sheet may result in the rejection of the bid.

B. REFERENCE CHECKS

The Owner reserves the right to check any reference(s), regardless of the source of the reference information. Information may be requested and evaluated from references. The Owner reserves the right to use a third party to conduct reference checks. Owner may perform reference checks on any or all Respondent references, and negative references may eliminate Respondents from further consideration.

C. EVALUATION OF ALTERNATE BID ITEMS

Should this Bid include alternative Bid items, the following process shall apply:

1. Respondent shall provide a Bid price for the Base Bid and shall choose to submit a separate Bid price for each alternative described in the Contract Documents and as provided for on the Bid Form.
2. For evaluation of Proposed Project Cost, Bids will be compared on :
   a. Base Bid (only);
3. After evaluating the Bids based on all the criteria contained in this Solicitation and selection of the top ranked Respondent, the Owner may choose to award on the Respondent's base Bid and any combination of its alternative Bids.

K. AWARD OF CONTRACT

It is the intent of Owner to award this Contract to the lowest responsive and responsible Respondent. The successful Respondent will be required to enter into **Standard Form of Agreement between Owner and Contractor (Exhibit A)**, of this Solicitation. This Solicitation and the successful Respondents' Bid, or any part thereof, may be incorporated into and made a part of the final Contract. Owner retains the right to revise the Standard Form of Agreement between Owner and Contractor in order to comply with legal or regulatory requirements.

If the Contract is to be awarded, Owner will give the successful Respondent a notice of intent to award within 90 days after the day of the Bid opening, subject to mutually agreed extensions of this period.

SUBMISSION REQUIREMENTS

Owner will not accept oral Bids or Bids received by telephone or Fax machine. Bids must be prepared providing a straightforward, concise description of Respondent's ability to meet all requirements and specifications of this Solicitation. Emphasis should be focused on completeness, clarity of content, and responsiveness to all requirements and specifications of this Solicitation.

To facilitate the review of the Bids, Respondents shall follow the described format. The intent of the Bid format is to expedite review and evaluation. It is not the intent to constrain Respondents with regard to content, but to assure that the specific requirements set forth in this Solicitation are addressed in a uniform manner amenable to review and evaluation.

ATTACHMENT A – BID FORM

1. The Bid Form is included as Attachment A. All blanks on the Bid Form must be filled by typing, or by writing in blue or black ink. Unfilled blanks may result in the Bid being disqualified.
2. A Bid showing omissions, alterations, conditions, exceptions or other qualifiers which modify the Bid Form may be rejected as irregular.
3. Prices should be itemized. Unit prices shall be set to no more than four (4) decimal places. The Owner reserves the right to award by item or by lump sum. Discrepancies in the multiplication of units of Work and unit prices will be resolved in favor of the unit prices. Discrepancies between the indicated sum of any column of figures and the correct sum thereof will be resolved in favor of the correct sum.

ATTACHMENT B – ORGANIZATION AND BUSINESS INFORMATION

1. Provide general information on your company including the company name, address, website, main telephone number(s) and email address(es) for communication regarding the Bid.
2. Briefly introduce your company, providing a summary of the administration, organization and staffing of your company. Include any information that makes your company unique and sets your company apart from others in your industry.
3. Include indicators of organization size: number of full time employees, average number of projects per year, number of years in business, estimated revenue, and average project construction cost.
4. Provide the names of subcontractors completing ten percent (10%) or more of the work and include what aspects of the work they are completing and the approximate percent.

ATTACHMENT C – EXPERIENCE/PAST PERFORMANCE OF RESPONDENT WITH SIMILAR PROJECTS

1. Respondent shall include 3-5 similar current or previous projects completed in the last ten (10) years. Include project owner, name, description, cost, schedule, and personnel, for each relevant project.
2. Indicate whether the original contract price and schedule was met for each project. If not, please explain.
3. Include reference information for each project.
4. If Respondent is proposing the use of a Subcontractor for over fifty percent (50%) of the work, at least one of the Projects provided must be representative of that Subcontractors work.

ATTACHMENT D – EXPERIENCE AND QUALIFICATIONS OF PROPOSED KEY PERSONNEL WITH SIMILAR PROJECTS

1. Provide experience and qualifications for the proposed project manager and superintendent including their years of relevant experience, years with company, education, licenses/certifications, and percent availability.

2. Provide a summary of relevant experience for the proposed PM and superintendent that highlights similar projects and their respective role on those projects.

ATTACHMENT E – SAFETY PROGRAM

1. Provide details regarding Workers' Compensation Experience Modification Rate and OSHA 200 Log for the last five (5) years.
2. Complete safety questionnaire. Respondent does not need to submit their Safety Plan at this time. By evaluating the Respondent's safety program, Owner does not endorse or take any responsibility for the effectiveness of the program or any activities to be carried out as part of the program.

ATTACHMENT F – LITIGATION, CLAIMS, AND COMPLIANCE (for Public Sector Owners in Texas)

1. Provide an explanation if the Respondent has defaulted on any project or failed to complete any project.
2. Provide an explanation if the Respondent has been assessed liquidated damages.
3. Provide an explanation if the Respondent has been charged or fined for non-compliance with any state and/or federal regulation.
4. Disclose any relevant civil or criminal judgments, litigation, or pending investigations which involves the Respondent.

ATTACHMENT G – BID SECURITY

1. Complete Bid Security Form provided by Owner, if utilizing a surety for Bid Security.

ATTACHMENT H – CERTIFICATION AND ACKNOWLEDGEMENT

1. An authorized representative of the Respondent must complete and sign the Certification and Acknowledgment Form.

ATTACHMENTS

Respondent shall complete and return the following Attachments with Bid.

Attachment A: Bid Form

Attachment B: Organization and Business Information

Attachment C: Experience/Past Performance of Respondent with Similar Projects

Attachment D: Experience and Qualifications of Proposed Key Personnel with Similar Projects

Attachment E: Safety Program

Attachment F: Litigation, Claims, and Compliance

Attachment G: Bid Security

Attachment H: Certification and Acknowledgement

ATTACHMENT A
BID FORM

(Posted as Separate Document)

ATTACHMENT B
ORGANIZATION AND BUSINESS INFORMATION

GENERAL INFORMATION				
Organization Doing Business As:				
Business Address of Principal Office:				
Business City, State and Zip Code:				
Main Telephone Number:				
Fax Number:				
Web Site Address:				
Form of Business (select one):	Corporation	Partnership	Individual	Joint Venture
Main Contact:				
Main Contact's Direct Line:				
Main Contact's Mobile Phone:				
Main Contact's Email Address:				
Organization Introduction				
Indicators of Organization Size				
Current Number of Full Time Employees:				
Average Number of Projects Per Year:				
Number of Years in Business:				
Number of Years of Experience in Projects Similar to the Proposed Project:				
Estimate of Current Year's Revenue:				
Average Project Construction Cost:				

List of Major Subcontractors Completing Ten Percent (10%) or More of the Work		
Name of Subcontractor	Work to be Provided	Estimated Percent of Contract

ATTACHMENT C
EXPERIENCE/PAST PERFORMANCE OF RESPONDENT WITH SIMLAR PROJECTS

Project 1

Project For: Prime Contractor Major Subcontractor(s) Name:_____

Project Owner:_____

Project Name:_____

General Description of Project:

Project Cost:_____ Date Project Started:_____

Project Manager:_____

Project Superintendent:_____

Was original contract price met: Yes No

If No, please explain:

Was original contract schedule met: Yes No

If No, please explain:

Reference contact information (listing names indicates approval to contacting the named individuals as a reference):

Owner Name:_____

Organization Name:_____

Owner Telephone Number:_____ Owner Email:_____

Designer Name:_____

Designer Organization Name:_____

Designer Telephone Number:_____ Designer Email:_____

Construction Manager Name:_____

Construction Manager Organization Name:_____

Construction Manager Number:_____ Construction Manager Email:_____

ATTACHMENT C
EXPERIENCE/PAST PERFORMANCE OF RESPONDENT
WITH SIMLAR PROJECTS (CONTINUED)

Project 2

Project For: Prime Contractor Major Subcontractor(s) Name:_____

Project Owner:_____

Project Name:_____

General Description of Project:

Project Cost:_____ Date Project Started:_____

Project Manager:_____

Project Superintendent:_____

Was original contract price met: Yes No

If No, please explain:

Was original contract schedule met: Yes No

If No, please explain:

Reference contact information (listing names indicates approval to contacting the named individuals as a reference):

Owner Name:_____

Organization Name:_____

Owner Telephone Number:_____ Owner Email:_____

Designer Name:_____

Designer Organization Name:_____

Designer Telephone Number:_____ Designer Email:_____

Construction Manager Name:_____

Construction Manager Organization Name:_____

Construction Manager Number:_____ Construction Manager Email:_____

ATTACHMENT C
EXPERIENCE/PAST PERFORMANCE OF RESPONDENT WITH SIMLAR PROJECTS (CONTINUED)

Project 3

Project For: Prime Contractor Major Subcontractor(s) Name:_____

Project Owner:_____

Project Name:_____

General Description of Project:

Project Cost:_____ Date Project Started:_____

Project Manager:_____

Project Superintendent:_____

Was original contract price met: Yes No

If No, please explain:

Was original contract schedule met: Yes No

If No, please explain:

Reference contact information (listing names indicates approval to contacting the named individuals as a reference):

Owner Name:_____

Organization Name:_____

Owner Telephone Number:_____ Owner Email:_____

Designer Name:_____

Designer Organization Name:_____

Designer Telephone Number:_____ Designer Email:_____

Construction Manager Name:_____

Construction Manager Organization Name:_____

Construction Manager Number:_____ Construction Manager Email:_____

ATTACHMENT D
EXPERIENCE AND QUALIFICATIONS OF PROPOSED KEY PERSONNEL WITH SIMILAR PROJECTS

Provide experience and qualifications for the proposed **PROJECT MANAGER** including their years of relevant experience, years with company, education, licenses/certifications, and percent availability:

Project Manager:_____

Years of Relevant Experience:_____ Years with Company:_____

Education:_____

Licenses/Certifications:_____

Percent Availability:_____

Provide a summary of relevant experience for the proposed **PROJECT MANAGER** that highlights similar projects and his/her respective role on those projects:

ATTACHMENT D
EXPERIENCE AND QUALIFICATIONS OF PROPOSED KEY PERSONNEL WITH SIMILAR PROJECTS (CONTINUED)

Provide experience and qualifications for the proposed **SUPERINTENDENT** including their years of relevant experience, years with company, education, licenses/certifications, and percent availability:

Superintendent:_____

Years of Relevant Experience:_____ Years with Company:_____

Education:_____

Licenses/Certifications:_____

Percent Availability:_____

Provide a summary of relevant experience for the proposed **SUPERINTENDENT** that highlights similar projects and his/her respective role on those projects:

ATTACHMENT E
SAFETY PROGRAM

1. List your organization's Workers' Compensation Experience Modification Rate (EMR) for the last five years, as obtained from your insurance agent:

Year	EMR

2. Complete the matrix below for the last five years, as obtained from OSHA No. 200 Log:

Year					
Number of Injuries and Illnesses					
Number of Lost Time Accidents					
Number of Recordable Cases					
Number of Fatalities					
Number of employee direct hire fixed hours (round to 1,000's)					

3. Please answer the following questions regarding your safety program:
    1. Are regular project safety meetings held for Field Supervisor(s)?
        Yes No
        If yes, frequency:
        Weekly
        Bi-Monthly
        Monthly
        As Needed
    2. Are project safety inspections conducted?
        Yes No
        If yes, who performs inspections?_____
        How often?_____
        Who is required to attend?_____
    3. Does your organization have a written safety program?
        Yes No
    4. Does your organization have a safety orientation program for new employees?
        Yes No
    5. Does your organization have a safety orientation program for employees promoted to Field Supervisor?
        Yes No
        If yes, does your Supervisor Safety Program include instructions on the following:
        Safety Work Practices Yes No
        Tool Box Safety Meetings Yes No
        First Aid Procedures Yes No
        Accident Investigation Yes No
        Fire Protection Yes No
        New Worker's Orientation Yes No
    6. Does your organization have a COVID 19 safety plan in place?
        Yes No

ATTACHMENT F
RESPONDENT'S LITIGATION, CLAIMS, AND COMPLIANCE

1. Provide an explanation if the Respondent has defaulted on any project or failed to complete any project:

2. Provide an explanation if Respondent has been assessed liquidated damages:

3. Provide an explanation if the Respondent has been charged or fined for non-compliance with any state and/or federal regulation:

4. Disclose any relevant civil or criminal judgments, litigation, or pending investigations which involves the Respondent:

ATTACHMENT G - BID SECURITY

THAT WE, _____, as Principal, ("Respondent"),and the other subscriber hereto, _____, as Surety, do hereby acknowledge ourselves to be held and firmly bound to the City of Cibolo, a political sub-division of the State of Texas, in the sum of:

_____ Dollars ($ _____)

(an amount equal to five (5) percent of the Total Bid Price, including Cash Allowances and Alternates, if any, for the payment of which sum, well and truly to be made to the City of Cibolo and its successors, the Respondent and Surety do bind themselves, their heirs, executors, administrators, successors, and assigns, jointly and severally.

