



"City of Choice"

## City Council Meeting 6:30pm - 10:00pm

Tuesday, September 10, 2024, 6:30 PM  
200 S. Main St.  
Cibolo, Texas 78108

Est. Duration: 4 hr 50 min

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### 1: Call to Order

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### 2: Roll Call and Excused Absences

#### 2A. Excused Absence

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### 3: Invocation

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### 4: Pledge of Allegiance

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### 5: Proclamation

#### 5A. Proclamation in Remembrance and Honor of the Victims and Heroes of September 11, 2001. (Chief Troncoso and Chief Andres)

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### 6: Citizens to be Heard

This is the only time during the Council Meeting that a citizen can address the City Council. It is the opportunity for visitors and guests to address the City Council on any issue to include agenda items. All visitors wishing to speak must fill out the Sign-In Roster prior to the start of the meeting. City Council may not deliberate any non-agenda issue, nor may any action be taken on any non-agenda issue at this time; however, City Council may present any factual response to items brought up by citizens. (Attorney General Opinion - JC-0169) (Limit of three minutes each.) All remarks shall be addressed to the Council as a body. Remarks may also be addressed to any individual member of the Council so long as the remarks are (i) about matters of local public concern and (ii) not disruptive to the meeting or threatening to the member or any attendee. 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 [pcimics@cibolotx.gov](mailto:pcimics@cibolotx.gov) and [vchapman@cibolotx.gov](mailto:vchapman@cibolotx.gov) or telephone 210-566-6111 before 5:00 pm the date of the meeting.

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### 7: Consent Agenda - Consent Items (General Items)

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

#### 7A. Approval of the minutes of the Special City Council Meeting held on August 19, 2024.

#### 7B. Approval of the minutes of the Regular City Council Meeting held on August 27, 2024.

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### 8: Staff Update

#### 8A. Administration

- a. Update on Cibolofest - October 12, 2024
- b. Request for Proposals (RFP), Request for Bids (RFB), Request for Qualifications (RFQ)
- c. Capital Improvement Program - Updates on Projects

#### 8B. Police Department

#### 8C. Animal Services

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### 9: Ordinances

- 9A. Approval/Disapproval of an Ordinance of the City of Cibolo amending the City's Fee Schedule for Fiscal Year 2025. (Ms. Miranda)
- 9B. Approval/Disapproval of an Ordinance Granting a Franchise to the Public Utilities of the City of Cibolo. (Ms. Miranda/Mr. Parsons)
- 9C. Approval/Disapproval of an Ordinance for a Comprehensive Sign Program application for certain real property located at 400 Cibolo Valley Drive, legally described as CIBOLO VALLEY DRIVE RETAIL, LOT 1, BLK A 1.557 ACS. (Ms. Huerta)
- 9D. Approval/Disapproval of an Ordinance adopting the 2024 Cibolo Tomorrow Comprehensive Plan. (Mr. Spencer)
- 9E. Approval/Disapproval of an Ordinance for a Conditional Use Permit request to allow a Local Convenience Store (With Fuel Sales) use for certain real property located at 252 West Borgfeld Road, legally described as ABS: 216 SUR: A S LEWIS 1.8440 AC. (Ms. Huerta)
- 9F. Approval/Disapproval of an Ordinance for a Conditional Use Permit request to allow a Convenience Storage use for 7.38 acres out of 12.7630 acres tract of certain real property located at 21105 Old Wiederstein Road, legally described as ABS: 277 SUR: J N RICHARDSON 12.7630 AC. (Ms. Huerta)

## **10: Discussion/Action**

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- 10A. Discussion/Action on awarding an engagement for professional auditing services to Armstrong, Vaughan & Associates, P.C. for fiscal year ending September 30, 2024, with the option of auditing the four subsequent years and authorizing the City Manager to execute the engagement letter. (Ms. Miranda)
- 10B. Discussion/Action of an interlocal agreement with the Texas Municipal League Intergovernmental Risk Pool to participate in a pool for Cyber Liability and Data Breach coverage. (Ms. Miranda)
- 10C. Discussion/Action of a Right of Way (ROW) License Agreement with Google Fiber to bring a high-speed fiber network to Cibolo. (Mr. Huggins)
- 10D. Discussion/Action on a Public Improvements Agreement (PIA) between the City of Cibolo and YM Cibolo, LLC, establishing the public improvements related to the development of real property, of 15.903 acres, also known as Bella Rosa Unit 3. (Ms. Lee)
- 10E. Discussion/Action on Setting Date(s) for Town Hall(s) Concerning the Cibolo Voter Propositions on the November 5, 2024, Ballot. (Mr. Reed)
- 10F. Discussion/Action on changing the dates of the October Council Meetings to October 15th and October 29th. (Ms. Cimics)
- 10G. Discussion/Presentation regarding the Unified Development Code (UDC) Rewrite. (Ms. Lee)
- 10H. Discussion/Presentation on the Cibolo Police Department, School Resource Officer (SRO) Job Description and Standard Operating Policy and the SRO Interlocal Agreement Annual Policy Review. (Chief Andres)
- 10I. Discussion on the proposed updates to the FY25-27 Council Strategic Plan Implementation Matrix and Draft FY24 Annual Report. (Mr. Morris)
- 10J. Discussion on a draft ordinance prohibiting camping in a public place in the City of Cibolo. (Mr. Huggins)
- 10K. Discussion on the annual review of the City Manager, City Attorney and the City Secretary to include the timeline for completion. (Councilman Hicks)
- 10L. Discussion on the review and confirmation of all upcoming special meetings and workshops and scheduling the time, date, and place of additional special meetings or workshops. (Ms. Cimics)
- 10M. Discussion from Councilmembers that have attended seminars, events, or meetings. (Council)
- 10N. Discussion on items the City Council would like to see on future agendas. (Council)
- 10O. Discussion on the time limit placed on Council meetings making it difficult to complete City business. (Councilman Hicks)

## **11: Executive Session**

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

**11A. Zunker Property**

**11B. EEOC Claim**

**11C. Personnel Matter**

## **12: Open Session**

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**12A. Executive Session Action**

## **13: Adjournment**

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**13A. Adjourn Meeting**

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



Peggy Cimics, TRMC  
City Secretary

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

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

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

I certify that the attached notice and agenda of items to be considered by the City Council was removed by me from the City Hall bulletin board on the \_\_\_\_ day of \_\_\_\_\_ 2024.

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Name and Title

Date Posted: 2024-09-05T21:49:40.525Z



City Council Regular Meeting Staff Report

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**Proclamation in Remembrance and Honor of the Victims and Heroes of September 11, 2001. (Chief Troncoso and Chief Andres)**

Meeting	Agenda Group
Tuesday, September 10, 2024, 6:30 PM	Proclamation Item: 5A
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**

[911 Proclamation 2024.pdf](#)



## The Office of the Mayor City of Cibolo, Texas

### *Proclamation*

#### *In Remembrance and Honor of the Victims and Heroes of September 11, 2001*

**WHEREAS**, September 11, 2001, was etched into America's memory when 19 terrorists carried out the worst terrorist attack on U.S. soil in our nation's history causing 2,996 lives to be lost including 72 police officers and 343 firefighters; and

**WHEREAS**, September 11, 2024, marks the 23<sup>rd</sup> anniversary of the ruthless terrorist attacks on our country; and

**WHEREAS**, the death and destruction did not weaken the spirit of the American people, but instead, it united our citizenry and resulted in a great awakening of expressions of heroism, compassion, and patriotism; and

**WHEREAS**, inspired by the heroism of our firefighters, rescue and law enforcement personnel, military service members and others, our nation found unity and strength; and

**WHEREAS**, we honor and cherish the memory of the thousands of innocent victims that were lost and we extend our thoughts and prayers to the victims' families and honor the heroic men and women who risked and sacrificed their lives so others might survive;

**NOW, THEREFORE, I, MARK ALLEN, MAYOR OF CIBOLO, TEXAS**, do hereby proclaim that the City Council of the City of Cibolo on behalf of staff and all citizens, does hereby recognize the importance of remembering and honoring the victims and heroes of 9/11 and encourage everyone to observe a Moment of Remembrance with silence and a prayer in honor of those who gave their lives.

**IN TESTIMONY WHEREOF**, I have signed my name officially and caused the Seal of The City of Cibolo to be affixed at Cibolo on this the 10<sup>th</sup> day of September 2024.

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Mark Allen, Mayor  
City of Cibolo





City Council Regular Meeting Staff Report

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Approval of the minutes of the Special City Council Meeting held on August 19, 2024.

Meeting	Agenda Group
Tuesday, September 10, 2024, 6:30 PM	Consent Agenda - Consent Items (General Items) Item: 7A
From	
Peggy Cimics, City Secretary	

**PRIOR CITY COUNCIL ACTION:**

N/A

**BACKGROUND:**

N/A

**STAFF RECOMMENDATION:**

N/A

**FINANCIAL IMPACT:**

N/A

**MOTION(S):**

N/A

**Attachments**

[081924 Special Council Minutes.pdf](#)



## **SPECIAL CIBOLO CITY COUNCIL MEETING**

Cibolo City Hall  
200 S. Main St.  
Cibolo, Texas 78108  
August 19, 2024  
6:30p.m. to 8:00p.m.

### **Minutes**

1. Call to Order – Meeting was called to order by Mayor Allen at 6:30 p.m.
2. Roll Call and Excused Absences – Members Present: Mayor Allen, Councilman Benson, Councilman Mahoney, Councilwoman Cunningham, Councilman Hetzel, and Councilman Hicks; Members Absent: Councilman Roberts and Councilwoman Sanchez-Stephens. Councilman Hicks made the motion to excuse the absence of both Councilmember Roberts and Sanchez-Stephens. The motion was seconded by Councilwoman Cunningham. For: All; Against: None. The motion carried 5 to 0.
3. Invocation – Invocation was given by Councilman Hicks.
4. Pledge of Allegiance – All in attendance recited the Pledge of Allegiance.
5. Citizens to be Heard

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The Assistant City Secretary read five emails that had been sent in by citizens to be read during the “Citizens to be Heard” portion of the meeting. Mr. Najar spoke on the recent behavior of Council towards staff over the past few meetings specifically the most recent meeting regarding the budget. He stated that speaking to staff in a disrespectful and demeaning was not appropriate. Mr. Najar also stated that those councilmembers that sit there and do nothing while this behavior is on display by their fellow members is disappointing. Mr. Najar says that it is clear that staff seems to get along and have built strong relationships under Mr. Reeds guidance. It is clear that Mr. Reed has brought fresh ideas to staff. Mr. Najar said that it is clear by the behavior of council, they are blissfully unaware at how hard staff work for the residents, They deserve at the very least respect for that. Mr. P. wrote as a past Law Enforcement

professional he urge the council to demonstrate leadership and courage by seeking voter approval for a tax increase dedicated to enhancing public safety in Cibolo. He also expressed his concern with the tone and language used by some members of the council in recent months regarding city staff. Mr. P stated that negativity and disrespect has lasting impact on morale and can significantly hinder the City's ability to recruit and retain talented law enforcement professionals. He stated that it was time for City Council to act decisively and put the question of a tax increase for public safety before the voters. Mr. Escobar spoke on his deep concern regarding the ongoing discussion about the 100% market adjustment for city staff. He was also appalled by the way some council members have treated the staff. Mr. Escobar stated that this behavior is not only unprofessional but also unacceptable. He commended Councilwoman Cunningham for being the only one to speak up in favor of doing what is right for staff. Mr. Escobar states it's now time for the rest of the council to stop sitting in silence and start supporting the backbone of this organization the first responders, the staff, and everyone who works tirelessly to keep this city running smoothly. Ms. McAviney-Mims spoke on an incident that happen at El Sereno Apartments in Cibolo on February 8, 2024. She stated that a tenant at El Sereno accosted another tenant eventually causing the death of this tenant. This final incident happen over a dog bite a few days before the tenant's death. She states that the manager did nothing while witnessing the rage-filled rant on a tenant. El Sereno's corporate office refused to evict the tenant. The police department was called, and a report was made. Ms. McAviney-Mims wants to know why the police never spoke with this tenant and why no charges were filed against her. She states she is disappointed and frustrated in the Cibolo police, the progress on a case she was told would be filed and told a detective was working on. It's been six months, and nothing has been done. Ms. Latimer wrote strongly opposing the proposed property tax increase. She stated that she had reviewed the city's financial audits available on the city's website and it clearly shows that Cibolo has already experienced a huge increase in revenue from both property taxes and other taxes generated by the residents and local businesses over the past few years. Ms. Latimer showed the increase in revenue from 2019 to 2023 which reflects an increase of over \$4.5 million in property tax revenue alone. She also showed the increase of other tax revenues over the same time period to be over \$3.3 million in other tax revenues. Ms. Latimer states that the city should prioritize responsible spending and ensure that any increase in expenses are in line with actual growth. She was particularly concern in the increase in expenses within the City Managers office and overall management. She urged the city council to reconsider the proposed increase and focus instead on managing expenses more effectively.

6. Public Hearing

A. Conduct a public hearing to hear public testimony regarding FY 25 Budget.

Mayor Allen opened the public hearing at 7:21 p.m. No one wish to speak on this item and Mayor Allen closed the public hearing at 7:21 p.m.

B. Conduct a public hearing to her public testimony regarding the Tax Rate for Tax Year 2024.

Mayor Allen open the public hearing at 7:30 p.m. No wish to speak on this item and Mayor Allen closed the public hearing at 7:30 p.m.

7. Resolutions

A. Approval/Disapproval of a Resolution Supporting State Legislation to Establish a Dedicated Funding Mechanism for the Disabled Veteran's Homestead Exemption Program.

Councilwoman Cunningham made the motion to approve the Resolution Supporting State Legislation to Establish a Dedicated Funding Mechanism for the Disabled Veteran's Homestead Exemption Program. The motion was seconded by Councilman Hetzel. For: All; Against: None. The motion carried 5 to 0.



## 8. Ordinances

- A. Approval/Disapproval of an Ordinance of the City of Cibolo Increasing the Texas Municipal Retirement System (TMRS) Statutory Maximum Rate Limit.

Councilwoman Cunningham made the motion to approve an Ordinance of the City of Cibolo Increasing the Texas Municipal Retirement System (TMRS) Statutory Maximum Rate Limit. The motion was seconded by Councilman Mahoney. For: All; Against: None. The motion carried 5 to 0.

- B. Approval/Disapproval of an Ordinance of the City of Cibolo adopting the Budget for Fiscal Year 2024-2025, beginning October 1, 2024 and ending September 30, 2025.

Councilman Mahoney made the motion to table this item. The motion was seconded by Councilwoman Cunningham. Before a vote was taken Councilman Mahoney withdrew his motion as did Councilwoman Cunningham. Councilwoman Cunningham moved to approve the Ordinance adopting the budget based on a tax rate of \$0.4990, sets appropriations for fiscal year 2024-2025 of \$71,818,630. The motion was seconded by Councilman Mahoney. For: Councilwoman Cunningham and Councilman Mahoney; Against: Councilman Benson, Councilman Hetzel, and Councilman Hicks. The motion failed 2 to 3. Councilwoman Cunningham made the motion to extend the meeting 30 minutes. The motion was seconded by Councilman Mahoney. For: Councilman Mahoney, Councilwoman Cunningham, Councilman Hetzel, and Councilman Hicks; Against: Councilman Benson. The motion carried 4 to 1. Councilwoman Cunningham made the motion to approve the Ordinance adopting the budget based on a tax rate of \$0.4990, sets appropriations for fiscal year 2024-2025 of \$71,818,630 and to have quarterly workshop concerning the budget. The motion was seconded by Councilman Mahoney. For: Councilman Benson, Councilman Mahoney, Councilwoman Cunningham, and Councilman Hetzel; Against: Councilman Hicks. The motion failed 4 to 1. (The budget must be approved by at least 5 of the 7 members of Council). Councilman Hicks made the motion to approve the Ordinance adopting the budget based on a tax rate of \$0.4990, sets appropriations for fiscal year 2024-2025 of \$71,818,630 and to have true sit-down meetings with staff and council concerning the budget. The motion was seconded by Councilwoman Cunningham. For: Councilman Benson, Councilman Mahoney, Councilwoman Cunningham, Councilman Hetzel, and Councilman Hicks; Against: None. The motion carried 5 to 0.

## 9. Resolutions

- A. Approval/Disapproval of a Resolution of the City of Cibolo to Ratify the Property Tax Increase reflected in the Fiscal Year 2024-2025 Budget.

Councilwoman Cunningham made the motion to approve a Resolution of the City of Cibolo to Ratify the Property Tax Increase reflected in the Fiscal Year 2024-2025 Budget. The motion was seconded by Councilman Hicks. For: All; Against: None. The motion carried 5 to 0.

- B. Approval/Disapproval of a Resolution of the City of Cibolo providing for Defeasance and calling for Redemption of certain outstanding City Obligations and other matter in connection therewith.

Councilman Benson made the motion to approve a Resolution of the City of Cibolo providing for Defeasance and calling for Redemption of certain outstanding City

Obligations and other matter in connection therewith. The motion was seconded by Councilman Mahoney. For: All; Against: None. The motion carried 5 to 0.

10. Ordinances

- A. Approval/Disapproval of an Ordinance of the City of Cibolo setting the Ad Valorem Tax Rate for Tax Year 2024.

Councilwoman Cunningham made the motion to approve an Ordinance of the City of Cibolo setting the Ad Valorem Tax Rate for Tax Year 2024. Councilman Mahoney seconded the motion. A roll call vote was taken. For: Councilman Benson, Councilman Mahoney, Councilwoman Cunningham, Councilman Hetzel, and Councilman Hicks; Against: None. The motion carried 5 to 0. Councilman Hicks made the motion to establish a tax rate of \$0.3514 for the purposes of Maintenance and Operation. The motion was seconded by Councilman Mahoney. A roll call vote was taken. For: : Councilman Benson, Councilman Mahoney, Councilwoman Cunningham, Councilman Hetzel, and Councilman Hicks; Against: None. The motion carried 5 to 0. Councilman Hicks made the motion to establish a tax rate of \$ 0.1793 for the payment of Principal and interest on the Debt of this city. The motion was seconded by Councilman Mahoney. A roll call vote was taken. For: : Councilman Benson, Councilman Mahoney, Councilwoman Cunningham, Councilman Hetzel, and Councilman Hicks; Against: None. The motion carried 5 to 0.

- B. Approval/Disapproval of an Order Calling a Tax Ratification Election to be held by the City of Cibolo, Texas on November 5, 2024.

- C. Councilman Hicks made the motion to approve an Order Calling a Tax Ratification Election to be held by the City of Cibolo, Texas on November 5, 2024. The motion was seconded by Councilman Hetzel. Before a vote was taken Councilman Hicks and Councilman Hetzel withdrew their motions. The council went back to item 10A. Councilman Hicks made the motion to approve an Order Calling a Tax Ratification Election to be held by the City of Cibolo, Texas on November 5, 2024. The motion was seconded by Councilman Mahoney. For: All; Against: None. The motion carried 5 to 0.

11. Adjournment

Councilman Hicks made the motion to adjourn the meeting at 8:13 p.m. The motion was seconded by Councilman Mahoney. For: All; Against: None. The motion carried 5 to 0.

PASSED AND APPROVED THIS 10 DAY OF SEPTEMBER 2024.

Mark Allen  
Mayor

ATTEST

Peggy Cimics, TRMC  
City Secretary



City Council Regular Meeting Staff Report

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Approval of the minutes of the Regular City Council Meeting held on August 27, 2024.

Meeting	Agenda Group
Tuesday, September 10, 2024, 6:30 PM	Consent Agenda - Consent Items (General Items) Item: 7B
From	
Peggy Cimics, City Secretary	

**PRIOR CITY COUNCIL ACTION:**

N/A

**BACKGROUND:**

N/A

**STAFF RECOMMENDATION:**

N/A

**FINANCIAL IMPACT:**

N/A

**MOTION(S):**

N/A

**Attachments**

[082724 Council Minutes.pdf](#)



**CIBOLO CITY COUNCIL**  
**CIBOLO MUNICIPAL BUILDING**  
200 S. Main  
Cibolo, Texas 78108  
August 27, 2024  
6:30 p.m. to 10:30 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 Benson, Councilman Roberts, Councilman Mahoney, Councilwoman Cunningham, Councilwoman Sanchez-Stephens, Councilman Hetzel, and Councilman Hicks.
3. Invocation – Councilman Hicks gave the Invocation.
4. Pledge of Allegiance – All in attendance recited the Pledge of Allegiance.
5. Proclamation
  - A. Proclamation designating September 2-6 as National Payroll Week.

A Proclamation was read by Councilwoman Cunningham. Mayor Allen presented the Proclamation to both Ms. Kelley and Ms. Sanchez.
6. Public Hearing
  - A. Conduct a public hearing regarding a Conditional Use Permit request to allow a Convenience Storage use for 7.38 acres out of 12.7630 acres tract of certain real property located at 21105 Old Wiederstein Road, legally described as ABS: 277 SUR: J N RICHARDSON 12.7630 AC.

Mayor Allen open the public hearing at 6:37 p.m. The following individuals spoke on this item: Ms. Schaezler opposed the storage area in this area because of safety for the children with both a pre-school and an elementary school in close proximity of this proposed development. She also felt that this type of development would cause increase of trash in the area. Mr. Eckols explained what the storage area was and how it would be fit on this property. He also stated that a storage area produces very little increase in traffic. Mr. Marbach's email was read by the City Secretary's office. Mr. Marbach is the owner of the property in question tonight for a storage facility. He stated that property is completely zoned as C-3 and that it will be a significant tax revenue for the City. Mr. Marbach said when the time comes he hopes you vote in favor of this project going through as it fits within what the City of Cibolo needs and is looking for. It will create much needed tax revenue, attract other businesses and services to the area, and provide a valuable resource for the citizens of Cibolo. Mayor Allen closed the public hearing at 7:01 p.m.

- B. Conduct a public hearing regarding a Conditional Use Permit request to allow a Local Convenience Store (With Fuel Sales) use for certain real property located at 252 West Borgfeld Road, legally described as ABS: 216 SUR: A S LEWIS 1.8440 AC.

Mayor Allen opened the public hearing at 7:04 p.m. Ms. Denter opposed the CUP on W. Borgfeld Rd. She states it is close to schools with numerous children walk down Borgfeld Rd. It would cause increase traffic that would it unsafe. Ms. Denter also stated we already have four gas stations with convenience stores within a short distance from this proposed site. Ms. Fumie sent an email which was read by the City Secretary's office. She opposed the convenience store/gas station at Borgfeld and Dobie. She did not think we needed another gas station. Ms. Fumia wanted to know why we needed to fill every available green space. If the owners of this property wants to sell maybe the city should buy it. The city could build a park, or a splashpad, or a rollerblade, skateboard area for the kids. Having a quality public space in that area, especially in presence of a school, is so important. A place where people can walk safety, or even bike safety. Ms. Fumia states please accept a permit for nothing less than a healthy, beneficial, quality-filled environment that the nearby residents and school deserves. Mayor Allen closed the public hearing at 7:09 p.m.

- C. Conduct a public hearing regarding a Comprehensive Sign Program application for certain real property located at 961 Cibolo Valley Drive, legally described as BUFFALO HEIGHTS BLOCK 3, LOT 2 1.059 AC.

Mayor Allen opened the public hearing at 7:11 p.m. Ms. Valencia from Comet Signs and Mr. Montgomery from P. Terry's spoke on this item. They stated they wanted to place sign on all four sides of the building. They showed pictures of other property's that have signage they are requesting. They have been to council before with a CUP but decided to come back with an application with the Sign Program. No one else wish to speak and Mayor Allen closed the public hearing at 7:14 p.m.

- D. Conduct a public hearing regarding a Comprehensive Sign Program application for certain real property located at 400 Cibolo Valley Drive, legally described as CIBOLO VALLEY DRIVE RETAIL, LOT 1, BLK A 1.557 ACS.

Mayor Allen opened the public hearing at 7:15 p.m. Ms. Gorman from the S.W. Texas Sign Service spoke on the signage they would be requesting. No one else spoke and Mayor Allen closed the public hearing at 7:17 p.m.

7. Citizens to be Heard

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The following individuals spoke during this item: Mr. Cooper spoke stated that he was a candidate for At Large Place 5. He gave some information on himself and what he has done for the community. Mr. Cooper hoped that people would consider him when they vote in November. Mr. Pruitt spoke on the how disappointed he was at the childish behavior of council. He felt council could not follow simple instructions on what is required to make a budget successful. Mr. Pruitt stated the council's tactless desire to go after staff as if they are incapable speaks volume to their character. The citizens deserve better, we made the decision to put you up there on the dais, and you are representing us poorly. Mr Fatu Jr. express his concerns regarding the self-storage development on Old Wiederstein Road. He is concerned with the traffic impact this development would have. Mr. Fatu's primary concern for this area is the negative impact it will have on our wildlife, area beautification, property values, and general uses in this area. He would like the developers to consider his points and take a more detailed approach to how we the residents want our community to look and feel like.

8. Consent Agenda – Consent Items (General Items)

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

- A. Approval of the minutes of the Special City Council Meeting held on August 8, 2024.
- B. Approval of the minutes of the Regular City Council Meeting held on August 13, 2024.
- C. Approval of the Final Plat of Cibolo Farms Unit 2 Subdivision.

Councilman Hicks made the motion to approve the consent agenda. The motion was seconded by Councilwoman Sanchez-Stephens. For: All; Against: None. The motion carried 6 to 0.

9. Staff Update

A. Administration

- a. Request for Proposals (RFP), Request for Bids (RFB), Request for Qualifications (RFQ)

Retail Study RFP went live 8/27. It closes on September 27<sup>th</sup>.

UDC rewrite is being drafted with input from Planning, CAO, CMO, Engineering, etc. A presentation is scheduled for September 10<sup>th</sup> Council meeting.

- b. Capital Improvement Program – Updates on Projects

Town Creek Drainage – Paving was scheduled for August 27<sup>th</sup> (Weather delays). Paving will continue once weather clears.

Lower Seguin Rd – Phase 1 first lift completed and open to traffic. Phase 2 began on August 23 (Weather impacts have delayed the excavation).

Dean Rd and Bolton Rd – Staff is aware and monitoring the cracking issues. D&D is conducting interim crack sealing operations to help mitigate this issue. Staff will determine best course of action upon completion of Lower Seguin Rd.

Green Valley Rd – Low Water Crossing Improvement – Notice to proceed issued for October 1<sup>st</sup>. Two-week full closure of Green Valley Road between Dean Rd and Westmont. Traffic Control Plan will detour traffic to Old Wiederstein Rd. Cibolo has coordinated this closure with Schertz.

Animal Car Facility – Modular Building is scheduled the week of October 21<sup>st</sup>. Move-in early November. Portable kennel is scheduled for delivery the week of January 20<sup>th</sup>. Staff will begin the site work for the modular building. Invitation to Bid (ITB) contract for all remaining work is scheduled for advertising September 1<sup>st</sup>.

Tolle Rd – On-going utility coordination. Sewer design has been submitted to TCEQ. LAN will begin survey properties that have signed the ROE. Staff working with property owners on ROE documents.

Deer Creek Drainage – Project will be advertised September 1<sup>st</sup>.

FM 1103 Phase II – No changes as of July 23, 2024.

Town Creek Trail Parking Lot – Project will be readvertised August 26, 2024.

FM 78 Water Main Extension – Project Pre-Bid occurred August 27, 2024.

Green Valley Rd Water Main – Project will be advertised August 26, 2024.

## B. Fire Department

### 10. Ordinances

- A. Approval/Disapproval of an Ordinance providing for the third amendment of the budget for the fiscal year 2023-2024.

Councilwoman Cunningham made the motion to approve the third amendment of the budget for the fiscal year 2023-2024 to include only the Special Events and Peg Funds. The motion was seconded by Councilwoman Sanchez-Stephens. For: All; Against: None. The motion carried 6 to 0.

- B. Approval/Disapproval of an Ordinance for a Comprehensive Sign Program for certain real property located at 961 Cibolo Valley Drive, legally described as BUFFALO HEIGHTS BLOCK 3 LOT 2 1.059 AC.

Councilwoman Sanchez-Stephens made the motion to approve an Ordinance for a Comprehensive Sign Program for certain real property located at 961 Cibolo Valley Drive, legally described as BUFFALO HEIGHTS BLOCK 3 LOT 2 1.059 AC with the condition that all fees related to the review and processing of the application be paid in full. The motion was seconded by Councilman Benson. For: All; Against: None. The motion carried 6 to 0.

### 11. Resolution

- A. Approval/Disapproval of a Resolution amending the Personnel Policy to include the regulation of paid Holidays for Regular Full-time Employees.

Councilman Hicks made the motion to approve a Resolution amending the Personnel Policy to include the regulation of paid Holidays for Regular Full-time Employees. The motion was seconded by Councilwoman Sanchez-Stephens. For: All; Against: None. The motion carried 6 to 0.

### 12. Discussion/Action

- A. Discussion/Action to approve a change order with Guadalupe Valley Electric Cooperative (GVEC) to complete the work related to installation of City private fiber.

Councilwoman Cunningham made the motion to approve a change order with Guadalupe Valley Electric Cooperative (GVEC) to complete the work related to installation of City private fiber. The motion was seconded by Councilman Hicks. For: Councilman Benson,

Councilwoman Cunningham, Councilwoman Sanchez-Stephens, and Councilman Hicks;  
Against: Councilman Mahoney and Councilman Hetzel. The motion carried 6 to 0.

- B. Discussion/Action on approving a Joint Election Agreement and Election Service Contract between Guadalupe County and twelve different entities including the City of Cibolo.

Councilman Hicks made the motion to approve a Joint Election Agreement and Election Service Contract between Guadalupe County and twelve different entities including the City of Cibolo. The motion was seconded by Councilman Hetzel. For: All; Against: None. The motion carried 6 to 0.

- C. Discussion/Action awarding TischlerBise, Inc. a contract in the amount of \$89,800.00 for the creation of a Fiscal Impact Model.

Councilwoman Cunningham made the motion to approve a contract in the amount of \$89,800.00 for the creation of a Fiscal Impact Model. The motion was seconded by Councilman Mahoney. For: Councilwoman Cunningham and Councilman Mahoney; Against: Councilman Benson, Councilwoman Sanchez-Stephens, Councilman Hetzel, and Councilman Hicks. The motion failed 2 to 4.

- D. Discussion/Action to approve a work order with Colliers Engineering & Design in the amount of \$256,800 to provide professional services to design a proposed 24” Sanitary Sewer extension for Venado West.

Councilman Hicks made the motion to approve a work order with Colliers Engineering & Design in the amount of \$256,800 to provide professional services to design a proposed 24” Sanitary Sewer extension for Venado West. The motion was seconded by Councilwoman Cunningham. For: All; Against: None. The motion carried 6 to 0.

- E. Discussion/Action on an approval of a work order with ESP Associates in the amount of \$93,870 to design a 12” Water Main Extension on Haeckerville Rd.

Councilman Hicks made the motion to approve a work order with ESP Associates in the amount of \$93,870 to design a 12” Water Main Extension on Haeckerville Rd. The motion was seconded by Councilman Mahoney. For: All; Against: None. The motion carried 6 to 0.

- F. Discussion/Action to approve a Purchase Order with Brauntex for Asphalt in the amount of \$105,000 for the Mill & Overlay of Wieder Road.

Councilwoman Benson made the motion to approve a Purchase Order with Brauntex for Asphalt in the amount of \$105,000 for the Mill & Overlay of Wieder Road. The motion was seconded by Councilwoman Cunningham. For: All; Against: None. The motion carried 6 to 0.

- G. Discussion/Action for purchase of the Carmanah School Flasher system(s), peripheral equipment, and software subscription from MoboTrex, Inc. through BuyBoard Contract #703-23 in an amount not to exceed \$120,250.00.

Councilwoman Cunningham made the motion to table this item. The motion was seconded by Councilman Mahoney. For: All; Against: None. The motion carried 6 to 0.

- H. Discussion/Action on allowing the City Manager to approve a contract with Tyler Technologies for the purchase of a Records Management System (RMS) for the City of Cibolo Police Department.

Councilman Hicks made the motion to allow the City Manager to approve a contract with Tyler Technologies for the purchase of a Records Management System (RMS) for the City of Cibolo Police Department. The motion was seconded by Councilwoman Sanchez-Stephens. For: All; Against: None. The motion carried 6 to 0.



- I. Discussion/Presentation regarding a hotel market study for property at or near 590 W FM 78.  
Mr. Hartley gave a presentation on the hotel market study for the property at or near 590 W FM 78. His conclusion was that there was minimal support at this time for additional hotel development due to: Site Location and Developer and Brand interviews. Mr. Hartley did state that if there was a significant change proximate to the site bringing in hotel demand that it would be possible for a hotel at or near this site.
- J. Discussion/Presentation on the Cibolo Police Department School Resource Officer (SRO) Job Description and Standard Operating Policy (Chief Andres), and Police Department Recruiting and Hiring Overview.  
Chief Andres and Officer Balderas started this presentation of the Cibolo Police School Resource Officer (SRO) Job Description and Standard Operating Policy (Chief Andres), and Police Department Recruiting and Hiring Overview. Do to the time, they were unable to finish presentation on this item.
- K. Discussion on engaging Senator Campbell and other legislators to discuss the property tax exemption.  
Council was unable to get to this item on the agenda do to the time. This item will be brought back to the next agenda for discussion.
- L. Discussion on the annual review of the City Manager, City Attorney and the City Secretary to include the timeline for completion.  
Council was unable to get to this item on the agenda do to the time. This item will be brought back to the next agenda for discussion.
- M. Discussion from Councilmembers that have attended seminars, events, or meetings.  
Council was unable to get to this item on the agenda do to the time. This item will be brought back to the next agenda for discussion.
- N. Discussion on items the City Council would like to see on future agendas.  
Council was unable to get to this item on the agenda do to the time. This item will be brought back to the next agenda for discussion.
- O. Discussion on the review and confirmation of all upcoming special meetings and workshops and scheduling the time, date, and place of additional special meetings or workshops.  
Council was unable to review and confirm of all upcoming special meetings and workshops and scheduling the time, date, and place of additional special meetings or workshops do to the time limit on the agenda. This will be on the next agenda.

13. Executive Session

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

- A. Hunter Creek MUD Petition
- B. Google Fiber letter of request for ROW

The City Council adjourned into Executive Session at 9:55 p.m. to discuss the items listed above.

14. Open Session

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

City Council convened into Open Session at 10:16 p.m.

15. Adjournment

Councilwoman Sanchez-Stephens made the motion to adjourn the meeting at 10:43 p.m. Councilman Mahoney seconded the motion. For: All; Against: None. The motion carried 6 to 0.

PASSED AND APPROVED THIS 10<sup>TH</sup> DAY OF SEPTEMBER 2024.

Mark Allen  
Mayor

ATTEST

Peggy Cimics, TRMC  
City Secretary



City Council Regular Meeting Staff Report

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**Police Department**

Meeting	Agenda Group
Tuesday, September 10, 2024, 6:30 PM	Staff Update Item: 8B
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 Aug 1-15, 2024.pdf](#)

[CPD Report Call Summary Aug 16-31, 2024.pdf](#)

[8-2024.pdf](#)

# Cibolo Police Department

## Report Call Summary

### August 1-15, 2024

<u>Description</u>	<u>Incident</u>	<u>Rep Date</u>	<u>Loc Block</u>	<u>Loc Street</u>
<b>ACCIDENT, HIT &amp; RUN</b>				
ACCIDENT, HIT & RUN	24-01335	Tuesday, August 6, 2024	800	EVERYDAY WAY
ACCIDENT, HIT & RUN	24-01318	Sunday, August 4, 2024	700	FM 78
ACCIDENT, HIT & RUN	24-01331	Tuesday, August 6, 2024	8800	IH 10 W EB
<b>3 ACCIDENT, HIT &amp; RUN</b>				
<b>ANIMAL BITE/SCRATCH</b>				
ANIMAL BITE/SCRATCH	24-01344	Friday, August 9, 2024	2500	FM1103
ANIMAL BITE/SCRATCH	24-01312	Friday, August 2, 2024	200	MATTHEW ST
ANIMAL BITE/SCRATCH	24-01354	Sunday, August 11, 2024	100	STILL BROOK LANE
<b>3 ANIMAL BITE/SCRATCH</b>				
<b>ASSAULT</b>				
ASSAULT	24-01349	Saturday, August 10, 2024	400	FIREBIRD RUN
<b>1 ASSAULT</b>				
<b>ASSAULT, BODILY INJURY</b>				
ASSAULT, BODILY INJURY	24-01329	Tuesday, August 6, 2024	200	FLINT RD
ASSAULT, BODILY INJURY	24-01350	Sunday, August 11, 2024	300	HAECKERVILLE RD
<b>2 ASSAULT, BODILY INJURY</b>				
<b>ASSAULT, SEXUAL</b>				
ASSAULT, SEXUAL	24-01341	Wednesday, August 7, 2024	500	GULF STREET
<b>1 ASSAULT, SEXUAL</b>				
<b>ASSIST, OUTSIDE AGENCY</b>				
ASSIST, OUTSIDE AGENCY	24-01368	Thursday, August 15, 2024	13300	DUDUQUE STREET
ASSIST, OUTSIDE AGENCY	24-01347	Saturday, August 10, 2024	200	JULIAN PT
ASSIST, OUTSIDE AGENCY	24-01309	Friday, August 2, 2024	100	NAVAJO
ASSIST, OUTSIDE AGENCY	24-01358	Tuesday, August 13, 2024	17000	WIEDERSTEIN
<b>4 ASSIST, OUTSIDE AGENCY</b>				
<b>BURGLARY, VEHICLE</b>				
BURGLARY, VEHICLE	24-01300	Thursday, August 1, 2024	800	FM 1103
BURGLARY, VEHICLE	24-01306	Friday, August 2, 2024	100	FM 78
BURGLARY, VEHICLE	24-01299	Thursday, August 1, 2024	100	OZUNA DRIVE
<b>3 BURGLARY, VEHICLE</b>				
<b>CHILD PROTECTIVE SERVICES REFERI</b>				

# Cibolo Police Department

## Report Call Summary

### August 1-15, 2024

<u>Description</u>	<u>Incident</u>	<u>Rep Date</u>	<u>Loc Block</u>	<u>Loc Street</u>
CHILD PROTECTIVE SERVICES REFERRAL	24-01331	Friday, August 2, 2024	300	SCOTCH ROSE
<b>1 CHILD PROTECTIVE SERVICES REFERRAL</b>				
<b>CITY CODE VIOLATION</b>				
CITY CODE VIOLATION	24-01361	Tuesday, August 13, 2024	900	BOBBY JONES
<b>1 CITY CODE VIOLATION</b>				
<b>CIVIL INFORMATION</b>				
CIVIL INFORMATION	24-01307	Friday, August 2, 2024	1300	FM 1103
<b>1 CIVIL INFORMATION</b>				
<b>CRIMINAL MISCHIEF</b>				
CRIMINAL MISCHIEF	24-01366	Wednesday, August 14, 2024	200	NOTCHLEAF
<b>1 CRIMINAL MISCHIEF</b>				
<b>CRIMINAL TRESPASS</b>				
CRIMINAL TRESPASS	24-01303	Thursday, August 1, 2024	600	FM 78 W
<b>1 CRIMINAL TRESPASS</b>				
<b>CRUELTY TO ANIMAL</b>				
CRUELTY TO ANIMAL	24-01346	Thursday, August 8, 2024	100	CIBOLO DRIVE
<b>1 CRUELTY TO ANIMAL</b>				
<b>DEATH INVESTIGATION</b>				
DEATH INVESTIGATION	24-01338	Tuesday, August 6, 2024	500	SADDLE GLEN
<b>1 DEATH INVESTIGATION</b>				
<b>DISORDERLY CONDUCT</b>				
DISORDERLY CONDUCT	24-01348	Saturday, August 10, 2024	300	SOUTH MAIN STREET
<b>1 DISORDERLY CONDUCT</b>				
<b>DISTURBANCE, FAMILY</b>				
DISTURBANCE, FAMILY	24-01343	Wednesday, August 7, 2024	100	BENTWOOD RANCH DRIVE
DISTURBANCE, FAMILY	24-01326	Monday, August 5, 2024	100	BLUE SAGE LANE
DISTURBANCE, FAMILY	24-01357	Tuesday, August 13, 2024	200	BRIDGE CROSSING
DISTURBANCE, FAMILY	24-01337	Tuesday, August 6, 2024	300	BUCKBOARD LANE
DISTURBANCE, FAMILY	24-01319	Sunday, August 4, 2024	300	ROYAL TROON DRIVE
DISTURBANCE, FAMILY	24-01369	Sunday, August 11, 2024	500	SADDLE VISTA
DISTURBANCE, FAMILY	24-01327	Monday, August 5, 2024	700	SEA HEADRIG

# Cibolo Police Department

## Report Call Summary

### August 1-15, 2024

<u>Description</u>	<u>Incident</u>	<u>Rep Date</u>	<u>Loc Block</u>	<u>Loc Street</u>
DISTURBANCE, FAMILY	24-01310	Friday, August 2, 2024	200	TAPWOOD
DISTURBANCE, FAMILY	24-01332	Tuesday, August 6, 2024	400	WESTMONT
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<b>9 DISTURBANCE, FAMILY</b>				
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<b>DRIVE WHILE LIC INVALID</b>				
DRIVE WHILE LIC INVALID	24-01313	Saturday, August 3, 2024	700	FM 1103
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<b>1 DRIVE WHILE LIC INVALID</b>				
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<b>DRUG VIOLATION</b>				
DRUG VIOLATION	24-01308	Friday, August 2, 2024	100	NAVAJO CIRCLE
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<b>1 DRUG VIOLATION</b>				
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<b>EMERGENCY DETENTION</b>				
EMERGENCY DETENTION	24-01356	Monday, August 12, 2024	300	GREAT RAFT
<hr/>				
<b>1 EMERGENCY DETENTION</b>				
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<b>HOSPICE</b>				
HOSPICE	24-01363	Tuesday, August 13, 2024	800	EVERYDAY
HOSPICE	24-01339	Tuesday, August 6, 2024	800	EVERYDAY WAY
HOSPICE	24-01315	Sunday, August 4, 2024	2300	FM 3009
HOSPICE	24-01352	Sunday, August 11, 2024	2300	FM 3009
HOSPICE	24-01362	Tuesday, August 13, 2024	200	HEAVENLY VIEW
HOSPICE	24-01370	Thursday, August 15, 2024	300	NOTCHLEAF
HOSPICE	24-01320	Sunday, August 4, 2024	100	SAMBAR MAIN
<hr/>				
<b>7 HOSPICE</b>				
<hr/>				
<b>PROPERTY, DAMAGE TO CITY</b>				
PROPERTY, DAMAGE TO CITY	24-01360	Tuesday, August 13, 2024	16800	BLOCK IH 35 SOUTH
PROPERTY, DAMAGE TO CITY	24-01353	Sunday, August 11, 2024		BUFFALO CROSSING
PROPERTY, DAMAGE TO CITY	24-01325	Monday, August 5, 2024	100	LOOP 539 EAST
PROPERTY, DAMAGE TO CITY	24-01324	Monday, August 5, 2024	100	LOOP 539 EAST
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<b>4 PROPERTY, DAMAGE TO CITY</b>				
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<b>PROPERTY, DAMAGED</b>				
PROPERTY, DAMAGED	24-01321	Sunday, August 4, 2024	2400	FM 1103
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<b>1 PROPERTY, DAMAGED</b>				
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<b>PROPERTY, FOUND</b>				
PROPERTY, FOUND	24-01342	Wednesday, August 7, 2024	2000	CIBOLO VALLEY DR
PROPERTY, FOUND	24-01364	Wednesday, August 14, 2024	4400	CIBOLO VALLEY DR

# Cibolo Police Department

## Report Call Summary

### August 1-15, 2024

<u>Description</u>	<u>Incident</u>	<u>Rep Date</u>	<u>Loc Block</u>	<u>Loc Street</u>
PROPERTY, FOUND	24-01333	Tuesday, August 6, 2024	100	WIND WILLOW
<b>3 PROPERTY, FOUND</b>				
<b>PROTECTIVE ORDER VIOLATION</b>				
PROTECTIVE ORDER VIOLATION	24-01323	Monday, August 5, 2024	100	N WILLOW WAY
<b>1 PROTECTIVE ORDER VIOLATION</b>				
<b>SUSPICIOUS, SITUATION</b>				
SUSPICIOUS, SITUATION	24-01336	Tuesday, August 6, 2024	100	SUNSET HEIGHTS
<b>1 SUSPICIOUS, SITUATION</b>				
<b>TERRORISTIC THREAT</b>				
TERRORISTIC THREAT	24-01328	Monday, August 5, 2024	200	CANSIGLIO
<b>1 TERRORISTIC THREAT</b>				
<b>THEFT</b>				
THEFT	24-01316	Sunday, August 4, 2024	100	BENTWOOD PASS
THEFT	24-01330	Tuesday, August 6, 2024	200	BREHM LANE
THEFT	24-01314	Saturday, August 3, 2024	600	CIBOLO VALLEY DRIVE
THEFT	24-01298	Thursday, August 1, 2024	600	CIBOLO VALLEY DRIVE
THEFT	24-01359	Tuesday, August 13, 2024	100	ELM STREET
THEFT	24-01334	Tuesday, August 6, 2024	800	EVERYDAY WAY
THEFT	24-01365	Wednesday, August 14, 2024	200	GATEWOOD OAKS
THEFT	24-01367	Thursday, August 15, 2024	200	GATEWOOD OAKS
THEFT	24-01340	Wednesday, August 7, 2024	18100	I-35
THEFT	24-01305	Thursday, August 1, 2024	18100	I-35
THEFT	24-01304	Thursday, August 1, 2024	600	MOKI PLACE
THEFT	24-01355	Monday, August 12, 2024	500	SADDLEBACK
THEFT	24-01317	Sunday, August 4, 2024	400	WIEDNER
<b>13 THEFT</b>				
<b>WARRANT SERVICE</b>				
WARRANT SERVICE	24-01351	Sunday, August 11, 2024	5000	CIBOLO VALLEY DRIVE
<b>1 WARRANT SERVICE</b>				
<b>Grand Total:</b>		<b>69</b>		

# Cibolo Police Department

## Report Call Summary

### August 16-31, 2024

<u>Description</u>	<u>Incident</u>	<u>Rep Date</u>	<u>Loc Block</u>	<u>Loc Street</u>
<b>ACCIDENT, HIT &amp; RUN</b>				
ACCIDENT, HIT & RUN	24-01401	Wednesday, August 21, 2024	800	FM 1103
ACCIDENT, HIT & RUN	24-01389	Tuesday, August 20, 2024	11500	IH-10W
ACCIDENT, HIT & RUN	24-01465	Friday, August 30, 2024	300	W BORGFELD
<b>3 ACCIDENT, HIT &amp; RUN</b>				
<b>ACCIDENT, MOTOR VEHICLE</b>				
ACCIDENT, MOTOR VEHICLE	24-01409	Friday, August 23, 2024	100	W. BORGFELD
<b>1 ACCIDENT, MOTOR VEHICLE</b>				
<b>ANIMAL BITE/SCRATCH</b>				
ANIMAL BITE/SCRATCH	24-01456	Thursday, August 29, 2024	100	CIBOLO DR
ANIMAL BITE/SCRATCH	24-01467	Saturday, August 31, 2024		CORRAL FENCE / ANGUS WAY
ANIMAL BITE/SCRATCH	24-01459	Thursday, August 29, 2024	100	N WILLOW WAY
ANIMAL BITE/SCRATCH	24-01466	Friday, August 30, 2024	200	RIO VISTA DRIVE
ANIMAL BITE/SCRATCH	24-01462	Friday, August 30, 2024	100	RUNNING BROOK
<b>5 ANIMAL BITE/SCRATCH</b>				
<b>ASSAULT</b>				
ASSAULT	24-01412	Friday, August 23, 2024	100	ANGUS WAY
ASSAULT	24-01413	Friday, August 23, 2024	100	ANGUS WAY
ASSAULT	24-01393	Tuesday, August 20, 2024	300	EGLINGTON WAY
ASSAULT	24-01404	Thursday, August 22, 2024	3300	GREEN VALLEY ROAD
ASSAULT	24-01373	Friday, August 16, 2024	200	MOUNTAIN HOME
ASSAULT	24-01457	Thursday, August 29, 2024	200	NANDINA CT
ASSAULT	24-01414	Friday, August 23, 2024	200	NOTCHLEAF
ASSAULT	24-01429	Monday, August 26, 2024	200	TAPWOOD
ASSAULT	24-01438	Tuesday, August 27, 2024	200	WHITE
<b>9 ASSAULT</b>				
<b>ASSAULT, BODILY INJURY</b>				
ASSAULT, BODILY INJURY	24-01372	Friday, August 16, 2024	300	BORGFELD ROAD WEST
ASSAULT, BODILY INJURY	24-01405	Friday, August 23, 2024	300	ROYAL TROON DRIVE
ASSAULT, BODILY INJURY	24-01421	Saturday, August 24, 2024	300	WILLOW VIEW
<b>3 ASSAULT, BODILY INJURY</b>				
<b>ASSAULT, SEXUAL</b>				
ASSAULT, SEXUAL	24-01402	Wednesday, August 21, 2024	100	FM 78
ASSAULT, SEXUAL	24-01397	Wednesday, August 21, 2024	100	LOOP 539 EAST
ASSAULT, SEXUAL	24-01415	Friday, August 23, 2024	100	NAVAJO CIRCLE



# Cibolo Police Department

## Report Call Summary

### August 16-31, 2024

<u>Description</u>	<u>Incident</u>	<u>Rep Date</u>	<u>Loc Block</u>	<u>Loc Street</u>
<hr/>				
<b>3 ASSAULT, SEXUAL</b>				
<hr/>				
<b>ASSIST, OUTSIDE AGENCY</b>				
ASSIST, OUTSIDE AGENCY	24-01424	Sunday, August 25, 2024	13000	BLOCK IH 10 W EB
ASSIST, OUTSIDE AGENCY	24-01406	Friday, August 23, 2024	2300	FM 3009
ASSIST, OUTSIDE AGENCY	24-01395	Tuesday, August 20, 2024	1000	FM 78
ASSIST, OUTSIDE AGENCY	24-01469	Saturday, August 31, 2024	700	GLEAMING SPRINGS DR
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<b>4 ASSIST, OUTSIDE AGENCY</b>				
<hr/>				
<b>BURGLARY, BUILDING</b>				
BURGLARY, BUILDING	24-01460	Friday, August 30, 2024	300	PFANNSTIEL LN
BURGLARY, BUILDING	24-01374	Friday, August 16, 2024	4100	S SANTA CLARA
BURGLARY, BUILDING	24-01382	Monday, August 19, 2024	200	STEELE WAY
<hr/>				
<b>3 BURGLARY, BUILDING</b>				
<hr/>				
<b>BURGLARY, VEHICLE</b>				
BURGLARY, VEHICLE	24-01427	Monday, August 26, 2024	200	GRAND AVE
BURGLARY, VEHICLE	24-01376	Friday, August 16, 2024	4100	S SANTA CLARA
<hr/>				
<b>2 BURGLARY, VEHICLE</b>				
<hr/>				
<b>CHILD PROTECTIVE SERVICES REFERI</b>				
CHILD PROTECTIVE SERVICES REFERRAL	24-01458	Thursday, August 29, 2024	100	SKY HARBOR
<hr/>				
<b>1 CHILD PROTECTIVE SERVICES REFERRAI</b>				
<hr/>				
<b>CITY CODE VIO (ANIMAL , BARKING)</b>				
CITY CODE VIO (ANIMAL , BARKING)	24-01435	Friday, August 23, 2024	200	HEREFORD ST
<hr/>				
<b>1 CITY CODE VIO (ANIMAL , BARKING)</b>				
<hr/>				
<b>CITY CODE VIO (ANIMAL @ LARGE)</b>				
CITY CODE VIO (ANIMAL @ LARGE)	24-01392	Wednesday, August 21, 2024	100	BRUSH TRAIL BEND
CITY CODE VIO (ANIMAL @ LARGE)	24-01386	Monday, August 19, 2024	500	PEARL CHASE
<hr/>				
<b>2 CITY CODE VIO (ANIMAL @ LARGE)</b>				
<hr/>				
<b>CITY CODE VIOLATION</b>				
CITY CODE VIOLATION	24-01436	Tuesday, August 27, 2024	300	SHADY MEADOW LN
<hr/>				
<b>1 CITY CODE VIOLATION</b>				
<hr/>				
<b>CIVIL INFORMATION</b>				
CIVIL INFORMATION	24-01464	Friday, August 30, 2024	300	BORGFELD ROAD WEST

# Cibolo Police Department

## Report Call Summary

### August 16-31, 2024

<u>Description</u>	<u>Incident</u>	<u>Rep Date</u>	<u>Loc Block</u>	<u>Loc Street</u>
CIVIL INFORMATION	24-01407	Friday, August 23, 2024	200	COUNTRY LANE
CIVIL INFORMATION	24-01408	Friday, August 23, 2024	200	ELAINE SCHLATHER PARKWAY

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#### 3 CIVIL INFORMATION

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#### CRIMINAL MISCHIEF

CRIMINAL MISCHIEF	24-01377	Friday, August 16, 2024	2600	FM 1103
CRIMINAL MISCHIEF	24-01437	Tuesday, August 27, 2024	100	GREEN VALLEY LOOP
CRIMINAL MISCHIEF	24-01443	Wednesday, August 28, 2024	18100	I-35

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#### 3 CRIMINAL MISCHIEF

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#### CRIMINAL TRESPASS

CRIMINAL TRESPASS	24-01445	Wednesday, August 28, 2024	100	CREST BLUFF
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#### 1 CRIMINAL TRESPASS

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#### DEATH INVESTIGATION

DEATH INVESTIGATION	24-01423	Sunday, August 25, 2024	500	ELDRIDGE DRIVE
DEATH INVESTIGATION	24-01425	Sunday, August 25, 2024	300	SHADY MEADOWS

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#### 2 DEATH INVESTIGATION

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#### DISORDERLY CONDUCT

DISORDERLY CONDUCT	24-01428	Monday, August 26, 2024	300	BORGFELD ROAD WEST
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#### 1 DISORDERLY CONDUCT

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#### DISTURBANCE, FAMILY

DISTURBANCE, FAMILY	24-01379	Saturday, August 17, 2024	800	ALPINO
DISTURBANCE, FAMILY	24-01396	Tuesday, August 20, 2024	100	ANGUS WAY
DISTURBANCE, FAMILY	24-01410	Friday, August 23, 2024	100	ANGUS WAY
DISTURBANCE, FAMILY	24-01447	Thursday, August 29, 2024	100	BAY WILLOW
DISTURBANCE, FAMILY	24-01419	Saturday, August 24, 2024	100	FALCON CROSSING
DISTURBANCE, FAMILY	24-01371	Friday, August 16, 2024	700	FM 78 W
DISTURBANCE, FAMILY	24-01416	Friday, August 23, 2024	100	GLEN EAGLES
DISTURBANCE, FAMILY	24-01417	Saturday, August 24, 2024	500	MINERALS WAY
DISTURBANCE, FAMILY	24-01381	Monday, August 19, 2024	100	RAMSDALE WAY
DISTURBANCE, FAMILY	24-01433	Tuesday, August 27, 2024	300	ROYAL TROON

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#### 10 DISTURBANCE, FAMILY

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#### DRIVE WHILE LIC INVALID

DRIVE WHILE LIC INVALID	24-01418	Saturday, August 24, 2024	200	SCHAEFER ROAD
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#### 1 DRIVE WHILE LIC INVALID

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# Cibolo Police Department

## Report Call Summary

### August 16-31, 2024

<u>Description</u>	<u>Incident</u>	<u>Rep Date</u>	<u>Loc Block</u>	<u>Loc Street</u>
<b>DRUG VIOLATION</b>				
DRUG VIOLATION	24-01439	Wednesday, August 28, 2024	300	SILVER WING
<b>1 DRUG VIOLATION</b>				
<b>EMERGENCY DETENTION</b>				
EMERGENCY DETENTION	24-01446	Thursday, August 29, 2024	200	CORSICA DR
EMERGENCY DETENTION	24-01448	Thursday, August 29, 2024	1300	FM 1103
EMERGENCY DETENTION	24-01440	Wednesday, August 28, 2024	1300	FM 1103
EMERGENCY DETENTION	24-01442	Wednesday, August 28, 2024	1300	FM 1103
EMERGENCY DETENTION	24-01444	Wednesday, August 28, 2024	200	FM 1103
EMERGENCY DETENTION	24-01411	Friday, August 23, 2024	1300	FM 1103
EMERGENCY DETENTION	24-01432	Tuesday, August 27, 2024	100	HINGE CHASE
EMERGENCY DETENTION	24-01385	Monday, August 19, 2024	300	LONGHORN WAY
EMERGENCY DETENTION	24-01400	Wednesday, August 21, 2024	300	SHADY CREEK
<b>9 EMERGENCY DETENTION</b>				
<b>FRAUD</b>				
FRAUD	24-01431	Tuesday, August 27, 2024	600	CIBOLO VALLEY DRIVE
<b>1 FRAUD</b>				
<b>GRAFFITI</b>				
GRAFFITI	24-01463	Friday, August 30, 2024	300	SILVER WING
<b>1 GRAFFITI</b>				
<b>HARASSMENT, SEXUAL</b>				
HARASSMENT, SEXUAL	24-01430	Tuesday, August 27, 2024	1300	FM 1103
<b>1 HARASSMENT, SEXUAL</b>				
<b>HOSPICE</b>				
HOSPICE	24-01470	Saturday, August 31, 2024	800	EVERYDAY WAY
HOSPICE	24-01441	Wednesday, August 28, 2024	200	HINSDALE RUN
HOSPICE	24-01454	Thursday, August 29, 2024	200	STORM MOUNTAIN ROAD
<b>3 HOSPICE</b>				
<b>IMPOUND, ABANDONED</b>				
IMPOUND, ABANDONED	24-04153	Thursday, August 29, 2024	200	WILLOW BLUFF
IMPOUND, ABANDONED	24-01453	Thursday, August 29, 2024	200	WILLOW BLUFF
<b>2 IMPOUND, ABANDONED</b>				

# Cibolo Police Department

## Report Call Summary

### August 16-31, 2024

<u>Description</u>	<u>Incident</u>	<u>Rep Date</u>	<u>Loc Block</u>	<u>Loc Street</u>
<b>INDECENCY WITH CHILD</b>				
INDECENCY WITH CHILD	24-01455	Thursday, August 29, 2024	2900	CIBOLO VALLEY DRIVE
INDECENCY WITH CHILD	24-01422	Saturday, August 24, 2024	300	WILLOW VIEW
<b>2 INDECENCY WITH CHILD</b>				
<b>MISSING/ENDANGERED</b>				
MISSING/ENDANGERED	24-01399	Wednesday, August 21, 2024	600	GREAT PLAINS
<b>1 MISSING/ENDANGERED</b>				
<b>PORNOGRAPHY</b>				
PORNOGRAPHY	24-01403	Thursday, August 22, 2024	300	BORGFELD ROAD WEST
PORNOGRAPHY	24-01468	Saturday, August 31, 2024	200	RATTLESNAKE WAY
<b>2 PORNOGRAPHY</b>				
<b>PROPERTY, FOUND</b>				
PROPERTY, FOUND	24-01420	Friday, August 23, 2024	100	ANGUS WAY
PROPERTY, FOUND	24-01388	Monday, August 19, 2024	600	FM 78
PROPERTY, FOUND	24-01387	Monday, August 19, 2024	600	LASERRA
<b>3 PROPERTY, FOUND</b>				
<b>PROPERTY, SAFE KEEPING</b>				
PROPERTY, SAFE KEEPING	24-01452	Thursday, August 29, 2024	800	EVERYDAY WAY
<b>1 PROPERTY, SAFE KEEPING</b>				
<b>THEFT</b>				
THEFT	24-01384	Monday, August 19, 2024	700	FOXBROOK WAY
THEFT	24-01380	Sunday, August 18, 2024	500	LILAC SHOALS
THEFT	24-01375	Friday, August 16, 2024	4100	S SANTA CLARA
<b>3 THEFT</b>				
<b>TRAFFIC COMPLAINT</b>				
TRAFFIC COMPLAINT	24-01383	Monday, August 19, 2024	500	N. MAIN STREET
<b>1 TRAFFIC COMPLAINT</b>				
<b>TRAFFIC ENFORCEMENT</b>				
TRAFFIC ENFORCEMENT	24-01398	Wednesday, August 21, 2024	200	BUFFALO CROSSING
<b>1 TRAFFIC ENFORCEMENT</b>				
<b>Grand Total:</b>	<b>91</b>			

**CIBOLO  
ANIMAL SERVICES**

**MONTHLY REPORT**

**August 2024**

**TOTALS**

**INTAKES**

Return/Owner Surrender	7
Seized/Custody	2
Stray	55
Transfer in	10
Wildlife In	2
<b>TOTAL</b>	<b>76</b>

**OUTCOMES**

Adoption	16
Missing	0
Died in Shelter/upon arrival	7
Return to Owner	13
Transfer Out	3
Euthanasia	3 (3 severely injured felines)
Wildlife Out	3
<b>TOTAL</b>	<b>45</b>

**Transfer Out - Locations**

Wildlife Rescue	3
Homes for Pets	0
Kirby Animal Services	2
SA Great Dane	1
The Animal Defense League	0
<b>TOTAL</b>	<b>6</b>

**BITE CASES**

**Currently in Foster** 29 (1 dog 28 kittens)

**TOTAL NEW LICENSES ISSUED** 6 (Does not count renewals)

**VOLUNTEER HOURS** 34

**LIVE RELEASE RATE** 96% (3 severely injured felines)







City Council Regular Meeting Staff Report

Approval/Disapproval of an Ordinance of the City of Cibolo amending the City's Fee Schedule for Fiscal Year 2025. (Ms. Miranda)

Meeting	Agenda Group
Tuesday, September 10, 2024, 6:30 PM	Ordinances Item: 9A
From	
Anna Miranda, Finance Director	

**PRIOR CITY COUNCIL ACTION:**

Council adopted the FY 24 Fee Schedule on October 10, 2023. On August 13th, City Council provided feedback on the proposed fees for FY25. City staff made changes in accordance with that feedback.

**BACKGROUND:**

Changes from the FY24 fee schedule were made and incorporated into the FY25 fee schedule as follows:

**Schedule A-4** - Planning fees have been changed based on the amount of time spent by City staff on these activities. Development fees are set to cover the actual cost of providing services. The fees listed are intended to recoup costs associated with City staff time to review development applications. Applicants are responsible for paying costs associated with City consultants, including, but not limited to, the city attorney's office and city engineer. For voluntary annexations not involving a permanent zoning change, City Council authorized a fee less than the estimated staff cost in order to incentivize voluntary annexations.

**Schedule A-7** - Added language to clarify that fees are per incident and added Fire Standby to the fee schedule. No changes to fees.

**Schedule A-8** - Added animal quarantine fees to Animal Services fees.

**Schedule A-9** - Utility rates reflect the changes discussed at the July 16th budget workshop of 4% for water rates, 3% for wastewater rates, \$1.00 per ERU increase in the drainage fee and minor changes to meter installation and tap fees. In addition, we are proposing a 50-cent increase in chipper fees to support the cost of the services in the General Fund.

**Schedule A-10** - Added the fees approved by Council for the MultiEvent Center facility.

Fees are effective after being approved by City Council and being twice published in the newspaper.

**STAFF RECOMMENDATION:**

Approval of the Ordinance amending the fee schedule for FY25.

**FINANCIAL IMPACT:**

The FY25 budget is based on the proposed fees.

**MOTION(S):**

Suggested Motion (to approve): I move to adopt the Ordinance providing for a revised fee schedule for FY25.

Alternative Motion (to revise): City Council may decide to revise other fees provided for in the ordinance and adopt it with additional revisions.

Alternative Motion (to not approve): I move to not adopt the Ordinance providing for a revised fee schedule for FY25.

City Council may also continue this item to direct staff to make additional changes. A new fee schedule should be adopted no later than the September 10th City Council meeting to allow adequate time for publication prior to the start of fiscal year 2024-2025, which is October 1st.

**Attachments**

[Ordinance -fee schedule.pdf](#)

[Exhibit A - FY 25 Proposed Fee Schedule](#)





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

**AN ORDINANCE BY THE CITY COUNCIL OF THE CITY OF CIBOLO, AMENDING ORDINANCE 1347 “FEE SCHEDULE”; DECLARING A PUBLIC PURPOSE; PROVIDING THAT THIS ORDINANCE IS CUMULATIVE OF ALL OTHER ORDINANCES OF THE CITY OF CIBOLO; PROVIDING FOR SEVERABILITY; AND SETTING AN EFFECTIVE DATE.**

WHEREAS, the City of Cibolo, Guadalupe County, Texas, adopted Ordinance Number 1347 on September 14, 2021, which established a comprehensive “Fee Schedule” which set forth the cost of all services provided to the citizens and businesses of Cibolo; and

WHEREAS, the City Council considers it reasonable to review and amend said Fee Schedule annually as part of the budget process; and

WHEREAS, the City Council has determined it is necessary, at this time, to amend certain rates and fees to accurately reflect the cost of services provided;

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

**SECTION 1.  
AUTHORIZATION**

The City of Cibolo adopts the Fee Schedule as amended in Exhibit A.

**SECTION 2.  
PUBLIC PURPOSE**

The City declares the consolidation of its municipal fees and charges is in the public interest.

**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.  
EFFECTIVE DATE**

That this Ordinance shall be effective upon the passage and approval of the City Council of the City of Cibolo, Texas, and publication of notice of these fee changes twice in the newspaper of record.

**PASSED AND APPROVED** this 27<sup>th</sup> day of August, 2024.

APPROVED:

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

ATTEST:

\_\_\_\_\_  
Peggy Cimics, City Secretary

## **EXHIBIT A - FEE SCHEDULE**

## TABLE OF CONTENTS

<b>Exhibit</b>	<b>Description</b>	<b>Page</b>
A-1	Public Information Fees	3
A-2	Alcohol and Mixed Beverage Licenses	4
A-3	Building Inspections	5-11
A-4	Planning	12-16
A-5	GIS	17
A-6	Police Department	18-19
A-7	Fire Department	20-21
A-8	Animal Services	22
A-9	Utilities and Drainage	23-26
A-10	Facilities	27

## Public Information Fees

### Materials

Standard Paper Copy*	\$0.10
<i>*per page</i>	
Rewritable CD (CD-RW)*	\$1.00
Non-rewritable CD (CD-R)*	\$1.00
Digital Video Disc (DVD)*	\$3.00
<i>*per disc</i>	\$3.00
Other electronic media	Actual cost
Oversize Paper Copy*	\$4.00-\$5.00

\*11" x 17" per page, not including maps

### Specialty Maps

11" x 17"	\$10.00
24" x 36"	\$30.00
Miscellaneous Supplies	Actual cost
Postage and Shipping Charges	Actual cost

### Labor Charge

Programming*	\$28.50
Locating, compiling and reproducing*	\$15.00
<i>*per hour</i>	

A labor charge shall not be billed in connection with complying with requests that are for 50 or fewer pages of paper records, unless the documents to be copied are located in:

- (A) Two or more separate buildings that are not physically connected with each other; or
- (B) A remote storage facility.

When confidential information pursuant to a mandatory exception of the Act is mixed with public information in the same page, a labor charge may be recovered for time spent to redact, blackout, or otherwise obscure confidential information in order to release the public information. A labor charge shall not be made for redacting confidential information for requests of 50 or fewer pages, unless the request also qualifies for a labor charge pursuant to Texas Government Code, §552.261(a)(1) or (2).

No sales tax shall be applied to copies of public information

Texas Administrative Code  
 Title 1 - Administration  
 Part 3 - Office of the Attorney General  
 Chapter 70 - Cost of Copies of Public Information  
 Rule 70.3 Charges for Providing Copies of Public Information

Fee Chart for Alcohol Permits				
Description of Permits	Code	Authorizing Statute TABC Code	TABC Fees	City of Cibolo Fees
Manufacturer's Agent's Warehousing Permit	AW	Ch 55	\$1,500.00	\$750.00
Bonded Warehouse Permit	J	Ch 46	\$300.00	\$150.00
Bonded Warehouse Permit (Dry Area)	JD	Ch 46	\$300.00	\$150.00
Distiller's & Rectifier's Permit	D	Ch 14	\$3,000.00	\$1,500.00
Local Distributor's Permit	LP	Ch 23	\$200.00	\$100.00
Mixed Beverage Permit			\$6,000.00	Exempt
Original				
1st Renewal	MB	Ch 28	\$4,500.00	\$1,125.00
2nd Renewal			\$3,000.00	\$1,500.00
3rd and All Subsequent Renewals			\$1,500.00	\$750.00
Nonresident Seller's Permit	S	Ch 37	\$300.00	\$150.00
Package Store Permit	P	Ch 22	\$1,000.00	\$500.00
Wine Only Package Store	Q	Ch 24	\$150.00	\$75.00
Promotional Permit	PR	Ch 50	\$600.00	\$300.00
Wholesaler's Permit	W	Ch 19	\$3,750.00	\$1,875.00
General Class B Wholesaler's Permit	X	Ch 20	\$600.00	\$300.00
Winery Permit	G	Ch 16	\$150.00	\$75.00
Branch Distributor's License	BC	Ch 66	\$150.00	\$75.00
Brewer's License	BW		N/A	\$1,500.00
Brewer's Self Distribution License	SD		N/A	\$600.00
General Distributor's License	BB	Ch 64	\$600.00	\$300.00
Brewpub License	BP	Ch 74	\$1,000.00	\$500.00
Retailer's Off Premise License	BF	Ch 71	\$120.00	\$60.00
Retail Dealer's On-Premise License <i>(Excluding BEXAR, DALLAS, HARRIS, TARRANT Counties)</i>	BE	Ch 69	\$300.00	\$150.00
Retail Dealer's On-Premise License - Original <i>(BEXAR, DALLAS, HARRIS, TARRANT Counties) Renewal</i>	BE	Ch 69	\$2,000.00 \$1,500.00	\$1,000.00 \$750.00
Wine and Malt Beverage Retailer's Permit <i>(Excluding BEXAR, DALLAS, HARRIS, TARRANT Counties)</i>	BG	Ch 25	\$350.00	\$175.00
Wine and Malt Beverage Retailer's Permit - Original <i>(BEXAR, DALLAS, HARRIS, TARRANT Counties) - Renewal</i>	BG	Ch 25	\$2,000.00 \$1,500.00	\$1,000.00 \$750.00
Wine and Malt Beverage Retailer's Off-Premise Permit	BQ	Ch 26	\$120.00	\$60.00
Water Park Permit	WP	Ch 56	\$60.00	\$30.00

## Building Inspections and Permitting Fees

### Residential Building Permit Fee

\$75.00 for issuing the permit plus:

Minimum Permit Fee		\$75.00
New Single Family Residential (one & two family dwellings)	per square foot	\$0.75
New Accessory Structures	per square foot	\$0.75
Remodels / Additions	per square foot	\$0.75
Residential Plan Review Fee		50% of Building Permit Fee

### Commercial Building Permit Fee

*Commercial Building valuation shall be based on the greater amount of either contract value or \$100.00 per square foot.*

Alterations / Tenant Finish Out	permit valuation= contract value
Commercial Plan Review Fee	50% of Building Permit Fee

\$75.00 for issuing the permit plus:

Valuation	Permit Fee Schedule *
\$1 to \$500	\$25
\$501 to \$2,000	\$25 for the first \$500, plus \$10 for each additional \$100 or fraction thereof, to and including \$2,000
\$2,001 to \$50,000	\$175 for the first \$2,000, plus \$10 for each additional \$1,000 or fraction thereof, to and including \$50,000
\$50,001 to \$250,000	\$655 for the first \$50,000, plus \$9 for each additional \$1,000 or fraction thereof, to and including \$250,000
\$250,001 to \$500,000	\$2,455 for the first \$250,000 plus \$8 for each additional \$1,000 or fraction thereof, to and including \$500,000
\$500,001 to \$1,000,000	\$4,455 for the first \$500,000, plus \$7 for each additional \$1,000 or fraction thereof, to and including \$1,000,000
\$1,000,001 to \$5,000,000	\$7,955 for the first \$1,000,000, plus \$5 for each additional \$1,000 or fraction thereof, to and including \$5,000,000
Over \$5,000,000	\$27,955 for the first \$5,000,000, plus \$3 for each additional \$1,000 or fraction thereof.

*\* 0.8 multiplier applied to Manufacturing facilities, Warehouses and Distribution Centers and 1.45 multiplier applied to Multi-family (3+) projects.*

### Plan Review Fee:

Residential Plans	50% of Building Permit fee
Commercial Plans	50% of Building Permit fee

### Contractor Registration Fee/Requirements

*All contractors wishing to work in the City of Cibolo must be registered with the City. Registration will require a completed Application, Certificate of Insurance, and Fee as indicated below.*

Registration for General, Commercial, Residential, Demolition, Site Development and/or Sign Contractors (valid for one (1) year)	\$100.00
Registration for Licensed Electrical, Mechanical, Plumbing, Fire Alarm, Fire Sprinkler/Suppression, and Irrigation Contractor's (Valid for one (1) year)	\$0.00

### Electrical Permit

Issue Permit (Base Fee):	\$75.00
Switch, Jack, Plug, Data Connection, Receptacle, Sensor & Light Fixture (each)	\$0.60
220v, Appliance Outlet or Disconnect (each)	\$5.00
Furnace, or A/C Unit (evaporator / condenser coils, etc.) (each)	\$7.00
Meter Loop (Temporary / Permanent) (each)	\$12.50
Main Panel or Sub Panel (each)	\$12.50
Motor Load or Load of 1 hp and larger - Commercial (each)	\$15.00
Lighted Sign (each)	\$20.00
Meter Loop (Temporary / Permanent) 600 volt or less - Commercial (each)	\$30.00
Meter Loop (Temporary / Permanent) over 600 volt - Commercial (each)	\$50.00
Solar Equipment (Flat Fee)	\$100.00
New Residential Electrical Permit will be a flat fee based on the following:	
Up to 1,500 square feet	\$200.00
1,501 to 2,000 square feet	\$226.00
2,001 to 2,500 square feet	\$252.00
2,501 to 3,000 square feet	\$278.00
3,001 to 3,500 square feet	\$304.00
3,501 to 4,000 square feet	\$330.00
4,001 to 4,500 square feet	\$356.00
4,501 to 5,000 square feet	\$382.00
Over 5,000 square feet	\$382.00 + \$26.00 for each additional 500 square feet or portion thereof.

### Heating and Air Conditioning (Mechanical) Permit

Issue Permit (Base Fee):	\$75.00
Heating and Cooling Unit - New Construction (each)	\$12.00
Heating and Cooling Unit - Replacement (each)	\$25.00
Duct Outlet (each)	\$7.00
Refrigeration Unit - Commercial (each)	\$25.00
Exhaust Hood, Make up Air, or Exhaust Duct - Commercial (each)	\$25.00



### Plumbing Permit

Issue Permit (Base Fee):	\$75.00
Fixtures (i.e. bathtub, sink, lavatory, shower, outside hose bib etc.) (each)	\$5.50
Water Heater - New Construction (each)	\$12.00
Water Heater - Replacement (each)	\$25.00
Water Softener (each)	\$25.00
Reverse Osmosis (each)	\$25.00
Combination Water Softener and Reverse Osmosis (each)	\$35.00
Gas Piping - Up to 5 Openings	\$25.00
Additional Gas Openings (each)	\$5.00
Gas Test (each)	\$25.00
Lint, Grease, or other type of Interceptor / Tank (each)	\$35.00
Under Slab Plumbing Repairs	\$60.00

### Underground Waterline (Domestic / Fire)

Commercial	\$100.00
Residential	\$15.00

### Sewer

Commercial	\$100.00
Residential	\$15.00

### Medical Gas

*(Oxygen - O<sub>2</sub>; Nitrous Oxide - N<sub>2</sub>O; Medical Compressed Air - MedAir; Nitrogen - N<sub>2</sub>; Vacuum - Vac; Carbon Dioxide - CO<sub>2</sub>; Helium - He)*

Issue Permit (Base Fee)	\$75.00
Med Gas Piping - Up to 5 Openings	\$25.00
Additional Med Gas Openings (each)	\$5.00

### Reclaim Water Line Openings

Issue Permit (Base Fee)	\$75.00
Reclaim Water Piping - Up to 5 Openings	\$40.00
Additional Openings (each)	\$5.00

### Certificate of Occupancy (Commercial)

Certificate of Occupancy (Building inspection included)	\$250.00
Failure to obtain a Certificate of Occupancy	\$500.00

### Miscellaneous Building Fees

Any Permits not reflected or related to the schedule:	\$75.00
Fence Permit (residential, commercial)	\$50.00
Fuel Tanks and related equipment and piping	\$50.00 + \$100.00 per tank
Foundation Repair (residential)	\$225.00
Residential Reroofing (repair or replacement)	\$75.00
Manufactured Homes / Mobile Home Placement	\$100.00

*(Placement - to include stairs and decks, Additional permits for utility hook ups is required)*

### Outdoor Structures

Shed - Pre-Assembled	(flat fee)	\$75.00
Outdoor Structures - 100 to 250 square feet	(flat fee)	\$125.00
Outdoor Structures - Larger than 250 square feet	(flat fee)	\$250.00

*(Outdoor structures include, but not limited to, site built sheds, decks, concrete slabs, pergolas, covered patios etc.)*

*Sheds 100 square feet or less and portable do not require a permit.*

Portable Storage Unit - (Up to 90 Days)	\$75.00
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*(If an extension is needed, it will be on a case by case basis and will require a new permit.)*

Exception: Storage units for moving and kept on site for no more than 14 days shall not require a permit.

Moving Permit	\$100.00
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*(Moving - any Building or Structure)*

### Swimming Pools

Inground Pool	\$500.00
Inground Pool Plan Review Fee	\$250.00
Above ground pool	\$150.00
Spa Placement	\$25.00

### Additional Fees

Move in prior to Certificate of Occupancy (residential): \$500.00 Per Day  
 Permit Renewal: 100% of original Permit Fee

*Note: This would be applicable for temporary permits that expire and are renewed / extended. A Plan Review would only be charged if there were changes to the original description of work.*

Re-Review Fee: \$150.00

*Note: This fee will apply to reviews after the original review has been completed.*

Re-Inspection Fee:

For each failure - per trade	1st Failure -	\$75.00
		*\$100 under slab
	2nd Failure -	\$100.00
		*\$150 under slab
	Each Additional -	\$200.00

*Note: If re-inspection has been called for and the second inspection revealed original turn down items have not been corrected in part or in whole, in addition to the above fees, a seventy-two (72) hour notice of inspection will be required before another inspection will be conducted.*

Proceeding without the proper Inspection: \$150.00 + Failure Fee

Lost Plan Fee: \$50.00

*If original field set is lost, misplaced, stolen or tampered with in any way, the builder must request a new field set from the City of Cibolo.*

Refunds:

Building and Trade permit refunds	Minus Plan Review Fee
	<i>(no refund if work began or if permit expired)</i>

Permits which do not require a Plan Review Fee \$25.00 Admin Fee

Starting work before permit issued (Residential and commercial):

*The fee is 2.5 (250%) times the fee of the total original permit fee (to include the permit fee and plan review fee)*

Failure to Comply: \$200.00

*Any person who shall continue any work after having been served with a Stop Work Order, except such work as that person is directed to perform to remove a violation or unsafe condition, shall be liable to a fine of \$200.01*

Failure to schedule required inspection(s): \$50.00

*Any person/company who fails to schedule a required inspection(s) within 180 days of permit issuance for work described by a permit. No additional permits will be issued to any person/company who has more than one (1) expired permit.*

### Demolition Permit

Single Family Dwellings, including detached accessory structures (residential in nature)	\$85.00
Other than single family dwellings, for the first (1st) unit	\$100.00
Commercial single story	\$100.00
Commercial two & three story	\$200.00
Commercial over three stories	\$ 300.00

### Irrigation Permit

Issue Permit (Base Fee):	\$75.00
Irrigation System - Residential - 1 and 2 Family Dwellings	\$50.00
Irrigation System - Commercial	\$100.00
Backflow Preventer - 2" or less	\$20.00
Backflow Preventer - Greater than 2"	\$25.00
Residential - 1 & 2 Family Dwellings - No Plan Review fee	

### Fire Alarm Permit

Issue Permit (Base Fee):	\$75.00
Switch, Jack, Data Connection, Device, Sensor, Relay, Module etc. (each)	\$0.50
220v Appliance Outlet or Disconnect (each)	\$4.00
Main Panel or Sub Panel (each)	\$10.00
Motor Load of 1 hp and larger (each)	\$10.00
	Plus 1/2 of the total permit for Plan Review

### Fire Sprinkler/Suppression Permit

Issue Permit (Base Fee):	\$75.00
Fire Pump (each)	\$20.00
Fire Sprinkler System (each)	\$35.00
Fixed Suppression Systems (each)	\$25.00
Fire Sprinkler Head or Similar Device (each)	\$0.60
Backflow Preventer - 2" or less (each)	\$20.00
Backflow Preventer - Greater than 2" (each)	\$25.00

Plan Review - 100% of the total permit

*Fire Alarm/Fire Sprinkler plans reviewed by 3rd party & work begins without a permit, a non-compliance fee of \$250.00 will be assessed.*

Sign Permit:	
Annual Billboard Permit - Payable January 1st of each year	\$100.00
Illuminated Sign (each)	\$115.00
Non-Illuminated Sign (each)	\$75.00
Replacement Sign - Same Mounts (each)	\$50.00
Banner or Temporary Sign (each)	\$50.00
Flagpole (each)	\$50.00
Master Sign Program	\$1,000.00
Master Sign Program Revision (each)	\$500.00
Public Notification Signage (Rezoning, Variance, Replat, Annexation)	\$65.00
Variance Process (each)	
	Pre- \$200.00
	Post- \$500.00

Environmental Health Permits	
Annual Health Permit	\$200.00
Event Permit	\$40.00
Follow-up Inspection	\$125.00

## ZONING AND DEVELOPMENT FEES

Fees are based on three rounds of review. If a fourth round of review is needed, the applicant will be charged an additional fee equal to 50% of the initial review fees, except as noted in the legal review fees. The applicant will be charged an additional fee equal to 25% of the initial review fees for every review thereafter. If the applicant does not adequately respond to staff comments based on current standards and regulations adopted by the City, then the applicant may be subject to additional fees proportional to the amount of extra work required. Applicant will be responsible to pay additional fees of actual costs for any application associated with review or predevelopment conference requiring consultation with City Consultants (such as contracted engineers, planners, attorneys, architects, plan reviews, inspectors, etc.)

Application Type		
Pre-Application Meeting with City Staff **	First	\$0 +
Additional Meeting with Staff **	Subsequent	\$400 +
Discussion Only Agenda Item **	City Staff Fee	\$400 +
Voluntary Annexation **	<i>(temporary agriculture zoning)</i>	\$200 +
	<i>(permanent zoning request)</i>	\$1,500 +
Non-Annexation Agreement **		\$1,000 +

\*\*Applicant will be responsible to pay additional fees of actual costs for any application associated with review or predevelopment conference requiring consultation with City Consultants (such as contracted engineers, planners, attorneys, architects, plan reviews, inspectors, etc.)

### Zoning Applications:

Conditional Use Permit (CUP) and Zoning Change **		\$1,500 + \$100/acre + (Max \$5,000)
Planned Unit Development (PUD) **		\$3,000 + \$100/acre +
Vested or Development Rights Petition **	City Attorney and Staff Fees	\$750 +
Zoning Verification Letter **	City Staff Fee	\$150 +

\*\*Applicant will be responsible to pay additional fees of actual costs for any application associated with review or predevelopment conference requiring consultation with City Consultants (such as contracted engineers, planners, attorneys, architects, plan reviews, inspectors, etc.)

### Development Applications

Site Plans **		\$2,000 + \$25/DU and/or \$75/acre +
Appeal of Denied Site Plan to the P&Z Commission **		\$1,000+
Land Study **		\$2,000 + \$15/acre +
Mixed Use Concept Plan **		\$2,000 +
Amendment to: Land Study, Master Plan, Mixed Use Concept Plan **		\$1,000 +

Tree Deferral - Postponement of tree mitigation to a later phase **			\$500 +
Tree Removal Permit **			\$50 +
Tree Removal Permit (UDC 17.2.E.5) **			
	Diameter of Existing Tree (DBH)	Replacement Ratio (inches)	Tree Replacement Fee (Per inch)
	8 to 19.99 inches	1.0	\$150 +
	20 to 23.99 inches	2.0	\$300 +
	24 inches and larger	3.0	\$450 +
Tree Affidavit **			\$50 +
Floodplain Permit **		Residential	\$350 +
		Non-Residential	\$500 +
CLOMR/LOMR Review **			\$4,000 +
Flood zone verification letter **			\$100 +
Drainage Analysis Review **			
Single-family residential		0-5 acres	\$1,500 +
		> 5 acres	\$2,500 + \$10/lot +
Commercial/Industrial/Multifamily		0-5 acres	\$2,000 +
		> 5 acres	\$2,500 + \$10/acre +
Minor TIA Review **			\$1,250 +
Major TIA Review **			\$2,500 +
TIA Worksheet Review **			\$300 +
TIA Scoping Meeting **			\$750 +
Any review, authorization, approval, inspection, or permit not otherwise provided for **			\$750 +

\*\*Applicant will be responsible to pay additional fees of actual costs for any application associated with review or predevelopment conference requiring consultation with City Consultants (such as contracted engineers, planners, attorneys, architects, plan reviews, inspectors, etc.)

City Plan Amendment:

City Comprehensive Plan **		
Future Land Use Map (FLUM) **		\$750 + \$100/acre +
Future Thoroughfare Plan (FTP) **		
Unified Development Code (UDC) **		

\*\*Applicant will be responsible to pay additional fees of actual costs for any application associated with review or predevelopment conference requiring consultation with City Consultants (such as contracted engineers, planners, attorneys, architects, plan reviews, inspectors, etc.)

**Plat Related Applications:**

Minor Plat, Amended Plat, and Development Plat **		\$1,500 +
	<i>(Administratively reviewed &amp; approved)</i>	
Preliminary Plat, Final Plat **	0 to 5 acres	\$2,000 + \$30/single family lot or \$60/non-single family acreage +
	> 5 acres	\$2,500 + \$30/single family lot or \$60/non-single family acreage +
Replat **		\$1,500 + \$15/single family lot or \$30/non-single family acreage +
Vacating Plat **		\$750 +
Conveyance Plat or Legal Instrument **	Each	\$750 +
Plat Recordation - Guadalupe County Recordation Fee **		Cost per Guadalupe County
Cibolo Recordation Fee **	Per Trip	\$150/document +
(if denied by County due to applicant error, additional charge will be assessed)		

All plats may incur additional fees above the base fees based on review times or 3rd party consultants. These additional charges will be assessed at actual costs.

**Construction Plan Review**

The following fee schedule for the processing of engineering or construction plans or for the inspection of improvements for construction of a subdivision or lot or a related improvement required in conjunction with that construction are value-based fees that consider the City's actual cost to review and inspect, including its consultants. The City shall calculate its actual cost by considering (a) the fee charged by a qualified, independent third-party entity for those services; (b) the hourly rate for the estimated actual direct time of the city's employees performing those services; or (c) the actual costs assessed to the city by a third-party entity that provides those services to the city. An applicant submitting construction plans or constructing public infrastructure will be expected to sign an agreement acknowledging that the fees are a deposit and that (a) any funds in excess of the cost will be refunded to the applicant, or (b) any additional cost incurred will incur an additional deposit determined by the City and payment will be required before City review continues.

Subdivision improvement construction plan review for <u>more than one type</u> of infrastructure (includes the entire limits of construction) **		\$3,000 +
Subdivision improvement construction plan review for <u>one type</u> of infrastructure (not to exceed the fee for more than one type of infrastructure) **		\$1,250 + \$5 per linear foot of each infrastructure improvement to be inspected
Subdivision improvement construction cost estimate review **		\$700 +

\*\*Applicant will be responsible to pay additional fees of actual costs for any application associated with review or predevelopment conference requiring consultation with City Consultants (such as contracted engineers, planners, attorneys, architects, plan reviews, inspectors, etc.)



**Construction Inspections**

The following fee schedule for the processing of engineering or construction plans or for the inspection of improvements for construction of a subdivision or lot or a related improvement required in conjunction with that construction are value-based fees that consider the City's actual cost to review and inspect, including its consultants. The City shall calculate its actual cost by considering (a) the fee charged by a qualified, independent third-party entity for those services; (b) the hourly rate for the estimated actual direct time of the city's employees performing those services; or (c) the actual costs assessed to the city by a third-party entity that provides those services to the city. An applicant submitting construction plans or constructing public infrastructure will be expected to sign an agreement acknowledging that the fees are a deposit and that (a) any funds in excess of the cost will be refunded to the applicant, or (b) any additional cost incurred will incur an additional deposit determined by the City and payment will be required before City review continues.

Preliminary and Final Acceptance **	Walkthrough *	\$1,700 +
Site Inspection (based on value) **		
<i>i.e. SWPPP, Density, Sewer, Water</i>		
	< \$100,000	\$500 +
	\$100,000 to \$499,999	\$1,000 +
	\$500,000 to \$999,999	\$3,000 +
	\$1,000,000 +	\$6,000 +
3rd Party Testing or Services **	To be determined. If fees accrued, will be back billed to the development representative.	
Site Development Permit **		\$400 +

\*\*Applicant will be responsible to pay additional fees of actual costs for any application associated with review or predevelopment conference requiring consultation with City Consultants (such as contracted engineers, planners, attorneys, architects, plan reviews, inspectors, etc.)

**Park Land & Improvement Fees**

Park Land Fees paid by developer (at platting) **	\$600 per single or two-family unit or Council approved 8% Park Land dedication +
Park Improvement Fee paid by builder (at bldg permit) **	\$600 per single or two-family unit or Council approved 8% Park Land dedication +
Park Land & Improvement Fees by developer/builder of Multi-Family **	\$400/Dwelling Unit +

\*\*Applicant will be responsible to pay additional fees of actual costs for any application associated with review or predevelopment conference requiring consultation with City Consultants (such as contracted engineers, planners, attorneys, architects, plan reviews, inspectors, etc.)

**City Agreements**

Public Improvement Agreement, Development Agreement, Other Agreement **	\$3,500 + \$100/acre +
Amendment to an Agreement **	50% of Agreement fee +

\*\*Applicant will be responsible to pay additional fees of actual costs for any application associated with review or predevelopment conference requiring consultation with City Consultants (such as contracted engineers, planners, attorneys, architects, plan reviews, inspectors, etc.)

**Legal Fees: City Attorney**

All legal fees incurred by the City in the review, preparation and/or amendment of any legal document associated with a development application i.e. Private Street Agreement or Public Infrastructure Agreement	Reimbursement due to City based on actual legal fees incurred by the City.
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\*\*Applicant will be responsible to pay additional fees of actual costs for any application associated with review or predevelopment conference requiring consultation with City Consultants (such as contracted engineers, planners, attorneys, architects, plan reviews, inspectors, etc.)

**Extension of Time**

Postponement requested by applicant on a posted agenda for which a public hearing was scheduled **	\$1,500 +
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\*\*Applicant will be responsible to pay additional fees of actual costs for any application associated with review or predevelopment conference requiring consultation with City Consultants (such as contracted engineers, planners, attorneys, architects, plan reviews, inspectors, etc.)

## GIS FEES

## Codes, Manuals, Maps

Unified Development Code (UDC), Cibolo Design & Construction	Electronic Transfer	\$0.00
Manual, Comprehensive/Master Plan, Parks Master Plan, Zoning Map, City Limits/ETJ Map, Other	24 x 36 Color Print	\$30.00
	11 X 17 Color Print	\$10.00

## Addressing

Residential Address Plat with 5+ Lots		\$50.00
Commercial Address Plat Fee		\$100.00
With Buildings Number Assignment		\$50.00
With Suite, Unit, or Apartment Number Per Building Type		\$50.00

## CIBOLO POLICE DEPARTMENT - MISCELLANEOUS FEES

### City Solicitor Permits

Note: All Fee's Are Per Permit and Per Individual.

Background Check	\$10.00
Permit (Original) - Note: Permit is Valid for Six (6) Months From Date Issued	\$45.00
Permit (Renewal) - For an additional 6-month period if renewed w/in 60 days of original permit expiration date. If original permit expired more than 60 days, the permit will be treated as a new permit application and other fees will apply.	\$45.00
Replacement/(Lost, Stolen, Illegible) Solicitor Badge	\$10.00
Canvasser Badge (Good for 30 Days - For Material Handout - No Public Contact)	\$10.00

### Police Reports and Other Documentation

Police Report Copies (per page)	\$0.10
CD/DVD Copies	\$1.00
Accident/CRASH Reports	\$6.00
Body-worn camera video or audio recording (per recording)	\$10.00
Body-worn camera video or audio recording (per minute of recording)	\$1.00
Background Check	\$10.00
Clearance Letters	\$10.00

### Alarm Permits

Residential (Home) Alarm System		
	a. Initial Permit	\$25.00
	b. Renewal for 1 Year	\$15.00
	c. Renewal for 3 Years	\$30.00
Commercial Facility		\$50.00
Financial Institution		\$100.00
Educational or Governmental Institution		No Fee
Late Fee		\$10.00
False Alarms (Per Each Alarm Activation)		
	a. 4 - 5 Within Any 12 Month Period	\$50.00
	b. 6 - 7 Within Any 12 Month Period	\$75.00
	c. 8 + Within Any 12 Month Period	\$100.00
	d. Permit Re-instatement	\$25.00
Monitoring Company Failure to Verify - Per Incident		\$100.00
	a. Appeal Fee Per Appeal	\$25.00
Use of a Non-permitted Alarm System Per Incident		\$100.00
Use of Alarm System During Alarm Permit Suspension, Per Alarm		\$200.00
Failure to Comply With or Violation of Section 26 - 70 Per Incident		\$200.00

**Officer Provided Off-Duty Stand-By (Security)**

Per Officer per hour. (4 hour minimum required) \$45.00

Note: When alcohol is to be served at event:

Less than (<) 100 guests = Security is not needed

Greater than (>) 100 guests = Security is automatically needed

**Officer/Vehicle for Emergency Call-Out**

Per Lieutenant per hour \$63.00

Per Sergeant per hour \$45.00

Per Officer per hour \$37.00

Police Vehicle per hour per Vehicle \$18.75

## Fire Department Service Fees

### Response Fees

Interstate Highway Response*	\$375.00
Swift Water / Flood Response*	\$575.00
Haz-Mat Response*	\$575.00
	* per hour or fraction thereof <a href="#">per incident</a>
Use of Absorbents*	\$25.75
	* per bag or fraction exceeding one bag
Use of Foam / Bio.	\$120.75
	* Up to five (5) gallons, \$21.50 per gallon thereafter
Special Supplies and Disposable Supplies	Actual Cost + 3%
	(e.g. absorbent pads, booms, disposable coveralls, gloves, brooms, and similar)
Natural Gas Main / Service or LP-Gas Leak Response*	\$275.00
Other Utility Response*	\$150.00
	* per hour or fraction thereof <a href="#">per incident</a>
Elevator Rescue Response*	\$150.00
	* per incident (2nd and subsequent response per year)
Unwarranted and False Alarm Response*	\$100.00
	* per incident (3rd and subsequent response per year)
Fire Watch <a href="#">and Fire Standby</a> *	
	Personnel- Firefighter \$23.50
	Personnel- Officer \$33.50
	* per person per hour <a href="#">or fraction thereof</a>
Railway Incident Response*	\$250.00
	* per hour or fraction thereof per incident
Technical Rescue Response*	\$250.00
	* per incident
Special Events	Calculated as Itemized Response

Equipment Usage Fees	
Command Vehicle*	\$75.00
Fire Marshal Vehicle*	\$75.00
Quick Response Vehicle	\$120.00
Class A Pumper*	\$275.00
Aerial Apparatus*	\$325.00
Tanker Apparatus*	\$200.00
Brush Truck*	\$200.00
Rescue Boat*	\$150.00
Rehab Unit*	\$100.00
Use of City Loader / Tractor*	\$375.00
	* per hour or fraction thereof
Apparatus on Standby*	75% Hourly Rate
	* per hour or fraction thereof

Equipment Replacement Fees	
Damaged/Contaminated Protective Clothing, Gear, Equipment, Tools, Hoses, Apparatus, and Similar Items Requiring replacement.	Actual Cost + 3 %
Broken/Damaged Equipment Tools, Apparatus, and Similar Items Capable of being repaired.	Actual Cost + 10 %

**Itemized Response**

The City has the option to bill each incident as an independent event with custom assessment rates, for each incident using, itemized rates deemed usual, customary, and reasonable. These incidents will be billed, itemized per apparatus, per personnel, plus products, supplies, and equipment used.

**Residential Response**

Calls for service at residential structure fires shall not be subject to any fees.

Fire Flow Test	
Report with Actual Flow Test Performed	
	Flowing one Hydrant \$150.00
Flowing of Additional hydrants	
	Each Additional Hydrant \$50.00
Same Day Flow Test	
	Additional Fee per Fire Flow Test \$100.00
Report Pulled From Files	
	Current Reports -less than one year old \$25.00

## ANIMAL CONTROL SERVICES

### Pet Registration

Current Rabies Vaccination and Micro-chipped	\$0.00
Re-Registration due to a Lapse in Rabies Vaccination	\$5.00
Micro-Chip Implant	\$20.00

### Impoundment

Must be paid for each animal captured. Any animal impounded without registration or current Rabies Vaccination, owners or caretakers will be issued citations for any and all violation(s).

Altered dog or cat (1st Impoundment)	\$30.00
Altered dog or cat (2nd Impoundment)	\$55.00
Unaltered dog or cat (1st Impoundment)	\$45.00
Unaltered dog or cat (2nd Impoundment)	\$70.00
Fowl or other Small Animal	\$25.00
Zoological and/or Circus Animal	\$100.00

### Quarantine

#### Full 10-day Quarantine

Altered dog or cat	\$217.00
Unaltered dog or cat	\$231.00
Quarantine Exit Exam (per animal)	\$55.00

#### Rabies Submission Testing Fee

Altered dog or cat	\$80.00
Unaltered dog or cat	\$90.00

### Boarding

Per Day and Per Animal

Dog or cat per Day of Confinement	\$12.00
Fowl or other Small Animal	\$10.00
Zoological and/or Circus Animal	\$300.00
Dog or cat per day of Confinement Due to Owner Incarceration	\$10.00

### Voluntary Relinquishment of Ownership

Owner Surrenders will be taken only when the Municipal Shelter has available space, no livestock will be taken in.

Unaltered dog or cat	\$65.00
Altered dog or cat	\$50.00
Other animal (no livestock)	\$50.00
Euthanasia Request (If requested, this fee is in addition to the surrender fee.)	\$150.00

### Live Trap Rental and Fee(s)

Trap Deposit	\$40.00
Daily Rental	\$2.00
Trap Replacement	\$125.00

### Adoption Fee(s)

Feline Adoption	\$100.00
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Canine Adoption	\$125.00
Other Animal Adoption	\$35.00
Dangerous Dog Permit	\$125.00
Excess Animal Permit	\$75.00

**UTILITY FEES**

**Public Works Call-Out Fee**

When assisting Emergency Response Teams	1.5 times pay X per man/hour
Street Sweeper - Normal Working Hours*	\$50.00
	<i>*Cost per Hour</i>
Street Sweeper - Outside Working Hours*	\$90.00
	<i>*Cost per Hour</i>
	<i>*1 hour minimum and billed hourly increments</i>

**Drainage Rates**

Cost per Equivalent Residential Unit (ERU)	\$7.50
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**Single Family Residential:**

Small (<2218 sq ft impervious area)	0.7 ERU	\$5.25
Average (2218 - 3716 sq ft impervious area)	1.0 ERU	\$7.50
Large (3717-8000 sq ft impervious area)	1.5 ERU	\$11.25
Rural Lot (>8000 sq ft impervious area)	2.0 ERU	\$15.00

**Commercial:**

ERU = Impervious area/2889 sq ft (minimum 1.0 ERU, maximum capped at 125 ERU)

	ERU	Acres	Max Sq Ft	
Tier 1	1 to 125	8.3	361,125	\$7.50 x ERU
Tier 2	125 to 350	23.2	1,011,150	\$937.50
Tier 3	350 to 550	36.5	1,588,950	\$1,900.00
Tier 5	550 to 750	49.7	2,166,750	\$3,000.00
Tier 5	750 +			\$4,000.00

**Chipper Service**

Billed Monthly (applies to residential customers only)	\$1.00
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**Account Fees:**

Account Set Up Fee	\$50.00
Account Transfer Fee	\$50.00
Administrative Fee	\$50.00
Late Penalty	\$10.00
Daily Hydrant Rental Fee	\$8.00
Return Check Fee	\$25.00
Disconnect List Penalty	\$25.00

**Security Deposits:**

Residential	\$120.00
Temporary Service Request (5 days or less)	\$40.00
Commercial/Industrial	Two months estimated use
Garbage Only Accounts	\$40.00
Hydrant Meters	\$900.00
Commercial Rolloff Dumpsters	\$800.00

**Water Rates**

Tier Charges are per 1,000 gallons

**Residential:**

1,200 gallons or less (special rate)			\$13.50
Over 1,200 gallons (base rate)			\$28.00
Tier 1	1,201 to 7,000	<i>additional</i>	\$6.19
Tier 2	7,001 to 15,000	<i>additional</i>	\$7.91
Tier 3	15,001 to 30,000	<i>additional</i>	\$9.58
Tier 4	30,001 to 50,000	<i>additional</i>	\$11.25
Tier 5	Over 50,000	<i>additional</i>	\$14.08

**Multifamily:**

First 1,000 gallons x LUE based on Meter Size (below)

Tier 1	1,001 to 7,000	<i>additional</i>	\$6.19
Tier 2	7,001 to 15,000	<i>additional</i>	\$7.91
Tier 3	15,001 to 30,000	<i>additional</i>	\$9.58
Tier 4	30,001 to 50,000	<i>additional</i>	\$11.25
Tier 5	Over 50,000	<i>additional</i>	\$14.08

Each tier is charged per Living Unity Equivalent (LUE)

**Commercial & Hydrant meters:**

First 1,000 gallons based on Meter Size (below)

Tier 1	1,001 to 7,000	<i>additional</i>	\$6.19
Tier 2	7,001 to 15,000	<i>additional</i>	\$7.91
Tier 3	15,001 to 30,000	<i>additional</i>	\$9.58
Tier 4	30,001 to 50,000	<i>additional</i>	\$11.25
Tier 5	Over 50,000	<i>additional</i>	\$14.08

**Wholesale meters:**

First (1,000 gallons x LUE) based on Meter Size (below)

Tier 1	1,001 to 30,000	<i>additional</i>	\$6.43
Tier 2	30,001 to 60,000	<i>additional</i>	\$8.22
Tier 3	Over 60,000	<i>additional</i>	\$11.10

**Base Rate based on Meter Size**

Meter Size	LUE	
3/4"	1.5	\$35.65
1"	2.5	\$60.10
1.5"	7	\$163.80
2"	10	\$240.25
3"	20	\$480.50
4"	40	\$961.00
6"	64	\$1,528.80
8"	112	\$2,620.80

10"	220		\$5,241.60
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*LUE = Normal Max Flow X 0.8 X \$20.00 (1.5" to 10")*

**Water Acquisition Fee - based on LUE**

Meter Size	LUE		
5/8"	1		\$9.00
3/4"	1.5		\$12.00
1"	2.5		\$18.00
1.5"	7		\$24.00
2"	10		\$36.00
3"	20		\$48.00
4"	40		\$72.00
6"	64		\$96.00
8"	112		\$120.00
10"	220		\$144.00
Fire Hydrant			\$18.00
12"		No charge - City meters	

**Wastewater Rates**

**Residential**

First 3,000 gallons of water used		\$18.65
3,001 + gallons of water used	<i>additional</i>	\$5.44

**Commercial**

First 3,000 gallons of water used		\$23.19
3,001 + gallons of water used	<i>additional</i>	\$5.44

**Multi-family\***

First 3,000 gallons of water used		\$23.19
3,001+ gallons of water used	<i>additional</i>	\$5.44

\*Base rate and tier charged per Living Unit Equivalent (LUE)

**Sludge Waste Transporter Permit:**

Per Unit Annually		\$250.00
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Meter Installation and Tap Fees

Meter Installation

5/8" Meter*	\$80.00
1 Meter*	\$80.00
2" Meter*	\$110.00
3" Meter*	\$175.00
4" Meter*	\$175.00
6" Meter and Up*	\$320.00
Hydrant Meter	\$90.00
Meter Box Replacement Fee* (+10% markup)	\$90.00

*\* plus meter cost*

Meter Reset Fee	<i>first request</i>	\$30.00
	<i>additional requests</i>	\$40.00

Water Taps

Water Impact Fee (if applicable)	\$1,839.00
Short Service (main on same side of street)*	\$750.00
Long Service (main no on same side of street)*	\$1,850.00

*\* plus meter/supply cost*

Wastewater Taps

Wastewater Impact Fee (if applicable)	\$873.00
6 feet deep or less	\$1,950.00
Each additional foot over 6 feet	\$400.00
CCMA Fee	\$1,800.00

*Plus Administrative Fee* \$30.00

*\* Due to fluctuation of meter and supply costs, parts will be quoted at time of permitting at our cost plus 10%*

## FACILITY FEES

### Niemietz Park Picnic Area

Resident	<i>Mon-Thurs</i>	\$75.00
	<i>Weekend rate</i>	\$100.00
Nonresident	<i>Mon-Thurs</i>	\$115.00
	<i>Weekend rate</i>	\$175.00

### Niemietz Meeting Room and Kitchen

Resident		\$150.00
Nonresident		\$225.00

### Schlather Park

Resident	<i>Mon-Thurs</i>	\$75.00
	<i>Weekend rate</i>	\$100.00
Nonresident	<i>Mon-Thurs</i>	\$115.00
	<i>Weekend rate</i>	\$175.00

### Veterans Park Pavilion #1

Resident	<i>Mon-Thurs</i>	\$75.00
	<i>Weekend rate</i>	\$85.00
Nonresident	<i>Mon-Thurs</i>	\$115.00
	<i>Weekend rate</i>	\$125.00

### Veterans Park Pavilion #2

Resident	<i>Mon-Thurs</i>	\$50.00
	<i>Weekend rate</i>	\$75.00
Nonresident	<i>Mon-Thurs</i>	\$75.00
	<i>Weekend rate</i>	\$115.00

### Fire Department Training Room

Deposit (refundable after final inspection)		\$100.00
Rental fee - 4 hour increment	Occupancy: 56	\$25.00

### City Hall Annex Community Room

Deposit (refundable after final inspection)		\$100.00
Rental fee - 4 hour increment	Occupancy: 46	\$25.00

### Multi Event Center Fees (Ordinance 1447)

Non-Profit Rental Fee	<i>per hour</i>	\$25.00
Non-Profit Light Fee	<i>per hour</i>	\$25.00
	<i>maximum</i>	\$100.00
For-Profit Rental per day (10 hours)	<i>per day</i>	\$600.00
For-Profit Rental each additional hour over 10	<i>per hour</i>	\$100.00
For-Profit Rentals less than 10 hours	<i>per hour</i>	\$75.00
For-Profit Light Fee	<i>per day</i>	\$100.00
Refundable Cleaning Deposit		\$250.00

Security Fee	<i>per officer/per hour</i>	\$25.00
Right to Exhibit Private Advertising		\$100.00
Right to Sell Concessions/Food Trucks present		\$30.00
Marking of the Field (requires 14 days advance notice)		\$200.00
Self-marking of the field		\$25.00
YMCA field bathroom use		\$50.00
YMCA field bathroom use (deposit)		\$250.00
Fee for leaving gate unlocked		\$50.00



City Council Regular Meeting Staff Report

Approval/Disapproval of an Ordinance Granting a Franchise to the Public Utilities of the City of Cibolo. (Ms. Miranda/Mr. Parsons)

Meeting	Agenda Group
Tuesday, September 10, 2024, 6:30 PM	Ordinances Item: 9B
From	
Jacob Parsons, Assistant Director Public Works	
<b>Staff Contact(s)</b>	
Jacob Parsons,	

**PRIOR CITY COUNCIL ACTION:**

City Council approved the FY25 Budget on August 19, 2024.

**BACKGROUND:**

Under Article X of the City's Charter, "The ownership, right of control and use of streets, highway, alleys, parks, public places, rights-of-way and all other real property of the City is hereby declared to be inalienable to the City. No entity or individual shall have the right to occupy such public property without the express permission of and under an express written agreement with the City concerning such occupancy. Utilities and/or public utilities shall only be granted the right to occupancy under the terms of a franchise agreement with the City. " In granting a franchise, the City may require compensation, or franchise fees be paid to the City for the right to use city streets, rights of way and public easements. Our City Attorney has recommended that we formalize, by Ordinance, our arrangement for the payment of a franchise fee from the Cibolo Utility Fund and Cibolo Drainage Utility District to the City's General Fund. The franchise fee is calculated as 3% of the utility fund's revenue.

In addition to the franchise fee, which covers the right to use city streets and rights-of-way, the franchise agreement provides for an allocation of administrative costs borne by the General Fund. These costs have been explained during the budget process and have been calculated as recoverable from the Utility Fund and the Drainage Utility District. These administrative costs include the cost of the Public Works Administration Division, the Finance Department, the Information Service Department, and the People and Performance Department. Allocation of administrative costs will be calculated annually as part of the budget process.

**STAFF RECOMMENDATION:**

Staff recommends approval of the Ordinance formalizing the franchise agreement with the City of Cibolo public utilities.

**FINANCIAL IMPACT:**

This Ordinance provides for and authorizes the transfer of fees from the utility funds to the General Fund to cover costs borne in the General Fund.



**MOTION(S):**

I move to approve the Ordinance granting a franchise to the Public Utilities of the City of Cibolo.

**Attachments**

[2024.09.10 Franchise Ordinance.pdf](#)



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

**ORDINANCE OF THE CITY OF CIBOLO, TEXAS GRANTING A FRANCHISE TO THE PUBLIC UTILITIES OF CIBOLO; CLARIFYING RIGHTS OF RESPONSIBILITIES FOR PUBLIC PROPERTY USE; PROVIDING FOR THE PAYMENT OF FRANCHISE FEES; DETERMINING THAT THE MEETING AT WHICH THIS ORDINANCE WAS PASSED WAS CONDUCTED IN COMPLIANCE WITH THE TEXAS OPEN MEETINGS ACT; AND PROVIDING AN EFFECTIVE DATE.**

**WHEREAS**, the City of Cibolo (the “City”) owns and operates municipal owned utility services (“Cibolo Utilities”); and

**WHEREAS**, the City Charter Section 10.01 requires that all utilities within the City operate under a franchise agreement; and

**WHEREAS**, the City Council for the City of Cibolo (the “City Council”) finds that not all residents of the City receive services from each of the Cibolo Utilities; and

**WHEREAS**, the City Council finds that Cibolo Utilities function similarly to investor-owned utility services with funds, expenses, equipment, and land use needs separate from those of the City as a whole; and

**WHEREAS**, the operation of Cibolo Utilities utilizes City resources, funded by taxpayers, that otherwise could be utilized for City business, operation, and governance; and

**WHEREAS**, the City collects franchise fees from the revenue of Cibolo Utilities to offset the impact of Cibolo Utilities on the City as a whole; and

**WHEREAS**, the City Council finds it is best to clarify the authorization of the collection of municipal franchise fees through the use of a franchise ordinance.

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

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

**SECTION 2: Definitions.** For the purpose of this ordinance, the following words, terms, phrases and their derivations shall have the meaning given herein.

"City " shall mean the City of Cibolo, Texas, a municipal corporation in the State of Texas.

"Cibolo Utilities" or "Cibolo Utility" shall mean any municipal owned utility services provided by the City of Cibolo.

"Consumer" or "Customer" shall mean any person or organization receiving and using service from the Cibolo Utilities

"Franchise" shall mean this Ordinance, and all rights and obligations established herein or as it may be amended.

"Total Recovered Bills" is the total amount of fees received by Cibolo Utilities from consumers or customers.

"Utility Services" shall mean the act of providing any utility to the consumers or customers of the City of Cibolo including utilities provided at the time this ordinance is enacted and any utilities hereinafter provided.

**SECTION 3: Grant of Franchise.**

- A. To the extent allowed by law, the City hereby grants to Cibolo Utilities a non-exclusive franchise to maintain, construct, equip, extend, replace, alter and otherwise establish and operate in the City, as constituted as of the effective date of this ordinance, or as may hereafter be constituted, works, systems, plants, distribution lines and all related facilities (including those now in service) necessary or appropriate to sell, distribute, convey or otherwise conduct, serve, supply and furnish the inhabitants of the City and others, utility services and said Cibolo Utilities are hereby granted passage and right-of-way in, under, along and across public land, easements, rights-of-way and structures, as they now or hereafter may exist, for every and any such service, use, effect, and lawful purpose as herein mentioned; provided that all work, activity and undertakings by the Cibolo Utilities shall be subject to the terms and provisions of the Franchise.
- B. The construction, maintenance, and operation of the system and property of Cibolo Utilities within the City shall be subject to this Franchise and the ordinances and regulations adopted by the City Council from time to time in the exercise of the City's police and regulatory powers.
- C. This Franchise Ordinance shall run for a term of ten (10) years and shall automatically renew at the expiration of each term unless other action is taken by City Council. City Council may revoke, amend, or otherwise modify this Franchise Ordinance at any time for any reason.

D. Cibolo Utilities may not transfer any rights and privileges granted herein.

#### **SECTION 4: Use of Public Property**

- A. Cibolo Utilities is authorized to utilize any land which the City is authorized to use subject to and consistent with any terms or conditions of the City's authorization.
- B. One Cibolo Utility usage of land shall not unreasonably or permanently interfere with the operation of another Cibolo Utility operating within the City of Cibolo.
- C. All work must be performed with reasonable diligence and without unnecessary inconvenience to the public or individuals. None of the facilities shall unreasonably endanger the lives of persons, unreasonably interfere with any public improvements the City may deem proper to make, or unnecessarily obstruct the free use of the streets, alleys, bridges, easements or public property.

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

- A. The rates, rules and regulations of Cibolo Utilities shall be subject to approval by City Council.
- B. Cibolo Utilities shall be entitled to require from each and every customer to make such deposits and payments as required by Cibolo Utilities, and to comply with applicable rules and regulations.

#### **SECTION 6: Franchise Fees**

- A. The streets, rights-of-way, and public easements to be used by the Cibolo Utilities in the operation of its system within the boundaries of the City are valuable public properties acquired and maintained by the City at great expense to its taxpayers. Additionally, the City incurs costs in regulating and administering these utilities which could otherwise be used for other City business thereby increasing personnel and technology demand. As a result, the City shall through the term of this franchise ordinance collect a Primary Franchise Fee and Offset Costs from Cibolo Utilities as shown below:
  - 1. Primary Franchise Fee: three percent (3%) of the Total Recovered Bills, and
  - 2. Offset Costs: specific percentages of the annual budget for certain departments as specified in the list of City of Cibolo Public Utilities and Offset Costs, attached hereto as Attachment A, and as administratively amended from time to time with City Manager approval.
- B. In addition to the fees above, the City may offset additional costs in the event of a failure of the Cibolo Utility or other event requiring extensive additional City resources. The City shall provide a written explanation of additional costs in these events.

C. The fee shall be paid monthly or as agreed to by the Finance Director.

**SECTION 7. Intent and Limitations**

This ordinance is intended to identify proper and authorized usage of public property and to authorize and clarify franchise fees collected from public utilities in Cibolo. Nothing herein grants a private right of action for any resident, company, or other individual or entity, whether located in or out of the City, against the City or a City Utility for violation of this ordinance. Further, this ordinance does not establish a standard of care for the purposes of any private rights of action.

**SECTION 8. Savings.** All rights and remedies of the City of Cibolo are expressly saved as to any and all violations of the provisions of any ordinances which have accrued at the time of the effective date of this Ordinance; and, as to such accrued violations and all pending litigation, both civil and criminal, whether pending in court or not, under such ordinances, same shall not be affected by this Ordinance but may be prosecuted until final disposition by the courts.

**SECTION 9. Repeal.** This Ordinance shall be and is hereby cumulative of all other ordinances of the City of Cibolo, Texas, and this Ordinance shall not operate to repeal or affect any of such other ordinances except insofar as the provisions thereof might be inconsistent or in conflict with the provisions of this Ordinance, in which event, such conflicting provisions, if any, in such other ordinances are hereby repealed.

**SECTION 10. Severability.** If any section, paragraph, sentence, clause, or phrase of this Ordinance shall for any reason be held to be unconstitutional or invalid by a court of competent jurisdiction, such decision shall not affect the validity of the remaining portions of this Ordinance. 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 11. Open Meeting.** The City Council hereby finds and determines that the meeting at which this Ordinance was passed was conducted in accordance with the Texas Open Meetings Act.

**SECTION 12. Effective Date.** This Ordinance shall become effective and be in full force and effect upon passage.

*<signatures of the following pages>*

**PASSED, APPROVED, AND ADOPTED THIS \_\_\_\_\_ DAY OF \_\_\_\_\_  
2024.**

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

**ATTEST:**

**APPROVED AS TO FORM:**

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

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

**ATTACHMENT A**

**LIST OF CIBOLO UTILITIES AND THEIR OFFSET COSTS**

<b>Cibolo Utility</b>	<b>Percentage and Department for Offset Costs</b>
Cibolo Water/Wastewater Services:	<ol style="list-style-type: none"><li>1. 30% of the Public Works Department Annual Administration Budget</li><li>2. 11% of the Human Resources Department Annual Budget</li><li>3. 7% of the Information Technology Department Annual Budget</li><li>4. 38% of the Finance Department Annual Budget</li></ol>
Drainage Utility District	<ol style="list-style-type: none"><li>1. 22.5% of the Public Works Annual Administration Budget</li></ol>



City Council Regular Meeting Staff Report

Approval/Disapproval of an Ordinance for a Comprehensive Sign Program application for certain real property located at 400 Cibolo Valley Drive, legally described as CIBOLO VALLEY DRIVE RETAIL, LOT 1, BLK A 1.557 ACS. (Ms. Huerta)

Meeting	Agenda Group
Tuesday, September 10, 2024, 6:30 PM	Ordinances Item: 9C
From	
Susana Huerta, Assistant Planning Director	
Staff Contact(s)	
Susana Huerta,	

COUNCIL ACTION: Discussion/Action regarding the above referenced petition

PLANNING & ZONING RECOMMENDATION: Approval by 7-0 Vote

PROPERTY INFORMATION:

Project Name: SGP-24-02  
 Owners: ADISORA, LLC  
 Representative: Mary Gorman, Southwest Texas Sign Service, Inc.  
 Location/Area: 400 Cibolo Valley Drive, 3.023 acres  
 Location: Cibolo Valley Drive  
 Council District: 4  
 Zoning: Retail/Office (C-3)

FINDINGS:

The applicant property is located within the Retail/Office (C-3) zoning district on Cibolo Valley Drive, across from the Cibolo Bend Shopping Center. North of the property is Move It Storage and The Brooks of Cibolo. The remaining surrounding properties are predominantly commercially zoned. CVS and a Pic-N-Pac are located south of the property. All adjacent properties are within the C-3 zoning district. The applicant is requesting a Comprehensive Sign Program to allow additional wall signs, for which the combined total square footage would exceed the maximum allowable square footage for a single commercial building fronting an "other" street type. A 34 and 31.25 square foot wall sign (Signs A2 and B) facing Cibolo Valley Drive was approved on June 28, 2024. The requested program includes an additional sign (Sign A1), totaling 34 square feet, that face an interior right-of-way (ROW).

Staff recognizes the limitations imposed by the current Sign Ordinance and is actively working with the City Attorney's Office to amend it. The proposed changes would eliminate the need for this sign program or variance.

Code of Ordinances Chapter 58 Signs, Section 58-14 allows for "Comprehensive Sign Program"



The use of comprehensive sign program is designed for integrated commercial and industrial developments that generally have multiple uses, multiple shared points of access, or that may be a part of a large scale development, such as a shopping mall or industrial park that is identifiable by a single development name, or by a school or hospital that may have multiple buildings and/or special signage needs; to allow site or development project signage that is appropriate to the character of the development in order to adequately identify the development in a form so as to provide a good visual environment, promote traffic safety, and minimize sign clutter in a form that is appropriate to the development and consistent with the purpose and intent of these sign requirements.

**PUBLIC NOTICE:**

Notice was published within the local newspaper (Seguin Gazette) on July 21, 2024, and the [City Website](#). Individual letters were sent by mail to 8 property owners within 200' of the site. To date, staff has received zero (0) in favor of and zero (0) in opposition. Public Hearings were scheduled for August 14, 2024, (Planning and Zoning Commission) and on August 27, 2024, (City Council). Approval/Disapproval of the Comprehensive Sign Program is tentatively scheduled for the September 10, 2024, City Council meeting.

**CITY COUNCIL ACTION:**

1. **Approve** the requested Comprehensive Sign Program for certain real property located at 400 Cibolo Valley Drive, legally described as CIBOLO VALLEY DRIVE RETAIL, LOT 1, BLK A 1.557 ACS.
2. **Approve** the requested Comprehensive Sign Program for certain real property located at 400 Cibolo Valley Drive, legally described as CIBOLO VALLEY DRIVE RETAIL, LOT 1, BLK A 1.557 ACS, **with conditions**.
  1. Staff recommend that a condition be added that approval is subject to all fees related to the review and processing of the application be paid in full.
3. **Deny** of the Comprehensive Sign Program application **with findings**.

**STAFF ANALYSIS:**

Comprehensive sign programs shall be subject to review by the Planning and Zoning Commission and approval by the City Council. The Planning and Zoning Commission shall recommend that City Council approve, deny, or approve with conditions any sign program application if it finds by a preponderance of the presented evidence that approval or denial conforms to criteria listed section 58-14, items 3-7.

3. *Compatibility required.* The comprehensive sign program shall promote compatibility for all signs within the specific development. Architectural theme, materials, and color should be consistent with or complement the overall character of the development in which the signs are proposed to be located and the area surrounding the development in which the signs would be located.

**STAFF FINDINGS:** The proposed design of the sign is not in conflict with the surrounding area. It is compatible with the design of the building, which is standard for Whataburger restaurants across Texas.

4. *Size and height.* Signs proposed under the comprehensive sign program shall be no larger than a maximum of 50 percent of the standards of the sign regulations unless the applicant can demonstrate a site specific consideration, or considerations, why a deviation in excess of the 50 percent standard is justified.

Per Code of Ordinances Sec. 58-12 – *On-premises Signs*:

Sign Type	Max Sign Face Area (in sq. ft.)	Number of Signs
Wall Sign (All Other Streets)	60*	Per allowable sq. ft.
* May include additional square footage to signage of .005 times 1st floor square footage (excluding stairwells, bathrooms and food prep areas).		

**STAFF FINDINGS:** 76.53 square feet is allowed under the current ordinance. The proposed sign and the previously approved signs have a combined total square footage of 99.25 square feet. The applicant is requesting an additional 22.72 square feet, which is within the allowed maximum 30 square feet that is allowed by the sign program.

5. *Off-site signs.*

**STAFF FINDINGS:** This item is not applicable.

6. *Placement.* Signs proposed under the comprehensive sign program shall be placed appropriately in areas visible and readable. Review of location is considered by traffic movement of surrounding streets, traffic volumes and access points, MSHTO and engineering standards, visibility triangles, sign orientation and topographic features.

Code of Ordinances Sec. 58-5 states that wall signs must face a right-of-way (ROW), be it public or private.

**STAFF FINDINGS:** Not only is the proposed sign facing a ROW, but it is also appropriately placed on the building to be visible from northbound Cibolo Valley Drive.

7. *Integration.* All signs must be integrated with the design of the building and the site development, reflecting the architecture, building materials, and landscape elements of the project. The means of integrating freestanding signs with the architecture of the building may be achieved through replication of architectural embellishments, colors, building materials, texture, and other elements found in the building design. Integration shall also include the use of sign graphics that are consistent in terms of lettering style, colors, and method of attachment as used for wall-mounted signing found on the building.

**STAFF FINDINGS:** The proposed sign integrates well with the design and architecture of the building. Staff finds no issue with the design and method of mounting.

**Attachments**

[Ordinance](#)

[Application](#)

[Sign Package](#)

[Property Map](#)



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

**AN ORDINANCE OF THE CITY OF CIBOLO, TEXAS APPROVING A COMPREHENSIVE SIGN PROGRAM FOR CERTAIN REAL PROPERTY LOCATED AT 400 CIBOLO VALLEY DRIVE TO INCLUDE THREE SIGNS; DECLARING COMPLIANCE WITH APPLICABLE STATE AND LOCAL LAWS; PROVIDING FOR SEVERABILITY, REPEAL, SAVINGS, PUBLICATION AND CODIFICATION; DECLARING CONDUCT OF MEETING IN COMPLIANCE WITH THE TEXAS OPEN MEETINGS ACT; PROVIDING A PENALTY; PROVIDING AN EFFECTIVE DATE; AND CONTAINING OTHER PROVISIONS RELATED TO THE SUBJECT.**

**WHEREAS**, Texas Local Government Code Section 216.003 authorizes the City of Cibolo ("City"), as a home rule municipality, to require the relocation, reconstruction, or removal of any sign within its corporate limits or extraterritorial jurisdiction; and

**WHEREAS**, the City has adopted sign regulations codified as Chapter 58 of the City's Code of Ordinances; and

**WHEREAS**, Section 58-14 of the Cibolo Code of Ordinances provides for the approval of a Comprehensive Sign Program for properties that are integrated commercial or industrial developments; and

**WHEREAS**, Adisora, LLC, by and through Southwest Texas Sign Service Inc, filed an application for a Comprehensive Sign Program for certain property within the corporate limits of the City, located at 400 Cibolo Valley Drive, across from the Cibolo Bend Shopping Center, North of the applicant property is Move It Storage and The Brooks of Cibolo. (said portion being hereinafter called "Property"); and

**WHEREAS**, the Comprehensive Sign Program includes three signs identifying the Adisora's establishment; and

**WHEREAS**, the City Council finds two public hearings were held for the purpose of providing all interested persons the opportunity to be heard concerning the proposed Comprehensive Sign Program; and

**WHEREAS**, the City Council finds legal notice, notifying the public of both public hearings on the consideration of the requested variance, was posted on the City's official website and published

in the *Seguin Gazette*, a newspaper of general circulation in the City, in accordance with state and local law; and

**WHEREAS**, the City Council finds the Planning and Zoning Commission, after due consideration of the requested Comprehensive Sign Program, including all matters specified in Section 58-14 of the Code of Ordinances, issued its recommendation regarding the variance to the City Council in accordance with state and local law; and

**WHEREAS**, the City Council finds that the Planning and Zoning Commission found 1) the proposed signs is compatible with the surrounding area and overall development, 2) the proposed signs are under the 50 percent maximum; 3) this application does not include offsite signs; 4) the proposed signs face an interior right-of-way (ROW), which is visible, readable, and typical for many businesses in the area, and 5) The proposed signs integrate well with the design and architecture of the building; and

**WHEREAS**, the City Council, having duly considered the request for a Comprehensive Sign Program, desires to approve the Program.

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

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

**SECTION 2. Description of Property.** The Property to which this Ordinance applies is identified as 400 Cibolo Valley Drive, Texas.

**SECTION 3. Comprehensive Sign Program Approved.** A Comprehensive Sign Program consistent with the application and sign package as shown in Exhibit A is hereby approved on the condition that all fees associated with the review and processing of the application have been paid in full within 30 days of this conditional approval.

**SECTION 4. Declaration of Compliance.** The City Council finds that all required public notices for consideration of the variance have been properly issued and all required public hearings have been properly conducted.

**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 6. 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 7. 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 8. 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 9. 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 10. Penalty.** It shall be unlawful for any person to violate any provision of this Ordinance. Any person or responsible party that violates any provision of this chapter may be charged with a misdemeanor and shall, upon conviction, be punished by a fine not to exceed \$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 12. Effective Date.** This Ordinance will become effective within the corporate city limits of the City of Cibolo upon the required newspaper publication.

**ORDERED on this \_\_\_\_ day of \_\_\_\_\_ 2024.**

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

**ATTEST:**

**APPROVED AS TO FORM:**

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

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



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

**UNIVERSAL APPLICATION - MASTER SIGN PROGRAM**

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

Project Name: Whataburger #1261

Total Acres: 1.56 Survey Name: N/A Abstract No.: 137

Project Location (address): 400 Cibolo Valley Dr.

Current Zoning: C3 Overlay:  None  Old Town  FM 78

Proposed Zoning: Commercial # of Lots: 1 # of Units: N/A

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

Other

Current Use: N/A Total Proposed Square Footage: 99.29 SF

Proposed Use: Chain Restaurant (Commercial/Industrial only)

**Applicant Information:**

Property Owner Name: ADISON, LLC

Address: 1311 NE 147th Ave City: Vanouver

State: WA Zip Code: 98684 Phone: 360-8281175

Email: ANTYAYA@HOTMAIL.COM Fax: N/A

\*Applicant (if different than Owner): Southwest Texas Sign Service, Inc.

\* Letter of Authorization required

Address: 7280 S. W.W. White Rd. City: San Antonio

State: TX Zip Code: 78222 Phone: (210) 648-1928

Email: mary@swtss.com Fax: (210) 648-3895

Representative: Mary Gorman

Address: 7280 S. W.W. White Rd. City: San Antonio

State: TX Zip Code: 78222 Phone: (210) 648-1928

Email: mary@swtss.com Fax: (210) 648-3895

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

[Signature]  
 Owner or Representative's Signature

Marcia I O'NEAL, Manager  
 Typed / Printed Name

State of WASHINGTON

County of CLARK

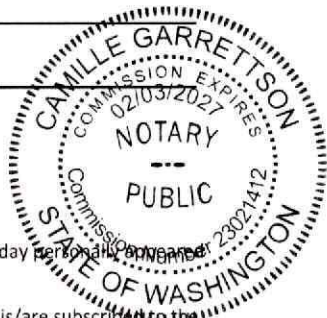
Before me, CAMILLE GARRETSON, on this day 5<sup>th</sup> of JUNE, 2024  
 Name of Notary Public

MARCIA I. O'NEAL, to be the person(s) who is/are subscribed to the foregoing instrument and acknowledge to me that he/she/they executed the same for the purposes and consideration therein expressed.

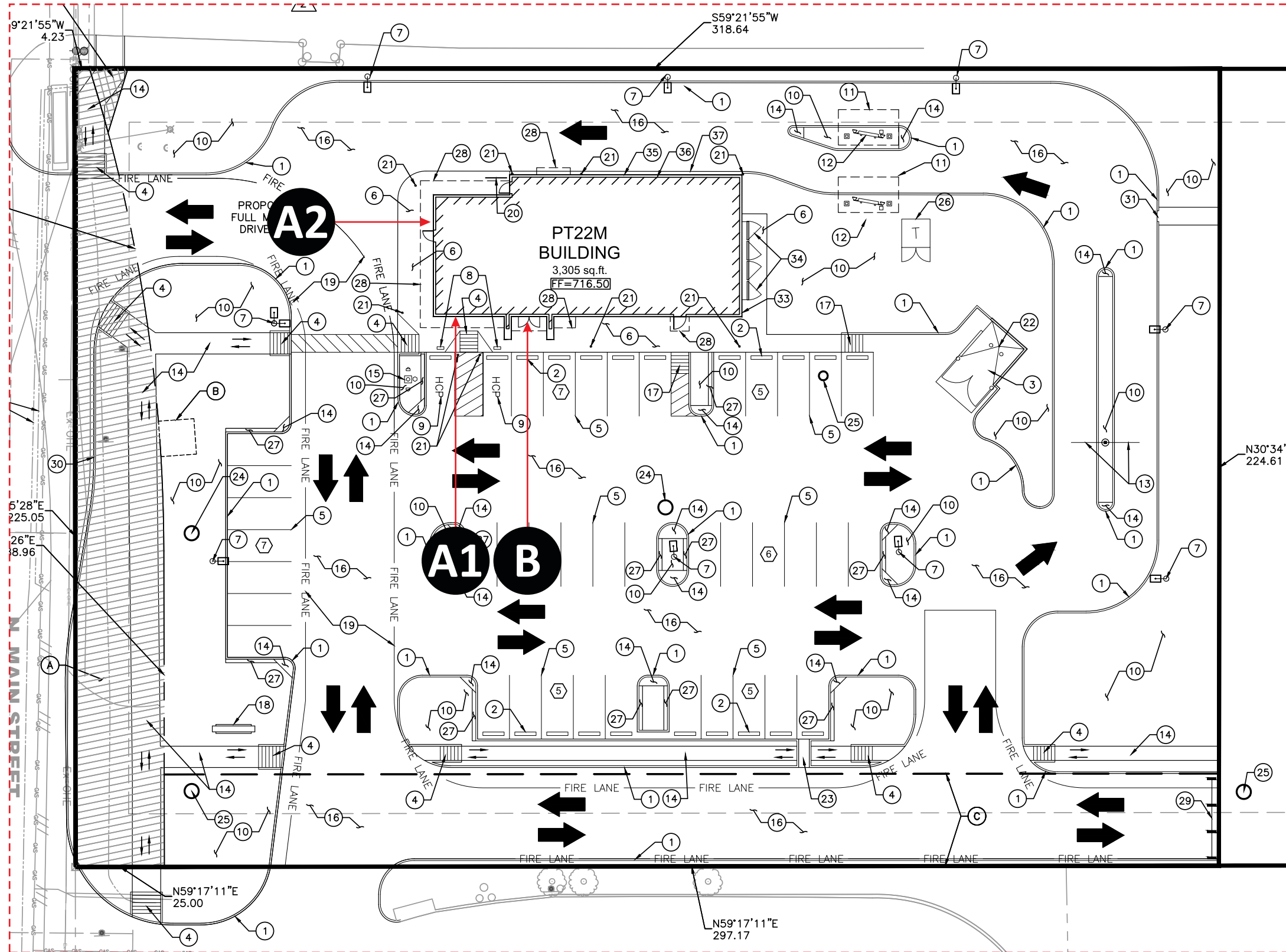
Given under my hand and seal of office this 5<sup>th</sup> day of JUNE, 2024

Camille Garretson  
 Notary Public Signature

(Notary Seal)



<b>City of Cibolo Use Only</b>
Total Fees
Payment Method
Submittal Date
Accepted by
Case Number



Design #

0638575AR6 PERMIT

Sheet 2 of 6

Client

#1261

Address

NEQ Cibolo Valley Dr and FM 11, Cibolo, TX

Acct. Rep. DEBBIE MOLTZ  
Coordinator LAUREN STACKHOUSE

Designer IH

Date 3/12/24

Approval / Date

Client

Sales

Estimating

Art

Engineering

Landlord

Revision/Date

R1(4-3-24)IH: Change to dual tenant sign. Add another cabinet to the side of Whataburger that is 5' x 4' 6" and extend the brick base across.

R2(4/24/24)JGZ: Revise monument sign design.

R3(5-10-24)IH: A3 & B Delete

E: Relocate to position shown with orange rectangle in orange circle on site plan in PT Art References. NEW: Add (2) directional signs 4' tall illum cut-away top standard in position shown with pink rectangles on site plan in PT Art References. Both should read "DRIVE THRU" on both sides.

R4(6-5-24)IH: D: Sign needs to be moved back over where the sign was originally shown on the plans (by E1) but move forward closer to the road. Eliminate 1 blank tenant space and reduce to 6' OAH. Q: E1 Delete

R5(7-23-24)IH: For permits, we need a copy of the art with a site plan only showing the building signage.

R6(7-23-24)IH: Remove "C" from the entire artwork to submit to the city for permits.



chandlersigns.com

National Headquarters 14201 Sovereign Road #101 Fort Worth, TX 76155 (214) 902-2000 Fax (214) 902-2044

San Antonio 17319 San Pedro Avenue Suite 200 San Antonio, TX 78232 (210) 349-3804 Fax (210) 349-8724

Georgia 111 Woodstone Place Dawsonville, GA 30534 (678) 725-8852 Fax (210) 349-8724

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FINAL ELECTRICAL CONNECTION BY CUSTOMER

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Design #

0638575AR4

Sheet 2 of 9

Client

#1261

Address

NEQ Cibolo Valley Dr and FM 11, Cibolo, TX

Acct. Rep. DEBBIE MOLTZ  
Coordinator LAUREN STACKOLTZ

Designer IH

Date 3/12/24

Approval / Date

Client

Sales

Estimating

Art

Engineering

Landlord

Revision/Date

R1(4-3-24)IH: Change to dual tenant sign. Add another cabinet to the side of Whataburger that is 5' x 4' 6" and extend the brick base across.

R2(4/24/24)JGZ: Revise monument sign design.

R3(5-10-24)IH: A3 & B Delete

E Relocate to position shown with orange rectangle in orange circle on site plan in PT Art References. NEW Add (2) directional signs 4' tall illum cut-away top standard in position shown with pink rectangles on site plan in PT Art References. Both should read 'DRIVE THRU >' on both sides.

R4(6-5-24)IH: D Sign needs to be moved back over where the sign was originally shown on the plans (by E1) but move forward closer to the road. Eliminate 1 blank tenant space and reduce to 6' OAH. Q E1 Delete



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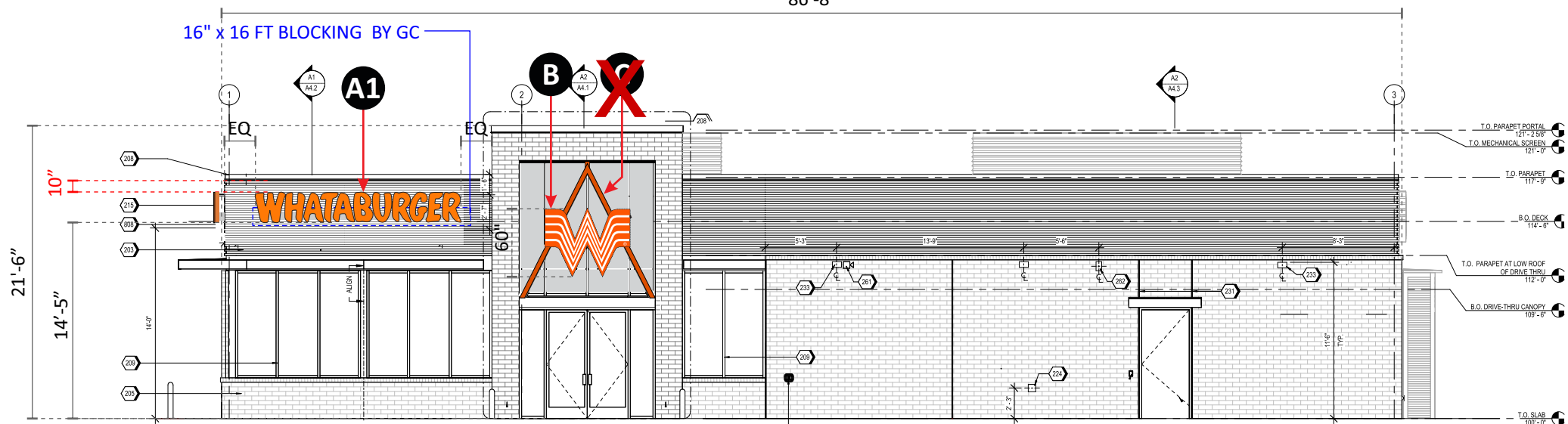
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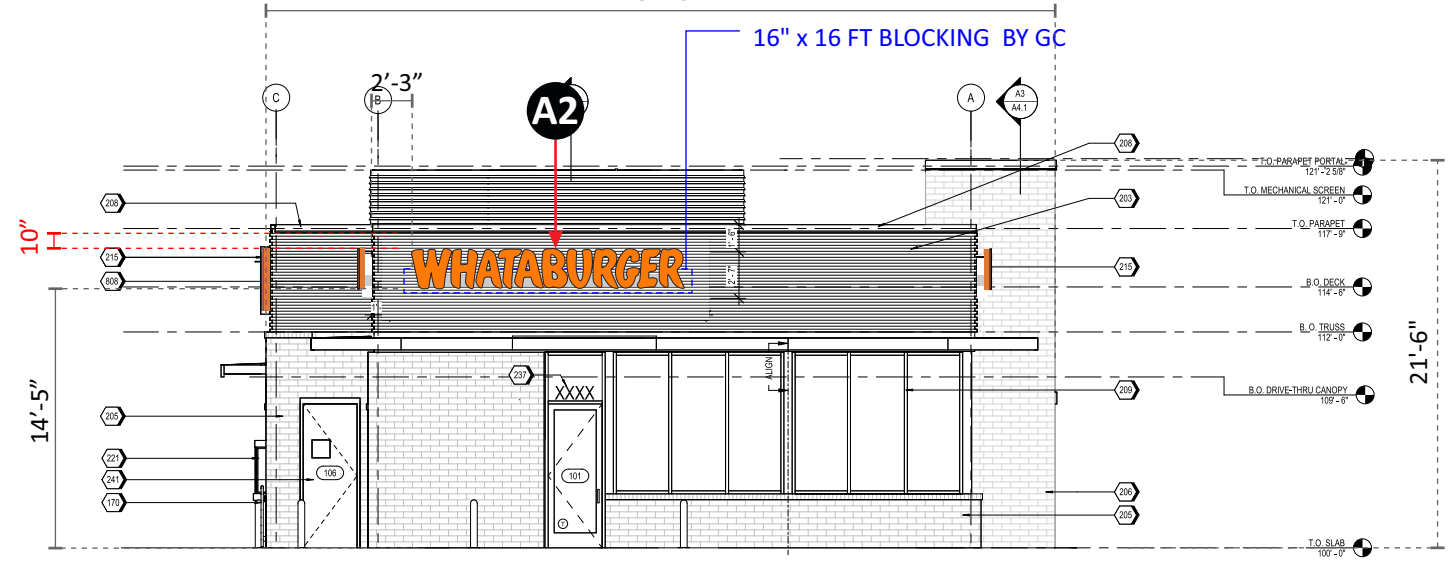
86'-8"



PARKING LOT ELEVATION

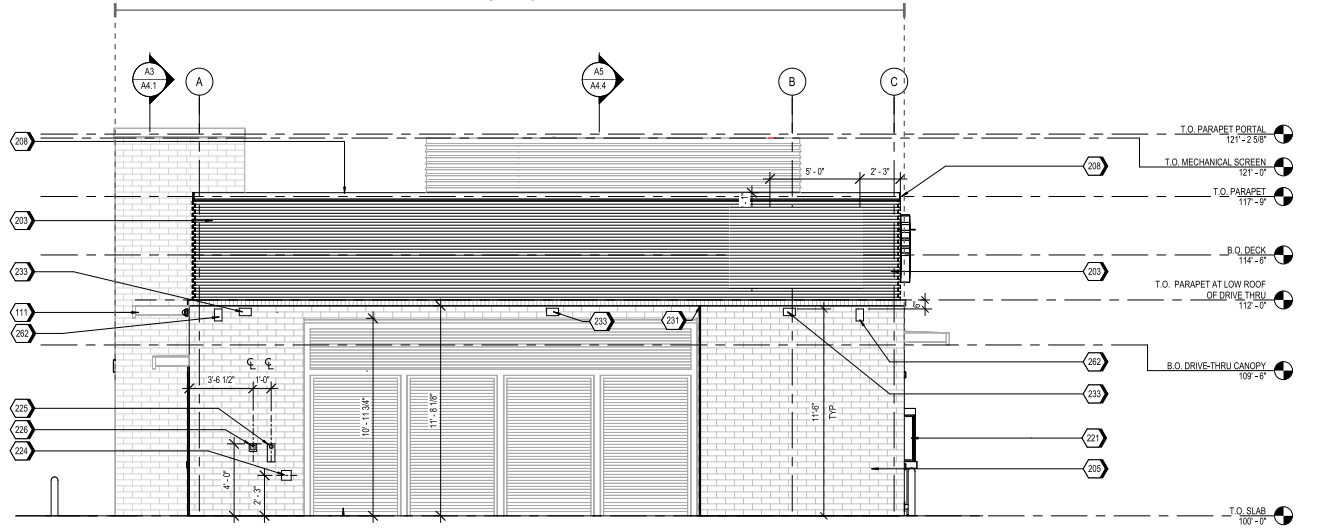
Material specifications table including EXTERIOR METAL (MP01, MP02, MP03), EXTERIOR BRICK (BR01, BR02), EXTERIOR PAINT (PT-5), GLAZING (GL01, GL02, GL03), and STOREFRONT SYSTEM (SS01).

43'-10"



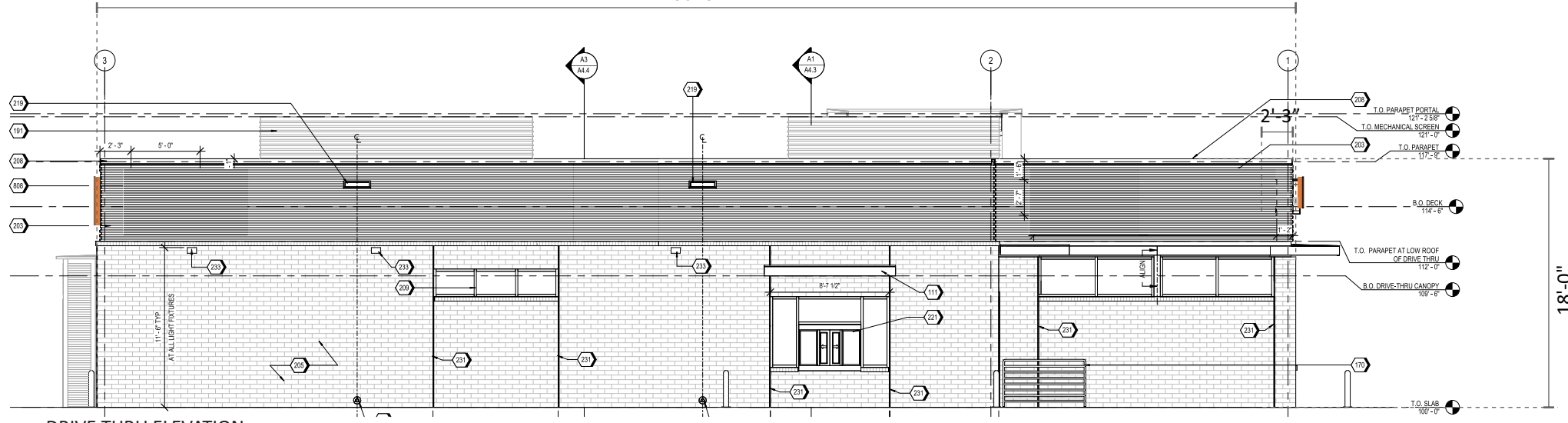
FRONT ELEVATION

43'-10"



BACK ELEVATION

86'-8"



DRIVE THRU ELEVATION

Legend table listing callout numbers and descriptions for materials and components like canopy, electrical panel, guardrail, metal panel, brick veneer, coping, storefront system, signage, window, hydrant, grease shield, expansion joint, light fixture, paint, address sign, access point, and blocking.

SCALE 3/32" = 1'-0"





Design #

0638575AR6 PERMIT

Sheet 3 of 6

Client

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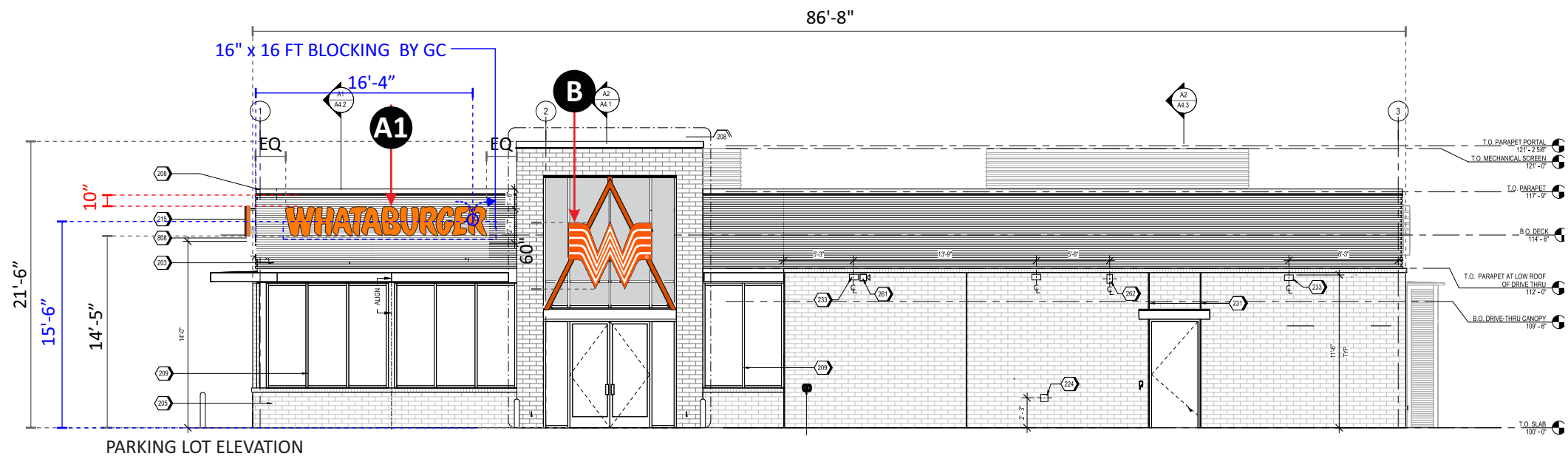
Date 3/12/24

Approval / Date

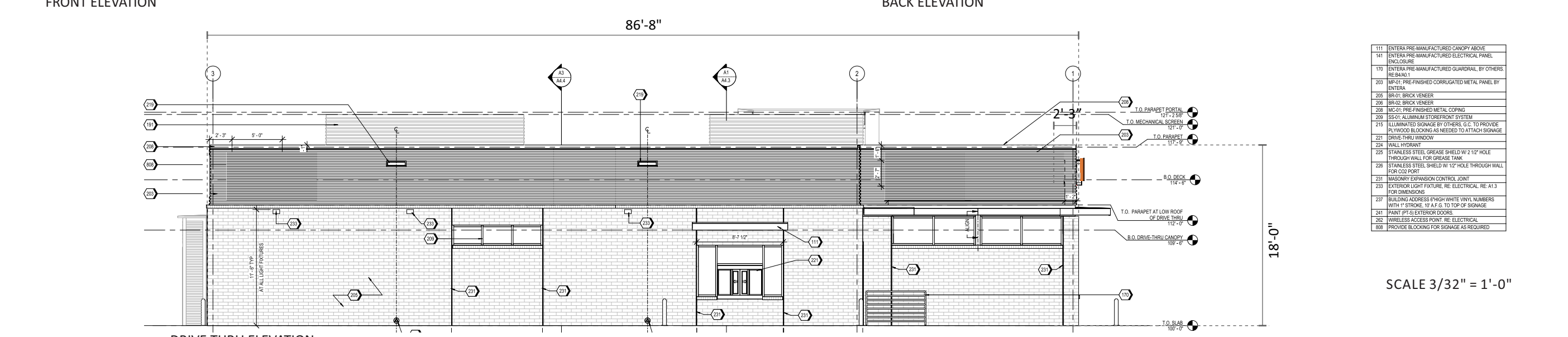
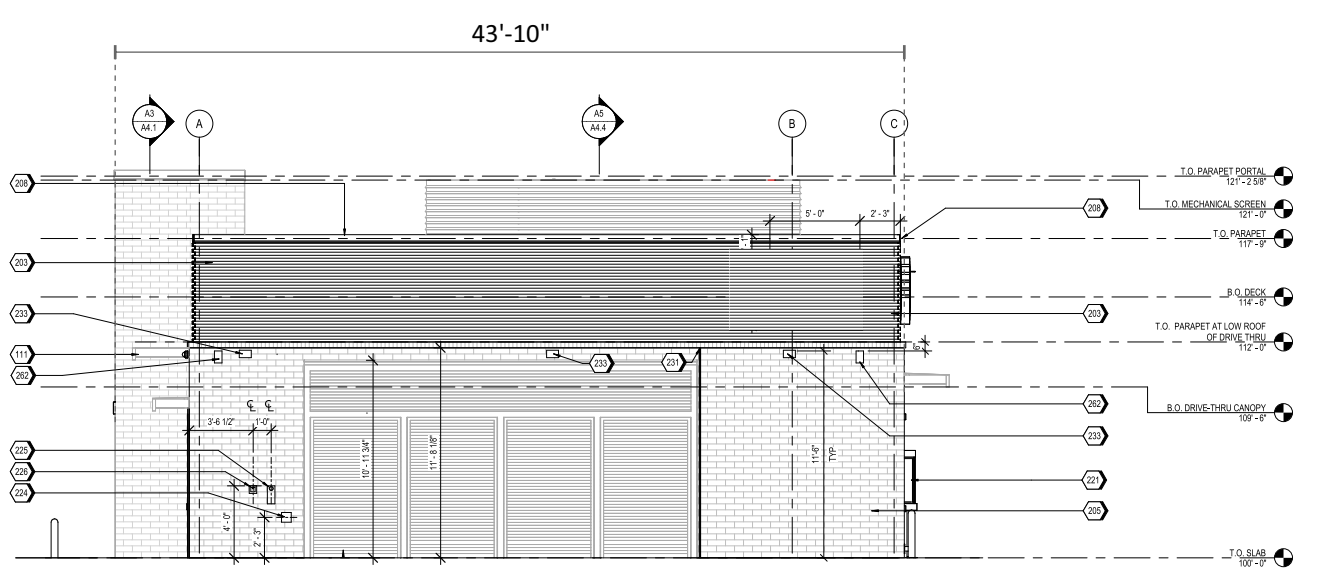
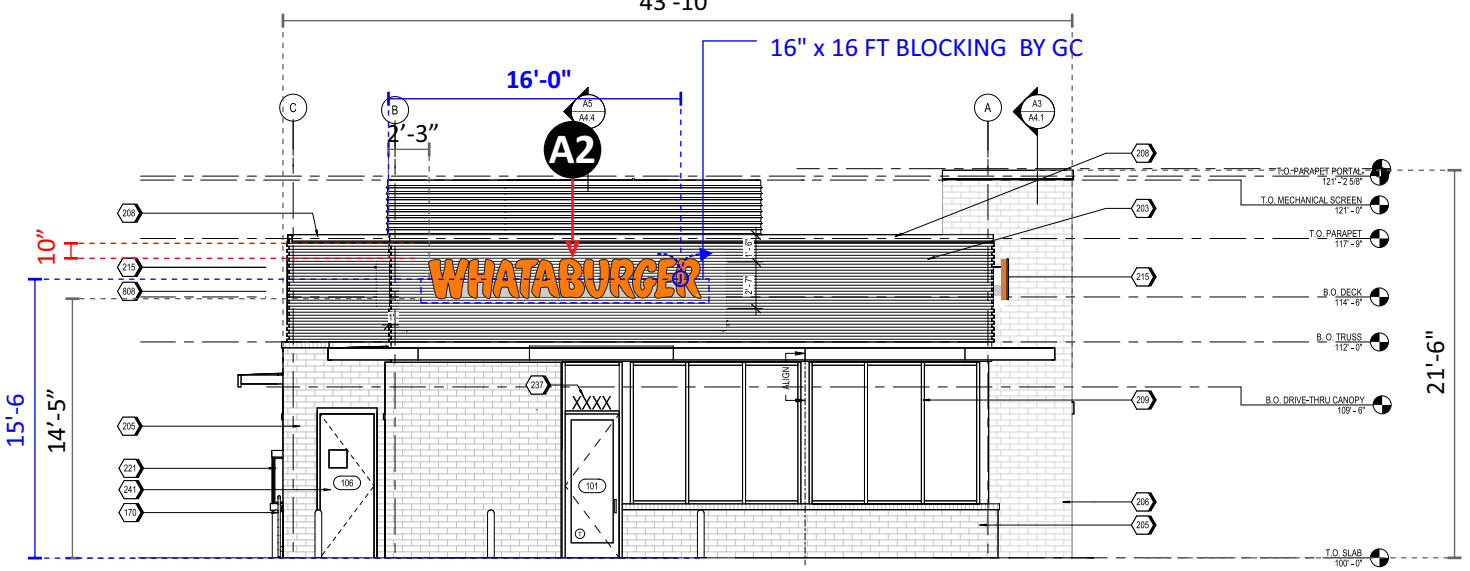
Client  
Sales  
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Art  
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Revision/Date

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- R5(7-23-24)IH: For permits, we need a copy of the art with a site plan only showing the building signage.
- R6(7-23-24)IH: Remove "C" from the entire artwork to submit to the city for permits.



<b>EXTERIOR METAL</b>	<b>MP01 METAL PANEL</b>	<b>MP02 METAL PANEL</b>	<b>MC01 METAL PANEL</b>	<b>EXTERIOR PAINT</b>
MP01 METAL PANEL SPECIFICATION SECTION: 07 42 13.13 ITEM: FLASHING MANUFACTURE: EXTERIOR BRANDING PRODUCT NAME: SHEET METAL FLASHING MATERIAL: GALVALUM COLOR: WHATABURGER GRAY SIZE: Varies LOCATION: SEE ELEVATIONS NOTE: SEE ELEVATIONS	MP02 METAL PANEL SPECIFICATION SECTION: 07 42 13.13 ITEM: FLASHING MANUFACTURE: EXTERIOR BRANDING PRODUCT NAME: SHEET METAL FLASHING MATERIAL: GALVALUM COLOR: WHATABURGER GRAY SIZE: Varies LOCATION: SEE ELEVATIONS NOTE: SEE ELEVATIONS	MP03 METAL PANEL AT ELECTRICAL ENCLOSURE SPECIFICATION SECTION: 07 42 13.13 ITEM: FLASHING MANUFACTURE: EXTERIOR BRANDING PRODUCT NAME: SHEET METAL FLASHING MATERIAL: GALVALUM COLOR: WHATABURGER GRAY SIZE: Varies LOCATION: SEE ELEVATIONS NOTE: SEE ELEVATIONS	MC01 METAL PANEL SPECIFICATION SECTION: 07 42 13.13 ITEM: FLASHING MANUFACTURE: EXTERIOR BRANDING PRODUCT NAME: SHEET METAL FLASHING MATERIAL: GALVALUM COLOR: WHATABURGER GRAY SIZE: Varies LOCATION: SEE ELEVATIONS NOTE: SEE ELEVATIONS	PT-5 EXTERIOR PAINTING SPECIFICATION SECTION: 09 01 13.13 MANUFACTURE: SHEPPARD/WHITES LOCATION: SEE ELEVATIONS NOTE: FLAT PAINT INTERIOR SIDE OF DOOR/FRAMES DOOR/HELL FRESH
<b>EXTERIOR BRICK</b>	<b>EM01 EXTERIOR MORTAR</b>	<b>GL01 GLAZING</b>	<b>SS01 STOREFRONT SYSTEM</b>	
BR01 EXTERIOR BRICK SPECIFICATION SECTION: 04 20 13 MANUFACTURE: ACME TYPE: UTILITY COLOR: VANILLA SIZE: 3-6P 3.58P X 11-0P	EM01 EXTERIOR MORTAR SPECIFICATION SECTION: 04 20 13 MANUFACTURE: ACME TYPE: UTILITY COLOR: VANILLA SIZE: 3-6P 3.58P X 11-0P	GL01 GLAZING SPECIFICATION SECTION: 08 01 03 ITEM: GLASS MANUFACTURE: JETCO PRODUCT NAME: SQUARE/RECTANGULAR OPTICALLY CLEAR GLAZING SIZE: Varies LOCATION: SEE ELEVATIONS	SS01 STOREFRONT SYSTEM SPECIFICATION SECTION: 08 01 13 MANUFACTURE: OLSO/CLAYCO PRODUCT NAME: ALUMINUM THERMAL FRAME SIZE: Varies LOCATION: SEE ELEVATIONS	
BR02 EXTERIOR BRICK SPECIFICATION SECTION: 04 20 13 MANUFACTURE: ACME TYPE: UTILITY COLOR: VANILLA SIZE: 3-6P 3.58P X 11-0P	ST01 CAST STONE MASONRY SPECIFICATION SECTION: 08 02 03 ITEM: CAST STONE MASONRY PRODUCT NAME: CAST STONE MASONRY SIZE: Varies LOCATION: SEE ELEVATIONS	GL03 GLAZING SPECIFICATION SECTION: 08 01 03 ITEM: GLASS MANUFACTURE: JETCO PRODUCT NAME: SQUARE/RECTANGULAR OPTICALLY CLEAR GLAZING SIZE: Varies LOCATION: SEE ELEVATIONS		



111	ENTERA PRE-MANUFACTURED CANOPY ABOVE
141	ENTERA PRE-MANUFACTURED ELECTRICAL PANEL ENCLOSURE
170	ENTERA PRE-MANUFACTURED GUARDRAIL, BY OTHERS, RE: B4A0.1
203	18P-01 PRE-FINISHED CORRUGATED METAL PANEL BY ENTERA
205	BR-01 BRICK VENEER
206	BR-02 BRICK VENEER
208	MC-01 PRE-FINISHED METAL COPING
209	SS-01 ALUMINUM STOREFRONT SYSTEM
215	ILLUMINATED SIGNAGE BY OTHERS, G.C. TO PROVIDE PLYWOOD BLOCKING AS NEEDED TO ATTACH SIGNAGE
221	DRIVE THRU WINDOW
224	WALL HYDRANT
225	STAINLESS STEEL GREASE SHIELD W/ 2 1/2" HOLE THROUGH WALL FOR GREASE TANK
226	STAINLESS STEEL SHIELD W/ 12" HOLE THROUGH WALL FOR CO2 PORT
231	MASONRY EXPANSION CONTROL JOINT
233	EXTERIOR LIGHT FIXTURE, RE: ELECTRICAL, RE: A1.3 FOR DIMENSIONS
237	BUILDING ADDRESS HIGH WHITE VINYL NUMBERS WITH "I" STROKE, 10" A.F.G. TO TOP OF SIGNAGE
241	PAINT (PT) EXTERIOR DOORS
242	WIRELESS ACCESS POINT, RE: ELECTRICAL
262	PROVIDE BLOCKING FOR SIGNAGE AS REQUIRED

SCALE 3/32" = 1'-0"



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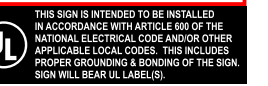
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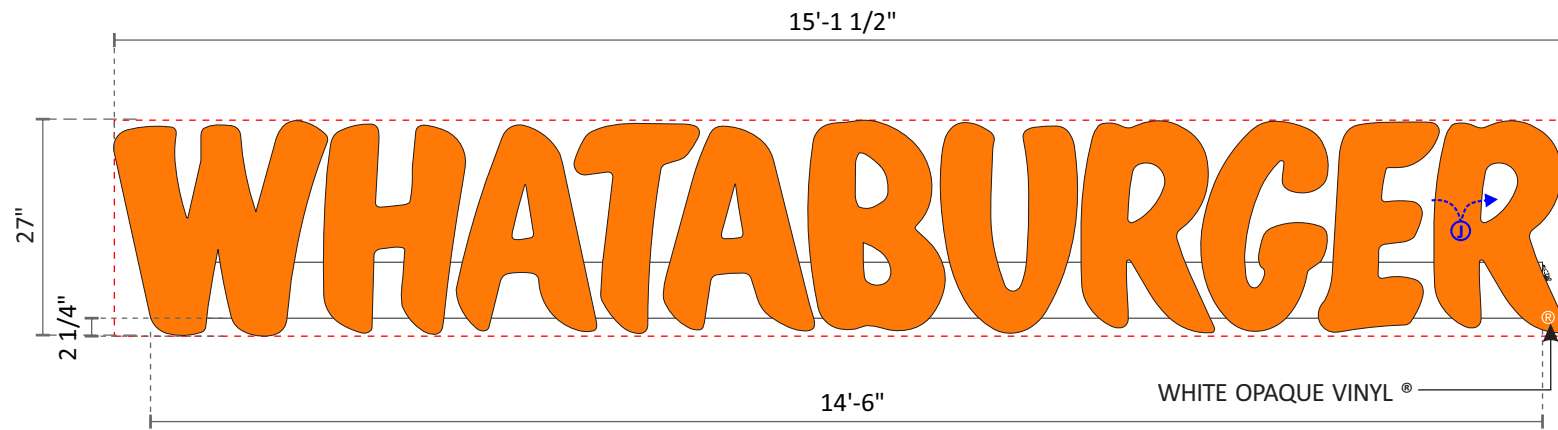
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FINAL ELECTRICAL CONNECTION BY CUSTOMER





**A1 A2**

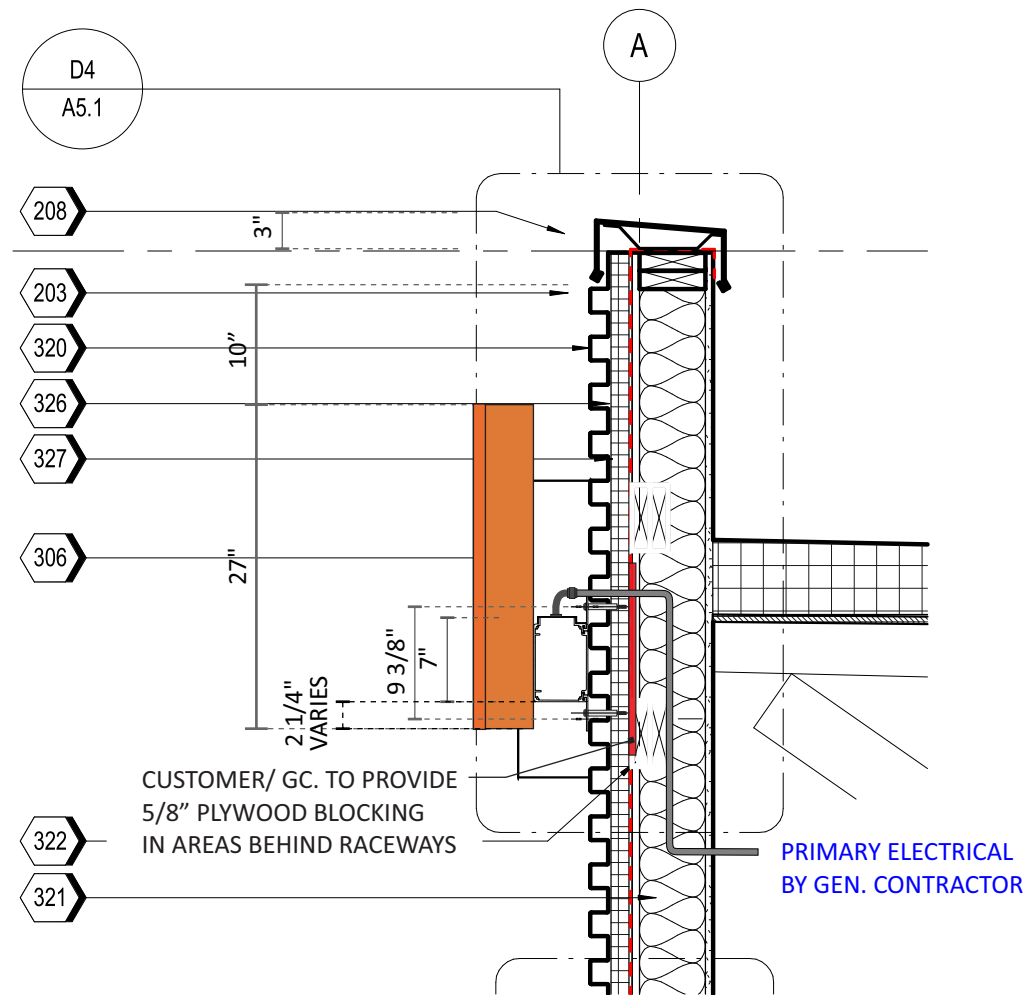
**27" PCL ON RACEWAYS**

TWO ( 2 ) SETS REQUIRED - MANUFACTURE AND INSTALL

SCALE 1/2"=1'-0"

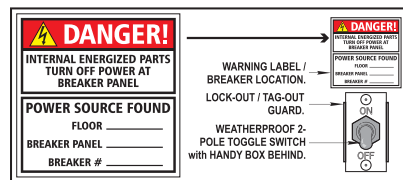
34 SQ. FT.

