



"City of Choice"

## **City Council Meeting**

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Tuesday, January 13, 2026, 6:30 PM

Est. Duration: 3 hr 10 min

Council Chambers

200 S. Main St.

Cibolo, Texas 78108

### **1. Call to Order**

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### **2. Roll Call and Excused Absences**

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2.A. Excused Absence

### **3. Invocation**

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### **4. Pledge of Allegiance**

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### **5. Recognition of Service**

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5.A. Councilman Robert Mahoney

5.B. Councilman Joel Hicks

### **6. Oath of Office**

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6.A. Marissa-Ellen Patterson, Place 3

6.B. Summer Marie Brown, At Large Place 7

### **7. Citizens to be Heard**

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This is the only time during the Council Meeting that a citizen can address the City Council. It is the opportunity for visitors and guests to address the City Council on any issue to include agenda items. All visitors wishing to speak must fill out the Sign-In Roster prior to the start of the meeting. City Council may not deliberate any non-agenda issue, nor may any action be taken on any non-agenda issue at this time; however, City Council may present any factual response to items brought up by citizens. (Attorney General Opinion - JC-0169) (Limit of three minutes each.) All remarks shall be addressed to the Council as a body. Remarks may also be addressed to any individual member of the Council so long as the remarks are (i) about matters of local public concern and (ii) not disruptive to the meeting or threatening to the member or any attendee including City staff. Any person violating this policy may be requested to leave the meeting, but no person may be requested to leave or forced to leave the meeting because of the viewpoint expressed. This meeting is livestreamed.

### **8. Consent Agenda - Consent Items (General Items)**

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(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.)

- 8.A. Approval of the minutes of the Special City Council Meeting held of December 2, 2025.
- 8.B. Approval of the minutes of the City Council Meeting held on December 2, 2025.
- 8.C. Approval of the minutes of the City Council Workshop held on December 9, 2025.
- 8.D. Approval of the minutes of the City Council Meeting held on December 9, 2025.
- 8.E. Approval of the minutes of the City Council Meeting held on December 22, 2025, to canvass the results of the Run-Off Election held on December 13, 2025.
- 8.F. Approval of the Quarterly Investment Report ending September 30, 2025.

## **9. Mayor Follow-Up**

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- 9.A. Union Pacific sidewalk across railroad track on Main St.
- 9.B. Flashing crosswalk on Main St.

## **10. Staff Update**

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- 10.A. Administration
  - a. Capital Improvement Program – Updates on Projects - \*Green Valley Road Water Main Extension \*FM 78 – Water Main Extension \*FY25 Street Rehabilitation Package 2 \*Town Creek Trail \*Main Street sidewalk across railroad
  - b. RFP's, RFQ's, RFB's, and ITB's
  - c. Staff Travel
  - d. Aisin Facility Tour
  - e. Council's Strategic Management Workshop Date for 2026
- 10.B. Fire Department
- 10.C. Police Department

## **11. Discussion/Action**

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- 11.A. Discussion/Action to enter into the ESRI Small Municipal and County Government Enterprise Agreement (SGEA) through the Texas Department of Information Services cooperative contract# DIR-CPO-4699 in an amount not to exceed \$101,280.00 over a three (3) year period. (Mr. Gomez)
- 11.B. Discussion/Action on the evaluation criteria for Wayfinding Sign Program RFP. (Mr. Gomez)
- 11.C. Approval of the Preliminary Plat of Old Wiederstein Commercial Subdivision. (Mr. Vasquez)
- 11.D. Discussion/Action on the purchase of the 2025 New Caterpillar Inc. Model: 308 Compact Construction Equipment with a two-year warranty from HOLT CAT with trading the old 2018 John Deere (\$160,800.00) (Mr. Al Haddad)
- 11.E. Discussion/Action on City Council appointments to Council Sub-Committees. (Council)

11.F. Discussion/Action regarding the administration of the rental of the Cibolo Community Center. (Councilwoman D. Roberts)

11.G. Discussion/Action on the use of the Cibolo Community Center for the Sweetheart Soiree Senior Citizen Prom. (Councilwoman Cunningham)

11.H. Discussion/Action regarding EV charging stations to be placed in the parking lot near the pond/HEB area. (Councilwoman D. Roberts)

11.I. Discussion/Action on how the Parks Commission can be a supporting committee for recreation and events supporting the City Council's Strategic Plan. (Councilwoman D. Roberts/Mayor Latimer)

11.J. Discussion/Action regarding livestreaming and posting recorded public meetings; identification of responsible department(s), required standards, posting timelines, and corrective actions to ensure reliable public access transparency. (Mayor Latimer)

11.K. Discussion/Action on the appointment of a Mayor Pro-Tem for calendar year 2026. (Council)

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

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

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

## **12. Ordinances**

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12.A. Approval/Disapproval of an Ordinance providing for the first budget amendment for fiscal year 2025-2026. (Ms. Miranda)

## **13. Resolutions**

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13.A. Approval/Disapproval of a Resolution of the City of Cibolo on a Height Increase from 35 feet to 42 feet for parking area light standards in accordance with 2024 Unified Development Code, Article 7, Environmental Performance Standards, Section C. General Standards, on a 126-acre tract, generally located at the intersection of S Santa Clara Road and IH 10, abutting 10420 IH-10. (Mr. Vasquez)

13.B. Approval/Disapproval of a Resolution authorizing the City Manager to Execute a Professional Services Agreement with Valley View Consulting LLC for Investment Advisor Services. (Ms. Miranda)

13.C. Approval/Disapproval of a Resolution of the City of Cibolo participating in the Guadalupe County Master Drainage Plan under the Texas Water Development Board Flood Infrastructure Fund. (Mr. Al Haddad)

13.D. Approval/Disapproval of a Resolution for adoption of the South Cibolo Wastewater Master Plan (Mr. Al Haddad)

## **14. 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 to discuss the following:

14.A. Legal options and process available for the reconsideration of conditions placed upon variances granted to the separation requirements for the on-premise sale of alcohol generally and specifically as it relates to the variance previously granted to the business known as Grampie's Pizzeria. Following deliberation in closed session, the City Council will reconvene in open session to deliberate and take action to provide direction to staff and legal counsel on any options that the City Council desires to consider at a future meeting related to the matter discussed in closed session.

## **15. Open Session**

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

## **16. Adjournment**

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16.A. Adjourn Meeting

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

Peggy Cimics, TRMC

City Secretary

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

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

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

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

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Name and Title



Date Posted: January 7, 2026 04:38 pm



**City Council Regular Meeting Staff Report**

**C. Approval of the minutes of the City Council Workshop held on December 9, 2025.**

Meeting	Agenda Group
Tuesday, January 13, 2026, 6:30 PM	Consent Agenda - Consent Items (General Items) Item: 8C.
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**

[120925 Council Workshop Minutes.pdf](#)



**CITY COUNCIL WORKSHOP**  
**Cibolo Municipal Building**  
**200 S. Main Street**  
**December 9, 2025**  
**5:00 PM – 6:15 PM**

**MINUTES**

1. **Call to Order** – The meeting was called to order by Mayor Latimer at 5:14 p.m.
2. **Roll call and Excused Absences** – Members Present: Councilman McGlothin, Councilman Mahoney, Councilwoman Sanchez-Stephens, Councilwoman D. Roberts, and Councilman Hicks (arrived at 5:17 p.m.). Member Absent: Councilman R. Roberts and Councilwoman Cunningham. Councilwoman Sanchez-Stephens made the motion to excuse both Councilman R. Roberts and Councilwoman Cunningham. The motion was seconded by Councilwoman D. Roberts. For: All; Against: None. The motion carried 4 to 0.
3. **Discussion/Direction**

- A. Discussion on City of Cibolo Employee Handbook policy reviews.

Council received a briefing from Ms. Taplin of the Cibolo Employee Handbook. Council had the opportunity to discuss this item and ask questions. Councilman Mahoney suggested putting the effective date of the Policy as header or footer on each page.

- B. Presentation/Discussion on the Utility Rate Plan Study performed by Wildan Financial Services.

Ms. Miranda and Mr. Wildan (Wildan Financial Services) went over the Utility Rate Plan Study. The council had the opportunity to ask questions

4. **Adjournment**

Councilman Hicks made the motion to adjourn the meeting at 5:25 p.m. The motion was seconded by Councilwoman D. Roberts. For: All; Against: None. The motion carried 5 to 0.

PASSED AND APPROVED THIS 13<sup>TH</sup> DAY OF JANUARY 2026.

Kara Latimer  
Mayor

ATTEST:

Peggy Cimics, TRMC  
City Secretary



**City Council Regular Meeting Staff Report**

**D. Approval of the minutes of the City Council Meeting held on December 9, 2025.**

Meeting	Agenda Group
Tuesday, January 13, 2026, 6:30 PM	Consent Agenda - Consent Items (General Items) Item: 8D.
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**

[120925 Council Minutes.pdf](#)



**CIBOLO CITY COUNCIL**  
**CIBOLO MUNICIPAL BUILDING**  
200 S. Main  
Cibolo, Texas 78108  
December 9, 2025  
6:30 p.m.

**Minutes**

1. Call to Order – The meeting was called to order by Mayor Latimer at 6:30 p.m.
2. Roll Call and Excused Absences – Members Present: Mayor Latimer, Councilman McGlothin, Councilman R. Roberts, Councilman Mahoney, Councilwoman Cunningham, Councilwoman Sanchez-Stephens, Councilwoman D. Roberts, and Councilman Hicks. Members Absent: None.
3. Invocation – Councilman Mahoney gave the Invocation.
4. Pledge of Allegiance – All in attendance recited the Pledge of Allegiance.
5. Oath of office
  - A. Randy Roberts, Place 2

Councilman R. Roberts was given the Oath of Office by the City Secretary. Councilman R. Roberts wife received flowers from the City.

6. Citizens to be Heard

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The following individuals signed up to speak during this item.

Carlos dela Cruz introduce himself as a candidate for Congress. The following people Dr. Angela Enriquez, Sheretta Tate, Teresa Beebe, Dolores Salinas, Jesica Martinez, Liz Luera and Neleah Tate all spoke on about the Dental Office located on Cibolo Valley Drive. This Dental Office is located in the strip center as a CBD/Vap Store. The individuals spoke on the smell of the vape and CBD products

that can be smelled in establishments located in the space next to this type of business. They explained the health hazard to other businesses and their clients. Some of the health issues brought up were headache, drowsiness, and changes in mood, such as irritability. Other health issues such as cancer, heart issues and memory and brain issues. Dr. Enriquez also wanted to find out if there was anything the City could possibly do like have businesses of this type be in a stand-alone building and require an advanced air system be installed. The Police Department did give a factual response and did state that all the businesses of this type in Cibolo have an up to date license from the State. There has been no calls to this business that the Police Department is aware of. Maggie Titterington from the Chamber spoke and thank Matt Hanson. She also told the Dental Office that the chamber was willing to work with them. Kevin Lindquist thank everyone that participated and came out for the toys for the children give away after the Holiday Parade. He also said that the Tri County Chamber would be having a Small Business Symposium on April 17 & 18. Jonn Kusch and Nicolas Mora Civil Engineers on the 1103 project want to let the City know that they appreciated Mr. Gomez.

7. Consent Agenda – Consent Items (General Items)

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

- A. Approval of the minutes of the Regular City Council Meeting held on October 27, 2025.
- B. Approval of the minutes of the Special City Council Meeting held on November 17, 2025 to canvass the Ballot of the November 4, 2025 Election.
- C. Approval of the minutes of the Regular City Council Meeting held on November 18, 2025.

Councilman McGlothin asked to have item 7A pulled for further discussion. Councilwoman Cunningham made the motion to approve item A & B. The motion was seconded by Councilman Hicks. For: All; Against: None. The motion carried 7 to 0. After item B & C were approved Mayor Latimer asked Councilman McGlothin his concerns. Councilman McGlothin stated that he had an issue with the statement on number 13 Open Session. Mayor Latimer called for an Executive Session on this item as authorized by the Texas Gov't Code Section 551.071, Consultation with Attorney. Council convened into Executive Session at 7:19 p.m. Council reconvened into Regular Session at 7:35 p.m. Councilman Hicks made the motion to approve 7A. The motion was seconded by Councilwoman Cunningham. For: Councilwoman Cunningham, Councilwoman Sanchez-Stephens, Councilwoman D. Roberts, and Councilman Hicks; Against: Councilman McGlothin, Councilman R. Roberts, and Councilman Mahoney. The motion carried 4 to 3.

8. Mayor's Follow-up

- A. Discussion/Direction on a sidewalk across the railroad track on Main St.

Mayor Latimer wanted everyone to know that Mr. Reed and his staff has submitted the paperwork for this sidewalk to be funded.

- B. Discussion/Direction on Cibolo Farms access to Coy Ln. and drainage exit from property.

At the last meeting Councilwoman Cunningham was concerned about the impact to Coy Lane. Mayor Latimer had concerns about the impact the subdivision would have. Mr. Reed had worked on a map for this area. Council was shown the map and Mr. Reed was able to answer questions.

- C. Discussion/Direction on Texas Department of Health Services process for enforcing compliance with licenses for CBD stores.

At the last meeting there was some confusion that one business was not license. Chief Andres has checked into this and all the businesses in Cibolo are current at this time.

9. Staff Update

A. Administration

a. Capital Improvement Program – Updates on Projects

Lower Seguin Road

Dean Road and Bolton Road

Green Valley Road Water Main Extension

FM 78 – Water Main Extension – Under Construction

FY25 Street Rehabilitation Package 1

Deer Creek Blvd (Cordero to Falling Sun) – Staff will be scheduling the TDLR inspection for new ADA ramps

Green Valley Road (Dean Rd to Westmont) – Contractor needs to establish vegetation prior to final walk through.

Green Valley Road (CVD to Green Valley Loop) – Need to schedule final walk through.

FY25 Street Rehabilitation Package 2

Silver Wing (CVD to Thistle Creek – Substantially Construction) Planting Grass is scheduled to be completed after Firebird Run is complete due to winter season.

Town Creek Road (Green Valley Rd to Bentwood Pass – Under construction. 1<sup>st</sup> lift of asphalt and 90+% of curb finished. Sidewalk/ADA prep has begun.

Firebird Run (Silver Wing to Kipper Ave) – Scheduled. Project will begin January 5, 2026 to avoid conflict during holidays.

Deer Creek Drainage Improvements

Complete – Final walk was completed on 11/17, minor punch list items completed.

Town Creek Trail

City of Cibolo was selected to move forward with detailed application. Submission deadline is January 17, 2026.

Main Street sidewalk across railroad

Staff has executed PE Agreement with UPRR for design and assessment of crossing.

Staff is waiting for a response for the diagnostic meeting with UPRR. Staff is working with consultant on a proposal for the sidewalk design to submit to UPRR.

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

c. City Holiday Events

On December 6<sup>th</sup> the City held its annual holiday parade, vendor market, singing and performances from local groups, and holiday tree lighting.

d. Annual Employee Awards Event (12/12)

The event will be Friday, December 12<sup>th</sup> from 11:30 am to 1:30 pm. Employees of the Year, People Managers of the Year, and Teams of the Year will be recognized.

e. Staff Travel – No Update.

B. Police Department – In Packet

10. Discussion/Action

A. Discussion/Action on the Historic Committee Projects for FY25/26. (Ms. Tudyk/Ms. Beach)

Ms. Tudyk and Ms. Beach briefed their projects the Historic Committee would like to accomplish in calendar year 2026. They briefed painting the large flowerpots near the Multi-Event Center. Also discussed was the backside of the mural on Main Street. Ms. Tudyk and Ms. Beach did have a picture, and they explained that CIBOLO would be filled in with designs of Old Town Cibolo by the Art Club at Steele High School. Council did ask about possible local artist that may also be interested in this project. Ms. Tudyk and Ms. Beach also spoke on a project they would like to do this coming year on placing flags on Main Street for the Fourth of July. Councilwoman Sanchez-Stephens stated that maybe the flags could be placed all the way down Main Street and Cibolo Valley Drive. Council seem to be in favor of the Historic Committees projects. This will be brought back to the Historic Committee so they can be briefed on what Council said and what the next step will be. No action was taken.

B. Discussion/Action regarding the Final Acceptance of Public Infrastructure for Steele Creek Unit 3B.

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

C. Discussion/Action regarding the Preliminary Acceptance of Public Infrastructure for Venado Crossing Unit 5.

Councilwoman Cunningham made the motion to approve the Preliminary Acceptance of Public Infrastructure for Venado Crossing Unit 5. The motion was seconded by Councilwoman D. Roberts. For: All; Against: None. The motion carried 7 to 0.