THE CONDITIONS OF THIS OBLIGATION ARE SUCH THAT:

WHEREAS, the Respondent has submitted on or about this day a bid offering to perform the following:

in accordance with the Drawings, Specifications, and terms and conditions related thereto to which reference is hereby made.

NOW, THEREFORE, if the Respondent's offer as stated in the Bid Form is accepted by the City of Cibolo, and the Respondent executes and returns to the San Jacinto River Authority the Standard Form of Agreement between Owner and Contractor, required by the City of Cibolo, on the forms prepared by the City of Cibolo, for the Work and also executes and returns the same number of the Performance, Payment and Maintenance Bonds (such bonds to be executed by a Corporate Surety authorized by the State Board of Insurance to conduct insurance business in the State of Texas, and having an underwriting limitation in at least the amount of the bond) and other submittals as required, in connection with the Work, within the Contract Time, then this obligation shall become null and void; otherwise it is to remain in full force and effect.

If Respondent is unable to or fails to perform the obligations undertaken herein, the undersigned Respondent and Surety shall be liable to the City of Cibolo for the full amount of this obligation which is hereby acknowledged as the amount of damages which will be suffered by the City of Cibolo on account of the failure of such Respondent to perform such obligations, the actual amount of such damages being difficult to ascertain.

Notices required or permitted hereunder shall be in writing and shall be deemed delivered when actually received or, if earlier, on the third day following deposit in a United States Postal Service post office or receptacle, with proper postage affixed (certified mail, return receipt requested), addressed to the respective other Party at the address prescribed in the Contract documents, or at such other address as the receiving Party may hereafter prescribe by written notice to the sending Party.

IN WITNESS THEREOF, the Respondent and Surety have signed and sealed this instrument on the respective dates written below their signatures and Surety has attached its current Power of Attorney.

ATTEST, SEAL: (if a corporation)

WITNESS: (if not a corporation)

Signature:_____

Printed Name:_____

Title:_____

Date:_____

ATTEST/SURETY WITNESS: (SEAL)

Notice:

Signature:_____

Printed Name:_____

Title:_____

Date:_____

Name of Respondent:

_____

Signature:_____

Printed Name:_____

Title:_____

Date:_____

Surety:

_____

Address and Telephone Number of Surety for

Signature:_____

Printed Name:_____

Title:_____

Date:_____

ATTACHMENT H
CERTIFICATION AND ACKNOWLEDGMENT

The undersigned, as an authorized agent of the Respondent, hereby certifies:

Please check each box below.

☐The Respondent is in receipt of _____ Addenda. Respondent must attach signed Addenda coversheet.

☐The Respondent certifies:

- That (i) it does not Boycott Israel; and (ii) will not Boycott Israel during the term of the Contract. This section does not apply if the Company is a sole proprietor, a non-profit entity or a governmental entity; and only applies if: (i) the Company has ten (10) or more full-time employees and (ii) this Contract has a value of $100,000.00 or more to be paid under the terms of this Contract pursuant to Texas Government Code, Chapter 2271, Section 2271.002.
- That it does not do business with Iran, Sudan, or a foreign terrorist organization pursuant to Texas Government Code, Chapter 2252, Section 2252.153.
- That it does not boycott energy companies, and will not boycott energy companies during the term of the Contract pursuant to Texas Government Code, Chapter 2274, Section 2274.002.
- That it (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 the Contract pursuant to Texas Government Code, Chapter 2274, Section 2274.002.
- That it is not (i) owned or controlled by (a) individuals who are citizens of China, Iran, North Korea, Russia, or a designated country; or (b) a company or other entity, including a governmental entity, that is owned or controlled by citizens of or is directly controlled by the government of China, Iran, North Korea, Russia, or a designated country; or (ii) headquartered in China, Iran, North Korea, Russia or a designated country pursuant to Texas Government Code, Chapter 2274.

☐The Respondent is qualified to perform the work and services outlined in this Solicitation.

☐The Bid has been arrived at independently and submitted without collusion with any other Respondent, Owner staff or Owner Contractors, and the contents of the Bid have not been communicated by the Respondent or, to the Respondent's best knowledge and belief, by any one of its employees or agents to any person not an employee or agent of the Respondent, and will not be communicated to any person prior to the Owner's final action of this Solicitation prior to Contract award. Nothing in this paragraph shall be construed to prevent or preclude two or more companies or persons from joining together to submit a Bid for the work.

☐The offers, terms, and conditions of the Bid will remain valid and effective and may be relied upon by the Owner for a period of ninety (90) days following the Bid closing date and time as identified in this Solicitation or subsequent Addenda.

Respondent: _____

Signature: _____

Printed Name: _____

Title: _____

Phone Number: _____

Fax Number: _____

Email: _____

Bid Address:

Order Address:

Remit Address:

Federal Tax ID No.: _____

DUNS No.: _____

EXHIBIT A

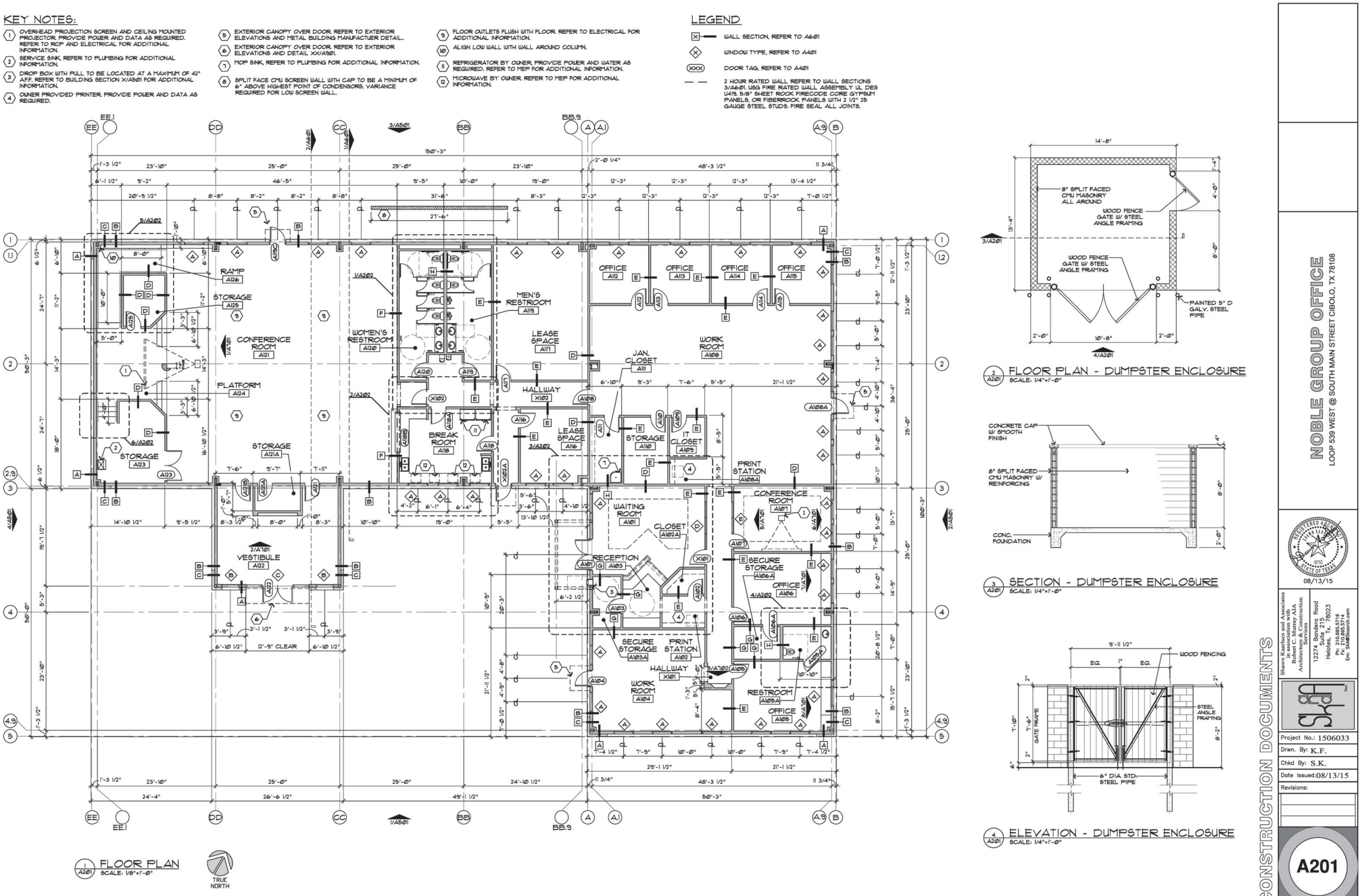
STANDARD FORM OF AGREEMENT BETWEEN OWNER AND CONTRACTOR

(Posted as Separate Document)

EXHIBIT B

DRAWINGS

Current Condition



NOBLE GROUP OFFICE
LOOP 539 WEST @ SOUTH MAIN STREET CIBOLO, TX 78108

08/13/15

Shawn Kaarlen and Associates
Interior Designers
Robert C. Murray AIA
Architecture & Construction Services
12274 Bandera Road
Suite 215
Helotes, Tx. 78023
Ph: 210.695.5716
Fax: 210.695.5716
Em: SKA@Satx.rr.com

Project No.: 1506033
Drwn. By: K.F.
Chkd By: S.K.
Date Issued:08/13/15
Revisions:

CONSTRUCTION DOCUMENTS

A201

Desired Condition

Addendum to ITB No. 25-151-21

Addendum No. 1

DATE: 04/25/2025
ITB NO. 25-151-21 City of Cibolo Business and Event Center Renovation Phase 1
DUE DATE: May 15, 2025 @ 2:00 P.M. CT

The following changes are hereby made a part of the solicitation documents for the above referenced project as fully and as completely as though the same were included therein. The remainder of the solicitation remains unchanged. Please acknowledge receipt of this addendum in response.

Please note that the City has updated the desired condition map. For more details, please find the attached document for your review.

Q1. What is the estimated cost range?
A1. The cost range is undetermined. Please submit your best bid.

Q2. Would you please post the Pre-bid meeting attendees list?
A2. Please find the attached document for your review.

Q3. What are some alternative methods for sealing floors besides traditional options?
A3. Please review the 'Update' tab in the bid tabulation section

Q4. After the walk through, we would like to clarify that the only scope of work for the restrooms is to clean the wall tile, and clean the partitions.
A4. Along with cleaning wall tiles and partitions, please include painting non-tiled walls and cleaning the floor(s).

Q5. The existing door into the office area does not match other doors in the facility, will this door be replaced with a new door to match the others?
A5. We would like a door that matches the others to be added.

Q6.To clarify the base bid is to strip the floor, wax and buff, is this for all of the concrete floors in phase 1 or just the Senior Center/Rental Space?
A6. All concrete floors in phase 1.

Q7. During the walk through it was mentioned that Departmental storage and storage areas in Phase 2 were going to be added to phase 1, is this correct?
A7. Yes, storage areas will be added to phase 1. Please see the updated desired condition map.

Q8. During the walk through it was mentioned that 3 TVs were going to be added and that blocking, comms rough-in, and electrical outlet will need to be added for those, please clarify locations.
A8. The updated desired condition map shows show the location, in red text, of the TVs.

Q9.The new walls for the storage space, are they going to be full height walls or just to the to of the adjacent column, if the ceiling is open in the storage space, should the corner studs be extended to the ceiling to add support to the wall and if so should it be clad in drywall with matching finish?
A9. The walls for the storage space will be the heights of the adjacent column. Corner studs should be added for wall support. Walls should be clad in drywall with matching finish.

Q10. During the walk through it was mentioned of the possibility of removing c corner cabinet and countertop to allow room for the ice machine in the food prep/kitchen area. Is this confirmed?
A10. This has been confirmed and has been added as an addendum and has been added to the bid table.

Q11. In the Food Prep/Kitchen area, the OH coiling door was functional but had damage to the surrounding wall, has the city inspected the door to verify proper installation, and the wall can support the door?
A11. The roll-up door has been inspected and is installed correctly.

Q12. I want to confirm the existing window installed in the office is going to be reused and reinstalled in the new wall.
A12. Yes, the existing windows installed in the office will be reused and reinstalled in the new wall.