**NOTE: PRIMARY ELECTRICAL PROVIDED BY G.C. WILL BE BELOW ROOFLINE. GC WILL PROVIDE 5/8" PLYWOOD BLOCKING BEHIND THE CORRUGATED PANELS.**



METAL PANEL WALL PARAPET

SCALE: 3/4" = 1'-0"



2014 / 2017 NEC COMPLIANT SWITCH / LABEL

RETURNS ON LETTERS ARE .040" ALUM. PRE-FINISHED WRISCO CONSTRUCTION ORANGE

.187" THK. #2119 ORANGE ACRYLIC LTR. FACES WITH 1" JEWELITE (ORANGE)

4mm ACM BACKS - PAINT INSIDE WHITE AND OUTSIDE TO MATCH RETURN

1/2" 90-DEGREE ELBOW FOR PRIMARY ELECTRICAL, LOCATED BEHIND "R" AT END OF RACEWAY

MOUNT TO FASCIA WITH 3/8" DIAM. NON-CORROSIVE FASTENERS AND COMPRESSION SPACERS PAINTED TO MATCH RACEWAY. FIELD CUT AS REQUIRED PER WALL CONDITION.

POWER SUPPLY

INTERNALLY ILLUMINATED WITH PRINCIPAL Qm2 4100K WHITE LEDS

1/4" WEEP HOLE W/ LIGHT SHIELD AT LOWEST PART OF EACH LETTER

EXTRUDED ALUM. RACEWAY with ADJUSTABLE MTG. BRACKETS LOCATED APPROXIMATELY 48" ON CENTER AT TOP AND BOTTOM OF RACEWAY.

P.T.M. WALL FINISH - **WHATABURGER GRAY - KENY IN PAINT DEPT. HAS SAMPLE.**

**NOTE: SHIP TOUCH-UP PAINT COLOR TO MATCH BACKGROUND WALL WITH SIGN.**

**MP01 METAL PANEL** (MP01)

SPECIFICATION SECTION: 07 42 13.13  
 MANUFACTURER: ENTERA BRANDING  
 PRODUCT NAME: BERRIDGE BR-12 PANEL IS B.O.D.  
 MATERIAL: 0.040 ALUM.  
 COLOR: WHATABURGER GRAY  
 SIZE: VARIES  
 LOCATION: SEE ELEVATIONS

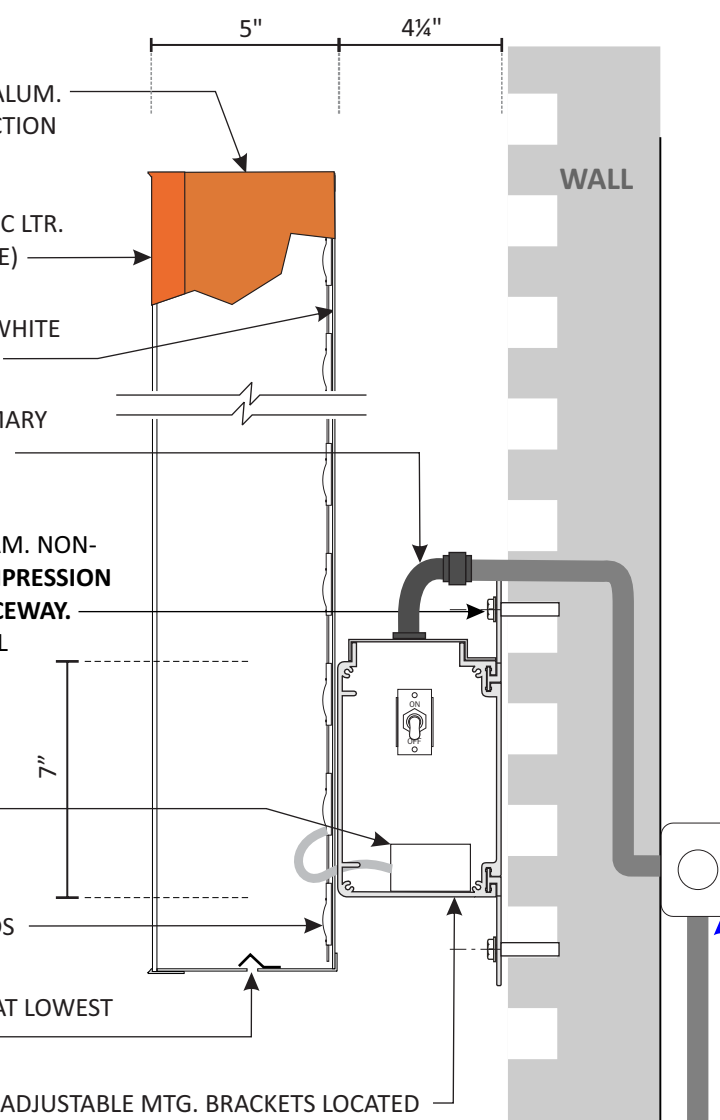
**LETTER SECTION**

N.T.S.

J-BOX BEHIND WALL WITH PRIMARY ELECTRICAL BY G.C.

**NOTE TO INSTALLER**

- ALL BOLTS ON RACEWAY TO BE PAINTED TO MATCH BACKGROUND WALL AFTER SIGN HAS BEEN INSTALLED
- PLUG OPENINGS IN TOP OF RACEWAY



**Design #**

0638575AR6 PERMIT

**Sheet** 4 of 6

**Client**

#1261

**Address**

NEQ Cibolo Valley Dr and FM 11, Cibolo, TX

**Acct. Rep. Coordinator** DEBBIE MOLTZ LAUREN STACKHOUSE

**Designer** IH

**Date** 3/12/24

**Approval / Date**

**Client**

**Sales**

**Estimating**

**Art**

**Engineering**

**Landlord**

**Revision/Date**

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R3(5-10-24)H: A3 & B Delete

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NEW: Add (2) directional signs 4" tall illum cut-away top standard in position shown with pink rectangles on site plan in PT Art References. Both should read "DRIVE THRU" on both sides.

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Sheet 5 of 6

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Designer IH

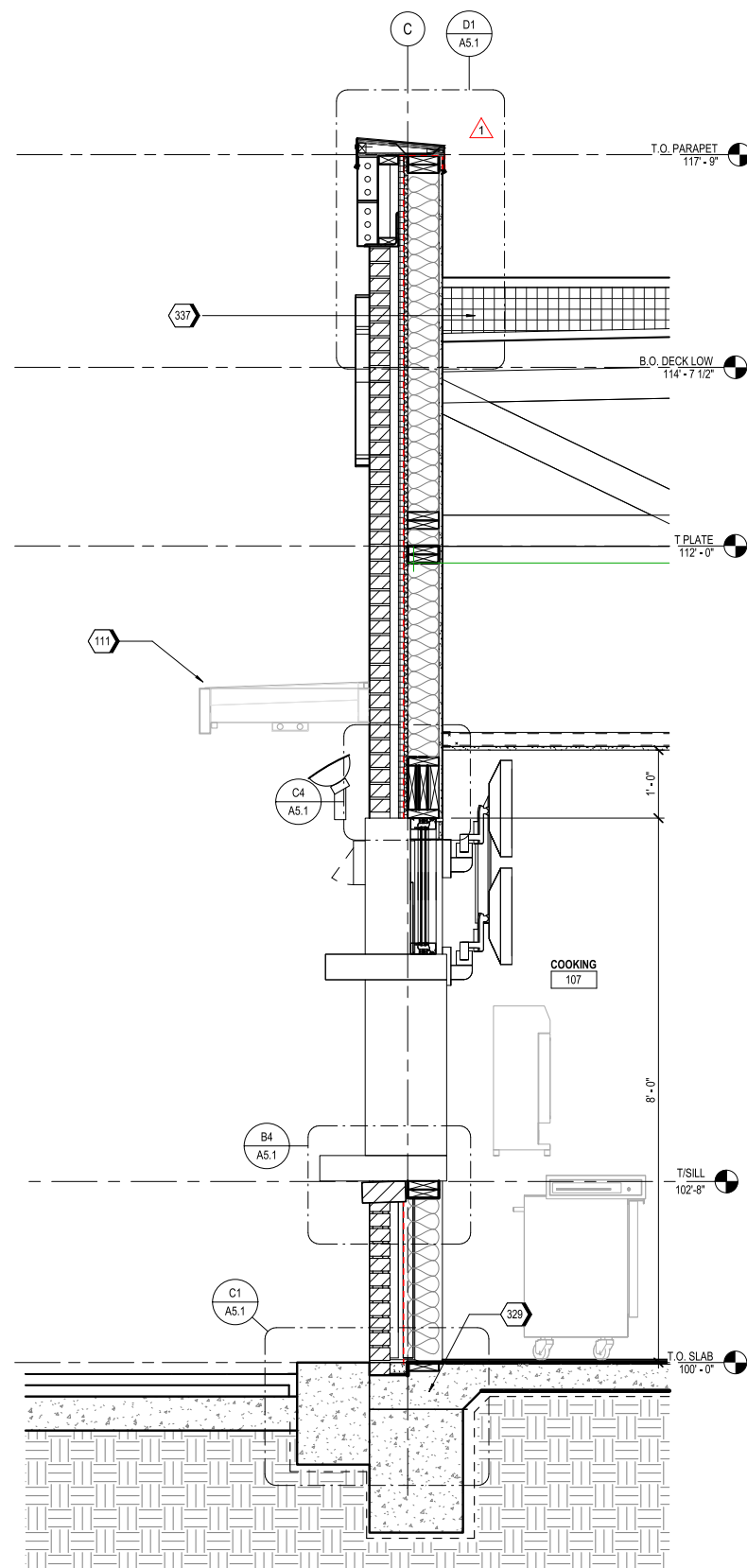
Date 3/12/24

Approval / Date

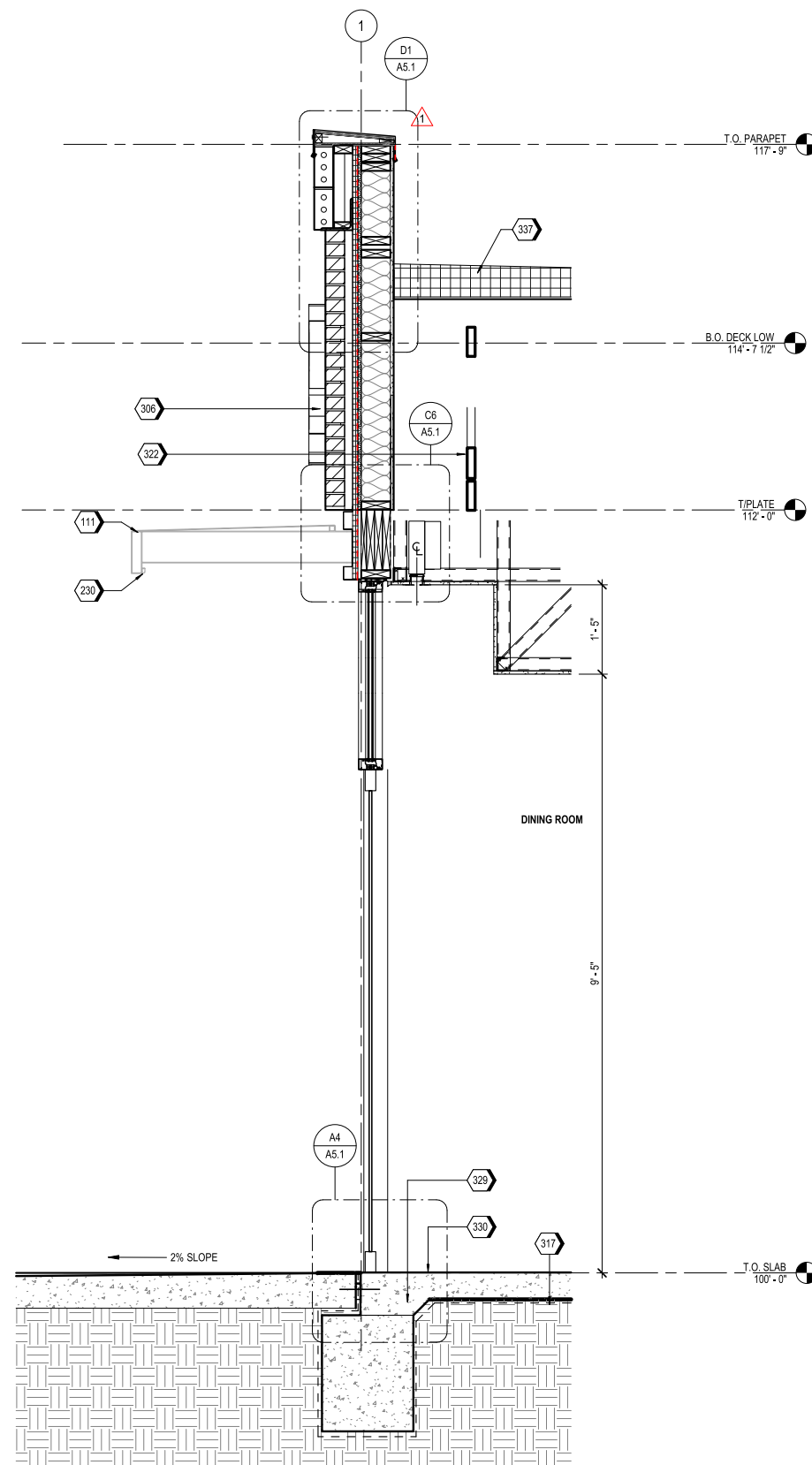
Client	
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Art	
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Landlord	

Revision/Date

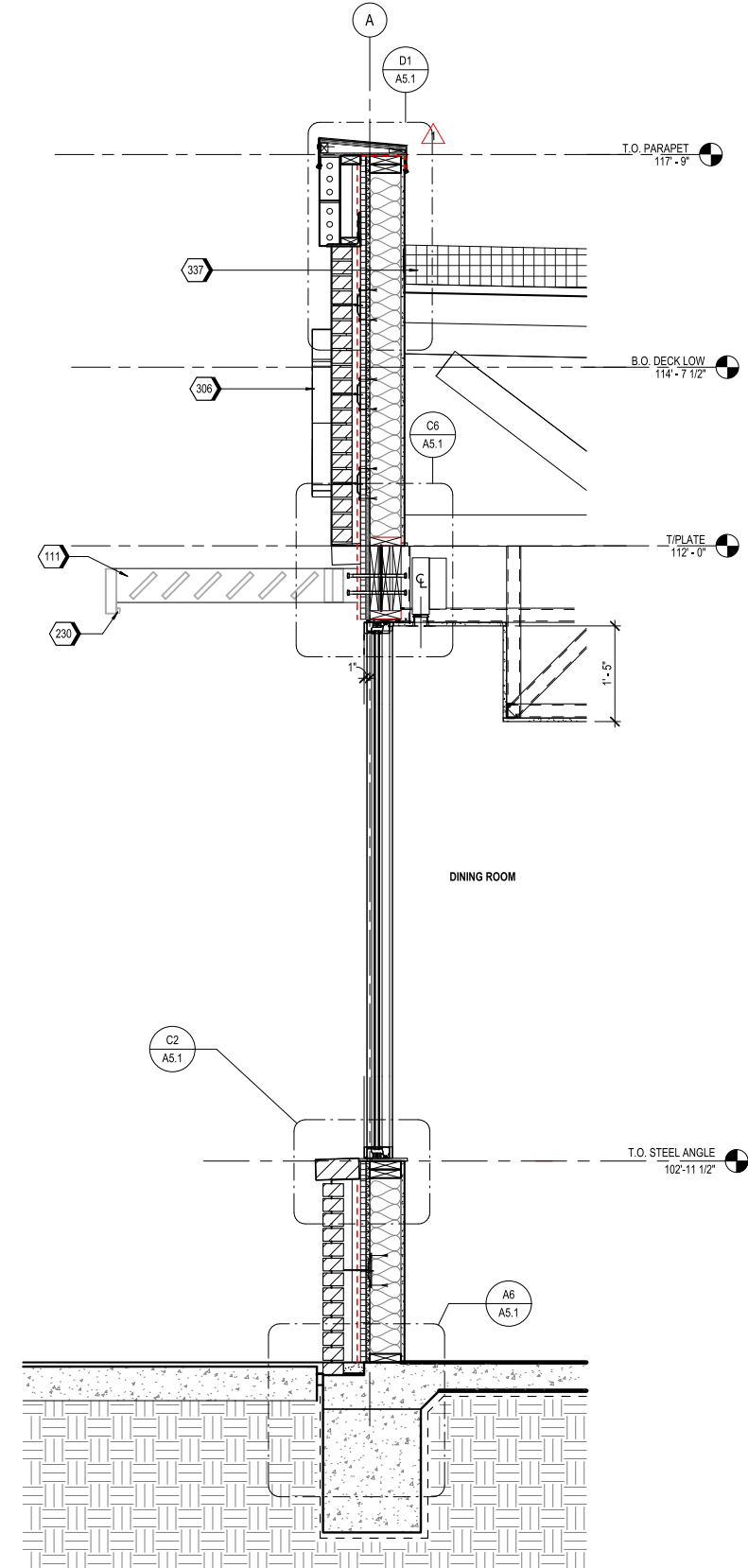
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A2 WALL SECTION AT DRIVE-THRU AREA #1



A3 WALL SECTION AT ENTRY



A2 WALL SECTION AT DINING ROOM



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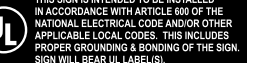
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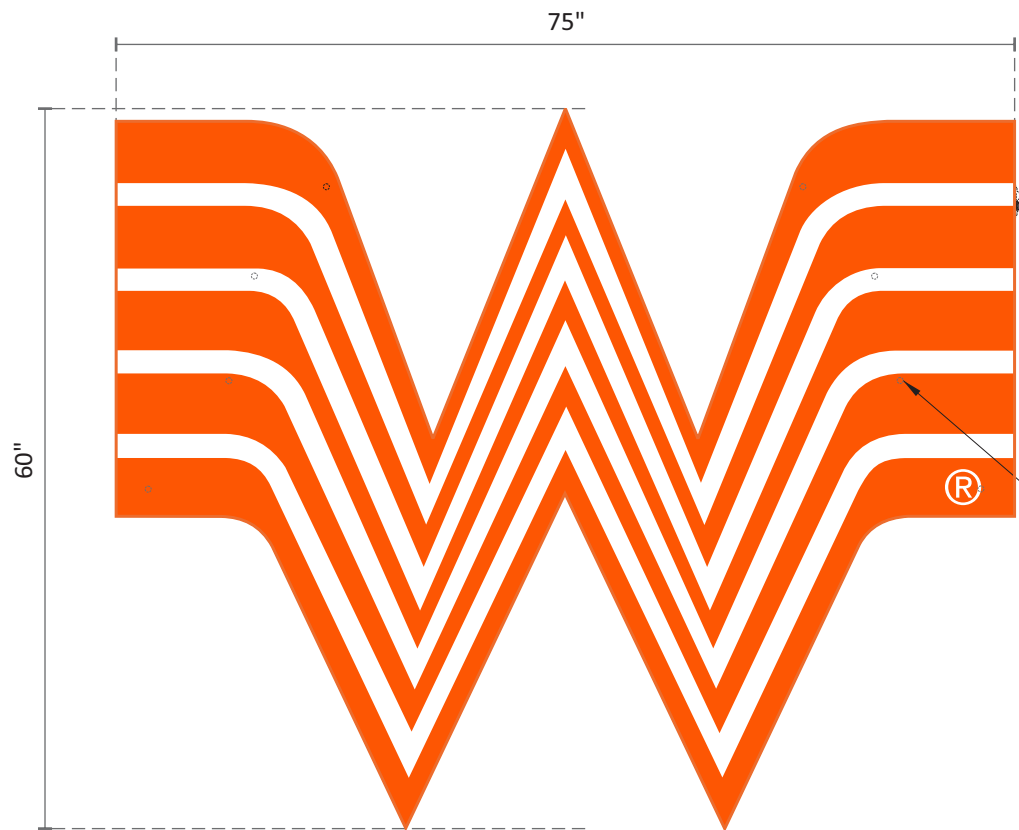
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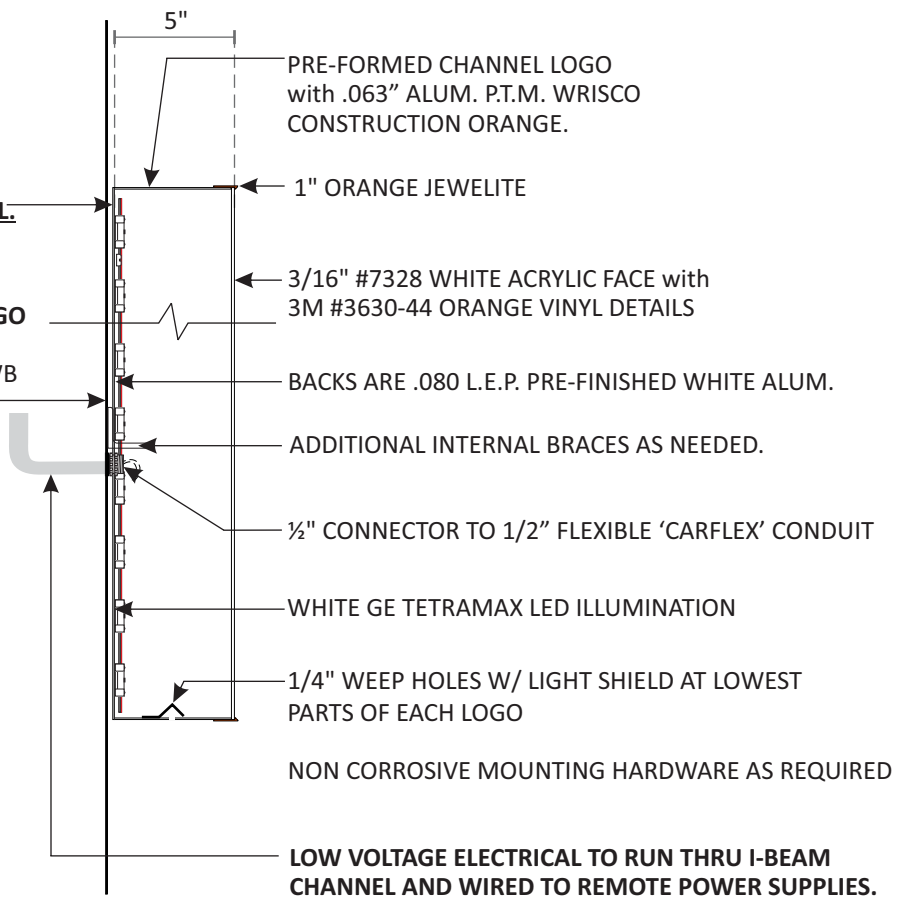


**B** 60" PCL-LOGO  
 ONE ( 1 ) REQUIRED - MANUFACTURE AND INSTALL  
 SCALE: 3/4" = 1'-0"  
 31.25 SQ. FT.

**NO STAPLED BACKS. NO BREAK METAL. RETURNS WELDED TO BACKS. VISIBLE BY WB PATRONS EXITING THE STORE.**

**PAINT BACK OF CHANNEL LETTER/LOGO TO MATCH WRISCO CONSTRUCTION ORANGE. BACK OF LOGO VISIBLE BY WB PATRONS EXITING THE STORE.**

(8) MOUNTING HOLES. PAINT BOLTS TO MATCH ORANGE. MIN. QTY SHOWN, INSTALLER CAN ADD MORE.



**LETTER SECTION**

N.T.S.

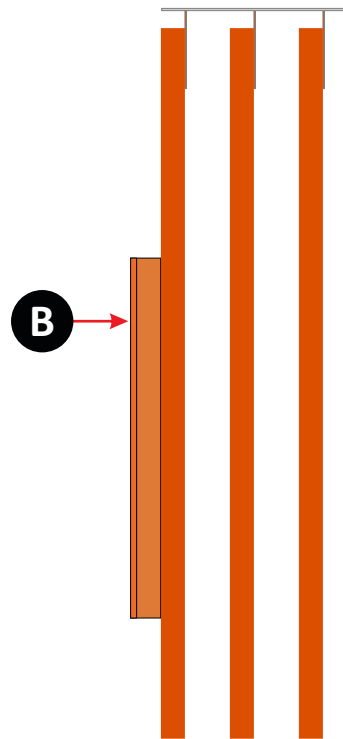
**REMOTE POWER SUPPLY**

**PRIMARY ELECTRICAL BY G.C. (NOT INCLUDED BY CHANDLER SIGNS)**

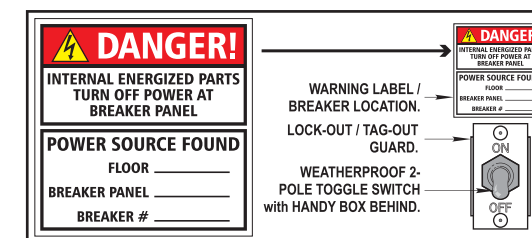
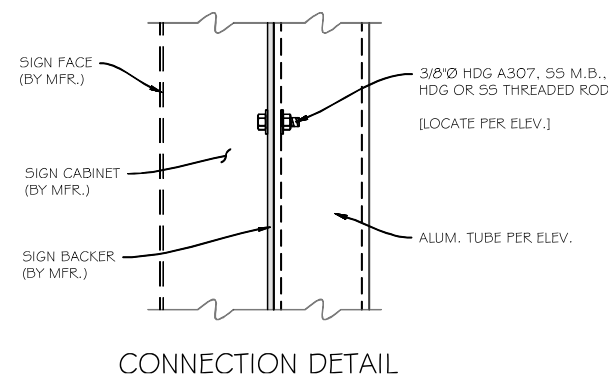
**NOTE: REMOTE POWER SUPPLY.** LOW VOLTAGE LEAD GOING BACK TO DESIGNATED AREA BEHIND THE WALL WITHIN 40FT OF THE SIGN OR ABOVE THE ROOF LINE. THE DESIGNATED AREA TO BE ACCESSIBLE FOR FUTURE SERVICE AND TO BE IDENTIFIED BY THE ARCHITECT. PRIMARY ELECTRICAL BY THE GC SHOULD BE LOCATED IN THIS AREA. GEN. CONTRACTOR TO PROVIDE THREE (3) PROVIDE CONDUITS FROM DESIGNATED AREA TO AREA BEHIND UPPER ATTACHMENT PLATES.

**NOTE: SHIP TOUCH-UP PAINT COLOR TO MATCH BACKGROUND WALL WITH SIGN.** ALL BOLTS ON RACEWAY TO BE PAINTED TO MATCH AFTER SIGN IS INSTALLED.

**NOTE: LOCATION OF PRIMARY ELECTRICAL WITHIN THE BUILDING (AND LOCATION OF REMOTE POWERS SUPPLIES) TO BE IDENTIFIED BY THE ARCHITECT.**



**B** END VIEW  
 LOGO INSTALLED ABOVE ENTRY DOOR  
 SCALE 3/8" = 1'-0"



2014 / 2017 NEC COMPLIANT SWITCH / LABEL



Design #

0638575AR6 PERMIT

Sheet 6 of 6

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




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**FINAL ELECTRICAL CONNECTION BY CUSTOMER**

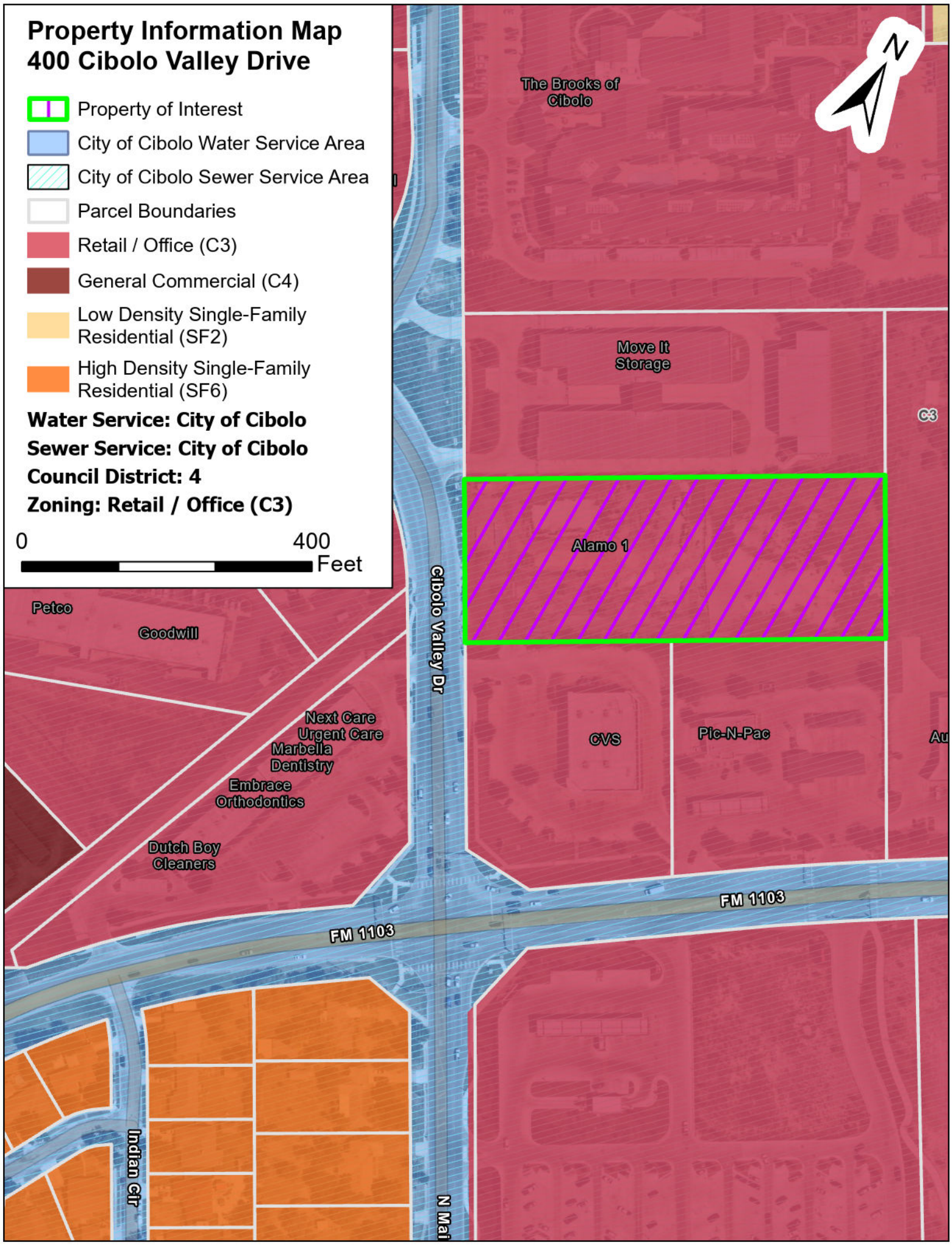
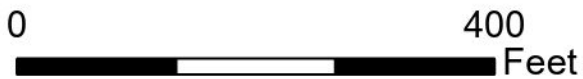
THIS SIGN IS INTENDED TO BE INSTALLED IN ACCORDANCE WITH ARTICLE 600 OF THE NATIONAL ELECTRICAL CODE AND/OR OTHER APPLICABLE LOCAL CODES. THIS INCLUDES PROPER GROUNDING & BONDING OF THE SIGN. SIGN WILL BEAR UL LABEL(S).



# Property Information Map 400 Cibolo Valley Drive

-  Property of Interest
-  City of Cibolo Water Service Area
-  City of Cibolo Sewer Service Area
-  Parcel Boundaries
-  Retail / Office (C3)
-  General Commercial (C4)
-  Low Density Single-Family Residential (SF2)
-  High Density Single-Family Residential (SF6)

**Water Service: City of Cibolo**  
**Sewer Service: City of Cibolo**  
**Council District: 4**  
**Zoning: Retail / Office (C3)**





City Council Regular Meeting Staff Report

Approval/Disapproval of an Ordinance adopting the 2024 Cibolo Tomorrow Comprehensive Plan. (Mr. Spencer)

Meeting	Agenda Group
Tuesday, September 10, 2024, 6:30 PM	Ordinances Item: 9D
From	
Eron Spencer, Senior Planner	
Staff Contact(s)	
Eron Spencer,	

ITEM SUMMARY:

The first draft of the Comprehensive Plan was presented to the Planning & Zoning Commission on June 12, 2024, and to the City Council on June 25, 2024, to garner feedback and direction prior to the public hearing and adoption process. The City of Cibolo, in conjunction with Kimley-Horn and Associates, Inc., has incorporated public feedback on the first draft of the 2024 Cibolo Tomorrow Comprehensive Plan and completed the final draft. A copy of the Final Draft of the 2024 Cibolo Tomorrow Comprehensive Plan is attached herein.

PUBLIC NOTICE:

In accordance with the City of Cibolo’s Unified Development Code (UDC) and State law, notice of public hearings for the 2024 Cibolo Tomorrow Comprehensive Plan was published in the local newspaper, *Seguin Gazette*, on Sunday, June 23, 2024. Notice of the public hearings were announced on the [City’s website](#) and social media accounts, inviting public review and comments on the [Draft Comprehensive Plan](#).

BACKGROUND:

At its February 14, 2023, regular meeting, the Cibolo City Council approved the execution of a professional consulting services agreement with Kimley-Horn and Associates, Inc., for the Comprehensive Master Plan Update. Since the project kicked-off in March of 2023, there have been various opportunities for community engagement, including ten (10) advisory committee meetings, three (3) joint workshops, stakeholder interviews, three (3) open houses, four (4) pop-up events, and two (2) online surveys which residents’ feedback and responses were analyzed and incorporated in the Comprehensive Plan. Community engagement recap documents and podcasts on plan topics produced during the comprehensive planning process can be found at [www.cibolotomorrow.com](http://www.cibolotomorrow.com). Since its launch on April 21, 2023, the project website for the Cibolo Tomorrow Comprehensive Plan has accumulated 3,628 views, 246 participants, and 8,362 individual responses to survey questions.

The Master Plan Advisory Committee (MPAC) was created, and members were appointed by City Council under Resolution 1511, to represent the community and encourage public participation. The MPAC assisted in the development of six (6) plan components for the 2024 Cibolo Tomorrow Comprehensive Plan: vision statement, guiding principles, PlaceTypes, Future Land Use Map (FLUM), Master Thoroughfare Plan (MTP), and implementation/action items. These plan components were recommended for approval by the MPAC on March 27, 2024. The City Council approved the FLUM and MTP at its May 28, 2024, regular meeting. Using the six plan components, a draft plan was developed by the City's project consultants. Once adopted, the 2024 Cibolo Tomorrow Comprehensive Plan will replace the City's 2016 Comprehensive Master Plan and will serve as an important tool to guide development patterns, infrastructure, and land use decisions for managing long-term growth in Cibolo. A copy of the Final Draft of the 2024 Cibolo Tomorrow Comprehensive Plan is attached herein.

## **ANALYSIS:**

Section 213 of the Texas Local Government Code (TLGC) allows the governing body of a community to adopt a comprehensive plan to guide the long-term growth of the municipality. A municipality may define the content of the comprehensive plan which may include, but is not limited to, provisions on land use, transportation, and public facilities.

It is important to note that a comprehensive plan is not a zoning ordinance. While a comprehensive plan serves as a basis on which zoning decisions are made, it does not constitute zoning regulations or establish zoning district boundaries, as specified in Section 211 of the TLGC.

The City of Cibolo has a history of comprehensive planning. The City adopted its first Comprehensive Plan in 1995. The City subsequently updated the Plan in 2005 and 2016. As the City of Cibolo continues to experience unprecedented growth, an update to the Comprehensive Plan will establish a long-term vision for future growth, development, and investment in the community.

The 2024 Cibolo Tomorrow Comprehensive Plan is a strategic roadmap developed from community input to guide decision making for growth and development in Cibolo over the next 20 years (to the year 2050). The Comprehensive Plan reflects the community's vision, goals, and policies, providing a valuable resource for decisionmakers – elected and appointed officials, City staff, as well as residents and business owners with a vested interest in the community – regarding development and the allocation of resources and investments to achieve the community's long-term vision.

The 2024 Cibolo Tomorrow Comprehensive Plan is broken into seven (7) chapters. A brief description of each chapter and the plan components introduced in each chapter are detailed below.

- **Chapter 1: Cibolo Today** – The introductory chapter of the Comprehensive Plan provides an overview of the document's purpose, community demographics, and it outlines key aspects of the planning process and community engagement efforts that went into development of the plan.
- **Chapter 2: Strategic Direction** – The strategic direction chapter outlines the City's vision, guiding principles, and preferred scenario via PlaceTypes. It sets the tone for the plan, introducing the key principles and objectives that will be explored in detail throughout the subsequent chapters.

Vision statement: *"Cibolo is a community where residents collaborate to shape their civic future by promoting its rich history, preserving a small-town feel, and investing in balanced development."*

Guiding principles: (1) Prioritize infrastructure to support existing needs and future growth. (2) Plan for and promote the health, safety, security, and general welfare of all residents. (3) Balance growth through responsible planning of city assets and land to promote a community environment. (4) Provide parks, recreation, trails, and open space to serve citizens and visitors while protecting the natural environment and wildlife. (5) Preserve the history of Cibolo and promote the friendly small town feel through community programs and events.

PlaceTypes: Future land use and development is defined by using a place-based approach, “PlaceTypes”. PlaceTypes identify primary land uses, as well as supporting uses allowed within each PlaceType. In addition to future land use, PlaceTypes also reflect the character and scale of development in a specific area. Unlike traditional future land use categories used in the 2016 Comprehensive Master Plan, PlaceTypes are not focused on the use of a specific parcel, but rather they portray a collective mix of uses that establish a place within the community. PlaceTypes provide a land use and development “palette” that classifies places in Cibolo by their unique identity and character.

- **Chapter 3: Land Use and Character** – The land use and character chapter delves into the strategic allocation of land for various purposes and the desired aesthetic of areas in the community by use of PlaceTypes in the FLUM. It outlines recommendations that aim to shape the physical and visual aspects of the community, ensuring cohesive development that aligns with the overall vision of the City.

Future Land Use Map (FLUM): The FLUM is a community’s visual guide to future planning. It can serve as a guide for development decisions and includes the logical and orderly placement of PlaceTypes. It does not constitute zoning regulations or establish zoning district boundaries.

- **Chapter 4: Transportation** – The transportation chapter addresses the City’s mobility infrastructure, roadway classifications, safety, and alternative modes of transportation. It outlines recommendations and strategies for efficient transportation systems, connectivity, and accessibility to accommodate current and future needs, fostering a well-integrated and sustainable mobility network supported by the MTP.

Major Thoroughfare Plan (MTP): The MTP identifies transportation improvements and needs in the City and Extraterritorial Jurisdiction (ETJ), focusing on the existing and proposed arterial and collector network that will serve the community as it grows over time. There are five functional roadway classifications shown in the MTP, which include freeways, major arterials, minor arterials, collectors, and parkway (for the proposed North-South connector). While the MTP does not depict exact roadway alignments, it does depict general locations of planned roadways that should be developed as growth occurs in those areas. The MTP will ensure that future rights-of-way are set aside for growing the City’s transportation network.

- **Chapter 5: Housing and Neighborhoods** – The housing and neighborhoods chapter examines issues related to existing household characteristics, housing attainability, and flood mitigation. It provides recommendations to strengthen and preserve existing neighborhoods and offers strategies to address housing demands and challenges for future housing and neighborhoods.
- **Chapter 6: Community Facilities and Public Services** – The community facilities and public services chapter analyzes the existing conditions of facilities and services that are provided to residents. This chapter gives recommendations for infrastructure, stormwater management, and three growth areas within the community.
- **Chapter 7: Implementation** – The implementation chapter outlines specific steps, policies, and mechanisms to turn the vision and guiding principles into actionable items. It provides a course of action for coordinating with various stakeholders, allocating resources, and monitoring progress to ensure effective execution of the plan.

Implementation/action items: Action items are specific tasks that are anticipated to occur at any point through the 20-year horizon of the Comprehensive Plan. Action items are categorized by plan topic: Land Use and Character, Transportation, Housing and Neighborhoods, and Community Facilities and Public Services. The timing of implementation/action items are broken into five segments: Immediate (0-2 years), Short-Term (3-5 years), Medium-Term (6-10 years), Long-Term (10+ years), and Ongoing. Action items also provide guidance as to the entities that should be involved and what type of capital investment, study, education, financial incentive, partnership, or regulation will be required.



Also, more in-depth information on the community engagement efforts that were undertaken throughout the comprehensive planning process is shown in the Appendix of the Comprehensive Plan beginning on pg. 150. This includes a recap of responses received from citizens and community stakeholders who participated in joint workshops, stakeholder interviews, open houses, pop-up events, and online surveys.

#### **DRAFT PLAN FEEDBACK:**

The public comment period for the Draft Plan was open from June 18, 2024, to July 10, 2024. Comments were solicited on the project website through an open comment form, allowing respondents to freely express their thoughts and opinions on the Draft Plan. We received comments from four individuals.

The Final Draft of the 2024 Cibolo Tomorrow Comprehensive Plan incorporates feedback from those respondents as well as comments from City staff. Below is a brief description of the comments that were integrated into the Plan.

- Chapter 1: Cibolo Today
  - Added the July 10, 2024, and August 13, 2024, public hearing dates for P&Z and City Council to Figure 1.5, Timeline of Engagement.
- Chapter 2: Strategic Direction
  - No comments were made.
- Chapter 3: Land Use and Character
  - Ensured the removal of Retail & Commercial as a secondary land use for Estate Residential, Community Residential, and Compact Residential PlaceTypes.
  - Reworded action item L-3 to include UDC regulations specific to Old Town.
  - Added action item L-12 to align the Comprehensive Plan with the City Council's Strategic Plan for FY2024-2027.
- Chapter 4: Transportation
  - Reworded action item T-4 to include coordination with all educational providers, including SCUCISD, for safe bicycle and pedestrian connections.
  - Added action item T-12 to help the City take the next steps required for the proposed north-south connector from FM 1103 Haeckerville Road.
- Chapter 5: Housing and Neighborhoods
  - Added information to further explain recommendations made related to workforce housing (action item HN-4) and rental registration program (action item HN-6).
- Chapter 6: Community Facilities and Public Services
  - Added information recommendations on modernizing utilities, improved healthcare access, and enhanced public safety as a benefit of the proposed Emergency Operations Center.
- Chapter 7: Implementation
  - The same action items that were revised and/or added at the end of Chapters 3 and 4 were included in the implementation matrices.

#### **PLANNING & ZONING COMMISSION RECOMMENDATION:**

At its July 10, 2024, regular meeting, the Planning & Zoning Commission voted (4-2) to recommend approval to the Mayor and City Council of the 2024 Cibolo Tomorrow Comprehensive Plan as presented.

One commissioner expressed her comments and concerns on the Comprehensive Plan. These comments are noted below and are incorporated on a separate page attached herein for City Council's consideration.

- PlaceType Matrix
  - Since City Council directed the removal of retail & commercial as a secondary land use for residential PlaceTypes, should office also be removed as a secondary land use for the Compact Residential PlaceType?

- Compact Residential PlaceType
  - To accurately represent the range of housing types allowed in Compact Residential, an image of a single-family detached home should be added to the images shown for this PlaceType.
  - Added two sentences to the character and intent of Compact Residential to emphasize the character of existing residential neighborhoods should be preserved and that higher density housing, such as multi-family units, should not be allowed in existing single-family residential neighborhoods.

**CITY COUNCIL ACTION:**

At its August 13, 2024, regular meeting, City Council tabled the ordinance for the 2024 Cibolo Tomorrow Comprehensive Plan to allow for further discussion on PlaceTypes and to obtain final feedback from the Master Plan Advisory Committee. The attached presentation incorporates the feedback and direction received since this agenda item was last presented.

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

1. **Approval** of an ordinance for the 2024 Cibolo Tomorrow Comprehensive Plan.
2. **Approval** of an ordinance for the 2024 Cibolo Tomorrow Comprehensive Plan, **with amendments**.
3. **Table** the ordinance for the 2024 Cibolo Tomorrow Comprehensive Plan.

**SUBMITTED BY:**

Eron Spencer, Senior Planner

**ATTACHMENTS:**

- Presentation
- Ordinance
- 2024 Cibolo Tomorrow Comprehensive Plan (Final Draft)
- Proposed Amendment to Page 42

**Attachments**

[Presentation.pdf](#)

[Ordinance.pdf](#)

[2024 Cibolo Tomorrow Comprehensive Plan \(Final Draft\).pdf](#)

[Proposed Amendment to Page 42.pdf](#)



# 2024 Cibolo Tomorrow Comprehensive Plan

September 10, 2024

Presented By: Eron Spencer





# OVERVIEW

Comprehensive Plan Scope and Schedule

Community Engagement Recap

Plan Changes Since June 25th City Council Meeting

August 13<sup>th</sup> City Council Meeting Feedback & Direction

Hypothetical Scenarios

Questions



# Comprehensive Plan Scope and Schedule



# OVERVIEW OF SCHEDULE

## Phase 1: Project Initiation (February 2023-March 2023)

- Project Kickoff; MPAC Meetings 1 & 2; City Staff Workshop

## Phase 2: Data Collection & Analysis (April 2023-December 2023)

- MPAC meetings 3 – 5; Website Launch; City Staff, Officials, and Committee Outreach; Open House 1 & 2; Community Survey 1 & 2; Joint Workshop 1 & 2

## Phase 3: Plan Drafts & Recommendation (January 2023-June 2024)

- MPAC meetings 6 – 10; Joint Workshop 3; Open House 3; Draft Elements

## Phase 4: Implementation (July 2024-September 2024)

- Public Hearings & Adoption



We are here!



# Community Engagement Recap



# COMMUNITY ENGAGEMENT RECAP

## City Staff Workshop - 1

- March 30

## MPAC Meetings - 10

- March 22, May 4, Nov 9, Nov 30, Dec 19, Jan 16, Jan 24, Feb 22, March 5, March 27

## Joint Meetings - 3

- March 30, Aug 28, Jan 30

## Open Houses - 3

- June 20, Nov 8, March 7

## Community Events - 4

- May 19, May 27, Aug 4, Oct 28







# Plan Changes Since June 25<sup>th</sup> City Council Meeting



# PLAN CHANGES

- Updated Planning and Zoning Commission and Master Plan Advisory Committee in Acknowledgements
- Clarified meeting purpose/focus for Phase 4 meetings on timeline (page 17)
- Added text to emphasize the overly aggressive commercial land use designations vs. forecasted commercial demand by 2050 (page 37)
- Removed “Small Scale Retail” and “Neighborhood-Oriented Businesses” as secondary land uses in residential land uses (pages 38, 40, 41 and 42)
- Resolved cut-off sentence (page 55)
- Added text regarding a planned update to the FM 78 Corridor Plan (page 56)
- Re-phrased action L-3 in the Land Use and Character Actions to include UDC Guidelines for Old Town, and added action L-12 regarding an update to the FM 78 Corridor Plan (page 58)
- Added photo caption (page 64)
- Added Estate Residential and Rural Residential/Agricultural as PlaceTypes along Local, Rural Roadways, and removed Compact Residential (page 78)
- Removed Impact Fees as a tool since they cannot be utilized for infrastructure maintenance (page 80)



# PLAN CHANGES

- Re-phrased action T-4 in the Transportation Actions to reference coordination with “...all educational service providers...” to accommodate charter and private schools, and added action T-12 regarding a north-south connector feasibility study (page 85)
- Added text under “Future Housing and Neighborhoods” to elaborate on action items H-4 (Funds for workforce housing) & H-6 (Creation of a rental registration program) (page 99)
- Added specific statements to the City Infrastructure and Facilities section regarding modernizing utilities (including electric, internet and water infrastructure), and investing in a renewable energy park (page 133); and, developing a business center (page 134)
- Added specific statements to the Public Services section regarding the Emergency Operations Center (EOC) hosting community events and safety demonstrations and educational programs, and regarding the City partnering in a healthcare facility or medical campus
- Updated Implementation Matrix to reflect changes to actions in previous chapters (pages 146-147)
- Additionally, updated punctuation, references and spelling throughout the document for consistency



# PLAN STATUS

- The Comprehensive Plan being considered incorporates all the subsequent plan changes presented on the preceding slides
- On July 10<sup>th</sup>, the Planning and Zoning Commission held a public hearing and recommended approval (4-2) to the Mayor and City Council of the 2024 Cibola Tomorrow Comprehensive Plan
- At the Planning & Zoning meeting, one Commissioner expressed her comments and concern that the wide range of residential uses allowed in the Compact Residential PlaceType might lead to redevelopment of existing single-family residential neighborhoods with higher density residential use
- To alleviate that concern and provide clarification regarding the intent of this PlaceType, an alternative page 42 was drafted for Council's consideration. The following two changes are shown on the alternative page:
  1. Additional text was added to the character and intent.

*This PlaceType aims to maintain the charm and integrity of existing single-family neighborhoods while thoughtfully integrating different housing types. It focuses on preserving the character of these neighborhoods, ensuring that any increase in density is seamless and respectful of the existing community.*
  2. A new single-family residential image was added in the place of a multi-family image.



# August 13<sup>th</sup> City Council Meeting Feedback & Direction



# MPAC FEEDBACK

Staff has communicated updates on the Comprehensive Plan via email with the MPAC since its March 27<sup>th</sup> meeting, where all plan components were finalized by the MPAC and recommended for approval. The following times in which updates were provided to MPAC include:

- Before and after City Council meetings (April 9<sup>th</sup>, May 14<sup>th</sup>, May 28<sup>th</sup>, August 13<sup>th</sup>, September 10<sup>th</sup>)
- Review and comment on the Draft Comprehensive Plan (June 18<sup>th</sup>, August 16<sup>th</sup>)
  - Responses Received = 1 (in support)
  - Suggested edits:
    1. Have a picture of a detached home instead of all attached homes (page 42)
      - Incorporate single-family home image included on alternative page 42
    2. Meals on Wheels no longer serves/provides breakfast for the Senior Center (page 124)
      - Remove the part of the sentence referencing the Senior Center on page 124 that states, "...and partnerships with Meals on Wheels provide breakfast and lunch to its members Monday through Friday."



# ROLE OF PLACETYPES (FUTURE LAND USES)

	2016 Comprehensive Plan Future Land Uses	2024 Cibola Tomorrow Comprehensive Plan PlaceTypes
Residential PlaceTypes	Rural Residential	Rural Residential/ Agricultural
		Estate Residential
	Neighborhood Residential	Community Residential
	Transitional Residential	Compact Residential
Commercial/Destination PlaceTypes	Neighborhood Commercial	Neighborhood Commercial
	Commercial	Regional Activity Center
		Mixed-Use Centers
	Downtown	Old Town
Business/Industrial PlaceTypes	Business Park & Industrial	Light Industrial/ Business Park
		Heavy Industrial
Other PlaceTypes	Parks and Open Space	Parks and Open Space
	Public/Institutional	



Joint Workshop #3



Joint Workshop #3

\* As presented at the January 30, 2024, Joint Workshop #3 with MPAC, EDC, P&Z, and City Council



# ROLE OF PLACETYPES (FUTURE LAND USES)

- A place-based approach to define future land use and development
- Reflect a land use and development “color palette” that illustrates places in Cibolo by their unique identity and character
  - Examples:
    - City of Anna, TX
    - City of Kerrville, TX
    - City of McKinney, TX
    - City of Weatherford, TX
- Describe the desired character of a place
  - Mix of land uses
  - Scale
  - Other aspects that establish character
- Do not indicate single land uses
- PlaceTypes are not zoning categories

PlaceTypes	Land Uses									
	Single-Family Detached	Multifamily	Retail & Commercial	Office	Civic & Institutional	Entertainment	Heavy Industrial	Agricultural	Parks & Open Space	Hotel
Rural Residential/ Agricultural	●				○			●	●	
Estate Residential	●				○				●	
Community Residential	●				○				○	
Compact Residential	●	●		○	○				○	
Neighborhood Commercial			●	●	○				○	
Regional Activity Center			●	○	○				○	○
Mixed-Use Centers		●	●	●	○	●			○	●
Old Town	●		●	●	○	○			○	
Light Industrial/ Business Park			○	●	○				○	○
Heavy Industrial/ Warehousing					○		●		○	
Parks and Open Space									●	

● Primary Use      ○ Secondary Use



## 2016 Future Land Use



Duplex



Townhouse  
Photo source: canterburyparkregina.com



Apartment

### TRANSITIONAL RESIDENTIAL

#### Intent & Character

The transitional residential future land use category is intended for areas that will be primarily developed with a higher density and with different housing types than which is allowed in Neighborhood Residential. These areas are intended to be developed with an auto-oriented character, meaning that streets, driveways, parking lots, and garages are the dominant view. In general, these areas are intended to provide a transition between lower density Neighborhood Residential and more intensive nonresidential uses.

#### Appropriate Land Use Types

The appropriate primary uses allowed in areas designated as transitional residential include parks and recreation, community recreation, large assembly, local utility services, primary and secondary educational facilities, safety services, condominium and duplex residential, greenhouses, home professions, group residential, multiple-family residential, and patio homes (MF-1 and MF-2 only); and townhouse residential (MF-1 only). Appropriate secondary uses include such things as day-care services and nursery schools, accessory living quarters and residential units and group residential (SF-3 and TF-1 only); adult / community group homes, college and university facilities, community treatment facilities, and group care facilities (MF-1 and MF-2 only). Small neighborhood-serving nonresidential uses could be considered as part of a planned unit development.

#### Compatible Zoning Districts

- Mixed density single-family residential (SF-3)
- Duplex (TF-1)
- Multi-family (MF-1 and MF-2)
- Planned unit developments (PUDs)

#### Moving Forward

- New transitional residential development should be designed in a manner that reflects the character of development it abuts.
- Nonresidential mixed use should be allowed, provided that it is part of a planned unit development and does not constitute more than 25 percent of the development.
- New transitional residential development should be designed in a manner that buffers lower density uses from more intense uses. It should be constructed of durable, long-lasting materials which help to improve property values of both the site and abutting property.

## COMPACT RESIDENTIAL

## 2024 PlaceType

### CHARACTER AND INTENT

Provides a variety of housing types, including small-lot single-family detached, patio homes, townhomes, and duplexes, in a compact network of complete, walkable streets that are easy to navigate by car, bicycle, or foot. This PlaceType also supports multifamily. Homes are in subdivisions with all utilities, residential streets, sidewalks, and parks, or have connections to neighborhood parks. Neighborhoods may be adjacent to neighborhood-oriented businesses. Key intersections (i.e., FM 78 and FM 1103) and areas within walking distance of local commercial, are the most appropriate locations for this PlaceType, except when between residential neighborhoods and communities (infill development).



### LAND USE CONSIDERATIONS

#### PRIMARY LAND USES

Single-Family Detached Homes, Single-Family Attached Homes, Patio Homes, Townhomes, Multifamily Complex

#### SECONDARY LAND USES

Civic and Institutional, Small Scale Office, Parks and Open Space

#### INDICATORS & ASSUMPTIONS

Single Family lot size (range) up to 9,000 sq ft

### EXAMPLE LOCATIONS

Single Family Detached Homes: Bentwood Ranch, Cibolo Valley Ranch

Duplexes: Sydney Cove

Multifamily Complexes: Grand at Cibolo, Trophy Oak

# 2016 Future Land Use



Duplex



Townhouse  
Photo source: canterburyparkregina.com



Apartment

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Proposed Alternative Page

## LAND USE CONSIDERATIONS

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Single-Family Detached Homes, Single-Family Attached Homes, Patio Homes, Townhomes, Multifamily Complex

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### INDICATORS & ASSUMPTIONS

Single Family lot size (range) up to 9,000 sq ft

### EXAMPLE LOCATIONS

Single Family Detached Homes: Bentwood Ranch, Cibolo Valley Ranch

Duplexes: Sydney Cove

Multifamily Complexes: Grand at Cibolo, Trophy Oak



# LEGAL AUTHORITY (TLGC)

## CHAPTER 213. MUNICIPAL COMPREHENSIVE PLANS

Sec. 213.002. COMPREHENSIVE PLAN. (a) The governing body of a municipality may adopt a comprehensive plan for the long-range development of the municipality. A municipality may define the content and design of a comprehensive plan.

(b) A comprehensive plan may:

- (1) include but is not limited to provisions on land use, transportation, and public facilities;
- (2) consist of a single plan or a coordinated set of plans organized by subject and geographic area; and
- (3) be used to coordinate and guide the establishment of development regulations.

(c) A municipality may define, in its charter or by ordinance, the relationship between a comprehensive plan and development regulations and may provide standards for determining the consistency required between a plan and development regulations.

Sec. 213.003. ADOPTION OR AMENDMENT OF COMPREHENSIVE PLAN. (a) A comprehensive plan may be adopted or amended by ordinance following:

- (1) a hearing at which the public is given the opportunity to give testimony and present written evidence; and
- (2) review by the municipality's planning commission or department, if one exists.

(b) A municipality may establish, in its charter or by ordinance, procedures for adopting and amending a comprehensive plan.

Sec. 213.005. NOTATION ON MAP OF COMPREHENSIVE PLAN. A map of a comprehensive plan illustrating future land use shall contain the following clearly visible statement: "A comprehensive plan shall not constitute zoning regulations or establish zoning boundaries."



# LEGAL AUTHORITY (TLGC)

## CHAPTER 211. MUNICIPAL ZONING AUTHORITY

Sec. 211.003. ZONING REGULATIONS GENERALLY. (a) The governing body of a municipality may regulate:

- (1) the height, number of stories, and size of buildings and other structures;
  - (2) the percentage of a lot that may be occupied;
  - (3) the size of yards, courts, and other open spaces;
  - (4) population density;
  - (5) the location and use of buildings, other structures, and land for business, industrial, residential, or other purposes; and
  - (6) the pumping, extraction, and use of groundwater by persons other than retail public utilities, as defined by Section 13.002, Water Code, for the purpose of preventing the use or contact with groundwater that presents an actual or potential threat to human health.
- (b) In the case of designated places and areas of historical, cultural, or architectural importance and significance, the governing body of a municipality may regulate the construction, reconstruction, alteration, or razing of buildings and other structures.
- (c) The governing body of a home-rule municipality may also regulate the bulk of buildings.



# LEGAL AUTHORITY (TLGC)

## CHAPTER 211. MUNICIPAL ZONING AUTHORITY

Sec. 211.004. COMPLIANCE WITH COMPREHENSIVE PLAN. (a) Zoning regulations must be adopted in accordance with a comprehensive plan and must be designed to:

- (1) lessen congestion in the streets;
- (2) secure safety from fire, panic, and other dangers;
- (3) promote health and the general welfare;
- (4) provide adequate light and air;
- (5) prevent the overcrowding of land;
- (6) avoid undue concentration of population; or
- (7) facilitate the adequate provision of transportation, water, sewers, schools, parks, and other public requirements.

Sec. 211.006. PROCEDURE GOVERNING ADOPTION OF ZONING REGULATIONS AND DISTRICT BOUNDARIES.

(a) The governing body of a municipality wishing to exercise the authority relating to zoning regulations and zoning district boundaries shall establish procedures for adopting and enforcing the regulations and boundaries. A regulation or boundary is not effective until after a public hearing on the matter at which parties in interest and citizens have an opportunity to be heard. Before the 15th day before the date of the hearing, notice of the time and place of the hearing must be published in an official newspaper or a newspaper of general circulation in the municipality.



# LEGAL AUTHORITY (UDC)

## Article 4. Zoning Regulations

### 4.1.2 Consistency with Comprehensive Master Plan

The City's Comprehensive Master Plan, as adopted and as amended and periodically updated, is the policy guide for the development of this Article.

### 4.3.1 Zoning Map Amendment Process (Rezoning)

The official Zoning Map may be amended based upon changed or changing conditions in a particular area or in the City generally, or to rezone an area, or to extend the boundary of an existing zoning district. All amendments must be in accordance with the Future Land Use Plan. The City Council is responsible for final action on Zoning Map Amendments.

#### 4.3.1.5 Approval Criteria

In determining whether to approve, approve with modifications, or disapprove a proposed amendment, the City Council shall consider the following:

- A. The application is complete, and the information contained within the application is sufficient and correct enough to allow adequate review and final action;
- B. The Zoning Map Amendment is consistent with the City's adopted Comprehensive Master Plan;
- C. The Zoning Map Amendment promotes the health, safety, or general welfare of the city and the safe and orderly development of the City;
- D. The Zoning Map Amendment is compatible with the present zoning and conforming uses of nearby property and the character of the neighborhood; and
- E. The property to be rezoned is suitable for uses permitted by the District that would be applied by the proposed amendment.



# LEGAL AUTHORITY (UDC)

## Article 3. Procedures and Applications

### Section 3.8 Annexation

#### A. Applicability

Annexation may be voluntary or involuntary and shall be required to meet all requirements of the Texas Local Government Code (TLGC) for each type of annexation. The provisions of this section apply to any request for voluntary annexation by a property owner wishing to extend the corporate limits of the City to incorporate property adjacent to the City's existing municipal boundaries.

#### D. Criteria for Approval

When considering a request for voluntary annexation, the City Council should consider the following criteria:

1. The application is consistent with the requirements of State law and this UDC;
2. The annexation promotes the health, safety, or general welfare of the City and the safe, orderly, efficient and healthful development of the City;
3. The property owners and residents of the area consent to the annexation;
4. The application includes a service plan as required by TLGC;
5. The annexation is consistent with the goals and objectives of the Comprehensive Master Plan; and
6. Other criteria which, at the discretion of the City Council, are deemed relevant and important.



# Hypothetical Scenario #1 Annexation & Zoning





# Scenario #1 – Annexation & Zoning

Request: Voluntary annexation and zoning of 72.73 acres located between Bolton Road and IH-10 West into Cibola city limits.

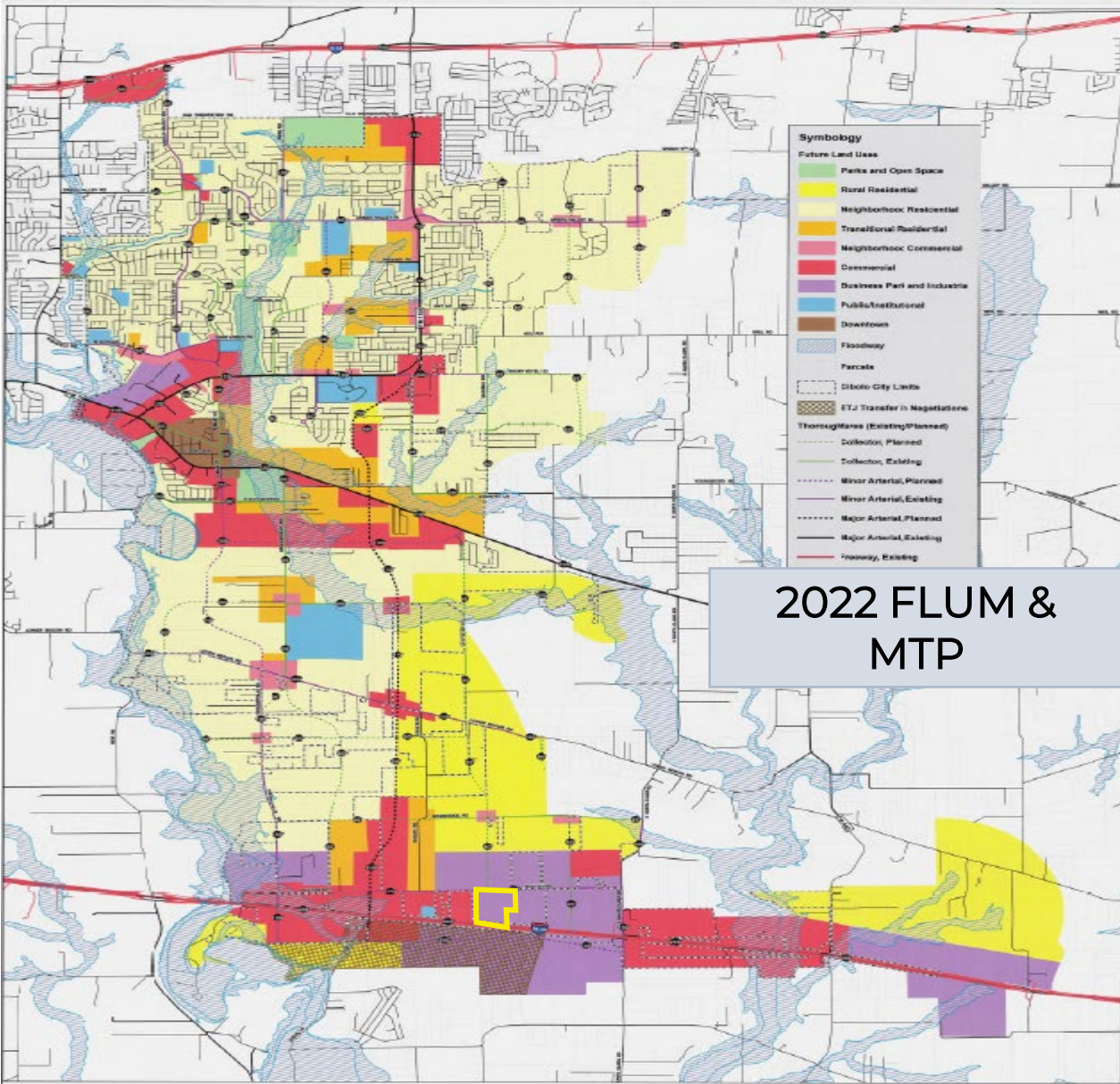
Area:	72.73 acres
Current Zoning:	N/A (Extra-Territorial Jurisdiction)
Proposed Zoning:	I-1, Light Industrial
Current Use:	Single-Family Residence
Proposed Use:	Warehouse/ Distribution Center
Future Land Use:	Business Park & Industrial
PlaceType (2024):	Light Industrial/ Business Park



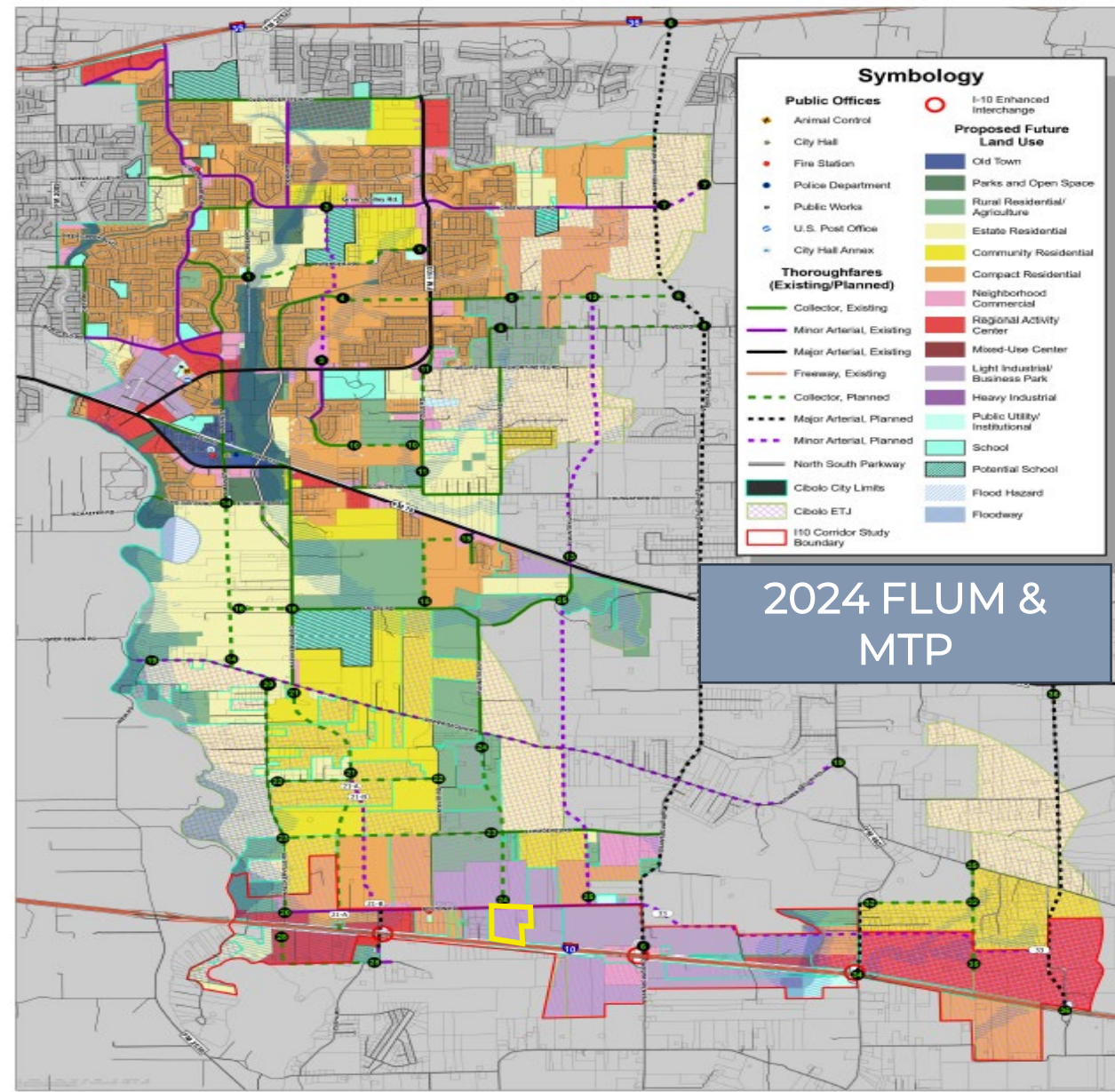
amazon fulfillment



Subject Property



2022 FLUM & MTP



2024 FLUM & MTP

**CITY OF CIBOLO TEXAS**

**Future Land Use and Thoroughfare Map**

City of Cibolo

August, 9th 2022

124,000

This is to certify this map as the Official Future Land Use Map/Future Thoroughfare Plan adopted on August 9, 2022, by the City Council of the City of Cibolo, Texas.

SIGNED: *Stosh Boyik, Mayor*

ATTEST: *Peggy Cirica, City Secretary*

DISCLAIMER: All graphical data products on this page are for informational purposes only and are not suitable for legal, engineering, or surveying purposes. The City of Cibolo cannot assume any responsibility for any errors, omissions, or professional liability and therefore, there are no warranties, either expressed or implied, regarding the accuracy, reliability, or completeness of the information provided. The City of Cibolo is not a professional land surveyor and therefore, only the responsible state or local jurisdiction should be consulted for any questions or concerns regarding the accuracy, reliability, or completeness of the information provided. These products are not a substitute for a survey or other professional advice about a specific property, specific question, or situation.

\*\*\*A comprehensive plan shall not constitute zoning regulations or establish zoning district boundaries\*\*\*

**CITY OF CIBOLO TEXAS**

**Master Thoroughfare Plan & FLUM**

City of Cibolo

May 14th 2024

1:23,000

**DRAFT**

DISCLAIMER: All graphical data products on this page are for informational purposes only and are not suitable for legal, engineering, or surveying purposes. The City of Cibolo cannot assume any responsibility for any errors, omissions, or professional liability and therefore, there are no warranties, either expressed or implied, regarding the accuracy, reliability, or completeness of the information provided. The City of Cibolo is not a professional land surveyor and therefore, only the responsible state or local jurisdiction should be consulted for any questions or concerns regarding the accuracy, reliability, or completeness of the information provided. These products are not a substitute for a survey or other professional advice about a specific property, specific question, or situation.

\*\*\*A comprehensive plan shall not constitute zoning regulations or establish zoning district boundaries\*\*\*



**BUSINESS PARK & INDUSTRIAL**

*Intent & Character*

The Business Park & Industrial future land use category is intended for areas that will be developed to support various employment opportunities related to light manufacturing, light industrial, or warehousing uses. Considering the City's easy access to I-10 and I-35, there are opportunities for Cibolo to become an employment center for the San Antonio metropolitan area, particularly along the relatively undeveloped I-10 frontage.

*Appropriate Land Use Types*

The appropriate primary and secondary uses allowed in areas designated as Business Park & Industrial include all of the commercial, industrial, and civic uses set out in *Light Industrial (I-1)* or *Heavy Industrial (I-2)* districts in the City's Code of Ordinances.

*Compatible Zoning Districts*

- Light Industrial (I-1)
- Heavy Industrial (I-2)
- Planned unit developments (PUDs)

*Moving Forward*

- New Business Park & Industrial development should be located and take access from an arterial roadway.
- New Business Park & Industrial development should be designed in a manner which orients loading docks and bays away from the front property line or public right-of-way.
- New Business Park & Industrial development should include a landscape buffer between any property that is zoned to a non-industrial classification. The required level of screening should be based upon the difference in intensity of development of the abutting district. In other words, new development located abutting to residential areas should have a larger or more opaque landscape screen than what would be required against abutting commercial development.
- New development which includes outdoor operations should be designed to minimize the amount of nuisance (e.g., light, sound, dust, etc.) that leave the site.
- New outdoor storage areas should be designed in a manner that screens materials and equipment from the public rights-of-way and abutting uses.



Light industrial



Warehousing



Industrial

**CHARACTER AND INTENT**

Light Industrial/Business Park includes business and office-related land uses, warehousing, and light industrial and manufacturing uses that occur indoors and do not involve the processing of raw materials. Office and business park land uses may be supported by nearby retail and restaurant uses.



**LAND USE CONSIDERATIONS**

**PRIMARY LAND USES**

Business Parks, Technology/Data Centers, Flex Offices/Warehousing, Office, Light Manufacturing (i.e., Clothing and Fabric Manufacturing, Electronics and Appliance Manufacturing, Food and Beverage Product Manufacturing, etc.), Call Centers, Logistics

**SECONDARY LAND USES**

Small Scale Retail, Civic and Institutional, Parks and Open Space, Hotel



**EXAMPLE LOCATIONS**

AISIN, Schneider Industrial Park, Jorgensen Industrial Park





## Scenario #1 – Annexation & Zoning

### Annexation, Section 3.8 D. Criteria for Approval, of the UDC

- ✓ 1. The application is consistent with the requirements of State law and this UDC;
- ✓ 2. The annexation promotes the health, safety, or general welfare of the City and the safe, orderly, efficient and healthful development of the City;
- ✓ 3. The property owners and residents of the area consent to the annexation;
- ✓ 4. The application includes a service plan as required by TLGC;
- ✓ 5. The annexation is consistent with the goals and objectives of the Comprehensive Master Plan; and

#### Guiding Principles (2024 Cibolo Tomorrow Comprehensive Plan, pg. 21)

- Prioritize infrastructure to support existing needs and future growth.
  - Plan for and promote the health, safety, security, and general welfare of all residents.
  - Balance growth through responsible planning of City assets and land to promote a community environment.
  - Provide parks, recreation, trails, and open space to serve citizens and visitors while protecting the natural environment and wildlife.
  - Preserve the history of Cibolo and promote the friendly small town feel through community programs and events.
- ✓ 6. Other criteria which, at the discretion of the City Council, are deemed relevant and important.



## Scenario #1 – Annexation & Zoning

### Zoning Map Amendment Process (Rezoning), Section 4.3.1.5, Approval Criteria, of the UDC

- ✓ A. The application is application is complete, and the information contained within the application is sufficient and correct enough to allow adequate review and final action;
- ✓ B. The Zoning Map Amendment is consistent with the City's adopted Comprehensive Master Plan;  
Light Industrial/ Business Park (2024 Cibola Tomorrow Comprehensive Plan, pg. 47)
  - Character and Intent: ...includes business and office-related land uses, warehousing, and light industrial and manufacturing uses that occur indoors and do not involve the processing of raw materials
  - Land Use Considerations: Offices/Warehousing, Logistics
  - Example Locations: AISIN
- ✓ C. The Zoning Map Amendment promotes the health, safety, or general welfare of the city and the safe and orderly development of the City;
- ✓ D. The Zoning Map Amendment is compatible with the present zoning and conforming uses of nearby property and the character of the neighborhood; and



- ✓ E. The property to be rezoned is suitable for uses permitted by the District that would be applied by the proposed amendment.



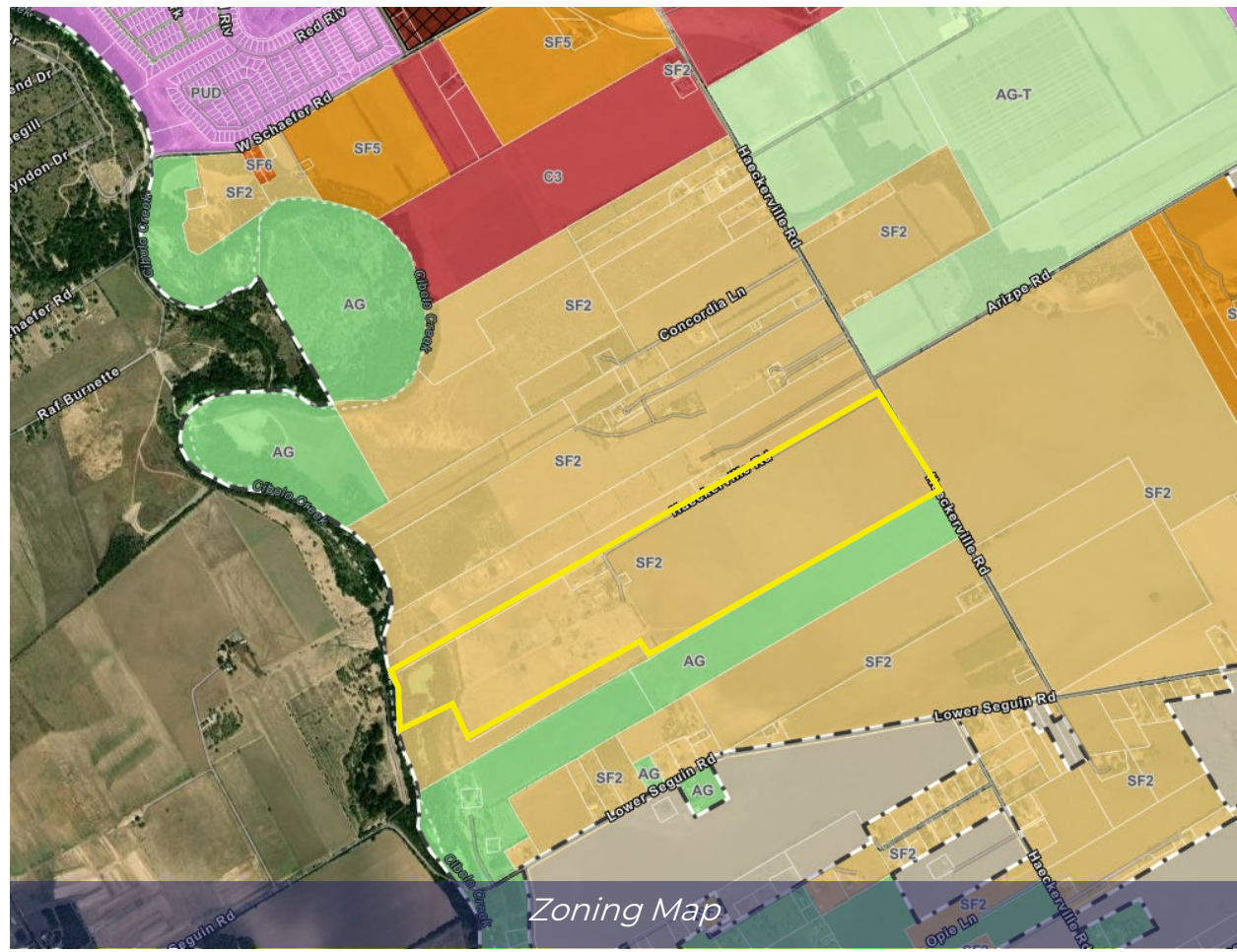
# Hypothetical Scenario #2 Rezoning



# Scenario #2 – Rezoning

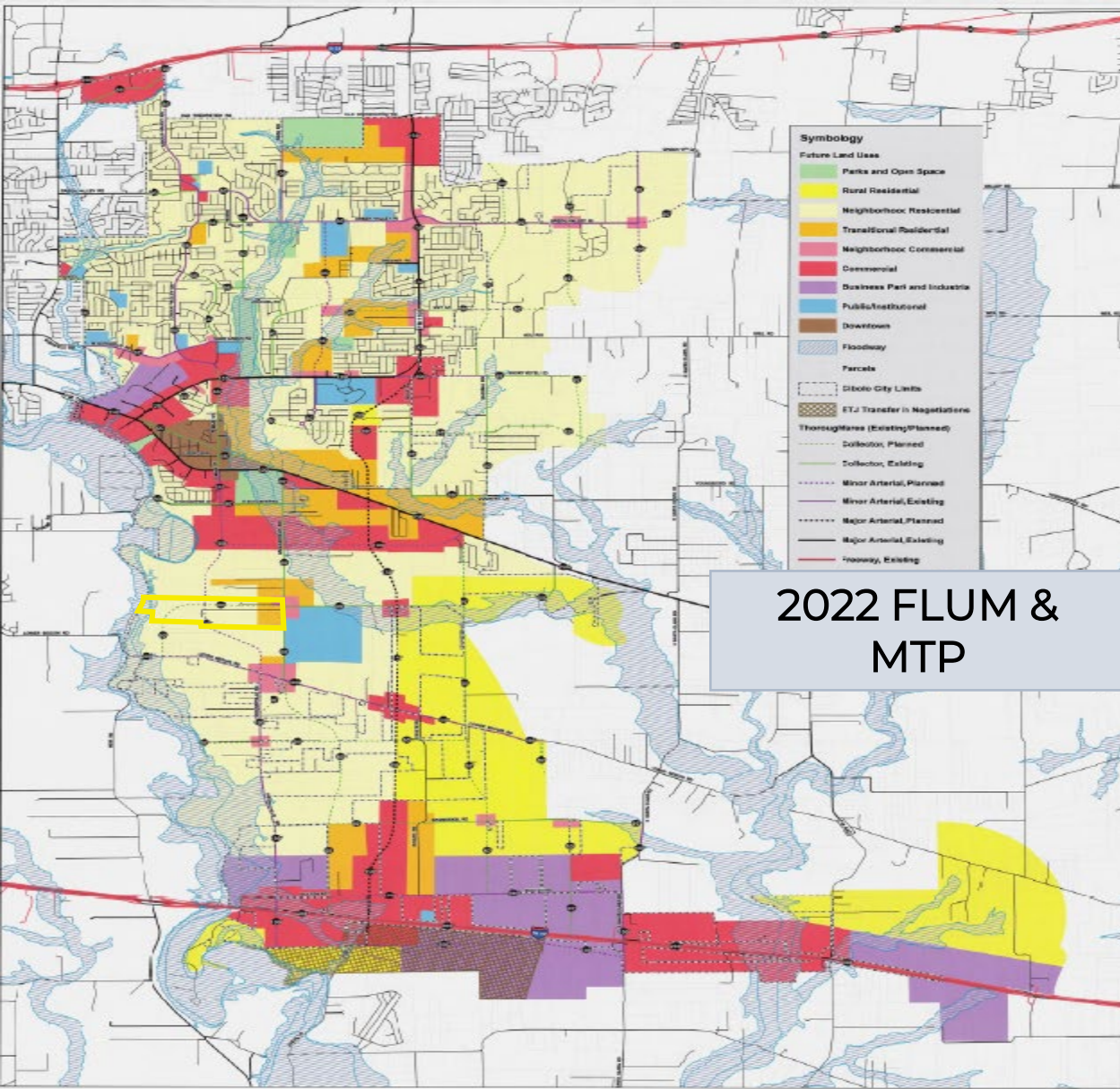
Request: Rezoning of 157.83 acres at 1442 Haeckerville Road, from Low Density Single-Family Residential (SF-2) to Multi-Family (MF-1).

- Area: 157.86 acres
- Current Zoning: SF-2, Low Density Single-Family Residential
- Proposed Zoning: MF-1, Multi-Family
- Current Use: Single-Family Residence
- Proposed Use: Apartments/Condominiums
- Future Land Use: Neighborhood Residential (rear) & Transitional Residential (front)
- PlaceType (2024): Estate Residential

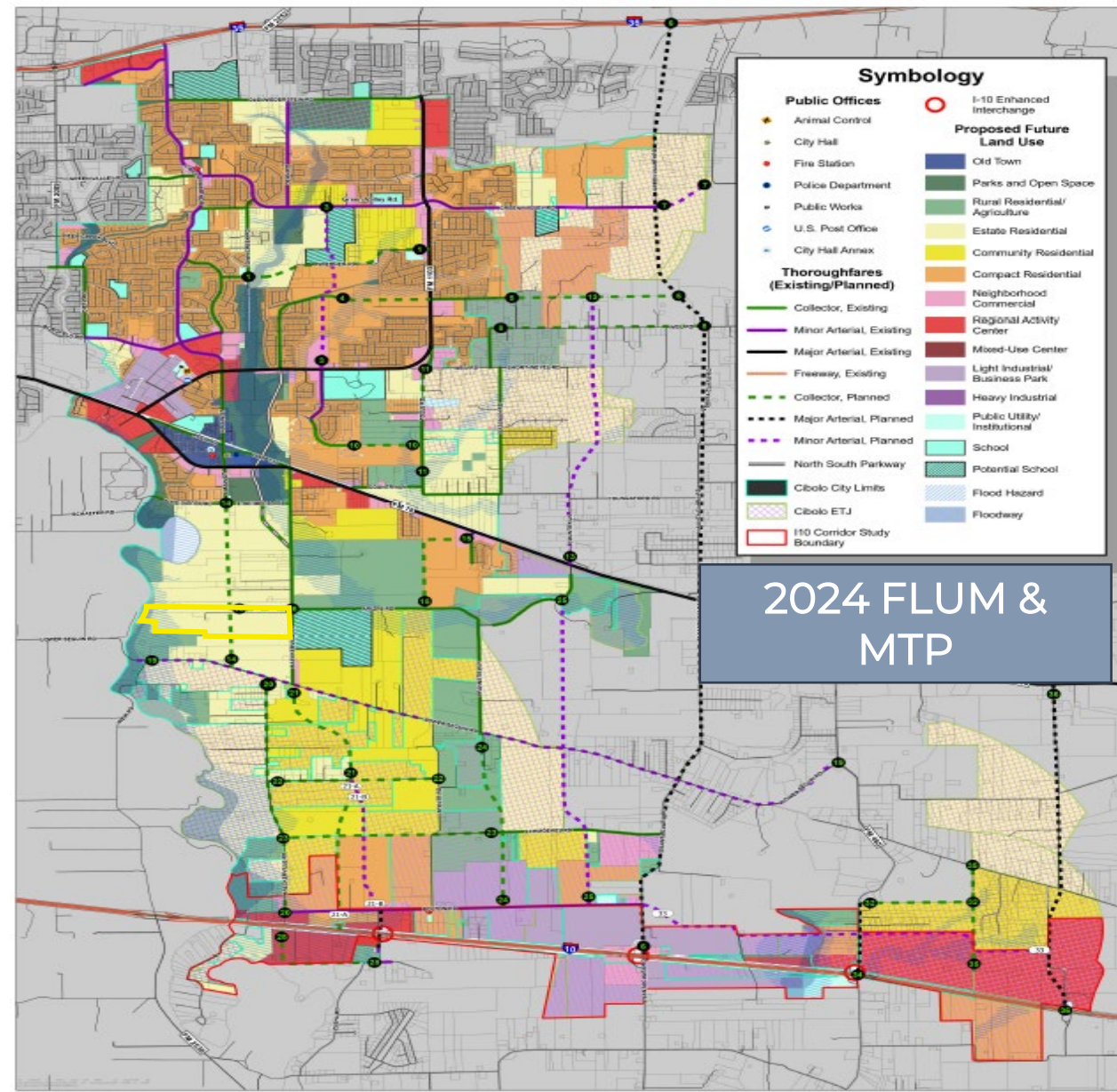


Zoning Map

 Subject Property



2022 FLUM & MTP



2024 FLUM & MTP

**CITY OF CIBOLO, TEXAS**

**Future Land Use and Thoroughfare Map**

City of Cibolo

August 9th 2022

124,000

This is to certify this map as the Official Future Land Use Map/Future Thoroughfare Plan adopted on 8/9/2022, by the City Council of the City of Cibolo, Texas.

SIGNED: *Stosh Boyll*, Mayor

ATTEST: *Peggy Greca*, City Secretary

\*\*\*A comprehensive plan shall not constitute zoning regulations or establish zoning district boundaries\*\*\*

0 0.5 1 2 Mile

**CITY OF CIBOLO, TEXAS**

**Master Thoroughfare Plan & FLUM**

City of Cibolo

May 14th 2024

1:23,000

\*\*\*A comprehensive plan shall not constitute zoning regulations or establish zoning district boundaries\*\*\*

0 0.5 1 2 Mile

**DRAFT**





Duplex



Townhouse  
Photo source: canterburyparkregina.com



Apartment

**TRANSITIONAL RESIDENTIAL**

*Intent & Character*

The transitional residential future land use category is intended for areas that will be primarily developed with a higher density and with different housing types than which is allowed in Neighborhood Residential. These areas are intended to be developed with an auto-oriented character, meaning that streets, driveways, parking lots, and garages are the dominant view. In general, these areas are intended to provide a transition between lower density Neighborhood Residential and more intensive nonresidential uses.

*Appropriate Land Use Types*

The appropriate primary uses allowed in areas designated as transitional residential include parks and recreation, community recreation, large assembly, local utility services, primary and secondary educational facilities, safety services, condominium and duplex residential, greenhouses, home professions, group residential, multiple-family residential, and patio homes (MF-1 and MF-2 only); and townhouse residential (MF-1 only). Appropriate secondary uses include such things as day-care services and nursery schools, accessory living quarters and residential units and group residential (SF-3 and TF-1 only); adult / community group homes, college and university facilities, community treatment facilities, and group care facilities (MF-1 and MF-2 only). Small neighborhood-serving nonresidential uses could be considered as part of a planned unit development.

*Compatible Zoning Districts*

- Mixed density single-family residential (SF-3)
- Duplex (TF-1)
- Multi-family (MF-1 and MF-2)
- Planned unit developments (PUDs)

*Moving Forward*

- New transitional residential development should be designed in a manner that reflects the character of development it abuts.
- Nonresidential mixed use should be allowed, provided that it is part of a planned unit development and does not constitute more than 25 percent of the development.
- New transitional residential development should be designed in a manner that buffers lower density uses from more intense uses. It should be constructed of durable, long-lasting materials which help to improve property values of both the site and abutting property.

**CHARACTER AND INTENT**

Predominantly single-family housing on large lots located throughout the community. Residential uses are oriented with the front of the home facing the street and typically in a subdivision layout with access to some utilities. These kinds of lots may include farm and livestock uses. Cluster development, which involves the conservation of shared open space, natural areas, and scenic views, in exchange for smaller lot sizes, may be an alternative approach in certain circumstances.



**LAND USE CONSIDERATIONS**

**PRIMARY LAND USES**

Single-Family Detached Homes, Cluster Development, Parks and Open Space

**SECONDARY LAND USES**

Civic and Institutional

**INDICATORS & ASSUMPTIONS**

Lot size (range) 1/2 to 2 acres

**EXAMPLE LOCATIONS**

Single-Family Detached Homes: Persimmon Drive (south of Green Valley Road)

Cluster Development: Spring Mesa in Arvada, CO



## NEIGHBORHOOD RESIDENTIAL

### Intent & Character

The neighborhood residential future land use category is intended for areas that will be primarily developed with new single-family detached residential subdivisions. Development reflects a suburban to auto-oriented character; meaning that these areas are predominantly dominated by streets, driveways, and garages. Lot sizes and architectural styles are fairly uniform; but generally, new development density is between two and six units per acre.

### Appropriate Land Use Types

The appropriate primary uses allowed in areas designated as neighborhood residential include single-family residential, accessory residential units, home professions, large scale assembly, community recreation, local utility services, park and recreation services, primary and secondary education facilities, and safety services. Appropriate secondary uses include such things as accessory living quarters and residential units, greenhouses, life care services, day-care services, and nursery schools.

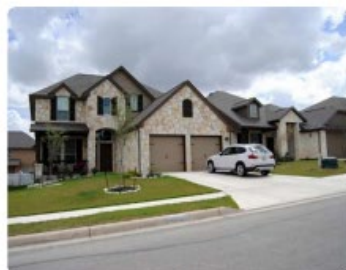
### Compatible Zoning Districts

- Single-family residential (SF-2)
- Planned unit developments (PUDs)

### Moving Forward

The following recommendations should be considered as part of rezonings, development approvals, or improvements to existing regulations:

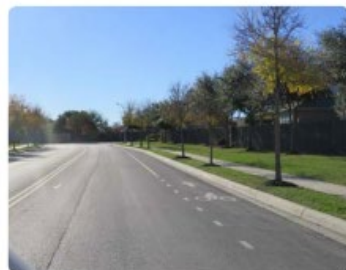
- New neighborhood residential developments with a planned large number of lots (e.g., 250 lots or greater) should be required to have at least two points of access to a collector roadway or greater in functional classification.
- Development approvals for new residential or nonresidential development should include dedication of thoroughfares and trails as within the adopted thoroughfare plan and trail plan maps.
- New neighborhoods should be served by roads with urban cross-sections and should serve vehicular, bicycle, and pedestrian users.



Single-family detached house



Single-family detached house



Residential served by a collector street with an urban cross-section (i.e., curb and gutter), on-street bike lanes, and sidewalks

## CHARACTER AND INTENT

Predominantly single-family housing on large lots located throughout the community. Residential uses are oriented with the front of the home facing the street and typically in a subdivision layout with access to some utilities. These kinds of lots may include farm and livestock uses. Cluster development, which involves the conservation of shared open space, natural areas, and scenic views, in exchange for smaller lot sizes, may be an alternative approach in certain circumstances.



## LAND USE CONSIDERATIONS

### PRIMARY LAND USES

Single-Family Detached Homes, Cluster Development, Parks and Open Space

### SECONDARY LAND USES

Civic and Institutional

## INDICATORS & ASSUMPTIONS

Lot size (range) 1/2 to 2 acres



## EXAMPLE LOCATIONS

Single-Family Detached Homes: Persimmon Drive (south of Green Valley Road)

Cluster Development: Spring Mesa in Arvada, CO

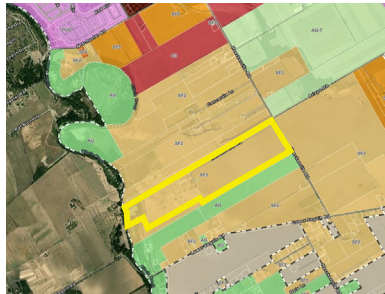




## Scenario #2 – Rezoning

### Zoning Map Amendment Process (Rezoning), Section 4.3.1.5, Approval Criteria, of the UDC

- ✓ A. The application is application is complete, and the information contained within the application is sufficient and correct enough to allow adequate review and final action;
- ✗ B. The Zoning Map Amendment is consistent with the City’s adopted Comprehensive Master Plan; Estate Residential (2024 Cibola Tomorrow Comprehensive Plan, pg. 40)
  - Character and Intent: Predominantly single-family housing on large lots located throughout the community...
  - Land Use Considerations: Single-Family Detached Homes, Cluster Development, Parks and Open Space
  - Example Locations: Persimmon Drive (single-family detached homes)
- ✗ C. The Zoning Map Amendment promotes the health, safety, or general welfare of the city and the safe and orderly development of the City;
- ✗ D. The Zoning Map Amendment is compatible with the present zoning and conforming uses of nearby property and the character of the neighborhood; and



- ✗ E. The property to be rezoned is suitable for uses permitted by the District that would be applied by the proposed amendment.



# | Questions



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

AN ORDINANCE OF THE CITY OF CIBOLO, TEXAS, ADOPTING AN AMENDED COMPREHENSIVE PLAN, PROVIDING FOR COMPLIANCE WITH APPLICABLE STATE AND LOCAL LAWS; PROVIDING FOR SEVERABILITY, REPEAL, SAVINGS, PUBLICATION AND CODIFICATION; DECLARING THAT THE MEETING AT WHICH THIS ORDINANCE WAS ADOPTED WAS CONDUCTED IN COMPLIANCE WITH THE TEXAS OPEN MEETINGS ACT; PROVIDING AN EFFECTIVE DATE; AND CONTAINING OTHER PROVISIONS RELATED TO THE SUBJECT.

**WHEREAS**, the City of Cibolo ("City") is a home rule municipality authorized to create comprehensive master plans to guide the development of the city and promote public health, safety and general welfare as authorized by §213 of the Texas Local Government Code; and

**WHEREAS**, the City Council of the City of Cibolo, Texas, passed and approved Ordinance No. 1274 on June 25, 2019, and thereby adopted and updated the 2016 Master Plan; and

**WHEREAS**, the City Council finds two public hearings were held for the purpose of providing all interested persons the opportunity to be heard concerning the proposed variance in accordance with state and local law; and

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

**WHEREAS**, the City Council finds legal notice, notifying the public of all public hearings on the consideration of the proposed Comprehensive Master Plan, was provided in accordance with law; and

**WHEREAS**, the City Council finds the Planning and Zoning Commission, after due consideration issued its recommendation to the City Council in accordance with state and local law; and

**WHEREAS**, the City Council finds that the Planning and Zoning Commission recommended approval of the proposed Comprehensive Master Plan and finds that it 1) promotes the health, safety, and general welfare of the City and the safe orderly, efficient, and healthful development

of the City, 2) is consistent with the policies of goals of the existing master plan, and 3) implements plan policies better than the current plan; and

**WHEREAS**, the City Council desires to proactively guide development in the City by approving the proposed Comprehensive Master Plan.

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

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

**SECTION 2. Comprehensive Plan Adopted.** The City of Cibolo Comprehensive Master Plan adopted November 15, 2016, and amended in 2019, is hereby repealed and replaced with the following plan attached hereto as Exhibit A.

**SECTION 3. Declaration of Compliance.** The City Council finds that all required public notices have been properly issued and all required public hearings have been properly conducted.

**SECTION 4. Severability.** If any section, subsection, sentence, clause, or phrase of this Ordinance is for any reason held to be unconstitutional or illegal by final judgment of a court of competent authority, such decision shall not affect the validity of the remaining portions of this Ordinance. The City Council hereby declares that it would have passed and ordained all the remaining portions of this Ordinance without the inclusion of such portion or portions found to be unconstitutional or invalid.

**SECTION 5. 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. 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 8. Effective Date.** This Ordinance will become effective within the corporate city limits of the City of Cibolo upon passage.

**ORDERED on this 13th day of August 2024.**

---

**Mark Allen, Mayor**

**ATTEST:**

**APPROVED AS TO FORM:**

---

**Peggy Cimics, TRMC  
City Secretary**

---

**Hyde Kelley LLP  
City Attorney**



**CIBOLO**  
**TOMORROW**  
COMPREHENSIVE PLAN

*DRAFT 7.29.2024*



# ACKNOWLEDGMENTS

## MAYOR AND CITY COUNCIL

Mark Allen, *Mayor*  
T.G. Benson, *District 1*  
Randy Roberts, *District 2*  
Robert Mahoney, *District 3*  
Katie Cunningham, *District 4*  
Norma Sanchez-Stephens, *District 5*  
Dick Hetzel, *District 6*  
Joel Hicks, *District 7*

## PLANNING AND ZONING COMMISSION

Jennifer Greve, *Chair*  
Jacqueline Garcia, *Vice Chair*  
Diana Weimer  
Angela Dodd  
Maria Fishback  
Rian Thompson  
Allison Beaver  
Terry Hinze  
Yvette Hubbard

## MASTER PLAN ADVISORY COMMITTEE

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Claudia Walker, *Vice Chair*  
Cody Hicks  
Marcus Mattingly  
Judy Womack  
Mark Schupp  
Malcolm MacLauchlan  
Carole Herr  
Shane Merillat  
Ashley Zimmermann  
Kara Latimer  
Christi Ellard  
Claudia Walker

## CITY STAFF

Wayne Reed, *City Manager*  
Kelsee Jordan Lee, *Director of Planning & Economic Development*  
Eron Spencer, *Senior Planner*  
Bryan Huggins, *Executive Director of Safety and Infrastructure*  
Timothy Fousse, *Public Works Director*  
Chris Otto, *City Engineer*  
Jeanette Gonzalez, *Communications Manager*  
William Arellano, *GIS Manager*  
Thedrick Andres, *Chief of Police*

## CONSULTANT TEAM

Kimley-Horn and Associates

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A large, white, cylindrical water tower stands against a clear blue sky. The word "CIBOLO" is painted in large, dark, sans-serif capital letters across the middle of the tower. To the right of the text is a stylized black silhouette of a bison's head, facing left, with a white star on its forehead. The tower has a smaller, narrower section at the top.

CIBOLO

Cibolo Tomorrow Comprehensive Plan

# CHAPTER 1: CIBOLO TODAY

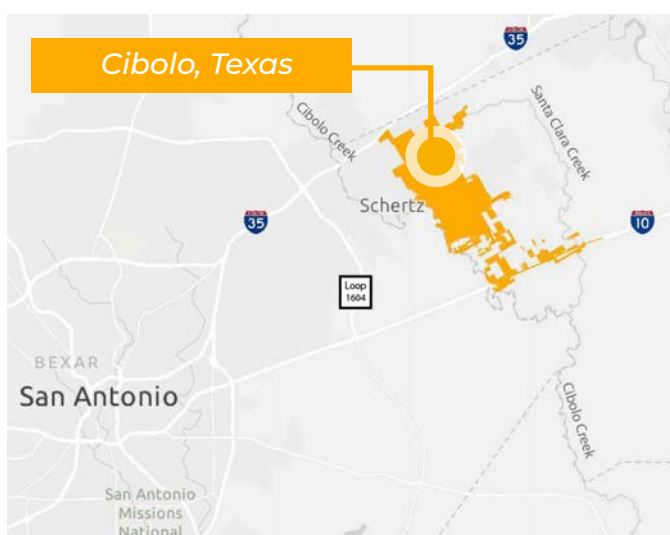
## INTRODUCTION

Situated in the heart of South-Central Texas, Cibolo is a growing city known for its small-town charm. The city is positioned along the Interstate 35 corridor to the north and Interstate 10 corridor to the south, which facilitates connectivity to San Antonio. **Figure 1.1** displays the regional context of Cibolo. The city's proximity to natural features and major highways positions it as a key player in the regional economy. Although Cibolo Creek is dry, its floodplain footprint offers potential recreational opportunities like hiking and biking trails. Cibolo is mindful of its topography, and this comprehensive plan places a strong emphasis on sustainable development practices that consider floodplain management.

Founded on the banks of Cibolo Creek in the mid-19th century, Cibolo is deeply rooted in the rich, historical tapestry of the American frontier. The city's origins can be traced back to the establishment of local ranches and the arrival of settlers who sought fertile land in the region.

The area was inhabited by the Comanche and other tribes, with the name derived from a Native American word meaning "buffalo."

*Figure 1.1 | Regional Context Map*



The city of Cibolo was named by Mr. Schlather in 1876 when the Southern Pacific Railroad connected the area to larger cities. The region experienced agricultural prosperity with cotton as the primary cash crop, benefiting from fertile land and Cibolo Creek. Over the years, Cibolo evolved into a close-knit community, and by the early 20th century, it had established itself as a small but resilient town with a unique blend of agricultural heritage and growing commerce.

In the latter half of the 20th century, Cibolo experienced a transformative shift. The expansion of nearby metropolitan areas, notably San Antonio, brought new opportunities and challenges to Cibolo. The city adapted to this changing landscape and embraced growth while preserving its small-town charm. Subsequent decades witnessed a population surge and the development of infrastructure turned Cibolo into a dynamic suburban community. As a result of its proximity to Randolph Air Force Base, the city has seen growth in businesses and industries like services and retail trade. Today, the city's history is a testament to its ability to balance progress with the preservation of its cultural and historical roots, making it a distinctive and vibrant place to live.

## UNDERSTANDING GROWTH

Population growth in Cibolo has been driven by factors such as job opportunities and the city's strategic location. A demographic and psychographic analysis was conducted to better understand trends in growth based on historical and forecasted data sets from several key sources including the U.S. Census Bureau, Center for Economic Studies, the State of Texas, TxDOT, and ESRI.

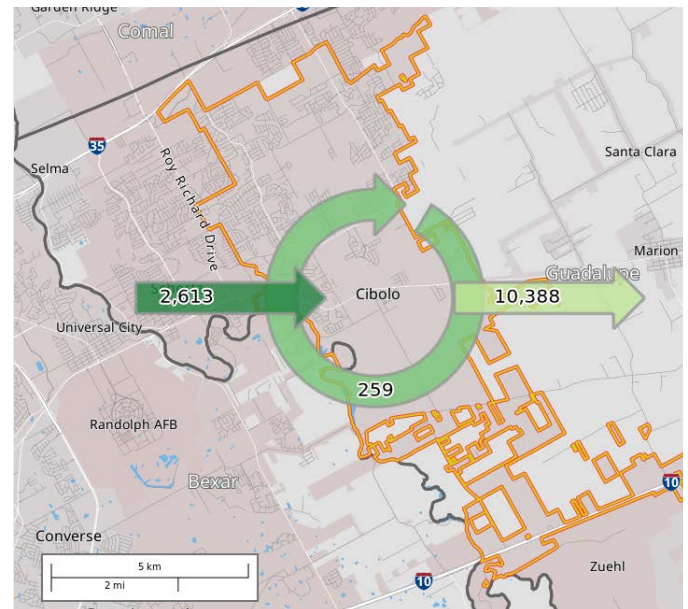
**Figure 1.2** on page 8 displays the City of Cibolo's historic population change. In 2000,

Cibolo was home to about 3,000 people. Over the following 10 years, Cibolo saw a 552.7% percent increase in its population, increasing to 19,580 by 2010. The city continued to see an increase in its population, having an estimated population of 37,061 in 2022. (Source: U.S Census)

A majority of Cibolo’s residents work outside of the City (78.3%) as reflected in **Figure 1.3**. However, since 2016, a greater percentage of people (19.8%) are now commuting into Cibolo for work (11.7%). This increase in percentage reflects the aforementioned growth that the city is experiencing in both jobs and daytime population.

Employment opportunities, residential neighborhoods, and a diversified economic landscape are just a few of the factors accounting for growth over the past 10 years. However, growth can also present challenges that the city must balance. Cibolo aims to shape a future that can proactively address challenges and take advantage of opportunities associated with growth. This comprehensive plan serves as a guiding framework for city officials, landowners, developers, and other governmental entities.

Figure 1.3 | Cibolo - Inflow/Outflow Job Counts



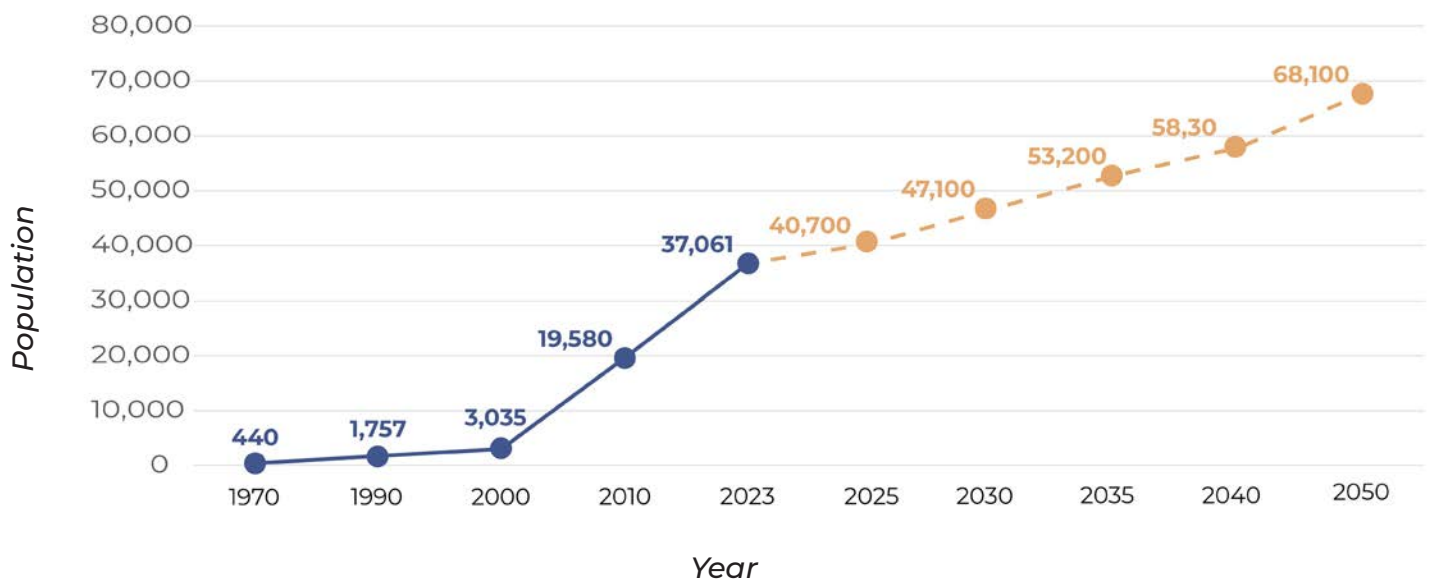
Map Legend

**Selection Areas**  
 Selection Area

**Inflow/Outflow**  
 Employed and Live in Selection Area  
 Employed in Selection Area, Live Outside  
 Live in Selection Area, Employed Outside  
 Note: Overlay arrows do not indicate directionality of worker flow between home and employment locations.

Source: US Census Bureau, Center for Economic Studies 2021, <http://onthemap.ces.census.gov/>

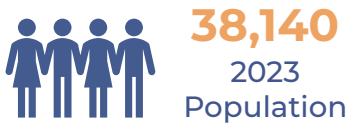
Figure 1.2 | City of Cibolo Historic Population



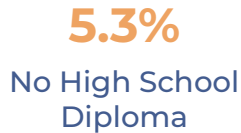
Source: Historical Census Data, State of Texas, TxDOT, and ESRI 2023

# CIBOLO STUDY AREA (CITY AND ETJ)

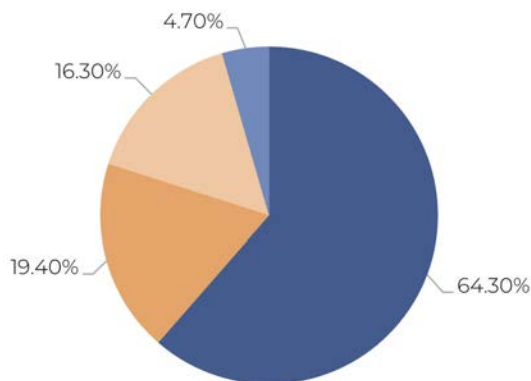
## KEY FACTS



## EDUCATION



## INCOME & EMPLOYMENT



■ White Collar ■ Blue Collar ■ Services ■ Unemployment



Source: ESRI 2023



## WHAT IS A COMPREHENSIVE PLAN?

A comprehensive plan functions as a strategic road map guiding the city's development over the next 20 years. This detailed document reflects the community's vision, goals, and policies, providing a valuable resource for city officials in their decision-making processes related to development and redevelopment. A comprehensive plan includes holistic recommendations for land use, transportation, housing, and infrastructure. It is important to note that while the Comprehensive Plan articulates the community's vision for the future, it does not establish zoning regulations or zoning district boundaries. Implementing this plan signifies Cibolo's commitment to responsible growth. Typically, a comprehensive plan is updated every 5 years.

The primary objective of this plan is to facilitate Cibolo's growth and development in a predictable, and economically responsible way, providing an outlook for the year 2050. The vision and goals outlined in the Cibolo Tomorrow Comprehensive Plan aim to ensure that the city's resources are strategically aligned with the identified needs and desires of the community. The Comprehensive Plan serves as a transparent framework for both current and future decision-makers, offering a clear structure for assessing proposed projects and initiatives. A comprehensive plan's importance lies in ensuring that a city can attain its full potential while safeguarding its distinctive identity.

## PLANNING AUTHORITY

**Section 213 of the Texas Local Government Code (TLGC)** establishes the legal foundation for comprehensive planning. It states that "the governing body of a municipality may adopt a comprehensive plan for the long-range development of the municipality. A municipality may define the content and design of a comprehensive plan.

(b) A comprehensive plan may:

- (1) include but is not limited to provisions on land use, transportation, and public facilities;
- (2) consist of a single plan or a coordinated set of plans organized by subject and geographic area; and
- (3) be used to coordinate and guide the establishment of development regulations.

(c) A municipality may define, in its charter or by ordinance, the relationship between a comprehensive plan and development regulations and may provide standards for determining the consistency required between a plan and development regulations."

## 2016 COMPREHENSIVE PLAN

The 2016 Comprehensive Plan for Cibolo served as a strategic blueprint outlining the city's vision and goals for sustainable development. This comprehensive document addresses various aspects, including land use, transportation, housing, economic development, parks, and community services. Emphasizing community engagement, the plan reflects the aspirations of Cibolo's residents and businesses. The Cibolo Tomorrow Comprehensive Plan is an update to the 2016 Comprehensive Plan, which reflected the needs of residents at that time. With significant growth and development over the past eight years, the Cibolo Tomorrow Comprehensive Plan Update aims to address the updated needs of residents today.

## HOW TO USE THIS DOCUMENT

This report is broken up into plan components. The plan components are the detailed sections that form a comprehensive strategy for the city's development.

### CHAPTER 1 | CIBOLO TODAY

The introduction chapter of the Comprehensive Plan provides a concise overview of the document's purpose and outlines key aspects of the planning process and community engagement effort that went into crafting this plan.

### CHAPTER 2 | STRATEGIC DIRECTION

The strategic direction chapter outlines the city's vision and guiding principles. It sets the tone for the plan, introducing the key principles and objectives that will be explored in detail throughout the subsequent chapters.

### CHAPTER 3 | LAND USE AND CHARACTER

The land use and character chapter delves into the strategic allocation of land for various purposes and the desired aesthetic of areas in the community. It outlines recommendations that aim to shape the physical and visual aspects of the community, ensuring a cohesive development that aligns with the overall vision of the city.

### CHAPTER 4 | TRANSPORTATION

The transportation chapter addresses the city's mobility infrastructure, roads, and alternative transportation modes. It outlines strategies for efficient transportation systems, connectivity, and accessibility to accommodate current and future needs, fostering a well-integrated and sustainable mobility framework.

### CHAPTER 5 | HOUSING AND NEIGHBORHOODS

The housing and neighborhoods chapter provides recommendations about housing options in Cibolo. It addresses issues such as housing stock, attainability, and hazard mitigation. The goal of the chapter is to foster vibrant, inclusive communities that cater to the diverse needs of residents.

### CHAPTER 6 | COMMUNITY FACILITIES AND PUBLIC SERVICES

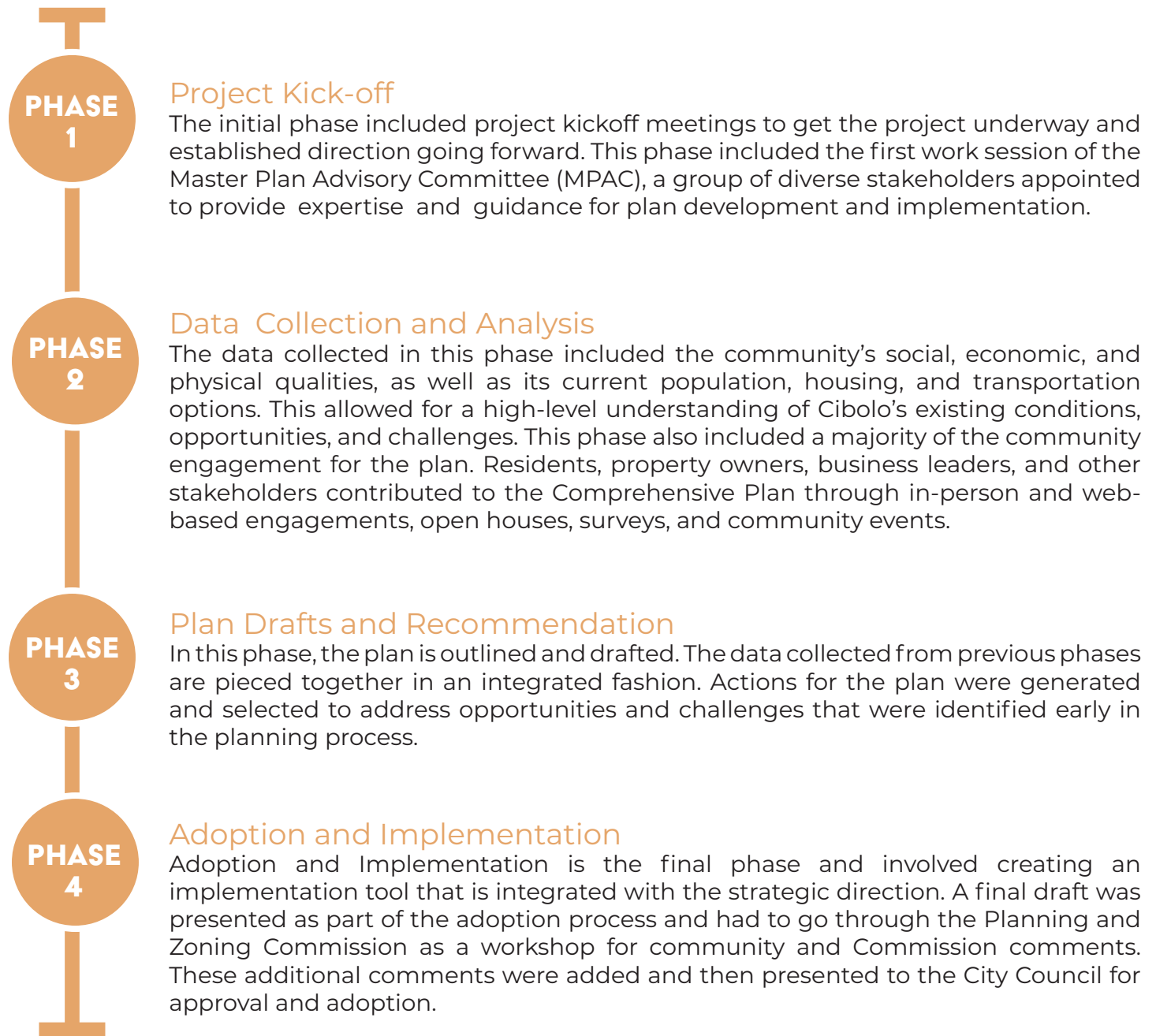
The community facilities and public services chapter outlines strategies for providing essential services such as healthcare, education, and public safety. It also addresses the development and maintenance of recreational facilities, cultural amenities, and public spaces to enhance the overall quality of life in the community. This chapter addresses strategies for mitigating and managing flood risks within the community.

### CHAPTER 7 | IMPLEMENTATION

The implementation chapter outlines the specific steps, policies, and mechanisms to turn the vision and guiding principles into actionable reality. It provides a road map for coordinating various stakeholders, allocating resources, and monitoring progress to ensure the effective execution of the Plan.

## PLANNING PROCESS

The Cibolo Tomorrow Comprehensive Plan involved a 4-phase process that lasted approximately 16 months. Each phase had significant milestones, including crucial public events. Each milestone builds upon the preceding ones, integrating community-wide feedback and input into the plan. The planning process provided a structured framework for decision-making, fostered community engagement, and ensured that development aligns with the needs and aspirations of residents. Below is the 4-phase process of the Cibolo Tomorrow Comprehensive Plan.



## COMMUNITY ENGAGEMENT

Community engagement is significant for a comprehensive plan. By creating communication channels, conducting public forums, and utilizing digital platforms, engagement gathered diverse perspectives and local knowledge. A successful comprehensive plan is not just a product of expert analysis but a collaborative effort that reflects the collective aspirations and priorities of the community. Community engagement acts as a bridge between the city's leadership and its residents. **Figure 1.5** on page 16 displays the complete timeline of community engagement held for the Cibolo Tomorrow Comprehensive Plan.

### IN-PERSON ENGAGEMENT

For the Cibolo Tomorrow Comprehensive Plan, face-to-face meetings were heavily utilized to gain insightful feedback about the community. Open Houses and regular meetings with the Master Plan Advisory Committee (MPAC) led to a deeper understanding of diverse perspectives, ensuring that the Comprehensive Plan is tailored to the specific needs of the community. Diverse user groups were reached out to, including high school groups, business owners, and neighborhood groups.

#### Representational Involvement

Representational involvement refers to engagement opportunities with elected officials, appointed officials, and individuals to help represent different experiences.

#### **Master Plan Advisory Committee (MPAC)**

The Master Plan Advisory Committee (MPAC) was appointed by City Council to provide expertise, guidance, and input in developing and implementing the Comprehensive Plan. They were composed of diverse stakeholders, including community members, experts in relevant fields, and representatives of the Planning and Zoning Commission (P&Z), Economic Development Corporation (EDC), the Parks & Recreation Commission, and the Historic Committee. The MPAC played a crucial role in shaping the long-term vision and goals outlined in the plan. This advisory body often engaged in collaborative discussions and offered recommendations to ensure that the plan was aligned with the needs and aspirations of the community. Examples of recommendations that resulted from the MPAC meetings include the vision statement, guiding principles, PlaceTypes, the Future Land Use Map, the Master Thoroughfare Plan, and action items.



### **Stakeholder Interviews**

Stakeholder interviews were conducted to gather specific insights about the community regarding different topics. These interviews involved direct one-on-one or group conversations with key stakeholders to understand their expectations, priorities, and concerns. These interviews helped identify common goals and ensure that the diverse interests of relevant parties are considered in the planning process. For flexibility, some meetings were conducted virtually. Examples of groups that were interviewed included:

- High School Students
- Business Groups
- Neighborhood Groups

### **Diagnostic Meetings with City Staff**

City diagnostic meetings are collaborative sessions held to assess and analyze the current state of Cibolo and the challenges faced by those who encounter and address key issues on a day-to-day basis. The Staff workshop helped identify Cibolo’s strengths, weaknesses, opportunities, and threats.



*State of the City Meeting*

### **Joint Workshops**

Joint workshops are collaborative sessions that involve the participation of multiple city groups to work together towards a common goal or objective. The input gathered at these sessions were crucial in establishing a clear direction and vision for the plan. The groups engaged to attend workshops for the Comprehensive Plan were:

- Master Plan Advisory Committee
- Economic Development Corporation
- Planning and Zoning Commission
- City Council

### **Project Ambassadors**

Project ambassadors are volunteers who act as liaisons between the project team and the community. They play a vital role in communication and advocacy for the Comprehensive Plan. Project ambassadors were encouraged to conduct meetings with their cohorts to help facilitate conversations on a more personal level in the community.



*Virtual Stakeholder Meeting*

## COMMUNITY EVENTS

For the Cibolo Comprehensive Plan, additional feedback was gathered through community-wide events. These events included pop-up engagement opportunities at existing events happening in the city and open houses where community members could share their feedback. It was essential to include a variety of meeting forums, locations, times, and types to meet people where they were and get as many viewpoints and opinions as possible.

### Open House

Three open house workshops were held to cultivate a high level of participation from the community. The first open house focused on gaining feedback on the overall vision of the plan. Participants were asked about Cibolo's strengths, weaknesses, opportunities, and threats. The second open house focused on gathering feedback regarding the preferred land use scenario and master thoroughfare plan. The third open house focused on gaining feedback for the plan components recommended by the MPAC.



### Pop-Up Events

A booth for the Cibolo Comprehensive Plan was set up at a variety of community events in the community. These pop-ups were used to spread awareness about the plan and participate in a few visioning activities. The events included:

- Cibolo Summer Nights - Touch-A-Truck
- Cibolo Downtown Market Days
- Cibolo Summer Nights – Splash Zone
- Cibolofest



Participants of the community events were asked to provide one word that described what the future of Cibolo looked like to them. The following word-cloud was generated using those phrases.

Figure 1.4 | Visioning Exercise



## ONLINE ENGAGEMENT

Online engagement methods were used to increase accessibility for people unable to attend meetings in person.

### Project Website

CiboloTomorrow.com is the project website that serves as a home base for all project updates, presentations, events, and documents regarding the plan. The website was used for online engagement opportunities like online surveys. Over the course of the project, podcasts were recorded with Council Members, City Staff, and project managers for an in depth conversation on the open chapters. The podcasts were available to the public on popular platforms including Apple and Spotify.

### Online Surveys

Two online surveys were hosted on the Cibolo Tomorrow Project website. Each survey addressed a key phase of the planning process. They garnered a total of 2,423 views, a combined total of over 200 participants, and over 8,000 individual responses.

*\*Does not include the IH-10 Corridor surveys*

The online surveys included questions regarding current conditions, such as zoning, educational opportunities, housing accessibility, city facilities, and what participants want to see improved. This gave the planning team more insight when making recommendations and thinking about implementation.



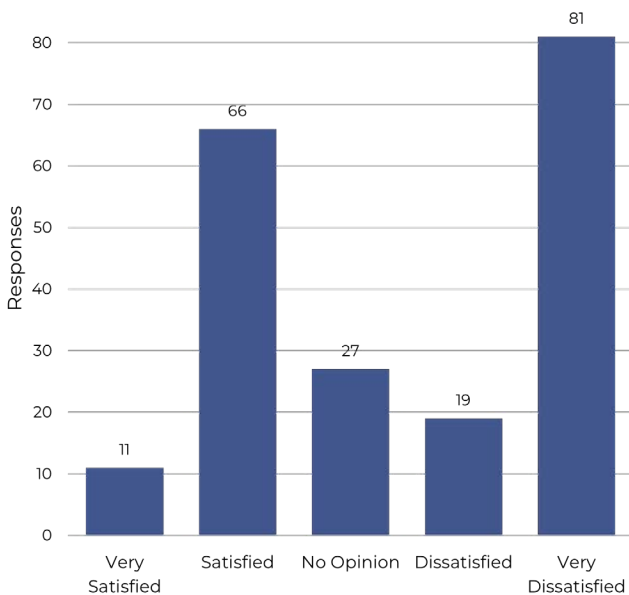
Figure 1.5 | Timeline of Engagement



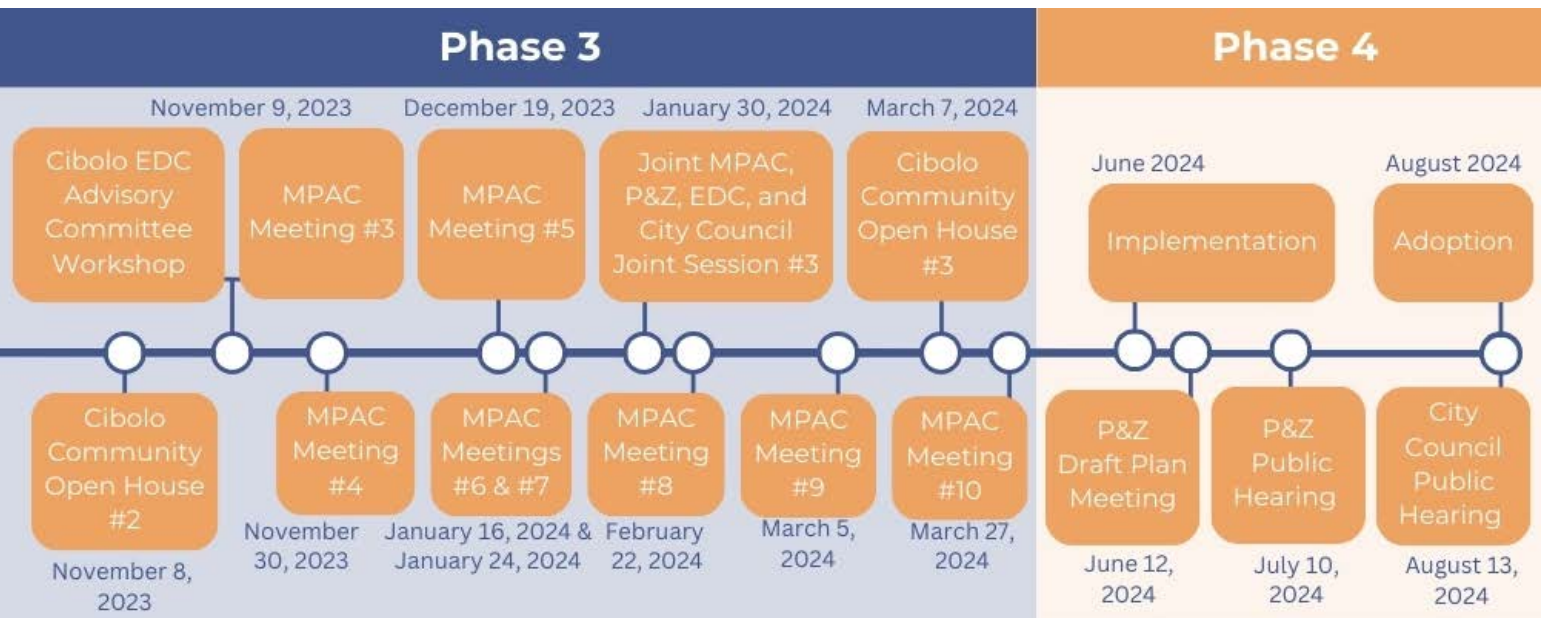
## ENGAGEMENT TAKEAWAYS

- **Maintenance and infrastructure improvements.** Floodplain management and the aging infrastructure were major themes heard during the engagement process. Responsible planning practices to mitigate further flood risk was a top priority, as well as thinking about future growth and how the existing infrastructure will be impacted.
- **Connectivity.** Many participants emphasized the need for better north-to-south connectivity. The expansion and development of a roadway that would conveniently connect I-35 to FM 78 and then FM 78 to IH-10 should be prioritized.
- **Attracting new businesses.** Residents want to see more offerings when it comes to places to gather, eat, and shop. They also want these places to be well connected.

Figure 1.6 | Cibolo: As Place to Play



Joint Workshop #1







*Tu*



Cibolo Tomorrow Comprehensive Plan

## CHAPTER 2: STRATEGIC DIRECTION

## INTRODUCTION

The Cibolo Tomorrow Comprehensive Plan establishes a long-term vision for future growth, development, and investment in the community. The strategic direction provides the foundation upon which all the Plan's actions, policies, and recommendations are based. It sets the overall framework for a more specific policy direction included in each chapter, and informs stakeholders of what the Plan seeks to achieve. Each of the Plan's chapters include actions that should help the city achieve its vision in a manner that is consistent with the vision statement and guiding principles.

The strategic direction aims to guide recommendations by city staff and decisions by elected and appointed officials on future development and character of the community. The Cibolo Tomorrow Comprehensive Plan's strategic direction includes three important components:

- Vision Statement
- Guiding Principles
- Preferred Scenario

## VISION STATEMENT

The vision statement describes the community's desired future physical, social, and economic conditions. As an aspirational statement, it is not intended to describe the current situation; rather, it is designed to create and deliver an image of the future that the community has stated that they want to achieve. The vision statement is structured to:

- Describe where the community wants to go (i.e., the result, not the process to get there)
- Be succinct and memorable
- Focus on essential elements of success

The vision statement for the Cibolo Tomorrow Comprehensive Plan is presented below. It describes the future of Cibolo that leaders and community members want to see by 2050.

### Cibolo Tomorrow Vision Statement



**CIBOLO IS A COMMUNITY WHERE RESIDENTS COLLABORATE TO SHAPE THEIR CIVIC FUTURE BY PROMOTING ITS RICH HISTORY, PRESERVING A SMALL-TOWN FEEL, AND INVESTING IN BALANCED DEVELOPMENT.**

## **GUIDING PRINCIPLES**

Guiding principles provide overall guidance across plan components, articulating the important general principles that should be followed to achieve the vision. These guiding principles apply to both the city-wide level and for smaller geographic areas of the community (e.g. the IH-10 Corridor), and they shape the more detailed policies that apply to specific chapters, such as mobility or infrastructure. The guiding principles for the Cibolo Tomorrow Comprehensive Plan are presented below.

### **Cibolo Tomorrow Guiding Principles**

- 1. PRIORITIZE INFRASTRUCTURE TO SUPPORT EXISTING NEEDS AND FUTURE GROWTH.**
- 2. PLAN FOR AND PROMOTE THE HEALTH, SAFETY, SECURITY, AND GENERAL WELFARE OF ALL RESIDENTS.**
- 3. BALANCE GROWTH THROUGH RESPONSIBLE PLANNING OF CITY ASSETS AND LAND TO PROMOTE A COMMUNITY ENVIRONMENT.**
- 4. PROVIDE PARKS, RECREATION, TRAILS, AND OPEN SPACE TO SERVE CITIZENS AND VISITORS WHILE PROTECTING THE NATURAL ENVIRONMENT AND WILDLIFE.**
- 5. PRESERVE THE HISTORY OF CIBOLO AND PROMOTE THE FRIENDLY SMALL TOWN FEEL THROUGH COMMUNITY PROGRAMS AND EVENTS.**

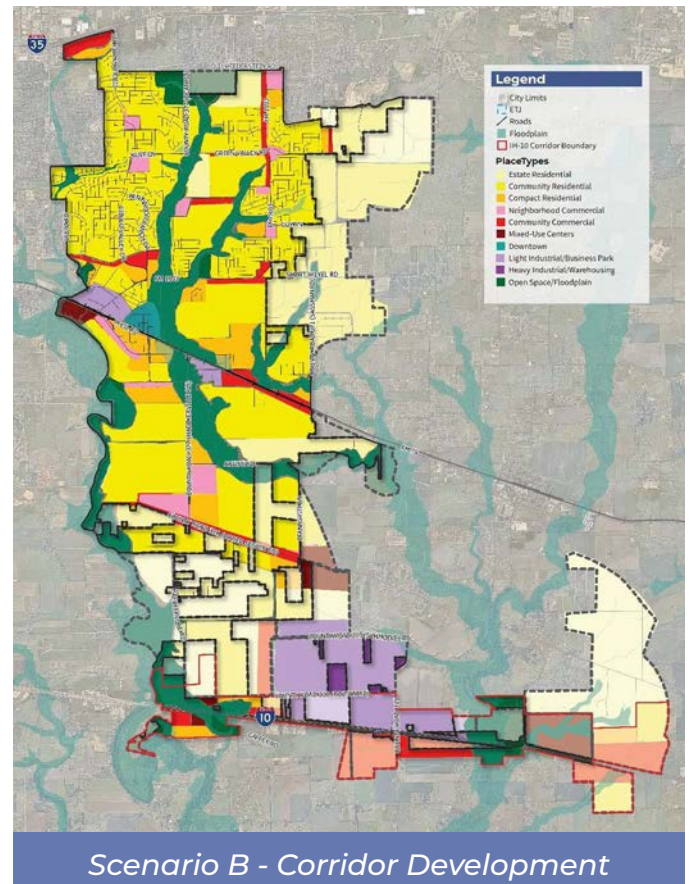
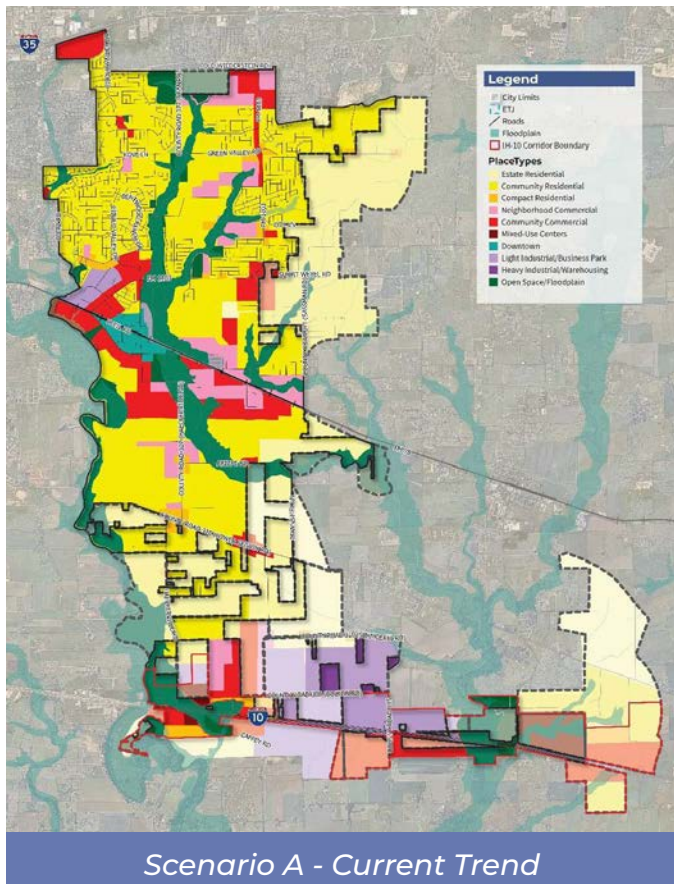
# PREFERRED SCENARIO

The Cibolo Tomorrow comprehensive planning process considered three alternative scenarios for the community – current trend development (Scenario A), corridor development (Scenario B), and nodal development (Scenario C). These scenarios were calibrated to accommodate expected future growth in Cibolo and were produced based on the input of staff, community stakeholders, and the MPAC.

Scenario A assumes that new development focuses on undeveloped areas within both the city limits and the ETJ. Scenario B assumes that new development is focused along major corridors like FM 1103, FM 78, and the IH-10 Corridor. Scenario C assumes that new development is focused inside the city limits and creates activity nodes as anchors for the community. All three scenarios were taken to the MPAC, EDC, P&Z, and the City Council, and

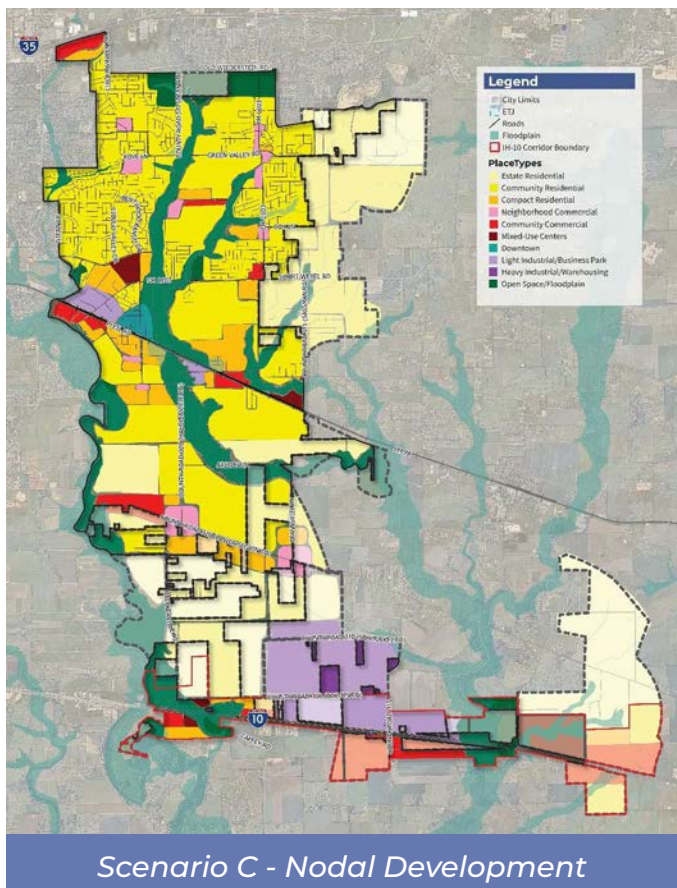
feedback was provided to yield a preferred scenario that contains the preferred attributes of scenarios A, B, and C. The preferred scenario depicts the desired pattern of growth, development, and reinvestment through the plan horizon of 2050.

The scenario uses a set of PlaceTypes to describe the character of places that exist or will be created in the Cibolo Study Area (the existing incorporated city and the current ETJ). The PlaceTypes are described generally on page 24; the detailed descriptions of all Cibolo Tomorrow PlaceTypes are found in **Chapter 3: Land Use and Character. Figure 3.12** the Future Land Use Map, portrays the overall development vision and preferred development scenario expressed by the community and follows the guiding principles presented above.





Open House #1



Scenario C - Nodal Development

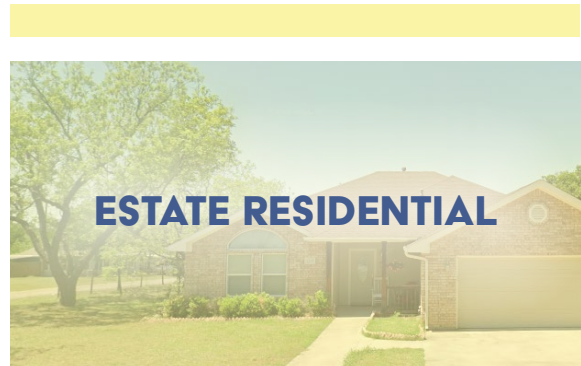


State of the City Meeting

## PLACETYPES

PlaceTypes are the “color palette” used to represent the different places that could exist in Cibolo. Instead of referencing a single land use, they describe character and the quality of the place to be created. This can include what the mix of land uses, scale, and character would be in the PlaceType. PlaceTypes focus on overall development character and how future development aligns with the community’s broader goals, rather than basing decisions solely on land use. This gives city staff, the Planning & Zoning Commission, and City Council more flexibility in reviewing and assessing development proposals for specific properties. When making decisions on rezonings, Future Land Use Map Amendments and other types of development proposals, PlaceTypes can help provide direction and guidance.

The eleven PlaceTypes that follow were used in the alternative scenarios analysis phase of this process. PlaceTypes are summarized on the following pages. More detail related to each PlaceType is provided in the future land use strategy, found in Chapter 3: Land Use and Character. In Chapter 3, each PlaceType is represented by a set of characteristics, including the name, map color, a brief description, and a discussion of primary and secondary land uses, development densities, and supporting images.









Cibolo Tomorrow Comprehensive Plan

## CHAPTER 3: LAND USE AND CHARACTER

## INTRODUCTION

As Cibolo continues to experience rapid growth, one of the City's main objectives is to be proactive in creating a well-balanced, sustainable, and quality-built environment. One of the ways in which Cibolo can accomplish this goal is to develop a strategy for land use that provides for predictable development. This land use strategy can also describe the character of the community and encourage development patterns that create a dynamic sense of place. As it moves into the plan horizon of 2050, it will be important to preserve Cibolo's small-town identity and rich history, but also accommodate a robust city with increasing and everchanging needs. This chapter provides a land use framework that describes the existing conditions and character of the City and provides guidance for the future development pattern of Cibolo.



*Cibolo Youth Sports Complex*

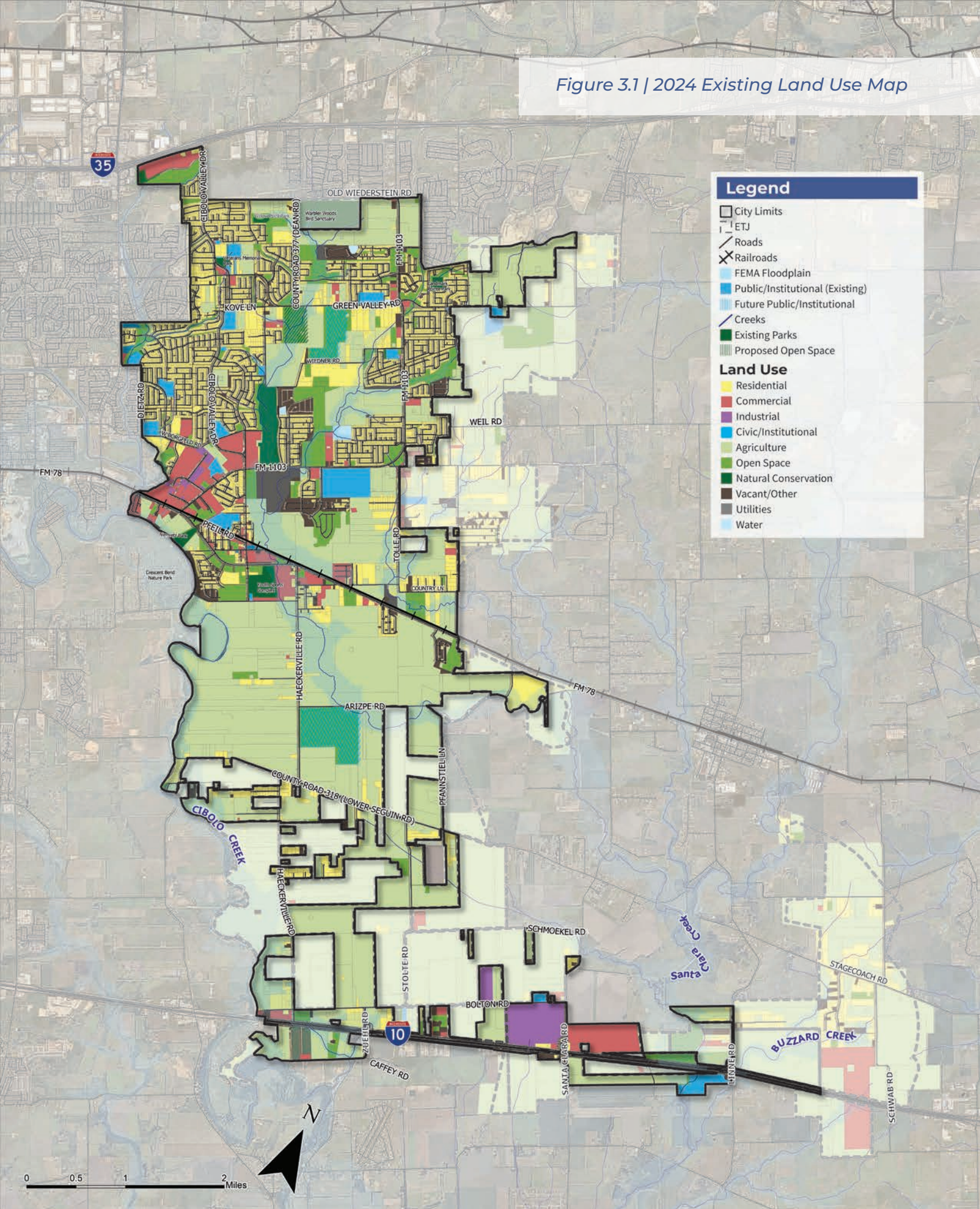
## EXISTING LAND USE

Similar to previous plans, an analysis of existing land use was conducted to help understand and predict growth patterns through 2050. In essence, property located within a city is comprised of various land uses, which when combined, create a diverse and functional environment. For Cibolo, the City utilizes various residential, commercial, industrial, public and institutional, and open space uses. **Figure 3.1** displays Cibolo's existing Land Use Map.

To assign differing areas of land use, aerial imagery was used in conjunction with zoning and other GIS spatial data to determine how properties would be classified. For the purposes of evaluating land use distribution against previous Cibolo Comprehensive Plans (1995, 2005, & 2016), this analysis uses categories that were previously established to best draw comparisons. Since these land uses were originally created, the approach to land use has shifted. These categories were revisited and extensively overhauled throughout the Cibolo Tomorrow comprehensive planning process and are reflected later in this report. The land use categories being compared and analyzed include:

- **Rural / Agriculture / Undeveloped (RAU).** Properties comprised of undeveloped land or rural farmsteads and residences are classified as rural/agriculture/undeveloped. Many of these areas contain large undeveloped tracts or have been subdivided into a few small minor parcels along the road frontage. Almost all of these areas are served by rural roadway cross-sections (i.e., no curb and gutter), wells, and on-site septic. Some of these properties contain active agricultural uses; others are just undeveloped open space.
- **Vacant (VA).** Properties located within the City limits which are currently undeveloped are classified as "vacant." These areas are where existing public infrastructure and services are already readily available and could support active development. In some cases, sites may be platted as part of an active development but that specific lot is not yet developed. Generally, vacant property indicates that development is imminent or possible in the short-term.
- **Residential (LDR, MDR, HDR, MH).** Properties located within the City limits or ETJ which are comprised of residential uses are classified into one of four subdistricts: low-density residential, medium-density residential, high-density residential, or manufactured housing / mobile home. These classifications are intended to enable better planning for compatibility with surrounding uses and utility requirements, while providing a basis of comparison to previous land use assessments. The four classifications can be further defined as:
  - **Low-Density Residential uses (LDR)** are dwellings situated on parcels ranging from 0.5 acres to 10 acres.
  - **Medium-Density Residential uses (MDR)** are dwellings situated on parcels ranging from approximately one-eighth to one-half-acre in size. These include most standard single-family residential uses (R-2 and R-3 zoning classifications). Individual vacant lots in actively developing subdivisions are considered occupied for the purposes of this analysis.
  - **High-Density Residential uses (HDR)** include duplex, triplex, and apartment types.
  - **Manufactured Housing / Mobile Home uses (MH)** are determined by the presence of a home commonly known as such, and as regulated by the Department of Housing and Urban Development. The size of the lot or parcel that these homes are situated on is not considered in this classification, with the exception of those instances in which the definition of "Rural / Agricultural / Undeveloped" is more appropriate.

Figure 3.1 | 2024 Existing Land Use Map

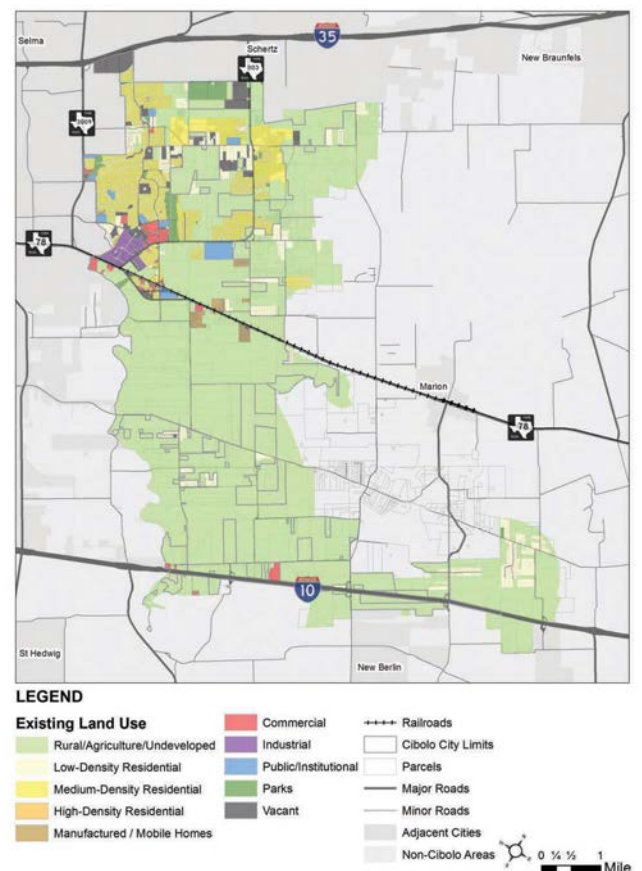


- **Public / Institutional (PI).** Properties located within the City which are comprised of public governmental or utility facilities are classified as “public / institutional.” In most cases, these areas are owned by public entities. Public use does not imply that the general public has access to the facilities; rather, it is intended to identify those uses which are under the control of a public body. In some cases, non-profits and/or private entities are also included in this category (e.g., private schools).
- **Commercial / Retail (CR).** Properties located within the City which offer the sale of products, goods, or services are classified as “commercial / retail.” Typical uses include: retail and wholesale sales of products, personal and non-personal services, offices, etc.
- **Industrial (I).** Properties located within the City which are comprised of industrial and business park uses are classified as “industrial.” Industrial use includes those business types which are generally considered either basic industry or resource extraction, custom or light manufacturing, stockyards, scrap and salvage operations, or vehicle storage.
- **Parks (PK).** Properties located within the City which are comprised of parkland and/or facilities which may be either publicly or privately owned and for which the primary use is intended for recreation, either passively or actively.
- **Right-of-Way (ROW).** Areas within the City which are not associated with a parcel of development is classified as “right-of-way.” These areas include public streets, rights-of-ways, and the railroad.

### Land Use Comparison

As indicated by **Figure 3.3**, the City still is partially undeveloped even with the exponential growth that has occurred over the past decade and a half. This is because the geographic extent of the City limits has also expanded rapidly. Consequently, 33 percent of the land area within the city limits of Cibolo is still undeveloped. When comparing this against development within Cibolo’s ETJ, nearly half of Cibolo’s full geographic area remains undeveloped. This undeveloped area has allowed City residents to maintain a “small town feel” despite all of the suburban growth that has occurred. As the City fully develops over time, Cibolo will need to place effort into preserving that character, if it wishes to maintain that same feel.

Figure 3.2 | 2016 Existing Land Use Map

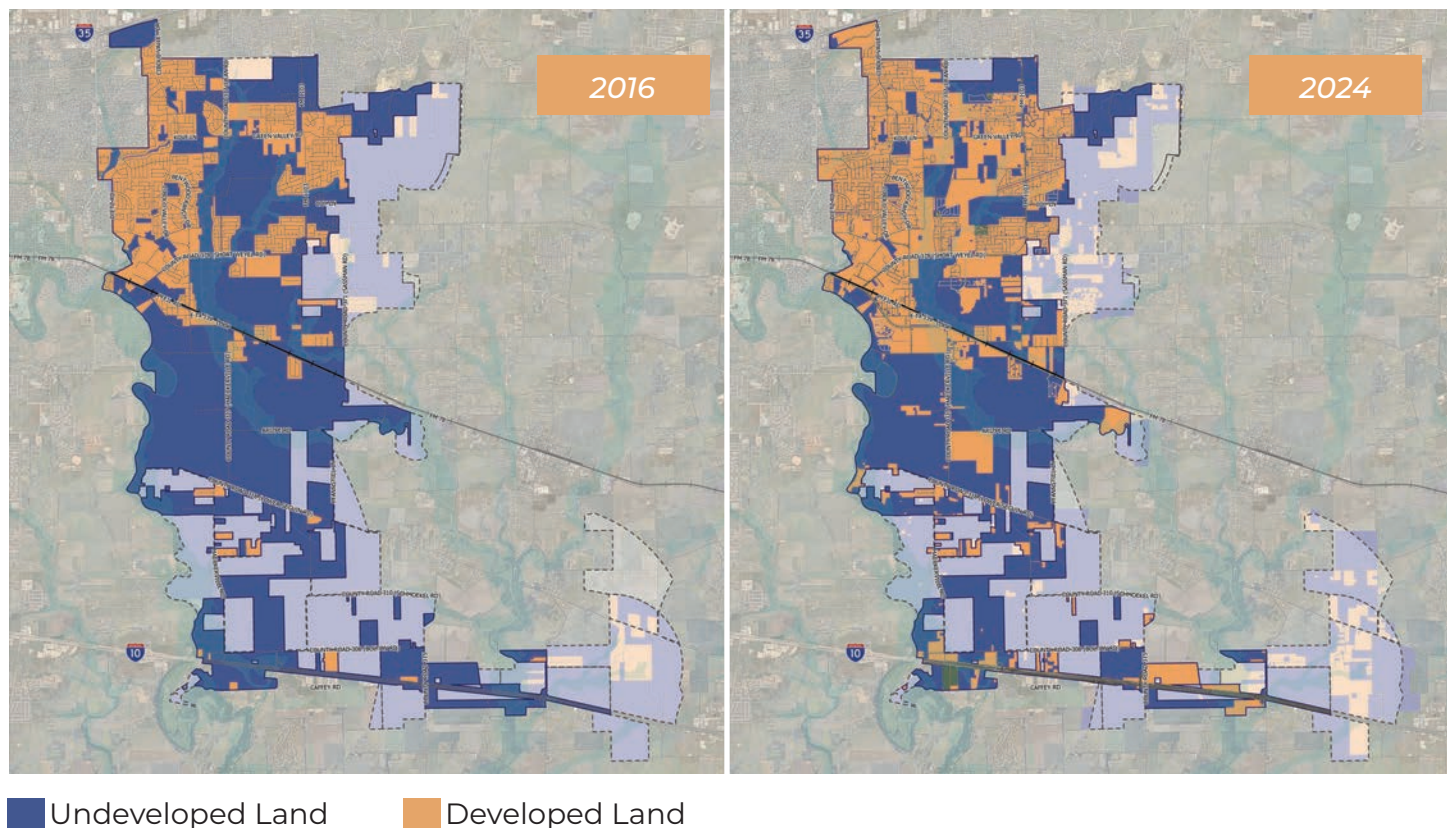


## UNDERSTANDING CIBOLO'S GROWTH AND CHARACTER

The City of Cibolo first developed as a traditional, railroad and agricultural town located along the Cibolo Valley. Parts of the Old Town grid still exist today with the oldest residential neighborhoods surrounding the core. While Main Street maintains its original character and feel as a walkable, small-town, mixed-use district, it is surrounded by and integrated with single-family residential housing. Just outside of the Old Town district, primarily to the north and west, the area is developed with commercial and industrial uses that locally support the City. Cibolo is mostly developed north of Farm-to-Market Road 78 (FM 78) and most of its infrastructure, neighborhoods, facilities, and amenities are in that area. The extents of the northern portions of Cibolo reach to Interstate Highway 35 (IH-35), providing regional connectivity to San Antonio and Austin. Part of the boom in residential development over the past couple decades can be attributed to the growth that has occurred along this corridor. While Cibolo does not have a significant amount of frontage along IH-35, it experienced a steady demand for residential development. Due to its adjacency to JBSA-Randolph just west of Cibolo, along FM 78, the City is also largely comprised of members of the military community.

In the southern portion of Cibolo, the character of the area that extends to Interstate Highway 10 (IH-10) is primarily rural. IH-10 is a regional facility that connects Cibolo to San Antonio and Houston. While IH-10 is not as developed as IH-35, future growth is anticipated to occur along this corridor as it matures. Because Cibolo has significant frontage along IH-10 that remains mostly undeveloped, the future of this corridor is of special interest to the community. The creation of a vision and plan for the district is outlined later in this chapter. Since the previous 2016 Comprehensive Plan, there has been an increase in development along this corridor, primarily for industrial uses.

*Figure 3.3 | 2016 vs. 2024 Development Comparison*



## EXISTING LAND USE HISTORICAL COMPARISONS

Figure 3.4, Existing Land Use Historical Comparisons, uses the 1995, 2005, and 2016 Comprehensive Master Plans and compares them to the 2024 land use areas. Some of the highlighted trends are as follows:

- There was a decrease in Rural/Agricultural/Undeveloped Land (RAU) over the span of the past 8 years (2016-2024), with a shift in the way this land is being tracked. Previously, Low-Density Residential was captured in the RAU category, as the Rural Residential land use and is now shifted into the appropriate category, showing an impact as well.
- From 2016-2024, there was a major increase in the amount of acreage of low density and high density residential.
- From 1995-2024, there was a steady increase in land being used for commercial.
- From 2016-2024, there was a dramatic increase in industrial especially along the Interstate Highway 10 (IH-10) Corridor.

Figure 3.4 | Existing Land Use Historical Comparisons (City and ETJ)

	1995		2004		2016		2024	
	Acres	%	Acres	%	Acres	%	Acres	%
Rural/Ag/Undeveloped (RAU)	2,364.4	69%	1,865.4	43.1%	5,218.8	53.7%	1,786.7	10.4%
Vacant (VA)	61.1	1.8%	541.3	12.5%	530.9	5.5%	-	-
Low-Density Residential (LDR)	337.5	10%	200.7	4.6%	569.1	5.9%	3,411.2	19.8%
Medium-Density Residential (MDR)	3.1	0.1%	834.1	19.3%	1,853	19.1%	3,683.3	21.4%
High-Density Residential (HDR)	6.8	0.2%	4.6	0.1%	11.6	0.1%	4,990.3	28.9%
Manufactured Housing/Mobile Home (MH)	-	-	17.3	0.4%	116.4	1.2%	-	-
Public Institutional (PI)	43.1	1.3%	163.6	3.8%	217.1	2.2%	141.8	0.8%
Commercial Retail (CR)	44.3	1.3%	70.1	1.6%	196.1	2.0%	1,091.1	6.3%
Industrial (I)	217.1	6.4%	69	1.6%	152.2	1.6%	1,322.1	7.7%
Parks (PK)	22	0.7%	53.1	1.2%	144.1	1.5%	701	4.1%
Right-of-Way/Utilities	61.1	1.8%	506.3	12.5%	701.9	7.2%	-	-
Total	3,377.3	100%	4,308.3	100%	9,711.2	100%	17,245.2	100%

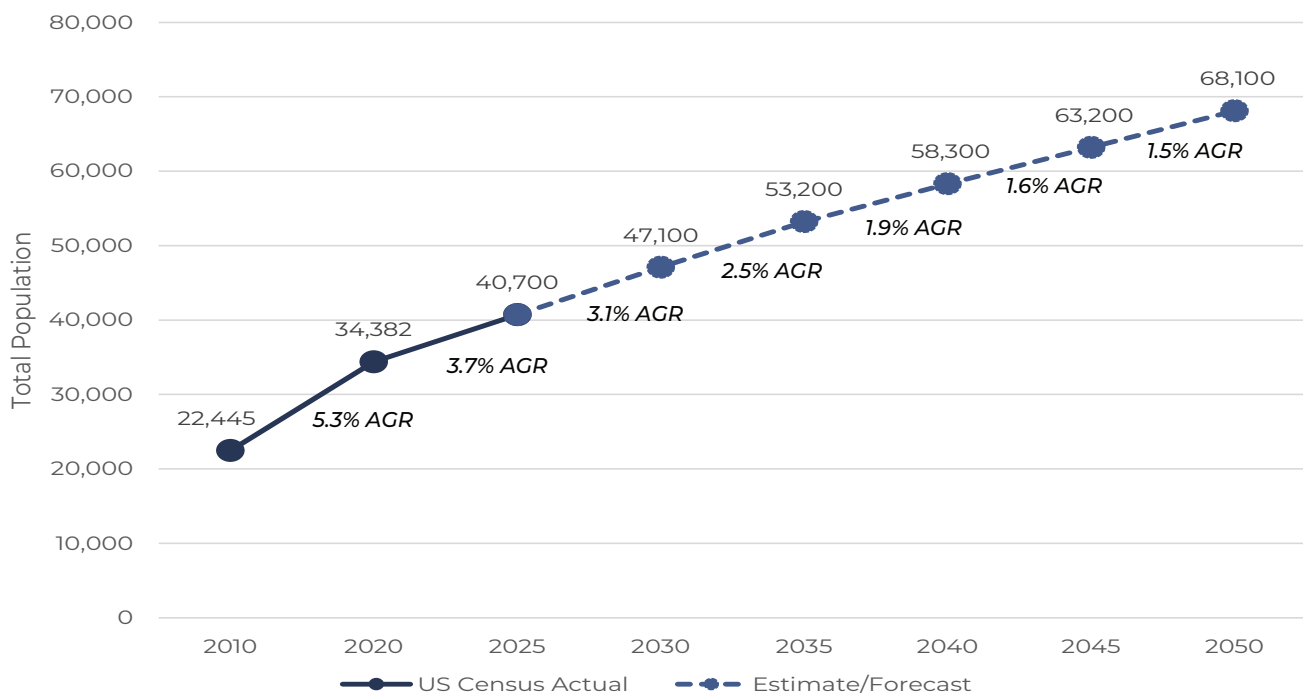
## POPULATION PROJECTIONS

Due to a strong Texas economy, close proximity to San Antonio, and easy access to Interstates 10 and 35, Cibolo has experienced unprecedented growth over the past decade and a half, placing it as one of the fastest growing cities in the country. The total population of the Study Area (City of Cibolo + ETJ) has increased by nearly 70 percent between 2010 and 2023, adding an estimated 15,695 residents. This has resulted in a 2023 population of approximately 38,140 people. By comparison, over the same period, Guadalupe County increased by 8.5 percent and the San Antonio metropolitan region grew by 25.9 percent. Since 2010, the Cibolo Study Area alone captured 20.4 percent of the population growth across the entire metropolitan region.

Although the number of residents living in the Cibolo Study Area in 2010 only made up approximately 13.0 percent of the overall population in the San Antonio metropolitan region, since 2010, that same Study Area has captured 20.4 percent of all new population growth. This points to this area's increasing attractiveness for growth within the region. As a point of comparison, residents of the Study Area are, on average, younger with higher levels of educational attainment when compared to both the County and the metropolitan region. (Source: ESRI Business Analyst Online, US Census Data).