D. Discussion/Action regarding the Preliminary Acceptance of Public Infrastructure for Venado Crossing Unit 4.

Councilwoman Cunningham made the motion to approve the Preliminary Acceptance of Public Infrastructure for Venado Crossing Unit 4. The motion was seconded by Councilwoman D. Roberts. For: All; Against: None. The motion carried 7 to 0.

E. Discussion/Action regarding the Final Acceptance of Public Infrastructure for Venado Crossing Unit 3.

This item was pulled from the agenda.

F. Discussion/Action on an Old Town Mural Wall Local Artist Program.

This item was brought to council by Councilwoman Sanchez-Stephens. Councilwoman Sanchez-Stephens stated she was not sure who was in charge of the mural on Main Street (front side), but they have done a great job. She would like to see if the council would be interested in promoting local talent by using this talent and by promoting them by having them paint the murals. The designs would be "What Cibolo Is", all designs painted by the local artist would be Cibolo related. After additional conversation on this subject the Communication Director will make a process, application, and timeline when the mural would be changed. The item would come back to council at a later date.

G. Discussion/Action on the Variance to Grampie's Pizzeria for Alcohol Permit.

Councilman Mahoney made the motion to table this item. The motion was seconded by Councilwoman Sanchez-Stephens. For: Councilman Mahoney, Councilwoman Cunningham, Councilwoman Sanchez-Stephens, and Councilwoman D. Roberts; Against: Council McGlothin, Councilman R. Roberts, and Councilman Hicks. The motion carried 4 to 3.

H. Discussion/Action on allowing Loss of Life Advocates to utilize the Community Center for an event on Saturday, February 21, 2026.

Councilwoman D. Roberts made the motion to allow Loss of Life Advocates to utilize the Community Center for an event on Saturday, February 21, 2026 at a cost of \$50.00. The motion was seconded by Councilman Hicks. For: All; Against: None. The motion carried 7 to 0.

I. Discussion/Action regarding adding a flashing crosswalk on Main St. between the Mill and Old Main Icehouse.

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

At this time Mayor Latimer skipped to item 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 and Section 551,072, Regarding Real Property to discuss the following:

A. Discussion, update, and receive advice pursuant to Texas Government Code Section 551.071 related to pending litigation and receive advice on Cibolo v. Cibolo Turnpike (Fourth Court of Appeals No: 04-24-00532-CV)

B. Discussion, update, and receive advice pursuant to Texas Government Code Section 551.071 related to pending litigation Texas Sterling Construction Co. v. City of Cibolo, Texas, Cause No. 25-2588-CV-E.

C. Discussion, update, and receive advice pursuant to Texas Government Code Section 551.071 related to pending and contemplated litigation concerning EEOC Charge No: 451-2025-00454.

Council convened into Executive Session at 9:16 p.m.

Council reconvened into Open Session at 9:50 p.m.

No action was taken on item 13 A or C. Item 13 B – Councilman Hicks made the motion I move to appoint, retain Chapman Law Firm to defend the City in Texas Sterling v. Cibolo of Cibolo. The motion was seconded by Councilman Mahoney. For: All; Against: None. The motion carried 7 to 0.

J. Discussion on staff and council vehicle.

Councilman Hicks had brought this item up as the vehicle that council has been using will be turned in a few months. Mr. Reed informed the City Council that if the Council needs to use a City vehicle for training/conferences staff will make sure a vehicle will be available.

K. Discussion/Presentation regarding the School Resource Officer (SRO) Program's Fiscal Year 2025 review and financial reconciliation of direct costs related to the City of Cibolo and Schertz Cibolo Universal City Independent School District (SCUC ISD) Interlocal Agreement.

Chief Andres briefed the council on the School Resource Officer (SRO) Program funding cost related to officers working in local schools. He went over FY25 review and financial reconciliation to include (a) ensuring accountability of the indirect costs, (b) ensure all direct costs are tracked, (c) meeting quarterly with SCUC ISD to submit SRO Program Expenditures/True-

ups, and (d) SRO Comp Time Bank. The City Council had the opportunity to ask questions during the presentation.

L. Presentation/Discussion on 2026 City of Cibolo Special Events.

Mr. Howard briefed the City Council of 2026 City of Cibolo Special Events. The events include the Easter Egg Hunt scheduled for March 28, 2026, Summer Nights will be on May 1, 2026, June 5, 2026, July 10, 2026, and August 7, 2026, Cibolofest will be on October 17, 2026 and the Holiday on Main will take place on December 5, 2026.

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

Councilwoman Cunningham attended the Youth Council meeting and a meeting with Venado Crossing and staff. Mayor Latimer attended the EDC meeting and attended TML training on Municipal Finance. Councilwoman Sanchez-Stephens attended the Youth Council meeting and Public Funds training given by TML. Councilman Hicks attended Commissions Court and MPO meeting.

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

Council did not have any items at this time.

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

Council went over the calendar for December 2025 and January 2026. Ms. Cimics reminded council of a Special meeting scheduled for December 22 at 5pm to canvas the votes of the Cibolo Run-Off Election for Place 3 and At Large Place 7.

11. Ordinances

A. Approval/Disapproval of an Ordinance amending the City's Fee Schedule.

Councilwoman Cunningham made the motion to approve an Ordinance amending the City's Fee Schedule. The motion was seconded by Councilman McGlothin. For: All; Against: None. The motion carried 7 to 0.

12. Resolutions

A. Approval/Disapproval of a Resolution of the City of Cibolo adopting the updated Personnel Policy Handbook of the City of Cibolo.

Councilman McGlothin made the motion to approve a Resolution of the City of Cibolo adopting the updated Personnel Policy Handbook of the City of Cibolo. The motion was seconded by Councilman R. Roberts. For: Councilman McGlothin, Councilman R. Roberts, Councilman Mahoney, Councilwoman Cunningham, Councilwoman Sanchez-Stephens, and Councilwoman D. Roberts; Against: Councilman Hicks. The motion carried 6 to 1.

B. Approval/Disapproval of a Resolution approving the City of Cibolo and Guadalupe County, Texas, Community Services Restitution Program, and authorizing the city Manager to execute the agreement, allowing probationers and defendants to utilize their labor skills and perform work at the Cibolo Animal Shelter.

Councilman Hicks made the motion to approving the Resolution of the City of Cibolo and Guadalupe County, Texas, Community Services Restitution Program, and authorizing the city Manager to execute the agreement, allowing probationers and defendants to utilize their labor skills and perform work at the Cibolo Animal Shelter. The motion was seconded by Councilman

McGlothin. For: Councilman McGlothin, Councilman R. Roberts, Councilman Mahoney, Councilwoman Cunningham, Councilwoman D. Roberts, and Councilman Hicks; Abstained: Councilwoman Sanchez-Stephens. The motion carried 6 to 1.

**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 and Section 551,072, Regarding Real Property to discuss the following:

- A. Discussion, update, and receive advice pursuant to Texas Government Code Section 551.071 related to pending litigation and receive advice on Cibolo v. Cibolo Turnpike (Fourth Court of Appeals No: 04-24-00532-CV)
- B. Discussion, update, and receive advice pursuant to Texas Government Code Section 551.071 related to pending litigation Texas Sterling Construction Co. v. City of Cibolo, Texas, Cause No. 25-2588-CV-E.
- C. Discussion, update, and receive advice pursuant to Texas Government Code Section 551.071 related to pending and contemplated litigation concerning EEOC Charge No: 451-2025-00454.
- D. Discussion regarding the possible acquisition of real properties located near Haeckerville Rd and E Schaefer Road, pursuant to Texas Government Code Section 551.072.
- E. Discussion regarding Long Term Water Resources pursuant to Texas Government Code Section 551.072.

Council convened into Executive Session at 10:45 p.m. to discuss item 13 D & E. The other items where discussed earlier in the meeting.

**14. Open Session**

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

Council reconvened into Open Session on item 13 D & E at 11:06 p.m. No action taken.

**15. Adjournment**

Councilman Hicks made the motion to adjourn the meeting at 11:06 p.m. The motion was seconded by Councilman R. Roberts. For: All; Against: None. The motion carried 7 to 0.

PASSED AND APPROVED THIS 13<sup>TH</sup> DAY OF JANUARY 2026.

Kara Latimer  
Mayor

ATTEST

Peggy Cimics, TRMC  
City Secretary



# City of Cibolo

## City Council Regular Meeting Staff Report

### F. Approval of the Quarterly Investment Report ending September 30, 2025.

Meeting	Agenda Group
Tuesday, January 13, 2026, 6:30 PM	Consent Agenda - Consent Items (General Items) Item: 8F.
From	
Jessica Donoho, Accounting Manager	
Staff Contact(s)	
Anna Miranda,	

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

N/A

#### **BACKGROUND:**

N/A

#### **STAFF RECOMMENDATION:**

N/A

#### **FINANCIAL IMPACT:**

N/A

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

N/A

#### **Attachments**

[Quarterly Investment Report QE 2025930](#)



# QUARTERLY INVESTMENT REPORT

## For the Quarter Ended

### September 30, 2025

Prepared by

## **Valley View Consulting, L.L.C.**

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

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City Manager, Investment Officer Date

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Assistant City Manager, Investment Officer      Date

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Director of Finance, Investment Officer Date

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Accounting Manager, Investment Officer Date

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

## Annual Comparison

### FYE Results by Investment Category:

Asset Type	September 30, 2024			September 30, 2025		
	Avg. Yield	Book Value	Market Value	Avg. Yield	Book Value	Market Value
DDA/MMA/MMMF/Cash	4.69%	\$ 6,698,201	\$ 6,698,201	3.70%	\$ 8,181,130	\$ 8,181,130
Pools	5.18%	35,069,540	35,069,540	4.32%	46,148,109	46,148,109
Securities/CDs	4.59%	18,708,385	18,708,385	4.08%	15,353,473	15,353,473
<b>Totals</b>		<b>\$ 60,476,125</b>	<b>\$ 60,476,125</b>		<b>\$ 69,682,713</b>	<b>\$ 69,682,713</b>
Fourth Quarter-End Yield	<b>4.94%</b>			<b>4.19%</b>		
<b>Average Quarter-End Yields (1):</b>	<b>2024 Fiscal Year</b>			<b>2025 Fiscal Year</b>		
Cibolo	5.19%			4.32%		
Rolling Three Month Treasury	5.42%			4.38%		
Rolling Six Month Treasury	5.33%			4.35%		
TexPool	5.29%			4.36%		
<b>Fiscal YTD interest earnings</b>	\$ 3,503,844			\$ 3,060,216 (Approximate)		

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

## Summary

### Quarter End Results by Investment Category:

Asset Type (3)	June 30, 2025			September 30, 2025		
	Ave. Yield	Book Value	Market Value	Ave. Yield	Book Value	Market Value
DDA/MMA/MMMF/Cash	3.84%	\$ 6,303,721	\$ 6,303,721	3.70%	\$ 8,181,130	\$ 8,181,130
Pools	4.37%	48,882,205	48,882,205	4.32%	46,148,109	46,148,109
Securities/CDs	4.13%	19,328,873	19,328,873	4.08%	15,353,473	15,353,473
<b>Totals</b>	<b>4.26%</b>	<b>\$ 74,514,799</b>	<b>\$ 74,514,799</b>	<b>4.19%</b>	<b>\$ 69,682,713</b>	<b>\$ 69,682,713</b>

#### Current Quarter Average Yield (1)

Total Portfolio	4.19%
Rolling Three Month Treasury	4.24%
Rolling Six Month Treasury	4.17%
TexPool	4.25%

#### Fiscal Year-to-Date Average Yield (2)

Total Portfolio	4.32%
Rolling Three Month Treasury	4.38%
Rolling Six Month Treasury	4.35%
TexPool	4.36%

#### Interest Earnings (Approximate)

This Quarter	\$ 780,613
Fiscal Year-to-Date	\$ 3,060,216

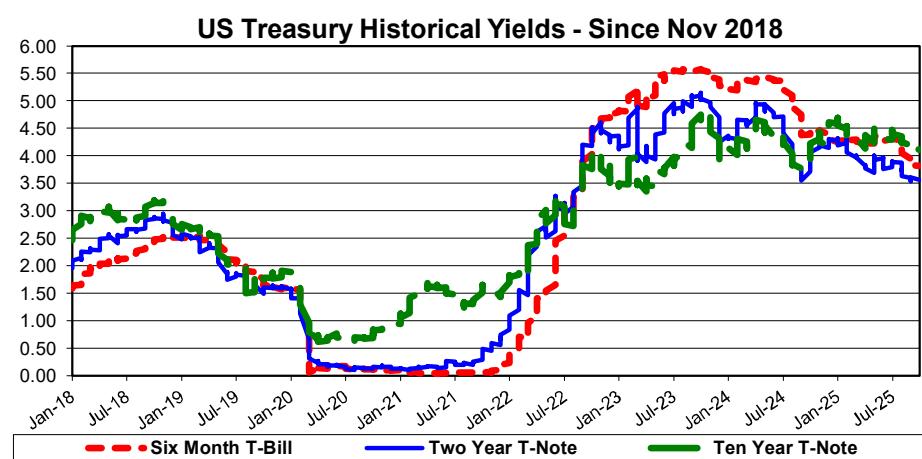
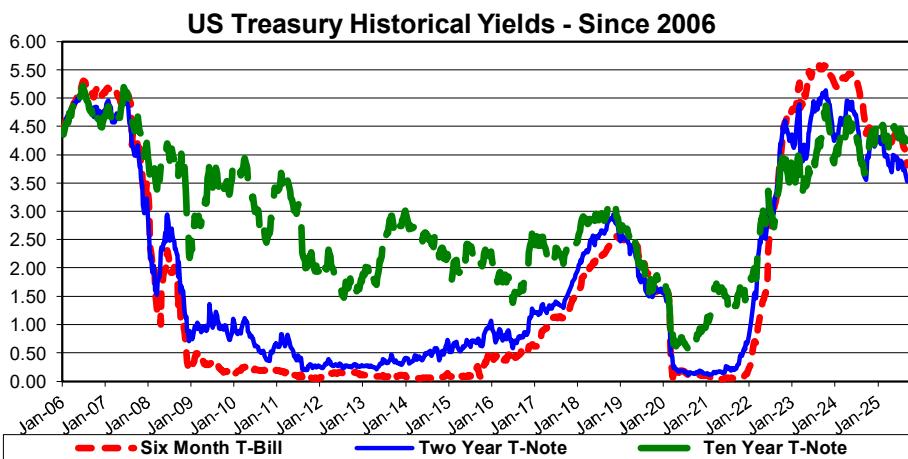
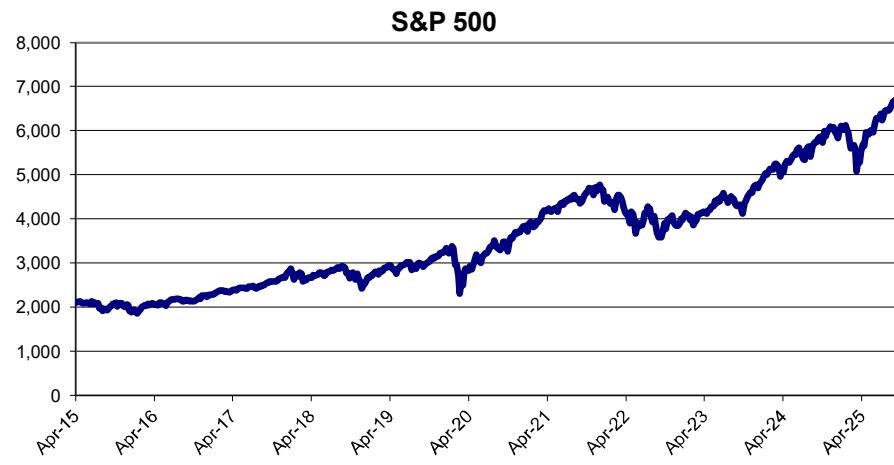
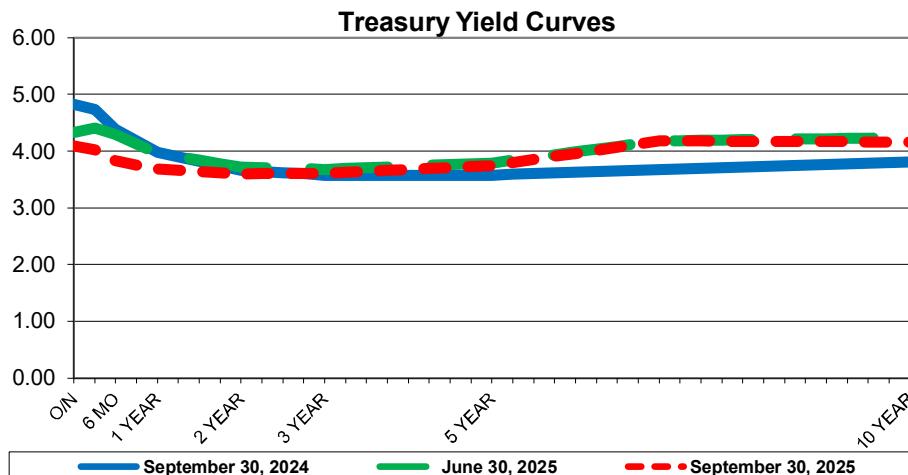
(1) **Current Quarter Average Yield** - based on adjusted book value, realized and unrealized gains/losses and investment advisory fees are not considered. The yield for the reporting month is used for bank, pool, and money market balances.