Q13. In the Foor Prep/Kitchen area, the existing plumbing for the previous soda machines, will this be maintained in its current location or be relocated and the existing hole repaired?
A13. The Existing for the previous Soda machine will be maintained in its current location.

Q14. The existing lights in the Senior Center/Rental Space will be extended to the new open area, is their a model or manufacturer available for the existing fixtures?
A14. We do not have this information.

Q15. It was mentioned that an Alternate would be added to install epoxy flooring in the rental space in lieu of the strip/wax/buff. Does the city have a spec or design criteria for the epoxy flooring?
A15. Solid Color coating, anti-slip texture/finish for pedestrian traffic (area will be primarily used by senior citizens). This will only be applied to areas referred to as “Conference Room A121” and “Vestibule A122” on the Current Condition plan listed in the ITB.

By the signatures affixed below, this addendum is hereby incorporated into and made part of the contract documents.

_____

Addendum No. 1 Acknowledgement Date

_____

Firm Name and Printed Name of Authorized Representative

Non-Mandatory PRE-BID Attendance Sheet
ITB #25-151-21 City of Cibolo Business and Event Center Renovation Phase 1
April 22,2025
10:00 A.M. CST

City Staff: Leili Samuelson

City Consultant (if applicable): N/A

Contractor (Company Name)	*Contractor (Representative)*	*E-Mail*
DL BANDY CONSTRUCTION	ALAN MONTGOMERY	a/gm.montgomery@dlbandy.com
K-W Construction, Inc.	Mat Pedersen	admin@k-wconst.com

TV ON
WALL HERE
Office
Approximately
10'x10'
Women's Restroom
Men's Restroom
Departmental
Storage
12'-0"
Office
Office
Office
Office
Training Area
48'-5 3/8"
Senior Center/Rental Space
Storage
Storage
Food Prep/Kitchen
Area
Storage
IT
Closet
Electrical
Breakroom
TV ON
WALL HERE
TV ON
WALL HERE
Entrance/Foyer
Backflow prevention to be moved is located on this wall. Install two dedicated outlets that will be used for refrigerators
Sink and countertop/cabinets to be removed and backflow prevention to be moved to this wall. Install dedicated outlet that will be used for an ice machine.
Conference
Room
Open Space/Office(s)/Waiting
Area
PPD Director
Office
Office
GreenRoom
Storage
Restroom
Office
Open Space
Office
Office
Office
Phase 1
Phase 2
PD Space
PPD Space
Senior Center/Rental Space
Technical Space
Security
Camera
Access
Control
Wireless
Access Point
Network
Drop

City of Cibolo
200 South Main Street
Cibolo, Texas

Proposal Package
For

City of Cibolo Business and Event Center Renovation Phase 1

Invitation to Bid No. 25-151-21

Bids Due: May 15, 2025, at 2:00 PM

CONSTRUCTION, INC.
General Contractors
P.O. Box 1944
5818 IH 10 West
Seguin, Texas 78156
Phone: 512-353-5900
Email: admin@k-wconst.com

ATTACHMENTS

Respondent shall complete and return the following Attachments with Bid.

Attachment A: Bid Form

Attachment B: Organization and Business Information

Attachment C: Experience/Past Performance of Respondent with Similar Projects

Attachment D: Experience and Qualifications of Proposed Key Personnel with Similar Projects

Attachment E: Safety Program

Attachment F: Litigation, Claims, and Compliance

Attachment G: Bid Security

Attachment H: Certification and Acknowledgement

ATTACHMENT A
BID FORM

(Posted as Separate Document)

K-W
CONSTRUCTION, INC.
General Contractors

May 15, 2025

City of Cibolo
200 South Main Street
Cibolo, TX 78108

RE: City of Cibolo Business and Event Center Renovation Phase 1
Invitation to Bid No: 25-151-21
Cibolo, Texas

K-W Construction, Inc. respectfully submits our proposal to renovate the above-mentioned project. Our subcontractors, suppliers, and staff have reviewed the proposal documents including Addendum No 01. Our proposal is a fair and accurate presentation of the scope of work.

Our proposal for construction entails the work outlined in the contract documents and presented in the bid form provided by the City of Cibolo. Project duration is 60 days after issuance of Notice to Proceed.

K-W construction's proposal to complete the work is:

BASE BID
$120,000.00
(ONE HUNDRED TWENTY THOUSAND DOLLARS AND ZERO CENTS)

Alternate No 01 price of $22,700.00 includes all credits for work not being performed in base bid.

Thank you for allowing our firm the opportunity to quote this renovation project. It would be our pleasure to belong to the team that renovates this building. We are very aware that there are many firms that you can choose from to propose this work and are proud that you have the confidence in our company to make the choice you make.

Best Regards,
K-W CONSTRUCTION, INC.

Robert Bischak,
President

ATTACHMENT B
ORGANIZATION AND BUSINESS INFORMATION

GENERAL INFORMATION	
Organization Doing Business As:	K-W Construction, Inc.
Business Address of Principal Office:	P.O. Box 1944, 5818 IH 10 West
Business City, State and Zip Code:	Seguin, Texas 78156
Main Telephone Number:	512-353-5900
Fax Number:	N/A
Web Site Address:	k-wconst.com
Form of Business (select one):	(Corporation) Partnership Individual Joint Venture
Main Contact:	Bobby Bischak
Main Contact's Direct Line:	512-353-5900
Main Contact's Mobile Phone:	210-849-4991
Main Contact's Email Address:	admin@k-wconst.com

Organization Introduction

K-W Construction, Inc., was founded in 1982 and has been in continued operation since. We have performed work for multiple local, state and federal entities including the US Postal Service, US Navy, AAFES, and the Army Corp of Engineers. Two years ago K-W Construction, completed the Cibolo City Hall Renovation and HVAC replacement project. With the multi-step Quality Control process we utilize, only the highest quality materials meeting the contract documents are used during construction. This process means the final product will both be long lasting and meet/exceed expectations.

Indicators of Organization Size	
Current Number of Full Time Employees:	8
Average Number of Projects Per Year:	4
Number of Years in Business:	43 Years
Number of Years of Experience in Projects Similar to the Proposed Project:	43 Years
Estimate of Current Year's Revenue:	$9,000,000.00
Average Project Construction Cost:	$2,100,000.00

List of Major Subcontractors Completing Ten Percent (10%) or More of the Work

Name of Subcontractor	Work to be Provided	Estimated Percent of Contract

ATTACHMENT C
EXPERIENCE/PAST PERFORMANCE OF RESPONDENT WITH SIMLAR PROJECTS

Project 1

Project For: (Prime Contractor) Major Subcontractor(s) Name: _____

Project Owner: City of Cibolo

Project Name: Cibolo City Hall and HVAC Renovation

General Description of Project:

Multi-Phase remodel and HVAC replacement. The HVAC system was removed and replaced with a Three VRF and DOAS system. The remodel consisted of new finishes in the offices and counsel chamber. The lobby had a Terrazzo flooring installed and new Service counter with teller windows were installed.

Project Cost: $1,853,686.47 Date Project Started: 6/5/2023

Project Manager: Bobby Bischak

Project Superintendent: Jared Hernandez (No longer with K-W)

Was original contract price met: (Yes) No

If No, please explain:

Was original contract schedule met: (Yes) No

If No, please explain:

Reference contact information (listing names indicates approval to contacting the named individuals as a reference):

Owner Name: _____

Organization Name: City of Cibolo

Owner Telephone Number: 210-658-9900 Owner Email: _____

Designer Name: KJ Rood

Designer Organization Name: Cleary Zimmermann Engineers

Designer Telephone Number: 210-447-6100 Designer Email: kjr@clearyzimmermann.com

Construction Manager Name: _____

Construction Manager Organization Name: _____

Construction Manager Number: _____ Construction Manager Email: _____

ATTACHMENT C
EXPERIENCE/PAST PERFORMANCE OF RESPONDENT WITH SIMLAR PROJECTS (CONTINUED)

Project 2

Project For: (Prime Contractor) Major Subcontractor(s) Name: _____

Project Owner: Texas Department of Transportation

Project Name: Renovation, Van Horn MNT Facility

General Description of Project:

Interior renovation of the Van Horn TXDOT maintenance facility, the renovations included new wall layouts, new finishes, new plumbing fixtures, and mechanical/electrical trim out. The facility has offices, telecomm room, and a large conference room.

Project Cost: $2,222,280.43 Date Project Started: 10/16/2023

Project Manager: Bobby Bischak

Project Superintendent: Julian Salazar

Was original contract price met: Yes (No)

If No, please explain:

Their were 5 change orders for the is project, 3 were to add additional scopes of work to the project not included in the base bid. 1 change order was for remobilizing the electrician to connect owner supplied/installed furniture after contract completion. The last change order was replace water valves that were not functioning.

Was original contract schedule met: (Yes) No

If No, please explain:

Reference contact information (listing names indicates approval to contacting the named individuals as a reference):

Owner Name: Peter Estrada

Organization Name: Texas Department of Transportation

Owner Telephone Number: 915-540-8014 Owner Email: peter.estrada@txdot.gov

Designer Name: Ted Tran

Designer Organization Name: Atkins North America

Designer Telephone Number: 512-327-6840 Designer Email: ted.tran@atkinsglobal.com

Construction Manager Name: _____

Construction Manager Organization Name: _____

Construction Manager Number: _____ Construction Manager Email: _____

ATTACHMENT C
EXPERIENCE/PAST PERFORMANCE OF RESPONDENT
WITH SIMLAR PROJECTS (CONTINUED)

Project 3

Project For: (Prime Contractor) Major Subcontractor(s) Name: _____

Project Owner: Atascosa Health Center, Inc.

Project Name: John Ulbricht

General Description of Project:

New construction of a Community Health clinic. The facility has medical offices, exam rooms, nursing stations, triage center, and on-site lab. The facility received new asphalt parking area with concrete entrances.

Project Cost: $2,199,000.00 Date Project Started: 7/17/2025

Project Manager: Bobby Bischak

Project Superintendent: Greg Barnes

Was original contract price met: (Yes) No

If No, please explain:

Was original contract schedule met: (Yes) No

If No, please explain:

Reference contact information (listing names indicates approval to contacting the named individuals as a reference):

Owner Name: John Ulbricht

Organization Name: Atascosa Health Centers, Inc.

Owner Telephone Number: 830-569-8954 Owner Email: julbricht@ahc-inc.com

Designer Name: Jerry Kramer

Designer Organization Name: CLK Architects and Associates

Designer Telephone Number: 361-884-3295 Designer Email: jkramer@clkarch.com

Construction Manager Name: _____

Construction Manager Organization Name: _____

Construction Manager Number: _____ Construction Manager Email: _____

ATTACHMENT D
EXPERIENCE AND QUALIFICATIONS OF PROPOSED KEY PERSONNEL WITH SIMILAR PROJECTS

Provide experience and qualifications for the proposed **PROJECT MANAGER** including their years of relevant experience, years with company, education, licenses/certifications, and percent availability:

Project Manager: Bobby Bischak

Years of Relevant Experience: 40 + Years Years with Company: 7 Years

Education: High School Diploma

Licenses/Certifications: Master Electrician

Percent Availability: 75%

Provide a summary of relevant experience for the proposed **PROJECT MANAGER** that highlights similar projects and his/her respective role on those projects:

SUMMARY
Bobby is a US Navy Veteran with over 40 years of industry experience and 30 years as a Master Electrician. He is dedicated to each project to ensure that it is completed on time, within budget, and all safety guidelines are adhered to. Knowledgeable in the physical execution of various trades, strong in forecasting and maintaining projects, and is knowledgeable in all aspects of hands-on construction.
PAST PROJECTS
- Cibolo City Hall Renovation and HVAC, Project Manager
- TXDOT Van Horn Maintenance Facility Renovation, Project Manager
- US Postal Inspection Service Training Center Renovation, Project Manager
- US Postal Service Alamo Heights CAX Serna Station Renovation, Project Manager
- Army Corps of Engineers/Army North Command Building 44 Renovation, Project Manager
- Austin ISD Rodriguez Elementary Addition, Project Manager

ATTACHMENT D
EXPERIENCE AND QUALIFICATIONS OF PROPOSED KEY PERSONNEL WITH SIMILAR PROJECTS (CONTINUED)

Provide experience and qualifications for the proposed **SUPERINTENDENT** including their years of relevant experience, years with company, education, licenses/certifications, and percent availability:

Superintendent: Miguel Toc Sic

Years of Relevant Experience: 6 Years Years with Company: 6 Years

Education: High School Diploma

Licenses/Certifications: Equipment Operation Training (Scissor Lift, Class VII Forklift, Backhoe, and Boom Lift)

Percent Availability: 100%

Provide a summary of relevant experience for the proposed **SUPERINTENDENT** that highlights similar projects and his/her respective role on those projects:

SUMMARY

Miguel has more than six years of experience leading a team as a Commercial Construction Superintendent. Quality-focused and strong Commercial Construction Superintendent utilizes exceptional leadership skills combined with knowledge of all construction sub-trades. He has excellent communication skills and extensive knowledge of blueprints plans and designs.