The population projections included in this analysis look out to the plan horizon of the year 2050. The Study Area (Cibolo and its ETJ) is expected to grow by 78.6 percent by 2050, reaching a total population of approximately 68,100. This equates to nearly 30,000 new residents added within the next 26 years. Over time, the average annual growth rate is anticipated to decrease as available land becomes more scarce and more challenging to develop. Although between 2010-2020 the average annual growth rate was 5.3 percent, this is projected to drop to 1.5 percent by 2050. These numbers are considering local sources, like the State of Texas and TxDOT, as well as third-party national socioeconomic forecasting companies like Woods & Poole.

**Figure 3.5 | Population Growth and Projections**



AGR = Average annual growth rate



## MARKET DEMANDS

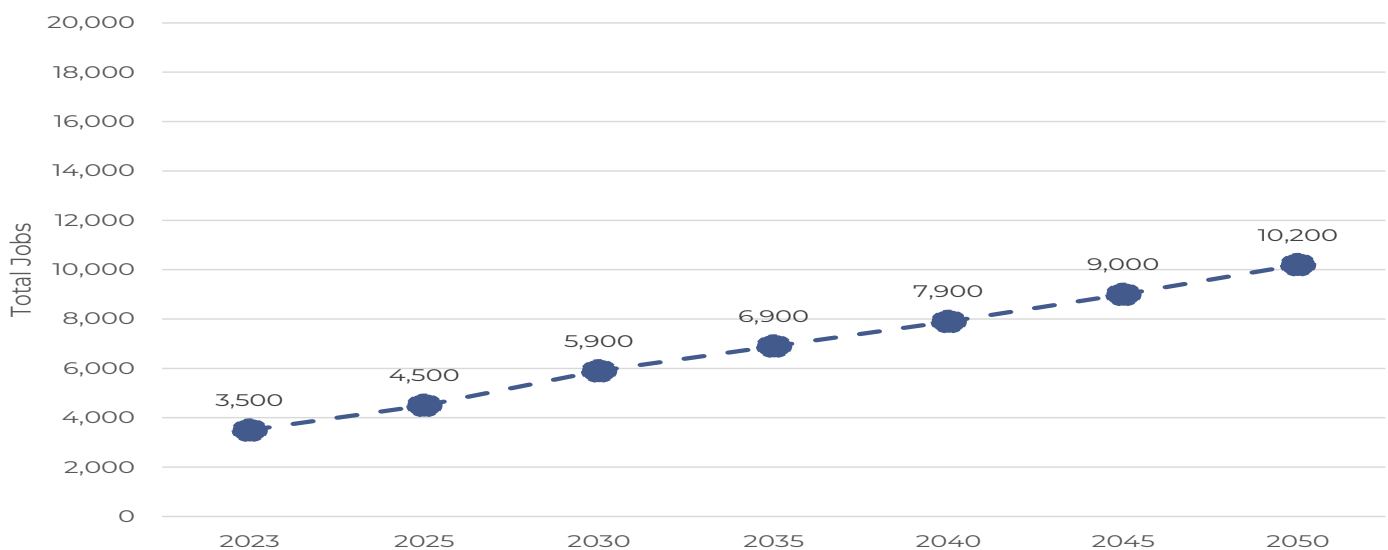
### EMPLOYMENT

Consistent with trends seen across the country, between the years 2010 and 2019, the San Antonio region experienced positive net job growth year-over-year, posting annual net job gains averaging more than 21,000 jobs annually. The onset of the COVID-19 pandemic led to another significant net loss of jobs in 2020; however, the region experienced rapid recovery, adding more than 85,000 jobs back to the economy in 2021 and 2022 combined. Cibolo benefits from being part of a growing local economy.

To provide a snapshot of jobs in the Study Area, data from ESRI's Business Analyst Online was reviewed. ESRI utilizes data points from a company called Data Axle, Inc., which counts both the number of businesses and employees within custom geographies. Based on this dataset, the Study Area contains an estimated 3,500 jobs. The largest sector represented is Education, accounting for 22.6 percent of all jobs, followed by Retail Trade (16.3 percent) and Leisure & Hospitality (12.7 percent). Leisure & Hospitality includes restaurant, recreation, and hospitality workers. Combined, these three sectors comprise nearly half of all jobs in the Study Area.

Employment in the Cibolo Study Area is expected to increase by approximately 6,600 new jobs through 2050. These forecasts take into consideration the slow down during the COVID-19 pandemic, followed by accelerated recovery in 2021 and 2022. Based on these projections, the Cibolo Study Area could reach approximately 10,200 jobs by 2050.

*Figure 3.6 | Cibolo Study Area Job Projections*



Understanding how the distribution of jobs may change in the future helps to estimate future demand for these jobs, whether they gravitate to retail, office, or industrial buildings.

Figure 3.7 | 2023-2050 Employment Change

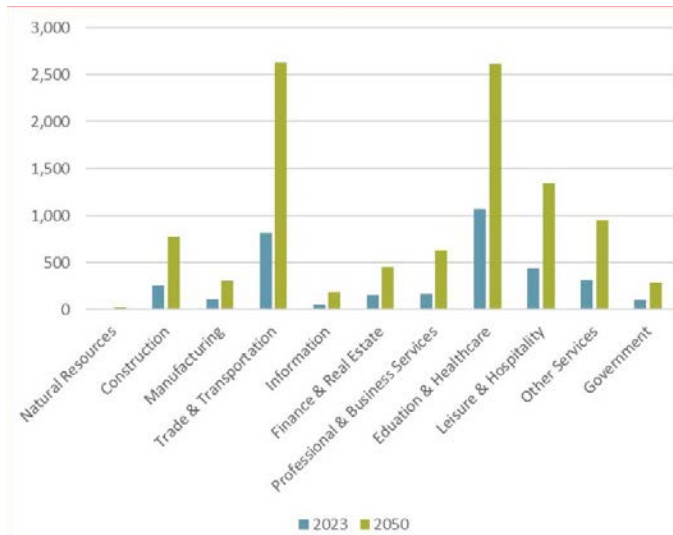
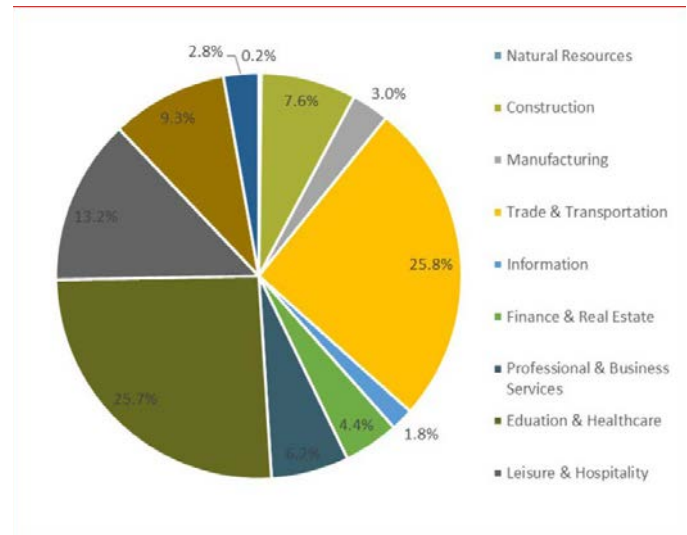


Figure 3.8 | 2050 Employment Shares



## HOUSING

Residential demand is based on projected Study Area population and household growth through 2050. Based on population growth of 29,960 people, the Study Area could support approximately 10,400 new housing units (across single-family and multi-family housing types). Housing demand considers a continuation of average household sizes and the current housing vacancy rate, which is estimated at approximately 4.6 percent. A variety of housing products will be attractive in the Study Area, representing the current inventory and the known development pipeline. Given the low for-sale and rental vacancy rates, both types will be in demand in the Study Area in the future.

## RETAIL

Retail demand forecasts rely on a variety of data points that ultimately estimate future space needs based on anticipated levels of consumer spending. Key data points consulted in this forecast for the Study Area include past and current performance of existing retail space, the impact that COVID-19 and online shopping has had on the delivery of retail space, projected household and income growth, inflow demand from non-Study Area residents, and estimated leakage into other areas of the larger region based on travel patterns. It should be noted that Cibolo's explosive growth in recent years may have influenced demand projections based on data from third-party sources. Population forecasts for the Study Area project an increase of 29,960 people through 2050, a slower growth rate than 2010-2023, but still notable.

Using defined retail categories that are most likely to be represented in modern retail developments, like food, dining, and entertainment, apparel and personal goods, and home furnishings, the expenditure potential of local households could increase from \$428 million in 2023 to nearly \$7.3 billion in 2050. These forecasts are derived from population projections presented previously, as well as average percentages of income spent on specific types of goods and services as reported by ESRI from interpreted U.S. Census data. These projected expenditure totals also consider the performance of retail already existing in the area, as well as impacts from spending by employees and visitors. The influx of spending from travelers along major regional thoroughfares will also have an impact on retail demand in the future, particularly along the less developed IH-10 corridor.

**Figure 3.9 | Net Consumer Spending Increase through 2050**

Business Category	Net New Spending Potential	Sales Per (Sq Ft)	Retail Demand (Sq Ft)
Apparel and Services	\$33,892,657	\$280	121,045
Computer/TV/Video	\$22,769,339	\$400	56,923
Pets	\$14,069,292	\$245	57,426
Toys/Games/Crafts/Hobbies	\$30,399,891	\$150	202,666
Sports/Exercise Equipment	\$55,227,202	\$150	368,181
Reading	\$20,652,880	\$150	137,686
Food at Home	\$103,887,232	\$400	259,718
Food Away from Home	\$80,711,447	\$350	230,604
Furniture/Furnishings/Household	\$29,209,097	\$180	162,273
Pharmacy/Personal Care	\$22,833,014	\$300	76,110
Automotive	\$58,863,041	\$440	133,780
Household Improvement	\$61,698,050	\$260	237,300
<b>Total</b>	<b>\$534,213,141</b>	<b>\$261</b>	<b>2,043,712</b>

As shown in **Figure 3.9**, the net consumer spending increase through 2050 is estimated at \$534 million for households within the Study Area. Based on average sales per square foot figures, this increase in spending potential would equate to a net square footage demand of over 2 million. This household-generated demand could be spent anywhere (including outside of the Study Area), but a substantial portion would be spent within or close proximity, particularly for food, convenience, and drug store purchases. This analysis assumes that for most categories, between 30% and 50% of the spending potential would be spent locally, resulting in a net Study Area demand of approximately 850,000 square feet. The balance of the future spending potential will occur outside the Study Area; however, the local amount will ultimately be informed by future land use policy and development codes. The business categories with the highest square footage demand include Food at Home (grocery stores), Food Away from Home (dining establishments), Household Improvement, and Automotive.

## OFFICE AND INDUSTRIAL

Office demand is forecasted for the Study Area based on the number of future jobs that would likely require office space. This projection considers the changing landscape of office usage in a period where hybrid work arrangements are increasingly more common across many industries. With office demand recorded at an average space of 200 square feet per employee, this equates to approximately 290,000 square feet of new office space needed through 2050. Using a similar methodology but with a space assumption of 1,000 square feet needed per employee, industrial demand could total at least 1.5 million square feet, assuming higher rates of space needed per employee, particularly for Transportation, Warehousing, and Logistics users.

The industrial forecasts presented here are likely conservative and should be revisited following the completion of the Strategic Economic Development Plan, which will inform future target markets for Cibolo and refine estimates that rely on the amount of square footage required per employee.

Industrial projections are based on incremental job growth. It is highly difficult to predict larger scale relocations, which could add to future demand. This is also applicable to industries that seek to be near larger employers, which is particularly relevant for the automotive industry that is currently influencing economic development in the region.

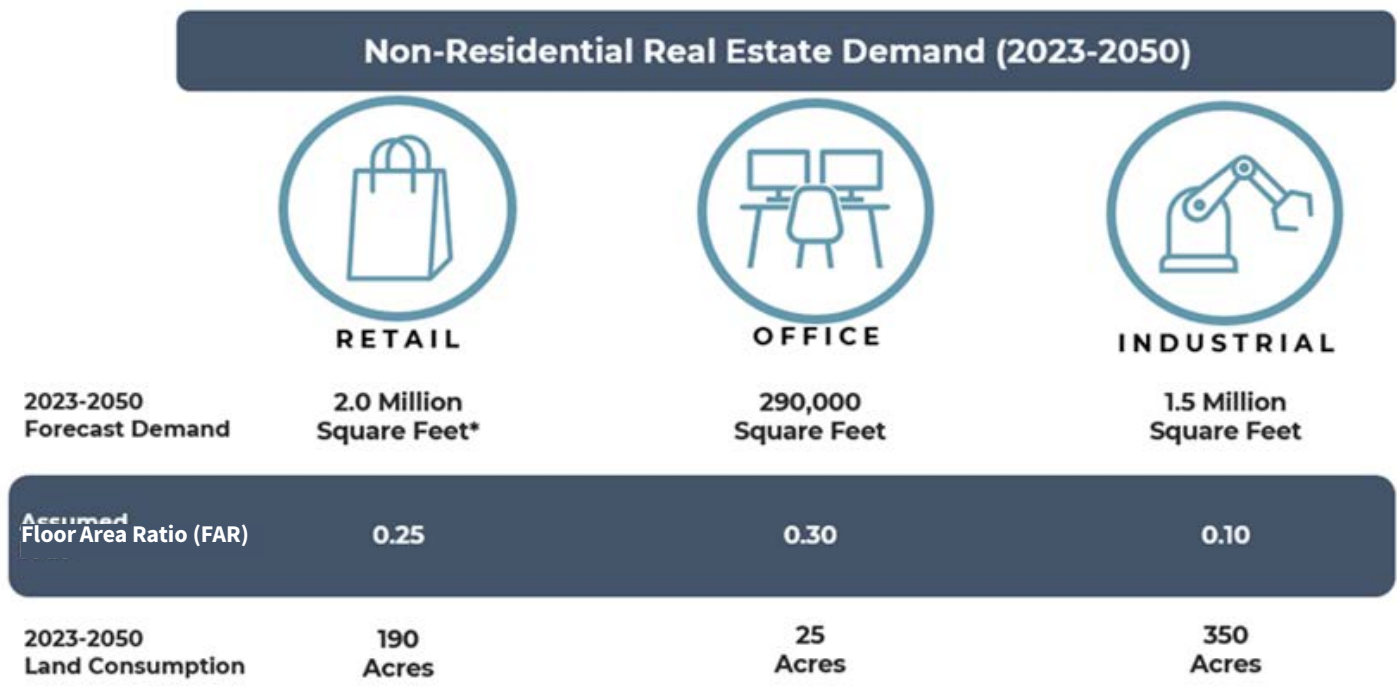
### NON-RESIDENTIAL DEMAND SUMMARY

Based on demand forecasts, the Study Area could support a variety of real estate sectors (single-family and multi-family) through 2050. The demand summary listed in **Figure 3.9** provides estimated units or square footage that could be supported through 2050. For non-residential sectors, the acreage needed to support the forecasted demand is also provided. Land consumption for non-residential uses is based on typical floor area ratios specific to each development type.

#### Development Demand and Future Land Use Considerations

The 2022 FLUM contains a combined total of approximately 3,700 acres of property that is classified under either the Neighborhood Commercial or Commercial categories. This is more than 20 times what the 2023 to 2050 forecasts for retail space have shown a need for. This stark contrast highlights the currently overly aggressive commercial designations in the FLUM, which far exceed the projected need for retail space through 2050. Similarly, Business Park and Industrial acreage in the current FLUM totals more than 1,800 acres, although based on demand, only 375 acres are needed to support forecast development through 2050. It should be noted that larger industrial users, including warehouse and transportation companies that would be attracted to the IH-10 corridor, are hard to accurately forecast for, so having some additional Business Park and Industrial acreage to support larger users is advised.

Figure 3.10 | Non-residential Real Estate Demand



\*Note: Forecasting retail demand can be significantly influenced by travel patterns. Residents don't always choose to spend on retail goods and services near where they live. While most of the demand for retail could be accounted for in the Study Area, some will be generated elsewhere. This can also be influenced by land use policy, land availability, and ease of entitlement. Conversely, demand for office and industrial is based more directly on jobs that are forecasted to be in the Study Area, which will create demand locally.

# PLACETYPES

PlaceTypes are designations for the Future Land Use Map that describe the predominant use and character of an area. Rather than point to a single use or zoning category, PlaceTypes portray a development pattern that is established through scale, density and the way it is used.

The following pages depict PlaceType descriptions for each category including their name, designated color, character and intent, primary and secondary uses, development densities, supporting images and example locations.

Early in the planning process a development pattern matrix was provided to analyze the relationship between PlaceType categories and their potential land uses as reflected in **Figure 3.11** below.

Figure 3.11 | Land Use Make-up of PlaceTypes

		Land Uses									
		Single-Family Detached	Multifamily	Retail & Commercial	Office	Civic & Institutional	Entertainment	Heavy Industrial	Agricultural	Parks & Open Space	Hotel
PlaceTypes	Rural Residential/ Agricultural	●				○			●	●	
	Estate Residential	●				○				●	
	Community Residential	●				○				○	
	Compact Residential	●	●		○	○				○	
	Neighborhood Commercial			●	●	○				○	
	Regional Activity Center			●	○	○				○	○
	Mixed-Use Centers		●	●	●	○	●			○	●
	Old Town	●		●	●	○	○			○	
	Light Industrial/ Business Park			○	●	○				○	○
	Heavy Industrial/ Warehousing					○		●		○	
	Parks and Open Space									●	

● Primary Use      ○ Secondary Use

# RURAL RESIDENTIAL/AGRICULTURAL

## CHARACTER AND INTENT

Rural Residential/ Agricultural is intended for areas within the City which will maintain a rural character during the plan horizon and beyond. These areas are comprised of natural undeveloped space, agriculture, and large lots with large lot minimums.



## LAND USE CONSIDERATIONS

### PRIMARY LAND USES

Single-Family Detached Homes, Agricultural, Parks and Open Space

### SECONDARY LAND USES

Civic and Institutional, Agricultural Business



### INDICATORS & ASSUMPTIONS

Lot size (range) more than 2 acres



## EXAMPLE LOCATIONS

Large tracts of undeveloped land between FM 78 & IH-10, Borgfeld property on Cibolo Valley Drive



# ESTATE RESIDENTIAL

## CHARACTER AND INTENT

Predominantly single-family housing on large lots located throughout the community. Residential uses are oriented with the front of the home facing the street and typically in a subdivision layout with access to some utilities. These kinds of lots may include farm and livestock uses. Cluster development, which involves the conservation of shared open space, natural areas, and scenic views, in exchange for smaller lot sizes, may be an alternative approach in certain circumstances.

## LAND USE CONSIDERATIONS

### PRIMARY LAND USES

Single-Family Detached Homes, Cluster Development, Parks and Open Space

### SECONDARY LAND USES

Civic and Institutional

### INDICATORS & ASSUMPTIONS

Lot size (range) 1/2 to 2 acres

## EXAMPLE LOCATIONS

Single-Family Detached Homes: Persimmon Drive (south of Green Valley Road)

Cluster Development: Spring Mesa in Arvada, CO



# COMMUNITY RESIDENTIAL

## CHARACTER AND INTENT

Predominantly single-family housing developments located throughout the community. Homes are in subdivisions with all utilities, residential streets, sidewalks, and parks, or have connections to neighborhood parks. May have an elementary or middle school in the neighborhood. Convenience commercial businesses may be found around the perimeter with appropriate transitions to support the neighborhood. Homes are typically buffered from non-residential developments via transitional uses or landscaping.



## LAND USE CONSIDERATIONS

### PRIMARY LAND USES

Single-Family Detached Homes

### SECONDARY LAND USES

Civic and Institutional, Parks and Open Space

### INDICATORS & ASSUMPTIONS

Lot size (range) 9,000 sq ft to 1/2 acre (21,780 sq ft)

## EXAMPLE LOCATIONS

Mesa Western



# COMPACT RESIDENTIAL

## CHARACTER AND INTENT

Provides a variety of housing types, including small-lot single-family detached, patio homes, townhomes, and duplexes, in a compact network of complete, walkable streets that are easy to navigate by car, bicycle, or foot. This PlaceType also supports multifamily. Homes are in subdivisions with all utilities, residential streets, sidewalks, and parks, or have connections to neighborhood parks. Neighborhoods may be adjacent to neighborhood-oriented businesses. Key intersections (i.e., FM 78 and FM 1103) and areas within walking distance of local commercial, are the most appropriate locations for this PlaceType, except when between residential neighborhoods and communities (infill development).

## LAND USE CONSIDERATIONS

### PRIMARY LAND USES

Single-Family Detached Homes, Single-Family Attached Homes, Patio Homes, Townhomes, Multifamily Complex

### SECONDARY LAND USES

Civic and Institutional, Small Scale Office, Parks and Open Space

### INDICATORS & ASSUMPTIONS

Single Family lot size (range) up to 9,000 sq ft

## EXAMPLE LOCATIONS

Single Family Detached Homes: Bentwood Ranch, Cibolo Valley Ranch

Duplexes: Sydney Cove

Multifamily Complexes: Grand at Cibolo, Trophy Oak



# NEIGHBORHOOD COMMERCIAL

## CHARACTER AND INTENT

Neighborhood Commercial development is characterized by small, free-standing buildings containing one or more businesses. Neighborhood Commercial primarily provides family-oriented services for the surrounding neighborhoods and city. They are generally located within walking distance of surrounding residential uses and neighborhoods. Business types may include restaurants, local retail, medical offices, banks, and other retail and service uses.



## LAND USE CONSIDERATIONS

### PRIMARY LAND USES

Neighborhood Retail, Office

### SECONDARY LAND USES

Civic and Institutional, Parks and Open Space



## EXAMPLE LOCATIONS

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



## REGIONAL ACTIVITY CENTER

### CHARACTER AND INTENT

Regional Activity Center developments are larger in scale and attract regional traffic for shopping and retail needs. These commercial centers are anchored by mid to big-box retailers located along major thoroughfares (i.e., freeways and arterial roads). National retailers and grocery stores would typically be located in this PlaceType. Regional Activity Centers can also contain smaller retail or office destinations as well, such as medical offices or boutiques, but are typically anchored by several national vendors. Business types may include restaurants, national retailers, discount stores, grocery stores, fast food, and other retail and service uses.



### LAND USE CONSIDERATIONS

#### PRIMARY LAND USES

Community and regional-serving retail and commercial

#### SECONDARY LAND USES

Civic and Institutional, Medical, Small Scale Retail, Hotel, Parks and Open Space, Office



### EXAMPLE LOCATIONS

Cibolo Crossing Shopping Center, Walmart, H-E-B, Shops at Cibolo Bend, Chipotle/City Vet Complex

# MIXED-USE CENTERS

## CHARACTER AND INTENT

Mixed-Use Centers are master planned to offer the ability to live, work, and play in one geographically compact area with a high intensity of uses organized around nodes of activity. This PlaceType includes a mixture of different housing options within close proximity to goods and services and may serve as an employment center and shopping destination for adjacent neighborhoods. Buildings are typically built to the sidewalk and located on internal local streets in order to create a pedestrian-oriented environment. They can be one, two or more stories with residences or offices located above street-level storefronts. This PlaceType includes a space for recreation and gathering. The design and scale of development in a Mixed-Use Center encourages active living through a comprehensive network of walkable, complete streets.



## LAND USE CONSIDERATIONS

### PRIMARY LAND USES

Retail, Large Scale Commercial, Condominiums, Mixed-Use Multifamily, Offices, Hotel, Entertainment Venues

### SECONDARY LAND USES

Civic and Institutional, Offices, Parks and Open Space

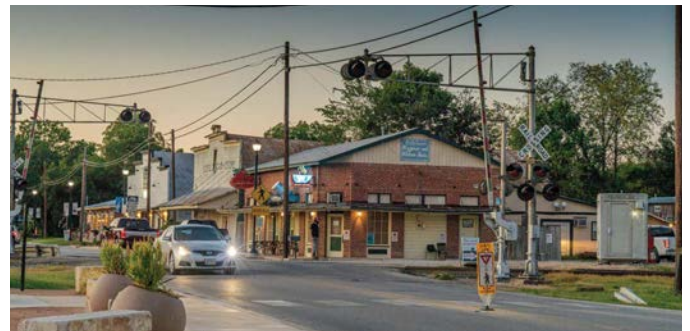
## EXAMPLE LOCATIONS

City of Southlake Town Center, The Quarry

# OLD TOWN

## CHARACTER AND INTENT

The Old Town is a centrally located area containing a mix of residential, commercial, civic and entertainment uses. It is a destination for shopping and entertainment and promotes independently-owned, family-friendly businesses that attract patrons from surrounding neighborhoods and cities. These areas are built in traditional, small-scale downtown forms and coexists harmoniously with surrounding residential uses. The design and scale of development is pedestrian-oriented, can be one to two stories, and encourages active living and a mix of uses within an interconnected network of blocks and streets.



## LAND USE CONSIDERATIONS

### PRIMARY LAND USES

Single-Family Detached Homes, Garden Homes, Small Scale Retail, Office, Bed and Breakfast

### SECONDARY LAND USES

Civic and Institutional, Parks and Open Space, Small Scale Entertainment Venues, Personal Services



## EXAMPLE LOCATIONS

Old Town



# LIGHT INDUSTRIAL/BUSINESS PARK

## CHARACTER AND INTENT

Light Industrial/Business Park includes business and office-related land uses, warehousing, and light industrial and manufacturing uses that occur indoors and do not involve the processing of raw materials. Office and business park land uses may be supported by nearby retail and restaurant uses.



## LAND USE CONSIDERATIONS

### PRIMARY LAND USES

Business Parks, Technology/Data Centers, Flex Offices/Warehousing, Office, Light Manufacturing (i.e., Clothing and Fabric Manufacturing, Electronics and Appliance Manufacturing, Food and Beverage Product Manufacturing, etc.), Call Centers, Logistics



### SECONDARY LAND USES

Small Scale Retail, Civic and Institutional, Parks and Open Space, Hotel



## EXAMPLE LOCATIONS

AISIN, Schneider Industrial Park, Jorgensen Industrial Park

# HEAVY INDUSTRIAL

## CHARACTER AND INTENT

Heavy Industrial areas provide jobs and keep people in the city. This PlaceType is generally found near major transportation corridors (i.e., highways and railways) and may include heavy manufacturing and production uses that occur outdoors and involve the processing of raw materials.



## LAND USE CONSIDERATIONS

### PRIMARY LAND USES

Manufacturing, Major Utility Facilities, Mining, Extraction Services, etc.



### SECONDARY LAND USES

Civic and Institutional, Parks and Open Space



## EXAMPLE LOCATIONS

Heavy manufacturing and industrial uses along regional thoroughfares



# PARKS AND OPEN SPACE

## CHARACTER AND INTENT

Open Space indicates existing and future planned parks. Future parks are allowed in all PlaceTypes; however, this designation protects existing parks and recreational facilities from assumed future development. It also helps earmark land that is intended to be dedicated for parkland in the future and preserve areas that may have water retention or flood concerns.

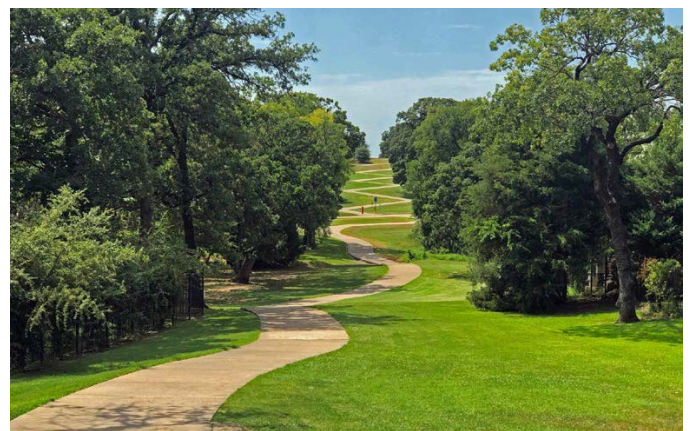
## LAND USE CONSIDERATIONS

### PRIMARY LAND USES

Parks and Open Space, Trails, Floodplain Management

## EXAMPLE LOCATIONS

Schlather Park, Niemietz Park, Veterans Memorial Park, Al Rich Park, Cibolo Sports Complex, Ron Pedde Community Garden





## 2024 FUTURE LAND USE MAP

**Figure 3.12** depicts the 2024 Future Land Use Map for Cibolo and graphically represents the collective future vision and development framework for the community by 2050.

### 2016 FUTURE LAND USE CATEGORIES VS 2024 PLACETYPES

The table below makes a high-level comparison between the future land uses identified in the 2016 Comprehensive Future Land Use Map to the PlaceTypes that have been defined for the 2024 Comprehensive Future Land Use Map. It is important to remember that the land uses from 2016 function differently than the 2024 PlaceTypes. Previously future land uses were more tied to specific uses, whereas PlaceTypes describe the predominant character and provide a wider range of uses that would fit within that designation.

	2016 Comprehensive Plan Future Land Uses	2024 Cibolo Tomorrow Comprehensive Plan PlaceTypes
Residential PlaceTypes	Rural Residential	Rural Residential/ Agricultural
		Estate Residential
	Neighborhood Residential	Community Residential
	Transitional Residential	Compact Residential
Commercial/Destination PlaceTypes	Neighborhood Commercial	Neighborhood Commercial
	Commercial	Regional Activity Center
		Mixed-Use Centers
	Downtown	Old Town
Business/Industrial PlaceTypes	Business Park & Industrial	Light Industrial/ Business Park
		Heavy Industrial
Other PlaceTypes	Parks and Open Space	Parks and Open Space
	Public/Institutional	

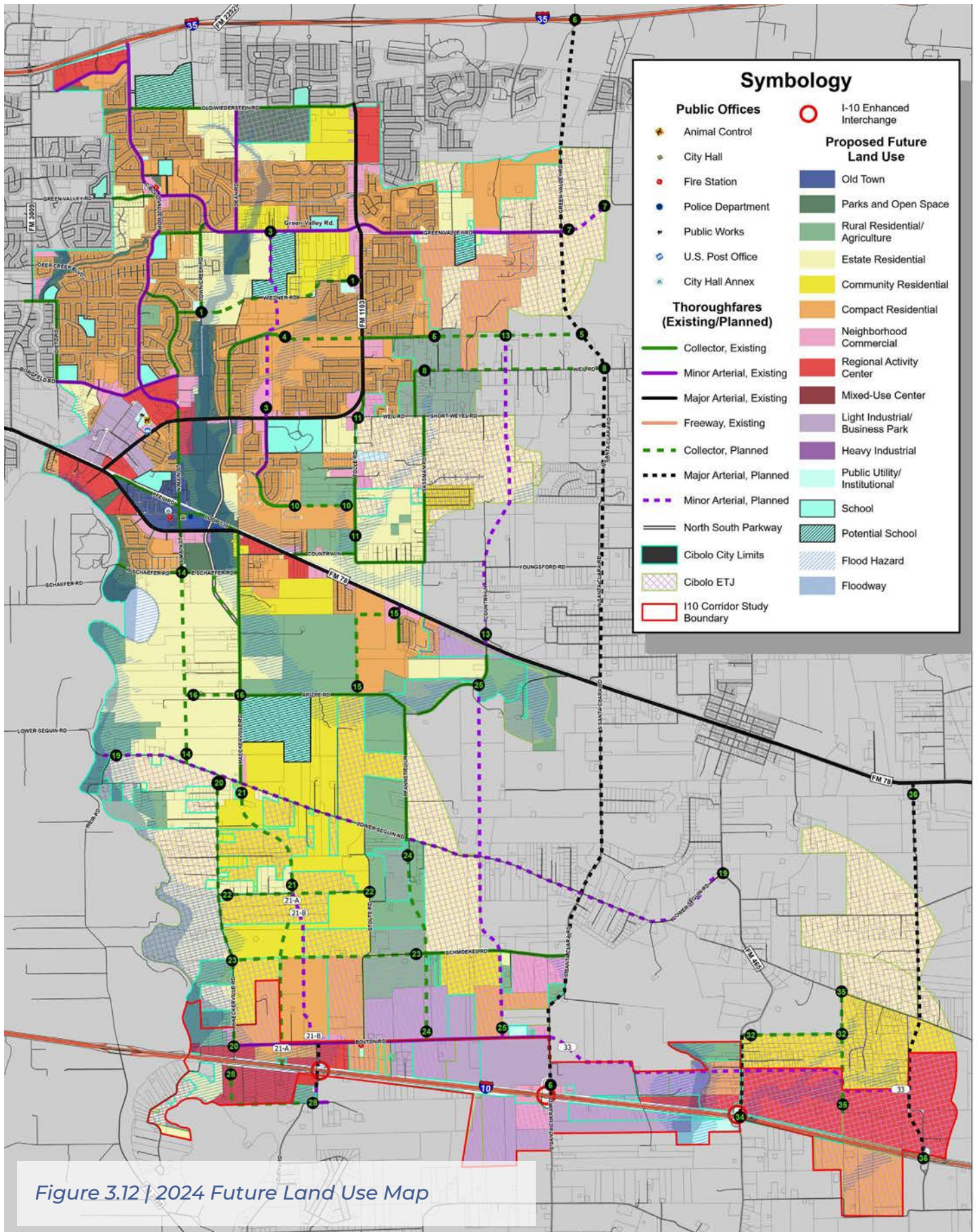


Figure 3.12 | 2024 Future Land Use Map

# 2024 FUTURE LAND USE MAP

Figure 3.13 | 2022 Future Land Use Map

## FUTURE LAND USE MAP COMPARISONS

Through the process of re-calibrating the previous land use categories from the 2016 Future Land Use Map (Figure 3.13) into the PlaceType classifications outlined herein (Figure 3.14), a shift in thinking occurred regarding how residential distribution should look as Cibola moves into the future. In addition, a reduction in the projected demand for future commercial and industrial uses was uncovered through a market analysis of the Study Area. The 2024 FLUM addressed this analysis by right-sizing an appropriate amount of commercial and industrial uses based on those findings. These factors played key roles in the development of the current Future Land Use Map (Figure 3.13) and the projected outlook for 2050.

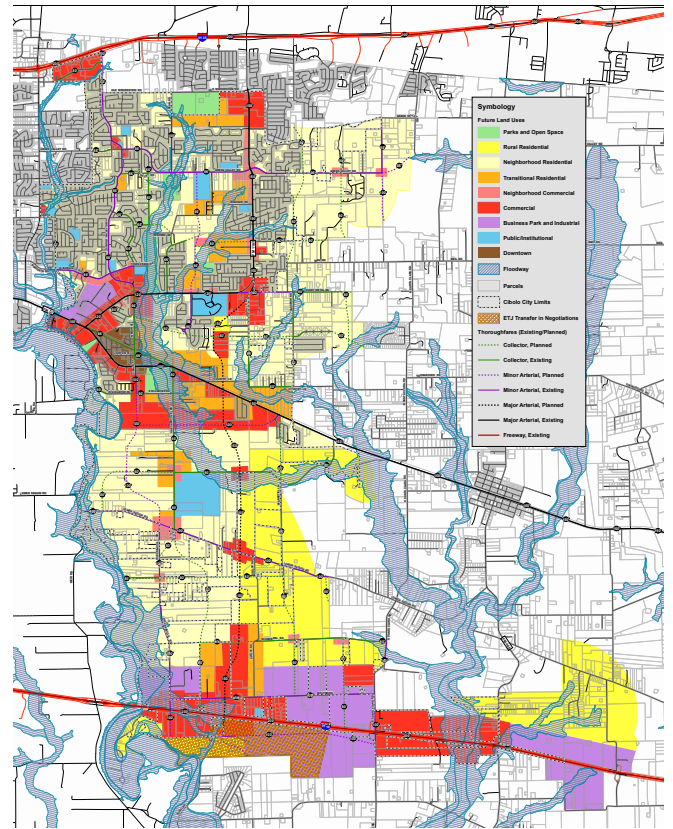


Figure 3.14 | 2022 Future Land Use Comparisons

			2022 FLUM		2024 FLUM	
			Acres	%	Acres	%
Rural Residential	Rural Residential/Agriculture		3,471.7	15.8%	2,332.2	11.4%
	Estate Residential		-	-	5,625.2	27.6%
Neighborhood Residential	Community Residential		10,396.1	47.3%	2,779.4	13.6%
Transitional Residential	Compact Residential		1,449.8	6.6%	4,949.1	24.2%
Neighborhood Commercial	Neighborhood Commercial		330.3	1.5%	571.8	2.8%
Commercial	Regional Activity Center		3,029.7	13.8%	1,330.8	6.5%
Business Park and Industrial	Light Industrial/Business Park		2,221.7	10.1%	1,388.1	6.8%
Downtown	Old Town		198	0.9%	117.8	0.6%
Parks and Open Space	Parks and Open Space		414.3	1.9%	701.2	3.4%
Public Institutional	Public Utility		489.9	2.2%	620.5	3.0%
Total			22,001.5	100%	20,416.1	100%

Note: Heavy Industrial and Mixed-Use Centers are not reflected in this chart because they are not currently shown on the FLUM.

## LAND USE AND CHARACTER RECOMMENDATIONS

The land use chapter plays a pivotal role in establishing guidelines for future development in Cibolo. As the City continues to evolve and expand, it is imperative to adopt strategies that balance the need for development with the preservation of Cibolo's natural resources and quality of life. This section outlines a series of recommendations and land use actions designed to guide the community toward a sustainable and resilient future. The land use action listed on page 58 should be implemented following the Future Land Use Map on page 51. The common themes heard during the engagement process that pertained to land use and character were:

- Responsible Growth
- Diversify Land Use
- Preservation of Open Space

### RESPONSIBLE GROWTH

Cibolo, like many other cities, is experiencing significant population growth, resulting in increased demand for public infrastructure and services. As the population expands, the City faces the challenge of accommodating new residents while ensuring that essential amenities such as water, sewage, roads, and public safety services are readily available. To address this challenge, Cibolo may decide to develop a comprehensive annexation policy that aligns with the provision of adequate public infrastructure and services.

An effective annexation policy will enable the City to strategically expand its boundaries to accommodate population growth while ensuring that the necessary infrastructure supports new development. This policy should consider factors such as existing infrastructure capacity, projected population growth, land use patterns, and service delivery capabilities. By carefully planning and coordinating annexation efforts, Cibolo can avoid overextending its resources and ensure that new residents have access to the same level of public services as existing residents. **Figure 3.15** displays the existing water lines in Cibolo, combined with the Future Land Use Map, to identify areas in the City where future infrastructure investment will be needed to support anticipated land uses. Future policy should also include more in-depth analysis for prioritizing areas with the greatest need for infrastructure improvements. In addition, coordinating with existing service providers can ensure a seamless transition of utility services for new residents.

To accommodate for new growth, strategic planning along major corridors and anchors for the community can help maximize economic opportunities for new developments and reinvestment areas. These areas include:

- Old Town
- FM 1103
- FM 78
- IH-10

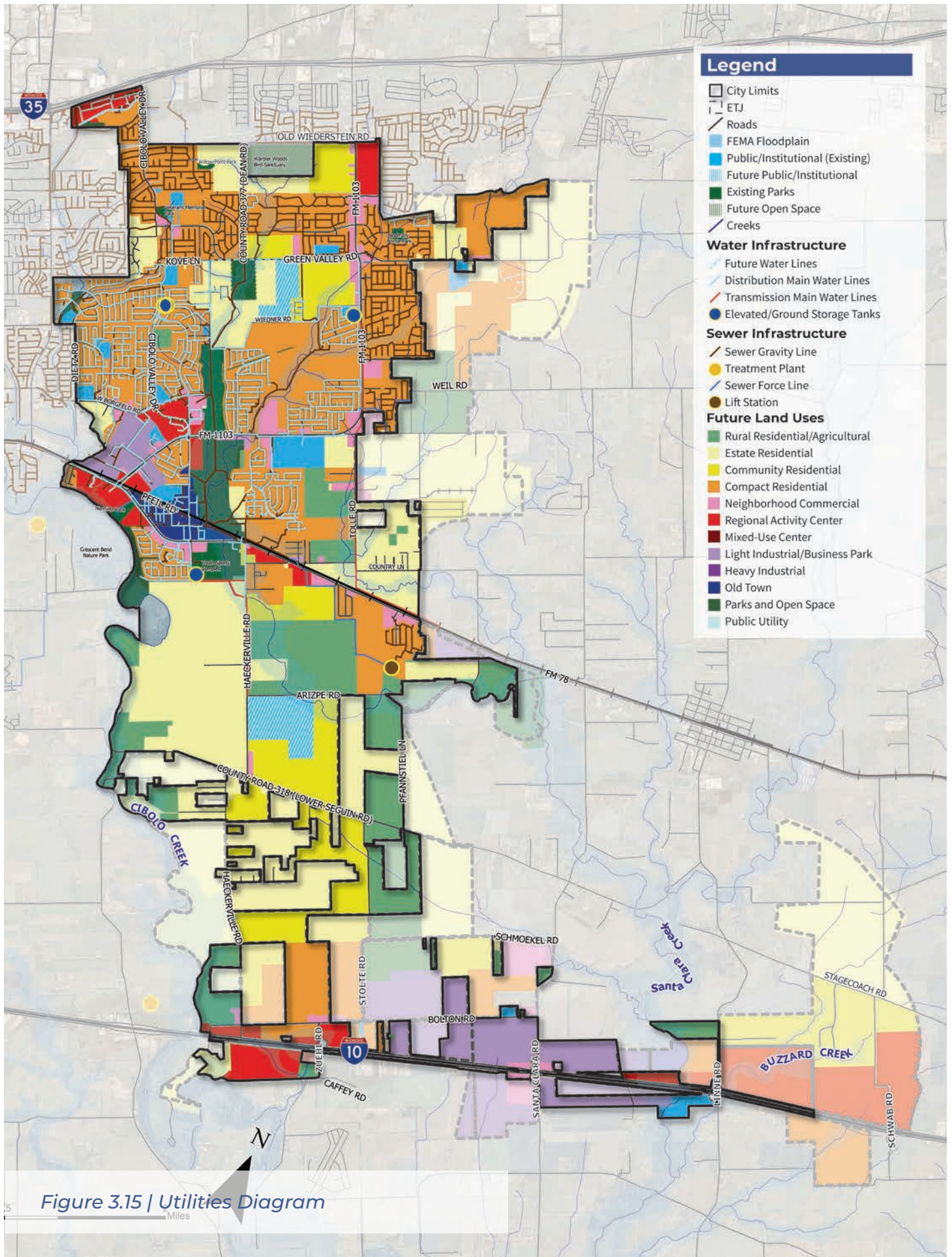


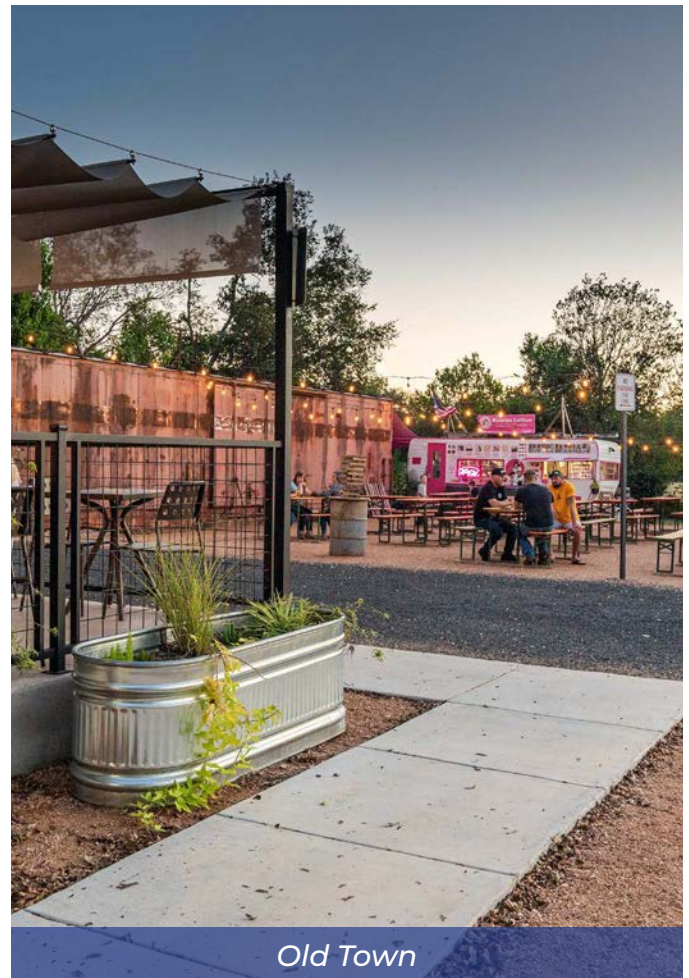
Figure 3.15 | Utilities Diagram

## Old Town

While Old Town itself is a single PlaceType, development within this area should be a thoughtful mix of uses, including residential, commercial, and cultural amenities that preserve the current character. Development should focus on walkability to ensure pedestrian connectivity throughout the district, due to its close proximities of varying uses and street network. Currently, Old Town is an anchor for the community and any future development should continue to prioritize the area as a dynamic hub where residents and visitors alike can live, work, and play. Clear transitions between residential and business areas can enhance the overall livability of the neighborhood. With an emphasis on historic preservation, the architectural heritage of Old Town should be celebrated and integrated into new developments, creating a sense of place rooted in the past. Clear guidelines within the Unified Development Code (UDC) should direct the design and development of Old Town, ensuring that new projects align with the vision for a vibrant, active, and historically preserved district. Additionally, fostering partnerships with preservation organizations and historic commissions can provide valuable expertise and resources to support the conservation of Old Town's architectural heritage. Through these measures, Old Town can evolve into a dynamic and culturally rich destination while preserving its unique character and history for future generations. For a more in-depth analysis of guided recommendations for Old Town, the development of a Master Plan will serve as a guiding document that outlines specific strategies and actions to achieve a desired development vision. It can provide a comprehensive framework for land use, transportation, urban design, and economic development initiatives, ensuring that all aspects of the district's growth are coordinated and aligned with the community's goals and aspirations.

## Interstate Highway 10 (IH-10)

As a key access corridor, IH-10 serves as a vital link between Cibola and nearby cities, and acts as a community anchor for regional commerce. Because of its strategic location, the future vision of this corridor is to support a high mix of uses, including industrial, commercial, and mixed-use development. The IH-10 corridor is poised to become a vibrant economic hub and a focal point for the community. More information on the vision for this corridor can be found in the IH-10 Corridor Plan.



Old Town

### FM 1103

The vision for FM 1103 focuses on ensuring that this major arterial is a connector for the community and offers a diverse mix of uses. The City should focus on creating lively streetscapes conducive to pedestrian activity along this thoroughfare and encourage small-scale business growth. Additionally, the northern section of FM 1103 is envisioned as including a regional activity anchor, offering amenities and attractions that draw visitors from surrounding areas. To ensure integration with adjacent neighborhoods, development should gradually transition to lower-density residential zones, promoting a mix of housing options and preserving community character. Attention should also be given to maintaining well-manicured buffer zones between denser residential and retail areas and neighboring communities, promoting visual appeal and mitigating conflicts between differing land uses. Moreover, strategies should be implemented to balance development density with flood mitigation measures, particularly in areas prone to low water crossings. These considerations can help to safeguard both infrastructure and residents from potential hazards. Lastly, in the southwest quadrant of FM 1103, there should be a deliberate transition toward a diversified employment mix that can

foster synergy with the downtown core while supporting economic vitality and job growth.

### FM 78

The vision of FM 78 emphasizes its role as a regional commercial hub. This corridor is positioned to support a mix of land uses, but focuses primarily on those that align with industrial operations, employment activities, and commercial centers. Allowing for high-density residential development along the corridor presents an opportunity to optimize land use efficiency and accommodate population growth. By locating residential units near employment centers, residents can enjoy shorter commute times, reduced traffic congestion, and increased access to job opportunities. This not only enhances convenience for residents but also promotes economic productivity and supports local businesses. The FM 78 Corridor Plan, adopted by the City of Cibola in 2016, is set to be updated as part of the City Council's Strategic Plan for FY24-27. This update aims to align the plan with current needs and future growth projections, ensuring that FM 78 promotes balanced development and economic vitality.



FM 1103

## DIVERSIFYING LAND USE

A major priority amongst residents was the need to diversify the current offerings in Cibolo. Residents would like to see more restaurants and places to visit. Allowing for a mix of uses in areas helps to create more unique destinations for the community. By incorporating a mix of uses such as residential, commercial, industrial, recreational, and institutional, Cibolo can optimize land efficiency, promote economic vitality, and enhance overall quality of life. Diversifying uses additionally encourages a higher need for connectivity in environments where neighborhoods and areas of employment, amenities, and services drive a need for easy cross access and walkability.

To successfully implement diversification of land use in the community, it is essential to provide a regulatory framework that supports a mix of uses throughout each PlaceType. Rather than limiting PlaceTypes to a single use, each category describes a primary and secondary list of uses that are appropriate for that classification. By incorporating PlaceTypes into the UDC, Cibolo can align land uses with zoning categories to help guide development. By portraying character, density requirements, and allowable uses, the city can provide clarity for developers and ensure consistency when making land use decisions. Additionally, updating the UDC to reflect PlaceTypes also reinforces responsible growth.

Additionally, Mixed-Use Centers are distinct as a PlaceType because they are intended for master planned areas that intentionally mix uses, more fitting for urban, walkable, environments. These areas typically mix uses vertically, within the same structure, versus simply allowing a range of uses within a designated area.

The City currently has a zoning district intended for mixed-use called the Mixed Use Regional Employment Center (MURE) District. This district functions as a zoning overlay with its own design standards that, when implemented, would establish a mixed-use district. Initially, it was very limited in location and has not resulted in development in accordance with its standards. Due to the intent of this zoning category not being realized and its limited location in the City, it is recommended that the MURE district be eliminated. Additionally, it is recommended that the Mixed-Use PlaceType be established as a broader and more flexible category for future use. MURE district property would most appropriately transition to zoning that is compatible with the designated PlaceType guidance, per the Future Land Use Map.

## PRESERVATION OF OPEN SPACE

Incorporating nature preservation and mitigation standards into the City's development code is essential for sustainable land use practices. As growth occurs, implementing policy that aims to help support the preservation of natural resources and open spaces can help in mitigating common threats to Cibolo. By establishing requirements for nature preservation and mitigation measures, the City can minimize the ecological footprint of new developments. These standards can help protect natural habitats and water resources while also enhancing the resilience of Cibolo.

Preserving natural areas, such as Cibolo Creek, for floodplain management and recreation for all is a strategic approach to land use planning that prioritizes the conservation of valuable ecosystems and community amenities. By safeguarding natural areas like Cibolo Creek through zoning regulations, the City can protect against flood risks, maintain water quality, and provide residents with access to recreational opportunities and green spaces. Furthermore, preserving natural areas enhances the overall quality of life for residents, fosters a sense of place and identity, and contributes to the long-term sustainability and resilience of the community.



The following actions are recommendations to achieve the vision for the Cibolo Tomorrow Comprehensive Plan as they relate to land use and character.

## LAND USE AND CHARACTER ACTIONS

NO.	<i>Land Use and Character Actions</i>	<i>Associated Guiding Principle</i>
L-1	<b>Create a City annexation policy that aligns with the provision of adequate public infrastructure and services.</b>	<b>GP-3</b>
L-2	<b>Utilize the Future Land Use Map to diversify uses and character within Cibolo.</b>	<b>GP-1,2,3,4,5</b>
L-3	<b>Develop an Old Town Master Plan that will include an implementation plan and recommendations to update the City's Unified Development Code (UDC) with custom-tailored regulations for Old Town to help preserve and guide existing and future development and activity.</b>	<b>GP-5</b>
L-4	<b>Review and update the City's existing ordinances, where necessary, to accommodate the types of development envisioned in the Future Land Use Map.</b>	<b>GP-2</b>
L-5	<b>Address the addition of new PlaceType categories, development standards, and requirements to preserve open space and floodplain management related to new developments.</b>	<b>GP-4</b>
L-6	<b>Develop a tool for determining the consistency of development proposals and zoning applications with the Cibolo Comprehensive Plan.</b>	<b>GP-2</b>
L-7	<b>Incorporate nature preservation and mitigation standards in the City's Unified Development Code (UDC).</b>	<b>GP-4</b>
L-8	<b>Amend the UDC to reflect updated PlaceTypes.</b>	<b>GP-2</b>
L-9	<b>Foster partnerships that will help achieve desired land use outcomes as outlined in the Comprehensive Plan.</b>	<b>GP-2,3</b>
L-10	<b>Ensure land use types along major corridors support appropriate commercial, industrial, and institutional development.</b>	<b>GP-2</b>
L-11	<b>Preserve natural areas, such as Cibolo Creek, for floodplain management and recreation for all.</b>	<b>GP-4</b>
L-12	<b>Update the FM 78 Corridor Plan</b>	<b>GP-1, 3,4</b>



SPEED  
LIMIT  
30

CIBOLO



Cibolo Tomorrow Comprehensive Plan

# CHAPTER 4: TRANSPORTATION

## INTRODUCTION

Mobility and transportation was commonly heard from residents and stakeholders during the planning process. This chapter outlines the recommendations and actions the City can take over the next 30 years to address the immediate and future needs to the city's transportation network. In a joint workshop that included Master Plan Advisory Committee (MPAC), Planning and Zoning Commission (P&Z), Economic Development Corporation (EDC), and City Council, participants were asked to rank their top mobility priorities. The options included shared-use paths and trails, safety, maintenance, sidewalks, traffic flow, crossings, intersections, connectivity, and streetscaping. Two public surveys were conducted via the Cibolo Tomorrow website to determine the public's priorities in regards to transportation and planning. Detailed recaps of both engagements can be found in the Appendix. The highest-ranked mobility priorities are:

- **Traffic Flow (Highest Priority)**
- **Maintenance**
- **Safety**
- **Connectivity**
- **Sidewalks**

Cibolo is experiencing substantial population growth, and the city has seen a 70 percent increase in its population over the past ten years. As the population continues to increase and development accelerates, Cibolo is facing escalating challenges, notably the strain on existing infrastructure. The increased demand for housing, businesses, and amenities can lead to overburdened transportation networks, resulting in mobility issues and traffic congestion. Transportation and mobility decisions can also influence land use patterns. The location and design of transportation infrastructure can shape how land is used and developed. For instance, the construction of a new highway or a public transit line can spur development in previously uncultivated areas or influence the type of progress that occurs along a corridor.



In addressing the challenges of increased development, special attention should also be given to mitigating flooding risks within the city. The comprehensive plan recognizes the importance of strategic land use planning and infrastructure design to prevent and manage flood-related issues. Rapid development without careful planning may exacerbate flooding concerns, as impervious surfaces replace natural drainage areas. By aligning the recommendations in this chapter and the recommendations in **Chapter 3: Land Use and Character**, Cibolo can work toward more sustainable, accessible, and livable environments. This may involve aligning transportation investments with land use goals and the overall vision of the community.

This comprehensive strategy aims to create a well-integrated and accessible transportation network that caters to the diverse needs of the community while addressing the challenges posed by increased urban development.

## EXISTING CONDITIONS

The City of Cibolo has three significant regional facilities: Interstate Highway 10 (IH-10), Interstate Highway 35 (IH-35), and Farm-to-Market Road (FM 78). **Figure 4.1** displays the existing thoroughfares in Cibolo. IH-35 runs east to west on the northern boundary of Cibolo, IH-10 runs east to west on the southern boundary, and FM 78 runs east to west through the center. These facilities provide access to San Antonio to the west, Seguin to the east, and many other activity centers in and around Cibolo.

Interstate Highway 10 (IH-10), also referred to as U.S. Highway 90, is a four-lane freeway, separated by a grass median and is a Texas Department of Transportation (TxDOT) facility. IH-10 includes two frontage roads, or access roads, that allow for two-way traffic. IH-10 connects Cibolo to the central city of San Antonio as well as the major Texas metropolitan areas of Houston and El Paso. There are three enhanced interchanges planned along IH-10 at Zuehl Rd, Santa Clara Rd, and Linne Rd. In addition, IH-10 is planned to be upgraded to a six-lane freeway, with three-lane, one-way frontage roads on either side. This route is the southernmost major interstate highway in the United States. The segment within the city limits and ETJ of Cibolo is about 4.9 miles long. At the time of the planning process, a IH-10 Corridor Study was conducted as a concurrent planning effort ( a summary of the IH-10 Corridor Study can be found in **Chapter 3: Land Use and Character**).

Interstate Highway 35 (IH-35) is a six-lane freeway that is separated by a concrete divider and is a TxDOT facility. IH-35 includes frontage roads that allow for one-way traffic paralleling the segment of the freeway for which it provides access. IH-35 is a north-south freeway (that runs east to west as it passes through Cibolo) that connects Cibolo to the central city of San Antonio, as well as the major Texas metropolitan areas of Austin and Dallas-

Fort Worth. Although IH-35 parallels the city for a longer segment, only less than a mile is within the city limits. The I-35 NEX Central Project is currently underway for the road to be expanded to 10 lanes.

Farm-to-Market Road (FM 78) is a five-lane roadway, which includes a center turn lane. Travelling east, FM 78 tapers down at Haeckerville Road to two lanes and this configuration continues east towards the adjacent municipality of Marion. FM 78's west end is located near the IH-35 junction in San Antonio and the eastern terminus is located at the U.S. 90 junction in Seguin, Texas. Within the City of Cibolo and Cibolo's ETJ, FM 78 spans approximately 3.7 miles.

In addition to the regional facilities previously mentioned, FM 1103 is a significant roadway in Cibolo, serving as a north to south arterial that connects residential neighborhoods in Cibolo to Interstate 35 (IH-35). This thoroughfare plays a vital role in facilitating commuter traffic, providing access to residential neighborhoods, commercial establishments, and essential services. As Cibolo continues to experience growth and development, FM 1103 will likely undergo further enhancements and expansions to accommodate increasing traffic demands and ensure efficient mobility further south of the city.

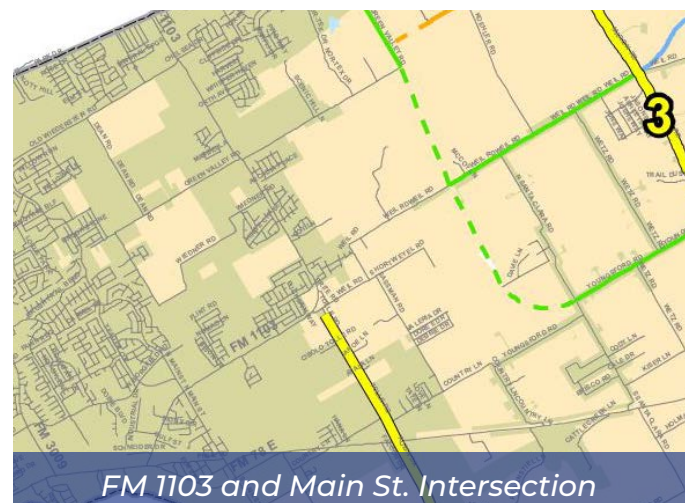
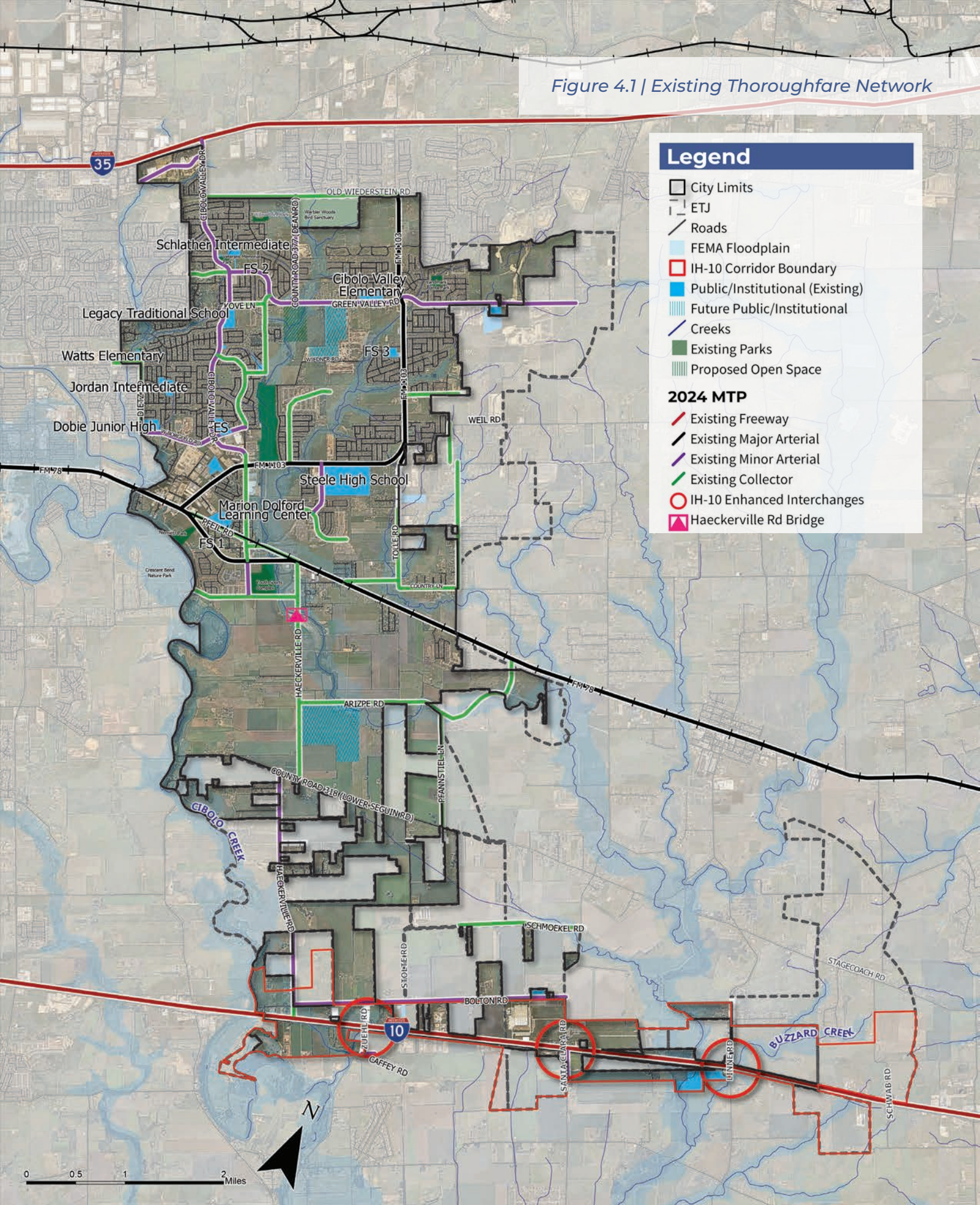


Figure 4.1 | Existing Thoroughfare Network



### Legend

- City Limits
- ETJ
- Roads
- FEMA Floodplain
- IH-10 Corridor Boundary
- Public/Institutional (Existing)
- Future Public/Institutional
- Creeks
- Existing Parks
- Proposed Open Space

### 2024 MTP

- Existing Freeway
- Existing Major Arterial
- Existing Minor Arterial
- Existing Collector
- IH-10 Enhanced Interchanges
- Haeckerville Rd Bridge



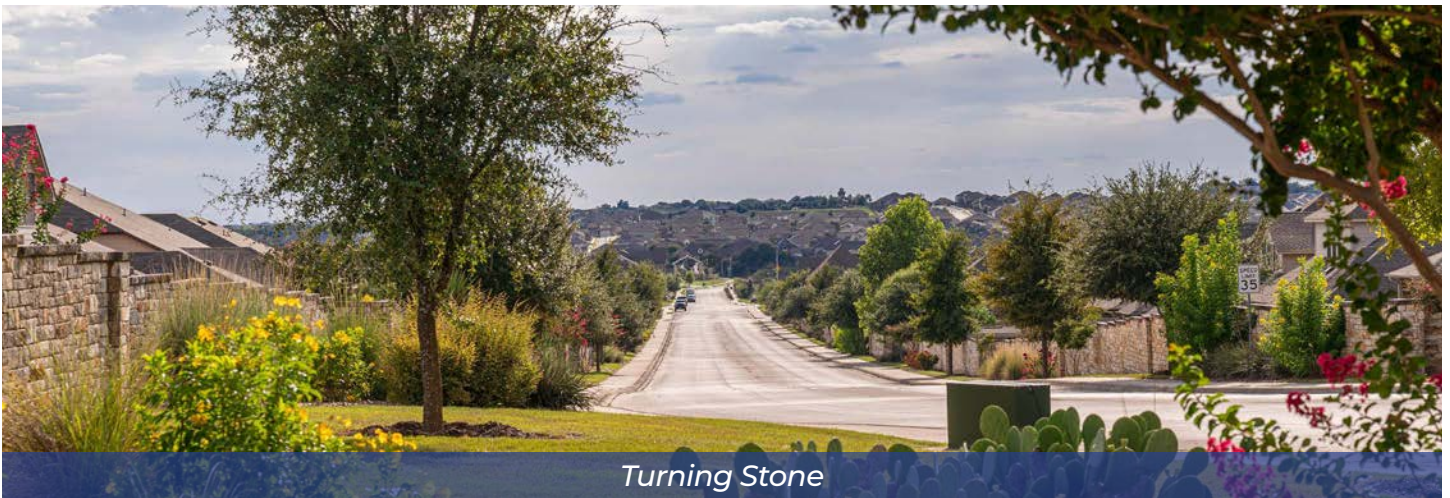
## REGIONAL PLANNING INITIATIVES

Agency coordination is crucial to ensure efficient use of resources by avoiding duplication of efforts and optimizing the overall transportation system. Additionally, coordination allows for seamless connectivity between different modes of transportation, improving the travel experience for commuters. Coordinated planning also helps identify and address safety and reliability issues, reducing accidents and congestion. Essential agencies to coordinate with include TxDOT, AAMPO, and the cities of Schertz, Marion, and Santa Clara.

### Alamo Area Metropolitan Planning Organization (AAMPO)

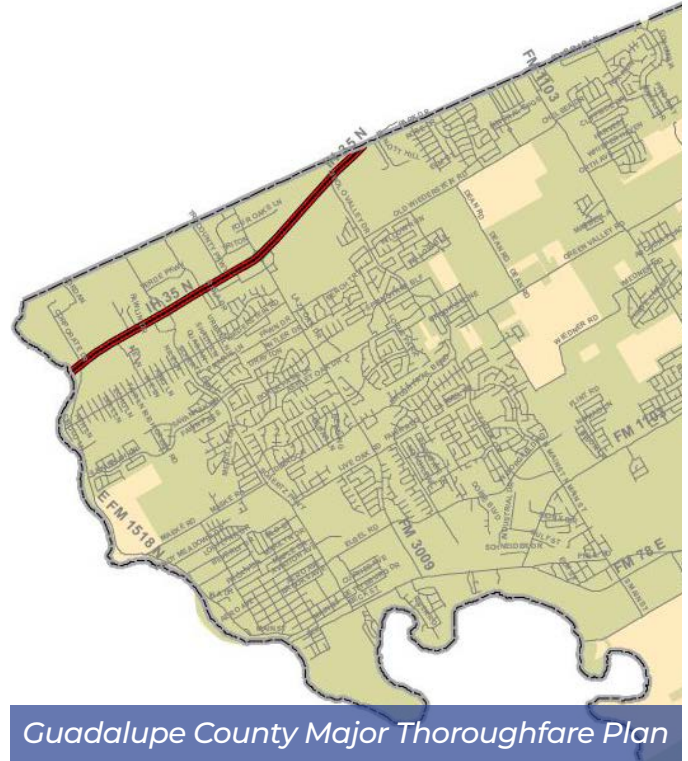
TxDOT projects being coordinated with the AAMPO and the City of Cibolo include the FM 1103 expansion and IH-35 expansion. The Alamo Area Metropolitan Planning Organization (AAMPO) is responsible for coordinating transportation planning efforts across the greater San Antonio region. Comprising local governments, transportation agencies, and community stakeholders, AAMPO plays a central role in developing comprehensive plans and strategies to address the evolving transportation needs of the area. Metropolitan Planning Organizations (MPOs) are mandated to submit both long-range and short-range plans to maintain eligibility for federal transportation funds. Mobility 2050 is a long-range transportation plan developed by AAMPO to coordinate with regional partners to address existing constraints and create a framework for future opportunities. On June 27, 2022, the AAMPO Transportation Policy Board adopted Mobility 2050. The plan provides for the efficient, safe, and convenient transportation of people and goods while helping to achieve the metropolitan area's overall economic, social, energy, and environmental goals. The Transportation Improvement Program (TIP) is a short-range plan that outlines roadway, transit, bicycle, pedestrian and rideshare projects that will be let to contract over the next four years. The TIP was adopted by the Transportation Policy Board on June 27, 2022. The project team coordinated with AAMPO to ensure that plan recommendations aligned with regional planning efforts.

Throughout the planning process, several connections were identified as regionally significant and is reflected in the Master Thoroughfare Plan, **Figure 4.5**. An example project identified is the proposed north-south connector that links FM 1103 to Haeckerville Road. This project that should be coordinated with AAMPO to ultimately be submitted during the call for projects for the next TIP. Initially however, the City will need to conduct a north-south connector feasibility study with preliminary engineering work, environmental analysis, and public engagement to qualify for local, state, or federal funding sources and/or grant programs.



## Guadalupe County Thoroughfare Plan

The Guadalupe County Thoroughfare Plan is a strategic blueprint that outlines the vision and goals for transportation in the Guadalupe County region. This Plan encompasses a comprehensive analysis of current and anticipated transportation needs, focusing on improving connectivity, reducing congestion, and enhancing overall mobility within the county. By identifying key thoroughfares, road improvements, and traffic management strategies, the plan aims to guide future development and ensure a well-integrated transportation network that aligns with the region's growth and economic aspirations. The Guadalupe County Thoroughfare Plan serves as a crucial tool for local authorities, stakeholders, and community members to make informed decisions about transportation infrastructure that will contribute to sustained prosperity and livability of the Guadalupe County region. Guadalupe County is currently working on updating its Major Thoroughfare Plan. The City of Cibolo should continue to coordinate with Guadalupe County to ensure there are no conflicts between the City's and County's thoroughfare plans.



**Guadalupe County Major Thoroughfare Plan**  
*Photo Source: Guadalupe County Major Thoroughfare Plan (01-2012)*

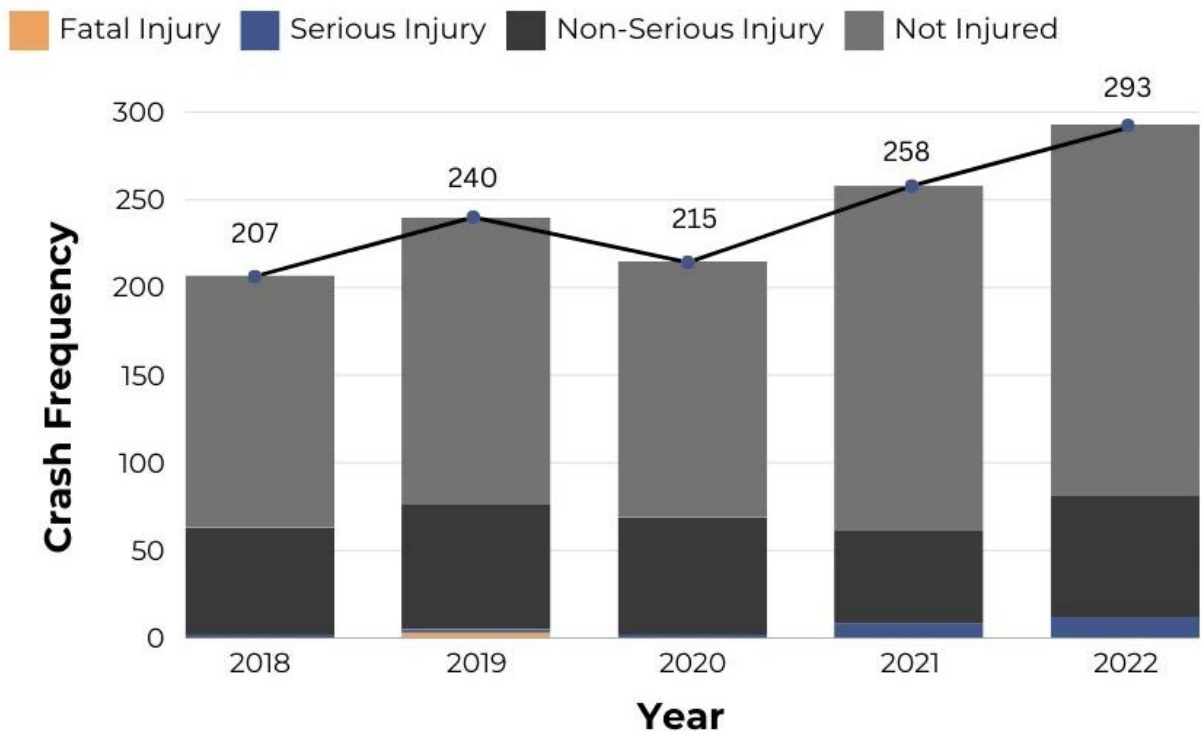


## SAFETY

Between 2018-2022 there have been 1,213 crashes in Cibolo. **Figure 4.2** displays the crash totals by year and severity. Out of 1,213 crashes there were 2,383 crash units (vehicles, bicycles, pedestrians, etc.) involved. Out of the 2,383 crash units, 2,289 (96 percent) involved motor vehicles, 13 (0.54 percent) involved pedestrians, and 6 (0.25 percent) involved cyclists. Out of 1,213 crashes, 77 occurred during rain or snow events and 347 occurred during dawn, dusk, or dark lighting conditions. 56 percent (682) of crashes occurred on TxDOT roadways while 44 percent (531) did not.

It is important to note that crash data collected is from TxDOT's Crash Record Information System (CRIS) which is made up of police reports. This data has limitations as only crashes where a police report was recorded will be included in the dataset. Additionally, different ways in which policing agencies report data can affect data outcomes. Safety was a high priority amongst Cibolo residents during the engagement process. More specific recommendations related to safety are outlined later in this chapter.

Figure 4.2 | Crash Totals by Year and Severity



Data Source: TxDOT's Crash Record Information System (CRIS)

## FLOODING AND LOW WATER POINTS

A consistent challenge heard amongst residents and stakeholders was the threat of flooding in Cibolo. Flooding can lead to road closures and disrupted systems causing significant human and economic losses. Floodwaters can weaken and damage road pavement and soil around bridges and culverts, disrupt public transportation services, and can cause essential routes to become unsafe to travel. **Figure 4.3** displays the existing natural constraints in Cibolo that contribute to excess flooding. These existing constraints include:

- **Topography.** A region’s topography plays a pivotal role in influencing flooding patterns and constraining development. **Figure 4.3** displays the 2 foot contour lines of Cibolo in orange. Contours, often referred to as contour lines, are lines on a map connecting points of equal elevation or depth. The spacing between contour lines indicates the steepness of the terrain—closer lines indicate steeper slopes, while lines spaced farther apart suggest gentler inclines. The natural slope and elevation of the land can significantly impact the drainage patterns, determining how water accumulates and moves during rainfall or flood events. Low-lying areas, for example, may be more susceptible to flooding, while elevated regions may face challenges in managing runoff.
- **Creeks.** The potential for flooding near creeks is a primary concern when planning for future density within a community. Creeks may experience increased water flow during heavy rainfall, leading to a heightened risk of overflow in nearby areas. Development along creek banks may be restricted due to the need to maintain buffer zones for flood control and environmental preservation. The City should consider development regulations that buffer development from the creek.



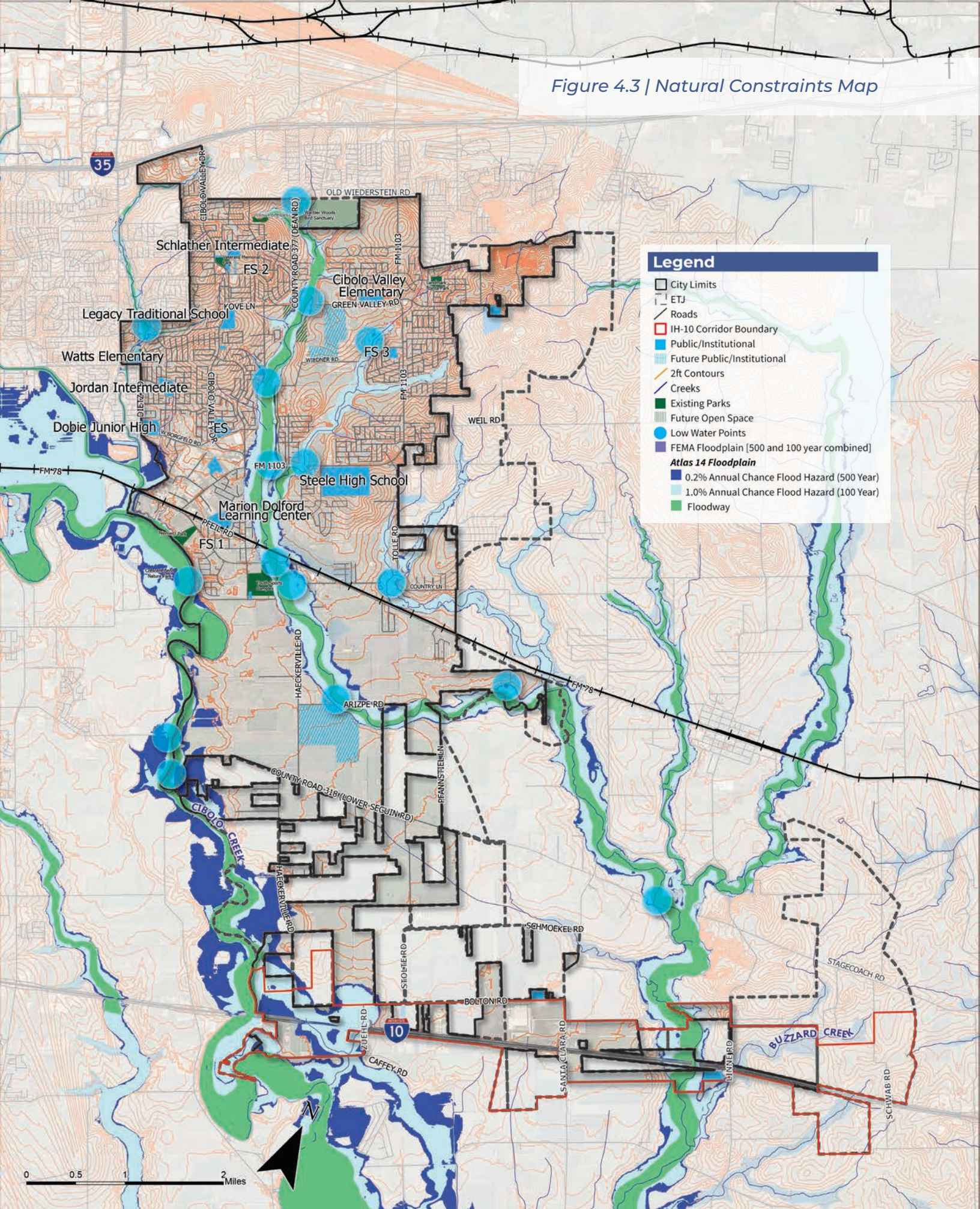
### SAN ANTONIO RIVER AUTHORITY (SARA)

The San Antonio River Authority (SARA) is a regional entity in South-Central Texas, responsible for managing and protecting the San Antonio River Basin. Established in 1937, SARA plays an important role in water resource management, flood control, and environmental stewardship across its expansive jurisdiction. The authority actively engages in a range of initiatives, including watershed protection, water quality improvement, and the development of recreational amenities along the San Antonio River. By collaborating with local communities, government agencies, and stakeholders, SARA works to balance the region’s water needs while preserving the ecological integrity of the river basin, contributing significantly to the sustainability and resilience of the surrounding communities.

- **Low Water Points.** Low water crossings can significantly affect a transportation network in several ways. Firstly, during periods of heavy rain or flooding, low water crossings can become impassable, disrupting the flow of traffic and potentially isolating certain areas. This can lead to delays, detours, and increased travel times for commuters and goods transportation. Cibolo and nearby transportation authorities must address these issues by implementing proper drainage systems, monitoring weather conditions, and providing alternate routes when necessary. Considering the prevalence of low water crossings and roadways within floodplains in Cibolo, special attention should be paid to policies surrounding the design and construction of these roadways. See the recommendations section of this chapter for further strategies.
- **Floodplain.** Floodplain has significant implications on the development of Cibolo, shaping urban landscape and infrastructure planning. It can determine land use patterns and control development outcomes. Existing and future developments are confronted with the challenge of mitigating the risks associated with potential flooding events. The floodplain shown in **Figure 4.3** utilizes two sources of data to help delineate the different floodplain data for the community: Atlas 14 and FEMA.
  - **Atlas 14:** Officially known as the “Atlas 14 Volume for Texas,” Atlas 14 is a comprehensive rainfall frequency developed by the National Oceanic and Atmospheric Administration (NOAA) in collaboration with state and local agencies. Specifically focused on Texas, Atlas 14 provides updated and refined precipitation frequency estimates for various durations and return periods across the state. This data offers valuable data to assess flood risks, design resilient infrastructure, and make informed decisions regarding land use and development. *Source: San Antonio River Authority (SARA)*
  - **Flood Hazard Areas from the Flood Insurance Rate Map:** The Federal Emergency Management Agency (FEMA) produces Flood Insurance Rate maps and identifies Special Flood Hazard Areas as part of the National Flood Insurance Program’s floodplain management. Special Flood Hazard Areas have regulations that include the mandatory purchase of flood insurance. *Source: Federal Emergency Management Agency (FEMA), 2022.*

More information on specific hazard mitigation efforts for the community can be found in **Chapter 6: Community Facilities and Public Services**.

Figure 4.3 | Natural Constraints Map



## TRANSPORTATION RECOMMENDATIONS

Cibolo's Thoroughfare Plan serves as a crucial tool for future roadway corridors and can help secure the necessary right-of-way for enhancing the transportation system. This plan incorporates details concerning roadway classifications, right-of-way specifications, fundamental design criteria (such as lane and parkway widths), and the optimal number of through-traffic lanes for each thoroughfare within the city. Cibolo's thoroughfare system comprises diverse streets with standardized functional classifications, ensuring a well-organized and efficient network that aligns with the city's vision for sustainable and accessible transportation infrastructure.

While certain proposed thoroughfares in rural areas may not see immediate construction, the plan's primary purpose is to enable the city to preserve vital transportation corridors, securing right-of-way for future connectivity as development progresses. The implementation of individual street improvements may involve various entities, including private developers, the City of Cibolo, county authorities, TxDOT, or a combination of these, with prioritization based on enhancing local circulation and regional connectivity. Other recommendations include identifying roads that either have or shortly will reach their intended capacities. This results in a change in functional classification to better fit the context of the desired future land use and plan for increased travel. This plan strategically addresses traffic generated by PlaceTypes identified in the Future Land Use Map, proposing new roadway connections adjacent and in contact with these areas.

### HOUSE BILL 3699 AND THE MTP

House Bill 3699 prohibits the city from requiring property owners to dedicate public right of ways, including streets and parks, in their development if they do not intend for the property to be used by the public and are not included, funded, and approved in a capital improvement plan. This makes it increasingly challenging to create a cohesive or interconnected roadway network as the City grows and further channels traffic to existing arterials and collectors. Because of this dramatic change, more attention will need to be placed on the appropriate sizing of existing roadways and rights-of-way to handle community wide travel patterns. In addition, for roadways that are planned on the MTP to become a reality, more effort will need to be placed on including, funding, and approving them via the Capital Improvement Plan.



The Master Thoroughfare Plan (MTP) is developed for both the city and its ETJ (extraterritorial jurisdiction) area. This means that close coordination with surrounding cities, counties, and metropolitan organizations is essential for achieving the desired vision for the transportation network. The Master Thoroughfare Plan introduces six distinct street types, including Freeways, Parkways, Major Arterials, Minor Arterials, Collectors, and Local Streets. The diagram below displays the functional classification hierarchy and the relationship between mobility and access. The higher capacity roads have high levels of mobility and less access while lower capacity roads have lower levels of mobility and high access.

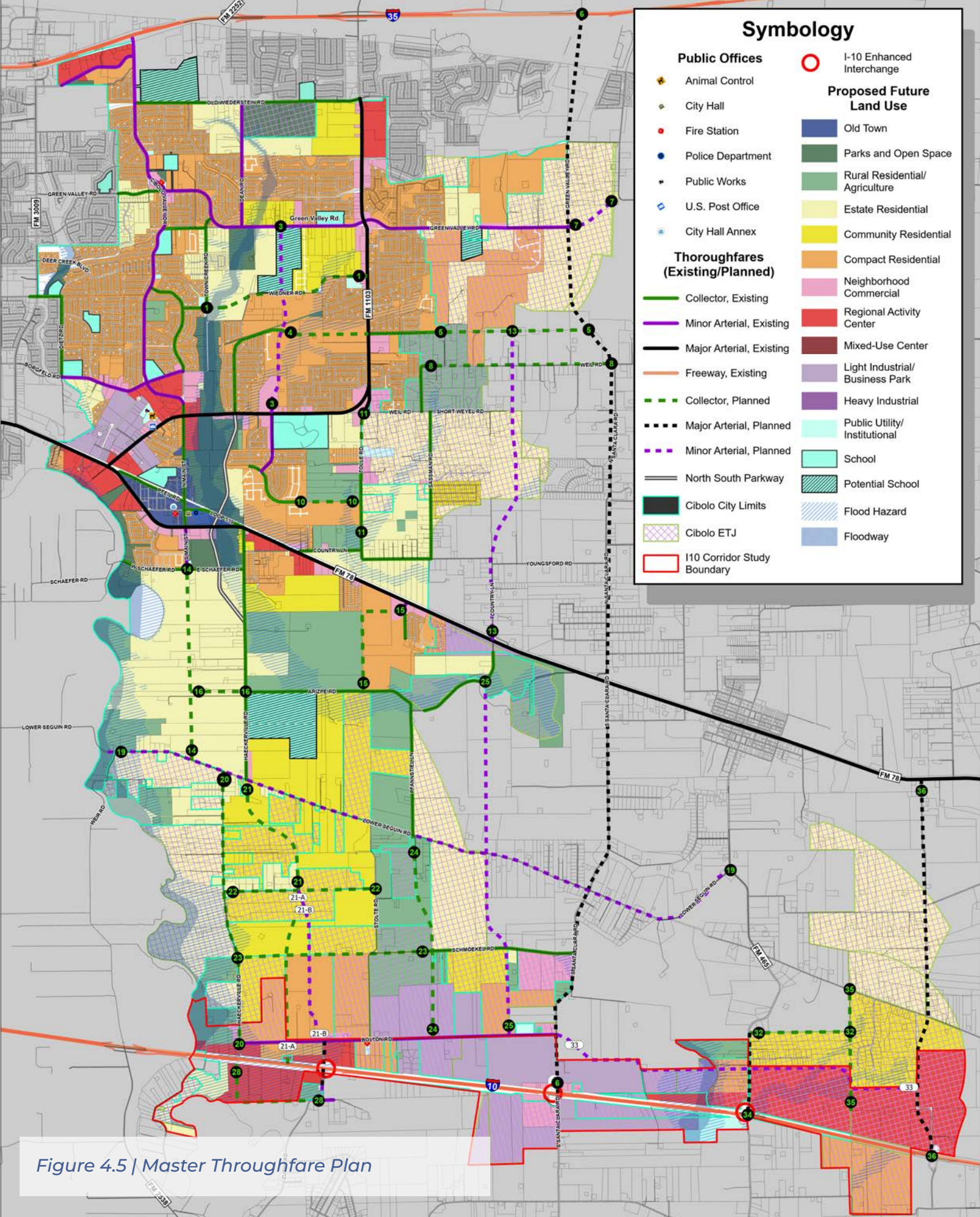


The comprehensive planning process for Cibolo involved an assessment of the recently adopted Master Thoroughfare Plan. This process aimed to identify necessary changes in connectivity or functional classification to align with the updated Future Land Use Map and the vision for the city. The updated Thoroughfare Plan was based on existing and anticipated future traffic patterns and account for major traffic movements along major east-west and north-south routes including: IH-35, IH-10, FM 78, and FM 1103.

**Figure 4.4** below displays a revision table that outlines changes from the previous 2016 Master Thoroughfare Plan to the current Master Thoroughfare Plan. The Thoroughfare Plan update for Cibolo identified potential connectivity issues, specifically focusing on north-to-south connections.

*Figure 4.4 | 2016 Master Thoroughfare Plan Revisions Table*

Revision ID	Roadway	Revision	Limits
1	Wiedner Road	Altered alignment	Town Creek Rd to Fm 1103
3	New Roadway	Added for connectivity	Green Valley Road to FM 1103
4	New Roadway	Added for connectivity	Buffalo Crossing to FM 1103
5	Coy Lane	Added for e/w connectivity	East to Santa Clara Road
6	Santa Clara Road	Extended for connectivity	IH-35 to IH-10
7	Green Valley Road	Added for connectivity	Green Valley Road to Eastern City Limits
8	Weil Road	Extended for connectivity	East to Santa Clara Road
10	Lance Crossing	Extended for connectivity	East to Tolle Road
11	Tolle Road	Updated alignment	North to FM 1103
13	Country Lane	Extended for connectivity	Coy Lane to FM 78
14	S Main Street	Extended for connectivity	South to Lower Seguin Road
15	New Roadway	Added for connectivity	Arizpe Road to Venado Crossing
16	Arizpe Road	Extended for connectivity	East to S Main Street Extension
19	Lower Seguin Road	Upgraded road	East to West City Limits
20	Haeckerville Road	Upgraded road	Lower Seguin Road to Bolton Road
21	New Roadway	Extended for connectivity	Lower Seguin Road to Bolton Road
21-A	New Roadway	Extended for connectivity	Valley View Drive to Bolton Road
21-B	New Roadway	Extended for connectivity	Valley View Drive to Bolton Road
22	Valley View Drive	Upgraded road	Haeckerville Road to Stolte Road
23	Schmoekel Road	Extended for connectivity	Haeckerville Road to Pfannstiel Lane
24	Pfannstiel Lane	Extended for connectivity	Lower Seguin Road to Bolton Road
25	New Roadway	Extended for connectivity	Pfannstiel Lane to Bolton Road
28	Zuehl Road	Extended for connectivity	IH-10 to Zuehl Road
32	New Roadway	Added for connectivity	IH-35 to I-10 WB FR
33	Bolton Road	Extended for connectivity	East to Schwab Road
34	Linne Road	Upgraded road	South to IH-10
35	New Roadway	Added for connectivity	Stagecoach Road to IH-10
36	Schwab Road	Extended for connectivity	IH-10 to FM 78



### Symbology

<b>Public Offices</b>	<b>Proposed Future Land Use</b>
★ Animal Control	○ I-10 Enhanced Interchange
◆ City Hall	<b>Proposed Future Land Use</b>
● Fire Station	■ Old Town
● Police Department	■ Parks and Open Space
◆ Public Works	■ Rural Residential/ Agriculture
◆ U.S. Post Office	■ Estate Residential
◆ City Hall Annex	■ Community Residential
	■ Compact Residential
	■ Neighborhood Commercial
	■ Regional Activity Center
	■ Mixed-Use Center
	■ Light Industrial/ Business Park
	■ Heavy Industrial
	■ Public Utility/ Institutional
	■ School
	■ Potential School
	■ Flood Hazard
	■ Floodway
<b>Thoroughfares (Existing/Planned)</b>	
— Collector, Existing	
— Minor Arterial, Existing	
— Major Arterial, Existing	
— Freeway, Existing	
- - - Collector, Planned	
- - - Major Arterial, Planned	
- - - Minor Arterial, Planned	
— North South Parkway	
■ Cibolo City Limits	
■ Cibolo ETJ	
■ I10 Corridor Study Boundary	

Figure 4.5 | Master Throughfare Plan



## CONTEXT-SENSITIVE STREET DESIGN

In Cibolo, the planning and design of thoroughfares are directed by specific cross-sections outlining preferred street elements and widths for each roadway. While many streets in Cibolo adhere to a standard design, referred to as a typical cross-section, the city recognizes that alternative designs may be more suitable in certain areas. Cibolo's approach to street design prioritizes context sensitivity, allowing variations in cross sections based on factors like existing physical constraints, land use characteristics, and multi-modal facilities, such as pedestrian amenities or bike lanes. Several examples of corridors that are ideal for multi-modal design are FM 1103, Haeckerville Road, Bolton Road, and Cibolo Valley Drive.

The objective with multi-modal street design is to create "Complete Streets," where the design accommodates all users, facilitating efficient travel for both vehicles and pedestrians. In contrast to conventional streets primarily designed for vehicular traffic, complete streets emphasize the integration of pedestrian walkways, bike lanes, public transportation, and other amenities to accommodate various modes of transportation. This approach aims to enhance access, reduce travel times, and improve overall safety. For each of the thoroughfare functional classes, a set of recommended typical cross sections and alternative cross sections have been developed (for all roadways except for freeways) to provide options to address existing conditions and meet future needs.

## CIBOLO MASTER THOROUGHFARE PLAN ROADWAY CLASSIFICATIONS

Several cross-sections were developed to update and replace the existing City of Cibolo cross-sections displayed on the following pages. The Thoroughfare Plan consists of six functional classifications, including Freeways, Parkways, Major Arterials, Minor Arterials, Collectors, and Local Streets. Freeways are outside of the city's jurisdiction; however, collaboration should be prioritized to ensure alignment with the Master Thoroughfare Plan. For the Comprehensive Plan, the words "urban" and "rural" shown next to some of the cross-sections on the following pages reflect context sensitivity for different areas in Cibolo. Urban in this report does not represent heavy density, instead represents developed areas of the community like residential areas, commercial areas, or mixed-use developments. Rural represents the more undeveloped areas of Cibolo.

## Freeways

Freeways are major arterials intended for high volume, speed, mobility, and low access. Interstate Highway 10 (IH-10) and Interstate Highway 35 (IH-35) are the two freeways that pass through Cibolo. However, the city is not involved in the construction or maintenance of these freeways, as these are administered by TxDOT. The right-of-way for freeways in Cibolo is 200 feet. To ensure Cibolo is planning for its future along these corridors close coordination with regional entities and TxDOT should occur when planning occurs along these thoroughfares.

Common PlaceTypes along Freeways - Regional Activity Center, Light Industrial/Business Park, Compact Residential



## Parkways

Parkways are a specialized roadway designed to convey traffic efficiently along an open space where connectivity, right-of-way width, and constructability is limited due to floodplain or site constraints. Parkway create an alternative option from typical arterial or collector roadways, by establishing a vehicular thoroughfare that is at least 50 feet wide. An example of a Parkway is shown on the MTP as a north-south connector from FM 1103 to Haeckerville Road along the Town Creek floodplain.

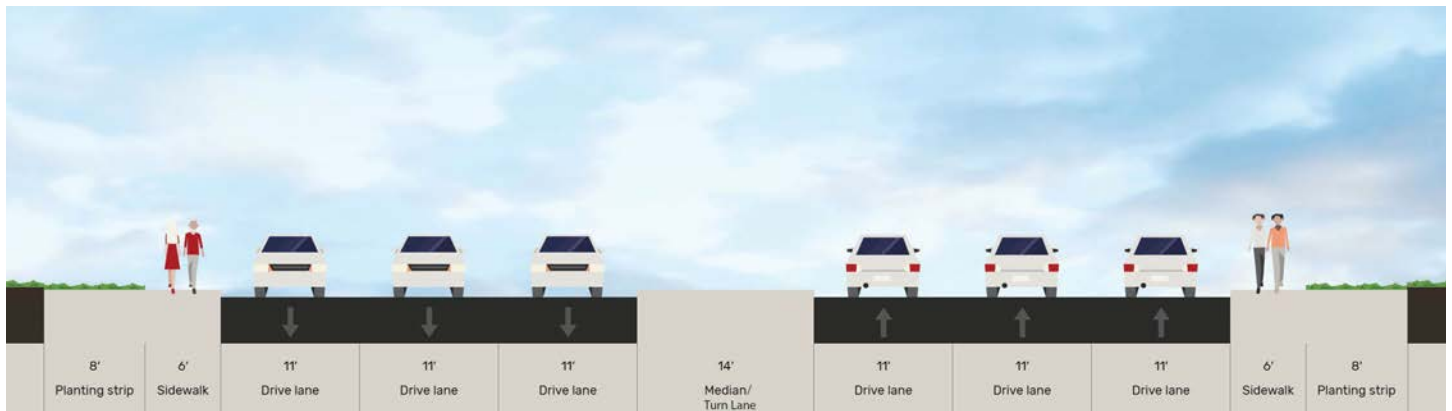
Figure 4.6 | Parkways - 2 lanes



## Major and Minor Arterials

Arterial streets are designed to convey heavy volumes of traffic, often in peak conditions. They serve adjacent properties with direct access in a limited or controlled means. Arterial streets are also often grouped into two classifications: major arterials and minor arterials. Major Arterials move traffic throughout various parts of the city or the surrounding area. Examples of Major Arterials in Cibolo are FM 1103 and FM 78. The current right-of-way requirement for a Major Arterial road in Cibolo is at least 120/150 feet. Minor Arterials balance connectivity and local access by both moving people throughout the city and connecting to adjacent neighborhoods or adjacent streets of higher or lower functional class. They have lower speeds than Major Arterials but typically still have multiple lanes and modes of travel. Examples of Minor Arterials in Cibolo are Cibolo Valley Drive and Green Valley Road. The right-of-way requirement for a Minor Arterial in Cibolo is currently 86 feet. The figures below can accommodate 10 foot sidepaths if there is available R.O.W. Sidepaths are shared use trails located adjacent to a roadway. Utilizing sidepaths can help connect trails and neighborhoods, further promoting active transportation. In situations where there is a constricted R.O.W. we recommend following Cibolo's UDC.

*Figure 4.7 | Major Arterial - 6 lanes, divided*



Common PlaceTypes along Major Arterials - Compact Residential, Regional Activity Center, Neighborhood Commercial, Light Industrial/Business Park

*Figure 4.8 | Minor Arterial - 4 lanes, divided*

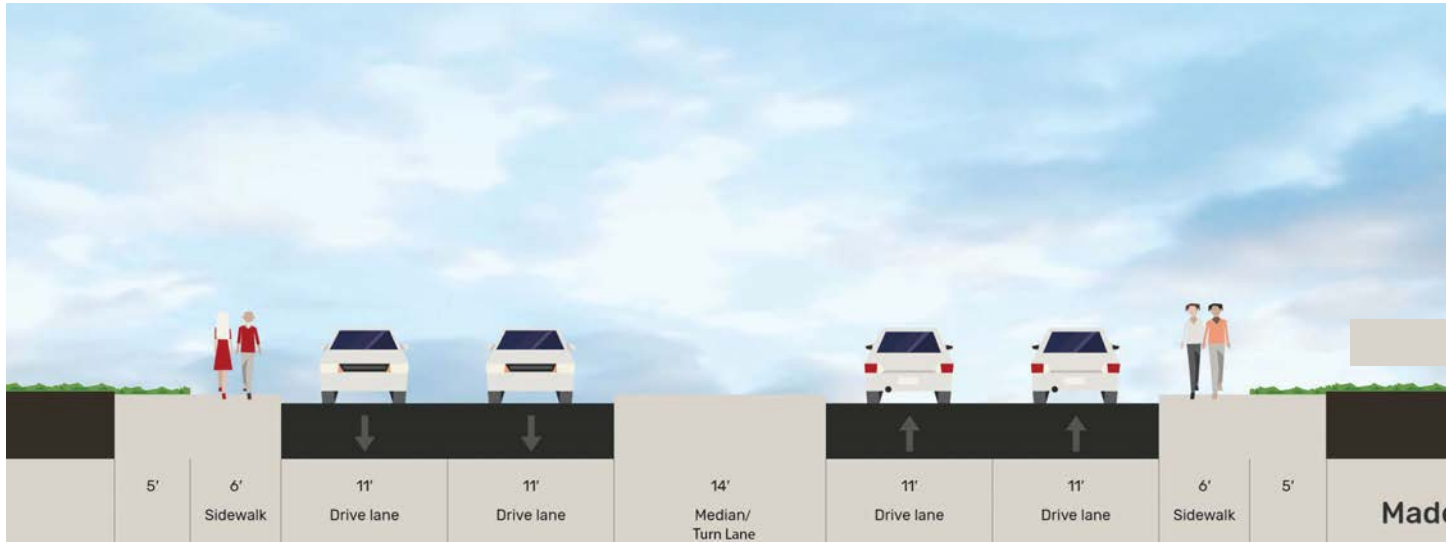


Common PlaceTypes along Minor Arterials - Compact Residential, Light Industrial/Business Park, Regional Activity Center, Neighborhood Commercial

## Collectors

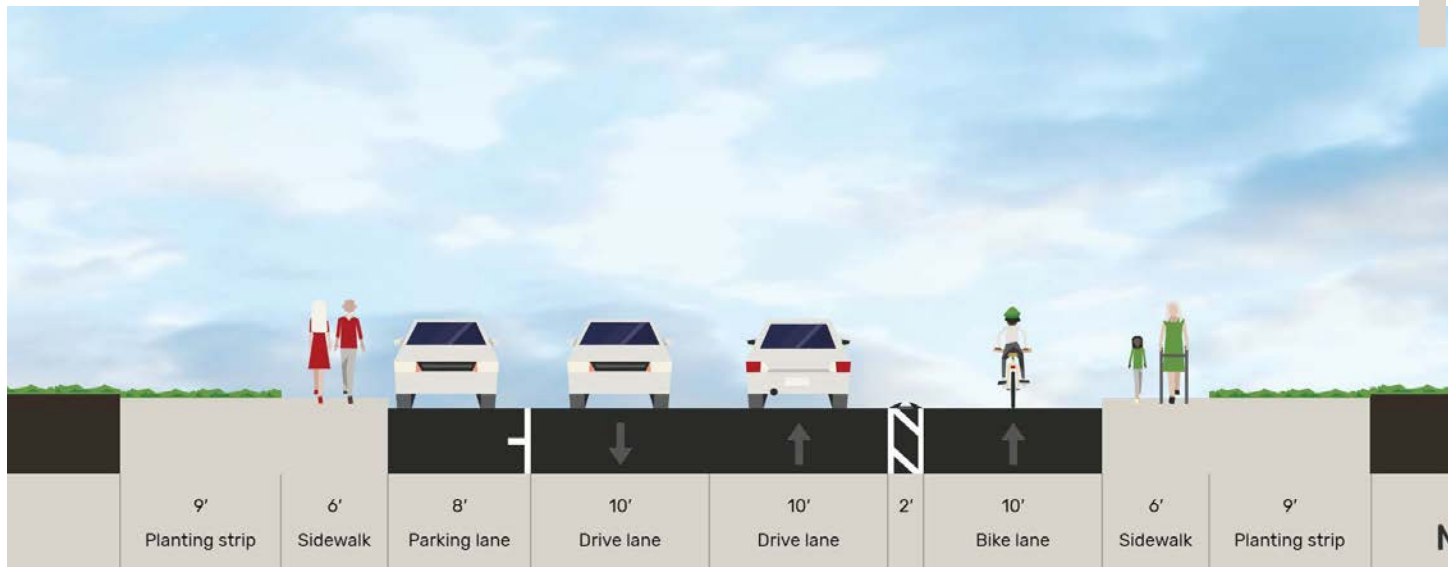
Collectors can vary widely in function and character but are often the ‘last mile connections’ between the local street network and arterials. They have low speeds and wider pedestrian facilities based on the surrounding land use context. Examples of Collectors in Cibolo include Bentwood Ranch Drive and Main Street.

Figure 4.9 | Major Collector - 4 lanes, divided



Common PlaceTypes along Major Collectors - Community Residential, Estate Residential, Compact Residential, Neighborhood Commercial

Figure 4.10 | Minor Collector, 2 lanes

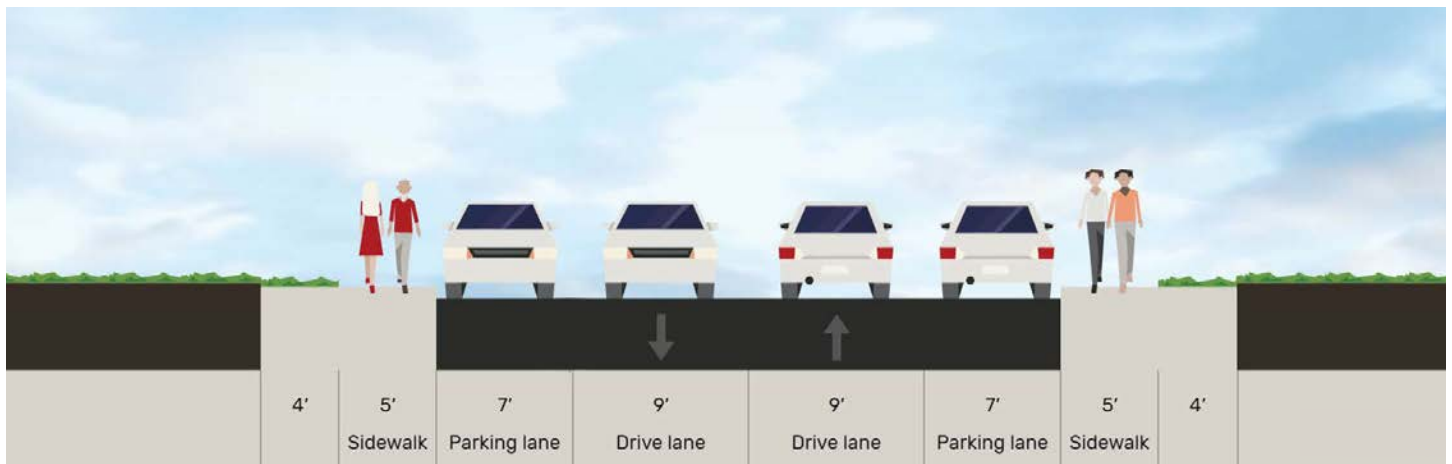


Common PlaceTypes along Minor Collectors - Estate Residential, Rural Residential/Agriculture

## Local Streets

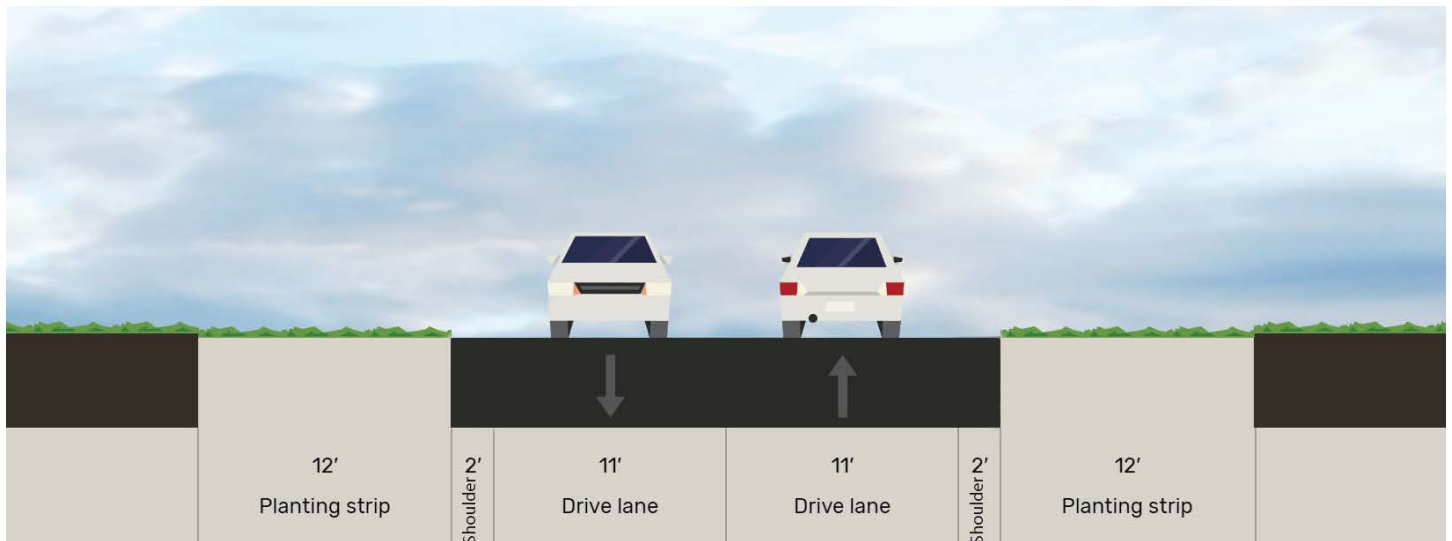
Local streets primarily serve the immediate neighborhood and provide access to residential and small-scale commercial properties. Typically characterized by lower traffic volumes and reduced travel speeds, local streets prioritize the accommodation of pedestrians, residents, and businesses. These roads are integral to the internal circulation of a community, connecting homes and establishments with collector and arterial roads. Local streets are designed to prioritize safety, minimize traffic, and foster a sense of community, making them essential components of the local transportation network. In situations where there is a constricted R.O.W. we recommend following Cibolo's UDC of 5 foot sidewalks.

Figure 4.11 | Local, Urban



Common PlaceTypes along Local, Urban Roadways - Compact Residential, Community Residential

Figure 4.12 | Local, Rural

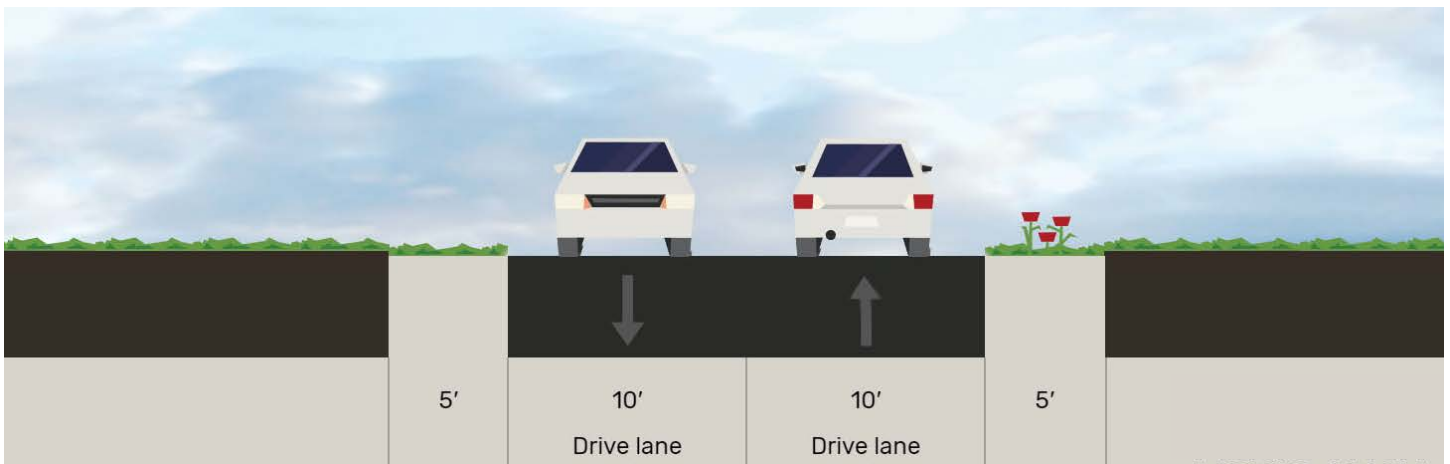


Common PlaceTypes along Local, Rural Roadways - Estate Residential, Rural Residential/Agricultural Community Residential

## Alleys

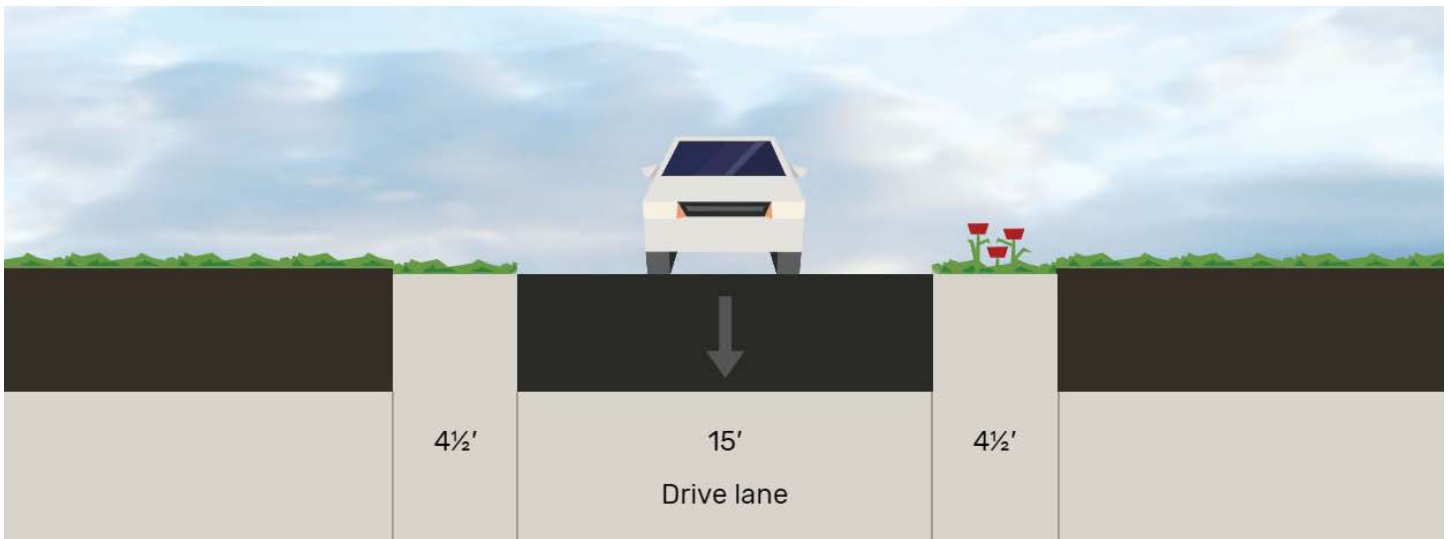
An alley is a narrow passageway and minor right-of-way, often situated between or behind residential housing, providing secondary access for pedestrians, vehicles, or services. Typically smaller in width compared to streets, alleys serve various functions such as facilitating service access, waste collection, and pedestrian shortcuts.

Figure 4.13 | Alley, Commercial



Common PlaceTypes along Commercial Alleys - Neighborhood Commercial

Figure 4.14 | Alley, Residential



Common PlaceTypes along Residential Alleys - Compact Residential

## MAINTENANCE AND EFFICIENCY

As Cibolo continues to grow, maintenance is of particular concern for city staff and residents. This process of growth will eventually cause maintenance to be one of the largest budget expenditures for a city. This is due to aging infrastructure, increased usage, public safety, and quality of life. Regular maintenance and repairs are crucial to ensure the functionality, safety, and longevity of the city's infrastructure, especially as the population and development grow. Proactive maintenance helps identify and address issues before they become major problems, saving money in the long run. It also ensures public safety by identifying and mitigating potential hazards. Below are some mechanisms the city can utilize to help pay for infrastructure maintenance:

- **Taxes.** Cities can allocate a portion of property taxes or sales taxes towards infrastructure maintenance. These funds can be specifically earmarked for maintenance and repair projects. This is a mechanism Cibolo is already doing.
- **Fees and Charges.** Cities can impose fees and charges related to specific infrastructure services, such as water and sewer fees, road tolls, or parking fees. The revenue generated from these fees can be used to fund maintenance efforts.
- **Bonds.** Cities can issue bonds to finance infrastructure maintenance projects. These bonds are typically repaid over time through tax revenues or user fees.
- **Grants and Federal Funding.** Cities can seek grants and funding from federal or state governments to support infrastructure maintenance initiatives. These funds are often allocated for specific projects or targeted towards infrastructure improvements in underserved areas.
- **Public-Private Partnerships (PPPs).** Cities can enter into partnerships with private entities to fund and manage infrastructure maintenance. In PPPs, private companies provide the necessary funding and expertise in exchange for long-term contracts or revenue-sharing agreements.
- **Special Assessment Districts.** Cities can create special assessment districts where property owners within a designated area contribute additional funds for infrastructure maintenance. These funds are collected through additional property taxes or special assessments.

It is important for cities to evaluate and implement a combination of these mechanisms to ensure a sustainable and adequate funding source for infrastructure maintenance. The specific approach will depend on factors such as the City's financial capacity, legal framework, and community priorities.

## Flooding and Hazard Mitigation

Hazard mitigation in the context of road maintenance involves proactively identifying and addressing potential risks to infrastructure integrity. This strategic approach aims to reduce the vulnerability of roadways to various hazards such as natural disasters, extreme weather events, or other unforeseen challenges. Incorporating hazard mitigation into road maintenance practices ensures that infrastructure remains resilient and capable of withstanding adverse conditions. This may involve reinforcing road structures, implementing drainage solutions to mitigate flooding, or incorporating resilient materials to withstand environmental stressors.

Establishing specific design and construction standards for low water crossings is paramount to their resilience and safety. These standards should be meticulously crafted to ensure that these crossings can withstand flooding events while providing secure passage under normal conditions. Criteria encompassing bridge deck elevation, roadway alignment, and the selection of durable materials are crucial components of these standards.

Another way of ensuring safety at low water crossings is adopting a comprehensive maintenance and inspection policy. Implementing routine inspections, debris removal, and prompt repairs can address potential issues before they escalate, ensuring these crossings remain in good condition. Regular checks on drainage systems are essential to prevent clogging or malfunction. Additionally, integrating closure policies based on predetermined water level thresholds or real-time monitoring of weather conditions can further enhance safety. Temporary closures during high water or flooding events prevent accidents and safeguard motorists from perilous conditions, showing a proactive approach to ensuring public safety in transportation infrastructure.



*Cibolo Creek Flooding Over Road*



## ACTIVE TRANSPORTATION INFRASTRUCTURE

Active transportation refers to a non-motorized mode of travel, such as walking, cycling, scooters or skateboards, as a means of commuting or recreation. Unlike traditional motorized transportation, active transportation promotes a healthy and eco-friendly lifestyle while reducing dependence on automobiles. It contributes to improved personal fitness, reduced environmental impact, and enhanced community well-being. Active transportation relies on multi-use trails and bike lanes as its network to connect the community to activity areas, businesses, work, and their homes. Cibolo currently has pockets of disjointed bike facilities. Dedicated bike lanes are present on Main St from north of Buffalo Trail to the railroad tracks to the south, Bentwood Ranch Dr from Cibolo Valley Dr to W Borgfeld Rd, and the entirety of Bentwood Pass. Off street trails are present along Bison Ln in Schlather Park and other small green spaces in and around neighborhoods. An Off-Street Trails and Side-Paths Plan created as a part of the 2016 Comprehensive Plan currently includes planned facilities along north-south roads including Cibolo Valley Dr, Main St, and Haeckerville Rd and east-west roads including Lower Seguin Rd, FM 78, and Green Valley Rd. AAMPO's TIP (FY 2023-2026) includes the Town Creek Trail project which extends from Schaefer Road to Schlather Park.

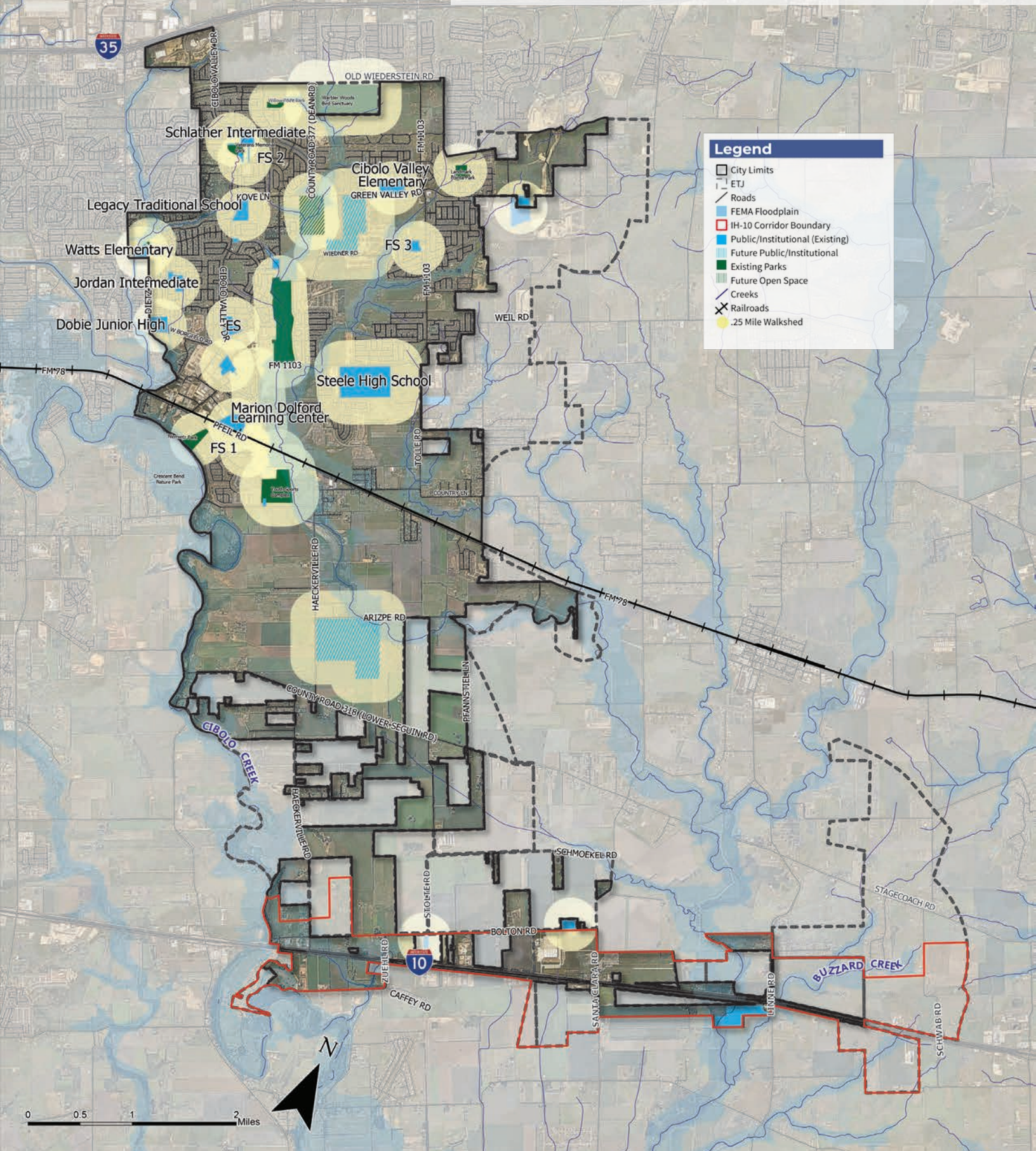
In Cibolo, it is important to incorporate bicycle and pedestrian infrastructure into street design, aligning with the proposed cross sections outlined in this chapter. **Figure 4.5** outlines the Master Throughfare Plan and anchors around the city. The cross sections on page 75- 79 outline the road classifications that would include potential sidewalk and trail connections. Future development based on context and land use should consider designing cross-sections to be multi-modal. Future studies should be conducted to examine feasibility of existing ROW for expansion of pedestrian and bikeway facilities along existing roadways. Any available funding designated for new standalone bicycle and pedestrian projects should be strategically concentrated in areas where the usage is anticipated to be high. This approach ensures that the development of infrastructure aligns with the specific needs and preferences of the community, fostering a safe and accessible environment for cyclists and pedestrians throughout Cibolo. Below are examples on where pedestrian and bicycle infrastructure should be emphasized:

- **Connect to Schools.** A great first step to promote walkability within neighborhoods would be to construct new sidewalks that connect residents to nearby schools. See **Figure 4.15** for more information on key pedestrian paths to construct. Future schools should prioritize identifying opportunities for safe pedestrian routes. This would include closing sidewalk gaps and linking trails in the city.
- **Connect to Destinations.** New sidewalk or trail improvement projects should connect central neighborhoods surrounding Old Town and activity centers.
- **Connect to the Existing and Proposed Trail Network.** New trail networks should seek to connect residents to existing park and trail systems.

### Micromobility

Micromobility refers to the use of small, lightweight vehicles for short-distance travel. Examples include bicycles, electric scooters, and small electric cars. It is a sustainable and efficient mode of transportation, reducing congestion and pollution. However, there are challenges in terms of infrastructure, safety, and regulations. Currently, Cibolo does not have any policies regarding the use of micromobility. As these devices gain popularity in the future, the Cibolo Code of Ordinances should incorporate language regarding the types of devices permitted on facilities such as roadways, bicycle lanes, sidewalks, and trails to prevent potential conflicts between users.

Figure 4.15 | Conceptual Neighborhood Walkability and Connectivity Priority Areas



## Mobility Hubs

Mobility hubs serve as centralized points where various modes of transportation converge. Mobility hubs can integrate different transportation services like bicycles, scooters, and car-sharing. By promoting multimodal transportation and reducing reliance on single-occupancy vehicles, mobility hubs contribute to alleviating traffic congestion and enhancing overall mobility within Cibolo. Mobility hubs can also provide amenities to users travelling. They can offer WI-FI services, bicycle storage and repair facilities, weather information, and open space. Depending on the land use of the mobility hub, they can be scaled to meet the community's needs.

**Figure 4.15** outlines the anchors of Cibolo and .25-mile walksheds. First and last-mile connections are essential to ensure the functionality of a mobility hub. Future mobility hubs in Cibolo should be centered around key anchors of the community and existing vehicular, trail, and bikeway networks. An example of a prime location for a mobility hub would be Cibolo's Old Town District. A future mobility hub should be scaled appropriately to fit the character and context of Old Town and also encourage visitors to take alternative modes of transportation.

Mobility hubs can also function as rest stops for those travelling. With the increasing demand for electric vehicles (EVs), cities recognize the necessity of integrating electric charging stations into mobility hubs. With two interstates being within Cibolo boundaries, the city can prepare for this shift by incorporating EV charging stations into future mobility hubs, ensuring that they are strategically located and equipped to meet the growing demand. Mobility hubs can also incorporate retail and open spaces, that encourage longer rest time for people traveling through Cibolo.

## Smart City Planning

As Cibolo continues to grow, it will be important to further manage resources and the provision of services in innovative and forward-thinking ways. Smart City is a term used to describe how a municipality leverages its technological resources to provide for its community. While future technological advances are difficult to predict and are unique to each community, it is important for Cibolo to plan for them nonetheless. The following are some Smart City recommendations to consider as Cibolo plans for its future:

- The City of Cibolo should consider planning for their first Intelligent Transportation System (ITS) Master Plan prior to the 2040 census when it is anticipated that the City will reach a population of over 50,000 and then will be required take over the traffic signals from TxDOT. This ITS master plan can develop strategies that lead the City of Cibolo towards a smart city.
- The City of Cibolo should take full advantage of data derived from cell phones, navigation systems, and other devices with location-based applications.
- The City should leverage existing contracts that TxDOT and AAMPO have forged to acquire data. Cibolo should continue to monitor the availability of transportation data from big data sources and identify opportunities to improve transportation planning and system management.
- To better enhance emergency response times, the City of Cibolo should work toward updating traffic signal hardware to include emergency pre-emption panels.
- The City should install fiber optics along new corridors to provide a significantly higher bandwidth capacity than traditional cables. Fiber optics can handle large volumes of data generated by transportation systems, such as traffic signal timing, sensors, and other control systems. Fiber optics along the corridor would also increase internet speed, reliability, and quality for homes and businesses.

The following actions are recommendations to achieve the vision for the Cibolo Tomorrow Comprehensive Plan as they relate to transportation.

## TRANSPORTATION ACTIONS

<i>NO.</i>	<i>Transportation Actions</i>	<i>Associated Guiding Principle</i>
T-1	Proactively participate in state and regional transportation planning activities affecting Cibolo.	GP-3
T-2	Proactively pursue partnerships to improve Cibolo’s city-to-city connectivity.	GP-1,2,3,4,5
T-3	Ensure developers implement the thoroughfare network concurrent with new development.	GP-5
T-4	Continue to coordinate all educational service providers, including” the Schertz-Cibolo-Universal City Independent School District (SCUCISD) to develop safe bicycle and pedestrian connections between schools and neighborhoods.	GP-2
T-5	Improve sidewalk connectivity that prioritizes pedestrian safety and ADA compliance.	GP-4
T-6	Create a parks and trails master plan to ensure a coordinated parks and trails system.	GP-2
T-7	Improve north/south connectivity through additional roadway connections between FM 1103 and FM 78, and FM 78 and IH-10.	GP-4
T-8	Identify and pursue transportation grants to supplement funding gaps.	GP-2
T-9	Update and implement recommendations in the Pavement Management Study to prioritize roadway improvements.	GP-2,3
T-10	Implement low water crossing improvements into the transportation impact fees and include in the 5-year CIP Plan.	GP-2
T-11	Prioritize roadway safety when implementing street infrastructure projects, such as with traffic calming, roadway sizing, and intersection enhancement.	GP-4
T-12	Conduct a north-south connector feasibility study with preliminary engineering work, environmental analysis, and public engagement to qualify for local, state, or federal funding sources and/or grant programs.	GP-1,2,3

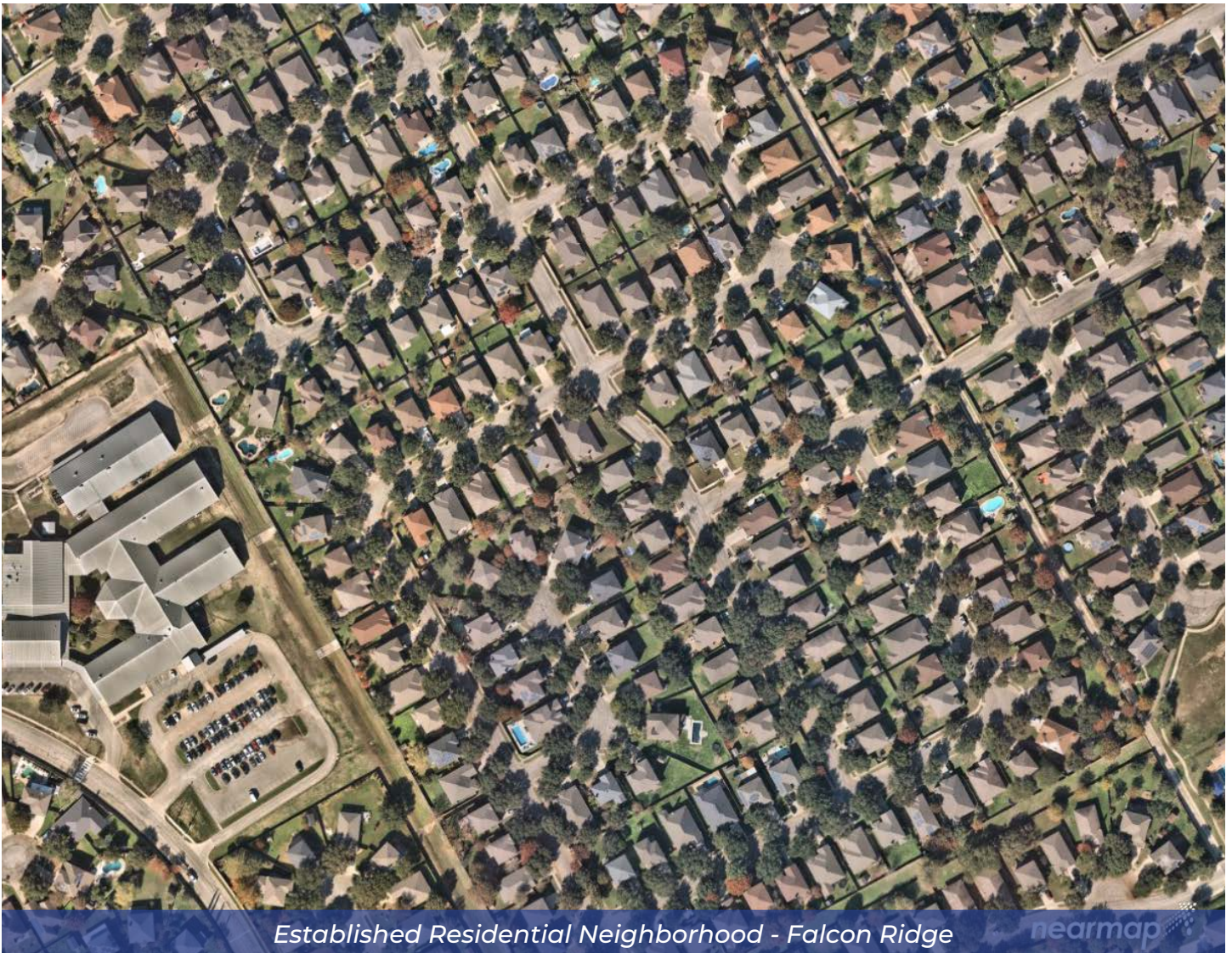


Cibolo Tomorrow Comprehensive Plan

## CHAPTER 5: HOUSING AND NEIGHBORHOODS

## INTRODUCTION

An important component of the Cibolo Tomorrow Comprehensive Plan is the assessment of both current and future housing and neighborhood demands. The city has seen an increase in new residential developments. It is crucial to develop specific plans that will aid the city in effectively managing and accommodating anticipated growth. Population growth can reshape the fabric of housing and neighborhoods in the community. As the population grows, the demand for housing intensifies, leading to increased construction and development. This surge in housing needs can influence the character of neighborhoods, prompting changes in housing density and community amenities. The challenges of accommodating a growing population also extends to ensuring housing affordability, addressing infrastructure demands, and maintaining a balance between residential and green spaces. Through targeted initiatives and thoughtful planning, Cibolo aims to navigate the changing landscape of residential development, ensuring that it aligns with the city's vision for a vibrant and sustainable future.



*Established Residential Neighborhood - Falcon Ridge*

nearmap

## EXISTING CONDITIONS

Between 2010 and 2022, the housing landscape in the community saw significant growth, with the total number of housing units increasing from 4,458 to 10,735. The latest available data from the American Community Survey (ACS) 5-Year Estimates, is from 2022. **Figure 5.1** displays the household characteristics of Cibolo over the past 10 years. This expansion was accompanied by a rise in the average household size from 3.07 to 3.24, reflecting an increase in family household size as well. Despite the growth, the vacancy rate fluctuated over the years, reaching its highest point of 6.17% in 2022. Owner-occupied units remained dominant throughout the period, although there was a slight decrease from 88.8% in 2010 to 84.4% in 2022. Interestingly, while owner vacancy rates experienced fluctuations, renter vacancy rates remained relatively stable, reaching 2.2% in 2022.

The data highlights a significant growth trajectory in the housing sector of Cibolo, indicating a steady increase in demand for residential units over the years. With the total housing units nearly tripling from 2010 to 2022, it suggests a rising population and a sustained influx of residents into the area. The uptick in average household size and family household size underscores a growing need for housing suitable for families, potentially driven by demographic shifts or lifestyle preferences. Despite fluctuations in vacancy rates, the overall trend points towards a dynamic housing market with varying degrees of occupancy. The dominance of owner-occupied units suggests a preference for homeownership within the community. Moreover, the steady increase in median household income indicates a positive economic outlook, which could further fuel housing demand, particularly for higher-end properties.

*Figure 5.1 | Cibolo Housing Characteristics*

	2010	2014	2022
<b>Total Housing Units</b>	4,458	7,366	10,735
<b>Average Household Size</b>	3.07	3.22	3.24
<b>Family Household Size</b>	3.51	3.62	3.54
<b>Non-Family Household Size</b>	1.22	1.08	1.11
<b>Occupied Units</b>	4,241	7,064	10,073
<b>Vacancy Rate</b>	4.87%	4.10%	6.17%
<b>Owner-Occupied Units</b>	3,764	5,732	8,497
<b>Owner Vacancy Rate</b>	1.10%	0.20%	3.1%
<b>Renter Vacancy Rate</b>	0.00%	4.50%	2.2%
<b>Median Household Income</b>	\$85,305	\$87,613	\$105,268

Source: 2010 - 2022 American Community Survey, 5-Year Estimates. DP04 Selected Housing Characteristics

## HOUSING TYPES

**Figure 5.2** displays the housing type and unit breakdown. The data reveals significant shifts in the composition of housing types in the Cibolo area over the specified time periods. Notably, there has been a substantial increase in the number of single-family detached homes, which constituted 97% of the total housing stock in 2010 and grew by 121% by 2022, comprising 92% of the total housing units. There was a steady incline in single-

family attached homes and duplexes during this period, with single-family attached homes experiencing a notable increase by 113% from 2010 to 2022 but remaining a small fraction of the total housing inventory. The data also indicates a significant increase in multifamily units and other housing types, although their share of the total housing stock remains relatively low compared to single-family detached homes.

*Figure 5.2 | Cibolo Housing Type*

	2010		2014		Percent Change 2010-2014	2022		Percent Change 2010-2022
	Total	%	Total	%		Total	%	
Single-Family, Detached	4,339	97%	6,786	92%	56%	9,597	92%	121%
Single-Family, Attached	15	0%	51	1%	240%	32	0.5%	113%
Duplex	0	0%	15	0%	100%	50	0.5%	-
Multifamily (3+ Units)	59	1%	83	1%	41%	460	4%	680%
Other (Mobile Homes, RVs, Vans, etc.)	45	1%	431	6%	100%	331	3%	636%
<b>Total</b>	<b>4,458</b>		<b>7,366</b>		<b>65%</b>	<b>10,470</b>		<b>135%</b>

Source: 2010 - 2022 American Community Survey, 5-Year Estimates. DP04 Selected Housing characteristics

## AGE OF HOUSING

**Figure 5.3** displays the age of housing units in Cibolo over the past years. Single-family homes, including both attached and detached dwellings, represent the majority of housing units, with 9,629 units, primarily constructed between 2000 and 2019. The data also indicates a notable presence of multifamily units, accounting for 573 units, primarily

constructed between 2000 and 2019 or later, suggesting a mix of housing types catering to diverse residential needs. Additionally, other housing types, comprising 331 units, show a varied distribution across construction periods, with significant numbers built between 1980 and 1999 and 2000 to 2019, reflecting the community's housing diversity and evolving development trends over time.

*Figure 5.3 | Age of Housing Units*

	Housing Units	1939 or earlier	1940-1959	1960-1979	1980-1999	2000-2019	2020 or later
All Housing Types	10,533	67	100	273	1,515	8,410	218
Single-Family (attached & detached)	9,629	67	80	197	1,348	7,847	90
Duplex/Triplex/Four-plex	-	-	-	-	-	-	50
Multifamily	573	-	-	21	14	460	78
Other	331	-	20	55	153	103	-

Source: U.S. Census Bureau. 2022 ACS 5-Year Estimates, B25127: Tenure by Year Structure Built by Units in Structure.



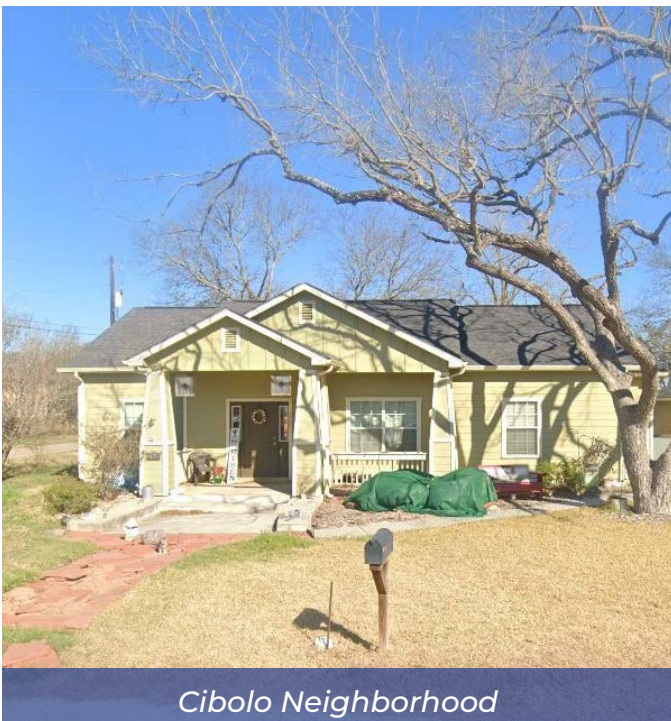
## HOUSEHOLD INCOME CHARACTERISTICS

**Figure 5.4** presents median household income figures for Cibolo, Guadalupe County, the San Antonio-New Braunfels Metropolitan Statistical Area (MSA), and Texas across three time points: 2010, 2014, and 2022. Notably, Cibolo experienced a substantial increase in median household income over the specified period, rising from \$85,305 in 2010 to \$116,510 in 2022, marking a remarkable 62.9% growth from 2010 to 2014 and a subsequent 33.0% growth from 2014 to 2022. Comparatively, Guadalupe County and Texas also witnessed notable income growth, with Guadalupe County experiencing a 33.87% increase from 2010 to 2014 and a 42.0% increase from 2014 to 2022, and Texas observing a 61.18% increase from 2010 to 2014 and a subsequent 37.5% increase from 2014 to 2022. However, the San Antonio-New Braunfels MSA recorded a contrasting trend, with a median household income of \$52,786 in 2014 declining to \$49,854 in 2022, reflecting a -5.6% decrease over the specified period, highlighting differing economic trajectories across regions.

*Figure 5.4 | Median Household Income*

	2010	2014	2022	Cibolo Percent over	2010 - 2014 Growth	2014-2022 Growth
Cibolo	\$85,305	\$87,613	\$116,510	-	62.9%	33.0%
Guadalupe County	\$61,274	\$62,412	\$87,030	33.87%	42.0%	39.4%
San Antonio-New Braunfels MSA	\$49,221	\$52,786	\$49,854	133.70%	-	-5.6%
Texas	\$49,646	\$52,576	\$72,284	61.18%	31.7%	37.5%

Source: U.S. Census Bureau. 2022 ACS 5-Year Estimates, B25127: Tenure by Year Structure Built by Units in Structure.



**Figure 5.5** outlines income categories along with their corresponding Area Median Income (AMI) limit levels and the number of households falling within each income bracket. The income categories range from Extremely Low, constituting households earning less than 30% of the AMI limit, to High, encompassing households with incomes exceeding 120% of the AMI limit. Among the identified categories, the largest proportion of households falls within the High income bracket, representing 58.2% of the total, indicating a significant segment of the population with incomes surpassing 120% of the local AMI limit. Conversely, households classified as Extremely Low, Very Low, and Low collectively constitute a smaller percentage of the total, indicating a potential need for targeted assistance or affordable housing initiatives to address the housing affordability challenges faced by these lower-income segments of the community.

**Figure 5.4** reveals an increase in median household incomes across all regions, with Cibolo experiencing growth from \$85,305 in 2010 to \$116,510 in 2022. According to the Bureau of Labor Statistics (BLS) Consumer Price Index (CPI) inflation calculator, \$85,305 in 2010 has the same buying power as \$113,184, indicating a minor increase in purchasing power. **Figure 5.5** sheds light on the distribution of households across different income categories in Cibolo. It indicates that a significant proportion of households fall within the High income bracket, comprising 58.2% of the total. However, there are also notable percentages of households classified as Extremely Low, Very Low, and Low income, highlighting the presence of lower-income segments in the community. These findings underscore the diverse income landscape within Cibolo and emphasize the importance of catering to the housing needs of households across various income levels. While a considerable portion of the population may have the financial means to afford housing at higher price points, there remains a need to address housing attainability for lower-income households.

**Figure 5.5 | Households by Income Category**

Income Category	AMI Income Limit Level	Local AMI Limit*	Households at Income Level (Total) †	% of Total
Extremely Low	<30%	\$27,250	62	5.8%
Very Low	30-50%	\$41,750	10	0.9%
Low	50-80%	\$66,800	98	9.1%
Median	80-100%	\$83,500	113	10.5%
Moderate	100-120%	\$100,200	166	15.5%
High	>120%	No Limit	624	58.2%

*Note\*:* Housing assistance is an income-based program and programs are available to populations and households at varying levels of income in order to ensure access to everyone. Income limits are set by the U.S. Department of Housing and Urban Development (HUD) at multiple points representing various levels of income and are established annually based on local area median income levels (AMI). Cibolo's AMI limits are established by the San Antonio-New Braunfels Metropolitan Statistical Area (MSA).

*Source:* \*Department of Housing and Urban Development, FY2015 Income Limits. Limits shown are for a 4-person household. Estimated number of households at each income level is based on the closest delineation of the census data. †U.S. Census Bureau. 2014-2022 ACS 5-Year Estimates, B19001: Household Income in the Past 12 Months (in 2022 Inflation-Adjusted Dollars).



**Neighborhood Park**

## HOUSING AND NEIGHBORHOOD RECOMMENDATIONS

One of the major concerns regarding housing and neighborhoods heard during the public engagement process was ensuring high-quality housing. From revitalizing and enhancing the charm of established communities to strategically planning for vibrant and sustainable neighborhoods, recommendations aim to cultivate a housing environment that meets the diverse needs of the community. This section organizes recommendations by existing and future housing and neighborhoods. Balancing growth and maintaining the character of the housing and neighborhoods in Cibolo will take a united effort towards implementing policy that fits the community's desired vision. While this section outlines city-wide actions that can be taken to encourage complete communities in Cibolo, below are the main ideas that were heard during the engagement process for housing and neighborhoods:

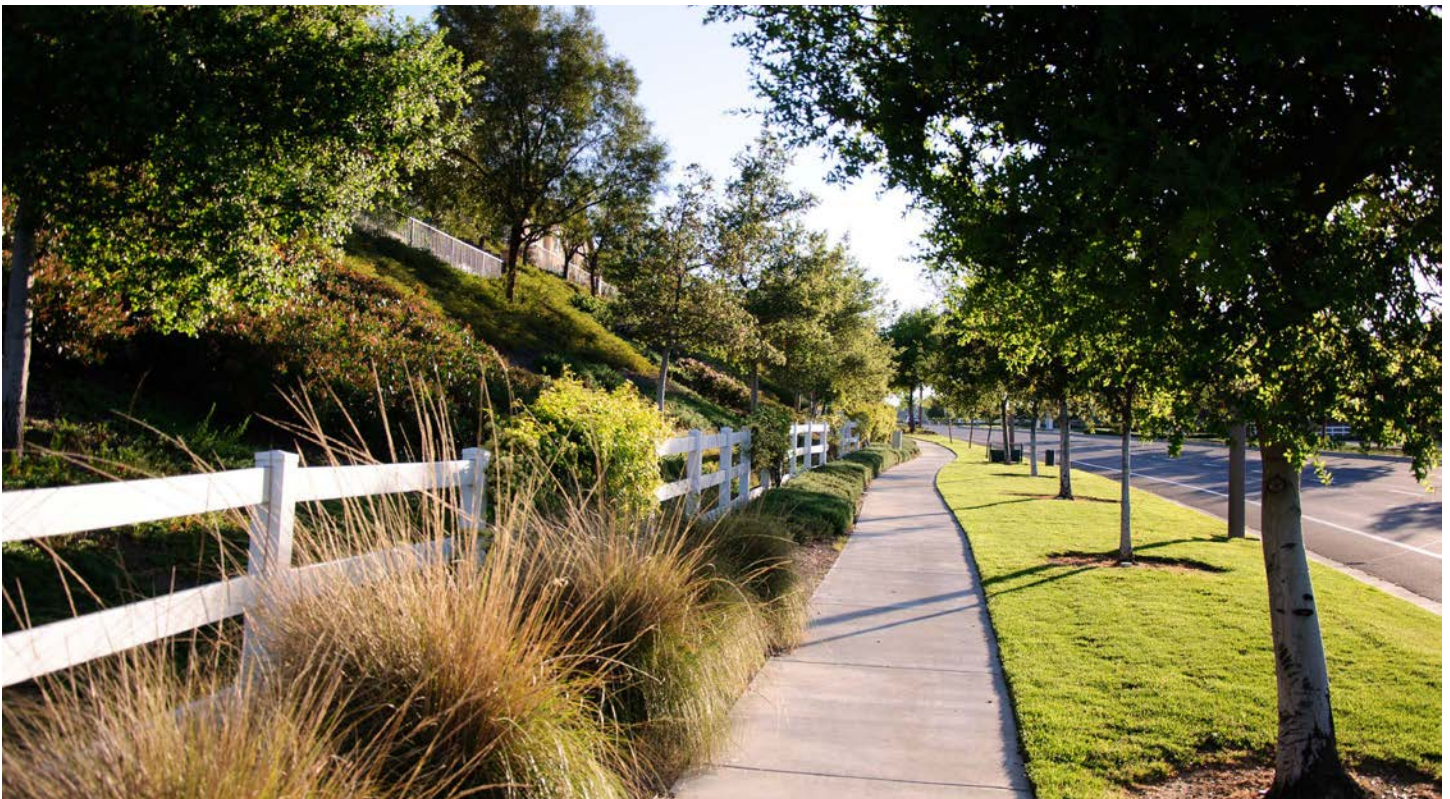
### Existing Housing and Neighborhoods

- **Strengthening Existing Neighborhoods.** There should be investment in promoting the long-term vitality of existing housing and neighborhoods. Neighborhood reinvestment helps to maintain a competitive housing market. Ways to reinforce existing neighborhoods can include public realm improvements, such as streetlights, streetscape improvements, benches, and other like projects.
- **Prioritizing Access and Mobility.** Access to better mobility is fundamental to creating inclusive and connected neighborhoods. Improving mobility involves enhancing transportation infrastructure such as sidewalks, bike lanes, and road networks.
- **Connectivity to Park and Trail Amenities.** A priority among residents was safety. Identifying new trails and sidewalks can improve connectivity within neighborhoods to nearby points of interest. A study should be conducted to identify and prioritize needed connections throughout the community. Additionally, providing safe crosswalks that are accessible for all residents can greatly improve walkability to neighborhoods, schools, and City facilities.
- **Flood and Hazard Mitigation.** Flooding poses significant risks to communities, causing property damage, infrastructure disruption, and public safety concerns. Implementing effective flooding prevention and mitigation measures is essential for safeguarding neighborhoods against the impacts of extreme weather events.
- **Retaining Character.** Retaining the character of rural residential areas and housing in the Old Town district is essential for preserving the unique charm and historical significance of a community.
- **Enhanced Maintenance.** By prioritizing regular maintenance activities such as landscaping, street sweeping, and graffiti removal, communities can create attractive and inviting environments that promote resident satisfaction and contribute to the overall quality of life.
- **Neighborhood Community Events.** Organizing events such as block parties, picnics, and holiday celebrations, communities can strengthen bonds among neighbors, promote civic pride, and create a vibrant and supportive local environment.

## Future Housing and Neighborhoods

- **Diversity in Housing Mix.** A diverse housing mix enriches communities by catering to the varying needs and preferences of residents. By offering a range of housing options like missing middle housing, future housing can cater to a diverse set of needs and lifestyles. Missing middle housing solutions are explored and defined further in the chapter.
- **Designing With the Land.** In areas with topographic constraints and flooding, implementing cluster developments is an innovative planning technique to protect natural features, create visually interesting neighborhoods, encourage outdoor recreation, aid in floodplain stormwater management, and more.

Cibolo can effectively identify existing housing demands by collecting comprehensive housing data from various sources and conducting thorough analysis. This includes gathering information on demographics, income levels, household size, and housing preferences through surveys, Census data, and housing market reports. Additionally, tracking housing market trends, vacancy rates, and housing affordability indicators can provide insights into the current housing landscape and identify areas of need. Utilizing Geographic Information Systems (GIS) technology to map housing supply, demand, and spatial distribution can further enhance data visualization and analysis. By leveraging this data-driven approach, Cibolo can gain a deeper understanding of housing needs, prioritize resource allocation, and develop targeted strategies to address housing challenges and ensure access to safe, attainable, and quality housing for all residents.



*Example of an ideal neighborhood sidewalk*

## EXISTING HOUSING AND NEIGHBORHOODS

Today in Cibolo, 93.8 percent of the community is in owner-occupied housing units and mostly single-family detached. Such a housing landscape reflects stability, as homeownership typically implies long-term commitment and investment in the community. Suburban or semi-rural settings make up the majority of the housing landscape for the city. This suggests residents prioritize more spacious lots and a focus on privacy and autonomy. High ownership rates further indicate a sense of permanence and pride within the community, as homeowners are more likely to be invested in maintaining and improving their properties.

This high rate of ownership also fosters a sense of community cohesion, as homeowners tend to have a vested interest in the well-being of their neighborhood and may actively participate in local initiatives and associations aimed at enhancing the quality of life for all residents. Strengthening existing neighborhoods by fostering a sense of community pride and engagement is imperative. Encouraging homeowners to take an active role in neighborhood initiatives, such as neighborhood watch programs, community clean-up efforts, or social gatherings can help achieve high-quality neighborhoods.

### CODE COMPLIANCE

*Code compliance contributes to the aesthetic appeal of neighborhoods by regulating the appearance and maintenance of properties. Well-maintained and aesthetically pleasing neighborhoods are often more attractive to residents and potential buyers, contributing to overall property values. Complying with code regulations can create difficulties for residents with disabilities or those facing barriers in their daily lives. One opportunity to help with code compliance in the community is to setup programs for volunteers to help enhance the community. Partnering with the school district, local non-profits, and religious groups can make the beautification of Cibolo neighborhoods a collective community priority. A prime example of code compassion in practice is with the city of Arlington. The City has established a system that provides Arlington neighborhoods with free resources to help with property maintenance and repair tasks. This is beneficial for many residents amid rising inflation and other financial challenges. Through partnerships with local groups and volunteers, Arlington provides resources to its residents to create civic pride and build community trust.*

*Below are some of the programs the City offers to aid in code compliance:*

- Tool Sharing Program: Arlington residents are able to check out a mower or a variety of other tools and equipment for free to assist with property cleanup and improvement.*
- Neighborhood Enhancement Team: The Neighborhood Enhancement Team is a council driven initiative with the mission of improving the quality of life, aesthetic appeal, and economic vitality of Arlington neighborhoods. The Neighborhood Enhancement Team collaborates with residents and hosts clean up days to improve the appearance of neighborhoods. The Neighborhood Enhancement Team assists with property clean up, debris removal, fence repair, and yard maintenance.*

*For more information on Code Compliance Cares, check out the City of Arlington website: [https://www.arlingtontx.gov/city\\_hall/departments/code\\_compliance/about\\_us/code\\_compliance\\_cares](https://www.arlingtontx.gov/city_hall/departments/code_compliance/about_us/code_compliance_cares)*

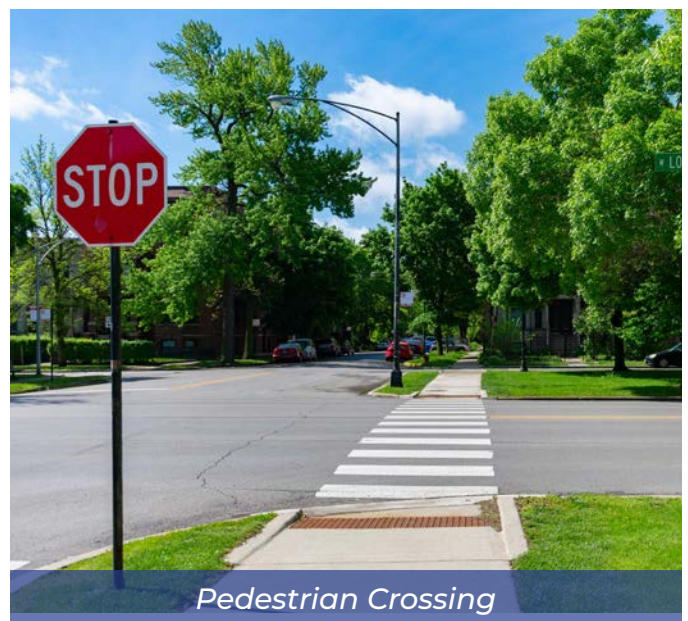
**Chapter 4: Transportation** outlined recommendations regarding the Master Thoroughfare Plan (MTP). The goal of the MTP is to increase mobility throughout the community to ensure access to existing neighborhoods and key areas. Many of the major arterials make sure to connect established residential areas to commercial areas. Enhancing connectivity within and between neighborhoods aims to offer residents increased flexibility in accessing the city-wide thoroughfare network. Often, subdivisions are designed with limited access points, minimizing travel options for residents commuting to work, school, or running errands. This concentration of traffic at single entry points, particularly during peak congestion periods, exacerbates traffic congestion, perpetuates a perception of transportation issues within the city, and heightens frustration with the overall transportation network. Introducing multiple access points can alleviate congestion and enhance satisfaction with the city's thoroughfare system.

Roadways near neighborhoods should not only prioritize vehicular mobility but also connectivity to pedestrian amenities like sidewalks and trails. **Chapter 4: Transportation** outlined recommendations on how the community can promote better active transportation through Cibolo. Designing streets to be pedestrian-friendly give residents options on how to move about their city. As a result, active transportation can improve safety near neighborhoods and reduce traffic congestion. Including active transportation on streets near neighborhoods increases the visibility of pedestrians and cyclists on streets, alerting motorists to their presence and encouraging cautious driving behaviors, thereby reducing the risk of accidents. Creating designated pedestrian crossings, bike lanes, and sidewalks, active transportation infrastructure provides clear pathways for non-motorized travel, minimizing conflicts between different modes of transportation and improving overall traffic flow. Additionally,

traffic calming measures, such as speed bumps, raised crosswalks, and narrowed streets, help to make roads safer for all users. Overall, prioritizing active transportation infrastructure and encouraging non-motorized modes of travel play a vital role in creating safer and more livable neighborhoods for residents of all ages. See page 96 on the benefits active transportation can have on residential areas.



*Neighborhood Street Parking*



*Pedestrian Crossing*

## THE ECONOMIC BENEFIT OF ACTIVE TRANSPORTATION FOR NEIGHBORHOODS

**Active transportation in residential areas offer numerous benefits:**

- **Improved Health and Well-being.** Walking or biking for transportation promotes physical activity, leading to better cardiovascular health, reduced risk of chronic diseases like obesity and diabetes, and improved mental well-being.
- **Reduced Traffic Congestion.** By encouraging walking and biking, active transportation can alleviate traffic congestion on roads, especially during peak hours, leading to smoother traffic flow and reduced commute times for all road users.
- **Environmental Sustainability.** Choosing active transportation over motor vehicles reduces greenhouse gas emissions, air pollution, and reliance on fossil fuels, contributing to a cleaner and more sustainable environment.
- **Enhanced Safety.** Active transportation infrastructure, such as sidewalks, bike lanes, and crosswalks, improves pedestrian and cyclist safety by providing designated spaces and reducing conflicts with motor vehicles, thereby decreasing the risk of accidents and injuries.
- **Improved Accessibility.** Active transportation enhances access to essential services, amenities, and recreational facilities within residential areas, making them more livable and inclusive for residents of all ages and abilities.
- **Cost Savings.** Walking and biking are cost-effective modes of transportation that require minimal expenses compared to owning and operating a vehicle, leading to savings on fuel, maintenance, and parking fees for individuals and households.

**Case Study:** The University of Cincinnati conducted research examining the impact of proximity to nature trails, specifically the Little Miami Scenic Trail, on residential property values in Hamilton County, Ohio. Researchers found that homes located closer to the trail entrance experienced a significant increase in property values, with housing prices rising by nine dollars for every foot closer to the trail. This equated to an average premium of \$9,000 for homes located 1,000 feet closer to the trail. The study, supported by an interdisciplinary grant, utilized a database of housing characteristics for over 1,700 residential properties within 10,000 feet of the trail to isolate the effects of trail proximity on property values. The findings suggest that investment in infrastructure and public amenities like nature trails can yield positive returns for communities, highlighting the importance of such amenities in urban planning and development.

<https://www.uc.edu/news/articles/legacy/enews/2011/10/new-research-finds-that-homeowners-and-city-planners-should-hit-the-trail-when-considering-property-values.html>

## Flooding and Hazard Mitigation for Existing Neighborhoods

Addressing flooding and hazard mitigation in neighborhoods is a critical priority for Cibolo. A multifaceted approach is essential, encompassing various actions tailored to the unique challenges and characteristics of neighborhoods in the community. One key strategy involves implementing floodplain management measures, including stringent land-use regulations to limit development in flood-prone areas and preserving natural floodplains as buffer zones. By safeguarding these vulnerable areas, cities can mitigate the risk of flood damage to properties and infrastructure while preserving the ecological integrity of the surrounding environment.

Investing in stormwater management infrastructure is another vital component of effective flood mitigation efforts. Cities can enhance resilience by developing a comprehensive network of retention ponds, green infrastructure, and drainage systems designed to manage the impacts of heavy rainfall events. These infrastructure improvements not only help reduce the risk of flooding but also contribute to improved water quality, increased groundwater recharge, and enhanced urban biodiversity.

In addition to infrastructure investments, cities can establish flood early warning systems and emergency response plans to enhance preparedness for flood events.

A flood early warning system is a system that helps to detect and predict the occurrence of floods in advance by using monitoring sensors to measure environmental data such as rainfall, water levels in rivers, and soil moisture. Once a potential flood event is detected, the system issues early warnings to the relevant authorities. By leveraging real-time data, authorities can provide timely alerts to residents, facilitate evacuations in vulnerable areas, and coordinate emergency services effectively. Promoting community education and outreach initiatives is essential for raising awareness about flood risks. Collaboration and partnerships are also critical, as cities work with neighboring jurisdictions, government agencies, non-profit organizations, and community stakeholders to coordinate flood mitigation efforts.

Today, Cibolo has already coordinated with the San Antonio River Authority (SARA) on flood risk assessments on a regional level. Implementing flood risk assessments enables cities to identify high-risk areas, assess potential hazards, and prioritize mitigation actions based on the severity of risk, ensuring resources are allocated efficiently to address the most pressing needs. Continued partnership with similar agencies should be prioritized.



*Sidewalk Flooding*



*Road Flooding*



## Housing Character

Strengthening existing housing and neighborhoods begins with a thorough understanding of the desired character and intent of the community - for instance, one component of the Cibolo Tomorrow Comprehensive Plan's vision is preserving the small-town feel. The look and feel of existing housing in Cibolo add to the overall charm of the community. The small-town aspect is prominent in areas within the city limits and ETJ of Cibolo that contain large lots for rural residential, and some of the City's oldest housing stock in Old Town. The Rural Residential/Agricultural and Old Town PlaceTypes are outlined in **Chapter 3: Land Use and Character** and are unique aspects of the housing landscape in Cibolo.

The Rural Residential/Agricultural PlaceType is designed to provide residents with a diverse range of lifestyle options. The rural residential areas support traditional ranching and compatible residential uses. These areas and neighborhoods accommodate the demand for larger lot residential communities, including rural 'ranchettes,' thereby offering diverse residential and lifestyle choices. By refraining from extending urban-scale infrastructure into the area, the rural residential areas prevent excessive strain on fiscal resources. Preserving these areas helps add to the overall character of the community and also serve as a buffer from higher density residential areas and the floodplain.

The character of housing in Old Town Cibolo is unique. The housing is situated in an urban area that contains a mix of uses, primarily along Main Street, in context with storefront restaurants and shops. The adjacency to those uses, are a part of the character and charm of this primarily residential district and create opportunities and challenges that are multifaceted and complex. The housing stock in the Old Town is some of the oldest in the City and traces back to Cibolo's roots as a railroad town. These older buildings tend to be smaller scaled and have inviting front porches and facades in the style of traditional Old Town housing. As housing ages in this district, reinvestment becomes necessary and will be needed for the continued vibrancy and success of the area.

Throughout the planning process it was apparent that the community is very passionate about the future of Old Town housing and what role it plays in the area. One of the major efforts on the horizon is an update to the Cibolo Downtown Revitalization Plan to dive into the various complexities of the district and establish a actionable plan going forward.

### **SHORT TERM RENTALS IN EXISTING NEIGHBORHOODS**

*To regulate Airbnb rentals in the community, Cibolo can implement actions aimed at ensuring compliance with local regulations and addressing potential concerns. One approach is to establish clear zoning ordinances and licensing requirements specifically tailored to short-term rental properties, including Airbnb listings. This can help ensure that rentals are located in appropriate areas and meet safety and health standards. Additionally, the city can enforce occupancy limits, noise regulations, and other rules to mitigate potential disturbances to neighboring residents. Implementing a registration or permitting system for Airbnb hosts can also provide the city with better oversight and enable them to monitor and address issues more effectively. Furthermore, the city can collaborate with Airbnb to collect occupancy taxes and fees, ensuring that short-term rentals contribute to the local economy and infrastructure. Overall, proactive regulation of Airbnb rentals can help strike a balance between accommodating visitors and preserving the quality of life for residents in the community.*

## FUTURE HOUSING AND NEIGHBORHOODS

With the increase in population and developments, ensuring high-quality housing is important. High-quality housing not only enhances residents' overall well-being but also contributes to the attractiveness and competitiveness of the city. High-quality housing catalyzes economic growth, attracting new residents, businesses, and investments to the area. It creates a positive cycle of development, where improved housing stock leads to increased property values, higher tax revenues, and greater municipal resources for essential services and infrastructure.

High-quality housing is essential for addressing the diverse needs of a growing population. By providing a range of housing options, including attainable and accessible housing, cities can accommodate the needs of individuals and families at different life stages and income levels. While single-family homes are integral to Cibolo's housing landscape, it is necessary to incorporate 'missing middle' housing options, such as duplexes, cottages, workforce housing, housing tailored for

seniors, and residences within mixed-use developments, all strategically situated throughout the city.

Action item HN-4 entails securing financial resources to support workforce housing for essential workers earning lower than the median income by researching funding sources such as government grants, tax credits, and private partnerships and developing comprehensive project proposals. Action item HN-6 requires establishing a rental registration program that will require landlords to register their properties to ensure compliance with safety and building codes. This involves defining registration requirements and enforcing compliance standards. The implementation includes landlord outreach, managing penalties for non-compliance, supporting landlords, and educating tenants. These actions aim to enhance affordable workforce housing availability and ensure rental property safety and quality.