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

9/30/2025

**Economic Overview**

The Federal Open Market Committee (FOMC) cut the Fed Funds target range to 4.00% - 4.25% September 17th (Effective Fed Funds trade +/-4.08%). Expectations for additional rate cuts remain - projecting two more 0.25% cuts before year-end. Sep Non-Farm Payroll was delayed by the government shut down. Second Quarter 2025 GDP (final) increased to + 3.8%. The S&P 500 Stock Index continued climbing and reached a new high (+/-6,700). The yield curve condensed with a slight upward slope. Crude Oil remains in the low \$60s. Inflation continues above the FOMC 2% target (Core PCE +/-2.9% and Core CPI +/-3.1%). The Markets still face uncertain economic outlooks, tariff impacts and political conflicts.



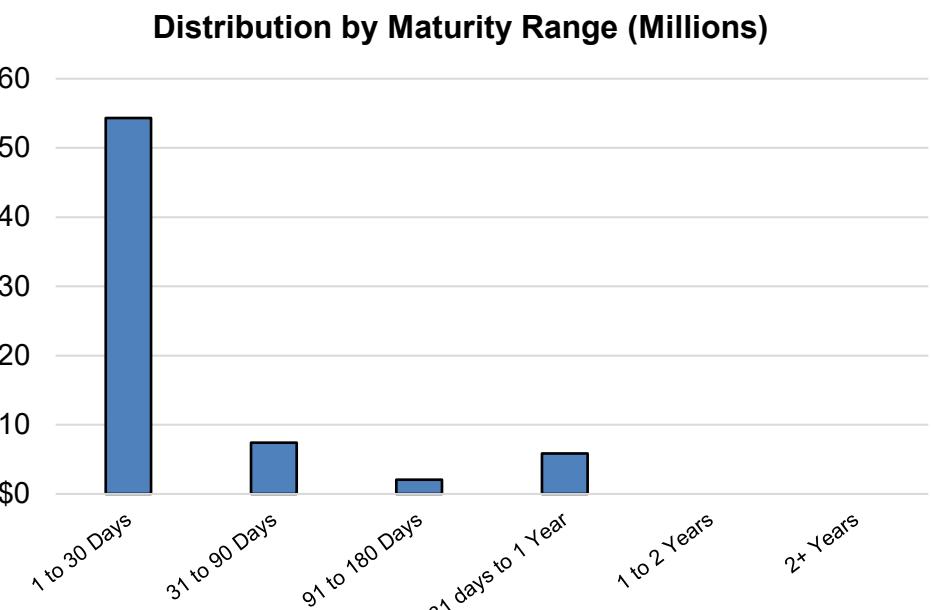
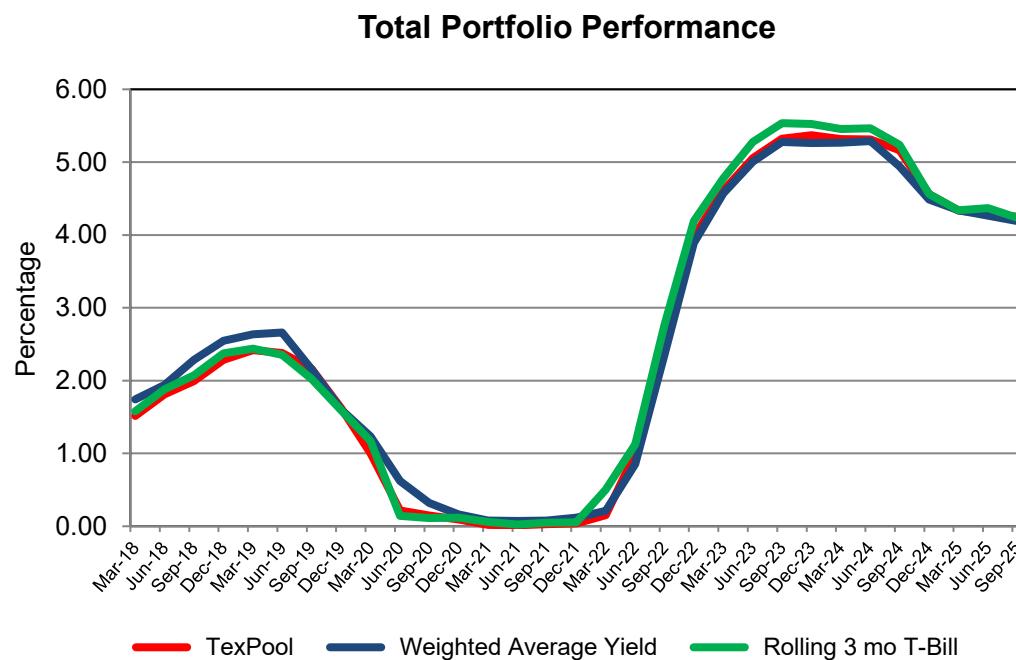
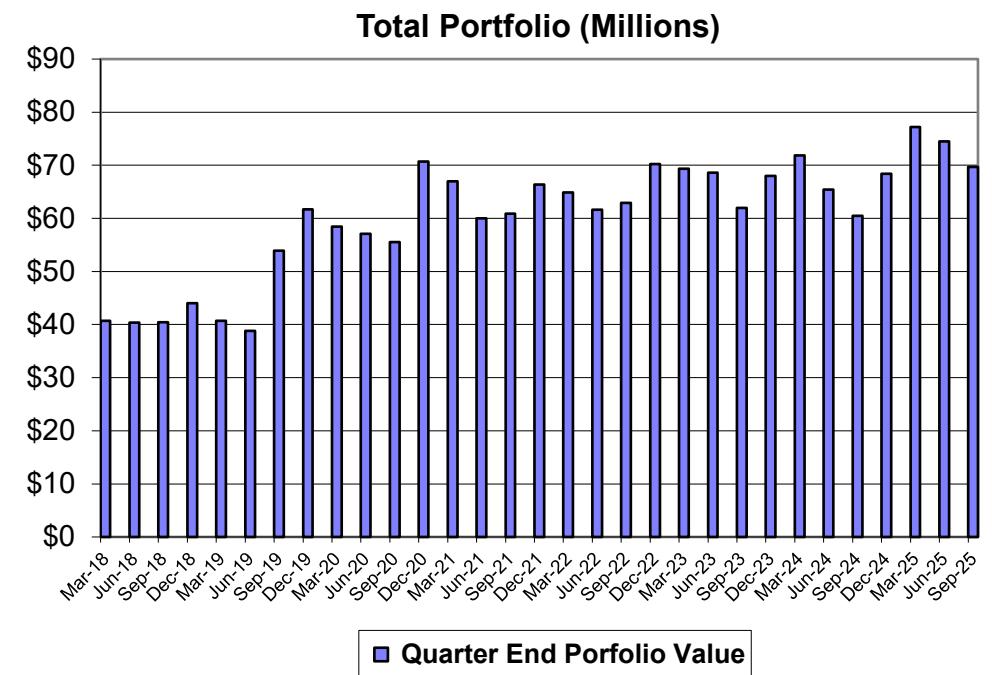
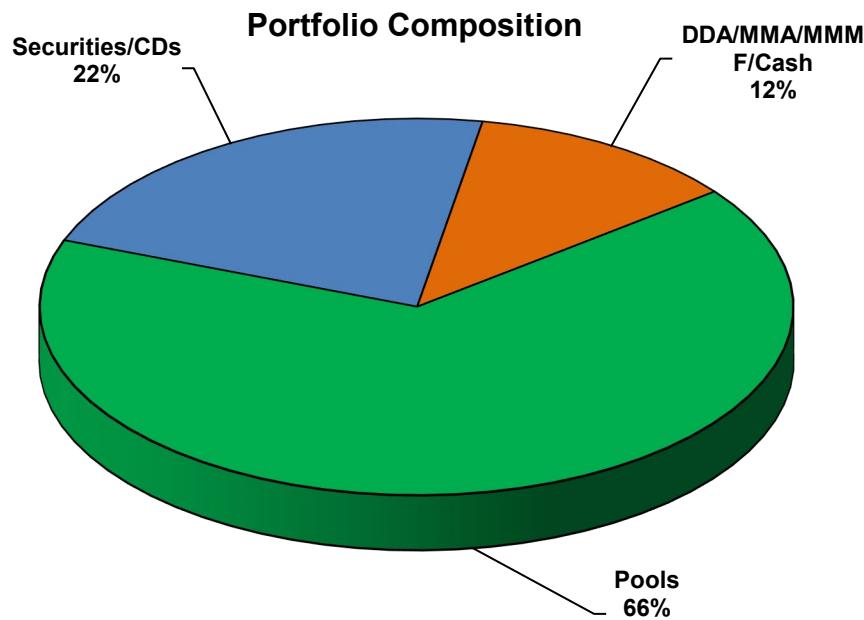
**Holdings Report**  
**September 30, 2025**



Issuer	% Coupon Rate	Credit Rating	Maturity Date	Settlement Date	Book Value	Market Price	Market Value	% YTM @ Cost	Days To Maturity
Cash	0.00		10/01/25	09/30/25	\$ 1,600	1.00	\$ 1,600	0.00	1
Shertz Bank & Trust MMA	3.55		10/01/25	09/30/25	5,941,534	1.00	5,941,534	3.55	1
Wells Fargo Bank MMMF	4.11		10/01/25	09/30/25	2,237,997	1.00	2,237,997	4.11	1
TexPool LGIP	4.25	AAAm	10/01/25	09/30/25	16,434,021	1.00	16,434,021	4.25	1
TexPool Prime LGIP	4.36	AAAm	10/01/25	09/30/25	9,350,520	1.00	9,350,520	4.36	1
Texas CLASS LGIP	4.35	AAAm	10/01/25	09/30/25	20,356,480	1.00	20,356,480	4.35	1
TexSTAR LGIP	4.21	AAAm	10/01/25	09/30/25	7,088	1.00	7,088	4.21	1
East West Bank CD	4.36		12/04/25	06/04/25	2,163,296	100.00	2,163,296	4.46	65
East West Bank CD	4.26		12/08/25	12/06/24	1,079,319	100.00	1,079,319	4.35	69
East West Bank CD	4.36		12/17/25	06/17/25	2,096,607	100.00	2,096,607	4.46	78
Schertz Bank & Trust CD	3.75		12/18/25	09/18/24	2,076,061	100.00	2,076,061	3.80	79
Schertz Bank & Trust CD	3.75		03/18/26	09/18/24	2,076,061	100.00	2,076,061	3.80	169
Schertz Bank & Trust CD	4.35		09/15/26	06/15/25	1,075,422	100.00	1,075,422	4.42	350
BOK Financial CD	3.83		09/17/26	09/19/24	1,560,462	100.00	1,560,462	3.90	352
Schertz Bank & Trust CD	4.35		09/18/26	06/18/25	1,075,858	100.00	1,075,858	4.42	353
Schertz Bank & Trust CD	3.50		09/18/26	06/18/25	2,150,387	100.00	2,150,387	3.55	353
<b>TOTALS</b>					<b>\$69,682,713</b>		<b>\$69,682,713</b>	<b>4.19</b>	<b>43</b>
							<b>(1)</b>	<b>(2)</b>	

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

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



## Book & Market Value Comparison

September 30, 2025



Issuer	% Yield	Maturity Date	Book Value 06/30/25	Increases	Decreases	Book Value 09/30/25	Market Value 06/30/25	Change in Market Value	Market Value 09/30/25
Cash	0.00	10/01/25	\$ 1,600	\$ –	\$ –	\$ 1,600	\$ 1,600	\$ –	\$ 1,600
Shertz Bank & Trust MMA	3.55	10/01/25	4,087,471	1,854,063	–	5,941,534	4,087,471	1,854,063	5,941,534
Wells Fargo Bank MMMF	4.11	10/01/25	2,214,650	23,347	–	2,237,997	2,214,650	23,347	2,237,997
TexPool LGIP	4.25	10/01/25	17,241,087	–	(807,066)	16,434,021	17,241,087	(807,066)	16,434,021
TexPool Prime LGIP	4.36	10/01/25	10,274,954	–	(924,434)	9,350,520	10,274,954	(924,434)	9,350,520
Texas CLASS LGIP	4.35	10/01/25	21,359,152	–	(1,002,672)	20,356,480	21,359,152	(1,002,672)	20,356,480
TexSTAR LGIP	4.21	10/01/25	7,012	76	–	7,088	7,012	76	7,088
BOK Financial CD	4.31	09/18/25	4,133,990	–	(4,133,990)	–	4,133,990	(4,133,990)	–
East West Bank CD	4.46	12/04/25	2,139,654	23,642	–	2,163,296	2,139,654	23,642	2,163,296
East West Bank CD	4.35	12/08/25	1,067,792	11,527	–	1,079,319	1,067,792	11,527	1,079,319
East West Bank CD	4.46	12/17/25	2,073,694	22,913	–	2,096,607	2,073,694	22,913	2,096,607
Schertz Bank & Trust CD	3.80	12/18/25	2,056,622	19,439	–	2,076,061	2,056,622	19,439	2,076,061
Schertz Bank & Trust CD	3.80	03/18/26	2,056,622	19,439	–	2,076,061	2,056,622	19,439	2,076,061
Schertz Bank & Trust CD	4.42	09/15/26	1,063,758	11,663	–	1,075,422	1,063,758	11,663	1,075,422
BOK Financial CD	3.90	09/17/26	1,545,486	14,976	–	1,560,462	1,545,486	14,976	1,560,462
Schertz Bank & Trust CD	4.42	09/18/26	1,064,190	11,668	–	1,075,858	1,064,190	11,668	1,075,858
Schertz Bank & Trust CD	3.55	09/18/26	2,127,065	23,322	–	2,150,387	2,127,065	23,322	2,150,387
<b>Total / Average</b>	<b>4.19</b>		<b>\$ 74,514,799</b>	<b>\$ 2,036,075</b>	<b>\$ (6,868,162)</b>	<b>\$ 69,682,713</b>	<b>\$ 74,514,799</b>	<b>\$ (4,832,087)</b>	<b>\$ 69,682,713</b>

**Portfolio Allocation**  
**September 30, 2025**  
**Book & Market Value**



Issuer	Maturity Date	Totals	General Fund	Debt Service Fund	Economic Development	Water Fund	Special Fund	Capital Fund
Cash	10/01/25	\$ 1,600	\$ 850	\$ —	\$ —	\$ 750	\$ —	\$ —
Schertz Bank & Trust MMA	10/01/25	5,941,534	1,395,023	1,706,735	—	2,353,379	486,397	—
Wells Fargo Bank MMMF	10/01/25	2,237,997	1,026,247	—	—	—	—	1,211,749
TexPool LGIP	10/01/25	16,434,021	804,318	—	2,804,559	3,453,644	7,721,879	1,649,621
TexSTAR LGIP	10/01/25	7,088	7,088	—	—	—	—	—
TexPool Prime LGIP	10/01/25	9,350,520	833,166	—	480,971	2,196,904	3,692,440	2,147,039
TexasCLASS LGIP	10/01/25	20,356,480	1,354,855	—	425,165	1,637,891	3,357,151	13,581,418
East West Bank CD	12/04/25	2,163,296	1,082,516	—	—	—	1,080,780	—
East West Bank CD	12/08/25	1,079,319	—	—	—	—	1,079,319	—
East West Bank CD	12/17/25	2,096,607	—	—	—	—	2,096,607	—
Schertz Bank & Trust CD	12/18/25	2,076,061	—	—	—	—	2,076,061	—
Schertz Bank & Trust CD	03/18/26	2,076,061	—	—	—	—	2,076,061	—
Schertz Bank & Trust CD	09/15/26	1,075,422	1,075,422	—	—	—	—	—
BOK Financial CD	09/17/26	1,560,462	—	—	—	1,560,462	—	—
Schertz Bank & Trust CD	09/18/26	1,075,858	—	—	—	1,075,858	—	—
Schertz Bank & Trust CD	09/18/26	2,150,387	—	—	—	—	2,150,387	—
<b>TOTALS</b>		<b>\$ 69,682,713</b>	<b>\$ 7,579,484</b>	<b>\$ 1,706,735</b>	<b>\$ 3,710,696</b>	<b>\$ 12,278,888</b>	<b>\$ 25,817,082</b>	<b>\$ 18,589,827</b>