PAST PROJECTS

- Army Air Force Exchange Services 24 Hour Fuel Station with Burger King, Assistant Superintendent
- US Postal Inspection Service Training Center Renovation, Assistant Superintendent
- Army Corps of Engineers/Army North Command Building 44 Renovation, Assistant Superintendent
- Live Oak Community Health Center, Superintendent
- US Postal Service Alliance Airport Station Building Expansion, Superintendent

ATTACHMENT E
SAFETY PROGRAM

1. List your organization's Workers' Compensation Experience Modification Rate (EMR) for thelast five years, as obtained from your insurance agent:

Year	EMR
2024	0.96
2023	0.94
2022	0.94
2021	0.95
2020	0.94

2. Complete the matrix below for the last five years, as obtained from OSHA No. 200 Log:

Year	2024	2023	2022	2021	2020
Number of Injuries and Illnesses	0	0	0	0	0
Number of Lost Time Accidents	0	0	0	0	0
Number of Recordable Cases	0	0	0	0	0
Number of Fatalities	0	0	0	0	0
Number of employee direct hire fixed hours (round to 1,000's)	21,000	21,000	23,000	27,000	23,000

3. Please answer the following questions regarding your safety program:
   1. Are regular project safety meetings held for Field Supervisor(s)?
      (Yes) No
      If yes, frequency:
      (Weekly)
      Bi-Monthly
      Monthly
      As Needed
   2. Are project safety inspections conducted?
      (Yes) No
      If yes, who performs inspections? Julian Salazar
      How often? Twice a month
      Who is required to attend? Project Manager, Superintendent, Senior Superintendent/Safety Manager
   3. Does your organization have a written safety program?
      (Yes) No
   4. Does your organization have a safety orientation program for new employees?
      (Yes) No
   5. Does your organization have a safety orientation program for employees promoted to Field Supervisor?
      (Yes) No
      If yes, does your Supervisor Safety Program include instructions on the following:
      Safety Work Practices (Yes) No
      Tool Box Safety Meetings (Yes) No
      First Aid Procedures (Yes) No
      Accident Investigation (Yes) No
      Fire Protection (Yes) No
      New Worker's Orientation (Yes) No
   6. Does your organization have a COVID 19 safety plan in place?
      Yes (No)

ATTACHMENT F
RESPONDENT'S LITIGATION, CLAIMS, AND COMPLIANCE

1. Provide an explanation if the Respondent has defaulted on any project or failed to complete any project:

K-W Construction, Inc., has never failed to complete a project.

2. Provide an explanation if Respondent has been assessed liquidated damages:

K-W Construction, Inc., was assessed liquidated damages at the Army Air Force Exchange 24 Hour fuel project at Randolph AFB. The delays were caused by the Site Contractor failing to meet the project schedule and the LDs were levied against the firm.

3. Provide an explanation if the Respondent has been charged or fined for non-compliance with any state and/or federal regulation:

K-W Construction, has not been fined for any non-compliance with any federal/state regulation.

4. Disclose any relevant civil or criminal judgments, litigation, or pending investigations which involves the Respondent:

None

ATTACHMENT G - BID SECURITY

THAT WE, K-W Construction, Inc., as Principal, ("Respondent"),and the other subscriber hereto, The Hanover Insurance Company, as Surety, do hereby acknowledge ourselves to be held and firmly bound to the City of Cibolo, a political sub-division of the State of Texas, in the sum of:

Five Percent of Greatest Amount Bid Dollars ($ 5% OF GAB)

(an amount equal to five (5) percent of the Total Bid Price, including Cash Allowances and Alternates, if any, for the payment of which sum, well and truly to be made to the City of Cibolo and its successors, the Respondent and Surety do bind themselves, their heirs, executors, administrators, successors, and assigns, jointly and severally.

THE CONDITIONS OF THIS OBLIGATION ARE SUCH THAT:

WHEREAS, the Respondent has submitted on or about this day a bid offering to perform the following:

City of Cibolo Business and Event Center Renovation Phase 1

in accordance with the Drawings, Specifications, and terms and conditions related thereto to which reference is hereby made.

NOW, THEREFORE, if the Respondent's offer as stated in the Bid Form is accepted by the City of Cibolo, and the Respondent executes and returns to the San Jacinto River Authority the Standard Form of Agreement between Owner and Contractor, required by the City of Cibolo, on the forms prepared by the City of Cibolo, for the Work and also executes and returns the same number of the Performance, Payment and Maintenance Bonds (such bonds to be executed by a Corporate Surety authorized by the State Board of Insurance to conduct insurance business in the State of Texas, and having an underwriting limitation in at least the amount of the bond) and other submittals as required, in connection with the Work, within the Contract Time, then this obligation shall become null and void; otherwise it is to remain in full force and effect.

If Respondent is unable to or fails to perform the obligations undertaken herein, the undersigned Respondent and Surety shall be liable to the City of Cibolo for the full amount of this obligation which is hereby acknowledged as the amount of damages which will be suffered by the City of Cibolo on account of the failure of such Respondent to perform such obligations, the actual amount of such damages being difficult to ascertain.

Notices required or permitted hereunder shall be in writing and shall be deemed delivered when actually received or, if earlier, on the third day following deposit in a United States Postal Service post office or receptacle, with proper postage affixed (certified mail, return receipt requested), addressed to the respective other Party at the address prescribed in the Contract documents, or at such other address as the receiving Party may hereafter prescribe by written notice to the sending Party.

IN WITNESS THEREOF, the Respondent and Surety have signed and sealed this instrument on the respective dates written below their signatures and Surety has attached its current Power of Attorney.

ATTEST, SEAL: (if a corporation)

WITNESS: (if not a corporation)

Signature: _____

Printed Name: _____

Title: _____

Date: _____

ATTEST/SURETY WITNESS: (SEAL)

Notice:

Signature: Elizabeth Ortiz

Printed Name: Elizabeth Ortiz

Title: Witness

Date: 5/15/25

Name of Respondent:

K-W Construction, Inc.

Signature: _____

Printed Name: Robert Bischak

Title: President

Date: 5/15/2025

Surety:

The Hanover Insurance Company

Address and Telephone Number of Surety for

440 Lincoln Street
Worcester, MA 01653
1-800-343-6044

Signature: _____

Printed Name: Kimberly Rochelle Gonzalez

Title: Attorney In-Fact

Date: 5/15/25

THE HANOVER INSURANCE COMPANY
MASSACHUSETTS BAY INSURANCE COMPANY
CITIZENS INSURANCE COMPANY OF AMERICA

POWER OF ATTORNEY

THIS Power of Attorney limits the acts of those named herein, and they have no authority to bind the Company except in the manner and to the extent herein stated.

KNOW ALL PERSONS BY THESE PRESENTS:

That THE HANOVER INSURANCE COMPANY and MASSACHUSETTS BAY INSURANCE COMPANY, both being corporations organized and existing under the laws of the State of New Hampshire, and CITIZENS INSURANCE COMPANY OF AMERICA, a corporation organized and existing under the laws of the State of Michigan, (hereinafter individually and collectively the "Company") does hereby constitute and appoint,

Andrew Addison, Elizabeth Ortiz, Ana Owens, Patrick Coyle, Bryan K. Moore, Betty J. Reeh, Clark D. Fresher, Kimberly Rochelle Gonzalez and/or Patricia A. Lyttle

Of **Insurance & Bonds Agency of TX LLC, San Antonio TX and Irving, TX** each individually, if there be more than one named, as its true and lawful attorney(s)-in-fact to sign, execute, seal, acknowledge and deliver for, and on its behalf, and as its act and deed any place within the United States, any and all surety bonds, recognizances, undertakings, or other surety obligations. The execution of such surety bonds, recognizances, undertakings or surety obligations, in pursuance of these presents, shall be as binding upon the Company as if they had been duly signed by the president and attested by the secretary of the Company, in their own proper persons. Provided however, that this power of attorney limits the acts of those named herein; and they have no authority to bind the Company except in the manner stated and to the extent of any limitation stated below:

Any such obligations in the United States, not to exceed Thirty-Five Million Dollars and No/100 ($35,000,000) in any single instance

That this power is made and executed pursuant to the authority of the following Resolutions passed by the Board of Directors of said Company, and said Resolutions remain in full force and effect:

RESOLVED: That the President or any Vice President, in conjunction with any Vice President, be and they hereby are authorized and empowered to appoint Attorneys-in-fact of the Company, in its name and as it acts, to execute and acknowledge for and on its behalf as surety, any and all bonds, recognizances, contracts of indemnity, waivers of citation and all other writings obligatory in the nature thereof, with power to attach thereto the seal of the Company. Any such writings so executed by such Attorneys-in-fact shall be binding upon the Company as if they had been duly executed and acknowledged by the regularly elected officers of the Company in their own proper persons.

RESOLVED: That any and all Powers of Attorney and Certified Copies of such Powers of Attorney and certification in respect thereto, granted and executed by the President or Vice President in conjunction with any Vice President of the Company, shall be binding on the Company to the same extent as if all signatures therein were manually affixed, even though one or more of any such signatures thereon may be facsimile. (Adopted October 7, 1981 – The Hanover Insurance Company; Adopted April 14, 1982 – Massachusetts Bay Insurance Company; Adopted September 7, 2001 – Citizens Insurance Company of America and affirmed by each Company on March 24, 2014)

IN WITNESS WHEREOF, THE HANOVER INSURANCE COMPANY, MASSACHUSETTS BAY INSURANCE COMPANY and CITIZENS INSURANCE COMPANY OF AMERICA have caused these presents to be sealed with their respective corporate seals, duly attested by two Vice Presidents, this **17th** day of **January, 2024**

The Hanover Insurance Company
Massachusetts Bay Insurance Company
Citizens Insurance Company of America

James H. Kawiecki, Vice President

The Hanover Insurance Company
Massachusetts Bay Insurance Company
Citizens Insurance Company of America

Joellen M. Mendoza, Vice President

STATE OF CONNECTICUT)
COUNTY OF HARTFORD) ss.

On this **17th** day of **January, 2024** before me came the above named Executive Vice President and Vice President of The Hanover Insurance Company, Massachusetts Bay Insurance Company and Citizens Insurance Company of America, to me personally known to be the individuals and officers described herein, and acknowledged that the seals affixed to the preceding instrument are the corporate seals of The Hanover Insurance Company, Massachusetts Bay Insurance Company and Citizens Insurance Company of America, respectively, and that the said corporate seals and their signatures as officers were duly affixed and subscribed to said instrument by the authority and direction of said Corporations.

Wendy Latournes
Notary Public, State of Connecticut
My Commission Expires July 31, 2025

Wendy Latournes, Notary Public
My commission expires July 31, 2025

I, the undersigned Vice President of The Hanover Insurance Company, Massachusetts Bay Insurance Company and Citizens Insurance Company of America, hereby certify that the above and foregoing is a full, true and correct copy of the Original Power of Attorney issued by said Companies, and do hereby further certify that the said Powers of Attorney are still in force and effect.

GIVEN under my hand and the seals of said Companies, at Worcester, Massachusetts, this 15th day of May 2025.

CERTIFIED COPY

The Hanover Insurance Company
Massachusetts Bay Insurance Company
Citizens Insurance Company of America

John Rowedder, Vice President

Texas Complaint Notice

Commercial Lines

IMPORTANT NOTICE

To obtain information or make a complaint:

You may call The Hanover Insurance Company/ Citizens Insurance Company of America's toll-free telephone number for information or to make a complaint at:

1-800-343-6044

You may also write to The Hanover Insurance Company/ Citizens Insurance Company of America at:

440 Lincoln Street
Worcester, MA 01653

You may contact the Texas Department of Insurance to obtain information on companies, coverages, rights or complaints at:

1-800-252-3439

You may write the Texas Department of Insurance:

P. O. Box 149104
Austin, TX 78714-9104
Fax: (512) 475-1771
Web: http://www.tdi.texas.gov
E-mail: ConsumerProtection@tdi.texas.gov

PREMIUM OR CLAIM DISPUTES:

Should you have a dispute concerning your premium or about a claim you should contact the agent or the company first. If the dispute is not resolved, you may contact the Texas Department of Insurance.

ATTACH THIS NOTICE TO YOUR POLICY: This notice is for information only and does not become a part or condition of the attached document.