### **AFFORDABLE VS. ATTAINABLE HOUSING**

*Affordable housing typically refers to housing that is priced below the median market rate and is within the financial means of low- to moderate-income households. Affordable housing initiatives often involve government subsidies, tax incentives, or other forms of financial assistance to make housing more affordable for those who might otherwise be priced out of the market.*

*On the other hand, attainable housing refers to housing that is within the financial reach of a broader range of income levels, including middle-income households. Attainable housing initiatives focus on creating housing options that are priced at levels that are attainable for working families, professionals, and other individuals who may not qualify for traditional affordable housing programs but still face challenges in finding housing that meets their budget constraints.*

*In essence, while affordable housing targets low- to moderate-income households specifically, attainable housing aims to address the housing needs of a broader spectrum of income levels, including middle-income earners. For most of the Cibolo Tomorrow Comprehensive Plan, attainable housing is the primary focus to address a more diverse set of needs for the community.*

Population growth often necessitates new developments within a community to accommodate the increasing demand for housing, infrastructure, and services. Many of these developments occur on the north side of Cibolo and into the ETJ. New developments can encompass a variety of projects, including residential subdivisions, commercial centers, industrial parks, and public amenities such as parks, schools, and healthcare facilities. These developments not only provide additional housing options for residents but also stimulate economic activity. However, it is essential for new developments to be carefully planned and executed to ensure they are resilient and compatible with the existing character of the community.

Traffic Impact Analysis (TIAs) and Preliminary Impact Assessments (PIAs) can be crucial processes for new housing developments, ensuring that the impacts of these projects are thoroughly evaluated and addressed. TIAs focus on assessing the potential traffic impacts of new housing developments on the surrounding road network, including increased vehicle trips, changes in traffic patterns, and safety concerns. By identifying these impacts early in the planning stages, TIAs enable developers and local authorities to implement appropriate mitigation measures, such as road improvements or alternative transportation options, to minimize congestion and enhance traffic flow. On the other hand, PIAs assess the broader impacts of new housing developments on the surrounding community, including land use compatibility, environmental considerations, and infrastructure needs. By conducting PIAs, the City can identify potential challenges or opportunities associated with the development and ensure that it aligns with the community's goals and values. While the City already utilizes TIAs, it is recommended that the City also utilize PIAs as a tool to help broaden the scope of its evaluation process. Together, TIAs and PIAs play a crucial role in guiding the planning and implementation of new housing developments and promoting sustainable growth.

## RENTAL COMMUNITIES

*Rental communities are residential developments consisting of multiple housing units that are leased to tenants rather than owned by individual homeowners. These communities can vary widely in size and style, ranging from small apartment complexes to large-scale rental neighborhoods with townhomes, duplexes, or single-family homes. In rental communities, tenants typically pay a monthly rent to the property owner or management company in exchange for the right to occupy the housing unit. Rental communities offer a range of amenities and services. These amenities include shared recreational facilities, maintenance services, and security features, providing residents with a convenient and comfortable living experience. Rental communities are particularly popular among individuals or families seeking flexibility in their housing arrangements or those who may not be ready or able to commit to homeownership. Additionally, rental communities can accommodate other populations, such as students, young professionals, and individuals relocating for employment opportunities. Rental communities contribute to the overall housing supply, helping to alleviate housing shortages and mitigate the impact of rising housing costs. As such, they play a vital role in promoting housing attainability and ensuring that residents have access to safe, stable, and quality housing options within the community.*



The increased demand for housing presents a significant challenge for the City to meet the diverse housing needs of residents. Diversifying the housing stock is a priority to accommodate varying household sizes, incomes, and lifestyle preferences. One critical aspect of this diversification is the incorporation of “missing middle” housing, which refers to a range of housing types that bridge the gap between single-family homes and large apartment buildings. Missing middle housing includes duplexes, triplexes, townhouses, and small-scale apartment buildings, providing more housing options within neighborhoods and contributing to a more inclusive and resilient housing market. Strategically locating missing middle housing developments can help fill the gap in housing needs by providing attainable, yet high-quality housing options near amenities, services, and transportation hubs. This form of smart development can help revitalize underutilized areas and contribute to the overall vibrancy and sustainability of the community.

Missing middle housing can enhance neighborhood character and foster social cohesion. These housing types often blend seamlessly with existing single-family homes, preserving the scale and aesthetic appeal of neighborhoods. The provision of missing middle housing promotes socioeconomic diversity within communities, fostering inclusive neighborhoods where residents from different backgrounds can live and interact. Embracing missing middle housing as part of a diversified housing strategy is essential for meeting the evolving needs of growing communities. **Figure 5.6** displays what kind of missing middle housing could be appropriate from the PlaceTypes outlined in **Chapter 3: Land Use and Character**.

*Figure 5.6 | Future Land Use and Missing Middle Housing Matrix*

	Rural Residential/ Agricultural	Estate Residential	Community Residential	Compact Residential	Mixed-Use Center	Old Town
Duplex				●		
Courtyard Housing			●	●		
Bungalow Courts				●		
Live-Work				●	●	●
Fourplex				●	●	
Accessory Dwelling Units (ADUs)	●	●	●			●
Townhomes				●		

## MISSING MIDDLE HOUSING

### Different types and scale of Missing Middle Housing:

- **Duplex.** A structure containing two side-by-side dwelling units, both located on the same lot.
- **Courtyard Housing.** A medium to large-sized (1-to 3-story) detached structure consisting of multiple side-by-side and/or stacked dwelling units oriented around a courtyard or series of courtyards.
- **Bungalow Courts.** A group of small (1-to 2-story) detached structures arranged around a shared court visible from the street.
- **Live-Work.** A small- to medium-sized (1- to 3-story) attached or detached structure consisting of one or more dwelling units located above or behind a ground floor space that can accommodate a range of non-residential uses.
- **Fourplex.** A detached (2- to 2.5-story) structure with four-dwelling units, two on the ground floor and two above, with shared or individual entries from the street.
- **Accessory Dwelling Units (ADUs).** A secondary residential dwelling unit located on the same lot as a primary single-family dwelling unit, either within the same building as the single-family dwelling unit or in a detached building.
- **Townhomes.** A small- to medium-sized attached structure (2- to 3-story) that consists of several multi-story dwelling units placed side-by-side, each located on an individual lot.

<https://missingmiddlehousing.com/>



INCREASING DENSITY

## Flooding and Hazard Mitigation for Future Neighborhoods

New housing developments can take proactive measures to mitigate flooding and minimize the risk of water-related damage. These actions include implementing effective stormwater management practices, such as detention ponds, permeable pavements, and rain gardens, which help capture and retain excess rainwater on-site. This reduces runoff and alleviating pressure on drainage systems. Proper site grading and elevation techniques ensure that building foundations are situated above the base flood elevation (BFE), strategically positioning structures on higher ground to protect properties from potential flood damage and ensure resident safety.

Preserving natural floodplains and wetlands within and around the development area serves as a crucial strategy to mitigate flooding. By safeguarding these ecological features, developers can create natural buffers against flooding, as floodplains and wetlands absorb excess water, mitigate flood risk, and contribute to the overall health of the watershed. Integrating green infrastructure elements, such as swales, bioswales, and vegetated buffers, into the design of the development further enhances stormwater management and water infiltration.

Cluster developments, characterized by grouping housing units together while preserving open space, offer an additional opportunity to mitigate flooding. By concentrating development in specific areas and preserving natural vegetation and permeable surfaces, cluster developments minimize impervious surfaces and reduce stormwater runoff. This approach promotes more efficient land use, maximizes green space, and minimizes the impact of development. Through the integration of these strategies, new housing developments can enhance community resilience, reduce flood vulnerability, and create sustainable neighborhoods that prioritize both human and environmental well-being.



## Housing Character

Another concern heard amongst residents during the engagement process was the fear of growing too rapidly and losing the feel of Cibolo. Design standards serve as a crucial mechanism for preserving a community's character by establishing consistent guidelines for the physical and visual elements of development. **Chapter 3: Land Use and Character** outlined some design guidelines for ensuring the preservation of Cibolo's look and feel. Below are some specific guidelines to neighborhoods the city can take to ensure the preservation of Cibolo's character:

- **Street and Sidewalk Design.** Specify standards for road widths, sidewalks, street furniture, lighting, and landscaping, aiming for pedestrian-friendly spaces.
- **Open Space and Green Areas.** Outline requirements for parks, green spaces, and recreational areas, promoting a balance between built-up and natural environments for community well-being.
- **Signage and Wayfinding.** Regulate the design, size, and placement of signs to ensure clarity and consistency, contributing to a visually cohesive and navigable community.
- **Parking Standards.** Establish guidelines for the design and location of parking facilities, balancing the need for parking with the desire for aesthetically pleasing and functional spaces.
- **Historic Preservation.** Provide regulations for the preservation and restoration of historic structures, maintaining the cultural and architectural heritage of the community.
- **Density and Building Setbacks.** Specify the permissible density of development and the required distance between buildings and property lines to control the urban form and preserve neighborhood character.
- **Accessibility Standards.** Ensure that community spaces and facilities comply with accessibility standards, accommodating people with disabilities and promoting inclusivity.

While the above standards can be applied to the overall design of neighborhoods, there are legal limitations as it pertains to architectural standards for the city. House Bill 2439 is a state bill that passed on September 9, 2019, which limited what cities in Texas could control when it comes to architectural standards. HB 2439 prevents local governments from regulating the materials used for new construction, maintenance, and renovations. Instead of localized rules regarding building products and methods, the new law sets nationally accepted codes as the only standards for cities to regulate material for construction within their boundaries. With those limitations in mind, design standards can ultimately be established within the UDC, incorporating the aforementioned guidelines listed above.

The following actions are recommendations to achieve the vision for the Cibolo Tomorrow Comprehensive Plan as they relate to housing and neighborhoods.

## HOUSING AND NEIGHBORHOOD ACTIONS

NO.	<i>Housing and Neighborhood Actions</i>	<i>Associated Guiding Principle</i>
HN-1	Review and amend the Cibolo Unified Development Code (UDC) to provide public access to parks and other public open spaces in neighborhoods.	GP-4
HN-2	Review and amend the Cibolo Unified Development Code (UDC) to encourage access between neighborhoods and neighborhood-serving commercial areas.	GP-2
HN-3	Review and amend the Cibolo Unified Development Code (UDC) to allow for and encourage a greater variety of housing types.	GP-2
HN-4	Identify and pursue funds to help finance work force housing efforts.	GP-2
HN-5	Review and amend the subdivision regulations to encourage the development that preserves the floodplain and open space.	GP-4
HN-6	Establish a rental registration program to ensure code compliance and safety.	GP-2
HN-7	Strengthen zoning regulations and building codes that prioritize flood-resistant construction and design features for housing and neighborhoods.	GP-4
HN-8	Create and implement a comprehensive floodplain management plan that prioritizes and preserves open space to guide development in flood-prone areas.	GP-4
HN-9	Create a short-term rental policy to ensure compatible land uses with established residential neighborhoods.	GP-2
HN-10	Re-evaluate regulations regarding the use of Accessory Dwelling Units (ADUs).	GP-2
HN-11	Create a Neighborhood Vision Booklet to define quality standards for Cibolo’s neighborhoods.	GP-2







Cibolo Tomorrow Comprehensive Plan

# CHAPTER 6: COMMUNITY FACILITIES AND PUBLIC SERVICES

## INTRODUCTION

The impact that community facilities and public services have on a community is substantial and can greatly influence the experience of its residents. The availability and access to serve the needs of the residents is an important factor that the City should consistently track and be aware of. These services and facilities are diverse in type, but include essential services (e.g. public safety) and the physical infrastructure that people utilize (e.g. drainage and streets). As Cibolo grows and demographic shifts occur, there is an expected dynamic of shifting priorities that create the need to be responsive, effective, and adaptive over time.

This chapter provides an overview of the current provision of community facilities and public services and describes what present and future anticipated needs are expected by 2050. It also provides a framework to plan and prioritize as the City seeks to deliver the highest and best level of service that it can provide to its residents.



*Cibolo Water Tower*

## 20-YEAR POLICY FRAMEWORK

The 2016 Comprehensive Plan provided a 20-year policy framework for “growing and maintaining quality community facilities and public services”. Nearly 8 years later, this framework is still applicable and a valid representation of the vision for this plan element:

- **Efficient and responsive governmental offices.** As Cibolo continues to grow, City offices and staffing will also need to grow and improve to provide efficient and responsive services to the citizens, businesses, and visitors of Cibolo.
- **Effective and sustainable public infrastructure.** As the City grows over time, the extent of public infrastructure will also grow. Much of this will be built and financed in partnership with the private sector as part of new development. However, once operational, it becomes the City’s responsibility to maintain and upgrade it in perpetuity. Moving forward, the City will need to ensure that new infrastructure is durable, expandable, and efficiently maintainable over time.
- **Exceptional police and fire protection.** Above all else, continued provision of exceptional police and fire services is paramount to protect the public health, safety, and welfare of the community.
- **Responsive other public services.** In addition to providing exceptional police and fire protection, residents and business owners will increasingly demand expanded or improved public services (e.g., animal control) as the City continues to grow.

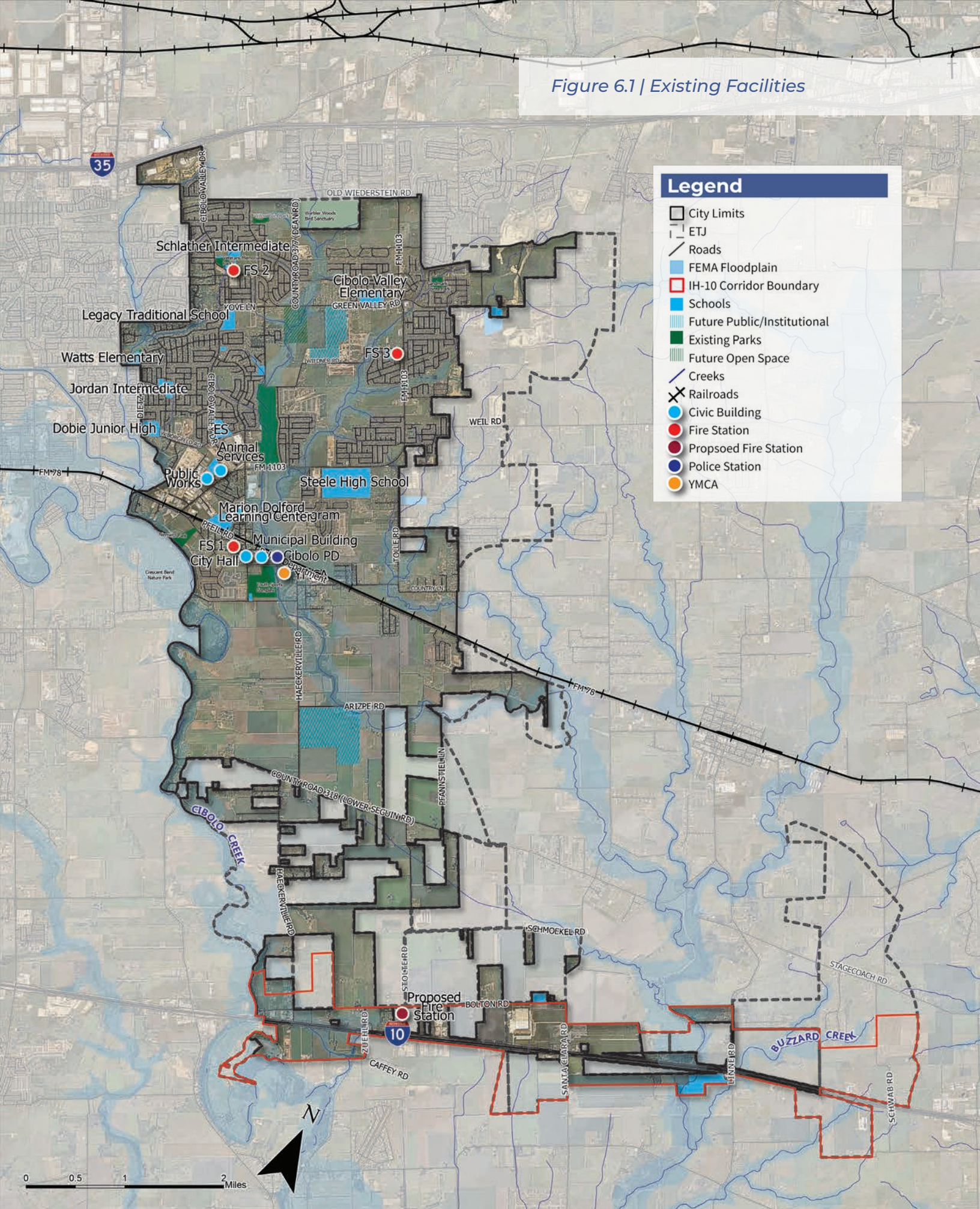
The City of Cibolo manages a number of community facilities and provides a range of public services. Public services discussed in this chapter include:

- **Municipal building and government services;**
- **Fire and police protection services;**
- **Animal control;**
- **Utility services;**
- **Water and wastewater services;**
- **Drainage and flood protection; and**
- **Development and permitting services.**

In order to establish a clear picture of what improvements and expansions would be beneficial and necessary to Cibolo’s provision of community facilities and public services, an existing inventory is needed to help determine the base level of service for the City (see **Figure 6.1**, Existing Community Facilities, on the next page). Generally, the existing inventory depicts City facilities located around the core of the Old Town and extending from there, to the developed areas North of FM-78. Most of the City facilities and roadways are also concentrated on the north side of the city with aging infrastructure located around the core and along the older highways. Some of these roadways indicate the need for Cibolo to balance its efforts to keep pace with growth while providing for the maintenance of roadways, sewer, and water infrastructure facilities. In addition to reflecting city-owned facilities, this analysis also depicts schools that are subject to the control of the Board of Trustees of the Schertz-Cibolo-Universal City Independent School District (SCUCISD).

After establishing a base level of service, an evaluation of community needs and desires can help City leaders understand whether current needs are being met and how future demand may change as the community grows.

Figure 6.1 | Existing Facilities



### Legend

- City Limits
- ETJ
- Roads
- FEMA Floodplain
- IH-10 Corridor Boundary
- Schools
- Future Public/Institutional
- Existing Parks
- Future Open Space
- Creeks
- Railroads
- Civic Building
- Fire Station
- Proposed Fire Station
- Police Station
- YMCA

0 0.5 1 2 Miles



## EXISTING CONDITIONS

Constructed in 2005, the 10,000 square foot City of Cibolo Municipal Building located at 200 South Main Street remains the primary government building in Cibolo. Many city services are housed out of this building including the City Manager's Office, Finance and Purchasing, etc.

In 2005, when the building was constructed, the City's population was approximately 7,623 persons which is almost 5 times less than today's estimated population of 34,857 persons. Over the past 10 years, the population has increased by 70 percent. This increase, as projected in the 2016 Comprehensive Plan, has created the need for additional services, facilities, and space.

Recently, the city completed the renovation of the Municipal Building, where space was

repurposed to address growing demand. Additional programming created by the renovation includes two new offices, a new conference room, expanded break room, updated foyer, and council chambers. Document and supply storage has been moved off-site to provide more usable space within the building for employees. In addition, office printing equipment has been strategically located within the building to provide easy access to all employees. The recent renovation has provided space for 21 current employees and room to accommodate seven more.

### City Manager and City Secretary

The offices of the City Manager and City Secretary ensure the delivery of public services through the community. These offices include eight staff persons.



*City of Cibolo Municipal Building*

## EXISTING FACILITIES

### Finance and Purchasing

The Finance and Purchasing Department maintains the City's accounting and financial system and is also responsible for oversight of utility billing. The department consists of eight staff persons who are located in two offices.

### Utilities Administration (Billing)

Utilities Administration is responsible for the billing and collection of the utility accounts. This office includes four staff persons. With the renovation of City Hall, this office was relocated to a larger space with a dedicated office for the supervisor (Utility Billing Administrator).

### Municipal Court

Cibolo's Municipal Court rules on citations issued by the Police Department. It also maintains accurate records of cases processed by the court, sets court hearings and notifies individuals to appear, issues warrants, and summons citizens for jury duty. The Cibolo Municipal Court is the first level of the judiciary. The Municipal Court has jurisdiction over State law and City ordinances, class "C" misdemeanor violations, punishable by fine only, that occur within the territorial limits of the City of Cibolo. Currently, the Municipal Court is supported by two full-time staff persons. Court hearings occur twice a month and meet in the Council Chambers.

### Information Services

The Information Services Department works specifically with technology needs of the City and includes information technology and the GIS department. It consists of two employees that include the GIS Coordinator and the Information Services Director and is based out of the Municipal Building at 200 S Main Street. Like many forward thinking cities, the IT department has identified a number of technology needs for the City, including: a City Data Center (to provide access to City data); network fiber connectivity to all City facilities; a Disaster Recovery Plan and site (in the event of a disaster to ensure continuity



of City business); improved access control to City facilities; and the installation of security cameras on certain City facilities.

### The Cibolo City Hall Annex

The Cibolo City Hall Annex was originally an elementary school built in 1915. The building was remodeled in 2022 to accommodate the growing staff at City Hall. The building is currently occupied by 24 full time employees. The first floor is occupied by the Building Department. The second floor is occupied by the Planning Department, People and Performance Department, Code Enforcement, Communications, and Economic Development.

## People and Performance Department

The People and Performance Department is a five-person department, tasked with supporting the City of Cibolo through recruitment and retention of a highly qualified, diverse workforce. The department also requires secure storage and printing/faxing equipment as it deals with private and personal information about City employees.

## Development Services

Development Services includes three departments: Building, Planning, and Engineering. Each department assists the community, including citizens and property owners of Cibolo, to plan for the use and development of land and buildings. The Planning Department not only performs long-range planning functions, but also zoning, subdivision, and plan review. The department employs seven staff persons and is located in the City Hall Annex Building. This includes the Planning and Economic Development Director, Assistant Director of Planning, Senior Planner, Permit Technician, and more. The City currently outsources engineering services for plan reviews and inspections of public infrastructure.

## Code Enforcement

Code Enforcement ensures the inspection and enforcement of environmental hazards to protect public health safety and welfare. The main function of the Code Enforcement Division is to ensure that all city and State laws are upheld, to protect the health, safety, and welfare of all citizens within the city of Cibolo. There are two staff persons in this division.

## Economic Development

The Economic Development Department consists of three staff persons and occupies space in the City Hall Annex Building located at 201 W Loop 539.

## Communications/Public Relations

The Communications/Public Relations office is located out of the City Hall Annex and ensures direct and robust communication to the community through various means and methods including virtual and online platforms. This office consists of one staff person, the communications manager.



*City Hall Annex Building*





*Cibolo Public Works Building*

### Public Works

The Public Works Department oversees the planning, design, construction, maintenance and repair of streets, sidewalks, parks, drainage ways, stormwater collection systems, and water/wastewater systems. The Public Works Building is located at 108 Cibolo Drive in a newly renovated 12,800 sq foot building, of which 4,000 square feet was added in 2023. The department consists of a total of 57 staff persons, over five operating divisions, including a department director, superintendents, maintenance foremen, crew leaders, crew members, technicians, and workers.

Public Works receives its funding through a variety of sources including the general fund, service and utility fees, and impact fees. Impact fees require a periodic study to establish the appropriate fee to be assessed. The latest impact fee study was conducted in 2021, by which Service Area 3 was added to the Transportation Impact Fees. **Figure 6.2**, Cibolo Impact Fees, shows a comparison of fees from 2013 and the impact fee rates that have been in effect since 2021.

*Figure 6.2 | 2013 VS 2021 CIBOLO IMPACT FEES*

	2013	UNIT	2021	UNIT
WATER IMPACT FEE	\$3,595	PER LIVING UNIT	\$1,839	PER SERVICE UNIT
WASTEWATER (SEWER) IMPACT FEE	\$1,770	PER LIVING UNIT	\$873	PER SERVICE UNIT
DRAINAGE IMPACT FEE	\$1,015	PER LIVING UNIT	\$0.70/sf*	Dietz Creek-Cibolo Creek Area
			\$0.00/sf*	Lower Cibolo Creek Area
			\$0.00/sf*	Lower Santa Clara Creek Area
			\$0.91/sf*	Town Creek Area
			\$0.76/sf*	Upper Santa Clara Creek Area
TRANSPORTATION IMPACT FEE (AREA 1)	\$1,090	PER LIVING UNIT	\$2,100	PER SERVICE UNIT
TRANSPORTATION IMPACT FEE (AREA 2)	\$1,940	PER LIVING UNIT	\$2,175	PER SERVICE UNIT
TRANSPORTATION IMPACT FEE (AREA 3)	-	-	\$1,392	PER SERVICE UNIT

Per square foot of impervious coverage\*



*Cibolo Animal Shelter*

## Animal Services

Located at 108 Cibolo Drive, the City of Cibolo Animal Services Department provides a needed service that aims to protect the public health and welfare of the community. This is accomplished by providing safe and humane shelter for stray and abused animals, but also by educating the community about animal care to proactively reduce the number of animals who are unwanted or neglected.

Constructed in 2009, the Cibolo Animal Services facility is located adjacent to the Public Works building and has a main modular building that houses five Animal Service Officers (ASO)s and volunteers. In addition there is one restroom. The current space does not allow for separate kennels and cats are housed in the same room as small dogs, with laundry medical and intake evaluations in the same space. In addition to the main building there is another 250 square foot trailer and a 120 sq foot mobile adoption trailer. There are twelve indoor dog kennels, four outside temporary kennels, and a cat room that can accommodate fifteen cats. The Animal Services fleet is comprised of three trucks.



*Animal Services Building*



*Concept Design for New Animal Shelter*

In 2023, design work for a new facility was conducted and is being brought forward for consideration in the 2024 bond program. This new facility would accommodate approximately 10,500 square feet of space and will allow for future expansion if ever needed. The new facility would have several key features:

- Entry plaza and lobby space
- Large break room and training room
- Workspace and offices to accommodate full staff and volunteers
- Separate cat rooms and dog kennels for adoptions, stray, laundry, and quarantine
- Indoor cat playroom
- Separate facility workroom for food prep, laundry, and grooming
- In-house food storage area
- Drive-thru sallyport
- Medical room

Additionally, during their Fiscal Year 2024 budgeting process, City Council approved \$500,000 to make minor accommodations to improve the current facility, including the addition of portable kennels and office space to accommodate staff and current intake numbers. The structures were ordered in Spring of 2024. Below is a reference image of an animal shelter in Pearland, Texas.



*Shari D. Coleman Animal Shelter Adoption Center, Pearland, Texas*



Police Station

## POLICE DEPARTMENT

The Cibolo Police Department (CPD) ensures a safe environment for residents, businesses, and visitors and contributes to a positive quality of life in Cibolo. Cibolo enjoys a lower crime rate than many other cities in Texas of similar size and population.

***Cibolo continues to be recognized as one of the safest cities in the state and has received multiple recognitions of note:***

- *50 Safest Places to Live in Texas by Elite Personal Finance. FBI crime statistics in the United States in 2016 for cities over 10,000 in population were used for the ranking criteria. Cibolo ranked #25*
- *NerdWallet ranked Cibolo #9 out of 239 Texas cities with a 10,000+ population on its list of "Best Places for Young Families in Texas."*
- *The National Council for Home Safety and Security released its list of safest cities in Texas for 2018. Cibolo ranked the highest for the local area at #17*
- *HomeSnacks analyzed over 23 places around San Antonio to identify the most in-demand places to live. Cibolo ranked #8 on their, "10 Best Suburbs Around San Antonio for 2018"*
- *Niche ranks Cibolo #8 on its "2019 Suburbs with the Best Public Schools in the San Antonio Area"*
- *Backgroundchecks.org named Cibolo as #39 on its "Safest Cities in Texas, 2019" report*
- *Alarms.org "Safest Cities in Texas – 2020" - Cibolo ranked #28*



*Cibolo Police Car*

The Cibolo Police Department (CPD) provides full law enforcement and first responder service within the incorporated area of the City. Additionally, CPD provides first responder service to areas in Cibolo’s ETJ as well as communities and areas in the county and other jurisdictions when requested to assist by the respective responding agency. Cibolo has inter-local agreements with SCUCISD, the City of Schertz, Guadalupe Family Violence Shelter, and Guadalupe Children’s Advocate Center, among others. They also have interjurisdictional mutual aid agreements with the cities of New Braunfels, Schertz, Selma, Live Oak, and the Alamo Area Council of Governments (AACOG).

There are currently 48 employees in the Cibolo Police Department, many of which are law enforcement officers. Specialized functions of the CPD include Animal Services, Criminal Investigations, and Patrol Division, School Resource Officer Unit, Traffic and Warrant Unit and the CPD Drone Program. In addition, the professional standards and records divisions also play a role in the department. The administration division is comprised of executive leadership that includes the Chief of Police, Lieutenants, Executive Assistant and Administrative Sergeant.

The Cibolo Police Department operates two facilities: the main police department building

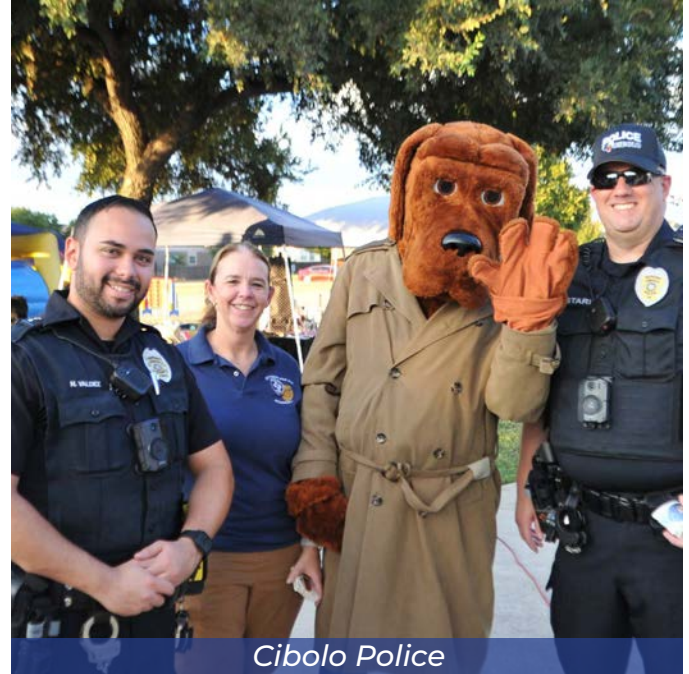
at 162 E Loop 539 and an animal services facility at 108 Cibolo Drive. The main police station serves as the Emergency Operations Center (EOC). It was built in 2010, when Cibolo had a population of approximately 20,456. Because of the continuing trend in population growth and the desire to improve coverage and response times, a new Public Safety Facility is being planned south of FM-78 near Interstate 10 to address the growing needs of the Police Department as described later in this chapter.



Over the past year, the Police Department responded to over 25,000 calls for service

as summarized in the annual activity report above. This is up from just under 20,000 in 2015. These reports are vital to understanding tracking and responding to trends as they emerge and help position the Police Department to be as responsive and proactive as possible.

The Cibolo Police Department is very active in engaging the community, a practice and policy that likely contributes to the satisfaction of these services among residents. The police department participates in numerous programs and services including National Night Out, Citizens Police Academy, Junior Police Academy, Movies in the Park, Child Seat Check, Coffee with a Cop, Bicycle Rodeos, Career Days, and various speaking events throughout the year.



### THE CPD DRONE PROGRAM

*The Cibolo Police Department prides itself in leading the field in innovation and technology. One area that is new to law enforcement is the use of small unmanned aircraft systems (sUAS). Currently, CPD has a fleet of eight drones with uses including aerial video/photo reconnaissance, thermal imaging for nighttime operations, large building indoor operations, public service announcements, and search and rescue in inclement weather. The CPD drone team also assists other law enforcement agencies as well as the City's Public Works and Fire Departments. Clearances for flight operation at various above ground level (AGL)s for sUAS have been provided by JBSA-Randolph. There are currently eight officers who have an FAA Certified Drone Pilot (Part 107) license.*



## Fire Protection Services

The Cibolo Fire Department has seen steady growth over the years since the last Comprehensive Plan. It operates out of three fire stations and employs 39 members comprised of 37 full-time Firefighters, 1 Fire Marshal, and 1 Executive Assistant. The department is a 24 hour on-duty emergency service provided to the residents of Cibolo and the citizens of the Guadalupe County/ETJ Area. Beyond fire emergency response, the Fire Department is equipped and capable of providing first responder rescue response, wildland firefighting, hazardous material response and cleanup, and technical rescues such as swift-water, high and low angle rope, heavy extrication, confined space, and trench rescues. Like police services, fire protection services is considered a strong community asset, community respondents saying they were satisfied or very satisfied with fire and emergency medical services.

**Fire Station #1 & Fire Administration.** Fire station #1 is located at 204 West Loop 539, and is the original Cibolo fire station built in 1956. This station was renovated in 2015 to increase programming and accommodate future growth from 5,800 square feet to 11,000 square feet.

**Fire Station #2.** Fire Station #2 is located at 3864 Cibolo Valley Road, and was constructed in 2009 with a voter approved bond. The station is approximately 10,700 square feet.

**Fire Station #3.** Fire Station #3 held its grand opening in January 2022 and is located at 1846 Weidner Road. This 7,800 square foot station is a four-bay facility with living quarters for a six-person crew and EMS providers. The station expanded from its original three bay facility to integrate an ambulance for the EMS response team. The EMS bay, storage, and living quarters make up 1400 sf of the 7800 sf facility.



*Cibolo Fire Department Staff*



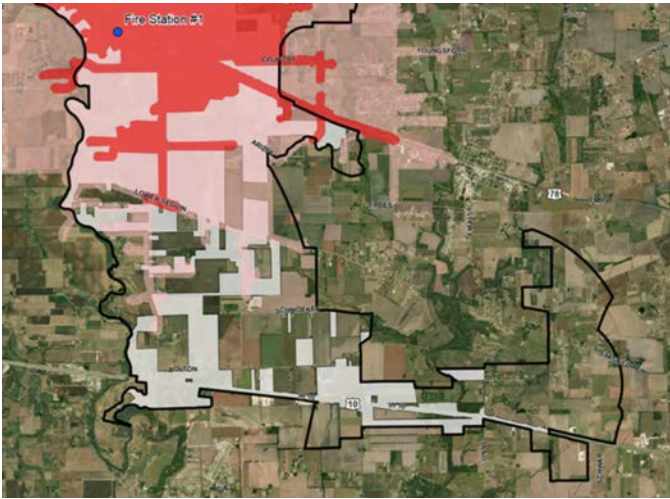
*Fire Station #1*



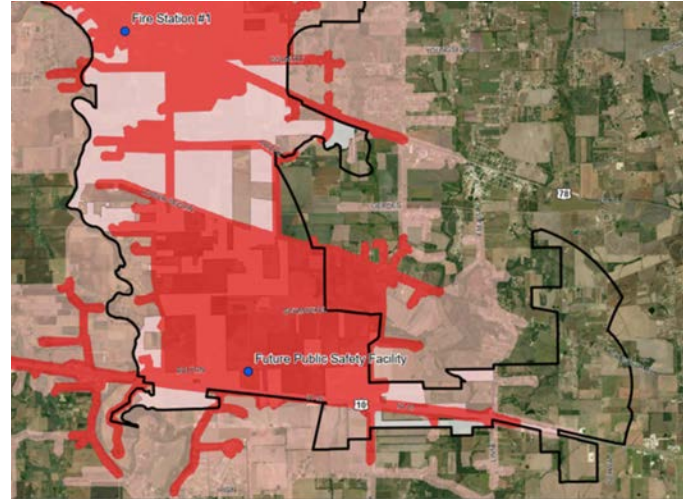
*Fire Station #3*

## Public Safety Facility

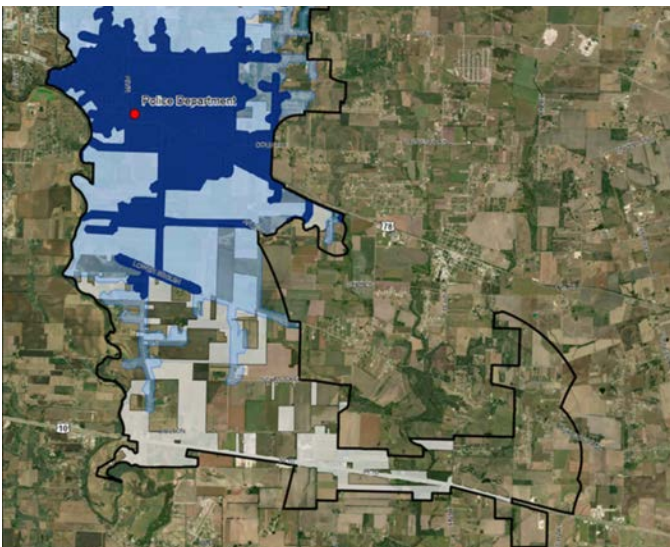
In 2023, City Council approved funding for design options for a Public Safety Facility to be located near the intersection of Bolton Road and Stolte Road. This facility would serve the area south of FM 78 along Interstate 10 with fire and police coverage and would greatly improve emergency service response times from 11 minutes to under 5 minutes. Currently, the southernmost areas of the city are serviced by the closest Fire Station #1, located at Loop 539. The addition of the new Public Safety Facility would ensure a more consistent level of coverage citywide, and free up resources that are currently used to cover that area. The maps on the left show coverage with no facility and the images on the right show coverage with the new facility.



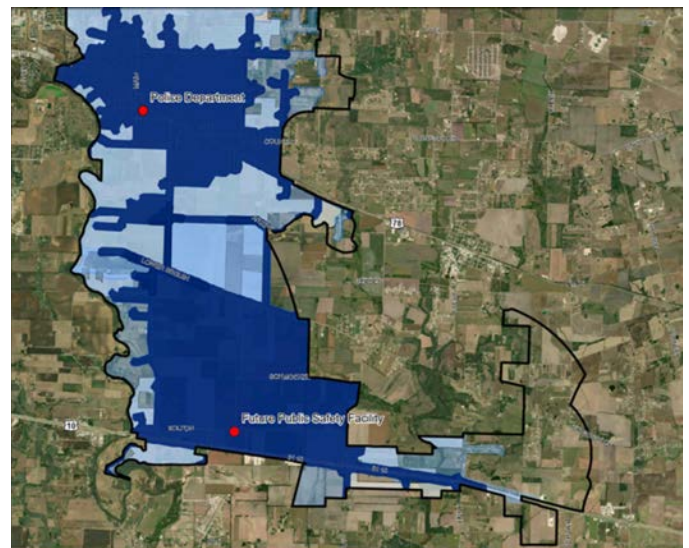
The red highlighted area depicts a five (5) minute response time for the Fire Department **without** the proposed Public Safety Facility.



The red highlighted area depicts a five (5) minute response time for the Fire Department **with** the proposed Public Safety Facility.



The blue highlighted area depicts a five (5) minute response time for the Police Department **without** the proposed Public Safety Facility.

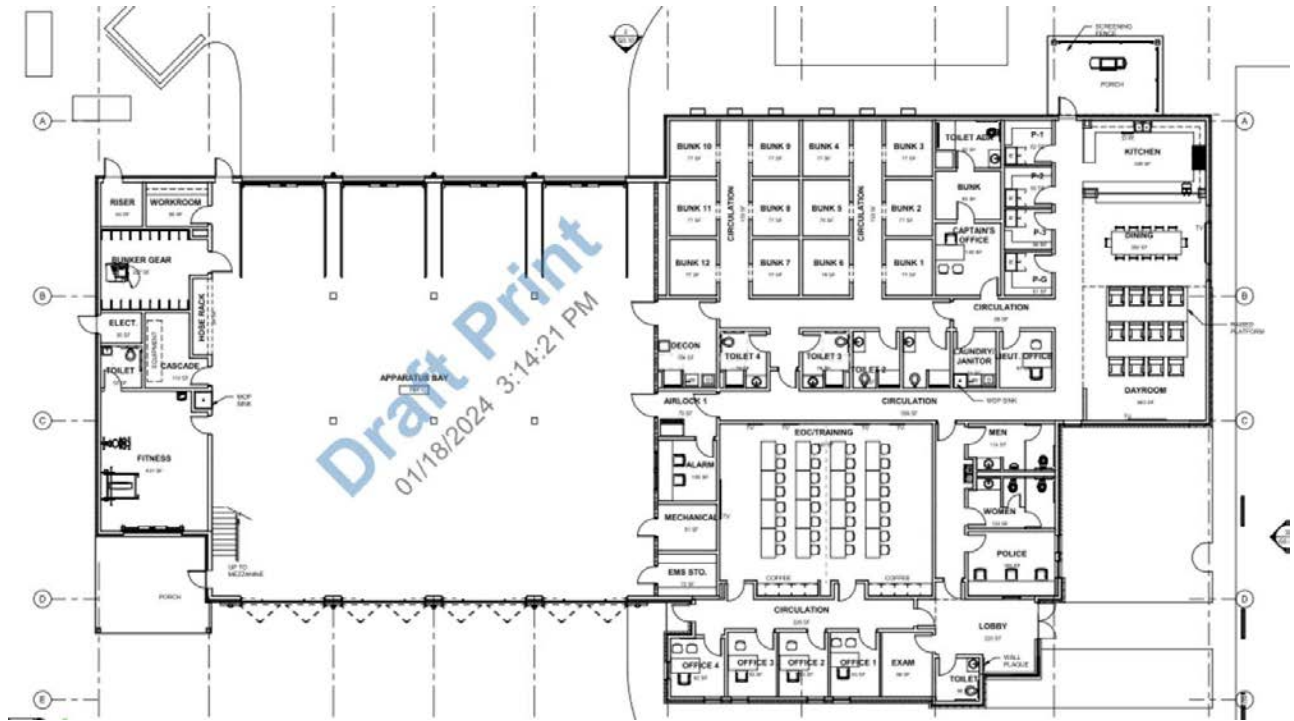


The blue highlighted area depicts a five (5) minute response time for the Police Department **with** the proposed Public Safety Facility.



## Public Safety Facility

The proposed Public Safety Facility includes a four-door pull through apparatus bay, 12 bunk rooms, a captains office and bunk room, kitchen, dining, and dayroom facilities, EOC/Training room, fitness room, four offices, exam room, lobby, and plenty of mechanical and storage space rooms.



*Proposed Public Safety Facility Floor Plan*



*Cibolo Fire Station #3*

## Library Services



Cibolo does not have a library within its incorporated City limits, but residents have access to the Schertz Public Library. The library serves not only the City of Cibolo, but areas of the City of Selma and Guadalupe County as well. Instead of providing its own library services, the City donates funds to the Schertz Public Library to ensure the needs of Cibolo residents are fulfilled. It is an arrangement that has worked well.

The Schertz Public Library is located at 798 Schertz Parkway, just west of Cibolo. Like most community services and facilities, the Library went through several changes as the area grew rapidly at the end of the 20th century and into the new millennium. The Library opened in 1978 in a 1,500 square foot facility. By 1983, with the assistance of grants, donations, Guadalupe County, and Schertz Lions Club, the Library moved to a 6,000 square foot building, and by 1988 expanded by 3,000 square feet. The Library remained in its modest facility despite significant growth in the surrounding communities. Discussions of a new library began in the mid-2000s, but little action was taken as Schertz and other cities struggled financially during the recession. In late 2005, a local businessman, Eric White, and his wife, Carolyn, donated \$1 million to construct a new library, and in May 2006 a \$6 million bond was approved. After extensive design and planning, the Library opened a 30,000 square foot facility in 2009. In addition to its materials collection, the Library has 50 public access computers, a reference desk, public meeting space, and printing, copying, scanning, and faxing services.

The Schertz Public Library participates in Connecting Texas Libraries Statewide, Inc., a nonprofit corporation that sponsors continuing education programs for Texas libraries. The library has a collection of over 70,000 items, including books, newspapers, audio books, music, and movies. In addition, the library offers digital resources including eBooks and eAudiobooks, language learning programs, tutoring programs, genealogy research, and educational databases. Additionally, the library offers an extensive list of adult and youth programs including story times, reading clubs, volunteer programs, technology and craft programs, and literacy and education programs.

History summarized from Schertz Public Library website, Library History. <http://schertzlibrary.org/about-the-library/library-history/>

## Cibolo Senior Program



*Senior Center*



*Cibolo Senior Activities Center*

In partnership with the Comal County Senior Citizens Foundation, the City of Cibolo opened the Cibolo Senior Program to provide a space for Cibolo's active senior community. The Cibolo Senior Program's purpose is to enrich the minds, bodies, and souls of seniors through social engagements, community involvement, and activities. The program has quickly grown to just under 200 members in its first year and partnerships with Meals on Wheels provide breakfast and lunch to its members Monday through Friday. The Cibolo Senior Program is located at Grange Hall #1541, 413 N. Main Street.

Daily activities include exercise classes, quilting, bingo, creative art, gardening, chair volleyball, rock painting, dominoes, cards, puzzles, games, and other groups and classes of interest, contests, special speakers, and activities.

## Cibolo Community Center



*Cibolo Family YMCA*

The Cibolo Community Center is owned by the City of Cibolo and managed through a public license agreement with the Cibolo Family YMCA. Built in 2019, the 30,000 square foot community center, located at 176 FM 78, houses a large gymnasium that fits two regulation basketball courts that are convertible for volleyball courts. There is a large wellness center, catering kitchen, group exercise studio, lockers and showers, a child watch area, and digital library.

## Water Services

Water service is provided by the City of Cibolo or by Green Valley Special Utility District (GVSUD). The City’s water service area includes portions of the City limits and portions of the extraterritorial jurisdiction (ETJ).

Over the past year more than 720 million gallons of high-quality drinking water was delivered to over 6,425 water customers. The water system includes three water storage and distribution plants, and a distribution system that is made up of 8-inch or larger water lines. The City has oversizing requirements for water lines and cost sharing is available when oversizing is required.

Cibolo is a member of Canyon Regional Water Authority (CRWA) and obtains wholesale water from two sources: surface water from Lake Dunlop on the Guadalupe River and ground water from the Carrizzo Aquifer in Guadalupe and Gonzales County. Cibolo receives nearly all drinking water from CRWA while just over 2.5% comes from the City of Schertz. The GVSUD provides water service to some areas within the City limits as well as in the ETJ. GVSUD is also a member of and contracts with CRWA for wholesale water and also obtains ground water from the Edwards Aquifer in Comal County.

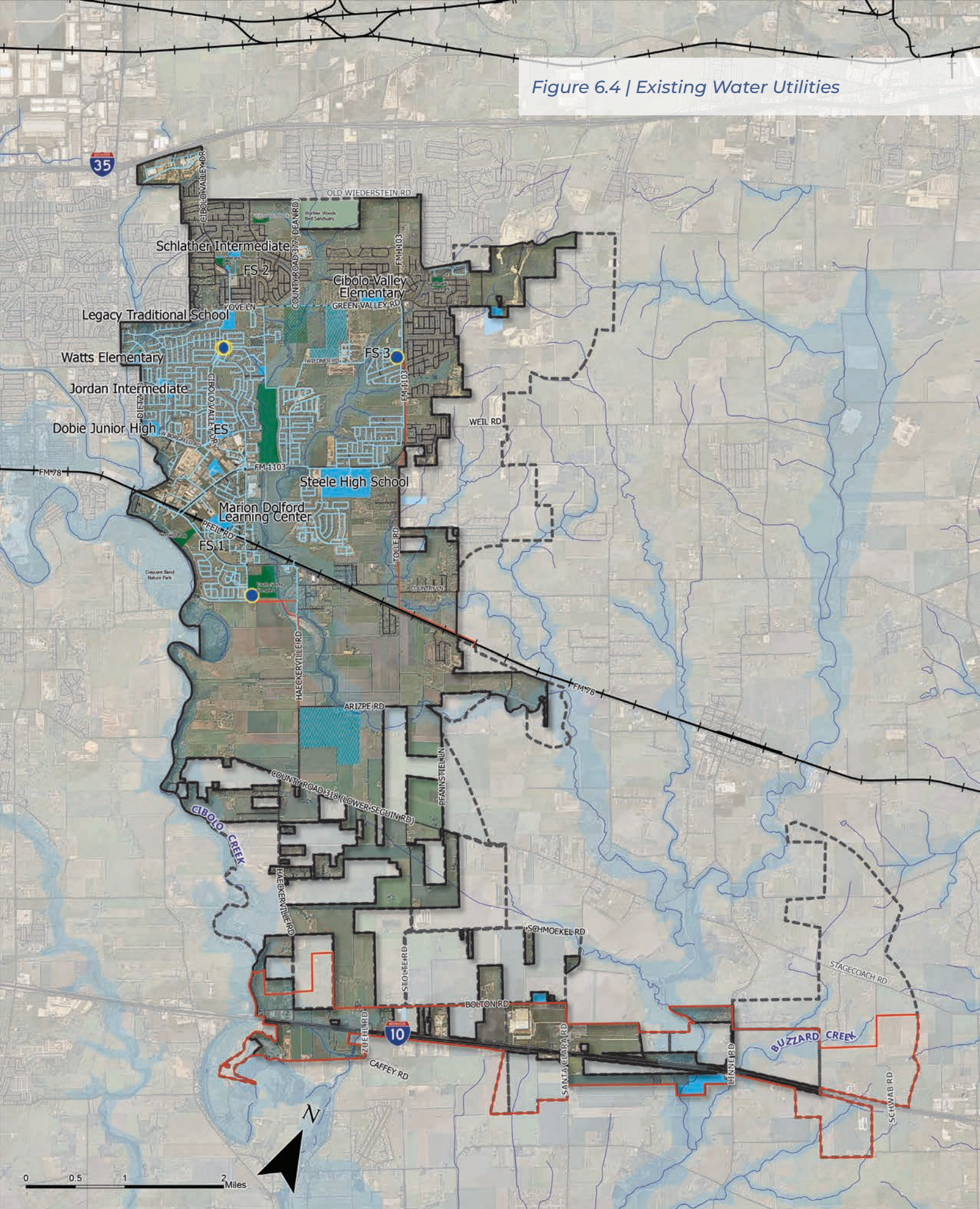
The utilities division has 15 positions of which all are required to be licensed in their specific field by the Texas Commission of Environmental Quality. The utility division operates and maintains three elevated water storage tanks which store 4 million gallons in total and two ground storage tanks which store 2 million gallons in total. In addition, the utility division also maintains two water pumping stations which have eight high service pumps each capable of moving 1,500 gallons per minute. They also provide routine maintenance, repairs and installation on all of water mains, water meters, fire hydrants, and water control valves.

As Cibolo continues to grow, water use will also increase. Future plant expansions will be needed to store and distribute additional water, and possible updates to the distribution system may be necessary to efficiently distribute water. The Public Works Department has identified looping of dead-end lines as an issue that needs to be addressed. Additionally, there will be a need for additional water supply.

*Figure 6.3 | 2016 VS 2023 WATER SYSTEM CAPACITY*

	2016	2023
ELEVATED STORAGE	2.375 MG	3.625 MG
GROUND STORAGE	1.0 MG	2.0 MG
TOTAL STORAGE	3.375 MG	5.625 MG
HI-SERV PUMP	4,000 GPM	8,000 GPM

Figure 6.4 | Existing Water Utilities



Currently, Cibolo is a member of the Cibolo Valley Local Government Corporation (CVLGC) along with the City of Schertz. The Corporation was formed by local cities to explore and develop an alternate water source to meet the future water demand of the region. The development of a new water source will require the City's participation in the costs of drilling new water wells, construction of new water plants, and water transmission lines.

incentive to increase water conservation efforts as part of new development or redevelopment. In this regard, the City's Unified Development Code (UDC) allows for a reduction in landscape area with the use of xeriscaping design and plants. Although the Cibolo Creek Municipal Authority provides an opportunity to purchase reclaimed wastewater for irrigation use, the City currently does not purchase reclaimed water.

As an alternate to, or in conjunction with, increasing water supply, the City provides an

**The City of Cibolo operates three water storage and distribution plants:**

**Plant No. 1** is located on Cibolo Valley Drive, just north of the intersection on Bentwood Drive. The plant contains one 1.25 million gallon (MG) elevated composite tank (160' tall); one 1 MG ground storage standpipe; a pump station with four hi-service pumps rated a 1,000 GPM each; and one standby generator;

**Plant No. 2** is located at the corner of FM 1103 and Wiedner Road. The plant has one 1.5 MG elevated composite tank (165' tall);

**Plant No. 3** is located at the corner of South Main Street and Schaefer Road. The plant includes a 1.25 MG elevated composite tank (195' tall) and one 1 MG ground storage tank; a pump station with four hi-service pumps rated a 1,000 GPM each; and one standby generator that has the ability to be expanded to two 1-1.25 MG.

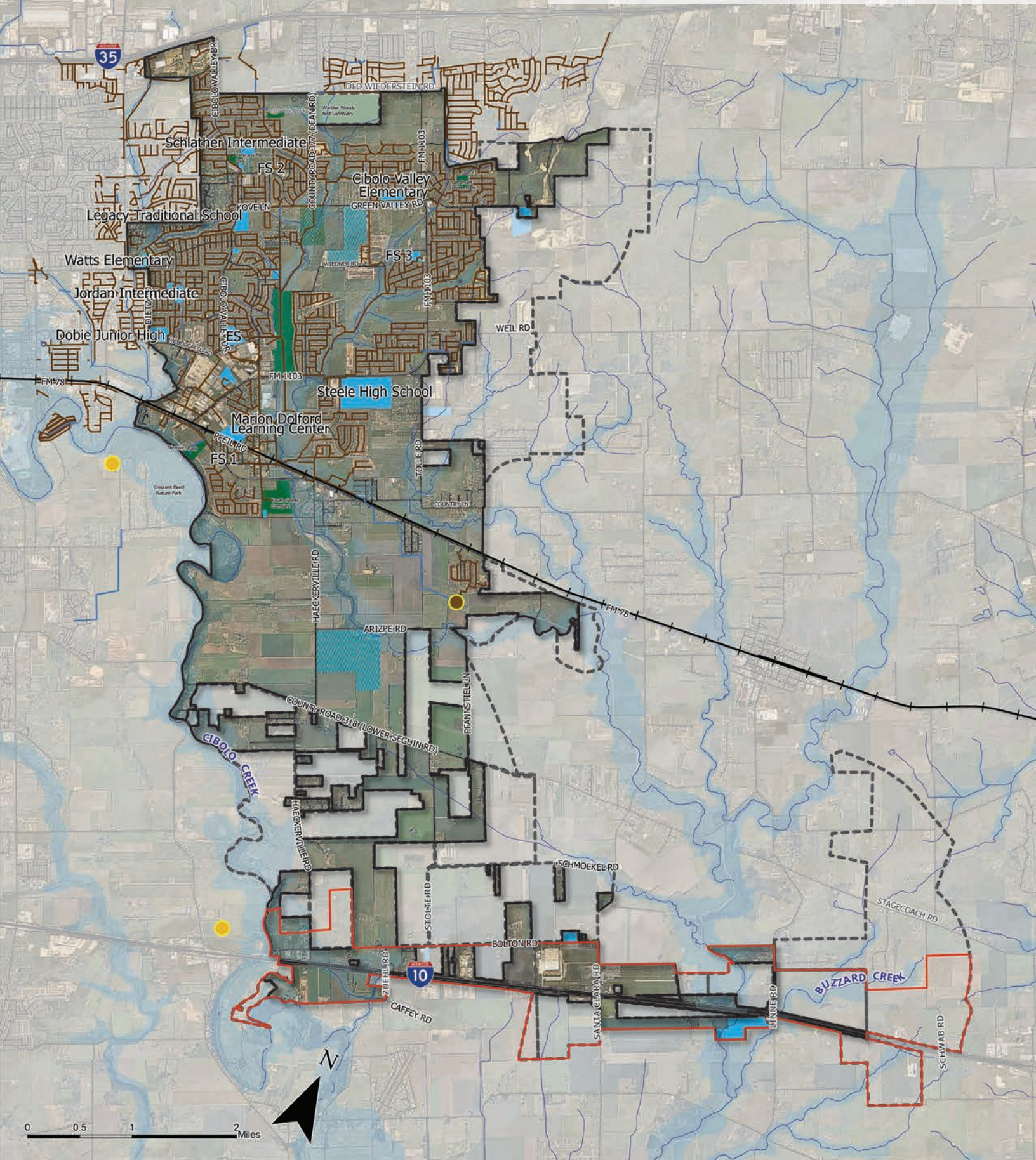
Figure 6.5 | EXISTING LIFT STATIONS IN CIBOLO

	LOCATION	CAPACITY	BACKUP GENERATOR
KAYLEE CHASE	WILLOW BROOK SUB.	200 GPM	YES
CIBOLO VISTAS - 1	OFF OF WEIL RD (SOUTH)	200 GPM	YES
CIBOLO VISTAS -2	OFF OF WEIL RD (EAST)	100 GPM	YES
NIEMIETZ PARK	BACK OF PARK	30 GPM	YES

**Wastewater Services**

The City of Cibolo is a customer of Cibolo Creek Municipal Authority (CCMA), a regional wastewater service provider. The City's wastewater service area includes portions of the City limits and portions of the ETJ. Portions of Cibolo's City limits and the ETJ are in the GVSUD CCN service area, but they currently have no wastewater infrastructure.

Figure 6.6 | Existing Wastewater Utilities

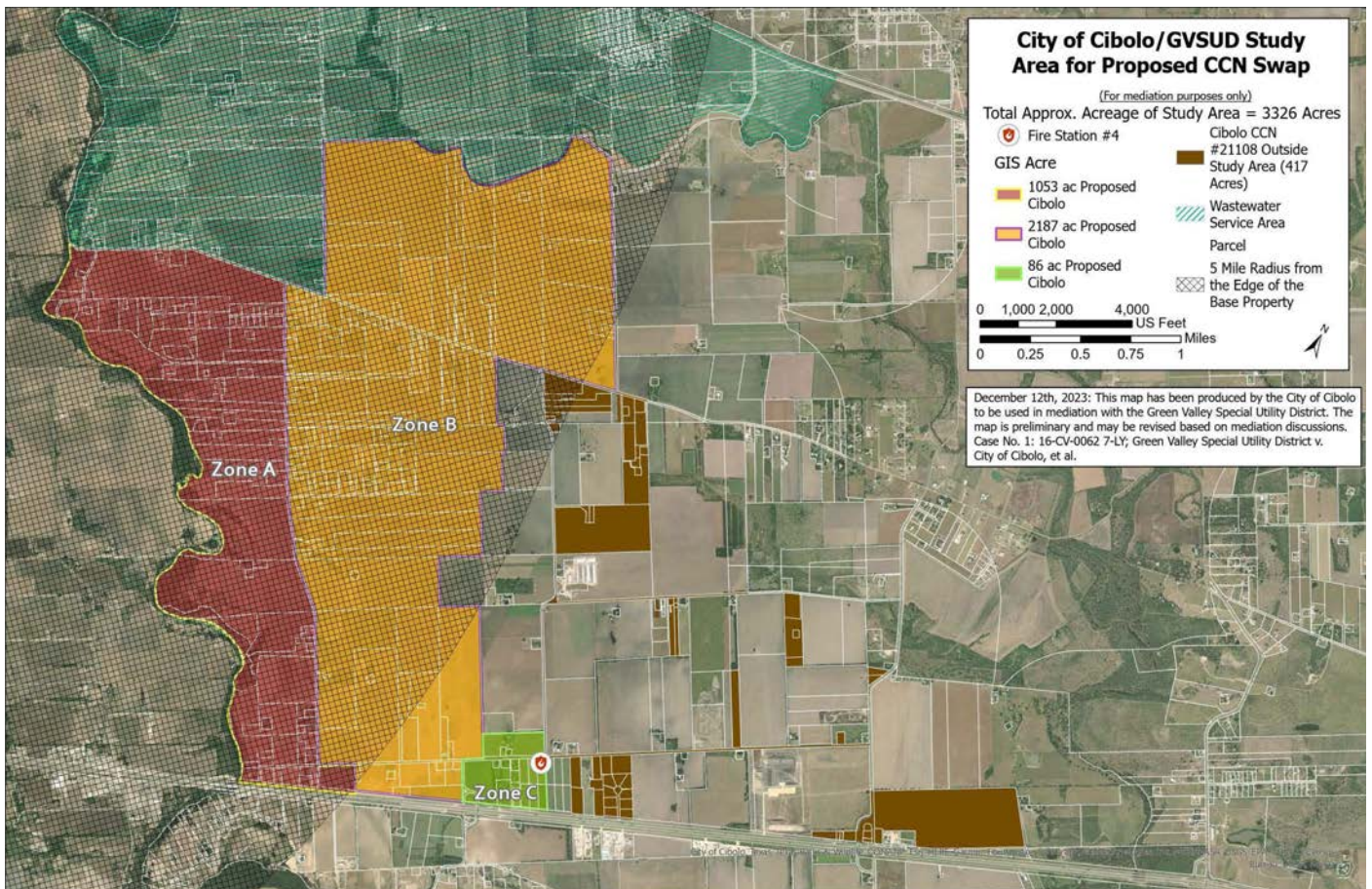


## Wastewater Services

Currently, the City provides wastewater services to residents, businesses, and municipal facilities. Displayed in **Figure 6.6**, Existing Lift Stations in Cibolo, are the existing lift stations located within the City. Wastewater treatment is provided by the CCMA and Cibolo, which also provides service to Schertz, Selma, Randolph Air Force Base, and portions of Live Oak, San Antonio, and Universal City. The CCMA wastewater facilities include a treatment plant, lift stations, gravity sewer trunk or outfall lines, and force mains all owned and maintained by CCMA. Wastewater is treated at the Odo J. Riedel Regional Water Reclamation Plant in Schertz. The plant is currently being expanded from an annual average flow of 6.2 MGD to 10 MGD.

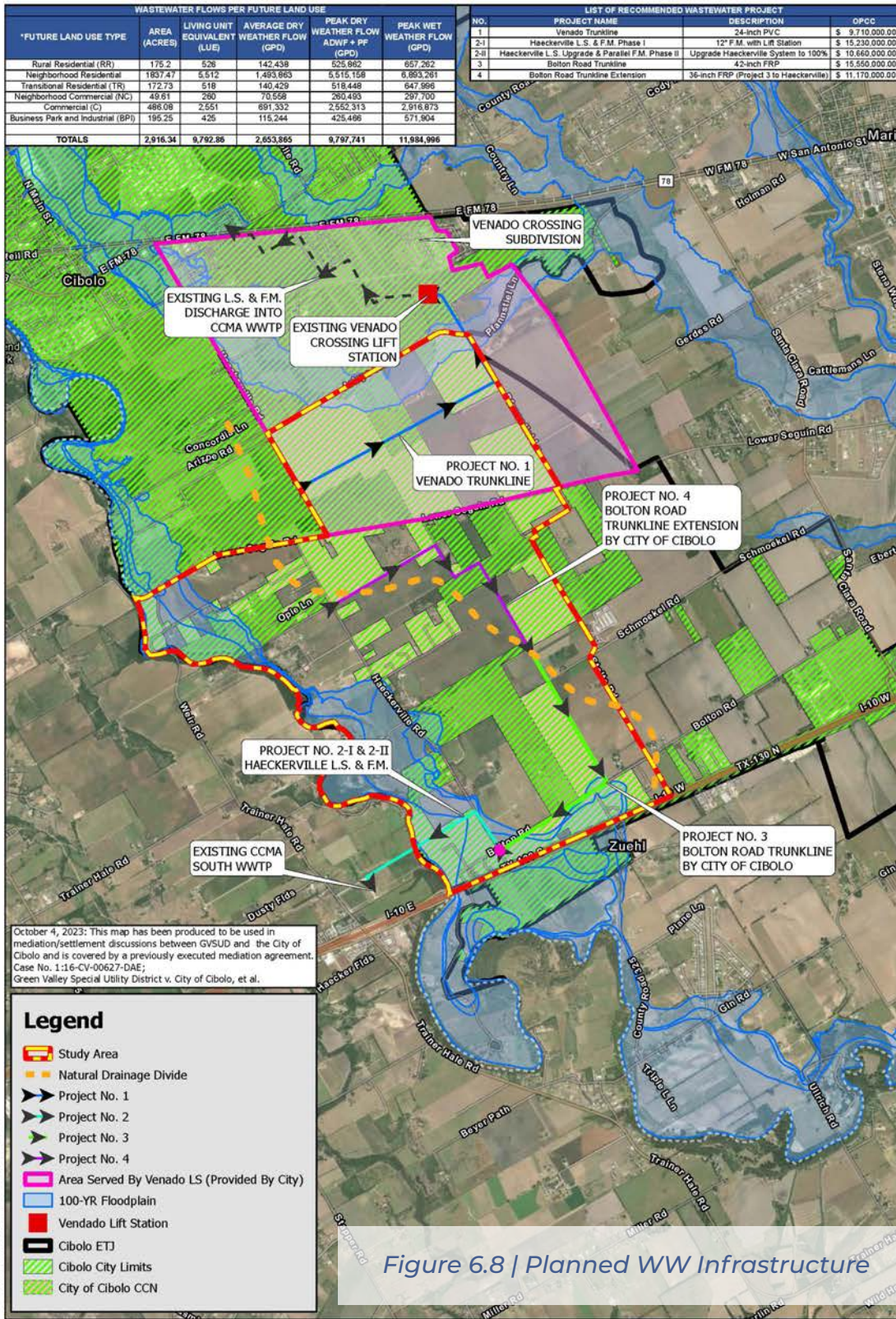
As this area builds out it will be important to ensure adequate public utilities and public facilities are in place to ensure the area can be served well. As reflected in **Figure 6.7**, the City of Cibolo's Wastewater CCN has increased to include the addition of approximately 3,200 acres south of FM 78 to IH-10. This area was obtained in the second quarter of 2024 and is not currently served by the City. Additional planning and engineering will be required to determine placement of wastewater infrastructure to best serve this area. **Figure 6.8**, is a planned wastewater infrastructure map that was produced for discussions between GVSUD and the City of Cibolo during mediation/settlement. Per Resolution No. 1656, one of the next major steps is for Cibolo to seek an engineer to design the list of projects (1-4) referenced in this map.

*Figure 6.7 | AREA MAP FOR CCN SWAP*



Source: City of Cibolo, Resolution No. 1656 and MOU





halff		LIST OF RECOMMENDED PROJECTS	
TBPELS FIRM REGISTRATION NO. 312 100 NE LOOP 410, SUITE 200 SAN ANTONIO, TEXAS 78216 TEL (210) 798-1895	0 1,500 3,000 6,000 US Feet	47123.001 Cibolo Wastewater Analysis	

Source: City of Cibolo, Resolution No. 1656 and MOU

## Drainage & Stormwater Management

Stormwater Management and Drainage is a critical element for protecting the health, safety, and welfare of the community that was emphasized throughout the planning process. The drainage system's primary function is to move and store stormwater and includes natural areas and waterways, creeks, rivers, tributaries, ponds, floodplains, etc. The secondary drainage system consists of man-made infrastructure that controls stormwater runoff into the natural areas, such as streets, ditches, culverts, retention ponds, gutters, etc. Failure of any part of the drainage system can result in flooding and destruction of property, buildings, infrastructure, and even life.

The City is within the Cibolo Creek watershed, meaning that stormwater that drains from land in Cibolo ultimately ends up in Cibolo Creek. Within the watershed, areas are divided into several drainage basins based on which tributary or branch the area drains to. Several creeks and tributaries bisect the Cibolo community, including Town Creek and its tributaries north of FM 78, portions of Dietz Creek and its branches north and south of FM 78, and Cibolo Creek south of FM 78. The main drainage channels are East Town Creek, from FM 1103 to northwest corner of Cibolo Valley Ranch; West Town Creek, from FM 1103 to Wiedner Rd (Schlather Park); and Dietz Creek, from Dietz Road to north of Deer Creek Boulevard. Cibolo also maintains one detention basin located near the intersection of Cibolo Valley Drive and Borgfeld Road near the Cibolo Valley Ranch subdivision.

Development practices and regulations will significantly influence stormwater drainage, which is why it is critical to evaluate drainage plans and both positive and negative impacts on drainage for all projects, including private development, transportation projects, even park and recreation projects. Because flooding issues were a major concern heard throughout the public engagement process, an emphasis was placed in the transportation chapter of this report that deals with flooding and storm water management issues.

In **Chapter 4: Transportation, Figure 4.3** shows an identification of creeks and floodplains and shows critical points where low-water crossings are present. This data point can be used to help understand the significance and quantity of low-water crossings and be used as a tool to prioritize mitigation efforts.

## COMMUNITY FACILITIES AND PUBLIC SERVICES RECOMMENDATIONS

Community facilities and public services are essential resources that support the quality of life of residents. Ensuring the efficiency and effectiveness of these services is paramount for meeting the diverse needs of a growing population and fostering a sense of community cohesion. Investing in the enhancement and maintenance of community facilities and public services is essential for ensuring the long-term sustainability and vibrancy of the community. From enhancing the functionality of existing facilities to strategically planning for the development of new amenities, the recommendations aim to address the needs of Cibolo. This section provides recommendations based on current and future public service and facility needs.

### CITY INFRASTRUCTURE AND FACILITIES

Maintaining city infrastructure is essential for ensuring the continued functionality, safety, and resilience of Cibolo. **Chapter 4: Transportation** outlined specific recommendations on thoroughfares in the city, this focuses on other city assets such as water and wastewater systems, public buildings, and future infrastructure needs like broadband. Upkeeping city infrastructure involves regular inspection, maintenance, repair, and, when necessary, replacement of these assets to prevent deterioration, address deficiencies, and accommodate changing needs. By investing in infrastructure upkeep, cities can enhance public safety, promote economic growth, and improve the overall quality of life for residents.

Creating a future utility and infrastructure plan that aligns with land use and growth projections is crucial for the sustainable development and efficient functioning of a city. As population increases and land use patterns evolve, it becomes imperative to anticipate and accommodate the corresponding demand for essential services such as water, sewer, and electricity infrastructure. By aligning utility and infrastructure planning with projected growth, the city can proactively address future needs, minimize disruptions, and ensure that residents have access to reliable and efficient services.



*Cibolo Water Tower*

The city can integrate principles of sustainability and resilience into its utility and infrastructure planning to address environmental concerns and mitigate risks associated with flooding which is a major threat to Cibolo today. This may involve incorporating green infrastructure practices, such as rainwater harvesting, permeable pavement, and energy-efficient technologies, into new infrastructure projects to reduce environmental impacts and enhance community resilience. These priorities can be at the forefront when planning for Capital Improvement Projects and be incorporated into their framework to ensure funding and execution of those elements. Additionally, the city can explore innovative financing mechanisms, public-private partnerships, and grant opportunities to fund infrastructure improvements and ensure that the plan is financially feasible and sustainable in the long term.

An important aspect of resiliency for Cibolo is ensuring a sustainable and reliable water supply. With growing population demands and potential climate uncertainties, securing sustainable sources of water becomes increasingly crucial. Prioritizing the procurement of sustainable water sources can mitigate the risks associated with water scarcity and ensure the well-being of its residents both now and in the future. This action not only safeguards against potential water shortages but also fosters

resilience against environmental changes. The implementation of this action requires a multifaceted approach that encompasses both fiscal responsibility and environmental stewardship. The city can explore options such as investing in water conservation measures, promoting the use of reclaimed water for non-potable purposes, and diversifying its water sources through initiatives like rainwater harvesting or groundwater recharge projects. Partnering with neighboring communities or regional water authorities can facilitate the development of shared water resources, enhancing the city's resilience to droughts or other water-related challenges.

As Cibolo continues to face increasing challenges from population growth and aging infrastructure, adopting new technologies has become even more critical for enhancing resilience and sustainability. To leverage these advancements effectively, the City should modernize its utilities, including electric, Internet, and water infrastructure. Additionally, investing in a renewable energy park can be a hub for renewable energy companies and research institutions, fostering innovation and economic growth. Innovative solutions are emerging that leverage advanced technologies to address critical infrastructure needs, improve operational efficiency, and mitigate risks associated with natural disasters and other disruptions. From smart sensors and data analytics to renewable energy systems and decentralized water management, cities have a wealth of cutting-edge tools at their disposal to build more resilient infrastructure networks. Embracing these new technologies strengthens cities' ability to withstand shocks and stresses and paves the way for more adaptive, interconnected, and sustainable urban environments..

Promoting investment in broadband, fiber, and internet infrastructure is crucial for supporting future development and ensuring the city's competitiveness in the digital age. In today's interconnected world, reliable high-speed internet access is no longer a luxury



*Schlather Park*

but a fundamental utility that underpins economic growth, innovation, and social equity. Expanding broadband infrastructure can attract businesses, thus driving job creation and fostering a vibrant economy.

The city can leverage partnerships between the public and private sectors. The city can incentivize investment in broadband infrastructure through partnerships with internet service providers (ISPs), offering tax breaks, grants, or streamlined permitting processes to encourage deployment in underserved areas. Additionally, the city can leverage its assets, such as utility poles or rights-of-way, to facilitate the deployment of fiber-optic networks. Engaging with community stakeholders and conducting comprehensive broadband assessments can help identify areas with insufficient coverage and prioritize investments where they are needed most, ensuring equitable access to high-speed internet for all residents. Furthermore, the city can explore innovative financing mechanisms, such as public-private partnerships or municipal broadband networks, to accelerate broadband deployment and reduce the digital divide.

Community facilities play a pivotal role in enhancing the quality of life and fostering a sense of belonging within a community. These facilities, ranging from parks and recreation centers to libraries and community centers, serve as vital gathering spots where residents come together to socialize, engage in recreational activities, and access essential services. Beyond their functional utility, these spaces also serve as the heart and soul of a neighborhood, providing venues for cultural events, educational programs, and civic gatherings. Investing in the development and maintenance of these facilities is not just about infrastructure; it's about nurturing vibrant and connected communities where residents can thrive and flourish.

To ensure these spaces meet the demands of the growing population, the city can evaluate

existing and future desired community events and programs. By assessing the needs and preferences of residents regarding recreational activities, cultural events, and public programs, the city can tailor community facilities to serve the community's diverse interests better. This proactive approach ensures that resources are allocated efficiently and effectively, maximizing the benefits of public investments in recreational amenities and programming. Additionally, the city could develop a business center to host events and attract residents and visitors by showcasing local history and cultural attractions. This center would not only serve as a hub for business activities but also enhance community engagement by highlighting the unique heritage and culture of the area.

## **ADEQUATE PUBLIC FACILITIES**

### **(ORDINANCE #1368 & 1380)**

In light of ordinances (Ord. #1368 & 1380) previously passed by the City regarding minimum standards for public facilities, it is recommended that the UDC be amended to provide safeguards for establishing adequate public infrastructure in the future. In order to serve the demands created by new development, these standards can help ensure that infrastructure is sufficiently installed and utilized without degrading or diminishing the service level to existing users. Ordinance #1368 and #1380 address wastewater provision and platting regulations to promote sound planning and consistent rules, which protect the public health, safety, and welfare of the community. In addition to incorporating the two ordinances into the UDC amendment, another recommendation is to require all new waterlines to meet minimum fire flow requirements and are sized to handle both domestic and fire flow use.

## PUBLIC SERVICES

Safety is a concern that requires active participation across multiple sectors and is crucial for preserving Cibolo's quality of life. Prioritizing safety promotes a thriving community where residents can live and work securely. Maintaining law enforcement, fire protection, and emergency medical services is essential. Adequately staffed and equipped police and fire departments ensure prompt emergency response, law enforcement, and critical aid, enhancing public safety. The City should also invest in a healthcare facility or medical campus with training and healthcare services. This will improve healthcare access and emergency preparedness, contributing to community safety and health. Investing in public services and community facilities fosters trust, resilience, and well-being.

Conducting a thorough assessment of existing services in the city can identify potential risks and develop strategies to mitigate them. This can enhance the City's capacity to maintain critical services independently. Relying heavily on external agencies for essential services exposes the city to vulnerabilities, such as delays in response times or disruptions in service delivery during emergencies or natural disasters. To identify where these gaps are today, Cibolo can collaborate with relevant stakeholders, including neighboring jurisdictions, utility providers, emergency response agencies, and other service providers. The city can initiate discussions with these entities to assess the extent of dependency and identify areas where redundancies or alternative solutions may be needed to mitigate risks. Additionally, the city can invest in building internal capabilities and infrastructure to reduce reliance on external agencies, such as investing in backup power systems, enhancing communication networks, or training city staff to handle emergency response tasks.

Regularly evaluating the demand for police

and fire protection services is essential for maintaining public safety and ensuring that adequate resources are available to meet the needs of the community. The city can identify potential gaps or areas of concern in the provision of these critical services by closely monitoring trends in crime rates, emergency calls, and population growth. To implement this action Cibolo can establish data collection and analysis mechanisms within the Police Department and Fire Department to track service demand and response times accurately. The city can utilize advanced analytics tools and software systems to compile and analyze data on incident reports, response times, call volumes, and other relevant metrics.

Addressing the need for an Emergency Operations Center (EOC) is paramount for ensuring effective emergency response and management during crises. An EOC serves as a centralized facility where key stakeholders can coordinate resources, communicate critical information, and make timely decisions to mitigate the impact of disasters and emergencies on the community. The EOC would encourage collaboration and coordination among fire departments and emergency services from surrounding areas by serving as a regional hub. Additionally, the EOC could host community events, fire safety demonstrations, and educational programs, fostering stronger relationships between emergency services and the public. The city can enhance its preparedness and response capabilities by establishing a dedicated EOC.



*Cibolo Firetruck*

Cibolo can initiate a comprehensive assessment of its current emergency management infrastructure, including existing facilities, equipment, and operational procedures. This assessment should identify any gaps or deficiencies in the city's ability to effectively manage emergencies and disasters, such as inadequate space, outdated technology, or limited connectivity with partner agencies. Based on the findings of this assessment, the city can develop a strategic plan for establishing a dedicated EOC that meets the needs of its emergency management program and aligns with industry best practices. The implementation of an EOC may involve securing funding, identifying suitable locations for the facility, procuring necessary equipment and technology, and establishing protocols for staffing, training, and activation. Collaboration with relevant stakeholders, including local government agencies, emergency services providers, community organizations, and private sector partners, is essential throughout the planning and implementation process.

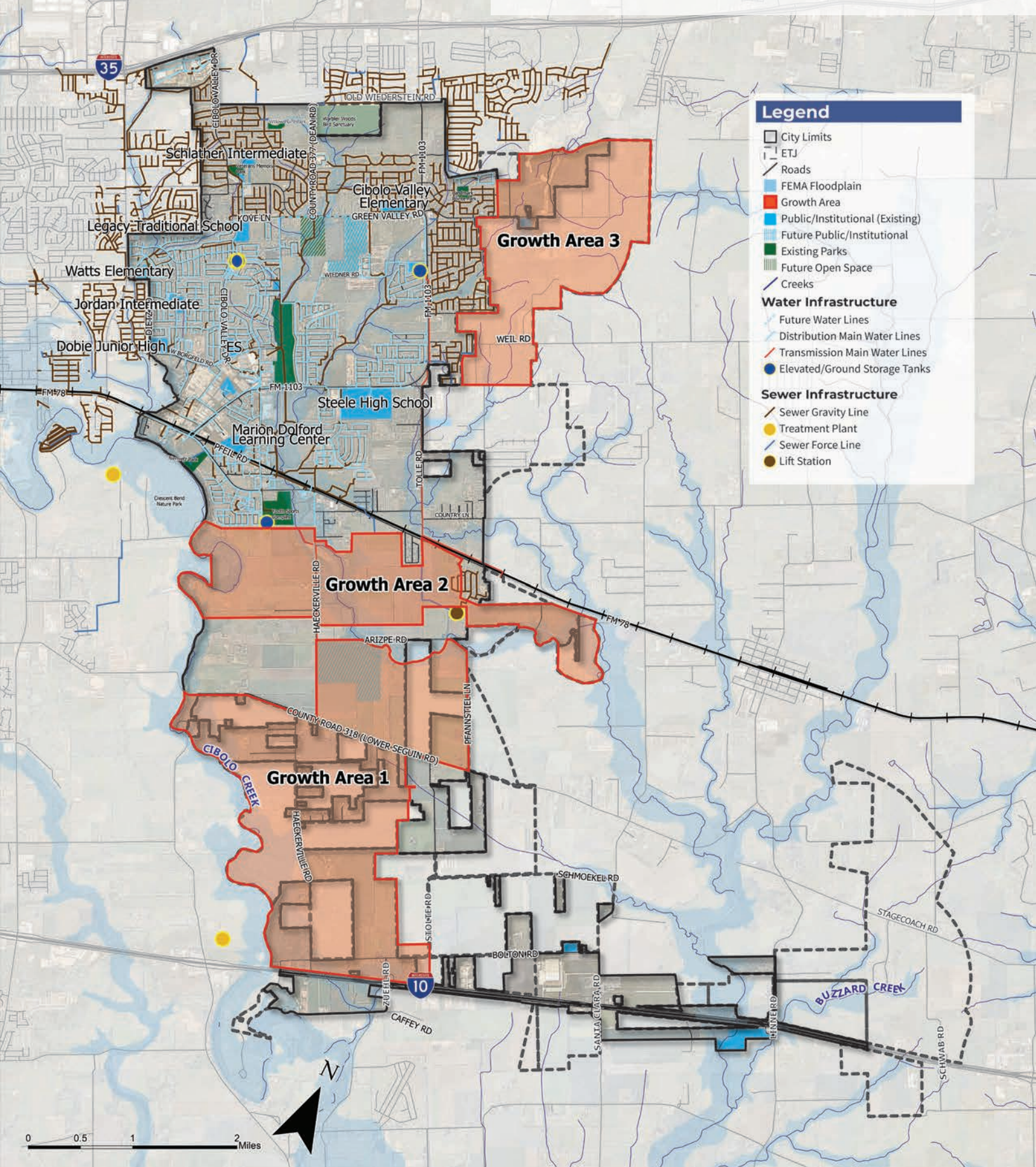


## GROWTH SCENARIO PLANNING

Development of the Future Land Use Map and Master Thoroughfare Plan Map included analyzing existing public facilities and services and mapping where future growth is anticipated to go based on various factors that are detailed throughout this report. The water and wastewater maps were key inputs to both understand the current picture of what facilities are provided, and also determine target areas where future growth will drive the need for additional services. A key attribute of Cibolo is that it generally serves water and wastewater in the northern portions of the city, while utility infrastructure is limited and mostly not present in the south. Several growth scenarios for public facilities are possible based on these factors and are reflected in target growth areas as shown in **Figure 6.9**. Growth Areas 1-3 are prioritized numerically based on current conditions and in alignment with the FLUM and MTP for anticipated growth. The following are some baseline considerations for each Growth Area:

- In Growth Area 1, the pursuit and execution of utility provision should remain a primary focus to serve the area, particularly as it reaches to IH-10.
- In Growth Area 2, utilities are extended beyond FM 78 to facilitate growth along that corridor and provide adequate services that it would provide.
- In Growth Area 3, as development extends eastward into the ETJ, provision for services would accompany future development.

Figure 6.9 | Public Facilities Scenarios / Growth Areas

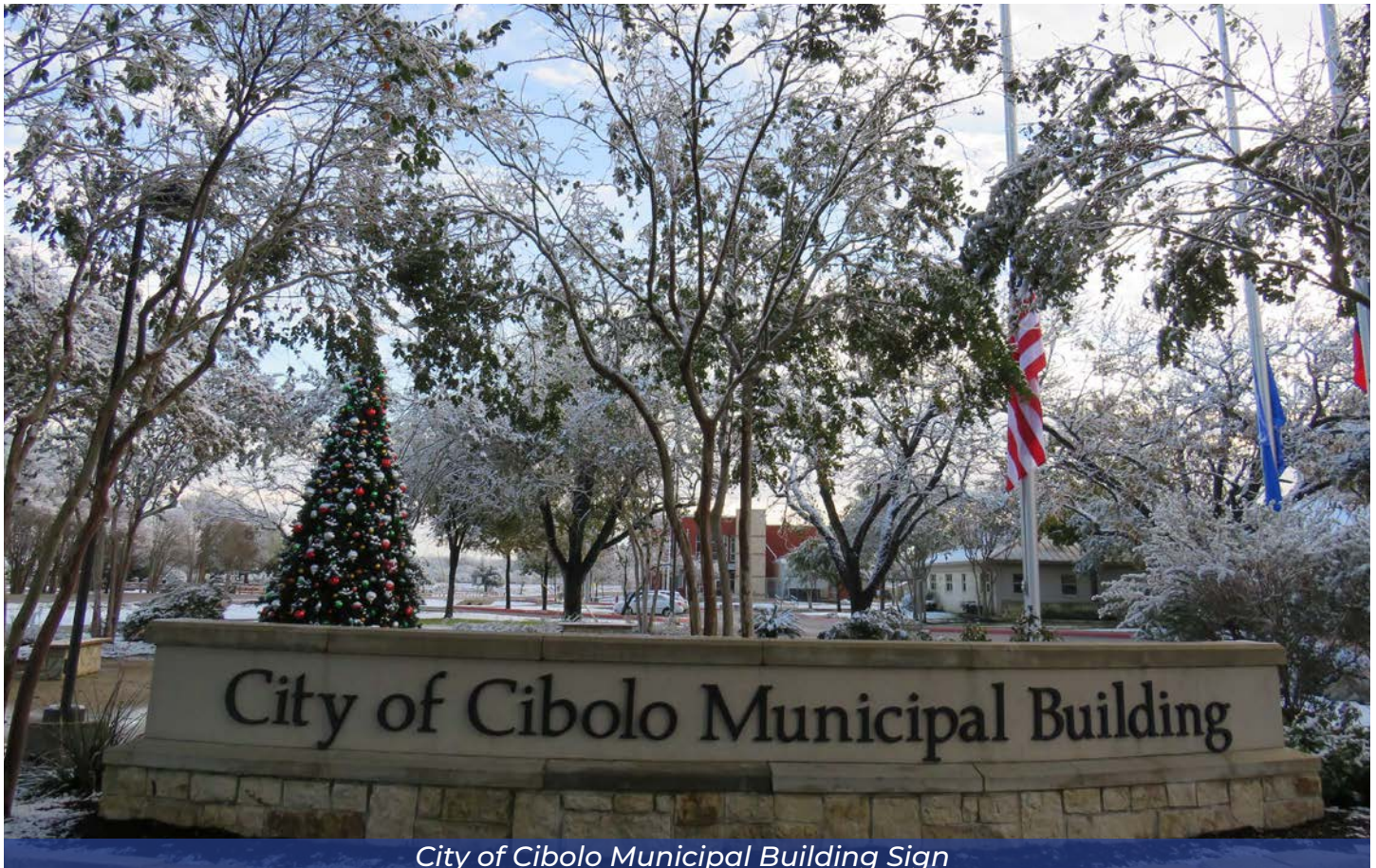




## STAFFING

Ensuring adequate staffing levels is crucial for cities to effectively deliver essential services and maintain efficient operations. From public safety to administrative functions, every aspect of municipal governance relies on a skilled and sufficient workforce. The staffing needs of a city encompass a diverse array of roles, including police officers, firefighters, administrative staff, public works personnel, and specialized professionals. These individuals are the backbone of city operations, responsible for everything from responding to emergencies and maintaining infrastructure to providing administrative support and planning for future growth. A well-staffed city not only ensures the smooth functioning of day-to-day operations but also enables proactive planning and effective response to emerging challenges.

Completing an office and staffing professional needs assessment is crucial for ensuring that the city's workforce is adequately equipped with the skills, knowledge, and resources needed to fulfill its duties effectively. This assessment involves evaluating the current composition of the city's workforce, identifying any gaps or deficiencies in staffing levels or qualifications, and projecting future staffing needs based on anticipated changes in workload, technology, regulations, and other factors. By conducting a comprehensive assessment of professional needs, the city can align its staffing resources with its strategic goals, optimize organizational efficiency, and enhance service delivery to the community.



*City of Cibolo Municipal Building Sign*

The following actions are recommendations to achieve the vision for the Cibolo Tomorrow Comprehensive Plan as they relate to community facilities and public services.

## COMMUNITY FACILITIES AND PUBLIC SERVICES ACTIONS

NO.	<i>Community Facilities and Public Services Actions</i>	<i>Associated Guiding Principle</i>
C-1	Continue to procure sustainable sources of water that are both fiscally and environmentally responsible.	GP-2
C-2	Regularly evaluate demand on police and fire protection services and ensure adequate staffing levels and facility capacity in Police Department and Fire Department.	GP-3
C-3	Complete an office and staffing professional needs assessment.	GP-3
C-4	Incorporate an Emergency Operations Center in the new Public Safety Facility.	GP-2,3
C-5	Evaluate existing and future desired community events and programs through a future parks and open space master plan.	GP-4,5
C-6	Create a future utility and infrastructure plan that aligns with land use and growth projections.	GP-1
C-7	Promote investment in broadband, fiber and internet infrastructure throughout the city to support future development.	GP-1
C-8	Evaluate existing and implement new City sponsored events to ensure they meet the civic and social needs of the community as it grows.	GP-2,5
C-9	Conduct a comprehensive branding strategy to include signage, art, and wayfinding to create a unified sense of place.	GP-2,5
C-10	Evaluate dependency on other agencies to provide services within the City.	GP-3



Cibolo Tomorrow Comprehensive Plan

# CHAPTER 7: IMPLEMENTATION

## INTRODUCTION

To effectively adopt the Cibolo Tomorrow Comprehensive Plan, a well-defined implementation strategy is essential. This strategy outlines the necessary steps to achieve the plan's vision. This strategy includes outlining relevant stakeholders, time required, necessary resources, and a monitoring and adjustment method to guide the implementation of the plan's action items over a set time period. This implementation strategy provides the community with the tools to track the progress of the Cibolo Tomorrow Comprehensive Plan. The following pages provide additional insight into each key aspect of the implementation strategy.

## CITY ROLES

City Staff will be responsible for executing and implementing the Cibolo Tomorrow Comprehensive Plan. The City will actively communicate with stakeholders, prioritize actions, develop work plans, allocate resources, identify and obtain funding, collaborate with agencies and organizations, and monitor implementation progress.

Success also requires that elected officials (particularly Planning and Zoning Commission and City Council) will make decisions in

accordance with the plan's strategic vision including its vision statement, guiding principles, Future Land Use Map, MTP, and action items.



*Schlather Park*



*Willie's Grill & Icehouse*

## PARTNERS

The City will collaborate with a variety of agencies, organizations, and individuals in both the public and private sectors. These agencies, organizations, and individuals include:

### Governmental Agencies

Partnerships between the City and governmental or quasi-governmental agencies can provide the City with funding, educational resources, and perform economic development functions, including but not limited to:

- Guadalupe County
- Bexar County
- State of Texas, including the Texas Department of Transportation (TxDOT), Texas Commission on Environmental Quality (TCEQ), and Texas Parks and Wildlife Department (TPWD)
- Federal Government, including the Department of Transportation, Department of Commerce, Environmental Protection Agency, and Department of Defense.
- Schertz-Cibolo-Universal City Independent School District (SCUCISD)
- Alamo Area Metropolitan Planning Organization (AAMPO)

### Private Sector Entities

Private sector partnerships are critical for job creation and ensuring that goods and services are delivered to the community. Private sector entities increase the local tax base and are important for attracting other businesses to the community. They control the land and capital for improvements on existing properties and new developments. Private sector partners include:

- Businesses and business owners
- Landowners and property owners
- Real estate developers and brokers
- Financial institutions

### Non-profit Organizations and Civic/Community Associations

Non-profits and community associations fill in the gaps that local government cannot address because of its diverse set of priorities and funding limitations. These entities tend to focus on a specific aspect of community life or area of interest. Members contribute time, resources, and talent to issues most important to them. These entities include:

- Faith-based organizations
- Athletic leagues
- Civic groups
- Homeowners associations

## MONITORING AND UPDATING THE PLAN

City Staff will continuously monitor the status of the plan implementation to ensure that ongoing progress aligns with the Plan's goals. Any necessary adjustments to the plan will be made as needed. City staff will periodically evaluate the implementation plan and relevant regulations and work programs to ensure effective allocation of policies, finances, and staff resources to achieve the community's vision.

It is important to recognize that no plan, however thorough, can anticipate every possible post-adoption scenario. Therefore, it is recommended that the community conduct periodic reviews of the Comprehensive Plan approximately every five years to ensure its alignment with changing conditions, evolving community values, and emerging opportunities.

## KEY FACTORS FOR SUCCESSFUL PLAN IMPLEMENTATION

Successful implementation of the Cibolo Tomorrow Comprehensive Plan would include:

- Committed City leadership.
- Communication and cooperation between Cibolo and its stakeholders, private sector partners, governmental agencies, non-profits, civic/community groups, and residents.
- Removal of obstacles that interfere with achieving the vision.
- Multiple diverse funding sources from local, state, and federal entities.

## Strategic Direction

The action items on the following pages are derived from recommendations of the plan as they relate to each major area of focus and flow from its vision statement and guiding principles:

**Vision Statement.** Cibolo is a community where residents collaborate to shape their civic future by promoting its rich history, preserving a small-town feel, and investing in balanced development.

### Guiding Principles.

1. Prioritize infrastructure to support existing needs and future growth.
2. Plan for and promote the health, safety, and general welfare of all residents.
3. Balance growth through responsible planning of city assets and land to promote a community environment.
4. Provide parks, recreation, trails, and open space to serve citizens and visitors while protecting the natural environment and wildlife.
5. Preserve the history of Cibolo and promote the friendly, small-town feel through community programs and events.

As reflected in each chapter's summary table, action items tie to the plan's strategic direction.



Old Town Cibolo

# IMPLEMENTATION MATRIX

## ACTION ITEM

An action item is a specific task that must be completed to achieve the plan's goals. Each action item in the matrix has characteristics that specify the type of action, as well as where and when it will be applied. The concept and categories are briefly explained below. The implementation matrix is arranged so that it can be utilized as a tool to help continually prioritize actions as decisions are made and projects are completed. Through its major categories of timeframe, cost, and party responsible, it is possible to weigh and prioritize which actions take precedence.

### Action Type

This column categorizes the nature of the action items. Categorization helps in grouping similar or related items for efficient implementation and ensuring each item is completed in the correct order. The description of each action type is provided below.

- **Capital Investments (CI).** The repair and construction of major public facilities and utilities are important long-term investments in the community. It is crucial to coordinate these projects with the future land use strategies of the Comprehensive Plan to optimize the use of resources, including public funds.
- **Studies (ST).** To ensure that public funds are used responsibly and effectively, it is often necessary to conduct studies on complex and costly public projects. These studies may require the expertise of external consultants or specialists.
- **Education and Engagement (E).** To ensure the successful adoption of the new Comprehensive Plan, it is important for residents, businesses, non-profits, and agency and institutional partners to understand its impacts and view the community in a new way.
- **Financial Incentives (FI).** Financial incentives can serve as a valuable tool in attracting desired development. The City has several options at its disposal,

such as: fee reductions or waivers, tax abatements, and infrastructure investments. These incentives can be used to entice the type of development that aligns with the community's vision.

- **Partnerships (P).** Cities often have a list of programs and projects that they hope to implement. However, the success of these initiatives often relies on the cooperation of other parties and agencies. This cooperation can take the form of joint planning, coordination, provision of land or funding, construction of physical assets, project management, and more. By forming collaborative partnerships with outside entities, cities can increase the likelihood of success for their programs and projects, making them more effective and timelier.
- **Regulations and Guidelines (RG).** Regulations, such as zoning and subdivision ordinances, ensure community health, safety, and welfare during construction and development. Following these ordinances is crucial for maintaining a desirable community. Guidelines may also exist to preserve assets or create a unique environment. While not mandatory, it is generally recommended to follow guidelines unless there is a valid reason not to. If existing regulations or guidelines hinder important aspects of a Comprehensive Plan, cities may need to create, refine, amend, or repeal them. Consultants are often sought after if cities lack the resources for this task.

## Timing

This category is broken into **five** segments:

- **Immediate (I)** - High-priority actions that should be completed in 2 years or less. (2024-2026)
- **Short-Term (S)** - Actions that should be completed within the next 3 to 5 years. (2027-2029)
- **Medium-Term (M)** - Actions that are estimated to be completed within the next 6 to 10 years. (2030-2034)
- **Long-Term (L)** - Actions that are anticipated to take longer than 7 years to complete. (2035 and beyond)
- **Ongoing (O)** - Actions that span the length of the plan and are ongoing items.

In addition, the following project status legend shows a color-coded frame of reference for level of completion:

<i>Project Status Legend</i>	
	<b>Project Planned</b>
	<b>Funds Requested</b>
	<b>Funds Budgeted</b>
	<b>In-Progress</b>
	<b>Completed</b>
	<b>Project Cancelled</b>
	<b>On-going</b>
	<b>Not Applicable</b>

## Public Sector Cost

Public Sector Cost is the range of which a action item can fall within. It represents a planning level estimate of the cost to perform that action.

- \$ - up to \$150,000
- \$\$ - \$150,001 - \$500,000
- \$\$\$ - \$500,001 and up

## Responsible Party

This category specifies the individuals or organizations responsible for completing the action item. The item may require one entity to take full responsibility for the success of the action item, or they may take the lead with support from other agencies, organizations, or individuals.

This column also identifies key partnerships with other entities that can support an item. If an action item requires a partnership with another agency, organization, or individual, it will be listed in the Responsible Party column.

## Implementation Alignment

The implementation matrix on the following pages are designed as the primary tracking tool to be utilized as action items are completed. Action items are arranged such that tracking metrics are complimentary with other city plans, namely with the City's Fiscal Year (FY) 2024-2027 Strategic Plan. Ranging from how actions are labeled to similar timeline styles and attributes the matrix provides familiarity and compatability with other established City tracking mechanisms. In this way, action numbers, action types, timing, cost and responsible parties are aligned.





NO.		Land Use and Character Actions							
Action Number	Action Type	Action	I	S	M	L	Cost	Resp	
L-1	RG	Create a City annexation policy that aligns with the provision of adequate public infrastructure and services.					\$	City Attorney's Office (CAO)	
L-2	RG	Utilize the Future Land Use Map to diversify uses and character within Cibolo.					\$	City	
L-3	ST	Develop an Old Town Master Plan that will include an implementation plan and recommendations to update the City's Unified Development Code (UDC) with custom-tailored regulations for Old Town to help preserve and guide existing and future development and activity.					\$\$	Planning	
L-4	ST	Review and update the city's existing ordinances where necessary to accommodate the types of development envisioned in the Future Land Use Map.					\$\$	City	
L-5	RG	Address the addition of new PlaceType categories, development standards, and requirements to preserve open space and floodplain management related to new developments.					\$\$	City	
L-6	RG	Develop a tool for determining the consistency of development proposals and zoning applications with the Cibolo Comprehensive Plan.					\$	City	
L-7	ST	Incorporate nature preservation and mitigation standards in the City's Unified Development Code (UDC).					\$	City	
L-8	ST	Amend the UDC to align zoning districts to reflect PlaceTypes.					\$\$	Planning	
L-9	P	Foster partnerships that will help achieve desired land use outcomes as outlined in the Comprehensive Plan.					\$	City	
L-10	RG	Ensure land use types along major corridors support appropriate commercial, industrial, and institutional development.					\$	City	
L-11	RG	Preserve natural areas, such as Cibolo Creek, for floodplain management and recreation for all.					\$\$-\$\$\$	City/Developers	
L-12	ST	Update the FM 78 Corridor Plan					\$	Planning	

NO.	Transportation Actions							
Action Number	Action Type	Action	I	S	M	L	Cost	Resp
T-1	P	Proactively participate in state and regional transportation planning activities affecting Cibolo.					\$	CAO
T-2	P	Proactively pursue partnerships to improve Cibolo's city-to-city connectivity.					\$	City
T-3	RG	Ensure developers implement the thoroughfare network concurrent with new development.					\$\$	Planning
T-4	P	Continue to coordinate all educational service providers, including the Schertz-Cibolo-Universal City Independent School District (SCUCISD) to develop safe bicycle and pedestrian connections between schools and neighborhoods.					\$\$	City
T-5	CI	Improve sidewalk connectivity that prioritizes pedestrian safety and ADA compliance.					\$\$	City
T-6	ST	Create a parks and trails master plan to ensure a coordinated parks and trails system.					\$	City
T-7	CI	Improve north/south connectivity through additional roadway connections between FM 1103 and FM 78, and FM 78 and IH-10.					\$	City
T-8	FI	Identify and pursue transportation grants to supplement funding gaps.					\$\$	Planning/ EDC
T-9	ST/CI	Update and implement recommendations in the Pavement Management Study to prioritize roadway improvements.					\$	City
T-10	CI	Implement low water crossing improvements into the transportation impact fees and include in the 5-year CIP Plan.					\$	City
T-11	CI	Prioritize roadway safety when implementing street infrastructure projects, such as with traffic calming, roadway sizing, and intersection enhancement.					-\$\$\$\$	City/Developers
T-12	ST	Conduct a north-south connector feasibility study with preliminary engineering work, environmental analysis, and public engagement to qualify for local, state, or federal funding sources and/or grant programs.					\$\$\$	Planning

NO.		Housing and Neighborhood Actions						
Action Number	Action Type	Action	I	S	M	L	Cost	Resp
HN-1	ST	Review and amend the Cibolo Unified Development Code (UDC) to provide public access to parks and other public open spaces in neighborhoods.	■	■	■	■	\$\$\$	City
HN-2	ST	Review and amend the Cibolo Unified Development Code (UDC) to encourage access between neighborhoods and neighborhood-serving commercial areas.	■	■	■	■	\$\$\$	City
HN-3	ST	Review and amend the Cibolo Unified Development Code (UDC) to allow for and encourage a greater variety of housing types.	■	■	■	■	\$\$\$	City
HN-4	FI	Identify and pursue funds to help finance work force housing efforts.	■	■	■	■	\$	City
HN-5	ST	Review and amend the subdivision regulations to encourage the development that preserves the floodplain and open space.	■	■	■	■	\$\$\$	City
HN-6	RG	Establish a rental registration program to ensure code compliance and safety.	■	■	■	■	\$	CAO
HN-7	ST	Strengthen zoning regulations and building codes that prioritize flood-resistant construction and design features for housing and neighborhoods.	■	■	■	■	\$\$	City
HN-8	RG/CI	Create and implement a comprehensive floodplain management plan that prioritizes and preserves open space to guide development in flood-prone areas.	■	■	■	■	\$\$\$	Engineering (Eng)
HN-9	RG	Create a short-term rental policy to ensure compatible land uses with established residential neighborhoods.	■	■	■	■	\$	CAO
HN-10	ST	Re-evaluate regulations regarding the use of Accessory Dwelling Units (ADUs).	■	■	■	■	\$\$	City
HN-11	RG	Create a Neighborhood Vision Booklet to define quality standards for Cibolo's neighborhoods.	■	■	■	■	\$	City

NO.		Community Facilities and Public Services Actions						
Action Number	Action Type	Action	I	S	M	L	Cost	Resp
C-1	CI	Continue to procure sustainable sources of water that are both fiscally and environmentally responsible.					\$\$\$	Eng
C-2	ST	Regularly evaluate demand on police and fire protection services and ensure adequate staffing levels and facility capacity in Police Department and Fire Department.					\$	City
C-3	ST	Complete an office and staffing professional needs assessment.					\$-\$	City
C-4	CI	Incorporate an Emergency Operations Center in the new Public Safety Facility.					\$\$\$	City
C-5	ST	Evaluate existing and future desired community events and programs through a future parks and open space master plan.					\$-\$	City
C-6	ST	Create a future utility and infrastructure plan that aligns with land use and growth projections.					\$-\$	Eng
C-7	CI	Promote investment in broadband, fiber and internet infrastructure throughout the city to support future development.					\$-\$	City
C-8	E	Evaluate existing and implement new City sponsored events to ensure they meet the civic and social needs of the community as it grows.					\$	City
C-9	ST/E	Conduct a comprehensive branding strategy to include signage, art, and wayfinding to create a unified sense of place.					\$	City
C-10	ST	Evaluate dependency on other agencies to provide services within the City.					\$	City



# ENGAGEMENT RECAP DOCUMENTS

## COMMUNITY SUMMIT #1 RECAP DOCUMENT

### Community Summit #1 Engagement Recap

Community Summit #1 kicked off late March. Engagement included meetings with targeted stakeholders, pop-up events, and community workshops. Online engagement included the launch of the Cibolo Tomorrow website on April 24<sup>th</sup> and online surveys. Below outlines the total participation and responses from each meeting completed in Community Summit #1.

Event	Date	Participation/Responses
<b>State of the City Meeting with City Staff</b>	March 30 <sup>th</sup> , 2023	10
<b>MPAC SWOT analysis Meeting</b>	March 22, 2023 & May 4, 2023	12
<b>MPAC, P&amp;Z, and City Council Joint Work Session #1</b>	March 30, 2023	20
<b>Cibolo Summer Nights</b>	May 19, 2023	24
<b>MPAC Ambassador</b>	May – October 2023	38 (*Recap in development)
<b>Cibolo Market Days</b>	May 27, 2023	15
<b>Community Open House</b>	June 20, 2023	21
<b>MPAC, P&amp;Z, EDC, and City Council Joint Work Session #2</b>	August 28 <sup>th</sup> , 2023	30
<b>Cibolofest</b>	October 28 <sup>th</sup> , 2023	150 flyers handed out
<b>Community Survey #1</b>	April – July 2023	15
<b>Community Survey #2</b>	August 2023 – October 2023	*Recap in development

The following pages are a few key summary visualizations of engagement that were heard throughout the Community Summit #1 engagement process. Below is an outline of feedback heard:

- Strengths, weaknesses opportunities and threats
- Dot analysis Map
- Visioning Questions
- Priority Spending
- Land Use
- Mobility and Thoroughfares

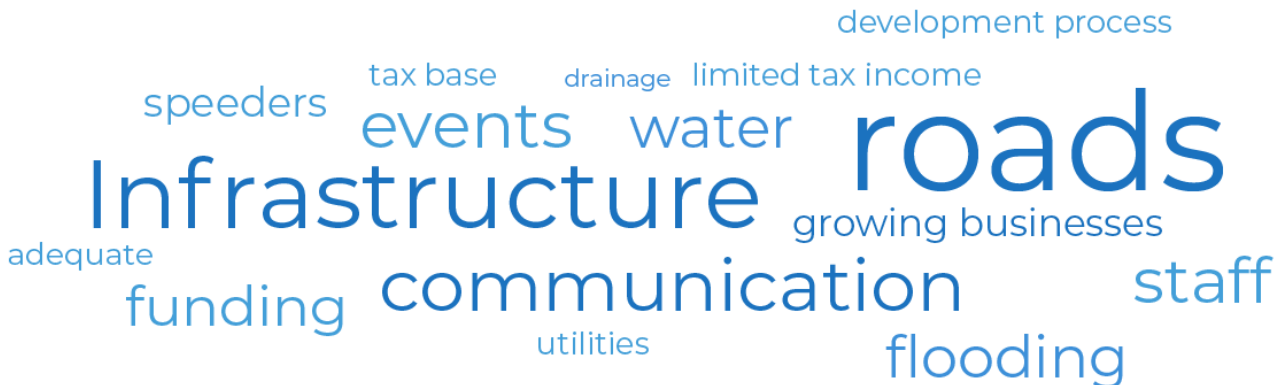
## Strengths, weaknesses, opportunities, and threats of Cibolo

The strengths, weaknesses, opportunities, and threats (SWOT) of Cibolo were discussed throughout the engagement process. The feedback reflected in the word clouds below are from: **MPAC SWOT analysis meeting, Community Survey #1, Community Open House #1, and MPAC, P&Z, and City Council Work Session #1.**

### Strengths



### Weaknesses



## Opportunities



## Threats





## Dot Analysis Map

The planning team gave City Staff two dots of each color. They were asked to place their green dots on areas of Cibolo they thought were the greatest future opportunities for the City, red dots for areas that were working well, and yellow dots on areas of the city that need help to make it better. This exercise allowed the planning team and City Staff to identify key clusters of different areas of the city and discussed their impact on the city today. ***This exercise was done at the State of the City meeting with City staff.***

The photo on the following page displays the results of this analysis. Several highlights from this exercise are detailed below:

- **Greatest Future Opportunity:**
  - Undeveloped land in the northeast portion of Cibolo – development opportunities
  - Bird Sanctuary
  - Downtown Cibolo/Original Town Center Zone
  - Infrastructure improvements south of FM 78 (water/sewer/bridge/road infrastructure)
  - I-10 Corridor Development Opportunities
  - Racetrack redevelopment
- **Working Well – Don't Mess Up:**
  - Cibolo Crossing
  - Linear park and trail connections
  - Quality commercial at the intersection of Green Valley Road and FM 1103
  - HEB
  - Cibolo Valley Drive and existing commercial area
  - Industrial park and commercial area
  - AISINTX – attracting similar businesses along I-10 corridor
- **Make It Better – Needs Help:**
  - Veteran's Park
  - FM 78 – infrastructure and safety improvements needed along railroad
  - Downtown Cibolo – zoning and compatibility issues with surrounding neighborhoods
  - Hackerville Road – need better north/south access throughout Cibolo from I-10 to FM 78.
    - Infrastructure improvements also needed for Hackerville Road
  - Mixed Use Overlay along I-10 Corridor where the existing industrial park is located
  - Racetrack



## Visioning Questions

Throughout the engagement process, the public was asked different questions about their thoughts on Cibolo. The input may include how the community sees Cibolo today, how they want to see Cibolo in the future, and why they love their community. The word cloud below reflects the most common words used by community members when describing Cibolo. The larger the word, the more often it was mentioned. These phrases and words are then used to craft a vision statement and guiding principles for the final plan. The following questions were asked:

- I love Cibolo because..... (**Cibolo Summer Night**)
- What one word or phrase would you use to describe Cibolo today? (**Open House #1**)
- What one word would you use to describe your vision of Cibolo in 2050? (**Open House #1, Joint MPAC, P&Z, and City Council Work Session #1**)



## Priority Spending

The goal of this exercise is for participants to prioritize what changes are important to them in Cibolo. At the **Cibolo Summer nights** events City residents were given 5 gold coins, while residents of the ETJ were given 5 silver coins. At the **Cibolo Summer nights** event there were 8 priority topics the participants had to choose from. This exercise was also conducted at the first **Community Open House**. At the open house there were 11 priority topics. Below organizes the topics at both events into categories and counts the total votes at both events.

<b>Cibolo Summer Nights</b>	
<b>Community Open House</b>	
<b>Combined Total of Cibolo Summer Nights and the Community Open House</b>	
<b>Topic</b>	<b>Count</b>
<b>Auto Mobility</b>	<b>53</b>
<b>Infrastructure</b>	<b>40</b>
Improve and Maintain Roads	24
<b>Infrastructure</b>	<b>16</b>
<b>Multimodal Mobility</b>	<b>32</b>
Improve sidewalks, trails, and ways to get around by walking and biking	18
Multimodal Mobility	14
<b>Natural Features</b>	<b>10</b>
<b>Beautification Enhancements</b>	<b>17</b>
Make Cibolo more attractive	8
Beautification Enhancements	9
<b>Economic Development</b>	<b>78</b>
More businesses and jobs (paying a livable wage or higher)	6
Invest in IH-10 corridor and new catalyst sites to spur economic development	12
Make downtown a destination	20
More businesses and jobs (paying a livable wage or higher)	16
More and better places to shop, dine and hang out	16
Economic Development	8
<b>City Facilities</b>	<b>22</b>
Access to health and education	1
Invest in new public facilities to serve the community	14
More and better maintained parks, and recreation	1
City Facilities	6
<b>Housing and Neighborhoods</b>	<b>4</b>

## Land Use

### Step 1: Growth Scenarios

The first step of land use planning for Cibolo was to establish which growth scenario is preferred by the community. At the first **community open house** participants were asked to read three different growth scenarios (A, B and C). Each story represented a different growth strategy for the community. After reading the growth stories, participants could vote using colored dots on the elements of the story they had a positive reaction to or a negative reaction to.



**CIBOLO TOMORROW COMPREHENSIVE PLAN**  
 Growth Story A



In this growth scenario the community focuses on expanding towards undeveloped land in both the city limits and the ETJ (extra-terrestrial jurisdiction). This growth focuses on the establishment of new residential developments. To accommodate these suburban expansions, there has been a significant increase in the expansion of water infrastructure. As this growth is more oriented towards automobile usage, the construction of new roadways becomes necessary to connect the expanding neighborhoods. These neighborhoods act as the anchor for the development growth and are accompanied by the establishment of new parks, trails, and additional neighborhoods. In terms of economic development, the focus is on expanding the existing downtown area, the IH-10 corridor, and low-density residential neighborhoods. As a result of this growth, strain is put financially to pay for new infrastructure which could result in less emphasis on existing infrastructure.

After reading the story above, vote below on what you liked and didnt like about the implications of growth for the community. Use a **green dot** to show a positive reaction and a **red dot** to show a negative reaction.

<div style="background-color: #0056b3; color: white; padding: 2px; text-align: center;">Expanding single-family development</div>  <div style="display: flex; align-items: center; gap: 10px;">   </div>	<div style="background-color: #0056b3; color: white; padding: 2px; text-align: center;">New roadway connections</div>  <div style="display: flex; align-items: center; gap: 10px;">   </div>
<div style="background-color: #0056b3; color: white; padding: 2px; text-align: center;">Expanding new infrastructure (utilities and roadways) into ETJ and undeveloped areas</div>  <div style="display: flex; align-items: center; gap: 10px;">   </div>	<div style="background-color: #0056b3; color: white; padding: 2px; text-align: center;">New parks and trails</div>  <div style="display: flex; align-items: center; gap: 10px;">  </div>
<div style="background-color: #0056b3; color: white; padding: 2px; text-align: center;">Focus on complete neighborhoods</div>  <div style="display: flex; align-items: center; gap: 10px;">  </div>	<div style="background-color: #0056b3; color: white; padding: 2px; text-align: center;">Focus on low density retail to serve neighborhoods</div>  <div style="display: flex; align-items: center; gap: 10px;">  </div>

Kimley»Horn


In this growth scenario the community strategically focuses growth along major corridors, both existing and future. These corridors aim to serve as the backbone of the community and anchor the development in the region. Housing in this scenario is balanced between new housing in undeveloped land and higher density housing concentrated in key areas such as along corridors and downtown. Retail is also focused along corridors, primarily connecting neighborhoods and activity centers. This approach aims to create a cohesive and connected community. To support the growth, there is an expansion of water infrastructure in newly developed areas, along with the construction of roadway connections. These enhancements are essential for facilitating the expansion of both residential and commercial developments. The major corridors not only serve as transportation routes but also transform into multi-modal transportation facilities. This means that they accommodate various modes of transportation, such as cars, public transit, bicycles, and pedestrians, to enhance accessibility and promote sustainable transportation options.

After reading the story above, vote below on what you liked and didnt like about the implications of growth for the community. Use a **green dot** to show a positive reaction and a **red dot** to show a negative reaction.

<p>High density along corridors</p>  	<p>Mix of housing types</p>  
<p>Expansion of roadway connections</p>  	<p>Expansion of utilities and infrastructure</p>  
<p>Largest emphasis of IH-10 as an economic driver</p>  	<p>Multi-modal corridors</p>  

In this growth scenario development primarily occurs in key strategic opportunity areas within the city limits, focusing on maximizing potential within the existing urban landscape. There is a smaller investment in expanding water infrastructure, with a focus on building and enhancing existing and future nodes/areas. Housing in this scenario is focused on building diverse housing types in strategic locations within the city limits to preserve land in the ETJ. This could be high density housing around key areas, corridors and downtown or single-family lots. The idea in this growth scenario is to use land efficiently so there is less of financial burden of the city to expand services and focus on enhancing existing infrastructure. Retail becomes a major economic driver in concentrates activity centers. The development plan incorporates a mix of higher density and mixed-use developments within the nodes, creating vibrant centers of activity, while lower-density developments are spread between these nodes. Each node is associated with different activity and economic generators, fostering unique character and economic diversity. The downtown area emerges as a key strategic node, with expanded boundaries and distinct features that attract residents and visitors alike. Multi-modal transportation improvements are prioritized, encompassing enhancements for cars, bicycles, and pedestrians. This includes improvements in traffic operations, targeted network expansions, filling sidewalk gaps, and expanding and extending trails that connect the various nodes. Overall, the scenario envisions development in key strategic areas within the city limits, with a focus on existing nodes and the efficient use of resources.


After reading the story above, vote below on what you liked and didnt like about the implications of growth for the community. Use a **green dot** to show a positive reaction and a **red dot** to show a negative reaction.

<p>Maximizing existing land and resources</p>  	<p>Strong emphasis of growing downtown</p>  
<p>Higher density housing in strategic areas</p>  	<p>Enhancements to existing roadways</p>  
<p>Mixed use developments act as anchors</p>  	<p>Investments focus on existing infrastructure and existing areas</p>  

Kimley»Horn

After reading all growth story A,B,C use a dot to vote on your favorite story? Use the comment section to elaborate on why you liked or disliked the different stories.

**GROWTH STORY A**



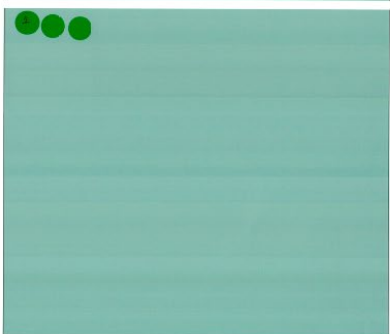
A dot voting area for Growth Story A, represented by an orange box. It contains four green dots in the top left corner, indicating four votes.

**GROWTH STORY B**



A dot voting area for Growth Story B, represented by a pink box. It contains three green dots in the top left corner, indicating three votes.

**GROWTH STORY C**



A dot voting area for Growth Story C, represented by a green box. It contains three green dots in the top left corner, indicating three votes.

**COMMENTS**

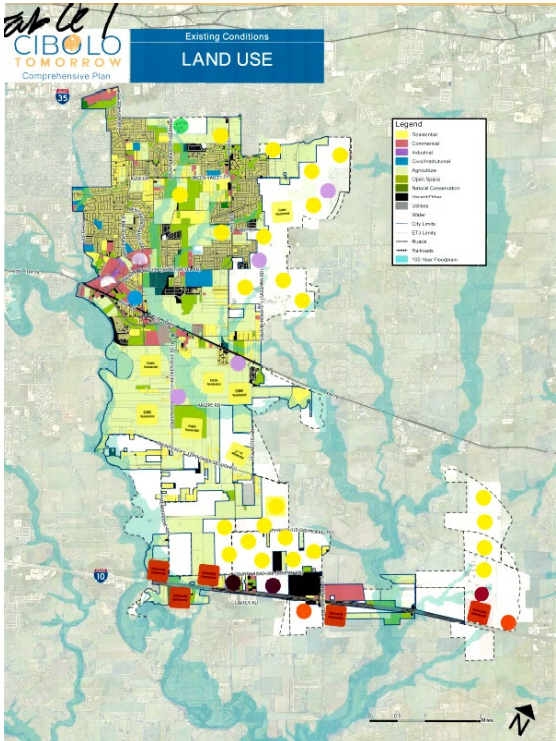
"More balanced city / Mirrors the North"  
1-10/20  
D Score to be a better balance of Growth  
Growth story D - add new parks + trails + C Band  
Investments focused on existing infrastructure

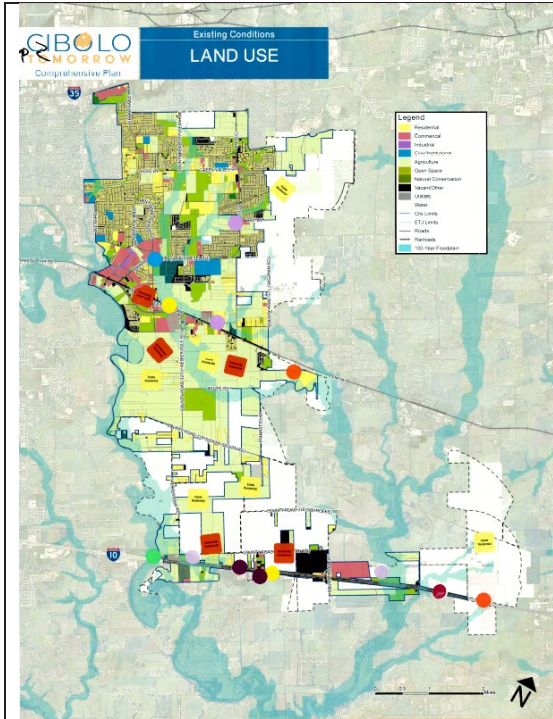


**Step 2: Building the Scenarios**

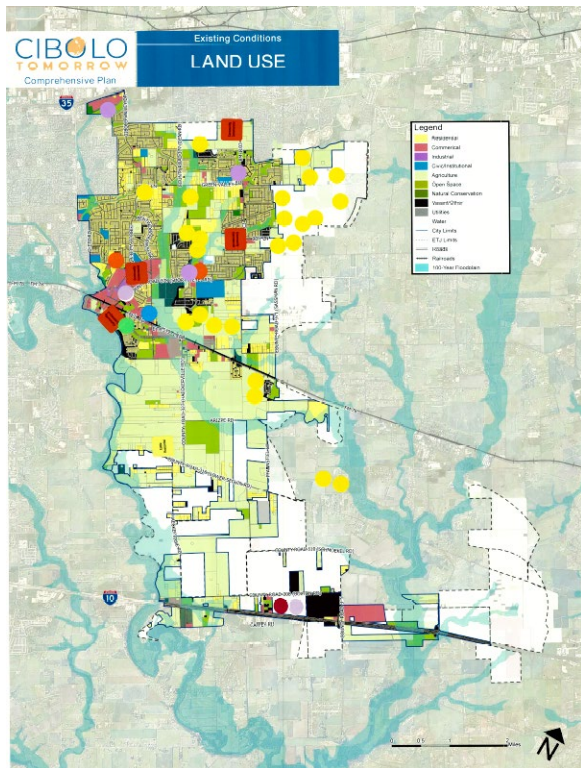
The second step of land use planning was working with stakeholders to build three scenarios using PlaceTypes established for Cibolo. The below tables show the results from the **Joint MPAC, P&Z, EDC, and City Council Work Session #2**.

Scenario 1: Current Trend/Growth Story A

<p><b>Table 1</b></p> 	<p><b>Takeaways</b></p> <ul style="list-style-type: none"> <li>- Estate Residential between the railroad and County Road</li> <li>- Suburban Residential in the ETJ east of the city with Neighborhood commercial</li> <li>- Larger retail and industrial along IH-10 to serve as an employment center</li> <li>- Activity Center along IH-10 and compact residential</li> </ul>
<p><b>Table 2</b></p>	<p><b>Takeaways</b></p> <ul style="list-style-type: none"> <li>- Community commercial along FM78</li> <li>- Industrial and higher density residential along IH-10</li> <li>- Estate Residential in the ETJ</li> </ul>



**Table 3**



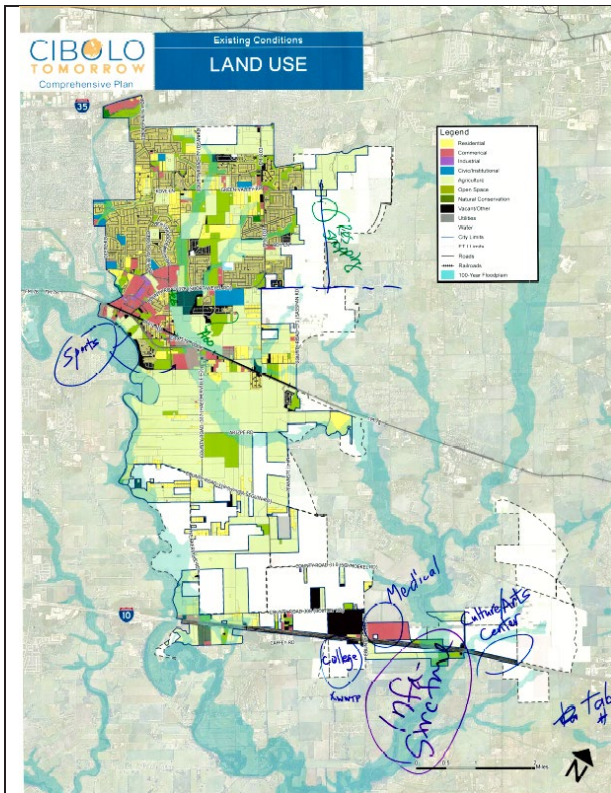
**Table 4**

**Takeaways**

- Established Residential in the ETJ in the northeast area of the city
- Community commercial in the northern part of the city
- Activity Center along IH-10 Corridor
- Neighborhood commercial in vacant parcels in the northern part of the city

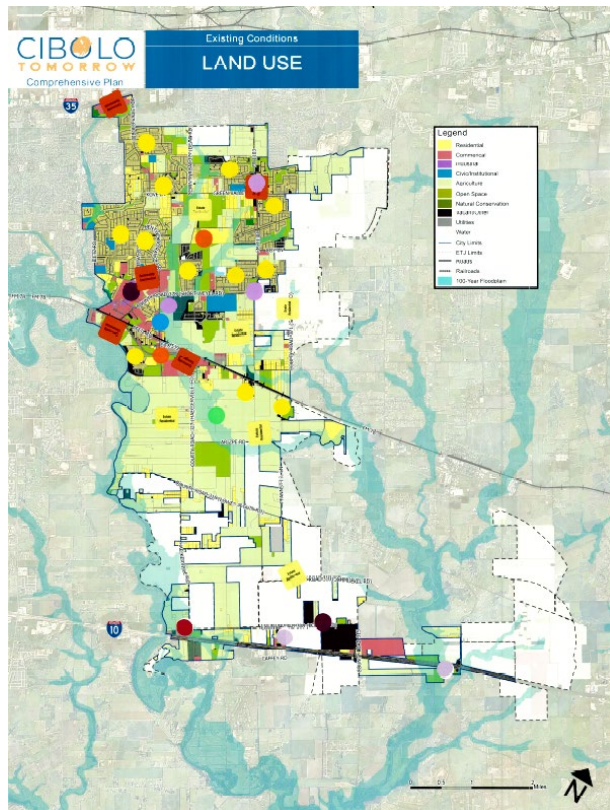
**Takeaways**

- College campus along IH-10
- Update infrastructure along the IH-10 corridor / focus on



- infrastructure that supports commercial
- Cultural center along the IH-10 Corridor
  - More areas to conserve

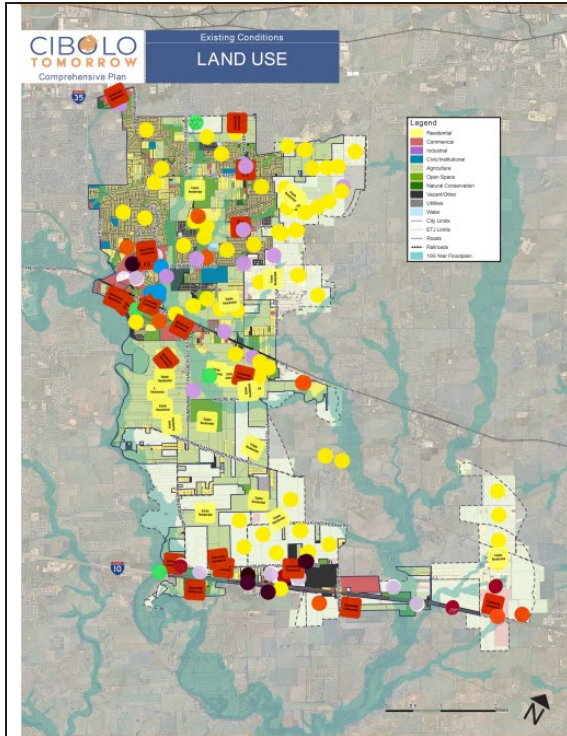
**Table 5**



**Takeaways**

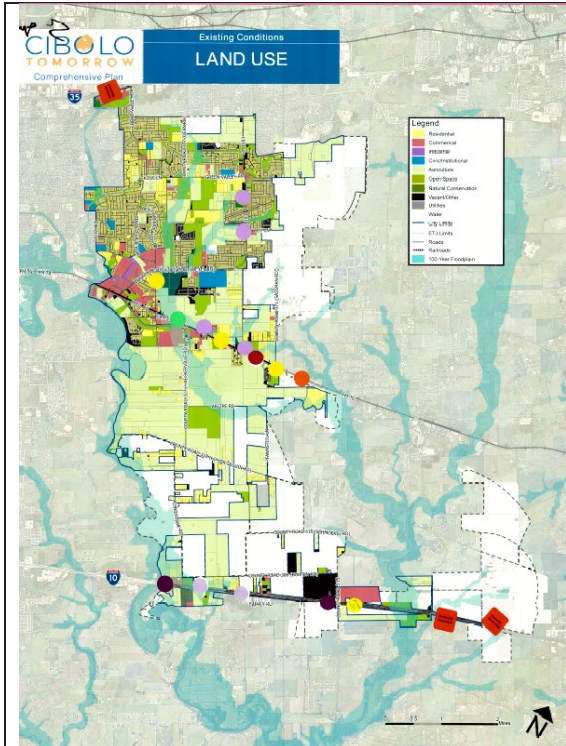
- Estate residential/ large ag lots between FM 78 and Lower Seguin Rd
- Community commercial and compact residential located on the west side of FM 78
- Industrial along IH-10

**Combined map from all Groups**



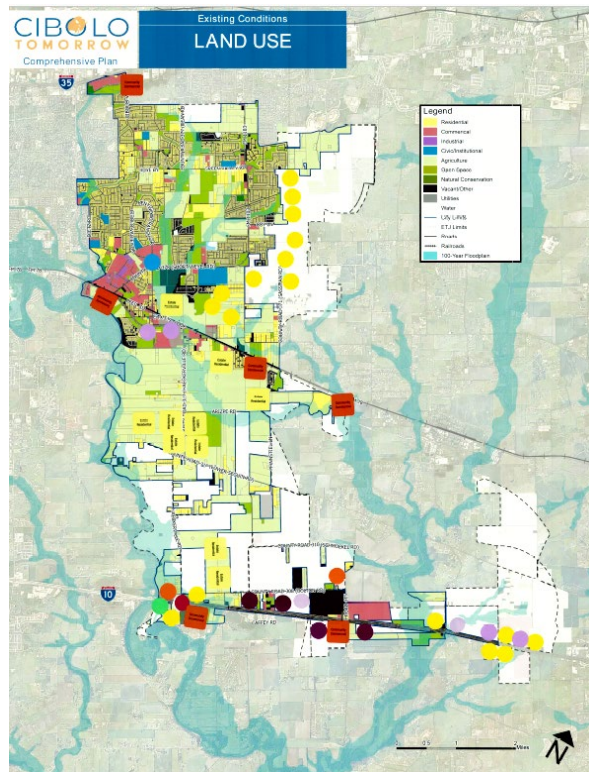
Scenario 2: Nodes/Growth Story B

<p><b>Table 1</b></p>	<p><b>Takeaways</b></p> <ul style="list-style-type: none"> <li>- Black circles indicate nodes/primary locations within the city</li> <li>- Business parks located along FM 78</li> <li>- Community commercial along FM 78 with compact commercial supporting the commercial uses</li> <li>- Heavy industrial along IH-10</li> <li>- Residential in the ETJ areas of the city and lower density residential like estate residential</li> <li>- Using the nodes be commercial nodes throughout the city</li> </ul>
<p><b>Table 2</b></p>	<p><b>Takeaways</b></p> <ul style="list-style-type: none"> <li>- Industrial centered along the IH-10 on the west side of the corridor</li> </ul>



- commercial and medical along the east side of the IH-10 corridor
- Compact residential and community commercial along FM 67

**Table 3**



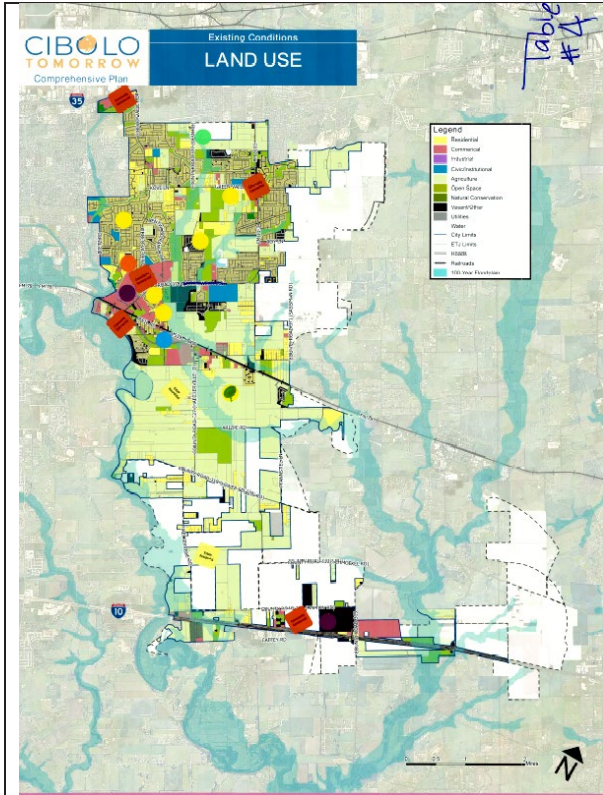
**Takeaways**

- Established residential in the ETJ on the east side of town
- Community commercial along FM 78 with light industrial
- Low density residential and neighborhood commercial along the east side of IH-10 corridor

**Table 4**

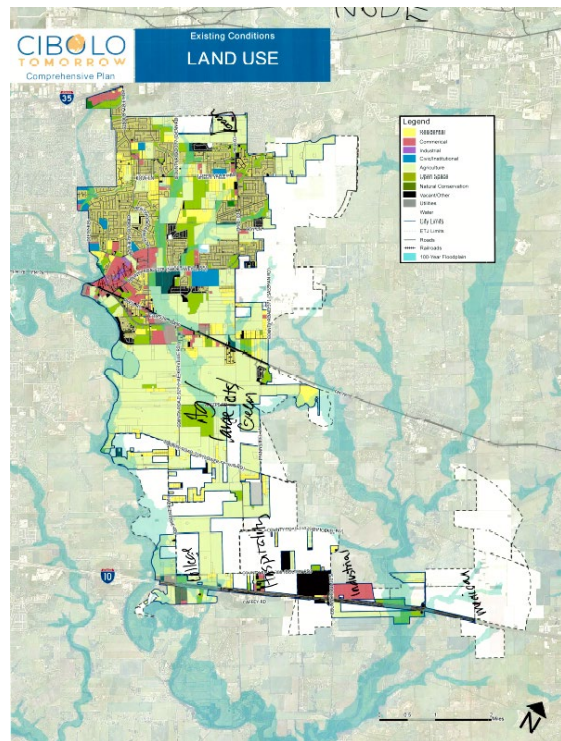
**Takeaways**

- Mixed-Use center along FM 78 with community commercial and compact residential to support



- Community commercial along IH-10 corridor and mixed-use center
- Community commercial along FM 1103 and Green Valley

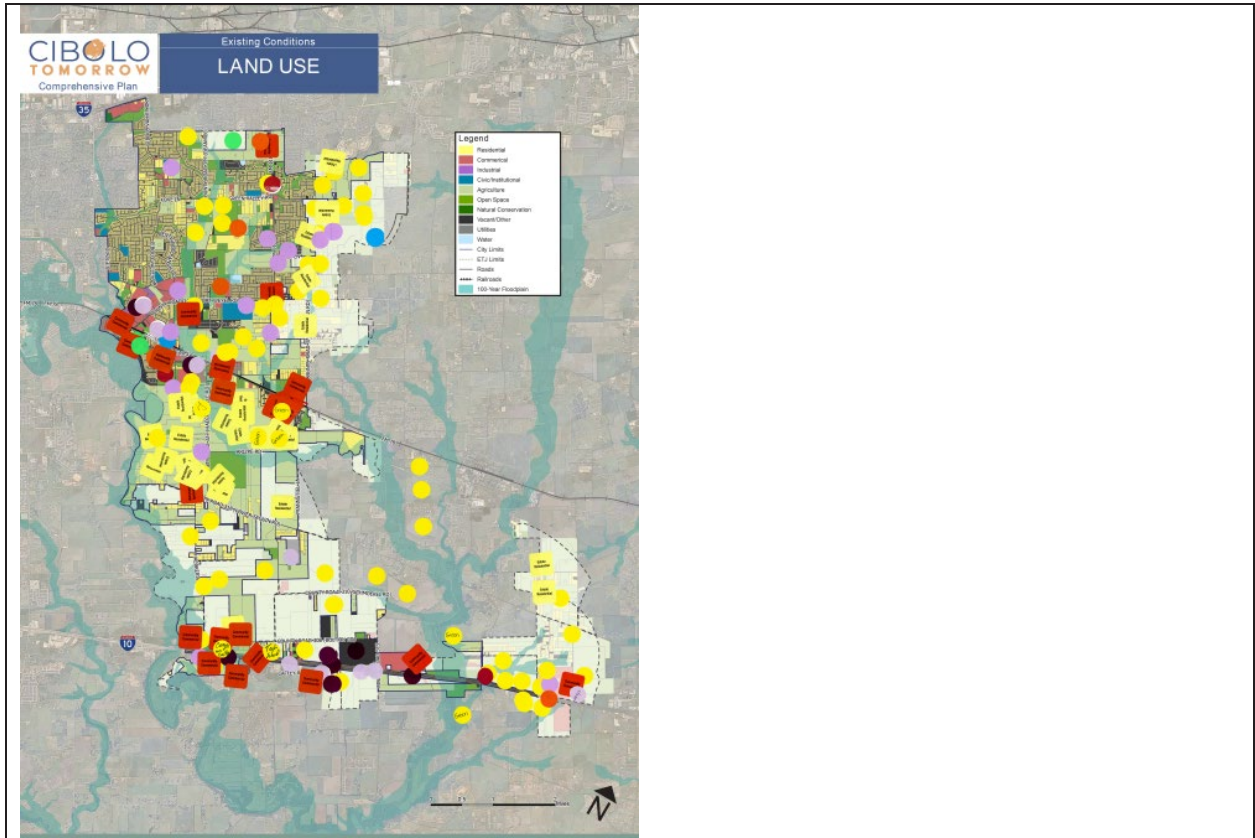
**Table 5**



**Takeaways**

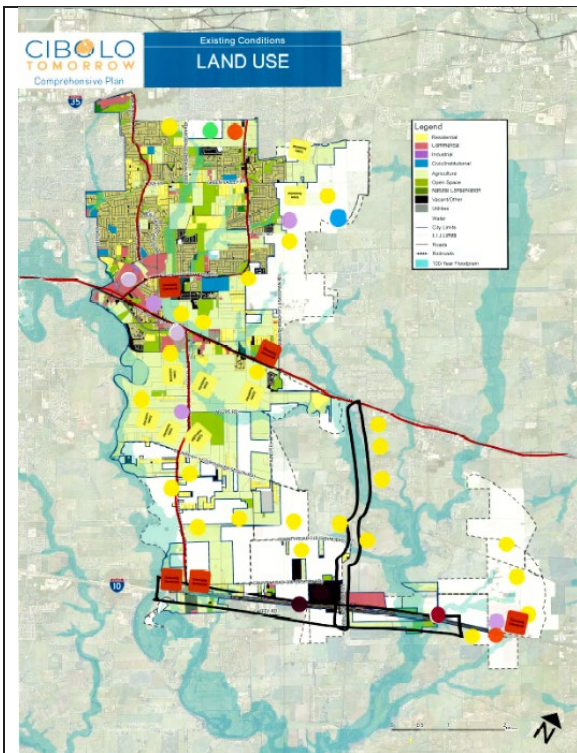
- Agriculture/large lots and green space between FM 78 and lower Seguin Rd
- Following industries located along IH-10: College Campus, Hospital, Medical district, and business park

**Combined map from all groups**

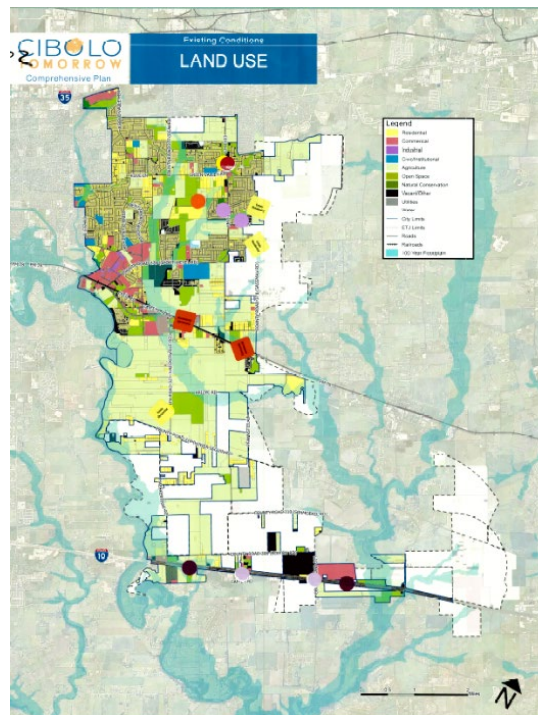


Scenario 3: Corridor/Growth Story C

<p><b>Table 1</b></p>	<p><b>Takeaways</b></p> <ul style="list-style-type: none"> <li>- The red lines and black lines indicate primary corridors in Cibolo</li> <li>- Estate residential between FM 78 and County Road 318</li> <li>- Community commercial used as a gateway coming east bound along IH-10 Corridor</li> <li>- Activity center in the middle of IH-10</li> <li>- Community commercial and light industrial along FM 78</li> </ul>
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**Table 2**



**Table 3**

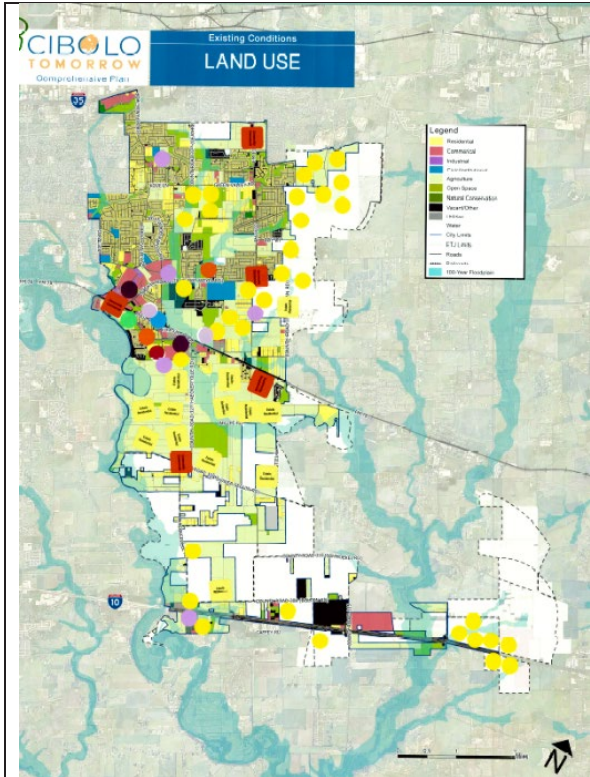
**Takeaways**

- Industrial along IH-10 Corridor
- Community Commercial along FM 78
- Compact residential near community residential

**Takeaways**

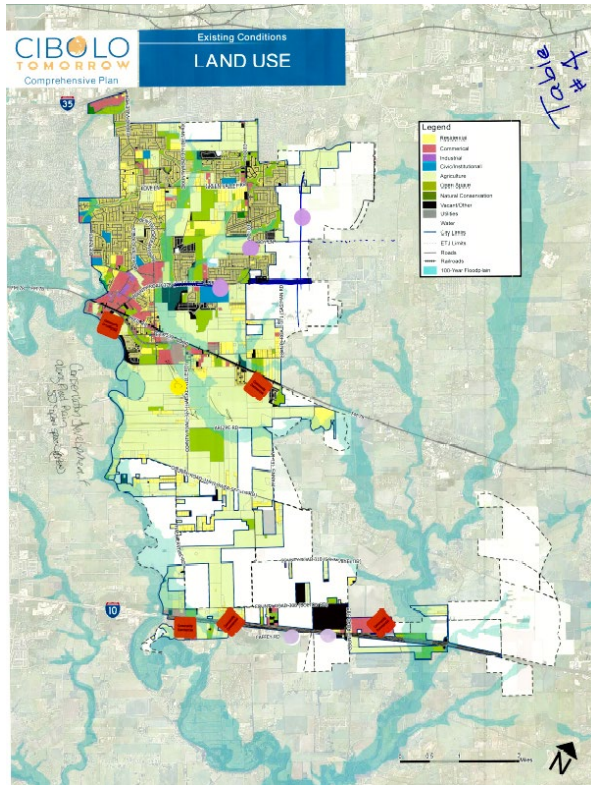
- Established Residential along the east side of the IH -10 corridor





- Estate residential between FM 78 and Lower Seguin Rd
- Activity center along FM 78
- Higher density residential to support activity center along FM 78
- Established retail in the east side of the city in the ETJ

**Table 4**

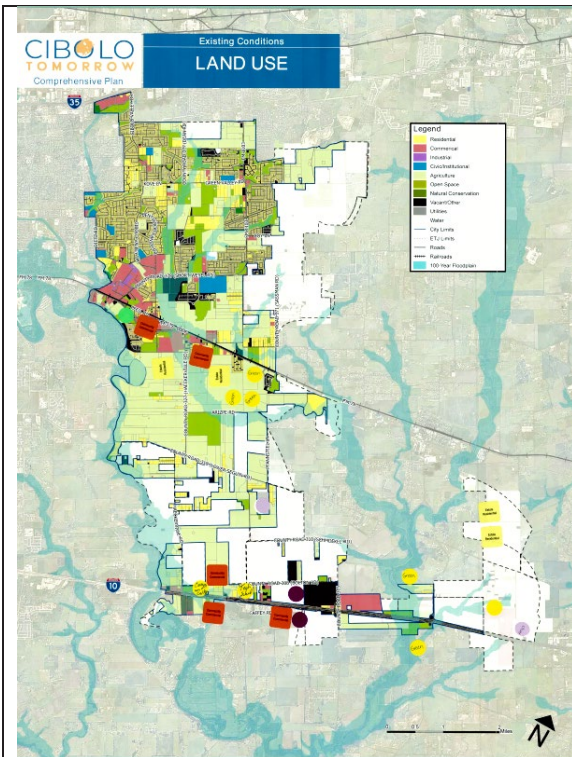


**Takeaways**

- Conservation development along floodplain
- More open space opportunities between FM 78 and the Lower Seguin Rd
- Neighborhood commercial located in the existing neighborhoods in the developed part of the city

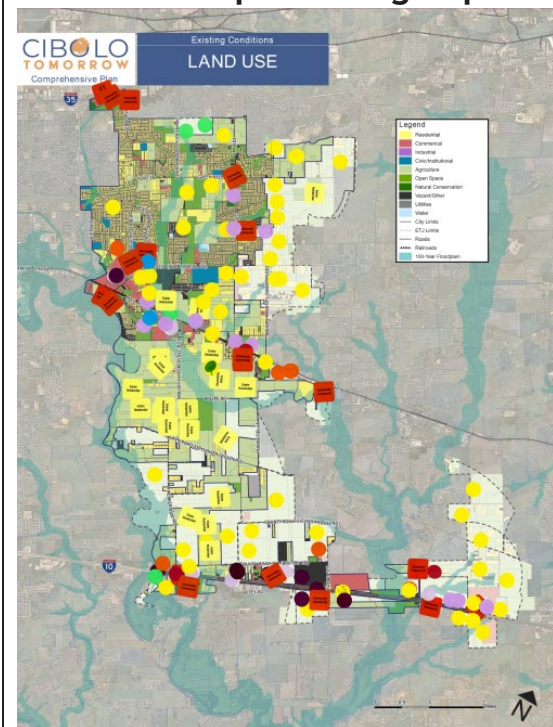
**Table 5**

**Takeaways**



- Green space and estate residential between FM 78 and lower Seguin rd.
- Community commercial located along major corridors (FM 78 and IH-10)
- Mixed-use center in the middle of the IH-10 corridor
- College campus and tech school along the IH-10 corridor

**Combined map from all groups**



## Mobility and Thoroughfares

The exercise below was conducted at the **Joint MPAC, P&Z, EDC, and City Council Work Session #2** to identify mobility priorities within Cibolo.



### Priority Pyramid Instructions

Select the top six mobility priorities that are most important to you. Place each sticker in order of importance on the Priority Pyramid with the top item being the most important and the second and third rows being equal. Not all of the items featured on the stickers can be the number one priority in the plan, so your input will help us understand where the City should focus its efforts. There is also a "write-in" option in case there are any items that you feel should be included as well.

### Priority Sticker Options

<p><b>SUPS AND TRAILS</b></p> <ul style="list-style-type: none"> <li>The construction of more shared use paths and bike and pedestrian trails or enhancements of existing facilities</li> </ul>	<p><b>SAFETY</b></p> <ul style="list-style-type: none"> <li>Reducing crashes through safer design practices (ex: reducing speeds or new striping)</li> </ul>	<p><b>MAINTENANCE</b></p> <ul style="list-style-type: none"> <li>Investing money back into existing roads that need maintenance</li> </ul>	<p><b>SIDEWALKS</b></p> <ul style="list-style-type: none"> <li>Constructing more sidewalks and closing sidewalk gaps</li> </ul>	
<p><b>TRAFFIC FLOW</b></p> <ul style="list-style-type: none"> <li>Prioritizing projects that reduce congestion by adding travel lanes, signal improvements, or innovative intersections</li> </ul>	<p><b>CROSSINGS</b></p> <ul style="list-style-type: none"> <li>Focusing on crossings at important locations that divide the city including railroad and creek crossings</li> </ul>	<p><b>INTERSECTIONS</b></p> <ul style="list-style-type: none"> <li>Target safety and congestion improvements at intersections</li> </ul>	<p><b>CONNECTIVITY</b></p> <ul style="list-style-type: none"> <li>Prioritize connecting people to places by focusing on completion of gaps between destinations</li> </ul>	<p><b>STREETSCAPING</b></p> <ul style="list-style-type: none"> <li>Improving the aesthetic and livable qualities of streets. Includes using elements like trees and landscaping, lighting, street furniture, etc.</li> </ul>

### Individual Result Summary

Location on Pyramid	Topic	Total Number of Vote
---------------------	-------	----------------------

<p style="text-align: center;"><b>TOP TIER PLACEMENT VOTES</b> (Most Important/Highest Priority for Cibolo) (Spot 1)</p>	SUPs and Trails	0
	Safety	5
	Maintenance	3
	Sidewalks	0
	Traffic Flow	6
	Crossing	0
	Intersections	0
	Connectivity	3
	Streetscaping	0
<p style="text-align: center;"><b>SECOND TIER PLACEMENT VOTES</b> (Most Important/Highest Priority for Cibolo) (Spots 2 and 3)</p>	SUPs and Trails	2
	Safety	6
	Maintenance	10
	Sidewalks	2
	Traffic Flow	8
	Crossing	1
	Intersections	2
	Connectivity	4
	Streetscaping	1
<p style="text-align: center;"><b>THIRD TIER PLACEMENT VOTES</b> (Most Important/Highest Priority for Cibolo) (Spots 4,5,6)</p>	SUPs and Trails	6
	Safety	4
	Maintenance	5
	Sidewalks	9
	Traffic Flow	1
	Crossing	9
	Intersections	8
	Connectivity	9
	Streetscaping	2

## Result Summary by Table

<b>Table Number</b>	<b>Top Three Priorities</b>
<b>Table 1</b>	<b>1. Traffic Flow</b>
	<b>2. Safety</b>
	<b>3. Maintenance</b>
<b>Table 2</b>	
<b>Table 2</b>	<b>1. Connectivity</b>
	<b>2. Safety</b>
	<b>3. Maintenance</b>
<b>Table 3</b>	
<b>Table 3</b>	<b>1. Mobility/Safety</b>
	<b>2. Maintenance</b>
	<b>3. Traffic/Connectivity</b>
<b>Table 4</b>	
<b>Table 4</b>	<b>1. Safety</b>
	<b>2. Maintenance</b>
	<b>3. Sidewalk</b>
<b>Table 5</b>	
<b>Table 5</b>	<b>1. Maintenance</b>
	<b>2. Safety</b>
	<b>3. Crossings</b>

# CIBOLO COMMUNITY OPEN HOUSE #2 RECAP DOCUMENT



## Cibolo Community Open House #2

Recap Document

November 8, 2023

### Introduction:

Community Open House #2 took place on November 8<sup>th</sup>, 2023 from 6:30 P.M. – 8:30 P.M. The purpose was to gain insight from the community for the Cibolo Tomorrow Comprehensive Plan. The Open House consisted of 7 stations that asked participants for their input. A summary of the stations and their responses are below.

### Section 1: Vision Statement

The focus of this station was to get clarification from participants of the vision statement that was derived from Community Summit #1.

**BOARD 4** CIBOLO TOMORROW COMPREHENSIVE PLAN Vision Statement CIBOLO TOMORROW COMPREHENSIVE PLAN

Read the vision statement below and leave any thoughts or comments below

***“Cibolo is a city of rich history and small-town Texas charm, enhanced public health and safety, that manages the growth of jobs and businesses in harmony with residential development and provides access to amenities to its residents. Cibolo is a community where residents can live comfortably, with a flourishing economy and job market, and includes recreational activities for all.”***

**COMMENTS**

Way too long. ✓✓

Uses job 2x  
like the first sentence if lost the most  
that's a main  
space  
Cibolo/River

rich history  
manage the growth of jobs  
balance residential development  
How do you measure living  
comfortably?  
Live's only /  
citizens collaborate to  
improve their city/  
Cibolo is a community  
that is inviting /welcoming  
allows change/ collaboration  
Leave the history and  
tie to future diversity

Kimley»Horn

**Comments:**

- Way too long ✓✓✓
- Uses jobs 2x – like the first sentence and the last the most.
- Native American
- Spanish
- Cibolo River
- Rich in history, manage the growth of jobs, balance resident & development.
- How do you measure living comfortably?
- Living comfy/citizens collaborate to improve their city. Cibolo is a community that is inviting and inclusive.
- Leave the history and tie to today's diversity.

## Station 2: Preliminary Guiding Principles

The focus of this station was to sort the guiding principles in the plan. Preliminary guiding principles were displayed and participants were asked to identify if they agree, disagree, or are neutral on each guiding principle.

**BOARD**  
**5**

**CIBOLO TOMORROW COMPREHENSIVE PLAN**  
Preliminary Guiding Principles

Review each Preliminary Guiding Principle and place a dot in the appropriate box to state your opinion as to whether you Agree, are Neutral, or Disagree with the preliminary guiding principle for the future of Cibolo.

Preliminary Guiding Principles	Agree	Neutral	Disagree	Comments
Prioritize necessary infrastructure to support existing needs and future projected growth. <i>on growth of area</i> <i>Subdiv. seem</i>	3			<i>Don't see what plans in development but reporting that infrastructure isn't in way</i>
Plan for and promote the health, safety, security, and general welfare of all residents of all ages and backgrounds.	4			<i>Taking care of safety and security. Add handicap: prioritize safe crossings, domestic animals</i>
Promote a community environment which will attract new families and high-quality businesses into the city, and empower existing families and businesses in Cibolo to flourish. <i>flow</i>	3	1	1	<i>How do you empower citizens</i>
Balance the growth of business and residential development through responsible planning of city assets and land.	4			
Provide parks, recreation, trails, and open space to serve existing and prospective citizens and visitors to Cibolo.	3	1		<i>Yes, keep as they currently are, not more green + Add item about wildlife</i>
Identify and preserve the rich character and history of Cibolo, which sets itself apart as a City of Choice.	4			<i>Don't see "City of Choice" slogan get rid of Cibola River</i>

Kimley»Horn

### Comments:

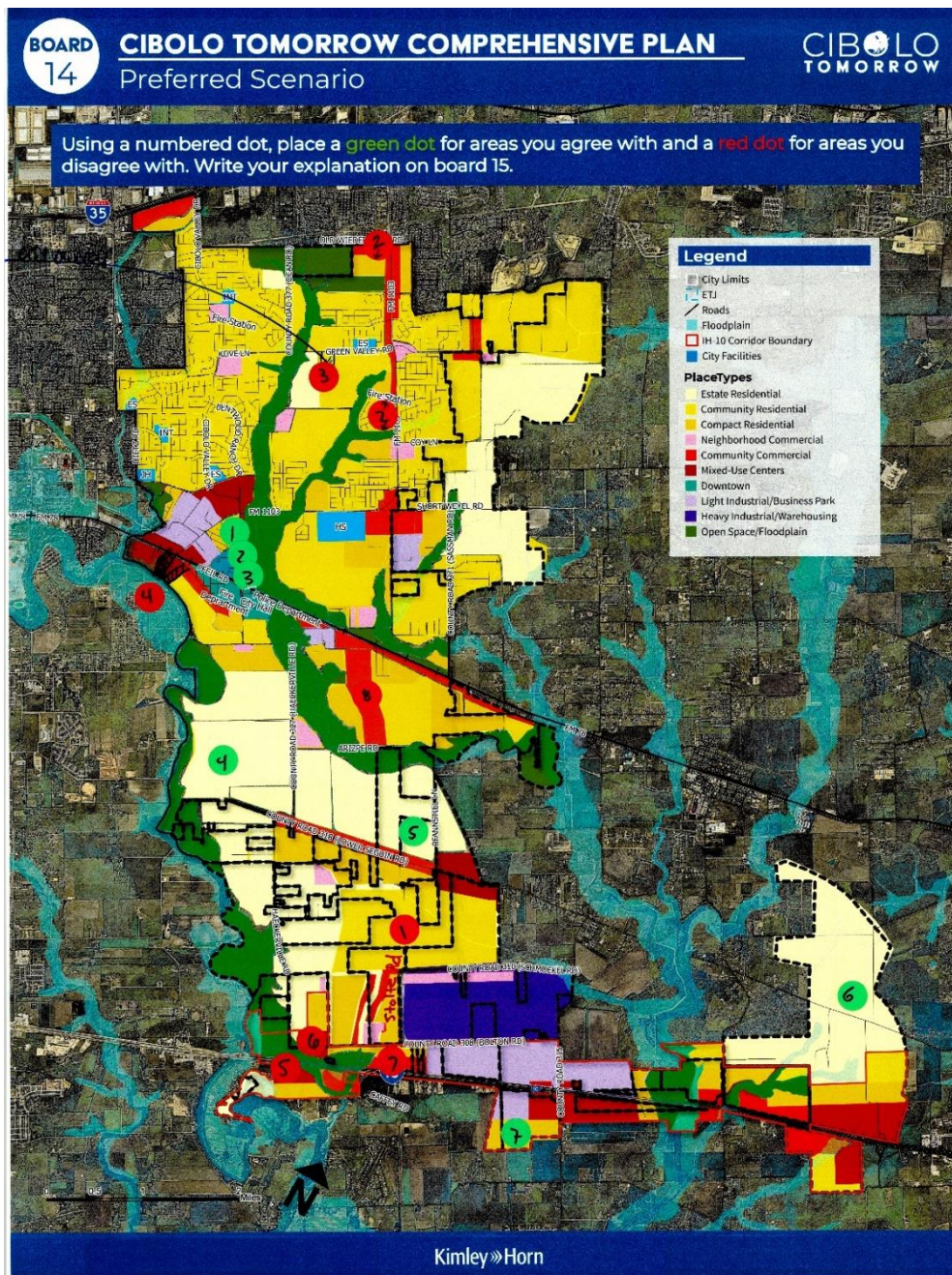
- Make these actionable
- These need to be made [in] Spanish



Preliminary Guiding Principles	Comments
Prioritize necessary infrastructure (and greenspace) to support existing needs and future projected growth. *(Illegible)	<ul style="list-style-type: none"> <li>• Not just new infrastructure, but repairing bad infrastructure put in wrong.</li> </ul>
Plan for and promote the health, safety, security, and general welfare of all residents of all ages and backgrounds.	<ul style="list-style-type: none"> <li>• Taking care of (illegible) and animals</li> <li>• Add handicap: Prioritize safe crossings</li> <li>• Domestic animals</li> </ul>
Promote a community environment which will attract new families and high-quality businesses into the city <u>and empower existing families and businesses in Cibolo to flourish.</u> remove	<ul style="list-style-type: none"> <li>• How do you empower existing [families and businesses]?</li> </ul>
Balance the growth of business and residential development through responsible planning of city assets and land.	
Provide parks, recreation, trails, and open space to serve existing and prospective citizens and visitors to Cibolo.	<ul style="list-style-type: none"> <li>• Keep as they currently are, not more priority.</li> <li>• + add idea about wildlife.</li> </ul>
Identify and preserve the rich character and history of Cibolo, which sets itself apart as a City of Choice.	<ul style="list-style-type: none"> <li>• Don't like "City of Choice" slogan.</li> <li>• Get rid of "City of Choice"</li> </ul>

## Station 3: Preferred Scenario

This station asked participants to look at the preferred land use scenario board and place a green dot on areas that they agree with and a red dot for areas they do not agree with. They were then asked to explain on the following board.



BOARD 15	CIBOLO TOMORROW COMPREHENSIVE PLAN Preferred Scenario	CIBOLO TOMORROW COMPREHENSIVE PLAN
Write your dot number and your explanation if you agree or disagree with the preferred scenario on board 14.		
DOT NUMBER	DETAILS	I Agree
1	Community Residential. Already have, infrastructure S of 78 can't support it well. Need to leave ag areas, not make farmers feel forced out by development.	
2	No Apt. on 1103. Issues w/ traffic already, + water/flooding. Density concerns. want more flood treatment in these areas.	
1 (Green)	Like the idea of garden homes, townhomes (1 story) like Gruene (New Braunfels)	
2 (Green)	Flooding, when it rains a lot downtown creek from 1103. Traffic is very bad on Main St. The businesses need to turn off their yard lighting when they are closed. The city should maintain their property between sidewalks & curbs & all their signs.	Yes
4G-5G, 3G, 6G, 7G	IMHO all good locations	
3	City owns ~55 ac. a.k.a. Tolle Nature Preserve (show as Open Space)	
4	Niemietz Park	
5&6	The location of these properties no interchange & floodplain around: better = Com. Commercial	
7	No residential near Zuhl & I-10 up to Bolton (southside of Bolton)	
8	This red (Comm.) area is off of FM 78, lacks access, & is very deep; make resident.	
Kimley»Horn		






















**Comments:**

- 1. Community Residential: Already have infrastructure S. of 78. can't support it well. Need to leave [agricultural] areas, not make farmers feel forced out by development.
- 2. No apt. on 1103. Issues w/ traffic already, + water/flooding. Density concerns. Want more flood treatment in these areas.
- 1 (Green): Like the idea of garden homes, townhomes (1 story) like Gruene (New Braunfels)
- 2 (Green): Flooding, when it rains a lot downtown creek from 1103. Traffic is very bad on Main St. The businesses need to turn off their yard lighting. The city should maintain its property between sidewalks, curbs, and all their signs. ← Yes, I agree.
- 4G, 5G, 3G, 6G, 7G: IMHO all good locations
- 3. City owns 55 ac. a.k.a Tolle Nature preserve (show as Open space)
- 4: Niemietz Park
- 5&6: The location of these properties no interchange & floodplain around: better = better com. Commercial
- 7: No residential near Zuhl & I-10 up to Bolton (Southside of Bolton)
- 8: The red (Comm.) area is off of Fm 78, lacks access, and is very deep, make resident.