# Portfolio Allocation

June 30, 2025

Book & Market Value



Issuer	Maturity Date	Totals	General Fund	Debt Service Fund	Economic Development	Water Fund	Special Fund	Capital Fund
Cash	07/01/25	\$ 1,600	\$ 850	\$ —	\$ —	\$ 750	\$ —	\$ —
Schertz Bank & Trust MMA	07/01/25	4,087,471	(57,454)	2,764,733	—	946,604	433,588	—
Wells Fargo Bank MMMF	07/01/25	2,214,650	1,015,542	—	—	—	—	1,199,108
TexPool LGIP	07/01/25	17,241,087	1,261,413	—	2,833,773	3,342,718	8,076,136	1,727,047
TexSTAR LGIP	07/01/25	7,012	7,012	—	—	—	—	—
TexPool Prime LGIP	07/01/25	10,274,954	2,269,963	—	243,114	2,172,724	3,419,237	2,169,915
TexasCLASS LGIP	07/01/25	21,359,152	667,411	—	420,541	1,038,377	3,666,294	15,566,528
BOK Financial CD	09/18/25	4,133,990	2,066,995	—	—	2,066,995	—	—
East West Bank CD	12/04/25	2,139,654	1,070,686	—	—	—	1,068,968	—
East West Bank CD	12/08/25	1,067,792	—	—	—	—	1,067,792	—
East West Bank CD	12/17/25	2,073,694	—	—	—	—	2,073,694	—
Schertz Bank & Trust CD	12/18/25	2,056,622	—	—	—	—	2,056,622	—
Schertz Bank & Trust CD	03/18/26	2,056,622	—	—	—	—	2,056,622	—
Schertz Bank & Trust CD	09/15/26	1,063,758	1,063,758	—	—	—	—	—
BOK Financial CD	09/17/26	1,545,486	—	—	—	1,545,486	—	—
Schertz Bank & Trust CD	09/18/26	1,064,190	—	—	—	1,064,190	—	—
Schertz Bank & Trust CD	09/18/26	2,127,065	—	—	—	—	2,127,065	—
<b>TOTALS</b>		<b>\$ 74,514,799</b>	<b>\$ 9,366,176</b>	<b>\$ 2,764,733</b>	<b>\$ 3,497,428</b>	<b>\$ 12,177,845</b>	<b>\$ 26,046,019</b>	<b>\$ 20,662,599</b>



## City Council Regular Meeting Staff Report

**A. Discussion/Action to enter into the ESRI Small Municipal and County Government Enterprise Agreement (SGEA) through the Texas Department of Information Services cooperative contract# DIR-CPO-4699 in an amount not to exceed \$101,280.00 over a three (3) year period. (Mr. Gomez)**

Meeting	Agenda Group
Tuesday, January 13, 2026, 6:30 PM	Discussion/Action Item: 11A.
From	
Tracy Beekman, Information Services Director	

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

N/A

### **BACKGROUND:**

The City of Cibolo began using Geographic Information System (GIS) software from Environmental Systems Research Institute (ESRI) in 2014. Since that time, the City has experienced significant and sustained growth, including extensive residential subdivision development and commercial expansion along major transportation corridors. As the City has grown, GIS has evolved from a specialized technical tool into a core operational system supporting nearly all City departments.

GIS now serves as a critical decision-support and communication platform, enabling the City to manage growth, improve service delivery, enhance transparency, and support public safety operations.

### **Current Use and Benefits**

#### **Transparency and Public Communication**

The City has successfully leveraged GIS web-based mapping applications to provide residents with direct access to accurate, real-time information, reducing the volume of routine inquiries and improving public awareness.

#### **Flash Flood Zones - Active Tracker (Launched 2023)**

This application provides real-time status information for the City's 17 designated low-water crossings during significant rain events.

- Supports Police, Fire, and Public Works coordination by allowing immediate updates to road closures as conditions change
- Provides residents with a single, reliable source of roadway safety information during severe weather
- Enhances public safety and situational awareness during emergency events

#### **Operational Efficiency Across Departments**

GIS is embedded into daily operations across multiple departments:

- **Utilities & Public Works:** Tools such as the Utility Provider and Impact Fee Finder, Water Billing Cycle Map, Solid Waste Schedule, Street Sweeper Schedule App, and City event mapping directly answer common citizen questions and improve service efficiency.
- **Development & Planning:** GIS tools including the Zoning Map and Subdivision and Recorded Play Catalog provide immediate and accurate spatial context for planning and zoning decisions. Updates are typically completed within three (3) business days of City Council action.
- **Public Safety:** Applications such as the Flash Flood Zones Tracker and Vulnerable Population Buffer Map support emergency response and community resilience through real-time situation data. This is further enhanced by the integration of digital site layouts for schools and multi-family complexes, providing first responders with mission-critical "pre-incident" intelligence--such as floor plans, utility shut-offs, and access points--directly withing their tactical mapping tools.

## **Ongoing and Strategic GIS Initiatives**

- **Capital Projects Tracking:** The GIS team maintains the Capital Projects Dashboard, allowing both internal and external stakeholders to monitor the status of active infrastructure projects, including street rehabilitation, drainage improvements (e.g., Deer Creek), and sanitary sewer upgrades along Tolle Road.
- **Long-Range Planning Support:** GIS provides foundational data for the Future Land Use Map (FLUM) and supports planning for major City assets, including the future linear trail system connecting neighborhoods, parks, and Old Town.
- **Data Integration and Asset Management:** New commercial and industrial developments are required to submit final infrastructure data as GIS shape files upon project completion, ensuring an accurate and continually improving Citywide asset inventory.
- **Authoritative Address Management:** GIS serves as the City's central address repository, ensuring accurate and timely data synchronization with AACOG (NextGen 9-1-1), USPS, and County Appraisal Districts. The function is essential for emergency response readiness an utility service delivery.

## **Strategic Justification for an ESRI Enterprise Agreement**

The increasing reliance on GIS across departments has outpaced the City's current point-solution licensing model. As data volumes grow and real-time, cross-departmental collaboration becomes essential, a more scalable and integrated GIS environment is required.

An ESRI Enterprise Agreement will:

- Provide a unified, high-performance GIS environment
- Enable centralized data governance and improved security
- Ensure mission-critical systems--such as Flash Flood tracking and authoritative address management--remain resilient and synchronized
- Support future growth without fragmented tools or systems

Additionally, as more departments adopt GIS, the cost of the current licensing model will continue to rise. An Enterprise Agreement stabilizes costs, reduces per-unit licensing expenses, lowwers administrative and procurement overhead, and provides flexibility to deploy GIS tools where and when they are needed.

## **Change in Address Submission Responsibility**

Historically, the City relied on Guadalupe County to submit address data on its behalf. Recent changes at the County level have created the opportunity for the City of Cibolo to assume full ownership of this process.

This transition ensures that new address are promptly and accurately submitted to Bexar Metro E-9-1-1 systems, improving emergency response capabilities and strengthening the City's control over a mission-critical public safety function.

## **STAFF RECOMMENDATION:**

Staff recommends approving entering into the ESRI Small Municipal and County Government Enterprise Agreement (SGEA) through the Texas Department of Information Services cooperative contract# DIR-CPO-4699 in an amount not to exceed \$101,280.00 over a three (3) year period.

## **FINANCIAL IMPACT:**

Annual contract costs are as follows:

FY26 - \$25,320.00

FY27 - \$33,760.00

FY28 - \$42,200.00

FY26 funds have been allocated in the Information Services, Planning, Public Works, and Utility Billing annual budgets. FY27 and FY28 budget amounts will be proposed as part of the annual budgeting process.

## **MOTION(S):**

Motion authorizing the City Manager to complete the purchase order process and to enter into a three (3) year agreement with ESRI Small Municipal and County Government Enterprise Agreement (SGEA) through the Texas Department of Information Services cooperative contract# DIR-CPO-4699 in an amount not to exceed \$101,280.00.

## **Attachments**

[ESRI Q-561869 SGEA.pdf](#)

[DIR-CPO-4699 Snap.pdf](#)

[DIR-CPO-4699 Contract.pdf](#)



November 12, 2025

Tracy Beekman  
City of Cibolo  
200 S Main St  
Cibolo, TX 78108-3681

Dear Tracy,

The Esri Small Municipal and County Government Enterprise Agreement (SGEA) is a three-year agreement that will grant your organization access to Esri term license software. The EA will be effective on the date executed and will require a firm, three-year commitment.

Based on Esri's work with several organizations similar to yours, we know there is significant potential to apply Geographic Information System (GIS) technology in many operational and technical areas within your organization. For this reason, we believe that your organization will greatly benefit from an Enterprise Agreement (EA).

An EA will provide your organization with numerous benefits including:

- A lower cost per unit for licensed software
- Substantially reduced administrative and procurement expenses
- Complete flexibility to deploy software products when and where needed

The following business terms and conditions will apply:

- All current departments, employees, and in-house contractors of the organization will be eligible to use the software and services included in the EA.
- If your organization wishes to acquire and/or maintain any Esri software during the term of the agreement that is not included in the EA, it may do so separately at the Esri pricing that is generally available for your organization for software and maintenance.
- The organization will establish a single point of contact for orders and deliveries and will be responsible for redistribution to eligible users.
- The organization will establish a Tier 1 support center to field calls from internal users of Esri software. The organization may designate individuals as specified in the EA who may directly contact Esri for Tier 2 technical support.
- The organization will provide an annual report of installed Esri software to Esri.
- Esri software and updates that the organization is licensed to use will be automatically available for downloading.
- The fee and benefits offered in this EA proposal are contingent upon your acceptance of Esri's Small Municipal and County Government EA terms and conditions.

- Licenses are valid for the term of the EA.

This program offer is valid for 90 days. To complete the agreement within this time frame, please contact me within the next seven days to work through any questions or concerns you may have.

To expedite your acceptance of this EA offer:

1. Sign and return the EA contract with a Purchase Order or issue a Purchase Order that references this EA Quotation and includes the following statement on the face of the Purchase Order:

***"THIS PURCHASE ORDER IS GOVERNED BY THE TERMS AND CONDITIONS OF THE ESRI SMALL MUNICIPAL AND COUNTY GOVERNMENT EA, AND ADDITIONAL TERMS AND CONDITIONS IN THIS PURCHASE ORDER WILL NOT APPLY."***

Have it signed by an authorized representative of the organization.

2. On the first page of the EA, identify the central point of contact/agreement administrator. The agreement administrator is the party that will be the contact for management of the software, administration issues, and general operations. Information should include name, title (if applicable), address, phone number, and e-mail address.
3. In the purchase order, identify the "Ship to" and "Bill to" information for your organization.
4. Send the purchase order and agreement to the address, email or fax noted below:

Esri	e-mail: <a href="mailto:service@esri.com">service@esri.com</a>
Attn: Customer Service SG-EA	fax documents to: 909-307-3083
380 New York Street	
Redlands, CA 92373-8100	

I appreciate the opportunity to present you with this proposal, and I believe it will bring great benefits to your organization.

Thank you very much for your consideration.

Best Regards,

Trish Zwolinski



## Quotation # Q-561869

Date: November 12, 2025

**Customer # 331503      Contract #**

City of Cibolo  
200 S Main St  
Cibolo, TX 78108-3681

ATTENTION: Tracy Beekman  
PHONE: (214) 605-7496  
EMAIL: tbeekman@cibolotx.gov

**Environmental Systems Research Institute, Inc.**  
380 New York St  
Redlands, CA 92373-8100  
Phone: (909) 793-2853  
DUNS Number: 06-313-4175 CAGE Code: 0AM5

**To expedite your order, please attach a copy of this quotation to your purchase order.**  
**Quote is valid from: 11/12/2025 To: 2/10/2026**

Material	Qty	Term	Unit Price	Total
193205	1	Year 1	\$25,320.00	\$25,320.00
Populations of 25,001 to 50,000 Small Government Enterprise Agreement Annual Subscription				
193205	1	Year 2	\$33,760.00	\$33,760.00
Populations of 25,001 to 50,000 Small Government Enterprise Agreement Annual Subscription				
193205	1	Year 3	\$42,200.00	\$42,200.00
Populations of 25,001 to 50,000 Small Government Enterprise Agreement Annual Subscription				
				Subtotal: \$101,280.00
				Sales Tax: \$0.00
				Estimated Shipping and Handling (2 Day Delivery): \$0.00
				Contract Price Adjust: \$0.00
				Total: \$101,280.00

Esri may charge a fee to cover expenses related to any customer requirement to use a proprietary vendor management, procurement, or invoice program.

<b>For questions contact:</b> Trish Zwolinski	<b>Email:</b> pzwolinski@esri.com	<b>Phone:</b> (909) 793-2853
<p>The items on this quotation are subject to and governed by the terms of this quotation, the most current product specific scope of use document found at <a href="https://assets.esri.com/content/dam/esrisites/media/legal/product-specific-terms-of-use/e300.pdf">https://assets.esri.com/content/dam/esrisites/media/legal/product-specific-terms-of-use/e300.pdf</a>, and your applicable signed agreement with Esri. If no such agreement covers any item quoted, then Esri's standard terms and conditions found at <a href="https://go.esri.com/MAPS">https://go.esri.com/MAPS</a> apply to your purchase of that item. If any item is quoted with a multi-year payment schedule, Esri may invoice at least 30 days in advance of each anniversary date without the issuance or a Purchase Order, and Customer is required to make all payments without right of cancellation. Third-party data sets included in a quotation as separately licensed items will only be provided and invoiced if Esri is able to provide such data and will be subject to the applicable third-party's terms and conditions. If Esri is unable to provide any such data set, Customer will not be responsible for any further payments for the data set. US Federal government entities and US government prime contractors authorized under FAR 51.1 may purchase under the terms of Esri's GSA Federal Supply Schedule. Supplemental terms and conditions found at <a href="https://www.esri.com/en-us/legal/terms/state-supplemental">https://www.esri.com/en-us/legal/terms/state-supplemental</a> apply to some US state and local government purchases. All terms of this quotation will be incorporated into and become part of any additional agreement regarding Esri's offerings. Acceptance of this quotation is limited to the terms of this quotation. Esri objects to and expressly rejects any different or additional terms contained in any purchase order, offer, or confirmation sent to or to be sent by buyer. Unless prohibited by law, the quotation information is confidential and may not be copied or released other than for the express purpose of system selection and purchase/license. The information may not be given to outside parties or used for any other purpose without consent from Esri. Delivery is FOB Origin for customers located in the USA.</p>		

**Esri Use Only:**  
 Cust. Name \_\_\_\_\_  
 Cust. # \_\_\_\_\_  
 PO # \_\_\_\_\_  
 Esri Agreement # \_\_\_\_\_



**SMALL ENTERPRISE AGREEMENT  
 COUNTY AND MUNICIPALITY GOVERNMENT  
 (E214-2)**

This Agreement is by and between the organization identified in the Quotation ("Customer") and **Environmental Systems Research Institute, Inc. ("Esri")**.

This Agreement sets forth the terms for Customer's use of Products and incorporates by reference (i) the Quotation and (ii) the Master Agreement. Should there be any conflict between the terms and conditions of the documents that comprise this Agreement, the order of precedence for the documents shall be as follows: (i) the Quotation, (ii) this Agreement, and (iii) the Master Agreement. This Agreement shall be governed by and construed in accordance with the laws of the state in which Customer is located without reference to conflict of laws principles, and the United States of America federal law shall govern in matters of intellectual property. The modifications and additional rights granted in this Agreement apply only to the Products listed in Table A.