AVISO IMPORTANTE

Para obtener informacion o para someter una queja:

Usted puede llamar al numero de telefono gratis de The Hanover Insurance Company/Citizens Insurance Company of America's para informacion o para someter una queja al:

1-800-343-6044

Usted tambien puede escribir a The Hanover Insurance Company/Citizens Insurance Company of America al:

440 Lincoln Street
Worcester, MA 01653

Puede comunicarse con el Departamento de Seguros de Texas para obtener informacion acerca de companias, coberturas, derechos o quejas al:

1-800-252-3439

Puede escribir al Departamento de Seguros de Texas:

P. O. Box 149104
Austin, TX 78714-9104
Fax: (512) 475-1771
Web: http://www.tdi.texas.gov
E-mail: ConsumerProtection@tdi.texas.gov

DISPUTAS SOBRE PRIMAS O RECLAMOS:

Si tiene una disputa concerniente a su prima o a un reclamo, debe comunicarse con el agente o la compania primero. Si no se resuelve la disputa, puede entonces comunicarse con el departamento (TDI).

UNA ESTE AVISO A SU POLIZA: Este aviso es solo para proposito de informacion y no se convierte en parte o condicion del documento adjunto.

The Hanover Insurance Company | 440 Lincoln Street, Worcester, MA 01653
Citizens Insurance Company of America | 808 North Highlander Way, Howell, MI 48843
hanover.com

ATTACHMENT H
CERTIFICATION AND ACKNOWLEDGMENT

The undersigned, as an authorized agent of the Respondent, hereby certifies:

Please check each box below.

☒ The Respondent is in receipt of One Addenda. Respondent must attach signed Addenda coversheet.

☒ The Respondent certifies:

- That (i) it does not Boycott Israel; and (ii) will not Boycott Israel during the term of the Contract. This section does not apply if the Company is a sole proprietor, a non-profit entity or a governmental entity; and only applies if: (i) the Company has ten (10) or more full-time employees and (ii) this Contract has a value of $100,000.00 or more to be paid under the terms of this Contract pursuant to Texas Government Code, Chapter 2271, Section 2271.002.
- That it does not do business with Iran, Sudan, or a foreign terrorist organization pursuant to Texas Government Code, Chapter 2252, Section 2252.153.
- That it does not boycott energy companies, and will not boycott energy companies during the term of the Contract pursuant to Texas Government Code, Chapter 2274, Section 2274.002.
- That it (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 the Contract pursuant to Texas Government Code, Chapter 2274, Section 2274.002.
- That it is not (i) owned or controlled by (a) individuals who are citizens of China, Iran, North Korea, Russia, or a designated country; or (b) a company or other entity, including a governmental entity, that is owned or controlled by citizens of or is directly controlled by the government of China, Iran, North Korea, Russia, or a designated country; or (ii) headquartered in China, Iran, North Korea, Russia or a designated country pursuant to Texas Government Code, Chapter 2274.

☒ The Respondent is qualified to perform the work and services outlined in this Solicitation.

☒ The Bid has been arrived at independently and submitted without collusion with any other Respondent, Owner staff or Owner Contractors, and the contents of the Bid have not been communicated by the Respondent or, to the Respondent's best knowledge and belief, by any one of its employees or agents to any person not an employee or agent of the Respondent, and will not be communicated to any person prior to the Owner's final action of this Solicitation prior to Contract award. Nothing in this paragraph shall be construed to prevent or preclude two or more companies or persons from joining together to submit a Bid for the work.

☒ The offers, terms, and conditions of the Bid will remain valid and effective and may be relied upon by the Owner for a period of ninety (90) days following the Bid closing date and time as identified in this Solicitation or subsequent Addenda.

Respondent: K-W Construction, Inc.

Signature: _____

Printed Name: Robert Bischak

Title: President

Phone Number: 512-353-5900

Fax Number: N/A

Email: admin@k-wconst.com

Bid Address:

P.O. Box 1944, 5818 IH 10 West
Seguin, Texas 78156

Order Address:

P.O. Box 1944, 5818 IH 10 West
Seguin, Texas 78156

Remit Address:

P.O. Box 1944, 5818 IH 10 West
Seguin, Texas 78156

Federal Tax ID No.: 76-0024079

DUNS No.: 07-860-2414

Addendum to ITB No. 25-151-21

Addendum No. 1

DATE: 04/25/2025
ITB NO. 25-151-21 City of Cibolo Business and Event Center Renovation Phase 1
DUE DATE: May 15, 2025 @ 2:00 P.M. CT

The following changes are hereby made a part of the solicitation documents for the above referenced project as fully and as completely as though the same were included therein. The remainder of the solicitation remains unchanged. Please acknowledge receipt of this addendum in response.

Please note that the City has updated the desired condition map. For more details, please find the attached document for your review.

Q1. What is the estimated cost range?
A1. The cost range is undetermined. Please submit your best bid.

Q2. Would you please post the Pre-bid meeting attendees list?
A2. Please find the attached document for your review.

Q3. What are some alternative methods for sealing floors besides traditional options?
A3. Please review the 'Update' tab in the bid tabulation section

Q4. After the walk through, we would like to clarify that the only scope of work for the restrooms is to clean the wall tile, and clean the partitions.
A4. Along with cleaning wall tiles and partitions, please include painting non-tiled walls and cleaning the floor(s).

Q5. The existing door into the office area does not match other doors in the facility, will this door be replaced with a new door to match the others?
A5. We would like a door that matches the others to be added.

Q6.To clarify the base bid is to strip the floor, wax and buff, is this for all of the concrete floors in phase 1 or just the Senior Center/Rental Space?
A6. All concrete floors in phase 1.

Q7. During the walk through it was mentioned that Departmental storage and storage areas in Phase 2 were going to be added to phase 1, is this correct?
A7. Yes, storage areas will be added to phase 1. Please see the updated desired condition map.

Q8. During the walk through it was mentioned that 3 TVs were going to be added and that blocking, comms rough-in, and electrical outlet will need to be added for those, please clarify locations.
A8. The updated desired condition map shows show the location, in red text, of the TVs.

Q9.The new walls for the storage space, are they going to be full height walls or just to the to of the adjacent column, if the ceiling is open in the storage space, should the corner studs be extended to the ceiling to add support to the wall and if so should it be clad in drywall with matching finish?
A9. The walls for the storage space will be the heights of the adjacent column. Corner studs should be added for wall support. Walls should be clad in drywall with matching finish.

Q10. During the walk through it was mentioned of the possibility of removing c corner cabinet and countertop to allow room for the ice machine in the food prep/kitchen area. Is this confirmed?
A10. This has been confirmed and has been added as an addendum and has been added to the bid table.

Q11. In the Food Prep/Kitchen area, the OH coiling door was functional but had damage to the surrounding wall, has the city inspected the door to verify proper installation, and the wall can support the door?
A11. The roll-up door has been inspected and is installed correctly.

Q12. I want to confirm the existing window installed in the office is going to be reused and reinstalled in the new wall.
A12. Yes, the existing windows installed in the office will be reused and reinstalled in the new wall.

Q13. In the Foor Prep/Kitchen area, the existing plumbing for the previous soda machines, will this be maintained in its current location or be relocated and the existing hole repaired?
A13. The Existing for the previous Soda machine will be maintained in its current location.

Q14. The existing lights in the Senior Center/Rental Space will be extended to the new open area, is their a model or manufacturer available for the existing fixtures?
A14. We do not have this information.

Q15. It was mentioned that an Alternate would be added to install epoxy flooring in the rental space in lieu of the strip/wax/buff. Does the city have a spec or design criteria for the epoxy flooring?
A15. Solid Color coating, anti-slip texture/finish for pedestrian traffic (area will be primarily used by senior citizens). This will only be applied to areas referred to as "Conference Room A121" and "Vestibule A122" on the Current Condition plan listed in the ITB.

By the signatures affixed below, this addendum is hereby incorporated into and made part of the contract documents.

5/15/2025

Addendum No. 1 Acknowledgement — Date

Robert Bischak, President

Firm Name and Printed Name of Authorized Representative

City of Cibolo

City Council Regular Meeting Staff Report

I. Discussion/Presentation on an Emergency Management Shelter Operation- Emergency Preparedness Plan. (Chief Troncoso Emergency Management Coordinator)

Meeting	Agenda Group
Tuesday, June 10, 2025, 6:30 PM	Discussion/Action Item: 10I.

From
Mario Troncoso, Fire Chief

Staff Contact(s)
Mario Troncoso,

PRIOR CITY COUNCIL ACTION:

April 5, 2025... City council requested a presentation on a City of Cibolo Emergency Management Shelter Operation Plan.

BACKGROUND:

At the City Council Strategic Management Workshop on April 5, 2025, under the Operational Matters topic of a warming center, City Council requested Chief Troncoso, Fire Chief/ Emergency Management Coordinator, provide a presentation about how the City can prepare to stand-up a shelter regardless of the cause of the incident. This presentation will cover Facility Identification in Cibolo, Hours of Operations, Staffing consideration, and Safety Protocols. We will also identify our local Emergency Management Partners and consideration for activation.

STAFF RECOMMENDATION:

None at this time.

FINANCIAL IMPACT:

Not applicable. This will be based on Council's direction and when it is funded in the future.

MOTION(S):

This is a presentation and no formal motion is requried.

Attachments

Shelter Council Presentation 6 10 2025.pdf

Annex C 2016- Shelter.pdf

Emergency Preparedness Presentation

Presented By
Mario Troncoso
Fire Chief/Emergency Management Coordinator
City Council, June 10, 2025

Presentation Overview

- Facility Identifications in Cibolo
- Operational Hours
- Staffing
- Safety Protocols
- Emergency Management Partners
- Shelter Activation

Facility Identification in Cibolo

- Cibolo New Community Center
- Cibolo City Hall Annex
- City Hall Council Chambers
- Cibolo YMCA

Operational Hours

The following locations would be utilized during regular business hours or 12 hours.(Short-Term)

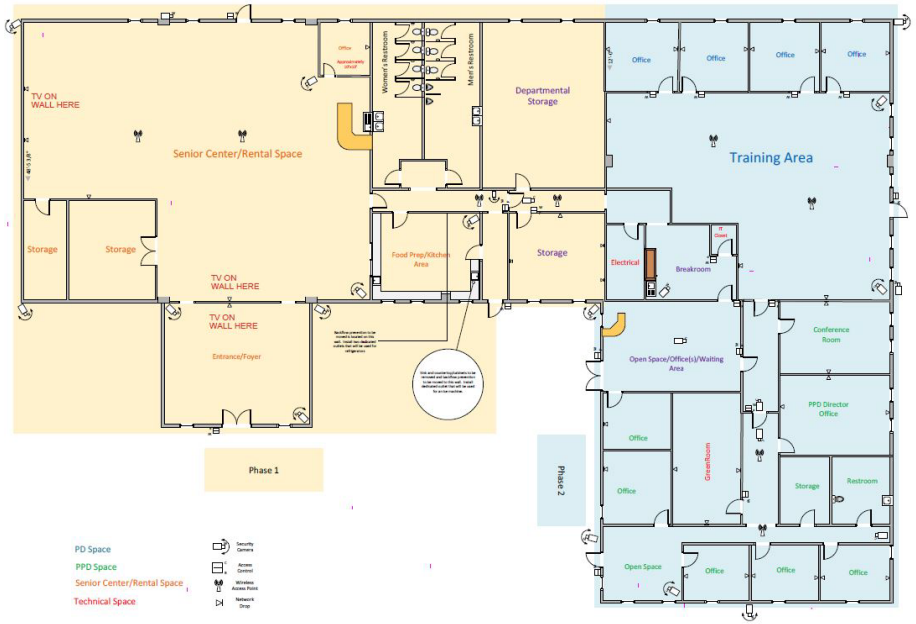
Example: Evacuation, Tornado, and Apartment Fires

- Cibolo New Community Center
- Cibolo City Hall Annex
- City Hall Council Chambers

Operational Hours

The Cibolo New Community Center will be utilized during regular business hours or 12 hours. (Short-Term)