## Station 4: Missing Middle Housing

This station asked participants explained missing middle housing to participants and asked what types of missing middle housing they thought would be appropriate as a supporting use in Cibolo’s proposed PlaceTypes. The results are summarized below:

### Board 1

		CIBOLO TOMORROW COMPREHENSIVE PLAN "Missing Middle" Housing		
		PlaceTypes		
Use the dots to indicate which of the "missing middle" housing types below would be appropriate as a supporting land use in Cibolo's proposed PlaceTypes.		 Estate Residential	 Community Residential	 Compact Residential
Missing Middle Types	 Accessory Dwelling Units (ADUs)	 4	 4	 1
	 Bungalow Courts		 2	 3
	 Duplex		 2	 3
	 Fourplex			 3
	 Townhomes			 4
	 Courtyard Housing			
	 Multiplex			
	 Live-Work			 2

Kimley»Horn

### Results:

#### *Estate Residential*

1. Accessory Dwelling Units












#### *Community Residential*

1. Accessory Dwelling Units
2. Bungalow Courts, Duplex

#### *Compact Residential*

1. Townhomes
2. Bungalow Courts, Duplexes, Fourplex
3. Live-Work
4. Accessory Dwelling Units

**Board 2**

BOARD 19		CIBOLO TOMORROW COMPREHENSIVE PLAN "Missing Middle" Housing			CIBOLO TOMORROW COMPREHENSIVE PLAN		
Use the dots to indicate which of the "missing middle" housing types below would be appropriate as a supporting land use in Cibolo's proposed PlaceTypes.		PlaceTypes					
		 Neighborhood Commercial	 Community Commercial	 Mixed-Use Centers			
Missing Middle Types	 Accessory Dwelling Units (ADUs)	● 1					
	 Bungalow Courts	● 1	✕				
	 Duplex			● 1			
	 Fourplex						
	 Townhomes			● ● ● 3			
	 Courtyard Housing	● ● ● 3	● ● ● 3	● ● ● 3			
	 Multiplex	● ● ● 3		● ● ● 3			
	 Live-Work	● ● 2		● ● ● ● 4			

Kimley»Horn

**Results:**

*Neighborhood Commercial*

1. Courtyard Housing, Multiplex
2. Live-Work
3. Accessory Dwelling Units
4. Bungalow Courts












*Mixed-Use Centers*

1. Live-Work
2. Townhomes, Multiplex
3. Duplex, Courtyard Housing

*Community Commercial*

1. Courtyard Housing

**Board 3**

BOARD 20 CIBOLO TOMORROW COMPREHENSIVE PLAN "Missing Middle" Housing		CIBOLO TOMORROW COMPREHENSIVE PLAN		
Use the dots to indicate which of the "missing middle" housing types below would be appropriate as a supporting land use in Cibolo's proposed PlaceTypes.		PlaceTypes		
		 Downtown	 Light Industrial/Business Park	 Heavy Industrial/Warehousing
	Accessory Dwelling Units (ADUs)			
	Bungalow Courts	●● 2		
	Duplex			
	Fourplex	● 1		
	Townhomes	● 1		
	Courtyard Housing	● 1	● 1	
	Multiplex	●● 2		
	Live-Work	●●● 3		

Kimley»Horn

**Results:**

*Downtown*

1. Live-Work
2. Bungalow Courts, Multiplex
3. Fourplex, Townhomes, Courtyard Housing

*Light Industrial/Business Park*

1. Courtyard Housing

## Station 5: Housing & Neighborhoods

This station asked participants about their thoughts and concerns about existing housing and neighborhoods in Cibolo. The responses are below:

<span style="float: left; border: 1px solid white; border-radius: 50%; padding: 2px 5px;">BOARD 21</span> <span style="margin: 0 auto; font-weight: bold; color: white;">CIBOLO TOMORROW COMPREHENSIVE PLAN</span> <span style="float: right; font-size: small; color: white;">CIBOLO TOMORROW COMPREHENSIVE PLAN</span>		
What are the strengths of the existing housing & neighborhoods in Cibolo?	What is a concern you have about housing & neighborhoods in Cibolo?	What is something about housing & neighborhoods in Cibolo that should be preserved?
<p><i>General appearance of homes &amp; landscaping</i></p> <p><i>Community support - neighbors are "neighborly"</i></p>	<p><i>Too much density? Infrastructure (streets, water, etc)</i></p> <p><i>Flooding / Flood plain ✓ +</i></p> <p><i>- "forcing out" Ag ✓ +</i></p> <p><i>- bringing in more dense options could be abused by developers - contiguous like use</i></p> <p><i>policies have changed about ag. friendly. City needs to maintain their property (all) not just pick &amp; choose what they take care of. Flooding will be bad if we ever get more than 8" of rain.</i></p> <p><i>Flooding!</i></p> <p><i>underdeveloped interior roads being allowed to build at high density increases already w/ drainage issues</i></p> <p><i>Increasing traffic density on already crowded roads</i></p> <p><i>NOT Fixing Roads for fine adding more</i></p> <p><i>Prompt repair of sidewalks. Must accommodate elderly and disabled.</i></p> <p><i>Water Flow</i></p> <p><i>Imperious coverage</i></p> <p><i>Foundation - ground changes -</i></p>	<p><i>Park space / linear/corridor park/trail system +</i></p> <p><i>We need to take care of the older houses and buildings +</i></p> <p><i>Park space, Safe walking routes. +</i></p> <p><i>as much nature as possible</i></p> <p><i>- if we want city lifestyle we would live in city proper</i></p>
Kimley-Horn		

### **What are the strengths of existing housing and neighborhoods in Cibolo?**

- General appearance of homes & landscaping.
- Community Support – neighbors are “neighborly”

### **What is a concern you have about housing & neighborhoods in Cibolo?**

- Too much density. ✓ Infrastructure (streets, water, etc)
- Flooding/Floodplain ✓✓
- “Forcing out” Ag[riculture] ✓✓
- Bringing in more dense options could be abused by developers – contiguous-like use.
- Policies have changed about ag. friendly. City needs to maintain their property (all), not just pick & choose what they take care of. Flooding will be bad if we ever get more than 8” of rain.
- Flooding!

- Undeveloped interior tracts being allowed to build at high density in areas with drainage issues.
- Increasing traffic density on already crappy roads
- Not fixing roads before adding more.
- Prompt repair of sidewalks must accommodate the elderly and disabled.
- Water flow
- Impervious coverage
- Foundation -ground changes-

***What is something about housing & neighborhood in Cibolo that should be preserved?***

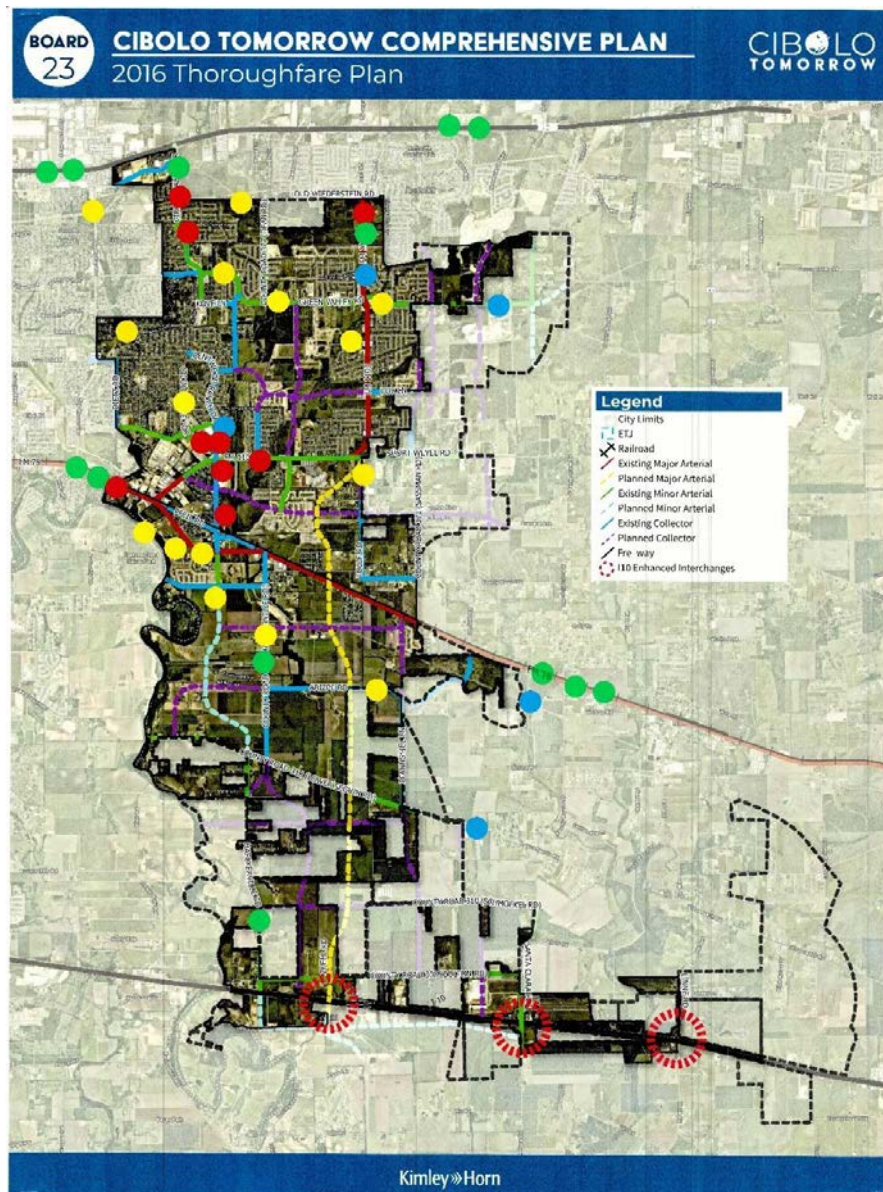
- Park space/linear/connected park + trail system ✓
- We need to take care of the older houses and buildings ✓✓
- Park space. Safe walking routes. ✓
- As much nature as possible – if we want city bustle we could live in city proper.



## Station 6: 2016 Thoroughfare Plan

This station asked participants to use colored dots to indicate:

- (Blue) Where is it difficult to travel North/South or East/West
- (Yellow) Where do you most often cut through to avoid traffic?
- (Green) Which roads do you use to get to San Antonio and other places outside of Cibolo?
- (Red) Where do you experience congestion?



**Board: Comments and concerns on existing thoroughfare:**

**BOARD 24** CIBOLO TOMORROW COMPREHENSIVE PLAN 2016 Thoroughfare Plan

**What additional concerns or comments do you about the existing thoroughfares in Cibolo?**

Safety - lighting & sidewalks  
 Would like walking bridge over 1103 by Schlather park and 78 by Niemiitz Park  
 The light at 1103 & Main needs to stay on longer so more than 3 cars can get thru (light by HEB)  
 Striping gets worn away quickly on main roads. Pavement buckles, and potholes grow!  
 Lone markers can't be seen if rained on or at night  
 Parking on streets  
 Striping - fades  
 Everyday way & CVD - next to Premier Physicians turning left  
 Stop light @ S main & 78 - left turn signal-

Kimley»Horn










**Comments:**

- Safety – lighting & sidewalks
- Would you like walking bridge over 1103 by Schlather Park and 78 by Niemiitz Park.
- The light 1103 & main needs to stay longer so more than 3 cars can get thru light. (by HEB)
- Striping gets worn away quickly on main roads. Pavement buckles, and potholes grow!
- Lone markers can't be seen if rained on or at night
- Parking on streets
- Striping fades
- Everyday way & CVD – next to premier physicians turning left
- Stop light @ S main & 78 – left turn signal.

## Station 7: Community Facilities and Public Infrastructure

This station asks participants whether they think the stated service or facility is implemented well within the city, and to provide their additional thoughts on the next board.

### Voting

Service/Facility		Implemented Well	Neutral	Not Implemented Well
	Police	3		1
	Fire	3	1	
	Transit Services			3
	Community Center		3	
	Recreational Facilities	3	1	
	Animal Control		1	3
	City Services (Permits, Utilities)	4		
	Roads		1	4
	Sidewalks		1	2
Comments				

Kimley»Horn

- Police – Implemented Well
- Fire – Implemented Well
- Transit Services – Not implemented Well
- Community Center – Neutral
- Recreational Facilities – Implemented Well
- Animal Control – Not Implemented Well
- City Services (Permits, Utilities) – Implemented Well
- Roads – Not Implemented Well
- Sidewalks – Not Implemented Well



## Additional Thoughts:

BOARD 31 CIBOLO TOMORROW COMPREHENSIVE PLAN Additional Thoughts CIBOLO TOMORROW COMPREHENSIVE PLAN

Let us know what we missed!  
Using a sticky note place any additional comments you have!

The faucets at Niemietz Park are leaking. This is a waste of money. You should take care of things you have; it costs less in the long run.

Kimley»Horn

### Comments:

- The facilities at Niemietz Park should be fixed. The faucets leak in restrooms, thus wasting our tax \$. You should take care of things you have; it costs less in the long run.

## Key Takeaways:

**Public Infrastructure and Services.** Roads are a huge priority for residents. Participants mentioned repairing and maintaining existing infrastructure and finishing up large projects before focusing on growth. This includes striping and maintaining roads, fixing up park facilities, and focusing on existing structures within Cibolo.

**Connectivity and Accessibility.** Participants emphasize the expansion and enhancement of sidewalks and trails within Cibolo. Ensuring that pedestrian and bike ways are connected and accessible to those of all abilities.

**Parks and Open Space.** Participants expressed their enjoyment of the existing parks and trails within Cibolo and how important they are in the plan. Residents want to expand and preserve greenspace for recreation and natural wildlife.

## CIBOLO MPAC MEETING #2 RECAP DOCUMENT



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### **Cibolo MPAC Meeting #2**

**Recap Document**

**November 9, 2023**

#### **Introduction:**

The MPAC Meeting #2 took place on November 9<sup>th</sup>, 2023 from 6:30 P.M. – 8:30 P.M. The purpose of the meeting was to guide committee members through a workbook to receive feedback regarding the Vision Statement, Guiding Principles, Placetypes and Land Use for the Comprehensive Plan. Due to time constraints, the discussion on Light Industrial/Business Park, Heavy Industrial/Warehousing, Open Space/Floodplain PlaceTypes and Land Uses had to be tabled for the next meeting. A summary of the notes taken is below. *Author notes clarifying the short hand will be written in italics.*

## Section 1: Vision Statement

Section 1 had the committee evaluate the vision statement that was derived from Community Summit #1.

### MPAC Workbook Page 8 - Vision Statement

MPAC Workshop

11/09/2023

#### Vision Statement

##### Previous 2016 Vision Statement

“Cibolo is committed to enhancing the quality and characteristic typical of a City of Choice, from excellent police and fire protection to quality of life issues. The city endeavors to be cognizant of its businesses and citizens first and foremost.”

##### Vision Statement

Read the vision statement below and vote whether you agree with it or not. Leave any additional thoughts and comments in the comment box below.

*“Cibolo is a city of rich history and **small-town Texas charm**, enhanced public health and safety, that manages the growth of jobs and **businesses** in harmony with **residential development** and provides access to amenities to its residents. Cibolo is a community where residents can live **comfortably**, with **a flourishing economy** and job market, and includes recreational activities for all.”*

Agree	Disagree

Comment



Written Notes

# VISION STATEMENT COMMENTS

- WORDY, repetitive regarding recreation & economy  
*agreed*
  - amenities vs. activities? (what's the diff.)
  - rich in history vs. rich history ← tie to today  
    - ↑ Preference
    - ↑ feel like Cibolo doesn't do this so it should be removed. Need to be more proactive?
    - ↑ something about foundation.
  - to long
  - how should city manage growth of jobs? ←
  - how do you measure living comfortably? ←
    - ↑ Combine ideas "collaborative" w/ rest of the line, give power to residents in citizens the sentence
    - Shape the future
    - remove "flourishing"?
    - strengthen trust in civic & environment
- want to balance commercial & residential*

**Notes:**

- Wordy, repetitive regarding recreation and economy
  - agreed
- Amenities vs activities? (what's the difference?)
- "Rich in history" vs "of rich history"
  - tie to today
  - Rich in history is the preferred phrase
  - Feel like Cibolo doesn't do this so it should be removed. Need it to be more proactive
  - Amend the statement to include something about foundation
- Too long
- How should the city manage growth of jobs?
  - Want to balance commercial and residential
- How do you measure living comfortably?
  - Combine ideas "collaborative" with rest of the line, give power to residents/citizens in the sentence
  - Shape the future
  - Potentially Remove "flourishing"
  - Strengthen trust in civic and environment

## **Section 2: Preliminary Guiding Principles**

The focus of this sections was to refine the guiding principles in the plan. Preliminary guiding principles were listed in the workbook and committee members were asked to identify if they agree or disagree, on each guiding principle and give comments on what they want to see changed.

## MPAC Workbook Page 9 – Guiding Principles

MPAC Workshop

11/09/2023

### Guiding Principles

The following guiding principles/goals were updated during the first Joint Work Session in March. They have since been updated based on comments received during that meeting and during the engagement process. Please review and read the following goals/guiding principles.

Preliminary Guiding Principles	Agree	Disagree	Comment
Prioritize necessary infrastructure to support existing needs and future projected growth.			
Plan for and promote the health, safety, security, and general welfare of all residents of all ages and backgrounds.			
Promote a community environment that will attract new families and high-quality businesses into the city and empower existing families and businesses in Cibolo to flourish.			
Balance the growth of business and residential development through responsible planning of city assets and land.			
Provide parks, recreation, trails, and open space to serve existing and prospective citizens and visitors to Cibolo.			
Identify and preserve the rich character and history of Cibolo, which sets itself apart as a City of Choice.			

Written Notes

# Guiding Principles Comments

6) last - remove "city of choice"

1) <sup>add</sup> Prioritizing infrastructure & funding sources

• ~~general welfare~~

2) ~~focus on elderly & animals, remove general language~~  
- be more specific on residents?

• - protect ~~natural environment~~ domestic animals

3) what does it mean to empower ~~exis~~ families?  
- remove.

1) add "green space"

5) add item about wildlife

- Rich in history as a guiding  
Principle ← make it actionable & specific

**Notes:**

- 6) last – potentially remove “city of choice”
- 1) add prioritizing infrastructure and funding sources
- 2) focus on elderly and animals, remove general language
  - Be more specific on residents?
  - Protect domestic animals
- 3) what does it mean to empower families
  - Potentially remove *the committee wants to potentially remove all wording after the phrase “empower families”*
- 1) add “green space” *the committee would like the guiding principle to be rephrased to include green space, such as “...support existing needs, green spce, and future growth.”*
- 5) add item about wildlife
- Rich in history as a guiding principle
  - Make it actionable and specific

### **Section 3: Placetypes**

This section asked the committee to look at the preliminary PlaceTypes and give feedback on the PlaceType Character & Intent descriptions and Land Use considerations.

## MPAC Workbook Page 10 - PlaceTypes

MPAC Workshop

11/09/2023

### Preferred Scenario – PlaceTypes

#### PlaceTypes

What are PlaceTypes?

- PlaceTypes reflect the “palette” of development contexts we will use to illustrate future development patterns
- Represent the variety of places that currently exist or could exist in the undeveloped or redeveloped areas of Cibolo in the future
- Do not indicate single land uses
- May be inclusive of several zoning categories
- Describe the desired character of the place
  - Mix of land uses
  - Scale
  - Pedestrian experience
  - Other aspects that are critical to establishing character

Cibolo PlaceTypes

Residential PlaceTypes	Commercial/ Destination PlaceTypes	Business/Industrial PlaceTypes	Open Space PlaceTypes
Estate Residential	Neighborhood Commercial	Light Industrial/ Business Park	Open Space/ Floodplain
Community Residential	Community Commercial	Heavy Industrial/ Warehousing	
Compact Residential	Mixed-Use Centers		
	Downtown		



## Example of PlaceType description page in the Workbook

MPAC Workshop

11/09/2023

### ESTATE RESIDENTIAL – Residential PlaceType

#### CHARACTER & INTENT

Predominantly single-family housing on large lots located on the outskirts of the community or enclaves within the city. Residential uses are oriented to the interior of the site and may or may not include farm and livestock restrictions.



#### LAND USE CONSIDERATIONS

##### PRIMARY LAND USE

- Single-family detached homes

##### SECONDARY LAND USE

- Civic and institutional uses, parks, and open space

##### INDICATORS & ASSUMPTIONS

- Lot size (range) more than 2 acres



### COMMUNITY RESIDENTIAL – Residential PlaceType

#### CHARACTER & INTENT

Predominantly single-family housing on detached lots. Homes are generally located in platted subdivisions with all utilities, residential streets, and sidewalks. May include historic properties. May contain a small number of convenience commercial businesses to support the neighborhood.



#### LAND USE CONSIDERATIONS

##### PRIMARY LAND USE

- Single-family detached homes

##### SECONDARY LAND USE

- Civic and institutional uses, parks, and open space

##### INDICATORS & ASSUMPTIONS

- Lot size (range) less than 2 acres



Written Notes

- Need updated floodplains
- ~~Need our uses table~~ - Verify those are atlas 14

# PLACETYPES

## ESTATE RES.

- Prefer the rural resi. description
- make another category?
  - ~~10+~~ acres, see guadalupe county
  - ~~5-10+~~ agriculture/homestead?
  - modify to (4-5 acres)
  - Rural Ag = 5+ acres ← below 78

- Cluster development allow on large acres
- "Conservation" instead of compact
- Put in name or as a land use as a Primary

## COMM. RESI.

- homesteading?
- NOT Ag.
- ~~less than 1 acre~~

- Put ag definition in UDC.

## Compact Resi.

- <sup>PLU</sup> Good w/ apartments, townhomes, condos
- <sup>PLU</sup> Dont want duplex / narrow housing / small lot
- "Multi-family" or "TFI"
  - Townhomes
- ~~Rename? Remove?~~
- No single family
- Put next to commercial
- Add language about ~~ITP~~ flood prevention / open space
- remove lot size, do density qualifier instead

## Neighborhood Comm.

- Dont like strip malls
- Need detention / flooding treatment, open space
- I+C: "consideration of flooding / water"
- Reuse language from old guide, use access of road
- implement Landscaping rules
- Family oriented? no bars

## Community Comm.

- Bars

-

## MIXED USE

- NO ~~condos~~ <sup>freestanding</sup> apartments
- Specify multi-family
- business on bottom & live on top is ok

## Downtown

- No hotels
  - Old town ~~is the~~ separate from ~~old~~ <sup>down</sup> town
  - Historic downtown
    - SF. detached home
    - Res
    - look @ overlay
- ↑ across from Walmart

Light Industrial, Heavy Ind &  
Open space - Tabled

**Notes:**

- Need updated floodplains. *The committee felt that the PlaceType maps presented in the meeting couldn't be properly evaluated until it was confirmed that the floodplain map was up to date and was Atlas 14*
  - Verify those are Atlas 14
- ~~Need our uses table~~
- PlaceTypes
  - **Estate Res. (Residential)**
    - Cluster development allow on large acres
    - "conservation" instead of compact
      - Put in name or as a land use as a primary
    - Prefer the rural residential description
      - Make another category? *The consensus decided by the committee was to create another PlaceType above Estate Residential called "Agricultural/Rural"*
      - 5-10+ acres, see Guadalupe county
    - Agriculture/homestead?
    - Modify to (1-5 acres)
    - Rural/ag = 5+ acres
      - Below 75
      - Put ag definition in UDC
  - **Comm. Resi. (Community Residential)**
    - Homesteading?
    - Not Ag.
    - ~~Less than 1 acres~~
  - **Compact Resi. (Residential)**
    - PLU

- Good with apartments, townhomes, condos
- Don't want duplex/narrow housing/small lot
- "multi-family" or "TF1" Townhomes
- ~~Rename? Remove?~~
- No single family
- Put next to commercial
- Add language about flood prevention/open space
- Remove lot size, do density qualifier instead
- **Neighborhood Comm. (Commercial)**
  - Don't like strip malls
  - Need detention/flooding treatments, open space
  - I&C: "consideration of flooding/water"
  - Reuse language from old guide, use access of road
  - Implement landscaping rules
  - Family oriented, no bars
- **Community Commercial**
  - Bars. *The committee determined that adult venues such as bars would be acceptable in community commercial.*
- **Mixed Use**
  - No freestanding apartments
  - Specify multi-family
  - Business on bottom and live on top is ok
- **Downtown**
  - No hotel
  - Old town is ~~the~~ separate from Downtown
    - Downtown is across from Walmart
    - Old town is historic downtown
    - SF (single Family) detached home
    - Res (Residential)
    - Look at overlay
- **Light industrial, heavy ind. And Open space – Tabled for next meeting**



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### **Cibolo Meeting-in-a-box Recap Document November 16, 2023**

## **Introduction**

One public engagement tool used to gather feedback during the Community Summit #2 portion of the Cibolo Tomorrow Comprehensive Plan was a technique called Meeting-in-a-Box. A toolkit of materials was provided to Project Ambassadors—community members who volunteered to facilitate small group discussions—for use in meetings with their neighborhood associations, cultural groups, business associates, etc. Questions were provided to the Ambassadors to encourage targeted discussion among residents and stakeholders on the future of Cibolo.

Six (6) discussions involving approximately 38 individuals were held between June to August of 2023. Twenty-six (26) questions going over twelve (12) topics were provided in the Meeting-in-a-Box materials. Ambassadors were encouraged to work through as many questions as possible in their discussions but to focus on those that seemed most important to their groups if they were not able to cover them all. The topics included:

- Demographics
- Vision
- Land Use & Character
- Transportation
- Housing and Neighborhoods
- Community Facilities & Public Services
- IH-10 Corridor
- Downtown
- Environmental and Sustainability
- Economic Development
- Parks and Open Space
- Arts, Entertainment, and Historic Preservation

**Disclaimer:** *Comments in this document were transcribed in accordance with the statements submitted in reports from the Meeting-in-a-Box discussions without regard to grammatical errors.*

## Demographics

*In your experience, how would you describe the makeup of the City of Cibolo?*

- Diverse population ethnically and culturally - opportunities to learn from each other younger community but not large college group. college students are going elsewhere. not a large 20 something population. Not attracting that group.
- Well-rounded diverse community comprised heavy military-centric.

*Over the next 30 years, what groups of people should Cibolo plan on having as part of their community? Examples include youth, seniors, college students, etc.*

- More retired using the services of military-retirees like to live close to medical and away from the city.
- Seniors

*What types of services will the community need in the future to best serve its population?*

- Don't need more dental offices.
- More social spaces for 20+ year olds
- more medical services
- Better public transportation or dependable services like Alamo Regional Transit
- Complex for indoor walking trail around a community center for indoor activities in the heat of summer.

*As the City builds out and the population grows over the next 30 years, what are some key considerations that need to stay at the forefront?*

- Business to attract the 20 something age group.
- City is family-oriented which brings them back to Cibolo. Otherwise, we will have an aging population.
- Kids are planting elsewhere and did not return with their families.
- Military families at Randolph are transient and may not be as active as others in setting up businesses and in community.
- Infrastructure to connect communities, street maintenance.
- Permanent City owned Senior Center and additional recreational programs to serve them.



## Vision

*Give one word or phrase that would best describe Cibolo in 2050:*

- Desirable, growing, modern with old school values, thriving, modern.

*Since 2016, how has this vision changed?*

- Opened avenues for lower-income families to be part of the community i.e. jobs that would appeal to them - HEB, Walmart, apartments.
- Continue to grow without growing too much.
- Diversified our population - not all middle-class families anymore.

*What elements have stayed the same?*

- Seeing a lot of families
- Rallying around the schools
- Theater programs in the schools
- Constant growth

*What new elements should be incorporated?*

- Businesses should not come before citizens.
- Inclusive
- Take out the word - typical - we are not a basic town.
- Add the word "community." community needs to be highlighted.
- Better transportation
- Leveraging technology

## Land Use & Character

*What are some key characteristics that ensure as Cibolo grows it maintains a high-quality environment for all its residents?*

- Restaurants
- Wider streets to accommodate cars on both sides of the street and a firetruck.

## Transportation

*Are there areas in Cibolo that you would consider inaccessible, whether by vehicle, transit, biking or walking?*

- Stonebrook is locked in = can't get out onto FM1103

*In what areas do you experience the greatest traffic congestion/safety issues in Cibolo?*

- Cibolo Valley Drive
- FM1103
- Construction happening at the same time.
- Speeding in neighborhoods
- Cibolo Valley Drive- need crosswalk between Walmart and Firestone. Too many pedestrians are trying to cross there and holding up traffic.
- Bentwood Ranch has street racers.

*Do you ever have issues getting to work/school/home/etc.? What transportation issues do other groups in the community face?*

- Street maintenance
- Stonebrook streets are full of dips.
- Need public transportation.
- Need partnership with SCUID to allow more parking spaces for the Cibolo senior center participants. Employees are taking parking spaces near the senior center, requiring seniors to walk really far.

*What would you like to see in terms of connectivity associated with I-35 to I-10?*

- Not a toll road

## Housing and Neighborhoods

*What does a healthy, thriving neighborhood look like to you?*

- Safe, clean, harmonious living environment (neighbors that value and respect individuality)
- HOA Boards that are active within the neighborhoods.

*What types of housing are missing or needed in Cibolo?*

- No more apartment complexes.

*What do you feel affects the health of your neighborhood the most?*

- FM 1103 sidewalks
- Connectivity to other places, public roads.

## Community Facilities & Public Services

*Which community facilities do you use the most?*

- Cibolo Senior Center

*Which public services are essential to your community today?*

- Community Center with indoor walking track and special events
- Police/Fire - appreciate the services and additional attention

*As Cibolo grows, what facilities and services will the city need in order to make sure an appropriate level of services are provided?*

- Public transportation
- Increase the number of employees - very low compared to other cities.
- Special needs programs - POC: David Weaver, Grange Hall.

*When you think of Cibolo and the ETJ today, where is the greatest need for additional community facilities and public services?*

- Animal Shelter needs to be expanded and updated.
- Larger Senior Center, permanent City building.

## **IH-10 Corridor**

*What are some of the assets of the IH-10 Corridor as it relates to the future of Cibolo?*

- Conference center
- Shopping
- Restaurants

*How can IH-10 best capitalize on its opportunities as a major throughfare in Cibolo?*

- Hotel conference center, restaurants, shopping
- Needs a connection

## **Downtown**

*What does a vibrant Downtown Cibolo look like to you?*

- Innovative historically preserved Old Town
- Like the Old Town charm
- Main Street needs to fix up the buildings. Can still maintain history, can be unique but doesn't have to look run down.
- Business signs you can read.

*What types of places and businesses are missing that you would like to see added to Downtown in the future?*

- More boutiques, shopping opportunities
- Additional emphasis minority owned business.

*What types of projects should the City prioritize for City funding? Why should the City prioritize them? Project examples include, but are not limited to: Streetscape improvements (including sidewalks, lighting, benches, landscaping), Features like water fountains, sculptures, and murals, Grants to fund building restoration, Housing, Parking, Open spaces (including plazas and small parks)*

- Mural wall painted - signature for Cibolo not always timely.
- Grants for improving historic buildings.
- Art Walk, murals painted on the buildings.

*What areas or places Downtown face accessibility issues? What ideas do you have for addressing those issues?*

- Sidewalks on both sides of the street
- More crosswalks
- Businesses need handicap ramps.

## Environmental and Sustainability

*How important is it to you that the environment in and around Cibolo is protected?*

- Protect Wobbler nesting grounds.
- Future water usage for growth.

*Are there places or neighborhoods in Cibolo that are currently negatively affected by the environment and/or sustainability practices? Some examples include but are not limited to: A neighborhood consistently floods, A place is not walkable because it does not have shade to protect from the heat, and Sewage issues.*

- Better road access
- Flooding for area on FM 1103 near Steele HS and Town Creek HOA.

## Economic Development

*How might we improve economic opportunities for current residents, reduce barriers to starting and expanding businesses, and attract/retain/expand major employers? Come up with at least 2 ideas.*

- More timely with approvals.
- Explore business incubator to grow the next generation of businesses in the city.
- Create an environment for businesses to make it easier to come to the city.
- Talk to residents on strategic planning on short topics, face to face.
- Work group to develop a workbook of what a business needs to come to the community - resources etc. to make it easier to come.
- Strategic planning to bring in the correct number of businesses of one type to ensure they survive.
- Spread out the businesses, don't lump them all in the same place.

## Parks and Open Space

*What amenities or facilities do you like that are currently provided in parks and open spaces? What amenities or facilities are needed that are not currently provided in parks and open spaces?*

- Pickleball
- Basketball courts
- Walking trails
- Develop pond at HEB
- Something wet - splash pad or pool
- Restrooms in all facilities
- Lighting
- Basketball courts

*How might we maintain and expand greenspace, natural resources, and conservation efforts for the benefit of all of Cibolo? Please come up with at least 5 ideas.*

- Preserve green spaces
- Plant trees
- Mini botanical area as an example of what people can do in their own yards.

*Are you able to access and feel safe using the parks, playgrounds, trails, and/or open spaces in Cibolo? Why or why not?*

- Yes, but would like to have the lights fixed at Neimitz Park to prevent car break ins and vandalism.
- Court resurfaced at Neimitz.
- Future consideration: appropriate security features are in place (i.e. monitors, cameras) not just the 911 boxes.
- Need more police presence.

*Do you use park and recreation facilities outside of Cibolo? If so, where and why?*

- Chicken and Pickle - no pickleball courts in Cibolo
- Crescent Bend
- Pickle ball
- Nice parks

## Arts, Entertainment, and Historic Preservation

*What types of visual arts, performing arts, and entertainment events have the greatest potential for growth in Cibolo?*

- More special events like Schertz but not the same so we don't compete.
- Expand on our existing events.
- Focus on attracting local artists to present their works through the city. (i.e. Murals, art work, etc.)
- Have a community center to have events.
- Have the building walls etc. to showcase local artists.
- Art Walk
- Murals painted on the buildings downtown.

*How might we make visual arts, performing arts, and entertainment events more accessible to more people in the community? Come up with at least 5 ideas.*

- More Summer Nights type events
- Concerts in the park
- Movies in the park
- Events that draw people to our businesses
- Community Center for large events - i.e. pageants
- No hotels to draw large conferences etc.

*Are there groups, areas or cultures that are not represented in our historic preservation and/or cultural events?*

- Historical makeup needs to be included in the City events.

## Key Takeaways:

**Responsible Growth.** Participants emphasized the desire to preserve greenspace but also wanted to see new opportunities for activity in the City. Examples of activities included community centers, restaurants, and retail opportunities. Participants expressed need for preserving the small town feel of Cibolo but wanted to approach growth slowly over time.

**Connectivity.** Participants expressed a need for better overall connectivity in Cibolo. For pedestrians, the need for improved sidewalks and closing sidewalk gaps is emphasized in neighborhoods and to local activity anchors. For vehicular travel, participants expressed need for better north to south mobility connections.

**Downtown, Business, and Entertainment.** Participants expressed wanting more options to shop local and stay local. They brought up incentivizing small businesses, capitalizing on downtown, and the inclusion of art and culture within downtown. They mentioned wanting more events at parks and the community center for movies, art shows, and concerts.

**Maintenance and Infrastructure Improvements.** Participants saw a huge need for maintenance and refresh in the city. This included streets, parks, and potential for a refresh of Old Town. Flooding is a major concern for residents and improvements to mitigate flooding in Cibolo is a high priority.



# SURVEY 1 RESULTS

9/13/23, 11:13 AM

Cibolo, TX - Report Creation

## Cibolo Tomorrow Comprehensive Plan

### Survey 1 Results

MOVE  OPTIONS    

 All participants Filtered by Date

#### Project Engagement

VIEWS	1,471	PARTICIPANTS	15
RESPONSES	4	COMMENTS	64
SUBSCRIBERS	4		



All participants - Custom Date Range

Filtered by Da

In a couple words, as it stands today, tell us what are the primary **Strengths** of Cibolo?

*Examples of Strengths can be things such as what Cibolo does well, what sets Cibolo apart from c communities, or physical assets such as skilled staff, location, or resources.*

Old town turning into a tourist destination.

2 months ago

Strips of commercial buildings mixed within residential areas (so there are nearby things to every neighborhood).

2 months ago

Downtown still has small town feel.

2 months ago

Location is in close proximity to IH35

2 months ago

Military community of neighbors who are accustomed to change, and city should utilize their engagement as they have great perspective from various parts of the world.

3 months ago

Current restaurants, subdivisions, retirement homes and stores fit the community needs.

3 months ago

Excellent Police Department, Family

3 months ago

Cibolo does not feel over populated. It has great school options (great for families and home value. The grocery stores/ stores that are present meet every need; Again, shops etc are not over done, but still allows room to grow. The nightlife available is perfect. Its close to I35. Cibolo is perfectly distanced from San Antonio. I love the small town feel. The comm seems like one that will support local small businesses. The communication between residents and county staff seems great. Disclaimer, I just moved to Cibolo and these are things I loved.

3 months ago



All participants - Custom Date Range

Filtered by Da

From a location standpoint, on the map below, pin the areas where these **strengths** exist.

No data to display...



All participants - Custom Date Range

Filtered by Da

---

How can we capitalize on each **strength** you listed? Please be specific.

---

Grow downtown and make it a place people want to come and visit.

2 months ago

Access to IH35 via FM1103 would be ideal, except for the fact that construction on FM1103 has completely stopped and road is almost undriveable

2 months ago

Options through out the city.

3 months ago

Support small businesses. Don't allow too many big corporations to become established, do not over populate. Create outdoor areas that encourage healthy life styles, its great for the culture and mental health of residents. Please keep engaging residents in Cibolo community plans and events. I love it.

3 months ago

---



All participants - Custom Date Range

Filtered by Da

In a couple words, as it stands today, tell us what are the primary **Weaknesses** of Cibolo?

*Examples of potential weaknesses can be what Cibolo lacks, things your competing cities do better you, or resource limitations.*

Too many cheap and poorly built housing developments. Cheapens the looks of the city and future homeowners will suffer on home value.

2 months ago

Our parks are not as nice as other parks. Play areas are generic and lack newer features of other places.

2 months ago

Roads, parks

2 months ago

Follow up on communication with residents needs improvement. Several other local cities have a program that allows volunteers to clean up/repair older neighborhoods. This tells me those cities are concerned about those residents and willing to make their neighborhoods better, rather than just choose to ignore problem areas. Streets in older neighborhoods in Cibolo need attention due to disrepair, rather than excuses why repairs cannot be done

2 months ago

The Cibolo Animal Shelter is small & underfunded. It's capacity does not currently meet the need & our city continues to grow & the need will also grow.

3 months ago

ROAD MAINTENANCE IN SUBDIVISIONS affected by the fast growth

3 months ago

Road projects need to be built to DOT standards. We are growing and need this infrastructure now. Housing developments need to assist in these projects also. No more subdivision unless they are on the same tracks we have now or even large Schools are needed now, public safety, emergency management, police and fire all need support too.

3 months ago

More restaurants and we need more policing in our neighborhoods and streets regarding safety measures against speed

3 months ago

Cibolo doesn't have enough green space with trees. We need a nature park. We need more than one, actually. No playgrounds, no sports fields in them: just shade to walk under and native plants to learn about while we enjoy some fresh air and hope to see some wildlife. Schertz has Crescent Bend and draws birdwatchers and nature lovers from miles around

3 months ago

The roads, specifically FM 1103, has many pot holes.

3 months ago

Roads, roads, roads, and roads.

4 months ago

lack of events that draw people to come to Cibolo from other parts of the area

4 months ago



All participants - Custom Date Range

Filtered by Da

From a location standpoint, on the map below, pin the areas where these **weaknesses** exist.





All participants - Custom Date Range

Filtered by Da

---

How can we best mitigate those **weaknesses** you listed? Please be specific.

---

Build newer, better parks.

2 months ago

Improve roads, create a position to promote downtown and champion growth

2 months ago

A portion of Cibolo North abuts to heavy industrial and the concerns of the residents in the affected area need to be he and addressed by the City, as well as maintaining of streets on a timely basis. Communication, follow up and more communication builds good relationships instead of rancor

2 months ago

Adequate funding for a larger facility, supplies & more staffing is imperative.

3 months ago

Unfortunately Cibolo is behind, the only way to catch up is to slow growth.

3 months ago

Speeders need to have heftier fines and or there license taken away!

3 months ago

We need huge swaths of open public spaces now, and we need to keep watching out for opportunities to gain some mo the future. Quick, grab some land before more strip malls and subdivisions wreck it all.

3 months ago

Consider Dean Road to be as highly traveled as Green Valley or Weiderstein. Stop delaying resurfacing based on anothe neighborhood coming in. We live here NOW, in 400k+ homes that generate a significant amount of revenue. The very le our city should do is have safe roads to travel or exercise on.

4 months ago

series of events on a monthly basis to draw people to Cibolo

4 months ago

---

All participants - Custom Date Range

Filtered by Da

Looking forward, tell us what major **Opportunities** you think er can best take advantage of for Cit

*Potential opportunity examples include: strengths that might be valuable to potential partner: underserved demographics in Cibolo, or ways to bring greater media attention to the city.*

Clean up the Cibolo creek area at the low water crossing.

2 months ago

Build a beer hall behind the city hall annex and host an annual Oktoberfest.

2 months ago

I would like to see Cibolo strive to maintain the small city atmosphere and be cognizant to retaining as much green space possible rather than endless concrete and pavement. If the underserved areas (Cibolo North being one) were given attention, as people drove through the City, it would present a better image of their possible future home, as well as ind the City has a stake in preserving older neighborhoods, which would be attractive to potential buyers. I would like to see more updated Senior Citizen center rather than the old Grange, as there is an aging population and this would be attrac to the elderly population. I don't think more media attention is necessary as people are flocking here anyway.

2 months ago

Alamo City Motorplex could bring the city money and tax dollars. As a former racer and motor enthusiast their is interest still.

3 months ago

Let's do Nature better than everybody else. Greener is the place everyone would love to live in. More trees everywhere. friendly streets. Safe pedestrian paths. Cut down light pollution to help the birds and stargazers. Discourage boring law help people learn to garden, grow food or native plants to save water. Why not collect household food waste: cut down landfill while creating usable compost. Do something now to keep natural land open before it's all gone.

3 months ago

Healthy restaurant and food options! Panera, Whole Foods, Trader Joe's, Salada, etc! Stop with the shopping strips full of random retail- especially Dental Offices! It's all the same- Target, Main Event, outdoor fun for families- Fischer Park quali Cibolo.

4 months ago

All participants - Custom Date Range

Filtered by Da

From a location standpoint, on the map below, pin the areas where these **opportunities** exist

No data to display...



All participants - Custom Date Range

Filtered by Da

How can we best optimize our potential to maximize those **opportunities** that you listed? Please specific.

---

Communication, communication, communication

2 months ago

Build the roads to proper DOT specs, and slow growth until roads, schools, and jobs catch up to Cibolo needs.

3 months ago

I don't know much about finance but can we do a bond issue to buy land for new natural areas? Or, are we reaching out landowners to help them at least create conservation easements, if not outright donating land to the city?

Create a Green Committee. Give them a budget. Let them research all the greenest ideas from everywhere and get goin implement them.

As an aside I was thinking about serving on Parks & Rec but what that committee seems to do is a bunch of event plann That's okay, but is a different focus than a committee looking to improve our natural surroundings.

3 months ago

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All participants - Custom Date Range

Filtered by Da

Looking forward, what major **Threats** do you see for the future of Cibolo?

*Potential threats examples can be environmental changes, tough job markets, problems that if unresolved will become unmanageable.*

Bad roads. Not controlling growth. The infrastructure is not here to support growth.

2 months ago

There is the threat of losing existing green space, and open areas. I don't believe Cibolo should be an inner City type community full of apartments and strip centers. Underserved areas are at risk of becoming "broken window" neighborhoods and disrepair of streets in those areas only serve to indicate the City is ok with the decline. With all the developments, where crime had been almost unheard of, is now a common occurrence. Possibly increasing the police force would help address this as well as continuation of "Coffee with a Cop" or other such initiatives.

2 months ago

The size & the lack of funding the Animal Shelter will cause more animals to be euthanized or for the Shelter to dissolve

3 months ago

As a Safety Professional, Cibolo is not ready for floods like 1998, or even a hurricane like Harvey. Even with Terry storms present a threat. Planning, and hiring skilled people needs to occur before something happens.

3 months ago

Overcrowding and lack of city resources.

3 months ago

Running out of water. Floods.

3 months ago

The random shopping strips vacant or full of the off the wall shop and retail- we will end up with abandoned buildings that only attract economic, visual and safety burdens for our city.

4 months ago



All participants - Custom Date Range

Filtered by Da

From a location standpoint, on the map below, pin the areas where these **threats** exist.

No data to display...



All participants - Custom Date Range

Filtered by Da

How can we best address those **threats** you listed? Please be specific.

Put all efforts on roads. With increased growth roads will just get worse, cibolo will be more congested and people will le

2 months ago

City to take seriously any concerns of citizens and to the best of their ability, address those concerns so that citizens acti see their voice made a difference. Many residents don't speak up because they feel their concerns are just dismissed an the City listens to big money rather than them. A community that feels included, heard and protected will thrive.

2 months ago

Funding

3 months ago

Its starts by preparing now.

3 months ago

1. Building more townhomes or mid rise apartments. Adding another police precinct and or fire department

3 months ago

Open green areas help to refresh aquifers and mitigate flooding due to all the development. Educate citizens to quit throwing water and chemicals on their lawns.

3 months ago

Be mindful of the repetitiveness that has become the norm. We need higher end shops to be the majority in each strip i

4 months ago



All participants - Custom Date Range

Filtered by Da

What are the major issues we should focus on and/or know about as they relate to this chapte

traffic on 1103

2 months ago



All participants - Custom Date Range

Filtered by Da

What are the major issues we should focus on and/or know about as they relate to this chapte

green space needs to be protected and expanded

2 months ago



All participants - Custom Date Range

Filtered by Da

What are the major issues we should focus on and/or know about as they relate to this chapte

traffic is a huge issue, daily. This is a black mark on our beautiful city

2 months ago



All participants - Custom Date Range

Filtered by Da

What are the major issues we should focus on and/or know about as they relate to this chapte

attracting unique business to improve tax base and make our city attractive to residents

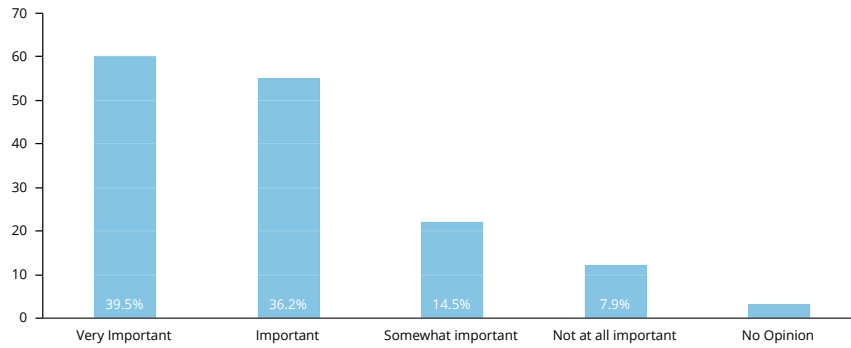
2 months ago

more business, less multi family units

2 months ago

## Cibolo Comp Plan Survey 2

How important is it for you to have a vibrant downtown with a mix of businesses, entertainment options, and cultural activities in Cibolo?



All participants

Filtered by Date

### Project Engagement

VEWS  
954

PARTICIPANTS  
196

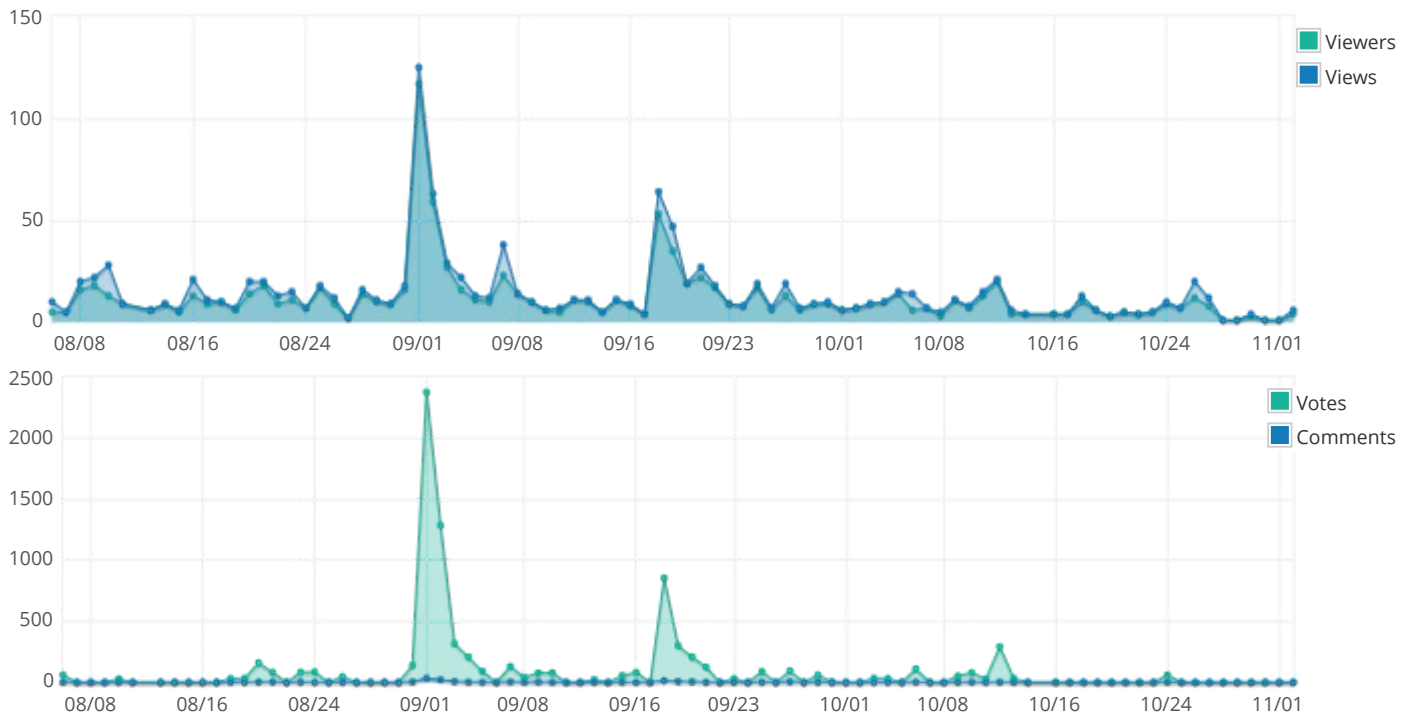
RESPONSES  
7,411

COMMENTS  
123

Survey Date: July 25 to November 3 2023

Save Changes

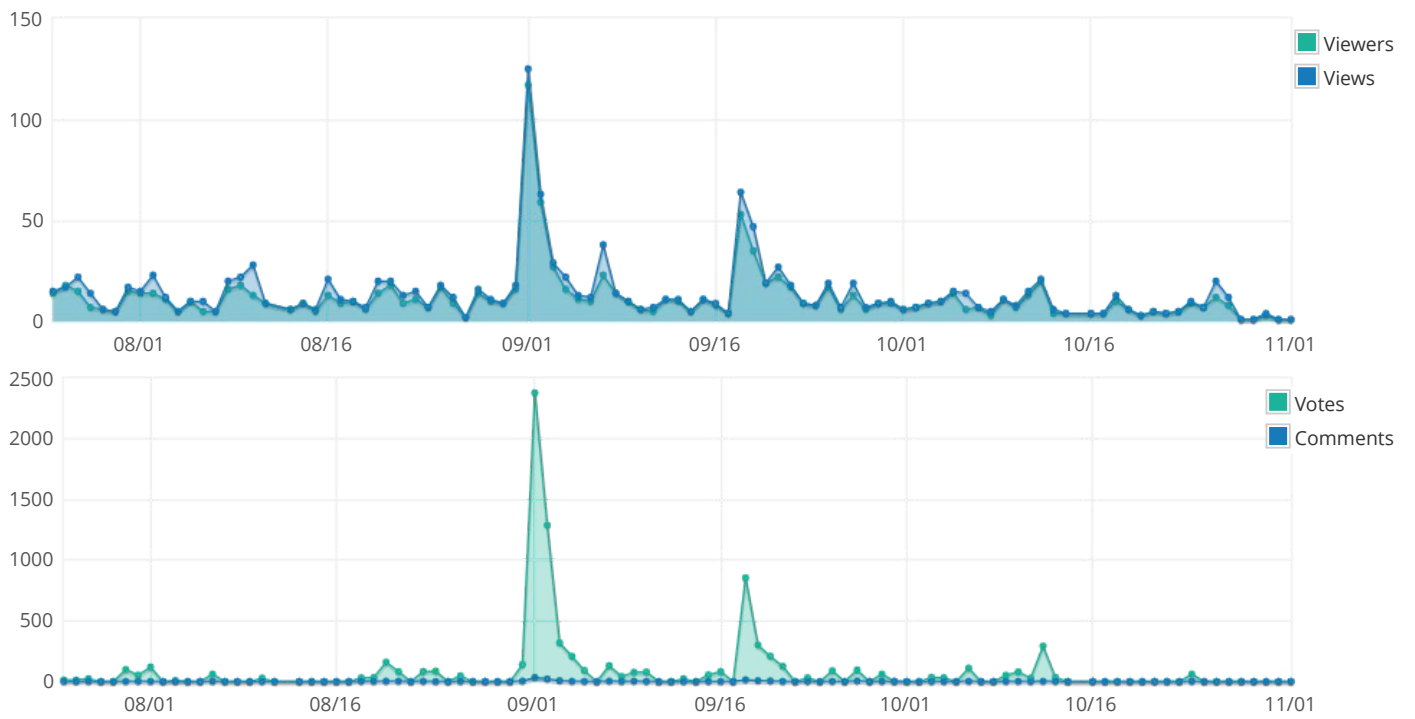
Engagement over time



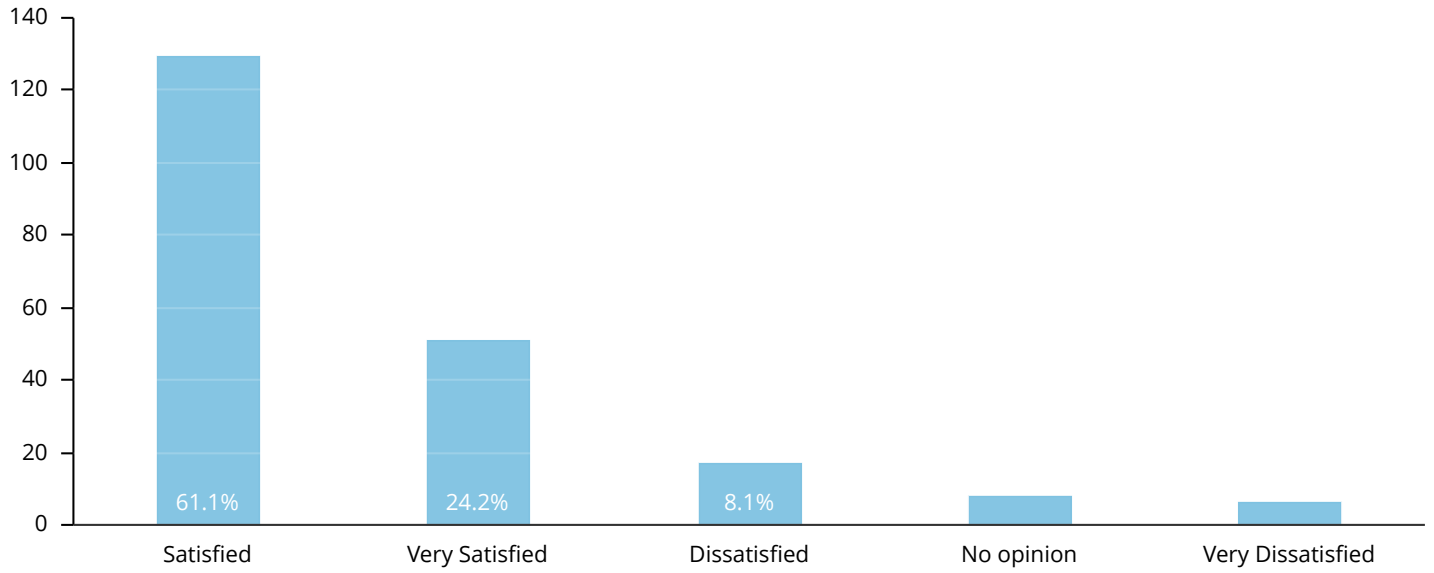
All participants

Filtered by Date

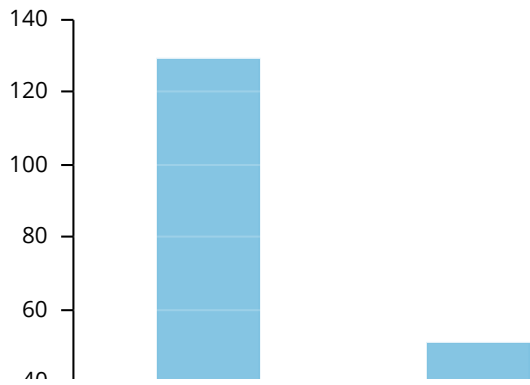
### Engagement over time



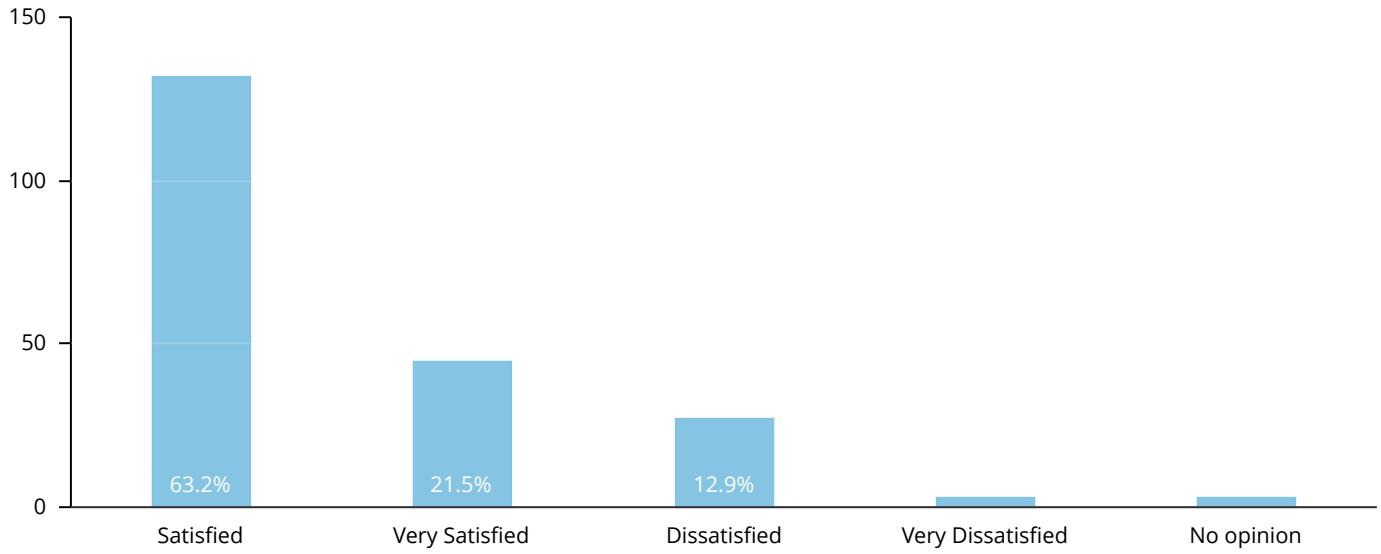
as a place to raise a family?



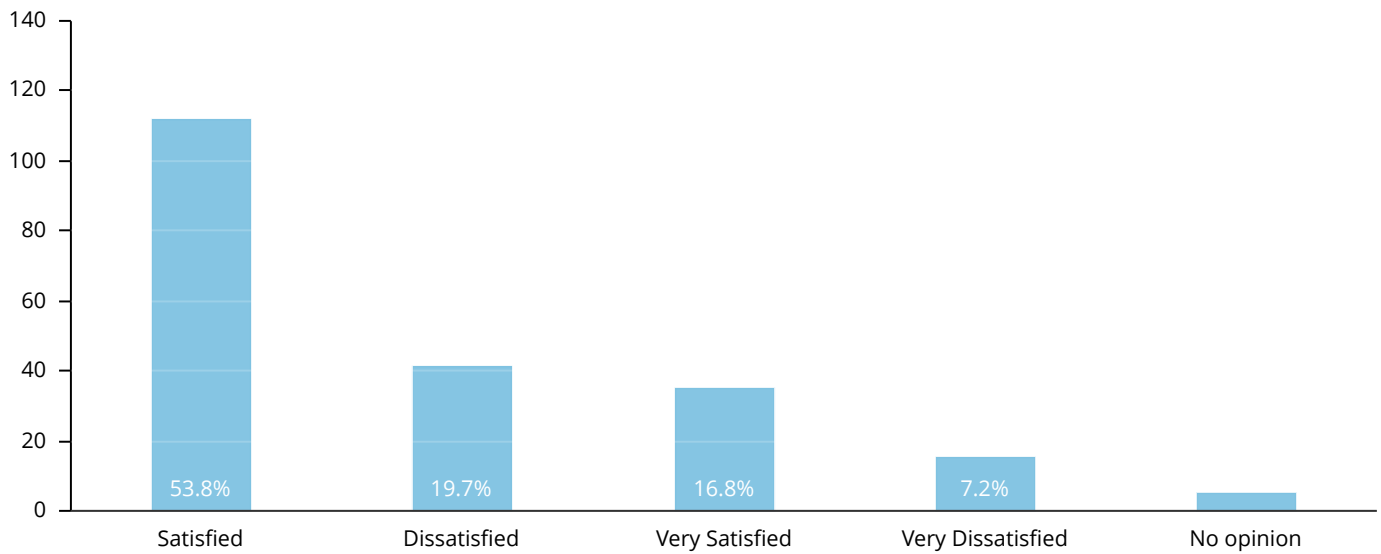
As a place to live?



### overall quality of life?

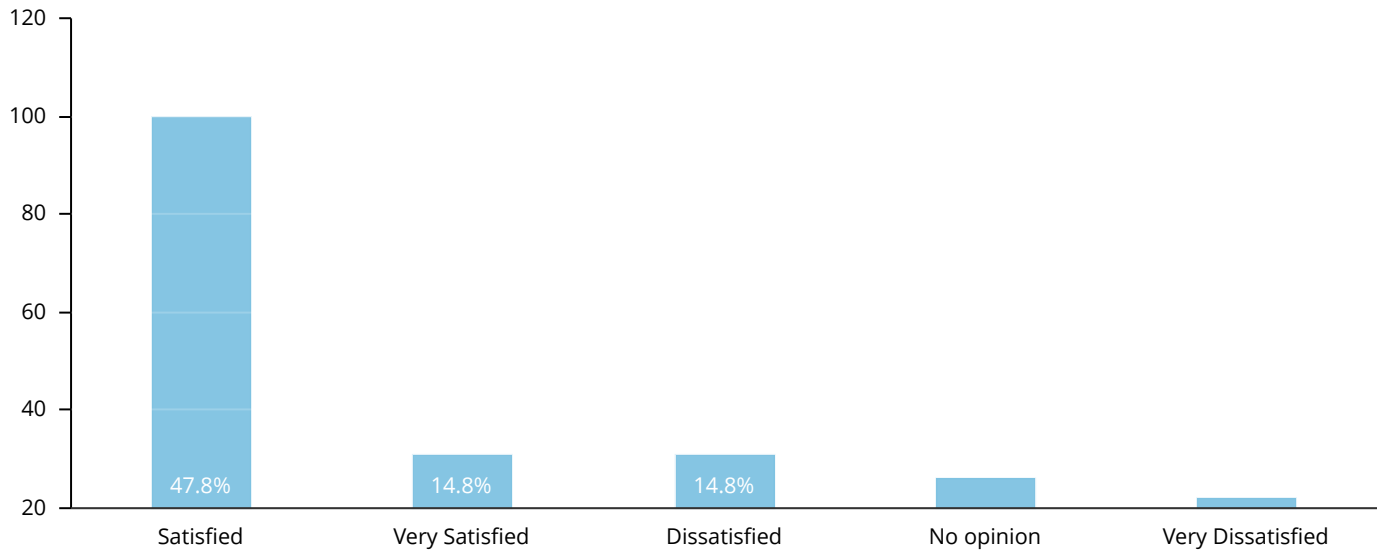


### overall image and reputation?

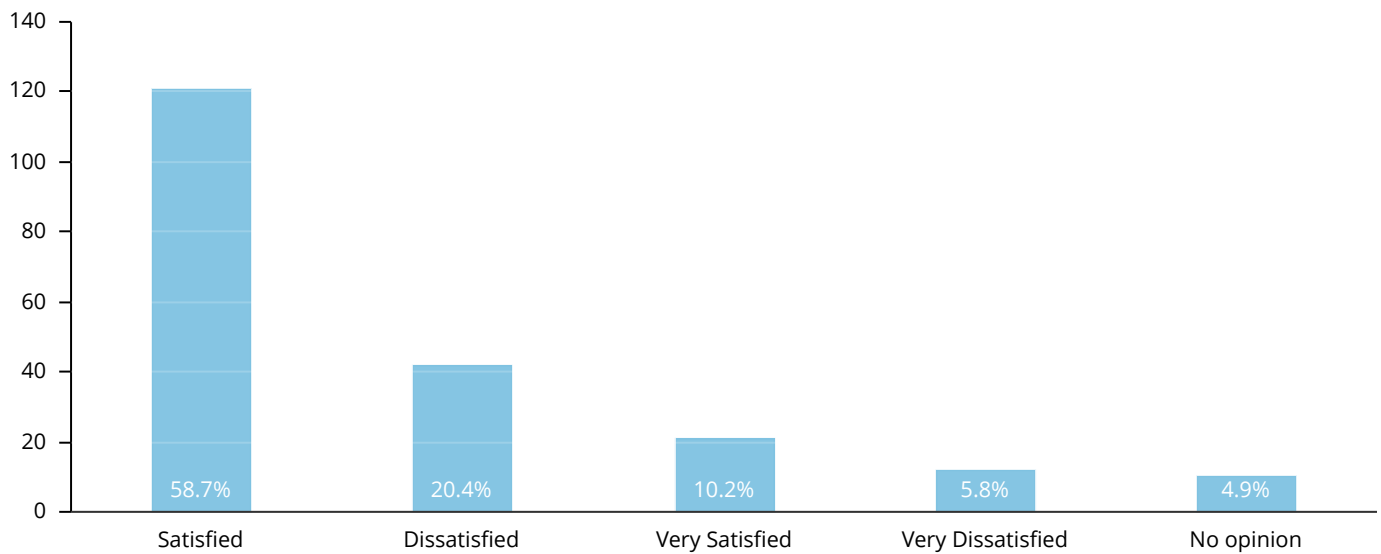




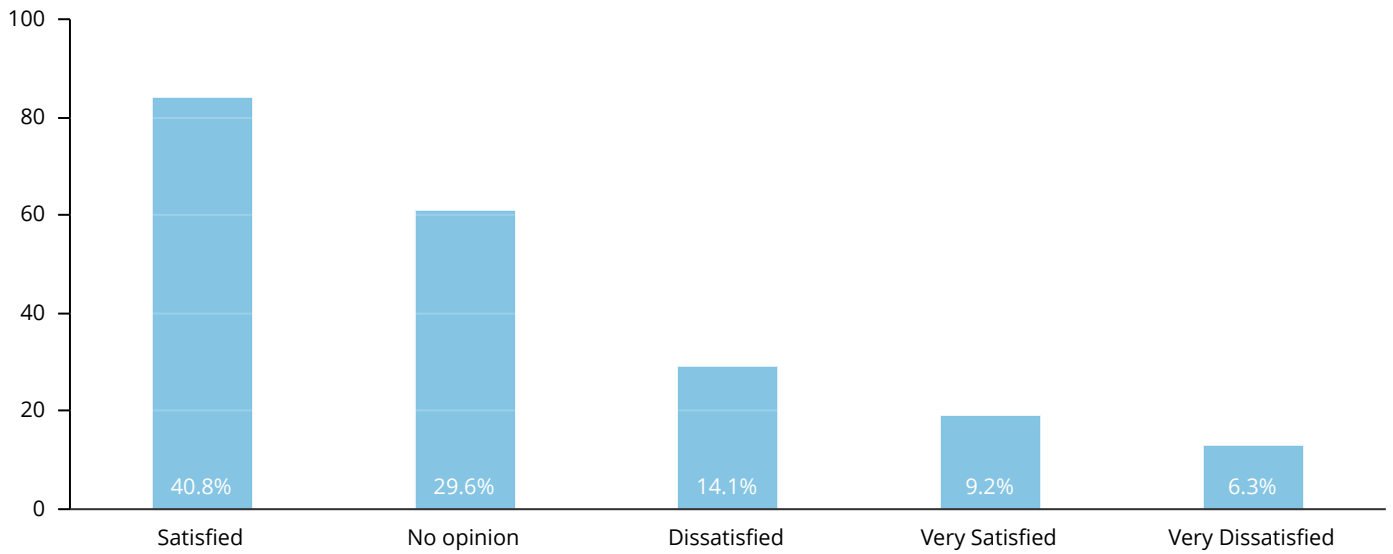
as a place to retire?



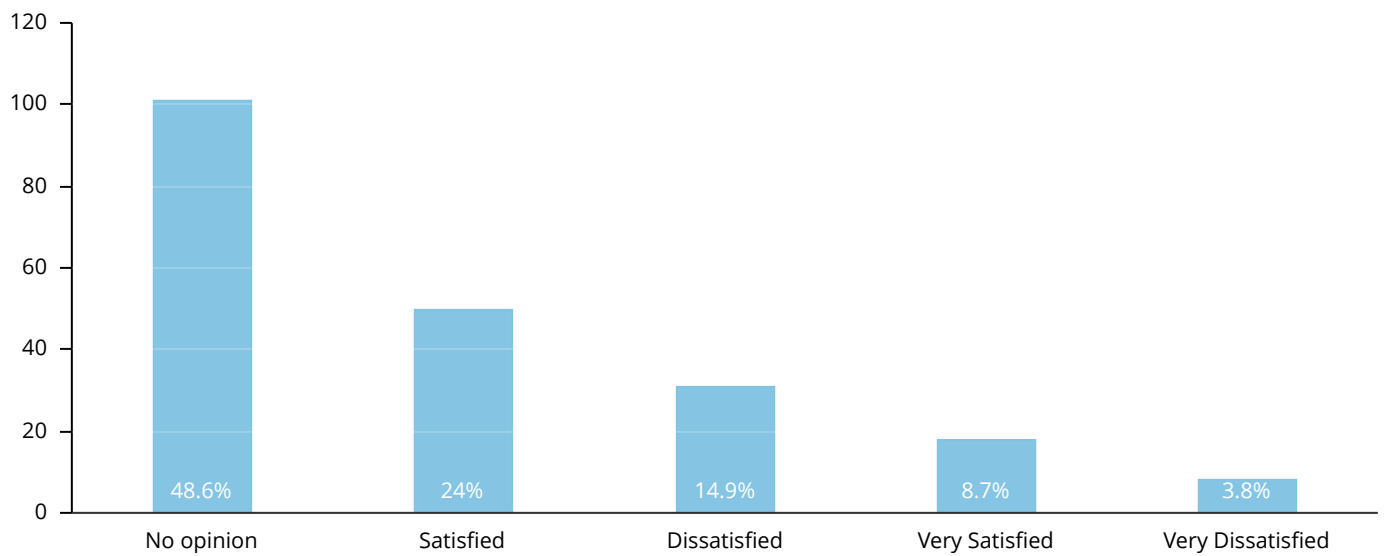
overall quality of City services?



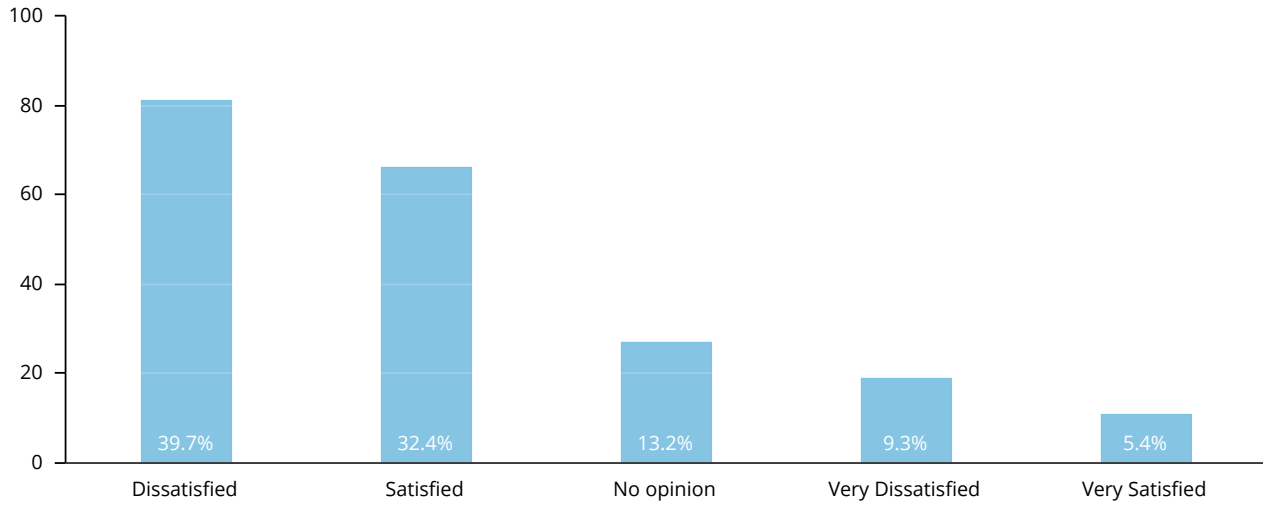
as a place to do business?



as a place to work?



as a place to play?



What is your gender?

<b>71%</b>	Female	144 ✓
<b>26%</b>	Male	53 ✓
<b>2%</b>	Prefer not to answer	4 ✓
<b>1%</b>	3rd Gender/non-binary/genderfluid	2 ✓
<b>0%</b>	Do not identify as male or female	0 ✓

203 Respondents

### How old are you?

33%	45-54 years	66 ✓
26%	35-44 years	53 ✓
21%	55-64 years	42 ✓
11%	64+ years	23 ✓
8%	20-34 years	16 ✓
1%	<19 years	2 ✓

202 Respondents

### Are you a resident of Cibolo?

96%	Yes	191 ✓
4%	No	8 ✓

199 Respondents

### If you selected no on the previous question, where do you reside?

94%	Guadalupe County	76 ✓
4%	Bexar County	3 ✓
2%	Other	2 ✓

81 Respondents

How long have you lived in Cibolo?

25%	1-3 years	50 ✓
24%	11-20 years	48 ✓
18%	4-7 years	36 ✓
13%	8-10 years	26 ✓
13%	20+ years	25 ✓
3%	<1 year	6 ✓
3%	Not applicable	6 ✓

197 Respondents

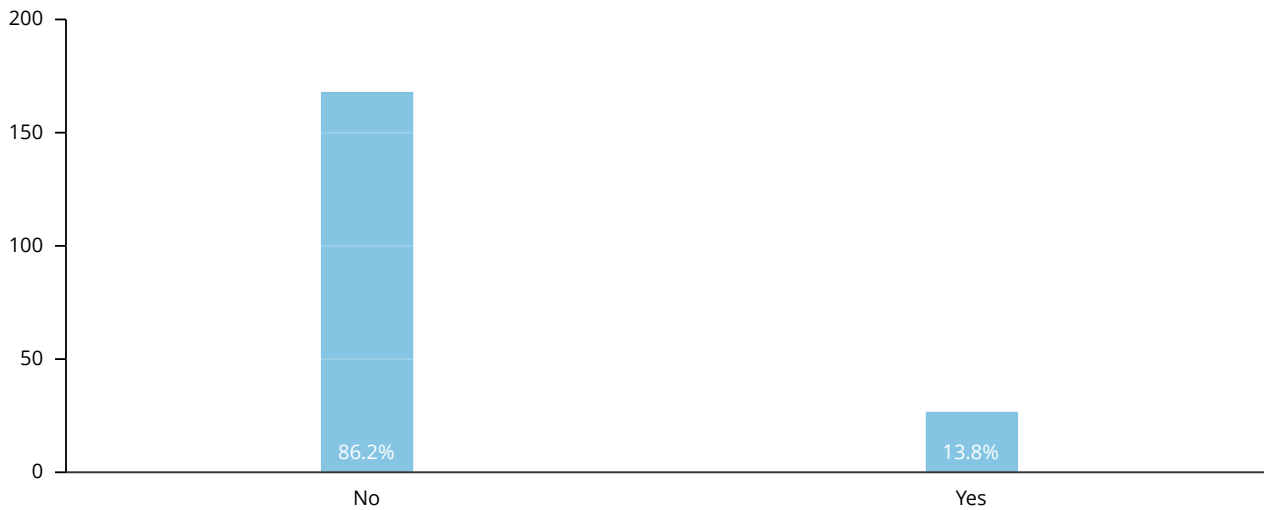
### Do you work in Cibolo?

21%	No, Bexar County	42 ✓
19%	Retired	38 ✓
17%	No, other place	33 ✓
15%	Stay Home/Don't Work	30 ✓
11%	Yes	22 ✓
11%	Yes, at home	21 ✓
5%	No, Guadalupe County	10 ✓

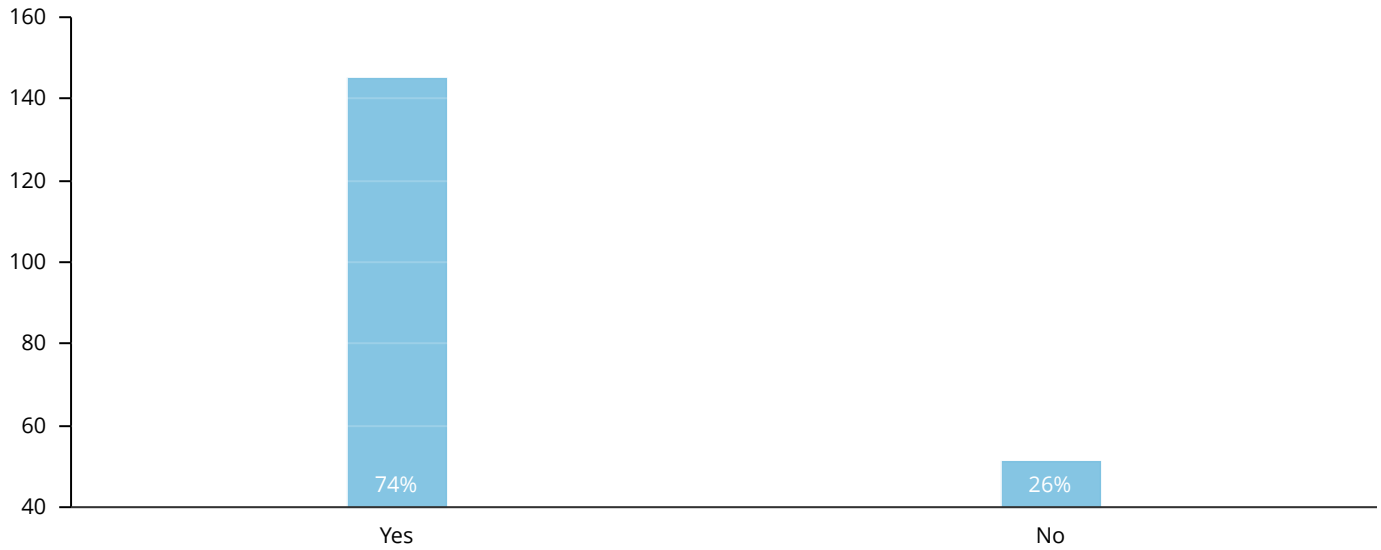
196 Respondents

## Infrastructure and Development

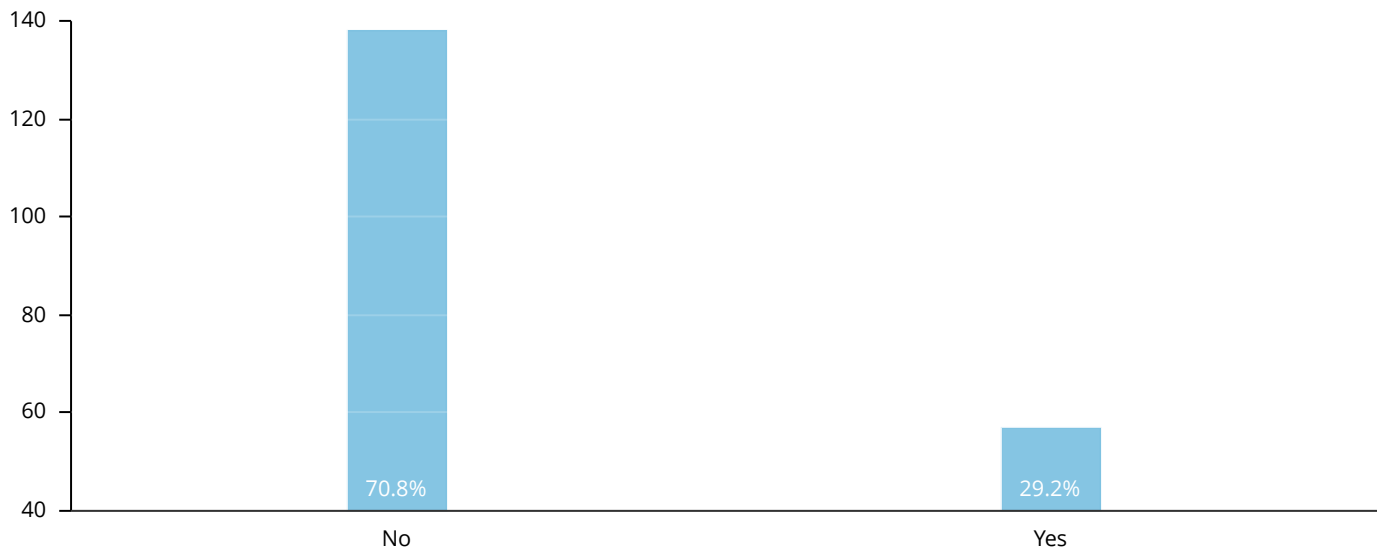
Are the roads in Cibolo in good condition?



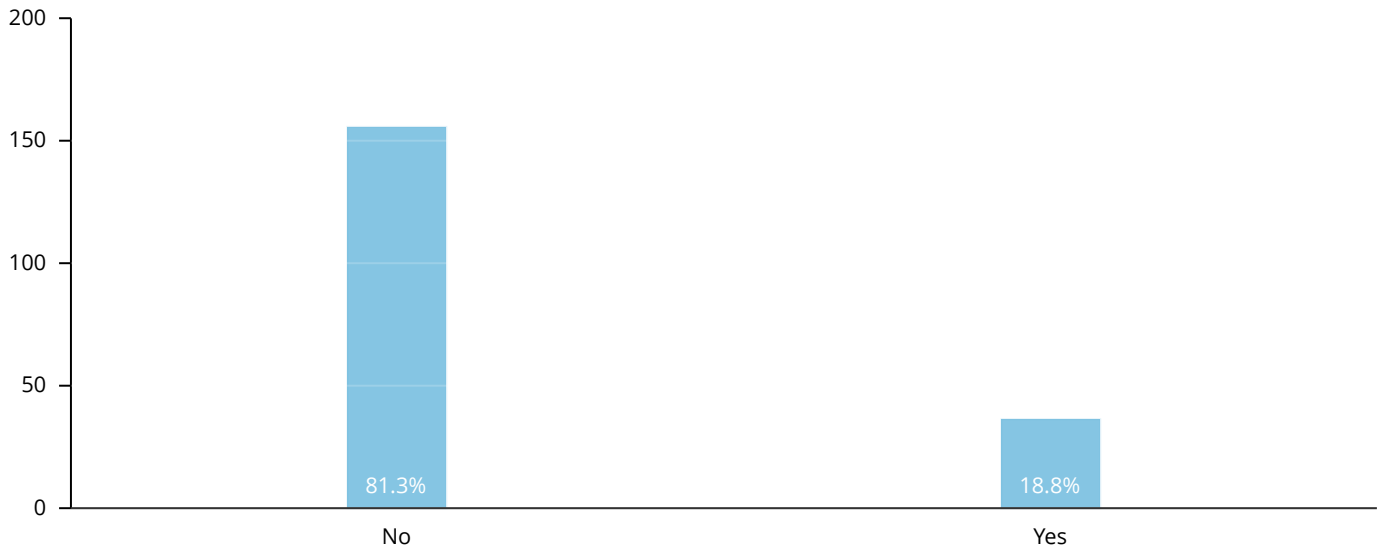
### Is traffic congestion an issue in Cibolo?



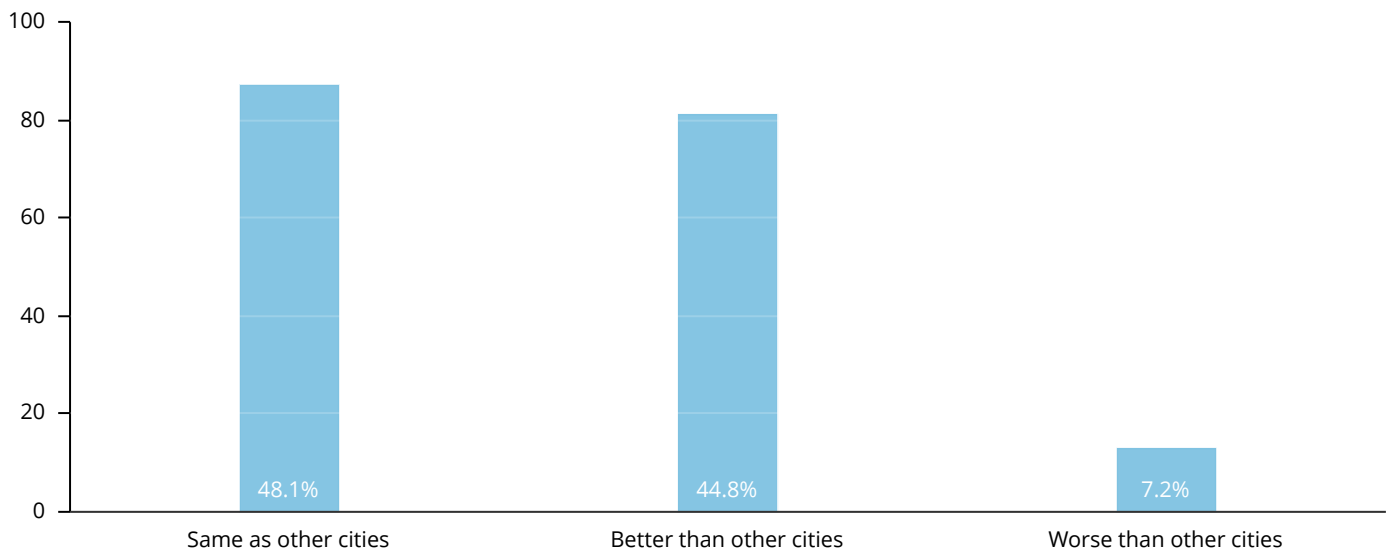
### Are there adequate facilities for walking in the City?



### Are there adequate facilities for biking in Cibolo?

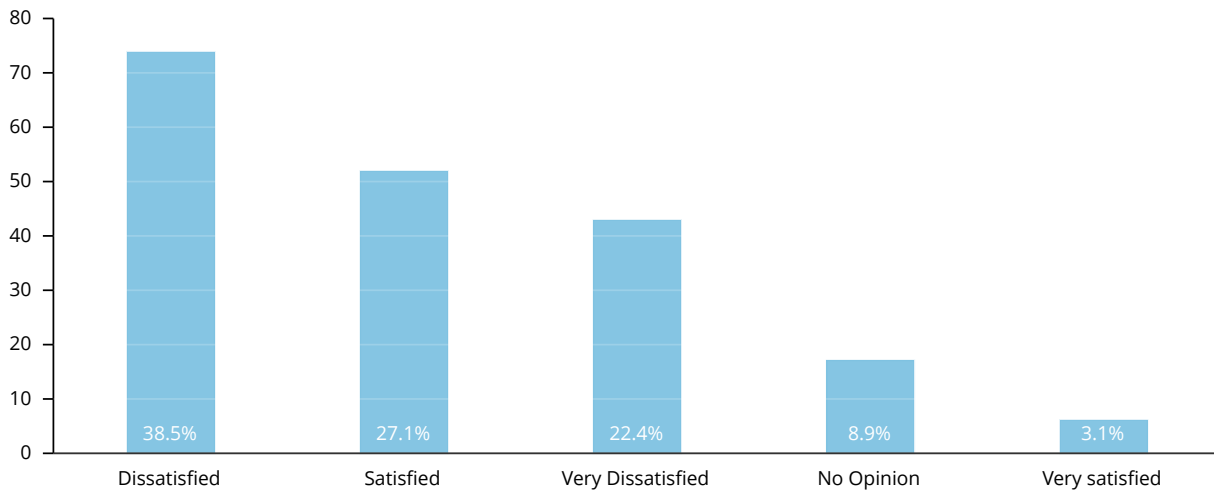


### How would you rate the quality of life in Cibolo compared to other cities in the region?

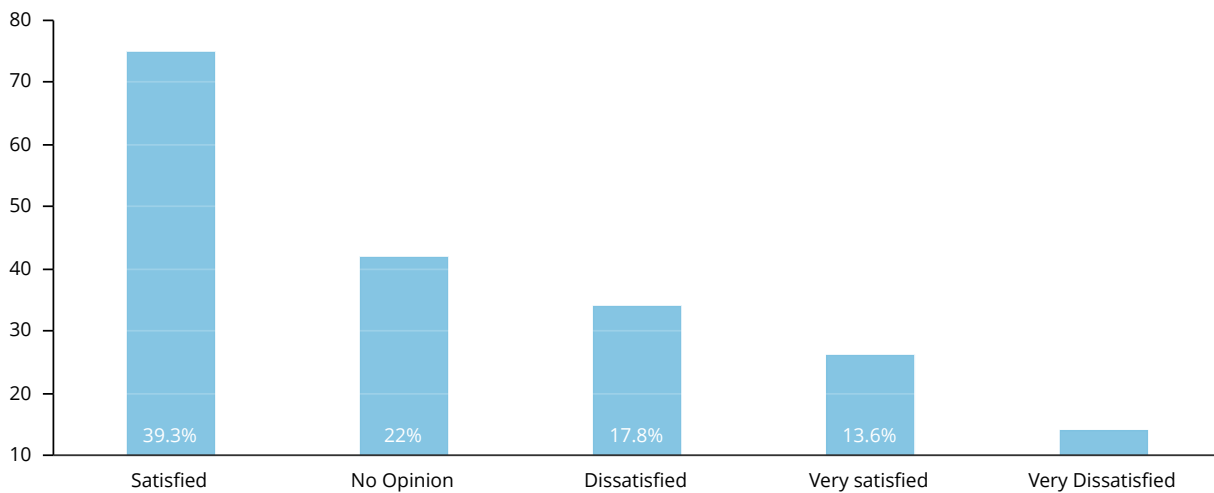




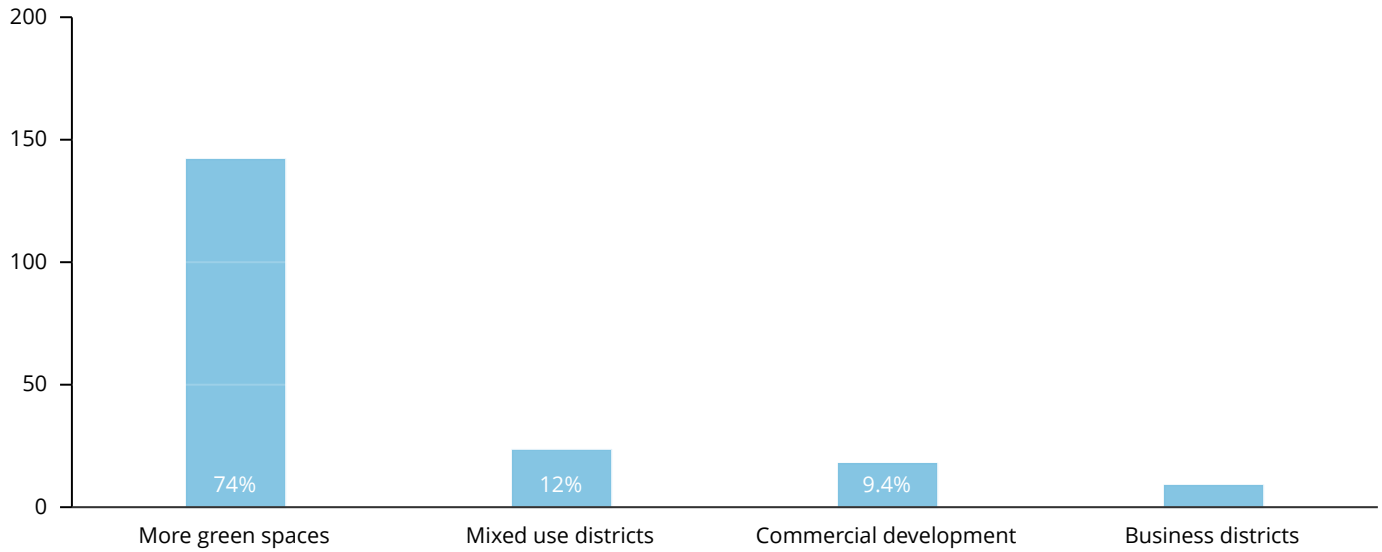
How satisfied are you with current development patterns in Cibolo (e.g. zoning regulations, mixed use development, etc)?



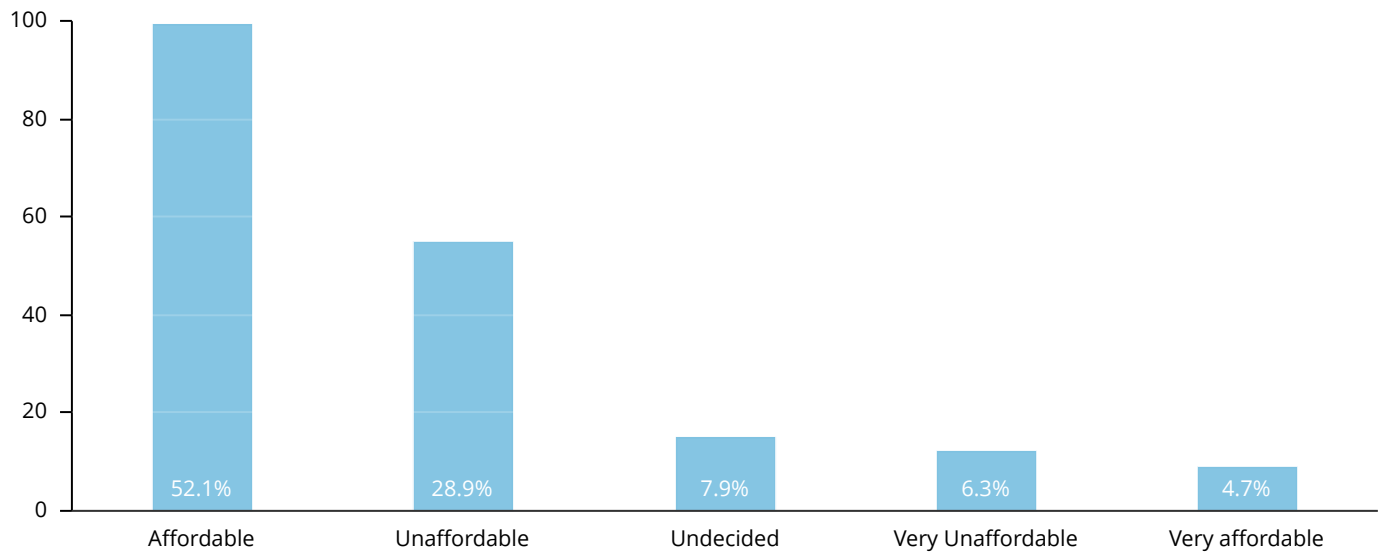
How satisfied are you with current education resources and opportunities in Cibolo?



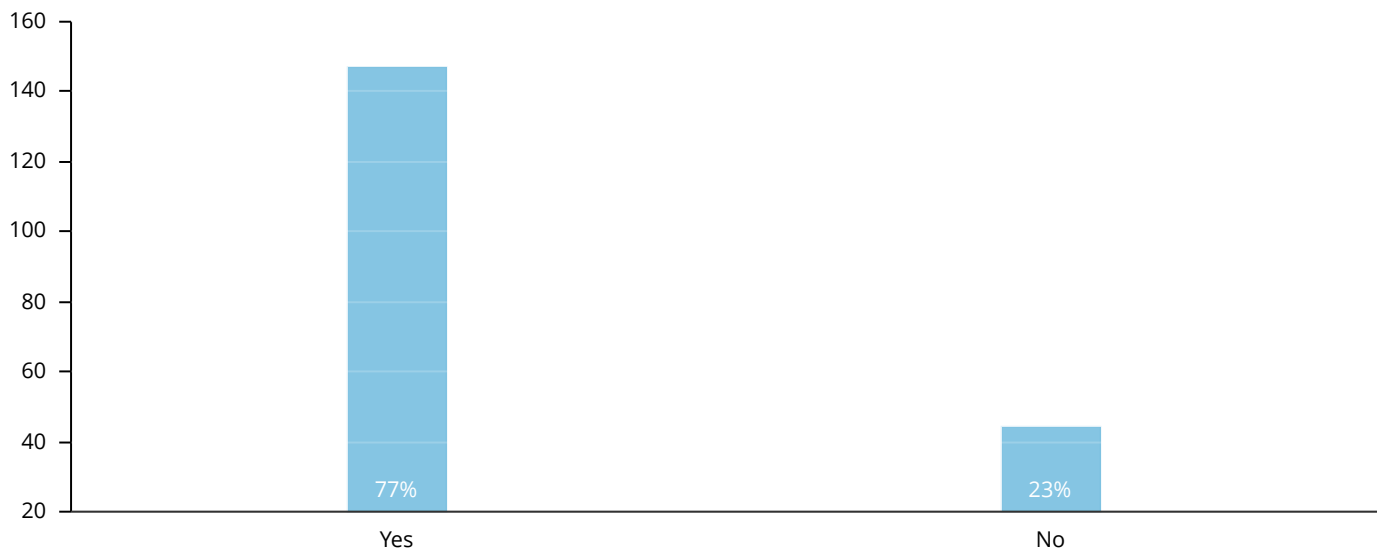
### Are there any specific land use changes you would like to see in Cibolo?



### How accessible and affordable do you find current housing in Cibolo?



Is the Housing Type you are interested in **available** in Cibolo?



## Local Priorities

Which transportation issues are the most important for the City to address in the near future? **Please rank the issues, with the highest being your top choice.**

92%	Street condition and maintenance	Rank: 2.06	130 ✓
79%	Traffic congestion	Rank: 2.97	111 ✓
75%	Pedestrian accommodation (e.g. sidewalks, crosswalks, trails, etc.)	Rank: 3.43	106 ✓
77%	Safety	Rank: 3.44	108 ✓
61%	Street connectivity (more options to get into and through Cibolo)	Rank: 5.33	86 ✓
61%	Intersection safety and access across the railroad	Rank: 5.45	86 ✓
62%	Bicycle accommodation (e.g. on-street bike lanes, trails, etc.)	Rank: 5.72	88 ✓
57%	Connecting FM 1103 from I-35 to I-10	Rank: 6.63	80 ✓
56%	Wayfinding Signage (i.e. small signs identifying locations of important civic buildings)	Rank: 7.91	79 ✓
54%	Public transportation	Rank: 8.49	76 ✓

141 Respondents

Which neighborhood challenges are the most important for the City to address in the near future? **Please rank the issues, with the highest being your top choice.**

60%	Reducing crime	Rank: 1.45	78 ✓
3%	Infill of Vacant lots	Rank: 1.75	4 ✓
50%	Improving or adding sidewalks/places to walk	Rank: 1.91	65 ✓
21%	Addressing too much on-street in my neighborhood	Rank: 1.93	27 ✓
53%	Providing additional parks or recreation amenities in close proximity	Rank: 2.04	70 ✓
16%	Increasing code enforcement	Rank: 2.05	21 ✓
13%	Addressing stray animals	Rank: 2.12	17 ✓
30%	Providing additional trails in close proximity	Rank: 2.21	39 ✓
5%	Addressing the overall condition of housing	Rank: 2.33	6 ✓
12%	Addressing the overall conditions of properties	Rank: 2.38	16 ✓
5%	Infill of vacant housing	Rank: 3.00	6 ✓

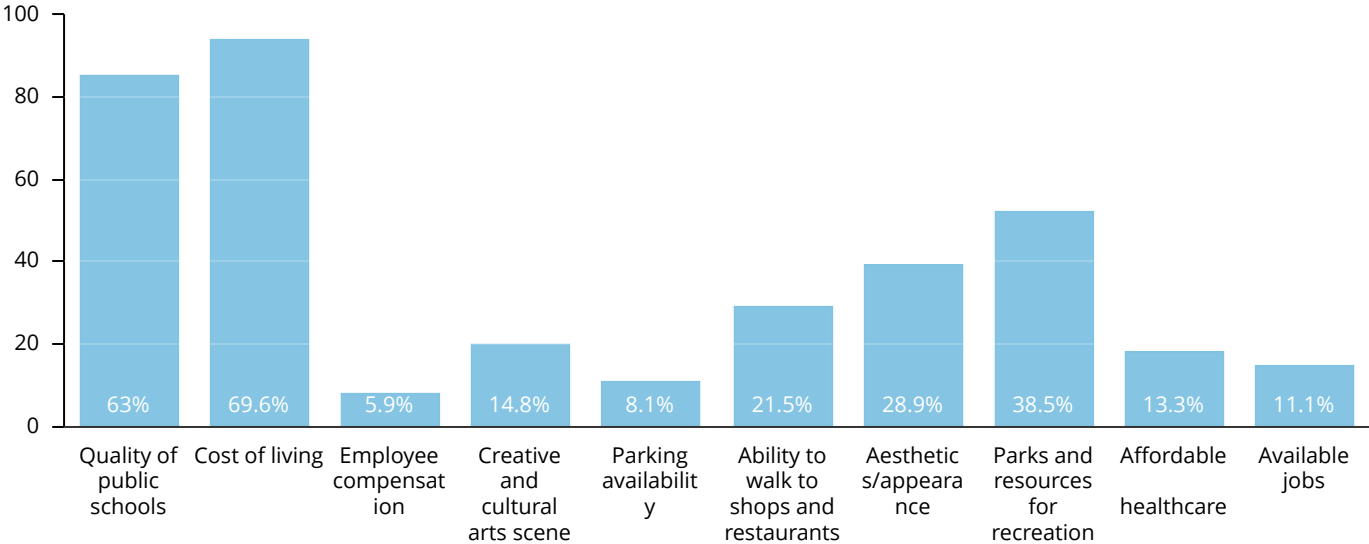
131 Respondents

Which parks, recreation, and trails challenges are the most important for the City to address in the near future? **Please rank the topics, with the highest being your top choice.**

62%	Increasing shade opportunities in existing parks (e.g., trees, pavilions, playscape shade structures, etc.)	Rank: 3.05	78 ✓
65%	Improving pedestrian and bicycle connectivity to important destinations (e.g., parks, schools, downtown, etc.)	Rank: 3.22	82 ✓
60%	Providing additional trails and sidewalks	Rank: 3.62	76 ✓
51%	Providing additional active amenities (e.g. playscapes, exercise equipment, dog parks, etc.)	Rank: 4.23	64 ✓
42%	Upgrading existing facilities in existing parks	Rank: 5.15	53 ✓
46%	Providing additional public recreation opportunities such as summer concerts and/or outdoor movies	Rank: 5.24	58 ✓
43%	Adding or enhancing outdoor space for community special events (e.g., an outdoor amphitheater)	Rank: 5.54	54 ✓
42%	Providing additional passive amenities (e.g, benches, picnic tables, walking trails, etc.)	Rank: 5.81	53 ✓
39%	Providing additional family-oriented recreation classes and opportunities	Rank: 6.80	49 ✓
32%	Providing additional youth-oriented recreation classes and opportunities	Rank: 7.03	40 ✓
33%	Providing more pavilions for public use	Rank: 7.95	41 ✓
40%	Providing additional senior-oriented recreation classes and opportunities	Rank: 8.12	51 ✓
32%	Providing additional athletic game fields	Rank: 8.78	40 ✓
31%	Developing a sports complex	Rank: 8.95	39 ✓

126 Respondents

Which economic factors are most important to you? (Pick 3)



What type of employers would you like to see expand or locate in Cibolo? **(Pick 3)**

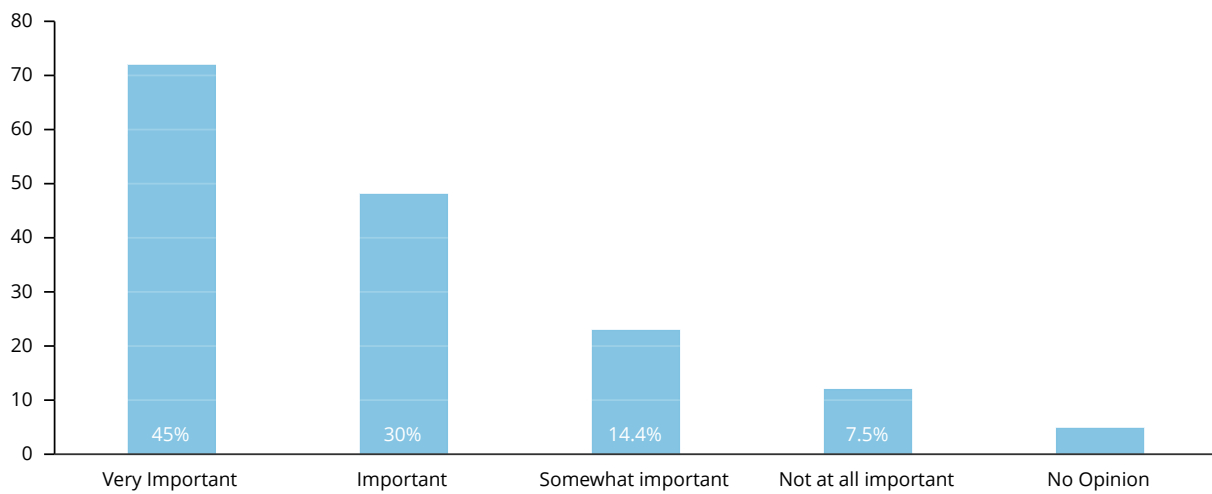
55%	Restaurant	80 ✓
43%	Entertainment	63 ✓
32%	Retail	47 ✓
19%	Business and Professional Services	27 ✓
17%	Creative Arts	25 ✓
15%	Software Development	22 ✓
14%	Government Services	20 ✓
14%	Tourism and Hospitality	20 ✓
14%	Healthcare	20 ✓
10%	Aerospace and Defense	15 ✓
10%	Biotechnology	14 ✓
8%	Manufacturing	12 ✓
8%	Utilities and Energy	11 ✓
5%	Distribution and Warehousing	7 ✓
3%	Wholesale Trad	5 ✓



<b>3%</b>	Financial or Insurance Services	5 ✓
<b>3%</b>	Supply Chain	4 ✓

145 Respondents

How important is sustainability and environmental responsibility to you in Cibolo?



## As the city builds out, what would you like to see preserved?

---

Small town feel and green space

10 days ago

Small town feel.

21 days ago

Not having too many apartment buildings.

21 days ago

Historic downtown area

21 days ago

Green space, older neighborhoods

24 days ago

Old Town. The Bird sanctuary

24 days ago

Green belts

25 days ago

Downtown Cibolo needs to stay looking like downtown Cibolo

27 days ago

The small town feel with upgraded amenities and access

27 days ago

Green spaces and the small town home feel.

one month ago

.

one month ago

**Children Hospital**

one month ago

**Police station 2#**

one month ago

**Target**

one month ago

**Having a Library and Expand the Animal Shelter also Remodel Downtown to bring Country Field Attraction More Country Bars and BBQ Restaunts**

one month ago

**Community Development and Department Stores such as Target and a Upgrade on Downtown also Expand the Cibolo Animal Shelter facility also in need More Restaurants and Retail Space**

one month ago

**Green spaces, HOAs and city laws. There is no point in having really nice places and parks to go to in Cibolo along with homes - if personnel do not take care of them or know how to take care of them.**

one month ago

**Agri/rural, don't try to increase city income by installing more buildings than trees**

one month ago

**Farmlan**

one month ago

**Wildlife**

one month ago

**Parks and our small town atmosphere**

one month ago

**Beautiful Oak trees**

one month ago

Green spaces and not so many strip malls and liquor stores.

one month ago

as much nature as possible, small town feel and low taxes!

one month ago

As much nature as possible, low taxes, small town feel.

one month ago

As much nature as possible

one month ago

N/a

one month ago

Downtown

one month ago

Lower taxes

one month ago

Integrity

one month ago

Green space, parks, walking trails and sidewalks

one month ago

Older homes

one month ago

Parks, and outdoor green spaces.

one month ago

Green space and land. An empty lot doesn't mean a building is needed

one month ago

Green spaces/land. Just because an lot is empty doesn't mean it needs a building

one month ago

Open spaces, old town Cibolo

one month ago

Downtown entertainment

one month ago

Keep the small town atmosphere and stop construction of housing developments. We need more quality-of-life businesses.

one month ago

The history and green spaces. The trees and older buildings

one month ago

Old Town Cibolo

one month ago

There is way too much housing going in without accounting for the lack of roads and the condition of the roads. It's almost impossible to get out of my neighborhood during rush hours and school zone hours because 1103 backs up so badly. Yet more houses and apartments keep being built. It's very frustrating and makes me want to move.

one month ago

Small town nature. No more big retail entities. There are enough nearby.

one month ago

Old Town

one month ago

Green spaces, farms, wildlife areas, small town feel- stop making it a mirror image of Converse.

one month ago

Open space or at least slowing down further retail development. There is way too much retail development going on and it's turning Cibolo into far Northeast San Antonio.

one month ago

Small Town Feel, More Variety of sit down Restraunts

one month ago

Small town feel. More small businesses, fewer "chain" businesses.

one month ago

Small town feel. More small businesses and fewer "chain" type businesses.

one month ago

Green space

one month ago

Old trees and buildings, green spaces

2 months ago

Small town feel

2 months ago

Green spaces- less density of houses being built. Less fast food chains

2 months ago

small town feel

2 months ago

Green spaces around neighborhoods, trees

2 months ago

Aesthetics. Just keep Cibolo beautiful.

2 months ago

Less congestion & less school zones

2 months ago

Green space and natural habitats

2 months ago

Green space & natural environment!

2 months ago

Open land, Farm land

2 months ago

Natural areas, green spaces, historical buildings and places

2 months ago

Green Spaces. Stop trying to make a profit. We like the small town vibe.

2 months ago

All the green space. There is too many being lost to homes and businesses.

2 months ago

Green space, small town feel, single family homes on large lots.

2 months ago

Our green spaces, our parks, places to walk and get away from commercial areas.

2 months ago

Small town feel, slow down or temporary stop on city build out. Take care of what we have now.

2 months ago

Small town feel, don't build out so quickly let's put a temporary stop to building out and take care of what we have.

2 months ago

Small town feel, Old downtown, identity of Cibola as a cattle farming town, no apartments,

2 months ago

Really what is going to be done? Lives here over 20 years, vote and still nothing gets done. Voted on our sidewalks to be done it passed 15 years ago and we are still waiting, Northcliff area

2 months ago

More land! Stop building because the infrastructure cannot sustain the growth. Create better opportunities for small businesses to expand.

2 months ago

Green spaces/ ranch land. Keep the small town feel and quit filling the landscape with rooftops.

2 months ago

Small town feel

2 months ago

Slow down the building out! Cibolo is becoming just another San Antonio suburb, and is losing its uniqueness! Stop putting in the exact same shops and restaurants that Schertz has! At the rate it's going, there won't be a space of green between here and Austin!

2 months ago

Small town, unique feel. Less chain restaurants more diverse scene that the rest of San Antonio is known for! More options nearby so we can play where we live and avoid traffic

2 months ago

The small town feel & energy of a tight knit community.

2 months ago

My childhood memories of the bowling alley

2 months ago

M home

2 months ago

Old growth trees

2 months ago

Old homesteads remembered and stories preserved/shared

2 months ago

Open spaces with natural growth areas.

2 months ago



Green space. Charm of country feel.

2 months ago

Focus on road improvement

2 months ago

Let's focus on parking and road conditions

2 months ago

We need to focus on the infrastructure of our city

2 months ago

Green spaces, farms, walkable trails and bike paths

2 months ago

Green space, Cibolo used to be quiet and quaint. Please keep it that way.

2 months ago

Old town feel as we expand.

2 months ago

More green space! I did not move to this area to end up living in a concrete jungle.

2 months ago

small town feel

2 months ago

Better roads to handle the traffic

2 months ago

My family moved across the country a little over 2 years ago to take a job in New Braunfels. One thing we like about Cibolo there was undeveloped property scattered throughout the city. Not everything was concrete. Keep as much green space as reasonably possible, keep things walkable, don't lose the small town feel as you grow.

2 months ago

Land, stop building, stop trying to make us a big city we moved here to be part of a small town and now it's starting to turn into a big city that's not why we moved here. Also before allowing more housing to be built think about where the children are going to go to school. Our schools are already over capacity in classrooms.

2 months ago

Green spaces

2 months ago

land owners rights, large acreage properties, farm land, open spaces, trees, the environment, natural habitats for the wildlife, and Cibolo as a semi rural town not as a city extension of San Antonio

2 months ago

The old way of life in Cibolo where people could walk to meet downtown to gather and talk, exchange goods and services, and celebrate together.

2 months ago

All of the endangered species that we have come through, along with their habitats, and as many trees as possible.

2 months ago

We need more options like local stores in Cibolo crossing, maybe a deli or retail clothing, arts & crafts, sprouts type market, an alternative food place like green vegetarian or something. The small town feel of main street but with more diverse options not chains and open space and farm/livestock properties

2 months ago

Growth in downtown cibolo, more parking, more businesses, more draw to all of Main Street

2 months ago

Old town's feel, but on a larger scale

2 months ago

The feel of semi rural small town living

2 months ago

The feel of semi rural small town living.

2 months ago

Love the preservation of Old Town Cibolo, protect Warbler's Wood Sanctuary, add a well designed skatepark for kids to use...could be added near Veterans' Park [anything is better than the pitiful one at Schertz; there are grants to help with the cost]]

2 months ago

Green spaces and the small town home feel. The history. More Mom and Pops places to eat and shop. Not the all of the chain stores or restaurants. See some affordable housing to help the younger 20 somethings to live here and stay here to raise their families.

2 months ago

Bird sanctuary, we also need a public pool

2 months ago

Old Main Street - I would like to see the current style of businesses remain for the rest of the street. It should be reasoned as commercial, but no more chain-type retail and restaurants. Authentic and local businesses only

2 months ago

Small town feel, fewer homes, more green

2 months ago

Green space

2 months ago

Old trees and more land for wild life

2 months ago

Green spaces

2 months ago

Green spaces

2 months ago

Farming/Historical buildings

2 months ago

Green/natural spaces

2 months ago

Farms and historical buildings/sites

2 months ago

I'm not sure there's anything left to preserve.

2 months ago

Farms / Land / Culture

2 months ago

Green spaces

2 months ago

Natural areas.

2 months ago

Older houses and buildings

2 months ago

1111

2 months ago

Parks and recreation

2 months ago

the flood plain, the rural feel.

2 months ago

Keep the "small town Feel"

2 months ago

still the "small town feel"

2 months ago

More trees and historic homes.

2 months ago

Wildlife & greenspace areas, & native trees

2 months ago

Green spaces and historic buildings

3 months ago

Small town living! Keeping a small town community feel. Stop bringing chains and strip malls.

3 months ago

Green Spaces

3 months ago

Green Spaces!

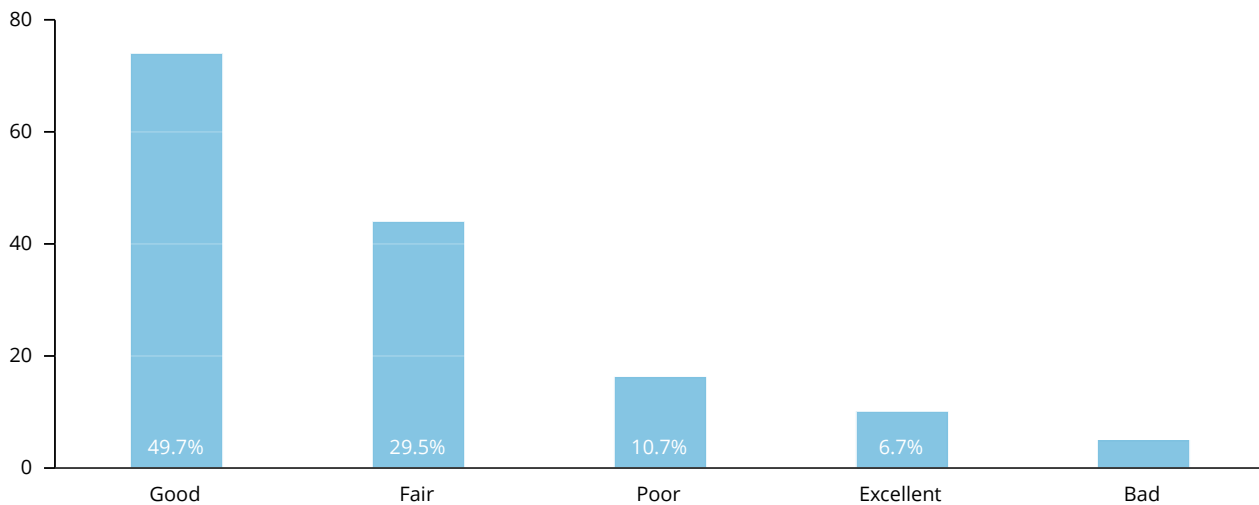
3 months ago

Wildlife areas, nature areas, small town feel

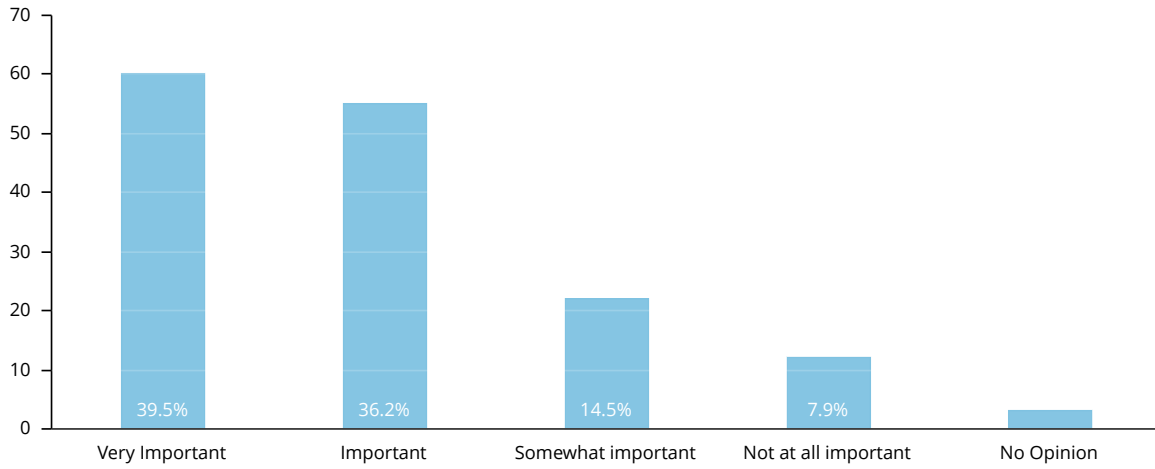
3 months ago

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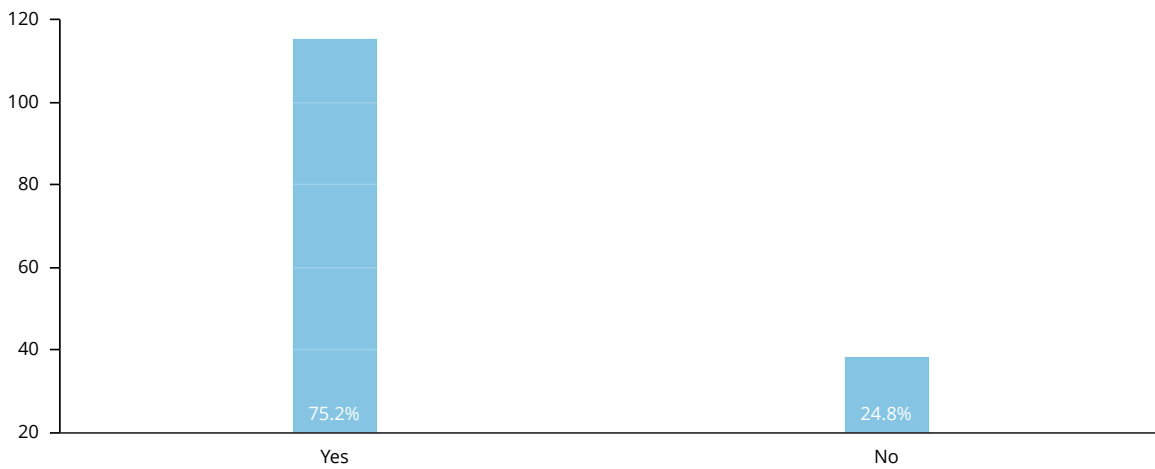
### How would you rate the overall placemaking efforts in Downtown Cibolo?



How important is it for you to have a vibrant downtown with a mix of businesses, entertainment options, and cultural activities in Cibolo?



Would you like to see more events or festivals held in downtown Cibolo to attract visitors and residents?



# COMPACT RESIDENTIAL

## CHARACTER AND INTENT

Provides a variety of housing types, including small-lot single-family detached, patio homes, townhomes, and duplexes, in a compact network of complete, walkable streets that are easy to navigate by car, bicycle, or foot. This PlaceType also supports multifamily. Homes are in subdivisions with all utilities, residential streets, sidewalks, and parks, or have connections to neighborhood parks. Neighborhoods may be adjacent to neighborhood-oriented businesses. Key intersections (i.e., FM 78 and FM 1103) and areas within walking distance of local commercial, are the most appropriate locations for this PlaceType, except when between residential neighborhoods and communities (infill development). This PlaceType aims to maintain the charm and integrity of existing single-family neighborhoods while thoughtfully integrating different housing types. It focuses on preserving the character of these neighborhoods, ensuring that any increase in density is seamless and respectful of the existing community.



## LAND USE CONSIDERATIONS

### PRIMARY LAND USES

Single-Family Detached Homes, Single-Family Attached Homes, Patio Homes, Townhomes, Multifamily Complex

### SECONDARY LAND USES

Civic and Institutional, Small Scale Office, Parks and Open Space

### INDICATORS & ASSUMPTIONS

Single Family lot size (range) up to 9,000 sq ft



## EXAMPLE LOCATIONS

Single Family Detached Homes: Bentwood Ranch, Cibolo Valley Ranch

Duplexes: Sydney Cove

Multifamily Complexes: Grand at Cibolo, Trophy Oak





City Council Regular Meeting Staff Report

Approval/Disapproval of an Ordinance for a Conditional Use Permit request to allow a Local Convenience Store (With Fuel Sales) use for certain real property located at 252 West Borgfeld Road, legally described as ABS: 216 SUR: A S LEWIS 1.8440 AC. (Ms. Huerta)

Meeting	Agenda Group
Tuesday, September 10, 2024, 6:30 PM	Ordinances Item: 9E
From	
Susana Huerta, Assistant Planning Director	
Staff Contact(s)	
Susana Huerta,	

CITY COUNCIL ACTION: Approval/Disapproval of an Ordinance

PLANNING & ZONING COMMISSION ACTION: Recommendation of denial by a 6-1 vote, citing findings of non-compliance with the 2016 Comprehensive Plan and incompatibility with surrounding uses.

PROPERTY INFORMATION:

- Project Name: CUP-24-05
- Owners: Pedro and Angelia Soto
- Representative: Ty Koenning/Thomas Fuels
- Location/Area: Near intersection of Borgfeld Road and Dobie Boulevard
- Location: 252 West Borgfeld Road
- Council District: 2
- Future Land Use: Neighborhood Commercial
- Existing Zoning: Neighborhood Commercial (C-1)
- Requested Zoning: Conditional Use Permit (CUP) for Local Convenience Store (with Fuel Sales)
- Proposed Use: Local Convenience Store (with Fuel Sales)

FINDINGS:

A zoning request is specifically about land use, not the future engineering of the land itself, and should meet criteria per UDC Article 4.3.1.5. Decisions regarding future engineering of the land occur with the platting process, where the property's design is known. The applicant lot is located at the intersection of Borgfeld Road and Dobie Boulevard. It is within the Neighborhood Commercial (C-1) zoning district. The subject property is directly adjacent to property zoned Low Density Single-Family Residential SF-2 to the north and south. The Dobie Heights Subdivision, zoned High Density Single-Family Residential (SF-6), is west of the subject property. Across Borgfeld Road from the property is the El Sereno Senior Living Center and the Grand at Cibolo Apartments. Across Dobie Boulevard is Kingdom Hall of Jehovah's Witnesses. The applicant is proposing a Local Convenience Store (with Fuel Sales) to be developed at this property.

The subject property was previously zoned Low Density Single-Family Residential (SF-2). A rezoning request to Neighborhood Commercial (C-1) was approved by the City Council on May 24, 2022. There is an existing legal, non-conforming residential structure on the property.



## **PUBLIC NOTICE:**

Notice was published within the local newspaper (Seguin Gazette) on July 21, 2024, and the [City Website](#). Individual letters were sent by mail to 14 property owners within 200' of the site. To date, staff has received one (1) in favor of and one (1) in opposition. Public Hearings were held on August 14, 2024, (Planning & Zoning Commission) and on August 27, 2024, (City Council). Approval/Disapproval of the zoning ordinance is scheduled for the September 10, 2024, City Council meeting.

## **STAFF CONCLUSIONS:**

Staff recommends, should Council approve the CUP for Local Convenience Store (with Fuel Sales) use for property located at 252 West Borgfeld Road, that it be subject to the following conditions:

1. Site Plan - A site plan in compliance with UDC Sec. 12.3.2 must be submitted for review and shall not substantially deviate from the concept plan approved with the CUP.
2. Building & Fire Codes - Applicant must comply with all Building and Fire Code requirements.
3. Permits & Inspections - All required building permits and Certificate of Occupancy must be obtained. All permit applications submitted for this property are subject to the requirements of the Code.
4. Additional Uses - No other conditional uses are allowed under this conditional use permit.
5. Recordation of Plat - A subdivision plat must be submitted for review and approval with the City of Cibola and recorded upon completion.
6. Landscaping - All regulations of UDC Article 17.L (2) regarding a required 20' landscape buffer adjacent to the property line of residentially used or zoned property must be met.
7. Neighborhood Commercial (C-1) Regulations - All regulations of the Neighborhood Commercial (C-1) Zoning District, other than those amended by the Conditional Use Permit, apply to the Property.
8. Supplemental Use Regulations - All regulations of UDC Article 6.3 Supplemental Use Regulations (K) Fuel Sales Business, other than those amended by the Conditional Use Permit, apply to the Property.
  - K. **Fuel Sale Businesses:** Property used for the purpose of the sale of fuels shall be developed in accordance with the following regulations:
    1. **Distance from Right-of-Way:** Service stations may locate fuel pumps and pump islands beyond the setback, but in no case closer than fifteen (15') feet from any street right-of-way;
    2. **Canopy Requirements:** Any canopy placed over the pump island may not extend closer than five (5') feet to the right-of-way;
    3. **Pumps near Residential Zones:** Fuel pumps and pump islands may not be located closer than one hundred (100') feet to any residential zoning district;
    4. **Pumps near Existing Residence:** Fuel pumps and pump islands may not be located closer than one hundred (100') feet to a property currently being developed and used for residential purposes within a zoning district that permits fuel sales.
    5. **Stores exceeding 5,000 Square Feet:** If a structure exceeds 5,000 square feet in size, a Conditional Use Permit (CUP) will be required.
9. Sewer Improvements - Property owner required to upgrade existing 4" residential sewer line to minimum 6" line for commercial use.
10. Review Fees - All fees associated with the review and processing of the application must be paid in full.
11. Alcohol Sales - Any alcohol sales are subject to Texas Alcoholic Beverage Commission rules and regulations.

## **CITY COUNCIL ACTION:**

1. **Approve** the requested CUP for a Local Convenience Store (with Fuel Sales) use for property located at 252 West Borgfeld Road, legally described as ABS: 216 SUR: A S LEWIS 1.8440 AC.

2. **Approve** the requested CUP for a Local Convenience Store (with Fuel Sales) use for property located at 252 West Borgfeld Road, legally described as ABS: 216 SUR: A S LEWIS 1.8440 AC, **with conditions**.
3. **Deny** the requested CUP for a Local Convenience Store (with Fuel Sales) use for property located at 252 West Borgfeld Road, legally described as ABS: 216 SUR: A S LEWIS 1.8440 AC, **with findings**.

#### **STAFF ANALYSIS:**

##### **Unified Development Code (UDC) Section 4.3.2 – Conditional Use Permit Approval Considerations**

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

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

Comprehensive/Master Plan – Future Land Use Categories – Neighborhood Commercial

Appropriate Land Use Types: The appropriate primary and secondary uses allowed in areas designated as Neighborhood Commercial include all of the commercial and civic uses set out in Neighborhood Commercial (C-1) district in the City’s Code of Ordinances. Primary uses allowed in the Neighborhood or Transitional Residential future land use categories could be considered as long as they were part of a larger planned unit development and comprise no more than 25 percent of the land area devoted to the entire development.

Compatible Zoning Districts (P.45 from Comp Plan):

Neighborhood Commercial (C-1) | Planned Unit Development (PUD)

**STAFF FINDING:** The Comprehensive Master Plan calls out this parcel as Neighborhood Commercial, with compatible zoning districts such as the current (C-1) zoning of the property. The proposed Local Convenience Store does not align with the intent of promoting suburban character rather than auto-oriented uses. The intent of Neighborhood Commercial is de-emphasizing areas for vehicular use and developments with smaller footprints. The proposed Local Convenience Store includes a footprint of the store structure and separate fuel station structure.

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

Comprehensive/Master Plan – Future Land Use Categories – Neighborhood Commercial

Intent & Character – The neighborhood commercial future land use category is intended for areas that will be developed primarily as nonresidential uses that are of an appropriate use, scale, and design that is compatible with abutting or nearby residential uses. These areas are intended to be of a more suburban character rather than auto-oriented. In other words, the areas designated for vehicles (i.e., driveways, parkways, etc.) should be deemphasized through placement (e.g., on the side of the building), landscaping, or screening. In addition, these areas should occupy smaller footprints and have pitched roofs, higher levels of landscaping, and less signage than similar uses in Commercial land use areas.

**STAFF FINDING:** The Zoning Map Amendment will not promote the health, safety, or general welfare of the City and the safe and orderly development of the City as it does not comply with the intent of the Comprehensive Master Plan. The proposed Local Convenience Store does not align with the intent of promoting suburban character rather than auto-oriented uses.

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

UDC Section 14.0.11 – (C-1) Neighborhood Commercial

- a. Intent – The Neighborhood Commercial district is established to provide for a limited variety of commercial uses and services associated with neighborhood storefront retail, service, financial, and office activities which are compatible and designed in scale with surrounding residential areas. The intent of this District is to provide convenient neighborhood access to commercial services, and minimize undesirable impacts such as noise, traffic and odors through performance standards.
- b. Permitted uses – Limited office and retail uses and services which are compatible and designed in scale with surrounding residential areas.
- c. Specific uses – subject to Site Plan approval, limited office, retail and service uses which are compatible and designed in scale with surrounding residential areas.

Lot Area	Lot Width	Front Setback	Rear Setback	Side Setback	Max Impervious Coverage	Maximum Height
None	50'	20'	20'	10'	70%	35'

**STAFF FINDING:** The UDC provides lot design guidelines within the (C-1) Neighborhood Commercial Zoning District that are designed in scale for compatibility with surrounding mix of residential areas.

The property is primarily surrounded by residentially zoned and used property.

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

UDC Section 13.2 Uses allowed by right and with a Conditional Use Permit (CUP).

<b>C-1 uses allowed by right</b>	<b>C-1 allowed with CUP</b>
----------------------------------	-----------------------------

Administrative and Business Offices	
Artisan Sales	
Artisan/ Culinary Classes (Specialty Classes)	
Assembly	
Business Support Services	Administrative Services
Clinic	Business or Trade School
Club or Lodge	Business Services
Consumer Repair Services	Community Treatment Facility *
Cultural Services	Concrete/Asphalt Batching Plant (Temporary)
Day Care Services (General Commercial)	Convalescent Services
Day Care Services (Group)	Farmers Market
Financial Services	Fitness Studio/ Health Spa
Food Sales; Grocery	Local Convenience Store (With Fuel Sales)
General Retail Sales, Neighborhood Scale	Local Convenience Store (Without Fuel Sales)
Health Care Offices	Nursery School
Laundry Services: Dry Cleaning	Pet Services
Life Care Services *	Primary Educational Facilities
Local Utility Services	Restaurant, Fast Food
Personal Services	Secondary Educational Facilities
Postal Facilities	Veterinary Services
Professional office	
Restaurant, Convenience	
Restaurant, Neighborhood	
Safety Services	

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

**STAFF FINDING:** This zoning district is suitable for uses permitted by the district provided the CUP is approved. 100' distance is required to be maintained from the fuel pumps to the property line of the neighboring, residentially zoned property. The proposed use of the site could potentially cause unfavorable impacts to neighboring property if not in compliance with the additional requirements for Local Convenience Stores stipulated in Article 6 of the UDC.

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

Comprehensive/Master Plan – Future Land Use Categories – Neighborhood Commercial

Moving Forward - New neighborhood commercial development should be located and take access from a collector roadway or greater in functional classification. The gross floor area of nonresidential uses (excluding Institutional) should be as follows: local street (5,000 sf); collector street (10,000 sf); and arterial street (25,000 sf). Residential mixed use should be allowed, provided that it is part of a planned unit development and does not constitute more than 25 percent of the development. No drive-throughs should be allowed, bay doors should be placed perpendicular to the public right-of-way, and signage should be appropriately scaled to reflect neighborhood-serving uses.

**STAFF FINDING:** The proposed Local Convenience Store (with Fuel Sales) is required to meet landscaping requirements for commercial property that is adjacent to residentially zoned or used property of maintaining a 20' landscape buffer between the properties. The proposed Site Plan included in the staff report does include a 20' landscape buffer between the proposed Local Convenience Store with Fuel Sales and the neighboring residentially zoned and used property to mitigate any unfavorable impacts. In addition, the proposed fuel pumps would be required to maintain a 100' distance from the neighboring residential structure and property.

The proposed site plan does comply with the minimum required parking of approximately 15 spaces. Sidewalks along Borgfeld Road and Dobie Boulevard are required.

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

**STAFF FINDING:** The subject property is not platted. City staff anticipate that a gas station would generate an increased amount of traffic. Traffic impacts and any necessary improvements will be studied during the platting process, and a Traffic Impact Analysis (TIA) will be required that will determine any impacts and required mitigation from the use.

**Attachments**

[Ordinance](#)

[Application](#)

[Narrative](#)

[Site Plan](#)

[Renderings](#)

[Staff Map](#)

[F.1 252 W Borgfeld](#)

[O. 1 102 Dobie Blvd](#)



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

**AN ORDINANCE OF THE CITY OF CIBOLO, TEXAS GRANTING A CONDITIONAL USE PERMIT FOR 1.8440 ACRES OF REAL PROPERTY LOCATED AT 252 WEST BORGFELD ROAD TO ALLOW FOR A LOCAL CONVENIENCE STORE WITH FUEL SALES; IMPOSING CONDITIONS ON SUCH CONDITIONAL USE; AMENDING THE ZONING MAP OF THE CITY OF CIBOLO, TEXAS; DECLARING COMPLIANCE WITH APPLICABLE STATE AND LOCAL LAWS; PROVIDING FOR SEVERABILITY, REPEAL, SAVINGS, PUBLICATION AND CODIFICATION; DECLARING THAT THE MEETING AT WHICH THIS ORDINANCE WAS ADOPTED WAS CONDUCTED IN COMPLIANCE WITH THE TEXAS OPEN MEETINGS ACT; PROVIDING A PENALTY; PROVIDING AN EFFECTIVE DATE; AND CONTAINING OTHER PROVISIONS RELATED TO THE SUBJECT.**

**WHEREAS**, Texas Local Government Code Section 211.002 authorizes the City of Cibolo ("City"), as a home rule municipality, to adopt, repeal or amend zoning district boundaries and regulations in order to promote the public health, safety and general welfare of the City; and

**WHEREAS**, the City has adopted such regulations as codified in the City's Unified Development Code ("UDC"); and

**WHEREAS**, Pedro and Angelina Soto ("Owner") owns approximately 1.8840 acres of land within the corporate limits of the City, composed of one parcel, described as ABS: 216 SUR: A S LEWIS 1.8440 AC, and generally located at 252 West Borgfeld Road ("Property"); and

**WHEREAS**, the Property presently has a zoning classification of C-1, Neighborhood Commercial; and

**WHEREAS**, Section 4.3.1.5 of the UDC allows for this land use; and

**WHEREAS**, the Owner's representative Ty Koenning/Thomas Fuels has submitted to the City an application for a Conditional Use Permit (CUP) to allow for a Local Convenience Store (With Fuel Sales) use on the Property; and

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

**WHEREAS**, the City Council finds two public hearings were held for the purpose of providing all interested persons the opportunity to be heard concerning the proposed CUP to allow for a Local Convenience Store With Fuel Sales use on the Property; in accordance with state and local law; and

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

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

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

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

**WHEREAS**, the City Council, having considered the request for CUP, desires to approve the CUP for a Local Convenience Store With Fuel Sales.

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

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

**SECTION 2. Description of Property.** The Property described as ABS: 216 SUR: A S LEWIS 1.8840AC is depicted in **Exhibit A** attached hereto and incorporated herein for all purposes.

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

1. Site Plan - A site plan in compliance with UDC Sec. 12.3.2 must be submitted for review and shall not substantially deviate from the concept plan approved with the CUP.
2. Building & Fire Codes – Applicant must comply with all Building and Fire Code requirements.
3. Permits & Inspections – All required building permits and Certificates of Occupancy must be obtained. All permit applications submitted for this property are subject to the requirements of the Code.
4. Additional Uses – No other conditional uses are allowed under this conditional use permit.
5. Recordation of Plat – A subdivision plat must be submitted for review and approval with the City of Cibolo and recorded within 30 days of completion.
6. Landscaping – All regulations of UDC Article 17.L (2) regarding a required 20’ landscape buffer adjacent to the property line of residentially used or zoned property must be met.
7. Neighborhood Commercial (C-1) Regulations - All regulations of the Neighborhood Commercial (C-1) Zoning District, other than those amended by the Conditional Use Permit, apply to the Property.
8. Supplemental Use Regulations – All regulations of UDC Article 6.3 Supplemental Use Regulations (K) Fuel Sales Business, other than those amended by the Conditional Use Permit, apply to the Property.

**K. Fuel Sale Businesses:** Property used for the purpose of the sale of fuels shall be developed in accordance with the following regulations:

- a. **Distance from Right-of-Way:** Service stations may locate fuel pumps and pump islands beyond the setback, but in no case closer than fifteen (15’) feet from any street right-of-way;
- b. **Canopy Requirements:** Any canopy placed over the pump island may not extend closer than five (5’) feet to the right-of-way;
- c. **Pumps near Residential Zones:** Fuel pumps and pump islands may not be



located closer than one hundred (100') feet to any residential zoning district;

- d. **Pumps near Existing Residence:** Fuel pumps and pump islands may not be located closer than one hundred (100') feet to a property currently being developed and used for residential purposes within a zoning district that permits fuel sales.
  - e. **Stores exceeding 5,000 Square Feet:** If a structure exceeds 5,000 square feet in size, a Conditional Use Permit (CUP) will be required.
9. Sewer Improvements – Property owner required to upgrade existing 4” residential sewer line to minimum 6” line for commercial use.
10. Payment of Fees – all fees associated with the review and processing of the application must be paid in full within 30 days of this approval.
11. Alcohol Sales – Any alcohol sales are subject to Texas Alcoholic Beverage Commission rules and regulations.

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

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

**SECTION 6. 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 7. Repeal.** All resolutions, ordinances, or parts thereof conflicting or inconsistent with the provisions of this Ordinance are hereby repealed to the extent of such conflict. In the event of a conflict or inconsistency between this Ordinance and any other resolution, code or ordinance of the City, or parts thereof, the terms and provisions of this Ordinance shall govern.

**SECTION 8. 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 9. 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 10. Open Meeting Compliance.** The City Council finds that the meeting at which this Ordinance passed was conducted in compliance with the Texas Open Meetings Act.

**SECTION 11. Penalty.** It shall be unlawful for any person to violate any provision of this Ordinance. Any person who violates, or any person who causes or allows another person to violate, any provision of this Ordinance shall be deemed guilty of a misdemeanor and, upon conviction thereof, shall be punished by a fine of not more than Two Thousand Dollars (\$2000.00). Each occurrence of any violation of this Ordinance shall constitute a separate offense. Each day on which any violation of this Ordinance occurs shall constitute a separate offense.

**SECTION 12. Effective Date.** This Ordinance will become effective within the corporate city limits of the City of Cibolo upon the required newspaper publication.

**ORDERED on this \_\_\_\_ day of \_\_\_\_\_ 2024.**

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**Mark Allen, Mayor**

**ATTEST:**

**APPROVED AS TO FORM:**

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

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



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

**UNIVERSAL APPLICATION - CONDITIONAL USE PERMIT**

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

Project Name: Borgfeld Road Development

Total Acres: 1.8440 Survey Name: A.S Lewis Survey 1.8440 AC Abstract No.: 216

Project Location (address): 252 W. Borgfeld Road, Cibolo TX 78108

Current Zoning: C-1 Neighborhood Commercial Overlay:  None  Old Town  FM 78

Proposed Zoning: Conditional Use Permit # of Lots: 1 # of Units: 1

Please Choose One:  Single-Family  Multi-Family  Commercial  Industrial  
 Other

Current Use: \_\_\_\_\_ Total Proposed Square Footage: 3664

Proposed Use: Convenience Store with Fuel (Commercial/Industrial only)

**Applicant Information:**

Property Owner Name: Pedro JR & Angelita Soto

Address: 252 W. Borgfeld Road City: Cibolo

State: TX Zip Code: 78108 Phone: \_\_\_\_\_

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

\*Applicant (if different than Owner): Thomas Fuels

\* Letter of Authorization required

Address: 701 N Mail City: Victoria

State: TX Zip Code: 77901 Phone: 979-251-4816

Email: tkoenning@clthomas.com Fax: \_\_\_\_\_

Representative: Ty Koenning

Address: 701 N Main City: Victoria

State: TX Zip Code: 77901 Phone: 979-251-4816

Email: tkoenning@clthomas.com Fax: \_\_\_\_\_

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

Pedro Soto Angelita Soto  
 Owner or Representative's Signature

Pedro Soto Jr Angelita Soto  
 Typed / Printed Name

State of TEXAS

County of BEXAR

Before me, ISAIAH MIRAMONTES  
 Name of Notary Public

Pedro and Angelita Soto, to be the person(s) who is/are subscribed to the foregoing instrument and acknowledge to me that he/she/they executed the same for the purposes and consideration therein expressed.

Given under my hand and seal of office this 5th day of July

Isaiah Miramontes  
 Notary Public Signature



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

## Narrative

Thomas Fuels would like the City of Cibolo to consider our request for Convenience Store use with fuel, deli and beer and wine sales for a conditional use permit at this location. There have been new developments both in multifamily living as well as retail along Broberg Road and we feel this will be a benefit to the growing residential population in this area. There is an abundance of residential homes and apartments in the area, and we feel this community is underserved in the convenience store space. The convenience fueling industry is highly regulated by The Texas Commission on Environmental Quality and Thomas Fuels remains in good standing with them. This location will provide the community with a clean and safe facility where community members can fulfill their needs for fuel, groceries and hot deli food items. As we have learned from past events, convenience stores are critical during times of inclement weather and other events that limit travel. This location will give the community the ability to get needed items when they might not have another option available



**PARKING REQUIREMENTS**

PER ARTICAL 10 - OFF STREET PARKING OF THE UDC, 1 PER EVERY 250 SF OF BUILDING  
 REQUIRED PARKING - 15  
 PROPOSED - 26

**IMPERVIOUS COVER**

MAXIMUM IMPERVIOUS COVER ALLOWED - 70%  
 TOTAL LOT AREA - 82,926SF  
 TOTAL IMPERVIOUS COVER - 53,528SF OR 65%



ZEMANEK ARCHITECTURE + DESIGN  
 107A EAST MAIN STREET  
 JENKS, OK 74037  
 T: 918.606.2090

zemanekad.com

COPYRIGHT ZEMANEK ARCHITECTURE + DESIGN, LLC - 8.12.24

**REVISIONS:**

No	Description	Date

**PROJECT NUMBER:**

**24047**

**SEAL:**

**NOT FOR CONSTRUCTION**  
 8.12.24

**CONSULTANT:**

**Thomas Fuels**  
**252 W. Borgfeld Rd,**  
**Cibolo TX 78108**

**ISSUE DATE:**

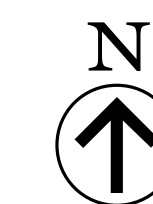
**8.12.24**

**SHEET NUMBER:**

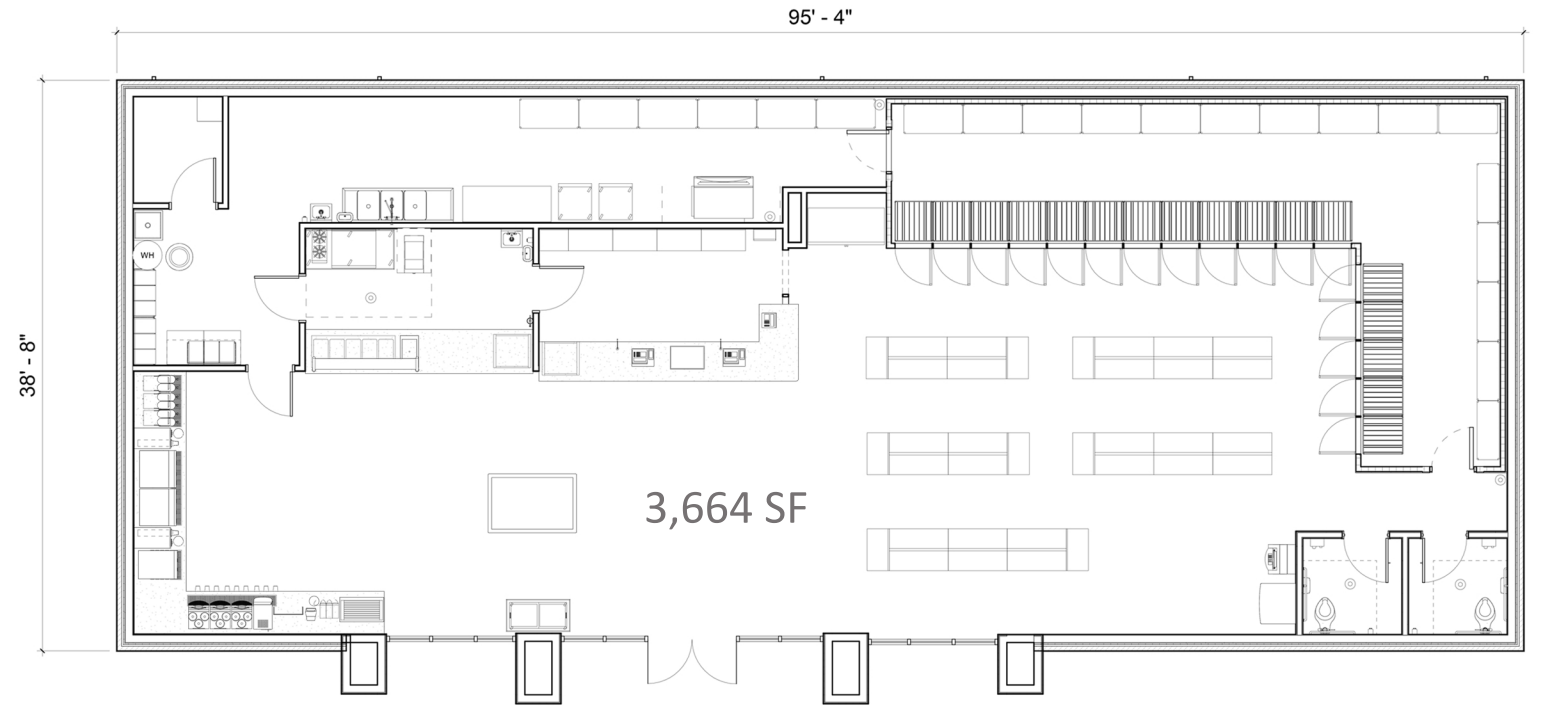
**MSP2**

**PRELIM SITE**







① SITE PLAN - MSP2  
 1" = 30'-0"



# BORGFELD & DOBIE CIBOLO, TEXAS



# Property Information Map 252 W Borgfeld Road

-  Property of Interest
-  City of Cibolo Water Service Area
-  City of Cibolo Sewer Service Area
-  Parcel Boundaries
-  Neighborhood Commercial (C1)
-  Retail/Office - Restrictive Alcohol Sales (C3R)
-  Light Industrial (I1)
-  Multi-Family Residential (MF1)
-  Low Density Single-Family Residential (SF2)
-  High Density Single-Family Residential (SF6)

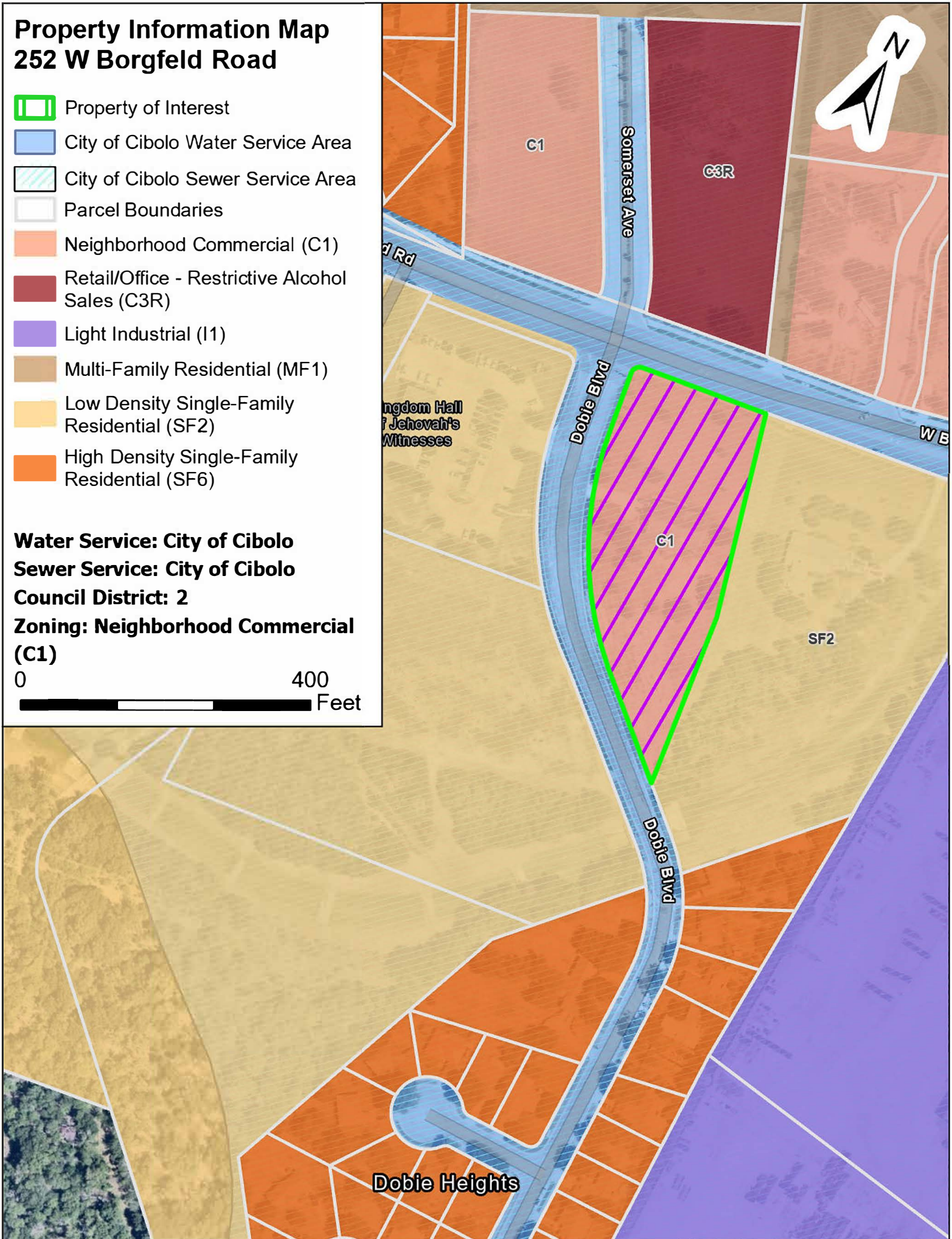
**Water Service: City of Cibolo**

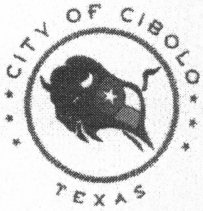
**Sewer Service: City of Cibolo**

**Council District: 2**

**Zoning: Neighborhood Commercial (C1)**

0 400 Feet





# Notice of Conditional Use Permit Petition



July 16, 2024

Dear Property Owner,

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

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

In accordance with Cibolo Code of Ordinances, the Cibolo Planning and Zoning Commission will hold a public hearing on **Wednesday, August 14, 2024 at 6:30 p.m.** at the Council Chambers of the City Hall located at 200 South Main Street, Cibolo, Texas, and the Cibolo City Council will hold a public hearing on **Tuesday, August 27, 2024 at 6:30 p.m.** at the Council Chambers of the City Hall located at 200 South Main Street, Cibolo, Texas.

The Conditional Use Permit proposal is as follows:

The purpose of both meetings is to hear public testimony regarding a Conditional Use Permit to allow a Local Convenience Store (With Fuel Sales) use for certain real property located at 252 West Borgfeld Road, legally described as ABS: 216 SUR: A S LEWIS 1.8440 AC.

Applicant: Billy Zemanek, Thomas Fuels

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

REPLY NOTICE (CUP-24-05)

Name (please print): Soto Pedro Jr & Angelita

Address (In relation to Map Exhibit): 252 W Borgfeld Rd

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

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

In Favor

Opposed

Comments:

Signature: Pedro Soto  
Angelita Soto

Date: 07/20/2024

(210) 658-9900

[www.cibolotx.gov](http://www.cibolotx.gov)

200 S. Main Street Cibolo, Texas 78108





# Notice of Conditional Use Permit Petition



July 16, 2024

Dear Property Owner,

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

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

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

In accordance with Cibolo Code of Ordinances, the Cibolo Planning and Zoning Commission will hold a public hearing on **Wednesday, August 14, 2024 at 6:30 p.m.** at the **Council Chambers of the City Hall located at 200 South Main Street, Cibolo, Texas**, and the Cibolo City Council will hold a public hearing on **Tuesday, August 27, 2024 at 6:30 p.m.** at the **Council Chambers of the City Hall located at 200 South Main Street, Cibolo, Texas.**

**The Conditional Use Permit proposal is as follows:**

The purpose of both meetings is to hear public testimony regarding a Conditional Use Permit to allow a Local Convenience Store (With Fuel Sales) use for certain real property located at 252 West Borgfeld Road, legally described as ABS: 216 SUR: A S LEWIS 1.8440 AC.

**Applicant: Billy Zemanek, Thomas Fuels**

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

REPLY NOTICE (CUP-24-05)

Name (please print): Sophia Lincecum

Address (In relation to Map Exhibit): 102 Dobie Blvd

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

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

In Favor

Opposed

Comments: We already have an annoying loud dust filled oil and gas behind our house. Having a gas station in front would cause more traffic (no light at our intersection) and more traffic down our quite little eye-de-sac. Put the gas station next to the apartments that were just built.

Signature: [Handwritten Signature] Date: 8.01.24



City Council Regular Meeting Staff Report

Approval/Disapproval of an Ordinance for a Conditional Use Permit request to allow a Convenience Storage use for 7.38 acres out of 12.7630 acres tract of certain real property located at 21105 Old Wiederstein Road, legally described as ABS: 277 SUR: J N RICHARDSON 12.7630 AC. (Ms. Huerta)

Meeting	Agenda Group
Tuesday, September 10, 2024, 6:30 PM	Ordinances Item: 9F
From	
Susana Huerta, Assistant Planning Director	
Staff Contact(s)	
Susana Huerta,	

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

PLANNING & ZONING COMMISSION ACTION: Approval with the recommended conditions by 7-0

PROPERTY INFORMATION:

Project Name: CUP-24-04  
 Owners: David Marbach  
 Representative: Jonathan McNamara, Matkin Hoover Engineering  
 Location/Area: 21105 Old Wiederstein Road, 7.38 acres  
 Location: Old Wiederstein Road  
 Council District: 5  
 Future Land Use: Commercial  
 Existing Zoning: Retail/Office (C-3)  
 Requested Zoning: Conditional Use Permit (CUP)  
 Proposed Use: Convenience Storage

FINDINGS:

A zoning request is specifically about land use, not the future engineering of the land itself, and should meet criteria per UDC Article 4.3.1.5. Decisions regarding future engineering of the land occur with the platting process, where the property's design is known. The applicant lot is located west of the intersection of Old Wiederstein Road and FM 1103. It is within the Retail/Office (C-3) zoning district. West of the property is a homestead within the Low Density Single-Family (SF-2) residential zoning district. North of the property are commercial and residential uses within the City of Schertz. The remaining surrounding property is zoned C-3. The applicant is proposing a three-story Convenience Storage business as part of a large-scale commercial development on the full 14-acre property, which includes a 2-acre parcel situated within the 12-acre parcel listed in the request. The applicant has revised their application, reducing the area of the CUP from 7.38 to 3.93 acres out of the approximately 12-acre property. This revision removes the drive-up storage area in the rear of the property. The revised CUP encompasses the three-story building, which the applicant stated would house 850-900 storage units.

PUBLIC NOTICE:

Notice was published within the local newspaper (Seguin Gazette) on July 21, 2024, and the [City Website](#). Individual letters were sent by mail to 24 property owners within 200' of the site. To date, staff has received one (1) in favor of and zero (0) in opposition. Public Hearings are scheduled on August 14, 2024 (Planning & Zoning Commission), and on August 27, 2024 (City Council). Approval/Disapproval of the zoning ordinance is tentatively scheduled for the September 10, 2024, City Council meeting.

#### **STAFF CONCLUSIONS:**

Staff recommends, should Council approve the CUP for Convenience Storage use for property located at 21105 Old Wiederstein Road, that it be subject to the following conditions:

1. Site Plan – A site plan in compliance with UDC Sec. 12.3.2 must be submitted for review and shall not substantially deviate from the concept plan approved with the CUP.
2. Building & Fire Codes – Applicant must comply with all Building and Fire Code requirements.
3. Permits & Inspections – All required building permits and Certificate of Occupancy must be obtained. All permit applications submitted for this property are subject to the requirements of the Code.
4. Additional Uses – No other conditional uses are allowed under this conditional use permit.
5. Recordation of Plat – A subdivision plat must be submitted for review and approval with the City of Cibola and recorded upon completion.
6. Retail/Office (C-3) Regulations - All regulations of the Retail/Office (C-3) Zoning District, other than those amended by the Conditional Use Permit, apply to the Property.
7. Review fees - All fees associated with the review and processing of the application must be paid in full.

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

1. **Approve** the requested CUP for a Convenience Storage use for property located at 21105 Old Wiederstein Road, legally described as ABS: 277 SUR: J N RICHARDSON 12.7630 AC.
2. **Approve** the requested CUP for a Convenience Storage use for property located at 21105 Old Wiederstein Road, legally described as ABS: 277 SUR: J N RICHARDSON 12.7630 AC, *and any additional conditions City Council may require.*
3. **Deny** the requested CUP for Convenience Storage use, *with findings.*

#### **STAFF ANALYSIS:**

##### **Unified Development Code (UDC) Section 4.3.2 – Conditional Use Permit Approval Considerations**

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

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

Comprehensive/Master Plan – Future Land Use Categories – Commercial

Appropriate Land Use Types: The appropriate primary and secondary uses allowed in areas designated as neighborhood commercial include all the commercial and civic uses set out in Retail / Office (C-3) or General Commercial (C-4) districts in the City's Code of Ordinances. Primary uses allowed in the neighborhood or transitional residential future land use categories could be considered as long as they were part of a larger planned unit development and comprise no more than 25 percent of the land area devoted to the entire development.

Compatible Zoning Districts (P.46 from Comp Plan):

Retail/Office (C-3) | General Commercial (C-4) | Planned Unit Development (PUD)

**STAFF FINDING:** Convenience Storage use is allowed with a CUP and by right within the C-3 and C-4 zoning districts, respectively, which complies with the appropriate land use types called out in the Comprehensive Master Plan for Commercial land uses. Therefore, the requested CUP is consistent with the Comprehensive Master Plan.

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

Comprehensive/Master Plan – Future Land Use Categories – Commercial

Intent & Character – The commercial future land use category is intended for areas that will be developed to support local and regional nonresidential businesses that rely on higher traffic volumes. In this regard, these areas are primarily located along collector or arterial roadways such as I-10 and I-35, FM 78 and 1103, Cibolo Valley Drive, and the non-downtown areas of Main Street. These areas are typically comprised of nonresidential uses of varying lot sizes and intensities and configured in a manner that predominantly serves the automobile. While these areas will always be auto-oriented, there is room for improved pedestrian and bicycle accommodation and higher quality development.

**STAFF FINDING:** The Zoning Map Amendment will promote the health, safety, or general welfare of the City and the safe and orderly development of the City as it complies with the intent of the Comprehensive Master Plan for Commercial land use types.

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

UDC Section 14.O.13 General Retail/Office

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

b. Permitted uses – general retail, office and service uses

c. Specific uses – subject to Site Plan approval, completely enclosed general retail, office and service uses

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

**STAFF FINDING:** The UDC provides lot design guidelines within the Retail/Office (C-3) Zoning District that are designed in scale for compatibility with surrounding commercial developments. The proposed use would be compatible with abutting sites since the applicant property is located within a developing commercial area.

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

UDC Section 13.2 Uses allowed by right and with a Conditional Use Permit (CUP).

C-3 uses allowed by right	C-3 allowed with CUP
Administrative and Business Offices	Automotive Rentals
Administrative Services	Automotive Service Station *
Artisan Sales	Commercial Off-street Parking
Artisan/ Culinary Classes (Specialty Classes)	Concrete/Asphalt Batching Plant (Temporary)
Bar/Micro Brewery **	Farmers Market

Business Services	Food Truck, Park
Business Support Services	Indoor Gun Range
Clinic	Laundry Services, Laundry Mat
Club or Lodge	Pawn Shop
Consumer Repair Services	Research and Development Services
Cultural Services	Transportation Terminal
Day Care Services (General Commercial)	Warehousing and Distribution
Day Care Services (Group)	a.) <i>Convenience Storage</i>
Financial Services	Winery/Production Brewery
Fitness Studio/ Health Spa	
Food Sales; Grocery	
Food Truck, Ancillary	
General Retail Sales, Neighborhood Scale	
Health Care Offices	
Laundry Services: Dry Cleaning	
Life Care Services *	
Local Utility Services	
Outdoor Sports and Recreation (Light)	
Personal Services	
Pet Services	
Postal Facilities	
Professional Office	
Restaurant, Convenience	
Restaurant, Neighborhood	
Safety Services	
Veterinary Services	
Amusement Center	
Automotive Washing	
Automotive; Minor Repairs/Service	
Big Box Store *	
Building Maintenance Services	
Business or Trade School	
College and University Facilities	
Community Treatment Facility *	
Convalescent Services	
Funeral Services	
General Retail Sales, Regional *	
Hospital Services	
Hotel-Motel	
Ice Dispensing; Portable Building/Structure *	
Indoor Entertainment	
Indoor Sports and Recreation	
Liquor Store **	

Local Convenience Store (With Fuel Sales)	
Local Convenience Store (Without Fuel Sales)	
Restaurant, Fast Food	
Service Station *	
Tire Dealer (No Open Storage)	

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

**STAFF FINDING:** The proposed Convenience Storage use is compatible with other uses permitted by the C-3 district. Staff does not foresee unfavorable impacts as a result of approving the CUP. The applicant will have to comply with all UDC regulations, including parking and landscape buffer requirements to further mitigate unfavorable impacts.

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

Comprehensive/Master Plan – Future Land Use Categories – Commercial

Moving Forward - New commercial development should be located and take access from an arterial roadway, or a newly constructed collector roadway that is appropriately designed to handle larger traffic volumes. New commercial development should include improved standards for building form and architecture, buffering, landscaping, and signage. Minimum lot sizes should not be needed provided that all other minimum requirements (e.g., parking, landscaping, setbacks, etc.) are met without the need for a variance. Bicycle and pedestrian accessibility and safety should be considered in new development, including connecting sidewalks from the right-of-way to the front door and the addition of bike racks.

**STAFF FINDING:** The proposed Convenience Storage use conforms with all applicable regulations as well as the intent of the Comprehensive Master Plan. Additional standards must be adhered to, including a landscape buffer in compliance with UDC Sec. 17.1.L.1 along the west property line adjacent to the SF-2 zoning district. Requirements are as follows:

*A non-residential or multi-family use adjacent to, or directly facing, a single-family zoning district shall provide a minimum twenty (20') foot landscape buffer adjacent to the property line of the residential use or residentially zoned property.*

*Landscape buffer trees:*

*A minimum of one (1) large tree shall be planted for each forty linear feet (40'), one (1) medium tree every thirty linear feet (30'), one (1) small tree every twenty (20') linear feet, or any combination thereof, within landscape buffer.*

*Landscape buffer shrubs:*

*A minimum of ten (10) shrubs shall be planted for each forty (40') linear feet of landscape buffer. Buffer shrubs shall be evergreen or similar, a minimum of eighteen (18") inches in height at time of planting and of a variety that can be expected to reach four to five (4-5) feet in height within three (3) to five (5) years of initial planting.*

*All other areas within the landscape buffer shall be covered with grass or another solid vegetative cover approved at the time of Site Plan approval. The buffer wall standards below shall also be applicable.*

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

**STAFF FINDING:** Staff do not foresee major impacts to traffic as a result of granting the CUP, as Convenience Storage use does not typically generate a large amount of traffic. A Traffic Impact Analysis (TIA) during the platting and site plan processes to determine the true impact and how the applicant plans to mitigate unfavorable impacts

## **Strategic Economic Development Plan**

The recently approved Strategic Economic Development Plan provides suggestions about site analysis of different areas in the City. This property is in the I-35 Corridor area. The potential development of this land is found under Mid-term Strategies. For the area along FM 1103, it describes a "Scaled Development Approach" as follows:

Given Cibolo's limited availability of assets with access to I-35, it's paramount to maximize the economic potential of these remaining vacant parcels. These parcels located along 1103 are ideally suited for a town-center style development, designed to infuse energy into the area without sacrificing the community's character. To this point, RKG Associates highly recommends these parcels be developed through a scaled-down approach. This involves concentrating the highest density development along the frontage of 1103 while decreasing the development density moving away from 1103. Configured within these decreasing densities would include transitional housing types, such as townhomes and missing middle housing typologies (e.g., duplexes, triplexes, cottage homes...).

The depth of these parcels from 1103 enable this scaled approach to development. A design concept would entail 5-6 story mixed-use buildings fronting 1103 with ground floor commercial (and potentially second floor office) with medium density residential behind these buildings and scaling back to patio homes or cottage-style single family homes as you get closer to the Warbler Woods Bird Sanctuary. The intent of this approach is to maximize the commercial opportunities for Cibolo (retail/service, job creation) in a manner that is supported through better walkability and increased market demand. This concept also diversifies the city's housing supply with a range of ownership (cottage homes, townhouses) and rental properties that can appeal to a variety of senior and working-aged households.