**Table A  
 List of Products**

**Uncapped Quantities (annual subscription)**

<b>ArcGIS Enterprise Software and Extensions</b> ArcGIS Enterprise (Advanced and Standard) ArcGIS Monitor ArcGIS Enterprise Extensions: ArcGIS 3D Analyst, ArcGIS Spatial Analyst, ArcGIS Geostatistical Analyst, ArcGIS Network Analyst, ArcGIS Data Reviewer	<b>ArcGIS Enterprise Additional Capability Servers</b> ArcGIS Image Server
	<b>ArcGIS Online User Types</b> ArcGIS Online Viewer User Type
	<b>ArcGIS Enterprise User Types</b> ArcGIS Enterprise Viewer User Type

**Capped Quantities (annual subscription)**

<b>ArcGIS Online User Types</b>		<b>ArcGIS Enterprise User Types</b>	
ArcGIS Online Contributor User Type	20	ArcGIS Enterprise Contributor User Type	20
ArcGIS Online Mobile Worker User Type	125	ArcGIS Enterprise Mobile Worker User Type	125
ArcGIS Online Creator User Type	125	ArcGIS Enterprise Creator User Type	125
ArcGIS Online Professional User Type	30	ArcGIS Enterprise Professional User Type	30
ArcGIS Online Professional Plus User Type	30	ArcGIS Enterprise Professional Plus User Type	30
<b>ArcGIS Pro (Add-on Apps) for ArcGIS Online Creator or Professional User Type</b>		<b>ArcGIS Pro (Add-on Apps) for ArcGIS Enterprise Creator or Professional User Type</b>	
ArcGIS 3D Analyst, ArcGIS Data Reviewer, ArcGIS Geostatistical Analyst, ArcGIS Network Analyst, ArcGIS Publisher, ArcGIS Spatial Analyst, ArcGIS Workflow Manager, ArcGIS Image Analyst	30 each	ArcGIS 3D Analyst, ArcGIS Data Reviewer, ArcGIS Geostatistical Analyst, ArcGIS Network Analyst, ArcGIS Publisher, ArcGIS Spatial Analyst, ArcGIS Workflow Manager, ArcGIS Image Analyst	30 each
<b>ArcGIS Online Apps and Other</b>		<b>ArcGIS Enterprise Apps and Other</b>	
ArcGIS Location Sharing for ArcGIS Online	30	ArcGIS Location Sharing for ArcGIS Enterprise	30
ArcGIS Online Service Credits	75,000	ArcGIS Advanced Editing User Type Extension for ArcGIS Enterprise	20

**Other Benefits**

Number of Esri User Conference registrations provided annually	3
Number of Tier 1 Help Desk individuals authorized to call Esri	3
Five percent (5%) discount on all individual commercially available instructor-led training classes at Esri facilities purchased outside this Agreement	

Customer may accept this Agreement by signing and returning the whole Agreement with (i) the Quotation attached, (ii) a purchase order, or (iii) another document that matches the Quotation and references this Agreement ("Ordering Document"). **ADDITIONAL OR CONFLICTING TERMS IN CUSTOMER'S PURCHASE ORDER OR OTHER DOCUMENT WILL NOT APPLY, AND THE TERMS OF THIS AGREEMENT WILL GOVERN.** This Agreement is effective as of the date of Esri's receipt of an Ordering Document, unless otherwise agreed to by the parties ("Effective Date").

**Term of Agreement:** Three (3) years

This Agreement supersedes any previous agreements, proposals, presentations, understandings, and arrangements between the parties relating to the licensing of the Products. Except as provided in Article 4—Product Updates, no modifications can be made to this Agreement.

Accepted and Agreed:

\_\_\_\_\_  
(Customer)

By: \_\_\_\_\_  
Authorized Signature

Printed Name: \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_

#### CUSTOMER CONTACT INFORMATION

Contact: \_\_\_\_\_

Telephone: \_\_\_\_\_

Address: \_\_\_\_\_

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

City, State, Postal Code: \_\_\_\_\_

E-mail: \_\_\_\_\_

Country: \_\_\_\_\_

Quotation Number (if applicable): \_\_\_\_\_

## 1.0—ADDITIONAL DEFINITIONS

In addition to the definitions provided in the Master Agreement, the following definitions apply to this Agreement:

**“Case”** means a failure of the Software or Online Services to operate according to the Documentation where such failure substantially impacts operational or functional performance.

**“Deploy”, “Deployed” and “Deployment”** mean to redistribute and install the Products and related Authorization Codes within Customer’s organization(s).

**“Fee”** means the fee set forth in the Quotation.

**“Maintenance”** means Tier 2 Support, Product updates, and Product patches provided to Customer during the Term of Agreement.

**“Master Agreement”** means the applicable master agreement for Esri Products incorporated by this reference that is (i) found at <https://www.esri.com/en-us/legal/terms/full-master-agreement> and available in the installation process requiring acceptance by electronic acknowledgment or (ii) a signed Esri master agreement or license agreement that supersedes such electronically acknowledged master agreement.

**“Product(s)”** means the products identified in Table A—List of Products and any updates to the list Esri provides in writing.

**“Quotation”** means the offer letter and quotation provided separately to Customer.

**“Technical Support”** means the technical assistance for attempting resolution of a reported Case through error correction, patches, hot fixes, workarounds, replacement deliveries, or any other type of Product corrections or modifications.

**“Tier 1 Help Desk”** means Customer’s point of contact(s) to provide all Tier 1 Support within Customer’s organization(s).

**“Tier 1 Support”** means the Technical Support provided by the Tier 1 Help Desk.

**“Tier 2 Support”** means the Esri Technical Support provided to the Tier 1 Help Desk when a Case cannot be resolved through Tier 1 Support.

## 2.0—ADDITIONAL GRANT OF LICENSE

**2.1 Grant of License.** Subject to the terms and conditions of this Agreement, Esri grants to Customer a personal, nonexclusive, nontransferable license solely to use, copy, and Deploy quantities of the Products listed in Table A—List of Products for the Term of Agreement (i) for the applicable Fee and (ii) in accordance with the Master Agreement.

**2.2 Consultant Access.** Esri grants Customer the right to permit Customer’s consultants or contractors to use the Products exclusively for Customer’s benefit. Customer will be solely responsible for compliance by consultants and contractors with this Agreement and will ensure that the consultant or contractor discontinues use of Products upon completion of work for Customer. Access to or use of Products by consultants or contractors not exclusively for Customer’s benefit is prohibited. Customer may not permit its consultants or contractors to install Software or Data on consultant, contractor, or third-party computers or remove Software or Data from Customer locations, except for the purpose of hosting the Software or Data on Contractor servers for the benefit of Customer.

## 3.0—TERM, TERMINATION, AND EXPIRATION

**3.1 Term.** This Agreement and all licenses hereunder will commence on the Effective Date and continue for the duration identified in the Term of Agreement, unless this Agreement is terminated earlier as provided herein. Customer is only authorized to use Products during the Term of Agreement. For an Agreement with a limited term, Esri does not grant Customer an indefinite or a perpetual license to Products.

**3.2 No Use upon Agreement Expiration or Termination.** All Product licenses, all Maintenance, and Esri User Conference registrations terminate upon expiration or termination of this Agreement.

**3.3 Termination for a Material Breach.** Either party may terminate this Agreement for a material breach by the other party. The breaching party will have thirty (30) days from the date of written notice to cure any material breach.

**3.4 Termination for Lack of Funds.** For an Agreement with government or government-

owned entities, either party may terminate this Agreement before any subsequent year if Customer is unable to secure funding through the legislative or governing body's approval process.

**3.5 Follow-on Term.** If the parties enter into another agreement substantially similar to this Agreement for an additional term, the effective date of the follow-on agreement will be the day after the expiration date of this Agreement.

## 4.0—PRODUCT UPDATES

**4.1 Future Updates.** Esri reserves the right to update the list of Products in Table A—List of Products by providing written notice to Customer. Customer may continue to use all Products that have been Deployed, but support and upgrades for deleted items may not be available. As new Products are incorporated into the standard program, they will be offered to Customer via written notice for incorporation into the Products schedule at no additional charge. Customer's use of new or updated Products requires Customer to adhere to applicable additional or revised terms and conditions in the Master Agreement.

**4.2 Product Life Cycle.** During the Term of Agreement, some Products may be retired or may no longer be available to Deploy in the identified quantities. Maintenance will be subject to the individual Product Life Cycle Support Status and Product Life Cycle Support Policy, which can be found at <https://support.esri.com/en/other-resources/product-life-cycle>. Updates for Products in the mature and retired phases may not be available. Customer may continue to use Products already Deployed, but Customer will not be able to Deploy retired Products.

## 5.0—MAINTENANCE

The Fee includes standard maintenance benefits during the Term of Agreement as specified in the most current applicable Esri Maintenance and Support Program document (found at <https://www.esri.com/en-us/legal/terms/maintenance>). At Esri's sole discretion, Esri may make patches, hot fixes, or updates available for download. No Software other

than the defined Products will receive Maintenance. Customer may acquire maintenance for other Software outside this Agreement.

### a. Tier 1 Support

1. Customer will provide Tier 1 Support through the Tier 1 Help Desk to all Customer's authorized users.
2. The Tier 1 Help Desk will be fully trained in the Products.
3. At a minimum, Tier 1 Support will include those activities that assist the user in resolving how-to and operational questions as well as questions on installation and troubleshooting procedures.
4. The Tier 1 Help Desk will be the initial point of contact for all questions and reporting of a Case. The Tier 1 Help Desk will obtain a full description of each reported Case and the system configuration from the user. This may include obtaining any customizations, code samples, or data involved in the Case.
5. If the Tier 1 Help Desk cannot resolve the Case, an authorized Tier 1 Help Desk individual may contact Tier 2 Support. The Tier 1 Help Desk will provide support in such a way as to minimize repeat calls and make solutions to problems available to Customer's organization.
6. Tier 1 Help Desk individuals are the only individuals authorized to contact Tier 2 Support. Customer may change the Tier 1 Help Desk individuals by written notice to Esri.

### b. Tier 2 Support

1. Tier 2 Support will log the calls received from Tier 1 Help Desk.
2. Tier 2 Support will review all information collected by and received from the Tier 1 Help Desk including preliminary documented troubleshooting provided by the Tier 1 Help Desk when Tier 2 Support is required.
3. Tier 2 Support may request that Tier 1 Help Desk individuals provide verification of information, additional information, or answers to additional questions to

supplement any preliminary information gathering or troubleshooting performed by Tier 1 Help Desk.

4. Tier 2 Support will attempt to resolve the Case submitted by Tier 1 Help Desk.
5. When the Case is resolved, Tier 2 Support will communicate the information to Tier 1 Help Desk, and Tier 1 Help Desk will disseminate the resolution to the user(s).

## 6.0—ENDORSEMENT AND PUBLICITY

This Agreement will not be construed or interpreted as an exclusive dealings agreement or Customer's endorsement of Products. Either party may publicize the existence of this Agreement.

## 7.0—ADMINISTRATIVE REQUIREMENTS

**7.1 OEM Licenses.** Under Esri's OEM or Solution OEM programs, OEM partners are authorized to embed or bundle portions of Esri products and services with their application or service. OEM partners' business model, licensing terms and conditions, and pricing are independent of this Agreement. Customer will not seek any discount from the OEM partner or Esri based on the availability of Products under this Agreement. Customer will not decouple Esri products or services from the OEM partners' application or service.

**7.2 Annual Report of Deployments.** At each anniversary date and ninety (90) calendar days prior to the expiration of this Agreement, Customer will provide Esri with a written report detailing all Deployments. Upon request, Customer will provide records sufficient to verify the accuracy of the annual report.

## 8.0—ORDERING, ADMINISTRATIVE PROCEDURES, DELIVERY, AND DEPLOYMENT

### 8.1 Orders, Delivery, and Deployment

**a.** Upon the Effective Date, Esri will invoice Customer and provide Authorization Codes to activate the nondestructive copy protection program that enables Customer to download,

operate, or allow access to the Products. If this is a multi-year Agreement, Esri may invoice the Fee up to thirty (30) calendar days before the annual anniversary date for each year.

- b.** Undisputed invoices will be due and payable within thirty (30) calendar days from the date of invoice. Esri reserves the right to suspend Customer's access to and use of Products if Customer fails to pay any undisputed amount owed on or before its due date. Esri may charge Customer interest at a monthly rate equal to the lesser of one percent (1.0%) per month or the maximum rate permitted by applicable law on any overdue fees plus all expenses of collection for any overdue balance that remains unpaid ten (10) days after Esri has notified Customer of the past-due balance.
- c.** Esri's federal ID number is 95-2775-732.
- d.** If requested, Esri will ship backup media to the ship-to address identified on the Ordering Document, FOB Destination, with shipping charges prepaid. Customer acknowledges that should sales or use taxes become due as a result of any shipments of tangible media, Esri has a right to invoice and Customer will pay any such sales or use tax associated with the receipt of tangible media.

**8.2 Order Requirements.** Esri does not require Customer to issue a purchase order. Customer may submit a purchase order in accordance with its own process requirements, provided that if Customer issues a purchase order, Customer will submit its initial purchase order on the Effective Date. If this is a multi-year Agreement, Customer will submit subsequent purchase orders to Esri at least thirty (30) calendar days before the annual anniversary date for each year.

- a.** All orders pertaining to this Agreement will be processed through Customer's centralized point of contact.
- b.** The following information will be included in each Ordering Document:
  - (1) Customer name; Esri customer number, if known; and bill-to and ship-to addresses
  - (2) Order number
  - (3) Applicable annual payment due

## **9.0—MERGERS, ACQUISITIONS, OR DIVESTITURES**

If Customer is a commercial entity, Customer will notify Esri in writing in the event of (i) a consolidation, merger, or reorganization of Customer with or into another corporation or entity; (ii) Customer's acquisition of another entity; or (iii) a transfer or sale of all or part of Customer's organization (subsections i, ii, and iii, collectively referred to as "**Ownership Change**"). There will be no decrease in Fee as a result of any Ownership Change.

- 9.1** If an Ownership Change increases the cumulative program count beyond the maximum level for this Agreement, Esri reserves the right to increase the Fee or terminate this Agreement and the parties will negotiate a new agreement.
- 9.2** If an Ownership Change results in transfer or sale of a portion of Customer's organization, that portion of Customer's organization will transfer the Products to Customer or uninstall, remove, and destroy all copies of the Products.
- 9.3** This Agreement may not be assigned to a successor entity as a result of an Ownership Change unless approved by Esri in writing in advance. If the assignment to the new entity is not approved, Customer will require any successor entity to uninstall, remove, and destroy the Products. This Agreement will terminate upon such Ownership Change.

Contract Number

**DIR-CPO-4699**

Contract Start Date: **07/18/22** [?](#)

Contract Term Date: **07/18/26** [?](#)

Contract Expiration Date: **07/18/27** [?](#)

Vendor Information

**Environmental Systems  
Research Institute, Inc.  
(ESRI)**

Vendor ID: **1952775732200**

RFO: **DIR-CPO-TMP-444**

Contract Status: **Active**

**VENDOR CONTACT:**

[Jacob Blind](#) 

Phone: (586) 630-2460

[Vendor Website](#) 

**DIR CONTACT:**

[Jacqueline Torres](#) 

Phone: (512) 475-4588

**STATE OF TEXAS**  
**DEPARTMENT OF INFORMATION RESOURCES**  
**CONTRACT FOR PRODUCT, SERVICES, AND RELATED SERVICES**  
**Environmental Systems Research Institute Inc.**

## **1 Introduction**

### **1.1 Parties**

This contract for Geographic Information Systems (GIS) Hardware, Software, and Services and Information Technology (IT) Based Surveying Hardware, Software and Related Services (this “Contract”) is entered into between the State of Texas, acting by and through the Department of Information Resources (hereinafter “DIR”) with its principal place of business at 300 West 15<sup>th</sup> Street, Suite 1300, Austin, Texas 78701, and Environmental Systems Research Institute Inc., a California corporation (hereinafter “Successful Respondent”), with its principal place of business at 380 New York Street, Redlands, CA 92373.