Example: Evacuation, Tornado, and Apartment Fires



Operational Hours

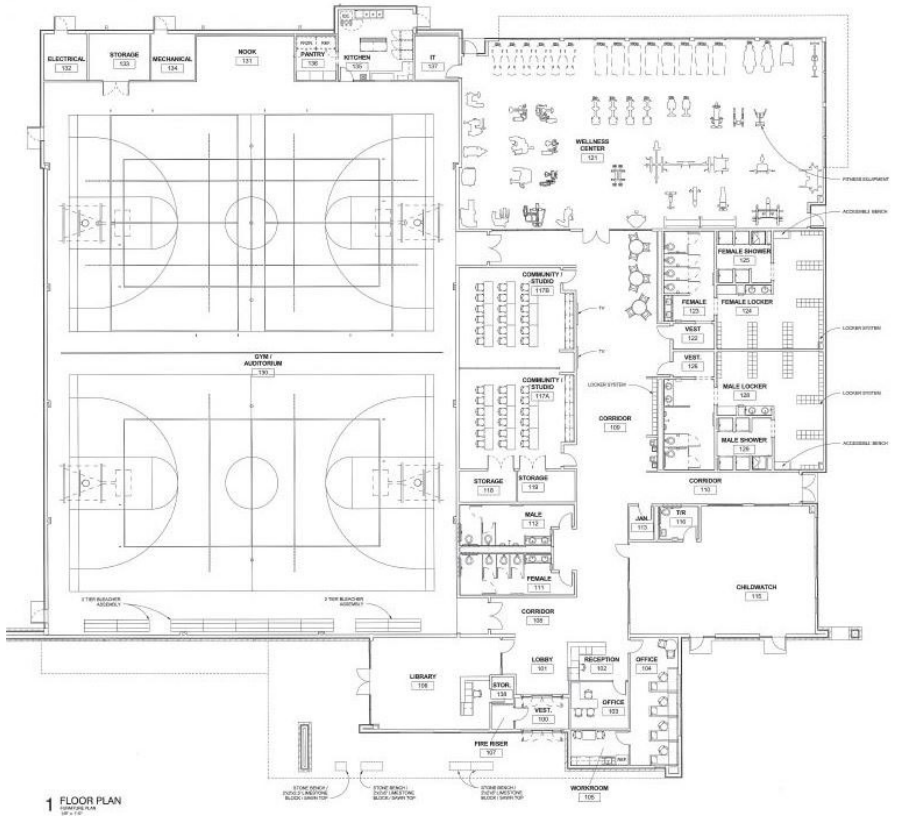
The following location would be utilized for a long-term Shelter 24 hours. Example: Slow-rising flood waters/ Winter storm

- Cibolo YMCA

Operational Hours

The following location would be utilized for a long-term Shelter 24 hours. Example: Slow-rising flood waters/ Winter storm

- Cibolo YMCA



1 FLOOR PLAN

Staffing

Internal

- Cibolo Police
- Parks Division
- Cibolo Animal Control
- City staff that is not directly involved with the Incident

External

- American Red Cross, CERT Community Emergency Response Team, San Antonio Food Bank Serving Southwest Texas
- Non-governmental Organization (NGO) Faith-Based Partners

Safety Protocols

- Ensure ADA compliance of the Facility
- Special Needs Group and Individuals
- Daily Cleaning Schedule
- Pet crates/supplies

Safety Protocols

Diversity within shelters often from diverse backgrounds.

- Cultures & languages
- Ages
- Abilities—physical and cognitive
- Medical needs
- Socioeconomic statuses
- Religion beliefs

Emergency Management Partners

City of Schertz Emergency Management

- Limited staff and resources

Guadalupe County Emergency Management

- Administrative staff and resources on hand to accommodate 100 people.

Texas Department of Emergency Management (TDEM)

- A full complement of state resources

Emergency Management Partners

National Emergency Management and Response (EMR)

- As an all-hazards emergency management 501(c)(3) organization. EMR works alongside local, state, and federal agencies. We have an Emergency Service Agreement (ESA) with this organization.
  - EMR is located at 7451 FM 3009, Schertz, TX

Shelter Activation

ANNEX C SHELTER & MASS CARE

Section VI. ORGANIZATION & ASSIGNMENT OF RESPONSIBILITIES

B. Task Assignments

1. The Mayor or City Manager will direct the opening of local shelters and mass care facilities and close such facilities when they are no longer needed.

Shelter Activation

Extreme Heat

- Shelters for extreme heat relief are typically activated when the heat index reaches a certain threshold. While the exact value varies by city, it generally falls around 105-113 degrees Fahrenheit for prolonged periods of three or more days with a supported forecast.

Shelter Activation

Extreme Cold

- Warming shelters are typically activated during periods of extreme cold, such as when temperatures drop below 35 degrees or when wind chill factors are below 35 degrees. With prolonged periods of three or more days with a supported forecast.

  - ❖ Coordinate with local Emergency Management Partners

Any questions about the Presentation

- Facility Identifications in Cibolo
- Operational Hours
- Staffing
- Safety Protocols
- Emergency Management Partners
- Shelter Activation

Thank you for your Attention!

2016

ANNEX C – Shelter & Mass Care

Cibolo Police Department

Emergency Management Services

7/6/2016

ANNEX C
SHELTER
&
MASS CARE

CIBOLO, TEXAS

Ver 2.0
03/06

APPROVAL AND IMPLEMENTATION

Annex C

Shelter & Mass Care

This annex is hereby approved for implementation and supersedes all previous editions.

Stosh Boyle
Mayor
City of Cibolo

Date

Robert Herrera
City Manager
City of Cibolo

Date

Bryan Hugghins
Chief of Police
City of Cibolo

Date

Emergency Management Coordinator
City of Cibolo

Date

RECORD OF CHANGES

Annex C

Shelter & Mass Care

Change #	Date of Change	Entered By	Date Entered

ANNEX C
SHELTER & MASS CARE

I. AUTHORITY

See Basic Plan, Section I.

II. PURPOSE

The purpose of this annex is to outline organizational arrangements, operational concepts, responsibilities, and procedures to protect evacuees and others from the effects of an emergency situation by providing shelter and mass care.

III. EXPLANATION OF TERMS

A. Acronyms

ARC	American Red Cross
DDC	Disaster District Committee
DWI	Disaster Welfare Inquiry
EMC	Emergency Management Coordinator
EOC	Emergency Operations or Operating Center
FEMA	Federal Emergency Management Agency
HHSC	Health and Human Services Commission
NIMS	National Incident Management System
PIO	Public Information Officer
SOPs	Standard Operating Procedures
TLETS	Texas Law Enforcement Telecommunications System
TSA	The Salvation Army
USDA	United States Department of Agriculture

B. Definitions

Mass Care. Providing assistance to those who have been displaced from their homes and others affected by a hazardous situation or the threat of such a situation. Mass care for these individuals includes providing food, basic medical care, clothing, and other essential life support services.

Welfare Inquiries. Welfare inquiries are requests from relatives, friends, employers, or others for information on the status of persons in an area affected by a emergency situation who cannot be located because they have evacuated, become separated from their families, or cannot be contacted by normal means of communications. Registration of disaster victims at shelters provides some of the information needed to answer welfare inquiries. For emergency situations that extend beyond several days, the American Red Cross may activate a Welfare Inquiry system [known in many other states as a Disaster Welfare Inquiry (DWI) system] to handle such inquiries.

Shelter. Short term lodging for evacuees during and immediately after an emergency situation. Shelters are generally located away from known hazards. Mass care operations are typically conducted in shelters.

Special Needs Individuals/Groups. Includes the elderly, medically fragile, mentally and/or physically challenged or handicapped, individuals with mental illness, and the developmentally delayed. These groups may need to have specially trained health care providers to care for them, special facilities equipped to meet their needs, and may require specialized vehicles and equipment for transport. This population requires specialized assistance in meeting daily needs and may need special assistance during emergency situations.

IV. SITUATION AND ASSUMPTIONS

A. Situation

1. Our Hazard Summary in Section IV.A of the Basic Plan identifies a number of threats that could make necessary evacuation of some portions of City of Cibolo. Evacuees from other jurisdictions may also seek refuge in our area. Each of these situations may generate a need for shelter and mass care operations in our area.

2. We have the ultimate responsibility for providing shelter and mass care to protect local residents displaced from their homes and others who evacuate into our jurisdiction due to emergency situations.

3. Shelter and mass care needs may range from very short term operations for a limited number of people where the primary objective is to provide protection from the weather, comfortable seating, and access to rest rooms to more lengthy operations for large number of evacuees where feeding, sleeping, and shower facilities are desirable and a variety of assistance must be provided to evacuees.

4. The American Red Cross (ARC) has been chartered under federal law to provide mass care to victims of natural disasters. Hence, our efforts should be coordinated with the ARC, which will normally operate shelter and mass care operations insofar as its capabilities permit.

    a) The ARC signs agreements with local governments, school districts, churches, and other organizations to use their facilities for shelter and mass care operations. The ARC identifies suitable shelter facilities based on a set of standards, maintains a list of potential shelters, maintains shelter kits, and trains shelter management personnel.

    b) Local governments and the ARC and other volunteer groups may also sign agreements relating to the operation of shelter and mass care and feeding facilities when needed; such agreements detail the responsibilities of both the volunteer group and the local government. See Appendix 2 for pertinent local agreements.

5. If ARC services are not available, other volunteer organizations and religious groups may open shelters. Some of these organizations and groups coordinate their efforts with

the ARC, while others may operate these facilities themselves and assume full responsibility for them.

B. Assumptions

1. Shelters may have to be opened with little notice. Until the ARC personnel arrive and assume responsibility for managing such shelters, local government personnel may have to manage and coordinate shelter and mass care activities.

2. Volunteer organizations that normally respond to emergency situations will assist in shelter and mass care operations.

3. If additional resources are need to conduct shelter and mass care operations, support may be requested pursuant to inter-local agreements and from state and federal emergency management agencies. When requested by a local jurisdiction, the Governor may authorize the use of military forces to support shelter and mass care operations.

4. Facilities planned for shelter and mass care use will be available at times of need.

5. When evacuation is recommended during an emergency situation, approximately 80 percent of those for whom evacuation has been recommended will evacuate. The vast majority of evacuees will seek refuge with friends or relatives or go to commercial accommodations rather than a public shelter. In addition, some people who are not at risk may spontaneously evacuate and some of those individuals may seek public shelter.

6. For hazards that are highly visible or extensively discussed in the media, people may evacuate occur prior to an official recommendation to do so. Hence, shelter and mass care operations may have to commence early in an emergency situation.

7. Essential public and private services will be continued during shelter and mass care operations. However, for a major evacuation that generates a large-scale shelter and mass care operation, normal activities at schools, community centers, churches, and other facilities used as shelters may have to be curtailed.

V. CONCEPT OF OPERATIONS

A. General

1. We are responsible for developing a plan, integrating the concepts of the National Incident Management System (NIMS), for coordinating and providing mass care services to persons affected by a disaster. The requirements for services may vary depending upon the nature, type, and level of the emergency. We will work closely with volunteer organizations that provide shelter and mass care support to determine the availability of shelter and feeding facilities, encourage facility owners to sign agreements for use of those facilities, and encourage facility owners to allow their personnel to participation in shelter management training.

2. The Incident Commander or the emergency management staff is expected to determine the need for opening shelters and commencing mass care operations based on the emergency situation that prevails.

3. The Mayor may request the opening of shelters and recommend the closing of shelters when they are no longer required. These actions should be coordinated with the ARC and other shelter providers. A list of potential shelters in provided in Appendix 1. The Mayor may further assign tasks and responsibilities to support shelter and mass care efforts.

4. The City of Cibolo, in cooperation with volunteer disaster assistance organizations, will provide temporary shelter and essential life support services for people displaced from their homes.

5. The ARC and other private disaster assistance organizations will be called upon to:

   a) Open and temporary shelters for the displaced population.
   b) Activate or organize shelter teams and provide shelter kits.
   c) Register those occupying public shelters.
   d) Provide feeding, emergency first aid, and other basic life support needs for those occupying temporary shelters.
   e) For extended shelter operations, activate a disaster welfare inquiry systems

6. Provide periodic reports on the status of shelter and mass care operations. In some disasters, the federal government may be requested to provide emergency housing. Disaster victims will be encouraged to obtain housing with family or friends or in commercial facilities. To the extent possible, local government will assist and coordinate post-disaster housing needs of the homeless.

B. Shelter

1. Shelter Selection. The ARC publishes standards for temporary shelters. The following criteria may be useful in screening facilities to determine which merit more detailed inspection:

   a) Must be structurally sound and in a safe condition.
   b) Must not be located in an area subject to flooding or where flooding can cut off access to the facility.
   c) Must not be in a hazardous materials risk area.
   d) Should have adequate sleeping space.
   e) Should have sufficient restrooms for the population to be housed.
   f) Should have adequate climate control systems.
   g) Kitchen/feeding area is desirable.
   h) Shower facilities are desirable if the facility will be used for more than one day.
   i) Telephone service is essential.
   j) Adequate parking is desirable.

   The Shelter Officer should coordinate with the ARC and other volunteer organizations in identifying potential shelters and developing the shelter list in Appendix 1 to ensure that issues of interest to local government are considered in the shelter selection process.