### **Attachments**

[Ordinance](#)

[Application](#)

[Originally Submitted Site Plan](#)

[Revised Site Plan](#)

[Property Map](#)

[Response F.1](#)

[Applicant Presentation](#)



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

**AN ORDINANCE OF THE CITY OF CIBOLO, TEXAS GRANTING A CONDITIONAL USE PERMIT FOR 12.7630 ACRES OF REAL PROPERTY LOCATED AT 21105 OLD WIEDERSTEIN ROAD TO ALLOW FOR CONVENIENCE STORAGE; IMPOSING CONDITIONS ON SUCH CONDITIONAL USE; DECLARING COMPLIANCE WITH APPLICABLE STATE AND LOCAL LAWS; PROVIDING FOR SEVERABILITY, REPEAL, SAVINGS, PUBLICATION AND CODIFICATION; DECLARING THAT THE MEETING AT WHICH THIS ORDINANCE WAS ADOPTED WAS CONDUCTED IN COMPLIANCE WITH THE TEXAS OPEN MEETINGS ACT; PROVIDING A PENALTY; PROVIDING AN EFFECTIVE DATE; AND CONTAINING OTHER PROVISIONS RELATED TO THE SUBJECT.**

**WHEREAS**, Texas Local Government Code Section 211.002 authorizes the City of Cibolo ("City"), as a home rule municipality, to adopt, repeal or amend zoning district boundaries and regulations in order to promote the public health, safety and general welfare of the City; and

**WHEREAS**, the City has adopted such regulations as codified in the City's Unified Development Code ("UDC"); and

**WHEREAS**, David Marbach ("Owner") owns approximately 12.7630 acres of land within the corporate limits of the City, composed of one parcel, described as ABS: 277 SUR: J N RICHARDSON 12.7630 AC, and generally located at 21105 Old Wiederstein Road ("Property"); and

**WHEREAS**, the Property presently has a zoning classification of C-3, Retail/Office; and

**WHEREAS**, Section 4.3.1.5 of the UDC allows for this land use; and

**WHEREAS**, the Owner's representative Jonathan McNamara, Matkin Hoover Engineering has submitted to the City an application for a CUP to allow for a Convenience Storage use on the Property; and

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



**WHEREAS**, the City Council finds two public hearings were held for the purpose of providing all interested persons the opportunity to be heard concerning the proposed CUP to allow for a Convenience Storage use on the Property; in accordance with state and local law; and

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

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

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

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

**WHEREAS**, the City Council, having considered the request for CUP, desires to approve the CUP for Convenience Storage.

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

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

**SECTION 2. Description of Property.** The Property described as ABS: 277 SUR: J N RICHARDSON 12.7630 AC is depicted in **Exhibit A** attached hereto and incorporated herein for all purposes.

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

- a. Site Plan. A site plan in compliance with UDC Sec. 12.3.2 must be submitted for review and shall not substantially deviate from the concept plan approved with the CUP.
- b. Building & Fire Codes – Applicant must comply with all Building and Fire Code requirements.
- c. Permits and Inspections. Any and all required building permits and a valid Certificate of Occupancy must be obtained by the owner/applicant. All permit applications submitted for this property are subject to the requirements of the City Code, and the City shall inspect the Property in compliance with City ordinances. No use of the property shall be allowed prior to the issuance of a Certificate of Occupancy.
- d. No Additional Uses. No other conditional uses are allowed under this CUP.
- e. Expiration. This CUP shall expire and shall not be valid upon any of the following circumstances: 1) upon the expiration of two years from the effective date of this Ordinance, provided a Certificate of Occupancy has not been issued for this CUP use; 2) upon cessation of Convenience Storage use for a period of time of three (3) months or greater after issuance of a Certificate of Occupancy; or 3) upon a change in ownership of the Property
- f. Recordation of Plat – A subdivision plat must be submitted for review and approval with the City of Cibolo and recorded within 30 days of completion.
- g. Retail/Office (C-3) Regulations - All regulations of the Retail/Office (C-3) Zoning District, other than those amended by the Conditional Use Permit, apply to the Property.
- h. Review fees - All fees associated with the review and processing of the application must be paid in full within 30 days of this conditional approval.

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

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

**SECTION 6. 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 7. Repeal.** All resolutions, ordinances, or parts thereof conflicting or inconsistent with the provisions of this Ordinance are hereby repealed to the extent of such conflict. In the event of a conflict or inconsistency between this Ordinance and any other resolution, code or ordinance of the City, or parts thereof, the terms and provisions of this Ordinance shall govern.

**SECTION 8. 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 9. 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 10. Open Meeting Compliance.** The City Council finds that the meeting at which this Ordinance passed was conducted in compliance with the Texas Open Meetings Act.

**SECTION 11. Penalty.** It shall be unlawful for any person to violate any provision of this Ordinance. Any person who violates, or any person who causes or allows another person to violate, any provision of this Ordinance shall be deemed guilty of a misdemeanor and, upon conviction thereof, shall be punished by a fine of not more than Two Thousand Dollars (\$2000.00). Each occurrence of any violation of this Ordinance shall constitute a separate offense. Each day on which any violation of this Ordinance occurs shall constitute a separate offense.

**SECTION 12. Effective Date.** This Ordinance will become effective within the corporate city limits of the City of Cibolo upon the required newspaper publication.

**ORDERED on this \_\_\_\_ day of August 2024.**

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**Mark Allen, Mayor**

**ATTEST:**

**APPROVED AS TO FORM:**

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

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



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

**UNIVERSAL APPLICATION - CONDITIONAL USE PERMIT**

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

Project Name: Old Wiederstein Rd Self Storage

Total Acres: 7.38 Survey Name: 0 Old Wiederstein Road Abstract No.: 277

Project Location (address): 0 Old Wiederstein Rd, Cibolo, TX

Current Zoning: C3 Overlay:  None  Old Town  FM 78

Proposed Zoning: C3 # of Lots: 1 # of Units: 1

Please Choose One:  Single-Family  Multi-Family  Commercial  Industrial  
 Other

Current Use: Undeveloped Total Proposed Square Footage: 97,736.49sf

Proposed Use: Self Storage Units (Commercial/Industrial only)

**Applicant Information:**

Property Owner Name: David S. Marbach

Address: 21001 OLD WIEDERSTEIN RD City: Cibolo

State: Texas Zip Code: 78108 Phone: (210) 323-2598

Email: dmarbach83@yahoo.com Fax: N/A

\*Applicant (if different than Owner): MatkinHoover Engineering (Jonathan McNamara)

\* Letter of Authorization required

Address: 8 Spencer Rd Suite 100 City: Boerne

State: TX Zip Code: 78006 Phone: (830) 249-0600

Email: groupjon@matkinhoover.com Fax: N/A

Representative: MatkinHoover Engineering (Jonathan McNamara)

Address: 8 Spencer Rd Suite 100 City: Boerne

State: TX Zip Code: 78006 Phone: (830) 249-0600

Email: groupjon@matkinhoover.com Fax: N/A

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

*Jonathan McNamara*

Owner or Representative's Signature

Jonathan McNamara

Typed / Printed Name

State of Texas

County of Kendall

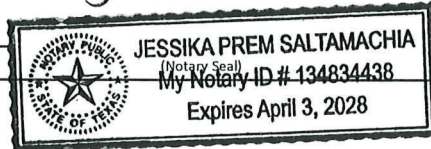
Before me, Jessika Prem Saltamachia, on this day personally appeared  
Name of Notary Public

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

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

Given under my hand and seal of office this 3rd day of July 2024.

*Jessika Prem Saltamachia*  
 Notary Public Signature



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

July 2, 2024

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

**Re: Old Wiederstein – Narrative of Application Request – Conditional Use Permit**  
**MatkinHoover Job No. 3402.00**

Dear City Staff,

This letter serves to accompany the Conditional Use Permit for Old Wiederstein site in Cibolo Texas. After evaluating the site conditions, topography, adjacent development, and depth of lot, it has been determined there is sufficient demand to propose a Conditional Use Permit for the proposed site plan area (attached).

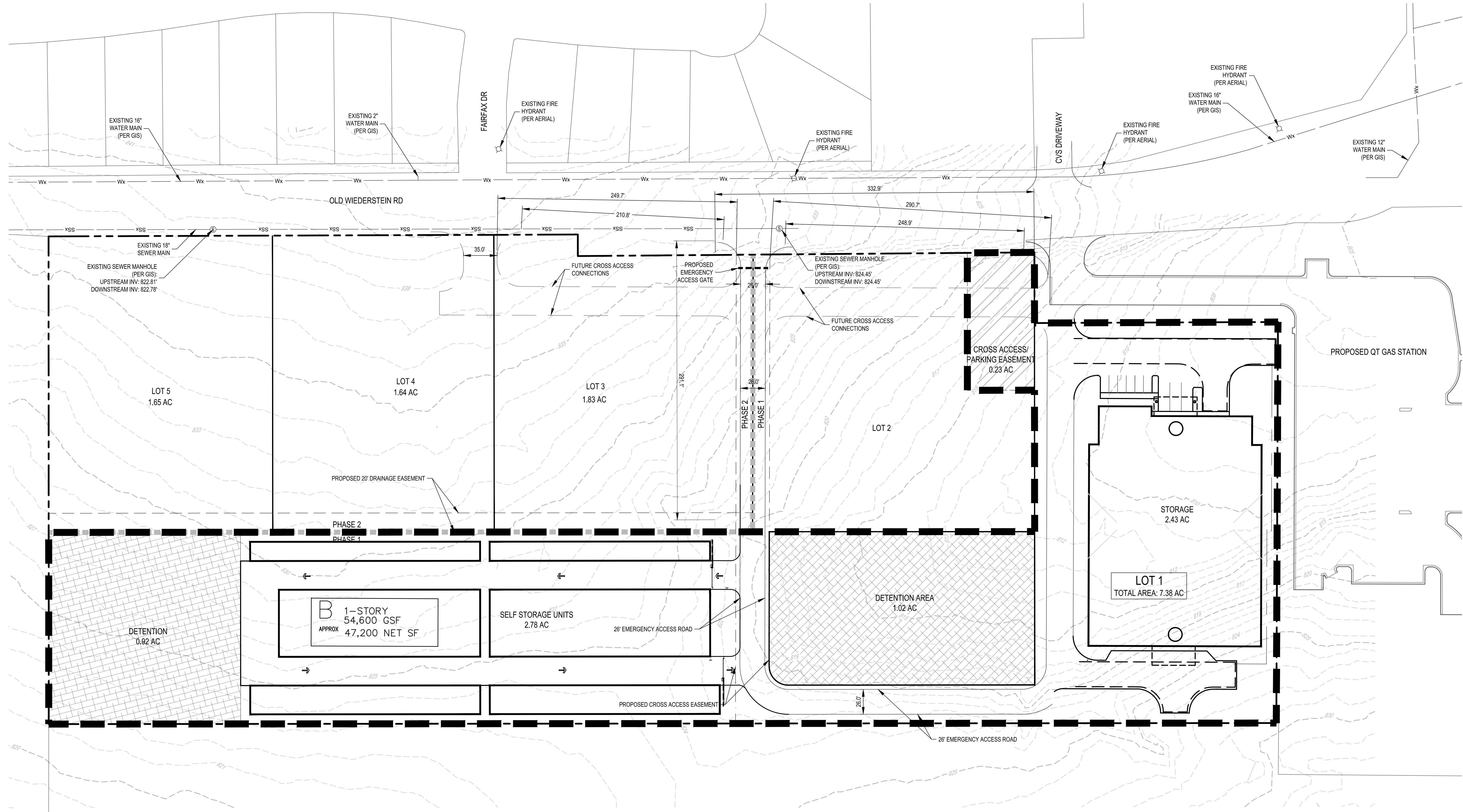
It can be seen that within the attached package, the subject property will include a proposed three-story self-storage unit with some element of larger drive-up self-storage units in the back of the building, along with an interior single-story drive-up climate-controlled building in the rear portion of the subject property. This allows only for pursuance of the Conditional Use Permit for C3 in the proposed zoning case with the city. Notably, in the attached revised Site Plan, the proposed area will have excellent screening from both the front future retail as well as for the property behind located in the back. Please see the entire plan as a unit that can work in continuity to further provide services and availability for the growing demand

Should you or your staff have questions, comments, or require additional information, please feel free to contact our office.

Sincerely,  
Matkin Hoover Engineering & Surveying  
TBPE Firm Registration No. F-4512



Jonathan McNamara, EIT  
Assistant Project Manager



**LEGEND**

- PROPERTY BOUNDARY
- ADJOINING LOT
- CONDITIONAL USE BOUNDARY
- EXISTING 1' CONTOUR
- EXISTING 5' CONTOUR
- EXISTING WATERLINE
- EXISTING SANITARY SEWER
- PROPOSED PHASE BOUNDARY
- PROPOSED DETENTION AREA
- CROSS ACCESS/PARKING EASEMENT

SCALE: 1"=50'  
SHEET SIZE: 24" x 36"

This document is released for REVIEW PURPOSES ONLY, NOT FOR CONSTRUCTION and was prepared under the authorization of Garrett D. Keller, Registered Professional Engineer, State of Texas, Registration No. 111511.

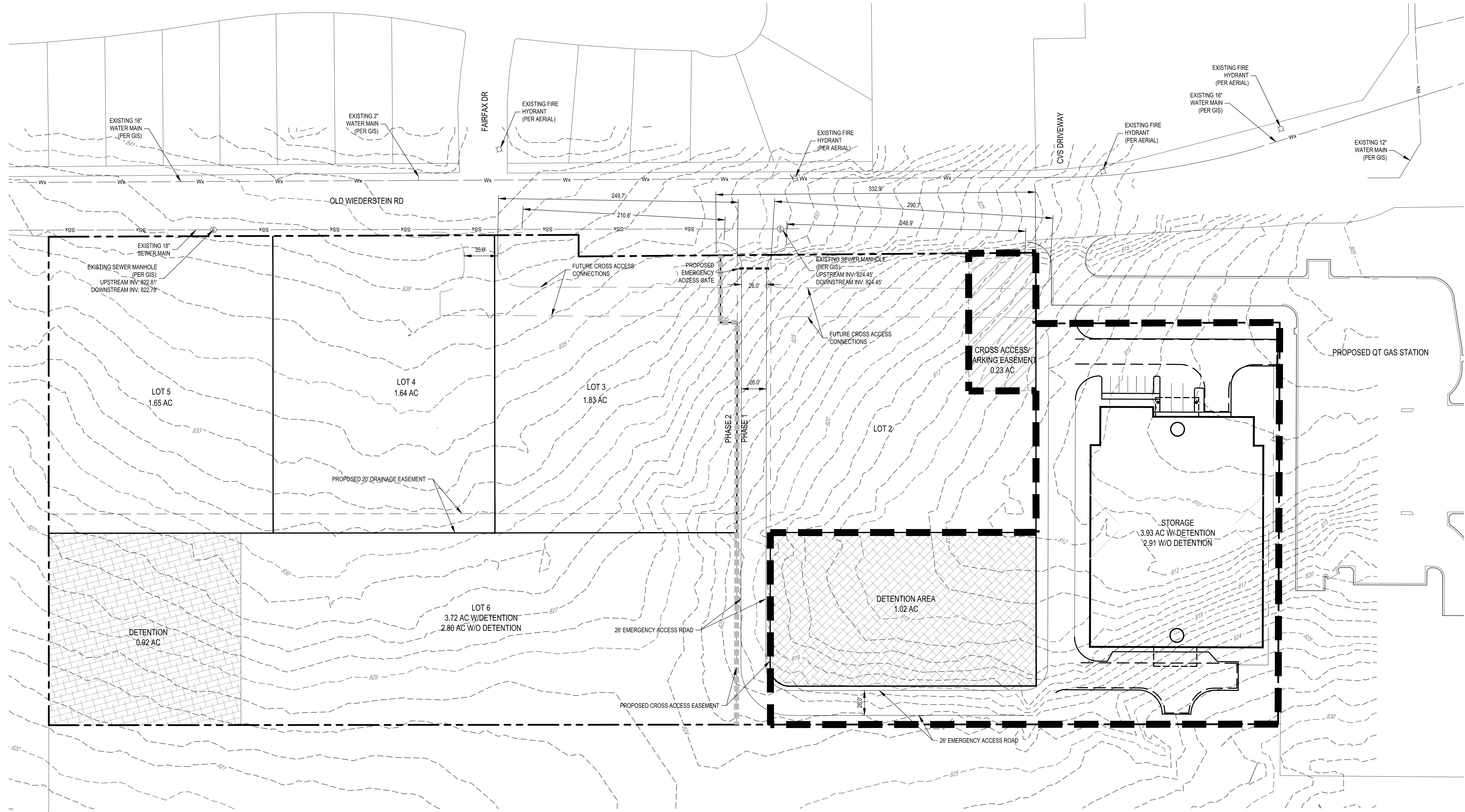
REVISIONS:


**MATKINHOOPER ENGINEERING & SURVEYING**  
 8 SPENCER ROAD SUITE 100  
 BOERNE, TEXAS 78006  
 CONTACT: 817.266.2244  
 OFFICE: 817.266.2244  
 TEXAS REGISTERED ENGINEERING FIRM F-004512 SURVEYING FIRM F-1002400

SITE PLAN FOR  
**OLD WIEDERSTEIN STORAGE**  
 CIBILO, TEXAS

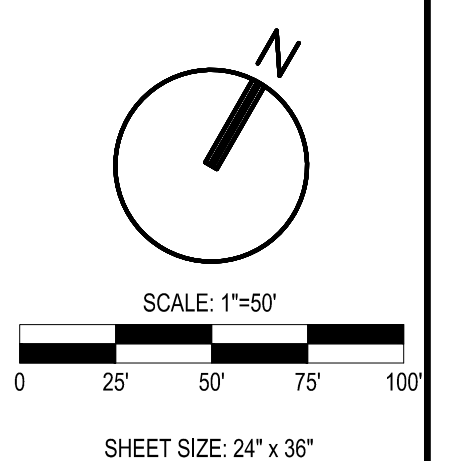
**FIG 7.0**

JOB NO.	3402.00
DESIGNED BY:	
DRAWN BY:	
CHECKED BY:	
SHEET #	



**LEGEND**

PROPERTY BOUNDARY	---
ADJOINING LOT	---
CONDITIONAL USE BOUNDARY	---
EXISTING 1' CONTOUR	---
EXISTING 5' CONTOUR	---
EXISTING WATERLINE	Wx
EXISTING SANITARY SEWER	SSx
PROPOSED PHASE BOUNDARY	---
PROPOSED DETENTION AREA	---
CROSS ACCESS/PARKING EASEMENT	---



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REVISIONS:


**MATKINHOOPER ENGINEERING & SURVEYING**  
 3305 SHELL ROAD SUITE 100  
 BOERNE, TEXAS 78006  
 OFFICE: 512.868.2244  
 CONTACT: MATT@MATKINHOOPER.COM  
 TEXAS REGISTERED ENGINEERING FIRM F-004512 SURVEYING FIRM F-1002400

**SITE PLAN FOR OLD WIEDERSTEIN STORAGE CIBILO, TEXAS**

**FIG 7.0**

JOB NO.	3402.00
DESIGNED BY:	
DRAWN BY:	
CHECKED BY:	
SHEET #	

# Property Information Map 21105 Old Weiderstein Rd

-  Property of Interest
-  City of Cibolo Sewer Service Area
-  Neighborhood Commercial (C1)
-  Retail / Office (C3)
-  Low Density Single-Family Residential (SF2)
-  Parcel Boundaries

**Water Service: GVSUD**

**Sewer Service: City of Cibolo**

**Council District: 5**

**Zoning: Retail / Office (C3)**

0 400  
Feet







# Notice of Conditional Use Permit Petition



July 16, 2024

Dear Property Owner,

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

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

In accordance with Cibolo Code of Ordinances, the Cibolo Planning and Zoning Commission will hold a public hearing on **Wednesday, August 14, 2024 at 6:30 p.m.** at the **Council Chambers of the City Hall located at 200 South Main Street, Cibolo, Texas**, and the Cibolo City Council will hold a public hearing on **Tuesday, August 27, 2024 at 6:30 p.m.** at the **Council Chambers of the City Hall located at 200 South Main Street, Cibolo, Texas.**

**The Conditional Use Permit proposal is as follows:**

The purpose of both meetings is to hear public testimony regarding a Conditional Use Permit to allow a Convenience Storage use for 7.38 acres out of 12.7630 acres tract of certain real property located at 21105 Old Wiederstein Road, legally described as ABS: 277 SUR: J N RICHARDSON 12.7630 AC.

**Applicant: Jonathan McNamara, MatkinHoover Engineering and Surveying**

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

REPLY NOTICE (CUP-24-04)

Name (please print): David Marbach

Address (In relation to Map Exhibit): 21001 Old Wiederstein

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

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

In Favor       Opposed

Comments:  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Signature: *David Marbach*

Date: 7/21/24

Jeff Eckols  
Intergold Investments, LLC  
[jeckols@gmail.com](mailto:jeckols@gmail.com)  
(210) 386-7686

## Cibolo Self-Storage CUP

21001 Old Wiederstein Road, Cibolo, TX 78108



- Guadalupe County: 14.76 +/- acres
- Property ID: 69856 & 69857
- Proposed 3-story 123,750 GSF climate-controlled Storage building
- 19,956 cars per day on FM1103
- Population over 48,328 within 3 miles; 90,617 within 5 miles
- Strong market demographics and development in the market area

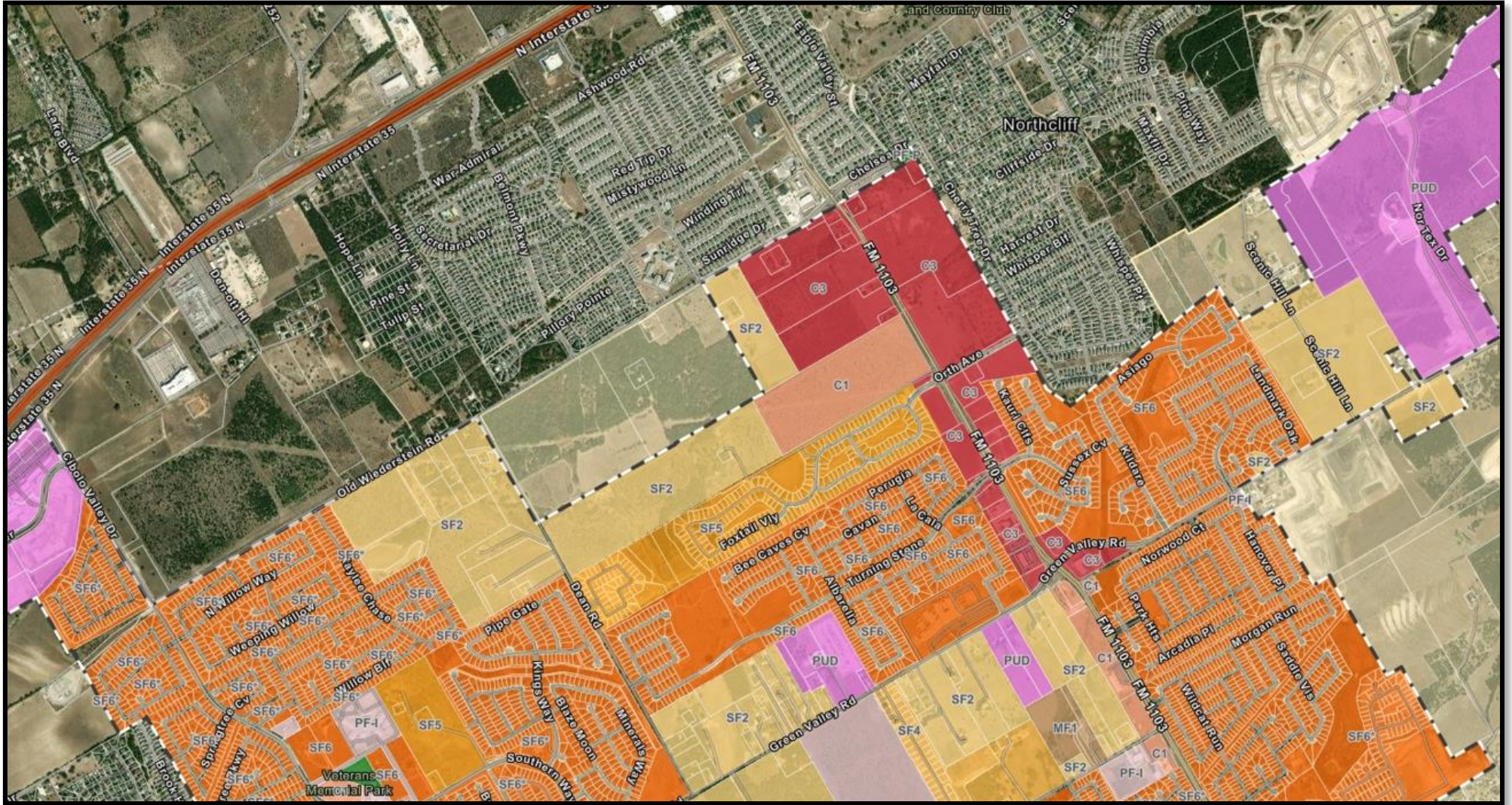
# Area Retail Map



# Property Appraiser Map



# Cibolo Zoning Map



# Cibolo Zoning Map



# STRATEGIC ECONOMIC DEVELOPMENT PLAN

## City of Cibolo, Texas



**Prepared by:**

**RKG**  
ASSOCIATES INC

**RKG Associates, Inc.**  
*Economic, Planning and Real Estate Advisors*

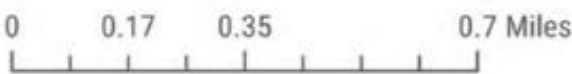
2121 Eisenhower Avenue, Suite 402  
Alexandria, VA 22314  
Tel: 703.739.0965  
[www.rkgassociates.com](http://www.rkgassociates.com)



### I-35 Corridor

Map 3: Opportunity Sites

- Short Term
- Mid Term
- Long Term
- Other

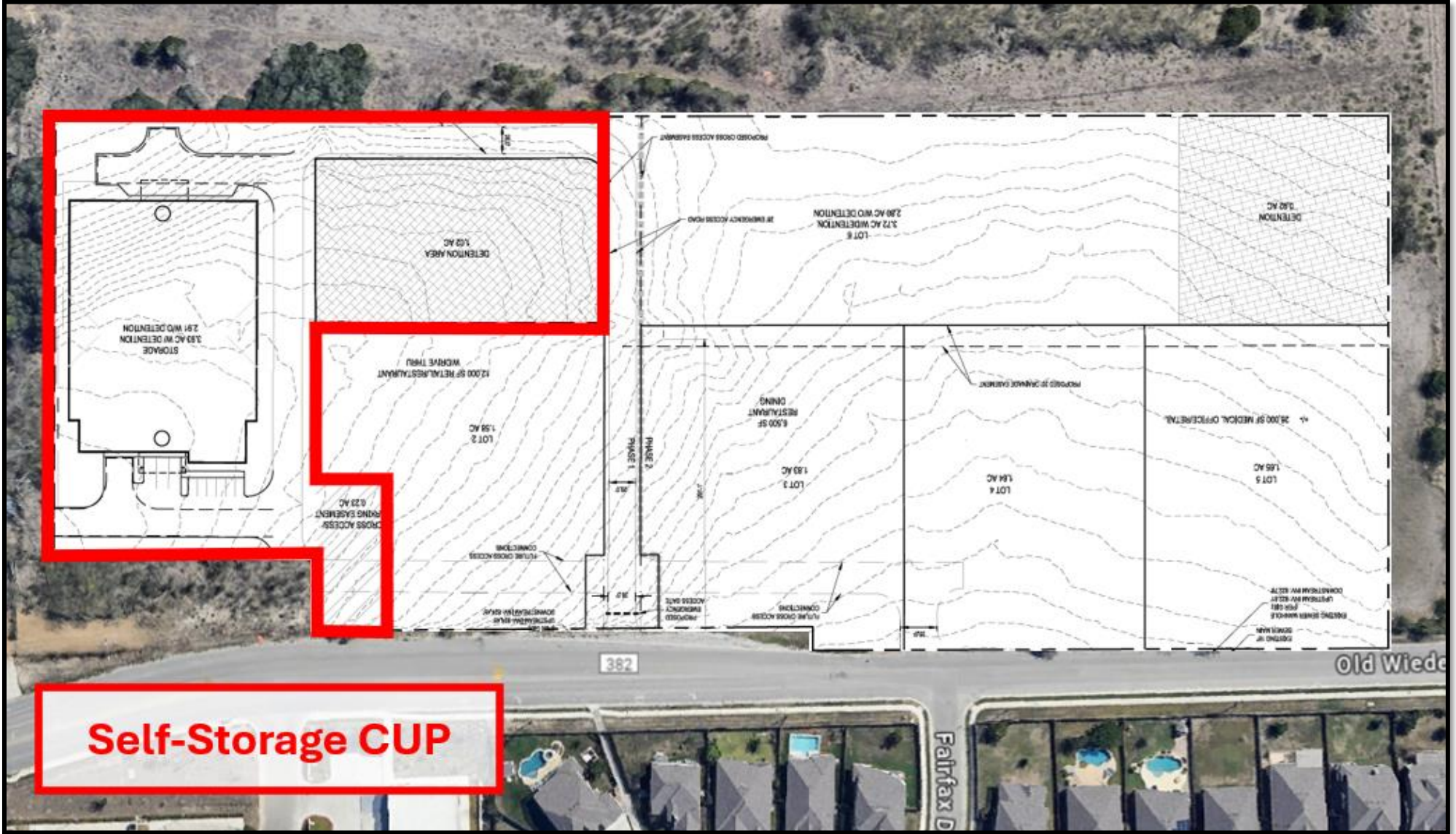




# Area Development



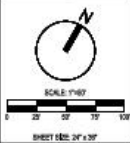
# Storage CUP Site Plan



**Self-Storage CUP**



# Topographical Map



This document is released for REVIEW PURPOSES ONLY, NOT FOR CONSTRUCTION and was prepared under the authorization of Gerald D. Koller, Registered Professional Engineer, State of Texas, Registration No. 111511.

REVISIONS:


**MATKINHOVER**  
ENGINEERING & SURVEYING

10000 W. STATE ST. SUITE 100  
CIBOLO, TEXAS 78841  
PH: 817.251.1234  
FAX: 817.251.1235  
WWW.MATKINHOVER.COM

SITE PLAN - AERIAL  
FOR  
OLD WIEDERSTEIN STORAGE  
CIBOLO, TEXAS

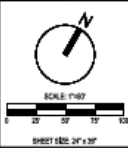
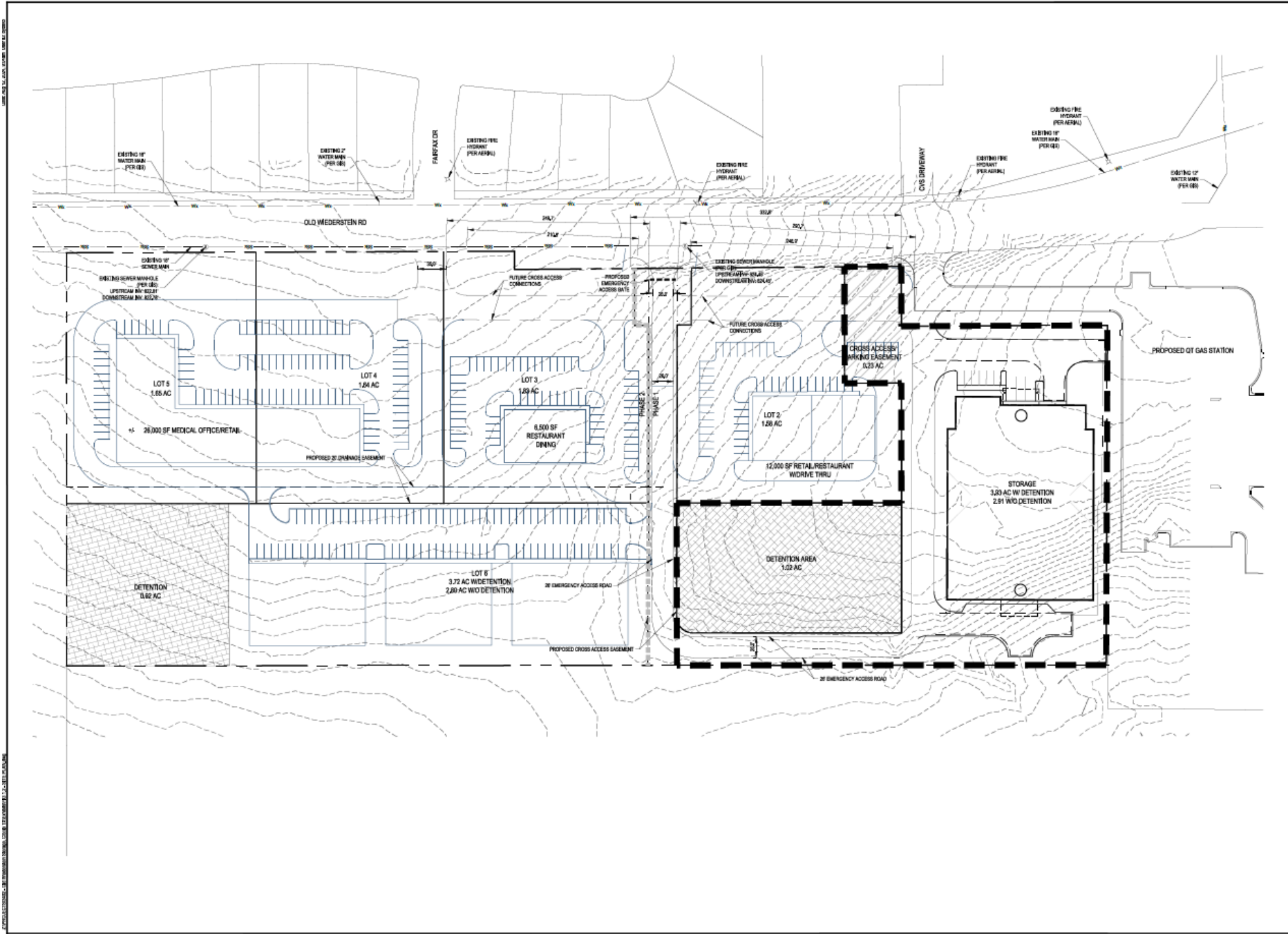
FIG 1.0

JOB NO. 34022.00  
DESIGNED BY: \_\_\_\_\_  
DRAWN BY: \_\_\_\_\_  
CHECKED BY: \_\_\_\_\_  
SHEET # \_\_\_\_\_

# Mixed-Use Concept Plan



# Mixed-Use Site Plan



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REVISIONS:

NO.	DATE	DESCRIPTION

**MATKINHOOPER**  
 ENGINEERING  
 & SURVEYING  
 10000 W. STATE ST. SUITE 100  
 CIBOLO, TEXAS 78841  
 TEL: 512.326.1111 FAX: 512.326.1112  
 WWW.MATKINHOOPER.COM

SITE PLAN  
 FOR  
 OLD WIEDERSTEIN STORAGE  
 CIBOLO, TEXAS

FIG 1.2

JOB NO.	9402.00
DESIGNED BY:	
DRAWN BY:	
CHECKED BY:	
SHEET #	

# Professional Office



**C) Cibolo Office Market**

As a microcosm of trends occurring throughout the Outer Counties submarket, Cibolo's existing office inventory is limited. Once again, corresponding with the minimal number of white-collar businesses operating within the City's limits. The existing inventory primarily is small scale offices that have been converted from single family homes, old banks, or an office space attached to a broader production facility. To this point, several medical office users are occupying traditional retail strip centers due to the lack of desirable space.

However, Cibolo is well-positioned to expand its office inventory, particularly to accommodate small businesses or 'hub and spoke' models for larger businesses. The 'hub and spoke' model, popularized by national-scale businesses, involves downsizing from previous office setups due to shifting workplace preferences. The model allows businesses to maintain a presence in a metropolitan region without the need for extensive office space. In light of these opportunities, RKG Associates recommends that Cibolo streamline investments towards office spaces ranging between 1,000 to 5,000 square feet.

**D) Medical Offices in Cibolo**

Medical uses, particularly dental offices, have accounted for the majority of office investment in Cibolo. This heightened investment in medical spaces reflects a growing unmet demand for healthcare services among the City's expanding demographic cohorts, particularly young families and seniors. Data indicates that more than 94% of medical spending by Cibolo residents occurs outside the City limits (a detailed graphic of this finding is in the target industry chapter of this report). While the City's current population level does not meet the threshold to justify investment in a full-scale hospital due to the presence of these facilities in nearby communities, it is adequate for off-campus surgical centers, private physicians' offices, and similar facilities. Moreover, senior care services such as assisted living facilities are apparently undersupplied, which RKG Associates learned through interviews with local stakeholders.

**2. RETAIL MARKET**

The Outer Counties retail submarket consists of the same three counties as its office submarket: Guadalupe County, Comal County, and Kendall County (Map 4-4). As observed in the office market analysis, REIS only began tracking the Outer Counties' retail submarket since 2019. Northbound investment beyond Bexar County and San Antonio led to REIS to begin tracking the Outer Counties, as unprecedented levels of household growth in the previous decade stimulated retail inventory expansions. This includes Cibolo, absorbing retail investment in recent years due to the City's access to Interstate-35 and larger local consumer base.



# Office Condos





City Council Regular Meeting Staff Report

Discussion/Action on awarding an engagement for professional auditing services to Armstrong, Vaughan & Associates, P.C. for fiscal year ending September 30, 2024, with the option of auditing the four subsequent years and authorizing the City Manager to execute the engagement letter. (Ms. Miranda)

Meeting	Agenda Group
Tuesday, September 10, 2024, 6:30 PM	Discussion/Action Item: 10A
From	
Anna Miranda, Finance Director	

**PRIOR CITY COUNCIL ACTION:**

In 2019, City Council awarded an engagement for audit services to ABIP, PC. ABIP conducted our audit for five years.

**BACKGROUND:**

Our City Charter and Local Government Code calls for an annual independent audit by a certified public accountant. The City Charter also requires that "no more than five (5) consecutive annual audits . . . be conducted by the same firm." In June, the City issued a Request for Proposals (RFP) for professional auditing services for our fiscal year ending September 30, 2024, with the option of auditing the four (4) subsequent years. The City received proposals from three (3) independent audit firms. Two of the three firms had an office located in the San Antonio area. Technical Qualifications made up 80% of the score with the fee estimate making up 20%. All proposals were evaluated by the Finance Director, Accounting Manager, and the Director of People and Performance.

The selected firm, Armstrong, Vaughan & Associates (AVA), has an extensive background auditing municipalities and other local governments in our area. The team assigned to this engagement have a combined 60 years of experience in governmental and non-profit accounting and auditing. AVA has previously audited the financial statements of the City. The City's last engagement with AVA was for the audit of fiscal year ending 9/30/2018.

**STAFF RECOMMENDATION:**

Staff recommends awarding the engagement for professional auditing services to Armstrong, Vaughan & Associates, located in Universal City, for fiscal year ending September 30, 2024, with the option of auditing the subsequent (4) years and authorizing the City Manager to execute the standard engagement letter.

**FINANCIAL IMPACT:**

Fees associated with the first-year engagement are not to exceed \$44,060 which is in line with our FY25 adopted budget. Average annual fees over the five-year term is \$45,968, with a 6.6% increase over the 5 years.

**MOTION(S):**

I move to approve the engagement letter for professional auditing services with Armstrong, Vaughan & Associates and authorize the City Manager to execute the engagement letter.

**Attachments**

[1-2024 Cibolo Proposal.pdf](#)

[2024.09.10 audit engagement letter.pdf](#)



## CITY OF CIBOLO, TEXAS

### Proposal for Financial Audit Services

July 2, 2024

Deborah F. Fraser, CPA, CGMA  
debbie@avacpa.com

Armstrong, Vaughan & Associates, P.C.

Certified Public Accountants



941 W Byrd Suite 101, Universal City, TX 78148  
210-658-6229

**PROPOSAL FOR FINANCIAL AUDIT SERVICES  
CITY OF CIBOLO**

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Armstrong, Vaughan & Associates, P. C.

Certified Public Accountants

## EXECUTIVE SUMMARY

July 2, 2024

City of Cibolo, Texas  
Attn: Procurement Manager  
Leili Samuelson  
200 South Main Street  
Cibolo, Texas 78108

We are pleased to submit a proposal to provide audit services in accordance with Government Auditing Standards to the City of Cibolo, Texas to include a single audit (if necessary) and preparation of the annual financial report.

We are a San Antonio based firm that has identified the government client as a niche to whom we can provide superior services. Toward that end, we have invested a major portion of our resources in providing services to that market through staff training and retaining experienced and qualified personnel. Our success has been a direct result of our focus on quality service. The most convincing evidence of the quality of our services is the recommendations from our clients. We urge you to contact any of the representatives listed in this proposal.

We deliver our service by giving attention to each client's individual needs; having our most qualified people (the partner-in-charge) directly involved in field work; and being sensitive to the disruption of your workplace. Deborah Fraser (audit partner) will lead the audit team for the City of Cibolo, Texas and would be assisted by senior audit manager, Jacob Twomey. Deborah will be the main point of contact and will direct all staff. Phil Vaughan will provide second-partner and quality control reviews.

**Deborah Fraser, CPA, CGMA** serves as Director of Nonprofit Services for the Firm and has thirty years experience providing audit and accounting services to nonprofit and local government entities, three years as CFO of SER, Jobs for Progress, a sub-recipient of Alamo Work Source, which enabled her to gain knowledge and experience of State, Federal and the Local Workforce Development System and two years as a consultant for a Governmental/Nonprofit accounting software firm.

**Phil Vaughan, CPA, CGMA** serves as Director of Governmental and Educational Services for the Firm and has nineteen years experience providing audit services to government and government-related clients. Phil earned a degree with highest honors from Colorado School of Mines in 2005 and a Master of Science in Accounting from UTSA in December 2008. Phil was also honored as one of the top ten CPA candidates in the State of Texas in May 2009. Phil leads the firm's membership in the Government Audit Quality Center and is a member of the Government Finance Officers Association.

Both Deborah and Phil have personally conducted numerous audits under the Single Audit Act and assisted clients in achieving the *Certificate of Achievement for Excellence in Financial Reporting* awarded by the Government Finance Officers Association.

Armstrong, Vaughan & Associates, P.C. has been a member of the AICPA Quality Review Program since January 1989. As accountants committed to offering the highest degree of quality service possible, we have taken steps to ensure we are in compliance with AICPA Quality Standards. We perform an annual inspection in-house to ensure compliance, as well as an independent peer review at least every three (3) years. Our most recent review in September 2023 resulted in a peer review rating of “pass.” A copy of the report is included later in this proposal.

The enclosed proposal is a firm and irrevocable offer to provide financial audits for the City of Cibolo, Texas. This proposal will remain a firm offer for 90 days from the date of this proposal. Deborah F. Fraser, CPA, CGMA is authorized to enter into engagement agreements on behalf of the firm.

Again, we appreciate the opportunity to offer services to the City of Cibolo, Texas, and urge you to call us if you should need additional information. You may also visit our website at [www.avacpa.com](http://www.avacpa.com).

Sincerely,

*Deborah F. Fraser, CPA, CGMA*

Deborah F. Fraser, CPA, CGMA  
Shareholder

## **TAB A - FIRM AND PROJECT TEAM BACKGROUND**

### **FIRM PROFILE**

AVA was established in 1978 in Universal City, Texas, (a suburb of San Antonio) where it still operates. Our mission is to focus on excellent service and a commitment to accuracy and integrity.

We are a San Antonio based firm that has identified the government client as a niche to whom we can provide superior services. Toward that end, we have invested a major portion of our resources in providing services to that market through staff training and retaining experienced and qualified personnel. Our success has been a direct result of our focus on quality service. The most convincing evidence of the quality of our services is the recommendations from our clients. We urge you to contact any of the representatives listed in this proposal.

We deliver our service by giving attention to each client's individual needs; having our most qualified people (the partner-in-charge) directly involved in field work; and being sensitive to the disruption of your workplace.

#### **The principle leaders in the firm are:**

**Deborah Fraser, CPA, CGMA** serves as Director of Nonprofit Services for the Firm and has thirty years experience providing audit and accounting services to nonprofit and local government entities, three years as CFO of SER, Jobs for Progress, a sub-recipient of Alamo Work Source, which enabled her to gain knowledge and experience of State, Federal and the Local Workforce Development System and two years as a consultant for a Governmental/Nonprofit accounting software firm.

**Phil Vaughan, CPA, CGMA** serves as Director of Governmental and Educational Services for the Firm and has nineteen years' experience providing audit services to government and government-related clients. Phil earned a degree with highest honors from Colorado School of Mines in 2005 and a Master of Science in Accounting from UTSA in December 2008. Phil was also honored as one of the top ten CPA candidates in the State of Texas in May 2009. Phil leads the firm's membership in the Government Audit Quality Center and is a member of the Government Finance Officers Association.

**Kim Roach, CPA** is an audit partner of the firm and has eighteen years' experience providing audit, tax and accounting services, and specializes in local governments, school districts and homeowners associations. Kim completed a comprehensive leadership program through the San Antonio Chapter of the Texas Society of CPAs. The program is offered to a select group of young CPAs and is an intensive program to develop future leaders in our profession

**Mike Peralta, CPA** is an audit partner of the firm and has twelve years' experience providing audit, and accounting services, and specializes in local governments and non-profits. Mike completed a comprehensive leadership program through the San Antonio Chapter of the Texas Society of CPAs. The program is offered to a select group of young CPAs and is an intensive program to develop future leaders in our profession

Deborah, Phil, Kim and Mike have personally conducted numerous audits under the Single Audit Act and assisted clients in achieving the *Certificate of Achievement for Excellence in Financial Reporting* awarded by the Government Finance Officers Association.

Currently, the firm audits 6 counties, 28 cities and 7 nonprofits during that period with September 30, 2024, year-end dates. These projects' fieldwork is spread from the last week in October through the first week in February. We would prefer to begin the City of Cibolo the last week of November.

The proposed audit team for the City of Cibolo will be made up of our partner, Deborah F. Fraser; Jacob Twomey, senior audit manager, and two audit staff, Exavier Blocker and Yamilex Salazar (see attached



resumes). We do not anticipate any changes to our proposed team, however, should one of our audit team members become unable to perform their assigned task for any reason, another member of our professional staff with similar experience and qualifications will be substituted. We would discuss this with the City of Cibolo management before proceeding. We do not anticipate needing any outside specialists or consultants to assist the audit team.

We have been very fortunate to experience a low turnover in our current staff. However, if turnover should occur, we are able to include an experienced staff member to perform the duties with minimal disruption to the engagement.

Additionally, we are available throughout the year for questions and support. We have at various times, offered classes on new GASB pronouncements in which all clients are invited to attend.

## **RESUMES**



### **Deborah F. Fraser, CPA, CGMA**

*Audit Partner, 941 W Byrd Blvd., Ste. 101, Universal City, TX 78148*

- Certified Public Accountant
- American Institute of Certified Public Accountants
- Texas Society of Certified Public Accountants
- San Antonio Chapter of the Texas Society of Certified Public Accountants
- Certificate of Educational Achievement for Governmental Auditing  
Awarded by the American Institute of CPAs
- Chartered Global Management Accountant
- San Antonio Nonprofit Council, Treasurer

### **EXPERIENCE**

Includes thirty years of providing auditing and accounting services for various entities. Experience includes non-profit entities, cities, counties, special purpose governments and school districts. In addition, she has experience as a CFO of a nonprofit organization with \$19 million in state and federal grant revenues. Deborah also has experience as a consultant and trainer for MIP, governmental/nonprofit accounting software program. Deborah has also taught an Accounting Principles II class for several years at a local community college.

### **EDUCATION**

University of Wyoming, 1985, B.S.

### **PROJECT, ROLE AND RESPONSIBILITIES FOR THE PROJECT:**

In the past year Debbie has been the partner in charge of 3 counties and 10 cities. Her responsibilities have included managing the project, risk assessments, interviews, various workpaper preparation, report preparation, communication with the client on progress, as well as presentations to management and council.



**Phil S. Vaughan, CPA, CGMA**

*Audit Partner, 941 W Byrd Blvd., Ste. 101, Universal City, TX 78148*

- Certified Public Accountant
- American Institute of Certified Public Accountants
- Texas Society of Certified Public Accountants
- San Antonio Chapter of the Texas Society of Certified Public Accountants
- Awarded one of the Top Ten CPA Candidates in May 2009
- Government Finance Officers Association
- Chartered Global Management Accountant
- Texas Association of School Business Officials
- Government Audit Quality Center

**EXPERIENCE**

Includes nineteen years of providing public accounting, tax and auditing services, specializing in municipalities, school districts, charter schools, special purpose governments and homeowners associations. Phil volunteers on the GFOA’s special review committee to grade financial reports for the award for excellence in financial reporting.

**EDUCATION**

University of Texas at San Antonio, 2008, M.S. in Accounting.

Colorado School of Mines, 2005, B.S. in Computer Science.

**PROJECT, ROLE AND RESPONSIBILITIES FOR THE PROJECT:**

In the past year Phil has been the partner in charge of counties and cities. His responsibilities have included managing the project, risk assessments, interviews, various workpaper preparation, report preparation, communication with the client on progress, as well as presentations to management and council. Phil will provide quality control review of Cibolo’s ACFR.



**Jacob Twomey, CPA**

*Audit Manager, 941 W Byrd Blvd., Ste. 101, Universal City, TX 78148*

- Certified Public Accountant (Certificate #120532)
- Texas Society of Certified Public Accountants

**EXPERIENCE**

Includes five years of providing public accounting and auditing services for clients including water supply entities, municipal and county governments, schools and homeowners associations.

**EDUCATION**

University of Texas at San Antonio, 2019 – M.S. in Accounting

Texas A&M University, 2018, B.S. in Accounting

**PROJECT, ROLE AND RESPONSIBILITIES FOR THE PROJECT:**

In the past year Jacob has been the manager of 1 county and 5 cities. His responsibilities have included managing the project, risk assessments, interviews, various workpaper preparation, report preparation, communication with the client on progress, as well as presentations to management and council.



**Exavier Blocker**

*Audit Staff, 941 W Byrd Blvd., Ste. 101, Universal City, TX 78148*

**EXPERIENCE**

Exavier Blocker joined AVA in 2022 and has over 2 years of auditing and accounting experience in various entities, including nonprofit entities, water district, emergency service districts and local government.

**EDUCATION**

University of Texas at San Antonio, 2018, Bachelor of Business Administration in Accounting

**PROJECT, ROLE AND RESPONSIBILITIES FOR THE PROJECT:**

In the past year Exavier has been the audit staff on several counties and 5 cities. He has performed workpaper preparation, report preparation, and communication with the client. Exavier has been responsible for the full project for several special purpose governments and nonprofit engagements.



**Yamilex Salazar**

*Audit Staff, 941 W Byrd Blvd., Ste. 101, Universal City, TX 78148*

**EXPERIENCE**

Includes four years of providing public accounting and auditing services for clients in the government sector and homeowners associations. Yamilex joined AVA this year, after spending over 4 ½ years with Ernst & Young in the Government & Public Sector.

**EDUCATION**

University of Incarnate Word, 2018– M.S. in Finance

University of Incarnate Word, 2017, B.S. in Business Administration

**PROJECT, ROLE AND RESPONSIBILITIES FOR THE PROJECT:**

In the past six months, Yamilex has been the audit staff on several cities, homeowner associations and nonprofits. She has various workpaper preparation, risk analysis, communication with the client.

## OTHER INFORMATION

Armstrong, Vaughan & Associates, P.C. as well as all professional and support staff, are independent of the City of Cibolo. No one in our firm has a relationship with a member of the Council or employee of the City that would impair his/her independence as defined by generally accepted auditing standards and the most recent U.S. General Accounting Office's Government Auditing Standards.

Armstrong, Vaughan & Associates., P.C., is licensed to practice in the State of Texas under license number C03094-001. Additionally, all employees of the firm who are certified public accountants are licensed to practice within the State of Texas. We have not had any disciplinary actions taken against the firm during the past 3 years. Additionally, we have had no desk reviews or audits that we are aware of.

Armstrong, Vaughan & Associates, P.C. has been a member of the AICPA Quality Review Program since January 1989. As accountants committed to offering the highest degree of quality service possible, we have taken steps to ensure we are in compliance with AICPA Quality Standards. We perform an annual inspection in-house to ensure compliance, as well as an independent peer review at least every three (3) years. Our most recent review in September 2023 resulted in a rating of "pass".

AVA will not discriminate in hiring, promotion, treatment or other terms and conditions of employment based on race, sex, national origin, age, disability or in any way violate Title VII of the 1964 Civil Rights Act and amendments, except as permitted by said laws.

AVA has no known claims for losses, professional negligence, damages, or indemnification, including any settled, threatened, or ongoing litigation or arbitration, in which AVA, nor any current employee of the AVA are involved.

In addition, Debbie is planning to only respond to one request for proposal this season. We are selective in taking on new clients to ensure that we do not disrupt service to our existing clients.

AVA has never failed to comply with our contracts and has never been barred from doing business with the State of Texas or the federal government.

AVA does not boycott Israel; and will not boycott Israel during the term of any resulting contract.

AVA is not engaged in any business with Iran, Sudan, or a foreign terrorist organization.

AVA does not boycott energy companies, nor will it boycott energy companies during the term of the Agreement.

AVA does not have a practice, policy, guidance or directive that discriminates against a firearm entity or firearm trade association. During the term of the Agreement, AVA will not discriminate against a firearm entity or firearm trade association.

AVA is not owned or controlled by individuals who are citizens of China, Iran, North Korea, Russia, or a designated country. AVA has one office in Universal City, TX and has never had offices or been head quartered in China, Iran, North Korea, Russia or a designated country.

Lastly, we will not use an associate firm or sub-consultant on this engagement.

**TAB B - PROJECT EXPERIENCE AND QUALIFICATIONS**

**ATTACHMENT "1" -- CLIENT REFERENCE FORM**

**Project No. 1**

Project Owner: Susan Caddell, Director of Finance

Project Name: City of Seguin

General Description of Project:

Audit of the financial statements of the governmental activities, business-type activities, each major fund, and the aggregate remaining fund information of City of Seguin, Texas. In addition, we audited the entity's compliance over major federal award programs. The City has received the Annual Comprehensive Financial Report (ACFR).

Project Cost: \$58,500 to \$62,500 Date Project Started: 1997-1999; 2002 - Present

Project Manager: Deborah F. Fraser, CPA

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: Susan Caddell, Director of Finance

Organization Name: City of Seguin

Owner Telephone Number: 830-401-2450 Owner Email: scaddell@seguintexas.gov

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

**Project No. 2**

Project Owner: Carol Goering, Finance Director

Project Name: City of Leon Valley

General Description of Project:

Audit of the financial statements of the governmental activities, business-type activities, each major fund, and the aggregate remaining fund information of City of Leon Valley, Texas. In addition, we audited the entity's compliance over major federal award programs. The City has received the Annual Comprehensive Financial Report (ACFR).

Project Cost: Approximately \$32,000 Date Project Started: 2015 - Present

Project Manager: Deborah F. Fraser, CPA

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: Carol Goering, Finance Director

Organization Name: City of Leon Valley

Owner Telephone Number: 210-684-1391 Owner Email: y.acuna@leonvalleytexas.gov

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

**Project No. 3**

Project Owner: Hortencia Lozano, Director of Finance

Project Name: City of Selma

General Description of Project:

Audit of the financial statements of the governmental activities, business-type activities, each major fund, and the aggregate remaining fund information of City of Selma, Texas.

Project Cost: Approximately \$30,251 Date Project Started: 1984 - Present

Project Manager: Deborah F. Fraser, CPA

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: Hortencia Lozano, Director of Finance

Organization Name: City of Selma

Owner Telephone Number: 210-651-6661 Owner Email: hlozano@ci.selma.tx.us

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

**Project No. 4**

Project Owner: Tanya Shelton, County Auditor

Project Name: Kerr County

General Description of Project:

Audit of the financial statements of the governmental activities, business-type activities, each major fund, and the aggregate remaining fund information of Kerr County, Texas. In addition, we audited the entity's compliance over major federal award programs.

Project Cost: \$62,500 Date Project Started: 2015 - Present

Project Manager: Deborah F. Fraser, CPA

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: Tanya Shelton, County Auditor

Organization Name: Kerr County

Owner Telephone Number: 830-792-2237 Owner Email: tshelton@co.kerr.tx.us



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

### Project No. 5

Project Owner: Shirley Holm, Director of Finance

Project Name: City of George West

General Description of Project:

Audit of the financial statements of the governmental activities, business-type activities, each major fund, and the aggregate remaining fund information of City of George West, Texas.

Project Cost: \$26,500 Date Project Started: 2015 - Present

Project Manager: Deborah F. Fraser, CPA

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):*

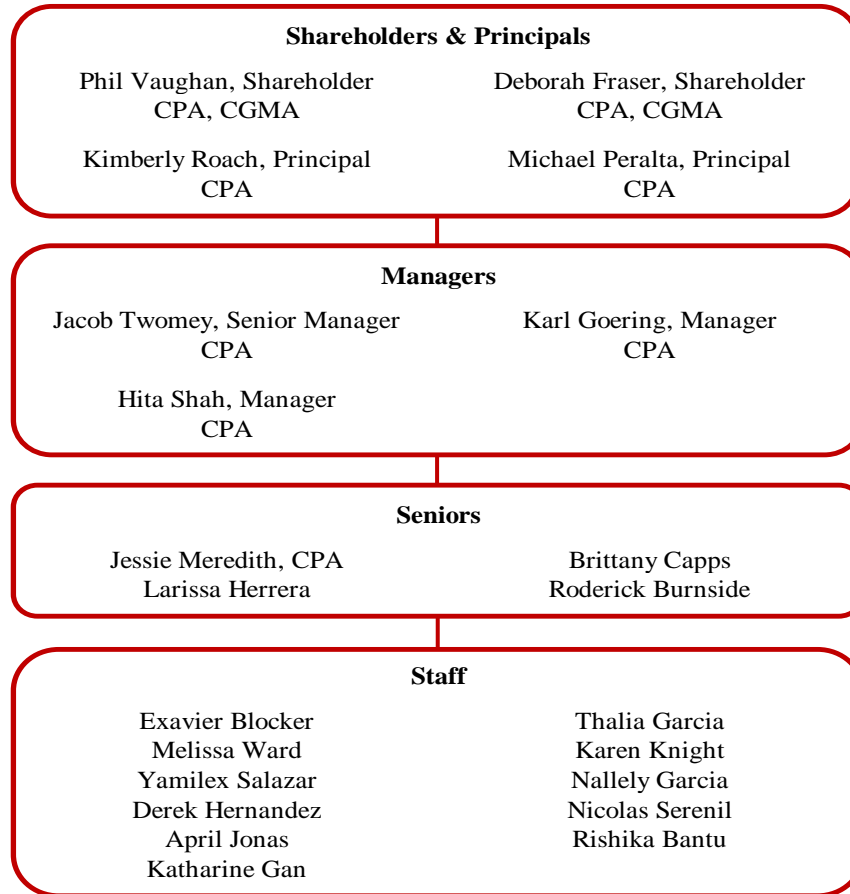
Owner Name: Shirley Holm, Director of Finance

Organization Name: City of George West

Owner Telephone Number: 361-449-1556

Owner Email: finance@cityofgw.org

## AUDIT STAFF ORGANIZATIONAL CHART



In the past 36 months, the firm has demonstrated a robust track record in conducting governmental audits. Adhering to the Government Auditing Standards, also known as the Yellow Book, the firm has upheld the principles of competence, integrity, objectivity, and independence to ensure accountability and contribute to the improvement of government operations and services. With a hands-on approach, senior members of the firm have been actively involved in each engagement, leveraging their extensive experience to benefit our clients, especially small to mid-sized organizations that often require additional support in internal controls and process improvements. As part of the firm's commitment to quality we are a member of the AICPA's Governmental Audit Quality Center (GAQC) which elevates the seasoned expertise of the engagement partners. This period has seen the firm not only perform audits but also provide valuable insights into financial management and operational efficiency, solidifying its reputation as a reliable partner for government entities.

AVA plays a crucial role in maintaining financial transparency and accountability across various government entities. Auditing 31 cities, with five earning the Certificate of Achievement for Excellence in Financial Reporting, showcases a commitment to high standards in financial reporting. The auditing of Yellow Book and Single Audit compliance for a significant portion of these cities further emphasizes this dedication. We have had an increase in single audit frequency due to the Department of Treasury COVID-related grants received by the cities we audit.

In addition to city audits, we audit six counties (all undergoing single audits) and eighteen special purpose governments, expands our scope of influence in the government sector. Although these county audits currently do not seek the Certificate of Achievement for Excellence in Financial Reporting, the rigorous audit process ensures a thorough review of their financial practices and federal fund usage. This comprehensive approach to auditing underscores the importance of AVA's dedication to upholding fiscal responsibility and providing valuable insights into the financial operations of these entities.

## **TAB C - METHODOLOGY AND TECHNICAL APPROACH**

### **FIRM AUDIT APPROACH**

#### *Commitment to a Superior Client Experience*

At AVA, we strive to deliver an optimum balance between the highest quality assurance services and providing the best client experience. We believe superior client service revolves around timely and effective communication and minimizing disruption to your workplace.

#### *Timely and Effective Communication*

A senior team member is assigned as the primary point of contact, who will funnel communications to management to eliminate duplicate requests and reduce the volume and frequency to only what is needed. All of our team members are available throughout the year for questions or assistance, responding to all client communications within 24 hours. Before leaving on the final day of fieldwork, we will meet with management to conduct a preliminary exit interview to discuss issues encountered, open items, and a timeline moving forward. Our recommendations are practical and tailored to each client's needs rather than one-size fits all models.

#### *Minimizing Disruption to your Workplace*

We recognize that handling audit requests and accommodations are not part of your daily responsibilities, so we strive to minimize the time we spend at your location by performing as much work at our office as possible. Because of that, we traditionally have not found interim procedures efficient enough to justify the added disruption to the client's business. We focus on developing powerful trend analysis based on several years of comparative balances and key statistics at our office. We will obtain electronic records from management prior to fieldwork, perform analysis on that data, and arrive for fieldwork focused on key audit areas. We believe this furthers our commitment to a better client experience because it reduces the time we spend at your location and reduces requests of management that we can answer ourselves. In addition, our goal is to assign one senior audit team member to be the primary contact with the client to eliminate duplicate questions and reduce the volume of communication and requests.

#### *Our Understanding of Your Needs*

We will provide the following services:

- Annual audit services pursuant to the U.S. Generally Accepted *Government Auditing Standards*
- If applicable, standards set forth by the Office of Management and Budget (OMB) Circular A-133, *Audits of State and Local Governments*
- Prepare draft of comprehensive annual financial report for your review and for submission to the City Council
- Provide services in a timely and efficient manner with the least disruption to your workplace

You will be working with an experienced team that can offer both technical expertise and practical solutions to problems that go beyond basic report preparation. Armstrong, Vaughan & Associates, P.C. seeks to focus on each client's individual needs, with less emphasis on merely "crunching the numbers".

#### *Overall Audit Plan*

We start by segmenting the audit into classes of transactions which are assigned to individuals based on the difficulty of the area and skill level of the team member. Analytical procedures are used in all audit areas to:

1. Compare balances over time (at least three years)
2. Compare balances to the budget
3. Compare balances to expectations derived from the minutes of the Council meetings
4. Perform ratios such as
  - a. Taxes, retirement and other payroll items to the underlying wages
  - b. Revenues to volume (water consumption, tickets issued, EMS runs, permits issued, etc.)

Based on the results of these analytical procedures (and our risk assessment), we will subjectively sample underlying records. For areas not suitable or inconclusive analytical procedures, we will perform random sampling. Sampling will be rotated around the City periodically to ensure all areas are covered over time.

A part of our risk assessment will also include examining material audit areas for applicable laws or regulations that may impact the financial statements. These may include compliance with the Public Funds Investment Act, property tax splits, and procurement.

### *Audit Schedule*

For new clients, we will plan on some preliminary work in the summer (September) to build historical data in our software and familiarize ourselves with the City. In general, our typical timeline begins in early September by sending a request list and confirmation letters to management. At that time, we will schedule our fieldwork for late November for approximately four to five days (depending on how much the City is able to provide electronically prior to fieldwork). At the end of fieldwork, potential issues, entries, open items and a future timeline will be discussed. A draft report would be released to management by the mid-February with final reports presented to Council at the first March meeting.

A sample request list follows:

1. Incode reports
  - a. Trial balance as of year end
  - b. General ledger (“Detail Listing”) for the fiscal year and future year to date
  - c. Accounts payable open item report as of year end with general ledger account checked
  - d. Accounts payable history check report for the months of January and February after year end
  - e. Payroll leave report through year end by department and with print liabilities checked
  - f. Utility Billed Consumption report for the fiscal year, totals only
  - g. Utility account balance report, as of year end
  - h. Utility deposit listing, as of year end
2. Approved amendments to the budget, if any
3. Utility inventory listing at year end
4. Support for warrants receivable at year end
5. Calculation of accrued wages at year end and compensated absences.
6. December bank statements and reconciliations
7. Investment training certificates for any investment officers
8. Investment policy
9. Tax collector summary report for September and December
10. Description of any related parties or pending litigation
11. Summary reports from Permit and police tickets for the year showing volume of these activities
12. Member service credit listing from Texas Municipal Retirement System portal, GASB 68 and 75 reports.
13. Depreciation schedule at year end or a review of the prior year schedule if maintained by your auditor
14. Monthly TMRS Submissions
15. Debt and Lease schedules.

To make the process easier, we utilize CCH Engagement Organizer for request list items. This is an online portal where the client and auditors can upload files, leave notes, and mark items as completed. All auditors (and any client staff requested) can have access to review what has been requested and the responses, eliminating any duplicate requests. These items are also available for review in subsequent year engagements.

As part of the audit schedule, and to ensure effective communication we will provide bi-weekly updates, or progress reports, detailing the status of the audit, and outstanding document and information requests.

**PROPOSED DETAIL OF ESTIMATED HOURS REQUIRED TO CONDUCT  
THE CITY OF CIBOLO, TEXAS AUDIT**

Audit Area	Time Frame	Estimated Hours		
		Partners	Manager	Staff
<b>1 Planning and Risk Assessment:</b>				
Analytical procedures; Interviews and walk-throughs of internal controls; Determining audit steps; Confirmations	September	6	20	-
<b>2 Audit Fieldwork:</b>				
Review of Minutes, Contracts, Budgets and Amendments	Nov/Dec	6	15	-
Cash and Investments	Nov/Dec	3	-	12
Revenues and Receivables	Nov/Dec	2	15	-
Expenditures and Accounts Payable - Goods & Services	Nov/Dec	2	-	15
Expenditures and Accruals - Payroll	Nov/Dec	3	-	20
Testing Capital Assets and Depreciation Calculations	Nov/Dec	2	16	-
Testing Debt and Related Balances	Nov/Dec	4	10	-
Journal Entries and Interfund Balances	Nov/Dec	1	-	6
Fund Equities/Net Assets	Nov/Dec	1	8	-
<b>3 Reporting and Required Communications:</b>				
Prepare report and letter for Management Review and agree to audit work to date; Review disclosures for completeness and any differences or proposed adjustments;				
Preparation of Report	February	7	17	-
2nd Partner and Quality Control Review	February	4	-	-
Present to Management and Council	March	3	2	-
		44	103	53
Total Financial Statement Hours				200
<b>4 Single Audit - 2 Programs Tested (if necessary):</b>				
Planning, Risk Assessment, Determination of Major Programs	September	2	1	-
Testing of Material Compliance and Controls over Compliance	November	3	4	8
Additional Reporting (Included in Financial Statements)	November	1	-	-
		6	5	8
Total Single Audit Hours				19

The above schedule outlines our responsibilities and tasks during the audit. The primary duty and responsibility of the City is to maintain open communication and supply requested documentation and information in a timely manner.

## TAB D - COST PROPOSAL

Please note that the following cost proposals are all-inclusive, but while the City may elect to only have certain tasks and phases completed, our firm could still prepare the report, but there may not be cost savings from that as it takes us just as long to test the report as to prepare the report. The biggest cost saving opportunities are in providing timely and complete responses to the request list. Proving this information in advance of fieldwork also saves time.

Audit Areas 1-3. Additionally, the cost proposal for Single Audit is based on two programs. If it determined that more than 2 exist, an additional \$1,500 will be charged per program. There will be no reimbursable costs or travel costs associated with this audit.

### Fiscal Year Audit 2024

Audit Area	Time Frame	Estimated Hours & Cost					
		Partners		Manager		Staff	
		Hours	Cost	Hours	Cost	Hours	Cost
<b>1 Planning and Risk Assessment:</b>							
Analytical procedures; Interviews and walk-throughs of internal controls; Determining audit steps; Confirmations	September	6	\$1,800	20	\$3,800	-	-
<b>2 Audit Fieldwork:</b>							
Review of Minutes, Contracts, Budgets and Amendments	November	6	1,800	15	2,850	-	-
Cash and Investments	November	3	900	-	-	12	1,680
Revenues and Receivables	November	2	600	15	2,850	-	-
Expenditures and Accounts Payable - Goods & Services	November	2	600	-	-	15	2,100
Expenditures and Accruals - Payroll	November	3	900	-	-	20	2,800
Testing Capital Assets and Depreciation Calculations	November	2	600	16	3,040	-	-
Testing Debt and Related Balances	November	4	1,200	10	1,900	-	-
Journal Entries and Interfund Balances	November	1	300	-	-	6	840
Fund Equities/Net Assets	November	1	300	8	1,520	-	-
<b>3 Reporting and Required Communications:</b>							
Prepare report and letter for Management Review and agree to audit work to date; Review disclosures for completeness and any differences or proposed adjustments;							
Report Preparation	February	7	2,100	17	3,230	-	-
2nd Partner and Quality Control Review	February	4	1,200	-	-	-	-
Present to Management and Council	March	3	900	2	380	-	-
		44	\$13,200	103	\$19,570	53	\$7,420
Total Financial Statement Hours							<u>200</u>
Total maximum cost, without Single Audit							<u>\$40,190</u>
<b>4 Single Audit (if necessary):</b>							
Planning, Risk Assessment, Determination of Major Programs	September	2	\$600	1	\$190	-	-
Testing of Material Compliance and Controls over Compliance	November	3	900	4	760	8	1,120
Additional Reporting (Included in Financial Statements)	November	1	300	-	-	-	-
		6	\$1,800	5	\$950	8	\$1,120
Total Single Audit Hours							<u>19</u>
Total Single Audit Cost							<u>\$3,870</u>
Total all-inclusive maximum price FY24 audit							<u>\$44,060</u>

## Fiscal Year Audit 2025

Audit Area	Time Frame	Estimated Hours & Cost					
		Partners		Manager		Staff	
		Hours	Cost	Hours	Cost	Hours	Cost
<b>1 Planning and Risk Assessment:</b>							
Analytical procedures; Interviews and walk-throughs of internal controls; Determining audit steps; Confirmations	September	6	\$1,800	17	\$3,315	-	-
<b>2 Audit Fieldwork:</b>							
Review of Minutes, Contracts, Budgets and Amendments	November	6	1,800	15	2,925	-	-
Cash and Investments	November	3	900	-	-	12	1,740
Revenues and Receivables	November	2	600	16	3,120	-	-
Expenditures and Accounts Payable - Goods & Services	November	1	300	2	390	15	2,175
Expenditures and Accruals - Payroll	November	3	900	-	-	20	2,900
Testing Capital Assets and Depreciation Calculations	November	2	600	16	3,120	-	-
Testing Debt and Related Balances	November	4	1,200	10	1,950	-	-
Journal Entries and Interfund Balances	November	2	600	-	-	10	1,450
Fund Equities/Net Assets	November	1	300	8	1560	-	-
<b>3 Reporting and Required Communications:</b>							
Prepare report and letter for Management Review and agree to audit work to date; Review disclosures for completeness and any differences or proposed adjustments; Report Preparation	February	7	2,100	17	3,315	-	-
2nd Partner and Quality Control Review	February	4	1,200	-	-	-	-
Present to Management and Council	March	2	600	2	390	-	-
		43	\$12,900	103	\$20,085	57	\$8,265
Total Financial Statement Hours							<u>203</u>
Total maximum cost, without Single Audit							<u>\$41,250</u>
<b>4 Single Audit for 2 programs (if necessary):</b>							
Planning, Risk Assessment, Determination of Major Programs	September	2	\$600	1	\$195	-	-
Testing of Material Compliance and Controls over Compliance	September	2	600	4	780	8	1,160
Additional Reporting (Included in Financial Statements)	November	1	300	-	-	-	-
		5	\$1,500	5	\$975	8	\$1,160
Total Single Audit Hours							<u>18</u>
Total Single Audit Cost							<u>\$3,635</u>
Total all-inclusive maximum price FY25 audit							<u>\$44,885</u>

## Fiscal Year Audit 2026

Audit Area	Time Frame	Estimated Hours & Cost					
		Partners		Manager		Staff	
		Hours	Cost	Hours	Cost	Hours	Cost
<b>1 Planning and Risk Assessment:</b>							
Analytical procedures; Interviews and walk-throughs of internal controls; Determining audit steps; Confirmations	September	6	\$1,830	20	\$4,000	-	-
<b>2 Audit Fieldwork:</b>							
Review of Minutes, Contracts, Budgets and Amendments	November	4	1,220	15	3,000	-	-
Cash and Investments	November	1	305	3	600	12	1,800
Revenues and Receivables	November	2	610	15	3,000	-	-
Expenditures and Accounts Payable - Goods & Services	November	2	610	-	-	15	2,250
Expenditures and Accruals - Payroll	November	3	915	-	-	20	3,000
Testing Capital Assets and Depreciation Calculations	November	2	610	4	800	18	2,700
Testing Debt and Related Balances	November	3	915	10	2,000	-	-
Journal Entries and Interfund Balances	November	1	305	-	-	8	1,200
Fund Equities/Net Assets	November	2	610	8	1,600	-	-
<b>3 Reporting and Required Communications:</b>							
Prepare report and letter for Management Review and agree to audit work to date; Review disclosures for completeness and any differences or proposed adjustments; Report Preparation	February	6	1,830	16	3,200	-	-
2nd Partner and Quality Control Review	February	4	1,220	-	-	8	1,200
Present to Management and Council	March	3	915	2	400	-	-
		39	\$11,895	93	\$18,600	81	\$12,150
Total Financial Statement Hours							<u>213</u>
Total maximum cost, without Single Audit							<u>\$42,645</u>
<b>4 Single Audit (if necessary):</b>							
Planning, Risk Assessment, Determination of Major Programs	September	2	\$610	1	200	-	-
Testing of Material Compliance and Controls over Compliance	September	3	915	-	-	15	2,250
Additional Reporting (Included in Financial Statements)	November	1	305	-	-	-	-
		6	\$1,830	1	\$200	15	\$2,250
Total Single Audit Hours							<u>22</u>
Total Cost							<u>\$4,280</u>
Total all-inclusive maximum price FY26 audit							<u>\$46,925</u>



## Fiscal Year Audit 2027

Audit Area	Time Frame	Estimated Hours & Cost					
		Partners		Manager		Staff	
		Hours	Cost	Hours	Cost	Hours	Cost
<b>1 Planning and Risk Assessment:</b>							
Analytical procedures; Interviews and walk-throughs of internal controls; Determining audit steps; Confirmations	September	6	\$1,830	20	\$4,160	-	-
<b>2 Audit Fieldwork:</b>							
Review of Minutes, Contracts, Budgets and Amendments	November	4	1,220	15	3,120	-	-
Cash and Investments	November	2	610	4	832	13	1,976
Revenues and Receivables	November	1	305	15	3,120	-	-
Expenditures and Accounts Payable - Goods & Services	November	1	305	-	-	15	2,280
Expenditures and Accruals - Payroll	November	3	915	-	-	20	3,040
Testing Capital Assets and Depreciation Calculations	November	1	305	4	832	18	2,736
Testing Debt and Related Balances	November	2	610	10	2,080	-	-
Journal Entries and Interfund Balances	November	2	610	-	-	8	1,216
Fund Equities/Net Assets	November	2	610	8	1,664	-	-
<b>3 Reporting and Required Communications:</b>							
Prepare report and letter for Management Review and agree to audit work to date; Review disclosures for completeness and any differences or proposed adjustments; Report Preparation	February	7	2,135	17	3536	-	-
2nd Partner and Quality Control Review	February	2	610	-	-	8	1,216
Present to Management and Council	March	2	610	2	416	-	-
		35	\$10,675	95	\$19,760	82	\$12,464
Total Single Audit Hours							<u>212</u>
Total maximum cost, without Single Audit							<u>\$42,899</u>
<b>4 Single Audit (if necessary):</b>							
Planning, Risk Assessment, Determination of Major Programs	September	2	\$610	1	\$208	-	-
Testing of Material Compliance and Controls over Compliance	September	3	915	4	832	8	1,216
Additional Reporting (Included in Financial Statements)	November	1	305	-	-	-	-
		6	\$1,830	5	\$1,040	8	\$1,216
Total Hours							<u>19</u>
Total Cost							<u>\$4,086</u>
Total all-inclusive maximum price FY27 audit							<u>\$46,985</u>

## Fiscal Year Audit 2028

Audit Area	Time Frame	Estimated Hours & Cost					
		Partners		Manager		Staff	
		Hours	Cost	Hours	Cost	Hours	Cost
<b>1 Planning and Risk Assessment:</b>							
Analytical procedures; Interviews and walk-throughs of internal controls; Determining audit steps; Confirmations	September	6	\$1,830	20	\$4,160	-	-
<b>2 Audit Fieldwork:</b>							
Review of Minutes, Contracts, Budgets and Amendments	November	4	1,220	15	3,120	-	-
Cash and Investments	November	2	610	4	832	13	1,976
Revenues and Receivables	November	1	305	15	3,120	-	-
Expenditures and Accounts Payable - Goods & Services	November	1	305	-	-	15	2,280
Expenditures and Accruals - Payroll	November	3	915	-	-	20	3,040
Testing Capital Assets and Depreciation Calculations	November	1	305	4	832	18	2,736
Testing Debt and Related Balances	November	2	610	10	2,080	-	-
Journal Entries and Interfund Balances	November	2	610	-	-	8	1,216
Fund Equities/Net Assets	November	2	610	8	1,664	-	-
<b>3 Reporting and Required Communications:</b>							
Prepare report and letter for Management Review and agree to audit work to date; Review disclosures for completeness and any differences or proposed adjustments; Report Preparation	February	7	2,135	17	3,536	-	-
2nd Partner and Quality Control Review	February	2	610	-	-	8	1,216
Present to Management and Council	March	2	610	2	416	-	-
		35	\$10,675	95	\$19,760	82	\$12,464
Total Financial Statement Hours							<u>212</u>
Total maximum cost, without Single Audit							<u>\$42,899</u>
<b>4 Single Audit (if necessary):</b>							
Planning, Risk Assessment, Determination of Major Programs	September	2	610	1	\$208	-	-
Testing of Material Compliance and Controls over Compliance	September	3	915	4	832	8	1,216
Additional Reporting (Included in Financial Statements)	November	1	305	-	-	-	-
		6	\$1,830	5	\$1,040	8	\$1,216
Total Hours							<u>19</u>
Total Single Audit Hours							<u>\$4,086</u>
Total all-inclusive maximum price FY28 audit							<u>\$46,985</u>

**TAB E - ABILITY TO COMPLY WITH EXHIBIT A TERMS AND CONDITIONS**

**ATTACHMENT "2" -- EXCEPTIONS FORM**

**REQUEST FOR PROPOSAL:** Financial Audit Services

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 Proposal submit the following form with your RFP. If no exception(s) are taken, enter "NONE" for the first item. Make additional copies of this form if necessary.

Page Number: \_\_\_\_\_ Section Title: \_\_\_\_\_

Paragraph Number: \_\_\_\_\_ Exception Taken: No exceptions taken

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Page Number: \_\_\_\_\_ Section Title: \_\_\_\_\_

Paragraph Number: \_\_\_\_\_ Exception Taken: \_\_\_\_\_

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Page Number: \_\_\_\_\_ Section Title: \_\_\_\_\_

Paragraph Number: \_\_\_\_\_ Exception Taken: \_\_\_\_\_

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**TAB F - CERTIFICATION AND ACKNOWLEDGEMENT PAGE**

**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 RFP.
- that the Proposal has been arrived at independently and submitted without collusion with any other Respondent, CITY staff or CITY contractor, and the contents of the Proposal 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 RFP 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 Proposal for the work.
- that the offers, terms and conditions of the Proposal will remain valid and effective and may be relied upon by CITY for a period of ninety (90) days following the Proposal closing date and time as identified in this RFP 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.

Signed By: Deborah F. Fraser, CPA, CGMA Title: Shareholder  
Typed Name: Deborah F. Fraser, CPA Company Name: Armstrong, Vaughan & Associates, P.C.  
Phone No.: 210-658-6229 Email: debbie@avacpa.com  
Remit Address: 941 W. Byrd Blvd., Suite 101 Universal City TX 78148  
P.O. Box or Street City State Zip  
Federal Tax ID No.: 74-2332623 DUNS No.: 078590296  
Date: July 2, 2024

**ADDENDUM NO. 1**



**Addendum to RFP No. 24-150-13**

**Addendum No. 1**

DATE: 07/02/2024

RFP NO. RFP 24-150-13 Financial Audit Services

DUE DATE: July 2, 2024 @ 2:00 P.M. CT

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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.

**The Above-mentioned RFP is hereby extended to July 12, 2024, at 2:00 pm central standard time.**

By the signatures affixed below, this addendum is hereby incorporated into and made part of the contract documents.

*Deborah F. Fraser, CPA, CGMA*

July 2, 2024

Addendum No. 1 Acknowledgement

Date

Armstrong, Vaughan & Associates, P.C. - Deborah F. Fraser, CPA, CGMA

Firm Name and Printed Name of Authorized Representative

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City of Cibolo  
200 South Main Street  
Cibolo, Texas 78108  
P (210) 658-9900  
[www.cibolotx.gov](http://www.cibolotx.gov)



# Armstrong, Vaughan & Associates, P. C.

Certified Public Accountants

August 19, 2024

City of Cibolo, Texas  
200 South Main Street  
Cibolo, Texas 78108

Dear Council Members and Management:

You have requested that we audit the financial statements of the governmental activities, each major fund, and the aggregate remaining fund information of City of Cibolo, as of September 30, 2024, and for the year then ended and the related notes to the financial statements, which collectively comprise City of Cibolo's basic financial statements as listed in the table of contents.

In addition, we will audit the entity's compliance over major federal award programs for the period ended September 30, 2024. We are pleased to confirm our acceptance and our understanding of this audit engagement by means of this letter. Our audit will be conducted with the objective of our expressing an opinion on each opinion unit and an opinion on compliance regarding the entity's major federal award programs. The objectives of our audit of the financial statements are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an auditor's report that includes our opinion. Reasonable assurance is a high level of assurance but is not absolute assurance and therefore is not a guarantee that an audit conducted in accordance with auditing standards generally accepted in the United States of America (GAAS) and *Government Auditing Standards* will always detect a material misstatement when it exists. Misstatements, including omissions, can arise from fraud or error and are considered material if there is a substantial likelihood that, individually or in the aggregate, they would influence the judgment made by a reasonable user based on the financial statements.

The objectives of our compliance audit are to obtain sufficient appropriate audit evidence to form an opinion and report at the level specified in the governmental audit requirement about whether the entity complied in all material respects with the applicable compliance requirements and identify audit and reporting requirements specified in the governmental audit requirement that are supplementary to GAAS and *Government Auditing Standards*, if any, and perform procedures to address those requirements.

Accounting principles generally accepted in the United States of America, (U.S. GAAP,) as promulgated by the Governmental Accounting Standards Board (GASB) require that certain required supplementary information (RSI), such as management's discussion and analysis (MD&A) and budgetary comparison information be presented to supplement the basic financial statements. Such information, although not a part of the basic financial statements, is required by the GASB who considers it to be an essential part of financial reporting for placing the basic financial statements in an appropriate operational, economic, or historical context. As part of our engagement, we will apply certain limited procedures to City of Cibolo's RSI in accordance with auditing standards generally accepted in the United States of America, (U.S. GAAS). These limited procedures will consist of inquiries of management regarding their methods of measurement and presentation, and comparing the information for consistency with management's responses to our inquiries. We will not express an opinion or provide any assurance on the RSI. The following RSI is required by generally accepted accounting principles and will be subjected to certain limited procedures, but will not be audited:

- 1) Management's Discussion and Analysis
1. Budgetary Comparison Schedule – General Fund and all Major Special Revenue Fund with legally adopted budgets
2. Schedules of Contributions and Changes – Defined Benefit Pension Plan and Other Post Employment Benefits

Supplementary information other than RSI will accompany City of Cibolo's basic financial statements. We will subject the following supplementary information to the auditing procedures applied in our audit of the basic financial statements and certain additional procedures, including comparing and reconciling such information directly to the underlying accounting and other records used to prepare the financial statements or to the financial statements themselves, and other additional procedures in accordance with auditing standards generally accepted in the United States of America. We intend to provide an opinion on the following supplementary information in relation to the financial statements as a whole:

1. Comparative Balance Sheets and Statements of Revenues, Expenditures and Changes in Fund Balance for Each Major Fund
2. Budgetary Comparison Schedules – Governmental Funds with Legally Adopted Budgets
3. Combining Balance Sheets and Statements of Revenues, Expenditures and Changes in Fund Balance – Nonmajor Funds

#### **Schedule of Expenditures of Federal Awards**

We will subject the schedule of expenditures of federal awards to the auditing procedures applied in our audit of the basic financial statements and certain additional procedures, including comparing and reconciling the schedule to the underlying accounting and other records used to prepare the financial statements or to the financial statements themselves, and additional procedures in accordance with auditing standards generally accepted in the United States of America. We intend to provide an opinion on whether the schedule of expenditures of federal awards is presented fairly in all material respects in relation to the financial statements as a whole.

Also, the document we submit to you will include the following other additional information that will not be subjected to the auditing procedures applied in our audit of the basic financial statements:

1. Introductory section
2. Statistical section

#### **Data Collection Form**

Prior to the completion of our engagement, we will complete the sections of the Data Collection Form that are our responsibility. The form will summarize our audit findings, amounts and conclusions. It is management's responsibility to submit a reporting package including financial statements, schedule of expenditure of federal awards, summary schedule of prior audit findings and corrective action plan along with the Data Collection Form to the federal audit clearinghouse. The financial reporting package must be test searchable, unencrypted, and unlocked. Otherwise, the reporting package will not be accepted by the federal audit clearinghouse. We will assist you in the electronic submission and certification. You may request from us copies of our report for you to include with the reporting package submitted to pass-through entities.

The Data Collection Form is required to be submitted within the earlier of 30 days after receipt of our audits' reports or nine months after the end of the audit period, unless specifically waived by a federal cognizant or oversight agency for audits. Data Collection Forms submitted untimely are one of the factors in assessing programs at a higher risk.

## Audit of the Financial Statements

We will conduct our audit in accordance with auditing standards generally accepted in the United States of America (U.S. GAAS), the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States of America; the audit requirements of Title 2 U.S. Code of Federal Regulations (CFR) Part 200, *Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards* (Uniform Guidance). As part of an audit of financial statements in accordance with GAAS and *Government Auditing Standards*, we exercise professional judgment and maintain professional skepticism throughout the audit. We also:

- Identify and assess the risks of material misstatement of the financial statements, whether due to fraud or error, design and perform audit procedures responsive to those risks, and obtain audit evidence that is sufficient and appropriate to provide a basis for our opinion. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control.
- Obtain an understanding of internal control relevant to the audit in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the entity's internal control. However, we will communicate to you in writing concerning any significant deficiencies or material weaknesses in internal control relevant to the audit of the financial statements that we have identified during the audit.
- Evaluate the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluate the overall presentation of the financial statements, including the disclosures, and whether the financial statements represent the underlying transactions and events in a manner that achieves fair presentation.
- Conclude, based on the audit evidence obtained, whether there are conditions or events, considered in the aggregate, that raise substantial doubt about City of Cibolo's ability to continue as a going concern for a reasonable period of time.

Because of the inherent limitations of an audit, together with the inherent limitations of internal control, an unavoidable risk that some material misstatements may not be detected exists, even though the audit is properly planned and performed in accordance with U.S. GAAS and *Government Auditing Standards* of the Comptroller General of the United States of America. Please note that the determination of abuse is subjective and *Government Auditing Standards* does not require auditors to detect abuse.

Our responsibility as auditors is limited to the period covered by our audit and does not extend to any other periods.

We will issue a written report upon completion of our audit of City of Cibolo's basic financial statements. Our report will be addressed to the governing body of City of Cibolo. Circumstances may arise in which our report may differ from its expected form and content based on the results of our audit. Depending on the nature of these circumstances, it may be necessary for us to modify our opinions, add an emphasis-of-matter or other-matter paragraph(s) to our auditor's report, or if necessary, withdraw from the engagement. If our opinions on the basic financial statements are other than unmodified, we will discuss the reasons with you in advance. If, for any reason, we are unable to complete the audit or are unable to form or have not formed opinions, we may decline to express opinions or to issue a report as a result of this engagement.



In accordance with the requirements of *Government Auditing Standards*, we will also issue a written report describing the scope of our testing over internal control over financial reporting and over compliance with laws, regulations, and provisions of grants and contracts, including the results of that testing. However, providing an opinion on internal control and compliance over financial reporting will not be an objective of the audit and, therefore, no such opinion will be expressed.

### **Audit of Major Program Compliance**

Our audit of City of Cibolo's major federal award program(s) compliance will be made in accordance with the requirements of the Single Audit Act, as amended; and the Uniform Guidance, and will include tests of accounting records, a determination of major programs in accordance with the Uniform Guidance and other procedures we consider necessary to enable us to express an opinion on major federal award program compliance and to render the required reports. We cannot provide assurance that an unmodified opinion on compliance will be expressed. Circumstances may arise in which it is necessary for us to modify our opinion or withdraw from the engagement.

The Uniform Guidance requires that we also plan and perform the audit to obtain reasonable assurance about whether material noncompliance with applicable laws and regulations, the provisions of contracts and grant agreements applicable to major federal award programs, and the applicable compliance requirements occurred, whether due to fraud or error, and express an opinion on the entity's compliance based on the audit. Reasonable assurance is a high level of assurance but is not absolute assurance and therefore is not a guarantee that an audit conducted in accordance with GAAS, *Government Auditing Standards*, and the Uniform Guidance will always detect material noncompliance when it exists. The risk of not detecting material noncompliance resulting from fraud is higher than for that resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control. Noncompliance with the compliance requirements is considered material if there is a substantial likelihood that, individually or in the aggregate, it would influence the judgment made by a reasonable user of the report on compliance about the entity's compliance with the requirements of the federal programs as a whole.

As part of a compliance audit in accordance with GAAS and *Government Auditing Standards*, we exercise professional judgment and maintain professional skepticism throughout the audit. We also identify and assess the risks of material noncompliance, whether due to fraud or error, and design and perform audit procedures responsive to those risks.

Our procedures will consist of determining major federal programs and, performing the applicable procedures described in the U.S. Office of Management and Budget *OMB Compliance Supplement* for the types of compliance requirements that could have a direct and material effect on each of the entity's major programs, and performing such other procedures as we considers necessary in the circumstances. The purpose of those procedures will be to express an opinion on the entity's compliance with requirements applicable to each of its major programs in our report on compliance issued pursuant to the Uniform Guidance.

Also, as required by the Uniform Guidance, we will obtain an understanding of the entity's internal control over compliance relevant to the audit in order to design and perform tests of controls to evaluate the effectiveness of the design and operation of controls that we consider relevant to preventing or detecting material noncompliance with compliance requirements applicable to each of the entity's major federal award programs. Our tests will be less in scope than would be necessary to render an opinion on these controls and, accordingly, no opinion will be expressed in our report. However, we will communicate to you, regarding, among other matters, the planned scope and timing of the audit and any significant deficiencies and material weaknesses in internal control over compliance that we have identified during the audit.

We will issue a report on compliance that will include an opinion or disclaimer of opinion regarding the entity's major federal award programs, and a report on internal controls over compliance that will report any significant deficiencies and material weaknesses identified; however, such report will not express an opinion on internal control.

### **Management's Responsibilities**

Our audit will be conducted on the basis that management acknowledge and understand that they have responsibility:

- a. For the preparation and fair presentation of the financial statements in accordance with accounting principles generally accepted in the United States of America.
- b. For the design, implementation, and maintenance of internal control relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error;
- c. For identifying, in its accounts, all federal awards received and expended during the period and the federal programs under which they were received;
- d. For maintaining records that adequately identify the source and application of funds for federally funded activities;
- e. For preparing the schedule of expenditures of federal awards (including notes and noncash assistance received) in accordance with the Uniform Guidance;
- f. For designing, implementing, and maintaining effective internal control over federal awards that provides reasonable assurance that the entity is managing federal awards in compliance with federal statutes, regulations, and the terms and conditions of the federal awards;
- g. For identifying and ensuring that the entity complies with federal laws, statutes, regulations, rules, provisions of contracts or grant agreements, and the terms and conditions of federal award programs, and implementing systems designed to achieve compliance with applicable federal statutes, regulations, and the terms and conditions of federal award programs;
- h. For disclosing accurately, currently, and completely the financial results of each federal award in accordance with the requirements of the award;
- i. For identifying and providing report copies of previous audits, attestation engagements, or other studies that directly relate to the objectives of the audit, including whether related recommendations have been implemented;
- j. For taking prompt action when instances of noncompliance are identified;
- k. For addressing the findings and recommendations of auditors, for establishing and maintaining a process to track the status of such findings and recommendations and taking corrective action on reported audit findings from prior periods and preparing a summary schedule of prior audit findings;
- l. For following up and taking corrective action on current year audit findings and preparing a corrective action plan for such findings;
- m. For submitting the reporting package and data collection form to the appropriate parties;
- n. For making the auditor aware of any significant contractor relationships where the contractor is responsible for program compliance;
- o. To provide us with:
  - 1) Access to all information of which management is aware that is relevant to the preparation and fair presentation of the financial statements including the disclosures, and relevant to federal award programs, such as records, documentation, and other matters;
  - 2) Additional information that we may request from management for the purpose of the audit;
  - 3) Unrestricted access to persons within the entity from whom we determine it necessary to obtain audit evidence;
  - 4) A written acknowledgement of all the documents that management expects to issue that will be included in the annual report and the planned timing and method of issuance of that annual report, and

- 5) A final version of the annual report (including all the documents that, together, comprise the annual report) in a timely manner prior to the date of the auditor's report.
- p. For adjusting the financial statements to correct material misstatements and confirming to us in the management representation letter that the effects of any uncorrected misstatements aggregated by us during the current engagement and pertaining to the current year period(s) under audit are immaterial, both individually and in the aggregate, to the financial statements as a whole;
- q. For acceptance of nonattest services, including identifying the proper party to oversee nonattest work;
- r. For maintaining adequate records, selecting and applying accounting principles, and safeguarding assets;
- s. For informing us of any known or suspected fraud affecting the entity involving management, employees with significant role in internal control and others where fraud could have a material effect on compliance;
- t. For the accuracy and completeness of all information provided;
- u. For taking reasonable measures to safeguard protected personally identifiable and other sensitive information; and
- v. For confirming your understanding of your responsibilities as defined in this letter to us in your management representation letter.

With regard to the schedule of expenditures of federal awards referred to above, you acknowledge and understand your responsibility (a) for the preparation of the schedule of expenditures of federal awards in accordance with the Uniform Guidance, (b) to provide us with the appropriate written representations regarding the schedule of expenditures of federal awards, (c) to include our report on the schedule of expenditures of federal awards in any document that contains the schedule of expenditures of federal awards and that indicates that we have reported on such schedule, and (d) to present the schedule of expenditures of federal awards with the audited financial statements, or if the schedule will not be presented with the audited financial statements, to make the audited financial statements readily available to the intended users of the schedule of expenditures of federal awards no later than the date of issuance by you of the schedule and our report thereon.

As part of our audit process, we will request from management, written confirmation concerning representations made to us in connection with the audit.

We may request assistance from your employees in preparing confirmations and that they will locate any documents or invoices selected by us for testing.

If you intend to publish or otherwise reproduce the financial statements and make reference to our firm, you agree to provide us with printers' proofs or masters for our review and approval before printing. You also agree to provide us with a copy of the final reproduced material for our approval before it is distributed.

**Nonattest Services**

With respect to any nonattest services we perform,

At the end of the year, we agree to perform the following:

- Propose adjusting or correcting journal entries to be reviewed and approved by City of Cibolo's management.
- Assistance with preparation of the financial statements

We will not assume management responsibilities on behalf of City of Cibolo. However, we will provide advice and recommendations to assist management of City of Cibolo in performing its responsibilities.

City of Cibolo's management is responsible for (a) making all management decisions and performing all management functions; (b) assigning a competent individual to oversee the services; (c) evaluating the adequacy of the services performed; (d) evaluating and accepting responsibility for the results of the services performed; and (e) establishing and maintaining internal controls, including monitoring ongoing activities.

Our responsibilities and limitations of the nonattest services are as follows:

- The nonattest services are limited to the items previously outlined. Our firm, in its sole professional judgment, reserves the right to refuse to do any procedure or take any action that could be construed as making management decisions or assuming management responsibilities, including determining account coding and approving journal entries.

### **Fees and Timing**

Deborah F. Fraser is the engagement partner for the audit services specified in this letter. Her responsibilities include supervising Armstrong, Vaughan & Associates, P.C.'s services performed as part of this engagement and signing or authorizing another qualified firm representative to sign the audit report.

Our fees are based on the amount of time required at various levels of responsibility, plus actual out-of-pocket expenses. Invoices will be rendered every two weeks and are payable upon presentation. We estimate that our fee for the audit will be \$40,190, and \$3,870 for the Single Audit (if necessary). We will notify you immediately of any circumstances we encounter that could significantly affect this initial fee estimate. Whenever possible, we will attempt to use City of Cibolo's personnel to assist in the preparation of schedules and analyses of accounts. This effort could substantially reduce our time requirements and facilitate the timely conclusion of the audit.

### **Other Matters**

During the course of the engagement, we may communicate with you or your personnel via fax or e-mail, and you should be aware that communication in those mediums contains a risk of misdirected or intercepted communications.

Regarding the electronic dissemination of audited financial statements, including financial statements published electronically on your Internet website, you understand that electronic sites are a means to distribute information and, therefore, we are not required to read the information contained in these sites or to consider the consistency of other information in the electronic site with the original document.

Professional standards prohibit us from being the sole host and/or the sole storage for your financial and non-financial data. As such, it is your responsibility to maintain your original data and records and we cannot be responsible to maintain such original information. By signing this engagement letter, you affirm that you have all the data and records required to make your books and records complete.

The audit documentation for this engagement is the property of Armstrong, Vaughan & Associates, P.C. and constitutes confidential information. However, we may be requested to make certain audit documentation available to federal agencies and the U.S. Government Accountability Office pursuant to authority given to it by law or regulation, or to peer reviewers. If requested, access to such audit documentation will be provided under the supervision of Armstrong, Vaughan & Associates, P.C.'s personnel. Furthermore, upon request, we may provide copies of selected audit documentation to these agencies and regulators. The regulators and agencies may intend, or decide, to distribute the copies of information contained therein to others, including other governmental agencies.

Further, we will be available during the year to consult with you on financial management and accounting matters of a routine nature.

During the course of the audit, we may observe opportunities for economy in, or improved controls over, your operations. We will bring such matters to the attention of the appropriate level of management, either orally or in writing.

We agree to retain our audit documentation or work papers for a period of at least five years from the date of our report.

You agree to inform us of facts that may affect the financial statements of which you may become aware during the period from the date of the auditor's report to the date the financial statements are issued.

At the conclusion of our audit engagement, we will communicate to the County Council the following significant findings from the audit:

- Our view about the qualitative aspects of the entity's significant accounting practices;
- Significant difficulties, if any, encountered during the audit;
- Uncorrected misstatements, other than those we believe are trivial, if any;
- Disagreements with management, if any;
- Other findings or issues, if any, arising from the audit that are, in our professional judgment, significant and relevant to those charged with governance regarding their oversight of the financial reporting process;
- Material, corrected misstatements that were brought to the attention of management as a result of our audit procedures;
- Representations we requested from management;
- Management's consultations with other accountants, if any; and
- Significant issues, if any, arising from the audit that were discussed, or the subject of correspondence, with management.

In accordance with the requirements of *Government Auditing Standards*, we have attached a copy of our latest external peer review report of our firm for your consideration and files.

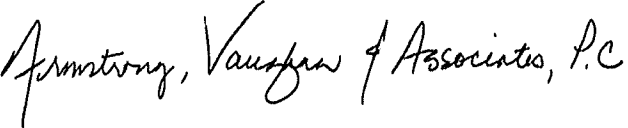
If any dispute arises among the parties hereto, the parties agree to first try in good faith to settle the dispute by mediation administered by the American Arbitration Association under its Rules for Professional Accounting and Related Services Disputes, before resorting to litigation. The costs of any mediation proceeding shall be shared equally by all parties.

Client and accountant both agree that any dispute over fees charged by the accountant to the client will be submitted for resolution by arbitration in accordance with the Rules for Professional Accounting and Related Services Disputes of the American Arbitration Association. Such arbitration shall be binding and final. In agreeing to arbitration, we both acknowledge that, in the event of a dispute over fees charged by the accountant, each of us is giving up the right to have the dispute decided in a court of law before a judge or jury and instead we are accepting the use of arbitration for resolution.

Please sign and return the enclosed copy of this letter to indicate your acknowledgment of, and agreement with, the arrangements for our audits of the financial statements compliance over major federal award programs including our respective responsibilities.

We appreciate the opportunity to be of service to City of Cibolo and believe this letter accurately summarizes the significant terms of our engagement.

Very truly yours,

Handwritten signature in cursive script that reads "Armstrong, Vaughan & Associates, P.C."

Armstrong, Vaughan & Associates, P.C.

RESPONSE:

This letter correctly sets forth the understanding of City of Cibolo.

By: \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_



**Report on the Firm's System of Quality Control**

September 15, 2023

To the Shareholders of Armstrong, Vaughan & Associates, P.C.  
and the Peer Review Committee of the Texas Society of Certified Public Accountants

We have reviewed the system of quality control for the accounting and auditing practice of Armstrong, Vaughan & Associates, P.C. (the firm) in effect for the year ended March 31, 2023. Our peer review was conducted in accordance with the Standards for Performing and Reporting on Peer Reviews established by the Peer Review Board of the American Institute of Certified Public Accountants (Standards).

A summary of the nature, objectives, scope, limitations of, and the procedures performed in a System Review are described in the standards at [www.aicpa.org/prsummary](http://www.aicpa.org/prsummary). The summary also includes an explanation of how engagements identified as not performed or reported in conformity with applicable professional standards, if any, are evaluated by a peer reviewer to determine a peer review rating.

**Firm's Responsibility**

The firm is responsible for designing a system of quality control and complying with it to provide the firm with reasonable assurance of performing and reporting in conformity with applicable professional standards in all material respects. The firm is also responsible for evaluating actions to promptly remediate engagements deemed as not performed or reported in conformity with professional standards, when appropriate, and for remediating weaknesses in its system of quality control, if any.

**Peer Reviewer's Responsibility**

Our responsibility is to express an opinion on the design of the system of quality control and the firm's compliance therewith based on our review

**Required Selections and Considerations**

Engagements selected for review included engagements performed under *Government Auditing Standards*, including a compliance audit under the Single Audit Act.

As a part of our peer review, we considered reviews by regulatory entities as communicated by the firm, if applicable, in determining the nature and extent of our procedures.

**Opinion**

In our opinion, the system of quality control for the accounting and auditing practice of Armstrong, Vaughan & Associates, P.C. in effect for the year ended March 31, 2023, has been suitably designed and complied with to provide the firm with reasonable assurance of performing and reporting in conformity with applicable professional standards in all material respects. Firms can receive a rating of *pass*, *pass with deficiency(ies)* or *fail*. Armstrong, Vaughan & Associates, P.C. has received a peer review rating of *pass*.

*Wilf & Henderson, P.C.*  
Wilf & Henderson, P. C.



City Council Regular Meeting Staff Report

Discussion/Action of an interlocal agreement with the Texas Municipal League Intergovernmental Risk Pool to participate in a pool for Cyber Liability and Data Breach coverage. (Ms. Miranda)

Meeting	Agenda Group
Tuesday, September 10, 2024, 6:30 PM	Discussion/Action Item: 10B
From	
Anna Miranda, Finance Director	

**PRIOR CITY COUNCIL ACTION:**

N/A

**BACKGROUND:**

The City's liability (including cyber liability) and property insurance coverage is provided by Texas Municipal League Intergovernmental Risk Pool (TML-IRP).

The TML-IRP Board of Trustees recently created a new Cyber Fund and approved changes to the Pool's coverage structure, effective on October 1,2024. Members must elect to continue coverage or "opt-in" by completing and returning the Cyber Interlocal Agreement to participate in the newly-created Cyber Fund. The attached letter from TML-IRP titled "2024-2025 Cyber Liability and Data Breach Response Coverage Updates" provides more information on the number and severity of cyber attacks on TML-IRP members since 2016; in addition, it explains why members must elect to continue coverage or "opt-in" by completing and returning the Cyber Interlocal Agreement to participate in the newly-created Cyber Fund.

The following is a brief overview of the changes (see attached TML-IRP letter for more details):

- The Pool is creating a separate Cyber Fund - each Member that wants to continue coverage must sign a new, separate interlocal agreement (contract) to join the Fund.
- The Pool's total annual payout for cyber claims will be capped at \$25 million - should criminals execute a widespread attack, the Pool's Board of Trustees would decide how to allocate those funds.
- The limit for third party liability has been reduced to \$500,000 or \$1,000,000, depending on whether Core or Core+ option is selected. (*The City has Core + coverage*)
- Cyber coverage contributions (premiums) will increase based on a Member's elected limits. The new contribution ranges from \$1,000 to \$1,850 depending on Member type and coverage level (unless a Member chooses a different coverage level, the current level will roll over). Suggestion: Coverage will be renewed at the current elected limit.

**STAFF RECOMMENDATION:**

Approve the Cyber Liability and Data Breach Response Interlocal agreement with TML-IRP to continue coverage for Cyber liability and data breach incidents.

**FINANCIAL IMPACT:**



The cost of the coverage is \$1,875 which is approximately a \$1,400 increase from the prior year.

**MOTION(S):**

I move to approve the TML-IRP Cyber Liability and Data Breach Response Interlocal Agreement and authorize the City Manager to execute the agreement.

**Attachments**

[20240910 TML Cyber Liability Coverage ILA.pdf](#)

[20240910 TML letter.pdf](#)

# Texas Municipal League Intergovernmental Risk Pool

1821 Rutherford Lane, First Floor • Austin, Texas 78754

## CYBER LIABILITY AND DATA BREACH RESPONSE INTERLOCAL AGREEMENT

This Contract and Interlocal Agreement is entered into by and between political subdivisions of this state (hereinafter referred to as “Pool Members”) to form a joint self-insurance pool to be named the Texas Municipal League Joint Cyber Liability and Data Breach Response Self-Insurance Fund (hereinafter referred to as the “Fund”) for the purpose of providing coverages against risks which are inherent in operating a political subdivision.

WITNESSETH:

The undersigned Pool Member, in accordance with Chapter 2259, Texas Government Code, the Interlocal Cooperation Act, Tex. Gov’t Code § 791.001, et seq., and the interpretation thereof by the Attorney General of the State of Texas (Opinion #MW-347, May 29, 1981), and in consideration of other political subdivisions executing like agreements, does hereby agree to become one of the Pool Members of this self-insured pool. The conditions of membership agreed upon by and between the parties are as follows:

1. Definitions of terms used in this Interlocal Agreement.
  - a. Board. Refers to the Board of Trustees of the Fund.
  - b. Fund Year. 12:01 a.m. October 1 through 12:01 a.m. the following October 1.
  - c. Manual Rates. The basic rates applicable to each cyber liability and data breach response classification promulgated by the Insurance Service Office or the Board.
  - d. Texas Municipal League Cyber Liability and Data Breach Response Self-Insurance Plan. The Cyber Liability and Data Breach Response Coverage Document that sets forth in exact detail the coverages provided as part of the overall plan.
  - e. Adjustments. Refers to any offsets to manual premium that may result from the Pool Member’s election of deductibles, loss experience, or Fund Modifier which reflects the savings to the Pool Member by entering into this Interlocal Agreement.
  - f. Premium and Contribution. Used interchangeably in some parts of this Interlocal Agreement. Any reference at any time in this Interlocal Agreement to an insurance term not ordinarily a part of self-insurance shall be deemed for convenience only and is not construed as being contrary to the self-insurance concept except where the context clearly indicates no other possible interpretation such as but not limited to the reference to “reinsurance.”
  - g. Reimbursable Deductible. The amount that was chosen by this Pool Member to be applicable to the first monies paid by the Fund to effect judgment or settlement of any claim or suit. The Pool Member, upon notification of the action taken, shall promptly reimburse the Fund for all or such part of the deductible amount as has been paid by the Fund. Further, however, the Fund’s obligation to pay damages shall be subject to the limits of liability stated in the Declarations of Coverage or Endorsements to this Interlocal Agreement less the stated deductible amount.
  - h. Fund Modifier. A percentage figure that is applied to the manual rates by the Fund to reflect the savings to the Pool Member by entering into this Interlocal Agreement.
  - i. Agreement Period. The continuous period since the Pool Member first became a member of this Fund excluding, however, any period or periods of time therein that the member did not participate as a member of the Pool.
  - j. Declarations of Coverage. The specific indication of the coverages, limits, deductibles, contributions, and special provisions elected by each individual Pool Member. The Declarations of Coverages may be modified by Endorsement.
2. The Board, acting through its agents and Fund staff, is responsible for the administration of all Fund business on behalf of the Pool Members.
3. In consideration of the execution of this Interlocal Agreement by and between the Pool Member and the Fund and of the contributions of the Pool Member, the coverage elected by the Pool Member is afforded according to the terms of the Texas Municipal League Cyber Liability and Data Breach Response Self-Insurance Plan. The affirmative declaration of contributions and limits of liability in the Declarations of Coverage and Endorsements determine the applicability of the Self-Insurance Plan.

Each Pool Member agrees to adopt and accept the coverages, provisions, terms, conditions, exclusions, and limitations as further provided for in the Texas Municipal League Cyber Liability and Data Breach Response Self-Insurance Plan or as specifically modified by the Pool Member's Declarations of Coverage. This Interlocal Agreement shall be construed to incorporate the Texas Municipal League Cyber Liability and Data Breach Response Self-Insurance Plan, Declarations of Coverage, and Endorsements and addenda whether or not physically attached hereto.

4. It is understood that by participating in this risk sharing mechanism to cover cyber liability and data breach response exposures, the Pool Member does not intend to waive any of the immunities that its officers or its employees now possess. The Pool Member recognizes the Texas Tort Claims Act and its limitations to certain governmental functions as well as its monetary limitations and that by executing this Interlocal Agreement does not agree to expand those limitations.
5. The term of this Interlocal Agreement and the self-insurance provided to the Pool Member shall be continuous commencing 12:01 a.m. on the date designated in this Interlocal Agreement until terminated as provided below. Although the self-insurance provided for in this Interlocal Agreement shall be continuous until terminated, the limit of liability of the Fund under the coverages that the Pool Member elects shall be limited during any Fund Year to the amount stated in the Declarations of Coverage for that Fund Year.

This Interlocal Agreement may be terminated by either party giving to the other sixty (60) days' prior written notice of intent to terminate except the Pool Member may terminate this Interlocal Agreement and its coverages thereunder without giving the sixty (60) days' notice if the reason is because of a change by the Fund in the Pool Member's contribution, coverage, or other change in the limits of liability, terms, conditions, exclusions, and limitations provided for in the Texas Municipal League Cyber Liability and Data Breach Response Self-Insurance Plan provided that no termination by the Member shall be effective prior to the date that written notice of termination is actually received in the offices of the Fund and provided that the Pool Member agrees to and shall pay the applicable premium and contribution for those coverages it is terminating until the date the notice of termination is actually received by the Fund.

The Fund shall provide the Pool Member with Declarations of Coverage and any Endorsements that determine the applicability of the Texas Municipal League Cyber Liability and Data Breach Response Self-Insurance Plan annually by December 1. Such Declarations of Coverage shall include, but not be limited to, the coverage period which shall be the applicable Fund Year, limits, deductibles, contributions, special provisions, and limitations. Changes made during the Fund Year, whether requested by the Pool Member or required by the Fund, will be handled by Endorsement.

It is the intention of the parties that the Pool Member's coverages under this Interlocal Agreement shall remain in full force and effect from Fund Year to Fund Year, subject to the limits of liability that the Fund can provide each Fund Year and the terms, conditions, and limitations that the Fund may require to protect its solvency and to comply with reinsurance requirements, until notice of termination is given as herein provided. Realizing that the Pool Member needs the earliest possible information concerning the Fund coverages, limits, and exclusions, and the Pool Member's contribution that will be required for any new Fund Year, the Fund will endeavor to provide this information as soon as possible before the beginning of each Fund Year. The parties recognize, however, that conditions in the reinsurance industry are such that the Fund may not be able to provide this information to the Pool Member before the beginning of a Fund Year for various reasons including the failure of the Pool Member to timely submit the appropriate exposure summary or delays on the part of reinsurers in getting information to the Fund, and so, to protect the Pool Member from gaps in its coverage and to protect the solvency of the Fund, the parties agree as follows:

*If, for any reason other than the Pool Member's failure to provide the information requested in the exposure summary, the Fund has not been able to provide the Pool Member with information concerning available coverages for a new Fund Year or advise the Pool Member of the amount of its contribution for the new Fund Year by the beginning of the Fund Year, the Fund shall nevertheless continue the Pool Member's coverages at the same limits of liability (if still available and if not, then at the highest limit of liability available for the new Fund Year) so that the Pool Member shall at all times remain covered as herein provided and the Pool Member's initial contributions for the new Fund Year shall be determined by a "tentative contribution" as determined by the Board with the Pool Member's actual annual contribution to be credited by the amount paid in accordance with the tentative contribution and adjusted during the Fund Year. In the event the Pool Member does not wish to have its coverages extended or renewed at the end of any Fund Year, the burden shall be upon the Pool Member to give written notice to the Fund as provided hereinabove and the Pool Member agrees to pay as hereinabove stated all contributions or pro rata contributions until the date such written notice is received in the offices of the Fund or the date of termination of this Interlocal Agreement, whichever is later.*

6. Commensurate with the execution of this Interlocal Agreement and annually thereafter, the Pool Member shall complete the appropriate exposure summary and deliver it or cause it to be delivered to the Fund, or, if so instructed, to a designated contractor, no later than September 1 of each year and new annual contributions shall be calculated using manual rates times exposure, less any adjustments. Intentional or reckless misstatements on the exposure summary shall be grounds for cancellation. In the event that the Pool Member fails or refuses to submit the appropriate exposure summary, the Fund reserves the right to terminate such Pool Member by giving thirty (30) days' written notice and to collect any and all contributions that are earned pro rata for the period preceding contract termination.

The Pool Member agrees to pay the annual contribution to the Fund in four (4) equal quarterly installments, in advance, commencing at the beginning of this Interlocal Agreement with subsequent installments due the first quarter thereafter. In the event this Interlocal Agreement is terminated as herein provided, the Fund shall promptly repay to the Pool Member any such unearned annual contribution prorated as of the date of termination and the Pool Member agrees during the term of this Interlocal Agreement to promptly pay all reimbursable deductibles upon receipt of statement.

At the end of each and every Fund Year, the Fund may require the Pool Member to submit the actual data requested on the exposure summary as reflected by the books and records of the Pool Member. The Fund reserves the right to audit the records of any Pool Member and adjust contributions accordingly.

In the event that the Pool Member fails or refuses to make the payments, including accrued interest, as herein provided, the Fund reserves the right to terminate such Pool Member by giving them ten (10) days' written notice and to collect any and all amounts that are earned pro rata for the period preceding contract termination. If the amounts owed, including reimbursable deductibles, must be collected by suit, the Pool Member agrees to pay attorneys' fees and costs incurred in such suit.

7. The Fund shall maintain adequate protection from catastrophic losses to protect its financial integrity. Aggregate protection shall also be maintained. The Member's contributions shall be limited to that amount as calculated under this Interlocal Agreement. Notwithstanding anything to the contrary, the total combined aggregate limit of liability of the Fund for all Pool Members in any Fund Year, regardless of the number of occurrences or claims, shall be limited to the amount of money contained in the Fund. As to the Pool annual aggregate limits or the amount of money in the Fund, the Board of Trustees, in its sole discretion, may determine an allocation methodology among affected Pool Members should the Pool annual aggregate limit be reached, or should the money in the Fund be exhausted.
8. Notwithstanding the provisions of the foregoing paragraph, it is agreed the Board shall have the right to adjust the financial protection outlined above and/or amend coverages as it finds available or deems necessary to maintain the fiscal soundness of the Fund at the beginning of or during any Fund Year.
9. The Fund will make available loss control services to the Pool Members to assist them in following a plan of loss control that may result in reduced losses. The Pool Member agrees that it will cooperate in instituting any and all reasonable loss control recommendations. In the event that the recommendations submitted seem unreasonable, the Pool Member has a right to appeal to the Board. The Board shall hear the objections of the Pool Member at its next regularly scheduled meeting and its decisions will be final and binding on all parties. Any Pool Member who does not agree to follow the decision of the Board shall be withdrawn from the Fund immediately.
10. The Pool Member agrees that it will appoint a contact of department head rank, and the Fund shall not be required to contact any other individual except this one person. Any notice to or any agreements with the contact shall be binding upon the Pool Member. The Pool Member reserves the right to change the contact from time to time by giving written notice to the Fund.
11. The Fund agrees to handle all cyber liability and data breach response claims, and provide a defense for any and all cyber liability and data breach response claims covered under this Interlocal Agreement after prompt notice has been given. The Pool Member hereby appoints the Fund staff and Contractors as its agents to act in all matters pertaining to processing and handling of claims covered under this Interlocal Agreement and shall cooperate fully in supplying any information needed or helpful in settlement or defense of such claims. As respects cyber liability and data breach response claims, the Fund staff and Contractors shall carry on all negotiations with the claimant and his/her attorney, when applicable, and negotiate within authority previously granted by the Fund. If a personal appearance by the Pool Member or an employee is necessary, the expense of this appearance will not be the responsibility of the Fund. With the advice and consent of the Fund, the Fund staff and the Contractors will retain and supervise legal counsel for the prosecution and defense of any litigation. All decisions on individual cases shall be made by the Fund through the Fund staff and the Contractors, which include, but are not limited to, the decision to appeal or not to appeal, settlement negotiations, the decision of whether to settle, and other litigation tactics. However, any Pool Member shall have the right in any case to consult with the Fund on any decision made by the Fund staff or Contractors. The Board shall hear the objections of the Pool Member at its next regularly scheduled meeting and its decision will be final and binding on all parties. Any suit brought or defended by the Fund shall be brought or defended only in the name of the Pool Member and/or its officers or employees. There shall be supplied periodically to each Pool Member a computer printout involving a statement of claims. As respects the Texas Municipal League Cyber Liability and Data Breach Response Self-Insurance Plan, the Fund shall have priority in enforcing its subrogation claims against the claims of Pool Member.
12. The Pool Member acknowledges that it has received a copy of the Bylaws of the Fund and agrees to abide by the Bylaws and any amendments thereto.
13. The Fund agrees that all Fund transactions will be annually audited by a nationally recognized certified public accounting firm.
14. If legally required, the Fund shall cause to be filed the necessary tax forms with the Internal Revenue Service.

15. As the administrators of the Fund, the Board shall primarily and consistently keep foremost in their deliberations and decisions in operating the Fund that each of the participating Pool Members is a "self-insured." At least annually, the Board shall carefully review, study, and consider the actual claims or loss experience (including reserves for future claims payments) of each of the Pool Members, the pro rata savings to the Fund resulting from overall loss experience attributed to each Pool Member, and the pro rata portion of the cost of all catastrophic loss protection and aggregate stop loss protection allocated to each Pool Member as well as the pro rata allocation, as determined by the Board of the other and necessary administrative expenses of the Pool, in order to reasonably determine the actual pro rata cost, expense, and loss experience of each Pool Member in order to maintain as nearly as possible an equitable and reasonable self-insurance administration of the Fund as applied to each Pool Member.

The Fund shall maintain case reserves and supplemental reserves computed in accordance with standard actuarial principles, taking into account historical and other data, designed to measure claims development and claims incurred but not yet reported, so that funds will be available to meet these claims as they become due, subject to paragraph 7 above. The Board has complete authority to determine all matters pertaining to the existence and dissolution of the Fund.

16. Venue of any suit or action arising out of or related to this Interlocal Agreement shall be exclusively in the state and federal courts of Travis County, Texas. The parties agree they shall assume their own expenses for attorney's fees in any suit or action arising out of or related to this Interlocal Agreement.
17. The parties agree this Interlocal Agreement may be executed by original written ink signature on paper documents, an exchange of copies showing the original written ink signature on paper documents, or electronic or digital signature technology in such a manner that the signature is unique and verifiable to the person signing. The use of any one or combination of these methods of execution shall constitute a legally binding and valid signing of this Interlocal Agreement, which may be executed in one or more counterparts, each of which, when duly executed, shall be deemed an original.

**EMPLOYER MEMBERS' FUND CONTACT (See Section 10):**

Member Name \_\_\_\_\_

Name of Contact \_\_\_\_\_ Title \_\_\_\_\_

Mailing Address \_\_\_\_\_ Email Address \_\_\_\_\_

Street Address (if different from above) \_\_\_\_\_

City \_\_\_\_\_ Zip \_\_\_\_\_ Phone \_\_\_\_\_

\_\_\_\_\_

**SIGNATURE OF AUTHORIZED MEMBER OFFICIAL**

\_\_\_\_\_

Title \_\_\_\_\_ Date \_\_\_\_\_

Member's Federal Tax I.D. Number \_\_\_\_\_ - \_\_\_\_\_

**This Information is MANDATORY**

**TO BE COMPLETED BY FUND: (OFFICE USE ONLY)**

Effective Date of This Agreement \_\_\_\_\_

Member Name \_\_\_\_\_

Contract Number \_\_\_\_\_

\_\_\_\_\_

**SIGNATURE OF AUTHORIZED FUND OFFICIAL**

\_\_\_\_\_

Title \_\_\_\_\_ Date \_\_\_\_\_



WORKERS' COMPENSATION • PROPERTY • LIABILITY

**CRITICAL ALERT:**  
*Cyber Liability and Data Breach Response Coverage*

DATE: June 7, 2024  
TO: All Members with Core + (Band 2) Cyber Coverage  
RE: 2024-2025 *Cyber Liability and Data Breach Response Coverage* Updates

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Dear Valued Member:

Since 2016, when the TML Risk Pool first began offering *Cyber Liability and Data Breach Response Coverage ("Cyber Coverage")*, cyber claims have exponentially increased in both frequency and severity.

Future cybercriminal activity is impossible to predict, which means neither the Pool nor any other insurer can rely on past patterns and trends to predict future losses. That's why the Board of Trustees recently created a new Cyber Fund and approved changes to the Pool's Coverage structure, effective on October 1, 2024. *Members must elect to continue coverage or "opt-in" by completing and returning the Cyber Interlocal Agreement to participate in the newly-created Cyber Fund.*

**MEMBERS THAT DON'T FOLLOW THE OPT-IN PROCEDURES WILL LOSE THEIR EXISTING CYBER COVERAGE EFFECTIVE AT MIDNIGHT ON SEPTEMBER 30, 2024.**

Included in this packet are:

1. A two-page flyer explaining the updated Cyber Coverage and why the Pool made certain adjustments to ensure the viability of the program.
2. A **Limits Page** for the updated Cyber Coverage and a link to the updated Cyber Coverage Document, which shows the contribution increases and available limits.
3. A new, separate **Interlocal Agreement (contract)** to join the Pool's new Cyber Fund.

Please review the above information.

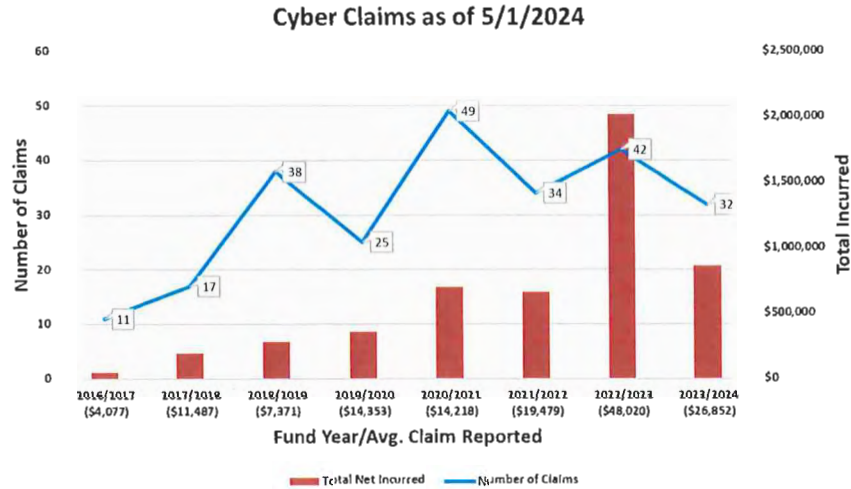
**If your entity wishes to continue Cyber Coverage, simply review, complete and sign, and return the completed Cyber Fund Interlocal Agreement as soon as possible but no later than September 30, 2024.** (Each Member **must follow their own statutory and local policies related to contract approval prior to signing.**) You can either scan and return the completed and signed agreement by email to [underwriting@tmlirp.org](mailto:underwriting@tmlirp.org) or mail or ship it to Cyber Coverage, c/o TML Intergovernmental Risk Pool, P.O. Box 149194, Austin, Texas 78714. To change the Core or Core+ limit selection, simply include that request with the Interlocal Agreement. An executed copy of the agreement will be returned to you.

**REMEMBER – THE INTERLOCAL AGREEMENT MUST BE RETURNED BY SEPTEMBER 30, 2024, IN ORDER FOR COVERAGE TO CONTINUE.**

## CRITICAL ALERT: The Pool's NEW Cybersecurity Fund

### Introduction

In 2016, the Pool recognized its Members' growing cyber liability exposure. Starting that year, complimentary coverage was provided to all Members with either General Liability or Real & Personal Property Coverage. Later, as the exposure increased, the Pool began charging a minimal amount for the coverage. As shown by the chart below, cyber claims have exponentially increased in both frequency and severity since that time.



Future cybercriminal activity is impossible to predict, which means neither the Pool nor any other insurer can rely on past patterns and trends to predict future losses. That's why the Board of Trustees recently approved the Pool's formation of a new Cyber Fund and updated *Cyber Liability and Data Breach Response Coverage* ("Cyber Coverage"), effective October 1, 2024, for those Members who opt-in and sign the **Cyber Liability Interlocal Agreement**. Read on for details.

Of course, nothing can cover every possible scenario. That's why each Member *must* take steps to protect themselves, and we can help you do so (regardless of whether you choose our cyber coverage). **Most cyberattacks are preventable, and local officials should implement basic policies, train on them, and follow them.** (See the final section below on loss prevention to learn more.)

### The New Cyber Fund – Ensuring the Viability of the Pool's Cyber Coverage

Cyberattacks are becoming more common, more sophisticated, and more expensive. In fact, the Pool's cyber claims have increased exponentially since 2016. Right now, if every Member of the Pool was hit by a coordinated attack, the Pool's *total exposure is in the billions of dollars*. Thankfully, that hasn't happened. But the Pool is updating its Cyber Coverage to ensure that it never does.

The following is a brief overview of the changes:

- The Pool is creating a **separate Cyber Fund** – each Member that wants to continue coverage **must sign a new, separate interlocal agreement (contract) to join the Fund**.
- The Pool's **total annual payout** for cyber claims will be **capped at \$25 million** – should criminals execute a widespread attack, the Pool's Board of Trustees would decide how to allocate those funds.
- The limit for third party liability has been reduced to **\$500,000 or \$1,000,000**, depending on whether Core or Core+ option is selected.
- **Cyber coverage contributions (premiums) will increase** based on a Member's elected limits. The new contribution ranges from \$1,000 to \$1,850 depending on Member type and coverage level (unless a Member chooses a different coverage level, the current level will roll over). Suggestion: Coverage will be renewed at the current elected limit.

### **The Coverage: What You Get**

Some of the worst news a local official can receive is that they have fallen victim to a cyberattack. Whether criminals lock up your data and ask you for a ransom to restore it, they trick you into sending money to a fraudulent account and steal it, or whatever the form of an attack, the Pool's coverage provides, among other things:

- **Breach response**, which includes access to computer experts, public relations specialists, attorneys, negotiators, and others with experience responding to cyberattacks – these experts help you lessen the damage from an attack.
- **Network business interruption**, which can help cover the loss of income and extra expenses (for a limited period) caused by an attack.
- **Cyber extortion**, which can help with ransom payments to recover data.
- **Data recovery costs**, which can help with costs to restore data that was damaged, corrupted, and/or deleted.
- **Fraud protection**, which can help (if certain conditions are met) with costs related to – for example – when an employee is tricked into sending money to a cybercriminal.

The above provides only a very basic overview of the coverage. Every claim is unique, and reading the above isn't a substitute for carefully reviewing the terms of the new interlocal agreement and coverage document. Please refer to the enclosed outline of the coverages, limit, and sublimit.

### **What You Need to Do to Continue Coverage**

To continue coverage, simply review, complete and sign, and return the Cyber Fund Interlocal Agreement. (Each Member **must follow their own statutory and local policies related to contract approval prior to signing.**) To change the Core or Core+ limit selection, simply include that request with the Interlocal Agreement.

As part of this process, we encourage you to review the 2024-2025 Cyber Liability and Data Breach Response Coverage Document that is stored on the Pool's Member Portal, which you can access from the Pool's website at [www.tmlirp.org](http://www.tmlirp.org).

That's it! You'll be billed later for the costs of all your coverages, including the cyber coverage.

**REMEMBER – THE INTERLOCAL AGREEMENT MUST BE RETURNED BY SEPTEMBER 30, 2024, IN ORDER FOR COVERAGE TO CONTINUE.**

### **Risk Management and Loss Prevention**

As mentioned above, the best way to deal with a cyberattack is to avoid it altogether. The Pool has a dedicated Cyber Risk Services Manager – Ryan Burns ([rburns@tmlirp.org](mailto:rburns@tmlirp.org)) – who can assist any Member with loss prevention, including individual review of Member exposures and transfer of risk via contracts provisions, loss prevention efforts, appropriate coverage, and more.

### **Additional Resources**

The Pool provides prevention education in various ways. The easiest to access are short podcast episodes and YouTube videos. For example, any local official who wants to know just how painful a cyberattack can be should listen to Episode 9c of the "Local Officials: *Stronger, Together* Podcast."

In the eye-opening episode, Scott interviews City of Tomball Assistant City Manager Jessica Rogers. Cyber-criminals hacked Tomball at the end of 2022, and the city is still — one year later — dealing with the aftermath. In this episode — which should be required listening for every city official in Texas (and beyond) — Jessica explains exactly what it's like to have essentially every computer system go down, including 9-1-1 dispatch, utility metering and billing, permitting, and everything in between. She also describes the long road to getting everything up and running. Don't miss our chance to learn from this chill-inducing story. (To listen, go to [www.tmlirp.org](http://www.tmlirp.org), click on the "STP Podcast" link at the top of the page, and scroll down to Episode 9c.)



## **LIMIT PAGE**

Your entity currently has **Core + Cyber** Coverage with the Pool. The following is an abbreviated description of the Core and Core+ limit structure beginning October 1, 2024. The Coverage Document can be accessed at <https://members.tmlirp.org/downloads> (this link will ask you to log into the Member Portal for access).

*A limit of \$25,000,000 is shared by all Members for aggregate losses occurring within the Fund Year as defined in the Cyber Liability and Data Breach Response Interlocal Agreement.*

	<b>Core</b>	<b>Core+</b>
<b>Tower 1 - Limit of Liability*</b>	\$500,000	\$1,000,000
Data & Network and Media Liability Aggregate Limit of Liability	\$500,000	\$1,000,000
Retention	\$0	\$0

<b>Tower 2 - Limit of Liability</b>	\$100,000	\$250,000
<b><u>First Party Loss</u></b>		
Business Interruption Aggregate Sublimit	\$20,000	\$50,000
Cyber Extortion Loss Aggregate Sublimit	\$25,000	\$50,000
Data Recovery Costs Aggregate Sublimit	\$20,000	\$50,000
Reputational Loss Aggregate Sublimit	\$5,000	\$10,000
Retention (other than Business Interruption)	\$0	\$5,000
Income Loss Retention under Business Interruption	\$5,000	\$5,000
<b><u>Third Party Loss</u></b>		
Regulatory Defense and Penalties Aggregate Sublimit	\$25,000	\$75,000
Payment Card Liabilities & Costs Aggregate Sublimit	\$10,000	\$25,000
Retention	\$0	\$5,000
<b><u>eCrime</u></b>		
Fraudulent Instruction Aggregate Sublimit	\$25,000	\$50,000
Funds Transfer Aggregate Sublimit	\$25,000	\$50,000
Telephone Fraud Aggregate Sublimit	\$25,000	\$50,000
Criminal Reward	\$2,500	\$2,500
Retention (other than Criminal Reward)	\$2,500	\$5,000
Retention Criminal Reward	\$0	\$0

<b>Tower 3 - Limit of Liability</b>	\$100,000	\$150,000
<b>Breach Response Aggregate Limit of Liability</b> Beazley Response Services	\$100,000	\$150,000
Retention	\$0	\$0

<b>New 2024-25 Annual Contribution</b>	<b>\$1,500</b>	<b>\$1,875</b>
<i>Previous 2023-24 Contribution</i>	<i>\$350</i>	<i>\$483</i>

*\*The Tower 1 Limit of Liability changed from \$1 million to \$500,000 for Core limits and from \$2 million to \$1 million for Core+ limits. All other limits remained unchanged.*



City Council Regular Meeting Staff Report

Discussion/Action of a Right of Way (ROW) License Agreement with Google Fiber to bring a high-speed fiber network to Cibolo. (Mr. Huggins)

Meeting	Agenda Group
Tuesday, September 10, 2024, 6:30 PM	Discussion/Action Item: 10C
From	
Bryan Huggins, Executive Director - Safety and Infrastructure	

**PRIOR CITY COUNCIL ACTION:**

At the August 27, 2024 City Council meeting, Council was provided information about the interest of Google Fiber, LLC, a wholly-owned subsidiary of Google, LLC, in constructing and operating a high speed fiber-to-the-home (FTTH) and to business network in the City of Cibolo, Texas.

**BACKGROUND:**

Google Fiber (GFiber) approached the City a few months ago about its interest to enter the City of Cibolo to construct and operate a high-speed fiber network to serve both residents and businesses. Staff has met to review its construction process and installation specifications. After reviewing this information and a draft right-of-way license agreement, Google Fiber submitted a Letter of Interest to officially request negotiations. Google Fiber has provided the letter of interest as well as information about how it entered the San Antonio market.

GFiber started about 15 years ago to disrupt the cable industry. They saw a lack of competition, investment in fiber upgrades. They started in Kansas City. The second city they invested in was Austin, Texas, and then they moved into suburbs, including Round Rock, Texas.

Shortly thereafter, GFiber moved to San Antonio. They started in the north and northeast of San Antonio. As they expanded their network, they have turned to the suburbs; they have executed ROW license agreements with Shavano Park, Leon Valley, Windcrest, and Bexar County (for unincorporated areas).

They have recently started to provide Internet service to small and medium businesses. GFiber is starting to provide 5 to 8 Gigabits of speeds in the San Antonio area. They are testing higher speeds, like 25 Gb, in some markets as well.

GFiber has worked closely with the City of San Antonio Public Works Department to install their fiber in existing streets and neighborhoods as well as those under construction or soon to be constructed. They have developed best practices to be a good partner, including during installation of their fiber. They have invited Cibolo staff to visit one of their sites in the San Antonio to see first-hand how they install their fiber and observe the minimal impact it has on current city streets.

**NOTE: AT THIS TIME, GOOGLE FIBER'S LEGAL TEAM HAS NOT RETURNED THE APPROVED AGREEMENT WITH THE MINOR MODIFICATIONS RECOMMENDED BY THE CITY'S CAO. WE ANTICIPATE THE FINAL AGREEMENT BEING RETURNED PRIOR TO THE SEPTEMBER 10, 2024 MEETING. IF THE CITY DOES NOT RECEIVE THE FINAL VERSION PRIOR THE MEETING, WE ARE PREPARED TO TABLE THIS ITEM FOR A FUTURE MEETING.**

## **STAFF RECOMMENDATION:**

Staff recommends Council approve the license agreement with Google Fiber (Licensee) to allow the construction and operation a high speed fiber-to-the-home (FTTH) and to business network in the City of Cibolo, Texas.

## **FINANCIAL IMPACT:**

There is no cost to the City for Google Fiber to construct and operate its fiber network. The ROW License agreement requires GFiber (Licensee) to pay the City a fee ("License Fee") to compensate City for Licensee's use and occupancy of Public ROW pursuant to the License. Licensee and City acknowledge and agree that the License Fee provides fair and reasonable compensation for Licensee's use and occupancy of Public ROW and other City property as authorized. Section 5 of the ROW license Agreement provides (see attached ROW License Agreement for full details):

5. 1 License Fee. Licensee will pay City one percent (1%) (the "**Revenue Percentage**") of Gross Revenues for a calendar quarter, remitted within forty five (45) days of the end of each calendar quarter, commencing on the first date on which Licensee receives any Gross Revenues (as defined below). The payment will be accompanied by a report showing the basis for the computation and such other relevant facts as may be required by City to determine the accuracy of the payment.

5.1.1 As used herein, "**Gross Revenues**" means all consideration of any kind or nature, including without limitation, cash, credits, property, and in-kind contributions (services or goods) received by Licensee from Customers for Broadband Internet Services that are provided to Customers through Network Facilities located at least in part in Public ROW.

## **MOTION(S):**

Motion to approve the Right of Way (ROW) license agreement with Google Fiber, LLC, for the construction and operation a high speed fiber-to-the-home (FTTH) and business network in the City of Cibolo, Texas, and allow the City Manager to execute the agreement.

## **Attachments**

[City of Cibolo, TX Non-Exclusive Public ROW License Agreement 2024.08.29.pdf](#)

## NON-EXCLUSIVE PUBLIC ROW LICENSE AGREEMENT

This Non-Exclusive Public ROW License Agreement (“**Agreement**”) is by and between **City of Cibolo**, a city organized and existing under the laws of the State of Texas (“**City**”), and **Google Fiber Texas, LLC**, a Texas limited liability company, and its direct parent, and its direct parent’s subsidiaries, successors, or assigns (“**Licensee**”).

### RECITALS

- A. City has jurisdiction over the use of the public rights-of-way in City (“**Public ROW**”).
- B. Licensee desires, and City desires to permit Licensee, to install, maintain, operate, and control a fiber optic infrastructure network in Public ROW (“**Network**”) for the purpose of offering communications services (“**Services**”), including broadband Internet access service as defined in 47 C.F.R. § 8.1(b) (“**Broadband Internet Services**”) and Voice over Internet Protocol services, but excluding multichannel video programming services that would be subject to a video services franchise and telecommunications services as defined in 47 C.F.R. § 153(53), to residents and businesses in City (“**Customers**”).
- C. The Network consists of equipment and facilities that may include aerial or underground fiber optic cables, lines, wires, or strands; underground conduits, vaults, access manholes and handholes; electronic equipment; power generators; batteries; pedestals; boxes; cabinets; vaults; and other similar facilities (“**Network Facilities**”).

### AGREEMENT

In consideration of the mutual promises made below, City and Licensee agree as follows:

#### 1. Permission to Use and Occupy.

- 1.1. Permission to Use and Occupy Public ROW. City grants Licensee permission to use and occupy the Public ROW (the “**License**”) for the purpose of constructing, installing, repairing, maintaining, operating, and if necessary removing the Network and the related Network Facilities (the “**Work**”). This Agreement and the License do not authorize Licensee to use any property other than the Public ROW as agreed herein. Licensee’s use of any other City property, including poles and conduits, will be governed under a separate Agreement regarding that use.
- 1.2. Subject to State and Local Law. This Agreement and the License are subject to City’s valid authority under state and local laws as they exist now or may be amended from time-to-time, and subject to the conditions set forth in this Agreement. In the event of a material conflict between the terms of local law and this Agreement, the applicable provisions of this Agreement will prevail.
- 1.3. Subject to City’s Right to Use Public ROW. This Agreement and the License are subject and subordinate to City’s prior and continuing right to use the Public ROW, including constructing, installing, operating, maintaining, repairing, or removing sewers, water pipes, storm drains, gas pipes, utility poles, overhead and underground electric lines and related facilities, and other public utility and municipal uses.

- 1.4. Subject to Pre-Existing Property Interests. City's grant of the License is subject to all valid pre-existing easements, restrictions, conditions, covenants, encumbrances, claims of title or other property interests that may affect the Public ROW. Licensee will obtain at its own cost and expense any permission or rights as may be necessary to accommodate such pre-existing property interests.
- 1.5. No Grant of Property Interest. The License does not grant or convey any property interest.

1.6 Non-Exclusive. The License is not exclusive. City expressly reserves the right to grant licenses, permits, franchises, privileges or other rights to any other individual, corporation, partnership, limited liability company, trust, joint stock company, business trust, unincorporated association, joint venture, governmental authority or other entity of any nature whatsoever ("**Person**"), as well as the right in its own name as a City, to use Public ROW for similar or different purposes allowed Licensee under this Agreement.

## **2. Licensee's Obligations.**

- 2.1. Individual Permits Required. Licensee will obtain City's approval of required individual encroachment, construction, and other necessary permits before placing its Network Facilities in the Public ROW or other property of City as authorized. Licensee will pay all lawful processing, field marking, engineering, and inspection fees associated with the issuance of individual permits by City.
- 2.2. Licensee's Sole Cost and Expense. Licensee will perform the Work at its sole cost and expense.
- 2.3. Compliance with Laws. Licensee will comply with all applicable laws and regulations when performing the Work. Licensee will place its Network Facilities in conformance with the required permits, plans, and drawings approved by City.
- 2.4. Reasonable Care. Licensee will exercise reasonable care when performing the Work and will use commonly accepted practices and equipment to minimize the risks of personal injury, property damage, soil erosion, and pollution of surface or groundwater.
- 2.5. No Nuisance. Licensee will maintain its Network Facilities in good and safe condition so that its Network Facilities do not cause a public nuisance.
- 2.6. Notice. Licensee will promptly notify City of any damage to any public or private property within or outside the Public ROW not previously identified City's approval or the specific work being performed which occurs as a result of Licensee's Work.
- 2.7. Repair. Licensee will promptly repair any damage to the Public ROW, City property, or private property if such damage is directly caused by Licensee's Work and no other Person is responsible for the damage (e.g., where a Person other than Licensee fails to accurately or timely locate its underground facilities as required by applicable law). Licensee will repair the damaged property to a condition equal to or better than that which existed prior to the damage. Licensee's obligation under this Section 2.6 will be limited by, and consistent with, any applicable seasonal or other restrictions on construction or restoration work.

- 2.8. As-Built Drawings and Maps. Licensee will maintain accurate as-built drawings and maps of its Network Facilities located in City and will provide them to City upon reasonable request and on a mutually-agreed timetable (e.g., piecemeal following the closure of each permit, or all at once after all the Work is complete), subject to applicable confidentiality protections.
- 2.9. Network Design. Nothing in this Agreement requires Licensee to build to all areas of City, and Licensee retains the discretion to determine the scope, location, and timing of the design and construction of the Network.

### **3. City's Obligations.**

- 3.1. Emergency Removal or Relocation by City. In the event of a public emergency that creates an imminent threat to the health, safety, or property of City or its residents, City may remove or relocate the applicable portions of the Network Facilities without prior notice to Licensee. City will, however, make best efforts to provide prior notice to Licensee before making an emergency removal or relocation. In any event, City will promptly provide to Licensee a written description of any emergency removals or relocations of Licensee's Network Facilities. Licensee will reimburse City for its actual, reasonable, and documented costs or expenses incurred for any such work performed by City, the direct cause of which was Licensee's construction, installation, operation, maintenance, repair, or removal of its Network Facilities. Licensee's obligation to reimburse City under this section will be separate from Licensee's obligation to pay the License Fee (as defined below).
- 3.2. Relocation to Accommodate Governmental Purposes. If Licensee's then-existing Network Facilities would interfere with City's planned use of the Public ROW or other City property for a legitimate governmental purpose, such as, but not limited to, the construction, installation, repair, maintenance, or operation of a new water, sewer, or storm drain line, or a public road, curb, gutter, sidewalk, park, or recreational facility, Licensee will, upon written notice from City, relocate its Network Facilities at Licensee's own expense to such other location or locations in the Public ROW as may be mutually agreed by the parties, taking into account the needs of the City's governmental purpose and Licensee's interest in maintaining the integrity and stability of its Network. Licensee will relocate its Network Facilities within a commercially reasonable period of time agreed to by the parties, taking into account the urgency of the need for relocation, the difficulty of the relocation, and other relevant facts and circumstances, except that City may not require Licensee to relocate or remove its Network Facilities with less than one hundred eighty (180) days' notice.
- 3.3. Relocation to Accommodate Non-Governmental Purposes. If Licensee's then-existing Network Facilities would interfere with (a) City's planned use of the Public ROW for a non-governmental (e.g., commercial) purpose, or (b) a third-party's use of the Public ROW, Licensee will not be required to relocate its Network Facilities.
- 3.4. Non-Discrimination. City will at all times treat Licensee in a non-discriminatory manner as compared to other non-incumbent holders of local or state franchise authority offering facilities-based broadband Internet access services.
- 3.5. Any agreements between City and Licensee that provide Licensee access to public infrastructure, poles, conduits, assets, and Public ROW will be available to other

network operators that offer broadband Internet access services, on rates, terms, and conditions that are as favorable as those City provides Licensee for the same access (recognizing that the equivalent consideration afforded by other service providers may be different from the License Fee).

- 3.6. Post-Removal Restoration of Public ROW. When removal or relocation is required under this Agreement, Licensee will, after the removal or relocation of the Network Facilities, at its own cost, repair and return the Public ROW in which the facilities were located to a safe and satisfactory condition in accordance with the construction-related conditions and specifications as established by City.

#### 4. Contractors and Subcontractors.

- 4.1. Use of Contractors and Subcontractors. Licensee may retain contractors and subcontractors to perform the Work on Licensee's behalf.
- 4.2. Contractors to be Licensed. Licensee's contractors and subcontractors used for the Work will be properly licensed under applicable law.
- 4.3. Authorized Individuals. Licensee's contractors and subcontractors may submit individual permit applications to City on Licensee's behalf, so long as the permit applications are signed by individuals that Licensee has authorized to act on its behalf via a letter of authorization provided to City in the form attached as **Exhibit A** ("**Authorized Individuals**"). City will accept permit applications under this Agreement submitted and signed by Authorized Individuals, and will treat those applications as if they had been submitted by Licensee under this Agreement.

5. License Fee. Licensee will pay City a fee ("**License Fee**") to compensate City for Licensee's use and occupancy of Public ROW pursuant to the License. Licensee and City acknowledge and agree that the License Fee provides fair and reasonable compensation for Licensee's use and occupancy of Public ROW and other City property as authorized. The License Fee will begin accruing on the Effective Date (as defined herein) and will be calculated as set forth in Section 5.1.

- 5.1. License Fee. Licensee will pay City one percent (1%) (the "**Revenue Percentage**") of Gross Revenues for a calendar quarter, remitted within forty five (45) days of the end of each calendar quarter, commencing on the first date on which Licensee receives any Gross Revenues (as defined below). The payment will be accompanied by a report showing the basis for the computation and such other relevant facts as may be required by City to determine the accuracy of the payment.

- 5.1.1. As used herein, "**Gross Revenues**" means all consideration of any kind or nature, including without limitation, cash, credits, property, and in-kind contributions (services or goods) received by Licensee from Customers for Broadband Internet Services that are provided to Customers through Network Facilities located at least in part in Public ROW.

- 5.1.2. Gross Revenues do not include:

- (i) any revenue not actually received, even if billed, such as bad debt;

- (ii) refunds, rebates, or discounts made to Customers, or City;
- (iii) revenue received from the sale of Broadband Internet Services for resale in which the purchaser is required to collect and remit similar fees from the purchaser's customer;
- (iv) revenue derived from the provision of Broadband Internet Services to Customers where none of the Network Facilities used to provide such Broadband Internet Services are located in Public ROW;
- (v) any forgone revenue from Licensee's provision of Broadband Internet Services to Customers at no charge if required by state law;
- (vi) any revenue derived from advertising;
- (vii) any revenue derived from Services other than Broadband Internet Services, including without limitation, any revenue derived from rental of modems or other equipment used to provide or facilitate the provision of the Broadband Internet Services;
- (viii) any revenue derived from referral or marketing agreements with third party providers of online services which Licensee may make available to Customers;
- (ix) any tax of general applicability imposed upon Licensee or its Customers by City or by any state, federal, or any other governmental entity, and required to be collected by Licensee and remitted to the taxing entity (including but not limited to sales and use tax, gross receipts tax, excise tax, utility users tax, public service tax, communications taxes, and fees not imposed by this Agreement);
- (x) any forgone revenue from Licensee's provision, in Licensee's discretion, of free or reduced cost Broadband Internet Services to any Person, including without limitation employees of Licensee; provided, however, that any forgone revenue which Licensee chooses not to receive in exchange for trades, barter, services, or other items of value will be included in Gross Revenues; and
- (xi) sales of capital assets or sales of surplus equipment.

5.2. Pass Through. Licensee may identify and collect, as a separate item on the regular bill of any Customer whose Broadband Internet Services are provided by Network Facilities located at least in part in Public ROW, that Customer's pro rata amount of the License Fee.

5.3. Interest on Late Payments. Any payments that are due and payable under this Agreement that are not received within sixty (60) days from the specified due date will be assessed interest at an annual rate equal to the prevailing commercial prime interest rate in effect upon the due date.



5.4. Change in Law. Notwithstanding anything to the contrary herein, in the event of a change in applicable law that (i) prohibits collection by any City or franchising authority of any fee, including franchise fees, from any provider of video programming or communications services, including broadband Internet services, or (ii) reduces the percentage of revenue on which the fee, including franchise fee, paid by any provider of video programming or communications services is based to a percentage that is lower than the Revenue Percentage, then Licensee will have no obligation to pay the Licensee Fee or to pay a Licensee Fee based on the Revenue Percentage, as the case may be. In the case of a reduction in the percentage of revenue on which such fees may be based, the Revenue Percentage will be commensurately reduced.

## 6. Defense and Indemnity.

6.1. Obligations. Licensee will defend City, its officers, elected representatives, and employees, and indemnify them against any (a) settlement amounts approved by Licensee; and (b) damages and costs finally awarded against the indemnified party by a competent tribunal in any legal proceeding filed by a third party for property damage, personal injury, or death to the extent caused by the gross negligence or willful misconduct of Licensee or its contractors arising from this Agreement (“**Third Party Legal Proceeding**”).

6.2. Exclusions. Section 6 (Defense and Indemnity) will not apply to the extent the underlying allegation (a) arises from or is related to the negligence or willful misconduct of an indemnified party or (b) is made by City’s employee and covered under applicable workers’ compensation laws.

6.3. Conditions. Section 6.1 (Obligations) is conditioned on the following: (a) City must promptly notify Licensee in writing of the Third Party Legal Proceeding and any allegation(s) that preceded the Third Party Legal Proceeding no later than fifteen (15) days after City became aware of the Third Party Legal Proceeding; (b) City must reasonably cooperate in the defense at Licensee’s request; and (c) City must tender sole control of the indemnified portion of the Third Party Legal Proceeding to Licensee, subject to the following: (i) City may appoint its own non-controlling counsel, at its own expense; and (ii) any settlement requiring City to admit liability, pay money, or take (or refrain from taking) any action, will require City’s prior written consent, not to be unreasonably withheld, conditioned, or delayed.

7. Limitation of Liability. NEITHER PARTY WILL BE LIABLE FOR ANY INDIRECT, SPECIAL, INCIDENTAL, CONSEQUENTIAL, EXEMPLARY OR PUNITIVE DAMAGES IN CONNECTION WITH THIS AGREEMENT. THE PARTIES ACKNOWLEDGE THAT THIS LIMITATION WILL BE SUBJECT TO AND MAY BE LIMITED BY APPLICABLE LAW.

8. Performance Bond. Licensee will, promptly after the Effective Date, provide City with a performance bond in the amount of ten thousand dollars (\$10,000) naming City as obligee and guaranteeing Licensee’s faithful performance of its obligations under this Agreement. The performance bond will remain in full force during the Term of this Agreement.

## 9. Insurance.

9.1. Licensee will carry and maintain:

9.1.1. Commercial General Liability (CGL) insurance, with policy limits not less than \$2,000,000 in aggregate and \$2,000,000 for each occurrence covering bodily injury and property damage with the following features: (a) CGL primary insurance endorsement; and (b) CGL policy will include an endorsement which names City, its employees, and officers as additional insureds.

9.1.2. Workers' Compensation insurance with policy limits not less than the City's requirements.

9.2. All insurance certificates, endorsements, coverage verifications and other items required pursuant to this Agreement will be mailed directly to City's insurance compliance representative upon City's written request.

**10. Term.** This Agreement is effective on the later of (a) the date the last party to sign executes this Agreement and (b) the date on which any implementing ordinance becomes effective in accordance with its terms and state law ("**Effective Date**"). The Agreement will expire automatically on the twentieth anniversary of the Effective Date ("**Original Term**"), unless earlier terminated in accordance with the provisions herein. Thereafter, the Agreement will automatically renew for successive 5-year terms (each a "**Renewal Term**") unless a party provides at least six (6) months' prior written notice to the other party of its intent not to renew.

## **11. Termination.**

11.1. Termination by City. City may terminate this Agreement if Licensee is in material breach of the Agreement, provided that City must first provide Licensee written notice of the breach and one hundred eighty (180) days to cure, unless the cure cannot reasonably be accomplished in that time period, in which case Licensee must identify the basis of its inability to timely cure and its expected timeline to cure, commence its efforts to cure within that time period, and the cure period will continue as long as such diligent efforts continue. Upon request, Licensee must provide City with updates on efforts being made to cure. No termination under this paragraph will be effective until the relevant cure period has expired.

11.2. Termination by Licensee. Licensee may terminate this Agreement for convenience upon one hundred eighty (180) days' written notice to City.

**12. Assignment.** Except as set forth below, neither party may assign or transfer its rights or obligations under this Agreement, in whole or part, to a third party, without the written consent of the other party. Any agreed upon assignee will take the place of the assigning party, and the assigning party will be released from all of its rights and obligations upon such assignment.

12.1. Notwithstanding the foregoing, Licensee may at any time, on written notice to City, assign this Agreement or any or all of its rights and obligations under this Agreement:

12.1.1. to any Affiliate (as defined below) of Licensee;

12.1.2. to any successor in interest of Licensee's business operations in City in connection with any merger, acquisition, or similar transaction if Licensee

determines after a reasonable investigation that the successor in interest has the resources and ability to fulfill the obligations of this Agreement; or

12.1.3. to any purchaser of all or substantially all of Licensee's Network Facilities in City if Licensee determines after a reasonable investigation that the purchaser has the resources and ability to fulfill the obligations of this Agreement.

12.2. Following any assignment of this Agreement to an Affiliate, Licensee will remain responsible for such Affiliate's performance under the terms of this Agreement. For purposes of this section, (a) "Affiliate" means any Person that now or in the future, directly or indirectly controls, is controlled with or by, or is under common control with Licensee; and (b) "control" means, with respect to: (i) a U.S. corporation, the ownership, directly or indirectly, of fifty percent (50%) or more of the voting power to elect directors thereof, or (ii) a non-U.S. corporation, if the voting power to elect directors thereof is less than fifty percent (50%), the maximum amount allowed by applicable law; and (iii) any other Person, fifty percent (50%) or more ownership interest in said Person, or the power to direct the management of such Person.

**13. Notice.** All notices related to this Agreement will be in writing and sent, if to Licensee to the email addresses set forth below, and if to City to the address set forth in City's signature block to this Agreement with copy to the email address set forth below. Email alone, even if responded to, shall not constitute sufficient notice to City. Notices are effective (a) when delivered in person, (b) upon confirmation of a receipt when transmitted by electronic mail, (c) on the next business day if transmitted by registered or certified mail, postage prepaid (with confirmation of delivery), (d) on the next business day if transmitted by overnight courier (with confirmation of delivery), or (e) three (3) days after the date of mailing, whichever is earlier.

Licensee's e-mail address for notice is [googlefibernotices@google.com](mailto:googlefibernotices@google.com), with a copy to [legal-notices@google.com](mailto:legal-notices@google.com).

City's e-mail address for copy of any notice is [REDACTED].

**14. General Provisions.** This Agreement is governed by the laws of the state of Texas. Neither party will be liable for failure or delay in performance to the extent caused by circumstances beyond its reasonable control. This Agreement sets out all terms agreed between the parties and supersedes all previous or contemporaneous agreements between the parties relating to its subject matter. This Agreement, including any exhibits, constitutes the entire agreement between the parties related to this subject matter, and any change to its terms must be in writing and signed by the parties. The parties may execute this Agreement in counterparts, including facsimile, PDF, and other electronic copies, which taken together will constitute one instrument. Each party to this Agreement agrees that Licensee may use electronic signatures.

*[Signature page follows]*

Signed by authorized representatives of the parties on the dates written below.

**Google Fiber Texas, LLC**

**City of Cibolo**

\_\_\_\_\_  
(Authorized Signature)

\_\_\_\_\_  
(Authorized Signature)

\_\_\_\_\_  
(Name)

\_\_\_\_\_  
(Name)

\_\_\_\_\_  
(Title)

\_\_\_\_\_  
(Title)

Address:  
1600 Amphitheatre Parkway  
Mountain View, CA 94043

Address:  
\_\_\_\_\_  
\_\_\_\_\_

Date:  
\_\_\_\_\_

Date: \_\_\_\_\_

**EXHIBIT A**  
**FORM OF LETTER OF AUTHORIZATION**

[LICENSEE LETTERHEAD]

[Date]

Via Email ([Email Address])

City of Cibolo

[Addressee]

[Address]

Re: [Amended] Letter of Authorization

Dear [Name],

In accordance with Section 4.3 of the Non-Exclusive Public ROW License Agreement dated [redacted] between the **City of Cibolo** and **Google Fiber Texas, LLC** (“**Google Fiber**”), Google Fiber hereby designates the following Authorized Individuals (as that term is defined in the Agreement), who may submit and sign permit applications and other submissions to the City on behalf of Google Fiber. [If applicable: This letter amends and supersedes the Letter of Authorization dated [redacted].]

*[Insert name and title for each Authorized Individual, including any Authorized Individual previously named and whose authority continues. Strike through the names of any individuals who are no longer authorized, if any.]*

1. [Name, Title]
2. [Name, Title]
3. [Name, Title (previously authorized, authorization continues)]
4. [Name, Title (authorization withdrawn)]

This authorization may be withdrawn or amended and superseded by a written amendment to this Letter of Authorization, which will be effective 24 hours after receipt by the City.

Kind regards,

[Name]

Manager, Google Fiber Texas, LLC



City Council Regular Meeting Staff Report

**Discussion/Action on a Public Improvements Agreement (PIA) between the City of Cibolo and YM Cibolo, LLC, establishing the public improvements related to the development of real property, of 15.903 acres, also known as Bella Rosa Unit 3. (Ms. Lee)**

Meeting	Agenda Group
Tuesday, September 10, 2024, 6:30 PM	Discussion/Action Item: 10D
From	
Kelsee Jordan Lee, Planning & Economic Development Director	

**PROPERTY INFORMATION:**

Project Name:	Bella Rosa Subdivision Unit 3
Owner:	Yantis Land LLC
Area:	Approximately 15.9 Acres
Location:	Intersection of Kove Lane & Brook Shadow
Council District:	5
Zoning:	Medium-High Density Single-Family Residential SF-5
Proposed Use:	57 Residential Lots, 3 Open Space Lots, 1 Drainage & Open Space Lot

**BACKGROUND:**

The Final Plat of Bella Rosa Subdivision Unit 3 was approved by City Council on May 23, 2023. It has not yet been recorded as the developer has elected to complete the required improvements in lieu of issuing a performance bond. Once the improvements are completed and accepted, the final plat may be recorded. In addition to the infrastructure directly serving the residential development, the developer is constructing 105 linear feet of Kove Lane to provide connectivity from east to west connecting both sides of Bella Rosa Unit 3 and is upsizing 798 linear feet of an 8" water main and gate valves to a 12" water main and gate valves.

Previous plats related to Bella Rosa are:

Unit	Plat Recorded	Number of Residential Lots
1	October 20, 2021	41
2	February 15, 2022	19

The attached Public Improvements Agreement (PIA) was drafted by the City Attorney's Office and accepted by the developer's attorney. The City of Cibolo enters into a PIA with a developer to ensure that essential infrastructure and public facilities are built to support a new development. It is a tool to ensure that new developments are accompanied by the necessary public infrastructure, are built to the required standards, and do not impose undue costs on the public. It is standard practice to enter into a PIA with a residential subdivision developer when utilities and roads are being extended. The attached PIA outlines the improvements to be constructed and the obligations of the Bella Rosa developer and the City, and it is summarized below.

### **Section 1.6 - Effective Date and Term**

- The PIA is effective once signed by both the developer and the City of Cibolo and will stay in effect until the final warranty period (12 months after Final Acceptance of infrastructure by the City Council).

### Developer Obligations

- **Section 2.1 - Construction of public improvements**
  - The developer will design and construct the improvements in accordance with all City plans and standards.
- **Section 2.1.A-D - Required bonds**
  - The developer will provide the required performance, maintenance, or warranty bonds in accordance with the City's standard process.
- **Section 2.1.E - Restriction on lots**
  - The developer cannot sell, transfer, or convey the property unless sufficient security has been posted with the City to cover the completion of any remaining construction or correcting of defects.
- **Section 2.1.F - City walk-throughs**
  - Any bonds held by the City for the project will not be released until City staff have confirmed the adequacy of the public improvements.
- **Section 2.2 - Dedication**
  - The developer will dedicate the land, improvements, and easements associated with the public improvements.

### City of Cibolo Obligations

- **Section 3.1 - Inspection and acceptance of improvements**
  - The City will inspect the public improvements throughout construction. The City will approve the improvements if they are found to be in accordance with the City's plans and standards.
- **Section 3.2 - Notice of defects**
  - The City will inform the developer if it is determined that any portion of the public improvements are not constructed in accordance with the City's plans and standards.
- **Section 3.3 - Release of bonds**
  - The City will follow its standard process for releasing the Maintenance and Warranty Bonds as outlined in the Unified Development Code.
- **Section 3.4 - Impact Fee credits**
  - In exchange for oversizing the water main and valves from 8" to 12", the City of Cibolo will credit water impact fees commensurate with the actual costs of the improvements. The City Engineer and City Public Works Director have reviewed the cost estimates from the project engineer (Exhibit C of the PIA) and find them to be accurate and appropriate for the scope of work. The actual costs will be certified after completion and before impact fees are credited and written documentation of the credit within 30 days of Preliminary Acceptance.
  - The credits may only be applied to the lots within the plat of Bella Rosa Unit 3.

- **Section 5.1.F - Timing of releases**

- Within 30 days of conditions being met by the developer, the City will release the associated Performance Bond, Maintenance Bond, and/or Warranty Bond.

**FINANCIAL IMPACT:**

A credit of \$31,690 in water impact fees will be applied, subject to the certified actual costs of the improvements.

**SAMPLE MOTION(S):**

1. I move to **approve** the Public Improvements Agreement (PIA) between the City of Cibolo and YM Cibolo, LLC , establishing the public improvements related to the development of real property, of 15.903 acres, also known as Bella Rosa Unit 3.
2. I move to **approve** the Public Improvements Agreement (PIA) between the City of Cibolo and YM Cibolo, LLC , establishing the public improvements related to the development of real property, of 15.903 acres, also known as Bella Rosa Unit 3, **with amendments**.
  - Please read into the record the amendments.
3. I move to **deny** the Public Improvements Agreement (PIA) between the City of Cibolo and YM Cibolo, LLC , establishing the public improvements related to the development of real property, of 15.903 acres, also known as Bella Rosa Unit 3.
  - Please read into the record the reason for denial.

**Attachments**

[Bella Rosa Unit 3 PIA](#)

[Property Map](#)



**PUBLIC IMPROVEMENTS CONSTRUCTION AGREEMENT**  
**BETWEEN THE CITY OF CIBOLO AND**  
**MIKE YANTIS JR, YM CIBOLO, LLC**

STATE OF TEXAS

COUNTY OF GUADALUPE

This Public Improvements Construction Agreement (the “**Agreement**”) is made and entered into by and between MIKE YANTIS JR, YM CIBOLO, LLC (the “**Developer**”) and the City of Cibolo, Texas, (the “**City**”), hereinafter collectively referred to as the “**Parties**”.

WHEREAS, the City of Cibolo (the “**City**”) is a home rule municipality authorized by state law to regulate public systems such as, but not limited to, streets, wastewater, storm water, and flood prevention, as well as land use such as, but not limited to, development and parkland; and

WHEREAS, the City of Cibolo Unified Development Code (UDC) Article 1 imposes impact fees to address the effect that development has on City infrastructure as authorized by Texas Local Government Code 365; and

WHEREAS, the Developer wishes to develop certain property located within the city limits, consisting of 15.903 acres, more or less, which is described as a parcel of land in the TRINIDAD GARCIA SURVEY, ABSTRACT NO. 137, OF GUADALUPE COUNTY, TEXAS (the “**Property**”) as shown in more detail in **Exhibit “A”**, attached; and

WHEREAS, due to the nature of the development intended by Developer, City ordinances and Texas law require Developer to provide certain public improvements, more particularly described in Section 1, below, and on **Exhibit “B”**, attached; and

WHEREAS, Developer has the option to construct and maintain these improvements themselves in conformity with the City of Cibolo’s Code of Ordinances, or to dedicate such improvements to be maintained by the City; and

WHEREAS, Developer desires to dedicate the water and street improvements to the City in order to connect to City infrastructure and for the City to take over future maintenance responsibilities and costs; and

WHEREAS, the City and Developer desire to set forth the rights and responsibilities of each in regards to the construction and maintenance of public improvements; and

NOW, THEREFORE, for and in consideration of the premises and mutual obligations, covenants, and benefits hereinafter set forth, the Parties agree as follows:

## 1. PREAMBLE

### 1.1 Recitals.

The recitals set forth above are declared to be true and correct by the Parties and are hereby incorporated as part of this Agreement for all purposes.