### **1.2 Compliance with Procurement Laws**

This Contract is the result of compliance with applicable procurement laws of the State of Texas. DIR issued a solicitation on the Comptroller of Public Accounts’ Electronic State Business Daily, Request for Offer (RFO) DIR-CPO-TMP-444, on 12/20/2019, for Geographic Information Systems (GIS) Hardware, Software, and Services and Information Technology (IT) Based Surveying Hardware, Software and Related Services (the “RFO”). Upon execution of all Contracts, a notice of award for DIR-CPO-TMP-444 shall be posted by DIR on the Electronic State Business Daily.

### **1.3 Order of Precedence**

- a) For transactions under this Contract, the order of precedence shall be as follows:
  - i. this Contract;
  - ii. Appendix A, Standard Terms and Conditions;
  - iii. Appendix B, Successful Respondent’s Historically Underutilized Businesses Subcontracting Plan;
  - iv. Appendix C, Pricing Index;
  - v. Appendix D, Service Agreement;
  - vi. Exhibit 1, RFO DIR-CPO-TMP-444, including all Addenda; and
  - vii. Exhibit 2, Successful Respondent’s Response to RFO DIR-CPO-TMP-444, including all Addenda.
- b) Each of the foregoing documents is hereby incorporated by reference and together constitute the entire agreement between DIR and Successful Respondent.

### **1.4 Definitions**

Capitalized terms used but not defined herein have the meanings given to them in Appendix A, Standard Terms and Conditions.

## 2 Term of Contract

The initial term of this Contract shall be up to two (2) years commencing on the date of the last signature hereto (the “Initial Term”), with one (1) optional two-year renewal and one (1) optional one-year renewal (each, a “Renewal Term”). Prior to expiration of the Initial Term and each Renewal Term, this Contract will renew automatically under the same terms and conditions unless either party provides written notice to the other party at least sixty (60) days in advance of the renewal date stating that the party wishes to discuss amendment or non-renewal.

## 3 Option to Extend

Successful Respondent agrees that DIR may require continued performance under this Contract at the rates specified in this Contact following the expiration of the Initial Term or any Renewal Term. This option may be exercised more than once, but the total extension of performance hereunder shall not exceed ninety (90) calendar days. Such extension of services shall be subject to the requirements of this Contract, with the sole and limited exception that the term shall be extended pursuant to this provision. DIR may exercise this option upon thirty (30) calendar days written notice to Successful Respondent.

## 4 Product and Service Offerings

Products and services available under this Contract are limited to the technology categories defined in Request for Offer DIR-CPO-TMP-444 for Geographic Information Systems (GIS) Hardware, Software, and Services and Information Technology (IT) Based Surveying Hardware, Software and Related Services. At DIR’s sole discretion, Successful Respondent may incorporate changes or make additions must be within the scope of the RFO.

## 5 Pricing

### 5.1 Pricing Index

Pricing to Customers shall be as set forth in **Appendix C, Pricing Index**, and shall include the DIR Administrative Fee (as defined below).

### 5.2 Customer Discount

- a) The minimum Customer discount for all products and services will be the percentage off List Price (as defined below) or MSRP (as defined below), as applicable, as specified in **Appendix C, Pricing Index**. Successful Respondent shall not establish a List Price or MSRP for a particular solicitation. For purposes of this Section, “List Price” is the price for a product or service published in Successful Respondent’s price catalog (or similar document) before any discounts or price allowances are applied. For purposes of this Section, “MSRP,” or manufacturer’s suggested retail price, is the price list published by the manufacturer or publisher of a product and available to and recognized by the trade.
- b) Customers purchasing products or services under this Contract may negotiate additional discounts with Successful Respondent. Successful Respondent and Customer shall provide the details of such additional discounts to DIR upon request.

- c) If products or services available under this Contract are provided at a lower price to: (i) an eligible Customer who is not purchasing those products or services under this Contract, or (ii) to any other customer under the same terms and conditions provided for the State for the same products and services under this contract, then the price of such products and services under this Contract shall be adjusted to that lower price. This requirement applies to products or services quoted by Successful Respondent for a quantity of one (1), but does not apply to volume or special pricing purchases. Successful Respondent shall notify DIR within ten (10) days of providing a lower price as described in this Section, and this Contract shall be amended within ten (10) days to reflect such lower price.

### 5.3 Changes to Prices

- a) Subject to the requirements of this section, Successful Respondent may change the price of any product or service upon changes to the List Price or MSRP, as applicable. Discount levels shall not be subject to such changes, and will remain consistent with the discount levels specified in this Contract.
- b) Successful Respondent may revise its pricing by publishing a revised pricing list, subject to review and approval by DIR. If DIR, in its sole discretion, finds that the price of a product or service has been increased unreasonably, DIR may request that Successful Respondent reduce the pricing for the product or service to the level published before such revision. Upon such request, Successful Respondent shall either reduce the pricing as requested, or shall remove the product or service from the pricing list for this Contract. Failure to do so will constitute an act of default by Successful Respondent.

### 5.4 Shipping and Handling

Prices to Customers shall include all shipping and handling fees. Shipments will be Free On Board Customer's Destination. No additional fees may be charged to Customers for standard shipping and handling. If a Customer requests expedited or special delivery, Customer will be responsible for any additional charges for expedited or special delivery.

## 6 DIR Administrative Fee

- a) Successful Respondent shall pay an administrative fee to DIR based on the dollar value of all sales to Customers pursuant to this Contract (the "DIR Administrative Fee"). The amount of the DIR Administrative Fee shall be seventy-five hundredths of a percent (0.75%) of all sales, net of returns and credits. For example, the administrative fee for sales totaling \$100,000 shall be \$750.
- b) All prices quoted to Customers shall include the DIR Administrative Fee. DIR reserves the right to increase or decrease the DIR Administrative Fee during the term of this Contract, upon written notice to Successful Respondent without amending this Contract. Any increase or decrease in the DIR Administrative Fee shall be incorporated in the price to Customers.

## 7 Internet Access to Contract and Pricing Information

In addition to the requirements listed in Appendix A, Section 7.2, Internet Access to Contract and Pricing Information, Successful Respondent shall include the following with its webpage:

- a) A current price list or mechanism to obtain specific contract pricing;
- b) MSRP/list price or DIR Customer price;
- c) Discount percentage (%) off MSRP or List Price;
- d) Warranty policies; and
- e) Return policies.

## 8 Use of Order Fulfillers

### 8.1 Authorization to Use Order Fulfillers

Subject to the conditions in this Section 8, DIR agrees to permit Successful Respondent to utilize designated order fulfillers to provide products, services, and support resources to Customers under this Contract (“Order Fulfillers”).

### 8.2 Designation of Order Fulfillers

- a) Successful Respondent may designate Order Fulfillers to act as the distributors for products and services available under this Contract. In designating Order Fulfillers, Successful Respondent must be in compliance with the State’s Policy on Utilization of Historically Underutilized Businesses. DIR and Successful Respondent will agree on the number of Order Fulfillers that are Historically Underutilized Businesses as defined by the CPA.
- b) In addition to the required Subcontracting Plan, Successful Respondent shall provide DIR with the following Order Fulfiller information: Order Fulfiller name, Order Fulfiller business address, Order Fulfiller CPA Identification Number, Order Fulfiller contact person email address and phone number.
- c) DIR reserves the right to require Successful Respondent to rescind any Order Fulfiller participation or request that Successful Respondent name additional Order Fulfillers should DIR determine it is in the best interest of the State.
- d) Successful Respondent shall be fully liable for its Order Fulfillers’ performance under and compliance with the terms and conditions of this Contract. Successful Respondent shall enter into contracts with Order Fulfillers and use terms and conditions that are consistent with the terms and conditions of this Contract.
- e) Successful Respondent may qualify Order Fulfillers and their participation under the Contract provided that: i) any criteria is uniformly applied to all potential Order Fulfillers based upon Successful Respondent’s established, neutrally applied criteria, ii) the criteria is not based on a particular procurement, and iii) all Customers are supported under the criteria.
- f) Successful Respondent shall not prohibit any Order Fulfiller from participating in other procurement opportunities offered through DIR.

### 8.3 Changes in Order Fulfiller

Successful Respondent may add or remove Order Fulfillers throughout the term of this Contract upon written authorization by DIR. Prior to adding or removing Order Fulfillers, Successful Respondent must make a good faith effort to revise its Subcontracting Plan in accordance with

the State's Policy on Utilization of Historically Underutilized Businesses. Successful Respondent shall provide DIR with its updated Subcontracting Plan and the Order Fulfillers information listed above.

#### **8.4 Order Fulfiller Pricing to Customer**

Order Fulfiller pricing to the Customer shall be in accordance with Section 5.

### **9 Notification**

All notices under this Contract shall be sent to a party at the respective address indicated below.

#### **If sent to the State:**

Hershel Becker or Successor in Office  
Chief Procurement Officer  
Department of Information Resources  
300 W. 15<sup>th</sup> St., Suite 1300  
Austin, Texas 78701  
Phone: (512) 475-4700  
Email: [hershel.becker@dir.texas.gov](mailto:hershel.becker@dir.texas.gov)

#### **If sent to Successful Respondent:**

Lee Schuh  
Environmental Systems Research Institute Inc.  
380 New York Street  
Redlands, CA 92373  
Email: [bids@esri.com](mailto:bids@esri.com)

## **10 Software License, and Service Agreements**

### **10.1 Software License Agreement**

- a) Customers acquiring software licenses under this Contract shall hold, use, and operate such software subject to compliance with the Software License Agreement. Customer and Successful Respondent may agree to additional terms and conditions that do not diminish a term or condition in the Software License Agreement, or in any manner lessen the rights or protections of Customer or the responsibilities or liabilities of Successful Respondent. Successful Respondent shall make the Software License Agreement terms and conditions available to all Customers at all times.
- b) Compliance with the Software License Agreement is the responsibility of the Customer. DIR shall not be responsible for any Customer's compliance with the Software License Agreement.

### **10.2 Service Agreement**

Services provided under this Contract shall be in accordance with the Service Agreement as set forth in **Appendix D** of this Contract. No changes to the Service Agreement terms and conditions may be made unless previously agreed to by Successful Respondent and DIR. Successful

Respondent and Customer may agree to terms and conditions that do not diminish or lessen the rights or protections of the Customer or the responsibilities or liabilities of the Successful Respondent.

## 11 Conflicting or Additional Terms

- a) The terms and conditions of this Contract shall supersede any additional conflicting or additional terms in any additional service agreements, statement of work, and any other provisions, terms, conditions, and license agreements, including those which may be affixed to or accompany software upon delivery (sometimes called shrink-wrap or click-wrap agreements), and any linked or supplemental documents, which may be proposed, issued, or accepted by Successful Respondent and Customer in addition to this Contract (such additional agreements, “Additional Agreements”), regardless of when such Additional Agreements are proposed, issued, or accepted by Customer. Notwithstanding the foregoing, it is Customer’s responsibility to review any Additional Agreements to determine if Customer accepts such Additional Agreement. If Customer does not accept such Additional Agreement, Customer shall be responsible for negotiating any changes thereto.
- b) Any update or amendment to an Additional Agreement shall only apply to Purchase Orders for the associated product or service offering after the effective date of such update or amendment; provided that, if Successful Respondent has responded to a Customer’s solicitation or request for pricing, any subsequent update or amendment to an Additional Agreement may only apply to a resulting Purchase Order if Successful Respondent directly informs such Customer of such update or amendment before the Purchase Order is executed.
- c) Successful Respondent shall not require any Additional Agreement that: i) diminishes the rights, benefits, or protections of Customer, or that alters the definitions, measurements, or method for determining any authorized rights, benefits, or protections of Customer; or ii) imposes additional costs, burdens, or obligations upon Customer, or that alters the definitions, measurements, or method for determining any authorized costs, burdens, or obligations upon Customer.
- d) If Successful Respondent attempts to do any of the foregoing, the prohibited documents will be void and inapplicable to this Contract or the Purchase Order between Successful Respondent and Customer, and Successful Respondent will nonetheless be obligated to perform such Purchase Order without regard to the prohibited documents, unless Customer elects instead to terminate such Purchase Order, which in such case may be identified as a termination for cause against Successful Respondent.

## 12 Authorized Exceptions to Appendix A, Standard Terms and Conditions

- a) Appendix A, Section 5, Intellectual Property, is hereby deleted and replaced in its entirety with the following:

The Contract does not contemplate, authorize or support acquisition of custom software products or services. If Successful Respondent and a Customer seek to contract for such

product or service, they must use a separate contract or seek amendment with DIR of the Contract. If DIR and Successful Respondent decide to authorize customized software or hardware products; then the intellectual property language will be negotiated and applied.

b) Appendix A, Section 10.1.1, Indemnities by Successful Respondent, is hereby deleted and replaced in its entirety with the following:

A. Successful Respondent shall defend, indemnify, and hold harmless DIR, the State of Texas, and Customers, AND/OR THEIR OFFICERS, DIRECTORS, AGENTS, EMPLOYEES, REPRESENTATIVES, CONTRACTORS, SUCCESSORS, ASSIGNEES, AND/OR DESIGNEES FROM ANY AND ALL LIABILITY, ACTIONS, CLAIMS, DEMANDS, OR SUITS, AND ALL RELATED COSTS, ATTORNEY FEES, AND EXPENSES arising out of, resulting from, or related to:

- i) any acts or omissions of Successful Respondent, its employees, or Third Party Providers in or in connection with the execution or performance of the Contract and any Purchase Orders issued under the Contract;
- ii) any and all third party claims involving infringement of United States patents, copyrights, trade and service marks, and any other intellectual or intangible property rights (an “Infringement”) in or in connection with the execution or performance of the Contract and any Purchase Orders issued under the Contract. Successful Respondent shall have no liability under this section if the alleged infringement is caused in whole or in part by: (i) use of the product or service for a purpose or in a manner for which the product or service was not designed, (ii) any modification made to the product without Successful Respondent’s written approval, or (iii) any use of the product or service by Customer that is not in conformity with the terms of any applicable license agreement;
- iii) any breach, disclosure, or exposure of data or information of or regarding DIR or any Customer that is provided to or obtained by Successful Respondent in connection with the Contract, including DIR data, Customer data, confidential information of DIR or Customer, any personal identifying information, or any other protected or regulated data by Successful Respondent, its employees, representatives, agents, or subcontractors in or in connection with the execution or performance of the Contract and any Purchase Orders issued under the Contract; and
- iv) tax liability, unemployment insurance or workers’ compensation or expectations of benefits by Successful Respondent, its employees, representatives, agents, or subcontractors in or in connection with the execution or performance of the Contract and any Purchase Orders issued under the Contract.

B. THE DEFENSE SHALL BE COORDINATED BY SUCCESSFUL RESPONDENT WITH THE OFFICE OF THE ATTORNEY GENERAL WHEN TEXAS STATE AGENCIES ARE NAMED DEFENDANTS IN ANY LAWSUIT AND SUCCESSFUL RESPONDENT MAY NOT AGREE TO ANY SETTLEMENT WITHOUT FIRST

OBTAINING THE CONCURRENCE FROM THE OFFICE OF THE ATTORNEY GENERAL. FOR NON-STATE AGENCY CUSTOMERS, THE DEFENSE SHALL BE COORDINATED BY CUSTOMER'S LEGAL COUNSEL. SUCCESSFUL RESPONDENT AND THE CUSTOMER AGREE TO FURNISH TIMELY WRITTEN NOTICE TO EACH OTHER AND TO DIR OF ANY SUCH CLAIM.

C. THIS SECTION IS NOT INTENDED TO AND SHALL NOT BE CONSTRUED TO REQUIRE SUCCESSFUL RESPONDENT TO INDEMNIFY OR HOLD HARMLESS THE STATE OR DIR FOR ANY CLAIMS OR LIABILITIES RESULTING FROM THE NEGLIGENT ACTS OR OMISSIONS OF THE STATE, DIR, OR THE EMPLOYEES OF THE STATE OR DIR.