2. Shelter Facilities:

   a) The ARC executes agreements with building owners for use of structures as shelters and normally inspects the facilities it plans to use to determine their capacities and the availability of various types of equipment.

   b) Schools are the most frequently used shelters because they generally have substantial space, a feeding capability, sufficient restrooms, and adequate climate control systems. Those who wish to utilize schools for sheltering must secure permission in writing from school officials.

   c) Community centers and churches are also frequently used as shelters. Permission to use these facilities or any other facilities for disaster operations should also be secured in writing from the owners or operators of those facilities.

   d) In most shelters, evacuees must sleep on the floor -- there are generally no cots immediately available. Public information messages should highlight this situation and encourage those who plan to take refuge in a public shelter to bring bedding.

3. Shelter Operations

   a) The specific facilities that will be used for sheltering and feeding during an emergency will depend on the needs of the situation, the status of available facilities, the location of the hazard area, and the anticipated duration of operations. Shelters are typically opened and closed based on need. When occupancy of existing shelters reaches 75 to 80 percent, consideration should be given to opening an additional facility.

   b) It is generally more effective in terms of resource utilization to operate a few medium to large shelters than a large number of small facilities.

   c) Shelters should be managed by individuals with shelter management training, *preferably individuals who work in the facility on a daily basis*. The ARC and the Shelter Officer will jointly maintain a listing of trained shelter and mass care facility managers in the local area.

   d) To ensure consistency in shelter activities, it is desirable that all shelters follow a general set of operating guidelines. When the ARC opens a shelter, ARC policies guide how the facility is staffed and operated.

   e) Shelter managers are expected to provide periodic reports on the number of occupants and the number of meals served. Volunteer groups operating shelters may also be required to report this information through their organizational channels.

   f) Local government is responsible for providing the following support for shelter operations:

      1) Security and, if necessary, traffic control at shelters.
      2) Fire inspections and fire protection at shelters.

3) Transportation for food, shelter supplies, and equipment if the organization operating the shelter cannot do so.
4) Transportation of shelter occupants to feeding facilities, if necessary.
5) Basic medical attention, if the organization operating the shelter cannot do so.

g) Evacuees normally return to their homes as soon as the danger has passed. Hence, most shelters are closed quickly and returned to normal use. However, some evacuees may be unable to return to their homes due to damage or destruction. It may be necessary to have one or more shelters remain open for an extended period until those who cannot return to their residences can be relocated to motels, rental units, mobile homes, and other types of temporary lodging. Such extended use facilities should have showers and on-site feeding; cots should be provided.

C. Mass Care

Mass care includes the registration of evacuees, feeding of evacuees and emergency workers, and provision of other life support needs for shelter occupants.

1. Registration

a) The purpose of registration is to be able to respond to inquiries about the status of evacuees, monitor health concerns, and provide a basis for post-emergency follow-up support.

b) The ARC will assist local government in the registration of evacuees who are housed in ARC shelters. The Shelter Officer should coordinate with other organizations that operate shelters to ensure that evacuees occupying those facilities are registered and information provided to the EOC.

2. Feeding:

a) Both fixed facilities and mobile units may be used for preparing and serving meals. Fixed facilities include schools, churches, and civic buildings serving as shelters. The ARC, TSA, and other disaster relief agencies may also deploy self-contained mobile feeding units to supplement fixed feeding facilities.

b) The U.S. Department of Agriculture (USDA), through the Health and Human Services Commission (HHSC), food banks, and commercial facilities provides USDA commodities used in preparing meals or for distribution to disaster victims.

c) If a school is used as a congregate feeding site, the school may use USDA commodities already on its shelves to prepare meals for mass care operations. USDA will replace them or credit their entitlement dollars as long as school officials provide HHSC with an itemized list of which commodities were used and daily meal counts. USDA commodities **may not** be used without prior approval from HHSC. The request must come from the ARC. Form FCS-292, which is a report of commodity distribution, must be completed by school officials within 30 days after the termination of assistance to the disaster victims. Also HHSC will arrange to have additional USDA commodities shipped to the feeding site, if necessary, either directly from USDA or one of the HHSC warehouses.

3. Other Needs

   In addition to the provision of shelter and mass care services, evacuees may need assistance with clothing, basic medical attention, prescription medicines, disaster mental health services, temporary housing, and other support services. Some of these services may be provided by the same volunteer organizations that are operating shelters. In other cases, the Shelter Officer will have to identify the needs of those in public shelters to the Human Services Officer, who may be able to arrange for assistance from other volunteer organizations and agencies. Many human services programs also serve disaster victims that have not been evacuated from their homes. A description of human services programs and procedures for requesting human services support are provided in Annex O (Human Services).

D. Special Needs Groups and Individuals

1. Special facilities include hospitals, nursing homes, group homes, and correctional institutions. Such facilities are responsible for the welfare and safety of their clients, who may need specially trained staff to care for them and special equipment and facilities to meet their needs. Institutions supporting special needs populations are required by state and federal regulations to have disaster preparedness plans that provide for evacuation and relocation of the institution's population to comparable facilities in an emergency.

2. Mass care shelters for the general population are not staffed or equipped to handle special needs groups. These groups, particularly medical patients and prisoners, should not be relocated to shelters used by the general public. In the event that special facilities encounter difficulty in evacuating and relocating their clients, local officials may need to assist those facilities in arranging transportation and in locating suitable reception facilities. It may also be necessary to assist in relocating some medical patients who are living at home.

3. Public shelters can generally accommodate individuals with special needs who require minimal care and are attended by their families or other caregivers.

E. Handling of Pets

1. Evacuees who go the homes of relatives or friends or commercial accommodations with their pets do no normally pose difficulties during an evacuation. However, evacuees with pets seeking public shelter can create potential problems. For health reasons, pets are not allowed in emergency shelters operated by the ARC and most other organized volunteer groups. However, a number of studies have indicated that some people, particularly the elderly, will not leave their homes if they cannot take their pets with them. Hence, it is desirable to make reasonable arrangements for evacuees who come to public shelters with pets. The City of Cibolo Animal Control Officer should coordinate these arrangements.

2. Depending on the situation, we will use one or more of the following approaches to handle evacuees arriving with pets:

   a) Provide pet owners information on nearby kennels, animal shelters, and veterinary clinics that have agreed to temporarily shelter pets.

b) Direct pet owner to a public shelter that has covered exterior corridors or adjacent support buildings where pets on leashes can in carriers may be temporarily housed.
c) Set up temporary pet shelters at the City of Cibolo designated facilities.

F. Public Information

1. The public information staff is expected to develop emergency public information messages to advise those who are or will be evacuating of the location of public shelters and general shelter policies.

2. The public information staff should also provide information on the emergency situation to shelter managers so they can pass such information on to shelter occupants.

G. Welfare Inquiries

We will attempt to answer disaster welfare inquiries to the extent possible using the registration data obtained at shelters and other facilities. The Shelter Officer will respond to inquiries until the ARC can assume that function. For more information on Welfare Inquiries, see Section IX.E of this annex.

H. Actions by Phases of Emergency Management

1. Mitigation:

a) Identify volunteer organizations that could assist in shelter and mass care operations and develop cooperative agreements.
b) In coordination with volunteer organizations, identify suitable shelters and feeding facilities.
c) Sign agreements with volunteer organizations authorizing use of local government facilities for shelter and mass care operations.
d) Encourage schools, churches, and volunteer groups to sign written agreements for use of their facilities as emergency shelters.

2. Preparedness:

a) Send selected local officials to shelter management training and encourage those organizations or agencies that will be making their facilities available for use as shelters to send their personnel to such training.
b) In coordination with volunteer organizations, identify potential shelters, and develop general shelter and mass care procedures for the local area.
c) Coordinate basic communication and reporting procedures.
d) Develop facility setup plans for potential shelters.
e) Identify population groups requiring special assistance during an emergency (i.e., senior citizens, special needs, etc.) and ensure that preparations are made to provide assistance.

3. Response:

a) Open and staff shelters and mass care facilities.
b) Provide information to the public on shelter locations and policies.
c) Assist in the registration of evacuees.

d) Provide food, clothing, first aid, and other essential services to evacuees.
e) Maintain communications between mass care facilities and EOC.
f) Provider periodic reports on shelter occupancy and meals served.
g) Provide information to victims needing additional services.

4. Recovery:

a) Assist evacuees in returning to their homes if necessary.
b) Assist those who cannot return to their homes with temporary housing.
c) Deactivate shelters and mass care facilities and return them to normal use.
d) Inform public of any follow-on recovery programs that may be available.

VI. ORGANIZATION & ASSIGNMENT OF RESPONSIBILITIES

A. General

1. Our normal emergency organization, described in Section VI.A of the Basic Plan and depicted in Attachment 3 to the Basic Plan, will carry out shelter and mass care operations.

2. Operations will be organized in accordance with NIMS guidelines.

3. We expect to be assisted by the ARC, other volunteer organizations active in disaster, and local volunteer groups and charitable organizations in conducting shelter and mass care operations. The Shelter Officer is responsible for coordinating the efforts of local government, volunteer groups, and other agencies involved in shelter and mass care operations.

B. Task Assignments

1. The Mayor or City Manager will:

a) Direct the opening of local shelter and mass care facilities and the closing of such facilities when they are no longer needed.
b) Approve release of emergency public information materials on shelter locations and guidance on what people should bring and not bring to public shelters prepared by the public information staff.
c) Coordinate shelter and mass care efforts with other local governments, where appropriate.
d) Request shelter and mass care support from other local governments or the State if local resources are insufficient.

2. The EMC or his/her designee will:

a) Coordinate shelter and mass care planning with the Shelter Officer, the PIO, the Human Services Officer, other local officials, and volunteer organizations.
b) When the situation warrants, recommend to the Mayor that shelter and mass care operations be implemented. Recommendations on the number of facilities to be

activated and specific facilities to be used should be coordinated if possible with the volunteer organizations that will operate those facilities.

c) Coordinate with the functional managers in the EOC to provide support for shelter and mass care activities.
d) Receive reports on shelter and feeding operations from the Shelter & Mass Care Officer. During major emergencies, summarize shelter and mass care activities in the periodic Situation Report; see Annex N, Direction & Control, concerning this report.
e) When conditions warrant, recommend to the Mayor that shelter and mass care facilities be closed

3. The Incident Commander will:

   Identify requirements for shelter and mass care support needed as a result of an evacuation.

4. The EMC and the Area ARC representative shall serve as Shelter Officer and will:

   a) Identify volunteer organizations that are willing to support local shelter and mass care activities. See Appendix 1 to Annex O.
   b) In coordination with volunteer organizations that normally operate shelters and feeding facilities, identify potential shelter and mass care facilities. See Appendix 1 to this annex.
   c) Develop emergency agreements with volunteer groups for the use of facilities owned by local government as shelters and encourage other agencies, organizations, and groups that have suitable facilities to sign similar agreements.
   d) Develop cooperative agreements with volunteer organizations relating to shelter and mass care support. See Appendix 2 for pertinent information.
   e) Coordinate and disseminate common shelter operating guidelines to volunteer organizations operating shelters.
   f) Ensure mass care facilities are adequately staffed and equipped.
   g) Coordinate mass feeding where needed. Coordinate with HHSC officials for supplementary food stocks from USDA sources if required.
   h) Identify requirements for human services support for evacuees in shelters to the Human Services Officer.
   i) Identify requirements for facility security and fire protection requirements for shelters to law enforcement agencies and the fire service.
   j) Coordinate resource support for shelter operations.
   k) Receive reports on shelter and mass care operations and provide summary information for inclusion in the periodic Situation Report.
   l) Respond to disaster welfare inquiries until that function is assumed by the ARC.

5. Shelter Managers will:

   a) Staff and open shelters and keep them operating as long as necessary.
   b) Register shelter occupants and assist in answering disaster welfare inquiries.
   c) Arrange for mass feeding if required.
   d) Identify additional resource requirements to the Shelter Officer.
   e) Coordinate with the Shelter Officer to provide individual and family support services as needed.

f) Submit a daily mass care facility status report to the Shelter Officer that indicates the number of shelter occupants, the number of meals served, and the condition of the facility, and also identifies any problem areas.
g) Maintain records of supplies received and expended.
h) When directed, terminate operations, turn in equipment and unused supplies, return the facility to its original condition, and submit a final report mass care facility status report.

6. The Police Chief:

a) Provide security and law enforcement at shelter and mass care facilities.
b) Provide back-up communications, if needed.

7. The City of Cibolo Fire Marshal will:

a) Inspect shelter and mass care facilities for fire safety.
b) Provide and maintain shelter fire extinguishers.
c) Train shelter management personnel in fire safety and fire suppression.

8. The Transportation Officer will:

a) Arrange transportation for evacuees in shelters to feeding sites if necessary.
b) Arrange transportation for shelter equipment, food, clothing, blankets, comfort kits, and other shelter supplies to shelter and mass care facilities.
c) Upon request, provide transportation for return of evacuees without vehicles to their homes.