### 1.2 The Subdivision

Developer desires to subdivide and develop the property as three (3) blocks with 57 residential lots, three (3) open space lots, and one (1) drainage and open space lot.

### 1.3 Definitions

“Security” shall be interpreted to mean Performance Bond, Maintenance Bond, Warranty Bond, and any similar financial guarantee.

### 1.4 Public Improvements

The parties agree and acknowledge that the nature of the subdivision desired by Developer necessitates the need for public improvements in order to comply with state law, the City’s Unified Development Code (UDC), and to provide for health, safety, and enjoyment of future inhabitants of the subdivision. The public improvements described herein includes the following and are described more fully on Exhibits B and C.

- A. 105 linear feet of Kove Lane to provide connectivity from east to west connecting both sides of Bella Rosa Unit 3, and all related improvements
- B. Upsizing of an 8” water main and gate valves to a 12” water main and gate valves for 798 linear feet, and all related improvements

### 1.5 Benefits.

The parties acknowledge and agree that each benefits directly from the promises and covenants in this agreement. The City obtains the benefit of assurance regarding the design, quality, and sufficiency of public improvements and their ability to provide necessary services to the citizens of Cibolo. Developer obtains the benefit of compliance with local ordinances and state law, assurances regarding the approval of proposed plans, the avoidance of certain fees, and a relief of long-term maintenance costs.

The parties further acknowledge that Developer is not required to dedicate land or improvements, but has chosen to do so, due to the long term cost savings.

### 1.6 Effective Date and Term

This agreement becomes effective once signed by both parties and stays in effect until the expiration of any maintenance and warranty periods provided herein.

## 1.7 Exhibits

The following exhibits are attached hereto, and by this reference, incorporated herein.

**Exhibit “A”** – Property Survey/Plat

**Exhibit “B”** – Schematic Drawings of Public Improvements

**Exhibit “C”** - Cost Estimate for Public Improvements

## 2 DEVELOPER OBLIGATIONS

### 2.1 Construction of Public Improvements.

The Developer shall design and construct the improvements required to comply with the City’s Unified Development Code, the City of Cibolo Design Construction Manual, and all other applicable City specifications, standards and regulations (collectively, the "**Standards**") and the construction plans for the public improvements approved by the City’s Engineer (the "**Plans**"), which are shown on **Exhibit “B”**; the improvements shown in said Plans shall hereinafter be collectively referred to as the "**Public Improvements**". Developer’s construction is subject to the following terms:

- A. Completion. The Public Improvements must be constructed in accordance with the Standards and the Plans and be free from design and construction defects. Upon completion of the Public Improvements, the Developer will provide the City with a complete set of construction plans for the Public Improvements in both shapefile and PDF, or other format confirmed by City staff in writing to be acceptable, certified "as built" by the engineer responsible for preparing the approved Plans.
- B. Performance Bond. The estimated cost of constructing the Public Improvements in accordance with the Plans, which has been determined by a professional engineer and approved by the City’s Engineer, (the "**Cost Estimate**") is set forth in **Exhibit “C”**. To secure the Developer’s obligations to design and construct the Public Improvements, the Developer shall provide a financial guarantee of performance in the amount of One Hundred Twenty Five Percent (125%) of the Cost Estimate (the "**Performance Bond**"). The Performance Bond must be in a form approved by the City Attorney. As the construction of the Public Improvements is completed, the security may be reduced in percentage based upon construction completed as determined by the City Engineer and/or Capital Improvement Program Manager and found to be in conformance with the Standards and Plans upon inspection by the City, but shall not be less than 25% at any time until Final Acceptance. Notwithstanding anything herein to contrary, the Developer shall not be required to provide a Performance Bond in the event it completes the Public Improvements in accordance with Standards and Plans and has obtained Preliminary Acceptance of the Public Improvements.

- C. Maintenance Bond. The Developer shall provide a bond guaranteeing maintenance of the Public Improvements for a period of at least eighteen (18) months from the date of Preliminary Acceptance or until Final Acceptance by the City Council, whichever is later (the "**Maintenance Period**"). The Maintenance Bond must be in a form approved for use by the City Attorney. The Developer shall correct and repair, or cause to be corrected and repaired, any defects in materials or workmanship of the Public Improvements that occur before and during the Maintenance Period due to any cause.
- D. Warranty Bond. As a condition of the City's Final Acceptance of any of the Public Improvements, and to secure the Developer's warranty obligations during the Warranty Period, the Developer shall provide a "**Warranty Bond**" in the amount of Ten Percent (10%) of the total cost of constructing the Public Improvements for a period of at least one (1) year after Final Acceptance. The Warranty Bond must be in a form approved for use by the City Attorney. The Public Improvements must meet the Standards and Plans at the end of the Warranty Period in order for the City to release the Warranty Bond.
- E. Restriction on Sale, Transfer or Conveyance of Lots. In the event that the Public Improvements are not constructed to meet the Standards and Plans, and the required Security has expired, the Developer shall not sell, transfer, or convey the Property, or any part or portion of the Property, until sufficient Security has been posted with the City for the completion of the construction and/or correction and repair of defects in materials or workmanship.
- F. Walk-Throughs Required Prior to Bond Release. The City shall not release any bonds until the adequacy of the public improvement is confirmed by a walk-through performed by City staff. The Developer is responsible for requesting all walk-throughs required throughout the development process including both preliminary and final walk-throughs. The City shall maintain all relevant bonds until City Council accepts the dedication of the Public Improvements.

## 2.2 Dedication.

Developer hereby agrees to dedicate the land, improvements, and easements identified herein and attached hereto, and sign any additional documents necessary to necessitate such dedication and transfer.

## 3. CITY OBLIGATIONS

### 3.1 Inspection and Acceptance of Public Improvements.

The City will inspect the Public Improvements during and at the completion of construction. If the Public Improvements are completed in accordance with Plans and the Standards, the City will approve the Public Improvements and accept the Public Improvements in accordance with the Preliminary and Final Acceptance requirements of the Unified Development Code.

### 3.2 Notice of Defect.

The City will notify the Developer if an inspection reveals that any portion of the Public Improvements is not constructed in accordance with the Plans or the Standards or is otherwise defective. However, the City is not responsible for the construction of the Public Improvements, the quality of the material, or the construction methods utilized. In addition, the City is not responsible for making continuous on-site inspections of the construction work and the City has no privity with or responsibility for the construction contractor or any subcontractors.

### 3.3 Release

The City commits to following its standard process for the release of the Maintenance Bond and Warranty Bond as outlined in the Unified Development Code, and as further detailed in Sections 2.1.D and 2.1.E herein.

### 3.4 Impact fee credits.

In lieu of assessing the then-applicable water Impact Fees at the time each lot, tract, parcel, unit, phase, and/or building site is developed within the property, the City agrees to credit Developer for the total amount of actual costs incurred for the upsizing of the water line as outlined in Section 1.4 herein, provided that such actual costs equal or exceed the total amount of water Impact Fees which would have otherwise been assessed in connection with the development of the Property. City shall provide written documentation of such credit available to Developer within thirty (30) days of Preliminary Acceptance. The Developer shall be able to apply such credit to the lots with the plat. An opinion of the total probable water Impact Fees to be credited against have been calculated and are attached in **Exhibit "C"**.

## 4. DEFAULT

### 4.1 Events of Default. Events of Default under this Agreement are:

- A. Developer's failure to design the Public Improvements as required to comply with the Standards and Plans;
- B. City's failure to approve or accept Public Improvements constructed in compliance with the Standards and Plans;
- C. Developer's failure to provide the City with a complete set of construction plans for the Public Improvements, certified "as built" by the engineer responsible for preparing the approved Plans;
- D. Developer's failure to comply with the warranty that the Public Improvements will comply with the Standards and Plans during the Maintenance Period and Warranty Period;
- E. Developer's failure to provide additional Security within thirty (30) days after notice and demand;
- F. The acquisition of the Property or a portion of the Property by the issuer of the Security or other creditor through foreclosure or an assignment or conveyance in lieu of foreclosure; and/or

G. Developer's failure to comply with any other material provision of this Agreement.

#### 4.2 Notice of Default and Intent to Draw.

The City shall provide notice of default and intent to draw on the Security to Developer with a copy of the notice to any Surety, lender, or Trustee. The notice will identify the event of default and City may, in its sole discretion, provide an opportunity for Developer to cure the default. Upon default, or if Developer fails to cure the default as expressly allowed by City, the City shall be entitled to draw the amount necessary to perform the Developer's obligations under this Agreement up to the total amount of the applicable Security.

#### 4.3 Force Majeure

- A. The term "Force Majeure" as employed herein shall mean and refer to acts of God; strikes, lockouts, or other industrial disturbances; acts of public enemies, orders of any kind of the government of the United States, the State of Texas or any civil or military authority; insurrections; riots; epidemic; pandemic; landslides; lightning; earthquakes; fires; hurricanes; storms; floods; washouts; droughts; arrests; restraint of government and people; civil disturbances; explosions; breakage or accidents to machinery, pipelines, or canals; or other causes not reasonably within the control of the party claiming such inability, including but not limited to the period, if any, for which development of the Subdivision, or the construction of residences or buildings therein, is limited or suspended pursuant to any moratorium imposed by the city.
- B. If, by reason of Force Majeure, any party hereto shall be rendered wholly or partially unable to carry out its obligations under this Agreement, then such party shall give written notice of the full particulars of such Force Majeure to the other party within thirty (30) days after the occurrence thereof. The obligations of the party giving such notice, to the extent effected by the Force Majeure, shall be suspended during the continuance of the inability claimed, except as hereinafter provided, but for no longer period, and the party shall endeavor to remove or overcome such inability with all reasonable dispatch.

## 5. USE OF SECURITY

#### 5.1 Security; Escrow.

The City may use any type of Security provided herein for the purpose of completing the Public Improvements in accordance with the Standards and Plans or to correct, repair or reconstruct the Public Improvements to achieve compliance with the Standards and Plans, subject to the following terms:

- A. The City may, at its option and discretion, accept substitute security instead of, or in addition to, drawing on the Security.
- B. The City may, at its option and in its discretion, complete some or all of the unfinished Public Improvements at the time of default, regardless of the extent to which

- development has taken place or whether development ever commenced, without incurring any obligation to complete any of the unfinished Public Improvements.
- C. The City's draw on the and use of Security to complete, correct, repair, or reconstruct the Public Improvements is not an acceptance of the dedication of the Public Improvements. The acceptance of the Public Improvements is specifically and expressly conditioned on the delivery to the City of Public Improvements constructed to comply with the Standards and Plans and the express order of acceptance by the City Council through action at a City Council meeting.
  - D. Security proceeds, Maintenance Bond proceeds, and/or Warranty Bond proceeds obtained by the City pursuant to one or more draws shall be maintained by the City in an account or accounts until such funds, together with accrued interest thereon, if any, ("**Escrowed Funds**") are disbursed by the City.
  - E. The City shall disburse the Escrowed Funds as Public Improvements are completed, corrected, repaired or reconstructed by the City, or in accordance with the terms of a written construction contract between the City and a third party for the construction of the Public Improvements.
  - F. The City will release the Security, and the Escrowed Funds pursuant to the following parameters:
    - 1. Performance Bond. A Performance Bond will be released within thirty (30) days following Preliminary Acceptance of the Public Improvements by the City Council and when a Maintenance Bond has been provided by Developer.
    - 2. Maintenance Bond. A Maintenance Bond will be released within thirty (30) days following Final Acceptance of the Public Improvements by the City Council and when a Warranty Bond has been provided by Developer.
    - 3. Warranty Bond. A Warranty Bond will be released within thirty (30) days following the expiration of one (1) year period after Final Acceptance by the City Council and receipt of request to release the Warranty bond by the Developer.

## 5.2 No Claim.

The Developer has no claim or rights under this Agreement to Security proceeds, Maintenance Bond proceeds, or Escrowed Funds, to the extent used by the City.

## 6. MISCELLANEOUS

### 6.1 Covenants, Restrictions, and Conditions.

The covenants, restrictions, and conditions included in this Agreement will operate as covenants running with the land and will be binding upon the Developer and the Developer's legal representatives, heirs, successors, and permitted assigns.

### 6.2 Remedies.

The remedies available to the City and the Developer under this Agreement and Texas law are cumulative in nature.

### 6.3 No Third-Party Beneficiaries.

This Agreement shall not be construed as affording any rights or benefits to anyone other than City and Developer. No third-party, including without limitation a trustee in bankruptcy, shall have any interest in or claim to posted Security and/or Security proceeds.

### 6.4 Indemnification.

**The Developer shall indemnify and hold the City, to include elected officials, City staff, and City consultants, harmless from and against all claims, demands, costs, and liability of every kind and nature, including reasonable attorney's fees, for the defense of such claims and demands, arising from any breach on the part of Developer of any provision in this Agreement, or from any act or negligence of Developer or Developer's agents, contractors, employees, tenants, or licensees in the construction of the Public Improvements. The Developer further agrees to indemnify and defend the City, to include elected officials, City staff, and City consultants, if the City is named as a defendant in an action arising from any breach on the part of Developer of any provision in this Agreement or from any act or negligence of Developer or Developer's agents, contractors, employees, tenants, or licensees in the construction of the Public Improvements.**

### 6.5 No Waiver.

The waiver of any provision of this Agreement will not constitute a waiver of any other provision, nor will it constitute a continuing waiver unless expressly provided for by a written amendment to this Agreement. The City's failure to enforce any provision of this Agreement will not constitute a waiver or estoppel of the right to do so.

### 6.6 Successors and Assigns.

This Agreement is binding on the Developer and the heirs, successors, and permitted assigns of the Developer and on any person acquiring an ownership interest in the Property, or a part or portion of the Property, through the Developer. The Developer's obligations under this Agreement may not be assigned without the written approval of the City; provided the City's approval shall not be unreasonably withheld if the Developer's assignee expressly assumes all obligations of the Developer under this Agreement and said assignee is not in default on their taxes or in bankruptcy. An assignment shall not be construed as releasing the Developer from Developer's obligations under this Agreement and Developer's obligations hereunder shall continue notwithstanding any assignment approved pursuant to this Paragraph unless and until the City executes and delivers to the Developer a written release. The City agrees to release the Developer, if the Developer's assignee expressly assumes the Developer's obligations under this Agreement and has posted the Security, required by this Agreement. The City may assign some or all of its rights under this Agreement and any such assignment shall be effective upon notice to the Developer.

### 6.7 Notice.



Any notice under this Agreement must be in writing and will be effective when personally delivered or three (3) days after deposit in the U.S. Mail, postage prepaid, certified with return receipt requested, and addressed as indicated below, if the notice is not returned as undeliverable. Two properly addressed and posted notices that are returned as undeliverable constitute proper notice. It is acknowledged by the parties that an unofficial courtesy notice, in the form of electronic mail, in addition to formal notice is preferred. An email is not itself notice and cannot substitute official notice as otherwise provided herein.

**Developer:**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**City:**

Director of Planning  
City of Cibolo, Texas  
P.O. Box 826  
Cibolo, Texas 78108

**With copy to:**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**With copy to:**

George Hyde  
2806 Flintrock Trace  
Suite A104  
Austin, TX 78738

The Parties may change their respective addresses for notice to any other location in the United States in accordance with the provisions of this Paragraph.

6.8 Non-Severability.

The provisions of this agreement each address the specific and interdependent needs and desires of the parties. It is not the intention of the parties for provisions declared invalid to be severed.

6.9 Jurisdiction and Venue.

This Agreement concerns real property located in Guadalupe County, Texas, and shall be governed and construed under Texas law. Venue for any action arising under this Agreement shall be exclusively in Guadalupe County, Texas.

6.10 Captions Immaterial.

The captions or headings of the paragraphs of this Agreement are for convenience only and shall not be considered in construing this Agreement.

6.11 Entire Agreement.

This Agreement contains the entire agreement between the Parties with respect to the subject matter hereof. Any oral representations or modifications concerning this Agreement shall be of no force or effect, except a subsequent written modification executed by both Parties. NO OFFICIAL, EMPLOYEE, OR AGENT OF THE CITY HAS ANY AUTHORITY, EITHER EXPRESS OR IMPLIED, TO AMEND, MODIFY, OR OTHERWISE CHANGE THIS AGREEMENT, EXCEPT PURSUANT TO SUCH EXPRESS AUTHORITY AS MAY BE GRANTED BY THE CITY COUNCIL.

6.12 Right of Entry.

The Developer grants to the City and its successors, assigns, agents, contractors, and employees, a nonexclusive right and easement to enter the Property to inspect the construction of the Public Improvements, and to construct, inspect, maintain, and repair any public improvements made on the Property by the City.

This Agreement is executed as of the dates set forth below and is effective upon approval by the City of the final plat for the Subdivision.

**THE CITY OF CIBOLO:**

By: \_\_\_\_\_

Wayne Reed, City Manager

Date: \_\_\_\_\_

ATTEST:

\_\_\_\_\_  
Peggy Cimics, City Secretary

APPROVED AS TO FORM:

\_\_\_\_\_  
George Hyde, City Attorney

**DEVELOPER:**

By: \_\_\_\_\_

Name: \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_

ACKNOWLEDGEMENT

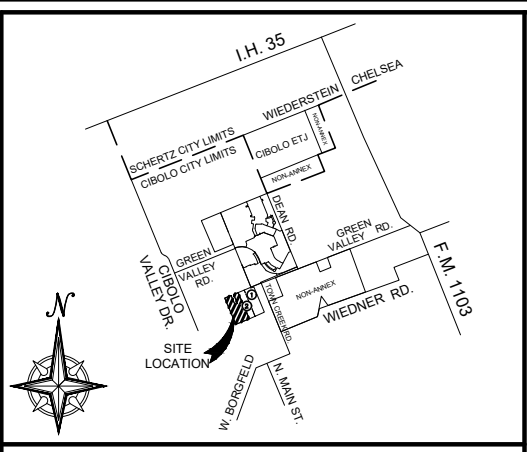
STATE OF TEXAS

COUNTY OF GUADALUPE

This instrument was acknowledged before me on the \_\_\_\_\_ day of \_\_\_\_\_,  
20\_\_ by \_\_\_\_\_, in the capacity stated herein.

\_\_\_\_\_  
Notary Public – State of Texas

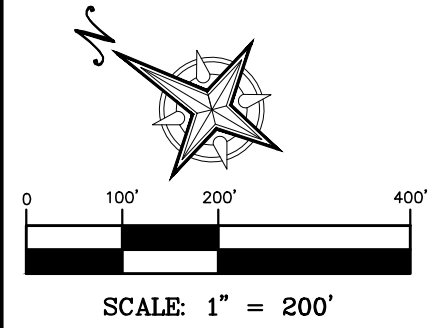
**Exhibit “A” – Property Survey/Plat**



**LOCATION MAP**  
N.T.S.

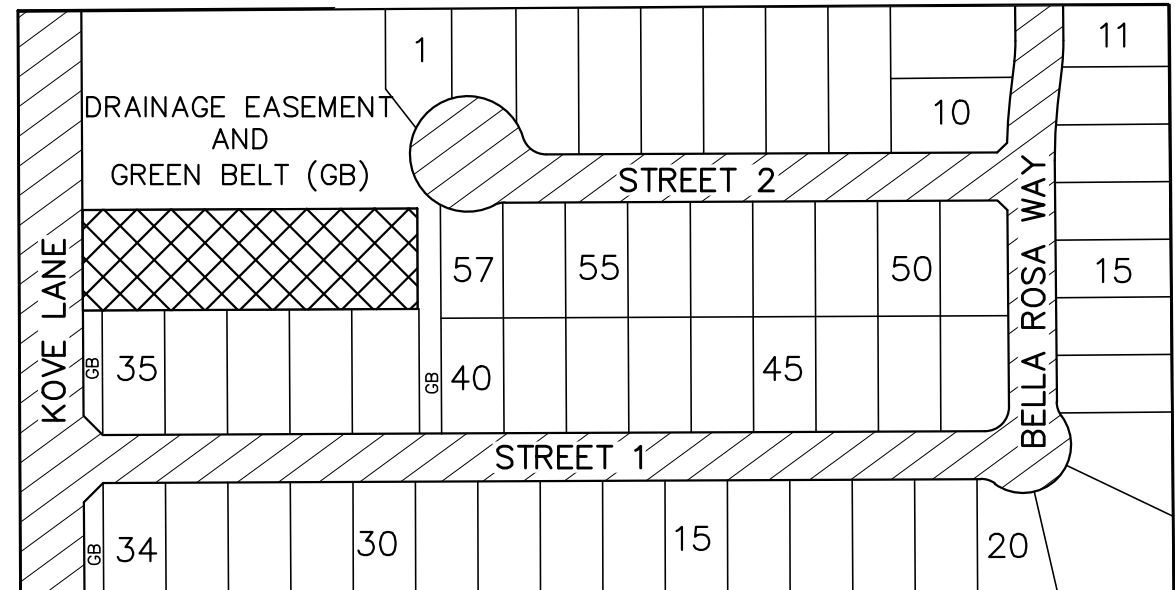
PLAT REFERENCE	
①	BELLA ROSA SUBDIVISION UNIT 1 VOLUME XX, PGS. XXX-XXX, P.R.
②	BELLA ROSA SUBDIVISION UNIT 2 VOLUME XX, PGS. XXX-XXX, P.R.
③	CHARLESTON PARKE SUBDIVISION UNIT 1 VOLUME 6, PGS. 607-608, P.R.
④	CHARLESTON PARKE SUBDIVISION UNIT 2 VOLUME 7, PGS. 261-262, P.R.

DEVELOPER/OWNER:  
YANTIS LAND, LLC 8023  
VANTAGE DRIVE SUITE 220  
SAN ANTONIO, TEXAS 78230  
PHONE: (210) 831-1563



- LEGEND**
- |   |            |
|---|------------|
| 1. BUILDING SETBACK LINE-----   | B.S.L.     |
| 2. GREEN VALLEY SPECIAL UTILITY DISTRICT-----   | GVSD       |
| 3. CERTIFICATE OF CONVENIENCE AND NECESSITY-----  | CCN        |
| 4. GAS, ELECTRIC, TELEPHONE, CABLE TELEVISION EASEMENT-----   | G.E.T.V.E. |
| 5. OFFICIAL PUBLIC RECORDS OF GUADALUPE COUNTY, TEXAS-----  | O.P.R.     |
| 6. PLAT RECORDS OF GUADALUPE COUNTY, TEXAS-----   | P.R.       |
| 7. DEED RECORDS OF GUADALUPE COUNTY, TEXAS-----   | D.R.       |
| 8. EXTRA-TERRITORIAL JURISDICTION-----  | ETJ        |
| 9. CLEAR VISION EASEMENT-----   | C.V.E.     |
| 10. VOLUME-----   | VOL.       |
| 11. PAGE-----   | PG.        |
| 12. LINEAR FEET-----  | L.F.       |
| 13. RIGHT OF WAY-----   | R.O.W.     |
| 14. STREET CENTERLINE-----  | S.C.       |
| 15. VEHICLE NON-ACCESS EASEMENT-----  | V.N.E.     |
| 16. BLOCK-----  | BLK        |
| 17. SQUARE FOOTAGE-----   | S.F.       |
| 18. ACRE-----   | AC         |
| 19. PROPOSED FIRE HYDRANT-----  | F.H.       |
| 20. EXISTING CONTOUR-----   | CON        |
| 21. PROPOSED FINISHED CONTOUR-----  | FCN        |
| 22. 1/2" IRON ROD FOUND W/ NO CAP, OR CAP SHOWN-----  | IR         |
| 23. 1/2" IRON ROD FOUND W/ CEC CAP-----   | IR-CEC     |
| 24. 1/2" IRON ROD SET W/ CEC CAP-----   | IR-SET     |
| 25. THE VALUES OF THE SETS OF COORDINATES SHOWN HEREON WERE OBTAINED WITH GLOBAL POSITIONING RECEIVERS DATUM IS NAD 83/93(2011), TEXAS STATE PLANE COORDINATE SYSTEM, SOUTH CENTRAL ZONE, COMBINED SCALE FACTOR IS 1.00017. |            |
| 26. MONUMENTATION AS SHOWN, IT IS THE PRACTICE OF CIVIL ENGINEERING CONSULTANTS TO MONUMENT ALL CORNERS (IF PRACTICAL) IN THE SUBDIVISION WITH 1/2" REBAR AND CEC PLASTIC CAP UPON COMPLETION OF CONSTRUCTION.              |            |

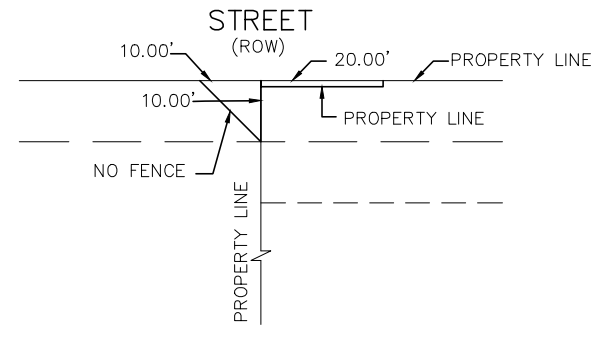
- Ⓐ 1'X20' NON-ACCESS EASEMENT  
Ⓑ 10'X10' FENCE VISIBILITY TRIANGLE



**INDEX MAP**

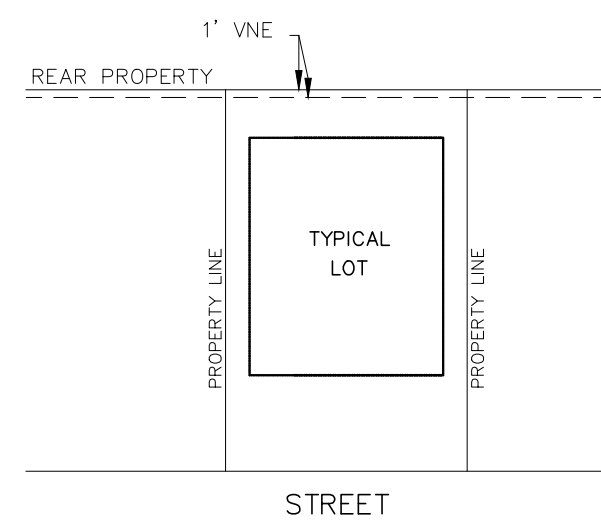
- ▨ PUBLIC STREET  
▩ PRIVATE PROPERTY

**TYPICAL FENCE VISIBILITY TRIANGLE ("B" WITH LEADER ON SHEETS)**



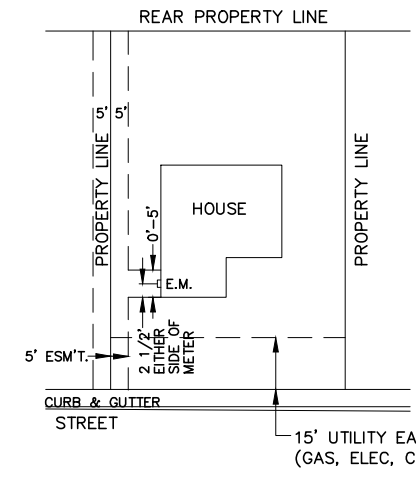
NOT TO SCALE

**TYPICAL LOT (V.N.E.) VEHICULAR NON-ACCESS EASEMENT**



NOT TO SCALE

**TYPICAL INTERIOR EASEMENT ALONG PROPERTY LINE**



NOT TO SCALE

REFERENCE LINE AND CURVE TABLE  
DATA ON SHEET 2 OF 2

2 BLOCKS WITH 57 RESIDENTIAL LOTS,  
2 OPEN SPACE LOTS, 1 DRAINAGE & OPEN SPACE LOTS.

**PRELIMINARY PLAT  
BELLA ROSA  
SUBDIVISION UNIT 3**

A PLAT OF 16.048 AC, BEING A COMBINATION OF A 5.513 ACRE TRACT OF LAND LYING IN THE TRINIDAD GARCIA SURVEY NO. 94, ABSTRACT NO. 137, GUADALUPE COUNTY, TEXAS, SAID 5.513 ACRE TRACT BEING THE SAME 5.51 ACRE TRACT OF LAND DESCRIBED IN A WARRANTY DEED WITH VENDO'S LEIN TO KELVIN KRAMM AND WIFE, KAREN KRUEGER KRAMM, DATED JANUARY 21, 1981, DEED RECORDS OF GUADALUPE COUNTY, TEXAS, AND 10.387 ACRE TRACT OF LAND LYING IN THE TRINIDAD GARCIA SURVEY NO. 94, ABSTRACT NO. 137, GUADALUPE COUNTY, TEXAS, SAID 10.387 ACRE TRACT BEING ALL OF A 5.00 ACRE TRACT OF LAND DESCRIBED IN A WARRANTY DEED TO KERMIT KRUEGER AND WIFE, EVELIN KRUEGER, DATED FEBRUARY 28, 1992, RECORDED IN VOLUME 982, PAGE 639, OFFICIAL RECORDS OF GUADALUPE COUNTY, TEXAS, AND ALSO A PORTION OF A 16.89 ACRE TRACT OF LAND DESCRIBED AS "TRACT 5" IN A DEED OF PARTITION TO KERMIT KRUEGER, DATED MAY 22, 1980, DEED OF RECORDS OF GUADALUPE COUNTY, TEXAS.



CIVIL ENGINEERING CONSULTANTS  
d b a. DON DURDEN, INC.  
11550 IH 10 WEST, SUITE 395  
SAN ANTONIO, TEXAS 78230-1037  
TEL: (210) 641-9999  
FAX: (210) 641-6440  
REGISTRATION #F-2214 / #10041000

DATE PREPARED: SEPTEMBER 2021  
JOB NUMBER: E0663302

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 PURPOSES AND CONSIDERATIONS THEREIN EXPRESSED.

OWNER: MIKE YANTIS, JR.  
TM CIBOLO, LLC  
227 WELLESLEY LOOP  
SHAVANO PARK, TX 78231

STATE OF TEXAS §  
COUNTY OF GUADALUPE §

BEFORE ME, THE UNDERSIGNED AUTHORITY ON THIS DAY PERSONALLY APPEARED \_\_\_\_\_ 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 & SEAL OF OFFICE THIS \_\_\_\_\_ DAY OF \_\_\_\_\_ A.D., 2021.

\_\_\_\_\_  
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.

\_\_\_\_\_  
REGISTERED PROFESSIONAL ENGINEER  
MARY P. STEWART

SWORN TO & SUBSCRIBED BEFORE ME THIS THE \_\_\_\_\_ DAY OF \_\_\_\_\_ A.D., 2021.

\_\_\_\_\_  
NOTARY PUBLIC IN AND FOR THE STATE OF TEXAS

STATE OF TEXAS §  
COUNTY OF GUADALUPE §

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

\_\_\_\_\_  
REGISTERED PROFESSIONAL LAND SURVEYOR

SWORN TO & SUBSCRIBED BEFORE ME THIS THE \_\_\_\_\_ DAY OF \_\_\_\_\_ A.D., 2021.

\_\_\_\_\_  
NOTARY PUBLIC IN AND FOR THE STATE OF TEXAS

STATE OF TEXAS  
COUNTY OF GUADALUPE

WHEREAS, \_\_\_\_\_, ACTING BY AND THROUGH THE UNDERSIGNED, \_\_\_\_\_ (NAME OF CORPORATION)

IT'S DULY AUTHORIZED AGENT, IS THE SOLE OWNER OF A TRACT OF LAND LOCATED IN THE \_\_\_\_\_ (SURVEY NAME AND ABSTRACT NUMBER)

CITY OF CIBOLO, GUADALUPE COUNTY, TEXAS, ACCORDING TO THE DEED RECORDED IN VOLUME \_\_\_\_\_, PAGE \_\_\_\_\_ OF THE DEED RECORDS OF GUADALUPE COUNTY, TEXAS, AND BEING MORE PARTICULARLY DESCRIBED AS FOLLOWS:

THIS PLAT OF BELLA ROSA UNIT 3 HAS BEEN SUBMITTED TO AND CONSIDERED BY THE PLANNING AND ZONING COMMISSION OF THE CITY OF CIBOLO, TEXAS AND IS HEREBY APPROVED BY SUCH COMMISSION.

DATED THIS \_\_\_\_\_ DAY OF \_\_\_\_\_ A.D., 2021

BY: \_\_\_\_\_ CHAIR BY: \_\_\_\_\_ VICE-CHAIR

THIS PLAT OF BELLA ROSA UNIT 3 HAS BEEN SUBMITTED TO AND CONSIDERED BY THE CITY COUNCIL OF THE CITY OF CIBOLO, TEXAS AND IS HEREBY APPROVED BY SUCH COUNCIL.

DATED THIS \_\_\_\_\_ DAY OF \_\_\_\_\_ A.D., 2021

BY: \_\_\_\_\_ MAYOR BY: \_\_\_\_\_ CITY SECRETARY

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

By: \_\_\_\_\_ AGENT FOR CIBOLO CREEK MUNICIPAL AUTHORITY

THIS SUBDIVISION PLAT OF BELLA ROSA UNIT 3 HAS BEEN SUBMITTED TO AND APPROVED BY GUADALUPE VALLEY ELECTRIC COOPERATIVE, INC., FOR EASEMENTS.

By: \_\_\_\_\_ AGENT FOR GUADALUPE VALLEY ELECTRIC COOP., INC.

STATE OF TEXAS  
COUNTY OF GUADALUPE

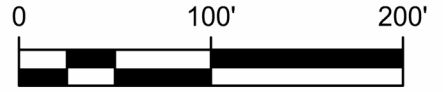
APPROVED ON THIS THE \_\_\_\_\_ DAY OF \_\_\_\_\_, 2021, BY THE CITY ENGINEER, CITY OF CIBOLO, TEXAS

By: \_\_\_\_\_ CITY ENGINEER, CITY OF CIBOLO



**Exhibit “B”** – Schematic Drawings of Public Improvements

TOWN CREEK RD



1" = 100'

12" WATER

KOVE LANE

BELLA ROSA UNIT 1

BROOK SHADOW

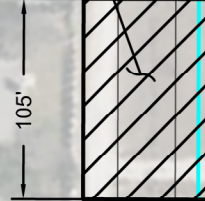
BELLA ROSA UNIT 2

MATCHLINE A

REFER TO THIS SHEET

KOVE LANE IMPROVEMENTS

KOVE LANE



105'

BELLA ROSA UNIT 3

BELLA ROSA UNIT 4

12" WATER

BELLA ROSA UNIT 3

KOVE LANE

KRUEGER WAY

MATCHLINE A

REFER TO THIS SHEET

PIA EXHIBITS - BELLA ROSA  
EXHIBIT B  
SCHEMATIC DRAWINGS OF  
PUBLIC IMPROVEMENTS



KCI TECHNOLOGIES, INC.

2806 W. BITTER RD, SUITE 218  
SAN ANTONIO, TEXAS 78248  
PHONE: (210) 641-9999  
FAX: (210) 641-6440  
REGISTRATION #F-10573 / #101943-65

SEAL:

FOR REVIEW ONLY  
Not for construction,  
bidding or permit purposes.

DRAFTING: G.P.

DESIGN: C.P.

PIA EXHIBITS

DATE: 07/2024

KCI JOB #: 0000000

SHEET:

EXH B



**Exhibit “C” - Cost Estimate for Public Improvements**

**WATER IMPROVEMENTS - UNIT 1 & UNIT 2**

ORIGINAL      UPGRADE      DIFFERENCE

ITEM	DESCRIPTION	UNIT	QTY	QTY	QTY	\$/UNIT	AMOUNT
1	8" PIPE, PVC, C-909, CLASS 150 (DR-18)	LF	920	0	-920	\$42.80	\$ (39,376.00)
2	8" GATE VALVE	EA	4	0	-4	\$1,687.99	\$ (6,751.96)
3	12" PIPE, PVC, C-900, CLASS 150 (DR-18)	LF	0	920	920	\$61.79	\$ 56,846.80
4	12" GATE VALVE	EA	0	4	4	\$2,637.61	\$ 10,550.44
							<b>\$21,269.28</b>

**WATER IMPROVEMENTS - UNIT 3**

ORIGINAL      UPGRADE      DIFFERENCE

ITEM	DESCRIPTION	UNIT	QTY	QTY	QTY	\$/UNIT	AMOUNT
1	8" PIPE, PVC, C-909, CLASS 150 (DR-18)	LF	798	0	-798	\$53.50	\$ (42,693.00)
2	8" GATE VALVE	EA	5	0	-5	\$2,350.00	\$ (11,750.00)
3	12" PIPE, PVC, C-900, CLASS 150 (DR-18)	LF	0	798	798	\$83.50	\$ 66,633.00
4	12" GATE VALVE	EA	0	5	5	\$3,900.00	\$ 19,500.00
							<b>\$31,690.00</b>

**STREET IMPROVEMENTS**

ORIGINAL      UPGRADE      DIFFERENCE

ITEM	DESCRIPTION	UNIT	QTY	QTY	QTY	\$/UNIT	AMOUNT
104	STREET EXCAVATION	CY	0	215	215	\$2.70	\$ 579.18
107	EMBANKMENT (FINAL)(DENS. CONT.)(TYPE A)	CY	0	48	48	\$2.10	\$ 100.86
108	Lime (Treated/Stabilized) Subgrade (6" Compacted Depth)(27#/SY LIME)	SY	0	403	403	\$7.75	\$ 3,123.25
200	Flexible Base (17" Compacted Depth)	SY	0	403	403	\$20.50	\$ 8,261.50
202	Prime Coat	GAL	0	81	81	\$6.00	\$ 483.60
203	Tack Coat	GAL	0	40	40	\$5.50	\$ 221.65
205	Hot Mix Asphaltic Pavement, Type D (2" Compacted Depth)	SY	0	349	349	\$13.50	\$ 4,711.50
205	Hot Mix Asphaltic Pavement, Type D (3" Compacted Depth)	SY	0	349	349	\$19.25	\$ 6,718.25
500	Concrete Curb & Gutter w/ Rebar	LF	0	210	210	\$19.50	\$ 4,095.00
502	Concrete Sidewalk	SY	0	58	58	\$4.00	\$ 232.00
SP1	GeoGrid	SY	0	403	403	\$5.00	\$ 2,015.00
							<b>\$30,541.79</b>

**PIA EXHIBITS - BELLA ROSA**  
**EXHIBIT C**  
**COST ESTIMATE FOR**  
**PUBLIC IMPROVEMENTS**



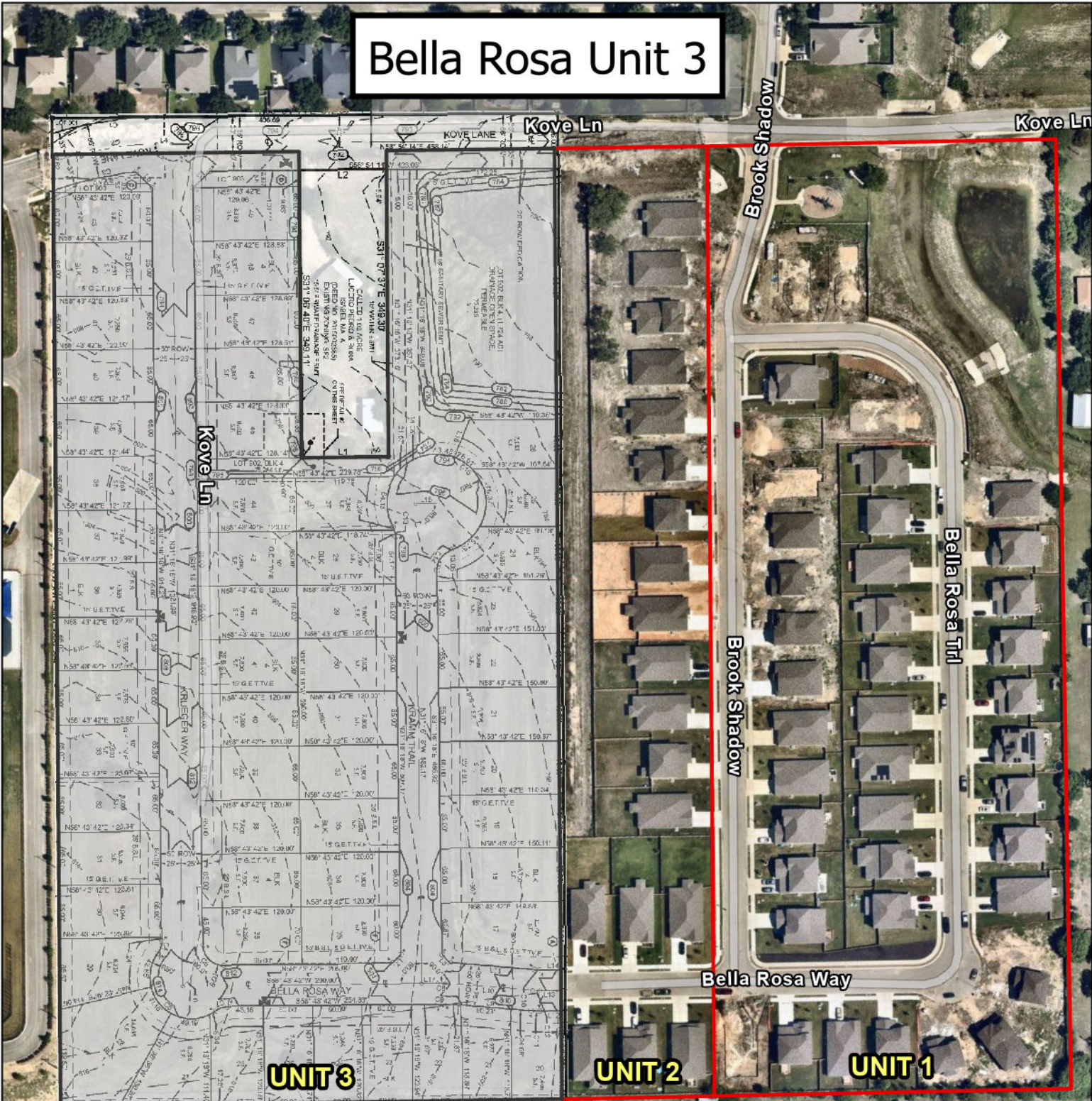
**KCI TECHNOLOGIES, INC.**  
2806 W. BITTER RD, SUITE 218  
SAN ANTONIO, TEXAS 78248  
PHONE: (210) 641-9999  
FAX: (210) 641-6440  
REGISTRATION #F-10573 / #101943-65

SEAL:  
*FOR REVIEW ONLY  
Not for construction,  
bidding or permit purposes.*

DRAFTING: G.P.  
DESIGN: C.P.  
PIA EXHIBITS  
DATE: 07/2024  
KCI JOB #: 0000000  
SHEET:  
**EXH C**



REV	DATE	DESCRIPTION


# Bella Rosa Unit 3




### Legend

Subivison Units

-  Units
-  Unit 3



0 500 1,000 Feet





City Council Regular Meeting Staff Report

**Discussion/Action on Setting Date(s) for Town Hall(s) Concerning the Cibolo Voter Propositions on the November 5, 2024, Ballot. (Mr. Reed)**

Meeting	Agenda Group
Tuesday, September 10, 2024, 6:30 PM	Discussion/Action Item: 10E
From	
Wayne Reed, City Manager	

**PRIOR CITY COUNCIL ACTION:**

At its special meeting on August 19, 2024, City Council took action on several budget related items, including approval of the FY25 (2024-2025) budget, the Ad Valorem tax rate for the Tax Year 2024, and calling a tax ratification election on November 5, 2024.

**BACKGROUND:**

The City Council unanimously approved the fiscal year FY25 budget on August 19th to include additional funding (roughly \$780,000) to move sworn/uniform positions in Police and Fire to market competitive pay and to add one new firefighter position. This funding is contingent on voter approval of the tax rate of \$0.4990, which is above the Voter Approval Tax rate of \$0.4769; because of the need for additional revenues to accomplish this goal to provide market competitive compensation for Police and Fire essential personnel and to add one new position in the Fire Department, Texas State law requires Cibolo voters to approve the tax rate since City revenue will increase by 3.5% or more over last year.

Propositions A, B, and C will be on the Nov. 5th Ballot for Cibolo voters to vote "FOR" or "AGAINST" as shown below:

PROPOSITION A. The issuance of bonds in the amount of \$9,000,000 for an animal shelter and the levy of taxes sufficient to pay the principal of and interest on the bonds.

PROPOSITION B. The issuance of bonds in the amount of \$17,065,000 for a Public Safety Facility and the levy of taxes sufficient to pay the principal of and interest on the bonds.

PROPOSITION C. Approving the ad valorem tax rate of \$0.4990 per \$100 valuation in City of Cibolo for the current year, a rate that is \$0.0221 higher per \$100 valuation than the voter-approval tax rate of the City of Cibolo, for the purpose of increasing staffing levels for public safety by 1 firefighter and bringing compensation for public safety up to a competitive market rate of compensation to support retention and recruitment of positions. Last year, the ad valorem tax rate in the City of Cibolo was \$0.4699 per \$100 valuation.

City staff would like City Council to set dates for one or two town halls to provide educational information about the propositions. The City of Cibolo held similar town halls for previous voter propositions in the past.

**STAFF RECOMMENDATION:**

City staff recommends holding one or two town halls prior to the November 5th election.

**FINANCIAL IMPACT:**

Under Tax Code §[26.07\(E\)](#), if the election fails, the City's tax rate will automatically be the voter-approval tax rate, which is \$0.4769. It reads, "(e) If the proposition is not approved as provided by Subsection (d), the taxing unit's tax rate for the current tax year is the taxing unit's voter-approval tax rate."

**MOTION(S):**

N/A



City Council Regular Meeting Staff Report

**Discussion/Presentation regarding the Unified Development Code (UDC) Rewrite. (Ms. Lee)**

Meeting	Agenda Group
Tuesday, September 10, 2024, 6:30 PM	Discussion/Action Item: 10G
From	
Kelsee Jordan Lee, Planning & Economic Development Director	

**PRIOR CITY COUNCIL ACTION:**

Cibolo City Council included the UDC in several of its Strategic Plan goals and action items (1.4.7, 6.1.1, and 6.1.4).

Strategic Goal 1 - Economic Development		2023	2024	2025	2026	2027
1.4	Promote and preserve historic downtown					
1.4.7	Amend Downtown CORE Plan at Council direction and revise UDC	◆	★			

Strategic Goal 6 - Operational Excellence		2023	2024	2025	2026	2027
6.1	Govern openly to build and sustain trust through citizen inclusion and involvement					
6.1.1	Create an annual UDC work program using UDC Advisory, P&Z, and Council direction on Committee	★				
6.1.4	Update UDC after Comprehensive Plan		◆			

**BACKGROUND:**

The City of Cibolo is embarking on a comprehensive rewrite of its Unified Development Code (UDC). The UDC is a set of regulations that govern land use, zoning, and development standards in the City. It provides provisions for various development-related items such as setbacks, types of businesses and housing allowed, parking requirements, overlay districts, development processes, and more.

There are significant differences between doing a simple update to a UDC and performing a comprehensive rewrite. An update looks at revisions to specific sections of the UDC to address particular issues. It is generally quicker, less complex, and has limited public input. A rewrite is a complete overhaul of the UDC, involving a review of the entire code to address significant issues, integrate new policies, and align with best practices. This process is lengthier and involves extensive public engagement.

The 2013 UDC has been updated nearly two dozen times since it was adopted. Some of the updates have been to adjust overlay requirements, change zoning districts, change the Article 13 Use Tables, add individual business types, and change development standards. This one-by-one approach has led to a piecemeal collection of codes and regulations over the years that lead to ambiguity or, at times, direct conflict with itself. Several key factors necessitate a rewrite of the UDC:

- **Implement Goals of Adopted Plans**
  - Ensure that regulations align with the City's long-term strategic and comprehensive plans

- E.g. Council Strategic Plan, Cibolo Tomorrow Comprehensive Plan, Strategic Economic Development Plan, IH-10 Corridor Study, FM 78 Corridor Study, Downtown/Old Town Master Plan)
- **Incorporate/Respond to State Legislative Changes:**
  - Adapt to State laws that affect local development control
  - Senate Bill 6 (2017) - Required landowner or voter approval of annexations in “Tier 2” cities (located in counties with 500,000 population or more) and in counties that opt-in to the bill through a petition and election process
  - House Bill 347 (2019) - Ended most unilateral annexations by a city, regardless of population or location. Eliminated the distinction between Tier 1 and Tier 2 cities and counties.
  - House Bill 3167 (2019) - Changed municipal platting and subdivision requirements along with development plans. Imposed a strict time frame for approvals (often called the “shot clock” rule).
  - House Bill 3699 (2023) - Limited shot clock regulations to plats. Modified how future street dedications are handled. Restricts what documents a municipality can require with a plat.
  - Senate Bill 2038 (2023) - creates processes for property owners or residents to petition a city to be released from its extraterritorial jurisdiction (ETJ).
- **Modernize the Code**
  - Update outdated provisions to reflect current best practices and community needs.
- **Promote Economic Development**
  - Create business-friendly regulations that encourage economic growth and interest.
- **Improve Design Standards**
  - Encourage enhanced design standards for future development.
- **Streamline Processes**
  - Enhance efficiency and customer service by simplifying development procedures.
- **Resolve Conflicts and Ambiguities**
  - Address inconsistencies and clarify existing regulations to ensure they are use-friendly and easy to understand.
- **Create custom-tailored regulations that fit Cibolo**
  - **One size does not fit all. Build standards that fit the vision and needs of Cibolo.**

The UDC rewrite is anticipated to take 12 to 18 months after award of contract. Similar to the work done through the Cibolo Tomorrow Comprehensive Plan update, this time allows for the rewrite to be done correctly with careful consideration and intentionality. The rewrite process involves a thorough review of the existing regulations to identify outdated provisions, inconsistencies, gaps, and areas for improvement. It also requires review of other important City of Cibolo planning documents to ensure the UDC works in tandem to meet those community and Council-approved goals and objectives. It requires extensive research to understand current trends, best practices, and legal requirements. The most successful UDC rewrites rely on input from a wide range of stakeholders, including residents, business owners, developers and planners. The rewrite will involve a diverse group of participants, including:

- City Staff
  - Such as Planning, Public Works/CIP, Permitting, GIS, Fire, and the City Manager's Office
- External consultants and experts
  - Such as the City Attorney's Office, the City Engineer, and planning consultant
- Elected and appointed officials
  - Such as the City Council and the Planning & Zoning Commission
- Community stakeholders
- UDC Committee
  - Appointed by the City Council
- Public input through workshops, meetings, and online platforms

The rewrite process involves drafting detailed regulations that cover all aspects of land use and development, and each section must be carefully written to be clear, consistent, and legally sound with multiple drafts created to incorporate revisions based on feedback. There is education and training needed for both City Staff and the public on how to understand the new regulations to implement them effectively. Finally, the formal adoption of a new UDC involves multiple steps such as public hearings, presentations to the Planning & Zoning Commission and City Council, and opportunities for public comment. The time required to rewrite a UDC is essential to ensure that it is a well-planned and deliberate approach. A rushed process can lead to oversights, inconsistencies, and unintended consequences.

There are a number of goals and objectives to consider when rewriting the City's UDC. The following are objectives identified by City Staff to be incorporated into the new UDC. They are not in a particular order of priority.

**1. Promote Neighborhood Preservation**

- Zoning and land use controls
- Design standards and architectural controls
- Buffering and transition areas
- Protecting open space
- Parking and traffic management
- Infill and redevelopment controls

**2. Implement the goals of other City plans**

- Cibolo Tomorrow Comprehensive Plan
- IH-10 Corridor Study
- FM 78 Corridor Study
- Strategic Economic Development Plan
- Downtown/Old Town Master Plan

**3. Improve public engagement and public hearing process**

- Clear and transparent processes
- Improved access to information
- Notification requirements
- Transparency in decision criteria
- Structured and fair hearing processes

**4. Improve enforcement and penalty provisions**

- Clarity and consistency in regulations
- Defined enforcement procedures
- Clear appeal processes
- Defined roles of participants

**5. Promote economic development**

- Streamlining the development process
- Flexible zoning and land use regulations
- Incentives for development and redevelopment
- Quality design standards
- Supporting small businesses and entrepreneurship
- Infrastructure coordination and investment
- Protecting and enhancing property values

**6. Establish redevelopment & infill regulations**

- Zoning flexibility and overlay districts
- Permitting and review processes
- Flexible use categories and building types
- Context-sensitive design standards
- Parking and access management
- Infrastructure coordination



- Environmental and stormwater management
  - Protections for existing residents
- 7. Enhance design and community aesthetics**
- Design standards for buildings and sites
  - Streetscape and public realm enhancements
  - Landscaping and green space requirements
  - Signage and wayfinding standards
  - Parking lot and driveway design
  - Building scale and massing controls
  - Historic preservation and contextual design
  - Lighting standards
  - Sustainable and green building standards
  - Art and placemaking
- 8. Modernize the UDC for appropriate and relevant uses**
- Incorporate emerging land uses
  - Update residential standards for diverse housing needs
  - Incorporate sustainability and resilience Measures
  - Embrace technology and smart infrastructure
  - Improve processes for adaptive reuse and redevelopment
  - Encourage healthy community design
- 9. Streamline approval processes & improve process efficiencies**
- Consolidation of regulations
  - Simplification of procedures
  - Improved coordination
  - Enhanced predictability
- 10. Create a UDC that is not in conflict with other Codes**
- Harmonization of standards
  - Cross-Referencing and incorporation of relevant sections
  - Clear scope and boundaries
  - Legal and technical review
- 11. Make the UDC more accessible, user-friendly, and readable**
- Consolidation of information
  - Clear and consistent language
  - Visual aids and graphics
  - Digital accessibility
  - Logical flow and cross-referencing
  - Summary sections and checklists
  - Modular design

The Unified Development Code is the most vital tool use by the City of Cibolo to ensure that land use and development and managed effectively to meet community goals. This comprehensive rewrite will provide a solid foundation for the City's future growth and ensure that development regulations support Cibolo's vision and strategic goals.

### **FINANCIAL IMPACT:**

Up to \$250,000 budgeted from American Rescue Plan Act (ARPA) funds. These funds must be encumbered by December 31, 2024.

**Attachments**

[UDC Rewrite Presentation](#)

City of Cibolo  
Unified Development Code (UDC) Rewrite  
September 10, 2024



# Outline

- What is the Unified Development Code?
- Update v. Rewrite
- Previous UDC Updates
- Reasons for UDC Rewrite
  - Example of ambiguity and conflicting areas
  - State Legislative changes
  - Connection with Other Plans
- Goals and Objectives of UDC Rewrite
- UDC Rewrite Participants
- Process Timeline
- Direction & Feedback



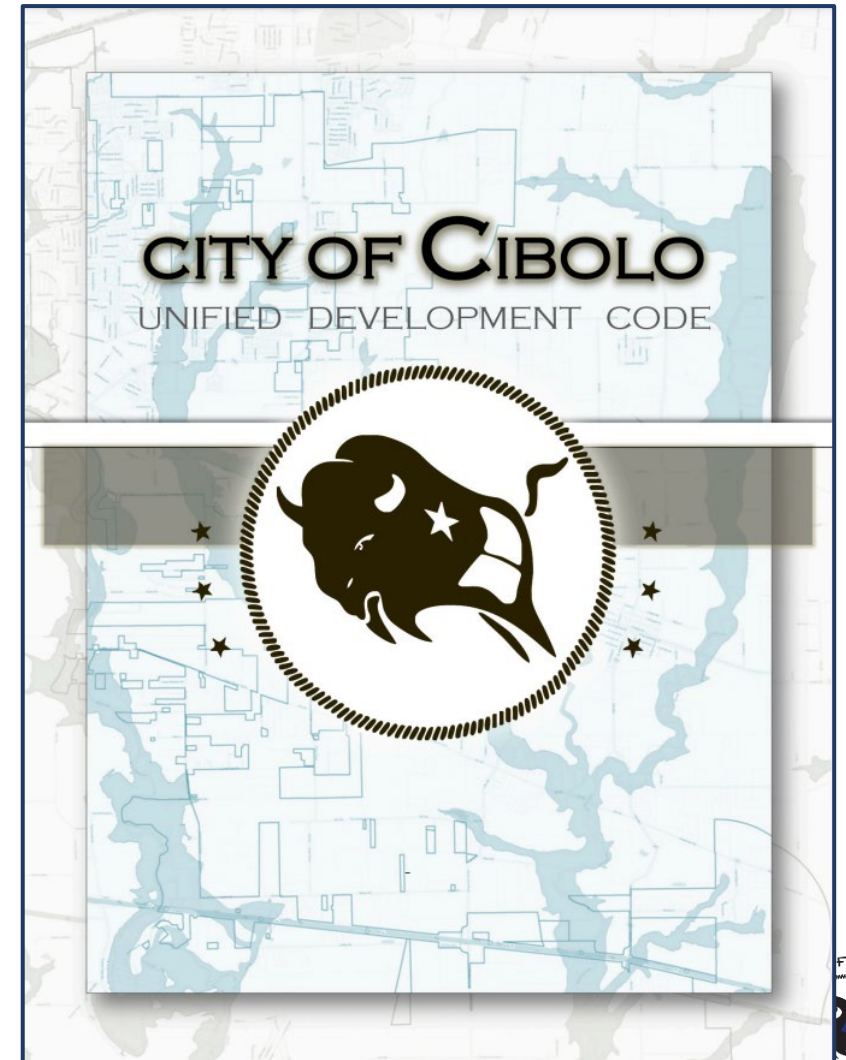
# Council Feedback & Direction

- Does Council still support a UDC rewrite?
- Does Council agree with the proposed goals of the UDC rewrite?
  - Are there any goals that should be added?
- Does Council have questions about the timeline for the UDC rewrite?



# What is the Unified Development Code?

- A Unified Development Code (UDC) is a set of regulations that govern land use, zoning, and development standards within a city or jurisdiction.
- Includes development-related items such as:
  - Setbacks
  - Types of businesses and housing
  - Parking requirements
  - Overlay districts
  - Processes
  - Platting
  - And many more



# UDC Update v. Rewrite

## Update

- **Scope:** More limited. It involves revising or amending specific sections of the code to address issues.
- **Purpose:** Refines existing regulations in response to specific situations. Individual updates often address one or two regulations at a time. Done incrementally over time and are subject-specific, often not addressing other issues.
- **Timeline and Complexity:** Generally quicker, less complex, and involves a narrower review process (limited public input).
- **Examples:** Adding new definitions, adjusting height limits, or changing parking requirements.

## Rewrite

- **Scope:** Comprehensive overhaul of the entire code. It involves re-examining the UDC from the ground up to align with current best practices and address significant flaws and conflicting sections.
- **Purpose:** Aims to modernize outdated code provisions, integrate new policies, improve the usability of the code, address significant legal changes, and better align with the community's long-term goals.
- **Timeline and Complexity:** Lengthy, involving extensive stakeholder engagement, public input, and coordination with multiple departments
- **Examples:** Updating development standards, reorganizing the entire code structure, introducing new zoning districts, or major policy shifts



# Previous UDC Updates

<b>Update</b>	<b>Date</b>	<b>Amendment</b>
2013 UDC	February 26, 2013	Update
Ord. 1089	February 25, 2014	Article 4 FM 78 Mixed Use Overlay District Regulations
Ord. 1122	February 24, 2015	Amend Articles 1-6 and 8 & 9
Ord. 1137	September 25, 2015	Amend Section 18.13
Ord. 1233	April 24, 2018	New Article 11, Appendix A, B & C
Ord. 1257	March 12, 2019	Amend Sections 1.12 and 19.4
Ord. 1261	April 23, 2019	Amend Sections 1.12 and 19.4
Ord. 1262	April 23, 2019	Amend Sections 3.10, 19.7, and 19.8
Ord. 1324	December 8, 2020	Removal of PUDs
Ord. 1325	January 12, 2021	Amend Article 1, 4, 13, and 14, add C-2R and C-3R
Ord. 1331	April 27, 2021	Amend Articles 4, 10, 11, 13-16, repeal SF-6
Ord. 1332	April 27, 2021	Amend Articles 1-4, 6, 8, 10-20 and Appendix A





# Previous UDC Updates (continued)

Update	Date	Amendment
Ord. 1341	July 27, 2021	Amend Articles 4, 8, 12, 17, 19, 20 for City Council as final decision maker
Ord. 1357	February 22, 2022	Amend Table 13.3 for Convenience Storage
Ord. 1364	May 24, 2022	Amend Article 20
Ord. 1368	June 28, 2022	Amend Article 20
Ord. 1422	December 12, 2023	Amend Articles 4 and 6 to allow tow company in MURE
Ord. 1423	December 12, 2023	Amend Article 17 for Old Town landscaping
Ord. 1424	December 12, 2023	Amend Article 20 for Final Acceptance
Ord. 1426	January 9, 2024	Amend Table 13.1 to remove manufactured home from SF-2
Ord. 1441	April 9, 2024	Amend Section 18.17.A to remove sidewalks in Old Town



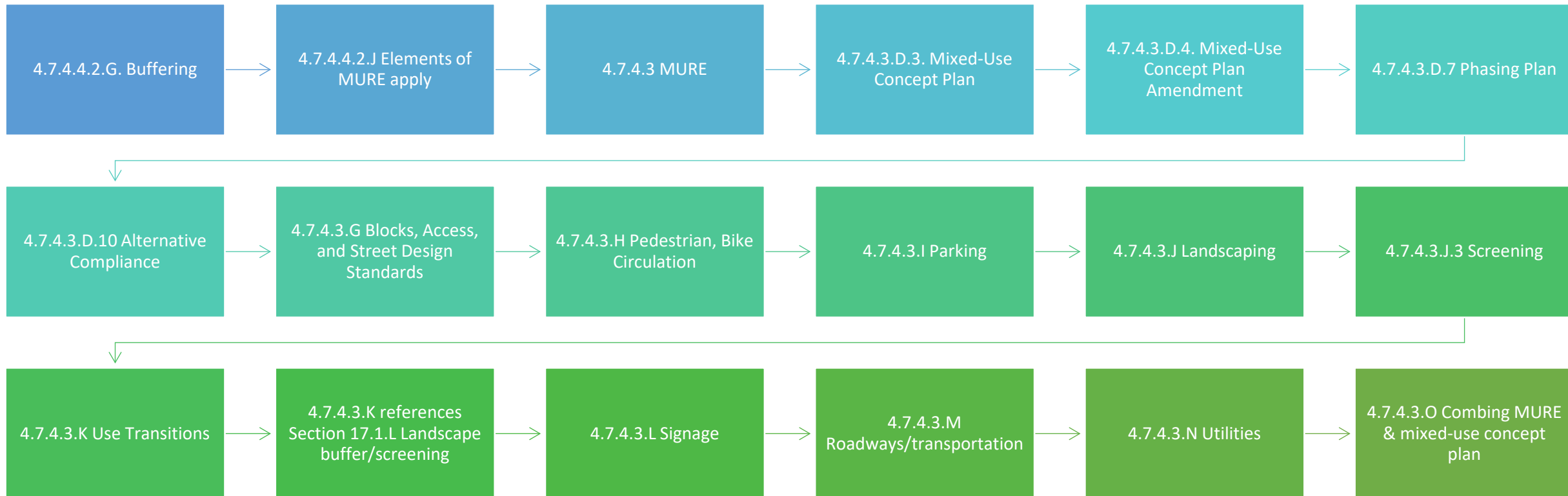
# Reasons for a UDC Rewrite

- Develop regulations that implement the goals of adopted plans
- Incorporate state legislative changes eroding City control and regulatory authority
- Modernize the code to incorporate current development trends
- Provide for business-friendly regulations & promote economic development
- Encourage better development by incorporating enhanced design standards
- Streamline development processes to improve efficiency and customer service
- Rectify ambiguity and conflicting sections of the codes
- Create custom-tailored regulations that fit Cibolo



# Example of Ambiguity and Conflicting Section

## Old Town Overlay District Development



# State Legislative Changes

- Changes throughout the years have affected local control of development
  - Senate Bill 6 (2017)
    - Required landowner or voter approval of annexations in “Tier 2” cities (located in counties with 500,000 population or more) and in counties that opt-in to the bill through a petition and election process.
  - House Bill 347 (2019)
    - Ended most unilateral annexations by a city, regardless of population or location.
    - Eliminated the distinction between Tier 1 and Tier 2 cities and counties.
  - House Bill 3167 (2019)
    - Changed municipal platting and subdivision requirements along with development plans.
    - Imposed a strict timeframe for approvals (often called the “shot clock” rule).
  - House Bill 3699 (2023)
    - Limited shot clock regulations to plats.
    - Modified how future street dedications are handled.
    - Restricts what documents a municipality can require with a plat.



# Cibolo Tomorrow Comprehensive Plan

## Cibolo Tomorrow Guiding Principles

- 1. PRIORITIZE INFRASTRUCTURE TO SUPPORT EXISTING NEEDS AND FUTURE GROWTH.**
- 2. PLAN FOR AND PROMOTE THE HEALTH, SAFETY, SECURITY, AND GENERAL WELFARE OF ALL RESIDENTS.**
- 3. BALANCE GROWTH THROUGH RESPONSIBLE PLANNING OF CITY ASSETS AND LAND TO PROMOTE A COMMUNITY ENVIRONMENT.**
- 4. PROVIDE PARKS, RECREATION, TRAILS, AND OPEN SPACE TO SERVE CITIZENS AND VISITORS WHILE PROTECTING THE NATURAL ENVIRONMENT AND WILDLIFE.**
- 5. PRESERVE THE HISTORY OF CIBOLO AND PROMOTE THE FRIENDLY SMALL TOWN FEEL THROUGH COMMUNITY PROGRAMS AND EVENTS.**

The UDC Rewrite will support the implementation of the Cibolo Tomorrow Comprehensive Plan by incorporating these principles throughout the new UDC to accomplish the community's goals.



# City Council Strategic Plan Goals

- The UDC is one of the City Council’s Strategic Plan goals

Strategic Goal 1 - Economic Development		2023	2024	2025	2026	2027
1.4	Promote and preserve historic downtown					
1.4.7	Amend Downtown CORE Plan at Council direction and revise UDC	◆	★			

Strategic Goal 6 - Operational Excellence		2023	2024	2025	2026	2027
6.1	Govern openly to build and sustain trust through citizen inclusion and involvement					
6.1.1	Create an annual UDC work program using UDC Advisory, P&Z, and Council direction on Committee	★				
6.1.4	Update UDC after Comprehensive Plan		◆			

Budgeted cost

\$250,000 from American Rescue Plan Act (ARPA) budget

Must be encumbered by December 31, 2024



# Goals/Objectives of the UDC Rewrite

Promote neighborhood preservation

Implement the goals of other plans

Improve public engagement and public hearing process

Improve enforcement and penalty provisions

Promote Economic Development

Establish redevelopment & infill regulations

Enhance design and community aesthetics

Modernize the UDC for appropriate and relevant uses

Streamline approval processes & improve process efficiencies

Create a UDC that is not in conflict with other Codes

Make UDC more accessible, user-friendly, and readable



# Goals/Objectives of the UDC Rewrite

## Promote neighborhood preservation

- Zoning and Land Use Controls
- Design Standards and Architectural Controls
- Buffering and Transition Areas
- Protecting Open Space
- Parking and Traffic Management
- Infill and Redevelopment Controls

## Implement the goals of other plans

Examples from the Cibolo Tomorrow Comprehensive Plan

- Action HN-1: Review and amend the Cibolo Unified Development Code (UDC) to provide public access to parks and other public open spaces in neighborhoods.
- Action HN-2: Review and amend the Cibolo Unified Development Code (UDC) to encourage access between neighborhoods and neighborhood-serving commercial areas.
- Action HN-5: Review and amend the subdivision regulations to encourage development that preserves the floodplain and open space.
- Action HN-10: Re-evaluate regulations regarding the use of Accessory Dwelling Units (ADUs).

Other plans include the IH-10 Corridor Study, FM 78 Corridor Study, Strategic Economic Development Plan, and Downtown/Old Town Master Plan





# Goals/Objectives of the UDC Rewrite

## **Improve public engagement and public hearing process**

- Clear and Transparent Processes
- Improved Access to Information
- Notification Requirements
- Transparency in Decision Criteria
- Structured and Fair Hearing Processes

## **Improve enforcement and penalty provisions**

- Clarity and Consistency in Regulations
- Defined Enforcement Procedures
- Clear Appeal Processes
- Defined Roles of Participants



# Goals/Objectives of the UDC Rewrite

## **Promote economic development**

- Streamlining the Development Process
- Flexible Zoning and Land Use Regulations
- Incentives for Development and Redevelopment
- Quality Design Standards
- Supporting Small Businesses and Entrepreneurship
- Infrastructure Coordination and Investment
- Protecting and Enhancing Property Values

## **Establish redevelopment & infill regulations**

- Zoning Flexibility and Overlay Districts
- Permitting and Review Processes
- Flexible Use Categories and Building Types
- Context-Sensitive Design Standards
- Parking and Access Management
- Infrastructure Coordination
- Environmental and Stormwater Management
- Protections for Existing Residents



# Goals/Objectives of the UDC Rewrite

## **Enhance design and community aesthetics**

- Design Standards for Buildings and Sites
- Streetscape and Public Realm Enhancements
- Landscaping and Green Space Requirements
- Signage and Wayfinding Standards
- Parking Lot and Driveway Design
- Building Scale and Massing Controls
- Historic Preservation and Contextual Design
- Lighting Standards
- Sustainable and Green Building Standards
- Art and Placemaking

## **Modernize the UDC for appropriate and relevant uses**

- Incorporate Emerging Land Uses
- Update Residential Standards for Diverse Housing Needs
- Incorporate Sustainability and Resilience Measures
- Embrace Technology and Smart Infrastructure
- Improve Processes for Adaptive Reuse and Redevelopment
- Encourage Healthy Community Design



# Goals/Objectives of the UDC Rewrite

## **Streamline approval processes & improve process efficiencies**

- Consolidation of Regulations
- Simplification of Procedures
- Improved Coordination
- Enhanced Predictability

## **Create a UDC that is not in conflict with other Codes**

- Harmonization of Standards
- Cross-Referencing and Incorporation of Relevant Sections
- Clear Scope and Boundaries
- Legal and Technical Review



# Goals/Objectives of the UDC Rewrite

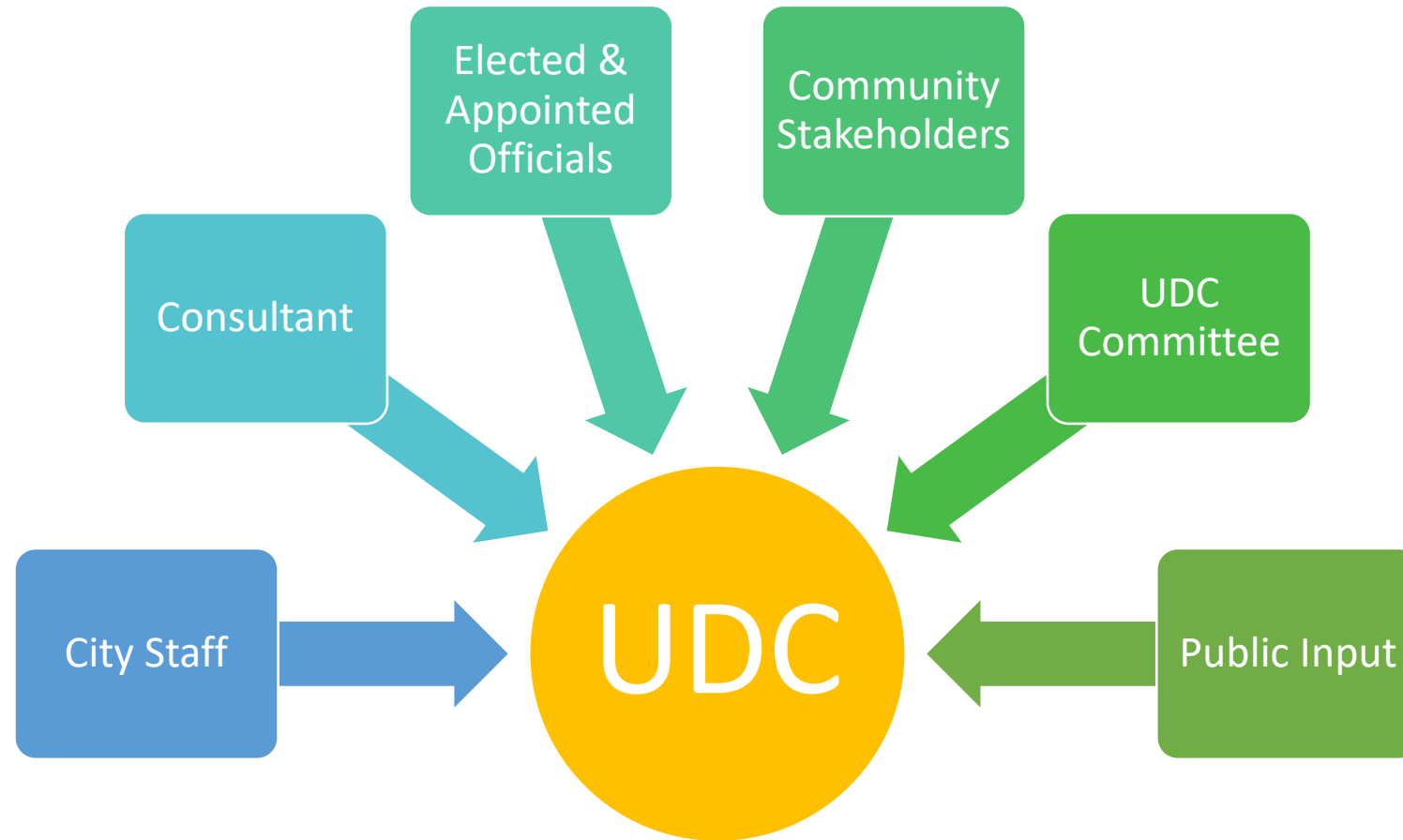
## **Make the UDC more accessible, user-friendly, and readable**

- Consolidation of Information
- Clear and Consistent Language
- Visual Aids and Graphics
- Digital Accessibility
- Logical Flow and Cross-Referencing
- Summary Sections and Checklists
- Modular Design



# UDC Rewrite Participants

- A rewrite takes a team



# Request For Proposals (RFP) & Project Timeline

We are here!

City Council  
direction on RFP  
September 2024

RFP Closes  
October 2024

Finalists are  
interviewed  
November 2024

Project initiation  
and kick-off  
January 2024

Post RFP  
September 2024

City reviews and  
scores proposals  
October/November  
2024

Firm is selected and  
contract is awarded  
by City Council  
December 2024

After project initiation, the UDC Rewrite is anticipated to take between 12 to 18 months. This includes UDC Committee meetings, stakeholder engagement, online public input, in-person open houses, Planning & Zoning meetings, and City Council meetings.



# Council Feedback & Direction

- Does Council still support a UDC rewrite?
- Does Council agree with the proposed goals of the UDC rewrite?
  - Are there any goals that should be added?
- Does Council have questions about the timeline for the UDC rewrite?







City Council Regular Meeting Staff Report

Discussion/Presentation on the Cibolo Police Department, School Resource Officer (SRO) Job Description and Standard Operating Policy and the SRO Interlocal Agreement Annual Policy Review. (Chief Andres)

Meeting	Agenda Group
Tuesday, September 10, 2024, 6:30 PM	Discussion/Action Item: 10H
From	
Thedrick Andres, Chief of Police	

**PRIOR CITY COUNCIL ACTION:**

City Council approved the Cibolo-SCUCISD Interlocal Cooperation Agreement on July 23, 2024.

**BACKGROUND:**

On August 27, 2024, the Chief of Police, Thedrick Andres, provided a presentation on the School Resource Officer Job Description and Standard Operating Policy for the City Council's feedback and consideration. The assignment as a School Resource Officer is one of several for a patrol officer, who is certified through the Texas Commission on Law Enforcement (TCOLE). Staff is returning with additional information about job descriptions for law enforcement, including for patrol officers and sergeants. Attached to this packet are multiple job descriptions from other cities for patrol officers with assignments, including a School Resource Officer: City of Schertz, City of New Braunfels, City of Boerne, City of Seguin, City of Converse, City of Selma, City of Universal City, City of Fredericksburg, City of Hollywood Park, and City of Addison.

In addition, there is a draft City of Cibolo-SCUCISD SRO ILA Annual Review Policy. This document is intended to assist the City in its annual review of the ILA and to determine if any amendments are needed from year to year. Section 7 of the policy highlights the designation of representatives of each Party that will meet annually in March to confer on the past year of performance and to discuss modifications, if needed, to the agreement and its Attachment A. The draft policy states City Council may appoint up to three (3) members to attend this annual meeting.

**STAFF RECOMMENDATION:**

The staff requests the Council's feedback on the SRO Program Job Description, Standard Operating Policy, and the SRO Interlocal Agreement Annual Review Policy.

**FINANCIAL IMPACT:**

N/A

**MOTION(S):**

N/A

## **Attachments**

[Draft Cibolo SRO Program Policy - SOP - Source Cited ILA.pdf](#)

[2024 - 08 Cibolo Police Officer Job Description.pdf](#)

[2024-08 Cibolo Police Sergeant Job Description.pdf](#)

[SRO ILA Annual Policy Review.pdf](#)

[SRO Program Presentation - Job Description+Policy 09-10-24.pdf](#)

[Addison Police Officer - Job Description.pdf](#)

[SZPD Police Officer \(1\).pdf](#)

[CONVERSE Patrol Officer Job Description Rev 20230413.pdf](#)

[New Braunfels PD - Police Officer - Certified 16509 REV 08-2024 DRAFT.pdf](#)

[Boerne PD - 735 Police Officer I.pdf](#)

[SELMA POLICE OFFICER - Job Description.pdf](#)

[SEGUIN POLICE DEPARTMENT.pdf](#)

[Universal City Job Description - Patrol Officer 080522 Final.pdf](#)

[Fredericksburg Patrol Officer - Job Description.pdf](#)

[Hollywood Park Police JOB DIS.pdf](#)



<b>Subject:</b> School Resource Officer Program	<b>No. Pages:</b> 5	<b>Effective Date:</b>
<b>TPCA Standards:</b> 0.00		<b>Rescinds:</b>

## 100.00 ADMINISTRATION AND MANAGEMENT

### 101.00 PURPOSE AND POLICIES

A. **Unit Purpose.** The purpose of the School Resource Officer (SRO) Unit is to coordinate and implement the Department’s program, which is authorized by the Schertz Cibolo Universal City Independent School District (SCUC ISD) and City of Cibolo Interlocal Agreement as may be amended.

**ILA Authority and Purpose**

**ILA pg. 3**

B. **Employee Rights.** Employee rights of personnel assigned under contract with Schertz Cibolo Universal City Independent School District shall not be abridged. Participation in this arrangement shall not penalize participating employees, nor shall it in any way minimize or threaten their employment rights, promotional opportunities, training opportunities, or benefits afforded to them by the City of Cibolo.

**Employee Rights: This is a standard policy language – not in ILA**

C. **Program Structure.** Under this framework, the SROs are first and foremost law enforcement officers and employees of the CITY and are not employees of the District.

1. The SROs will be responsible for carrying out all duties and responsibilities of a law enforcement officer and will always remain under the control, through the chain of command, of the CITY. School officials will ensure that non-criminal student disciplinary matters remain the responsibility of school staff and not the SROs. Enforcement of the Student Code of Conduct is the responsibility of teachers and administrators. The SROs will refrain from being involved in the enforcement of disciplinary rules that do not constitute violations of law, except to support staff in maintaining a safe school environment.
2. Although the SROs have been placed in a formal educational environment, the SROs retain official duties of law enforcement officers. The SROs will intervene when it is necessary to prevent any criminal act or maintain a safe school environment. Citations will be issued, and arrests made when appropriate and in accordance with Texas law and CITY policy. The SROs or others within their Chain of Command will have the final decision on whether criminal charges will be filed. The CITY reserves the right to temporarily remove SROs if additional officers are needed during a critical incident, natural disaster, or for immediate service of public safety.
3. The SROs are not formal counselors or educators and will not act as such. However, with the agreement of CITY, the SROs may be used as a law enforcement resource to assist students, faculty, staff, and all persons involved with the school.



The SROs can be utilized to help instruct students and staff on a variety of subjects, ranging from alcohol and drug education to formalized academic classes. The SROs may use these opportunities to build rapport between the students, families, and staff.

4. The SROs will confer with the principal or other appropriate administrator, as needed, to develop plans and strategies to prevent and/or minimize dangerous situations and criminal activity on or near the campus or involving students at school-related activities.
5. SROs will be hired pursuant to CITY hiring policies, will be fully qualified as police officers in the State of Texas and will primarily be directed by the Chief of Police and other officers of the police force of the CITY to patrol and provide a police presence on such properties and campuses owned or leased by SCUC ISD as set forth herein.

ILA Section 2: SRO Program Structure

ILA pg. 5-6

**D. Policies.** The policies set forth in this Standard Operating Procedure are established to assist department employees in determining appropriate practices in dealing with the subject areas treated.

1. Proper policy administration must select goals and encourage discharge of duties above the minimum standards of criminal and civil responsibility. These policies create high standards of conduct so training can be aimed at the highest level. They may serve as the basis for internal discipline even though they are not intended for civil or criminal proceedings.
2. These policies are not intended to establish a standard of conduct applicable in external civil or criminal proceedings. They are written to serve as guidelines for employees before the fact in approaching critical situations and not to serve as a measure of liability after the fact with respect to claims or litigation.
3. These policies are not intended to create entitlements for non-City employees. These policies are not the basis of entitlements for City employees except as expressly stated in particular directives or as may be directed by the Police Chief, People and Performance Director or City Manager.
4. The Department reserves the authority to modify, revoke, suspend, interpret, terminate, or change any or all of the policies specified in this Standard Operating Procedure, or procedures pursuant to its authority, in whole or in part at any time, with or without notice. The issuance of this Standard Operating Procedure does not constitute a contract between the City and its employees.

Administration of Policy: This is a standard policy protocol - not in ILA

**E. Standard Operating Procedures.** This Standard Operating Procedure Manual is issued by the authority of the Police Chief. The Patrol Sergeant shall ensure that an electronic copy of the manual and any revisions are available to each unit employee and to the Patrol Division Lieutenant.

General Orders Policy: Requires employee signature - not in ILA



F. The Patrol Division Lieutenant shall inform the above personnel when any revisions are made.

1. A copy of all portions of the manual that are deleted or amended shall be maintained by the Office of the Chief of Police for five years.

**General Orders Policy: This is a standard policy protocol – not in ILA**

## 102.00 ORGANIZATION AND RESPONSIBILITIES

### 102.01 COMMAND AND ACCOUNTABILITY

A. The SRO Unit is commanded by a police Sergeant who is directly accountable to the Patrol Division Lieutenant. The Unit is supervised by two sergeants who are directly accountable to the Patrol Lieutenant.

**ILA Section 3: Services to be provided**

**ILA pg. 6-7**

B. **Staffing.** The SRO Unit will be staffed with nine (9) commissioned law enforcement officers licensed by the State of Texas for service as a school resource officer (SRO) to be assigned to SCUC ISD. The total assigned at any given time is subject to vacancies. SROs will be assigned to work for full school calendar years, which generally includes one hundred eighty-seven (187) days for more than eight (8) hours per day encompassing the beginning and end time of the school per the bell schedule listed on the District Calendar. One Hundred eighty-seven (187) days shall represent the total number of days school is in session and days school is not in session but are on-campus workdays for teachers.

**ILA Section 3: Services to be provided**

**ILA pg. 6-7**

C. **School Campuses.** The number of SROs serving at each of the following SCUC ISD campuses (“Service Area”) are shown below. SRO sergeants will make every effort to maintain consistency in personnel being assigned to a fixed service area, but daily personnel changes may be necessary to fill the campuses:

1. **Watts Elementary School (One SRO)**
2. **Wiederstein Elementary School (One SRO)**
3. **Cibolo Valley Elementary School (One SRO)**
4. **Jordan Intermediate School (One SRO)**
5. **Schlather Intermediate School (One SRO)**
6. **Dobie Junior High School (One SRO)**
7. **Byron P. Steele II High School (One SRO and one Sergeant SRO)**
8. **One Sergeant (Field Supervisor)**

**ILA Section 3: Services to be provided**

**ILA pg. 6**

D. **Work Hours.** The SRO Unit is assigned to work 9-hour days that include one hour of comp time. Sergeants and officers may be required by the terms of the agreement with SCUC ISD to work additional hours. Work hours of all SRO Unit personnel must be flexible to meet Department and SCUC ISD needs for officer presence at program-related activities outside regular duty hours.

**SOP for management of Work Hours - not in ILA**



- E. **Leave/Comp Time.** The School Resource Officer position will generally follow the school district schedule. When school is not in session, the officer will not be required to work and will not be paid during those breaks (with exception of City designated holidays or when using accrued paid leave).
1. Compensatory time maximum will be 300 hours.
  2. Compensatory time shall be at a zero balance at the beginning of every ISD fiscal year.  
**SOP for management of Comp Time - not in ILA**

## 102.02 RESPONSIBILITIES OF PERSONNEL

- A. In addition to the duties and responsibilities specified for employees and supervisors, as applicable, in the City of Cibolo Personnel Policies, the Police Department General Orders, and any job descriptions, personnel assigned to the SRO Unit have the responsibilities specified in this Section and elsewhere in this Standard Operating Procedure. Assignments will be based on the needs of the department.

**General Orders: Consistent with department policy - not in ILA**

### B. Sergeant

- The Chief of Police may designate an SRO Sergeant to serve as the primary liaison between the department, the Schertz Cibolo Universal City Independent School District, and the SCUC ISD Safety and Security Committee;
- ensure that the agreement between the Department and SCUC ISD and any associated documentation is completed each year and adopted by governing bodies when required; determine officer school assignments;
- If for reasons beyond the CITY'S control due to staffing, such as unforeseen sick leave, injury, position vacancies, etc., the supervising sergeants will be authorized and responsible for securing a substitute officer, by scheduling appropriate off-duty officers to ensure an SRO is on each designated campus.
- Tactical Supervising Sergeant SRO will be the primary point of communication;
- Administrative Supervising Sergeant SRO will be the secondary point of communication, between SCUC ISD and the CITY for matters related to SROs;
- The Chief of Police will designate staffing for the supervising sergeants;
- report significant incidents on school property or that are school-related to department managers and other operational segments through the Shift Pass-on Report;
- respond to major calls for service at SCUC ISD elementary schools, intermediate schools, junior high school, and high school to ensure that they are handled properly and to assist subordinate personnel when necessary;
  1. review reports and documents (other than accident reports and including uses of force and pursuits) turned in by subordinates for completeness, accuracy, and compliance with standard procedures;
  2. complete timely entry of computerized payroll data;
  3. complete unit reports and maintain statistical data as may be assigned;
  4. complete scheduling and planning of training for assigned personnel

**ILA Section 3: Services Provided**

**ILA pg. 6-7**



### C. Officer

- Establish a bond and act as a liaison between the CITY and school administrators and students to reduce or eliminate the opportunity for crime, project a positive image of the CITY, and improve the quality of life within the school and community.
- Patrolling areas within or in the vicinity of the geographical boundaries of SCUC ISD to protect all students, families, personnel, and visitors.
- Being a visible presence during the school day to assist the SCUC ISD administration with general public safety services during school hours.
- Helping SCUC ISD administrators maintain the peace and/or address a breach of the peace as needed.
- Engaging in all law enforcement activities arising from the enforcement of criminal laws or SCUC ISD policies and rules, including, but not limited to, intervening in and investigating alleged crimes or violations of SCUC ISD rules, issuing citations, transporting arrested persons, completing follow-up activities, filing of affidavits and complaints and participating in legal proceedings resulting from the law enforcement services provided in accordance with this Agreement.
- Responding to calls for services during the regular school day or when serving in support of an official SCUC ISD extracurricular or after-school activity.
- Assisting in providing security as needed for after-hour activities and events taking place at SCUC ISD facilities.
- Accompanying outside service providers during random canine searches conducted on SCUC ISD property.
- Preventing property loss due to theft or vandalism.
- Providing traffic control as needed.
- Assisting SCUC ISD with its Emergency Operation Plan.
- Assisting with school safety projects, scheduling and maintaining emergency drills, emergency response, and after-action reviews within SCUC ISD.
- Providing training for staff as requested by the SCUC ISD Superintendent.
  
- Serving as a resource for law enforcement education at the request of the SCUC ISD Superintendent, such as speaking to classes on the law, search and seizure, drugs or motor vehicle laws.
- Maintaining the confidentiality of student records as required by the Family Educational Rights and Privacy Act. The SROs will not disclose to CITY any education records of a student which the SROs obtain by virtue of the SROs' position with the school unless such information is obtained by the SROs in the course and scope of performing their duties in accordance with this Agreement. The SROs will not provide student education records to other law enforcement agencies or other agencies or parties informally for external investigations or any other reasons.
- Preparing reports and documentation related to events occurring within the geographic boundaries of SCUC ISD, to the extent such information is required by law or SCUC ISD policy or CITY procedures.

ILA Section 3: Services provided

ILA pg. 7-8



## 103.00 QUALIFICATIONS AND TRAINING

### 103.01 Officer Qualifications

- A. Minimum qualifications for consideration for SRO officer positions are:
- completion of 2 years of work as a Cibolo Police officer after all basic training
  - demonstrated ability to work both independently and as part of a group.
  - willingness to adjust schedules as necessary.
  - demonstrated ability to work effectively with juveniles
  - history of positive public contact
  - ability to work with administrative and managerial personnel
- B. An additional preferred qualification includes instructional/public speaking experience.

Taken from Cibolo Job Description

### 103.02 Training

School Resource Officers are required to complete an approved Basic SRO course within 6 months of assignment to the Unit, or when scheduling allows, and a TCOLE Basic Instructor Certification Course within one year, or when scheduling allows. New SROs may be required to complete in-school training with an experienced SRO.

General Orders: Consistent with department policy - not in ILA





# City of Cibolo

## Job Description

### Job Description.



#### Job Details

<b>Job Title:</b>	Police Officer		
<b>Reports to:</b>	Police Sergeant		
<b>Grade:</b>	PS-02	<b>WC Code:</b>	7720
<b>Employee Type:</b>	Non-exempt, Varies	<b>Pay Type:</b>	Hourly
<b>Employment Period:</b>	Indefinite	<b>NAICS Code:</b>	922120
<b>Essential/Subject to Recall:</b>	Yes	<b>Skeleton Crew:</b>	Yes
<b>Department:</b>	Varies	<b>Original Date:</b>	07;2010+
<b>Program/Division:</b>	Varies	<b>Revision Date:</b>	03/2018

#### Job Summary

Maintain order and protect life and property by enforcing Federal, State, and local laws and ordinances. Provide assistance to the public. May perform a combination of the following duties: patrol; direct traffic; issue traffic summonses; investigate accidents; investigate crime scenes; apprehend and arrest suspects, or serve legal processes of courts. Protect life and property while preserving the peace.

#### Essential Functions

To accomplish this job successfully, an individual must be able to perform, with or without reasonable accommodation, each essential function satisfactorily. Reasonable accommodations may be made to help enable qualified individuals with disabilities to perform the essential functions.

1. Patrol the City deterring criminal activity
2. Respond to calls for service from the public
3. Conduct initial investigations of crimes against persons and property
4. Identify and apprehension of criminals
5. Enforce appropriate City Ordinance, State, and Federal laws
6. Follow all City and Department policies and procedures
7. Attend court when required to give testimony on behalf of the State or City
8. Prepare reports of assignments and related work as needed
9. Participate in community outreach programs
10. Any other duty which may be assigned by the Police Chief or chain of command

#### Job Requirements

##### KNOWLEDGE, SKILLS, AND ABILITIES:

- Knowledge of the Texas Penal Code, Code of Criminal Procedures, Transportation Code, and all applicable laws related to law enforcement in the State of Texas
- Knowledge of theories and principles related to law enforcement
- Skilled in operating a computer, office systems, and law-enforcement systems
- Ability to work rotating shifts including nights, weekends, and holidays
- Ability to continually pass physical agility test
- Ability to successfully complete Field Training
- Ability to successfully complete annual firearms qualifications

# City of Cibolo

## Job Description



### Job Requirements

#### MINIMUM QUALIFICATIONS:

- High School graduate or General Education Degree (GED)
- Peace Officer certification by the Texas Commission on Law Enforcement (TCOLE); Must maintain TCOLE commission including firearm qualification with department issued weapon(s)
- Valid Texas Class C Driver's License

#### PREFERRED QUALIFICATIONS:

- Associate's degree

#### ASSIGNMENTS:

- Administration (01-43-00/01-43-05): Officers may be assigned to administrative tasks including but not limited to records management, phone calls, fingerprinting, statement collection, scheduling, or policy development. Assignment may be used to accommodate modified duty when able.
- Court Security (01-44-00): Part-time officers who primarily work for the court as a bailiff to maintain the safety of the court room. May be assigned warrant service enforcement duties. Officers are still commissioned and subject to recall. Previous law enforcement experience is required for part-time employment. Must receive and maintain TCOLE Court Security Specialist Certification within three (3) months of assignment. Will administratively report to City Secretary or designee but will be directed and supervised on law enforcement activities by a Police Sergeant.
- Crime Prevention (01-43-05): Develops, coordinates, and implements a variety of crime prevention, safety, and community outreach programs for the Police Department. May manage and coordinate programs including recruitment, Junior Police Academy, Citizens Police Academy, kid safe, and fingerprinting. Must receive and maintain TCOLE Crime Prevention Specialist certificate within eighteen (18) months of assignment.
- Investigations (01-43-03): Investigate various incidents, question witnesses, may investigate internal affairs investigations, and examine crime scenes to gather and process evidence. Receive, review, and analyze reports and case information on law enforcement activities requiring special and detailed investigations. Process evidence, prepares court cases, and provide testimony. Must complete one (1) year of law enforcement duties at Cibolo Police Department. Must be willing to work on-call rotation.
- K-9 (01-3-07): Officers will be assigned patrol responsibilities in addition to the responsibility of training and caring for their police K9s and community outreach programs. Detector dogs assist by detecting illegal substances, such as narcotics. Officers in this assignment may work closely with Crime Prevention, Patrol, and School Resources.
- Patrol (01-43-05): Provide for public safety by maintaining order, responding to emergencies, protecting people and property, enforcing motor vehicle and criminal laws, and promoting good community relations. Identify, pursue, and arrest suspects and perpetrators of criminal acts. Participate in community outreach programs.
- School Resources (01-43-01): Provides support and facilitates the educational process within the Schertz Cibolo Universal City Independent School District by providing a safe and secure environment through building and establishing meaningful relationships with students and staff and proactively interacting with the school community to ensure the enforcement of city and state laws, preservation of public order, protection of life and the prevention, detection, or investigation of crime. Investigates non-criminal actions such as missing persons, found property, etc. Interacts professionally and respectfully with the public, coworkers, and others in the course of daily work. Must receive and maintain TCOLE School-Based Law Enforcement Proficiency Certificate within one year of assignment. The School Resource Officer position will generally follow the school district schedule. When school is not in session, the officer will not be required to work and will not be paid during those breaks (with exception of city-designated holidays or when using accrued paid leave or compensatory time).
- Warrants/Traffic (01-43-04/01-43-06): Warrant officers may arrange for court fine payment or make phone calls regarding open cases/wanted persons. Traffic officers may enforce traffic laws, investigate traffic accidents, cite the violators of traffic laws, appear in the court, search for drivers under the influence of drugs or alcohol, coordinating vehicular traffic, administer traffic studies, and maintain order in congested areas.

# City of Cibolo

## Job Description



### Physical Demands

<b>N (Not Applicable)</b>	Activity is not applicable for this position.		
<b>0 (Occasionally)</b>	Position requires this activity up to 33% of the time (0- 2.5+ hrs/ day)		
<b>F (Frequently)</b>	Position requires this activity from 33% - 66% of the time (2.5 - 5.5+ hrs/day)		
<b>C (Constantly)</b>	Position requires this activity more than 66%of the time (5.5+ hrs/ day)		
<b>Other Physical Requirements:</b>			
<b>Stand</b>	F		
<b>Walk</b>	F	<b>Vision</b>	Near, Distance, Color, Peripheral, Depth
<b>Sit</b>	C	<b>Sense of Sound</b>	Conversations, on scene safety, equipment
<b>Manually Manipulate or Grasp</b>	0	<b>Sense of Smell</b>	Scene safety
<b>Reach Outward</b>	0	<b>Sense of Touch</b>	Equipment operation, safety
<b>Reach Above Shoulder</b>	0	Ability to wear Personal Protective Equipment	
<b>Climb or Crawl</b>	0		
<b>Squat, Kneel, or Bend</b>	0	<b>Lift/Carry</b>	11-20 lbs frequently
<b>Speak</b>	C	<b>Push/Pull</b>	13-25 lbs frequently
Working environment may include occasional exposure to unpleasant environmental exposures or hazard			

The above list of responsibilities is not exhaustive, and the jobholder may be required to undertake other duties commensurate with the level of the role, as reasonable requested by their chain of command.

This job description sets out the duties of the post at the time it was drawn up. Such duties may vary from time to time without changing the general character of the duties or level of the responsibility entailed. Such variations are a common occurrence and cannot in themselves justify a reconsideration of the grading of the post.

Prepared By:

\_\_\_\_\_

Print Name and Date

Approval (Supervisor):

\_\_\_\_\_

Sign and Date

Applicant/Employee:

\_\_\_\_\_

Sign and Date

# City of Cibolo

## Job Description



Job Details			
<b>Job Title:</b>	Police Sergeant		
<b>Reports to:</b>	Police Lieutenant		
<b>Grade:</b>	PS-03	<b>WC Code:</b>	7720
<b>Employee Type:</b>	Non-exempt, Varies	<b>Pay Type:</b>	Hourly
<b>Employment Period:</b>	Indefinite	<b>NAICS Code:</b>	922120
<b>Essential/Subject to Recall:</b>	Yes	<b>Skeleton Crew:</b>	Yes
<b>Department:</b>	Varies	<b>Original Date:</b>	07/2010+
<b>Program/Division:</b>	Varies	<b>Revision Date:</b>	08/2024

### Job Summary

The purpose of this position is to perform law enforcement functions proficiently and to supervise and direct subordinates with the daily operation of the police department. This is accomplished by maintaining good working relationships with all subordinates and peers; providing supervision that enables good communication; maintaining proficiency in all law enforcement functions; providing encouragement and growth opportunities for officers; coordinating training schedules and assignments; keeping personnel informed of policy and legal changes; and assuming operational control of the department when the lieutenant is absent. Set the proper example of leadership by maintaining the standards and expectations of the organization.

### Essential Functions

To accomplish this job successfully, an individual must be able to perform, with or without reasonable accommodation, each essential function satisfactorily. Reasonable accommodations may be made to help enable qualified individuals with disabilities to perform the essential functions.

1. Provides direct first line supervision of officers by providing motivation and encouragement to subordinates; providing constructive feedback; maintaining awareness of all laws and ordinances; and assisting with daily operations and disciplinary actions as required. Completes employee performance evaluations and sets relevant goals.
2. Performs law enforcement duties by operating emergency vehicle under all conditions; operating computer equipment and programs related to serving the law; responding to calls; enforcing the law; making arrests; testifying in court; taking reports; providing citizens and officer assistance; investigating crimes; following up on cases as necessary; and packaging and sending evidence.
3. Provides training and support by training and educating employees on policy, procedures, and law enforcement functions; training and educating subordinates on policy updates and specialized skill sets; maintaining own level of proficiency with laws, legal updates, and policy changes; ensuring officers are performing duties in a safe and proper manner; maintaining documentation for all training; and forwarding records to the Division Lieutenant.

All other assignments as directed or required based upon assignment.



### Job Requirements

#### KNOWLEDGE, SKILLS, AND ABILITIES:

- Management & Supervision: Work requires supervising employees including providing input on hiring/disciplinary actions and work objectives/effectiveness, performance evaluations, and realigning work as needed.
- Human Collaboration: Contacts may involve stressful, negative interactions with the public requiring high levels of tact and the ability to respond to aggressive interpersonal interactions. Ability to collaborate with other supervisors to achieve organizational goals and support final decisions of supervisors in a team setting.
- Freedom to Act - Receives General Direction: There is a choice of the appropriate procedure or policy to apply to duties.
- May prepare budget, employment actions, purchasing documents; and does research to justify language used in documents for the department. May recommend budget allocations.
- \*\*\*Must meet all requirements of entry level police officer position\*\*\*
- \*\*\*Must meet Departmental Firearms Qualification\*\*\*

#### MINIMUM QUALIFICATIONS:

- High School graduate or General Education Degree (GED)
- TCOLE Intermediate Peace Officer License is required.
- Valid Texas Class C Driver's License
- Five (5) plus years of experience as a sworn law enforcement officer with a similar or larger law enforcement organization.

#### PREFERRED QUALIFICATIONS:

- Associate's degree, Advanced or Master TCOLE Certificate is preferred.
- City of Cibolo PD supervisor experience or prior experience as a 1st Line supervisor in a similar or larger law enforcement organization is preferred.

#### ASSIGNMENTS:

- Administration (01-43-00/01-43-05): Sergeants may be assigned to administrative tasks including but not limited to records management, phone calls, fingerprinting, statement collection, scheduling, or policy development; assignment may be used to accommodate modified duty when able; maintaining custody of records and processing requests for copies made through subpoenas and Public Information Act requirements; preparing or supervising the preparation of daily deposits of money collected; preparing or supervising the preparation of bi-weekly payroll for designated personnel in the Support Services Division; supervising the preparation of the monthly Uniform Crime Report; Sergeant will establish goals and objectives for the property unit, make personnel aware of them, and direct, coordinate, and track the progress of the unit toward them; ensure compliance with policies, procedures, and guidelines of the department; ensure compliance with policies and procedures concerning property and evidence; and performing other duties as directed by the Support Services Lieutenant.
- Public Information/Crime Prevention (01-43-05): Supervise the daily operations, activities and work product of crime prevention officers Develops, coordinates, and implements a variety of crime prevention, safety, and community outreach programs for the Police Department. May manage and coordinate programs including recruitment, Junior Police Academy, Citizens Police Academy, kid safe, and fingerprinting. Must receive and maintain TCOLE Crime Prevention Specialist certificate within eighteen (18) months of assignment.
- Investigations (01-43-03): Supervise the daily activity and work product of criminal investigators. Occasionally investigate various incidents, question witnesses, may investigate internal affairs investigations, and examine crime scenes to gather and process evidence. Receive, review, and analyze reports and case information on law enforcement activities requiring special and detailed investigations. Process evidence, prepares court cases, and provide testimony.
- Patrol (01-43-05): Supervise the daily operations, activities and work product of patrol officers. Provide for public safety by maintaining order, responding to emergencies, protecting people and



### Job Requirements

property, enforcing motor vehicle and criminal laws, and promoting good community relations. Identify, pursue, and arrest suspects and perpetrators of criminal acts. Participate in community outreach programs.

- **School Resources (01-43-01):** Supervise the daily operations, activities and work product of school resource officers. Provides support and facilitates the educational process within the Schertz Cibolo Universal City Independent School District by providing a safe and secure environment through building and establishing meaningful relationships with students and staff and proactively interacting with the school community to ensure the enforcement of city and state laws, preservation of public order, protection of life and the prevention, detection, or investigation of crime. Investigates non-criminal actions such as missing persons, found property, etc. Interacts professionally and respectfully with the public, coworkers, and others in the course of daily work. Must receive and maintain TCOLE School-Based Law Enforcement Proficiency Certificate within one (1) year of assignment. The School Resource Sergeant position will generally follow the school district schedule. When school is not in session, the officer will not be required to work and will not be paid during those breaks (with exception of city-designated holidays or when using accrued paid leave or compensatory time).

### COMPETENCY STATEMENTS:

- Accountability - Ability to accept responsibility and account for his/her actions.
- Accuracy - Ability to perform work accurately and thoroughly.
- Active Listening - Ability to actively attend to, convey, and understand the comments and questions of others.
- Adaptability - Ability to adapt to change in the workplace.
- Applied Learning - Ability to participate in needed learning activities in a way that makes the most of the learning experience.
- Assertiveness - Ability to act in a self-confident manner to facilitate completion of a work assignment or to defend a position or idea.
- Autonomy - Ability to work independently with minimal supervision.
- Coaching and Development - Ability to provide guidance and feedback to help others strengthen specific knowledge/skill areas.
- Communication, Oral - Ability to communicate effectively with others using the spoken word.
- Communication, Written - Ability to communicate in writing clearly and concisely.
- Decision Making - Ability to make critical decisions while following company procedures.
- Delegating Responsibility - Ability to allocate authority and/or task responsibility to appropriate people.
- Detail Oriented - Ability to pay attention to the minute details of a project or task.
- Ethical - Ability to demonstrate conduct conforming to a set of values and accepted standards.
- Goal Oriented - Ability to focus on a goal and obtain a pre-determined result.
- Honesty / Integrity - Ability to be truthful and be seen as credible in the workplace.
- Judgment - The ability to formulate a sound decision using the available information.
- Leadership - Ability to influence others to perform their jobs effectively and to be responsible for making decisions.
- Management Skills - Ability to organize and direct oneself and effectively supervise others.
- Organized - Possessing the trait of being organized or following a systematic method of performing a task.
- Problem Solving - Ability to find a solution for or to deal proactively with work-related problems.
- Project Management - Ability to organize and direct a project to completion.
- Technical Aptitude - Ability to comprehend complex technical topics and specialized information.
- Responsible - Ability to be held accountable or answerable for one's conduct.
- Resource Management (People & Equipment) - Ability to obtain and appropriate the proper usage of equipment, facilities, materials, as well as personnel.
- Risk Taker - Ability to take calculated risks or to stretch the limits of comfort zones.



### Job Requirements

- Safety Awareness - Ability to identify and correct conditions that affect employee safety.
- Training - Ability to develop a particular skill in others to bring them up to a predetermined standard of work performance.
- Working Under Pressure - Ability to complete assigned tasks under stressful situations.
- Teamwork - work with other city and department supervisors to carry out a larger mission

### Physical Demands

<b>N (Not Applicable)</b>	Activity is not applicable for this position.
<b>O (Occasionally)</b>	Position requires this activity up to 33% of the time (0 – 2.5+ hrs/day)
<b>F (Frequently)</b>	Position requires this activity from 33% - 66% of the time (2.5 – 5.5+ hrs/day)
<b>C (Constantly)</b>	Position requires this activity more than 66% of the time (5.5+ hrs/day)

Stand	F	<b>Other Physical Requirements:</b>	
Walk	F	Vision	Near, Distance, Color, Peripheral, Depth
Sit	C	Sense of Sound	Conversations, on-scene safety, equipment
Manually Manipulate or Grasp	O	Sense of Smell	Scene safety
Reach Outward	O	Sense of Touch	Equipment operation, safety
Reach Above Shoulder	O	Ability to wear Personal Protective Equipment	
Climb or Crawl	O		
Squat, Kneel, or Bend	O	Lift/Carry	11-20 lbs frequently
Speak	C	Push/Pull	13-25 lbs frequently

Working environment may include occasional exposure to unpleasant environmental exposures or hazard

The above list of responsibilities is not exhaustive, and the jobholder may be required to undertake other duties commensurate with the level of the role, as reasonably requested by their chain of command.

This job description sets out the duties of the post at the time it was drawn up. Such duties may vary from time to time without changing the general character of the duties or level of the responsibility entailed. Such variations are a common occurrence and cannot in themselves justify a reconsideration of the grading of the post.

Prepared By: \_\_\_\_\_  
Print Name and Date

Approval (Supervisor): \_\_\_\_\_  
Signature and Date

Applicant/Employee: \_\_\_\_\_  
Signature and Date



# City of Cibolo – SCUC ISD ILA Annual Review Policy

<b>Subject:</b> School Resource Officer Interlocal Agreement	<b>No. Pages:</b> 3	<b>Effective Date:</b> ##/##/2024
<b>Policy Number</b> #.##		<b>Rescinds:</b>

**Section 1:** The City of Cibolo and SCUC ISD agree that its members shall abide by the terms of the Interlocal Agreement between the two parties.

**Section 2:** The initial term of the Agreement will be from September 1, 2024, upon ratification by approval of both parties and will continue through August 31, 2025, unless terminated earlier, in writing, by either party.

**Section 3:** The City and SCUC ISD agree on the School Resource Officer (SRO) assigned duties as listed below and referenced in Article 3, section 3.6 of the Interlocal Agreement between the two parties.

The duties performed by the SROs include, but are not limited to, the following:

- a) Establish a bond and act as a liaison between the CITY and school administrators and students to reduce or eliminate the opportunity for crime, project a positive image of the CITY, and improve the quality of life within the school and community.
- b) Patrolling areas within or near SCUC ISD's geographical boundaries to protect all students, families, personnel, and visitors.
- c) Being a visible presence during the school day to assist the SCUC ISD administration with general public safety services during school hours.
- d) Helping SCUC ISD administrators maintain the peace and/or address a breach of the peace as needed.
- e) Engaging in all law enforcement activities arising from the enforcement of criminal laws or SCUC ISD policies and rules, including, but not limited to, intervening in and investigating alleged crimes or violations of SCUC ISD rules, issuing citations, transporting arrested persons, completing follow-up activities, filing of affidavits and complaints and participating in legal proceedings resulting from the law enforcement services provided in accordance with this Agreement.
- f) Responding to calls for services during the regular school day or when serving in support of an official SCUC ISD extracurricular or after-school activity.
- g) Assisting in providing security as needed for after-hour activities and events taking place at SCUC ISD facilities.



- h) Accompanying outside service providers during random canine searches conducted on SCUC ISD property.
- i) Preventing property loss due to theft or vandalism.
- j) Providing traffic control as needed.
- k) Assisting SCUC ISD with its Emergency Operation Plan.
- l) Assisting with school safety projects, scheduling and maintaining emergency drills, emergency response, and after-action reviews within SCUC ISD.
- m) Providing training for staff as requested by the SCUC ISD Superintendent.
- n) Serving as a resource for law enforcement education at the request of the SCUC ISD Superintendent, such as speaking to classes on the law, search and seizure, drugs, or motor vehicle laws.
- o) Maintaining the confidentiality of student records as required by the Family Educational Rights and Privacy Act. The SROs will not disclose to CITY any education records of a student that the SROs obtain by virtue of the SROs' position with the school unless such information is obtained by the SROs in the course and scope of performing their duties in accordance with this Agreement. The SROs will not informally provide student education records to other law enforcement agencies or other agencies or parties for external investigations or other reasons.
- p) Preparing reports and documentation related to events occurring within the geographic boundaries of SCUC ISD, to the extent such information is required by law or SCUC ISD policy or CITY procedures.

**Section 4:** The City and SCUC ISD agree that a third party approved by both entities may conduct canine contraband searches. The SROs and SCUC ISD Administration will consult on when these searches are conducted.

- a) Does the City and SCUC ISD agree with the locations where the canine searches were conducted at SCUC ISD campuses this past school year?
- b) Does the City and SCUC ISD agree with the number of canine searches that were conducted in the past school year?
- c) Does the City and SCUC ISD agree that the canine searches are effective? If not, what recommendations do they have to improve the searches?

**Section 5:** The City and SCUC ISD agree that the SROs will adhere to the process and procedures related to job performance consistent with the Cibolo Police Department policies and the general duties outlined in this Agreement.

- a) SROs will be held to the same standards and expectations that all Cibolo Police Officers are held to regarding conduct, job performance and attendance.
- b) Any formal or informal complaint lodged against an SRO will be handled in the same manner utilizing the same process as a complaint lodged against any Cibolo Police Officer.

- c) If the reassignment of an SRO is necessary because of performance issues, the Chief of Police will notify the Superintendent as soon as possible.

**Section 6:** The City and SCUC ISD agree on the compensation, overtime, and compensatory time earned by SROs under this Agreement.

- a) Do the parties agree on the pay rate, or does the rate need to be modified?
- b) Are overtime adjustments required based on the needs of SCUC ISD?

**Section 7:** Designated representatives of each Party shall meet in the month of March of each subsequent year to confer upon modifications necessary to the agreement and its Attachment A.

- a) The Executive Director of Public Safety and Infrastructure, Chief of Police, and Patrol Lieutenant, and other City Representatives will meet with SCUC ISD Administrative Staff to review the Interlocal Agreement and discuss any modifications to the agreement.
- b) City Council shall appoint up to 3 members as “City Representatives” to attend the annual meeting.
- c) Any modifications (amendments) to the agreement will be submitted to the City Manager and City Attorney for review prior to being sent to the City Council for review and approval. An amendment will also be reviewed and approved by the SCUCISD Board.
- d) If the agreement is not modified, it shall remain in effect and be presented to the City Council and SCUC ISD for the annual evaluation.

**Section 8:** The Agreement will automatically renew on September 1 of each year for an additional twelve (12) months unless either Party notifies the other of a proposed modification ninety (90) days prior to the renewal date.

**Section 9:** The governing bodies of SCUC ISD and CITY will evaluate the Agreement, including the number of SROs to be provided, at least annually (in May) and may modify it by mutual agreement.

**Section 10:** The Agreement may be terminated at any time by either Party, without cause, by giving the other party a minimum of ninety (90) days written notice of its intention to terminate, such notice to be delivered by hand or U.S. Certified Mail to the other party.

# **SRO Program Job Description & Standard Operating Policy**

**Presented By:  
Thedrick Andres, Chief of Police**

September 10, 2024



# Presentation Overview

- Police Officer Job Description
  - Essential Functions and Qualifications
  - Police Officer Assignments
  - School Resource Officer - Assignment
- Job Description and Standard Operating Policy
  - Police Officer Qualifications
  - SRO Program Operating Procedure
- School Resource Officer ILA Annual Review Policy
  - City of Cibolo and SCUC ISD ILA Annual Policy



# Seeking Council Feedback

1. Does the City Council have a clear understanding of the law enforcement best practices for police officer job descriptions and related assignments?
2. What are the City Council's thoughts on the Police Officer Job Description for the School Resource Officer Assignment?
3. Does the City Council have a clear picture of the School Resource Officer Standard Operating Policy as it relates to the duties and management of this program?
4. Does the City Council agree with the policy for an annual review of the SRO ILA?

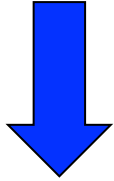


# Law Enforcement Best Practices for Job Descriptions

- **Job Descriptions for each Rank**
  - Police Officer, Sergeant, Lieutenant, Chief
- **Essential Job Functions & Qualifications for each Rank**
  - Police Officer, Sergeant, Lieutenant, Chief
- **Assignments for each Rank**
  - Administration, Crime Prevention, Court Security, Investigations, K-9, Patrol, Public Information, School Resources, Recruitment, Traffic/Warrants



## Job Descriptions



- Summary
- Essential Functions
- Requirements
- Qualifications
- Knowledge, Skills, and Abilities
- Assignments

## Standard Operating Policy



- Program Structure
- Organization
- Responsibility of Personnel
- Command and Accountability
- Work Hours/Comp Time/Leave

# Police Officer Job Description – *SRO Assignment*

- The purpose of the SRO Program is to address on-site security, maintain safe schools, build relationships with students and staff, and serve as a role model for the educational process.  
**(ILA 1.3 - pg. 2) (ILA 3.6 - pg. 7)**
- SROs are, first and foremost, law enforcement officers and carry out duties to enforce city, state, and federal laws.  
**(ILA 2.1 - pg. 2)**
- SROs also investigate and handle non-criminal calls for service on school campuses. **(ILA 3.6 - pg. 7)**
- SROs will generally follow the school district schedule.  
**(ILA 3.1 - pg. 6)**





# Police Officer & SRO Qualifications

## Police Officer

- Peace Officer must complete a training academy and be certified by TCOLE
- Must maintain TCOLE commission, including firearms qualification
- Police officers must perform patrol, direct traffic, investigate crime scene, and issue citations/summons
- Enforce city ordinances, state and federal law

## SRO Assignment/S.O.P.

- Retain official duties of law enforcement officers.
- Intervene when necessary to prevent any criminal act
- Maintain a safe school environment
- SROs are not formal counselors or educators and will not act as such.
- SROs hired pursuant to City hiring policies and will be fully qualified as police officers in the state of Texas.



# Training

## Police Officer

- Texas Penal Code
- Criminal Investigations
- Self-defense Techniques
- Firearms Training
- Traffic Enforcement
- Patrol Tactics
- Mental Health & Wellness Training

## SRO

- TCOLE School-Based Law Enforcement Proficiency Certificate within one year of assignment.
- Attend the annual SRO Conference in Texas.



# Other Cities Police Officer Job Description

- City of Schertz Police Department
- City of New Braunfels Police Department
- City of Boerne Police Department
- City of Seguin Police Department
- City of Converse Police Department
- City of Selma Police Department
- City of Universal City Police Department
- City of Fredericksburg Police Department
- City of Hollywood Park Police Department
- City of Addison Police Department



# SRO ILA Annual Review Policy

## **City of Cibolo and SCUC ISD SRO ILA Annual Review Policy include but are not limited to:**

- Do the parties agree on the SRO duties outlined in section 3 of this policy?
- Do the parties agree on the canine searches conducted on school campuses and the number of searches done each year?
- Do the parties have any concerns with the job performance of the SROs?
- Do the parties agree on the current pay rate, or does the rate need to be modified?
- The parties will meet in the month of March to review the ILA and discuss any modifications to the agreement.



# Seeking Council Feedback

1. Does the City Council have a clear understanding of the law enforcement best practices for police officer job descriptions and related assignments?
2. What are the City Council's thoughts on the Police Officer Job Description for the School Resource Officer Assignment?
3. Does the City Council have a clear picture of the School Resource Officer Standard Operating Procedures as it relates to duties and management of this program?
4. Does the City Council agree with the policy for annual review of the SRO ILA?



# Slides from the last Presentation



# SRO Job Description

## Assignment of Duties as Outlined in the ILA:

- SROs support and facilitate the educational process within the SCUC ISD
- SROs are responsible for the safety and security of students and staff.
- SROs are responsible for the enforcement of city and state laws, preservation of public order, protection of life, and the prevention, detection, or investigation of crime.
- SROs Investigate non-criminal actions such as missing persons, found property, etc.



# SRO Job Description (cont.)

## Assignment of Duties as Outlined in the ILA:

- SROs will interact professionally and respectfully with the public, coworkers, and others in the course of daily work.
- An SRO assignment will generally follow the school district schedule.
  - When school is not in session, the officer will not be required to work and will not receive compensation during those breaks (with exception of city-designated holidays or when using accrued paid leave or compensatory time)
- The SRO Program will operate consistent with the approved interlocal agreement executed in July 2024.





# SRO Standard Operating Procedure

## Purpose of Policy:

- The SRO Unit's primary function is to implement the police department's program, which is funded by the SCUC ISD.
- SROs are law enforcement officers and employees of the CITY
- SROs will serve as a resource to SCUC ISD students and staff while maintaining a safe environment.
- SROs are not formal counselors or educators and will not act as such.



# SRO Standard Operating Procedure

## Command and Accountability:

- The SRO Unit is commanded by a police Sergeant who is directly accountable to the Patrol Division Lieutenant.
- The SRO Unit will be staffed with nine (9) commissioned law enforcement officers.
- SROs will be assigned to work full school calendar years, which generally includes one hundred eighty-seven (187) days for more than eight (8) hours per day.
- SROs will be assigned to all SCUC ISD campuses in the City of Cibolo.



# SRO Standard Operating Procedure

## Work Hours/Comp Time/Leave:

- SROs will be required by terms of the agreement to work additional hours.
- SRO Unit will work 9-hour days that include one hour of comp time earned per day.
- Those assigned to the SRO Unit will be allowed to accrue compensatory time for a maximum of 300 hours.
- SROs will utilize their vacation leave and/or compensation time during SCUC ISD holidays, breaks, and summer months



# SRO Standard Operating Procedure

## Responsibilities of Personnel:

- The SRO Sergeant will be responsible for assigning officers to school campuses.
- The SRO Sergeant will be responsible for securing a substitute officer when the assigned SRO is not on duty.
- The Administrative SRO Sergeant will be assigned as the second officer at Byron Steele High School.
- The Field SRO Sergeant will be the primary point of communication with the administration and respond to SCUC ISD campuses when a supervisor is requested.



# SRO Standard Operating Procedure

## Responsibilities of Personnel:

- SROs will be a visible presence during the school day and conduct security inspections of the campus.
- SROs will be responsible for enforcing all violations of the law, investigating criminal offenses, and keeping the peace on SCUC ISD campuses.
- SROs will be responsible for directing traffic control in the geographic areas around the SCUC ISD campuses.
- SROs will assist with school safety projects, scheduling and maintaining emergency drills, emergency response, and after-action reviews within SCUC ISD campuses.
- SROs are resources for law enforcement education at the request of the SCUC ISD Superintendent, such as speaking to classes on the law, search and seizure, drugs, or motor vehicle laws.



# Police Officer Town of Addison



## ABOUT THE POSITION

Under general supervision of a police sergeant to enforce laws, protect life and property, preserve the peace, apprehend criminals, and investigate traffic accidents. The supervisor usually determines deadlines and priorities. Routine course of action to be followed is generally clear-cut and specific, however, incumbent must be able to act quickly in emergencies and make independent decisions. Position requires constant contact with the public in situations that will require the use of tact, diplomacy, and good judgment.

## MINIMUM QUALIFICATIONS

**Education/Experience:** Require sixty (60) college hours from an accredited institution; OR College hours will be waived completely if applicant has at least three (3) years active duty prior military service or two (2) years full-time, paid sworn law enforcement experience.

**Knowledge, Skills, and Abilities:** Good knowledge of criminal laws and ordinances; skill in the use and care of firearms, vehicles, and related equipment; knowledge of first aid; and the ability to gain compliance with the law in a positive manner. Good verbal and writing skills. Ability to establish and maintain harmonious relations with the community, fellow employees, and Town officials. Must maintain appropriate level of physical fitness required for hire as a condition of continued employment. Must have passing scores on all applicable entrance tests. Minimum age 21 years. Safe driving record. Clear criminal background check, clear polygraph examination and clear pre-employment drug screen.

**Certification:** Must either possess a Basic Peace Officer license or be able to successfully obtain a Basic Peace Officer License from TCOLE within one year as a condition of continued employment. United States Citizenship is required for TCOLE Certification. Valid Texas Driver's license.

## COMPENSATION AND BENEFITS

- The annual salary for Non-Certified Police Recruits is \$55,733.60.
- The annual salary range for Certified Police Officers is \$61,925.76 to \$80,799.68 and is dependent upon qualifications.
- The Addison Police Department will offer lateral pay for those applicants with up to five years of prior, fulltime, law enforcement experience. This applies to both in and out of state, federal, state and local jurisdictions.
- The Town of Addison participates in the Texas Municipal Retirement System (TMRS) at a 7% employee contribution rate with a matching rate of 14% contributed by the Town.
- Additionally, there is an optional Deferred Compensation 457 plan that the Town will match employee contribution at a two-thirds rate up to a maximum of 4%.
- The Town observes 9 holidays throughout the year, including a personal holiday for the employee's birthday.
- Addison offers a Tuition Reimbursement program with 50% tuition reimbursement, and grade bonuses awarded for passing grades.
- All employees are covered by the Town's basic life insurance program at a rate of two-times their annual salary, and employees can elect to also enroll in the supplemental life insurance program up to three-times their annual salary.
- Insurance benefits premiums are partially paid by the Town with several plan options offered through Blue Cross Blue Shield, and a Dental plan offered through Delta Dental.



## ESSENTIAL JOB FUNCTIONS

- Patrols an assigned beat by car, motorcycle, and bicycle or on foot to deter crime and observe law violations.
- Responds to emergency calls, routine complaints, and alarm system signals; takes action as necessary.
- Conducts open observation for traffic law violators; directs traffic; writes traffic and parking citations; questions drivers, witnesses or others; takes written statements.
- Checks NCIC and TCIC for information on suspects.
- Inspects residential, commercial and other buildings on assigned beat for indications of criminal activity.
- Conducts preliminary investigations at crime scenes prior to arrival of supervisor. Testifies in court; writes required reports; maintains files; answers phones.
- Makes arrests of persons violating laws and ordinances
- Accompanies prisoners to jail or court.
- Performs other related duties as directed.
- May be assigned specialized duties as criminal investigator, motor officer, bicycle officer or specialized team member.



## PHYSICAL REQUIREMENTS

Duties require exposure to serious physical dangers and extremes in weather and temperature. Sits in vehicle for long periods of time; stands for long periods directing traffic; gets in and out of vehicle repeatedly; stoops, bends, squats, twists upper portion of body, and runs in pursuit of fleeing suspects; may be required to physically overcome suspects. Must maintain appropriate level of physical fitness required for hire as a condition of continued employment.



## ATTENDANCE REQUIREMENTS

Work periods generally consist of three and four day work weeks, totaling 80 hours over a two week period. May work varied shifts, holidays, and weekends. May be required to work overtime as needed and with limited advance notice. From time-to-time, incumbent may be assigned to perform extra job duties that are directly, indirectly or completely unrelated to their normal job functions in the course of presenting the designated special event(s).

## APPLICATION PROCESS

To apply for the **Police Officer** position please complete a Personal History Statement packet located on our Police Department Career Opportunities page, and submit with all required documents listed.

Once complete, contact the Addison Police Department at 972.450.7100 to submit an application. The Personal History Statement will be notarized by a representative at the Police Department at the time of submission.





**JOB DESCRIPTION**

<b>Title:</b>	Police Officer	<b>Department:</b>	Police
<b>Pay Plan:</b>	Public Safety	<b>FLSA:</b>	Non-Exempt

**POSITION SUMMARY:** Assigned to an assortment of positions that include, but not limited to, Patrol, SRO, Investigations, Traffic, Quartermaster, Rangemaster, Municipal Court, Community Services, and Training. Patrol is the fundamental backbone of effective law enforcement, but other positions work collaboratively to address crime, traffic safety, and quality of life issues. Position responsibilities are carried out by performing the following duties: Enforcement to Federal, State and local laws or ordinance, investigation of traffic accidents as well as initial and follow-up investigation of criminal offenses, provide quality training, enhance school campus security, and provide court security. To perform this job successfully, an individual must be able to perform each essential duty satisfactorily and meet all hiring standard requirements. The requirements listed below are representative of the knowledge, skill, and/or ability required.

**ORGANIZATIONAL RELATIONSHIPS**

- 1. **REPORTS TO:** Assigned Sergeant
- 2. **DIRECTS:** N/A
- 3. **OTHER:** Works closely with City employees. Has contact with representatives of local, county, state and federal agencies and the general public.

**ESSENTIAL DUTIES AND RESPONSIBILITIES**

- Officers assigned to Patrol, under general supervision, patrols an assigned area utilizing equipment such as patrol car, bicycle, UTV or on foot.
- Officers may also be assigned to units that may include, but not limited to, SRO, Investigations, Traffic, Quartermaster, Rangemaster, Municipal Court, Community Services and Training. Personnel in these assignments also work under general supervision within an assigned area who will maintain the ability to perform patrol officer essential duties and responsibilities while working to integrate their respective role into the overall mission of the police department’s goals and objectives.
- Ability to develop and implement community-based policing strategies and programs by patrolling assigned district and responding to dispatched calls for service, aiding citizens needing assistance, monitoring traffic and taking enforcement action on violations detected. Mitigate problems or issues that are important to the community and seeks resolution of such problems through the resources of the Police Department, other City Departments, and/or other governmental or private agencies.
- Conducts preliminary field investigations, reports findings in writing or other approved methods on prescribed departmental adopted reporting forms.

- Responds to calls for police assistance by operating a police vehicle in routine and emergency situations while being able to talk and operate the police radio and emergency equipment.
- Directs and reroutes traffic around fire or other disruptions by using recognizable arm movements and a whistle. Reports traffic and other hazards.
- Serves warrants and/or makes arrests under normal and hostile situations.
- Interviews and/or interrogates victims, witnesses and suspects.
- Operates police communication equipment in order to communicate verbally and by typing information on computer/mobile data terminal.
- Collects and retrieves property and evidence utilizing accepted methods and equipment, presents evidence and testifies at hearings and in court in connection with criminal prosecutions,
- Administers basic lifesaving techniques, assists medical personnel and able to lift and/or carry injured persons.
- Active enforcement of traffic violations by issuance of citations or warnings for traffic and other violation's, testifies in court and describes or illustrates conditions, situations, and occurrences before juries, defense attorneys, prosecutors and judges.
- Operates firearms in a safe and accurate manner under stressful and life-threatening situations to the extent that one can reasonably protect themselves and the public from imminent threats of their well-being.
- May perform other duties, assignments and handle special projects, as required.

### **EDUCATION AND EXPERIENCE REQUIREMENTS**

- High School diploma or G.E.D. certification.
- Must be 21 years of age upon being sworn in as a Peace Officer.

### **CERTIFICATIONS AND LICENSES REQUIRED**

- Peace Officer license issued by the Texas Commission on Law Enforcement is preferred.
- Must have valid Texas Driver's License.

### **REQUIRED KNOWLEDGE, SKILLS AND ABILITIES**

- Ability to perform tasks specified in Attachment "A".
- Must have working knowledge of police patrol methods, practice and procedures and municipal ordinances as well as Federal and State Statutes.
- Willingness to handle routine, repetitive tasks.
- Enforce laws that may conflict with personal values; relate to others; work with minorities; work with fellow officers and the general public; participate in situations which require courage.
- Function in different roles, work under hazardous conditions over long periods of time
- Accept new job duties or responsibilities.

- Ability to relate to supervisors; maintain objectivity; take criticism, take verbal abuse and control temper.
- Ability to work without supervision
- Assume a command presence in conflict situations; maintain objectivity; function under oral or physical stress.
- Ability to work accident and crime scenes which involve severe injuries or loss of life.
- Ability to testify accurately in court.
- Willingness to take actions which will result in depriving others of their freedom; taking actions which may result in injury or taking a life if necessary.
- Ability to speak, communicate and write effectively in English, using excellent grammar.
- Ability to read and interpret relevant laws and procedural material.
- Consistently demonstrate honesty, integrity, maturity, tolerance, self-confidence, truthfulness and psychological stability; ability to meet the physical and psychological demands of police work
- Ability to apply common sense understanding to carry out written or oral instructions.

*This job description in no way states or implies that these are the only duties to be performed by the employee occupying this position. Employees will be required to follow any other job-related instructions and to perform any other job-related duties requested by their supervisor. All tasks shall be capable of being performed with reasonable accommodation, if necessary, that does not impair a business necessity or impose an undue business hardship and without presenting a direct threat to the safety of the applicant or others.*

*The City of Schertz does not discriminate on the basis of race, color, national origin, sex, religion, age, disability or military service in employment or the provision of services. By signing this document, you verify that you have read and understand the duties and responsibilities enumerated herein.*

---

Print Name

---

Signature

---

Date

**SCHERTZ POLICE DEPARTMENT  
COMMISSIONED JOB DESCRIPTION ATTACHMENT 'A'**

**ESSENTIAL JOB FUNCTIONS/CAPABILITIES**

- I. A general capacity to perform tasks required of peace officers, including (but not limited to) capability of unassisted (except by mechanical or stationary self-contained objects) performance of physical agility tasks reflective of peace officers' duties.

These will include generally the capacity to run, jump, turn, pivot, stoop, climb and execute similar movements; push, remove, install and otherwise handle objects and persons weighing 0 - 200 pounds, and subdue resisting individuals by exercise of physical force to take into custody and transport them against their will.

- A. Climbing: Ascending or descending ladders, stairs, scaffolding, ramps, poles, fences, walls, ravines and the like. Bodily agility is emphasized.
- B. Balancing: Maintaining body equilibrium to prevent falling when walking, standing or crouching on narrow, slippery or erratically moving surfaces.
- C. Stooping: Bending body downward and forward by bending spine at the waist.
- D. Kneeling: Bending legs at knee to come to a rest on knee or knees or any mechanical or stationary self-contained object permitting full performance of task.
- E. Crouching: Bending the body downward and forward by bending leg and spine or any mechanical or stationary self-contained object permitting full performance of task.
- F. Crawling: Moving about in a non-standing position of all gradations up to and including prone to the ground.
- G. Reaching: Extending hand(s) and arm(s) in any direction or any mechanical or stationary self-contained object permitting full performance of task.
- H. Standing: Particularly for sustained periods of time.
- I. Walking: Moving about to accomplish tasks, particularly for long distances.
- J. Pushing: Using upper extremities to press against something with steady force in order to thrust forward, downward or outward.
- K. Pulling: Using upper extremities to exert force in order to draw, drag, haul or tug objects and persons in a sustained motion.

## COMMISSIONED JOB DESCRIPTION ATTACHMENT 'A'

- L. Lifting: Raising objects and persons from a lower to a higher position or moving objects horizontally from position to position in weight amounts specified by the job description.
- M. Fingering: Picking, pinching, typing or otherwise working, primarily with fingers rather than the whole hand or arm as in handling or any mechanical or stationary self-contained object permitting full performance of task.
- N. Grasping: Applying pressure to an object and person with the fingers and palm or any mechanical or stationary self-contained object permitting full performance of task.
- O. Feeling: Perceiving attributes of objects and persons, such as size, shape, temperature or texture by touching.
- P. Talking: Expressing or exchanging ideas by means of the spoken word. Those activities in which they must convey detailed or important spoken instructions to other workers accurately, loudly or quickly.
- Q. Hearing: Perceiving the nature of sounds with less than a 30-decibel loss, either corrected or uncorrected in each ear. Uncorrected hearing cannot exceed a 60-decibel loss in each ear. Ability to receive detailed information through oral communication and to make fine discriminations in sound.
- R. Seeing: Vision in both eyes correctable to 20/20 and be free of dichromatic color blindness and night blindness.
- S. Operating a motor vehicle: Drive a motor vehicle, including high speed and rapid change of directions, enter/exit quickly and operate allied internal equipment used in police operations.
- T. Psychological and emotional health: Qualified by State certification standards including the absence of any mental, emotional or behavioral disorder that would substantially impair the functioning or suitability of peace officer duties and the presence of mental, emotional, intellectual and behavioral suitability for peace officer duties.
- U. Repetitive motions: Substantial movements (motions) of the wrists, hands, fingers, and/or legs/feet or any mechanical or stationary self-contained object permitting full performance of task.
- V. Sedentary work: Sitting 35% of the time or as specified in job description.

## COMMISSIONED JOB DESCRIPTION ATTACHMENT 'A'

- W. Very heavy work: Exerting in excess of 100 pounds of force occasionally, and/or in excess of 50 pounds of force frequently, and/or in excess of 20 pounds of force constantly to move objects or as specified in job description.
- X. The worker is subject to inside environmental conditions: Protection from weather conditions but not necessarily from temperature changes.
- Y. The worker is subject to outside environmental conditions: Clothing protection from weather.
- Z. The worker is subject to both environmental conditions: Activities occur inside and outside.
- AA. The worker is subject to extreme cold: Temperatures below 32 degrees for periods of more than one hour occasionally.
- BB. The worker is subject to extreme heat: Temperatures above 100 degrees for periods of more than one hour occasionally.
- CC. The worker is subject to noise: There is sufficient noise to cause the worker to shout in order to be heard above the ambient noise level.
- DD. The worker is subject to vibration: Exposure to oscillating movements of the extremities or whole body.

Such tasks shall be capable of being performed with reasonable accommodation, if necessary, that does not impair a business necessity or impose an undue business hardship and without presenting a direct threat to the safety of the applicant or others.

**CITY OF CONVERSE  
JOB DESCRIPTION**

**Job Title:** Patrol Officer  
**Reports to:** Patrol Sergeant  
**Revised:** April 13, 2023

**General Description**

The Patrol Officer serves the community by patrolling an assigned district in an effort to prevent crime, enforce all laws, protect lives and property, conduct arrests, respond to calls, conduct preliminary investigations, and encourage a positive community relationship.

**Education and Basic Requirements**

The Patrol Officer must meet the following minimum requirements.

1. United States citizen.
2. Must be licensed by and meet all Texas Commission on Law Enforcement (TCOLE) and local ordinance requirements.
3. High school graduation or its equivalent.
4. Satisfactory results of background and employment screening checks including physical exam, psychological evaluation, and drug screening.
5. Have and maintain a clear and valid Texas Class C or higher driver's license and an acceptable driving record.

**Other Required Knowledge, Skills and Abilities**

The Patrol Officer must have significant knowledge, skills and abilities in:

1. Ability to maintain a professional demeanor; consistently demonstrate maturity, honesty, and integrity.
2. Identify, pursue and arrest suspects of criminal acts.
3. Testify in municipal, county and/or federal courts.
4. Monitor and enforce traffic laws; direct traffic.
5. Effective written and oral communications skills; ability to communicate clearly and concisely both orally and in writing.
6. Investigate suspicious situations, crime scenes, and accidents to determine if an offense was committed.
7. Maintain chain of custody on property.
8. Process and transport prisoners and maintain all booking, property and status records of prisoners.
9. Secure crime scenes; identify witnesses and suspects, photograph, fingerprint and obtain statements. Make proper notifications.

10. Ability to remember details, organize the sequence of events, and document detailed accounts in writing.
11. Learn, understand, and remember information, details, and instructions relating to the job; communicate information about the job to co-workers and others.
12. Successfully complete the Department's Field Training Program.
13. Assume responsibility for your actions and for compliance with all City and Department policies and procedures and the instructions of supervisors.
14. Consistently demonstrate maturity, honesty, and integrity.
15. Ability to function effectively in emergency situations; ability to analyze emergency situations and react quickly, calmly, and correctly to act effectively, giving due regard to hazards and circumstances.
16. Ability to respond in-person to emergency events as requested.
17. Ability to be punctual and regular in attendance and to work weekends, holidays, rotating shifts and overtime, as required.
18. Ability to speak, read and understand the English language and possess good verbal and written skills.
19. Establish and maintain effective, cooperative working relationships with co-workers, City employees, officials, and representatives from other local, state and federal agencies and the general public with a courteous, helpful, and friendly demeanor.
20. Know or ability to acquire significant working knowledge of department's coverage area and surrounding areas.
21. Know or ability to acquire working knowledge of department-owned equipment; ability to perform inspections and light routine maintenance.
22. Ability to understand and follow the department's City and Department policies and procedures; laws; and written and oral instructions and request clarification when appropriate.
23. Ability to prepare and maintain accurate logs, activity reports, and other records.

### **Physical and Mental Requirements**

In order to successfully achieve the goals of the City, the Patrol Officer must meet the following physical and mental requirements with or without reasonable accommodation. These requirements are representative, but not all inclusive of the knowledge, skills and abilities required to perform this job.

1. Must be sufficiently agile to go from an extended seated position to standing or running position with ease.
2. Must be able to observe catastrophic events and still perform job duties effectively.
3. Must be able to work extended hours, sometimes without breaks.
4. Be able to work in extreme weather conditions in assigned required duty attire.
5. Vision requirements include good close, distant and peripheral vision, good depth perception, and the ability to adjust focus.



6. Ability to work effectively under extreme pressure/stress while performing Essential Job Duties.
7. The activities and the estimated amounts of time required for each vary from day to day and are shown below. The estimates may not sum to one-hundred (100) percent.
  - a. Sitting - 75%
  - b. Walking - 75%
  - c. Bending - 75%
  - d. Standing - 50%
  - e. Lifting, carrying, or moving objects weighing up to fifty pounds - 10%
  - f. Pushing or pulling heavy objects, including but not limited to persons arrested or detained for crimes or questioning - 10%
  - g. Reaching -50%
  - h. Running - 10%

### **Essential Job Duties**

The Patrol Officer must be able to perform the following essential job duties, with or without reasonable accommodation.

1. Know and follow the law, City and Department policies and procedures, and the instructions of my supervisors, and/or those in charge.
2. Effectively deal with unpleasant situations, irate or disturbed individuals or victims, or gruesome crime scenes.
3. Ability to think quickly, maintain self-control, and adapt quickly and effectively to stressful situations.
4. Operate basic police equipment (including but not limited to cameras, recorders, radar, personal computer, and laptop).
5. Take command of scenes and restore the peace.
6. Respond promptly to the scene of a crime or an accident; respond to radio calls.
7. Effectively interview suspects or witnesses.
8. Write accurate, detailed reports.
9. Monitor, investigate and handle, as appropriate, any suspicious activities or ongoing crimes.
10. Coordinate and direct vehicular traffic.
11. Visit open businesses such as banks, markets, department stores, service stations, and other establishments to establish rapport with owners.
12. Book suspects and evidence and transport prisoners to the appropriate detention facility.
13. Respond to questions from citizens and agencies.
14. Attend training and other meetings as assigned or required.
15. Use good judgment in all decision-making and in carrying out all job duties.
16. Meet with Police and other staff members to identify and resolve problems and concerns.
17. Be helpful, cooperative and courteous, and demonstrate a good attitude in all dealings with

the public, co-workers and others.

18. Punctual, regular, on-site attendance is an essential job duty.
19. Demonstrate initiative and diligence in the prompt and proper completion of all job duties, whether or not listed in this Job Description.
20. Safeguard City property and recognize and report needed repairs.
21. Work safely, follow safety rules and training, and maintain a clean, safe and healthful working environment.
22. Maintain appropriate confidentiality with regard to Police and other City business.
23. Perform other duties as assigned by the Detective Investigator, the Patrol Sergeant, or others in charge.

**Acknowledgement:**

I acknowledge that I have read and understand this Job Description. If I am employed or if I become employed and have any questions or concerns about this Job Description or the job duties, I will discuss those questions or concerns with my supervisor immediately.

This Job Description describes essential duties and qualifications considered necessary to perform the job successfully. The statements made in each section of this Job Description are not all inclusive and the acceptance of the job described above by an applicant or the holding of a job by an employee does not in any way create a contract between the City and an applicant or employee.

Employees are employed on an at-will basis; this means an employee may resign employment at any time for any or no cause and the City reserves the right to modify or terminate an employment relationship at any time and for any or no cause.

This Job Description is not a contract and does not alter the at-will employment relationship. I understand that if I am employed or if I become employed, my job and this Job Description may change and that this Job Description will be used as a tool to evaluate my performance.

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Signature

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Date



## **POLICE OFFICER/CERTIFIED**

Department:	<b>Police</b>	Class Code:	<b>16509</b>
Revised Date:	<b>August 2024</b>	FLSA Status:	<b>Non-Exempt</b>
		Safety/Security Sensitive:	<b>Yes</b>

**GENERAL PURPOSE:** Under general supervision, provides responsive and courteous police services in the protection of life and property through the enforcement of laws and ordinances, generally consisting of routine patrol, interventions, investigations and traffic regulation duties. The City of New Braunfels Department operates under Chapter 143 of the Texas Local Government Code and the City of New Braunfels Firefighters and Police Officers Civil Service Commission Rules and Regulations.

### **PRIMARY DUTIES AND RESPONSIBILITIES:**

The following duties **ARE NOT** intended to serve as a comprehensive list of all duties performed by all employees in this classification, only a representative summary of the primary duties and responsibilities. Incumbent(s) may not be required to perform all duties listed and may be required to perform additional, position-specific duties.

- Preserves the peace of the community through mediation, investigation, intervention, documentation, and arrest; utilizes all lawful means to improve the quality of life by reducing the fear and incidence of crime, recognizing and resolving problems, and meeting the public safety needs for the City of New Braunfels (City).
- Enforces local, state and Federal laws, and enforces compliance with local regulations and ordinances, according to policies, procedures and regulations.
- Patrols the City to respond to citizens' requests for assistance, enforce traffic regulations, detect crime, apprehend violators, and assure public safety.
- Patrols and provides security for assigned areas, looking for unusual or suspicious activities or persons; responds to emergency and non-emergency calls for service; communicates with victims, witnesses and suspects in cases; provides scene security and protection for Fire and medical personnel.
- Investigates crimes and accidents; secures and processes crime and accident scenes and identifies and collects evidence within scope of authority.
- Arrests law violators; transports and processes suspects, victims and prisoners.
- Completes detailed reports and required documentation; serves warrants and court documents.
- Maintains vehicle and equipment in accordance with Department guidelines.
- Represents the Police Department at court hearings; prepares reports and testifies in court cases.
- Assists and coordinates with other emergency services personnel, public organizations and businesses, and Federal, state and local law enforcement organizations.
- Presents education and information programs for community and school awareness projects; teaches and counsels residents on law enforcement activities and referral resources.
- Performs specialized functions in areas of expertise, including patrol and shift management, training, K-9, SWAT/SRT, and other special enforcement, intervention and investigative teams.
- Maintains the integrity, professionalism, values and goals of the City by assuring that all rules and regulations are followed, and that accountability and public trust are preserved.
- Participates in and performs field training duties and assignments as required.
- May be assigned to additional assignments or divisions as determined by Management.
- Performs other duties as assigned or required.

## **MINIMUM QUALIFICATIONS (ELIGIBILITY REQUIREMENTS):**

### **Education and Experience:**

High school diploma or GED equivalent.

### **Required Licenses or Certifications:**

- The applicant must have a Peace Officer License from Texas Commission on Law Enforcement (TCOLE) or provide proof of enrollment in a police academy at the time of application, with a TCOLE test date prior to the formal offer of employment. The applicant will be required to show proof of passing the TCOLE exam through a copy of the TCOLE letter that reflects the score/grade by the date of the formal offer of employment. Applicants who are certified by the test date will be given preference on the eligibility list, regardless of their position on the list.
- Must have a valid Texas Driver's License (or **must** be able to obtain as required by Texas State law if current driver's license is from another licensing state within the United States) **AND** cannot be prohibited from operating a motor vehicle by any State or Federal law.

### **Required Knowledge:**

- Police Department guidelines, policies and procedures.
- City, county, state and federal laws, regulations, codes and ordinances.
- Texas criminal justice and court systems and the principles of criminal justice records management.
- Law enforcement methods, practices, and procedures.
- Basic criminal procedures on the apprehension, arrest, and custody of persons committing misdemeanors and felonies, including preservation and presentation of evidence in traffic and criminal cases.
- Basic criminal procedures on the rules of evidence, probable cause, use of force, and search and seizure.
- Investigative and interrogative procedures and protocols for observation of critical details.
- Available local community issues and regional community resources available to citizens.
- Geography, roads, and landmarks of City and surrounding areas.

### **Required Skills:**

- Exercising controlled discretion in situations requiring diplomacy, fairness, and sound judgment.
- Recognizing suspicious behavior patterns, mediating difficult situations, and using effective arrest and control techniques.
- Interacting effectively with people of different socioeconomic and ethnic backgrounds.
- Remaining alert at all times and reacting quickly and calmly in emergency situations.
- Operating motor vehicles and special police equipment during emergency situations.
- Interpreting laws and regulations, making decisions, maintaining composure, and working effectively under stressful conditions and emergency situations.
- Evaluating facts and evidence, drawing logical conclusions and making proper recommendations.
- Identifying, collecting and preserving crime scene evidence.
- Working as a team member with other law enforcement agencies.
- Care, maintenance and safe operation of a variety of law enforcement vehicles, equipment, weapons and tools.
- Operating a personal computer using a variety of business software.
- Effective communication, both verbal and written.

**Physical Demands / Work Environment:**

- Work is performed indoors and outdoors with exposure to inclement weather; includes ability to stand and sit for long periods while maintaining alertness and rapid response; must be able to safely climb, crawl, bend, jump, balance, and run with minimal to no notice; and the ability to safely lift, drag and/or carry in excess of one hundred (100) pounds occasionally, and frequently lift and/or carry a minimum of fifty (50) pounds; may be exposed to physical attacks, hazardous chemicals, drugs, infectious and communicable diseases; required to physically restrain persons; subject to extended periods of intense concentration in review of crime scenes, special investigations and law enforcement report preparation; will be subject to working in and around water; may be required to ride a bike.
- Must be able to work in uniform, with duty belt, issued weapons, and a bulletproof vest.
- Must be able to work irregular hours that will include evenings, weekends, nights and holidays on any assigned shift.
- May be required to work immediately before, during or immediately after an emergency or disaster.
- Must maintain a level of physical fitness to meet Police Department standards.
- NOTE: This position is designated safety and/or security sensitive.

I have read and understand this Position Description.

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date

## JOB OVERVIEW

<b>JOB TITLE</b>	Police Officer I
<b>DEPARTMENT</b>	Police Department
<b>LOCATION</b>	City of Boerne
<b>REPORTS TO</b>	Police Sergeant

## GENERAL JOB DESCRIPTION

Protects the city’s residents and property and enforces laws and ordinances. Duties include patrolling an assigned area, generally by vehicle, to prevent crime and enforce laws and ordinances; and responding to emergency calls and routine complaints, taking appropriate action.

## DUTIES & RESPONSIBILITIES

- Patrols an assigned area, by vehicle or on foot, to prevent crimes and enforce laws and ordinances.
- Responds to emergency calls and routine complaints and disturbances, including domestic disputes and burglar alarms, and takes necessary action, including performing first aid.
- Directs traffic, escorts traffic, operates traffic radar monitoring equipment, and issues traffic citations.
- Questions witnesses, complainants, and suspects, and takes statements and depositions.
- Keeps records of activities and makes reports concerning crimes, complaints, accidents, and investigations.
- Assists emergency medical personnel, firefighters, and Animal Control Officers.
- Fosters good police-community relations among residents in the community.
- Assists in criminal investigations, including sexual assault cases, child abuse cases, and homicides.
- Resolves community related issues through community policing efforts; problem solving.
- Conducts security checks of businesses and residential areas on patrol route.
- Performs upkeep and simple maintenance of department vehicles.
- Investigates traffic accidents and crimes against persons and property.
- Serves warrants and makes arrests; Appears in court as required.
- May be used as an Intoxilyzer Operator and/or Drug Recognition Expert (DRE).
- May be used as a Field Training Officer as determined by the department.

- May be used as a Mental Health Officer as determined by the department.
- May be used as a Community Events Officer as determined by the department.
- May be used as a School Resource Officer as determined by the department.
- May be used as a Criminal Detective as determined by the department.
- Performs departmental public relations activities, including speaking to schools, churches, and other civic organizations as needed.
- May act as specialist in relation to traffic, suspect apprehension, internal affairs, direct patrol, or other specialized assignments.
- Serves as essential emergency personnel when required.
- Regular and prompt attendance is an essential function of the position.
- Performs such other related duties as may be assigned.

#### CONFORMANCE TO CITY VALUES

Work product models established corporate culture in conformance with City's stated values.

- Integrity: We adhere to and demonstrate the highest ethical standards.
- Service: We improve our community and better people's lives.
- Respect: We value every person, our community and heritage, and our environment.
- Excellence: We perform at the highest level.
- Collaboration: We cooperate to achieve the best outcomes.

#### EDUCATION & TRAINING

High school graduation, or its equivalent, plus at least one year of related police experience (some college work in law enforcement preferred); or any equivalent combination for experience and training that provides the required knowledge, skills and abilities and satisfies state requirements.

#### KNOWLEDGE, SKILLS, & ABILITIES REQUIRED

Knowledge of traffic law, Texas Penal Code, city ordinances and TABC laws; radar operation and applicable procedures of use; and the use and care of vehicles, firearms, and specialized equipment.

Skill/Ability to: understand and follow instructions, departmental policy, rules, regulations, and laws; demonstrate proficiency in both oral and written communication; operate a vehicle under emergency conditions; attend and understand police officer training courses; establish and maintain effective working relationships with other law enforcement agencies, judicial officials, and the general public; analyze situations and adopt a quick, effective, and reasonable course of action; tolerate outside working conditions, including exposure to adverse weather conditions; and maintain appropriate necessary certifications, Texas driver's license applicable to job responsibilities and good driving record.

Safety/Physical Requirements: Moderate. Tasks involve bending, lifting, walking, carrying, or using a force equal to lifting up to fifty pounds.

**CERTIFICATIONS & LICENSES REQUIRED**

Basic Peace Officer Proficiency Certification by the Texas Commission on Law Enforcement (TCOLE), Valid Texas driver's license. CPR and AED Certification from the American Heart Association.

**WORKING CONDITIONS**

<b>WORK ENVIRONMENT</b>	Indoor/Outdoor	
<b>HOURS / SHIFTS</b>	Full-time	
<b>SALARY</b>	<b>CLASS NO.</b> PD735	<b>EEOC CATEGORY: Protective Service Worker</b>
	<b>PAY GROUP:</b> 26	<b>FLSA:</b> Non-Exempt
<b><u>ORGANIZATIONAL RELATIONSHIPS</u></b>	<ol style="list-style-type: none"> <li>1. <b><u>Reports To:</u></b> Police Sergeant</li> <li>2. <b><u>Directs:</u></b> This is a non-supervisory position.</li> <li>3. <b><u>Other:</u></b> Has frequent contact with other Police Department employees, other law enforcement agencies, related agencies and organizations, and the public.</li> </ol>	



**Title: POLICE OFFICER**

FLSA Status: Non-Exempt

**BRIEF DESCRIPTION:**

The purpose of this position is to prevent crime and enforce state and local laws. This is accomplished by performing patrol duties; responding to emergency calls and routine complaints; performing traffic enforcement; conducting traffic investigations; and performing related administrative duties. Other duties include testifying in court; and serving in plain clothes/undercover operations.

**ESSENTIAL FUNCTIONS:**

Note: This information is intended to be descriptive of the key responsibilities of the position. The list of essential functions below does not identify all duties performed by any single incumbent in this position. Additionally, please be aware of the legend below when referring to the physical demands of each essential function.

<b>(S) Sedentary</b>	<b>(L) Light</b>	<b>(M) Medium</b>	<b>(H) Heavy</b>	<b>(V) Very Heavy</b>
Exerting up to 10 lbs. occasionally or negligible weights frequently; sitting most of the time.	Exerting up to 20 lbs. occasionally; 10 lbs. frequently; or negligible amounts constantly; OR requires walking or standing to a significant degree.	Exerting 20-50 lbs. occasionally; 10-25 lbs. frequently; or up to 10 lbs. constantly.	Exerting 50-100 lbs. occasionally; 10-25 lbs. frequently; or up to 10-20 lbs. constantly.	Exerting over 100 lbs. occasionally; 50-100 lbs. frequently; or up to 20-50 lbs. constantly.

<b>Code</b>	<b>Essential Functions</b>	<b>% of Time</b>
<b>L</b>	Performs patrol duties by traveling designated area; maintaining visibility of police presence; searching for suspicious, hazardous or criminal activity; conducting field interviews of suspected offenders; and making arrests.	30 %
<b>H</b>	Responds to emergency calls and routine complaints by receiving and responding to calls from dispatch; responding to crimes in progress; and assisting Fire and EMS in emergency situations.	25 %
<b>L</b>	Performs traffic enforcement by monitoring vehicles for speed, registration, defective equipment, and adherence to traffic law; issuing traffic citations and/or warnings to violators; and reporting statistical data on traffic violations.	20 %
<b>S</b>	Performs administrative duties by completing all required case reports, paperwork and documents; reviewing for errors or discrepancies; and preparing reports and correspondence.	15 %
<b>M</b>	Conducts traffic investigations by investigating traffic accidents; obtaining verbal accounts from both parties; blocking off traffic as necessary; and completing and filing accident reports.	10 %

JOB REQUIREMENTS:

-Description of Minimum Job Requirements-	
Formal Education	High school diploma or equivalent.
Experience	No previous experience required.
Supervision	Job has no responsibility for the direction or supervision of others.
Human Collaboration Skills	Work may require providing advice to others outside direct reporting relationships on specific problems or general policies. Contacts may require the consideration of different points of view to reach agreement. Elements of persuasion may be necessary to gain cooperation and acceptance of ideas.
Freedom to Act	Receives Direction: Within this job, the employee normally performs the duty assignment after receiving general instructions as to methods, procedures, and desired end results. The employee has some opportunity for discretion when making selections among a few, easily identifiable choices. The assignment is usually reviewed upon completion.
Technical Skills	Skilled: Work requires a comprehensive, practical knowledge of a technical field with use of analytical judgment and decision-making abilities appropriate to the work environment of the organization.
Budget Responsibility	Job has no financial responsibility.
Reading	Basic - Ability to recognize meaning of common two- or three-syllable words. Ordinarily, such education is obtained in elementary school up to high school. However, it may be obtained from experience and self-study.
Math	Basic - Ability to perform the four basic arithmetic operations. Ordinarily, such education is obtained in elementary school up to high school. However, it may be obtained from experience and self-study.
Writing	Basic - Ability to write simple sentences containing subject, verb, and object, and/or series of numbers, names, and addresses. Ordinarily, such education is obtained in elementary school up to high school. However, it may be obtained from experience and self-study.
Certification & Other Requirements	Basic Peace Officer's License, Valid Driver's License

**OVERALL PHYSICAL STRENGTH DEMANDS:**

-Physical strength for this position is indicated below with "X"-				
Sedentary	Light	Medium	X Heavy	Very Heavy
Exerting up to 10 lbs. occasionally or negligible weights frequently; sitting most of the time.	Exerting up to 20 lbs. occasionally, 10 lbs. frequently, or negligible amounts constantly OR requires walking or standing to a significant degree.	Exerting 20-50 lbs. occasionally, 10-25 lbs. frequently, or up to 10 lbs. constantly.	Exerting 50-100 lbs. occasionally, 10-25 lbs. frequently, or up to 10-20 lbs. constantly.	Exerting over 100 lbs. occasionally, 50-100 lbs. frequently, or up to 20-50 lbs. constantly.

**PHYSICAL DEMANDS:**

C Continuously 2/3 or more of the time.	F Frequently From 1/3 to 2/3 of the time.	O Occasionally Up to 1/3 of the time.	R Rarely Less than 1 hour per week.	N Never Never occurs.
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Note: This is intended as a description of the way the job is currently performed. It does not address the potential for accommodation.

-Physical Demand-	-Frequency-	-Brief Description-
Standing	F	Observing work site, observing work duties, communicating with co-workers
Sitting	C	Desk work, driving
Walking	O	To other departments/offices/office equipment, around work site
Lifting	O	Supplies, equipment, files
Carrying	O	Supplies, equipment, files
Pushing/Pulling	R	File drawers, equipment, tables and chairs
Reaching	O	For supplies, for files
Handling	C	Paperwork
Fine Dexterity	F	Computer keyboard, telephone keypad
Kneeling	O	Retrieving items from lower shelves/ground
Crouching	O	Retrieving items from lower shelves/ground
Crawling	R	Under equipment, inside attics/pipes/ditches
Bending	O	Retrieving items from lower shelves/ground, making repairs
Twisting	F	From computer to telephone, getting inside vehicle
Climbing	R	Stairs
Balancing	R	On equipment
Vision	C	Reading, computer screen, driving, observing work site
Hearing	C	Communicating via telephone/radio, to co-workers/public, listening to equipment
Talking	C	Communicating via telephone/radio, to co-workers/public
Foot Controls	C	Driving
Other (specified if applicable)		

**MACHINES, TOOLS, EQUIPMENT, SOFTWARE, AND HARDWARE:**

Vehicle, radio, firearms, tazor, handcuffs, MDT, telephone, fax, computer, printer and related software

**ENVIRONMENTAL FACTORS:**

<b>C</b> Continuously	<b>F</b> Frequently	<b>O</b> Occasionally	<b>R</b> Rarely	<b>N</b> Never
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<b>D</b> Daily	<b>W</b> Several Times Per Week	<b>M</b> Several Times Per Month	<b>S</b> Seasonally	<b>N</b> Never
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-Health and Safety Factors-	
Mechanical Hazards	O
Chemical Hazards	R
Electrical Hazards	R
Fire Hazards	R
Explosives	R
Communicable Diseases	O
Physical Danger or Abuse	O
Other	N

-Environmental Factors-	
Respiratory Hazards	M
Extreme Temperatures	S
Noise and Vibration	M
Wetness/Humidity	S
Physical Hazards	W

**PROTECTIVE EQUIPMENT REQUIRED:**

Body armor, glasses, gloves, boots, CPR mask

**NON-PHYSICAL DEMANDS:**

<b>F</b> Frequently <small>From 1/3 to 2/3 of the time</small>	<b>O</b> Occasionally <small>Up to 1/3 of the time</small>	<b>R</b> Rarely <small>Less than 1 hour per week</small>	<b>N</b> Never <small>Never occurs</small>
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-Description of Non-Physical Demands-	-Frequency-
Time Pressure	F
Emergency Situation	F
Frequent Change of Tasks	F
Irregular Work Schedule/Overtime	O
Performing Multiple Tasks Simultaneously	F
Working Closely with Others as Part of a Team	F
Tedious or Exacting Work	F
Noisy/Distracting Environment	F
Other	N

**PRIMARY WORK LOCATION:**

Office Environment		Vehicle	X
Warehouse		Outdoors	
Shop		Other	
Recreation/Neighborhood Center			



# **SEGUIN POLICE DEPARTMENT**

## **JOB TITLE: Patrol Officer**

### **SUMMARY OF POSITION:**

Protects the city's residents and property and enforces laws, ordinances, and traffic regulations. Duties include patrolling on motorcycle, in patrol car, bicycle, or on foot to control traffic, prevent crime or disturbance of peace, and arrest violators. Performs preliminary investigations to prevent/deter crime and arrest violators. Position responsibilities are carried out by performing the following duties depending upon assignment to Patrol, Criminal Investigations Division, or Special Services:

### **EXAMPLES OF WORK:**

- Responds to calls for police assistance by operating a police vehicle in routine and emergency situations while being able to talk and operate the police radio and emergency equipment;
- Directs traffic, escorts traffic, operates traffic radar monitoring equipment, initiates field and traffic contacts and issues traffic citations;
- Conducts initial investigations of traffic accidents and crimes against persons and property;
- Conducts preliminary and field investigations. Interviews and/or interrogates victims, witnesses and suspects. Documents complaints and investigations as required by policy and procedure;
- Collects, retrieves, logs, and stores property and evidence utilizing accepted methods and equipment;
- Keeps records of activities and makes reports concerning crimes, complaints, accidents, and investigations;
- Observes all safety rules and procedures; and
- Performs other duties as assigned.

**QUALIFICATIONS:** To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skills, and/or abilities required.

### **KNOWLEDGE, SKILLS, AND ABILITIES:**

*Abilities:* Ability to read and interpret documents such as safety rules, operating and maintenance instructions, procedure manuals, departmental policy, rules, regulations, and laws; understand and follow written and oral instructions; write routine reports and correspondence; speak effectively before groups of customers or employees of organization. Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals; compute rate, ratio, and percent; and to draw and interpret bar graphs. Ability to apply common sense understanding to carry out detailed written or oral instructions. Ability to deal with problems involving several

concrete variables in standardized situations and gather/collect information from individuals in a manner to accurately conduct and document investigations. Ability to establish and maintain effective working relationships with other law enforcement agencies, judicial officials, and the general public, analyze situations and adopt a quick, effective, and reasonable course of action. Must be able to lawfully report for emergency duty from residence within one hour.

*Physical Ability:* Must be able to make forceful arrests using own body strength; demonstrate proficiency with firearms; be able to legally and properly utilize non-lethal or lethal force and related equipment/weapons where applicable; effect forcible arrests when necessary; regularly lift and/or move up to 25 pounds, frequently lift and/or move up to 50 pounds, and occasionally lift and/or move more than 98 pounds. Regularly required to talk and hear. Frequently required to sit, use hands and fingers to handle or feel; reach with hands and arms; and utilize the sense of smell. Occasionally required to stand, walk, climb or balance, stoop, kneel, crouch, crawl, push, pull, run and jump.

*Work Environment:* While performing the duties of this job, the employee is frequently exposed to outside weather conditions. The employee is occasionally exposed to moving mechanical parts; high, precarious places; fumes or airborne particles; toxic or caustic chemicals; extreme cold; extreme heat; risk of electrical shock; and vibration. The noise level in the work environment is usually moderate.

The physical demands and work environment characteristics described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions

#### **SPECIALIZED KNOWLEDGE, SKILLS, AND ABILITIES (KSA'S):**

Upon completion of academy and/or the Department's field training program, must have working knowledge of police patrol methods, practice and procedures, municipal ordinances and geography of the City.

#### **EDUCATION/ EXPERIENCE:**

High school graduation, or its equivalent (some college work in criminal justice and/or previous police experience preferred).

Must successfully complete the Department's in-service and Field Training Program.

#### **CERTIFICATES AND LICENSES:**

Must have valid Texas Driver's License and possess, at minimum Basic Certification by the Texas Commission on Law Enforcement and at minimum, Texas Class C Driver's License and possess a good driving record.

# Patrol Officer

## City of Universal City Job Description

---

**Department:** Police Department  
**Reports To:** Patrol Sergeant  
**EEOC Category:** PS-4

**Job Class:** 021  
**Steps:** 1-15  
**FLSA Status:** Full-time  
Hourly  
Non-exempt

---

### Summary

Patrol Officers are responsible for the conduct of routine patrols, preliminary investigations and traffic control duties on an assigned shift. Patrol Officers interact with the general public, public officials, and members of other agencies, for this reason they must always conduct themselves in a professional manner.

### Essential Duties and Responsibilities

- Patrols a designated area to direct traffic and to enforce traffic regulations.
- Checks business, houses and other premises for fire, burglary and other disturbances.
- Investigates any suspicious activity.
- Responds to radio and maintains radio contact with dispatcher.
- Makes arrests and issues citations for breaking of laws and ordinances.
- Keeps records and makes reports.
- Testifies in court proceedings when required.
- Lectures on police related matters before schools and may be called for emergency duty at any time.
- Attendance is an essential function of this position.
- Other activities deemed necessary by the Police Chief or Patrol Sergeant.
- The City expects all employees to be customer-service oriented and to work cooperatively and pleasantly with other City employees and with the general public.