- c) Appendix A, Section 10.12, Limitation of Liability, is hereby deleted and replaced in its entirety as follows:
  - A. For any claim or cause of action arising under or related to the Contract, to the extent permitted by the Constitution and the laws of the State, none of the parties shall be liable to the other for punitive, special, or consequential damages, even if it is advised of the possibility of such damages.
  - B. Successful Respondent and a Customer may include in a Purchase Order or quotation a term limiting Successful Respondent's liability for damages in any claim or cause of action arising under or related to such Purchase Order; provided that any such term may not limit Successful Respondent's liability below two-times the total value of the Purchase Order. Such value includes all amounts paid and amounts to be paid over the life of the Purchase Order to Successful Respondent by such Customer as described in the Purchase Order. If included in a quotation, such term shall not be valid unless it is attached to or incorporated by reference into the corresponding Purchase Order.
  - C. Notwithstanding the foregoing or anything to the contrary herein, any limitation of Successful Respondent's liability contained herein or in a Purchase Order shall not apply to: claims of bodily injury; violation of intellectual property rights including but not limited to patent, trademark, or copyright infringement; indemnification requirements under the Contract, except as allowed by subsection 10.12(D) below; and violation of State or Federal law including but not limited to disclosures of confidential information and any penalty of any kind lawfully assessed as a result of such violation.
  - D. Successful Respondent and a Customer may include in a Purchase Order or quotation a term limiting Successful Respondent's liability to such Customer under such Purchase Order or quotation for indemnification requirements under Section 10.1.1(A)(iii); provided that any such term may not limit Successful Respondent's liability for such indemnification requirements below (i)\$1 million or (ii) two-times the total value of the Purchase Order, whichever is greater. Such limitation shall be distinct and calculated separately from any limitation included in such Purchase Order or quotation pursuant to Section 10.12(B) above. Such term shall not be valid unless it is stated on a standalone page signed by both parties and attached to or incorporated by reference into the corresponding Purchase Order. NOTE: CUSTOMER SHOULD CONSULT WITH

**LEGAL COUNSEL AND CAREFULLY CONSIDER POTENTIAL RISKS  
ASSOCIATED WITH A DATA BREACH TO DETERMINE LIMITATIONS  
APPROPRIATE FOR SUCH PURCHASE ORDER OR QUOTATION.**

(Remainder of this page intentionally left blank.)

This Contract is executed to be effective as of the date of last signature.

**Environmental Systems Research Institute Inc.**

**Authorized By:** Signature on File

**Name:** Timothy Brazeal

**Title:** Commercial & Government Contracts

**Date:** 07/14/2022

**The State of Texas, acting by and through the Department of Information Resources**

**Authorized By:** Signature on File

**Name:** Hershel Becker

**Title:** Chief Procurement Officer

**Date:** 07/18/2022

**Office of General Counsel:** Signature on File

**Date:** 07/18/2022



## City Council Regular Meeting Staff Report

### B. Discussion/Action on the evaluation criteria for Wayfinding Sign Program RFP. (Mr. Gomez)

Meeting	Agenda Group
Tuesday, January 13, 2026, 6:30 PM	Discussion/Action Item: 11B.
From	
Julio Gomez, Public Works Director	

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

**May 2008** – City Council amended the City’s sign regulations through the adoption of Ordinance No. 842, establishing provisions for kiosk signs within the public right-of-way (ROW) to provide directional information for subdivisions, home builders, and City facilities. The ordinance allowed these signs to be installed and maintained by the City or through an authorized contract agreement.

**February–March 2011** – City Council approved an agreement for services with National Sign Plazas, Inc. (NSP) to install and maintain kiosk signs providing directional information for subdivisions, home builders, and City facilities.

**September 23, 2025** – City Council directed staff to re-advertise the contract for sign plaza services to expand the program and include the opportunity for businesses to advertise their establishments on the sign plazas.

### **BACKGROUND:**

The City of Cibolo seeks a qualified contractor to manage comprehensive Wayfinding Sign Services inside the City of Cibolo city limits. The contractor will assume full financial responsibility for the program, including operations, solicitation, and revenue generation.

The purpose of the Wayfinding Sign Services is to provide direction for homebuyers, residents, and the general public to the location of developing residential subdivisions, housing developments, homebuilders, businesses, and public facilities within the City of Cibolo, while discouraging the placement of unsightly and hazardous off-site directional signs (a.k.a. “bandit signs”).

The City of Cibolo has had a Sign Plaza Program since 2011. The City has had an agreement for these services with a vendor for the past 15 years. Due to the term of the contract expiring in March 2026, the City is seeking to update and expand the program through a competitive process.

Staff has developed a tentative timeline to move this procurement forward and ensure proper notice, coordination, and transparency throughout the process. The proposed timeline is as follows:

#### Tentative Timeline:

- RFP Posting: January 16, 2026
- Advertisement Dates: January 21 and January 28, 2026
- Pre-Bid Meeting: January 29, 2026

- RFP Packets Due: February 19, 2026
- Finalist Interviews or Presentation: March 2-6, 2026
- City Council Award of Contract: March or April 2026

Proposals will be evaluated using established, weighted criteria to ensure a fair and consistent review process. The evaluation will be based on the following scoring matrix, for a total of 100 points:

Proposal Evaluation Criteria:

- Firm Background – 10 points
- Project Experience and Qualifications – 20 points
- Wayfinding Sign Plaza Types and Design – 20 points
- Methodology and Technical Approach – 20 points
- Ability to Comply with Exhibit A Terms and Conditions – 5 points
- Cost / Revenue Sharing Proposal – 25 points

### **STAFF RECOMMENDATION:**

Staff recommends that City Council authorize the City Manager to issue a Request for Proposals (RFP) with the evaluation criteria shown above for sign plaza services to continue and expand the program, including the opportunity for businesses to participate, in alignment with prior City Council direction.

### **FINANCIAL IMPACT:**

The City receives revenue from this program that is dependent on the number of sign plazas and panels. The program was reactivated in 2022, and between July 2023 and June 2025, the City generated over \$22,700 in revenue from sign plazas. All funds generated through this program are deposited into the City's General Fund to support overall municipal operations.

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

I move to authorize the City Manager to issue a Request for Proposals (RFP) with the evaluation criteria as presented for sign plaza services to continue and expand the program, including the opportunity for businesses to participate.

### **Attachments**

[Current Agreement\\_National Sign Plazas](#)

[RFP\\_Wayfinder Sign.pdf](#)

## AGREEMENT FOR SERVICES

This Agreement ("Agreement") is entered into by and between the CITY OF CIBOLO ("City") and NATIONAL SIGN PLAZAS, INC., a California corporation ("Contractor") (collectively, the "Parties").

WHEREAS, City Ordinance No. 842 allows the City to install Sign Plazas within rights-of-way and,

WHEREAS, City desires to initiate a Sign Plaza Program to give direction to subdivisions, developers and homebuilders within the City, and to contract for the installation and maintenance of the Sign Plazas and sign panels; and

WHEREAS, Contractor represents that it is a California corporation authorized to do business in the State of Texas; and

WHEREAS, Contractor desires to install Sign Plazas as described more fully in this Agreement; and

WHEREAS, Contractor desires to maintain the Sign Plazas after their installation and to lease space on the Sign Plazas to developers and homebuilders and to bill and collect fees from the developers and homebuilders for itself and for the City; and,

WHEREAS, Contractor submitted a proposal that substantially meets the City's requirements.

NOW, THEREFORE in consideration of these recitals and other good and valuable consideration, the value and receipt of which is acknowledged, City and Contractor agree as follows:

1. Recitals. The Recitals above are hereby incorporated into this Agreement by reference.
2. Contract Documents. The Contract Documents, which set forth the entire Agreement of the Parties, are named below. In the event of a conflict between the terms of two or more documents, they shall take priority in the order set forth below:
  - A. All applicable laws and regulations of the CITY OF CIBOLO and the STATE of TEXAS.
  - B. This Agreement.

Each party shall comply with all of the terms, conditions and specifications contained in the Contract Documents.

1. Scope of Work. Contractor shall perform the work set forth in the Contract Documents. In general, this work shall consist of the following:

In administrating the Sign Plaza Program, the contractor will:

- A. Construct, install, maintain and repair approved Sign Plazas and sign panels.
- B. Contract with developers and homebuilders for the lease of sign panels.
- C. Assist City in determining appropriate locations for Sign Plazas.
- D. Assist City with identifying off-premise signs not in compliance with City Ordinances.
- E. Attend meetings as necessary with City staff and developers to coordinate project.
- F. Collect all lease payments and remit to City, on a quarterly basis, an administrative fee as specified in Section 4.B of this document.

2. Definition, Purpose of Sign Plaza Programs and Specifications of Sign Plazas.

A. Definition. For the purposes of this Agreement, a Sign Plaza is a structure placed in the City right of way for the purpose of displaying sign panels. The specifications of the Sign Plaza and sign panels are more fully developed in these Contract Documents.

B. Purpose of Sign Plazas. The purpose of Sign Plazas is to provide direction for homebuyers, and the like, to the location of subdivisions, housing developments, homebuilders and public facilities within the CITY OF CIBOLO, TX while discouraging the placement of unsightly and hazardous off-site directional signs.

C. Specifications of Sign Plazas and Sign Panels. Contractor agrees to manufacture and install Sign Plaza structures and sign panels in accordance with the specifications in these Contract Documents and the following:

1. Sign Plaza Structures shall not exceed twelve (12) feet above average grade. Structures shall be more completely described in Exhibit A.
2. Sign Plazas shall be constructed of steel and/or aluminum and shall be capable of displaying up to ten (10) sign panels, doubled-sided, if necessary.
3. A City topper panel will be designed for the CITY OF CIBOLO, TX and shall be prominently displayed at the top of any and every Sign Plaza within the jurisdictional limits of

Cibolo and shall be visible on any side of a Sign Plaza which displays directional sign panels.

4. The color of all Sign Plaza Structures shall be determined by the City All sign panels shall conform to Section 4.C.11 below.
5. The Contractor shall submit final design plans to the City for approval prior to installation of any Sign Plaza.
6. No additions, tag sign streamers, attention-getting devices or other appurtenances shall be attached to any Sign Plaza or sign panel.
7. Sign Plaza locations shall be designated, permitted and approved by the City's authorized staff and with the assistance of the Contractor. No sign plaza shall be installed without the prior authorization of and proper permitting by the City. City agrees that Contractor will not be charged or liable for fees associated with obtaining said permits.
8. At the City's request and direction, the Contractor shall remove and relocate any Sign Plazas within thirty (30) days of the receipt of written notice at no cost to the City/County.
9. Contractor shall guarantee and provide, at no cost to the City, the equivalent of not less than ten percent (10%) of all permitted Sign Plazas to the City. Said sign panels shall be provided on a space available basis, secondary to sign panels to be displayed for developers, homebuilders, and residential communities, and shall be installed with no more than two (2) such sign panels per plaza. Nothing in this section shall be construed to allow the Contractor to remove a City's directional sign without the express written consent of the City.
10. Contractor shall provide to the City eight (8) sign plazas to be used solely by the City for directional destinations of their choosing. The locations of these signs will be determined by the City. Additional signage may be requested at a later date. Upon request Contractor will submit a cost of said signage to the City for approval.
11. Contractor shall provide to the City a semi-annual inventory report of existing installed sign panels.
12. Sign panels shall contain only the name of a residential community, subdivision, homebuilder, public facility, City and logo, the builder or developer's name and/or logo, the builder or developer's recognized color scheme, and directional information or the name of the builder/developer and logo and an appropriate directional arrow. Directional arrows will be of a uniform size; a line of text at the bottom of the sign panel with directional information is permissible if circumstances warrant it. Fluorescent colors are not allowed. Reflective colors and text are permissible. Unless so authorized by City, the sign

panels shall not appear to replicate the commonly accepted color schemes of motorist signs.

13. Contractor shall, at its own cost, maintain, repair, replace and repaint each sign panel as necessary or deemed necessary by the City. Upon notice by the City, Contractor agrees to undertake necessary repairs or replacement of any sign panel within seventy-two (72) hours of receipt of notice.
14. Contractor shall not install or maintain any Sign Plazas or sign panels within the City, which are not in compliance with the terms of this Agreement.
15. Sign Panels shall be constructed on Alpolic 360. The panels shall be vinyl coated with a material comparable to 3M Engineering Grade Retro-reflective.
16. Individual sign panels on the Primary Structures shall not exceed fifty (50) inches in horizontal length by twelve (12) inches in height. Individual sign panels on the Community Structures shall not exceed fifty (50) inches in horizontal length by twelve (12) inches in height. Individual sign panels on the Neighborhood Structures shall not exceed thirty (30) inches in horizontal length by thirty (30) inches in height.

3. Number of Sign Plaza Structures. The City has sole discretion to determine the number and placement of the Sign Plazas in its right-of-way. The City shall agree to allow the signage to direct homebuyers to each new housing community. Said signage shall be defined as one Sign Plaza at each location where homebuyers require information regarding a change of direction and likewise where homebuyers would need reassurance to continue in a certain direction. One or more structures, located at least one hundred (100) feet apart, shall be allowed to accommodate directional sign panels. Contractor may submit to City at any time during the term of the Agreement subsequent requests for the timely approval of additional Sign Plaza locations, as may be expressed by homebuilders, developers, and residential communities over time.
4. Price and Payment Schedule for the Purchase of the Sign Plazas and Sign Panels. Subject to the provisions in Paragraph 6 below, the price and payment schedule for Sign Plazas shall be as follows:
  - A. Contractor will install, maintain and repair the Sign Plazas and rotate City panels at no cost to the City.
  - B. Contractor will collect, and remit to the City, an amount of \$10.00 per panel, per month. Said fees shall be remitted within sixty (60) days of the end of each fiscal quarter. Fiscal quarters will be based on the Contractor's fiscal cycle, beginning October 1 and ending September 30.
5. Term of Agreement and Termination of Agreement
  - A. Term. The term of this Agreement is five (5) years.

B. Renewal. At the end of the initial five-year term, this contract will automatically renew for two additional (5) five year terms unless either party provides at least sixty (60) days advanced notice before the end of the initial term, of their intention(s) to terminate this Agreement.

C. Termination. This Agreement may be not be terminated by either party, except for breach as provided for in this Agreement:

1. Termination by City. If Contractor breaches and fails to remedy said breach as provided for in this Agreement, the City may terminate this contract. At the City's request Contractor shall remove the Sign Plazas within thirty (30) days after receiving a written termination letter from the City. The City shall retain the right to require Contractor to promptly transfer all information related to the placement of the sign panels to the City, including, but not limited to, the original sign service documents, an accounting of all open accounts, and all other relevant documents. After the transfer of all information, this Agreement shall be of no further effect.
- 2) Termination by Contractor. If Contractor terminates this Agreement before the end of the term as stated in subsection A immediately above, Contractor agrees that the Sign Plazas shall remain in place and that the sign panels and all receivables from the placement of the sign panels shall become the property of the City. Further, Contractor agrees to promptly transfer all information related to the placement of the sign panels to the City, including, but not limited to, the original sign service documents, an accounting of all open accounts, and all other relevant documents. After the transfer of all information, this Agreement shall be of no further effect.

6. Placement of Sign Panels. After the City's written approval and acceptance of the installed Sign Plazas, the City agrees to extend to Contractor an exclusive right to use the Sign Plazas for sign panel placements and to maintain the Sign Plazas and sign panels subject to the terms of this Agreement.

- A. Contractor agrees to offer and place sign panels for homebuilders, developers and residential communities. Contractor further agrees to use Contractor's best efforts to place all available sign panels.
- B. Contractor agrees that the placement fees for the sign panels will be set at market rate. Contractor shall be allowed an annual cost of living increase for the fees as determined by the Consumer Price Index.

- C. Contractor agrees that within twelve (12) months after execution of this agreement at least two sign plazas shall be erected within the jurisdictional limits of the City.
- D. Contractor agrees to maintain all aspects of the placement of the sign panels, including entering into sign placement service agreements, billing, collecting fees, and paying any applicable taxes and fees.
- E. Contractor will remit to the City on a quarterly basis the amount of the City's Administrative Fee as specified in Section 4.B of this document.
- F. Contractor agrees to provide an annual report to the City pertaining to the number of sign panels installed within the City, the amount billed and the collection of the City's amount Administrative Fees.
- G. Contractor agrees that in no event will the City be liable for any fee payment or other fees related to the placement of the sign panels.
- H. Contractor agrees to include in all sign service agreements an assignment clause which will assign Contractor's rights to fee payment to the City in the event Contractor elects to terminate this Agreement pursuant to Paragraph 5.C.1 and 5.C.2 above.
- I. Homebuilders, developers, and residential communities with sites located within the jurisdictional boundaries of the City, present and soon-to-be-annexed, shall at all times be allowed to participate in the Sign Plaza program.
- G. City and Contractor agree that no sign panels other than those manufactured and installed by Contractor shall be allowed on the Sign Plaza

7. Maintenance of Sign Plazas:

- A. Contractor agrees to maintain the Sign Plazas and sign panels for the term of this Agreement.
- B. Contractor agrees to replace damaged Sign Plazas and sign panels, as it deems necessary or as requested by the City.
- C. Contractor agrees to provide to the City a telephone number and a contact person allowing the City to contact Contractor requesting maintenance on the Sign Plazas or sign panels 24 hours a day, seven days a week.
- D. Contractor agrees to repair all Sign Plazas within five (5) business days of the receipt of the City written request for repair. Contractor further agrees to remove for repair all sign panels within seventy-two (72) hours of written notification of the need of repair by the City. Sign panel will be replaced within five (5) business days of the written notification.