9. The Health and Medical Officer will:

a) Coordinate basic medical assistance for individuals in mass care facilities.
b) Monitor health and sanitation conditions in mass care facilities.

10. The Human Services Officer will:

a) Coordinate provision of clothing, blankets, personal care items and other items to evacuees.
b) Upon request, coordinate disaster mental health services for occupants of mass care facilities.

11. The PIO will:

a) Provide information to the public on the locations of shelters and shelter operating policies.
b) Provide updates on the emergency situation to shelter managers to be passed on to shelter occupants.
c) Provide public information on closure of shelters and return of evacuees to their homes.

12. The Animal Control Officer will:

a) Coordinate arrangements to provide temporary facilities for evacuees arriving at shelter and mass care facilities with pets.
b) Be prepared to provide shelter managers with information on procedures for handling evacuees with pets.

13. The American Red Cross

Pursuant to a cooperative agreement between the ARC and us, the ARC has agreed to do the following:

a) Staff and operate shelter and mass care facilities.
b) Register evacuees.
c) Provide mass feeding for victims and emergency workers.
d) Provide emergency assistance for other essential needs.
e) Process inquiries from concerned families outside the disaster area.

14. The School Superintendent will:

Shelter students in school buildings when the situation warrants.

15. Public Works and Utility Services will:

To the extent possible, ensure power, water supply, and sanitary services are operable at shelter and mass care facilities during emergency conditions.

16. Other Volunteer Groups
The following group(s) have agreed to provide the services indicated:

Guadalupe County Texas VOAD - Provide volunteers & coordinators of local assets.

VII. DIRECTION AND CONTROL

A. General

1. The Mayor shall establish priorities for and provide policy guidance for shelter and mass care activities.

2. The Mayor will provide general direction to the Shelter Officer regarding shelter and mass care operations.

3. The Shelter Officer will plan and manage the conduct of shelter and mass care activities, coordinating as necessary with volunteer organizations that participate in shelter operations or mass feeding and other departments and agencies.
4. Shelter and feeding facility managers will be responsible for the operation of their individual facilities.

5. Methods of direction and control will be consistent with NIMS guidelines.

B. Line of Succession

1. The line of succession for the Shelter Officer is:

    a. Schertz – Cibolo – Universal City Independent School District Operations Director for school facilities.
    b. Volunteer Coordinator.
    c. EMC.

2. The line of succession for other shelter and mass care personnel will be in accordance with existing policies and SOPs.

VIII. READINESS LEVELS

A. Level 4: Normal Conditions

See the mitigation and preparedness activities in sections V.H.1 and V.H.2 of this annex.

B. Level 3: Increased Readiness

1. Alert key staff and volunteer organizations involved in shelter and mass care activities of threat.

2. Review personnel availability and assignments.

3. Assess potential shelter and mass care requirements.

4. Review and update lists of lodging and feeding facilities and check on availability of facilities.

5. Monitor the situation

B. Level 2: High Readiness

1. Place staff on standby and make preliminary assignments. Identify personnel to staff the EOC when activated.

2. Update estimate of shelter and mass care requirements.

3. In coordination with volunteer organizations, check on availability of facilities and identify facilities that will actually be used.

4. In coordination with volunteer organizations, develop tentative shelter and feeding facility opening sequence

5. Identify requirements for pre-positioning equipment and supplies.

6. Draft information for release to the public concerning shelter locations.

C. Level 1: Maximum Readiness

1. Deploy selected personnel to the EOC to monitor the situation and support precautionary activities. Place other staff on-call.

2. Update estimate of shelter and mass care requirements.

3. In coordination with volunteer organizations, update potential facility use plans and tentative facility opening sequence.

4. In coordination with volunteer organizations, develop updated staff assignments for emergency operations.

5. Consider precautionary staging of personnel, equipment, and supplies.

6. Coordinate with the Communications Officer on anticipated communications requirements.

7. Coordinate with the Transportation Officer on anticipated transportation requirements.

8. If appropriate, provide the public information about potential shelter locations.

IX. ADMINISTRATION AND SUPPORT

A. Records

1. Shelter and feeding facility managers shall maintain a record of supplies received and expended. Copies of these records will be provided to the Shelter Officer, who shall maintain a consolidated file.

2. Documentation of Costs. All departments and agencies will maintain records of personnel and equipment used and supplies expended during shelter and mass care operations as a basis for possible cost recovery from a responsible party or insurer or possible reimbursement of expenses by the state or federal government.

B. Reports

1. Shelter Managers will report occupancy and number of meals served figures to the Shelter Officer in the EOC daily.

2. The EOC will include shelter occupancy information in the periodic Situation Report sent to the Disaster District and other agencies. Information on the Situation Report is provided in Annex N, Direction & Control.

3. The ARC and other volunteer groups may also report shelter and feeding information through their organizational channels.

C. Training & Exercises

1. The EMC will coordinate with the ARC to insure that shelter management and other appropriate training is made available to local officials and volunteers who participate in shelter and mass care activities. All departments and organizations should ensure that their personnel are trained to accomplish the tasks assigned to them.

2. Emergency exercises shall periodically include a shelter and mass care scenario based on the hazards faced by this jurisdiction. Volunteer organizations that participate in shelter and mass care operations shall be invited and encouraged to participate in such exercises.

D. Communications

The primary communications between shelter and mass care facilities and the EOC will be by telephone. If telephones cannot be used, radios should be provided; amateur radio operators may be able to assist with communications needs.

E. Welfare Inquiries

1. We will attempt to respond to disaster welfare inquiries until the ARC can establish a Welfare Inquiry system to answer requests from relatives and friends concerning the safety and welfare of evacuees or those in disaster areas. The Welfare Inquiry system uses information from shelter lists, casualty lists, hospitals, and other sources to aid in family reunification and in responding to inquiries from immediate family members from outside the affected area about the status of their loved ones. A Welfare Inquiry system may not be established in short duration emergency situations.

2. Mass care facilities assist in Welfare Inquiries by gathering information on disaster victims though registration of victims at shelters. Assistance may also include the distribution of postcards to shelter residents for their use in contacting family members outside the affected area. The organization of the Welfare Inquiry function may vary considerably. For a small-scale operation, the local ARC chapter may provide assistance. For a large operation, a Welfare Inquiry team may be established. The need for the Welfare Inquiry function and its composition depend on factors such as the number of families affected, media coverage of the event, lack of communication capabilities in the affected area, and the number deaths, injuries, and illnesses.

3. Shelter managers must be aware of the importance of confidentiality in gathering and releasing information about shelter occupants. Welfare Inquiries will be addressed to the Shelter Officer until the ARC assumes responsibility for this function.

F. External Assistance

If shelter and mass care needs cannot be satisfied with local resources and those obtained pursuant to inter-local agreements and from volunteer organizations, authorized local officials may request state assistance from the Disaster District Committee (DDC) Chairperson in Region 6C. For more details on requesting state assistance, see Section V.F of the Basic Plan.

X. ANNEX DEVELOPMENT & MAINTENANCE

A. The EMC shall serve as the Shelter Officer and is responsible for developing and maintaining this annex. Recommended changes to this annex should be forwarded as needs become apparent.

B. This annex will be revised annually and updated in accordance with the schedule outlined in Section X of the Basic Plan.

C. Departments and agencies assigned responsibilities in this annex are responsible for developing and maintaining SOPs covering those responsibilities.

XI. REFERENCES

A. ARC Disaster Services Program, *Mass Care – Preparedness and Operations,* ARC 3031, April 1987.

B. ARC Disaster Services Program, *Disaster Welfare Inquiry*, ARC 3044, April 1996.

C. Annex C (Shelter & Mass Care) to the *State of Texas Emergency Management Plan*

D. Texas American Red Cross home page: www.redcrosstexas.org. This site contains information on the Texas ARC as well as information on the coverage areas for the ARC Chapters as well as addresses and phone numbers for those chapters.

Appendices:

Appendix 1 ..... Reception and Care Facilities
Appendix 2..... Shelter & Mass Care Documents
Appendix 3 ..... Hurricane Reception and Care

RECEPTION AND CARE FACILITIES

A. Buildings listed in this appendix have been surveyed for their suitability as temporary reception and care facilities. The buildings surveyed fall into the following categories:

1. Public schools with multi-purpose rooms, showers, and cafeteria facilities.

2. Church facilities such as parish centers with kitchens.

3. Clubs operated by fraternal and social organizations that have suitable eating and bathroom facilities.

4. Governmental or non-profit facilities such as community centers or activity centers for senior citizens.

5. Governmental and/or public buildings considered being essential operations facilities for managing a crisis, i.e., city halls, courthouses, fire and police stations, and hospitals.

B. The following are definitions used in the facilities listing:

1. Estimated Shelter Capacity: The estimated short-term capacity of the facility based on 40 square feet per person.

2. Estimated Feeding Capacity: The estimated number of people for which the facility can prepare food e.g. three simple meals per day.

3. Shelter Agreement:

   a. Indicate the organization the building owner(s) have the shelter agreement with e.g. ARC, TSA, churches, or other volunteer group(s).

   b. An “N” or a “No” response in this column indicates that the building is not presently covered by a shelter agreement.

RECEPTION AND CARE FACILITIES LISTING

NAME/ADDRESS	EST. CAP.	EST. FEEDING CAPACITY	# OF TOILETS	# OF SHOWERS	GENERATOR?	SHELTER AGREEMENT?
Seguin ISD District Office Reception Facility 1221 E. Kingsbury St. Seguin, TX 78155 (830) 372-5771	0	0	7	0	No	ARC
Seguin High School 1227 E. Cedar St. Seguin, TX 78155 (830) 372-5770	420	450	53	58	No	ARC
Briesemeister Middle School 1616 W. Court St. Seguin, TX 78155 (830) 379-0600	155	200	14	20	No	ARC
Jim Barnes Middle School 1539 Joe Carillo Seguin, Tx 78155 (830) 379-4717	155	200	21	16	No	ARC
Joe Saegert 6th Grade Center 118 N. Bowie Seguin, TX 78155 (830) 379-3218	[illegible]	[illegible]	[illegible]	30	No	ARC
New Life Fellowship 16489 south 123 Seguin, TX 78155 830-372-1200	0	[illegible]	4	2	No	ARC
Emanuels Lutheran 206 Travis Seguin, TX 78155 (830) 379-5046	40	200	6		No	ARC
Faith Lutheran 1326 Cedar Street Seguin, TX 78155 (830) 379-7036	100	100	4	4	No	ARC
Navarro High School 6450 North Highway 123 Geronimo, TX (830) 372-1931	150	150			No	ARC
Marion High School 506 Bulldog Marion, TX (830) 914-2803 X405	300	300			No	ARC
Marion Middle School 211 Otto	150	150			No	ARC

Needs Correction
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Marion, TX (830) 914-2803					
Texas Lutheran University 1000 West Court St. Seguin, TX 78155 (830) 372-8000	500	500		No	ARC
Seguin-Guadalupe County Coliseum 810 S. Guadalupe St. Seguin, TX 78155 (830) 401-2486	500	5[illegible]		No	ARC
The Silver Center 510 E. Court St. Seguin, TX 78155 (830) 303-6612		500		No	ARC
Knight of Columbus Council 1015 S. Guadalupe St. Seguin, TX 78155 (830) 379-0602		500		No	ARC
McQueeney Lions Club 3831 FM 78 McQueeney, TX (830) 557-6621	300	400		No	ARC

Needs Correction
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City of Cibolo

City Council Regular Meeting Staff Report

M. 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, June 10, 2025, 6:30 PM	Discussion/Action Item: 10M.

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

June July 2025.pdf

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 Cibolo Council/Schertz Council/ CCMA Joint Meeting 6:30pm	6 Old Town Open House 3pm-5pm	7
8	9 Charter Review 6:30pm	10 Special Council Meeting 6:00pm Council Meeting 6:30pm	11 Municipal Court P&Z Meeting 6:30pm	12 NEP Luncheon 11:30am EDC Meeting 6:30pm	13 Flag Day Ceremony	14
15	16	17 Budget Workshop #1 6:30pm	18	City Offices Closed 19 	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					

July

2025

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
		1	2 Parks Meeting 6:30pm	3	City Offices Closed 4 	5
6	7	8 City Council Meeting 6:30pm	9 Municipal Court P&Z Meeting 6:30pm	10 NEP 11:30am Historic Meeting 6:30pm	11	12 Attorney Interviews 9am
13	14	15 Council Budget Workshop 6:30pm	16	17 EDC Meeting 6:30pm	18	19
20	21	22 City Council Meeting 6:30pm	23 Municipal Court	24	25	26
27	28 Animal Shelter Meeting 6:30pm	29	30	31		