### Other Duties

Please note this job description is not designed to cover or contain a comprehensive listing of all activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities, and activities may change at any time with or without notice. Employee(s) are required to follow any other job-related instructions and to perform any other job-related duties requested by any person authorized to give instructions or assignments to the employee.



## **Supervisory Responsibilities**

Some technical assistance and supervision may be provided to patrol officers with less experience.

## **Qualifications**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

## **Required Education and/or Experience**

High School Diploma or equivalent.

## **Knowledge, Skills, and Abilities**

- Knowledge of police methods, practices and procedures.
- Knowledge of municipal ordinances, people and geographical area of the City.
- Ability to conduct routine patrols to aid citizens.
- Ability to read, interpret and enforce policies, laws and ordinances.
- Ability to speak, read and write the English language.
- Must have excellent interpersonal skills. This position continually requires demonstrated poise, tact, diplomacy and an ability to establish and maintain effective professional relationships with internal and external personnel.
- Ability to make independent judgments and decisions within the framework of the established guidelines are necessary.

## **Certificates, Licenses, Registrations**

- Required: TCOLE Basic Peace Officer Certification (or greater)
- Required: Valid Texas Driver's License

The requirements listed in this document are the minimum levels of knowledge, skills, or abilities.

## **Physical Demands**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to sit, use hands to operate office equipment (including telephone and computer keyboard), reach with hands and arms, drive a vehicle, and talk and hear. Specific vision abilities required by this job include close and distance vision and the ability to adjust focus and identify colors. The employee frequently is required to use hands to handle weapons and equipment, stand, walk, run, make arrests of potentially combative subjects, and occasionally lift a maximum of 50 lbs. The employee is required to maintain physical stamina under extreme working conditions and must be prepared to face intense situations. As such, periodic fitness assessments (rower) are required to assess business necessities, job relatedness (5% sheer terror), and job readiness (see fitness policy).

## **Work Environment**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The employee has frequent contact with other employees in multiple departments; is required to interact with employees at other agencies and organizations, the general public and citizens of Universal City; and must remain calm and professional in tense, emotionally charged, and stressful situations. The employee may face difficult and stressful situations; and may be required to work under time pressures to meet deadlines, to perform multiple tasks simultaneously, to change tasks frequently, to perform tedious and exacting work, and to work closely with others as part of a team. The noise level in the work environment varies from low to high.

## **Position Type and Expected Hours of Work**

This is a full-time position working eight (8) hour shifts five (5) days per week, but this position's work schedule is subject to change depending on the needs of the City. Employee will be required to work overtime as needed.

## **Travel**

An employee in this position may occasionally be required to drive a vehicle to various meetings, functions, and events; may be required to travel out of town to represent the City at meetings and conferences and for training.

This document does not create an employment contract, implied or otherwise, other than an "at will" relationship.

# City of Fredericksburg, TX



## JOB DESCRIPTION

"We're leading with integrity while providing the best customer services to our community."

*To perform this job successfully, an individual must be able to perform the essential job functions satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the primary job functions herein described. Since every duty associated with this position may not be described herein, employees may be required to perform duties not specifically spelled out in the job description, but which may be reasonably considered to be incidental in the performing of their duties just as though they were actually written out in this job description.*

## Patrol Officer

**Department:** Police  
**Pay Grade:** 34  
**FLSA Status:** Non-Exempt

### JOB SUMMARY

Under supervision of the Police Sergeants, this position performs a variety of duties in the enforcement of laws and the prevention of crimes including controlling traffic flow, conducting investigations and providing police protection to safeguard lives, property and the constitutional rights of citizens; provides support and assistance to special crime prevention programs; and performs a variety of technical and administrative tasks relative to an assigned area of responsibility.

### ESSENTIAL JOB FUNCTIONS

- Performs a variety of duties in the enforcement of laws and the prevention of crimes including controlling traffic flow, conducting investigations and providing police protection to safeguard lives, property and the constitutional right of citizens.
- Patrols the City to preserve law and order, discovers and prevents the commission of crimes and enforces traffic and other laws and ordinances; issues warnings and citations; directs traffic at fires, special events and emergency situations.
- Responds to general public service calls and complaints involving automobile accidents, traffic hazards, misdemeanor and felony incidents, domestic disturbances, property control, civil complaints, stray animals and related incidents.
- Conducts investigation of criminal violations and/or activities; reviews and analyzes crime reports for pertinent facts; interviews victims and witnesses; interrogates suspects; conducts visual and photographic surveillance of criminal activity; prepares and serves search and arrest warrants; apprehends and arrests offenders.
- Conducts a variety of criminal investigations involving narcotics and juvenile related crimes including child abuse and juvenile narcotics; coordinates social services with outside agencies and organizations.
- Executes powers of arrest and control including full search, rights advisement, warrant execution and arresting persons. Performs duties using force or deadly force to subdue

suspects; defends self with or without weapons and discharges firearms in multiple scenarios.

- Operates emergency vehicles on hazardous road conditions and during high speed pursuits and responses.
- Performs duties necessary for conducting special operations for raids, searches or searches for persons.
- Testifies in juvenile, civil, traffic, municipal and criminal courts, and parole and Department of Motor Vehicles hearings; prepares and presents evidence.
- Responds to medical emergency calls; provides basic first aid and CPR as appropriate until relieved by Emergency Medical Service personnel; provides first line crisis intervention in domestic disputes or suicide situations.
- Participates in continuous training to enhance law enforcement skills including defensive driving skills, apprehension and arrest techniques, investigative skills and general patrolling skills.
- Maintains contact with citizens regarding potential law enforcement problems; preserves good relationships with the general public.
- Prepares a variety of reports on activities as required by department policy.

### **QUALIFICATIONS**

#### **Education and Experience:**

High school diploma or equivalent and Basic TCLEOSE certification.

#### **Knowledge, Skills and Abilities:**

- Knowledge of police methods and procedures including patrol, crime prevention, traffic control and investigation.
- Knowledge of rules of evidence pertaining to search, seizure and preservation.
- Knowledge of laws governing the apprehension, arrest and custody of persons accused of felonies, misdemeanors and petty offenses.
- Knowledge of techniques and applications of self-defense and proper use of force.
- Knowledge of operational characteristics of police equipment, vehicles and tools including firearms.
- Knowledge of crime scene preservation and investigation methods and techniques.
- Knowledge of methods and techniques used in interviewing witnesses, victims or suspects.
- Knowledge of proper use and maintenance of firearms.
- Knowledge of principles and applications of public relations.
- Knowledge of principles and practices of data collection and analysis.
- Knowledge of English usage, spelling, grammar and punctuation.
- Knowledge of basic principles of business letter writing and basic report preparation.
- Knowledge of recent legislation and court decisions affecting police duties.
- Knowledge of geography of the city and specific areas of assignment.
- Knowledge of pertinent Federal, State and local codes, laws and regulations.
- Ability to perform a wide range of law enforcement assignments.
- Ability to think clearly and act quickly in emergency situations.

- Ability to operate emergency vehicle at high speeds during pursuits or response while utilizing radio or other equipment.
- Ability to use and care for firearms and other police equipment and vehicles.
- Ability to conduct a variety of criminal and special investigations.
- Ability to investigate and apprehend offenders.
- Ability to physically control violent people and affect arrests.
- Ability to interpret and enforce City, State and Federal laws, codes and ordinances.
- Ability to present evidence and testimony in court.
- Ability to prepare clear and concise administrative and technical reports.
- Ability to respond to requests and inquiries from the general public.
- Ability to maintain contact and preserve good relations with the public.
- Ability to work irregular and on-call hours including weekends, evenings and holidays.
- Ability to work independently in the absence of supervision.
- Ability to understand and carry out oral and written instructions.
- Ability to communicate clearly and concisely, both orally and in writing.
- Ability to establish and maintain effective relationships with those contacted in the course of work.

#### **PHYSICAL DEMANDS**

- Medium work: Exerting up to 50 pounds of force occasionally, and/or up to 30 pounds of force frequently, and/or up to 10 pounds of force constantly to move objects.
- Position requires mobility to restrain or subdue individuals; walk, stand, sit or run; heavy, moderate or light lifting; discharge firearms and utilize various other law enforcement equipment; operate a motorized vehicle.
- Balancing, climbing, crawling, crouching, feeling, manual dexterity, grasping, handling, hearing, lifting, mental acuity, pulling, pushing, speaking/talking, and stooping.
- Incumbents in this class require vision consistent with Law Enforcement Academy standards.

#### **WORK ENVIRONMENT**

Incumbents may be required to work extended hours including evenings, weekends and holidays. Incumbents may be required to travel outside City boundaries to attend meetings. Emergency peace control environment; travel from site to site; exposure to potentially hostile environments, inclement weather conditions; extensive public contact.

## **HOLLYWOOD PARK POLICE JOB DESCRIPTION**

**DEPARTMENT:** Police **NON-EXEMPT**  
**TITLE:** Patrol Officer  
**SUPERVISORS TITLE:** Sergeant/Corporal

### **JOB SUMMARY**

**General law enforcement duties that includes protecting life and property and enforcing state laws and local codes; prepares police reports; makes numerous and frequent contacts with the public that require exercising tact and diplomacy; makes independent decisions; adheres to town and department rules, regulations, polices and procedures.**

### **QUALIFICATIONS**

- 1. Meet Texas Commission on Law Enforcement Officer Standards and Education (TCLEOSE) requirements for licensing as a Texas Peace Officer and possess a Basic TCLEOSE Certificate.**
- 2. Possess a Valid Texas Drivers License.**
- 3. Read and write the English language to the level expected of a United States high school graduate.**
- 4. Vision is no worse than 20/100 correctable to 20/20.**
- 5. Normal hearing.**
- 6. Ability to independently perform tasks and function in work environment without assistance.**

### **EXAMPLES OF TASKS PERFORMED**

- 1. Patrols the town in police vehicles and on foot as required, conducting peace keeping activities, enforcing laws and codes and assisting the public.**
- 2. Answers call from the public for police service.**
- 3. Conducts follow-on investigations of offenses.**
- 4. Arrests law violators based on Probable Cause.**
- 5. Writes reports on appropriate forms.**
- 6. Investigates vehicle accidents**
- 7. Maintains vehicular and pedestrian traffic control.**
- 8. Testifies during proceedings in municipal, county, state, and federal courts as required.**
- 9. Performs first-line maintenance on police vehicles.**
- 10. Captures stray dogs and cats and responds to calls for assistance with wildlife that includes but is not limited to snakes, deer, skunks and raccoons.**
- 11. Performs other duties as required.**

## **EQUIPMENT AND MATERIALS**

- 1. Equipment/materials furnished by the Patrol Officer;**
  - a. Sam Browne belt, holster, and other leather items attached to the Sam Browne belt.**
  - b. Flashlight**
  - c. Handcuffs**
  - d. Ball point pens, pencils, notebooks and other necessary writing materials.**
  - e. Uniforms**
  
- 2. Equipment furnished by the department;**
  - a. Police vehicle**
  - b. Shotgun and other Department issued firearms.**
  - c. Communications equipment.**
  - d. Computer or typewriter.**
  - e. Speed detection equipment.**
  - f. Other equipment as required.**

## **WORKING CONDITIONS**

- 1. Routinely works with a full time paid officer or as directed by a supervisor.**
- 2. Exposed to dangerous situations and persons, including criminals, that could result in serious injury or death.**
- 3. Routinely works rotating shifts, weekends and holidays, and at other times required. On call 24 hours a day.**
- 4. Exposed to all conceivable weather conditions in performance of duties.**

## **PHYSICAL DEMANDS**

- 1. Requires the physical strength and agility to control violent persons and make forceful arrests without assistance.**
- 2. Lifting duties will vary widely. Officers are expected to lift packages, assist in lifting subjects on stretchers, lifting subdued and or combative suspects, and carry a briefcase, duty belts, shoulder weapons, fire extinguishers, oxygen bottles, first aid kits, bicycles and other various items that may need to be inventoried or used in the course of the officer's duty day. Officers must be able to climb a ladder, run a varied distance, climb fences, wrestle with combative suspects, and become proficient with impact weapons and firearms and other physical tasks that may develop during the course of employment.**
- 3. Requires ability to sprint short distances or run longer distances if necessary.**
- 4. Must be able to scale fences and other barriers up to six feet in height without assistance.**
- 5. Must be able to enter buildings through alternate entry points such as windows without assistance.**

**SKILLS**

**Operate all equipment associated with job requirements as determined by the department.**

**KNOWLEDGE**

- 1. Town of Hollywood Park Rules and Regulations.**
- 2. Police Department Rules and Regulations and Standard Operating Procedures.**
- 3. State laws and municipal codes applicable to the job.**





City Council Regular Meeting Staff Report

Discussion on the proposed updates to the FY25-27 Council Strategic Plan Implementation Matrix and Draft FY24 Annual Report. (Mr. Morris)

Meeting	Agenda Group
Tuesday, September 10, 2024, 6:30 PM	Discussion/Action Item: 10I
From	
Dustin Morris, Sr. Performance Analyst	
Staff Contact(s)	
Dustin Morris,	

**PRIOR CITY COUNCIL ACTION:**

As part of the annual review process for the Council's Strategic Plan and the 2nd Annual Report, the City Council previously approved the FY24-27 Council Strategic Plan Implementation Matrix (including staff's recommend changes) and the FY23 Annual Report during the September 12th, 2023, City Council meeting.

**BACKGROUND:**

This discussion item is to first introduce the proposed changes to the FY25-27 Council Strategic Plan Implementation Matrix to the City Council for feedback prior to approval and direction at the first City Council meeting in October. There is no action for this meeting. City staff is seeking input from Council on the recommended changes to the Implementation Matrix for the remaining 3 fiscal years of the plan.

Staff is also providing a draft version of the FY2024 Annual Report that will provide information on staff's progress on FY2024 actions identified in the Council's Strategic Plan. This item will also come back before Council at the first meeting in October for approval and direction to publish alongside the updated FY25-27 Strategic Plan.

There is an included presentation that will cover the Implementation Matrix recommendations and the progress made on FY24 actions.

**STAFF RECOMMENDATION:**

The following items are the current recommendations from staff for Council consideration and feedback:

1. Would Council be open to **removing** the remaining on-going goals that have been completed in previous years as they are now considered a way of doing business? (Examples are provided in presentation)
2. Would Council be open to **removing** any duplicate goals that exist either within either the same Strategic Goal or another to ensure the plan is precise and concise? (Examples are provided in presentation)
3. Would Council be open to **adding** new CIP projects that were identified during the FY25 budget and CIP workshops? (Specific items are provided in the presentation)

**FINANCIAL IMPACT:**

N/A

**MOTION(S):**

N/A

**Attachments**

[2024.09.10 CC Coversheet - Strategic Plan and Annual Report.pdf](#)

[FY2024 Annual Report.pdf](#)

[FY2025-2027 Strategic plan.pdf](#)

[2024.09.10 - FY25-27 Strategic Plan and FY24 Annual Report Presentation](#)



City of Cibolo, Texas  
City Council Regular Meeting  
September 10, 2024

**SUBJECT:**

Discussion on the proposed updates to the FY25-27 Council Strategic Plan Implementation Matrix and Draft FY24 Annual Report

**SUMMARY:**

As part of the annual review process for the Council's Strategic Plan and the 2nd Annual Report, the City Council previously approved the FY24-27 Council Strategic Plan Implementation Matrix (including staff's recommend changes) and the FY23 Annual Report during the September 12th, 2023, City Council meeting.

This discussion item is to first introduce the proposed changes to the FY25-27 Council Strategic Plan Implementation Matrix to the City Council for feedback prior to approval and direction at the first City Council meeting in October. There is no action for this meeting. City staff is seeking input from Council on the recommended changes to the Implementation Matrix for the remaining 3 fiscal years of the plan.

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There is an included presentation that will cover the Implementation Matrix recommendations, and the progress made on FY24 actions.

**SUBMITTED BY:**

Dustin Morris, Senior Performance Analyst

**ATTACHMENTS:**

**Presentations:**

2024.09.10 - FY25-27 Strategic Plan and FY24 Annual Report.pptx

**PDFs:**

FY25-27 Strategic Plan.pdf

FY2024 Annual Report.pdf



# FY2024 ANNUAL REPORT




## The Cibolo City Council's Vision is...

*"A community that is proud of our historic roots, responsive to residents, and innovating for our future."*

### CONNECT WITH US

 [www.cibolotx.gov](http://www.cibolotx.gov)

 (210) 658-9900

 200 S Main St, Cibolo, TX 78108

### ABOUT THIS REPORT

Strategic Plan Originally Approved by City Council on September 13, 2022

Council revised the Number of Core Strategies from 5 to 6 on May 23, 2023

Annual Report published on \_\_\_\_\_

*Vision Inspired, Mission Focused, Values Driven, and Performance Based*

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# INTRODUCTION & COUNCIL

The City of Cibolo's FY2024 Annual Report is a crucial supporting document to the City Council's FY2024-FY2027 Strategic Plan. Over the past year, dedicated City staff have worked tirelessly to achieve the goals and objectives identified by the City Council. From infrastructure development to public safety initiatives, the Annual Report highlights the key actions taken by staff to ensure that the City's strategic goals are met. By showcasing the progress made in various areas of the City, the Annual Report provides a clear picture and transparency of how the City's Departments are contributing to the overall success of the strategic plan. The report serves as an important tool that will help the City Council and the Public review the previous year's activities, identify areas of success and potential improvements, and guide the implementation of future policies and programs that will propel Cibolo to achieving its Vision. In FY2024, **176** total goals were identified - **92** goals were '**Completed**', **53** goals are '**In Progress**' with completion in future fiscal years, and **31** goals were identified as '**Project Delayed**', included projects not funded.



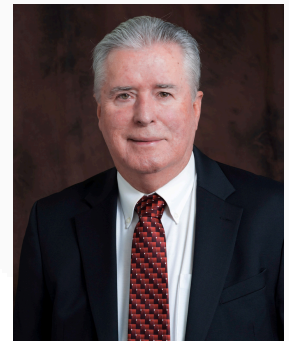
**Mark Allen**  
Mayor



**T.G. Benson**  
District 1



**Randy Roberts**  
District 2



**Robert Mahoney**  
District 3



**Katie Cunningham**  
District 4



**Norma Sanchez-Stephens**  
District 5



**Dick Hetzel**  
District 6



**Joel Hicks**  
District 7

# EXECUTIVE TEAM

---



**Wayne Reed**  
City Manager



**Peggy Cimics**  
City Secretary



**Thedrick Andres**  
Police Chief



**Mario Troncoso**  
Fire Chief



**Bryan Huggins**  
Safety & Infrastructure



**Kelsee Jordan Lee**  
Planning & Economic  
Development



**Anna Miranda**  
Finance



**Tracy Beekman**  
Information Services



**Veronica Sanchez**  
People & Performance



**Timothy Fousse**  
Public Works & Capital  
Improvement Projects



**Matt Hanson**  
Chief Building Official



**Nicole Perez**  
Executive Assistant,  
City Manager

# STRATEGIC GOALS



## #1. ECONOMIC DEVELOPMENT

**Guiding Principle:** The City of Cibolo will promote a strong and diverse economy that strengthens the local sales tax and property tax base while also contributing to a high quality of Life.



## #2. INFRASTRUCTURE

**Guiding Principle:** The City of Cibolo will proactively work towards addressing and anticipating both current and future infrastructure needs in all aspects - utilities, roads, transportation, and more.



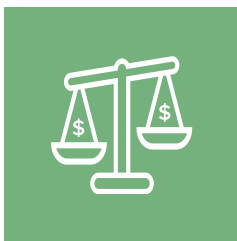
## #3. PARTNERSHIPS & RELATIONSHIPS

**Guiding Principle:** The City of Cibolo will strive to foster and develop both current and new relationships with community partners, residents, and employees.



## #4. QUALITY OF LIFE

**Guiding Principle:** The City of Cibolo will strive to create and sustain safe and well-kept neighborhoods and parks, while also providing recreational activities for all-ages to create memorable experiences.



## #5. FINANCIAL INTEGRITY

**Guiding Principle:** The City of Cibolo will manage its finances in a transparent, accountable, and responsible manner; building public trust and ensuring that its financial resources are used to the best advantage of its citizens.



## #6. ORGANIZATIONAL EXCELLENCE

**Guiding Principle:** The City of Cibolo will strive to be the best it can be by constantly seeking ways to improve its processes, service delivery, and outcomes to our customers.



# ECONOMIC DEVELOPMENT

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**Initiative 1.1** Institute forward thinking business, land use, development, and public safety strategies to promote community growth and development

**Initiative 1.2** Promote attractive well planned major throughfares

**Initiative 1.3** Aggressive recruitment of targeted industries

**Initiative 1.4** Promote and preserve historic downtown

## Overview

# INITIATIVE 1.1

**Initiative 1.1** Institute forward thinking business, land use, development, and public safety strategies to promote community growth and development

1.1.1	Update the Comp Plan's FLUM to reflect a balance Cibolo's tax base to include increased revenue through sales tax	Completed
1.1.2	Create a Fiscal Impact Model that is custom tailored to Cibolo to calculate the revenues produced versus cost to serve from a project to understand how land development will contribute to sustaining City's LOS; also to calculate build-out.	Project Delayed
1.1.3	Update FM 78 Corridor Plan	Project Delayed
1.1.4	Achieve 50% revenue increase from sales tax over next 3 years by attracting quality retail businesses	In Progress
1.1.5	Conduct an E.D.C. Strategic Plan	Completed
1.1.7	Seek grants and assistance to explore options to bring broadband service to parts of city that are in need	Completed

Under Initiative 1.1, 6 identified goals were in FY2024. Out of those 6 goals, 3 are considered 'Completed', 1 is considered 'In Progress' with anticipated completion in FY2025 or future fiscal years, and 2 are considered as 'Project Delayed'.

**1.1.1**.....**Completed**

With the approval and adoption of the new Comp Plan and its included Future Land Use Map (FLUM), both City Council and City Staff have a better idea of what areas to target/market for additional commercial and industrial growth.

**1.1.2**.....**Project Delayed**

On August 27, 2024, the City Council decided to not move forward with the Fiscal Impact Model, denying the award of the contract. This has been delayed until FY2026 for budget consideration.

**1.1.3**.....**Project Delayed**

This project is considered delayed due to funding not being allocated for this item in FY2024 and FY2025. Staff will be submitting again for FY2026 consideration.

**1.1.4**.....**In Progress**

With year 2 of this 3-year goal almost concluded, the City welcomed 46 new businesses and there have been 3 expansions/remodels of current businesses. For more information about all things business in Cibolo, please visit the Cibolo Economic Development landing page by [clicking here](#). Sales tax collection has increased from FY23's \$6.8M to FY24's estimated \$7.3M, showing a ~7.8% increase. In the region and across the state, the current economy has experienced high inflation and rising costs, resulting in a flattening of revenues year-over-year.

**1.1.5**.....**Completed**

The Cibolo Economic Development Corporation (CEDC) has officially published its Strategic Plan and can be viewed by [clicking here](#). The plan was approved by the CEDC Board of Directors on May 16th, 2024, and the City Council approved it on July 23rd, 2024.

**1.1.7**.....**Completed**

On September 10, 2024, the City Council approved a Right-of-Way (ROW) license agreement with Google Fiber. This company has committed to bring high-speed broadband service to both residences and businesses at no cost to the City. Cibolo is the first suburb in the North East area of the San Antonio region to enter into an agreement with Google Fiber, making this a true game changer for the progress made in the community.

## Overview

# INITIATIVE 1.2

**Initiative 1.2** Promote attractive well planned major thoroughfares

1.2.2	Promote growth near I-10 by investing in roadway improvements to support industrial/manufacturing	In Progress
1.2.3	Promote growth near I-10 by designing a Public Safety Facility for fire and police presence	In Progress
1.2.5	Develop an incentive agreement package to assist with development	In Progress
1.2.6	Update Thoroughfare Plan with FLUM and initiate ROW acquisition/reservations in phases to connect I-10 to FM78	Completed

Under Initiative 1.2, 4 identified goals were in FY2024. Out of those 4 goals, 1 is considered ‘**Completed**’ and 3 are considered ‘**In Progress**’ with anticipated completion in FY2025 or future fiscal years.

**1.2.2**.....**In Progress**

Refer to Initiative 2.3 for updates to roads, specifically Bolton Rd. around the I-10 corridor.

**1.2.3**.....**In Progress**

Construction documents for the Public Safety Facility will be 50% complete by 08/23/2024 and 100% complete by 10/17/2024. This item is currently on track and will conclude in FY2025. Goal 1.2.4 pertains to the actual construction of the facility and will be tracked after this item concludes.

**1.2.5**.....**In Progress**

Staff drafted the first round of the incentive policy and received feedback from the CEDC and the City Council. In FY2025, Staff will work to incorporate all comments for final approval.

**1.2.6**.....**Completed**

Refer to goal 1.1.1 under Initiative 1.1

## Overview

# INITIATIVE 1.3

### Initiative 1.3 Aggressive recruitment of targeted industries

1.3.2	Attract the City's first Hotel/Motel by promoting the EDC Property & Cibolo Crossing Sites	In Progress
1.3.4	Conduct Retail Study to identify opportunities to attract new retail sectors and strategy to target retailers to attract them to Cibolo	In Progress
1.3.5	Develop a Retail Recruitment Strategy for FY 23-24 that includes regular outreach to targeted retailers	In Progress
1.3.6	Create a formalized incentive policy and application	In Progress

Under Initiative 1.3, 4 identified goals were in FY2024. Out of those 4 goals, all 4 are considered 'In Progress' with anticipated completion in FY2025 or future fiscal years.

#### 1.3.2.....In Progress

The City authorized Collier's Engineering to conduct a hotel market feasibility study and the findings will be shared with Council in August. From the report, the consultant found that there is not sufficient demand for a hotel along the FM-78 Corridor at this time. The City will continue to promote the I-35 and FM-78 Corridors for its first hotel.

#### 1.3.4.....In Progress

Staff drafted the RFP with an anticipated release in August of 2024. In FY2025, staff will work with the chosen consultant to create a retail plan.

#### 1.3.5.....In Progress

Staff has established regular participation in retail recruitment events 3x per year. including speaking at a panel at a retail conference about Cibolo. Goal 1.1.4 links to the EDC Annual Report that details the growth of the retail sector in Cibolo.

#### 1.3.6.....In Progress

Refer to goal 1.2.5 under Initiative 1.2.

## Overview

# INITIATIVE 1.4

**Initiative 1.4** Promote and preserve historic downtown

1.4.1	Develop a strategy for a safe pedestrian walkway across R.R. downtown by engaging UPRR and TxDOT for right-of-way entry for a public project	In Progress
1.4.5	Create “Main Street” program w/ focus on small business growth/support	Project Delayed
1.4.6	Review and present on the Downtown “CORE” Plan	In Progress
1.4.7	Amend Downtown CORE Plan at Council direction and revise UDC	In Progress

Under Initiative 1.4, 4 identified goals were in FY2024. Out of those 4 goals, 3 are considered ‘**In Progress**’ with anticipated completion in FY2025 or future fiscal years, 1 is considered ‘**Project Delayed**’.

**1.4.1**.....**In Progress**

This item is currently in progress as meetings between City staff, TxDOT staff, and UPRR representatives have occurred and are on-going.

**1.4.5**.....**Project Delayed**

This item is currently delayed due to a program freeze from the State of Texas. While Staff cannot currently apply to be a Main Street City due to the freeze, Staff have researched and presented on the Texas Main Street Program to City Council and drafted application documents. In FY2025, Staff will apply if the freeze is lifted.

**1.4.6**.....**In Progress**

Staff presented to the City Council in July on the background of the 2014 plan and objectives of the new plan, including the drafting of the RFP [Projected Month]. Will continue into FY2025.

**1.4.7**.....**In Progress**

Refer to goal 1.4.6 above.

# INFRASTRUCTURE

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**Initiative 2.1** Be intentional with infrastructure investment to promote economic development, responsible growth, and public safety

**Initiative 2.2** Gain Control of utility service areas within our growth area

**Initiative 2.3** Execute on the City's funded Capital Improvement Projects

## Overview

# INITIATIVE 2.1

**Initiative 2.1** Be intentional with infrastructure investment to promote economic development, responsible growth, and public safety

2.1.1	Create a master information technology strategic plan to incorporate in to master plan or as a standalone strategic plan	In Progress
2.1.2	Create a CIP practice during annual budget process to look at infrastructure coordination over multiple years (2-3)	In Progress
2.1.3	Create a meeting schedule between City Staff and utility providers to ensure coordination is taking place with development	In Progress
2.1.5	Continually market benefits of street maintenance tax to the public through various communication channels	Completed
2.1.6	Explore Right-of-Way (ROW) permit program and staff resources required to implement	Project Delayed
2.1.7	Advocate with Guadalupe County for it to share back the lateral road tax based on the tax revenue generated from Cibolo properties	Completed
2.1.9	Present on the City's Pavement Management Plan Report City of Cibolo (dated 6/27/2019) annually during budget workshops	Completed
2.1.11	Create a communication plan to promote the Public Safety Facility to ensure citizens understand what is being asked on the November 2024 ballot	Completed
2.1.12	Create a communication plan to promote the Animal Services Facility to ensure citizens understand what is being asked on the November 2024 ballot	Completed
2.1.13	Remain active on AAMPO, TAC, & NEP as well as working with County on Lateral Road tax with the goal to improve FM78	Completed



2.1.14	Bring road maintenance funds to at least \$1M annually in 3 years (FY23, FY24, FY25)	In Progress
2.1.15	Develop an annual street maintenance program including presentation to Council and RFBs	Completed
2.1.16	City staff to work with San Antonio River Authority as FEMA's Cooperating Technical Partner to obtain latest floodplain mapping to learn of flood risk	In Progress
2.1.17	Provide opportunity through public workshops for residents to give input on updated floodplain maps to understand local flooding events and document this data in a local data repository; evaluate local flooding accounts to develop possible solutions to reduce potential risks	In Progress

Under Initiative 2.1, 14 identified goals were in FY2024. Out of those 14 goals, 5 are considered 'Completed,' 7 are considered 'In Progress' with anticipated completion in FY2025 or future fiscal years, and 2 are considered 'Project Delayed'.

**2.1.1**.....In Progress  
Staff is working on compiling data for vendors to begin building a plan. Expected to start in FY2025.

**2.1.2**.....In Progress  
This is an on-going process.

**2.1.3**.....In Progress  
This is an on-going process.

**2.1.5**.....Completed  
With the street maintenance tax continuing through the voter's approval in the 2023 election, Staff in the Communication and Public Works Departments have published multiple project updates and overviews on road improvements made utilizing this tax source through social media and the printed newsletters.

**2.1.6**.....Project Delayed  
Project is delayed until FY2025.

**2.1.7**.....Completed  
With the advocacy efforts of Council and Staff, the County contributed a little over \$1.7M towards the reconstruction of Dean Road, Bolton Road, and Lower Seguin Road in FY2024.

**2.1.9**.....**Completed**

Completed for this fiscal year. Will reoccur in future fiscal years during the budget process.

**2.1.11**.....**Completed**

Staff have prepared a communications plan for both the Public Service Facility and the Animal Services Facility ballot items for the November 2024 election. These plans will start once the items are officially placed for consideration.

**2.1.12**.....**Completed**

Refer to goal 2.1.11 above.

**2.1.13**.....**Completed**

Members of Council and Staff have remained engaged with the partnering organizations to ensure advocacy of improvements needed for FM78. This will continue as a normal business practice going forward.

**2.1.14**.....**In Progress**

The Street Maintenance Fund currently sees revenues over \$1M year-to-year. The FY2025 beginning fund balance is expected to be at ~\$952,000.

**2.1.15**.....**Completed**

Completed for this fiscal year. Will reoccur in future fiscal years during the budget process.

**2.1.16**.....**In Progress**

This is an on-going process with the City Engineer's Office.

**2.1.17**.....**In Progress**

Planned for Fall 2024 with the City Engineer's Office.

## Overview

# INITIATIVE 2.2

**Initiative 2.2** Gain Control of utility service areas within our growth area

2.2.1	Create a quarterly or semi-annual meeting schedule with other utility providers to strengthen partnerships	Completed
2.2.2	Engage GVSUD on wastewater CCN through participation in on-going litigation meetings	Completed
2.2.3	Explore CCN for Wastewater	In Progress
2.2.4	Discuss options for dual-certification of CCN - Water and Sewer with GVSUD	In Progress
2.2.5	Decide on City's commitment to financially contribute to the CCMA Woman Hollering Creek WWTP by Dec 2023 (FY24 Budget)	Completed
2.2.6	Decision on CVLGC water projects. Explore SSLGC partnership on water resources	In Progress
2.2.7	Engage GVSUD to build working relationship through recurring meetings with staff presence	Completed
2.2.8	Explore options to expand broadband internet service	Completed
2.2.9	Coordinate with broadband providers to locate WCP (5G) facilities	In Progress
2.2.10	Present options to expand broadband internet service to the City Council	In Progress
2.2.11	To remain compliant with TCEQ reserve requirements, develop a plan to replace the Crystal Clear SUD leased water. (741 acre feet)	In Progress
2.2.12	Continue to work on developing long term water sources and determine if CVLGC will remain as our primary project	In Progress

2.2.13	As a Public Water System, continue to maintain our system to retain our rating as a Superior Water System and develop adequate water resources to remain in compliance with TCEQ regulations related to water reserve requirements	Completed
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Under Initiative 2.2, 13 identified goals were in FY2024. Out of those 13 goals, 6 are considered ‘**Completed**,’ and 7 are considered ‘**In Progress**’ with anticipated completion in FY2025 or future fiscal years.

**2.2.1.....Completed**

In FY2024, Staff created a regular meeting schedule with the following utility providers: GVSUD, GVEC, CRWA, and others. This will continue in future years.

**2.2.2.....Completed**

Litigation with GVSUD has concluded.

**2.2.3.....In Progress**

Litigation with GVSUD has concluded and the CCN applicatilon is in process.

**2.2.3.....In Progress**

Litigation with GVSUD has concluded and the CCN applicatilon is in process.

**2.2.5.....Completed**

Commitment has been made and bond payments have been included in the FY2025 budget.

**2.2.6.....In Progress**

Litigation with GVSUD has concluded and the CCN applicatilon is in process.

**2.2.7.....Completed**

The relationship between the city and GVSUD has improved substantially since the first quarter of FY24. A long-awaited settlement was reached between both parties, with the City recognizing 3000 acres of new wastewater CCN that was previously under the control of GVSUD.

**2.2.8.....In Progress**

Refer to goal 1.1.7 under Initiative 1.1.

**2.2.9.....In Progress**

At the time of writing, Staff has only collected information from AT&T but is still working on the collection from the other service providers.

**2.2.10**.....**In Progress**

A presentation is expected by the end of FY2024 and will continue into FY2025.

**2.2.11**.....**In Progress**

This is an on-going process.

**2.2.12**.....**In Progress**

This is an on-going process.

**2.2.13**.....**Completed**

Tri-annual TCEQ inspection completed in July 2024. No issues were found; Superior rating is confirmed.



## Overview

# INITIATIVE 2.3

**Initiative 2.3** Execute on the City's funded Capital Improvement Projects

2.3.1	12" Water Main - G.V.R Mesa Western to Town Crk Rd (Design)	In Progress
2.3.2	12" Water Main - Haeckerville Rd South to Arizpe Rd (Design)	In Progress
2.3.3	Sewer Trunk Line Venado L.S. West to H'ville Area (Design)	In Progress
2.3.4	12" Water Main - H'ville Rd - Arizpe to Lower Seguin (Design)	In Progress
2.3.5	Dean Rd	Completed
2.3.6	Bolton Rd	Completed
2.3.7	5 Other Roads - Design Only	Completed
2.3.8	Schlather Park - Restrooms	Project Delayed
2.3.9	Deer Creek Automatic Low Water Crossing Gates	Project Delayed
2.3.10	Lower Seguin Rd	In Progress
2.3.11	Fire - Loose Equipment	Completed
2.3.12	Fire Fleet - Engine/Pumper	Completed
2.3.13	Fire Fleet - Ladder Truck	Completed
2.3.14	Public Works Fleet	Completed
2.3.15	Police Fleet	Completed

2.3.16	Warbler Woods Preservation	In Progress
2.3.17	15" Wastewater Gravity Main	Project Delayed
2.3.18	Fiber to City Facilities	In Progress

Under Initiative 2.3, 18 identified goals were in FY2024. Out of those 18 goals, 8 are considered ‘**Completed**,’ 7 are considered ‘**In Progress**’ with anticipated completion in FY2025 or future fiscal years, and 3 are considered ‘**Project Delayed**’.

**2.3.1**.....**In Progress**

This project was advertised for bids in August 2024.

**2.3.2**.....**In Progress**

The City Council approved a work order with ESP Associates on August 8th, 2024, to proceed with the design. It is expected to complete design in 2025 with construction to follow.

**2.3.3**.....**In Progress**

The City Council approved a work order with Colliers Engineering & Design on August 27th, 2024, to commence with the design. It is expected to complete design in 2025 with construction to follow.

**2.3.4**.....**In Progress**

The City Council approved a work order with ESP Associates on August 27th, 2024, to commence design of this 12" water main. It is expected to complete design in 2025 with construction to follow.

**2.3.5**.....**Completed**

This CIP project is completed. The City is monitoring the new rural road and will address any pavement issues during Fall 2025.

**2.3.6**.....**Completed**

This CIP project is completed. The City is monitoring the new rural road and will address any pavement issues during Fall 2025.

**2.3.7**.....**Completed**

This CIP project is completed. A Request for Bids (RFB) was approved in August.

**2.3.8**.....**Project Delayed**

Project is delayed until FY2025.

**2.3.9.....Project Delayed**

Project is delayed until FY2025.

**2.3.10.....In Progress**

This project is currently under construction. The road is being built in two phases. Phase I was completed in August 2023, Phase II began in August 2024, and is expected to finish in November 2024.

**2.3.11.....Completed**

This project is 100% Complete. The ladder truck was delivered in December 2023 and put into service in January 2024 with the equipment from this CIP Project.

**2.3.12.....Completed**

The Engine/Pumper Purchase order was issued on January 10, 2024. On Order, The current lead time for the pumper is 18-24 months for delivery

**2.3.13.....Completed**

The Ladder Purchase order was issued on January 10, 2024. On Order, The current lead time for the pumper is 24-30 months for delivery.

**2.3.14.....Completed**

FY2024 fleet has been delivered. Public Works has already started working on ordering FY2025 fleet.

**2.3.15.....Completed**

In FY24, 16 vehicles were ordered, and 14 of those vehicles were received. The police department received 12 Ford Interceptor units that were ordered and delivered to replace an aging police vehicle fleet. The police vehicles are awaiting technology assets to be installed, and vehicles will be placed in service. 2 unmarked vehicles have been received and are in service. 2 other vehicles are still on backorder. The police department will decommission 14 vehicles to be auctioned to offset the cost of the new vehicles.

**2.3.16.....In Progress**

The City continues to work with the Green Space Alliance on the acquisition of an easement to preserve the roughly 100 acres nature preserve. When GSA is ready to acquire the easement, the City is prepared to contribute toward this preservation of open space. Project is delayed until FY2025.

**2.3.17.....Project Delayed**

Project is delayed until FY2025.

**2.3.18.....In Progress**

At the time of writing, 95% of this project is completed. Final work will be done in FY2025.



# PARTNERSHIPS & RELATIONSHIPS

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

**Initiative 3.2** Lead efforts to advocate for legislations to promote Cibolo's interest

**Initiative 3.3** Be prepared to engage partner agencies when at the table

## Overview

# INITIATIVE 3.1

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

3.1.2	Create a communication standard for Council covering existing standards and how they can share that with developers	Completed
3.1.4	Create and maintain an annual meeting plan for Planning Staff to collaborate/share ideas with other Planning Departments in the area	Completed
3.1.7	Create and maintain an annual meeting plan for the Guadalupe County Mayors, Judge, and Commissioners (Pct. 3 & 4) meetings	Completed
3.1.9	Create and maintain an annual meeting plan to engage local non-profits and religious organizations to increase community participation	Completed
3.1.10	Create and maintain an annual regional calendar that is shared with Council that includes events in other cities nearby	Completed
3.1.11	Create and maintain an annual meeting plan with SCUCISD	Completed
3.1.12	Create and maintain an annual meeting plan for the City Manager to meet with other city managers in our area	Completed
3.1.13	Create and maintain an annual meeting plan for the City Manager to meet with our local Chambers of Commerce	Completed
3.1.14	Create and maintain an annual meeting plan for the City Manager and appropriate staff to meet with utility providers that service Cibolo	Completed
3.1.15	Create and maintain a current HOA contact list to host annual town halls with topics important to HOAs	Completed
3.1.16	Create and maintain an annual meeting plan with State Reps and other state-level organizations/groups	Completed

3.1.17	Implement a college-level internship program annually	Project Delayed
3.1.18	Host an annual Volunteer recognition event to celebrate our citizens that serve on a volunteer body	Completed
3.1.20	Create and maintain an annual Years of Service recognition program for employees	Completed
3.1.21	Host an annual recognition/appreciation event for all employees	Completed

Under Initiative 3.1, 15 identified goals were in FY2024. Out of those 15 goals, 14 are considered **‘Completed,’** and 1 is considered **‘Project Delayed’.**

**3.1.2.....Completed**  
 Commercial preferred standards guide have been completed and is shared with applicants in pre-development meeting notes. There is consideration for the creation of a residential guide as time and resources allow in FY2025. [How is this related to Council]

**3.1.4.....Completed**  
 Cibolo Planning staff members have reached out to Schertz and Seguin planning and development departments to meet. A meeting has already been held with the Schertz planning department, and a meeting is being coordinated with the Seguin planning department. This will continue as a normal business process in future years.

**3.1.7.....Completed**  
 This is an on-going process and will be repeated annually.

**3.1.9.....Completed**  
 This is an on-going process and will be repeated annually.

**3.1.10.....Completed**  
 A Regional Calendar will be up as a shared calendar for the Council by the fall.

**3.1.11.....Completed**  
 There are scheduled monthly meetings with SCUCISD that alternate between the City and their location.

- 3.1.12**.....**Completed**  
 There are scheduled monthly meetings with the surrounding cities that alternate between Cibolo and their locations.
- 3.1.13**.....**Completed**  
 There are quarterly meetings between the City Manager’s Office and The Schertz-Cibolo-Selma Chamber that include the City Managers from the other two cities.
- 3.1.14**.....**Completed**  
 There are quarterly meetings between the City Manager’s Office and the utility providers that serve our area.
- 3.1.15**.....**Completed**  
 The police department maintains an updated HOA contact list, which has been used to communicate with stakeholders about events like the HOA Knowledge Series.
- 3.1.16**.....**Completed**  
 This is an on-going process and will be repeated annually.
- 3.1.17**.....**Project Delayed**  
 Due to unforeseen budget constraints, this year’s internship program was cancelled. This will start again in FY2025.
- 3.1.18**.....**Completed**  
 The City Secretary’s Office held the second volunteer event in April. Staff will continue this event in FY2025.
- 3.1.20**.....**Completed**  
 20 employees have been recognized in FY2024 and have 3 more by the end of the fiscal year.
- 3.1.21**.....**Completed**  
 Staff hosted an Annual Awards event on December 7, 2023. and recognized 11 employees and 3 teams for a Team of the Year award. **Employees of the Year:** Nathan Rodriguez, Landon Johnston, Peter McDonald, Andrew Gonsolin, Brian Nipper, Steven Schauer, Austin (AJ) Zitkus, Maria (Lourdes) Torres, Valerie Chapman, Thomas Vanerhoof, and Leili Samuelson. **Teams of the Year:** Finance, Information Services, Police Lieutenants

## Overview

# INITIATIVE 3.2

**Initiative 3.2**      Lead efforts to advocate for legislation that promotes Cibolo’s interests

3.2.1	Create and maintain a list of staff members that can serve as support staff for Council; review annually	Completed
3.2.2	Create and maintain an annual action plan for TML items in the coming year to share with Council and staff	Completed
3.2.3	City Attorney is required to provide an annual update regarding new laws that impact municipal authority for development	Completed

Under Initiative 3.2, 3 identified goals were in FY2024. Out of those 3 goals, all 3 are considered ‘**Completed**’.

**3.2.1**.....**Completed**

This is an on-going process and will be repeated annually.

**3.2.2**.....**Completed**

This is an on-gonig process and will be repeated annually.

**3.2.3**.....**Completed**

This is an on-going process and will be repeated annually.

## Overview

# INITIATIVE 3.3

**Initiative 3.3** Be prepared to engage partner agencies when at the table

3.3.2	Apply for grants to seek funding for new public safety facilities and other city facilities	Completed
3.3.3	Explore/Develop an appropriate method of communication with developers building in non-annexed areas to encourage annexation annually	Completed
3.3.5	Engage the County on reallocating lateral-road tax revenue to consider road improvements within the City and the ETJ	Completed

Under Initiative 3.3, 3 identified goals were in FY2024. Out of those 3 goals, all 3 are considered 'Completed'.

### 3.3.2.....Completed

There were no grant opportunities for a Public Safety Facility in FY2024. In FY2023, the City attempted to partner with Guadalupe County to apply for a DHS Emergency Operations Center Grant through Congressman Cuellar's office to fund a joint EOC in Cibolo. After legal review, it was determined that the funding would be limited to a county-owned facility, and Cibolo would not be able to participate. The Police Department has been actively working with the City Grant Writer to search for applicable grants. No qualifying grants were released to fund emergency operations facilities in FY2024. The Police Department discussed the interest with the county in partnering to build a Public Safety facility on I-10 that will support police, fire, and EMS services; however, the county was not interested in the proposal. The City Council recently approved calling for a special election in November 2024 to ask voters to support a new Public Safety Facility and Animal Services Facility. This may require a tax rate increase if these bond initiatives are approved.

### 3.3.3.....Completed

This is now considered a way of doing business and will continue for future years.

### 3.3.5.....Completed

Refer to goal 2.1.7 under Initiative 2.1.

# QUALITY OF LIFE

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

**Initiative 4.2** Create and sustain safe and well-kept neighborhoods that residents love to call home

**Initiative 4.3** Support youth activities

**Initiative 4.4** Provide unique outdoor experiences “Memorable experiences”

**Initiative 4.5** Update the Parks & Recreation Master Plan

## Overview

# INITIATIVE 4.1

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

4.1.1	Explore development of new sports fields for events by conducting a feasibility study to identify resources and impact for the City	Project Delayed
4.1.2	Develop a trail system that connects neighborhoods and commercial areas	Project Delayed
4.1.3	Explore the possibility of utility easements for hike and bike trail connectivity throughout the City	Project Delayed
4.1.6	Explore incorporating designs and costs for on-street shared use paths to be considered in future Thoroughfare Master Plan updates	Project Delayed
4.1.8	Develop marketing initiatives that strengthen the image of Cibolo being a "City of Choice" in relation to recreation opportunities	Completed
4.1.10	Monitor the utilization of the existing Senior Program and provide annual updates to Council with a presentation	In Progress
4.1.11	Explore opportunities to provide a larger facility	In Progress
4.1.12	Adopt/Update City standards for public park improvements and minimum amenities	Project Delayed

Under Initiative 4.1, 8 identified goals were in FY2024. Out of those 8 goals, 1 is considered 'Completed', 2 are considered 'In Progress' with anticipated completion in FY2025 or future fiscal years, and 5 are considered 'Project Delayed'.

**4.1.1**.....Project Delayed

Project is delayed until FY2025.

**4.1.2**.....Project Delayed

Project is delayed until FY2025.



**4.1.3**.....**Project Delayed**

Project is delayed until FY2025.

**4.1.6**.....**Project Delayed**

Project is delayed until FY2025.

**4.1.8**.....**Completed**

This is now considered a way of doing business and will continue for future years.

**4.1.10**.....**In Progress**

This is an on-going process.

**4.1.11**.....**In Progress**

This is an on-going process.

**4.1.12**.....**Project Delayed**

Project is delayed until FY2025.



## Overview

# INITIATIVE 4.2

**Initiative 4.2** Create and sustain safe and well-kept neighborhoods that residents love to call home

4.2.1	Create a 'Quality Development Standards' document that can be shared with all developers to help communicate the City's vision	Completed
4.2.2	Increase shifts from four (4) patrol offices plus sergeant to (5) patrols officers plus sergeant to provide extra coverage for neighborhoods	Completed
4.2.3	Promote/Encourage the creation of Neighborhood Watch Programs through educational presentations	Completed
4.2.4	Evaluate park impact fees for park dedication fee changed to developer in lieu of land dedication	Project Delayed
4.2.5	Create a schedule to update, maintain and enhance GIS products posted on City website (such as the Current Developments Map)	Completed
4.2.6	Conduct annual sidewalk inventory and create a funding plan that prioritizes repairs and filling gaps	In Progress
4.2.7	Increase promotion of SeeClickFix for citizens to help build better relationships with quality City-to-citizen service delivery times	Completed
4.2.8	Develop a neighborhood parks range of features so that as local parks develop, the features complement, rather than duplicate one another	Project Delayed
4.2.9	Conduct a study on City's Fire ISO and identify recommendations on how to improve Fire ISO	In Progress

Under Initiative 4.2, 9 identified goals were worked on in some capacity in FY2024. Out of those 9 goals, 5 are considered '**Completed**', 2 are considered '**In-Progress**' with anticipated completion in FY2025 or future fiscal years, and 2 are considered as '**Project Delayed**'.

**4.2.1**.....**Completed**

Refer to goal 3.1.2 under Initiative 3.1

**4.2.2**.....**Completed**

The Police Department requested 5 full-time positions in the Patrol Division for FY2025 to implement a geographic policing model in the city.

**4.2.3**.....**Completed**

Staff has hosted/attended 12 HOA meetings since June 2023. Staff continues to work on a process with the HOA boards to share when the meetings are happening. In addition to the HOA meetings, the City has hosted 41 community events since June 2023, where Staff has disseminated different types of safety information regarding HOAs/Neighborhood Watch, 9 PM routine, etc.). The Crime Prevention Team has been proactively going out to neighborhoods to educate the community about securing their property when a crime occurs in the city.

**4.2.4**.....**Project Delayed**

Project is delayed until FY2025.

**4.2.5**.....**Completed**

This is now considered a way of doing business and will continue for future years.

**4.2.6**.....**In Progress**

This is an on-going process.

**4.2.7**.....**Completed**

Through the use of social media and printed newsletters, Staff have continued to promote SeeClickFix and the benefits of the community utilizing this tool.

**4.2.8**.....**Project Delayed**

Project is delayed until FY2025.

**4.2.9**.....**In Progress**

The Fire Department secured Mike Pietsch, P.E. Consulting Services, Inc., in December 2023 and has evaluated key components related to ISO ratings, including **1)** Fire Department; Staffing and Equipment **2)** Water Supply; Hydrant type and location with needed fire flow **3)** Emergency Communications System; Adequate CAD system, Facilities for dispatching fire companies/engines and **4)** Community Risk Reduction; Community outreach programs, Fire prevention enforcement. The initial phase was completed on February 2, 2024. A presentation was given to the City Council at the April 23rd Council meeting where the report revealed that the community had made improvements within the City to raise the ISO rating from the last evaluation on May 31, 2016, which went into effect on February 2, 2017, with an ISO Rating of 03/3X. The consultant found that the City of Cibolo's total earned credits would move to an ISO Class 2/2X. The next phase will start late August. This phase will be with the Texas Department of Insurance ISO representative, who will review all the documents associated with the evaluation.

## Overview

# INITIATIVE 4.3

### Initiative 4.3 Support youth activities

4.3.1	Promote a youth sports association by engaging local groups to evaluate interest and incorporate findings into the P&R Master Plan	Project Delayed
4.3.2	Exploring funding for Phase II of the Youth Sports Complex	Project Delayed
4.3.3	Provide Council with a semi-annual report on field usage by YMCA	Completed
4.3.4	Schedule an annual presentation from the YMCA to Council	Completed
4.3.5	Track usage of playing fields in City Parks and MEC and report on an annual basis and identify best practices that are supporting the aim to maximize use of city parks	Project Delayed
4.3.7	Execute agreement with Relentless Sports for multi-year arrangement for the use of the Multi-Event Center	Project Delayed

Under Initiative 4.3, 6 identified goals were worked on in some capacity in FY2024. Out of those 6 goals, 2 are considered 'Completed', and 4 are considered as 'Project Delayed'.

**4.3.1**.....Project Delayed

Project is delayed until FY2025.

**4.3.2**.....Project Delayed

Project is delayed until FY2025.

**4.3.3**.....Completed

This item is completed.

**4.3.4**.....Completed

This item is completed.

**4.3.5**.....**Project Delayed**

Project is delayed until FY2025.

**4.3.7**.....**Project Delayed**

Project is delayed until FY2025.



## Overview

# INITIATIVE 4.4

**Initiative 4.4** Provide unique outdoor experiences - “Memorable Experiences”

4.4.1	Update Downtown Master Plan to create clear vision for the heart and soul of our community	In Progress
4.4.2	Continue Cibolo Summer Nights, Market Days, Holiday Parade, Cibolofest and other complementary special events on an annual basis	Completed
4.4.3	Explore acquisition of Warbler Woods property for park land and preservation of the nature preserve in partnership with Green Space Alliance and the property owner	Completed
4.4.4	Design and construct Council identified improvements in existing city parks per 5-year CIP	Project Delayed
4.4.5	Complete design and initiate construction of the Town Creek Trail from FM 1103 to the Community Center	In Progress

Under Initiative 4.4, 5 identified goals were worked on in some capacity in FY2024. Out of those 5 goals, 2 are considered ‘**Completed**’, 2 are considered ‘**In-Progress**’ with anticipated completion in FY2025 or future fiscal years, and 1 is considered as ‘**Project Delayed**’.

**4.4.1**.....**In Progress**

Refer to goal 1.4.6 under Initiative 1.4.

**4.4.2**.....**Completed**

This is now considered a way of doing business and will continue for future years.

**4.4.3**.....**Completed**

This item is completed as the City acquired the Warbler Woods property.

**4.4.4**.....**Project Delayed**

Project is delayed until FY2025.

**4.4.5**.....**In Progress**

This is an on-going process.

## Overview

# INITIATIVE 4.5

### Initiative 4.5 Update the Parks & Recreation Master Plan

4.5.1	Update the Parks & Recreation (P&R) Master Plan to include the linear park/trail system	Project Delayed
4.5.2	Identify and explore current/new recreation trends and consider updating the P&R Master Plan to include findings	Project Delayed
4.5.3	Update the Thoroughfare Master Plan for on-street bike lanes while coordinating with the P&R Master Plan when funding is available	Project Delayed

Under Initiative 4.5, 3 identified goals were worked on in some capacity in FY2024. Out of those 3 goals, all 3 are considered as **Project Delayed**.

**4.5.1**.....**Project Delayed**  
Project is delayed until FY2025.

**4.5.2**.....**Project Delayed**  
Project is delayed until FY2025.

**4.5.3**.....**Project Delayed**  
Project is delayed until FY2025.

# FINANCIAL INTEGRITY

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**Initiative 5.1** Foster fiscal health through disciplined long-term planning, cost control, efficiency, increased revenue, & innovative funding solutions

**Initiative 5.2** Develop 5-Year Forecasts and maintain CIP funding sources

**Initiative 5.3** Develop Financing strategies aligned with customer service delivery expectations

**Initiative 5.4** Implement Procurement Functions



## Overview

# INITIATIVE 5.1

**Initiative 5.1** Foster fiscal health through disciplined long-term planning, cost control, efficiency, transparency, increased revenue, & innovative funding solutions

5.1.1	Ensure a balanced budget is achieved through the annual budget process by managing expenses within revenues	Completed
5.1.2	Create city facility master plan to provide long term facility needs as City grows and maintain annually	In Progress
5.1.5	Achieve TX state comptroller awards for transparency annually	Completed
5.1.7	Maintain market pay to be competitive in workforce to attract and retain top talent	In Progress
5.1.8	Annually review official City financial policies	Completed
5.1.9	Provide total rewards statement to every employee on annual basis	Project Delayed

Under Initiative 5.1, 6 identified goals were worked on in some capacity in FY2024. Out of those 6 goals, 3 are considered 'Completed', 2 are considered 'In-Progress' with anticipated completion in FY2025 or future fiscal years, and 1 is considered as 'Project Delayed'.

**5.1.1.....Completed**

The City managed to maintain 28% fund balance in a downturn economy. Staff have brought revenue budget concerns to the City Manager's Office immediately.

**5.1.2.....In Progress**

A presentation was provided to Council in March on the Facility Master Plan program. The City is in the process of procuring the Noble event center to expand available office space for city employees. Staff will continue looking at the potential for funding a facility master plan in the next couple of budget cycles.

**5.1.5.....Completed**

Staff continued to maintain Comptroller recognition for Traditional Finances for FY2024.

**5.1.7**.....**In Progress**

Market study has been completed for Public Safety personnel. Proposed market adjustments were presented to council during the FY2025 budget workshops. Council direction is currently pending.

**5.1.8**.....**Completed**

This is a recurring item; approved purchasing policy in January. Staff will bring investment policy for review in the fall.

**5.1.9**.....**Project Delayed**

Staff was not able to do this due to switching to a new system. There are still tweaks that will need to be done to be able to pull accurate reports for total rewards. Staff hopes to complete this initiative during FY2025.



## Overview

# INITIATIVE 5.2

**Initiative 5.2**      Develop 5-Year Forecasts and maintain CIP funding sources

5.2.1	Develop a 5-year financial plan and update annually during the budget process	<b>Project Delayed</b>
5.2.2	Develop 5-year CIP projections and update annually during the budget process	<b>Completed</b>
5.2.3	Provide a CIP scope of work, timeline, and outcomes to Council Sub-committee as required	<b>Completed</b>
5.2.4	Strengthen CIP by creating procurement templates, dashboard, master schedule, and communication of future projects forms and contracts, and ensure timely execution from time of funding and update annually as needed	<b>Completed</b>
5.2.5	Complete project development, including costs, before bonds are issued	<b>Completed</b>
5.2.6	Initiate Capital Improvement Projects within 12 months of debt issuance	<b>Completed</b>

Under Initiative 5.2, 6 identified goals were worked on in some capacity in FY2024. Out of those 6 goals, 5 are considered '**Completed**', and 1 is considered as '**Project Delayed**'.

**5.2.1**.....**Project Delayed**

At this time, the financial plan has not been updated.

**5.2.2**.....**Completed**

A 5-Year CIP projection has been developed and will be updated with each annual budget process.

**5.2.3**.....**Completed**

This is now considered a way of doing business and will continue for future years.

**5.2.4**.....**Completed**

This is now considered a way of doing business and will continue for future years.

**5.2.5**.....**Completed**

The CIP manager has improved cost calculations going into FY2025 bond issuance.

**5.2.6**.....**Completed**

All new projects are starting within the 12-month time period.



## Overview

# INITIATIVE 5.3

**Initiative 5.3**      Develop Financing strategies aligned with customer service delivery expectations

5.3.1	Update All Impact Fee Studies	Project Delayed
5.3.2	Address sales tax base - sales tax audit	Project Delayed
5.3.3	Develop a sustainable and equitable Water Rate	Completed
5.3.4	Develop a sustainable and equitable Wastewater Rate	Completed
5.3.5	Evaluate and Develop Capital Replacement Funding (Vehicles/Equipment, Facilities, Infrastructure)	Completed

Under Initiative 5.3, 5 identified goals were worked on in some capacity in FY2024. Out of those 5 goals, 3 are considered '**Completed**', and 2 are considered as '**Project Delayed**'.

**5.3.1**.....**Project Delayed**

Project is delayed until FY2025.

**5.3.2**.....**Project Delayed**

Project is delayed until FY2025.

**5.3.3**.....**Completed**

Proposed rate increases and adjustments have been presented to Council for FY2025.

**5.3.4**.....**Completed**

Proposed rate increases and adjustments have been presented to Council for FY2025.

**5.3.5**.....**Completed**

Fleet replacements were presented to Council for FY2025.

## Overview

# INITIATIVE 5.4

**Initiative 5.4**      Develop and implement improved internal policies and procedures

5.4.2	Establish Procurement Policy to include purchases, credit card purchases, employee reimbursables, etc.	Completed
5.4.3	Implement Purchase Order Process in OpenGov and create Citywide SOP	In Progress
5.4.4	Formalize process for contracts execution and compliance	Completed

Under Initiative 5.4, 3 identified goals were worked on in some capacity in FY2024. Out of those 3 goals, 2 are considered '**Completed**' and 1 is considered '**In-Progress**' with anticipated completion in FY2025 or future fiscal years.

**5.4.2**.....**Completed**

City-wide training completed on new policy in March. Established using Bonfire for an electronic bidding/proposal process in the last year.

**5.4.3**.....**In Progress**

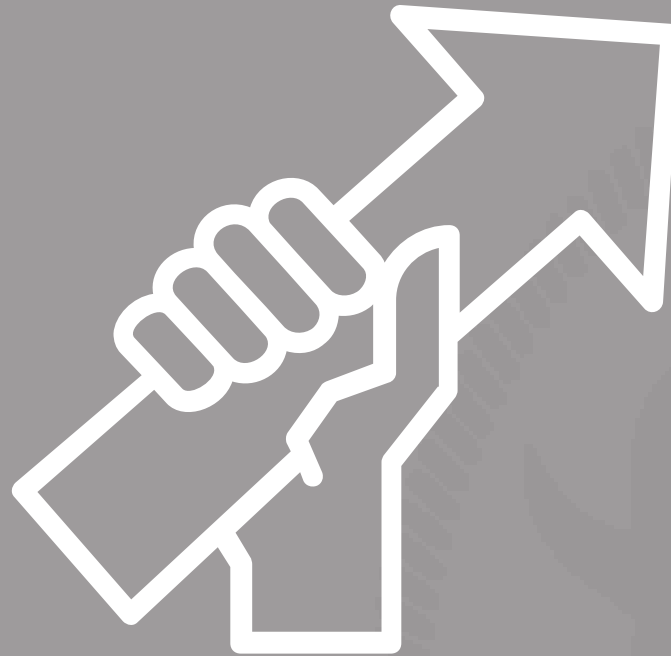
Currently in implementation with OpenGov on new electronic process.

**5.4.4**.....**Completed**

The City's Procurement Manager is now using docuSign, obtaining electronic signatures and maintaining a database of contract terms.

# OPERATIONAL EXCELLENCE

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- Initiative 6.1** Govern openly to build and sustain trust through citizen inclusion and involvement
- Initiative 6.2** Cibolo communicates its goals, successes, and challenges to the community and serves as a leader and champion for the community
- Initiative 6.3** High quality services are responsive to citizens' needs, readily accessible, courteously delivered, and professionally managed
- Initiative 6.4** Commitment to the pursuit of continuous improvement for the benefit of the organization and the community we serve

## Overview

# INITIATIVE 6.1

**Initiative 6.1** Govern openly to build and sustain trust through citizen inclusion and involvement

6.1.1	Create an annual UDC work program using UDC Advisory, P&Z, and Council direction on Committee	In Progress
6.1.2	Update Comprehensive Plan	Completed
6.1.3	Update Parks and Recreation Master Plan after Comprehensive Plan	Project Delayed
6.1.4	Update UDC after Comprehensive Plan	In Progress
6.1.5	Update the DCM	In Progress
6.1.6	Fund Update Water/Wastewater Master Plan after City resolves litigation with GVSUD	In Progress
6.1.7	Update the Pavement Management Plan Report from June 2019	In Progress
6.1.8	Continue CIP Staff Committee to coordinate on project development and management	Completed
6.1.9	Provide calendar of community engagement opportunities on City Website	Completed
6.1.10	Implement a Public Input survey for citizen engagement	Completed
6.1.12	Have developers Complete and builders provide renderings for development projects	Completed
6.1.15	Conduct in-person Town Hall meetings twice annually and test virtual town halls	Completed
6.1.16	Annually review official City personnel policies	Project Delayed



Under Initiative 6.1, 13 identified goals were worked on in some capacity in FY2024. Out of those 13 goals, 6 are considered 'Completed', 5 are considered 'In Progress' with anticipated completion in FY2025 or future fiscal years, and 2 are considered as 'Project Delayed' for FY2026.

**6.1.1.....In Progress**

This is an on-going process.

**6.1.2.....Completed**

Council was presented with the updated Comprehensive Plan as part of their September 10th, 2024 City Council Meeting. The plan was approved and adopted to be tracked for progress starting in FY2025.

**6.1.3.....Project Delayed**

Project is delayed until FY2025.

**6.1.4.....In Progress**

Internal staff meetings have been conducted to identify inefficiencies in the current UDC. Rewrite objectives drafted for FY2025. In the next fiscal year, Staff will work with the City Attorney's Office and Council on further refining objectives, establishing the UDC committee, and working through any proposed updates.

**6.1.5.....In Progress**

This is an on-going process.

**6.1.6.....In Progress**

This is an on-going process.

**6.1.7.....In Progress**

This is an on-going process.

**6.1.8.....Completed**

This item is completed.

**6.1.9.....Completed**

Completed. This will be maintained annually.

**6.1.10.....Completed**

Completed and has been used for a few community surveys. Will continue to leverage this tool for future fiscal years.

**6.1.12**.....**Completed**  
Conceptual renderings are requested before CUPs or variances are taken to the City Council for consideration.

**6.1.15**.....**Completed**  
Completed. This will be maintained annually.

**6.1.16**.....**Project Delayed**  
A review of the personnel policies is planned to occur during FY2025 under the new People & Performance (PPD) Director.



## Overview

# INITIATIVE 6.2

**Initiative 6.2** Cibolo communicates its goals, successes, and challenges to the community and serves as a leader and champion for the community

6.2.1	Create digital newsletter content calendar	Completed
6.2.2	Create annual EDC report	Completed
6.2.3	Conduct townhall meetings with opportunities for Utilize Public Input tool through digital options (such as the City's website)	Completed
6.2.4	Utilize Everbridge option for Town Hall notice to Citizens	In Progress
6.2.5	Hold Town Hall meetings with elected officials	In Progress
6.2.7	Continue posting after Council presentations, proclamations, service awards, etc...	Completed
6.2.8	Develop videos of Public Works staff completing projects	Completed

Under Initiative 6.2, 7 identified goals were worked on in some capacity in FY2024. Out of those 7 goals, 5 are considered 'Completed', 2 are considered 'In-Progress' with anticipated completion in FY2025 or future fiscal years.

**6.2.1**.....Completed

Completed. This will be maintained annually.

**6.2.2**.....Completed

Completed. This will be maintained annually. You can view the current EDC report by [clicking here](#).

**6.2.3**.....Completed

Completed. This will be maintained annually.

**6.2.4**.....In Progress

Will be completed with the first Town Hall of FY2025.

**6.2.5**.....**In Progress**

This is an on-going process.

**6.2.7**.....**Completed**

Completed. This will be maintained annually.

**6.2.8**.....**Completed**

Completed. This will be maintained annually.



## Overview

# INITIATIVE 6.3

**Initiative 6.3** High quality services are responsive to citizens’ needs, readily accessible, courteously delivered, and professionally managed

6.3.1	Provide Bond and CIP updates to the public with a dedicated webpage, social media blasts and newsletter articles	Completed
6.3.2	Re-establish Council Orientations and ensure there is representation from all departments	Completed
6.3.3	Create and maintain all committee orientations	Completed
6.3.4	Maintain existing GIS Development map and website, add CIP tracker	Completed
6.3.6	Increase video presence on new website and social media accounts	Completed
6.3.7	Continue to execute Organizational Excellence through Vision Inspired, Mission Focused, Values Driven, and Performance Based strategy Hire, retain, and develop top talent and hold employees accountable to the Departmental Business Plans	Completed
6.3.10	Conduct staffing analysis to determine LOS to meet Council and community expectations	Project Delayed
6.3.13	Collect data regularly over the telework policy and make routine presentations to Council	Completed

Under Initiative 6.3, 8 identified goals were worked on in some capacity in FY2024. Out of those 8 goals, 7 are considered ‘**Completed**’, and 1 is considered as ‘**Project Delayed**’.

**6.3.1**.....**Completed**  
Completed. This will be maintained annually.

**6.3.2**.....**Completed**  
Completed. This will be maintained annually.

**6.3.3**.....**Completed**

Completed. This will be maintained annually.

**6.3.4**.....**Completed**

Completed. This will be maintained annually.

**6.3.6**.....**Completed**

Completed. This will be maintained annually.

**6.3.7**.....**Completed**

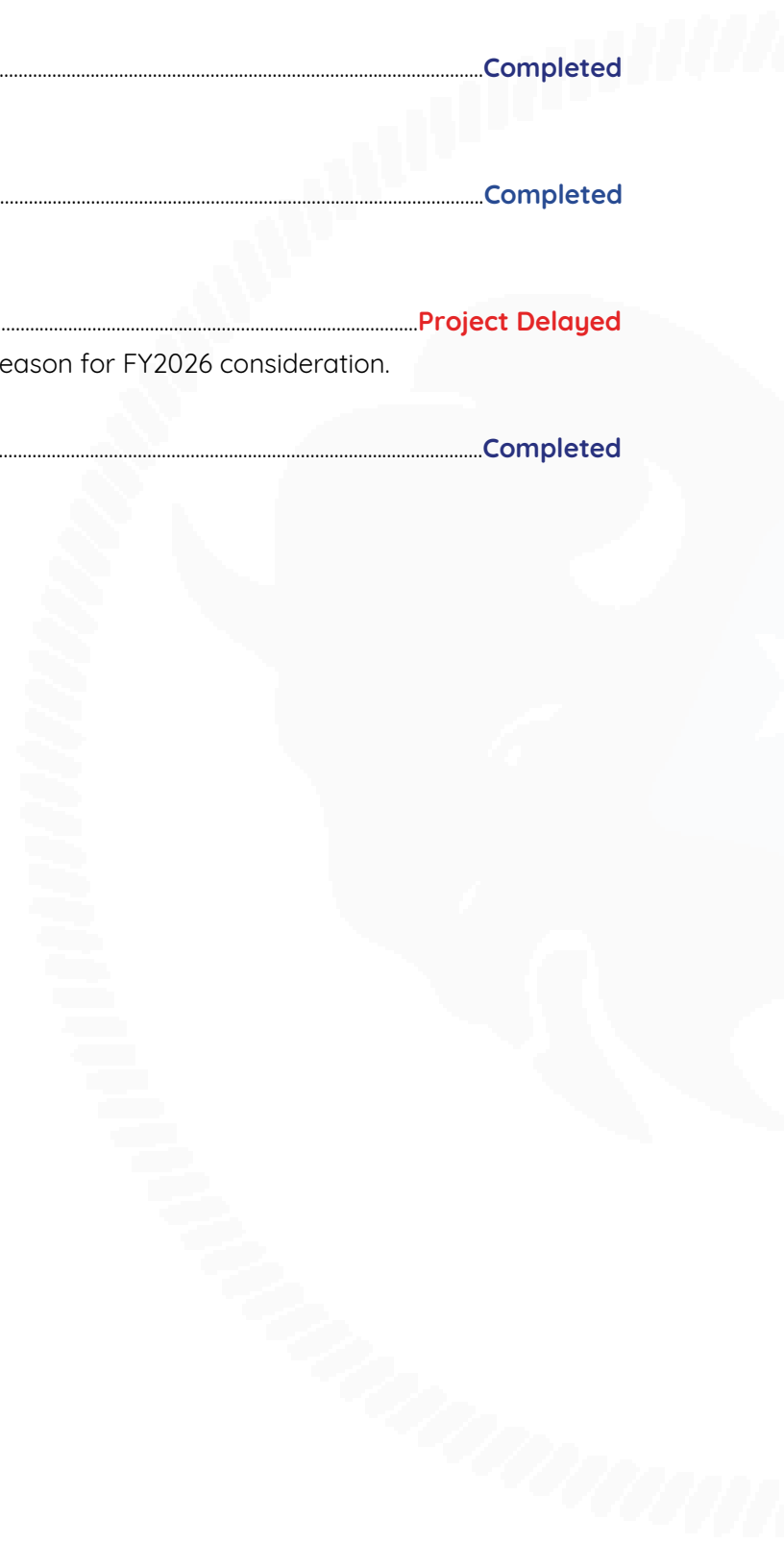
Completed. This will be maintained annually.

**6.3.10**.....**Project Delayed**

This goal has been delayed till the FY2025 budget season for FY2026 consideration.

**6.3.13**.....**Completed**

Completed. This will be maintained annually.



## Overview

# INITIATIVE 6.4

**Initiative 6.4** Commitment to the pursuit of continuous improvement for the benefit of the organization and the community we serve

6.4.1	(Building Inspections) Develop and implement the 'Codes and Coffee' program to foster communication and collaboration between contractors, developers, and Building Department staff to address process questions, permit software issues, and code-related queries	Completed
6.4.2	(City Manager's Office) Implement a development and policy review committee (DPRC) to provide a forum for technical staff to meet with executive leadership early in the process of developing policies, processes, initiatives, and development to enhance communication, improve execution, better coordination, and ensure alignment with the Council Strategic Plan	Completed
6.4.3	(City Secretary's Office) Develop and implement a shared digital calendar for the Multi Event Center that communicates upcoming reservations with the appropriate members of staff, while also communicating up-to-date availability to potential interested parties of the public	Completed
6.4.4	(Economic Development) Develop and implement a digital application process for the Economic Development Corporation's Business Improvement Grant	Completed
6.4.5	(Finance) Develop and implement a digital workflow through OpenGov to improve the approval process of Accounts Payable items and contracts resulting in a reduced processing time	In Progress
6.4.6	(Fire) Work towards reducing response times to emergency calls to improve the chances of saving lives and property of our community and the surrounding areas	Completed
6.4.7	(Information Services) Lower the average wait time of IT service request tickets to improve customer service delivery by researching new external programs and what options are available with the current software	In Progress

6.4.8	(Communications) Enhance stakeholder engagement and brand reputation through integrated multichannel communication and increased public transparency on social media	Completed
6.4.9	(People & Performance) Using ADP's talent acquisition software, develop and implement a recruitment workflow to hire top candidates seamlessly, while maximizing recruiting efficiency and decreasing time-to-hire waiting periods.	Completed
6.4.10	(Performance Management Program) Through the use of Lean Process Improvement training opportunities and workshops, work with at least six (6) service areas to improve one (1) of their processes and document the results	In Progress
6.4.11	(Planning) Develop and implement a redesigned pre-development process to improve on customer service delivery	Completed
6.4.12	(Police) Enhance the reporting on police activity in the community and officer performance within the organization by researching record management software that will reduce customer waiting times, optimize staff time, and provide more transparency to the public	In Progress
6.4.13	(Public Works) Develop and implement a new digital workflow for SeeClickFix to better address citizen concerns in a more timely and consistent manner	In Progress

Under Initiative 6.4, 13 identified goals were worked on in some capacity in FY2024. Out of those 13 goals, 8 are considered 'Completed' and 5 are considered 'In-Progress' with anticipated completion in FY2025 or future fiscal years.

**6.4.1.....Completed**

In FY 24, B & B Inspections will complete their first full year using the new permitting software, which has enabled us to effectively track performance and all contractual metrics. Building Services has not only met but exceeded building review and inspection turnaround times, along with their self-imposed permit technician KPIs. So far this year, reviewers, inspectors, and permit technicians have achieved a success rate of over 99% across all metrics. Beginning in FY 25, Building Services is privileged to serve Cibolo additionally by assuming all aspects of City health inspections. This consolidation of responsibilities and systems provides the opportunity to simplify and streamline processes, making them more efficient than ever before.

**6.4.2.....Completed**

The DPRC was created in June 2024 with monthly meetings scheduled to build a robust forum for continuous improvement of city development.



**6.4.3.....Completed**

Staff created a Multi-Event Calendar, and it is shared to the Parks Department; the YMCA is also given a calendar.

**6.4.4.....Completed**

Staff worked with Information Services (IS) to transfer all components of the Business Improvement Grant (BIG) application to an online form for ease of filing out by applicants, received first digital submissions through new platform.

**6.4.5.....In Progress**

Staff is currently implementing a process with OpenGov to streamline the requisition/purchase order process with a digital workflow and audit trail. Will work on Accounts Payable as well for this.

**6.4.6.....Completed**

The City and its response times are within the National Fire Protection Association Standards. The increased traffic and travel distance to the south of the city has been challenging. The average response time for each station for the last quarter is as follows. Fire Station 1 - 6.3 Minutes, Fire Station 2 - 5.9 Minutes, Fire Station 3 - 6.1 Minutes (**Last Year was Fire Station 1 - 6.8 Minutes, Fire Station 2 - 5.8 Minutes, Fire Station 3- 6.5 Minutes**)

**6.4.7.....In Progress**

Currently in progress with a live date of August 6th.

**6.4.8.....Completed**

Completed. This will be maintained annually.

**6.4.9.....Completed**

Staff have posted a total of 48 requisitions in FY2024 thus far: 41 have closed, 7 are active. We have had a total of 46 employees depart (to date - to include David Canales) since 10/1/2023. Positions were posted for a total of 2459/49 = 50.18 average from the day the position is posted and someone comes in on their first day.

**6.4.10.....In Progress**

The Senior Performance Analyst became Black Belt certified in Lean Process Improvement from the Denver Peak Academy. Training/certifications will begin in FY2025.

**6.4.11.....Completed**

Implemented a complete online submission process, created Technical Review Committees so that projects are reviewed prior to the pre-development meeting, consistent notes templates, and more timely meeting minutes sent out.

**6.4.12**.....**In Progress**

The Police Department (PD) needs a modern law enforcement records management system to improve operational effectiveness. To address this need, the PD met with the vendors from 365 Labs on November 8, 2023, received a demonstration of the functions of their Records Management System, and estimated the cost of bringing this technology to Cibola. Chief Andres provided a presentation to the City Council on the State of the Department and the need to purchase a new records management system. After getting direction to acquire additional quotes, the PD met with the vendors from Tyler Technologies on January 17, 2024, received a demonstration of the functions of their Records Management System, and estimated the cost of bringing this technology to Cibola. The City Council recently approved the City Manager to enter an Interlocal Purchase Agreement with the City of Schertz to piggyback off their recent purchase of a law enforcement records management system. The PD is working with the City Attorney’s Office to review a contract with Tyler Technologies to potentially purchase a law enforcement records management system.

**6.4.13**.....**In Progress**

This is an on-going effort with estimated completion in FY2025.



# FY25-27 STRATEGIC PLAN




## The Cibolo City Council's Vision is...

*"A community that is proud of our historic roots, responsive to residents, and innovating for our future."*

### CONNECT WITH US

 [www.cibolotx.gov](http://www.cibolotx.gov)

 (210) 658-9900

 200 S Main St, Cibolo, TX 78108

### ABOUT THIS PLAN

Strategic Plan Originally Approved by City Council on September 13, 2022

Council revised the Number of Core Strategies from 5 to 6 on May 23, 2023

FY25-27 Strategic Plan published on \_\_\_\_\_

*Vision Inspired, Mission Focused, Values Driven, and Performance Based*

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# HISTORY & COUNCIL

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The City of Cibolo’s City Council developed its second ever Strategic Plan in 2023, beginning at its strategic planning workshop on March 17, 2023, and over the course of the next seven months. Wayne Reed, ICMA-CM, City Manager, facilitated the strategic planning workshop and subsequent updates and feedback sessions to compile this plan. City Council adopted its FY2024 – FY2027 Strategic Plan on October 10, 2023. Council revised the Number of Core Strategies from 5 to 6 on May 23, 2023



**Mark Allen**  
Mayor



**T.G. Benson**  
District 1



**Randy Roberts**  
District 2



**Robert Mahoney**  
District 3



**Katie Cunningham**  
District 4



**Norma Sanchez-Stephens**  
District 5



**Dick Hetzel**  
District 6



**Joel Hicks**  
District 7

# EXECUTIVE TEAM

---



**Wayne Reed**  
City Manager



**Peggy Cimics**  
City Secretary



**Thedrick Andres**  
Police Chief



**Mario Troncoso**  
Fire Chief



**Bryan Huggins**  
Safety & Infrastructure



**Kelsee Jordan Lee**  
Planning & Economic  
Development



**Anna Miranda**  
Finance



**Tracy Beekman**  
Information Services



**Veronica Sanchez**  
People & Performance



**Timothy Fousse**  
Public Works & Capital  
Improvement Projects



**Matt Hanson**  
Chief Building Official



**Nicole Perez**  
Executive Assistant,  
City Manager

# PREFACE

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by Wayne Reed, City Manager, ICMA-CM

### **Creating an Organization of Excellence:**

It has been a privilege to work with Mayor Allen and the City Council members in 2023 to develop the City of Cibolo's second City Council Strategic Plan. This is a critical resource for Cibolo to become an organization of excellence that delivers world class services to its residents and businesses. This Strategic Plan will serve as a guide for Fiscal Years 2024 - 2027. It will be updated annually by the City Council with a rolling three-year horizon; an Action Plan is located at the end for tracking progress. Based upon reports from the executive staff in January and February, each annual update will include an identification of work performed and accomplishments regarding Goals and Actions.

To achieve the Council's Vision for the community, Cibolo as an organization must transition from a reactive governance approach to an intentional, strategic model of governance, if it is to maximize the opportunities and mitigate the threats to its quality of life and the public's health and safety. Our mantra is to be **Vision Inspired, Mission Focused, Values Driven, and Performance Based**. The Council's Strategic Plan is a critical step on this journey.

### **Pivotal Moment:**

Cibolo is at a pivotal point in its history. At the beginning of this century, there were 3,035 people in 1,092 households residing in the City of Cibolo. A short twenty (20) years later, the U.S. Census found the community had grown by more than nine-fold to 32,276 residents and 9,106 households. Economic forecasts project our community and region will continue to experience strong growth over the next two decades and beyond. Cibolo is posed to grow with available land area for residential and nonresidential development along with its continued investment in infrastructure and resources needed to create high quality neighborhoods, commercial centers, parks and recreational amenities, and primary employment businesses. The organization must approach the future with a different approach if it wants to improve the outcomes and shed some of its past practices that led to less-than-optimal results.

### **Strategic Thinking:**

The Strategic Plan can be a very effective "tool in the toolbox" for the City Council. It illustrates Council's desire to use strategic thinking to view and make sense of the environment (both internally and externally) that influences and surrounds the community. City Council's intention to use this plan to guide its decision-making reaffirms its commitment to develop a new approach to governance as our community leaders' approach the future with confidence so that its decisions and actions today will produce the best possible results over the next three years and beyond. The City Council understands

the environments at the local, state, and national levels are ever changing and will require the organization to be flexible in its execution and to constantly survey the environment to make sure their strategies, initiatives, and goals maintain their long-term Vision.

### **Team Cibolo:**

The success of the City Council's Strategic Plan will be measured by the ownership from Team Cibolo. Achieving the Council's aspirations will be a day-to-day process involving a lot of hard work. Successfully using the plan will require establishing clear roles and expectations, making strategic planning a way of doing business, tracking performance, communicating progress, revisiting the plan annually, and holding one another accountable. I am confident this Strategic Plan will provide you with the insight into the City Council's Vision, Strategies, and Goals. I am looking forward to seeing the team overcome obstacles that hinder our progress and celebrating the successes we will achieve together.

### **Introduction:**

This plan is intended to communicate the long-term vision of the Cibolo City Council and how it plans to allocate the organization's limited resources in a realistic and practical manner to proactively improve the community and better serve its residents, businesses, and various stakeholders, while it goes about fulfilling its everyday business. The journey to organizational and operational excellence requires everyone to be rowing in the same direction, willing to make incremental improvements, and committed to being accountable to Team Cibolo.

This document includes a comprehensive overview of the steps taken to build the strategic plan. It walks through the process in detail and shows how each session was built on the last and through every step consensus was reached. A summary of the Cibolo City Council strategic plan and the process to achieve these goals follows.

This plan is to be used in numerous ways to help the City Council and City staff be proactive and intention in their governance. It is a communication, budgetary, and an accountability tool.

The development of this strategic plan evolved over seven months and required multiple work sessions at different Council meetings as explained in the following sections. In addition to the work by Mayor Allen and the Council members to develop the Vision, Strategies and Goals, the Cibolo executive staff played an important role by asking clarifying questions about goals and adding Actions to execute on Council's work. This plan includes an execution ("action") plan.

### **Strategic Plan Framework:**

This strategic plan is inspired by the Council Vision Statement and is organized by **6 Core Strategies**. Each Strategy has multiple **Strategic Initiatives** with **Goals** and supporting **Actions** under each Goal, all promoting the Vision statement. Here is an explanation of the levels:



**STRATEGY:** A plan of action or an approach designed to use resources in most effective and efficient way to achieve the City Council’s Vision.

**Strategy (an Initiative)** is about making choices; it’s about deliberately setting a course for the future of the organization. It recognizes that investing resources in other initiatives should be tempered or run the risk of overreaching, exhausting the capacity of the organization to be effective at execution.

**Strategy (an Initiative)** is about moving an organization from where it is today to where it wants to be in the future.

**GOAL:** A desired result that an organization plans and commits to achieve a Strategy. It is the aim toward which effort is directed. Endeavor to reach a goal within a finite time by setting deadlines.

**ACTION:** An action is Specific, Measurable, Attainable, and Realistic. It is an accomplishment of a Goal over a period of time. Actions are assigned to individuals and/or groups to accomplish.

#### **FY2024 Strategic Planning Workshop Summary:**

The Cibolo City Council met on March 16, 2024, to conduct a strategic planning session. Led by the City Manager and facilitated by the Executive Staff, the workshop engaged Council in conversations over the following topics:

- Performance Management Program (PMP) Evolution
- Strategic Plan Accomplishments for FY2024 Actions Items (Green Card Exercise)
- Alignment on Council’s Strategic Plan
- Problem Space to Solution Space Breakout Sessions
  - Facilities
  - Fire ISO
  - Stormwater Management
- Plus/Delta Exercise
  
- Items not addressed:
  - SWOT Analysis
  - Council Conversation



Figure 1: Strategic Planning Workshop held on March 16, 2024.

## Workshop Overview:

The City Council's Strategic Planning Workshop was facilitated using a consensus building methodology to build agreement through a collective participation process (Figure 2). When consensus is reached, all participants feel their ideas, insights, and perspectives have been honored, and the consensus includes their ideas. This methodology was used during all subsequent input sessions over the next several months.

### Inclusive Participation:

We will invite and sustain the participation of all members of this group.

### Collaboration and Teamwork:

Teamwork and collaboration are necessary to complete this challenge in an effective and efficient way.

### Individual and Group Creativity:

We will bring out the best in each person and encourage group creativity by soliciting ideas from one another.

### Action and Ownership:

We want to position all of you to take actions on the decisions owned and supported by this group. Group ownership of decisions moves the group towards action!

### Reflection and Learning:

We want to confirm individual and group resolve and allow for full appreciation of the value and importance of consensus and collective action.

Figure 2: Facilitative Consensus Building from Technology of Participation (ToP)

## Importance of Strategic Planning:

At the beginning of the workshop, City Manager, Wayne Reed, led Council through a background discussion on the importance of strategic planning and their role in leading the organization and the community through the plan they create through two main questions, 1) "Why are we here?" and 2) "What is the purpose of a Strategic Plan?".

"Why are we here?"

- The Strategic Management Workshop reinforces Council's Vision, Strategies, and Goals.
- Council can respond to and take advantage of the constantly changing environment to ensure Cibola moves the needle towards its aspiration, its VISION.
- Strategic thinking deliberately sets aside time to think strategically to lead our community. It creates a space that is conducive to thinking strategically. It is also to use the Strategic Plan to create how we do business.
- It is to foster positive, productive, and professional working relationships between City Council members and City Staff.

“What is the purpose of a Strategic Plan?”

- It shapes and guides what an organization is, who it serves, what it does, and why it does certain activities...focus on the future.
- It is an organizational management activity that helps identify Council’s priorities and aligns them with the budget process.
- It allows Staff to focus energy and resources across the year to implement the identified ACTIONS.
- It prepares the organization for the future and sets expectations on the outcomes.
- **It is the Guiding North Star, providing stability and more certainty in the face of challenges (elections, state laws, staff, economy, etc.).**

Lastly, as part of the introduction, Wanye Reed asked the attending members of the City Council and staff to provide any additional thoughts or comments for either of the two questions posed. The following responses were collected:

From Council:

- It provides updates from staff to show Council that staff is accomplishing Council’s priorities. A guide; not wandering.
- Avoids expensive mistakes; being fiscally responsible.
- Looks to the future, what we [Council] strive for, and creates a documented feedback loop.

From staff:

- Helps show staff is in alignment with Council.
- Prioritizes what we [staff] are doing day-to-day, and to remain focused on Council’s priorities.

#### **Performance Management Program (PMP) Evolution:**

The morning started with an informal conversation between the Mayor, Council members, and City staff. The conversation covered the following topics:

- What has the first real year of the PMP program produced?
- What are the expectations and deliverables for this program for the upcoming year?

With participation from the Senior Performance Analyst, Mr. Dustin Morris, the City Manager provided Council with a short slideshow that ran through a mock quarterly PMP meeting, as well as some data and demographics provided from departments through the use of their KPI Data Collection forms.

In addition to the short presentation, Council was also provided some data figures collected from the Residential Survey and were shown how these figures directly correlate to action items or the larger core strategies within the Council’s Strategic Plan. Utilizing these data figures allowed Council to understand how to directly address citizen concerns within future iterations of strategic planning.

### Strategic Plan Accomplishments for FY2024 Actions Items (Green Card Exercise):

Following the Council Conversations around Performance Management, Council was briefed on the accomplishments made by staff towards the current Strategic Plan. The conversation covered the following topic through a Green Card Exercise (Figure 3):

- Update on Strategic Initiatives and Goals - Review What has been Accomplished and What Remains a Work in Progress

To read more about the accomplishments made towards FY2024 goals, please read the FY2024 Strategic Plan Annual Report located on the City's website.

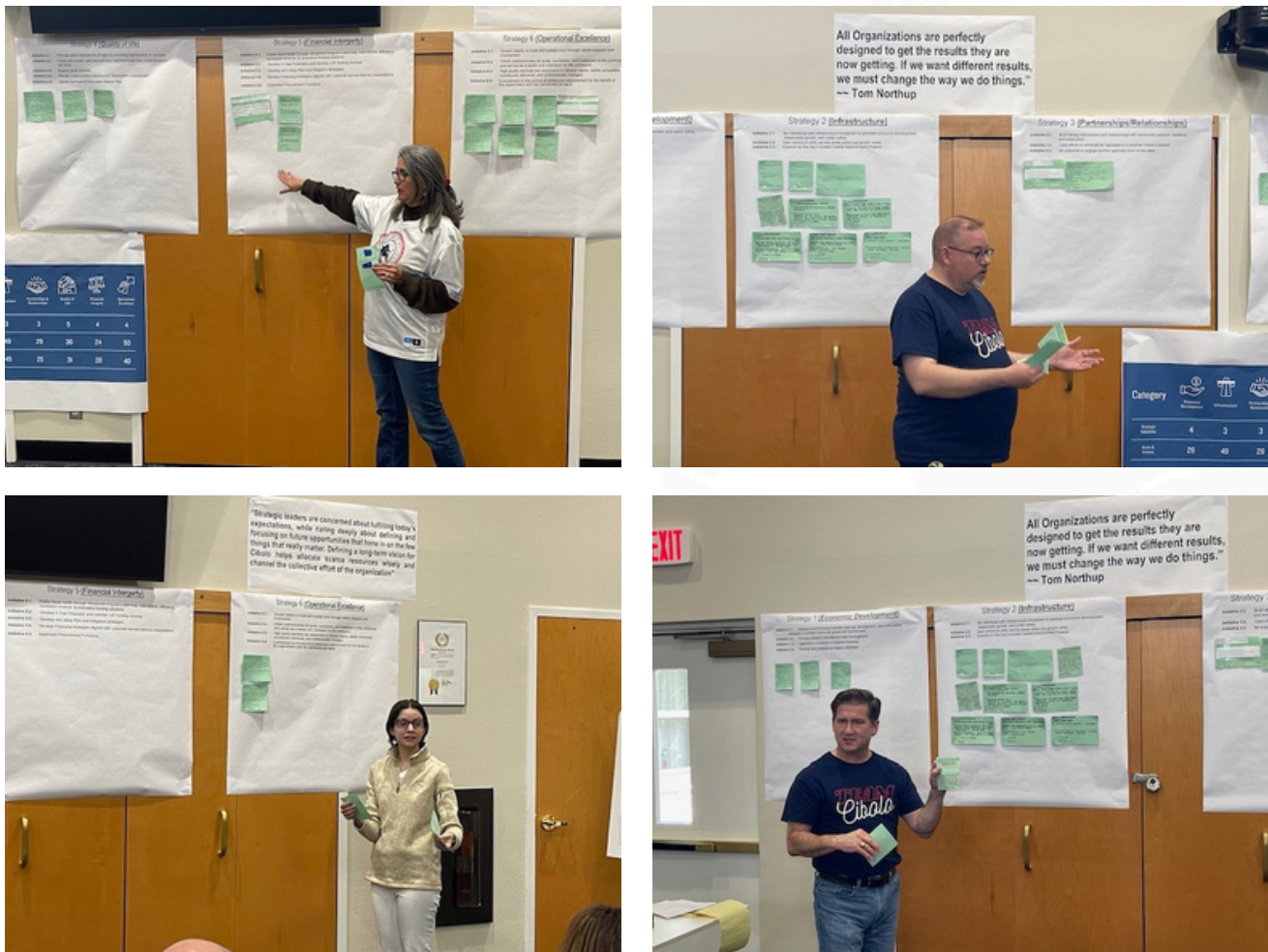


Figure 3: Green Card Exercise led by members of the Executive Staff covering accomplishments on FY2024 goals.

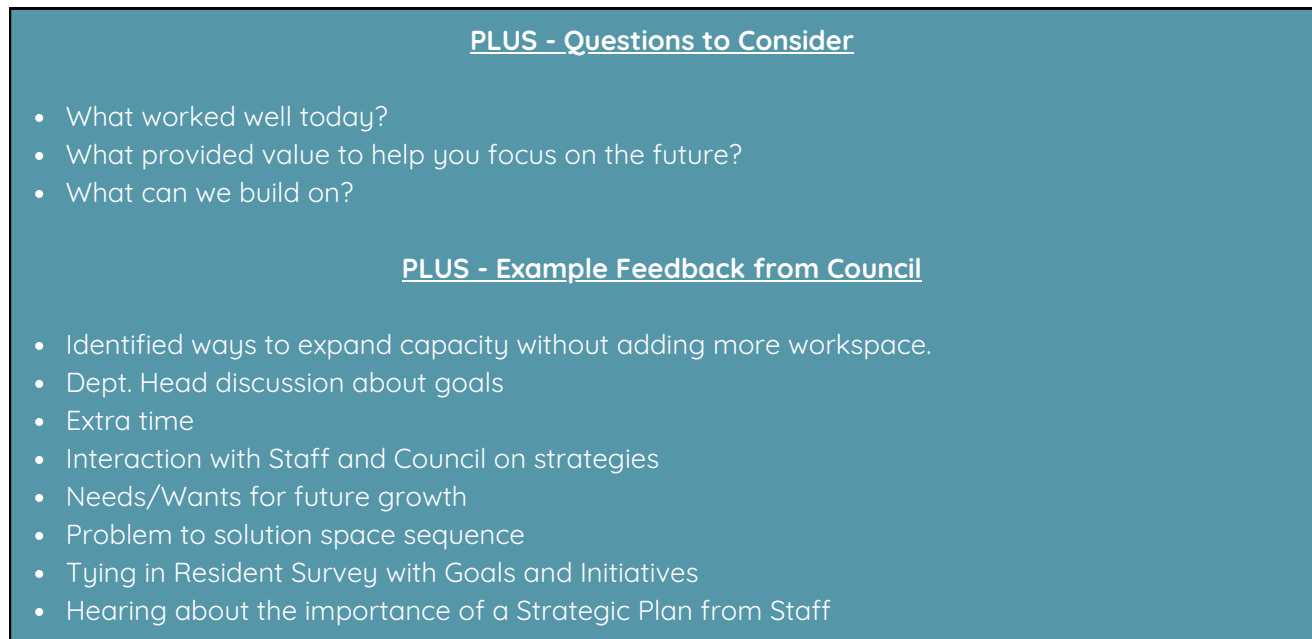
### Alignment on Council's Strategic Plan:

In addition to the Green Card exercise, Council was provided an opportunity to review the current Strategic Plan to ensure that the core strategies were still relevant and that it encompassed the key themes and concepts the elected body wanted to pursue for the remainder of the FY2024 year.



### Plus/Delta Exercise:

Lastly, the Council participated in a Plus/Delta exercise to solicit feedback on how staff could improve future Strategic Management Workshops. The following feedback was provided (**Figures 5 & 6**):



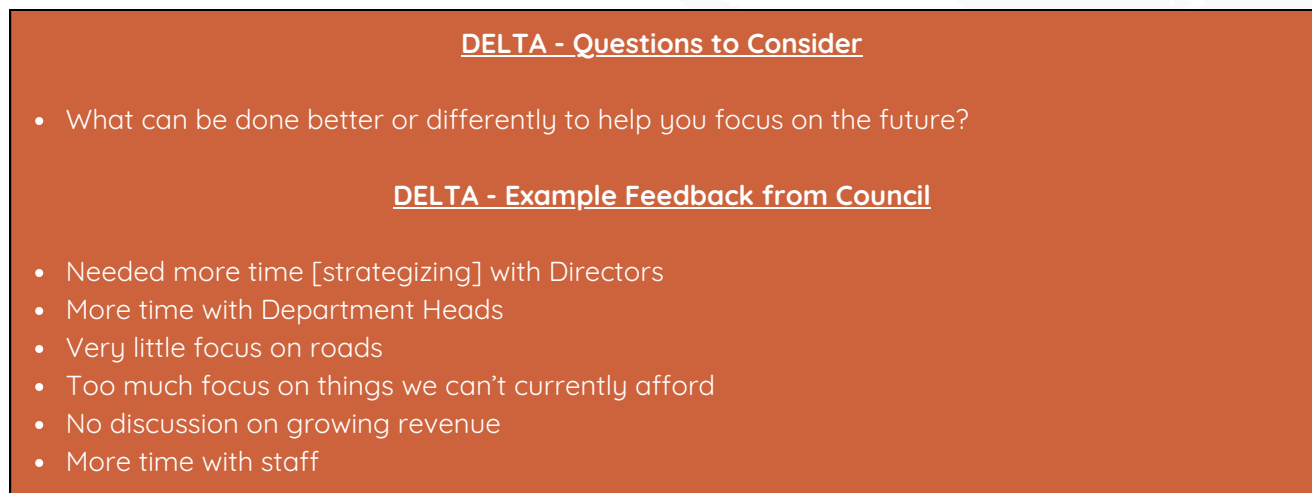
**PLUS - Questions to Consider**

- What worked well today?
- What provided value to help you focus on the future?
- What can we build on?

**PLUS - Example Feedback from Council**

- Identified ways to expand capacity without adding more workspace.
- Dept. Head discussion about goals
- Extra time
- Interaction with Staff and Council on strategies
- Needs/Wants for future growth
- Problem to solution space sequence
- Tying in Resident Survey with Goals and Initiatives
- Hearing about the importance of a Strategic Plan from Staff

Figure 5: The 'Plus' portion of the exercise



**DELTA - Questions to Consider**

- What can be done better or differently to help you focus on the future?

**DELTA - Example Feedback from Council**

- Needed more time [strategizing] with Directors
- More time with Department Heads
- Very little focus on roads
- Too much focus on things we can't currently afford
- No discussion on growing revenue
- More time with staff

Figure 6: The 'Delta' portion of the exercise

For more information on all products from the Strategic Management Workshop held on March 16, 2024, please visit the City's website or by [clicking here](#).

# STRATEGIC GOALS



## #1. ECONOMIC DEVELOPMENT

**Guiding Principle:** The City of Cibolo will promote a strong and diverse economy that strengthens the local sales tax and property tax base while also contributing to a high quality of Life.



## #2. INFRASTRUCTURE

**Guiding Principle:** The City of Cibolo will proactively work towards addressing and anticipating both current and future infrastructure needs in all aspects - utilities, roads, transportation, and more.



## #3. PARTNERSHIPS & RELATIONSHIPS

**Guiding Principle:** The City of Cibolo will strive to foster and develop both current and new relationships with community partners, residents, and employees.



## #4. QUALITY OF LIFE

**Guiding Principle:** The City of Cibolo will strive to create and sustain safe and well-kept neighborhoods and parks, while also providing recreational activities for all-ages to create memorable experiences.



## #5. FINANCIAL INTEGRITY

**Guiding Principle:** The City of Cibolo will manage its finances in a transparent, accountable, and responsible manner; building public trust and ensuring that its financial resources are used to the best advantage of its citizens.



## #6. ORGANIZATIONAL EXCELLENCE

**Guiding Principle:** The City of Cibolo will strive to be the best it can be by constantly seeking ways to improve its processes, service delivery, and outcomes to our customers.

# ECONOMIC DEVELOPMENT

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**Initiative 1.1** Institute forward thinking business, land use, development, and public safety strategies to promote community growth and development

**Initiative 1.2** Promote attractive well planned major throughfares

**Initiative 1.3** Aggressive recruitment of targeted industries

**Initiative 1.4** Promote and preserve historic downtown

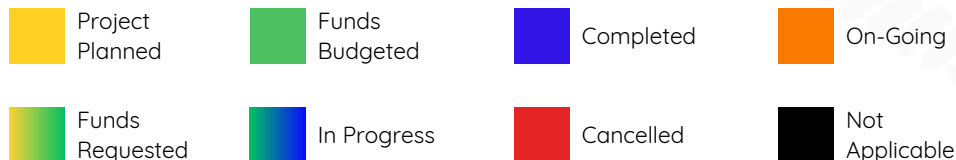


## Strategic Goal #1

# ECONOMIC DEVELOPMENT

1.1	Institute forward thinking business, land use, development, and public safety strategies to promote community growth and development	'23	'24	'25	'26	'27
1.1.1	Update the Comp Plan's FLUM to reflect a balance Cibolo's tax base to include increased revenue through sales tax	In Progress	Completed	Not Applicable	Not Applicable	Not Applicable
1.1.2	Create a Fiscal Impact Model that is custom tailored to Cibolo to calculate the revenues produced versus cost to serve from a project to understand how land development will contribute to sustaining City's LOS; also to calculate build-out.	Funds Requested	Cancelled	Cancelled	Project Planned	Not Applicable
1.1.3	Update FM 78 Corridor Plan	Cancelled	Cancelled	Cancelled	Funds Requested	Project Planned
1.1.4	Achieve 50% revenue increase from sales tax over next 3 years by attracting quality retail businesses	In Progress	In Progress	Project Planned	Not Applicable	Not Applicable
1.1.5	Conduct an E.D.C. Strategic Plan	In Progress	Completed	Not Applicable	Not Applicable	Not Applicable
1.1.6	Explore improving access to broadband internet service by engaging local providers	Completed	Not Applicable	Not Applicable	Not Applicable	Not Applicable
1.1.7	Seek grants and assistance to explore options to bring broadband service to parts of city that are in need	Completed	Completed	Not Applicable	Not Applicable	Not Applicable

1.2	Promote attractive well planned major throughfares	'23	'24	'25	'26	'27
1.2.1	Promote growth near I-10 by coordinating with utility providers in the area to plan for adequate infrastructure to support future growth needs	Completed	Not Applicable	Not Applicable	Not Applicable	Not Applicable
1.2.2	Promote growth near I-10 by investing in roadway improvements to support industrial/manufacturing	Completed	In Progress	On-Going	On-Going	On-Going
1.2.3	Promote growth near I-10 by designing a Public Safety Facility for fire and police presence	In Progress	In Progress	Project Planned	Not Applicable	Not Applicable
1.2.4	Promote growth near I-10 by constructing a Public Safety Facility for fire and police presence	Not Applicable	Not Applicable	Project Planned	Not Applicable	Not Applicable
1.2.5	Develop an incentive agreement package to assist with development	Not Applicable	In Progress	Project Planned	Not Applicable	Not Applicable
1.2.6	Update Thoroughfare Plan with FLUM and initiate ROW acquisition/reservations in phases to connect I-10 to FM78	In Progress	Completed	Not Applicable	Not Applicable	Not Applicable



1.3	Aggressive recruitment of targeted industries	'23	'24	'25	'26	'27
1.3.1	Prepare a recruitment plan to bring industry to IH-10; including IT companies	Completed	Not Applicable	Not Applicable	Not Applicable	Not Applicable
1.3.2	Attract the City's first Hotel/Motel by promoting the EDC Property & Cibolo Crossing Sites	In Progress	In Progress	On-Going	On-Going	On-Going
1.3.3	Explore a Hospital District and what components would go into establishing one	Completed	Not Applicable	Not Applicable	Not Applicable	Not Applicable
1.3.4	Conduct Retail Study to identify opportunities to attract new retail sectors and strategy to target retailers to attract them to Cibolo	Funds Requested	In Progress	Project Planned	Not Applicable	Not Applicable
1.3.5	Develop a Retail Recruitment Strategy for FY 23-24 that includes regular outreach to targeted retailers	Not Applicable	In Progress	Project Planned	Not Applicable	Not Applicable
1.3.6	Create a formalized incentive policy and application	Not Applicable	In Progress	Project Planned	Not Applicable	Not Applicable

1.4	Promote and preserve historic downtown	'23	'24	'25	'26	'27
1.4.1	Develop a strategy for a safe pedestrian walkway across R.R. downtown by engaging UPRR and TxDOT for right-of-way entry for a public project	In Progress	In Progress	Project Planned	Not Applicable	Not Applicable
1.4.2	Explore options to enhance the pond near H-E-B; provide options to Council for consideration (and include in Parks and Rec. Master Plan)	Completed	Not Applicable	Not Applicable	Not Applicable	Not Applicable
1.4.3	Create a communications calendar to engage with stakeholders annually; including Cibolo Magazine (newsletter)	Completed	Not Applicable	Not Applicable	Not Applicable	Not Applicable
1.4.4	Create a communications calendar to update Council on ED activities monthly	Completed	Not Applicable	Not Applicable	Not Applicable	Not Applicable
1.4.5	Create "Main Street" program w/ focus on small business growth/support	In Progress	Cancelled	Project Planned	Not Applicable	Not Applicable
1.4.6	Review and present on the Downtown "CORE" Plan	Funds Requested	In Progress	Project Planned	Not Applicable	Not Applicable
1.4.7	Amend Downtown CORE Plan at Council direction and revise UDC	Funds Requested	In Progress	Project Planned	Not Applicable	Not Applicable



# INFRASTRUCTURE

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**Initiative 2.1** Be intentional with infrastructure investment to promote economic development, responsible growth, and public safety

**Initiative 2.2** Gain Control of utility service areas within our growth area

**Initiative 2.3** Execute on the City's funded Capital Improvement Projects

## Strategic Goal #2

# INFRASTRUCTURE

2.1	Be intentional with infrastructure investment to promote economic development, responsible growth, and public safety	'23	'24	'25	'26	'27
2.1.1	Create a master information technology strategic plan to incorporate in to master plan or as a standalone strategic plan	Not Applicable	Funds Requested	Funds Budgeted	Not Applicable	Not Applicable
2.1.2	Create a CIP practice during annual budget process to look at infrastructure coordination over multiple years (2-3)	Completed	In Progress	On-Going	On-Going	On-Going
2.1.3	Create a meeting schedule between City Staff and utility providers to ensure coordination is taking place with development	Completed	In Progress	On-Going	On-Going	On-Going
2.1.4	Reauthorize street maintenance tax in November 2022	Completed	Not Applicable	Not Applicable	Not Applicable	Not Applicable
2.1.5	Continually market benefits of street maintenance tax to the public through various communication channels	Completed	Completed	On-Going	On-Going	On-Going
2.1.6	Explore Right-of-Way (ROW) permit program and staff resources required to implement	Cancelled	Cancelled	Project Planned	Not Applicable	Not Applicable
2.1.7	Advocate with Guadalupe County for it to share back the lateral road tax based on the tax revenue generated from Cibolo properties	Completed	Completed	On-Going	On-Going	On-Going
2.1.8	Conduct a feasibility study for ambulance service to understand the steps, requirements, and costs associated with implementing a new ambulatory service, including a comparison analysis to cost and level of service of current arrangement with Schertz EMS	Completed	Not Applicable	Not Applicable	Not Applicable	Not Applicable
2.1.9	Present on the City's Pavement Management Plan Report City of Cibolo (dated 6/27/2019) annually during budget workshops	Completed	Completed	On-Going	On-Going	On-Going
2.1.10	Hire a consultant to complete an update to the DCM	Not Applicable	Completed	Not Applicable	Not Applicable	Not Applicable
2.1.11	Create a communication plan to promote the Public Safety Facility to ensure citizens understand what is being asked on the November 2024 ballot	Not Applicable	Completed	Not Applicable	Not Applicable	Not Applicable
2.1.12	Create a communication plan to promote the Animal Services Facility to ensure citizens understand what is being asked on the November 2024 ballot	Not Applicable	Completed	Not Applicable	Not Applicable	Not Applicable
2.1.13	Remain active on AAMPO, TAC, & NEP as well as working with County on Lateral Road tax with the goal to improve FM78	Completed	Completed	On-Going	On-Going	On-Going
2.1.14	Bring road maintenance funds to at least \$1M annually in 3 years (FY23, FY24, FY25)	In Progress	In Progress	On-Going	Not Applicable	Not Applicable
2.1.15	Develop an annual street maintenance program including presentation to Council and RFBs	Completed	Completed	On-Going	On-Going	On-Going



2.1	Be intentional with infrastructure investment to promote economic development, responsible growth, and public safety	'23	'24	'25	'26	'27
2.1.16	City staff to work with San Antonio River Authority as FEMA's Cooperating Technical Partner to obtain latest floodplain mapping to learn of flood risk		In Progress	Project Planned		
2.1.17	Provide opportunity through public workshops for residents to give input on updated floodplain maps to understand local flooding events and document this data in a local data repository; evaluate local flooding accounts to develop possible solutions to reduce potential risks		In Progress	Project Planned		
2.1.18	Fund and conduct a formal Master Drainage Study using local knowledge and resident accounts collected to develop a plan to reduce flood risks.			Project Planned		

2.2	Gain control of utility service areas within our growth area	'23	'24	'25	'26	'27
2.2.1	Create a quarterly or semi-annual meeting schedule with other utility providers to strengthen partnerships	Completed	Completed	On-Going	On-Going	On-Going
2.2.2	Engage GVSUD on wastewater CCN through participation in on-going litigation meetings	Completed	Completed			
2.2.3	Explore CCN for Wastewater	Completed	In Progress	Project Planned		
2.2.4	Discuss options for dual-certification of CCN – Water and Sewer with GVSUD	Completed	In Progress	Project Planned		
2.2.5	Decide on City's commitment to financially contribute to the CCMA Woman Hollering Creek WWTP by Dec 2023 (FY24 Budget)	Completed	Completed			
2.2.6	Decision on CVLGC water projects. Explore SSLGC partnership on water resources	Completed	In Progress	Project Planned		
2.2.7	Engage GVSUD to build working relationship through recurring meetings with staff presence	Completed	Completed			
2.2.8	Explore options to expand broadband internet service	Completed	Completed	On-Going	On-Going	On-Going
2.2.9	Coordinate with broadband providers to locate WCP (5G) facilities	Completed	In Progress	On-Going	On-Going	On-Going
2.2.10	Present options to expand broadband internet service to the City Council	Completed	In Progress	On-Going	On-Going	On-Going
2.2.11	To remain compliant with TCEQ reserve requirements, develop a plan to replace the Crystal Clear SUD leased water. (741-acre feet)		In Progress	Project Planned		
2.2.12	Continue to work on developing long term water sources and determine if CVLGC will remain as our primary project	Completed	In Progress	On-Going	On-Going	On-Going
2.2.13	As a Public Water System, continue to maintain our system to retain our rating as a Superior Water System and develop adequate water resources to remain in compliance with TCEQ regulations related to water reserve requirements	Completed	Completed	On-Going	On-Going	On-Going



2.3	Execute on the City's funded Capital Improvement Projects	'23	'24	'25	'26	'27
2.3.1	12" Water Main - G.V.R Mesa Western to Town Creek Rd (Design)		In Progress	Funds Requested		
2.3.2	12" Water Main - Haeckerville Rd South to Arizpe Rd (Design)		In Progress	Funds Requested		
2.3.3	Sewer Trunk Line Venado L.S. West to Haeckerville Area (Design)		In Progress	Funds Requested		
2.3.4	12" Water Main - Haeckerville Rd - Arizpe to Lower Seguin (Design)		In Progress	Funds Requested		
2.3.5	Dean Rd		Completed			
2.3.6	Bolton Rd		Completed			
2.3.7	5 Other Roads - Design Only		Completed			
2.3.8	Schlather Park - Restrooms		Cancelled	Funds Requested		
2.3.9	Deer Creek Automatic Low Water Crossing Gates		Cancelled	Funds Requested		
2.3.10	Lower Seguin Rd		In Progress	Funds Requested		
2.3.11	Loose Equipment - Fire		Completed			
2.3.12	Fire Fleet - Engine/Pumper		Completed			
2.3.13	Fire Fleet - Ladder Truck		Completed			
2.3.14	Public Works Fleet		Completed			
2.3.15	Police Fleet		Completed			
2.3.16	Warbler Woods Preservation		In Progress	Funds Requested		
2.3.17	15" Wastewater Gravity Main		Cancelled	Funds Requested		
2.3.18	Fiber to City Facilities		In Progress	Funds Requested		
2.3.19	Animal Services Facility (existing) - Improvements to the office and the kennels			Funds Requested		
2.3.20	Town Creek Trail Parking Lot (Construction)			Funds Requested		
2.3.21	FM 78 Water Main Extension (Construction)			Funds Requested		
2.3.22	Deer Creek Drainage Channel Improvements (Construction)			Funds Requested		
2.3.23	Green Valley Road Low Water Crossing (Construction)			Funds Requested		
2.3.24	Tolle Road (Design and Right-of-Way Acquisition)			Funds Requested		
2.3.25	Deer Creek, Town Creek, Fire Bird Run, Silver Wing, and two other portions of Green Valley Road (Construction)			Funds Requested		
2.3.26	Wastewater CCN Infrastructure (Design)			Funds Requested		

 New Project

 Project Planned

 Funds Requested

 Funds Budgeted

 In Progress

 Completed

 Cancelled

 On-Going

 Not Applicable

# PARTNERSHIPS & RELATIONSHIPS

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

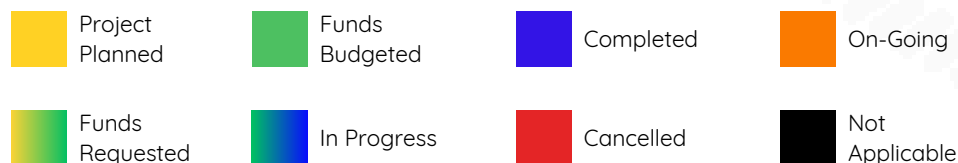
**Initiative 3.2** Lead efforts to advocate for legislations to promote Cibolo's interest

**Initiative 3.3** Be prepared to engage partner agencies when at the table

## Strategic Goal #3

# PARTNERSHIPS & RELATIONSHIPS

3.1	Build strong connections and relationships with community partners, residents, and employees	'23	'24	'25	'26	'27
3.1.1	Create a monthly schedule for developer meetings with staff to share 3-6-month projections to help with demand forecasting	Completed	Not Applicable	Not Applicable	Not Applicable	Not Applicable
3.1.2	Create a communication standard for Council covering existing standards and how they can share that with developers	Cancelled	Completed	Not Applicable	Not Applicable	Not Applicable
3.1.3	Create a master developers contact list and maintain with updates annually	Completed	Not Applicable	Not Applicable	Not Applicable	Not Applicable
3.1.4	Create and maintain an annual meeting plan for Planning Staff to collaborate/share ideas with other Planning Departments in the area	Funds Requested	Completed	Not Applicable	Not Applicable	Not Applicable
3.1.5	Create and maintain an annual meeting plan with the VFW, VA, and other veteran's group as appropriate	Completed	Not Applicable	Not Applicable	Not Applicable	Not Applicable
3.1.6	Develop a transitional workforce program for local veterans to include training opportunities	Completed	Not Applicable	Not Applicable	Not Applicable	Not Applicable
3.1.7	Create and maintain an annual meeting plan for the Guadalupe County Mayors, Judge, and Commissioners (Pct. 3 & 4) meetings	Completed	Completed	On-Going	On-Going	On-Going
3.1.8	Create and maintain an annual meeting plan for Economic Development staff to meet with local/regional development organizations/groups	Completed	Not Applicable	Not Applicable	Not Applicable	Not Applicable
3.1.9	Create and maintain an annual meeting plan to engage local non-profits and religious organizations to increase community participation	Completed	Completed	On-Going	On-Going	On-Going
3.1.10	Create and maintain an annual regional calendar that is shared with Council that includes events in other cities nearby	Completed	Completed	On-Going	On-Going	On-Going
3.1.11	Create and maintain an annual meeting plan with SCUCISD	Completed	Completed	On-Going	On-Going	On-Going
3.1.12	Create and maintain an annual meeting plan for the City Manager to meet with other city managers in our area	Completed	Completed	On-Going	On-Going	On-Going
3.1.13	Create and maintain an annual meeting plan for the City Manager to meet with our local Chambers of Commerce	Completed	Completed	On-Going	On-Going	On-Going
3.1.14	Create and maintain an annual meeting plan for the City Manager and appropriate staff to meet with utility providers that service Cibolo	Completed	Completed	On-Going	On-Going	On-Going

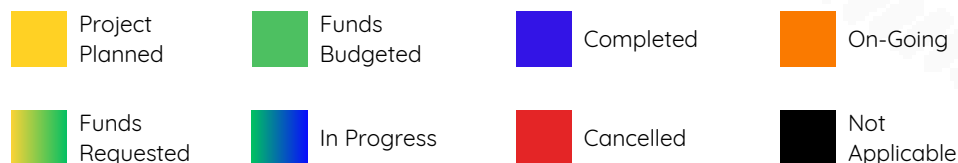




3.1	Build strong connections and relationships with community partners, residents, and employees	'23	'24	'25	'26	'27
3.1.15	Create and maintain a current HOA contact list to host annual town halls with topics important to HOAs	Completed	Not Applicable	Not Applicable	Not Applicable	Not Applicable
3.1.16	Create and maintain an annual meeting plan with State Reps and other state-level organizations/groups	Completed	Completed	On-Going	On-Going	On-Going
3.1.17	Implement a college-level internship program annually	Completed	Cancelled	On-Going	On-Going	On-Going
3.1.18	Host an annual Volunteer recognition event to celebrate our citizens that serve on a volunteer body	Completed	Completed	On-Going	On-Going	On-Going
3.1.19	Implement a City Manager's recognition program to recognize employees on-the-spot	Completed	Not Applicable	Not Applicable	Not Applicable	Not Applicable
3.1.20	Create and maintain an annual Years of Service recognition program for employees	Completed	Completed	On-Going	On-Going	On-Going
3.1.20	Host an annual recognition/appreciation event for all employees	Completed	Completed	On-Going	On-Going	On-Going

3.2	Lead efforts to advocate for legislation that promotes Cibolo's interests	'23	'24	'25	'26	'27
3.2.1	Create and maintain a list of staff members that can serve as support staff for Council; review annually	Completed	Completed	On-Going	On-Going	On-Going
3.2.2	Create and maintain an annual action plan for TML items in the coming year to share with Council and staff	Completed	Completed	On-Going	On-Going	On-Going
3.2.3	City Attorney is required to provide an annual update regarding new laws that impact municipal authority for development	Completed	Completed	On-Going	On-Going	On-Going

3.3	Be prepared to engage partner agencies when at the table	'23	'24	'25	'26	'27
3.3.1	Explore a County/City joint facility off of IH-10, e.g. Fire Station #4 and Police Annex	Completed	Not Applicable	Not Applicable	Not Applicable	Not Applicable
3.3.2	Apply for grants to seek funding for new public safety facilities and other city facilities	Completed	Completed	On-Going	On-Going	On-Going
3.3.3	Explore/Develop an appropriate method of communication with developers building in non-annexed areas to encourage annexation annually	Not Applicable	Completed	Not Applicable	Not Applicable	Not Applicable
3.3.4	Create a communication plan to engage with neighboring cities to coordinate/cooperate on infrastructure projects and events	Completed	Not Applicable	Not Applicable	Not Applicable	Not Applicable
3.3.5	Engage the County on reallocating lateral-road tax revenue to consider road improvements within the City and the ETJ	Completed	Completed	On-Going	On-Going	On-Going



# QUALITY OF LIFE

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

**Initiative 4.2** Create and sustain safe and well-kept neighborhoods that residents love to call home

**Initiative 4.3** Support youth activities

**Initiative 4.4** Provide unique outdoor experiences “Memorable experiences”

**Initiative 4.5** Update the Parks & Recreation Master Plan

## Strategic Goal #4

# QUALITY OF LIFE

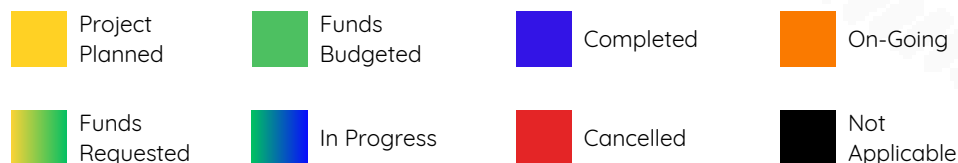
4.1	Promote active lifestyles for all ages by providing opportunities to recreate	'23	'24	'25	'26	'27
4.1.1	Explore development of new sports fields for events by conducting a feasibility study to identify resources and impact for the City		Cancelled	Project Planned		
4.1.2	Develop a trail system that connects neighborhoods and commercial areas	In Progress	Cancelled	On-Going	On-Going	On-Going
4.1.3	Explore the possibility of utility easements for hike and bike trail connectivity throughout the City		Cancelled	Project Planned		
4.1.4	Develop a Grants Program Master Plan to identify funding opportunities that support the development of parks/trail systems	Completed				
4.1.5	Explore personnel policies that can support work-life balance and compare to other local comparable agencies	Completed				
4.1.6	Explore incorporating designs and costs for on-street shared use paths to be considered in future Thoroughfare Master Plan updates		Cancelled	Project Planned		
4.1.7	Recruit bike friendly companies	Completed				
4.1.8	Develop marketing initiatives that strengthen the image of Cibolo being a "City of Choice" in relation to recreation opportunities	In Progress	Completed			
4.1.9	Ensure all current/new public facilities comply with ADA requirements to create a safe and fair environment for the public	Completed				
4.1.10	Monitor the utilization of the existing Senior Program and provide annual updates to Council with a presentation	Completed	In Progress	On-Going	On-Going	On-Going
4.1.11	Explore opportunities to provide a larger facility	Completed	In Progress	On-Going	On-Going	On-Going
4.1.12	Adopt/Update City standards for public park improvements and minimum amenities		Cancelled	Project Planned		

4.2	Create and sustain safe and well-kept neighborhoods that residents love to call home	'23	'24	'25	'26	'27
4.2.1	Create a 'Quality Development Standards' document that can be shared with all developers to help communicate the City's vision	In Progress	Completed			
4.2.2	Increase shifts from four (4) patrol offices plus sergeant to (5) patrols officers plus sergeant to provide extra coverage for neighborhoods		Completed			



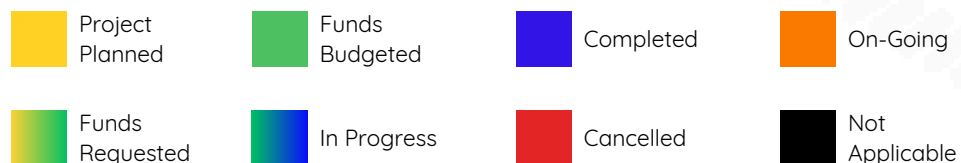
4.2	Create and sustain safe and well-kept neighborhoods that residents love to call home	'23	'24	'25	'26	'27
4.2.3	Promote/Encourage the creation of Neighborhood Watch Programs through educational presentations	Completed	Completed	Not Applicable	Not Applicable	Not Applicable
4.2.4	Evaluate park impact fees for park dedication fee changed to developer in lieu of land dedication	Not Applicable	Cancelled	Project Planned	Not Applicable	Not Applicable
4.2.5	Create a schedule to update, maintain and enhance GIS products posted on City website (such as the Current Developments Map)	Completed	Completed	On-Going	On-Going	On-Going
4.2.6	Conduct annual sidewalk inventory and create a funding plan that prioritizes repairs and filling gaps	Cancelled	In Progress	On-Going	On-Going	On-Going
4.2.7	Increase promotion of SeeClickFix for citizens to help build better relationships with quality City-to-citizen service delivery times	Completed	Completed	On-Going	On-Going	On-Going
4.2.8	Develop a neighborhood parks range of features so that as local parks develop, the features complement, rather than duplicate one another	Completed	Cancelled	On-Going	On-Going	On-Going
4.2.9	Conduct a study on City's Fire ISO and identify recommendations on how to improve Fire ISO	Not Applicable	In Progress	Project Planned	Not Applicable	Not Applicable

4.3	Support youth activities	'23	'24	'25	'26	'27
4.3.1	Promote a youth sports association by engaging local groups to evaluate interest and incorporate findings into the P&R Master Plan	Completed	Cancelled	Project Planned	Not Applicable	Not Applicable
4.3.2	Exploring funding for Phase II of the Youth Sports Complex	Not Applicable	Cancelled	Project Planned	Not Applicable	Not Applicable
4.3.3	Provide Council with a semi-annual report on field usage by YMCA	Completed	Completed	On-Going	On-Going	On-Going
4.3.4	Schedule an annual presentation from the YMCA to Council	Completed	Completed	On-Going	On-Going	On-Going
4.3.5	Track usage of playing fields in City Parks and MEC and report on an annual basis and identify best practices that are supporting the aim to maximize use of city parks	Completed	Cancelled	On-Going	On-Going	On-Going
4.3.6	Make online parks reservation portal available to customers on the new website	Completed	Not Applicable	Not Applicable	Not Applicable	Not Applicable
4.3.7	Execute agreement with Relentless Sports for multi-year arrangement for the use of the Multi-Event Center	Not Applicable	Cancelled	Project Planned	Not Applicable	Not Applicable



4.4	Provide unique outdoor experiences - "Memorable Experiences"	'23	'24	'25	'26	'27
4.4.1	Update Downtown Master Plan to create clear vision for the heart and soul of our community	Not Applicable	In Progress	Project Planned	Not Applicable	Not Applicable
4.4.2	Continue Cibolo Summer Nights, Market Days, Holiday Parade, Cibolofest and other complementary special events on an annual basis	Completed	Completed	On-Going	On-Going	On-Going
4.4.3	Explore acquisition of Warbler Woods property for park land and preservation of the nature preserve in partnership with Green Space Alliance and the property owner	Not Applicable	Completed	Not Applicable	Not Applicable	Not Applicable
4.4.4	Design and construct Council identified improvements in existing city parks per 5-year CIP	Not Applicable	Cancelled	On-Going	On-Going	On-Going
4.4.5	Complete design and initiate construction of the Town Creek Trail from FM 1103 to the Community Center	Not Applicable	In Progress	Project Planned	Not Applicable	Not Applicable

4.5	Update the Parks & Recreation Master Plan	'23	'24	'25	'26	'27
4.5.1	Update the Parks & Recreation (P&R) Master Plan to include the linear park/trail system	Not Applicable	Cancelled	Project Planned	Not Applicable	Not Applicable
4.5.2	Identify and explore current/new recreation trends and consider updating the P&R Master Plan to include findings	Not Applicable	Cancelled	Project Planned	Not Applicable	Not Applicable
4.5.3	Update the Thoroughfare Master Plan for on-street bike lanes while coordinating with the P&R Master Plan when funding is available	Not Applicable	Cancelled	Project Planned	Not Applicable	Not Applicable



# FINANCIAL INTEGRITY

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**Initiative 5.1** Foster fiscal health through disciplined long-term planning, cost control, efficiency, increased revenue, & innovative funding solutions

**Initiative 5.2** Develop 5-Year Forecasts and maintain CIP funding sources

**Initiative 5.3** Develop Financing strategies aligned with customer service delivery expectations

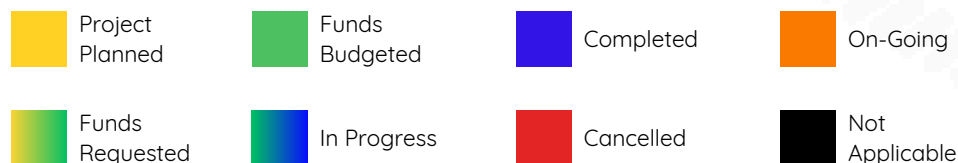
**Initiative 5.4** Implement Procurement Functions

## Strategic Goal #5

# FINANCIAL INTEGRITY

5.1	Foster fiscal health through disciplined long-term planning, cost control, efficiency, transparency, increased revenue, & innovative funding solutions	'23	'24	'25	'26	'27
5.1.1	Ensure a balanced budget is achieved through the annual budget process by managing expenses within revenues	Completed	Completed	On-Going	On-Going	On-Going
5.1.2	Create city facility master plan to provide long term facility needs as City grows and maintain annually	Not Applicable	In Progress	On-Going	On-Going	On-Going
5.1.3	Collect quotes for a new contract for printed newsletter	Completed	Not Applicable	Not Applicable	Not Applicable	Not Applicable
5.1.4	Implement fiscal transparency tool included with Open Gov	Completed	Not Applicable	Not Applicable	Not Applicable	Not Applicable
5.1.5	Achieve TX state comptroller awards for transparency annually	Completed	Completed	On-Going	On-Going	On-Going
5.1.6	Utilize PEG Funds and create production studio and PEG channel	Completed	Not Applicable	Not Applicable	Not Applicable	Not Applicable
5.1.7	Maintain market pay to be competitive in workforce to attract and retain top talent	Completed	In Progress	On-Going	On-Going	On-Going
5.1.8	Annually review official City financial policies	Completed	Completed	On-Going	On-Going	On-Going
5.1.9	Provide total rewards statement to every employee on annual basis	Cancelled	Cancelled	On-Going	On-Going	On-Going

5.2	Develop 5-Year Forecasts and maintain CIP funding sources	'23	'24	'25	'26	'27
5.2.1	Develop a 5-year financial plan and update annually during the budget process	Funds Requested	Cancelled	On-Going	On-Going	On-Going
5.2.2	Develop 5-year CIP projections and update annually during the budget process	Completed	Completed	On-Going	On-Going	On-Going
5.2.3	Provide a CIP scope of work, timeline, and outcomes to Council Subcommittee as required	Completed	Completed	On-Going	On-Going	On-Going
5.2.4	Strengthen CIP by creating procurement templates, dashboard, master schedule, and communication of future projects forms and contracts, and ensure timely execution from time of funding and update annually as needed	Completed	Completed	On-Going	On-Going	On-Going
5.2.5	Complete project development, including costs, before bonds are issued	Completed	Completed	On-Going	On-Going	On-Going
5.2.6	Initiate Capital Improvement Projects within 12 months of debt issuance	Completed	Completed	On-Going	On-Going	On-Going



5.3	Develop financing strategies aligned with customer service delivery expectations	'23	'24	'25	'26	'27
5.3.1	Update All Impact Fee Studies		Cancelled	Project Planned		
5.3.2	Address sales tax base - sales tax audit		Cancelled	Project Planned		
5.3.3	Develop a sustainable and equitable Water Rate		Completed			
5.3.4	Develop a sustainable and equitable Wastewater Rate		Completed			
5.3.5	Evaluate and Develop Capital Replacement Funding (Vehicles/Equipment, Facilities, Infrastructure)		Completed			

5.4	Develop and implement improved internal policies and procedures	'23	'24	'25	'26	'27
5.4.1	Hire Procurement Specialist	Completed				
5.4.2	Establish Procurement Policy to include purchases, credit card purchases, employee reimbursables, etc.	Funds Requested	Completed			
5.4.3	Implement Purchase Order Process in OpenGov and create Citywide SOP		Funds Requested	Project Planned		
5.4.4	Formalize process for contracts execution and compliance	Funds Requested	Completed			





# OPERATIONAL EXCELLENCE

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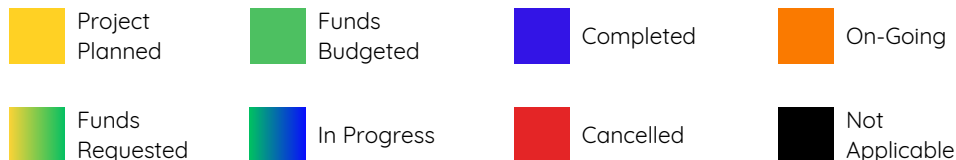


- Initiative 6.1** Govern openly to build and sustain trust through citizen inclusion and involvement
- Initiative 6.2** Cibolo communicates its goals, successes, and challenges to the community and serves as a leader and champion for the community
- Initiative 6.3** High quality services are responsive to citizens' needs, readily accessible, courteously delivered, and professionally managed
- Initiative 6.4** Commitment to the pursuit of continuous improvement for the benefit of the organization and the community we serve

## Strategic Goal #6

# OPERATIONAL EXCELLENCE

6.1	Govern openly to build and sustain trust through citizen inclusion and involvement	'23	'24	'25	'26	'27
6.1.1	Create an annual UDC work program using UDC Advisory, P&Z, and Council direction on Committee	Completed	In Progress	Project Planned	Not Applicable	Not Applicable
6.1.2	Update Comprehensive Plan	Completed	Cancelled	Not Applicable	Not Applicable	Not Applicable
6.1.3	Update Parks and Recreation Master Plan after Comprehensive Plan	Not Applicable	Cancelled	Project Planned	Not Applicable	Not Applicable
6.1.4	Update UDC after Comprehensive Plan	Not Applicable	In Progress	Project Planned	Not Applicable	Not Applicable
6.1.5	Update the DCM	Not Applicable	In Progress	Project Planned	Not Applicable	Not Applicable
6.1.6	Fund Update Water/Wastewater Master Plan after City resolves litigation with GVSUD	Not Applicable	In Progress	Project Planned	Not Applicable	Not Applicable
6.1.7	Update the Pavement Management Plan Report from June 2019	Not Applicable	In Progress	Project Planned	Not Applicable	Not Applicable
6.1.8	Continue CIP Staff Committee to coordinate on project development and management	Completed	Completed	On-Going	On-Going	On-Going
6.1.9	Provide calendar of community engagement opportunities on City Website	Completed	Completed	On-Going	On-Going	On-Going
6.1.10	Implement a Public Input survey for citizen engagement	Completed	Completed	Not Applicable	Not Applicable	Not Applicable
6.1.11	Ensure that there is a requirement in RFP or RFBs for CIP projects to include renderings	Completed	Not Applicable	Not Applicable	Not Applicable	Not Applicable
6.1.12	Have developers and builders provide renderings for development projects	Completed	Not Applicable	Not Applicable	Not Applicable	Not Applicable
6.1.13	Enhance GIS products and maps on City Website	Completed	Completed	Not Applicable	Not Applicable	Not Applicable
6.1.14	Implement new website (Revize) and survey tools to provide greater accessibility for citizens to provide feedback	Completed	Not Applicable	Not Applicable	Not Applicable	Not Applicable
6.1.15	Conduct in-person Town Hall meetings twice annually and test virtual town halls	Completed	Completed	On-Going	On-Going	On-Going
6.1.16	Annually review official City personnel policies	Completed	Cancelled	On-Going	On-Going	On-Going



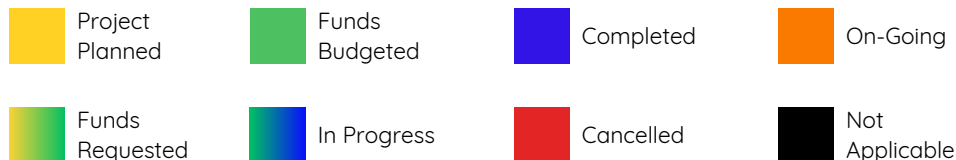
6.2	Cibolo communicates its goals, successes, and challenges to the community and serves as a leader and champion for the community	'23	'24	'25	'26	'27
6.2.1	Create digital newsletter content calendar	Completed	Completed	Not Applicable	Not Applicable	Not Applicable
6.2.2	Create annual EDC report	Completed	Completed	On-Going	On-Going	On-Going
6.2.3	Conduct townhall meetings with opportunities for Utilize Public Input tool through digital options (such as the City's website)	Completed	Completed	On-Going	On-Going	On-Going
6.2.4	Utilize Everbridge option for Town Hall notice to Citizens	Not Applicable	In Progress	Project Planned	Not Applicable	Not Applicable
6.2.5	Hold Town Hall meetings with elected officials	Completed	In Progress	On-Going	On-Going	On-Going
6.2.6	Create a "Council Action" recap video series for citizens by the Mayor	Completed	Not Applicable	Not Applicable	Not Applicable	Not Applicable
6.2.7	Continue posting after Council presentations, proclamations, service awards, etc...	Completed	Completed	On-Going	On-Going	On-Going
6.2.8	Develop videos of Public Works staff completing projects	Completed	Completed	On-Going	On-Going	On-Going

6.3	High quality services are responsive to citizens' needs, readily accessible, courteously delivered, and professionally managed	'23	'24	'25	'26	'27
6.3.1	Provide Bond and CIP updates to the public with a dedicated webpage, social media blasts and newsletter articles	Completed	Completed	On-Going	On-Going	On-Going
6.3.2	Re-establish Council Orientations and ensure there is representation from all departments	Completed	Completed	On-Going	On-Going	On-Going
6.3.3	Create and maintain all committee orientations	Completed	Completed	On-Going	On-Going	On-Going
6.3.4	Maintain existing GIS Development map and website, add CIP tracker	Completed	Completed	On-Going	On-Going	On-Going
6.3.5	Mandatory staff training on SeeClickFix for each department	Completed	Not Applicable	Not Applicable	Not Applicable	Not Applicable
6.3.6	Increase video presence on new website and social media accounts	Completed	Completed	On-Going	On-Going	On-Going
6.3.7	Continue to execute Organizational Excellence through Vision Inspired, Mission Focused, Values Driven, and Performance Based strategy Hire, retain, and develop top talent and hold employees accountable to the Departmental Business Plans	Completed	Completed	On-Going	On-Going	On-Going
6.3.8	Implement a performance management program built off of department/service area missions and strategic goals	Completed	Not Applicable	Not Applicable	Not Applicable	Not Applicable
6.3.9	Revamp recruiting process to reduce vacancy times and employee turnover	Completed	Not Applicable	Not Applicable	Not Applicable	Not Applicable
6.3.10	Conduct staffing analysis to determine LOS to meet Council and community expectations	Not Applicable	Cancelled	Project Planned	Not Applicable	Not Applicable
6.3.11	Revamp Building Services Department	Completed	Not Applicable	Not Applicable	Not Applicable	Not Applicable



6.3	High quality services are responsive to citizens' needs, readily accessible, courteously delivered, and professionally managed	'23	'24	'25	'26	'27
6.3.12	Explore telecommuting & flex work policy by presenting a proposed policy and management structure to Council	Completed	Not Applicable	Not Applicable	Not Applicable	Not Applicable
6.3.13	Collect data regularly over the telework policy and make routine presentations to Council	Not Applicable	Completed	On-Going	On-Going	On-Going

6.4	Commitment to the pursuit of continuous improvement for the benefit of the organization and the community we serve	'23	'24	'25	'26	'27
6.4.1	(Building Inspections) Develop and implement the 'Codes and Coffee' program to foster communication and collaboration between contractors, developers, and Building Department staff to address process questions, permit software issues, and code-related queries	Not Applicable	Completed	Not Applicable	Not Applicable	Not Applicable
6.4.2	(City Manager's Office) Implement a development and policy review committee (DPRC) to provide a forum for technical staff to meet with executive leadership early in the process of developing policies, processes, initiatives, and development to enhance communication, improve execution, better coordination, and ensure alignment with the Council Strategic Plan	Not Applicable	Completed	Not Applicable	Not Applicable	Not Applicable
6.4.3	(City Secretary's Office) Develop and implement a shared digital calendar for the Multi Event Center that communicates upcoming reservations with the appropriate members of staff, while also communicating up-to-date availability to potential interested parties of the public	Not Applicable	Completed	Not Applicable	Not Applicable	Not Applicable
6.4.4	(Economic Development) Develop and implement a digital application process for the Economic Development Corporation's Business Improvement Grant	Not Applicable	Completed	Not Applicable	Not Applicable	Not Applicable
6.4.5	(Finance) Develop and implement a digital workflow through OpenGov to improve the approval process of Accounts Payable items and contracts resulting in a reduced processing time	Not Applicable	Funds Requested	Project Planned	Not Applicable	Not Applicable
6.4.6	(Fire) Work towards reducing response times to emergency calls to improve the chances of saving lives and property of our community and the surrounding areas	Not Applicable	Completed	Not Applicable	Not Applicable	Not Applicable
6.4.7	(Information Services) Lower the average wait time of IT service request tickets to improve customer service delivery by researching new external programs and what options are available with the current software	Not Applicable	Funds Requested	Project Planned	Not Applicable	Not Applicable
6.4.8	(Communications) Enhance stakeholder engagement and brand reputation through integrated multichannel communication and increased public transparency on social media	Not Applicable	Completed	Not Applicable	Not Applicable	Not Applicable
6.4.9	(People & Performance) Using ADP's talent acquisition software, develop and implement a recruitment workflow to hire top candidates seamlessly, while maximizing recruiting efficiency and decreasing time-to-hire waiting periods.	Not Applicable	Completed	Not Applicable	Not Applicable	Not Applicable



6.4	Commitment to the pursuit of continuous improvement for the benefit of the organization and the community we serve - One project per service area each fiscal year	'23	'24	'25	'26	'27
6.4.10	(Performance Management Program) Through the use of Lean Process Improvement training opportunities and workshops, work with at least six (6) service areas to improve one (1) of their processes and document the results		In Progress	Project Planned		
6.4.11	(Planning) Develop and implement a redesigned pre-development process to improve on customer service delivery		Completed			
6.4.12	(Police) Enhance the reporting on police activity in the community and office performance within the organization by researching record management software that will reduce customer waiting times, optimize staff time, and provide more transparency to the public		In Progress	Project Planned		
6.4.13	(Public Works) Develop and implement a new digital workflow for SeeClickFix to better address citizen concerns in a more timely and consistent manner		In Progress	Project Planned		





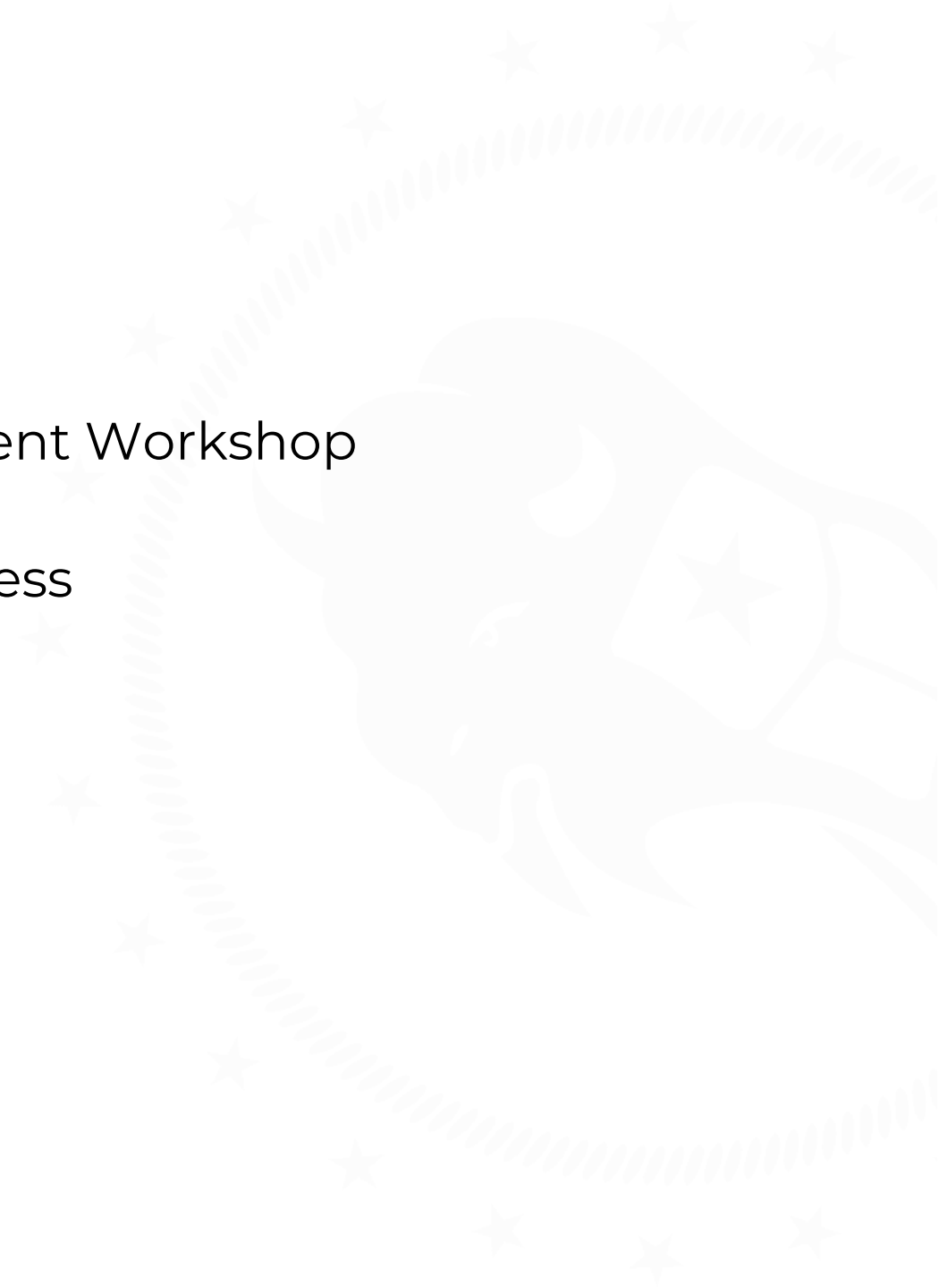
# FY2025 – FY2027 STRATEGIC PLAN & ANNUAL REPORT

Dustin Morris, Sr. Performance Analyst



# OVERVIEW

- Importance of Strategic Planning
  - 03/16/2024 Strategic Management Workshop
- FY2024 Action Breakdown & Progress
- FY2024 Draft Annual Report
- FY2025 – FY2027 Strategic Plan
- Suggestions from Staff
- Special Announcement





# QUESTIONS FOR COUNCIL CONSIDERATION

- 1. Does Council have any comments about the FY2024 Annual Report?** Staff will be looking to publish this report with Council approval at a future meeting.
- 2. How does Council feel about the suggested changes for the FY2025 – FY2027 Strategic Plan?** Staff will be looking to publish this updated plan with Council approval at a future meeting.





# IMPORTANCE OF STRATEGIC PLANNING

*From the 03/16/2024 Strategic Management Workshop*

## **“Why are we here?” A Background**

- The workshop reinforces Council’s Vision, Strategies, and Goals.
- Council can respond to and take advantage of the constantly changing environment to ensure Cibolo moves the needle towards its aspiration, its *VISION*.
- Strategic thinking deliberately sets aside time to think strategically to lead our community. It creates a space that is conducive to thinking strategically. It is also to use the Strategic Plan to create how we do business.
- It is to foster positive, productive, and professional working relationships between City Council members and City Staff.



# IMPORTANCE OF STRATEGIC PLANNING

*From the 03/16/2024 Strategic Management Workshop*

## **“What is the purpose of a Strategic Plan?”**

- It shapes and guides what an organization is, who it serves, what it does, and why it does certain activities...focus on the future.
- It is an organizational management activity that helps identify Council’s priorities and aligns them with the budget process.
- It allows Staff to focus energy and resources across the year to implement the identified ACTIONS.
- It prepares the organization for the future and sets expectations on the outcomes.
- **It is the Guiding North Star, providing stability and more certainty in the face of challenges (elections, state laws, staff, economy, etc.).**



# IMPORTANCE OF STRATEGIC PLANNING

*From the 03/16/2024 Strategic Management Workshop*

- **Council Input**







- It provides updates from staff to show Council that staff is accomplishing Council's priorities. A guide; not wandering.
- Avoids expensive mistakes; being fiscally responsible.
- Looks to the future, what we [Council] strive for, and creates a documented feedback loop.

- **Staff Input**

- Helps show staff is in alignment with Council.
- Prioritizes what we [staff] are doing day-to-day, and to remain focused on Council's priorities.



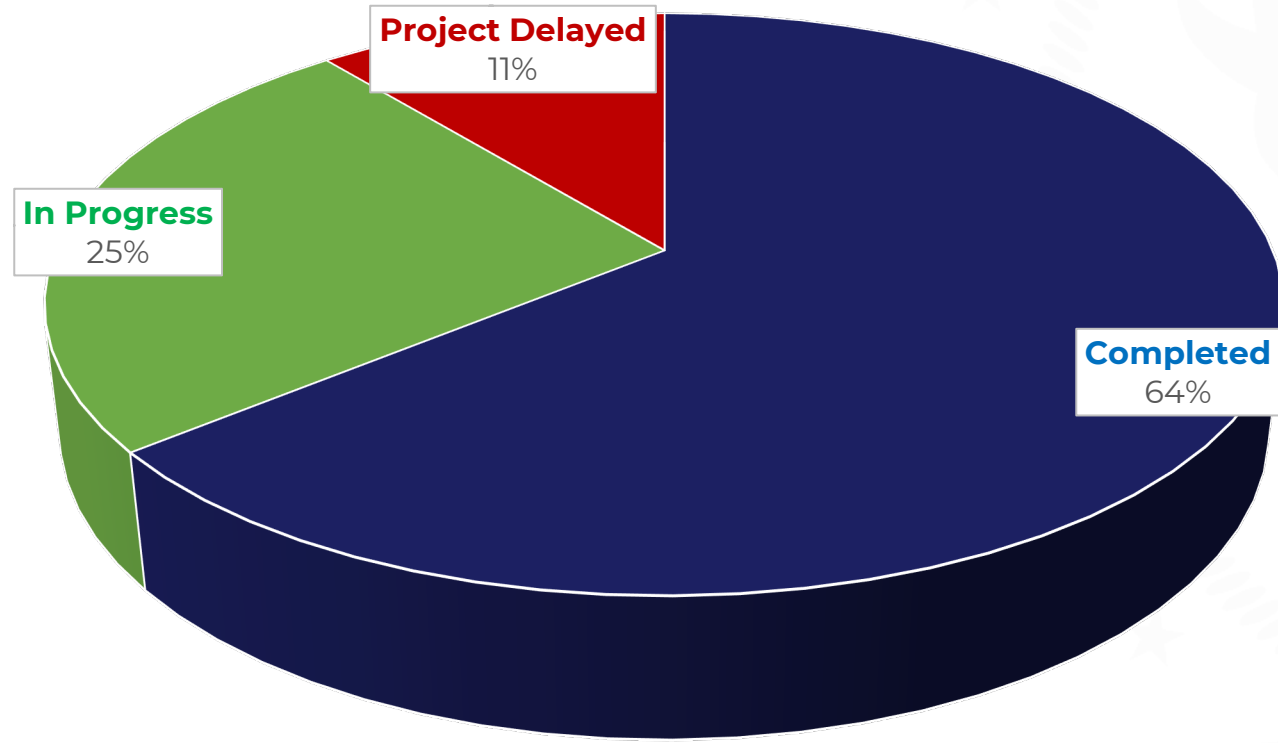
# FY2024 ACTION ITEMS

	 Economic Development	 Infrastructure	 Partnerships & Relationships	 Quality of Life	 Financial Integrity	 Organizational Excellence
Strategic Initiatives	4	3	3	5	4	4
Goals & Actions	26	49	29	36	24	50
FY24	18	45	21	31	20	41



# FY2024 ACTION BREAKDOWN & PROGRESS

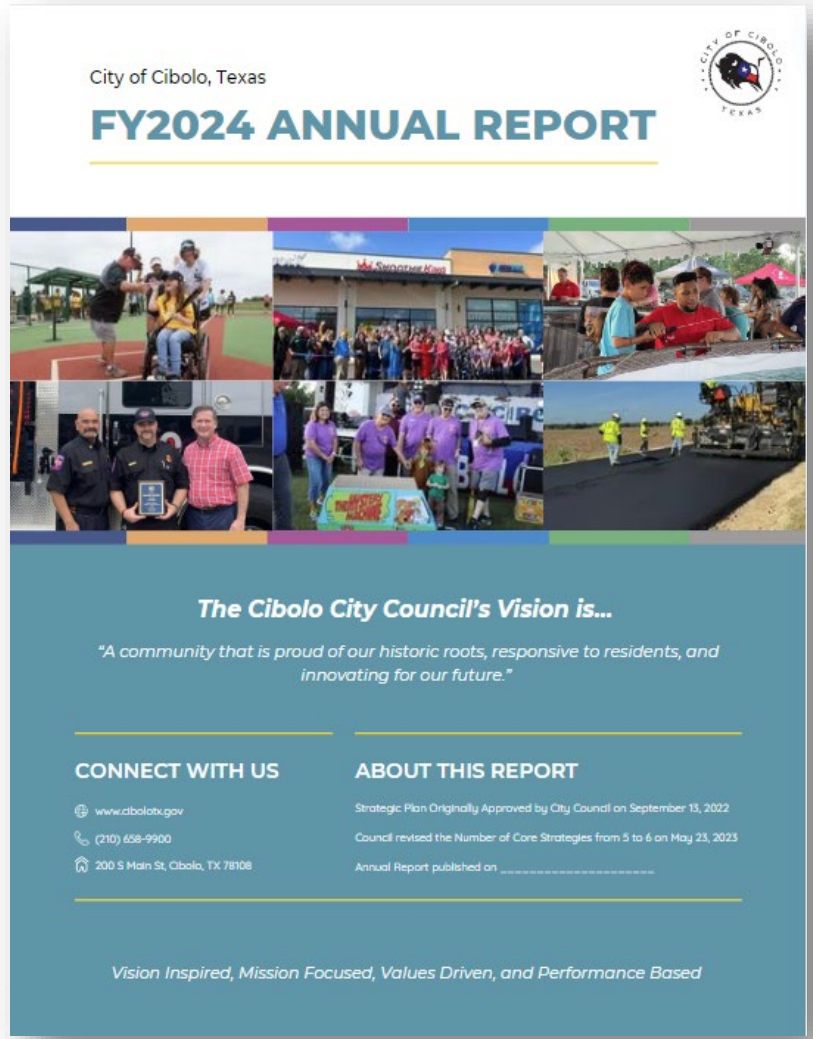
FY2024	Completed	In Progress	Project Delayed
176 Total	92	53	31



■ Completed ■ In Progress ■ Project Delayed



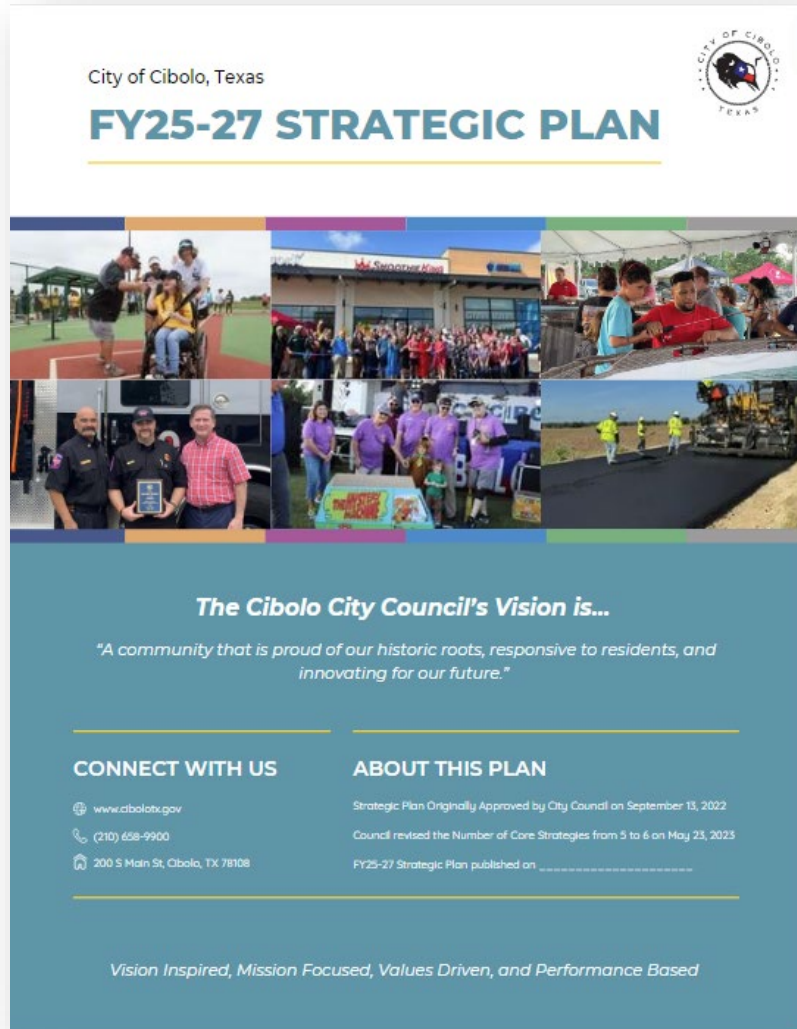
# FY2024 DRAFT ANNUAL REPORT



- Provided in Council's packet
- Current product is in **draft** form
- Staff is requesting feedback from Council, if any, prior to bringing the **final** product back for approval at a later meeting
- Status updates were provided by the Executive Team allowing them to 'Tell Their Stories'
- This report partners with the Strategic Plan



# FY2025 – FY2027 STRATEGIC PLAN



- Provided in Council’s packet
- Current product is in **draft** form
- Staff is requesting feedback from Council, if any, prior to bringing the **final** product back for approval at a later meeting
- Plan currently lists remaining actions from the previous year’s plans; **does not** include the suggested changes from staff
- This report partners with the Annual Report



# SUGGESTIONS FROM STAFF

1. Would Council be open to **removing** the remaining on-going goals that have been completed in previous years as they are now considered a way of doing business?

3.1.9	Create and maintain an annual meeting plan to engage local non-profits and religious organizations to increase community participation					
3.1.10	Create and maintain an annual regional calendar that is shared with Council that includes events in other cities nearby					
3.1.11	Create and maintain an annual meeting plan with SCUCISD					
3.1.12	Create and maintain an annual meeting plan for the City Manager to meet with other city managers in our area					
3.1.13	Create and maintain an annual meeting plan for the City Manager to meet with our local Chambers of Commerce					
3.1.14	Create and maintain an annual meeting plan for the City Manager and appropriate staff to meet with utility providers that service Cibola					





# SUGGESTIONS FROM STAFF

2. Would Council be open to **removing** any duplicate goals that exist either within either the same Strategic Goal or another to ensure the plan is precise and concise?

## Example From Strategic Goal #1: Economic Development

1.1.6	Explore improving access to broadband internet service by engaging local providers	Blue	Black			
1.1.7	Seek grants and assistance to explore options to bring broadband service to parts of city that are in need	Green	Blue	Orange	Orange	Orange

## Example From Strategic Goal #2: Infrastructure

2.2.8	Explore options to expand broadband internet service	Blue	Green	Blue	Orange	Orange	Orange
2.2.9	Coordinate with broadband providers to locate WCP (5G) facilities	Blue	Green	Blue	Orange	Orange	Orange
2.2.10	Present options to expand broadband internet service to the City Council	Blue	Green	Blue	Orange	Orange	Orange



# SUGGESTIONS FROM STAFF

3. Would Council be open to **adding** new CIP projects that were identified during the FY25 budget and CIP workshops?

2.3.19	Animal Services Facility (existing) - Improvements to the office and the kennels			
2.3.20	Town Creek Trail Parking Lot (Construction)			
2.3.21	FM 78 Water Main Extension (Construction)			
2.3.22	Deer Creek Drainage Channel Improvements (Construction)			
2.3.23	Green Valley Road Low Water Crossing (Construction)			
2.3.24	Tolle Road (Design and Right-of-Way Acquisition)			
2.3.25	Deer Creek, Town Creek, Fire Bird Run, Silver Wing, and two other portions of Green Valley Road (Construction)			
2.3.26	Wastewater CCN Infrastructure (Design)			



# QUESTIONS FOR COUNCIL CONSIDERATION

- 1. Does Council have any comments about the FY2024 Annual Report?** Staff will be looking to publish this report with Council approval at a future meeting.
- 2. How does Council feel about the suggested changes for the FY2025 – FY2027 Strategic Plan?** Staff will be looking to publish this updated plan with Council approval at a future meeting.



# **SPECIAL ANNOUNCEMENT**





City Council Regular Meeting Staff Report

Discussion on a draft ordinance prohibiting camping in a public place in the City of Cibolo. (Mr. Huggins)

Meeting	Agenda Group
Tuesday, September 10, 2024, 6:30 PM	Discussion/Action Item: 10J
From	
Bryan Huggins, Executive Director - Safety and Infrastructure	

**PRIOR CITY COUNCIL ACTION:**

N/A

**BACKGROUND:**

This ordinance is modeled on Section 48.05 of the Penal Code which provides a statewide offense to camp in a public place. Section 48.05 of the Penal Code allows a local authority to adopt a local ordinance, provided the ordinance is compatible with and equal to or more stringent than the state law or provided the ordinance relates to an issue not specifically addressed by the state statute. We intend this draft both to be more more stringent and to relate to issues not addressed by Section 48.05—it includes living in a vehicle and nonresidential places as regulated areas. Further, this draft removes the culpable mental state imposed by state law, making it more stringent.

**NOTE: This item has not been reviewed by the Council Ordinance Subcommittee. There was a great deal of interest from multiple Council Members about this topic based upon a recent incident in the City, therefore the decision was made to bring this straight to Council for discussion. If the Council would prefer to review the ordinance in depth and not make a decision as this time, we can bring the ordinance back at a later date for a vote.**

**STAFF RECOMMENDATION:**

Staff recommends Council consider amending the current Section 54-157 of the Code, which regulates camping in public parks, to further regulate camping in all public places to include streets, alleys, sidewalks, public right of way, and city-owned properties.

**FINANCIAL IMPACT:**

N/A

**MOTION(S):**

Motion to approve an ordinance to prohibit camping in a public place without the effective consent of the City or other public agency having the legal duty or authority to manage the public place.

**Attachments**

[2024.08.30 No Camping Ordinance.pdf](#)

## Chapter 50 – OFFENSES AND MISCELLANEOUS PROVISIONS

. . .

### ARTICLE III. – REGULATIONS AND PROHIBITED CONDUCT

. . .

#### Section 50-23. Camping

(a) In this section:

(1) “Camp” means the use of a place as a living accommodation for such activities as:

- a. cooking;
- b. making a fire;
- c. storing personal belongings;
- d. digging;
- e. sleeping; or
- f. using a shelter.

(2) “Shelter” includes a tent, tarpaulin, lean-to, sleeping bag, bedroll, blankets, vehicle, or any form of temporary, semipermanent, or permanent shelter.

(b) A person commits an offense if the person camps in a public place, including a street, alley, sidewalk, public right of way, or city-owned property, without the effective consent of the city or other public agency having the legal duty or authority to manage the public place.

(c) A person commits an offense if the person under 18 years of age camps in a city park unless accompanied by a parent, legal guardian or other authorized adult.

(d) A person commits an offense if the person camps in a nonresidential private parking lot or business entrance.

(e) Consent given by the city is not effective for purposes of Subsection (b), unless given to authorize the person to camp for:

- (1) recreational purposes; or
- (2) purposes related to providing emergency shelter during a disaster declared under Section 418.014, Government Code, or a local disaster declared under Section 418.108 of that code.

(f) Except as provided by Subsection (g), before or at the time a peace officer issues a citation to a person for an offense under this section, the peace officer must make a reasonable effort to:

- (1) advise the person of an alternative place at which the person may lawfully camp; and
- (2) contact, if reasonable and appropriate, an appropriate official of the city or Guadalupe County, or an appropriate nonprofit organization operating within that political subdivision, and request the official or organization to provide the person with:
  - (A) information regarding the prevention of human trafficking; or

(B) any other services that would reduce the likelihood of the person suspected of committing the offense of continuing to camp.

(g) Subsection (f) does not apply if the peace officer determines there is an imminent threat to the health or safety of any person to the extent that compliance with that subsection is impracticable.

(h) If the person is arrested or detained solely for an offense under this section, a peace officer enforcing this section shall ensure that all of the person's personal property not designated as contraband under other law is preserved by:

(1) permitting the person to remove all the property from the place at the time of the person's departure; or

(2) taking custody of the property and allowing the person to retrieve the property after the person is released from custody.

(i) A fee may not be charged for the storage or release of property under Subsection (h)(2).





City Council Regular Meeting Staff Report

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

Meeting	Agenda Group
Tuesday, September 10, 2024, 6:30 PM	Discussion/Action Item: 10L
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**

[Sept Oct 2024.pdf](#)

# September



2024

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	
1	City Offices Closed 	2	3	4 Parks Meeting 6:30pm	5 Budget WS 6:30pm	6	7
8	9	10 City Council 6:30pm	11 Municipal Court P&Z Meeting 6:30pm	12 NEP Luncheon Historical Meeting 6:30pm	13	14	
15	16	17 Chamber Luncheon	18	19 EDC Meeting 6:30pm	20	21	
22	23	24 City Council 6:30pm	25 Municipal Court	26	27	28	
29	30						

# October



# 2024

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
		1	2 Parks Meeting 6:30pm	3	4	5
6	7	8 City Council 6:30pm	9 P&Z Meeting 6:30pm	10 Historic Meeting 6:30pm	11	12 Cibolofest 10-10
13	14	15	16	17 EDC Meeting 6:30pm	18	19
20	21	22 City Council 6:30pm	23	24	25	26 Shred Day 8-12
27	28 Animal Advisory 6:30pm	29	30	31		