- E. Contractor agrees to maintain a regular maintenance schedule to check each Sign Plaza and sign panel for all necessary repairs and to complete those repairs promptly.
- F. Contractor agrees to maintain all Sign Plazas and sign panels in conformity with all terms of this Agreement.

8. Indemnification. Contractor agrees to indemnify, defend, and hold harmless the City, its officials, officers, agents, and employees from: a) liability for damages resulting from injury, death, property damage, and economic loss suffered by any person as a result of the negligent or willful act or omission of the Contractor or the Contractor's officer, agent, employee, or subcontractor; and b) reasonable attorney fees, court costs, settlement expenses and litigation expenses related to liability described in subsection a) immediately above and/or relating to any claim or action asserting such liability against the City, its officials, officers, agents, and employees, unless said claim or action is the result of the negligent or willful act or omission of the City or the City's officer, agent, employee, or subcontractor.

9. Insurance. Contractor shall maintain in full force and effect throughout the entire term of this Agreement insurance with an insurance company authorized to conduct business in Cibolo, TX with the following policy limits.

- A. Comprehensive General Liability - \$2,000,000 combined aggregate
- B. Automobile Liability - \$1,000,000
- C. Workers Compensation
  - 1. Bodily Injury by Accident - \$1,000,000
  - 2. Bodily Injury by Disease - \$500,000

Upon written request, Contractor shall present a Certificate of Insurance in a form satisfactory to the City Attorney which shall name the City as an additional insured party on Contractor's Comprehensive General and Automobile Liability policies. If during the term of this Agreement, any such insurance is canceled, or if Contractor fails to renew same, or if the policy limits are reduced below the limits required above, such event shall constitute a default of this Agreement. Contractor shall immediately notify the City in writing if such an event occurs. Contractor shall have Five (5) business days to cure any such default.

10. Independent Contractor. Contractor shall, at all times herein, be an independent contractor and not an employee of the City.

11. Notice. Any notice required to be given pursuant to this Agreement may be personally served upon the parties or may be served by certified mail, return receipt required, to:

CITY:

City of Cibolo, TX  
Attn: Guy Hart, Building Inspector  
200 South Main Street  
Cibolo, TX 78108  
Telephone: (210) 658-4175  
Fax: (210) 658-1687

CONTRACTOR:

National Sign Plazas  
Attn: Grant Hayzlett, Director of Operations  
7076 S. Alton Way, Building E-2  
Centennial, CO 80112  
Telephone: 720-482-9293  
Fax: 303-790-0924

All notices, regardless of the nature of service, shall additionally be served upon Contractor at Contractor's office(s) in the State of Arizona located at:

Attn: Steve Startzell  
2500 Central Parkway Suite M  
Houston, TX 77092  
Telephone: (713) 673-2590  
Fax: (713) 673-2585

12. Assignment and Subcontracting. Contractor may not delegate, assign or subcontract all or any part of the work except the fabrication and installation of the Sign Plaza structures and production of the sign panels, which require equipment, materials and expertise which the Contractor reasonably may not be expected to possess, without the City's prior written consent.
13. Miscellaneous. The Contract Documents represent the entire and integrated Agreement between the City and Contractor and supersedes all prior negotiations, representations of Agreements, whether written or oral, except as where noted. The Contract Documents may be modified only by a written document signed by both parties and approved by the City of Cibolo's council at a public meeting. This Agreement shall be governed under Texas State law, and any action relating to the Agreement shall be brought only in the City of Cibolo.
14. Mutual Drafting. The City and the Contractor each has had opportunity to consult legal counsel regarding the drafting of this Agreement and the provisions of this Agreement shall not be construed against or in favor of either party.
15. Default and Remedies. If any Party fails to perform any of its obligations under the Contract Documents, such failure shall constitute a default. The non-defaulting Party shall give the defaulting Party written notice of the default. The defaulting Party shall have ten (10) business days after the receipt of such notice in which to cure the default. Failure to cure the default shall constitute a breach of this Agreement. In the event of a breach, the non-breaching party may terminate this Agreement and may obtain any reasonable remedy provided by law.

In Witness Whereof, authorized parties have signed this Agreement on the dates indicated below.

City of Cibolo, TX

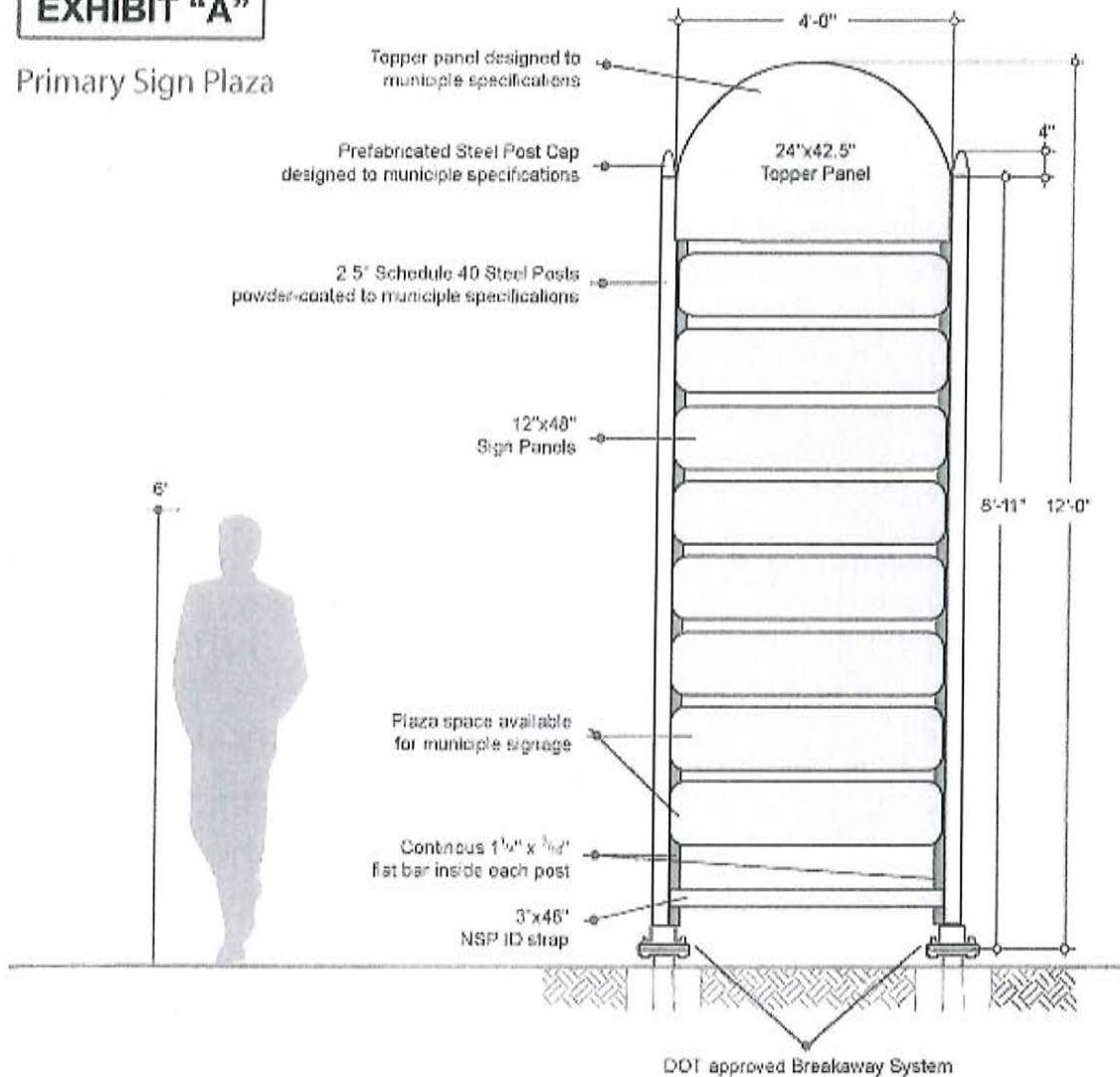
By 

Date 3-9-11

National Sign Plazas, Inc  
a California Corporation

By   
Grant Hayzlett, Dir. of Operations

Date 2/10/11

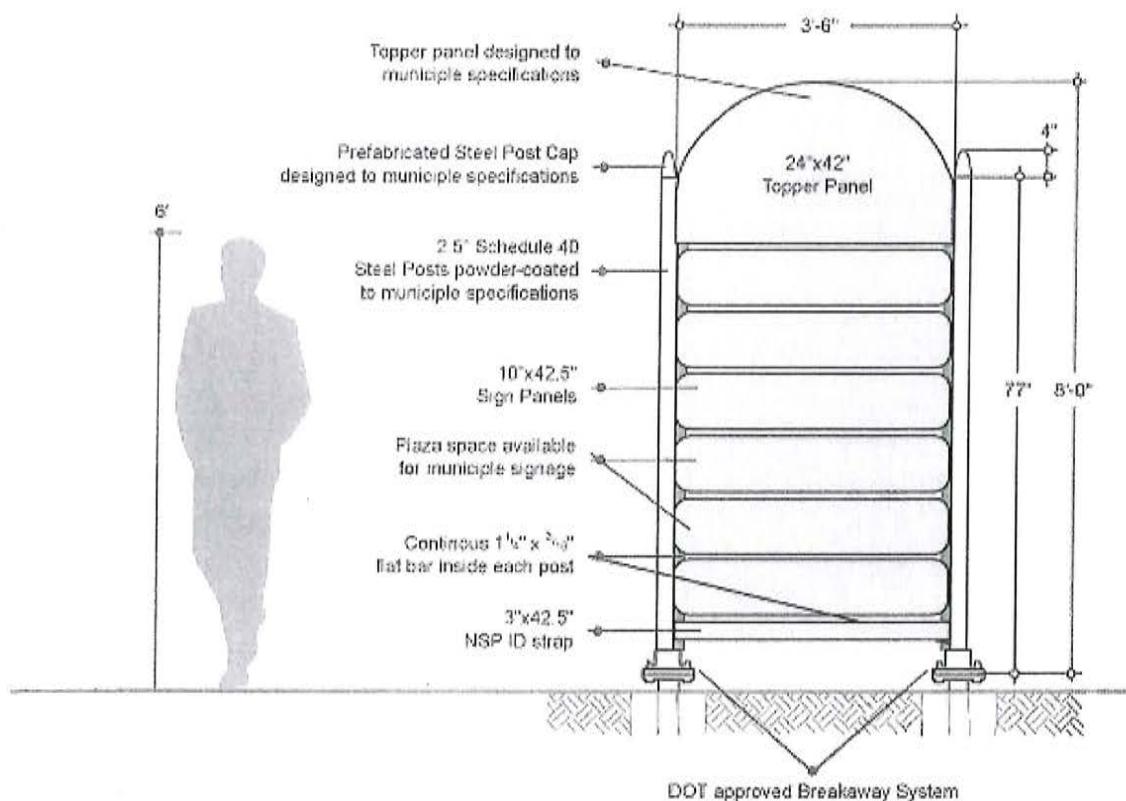
**EXHIBIT "A"****Primary Sign Plaza****Primary Sign Panel Specifications**

- Alpolic 360 substrate
- 2mm to 3mm thick
- Full-color graphics
- Directional arrow



## EXHIBIT "A"

## Community Sign Plaza



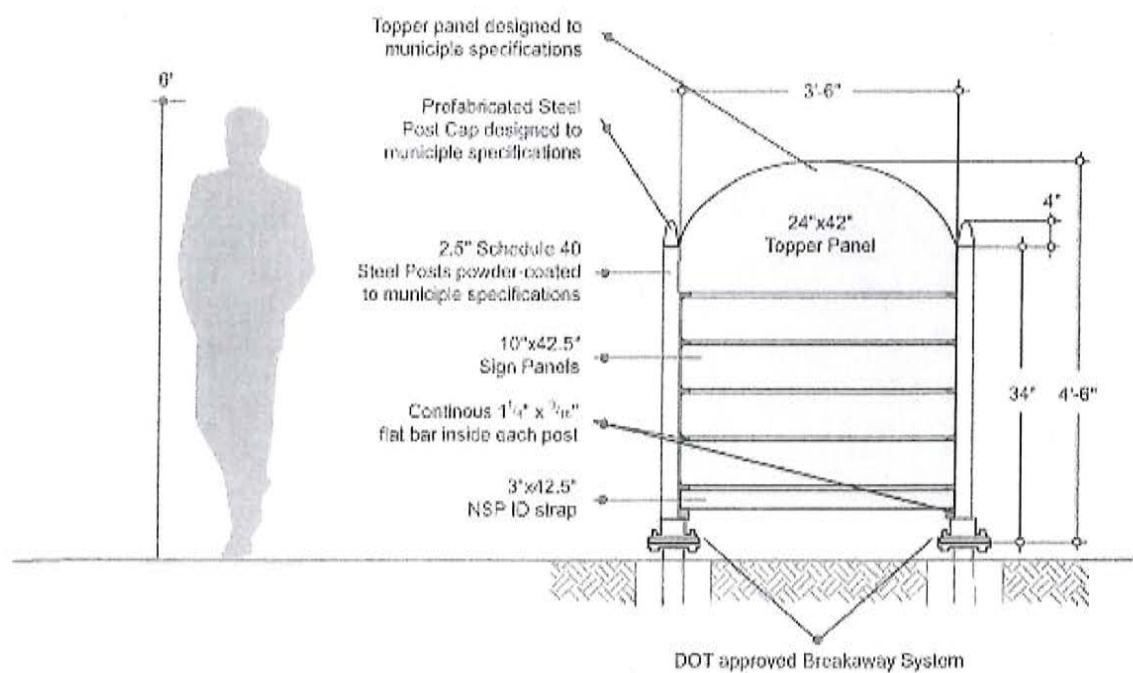
## Community Sign Panel Specifications

- Alpolic 360 substrate
- 2mm to 3mm thick
- Full-color graphics
- Directional arrow



## EXHIBIT "A"

## Neighborhood Sign Plaza



## Neighborhood Sign Panel Specifications

- Alpolic 350 substrate
- 2mm to 3mm thick
- Full-color graphics
- Directional arrow





**City of Cibolo**  
200 South Main Street  
Cibolo, Texas 78108

**REQUEST FOR PROPOSALS  
FOR  
WAYFINDING SIGN SERVICES**

**RFP #26-140-10**

**Issue Date: January, 16, 2026**  
**Response Due Date and Time (CDT):**  
**February 19, 2026 @ 2:00 p.m.**

## TABLE OF CONTENTS

<b>GENERAL .....</b>	<b>3</b>
<b>DEFINITIONS.....</b>	<b>3</b>
<b>NOTICE TO RESPONDENTS .....</b>	<b>4</b>
<b>STANDARD TERMS AND CONDITIONS .....</b>	<b>8</b>
<b>SPECIAL PROVISIONS .....</b>	<b>14</b>
<b>BACKGROUND AND CURRENT CIRCUMSTANCES .....</b>	<b>16</b>
<b>SCOPE OF WORK .....</b>	<b>17</b>
<b>SUBMISSION REQUIREMENTS.....</b>	<b>22</b>
<b>EVALUATION AND SELECTION PROCESS .....</b>	<b>25</b>
<b>CERTIFICATION AND ACKNOWLEDGMENT FORM .....</b>	<b>(immediately after) 28</b>
<b>CLIENT REFERENCE FORM .....</b>	<b>ATTACHMENT 1</b>
<b>EXCEPTIONS FORM .....</b>	<b>ATTACHMENT 2</b>
<b>PROFESSIONAL SERVICES AGREEMENT .....</b>	<b>EXHIBIT A</b>

## GENERAL

The City of Cibolo (CITY) is soliciting Proposals from Consultant(s) or Other Professional Services (excluding those identified by the Texas Government Code 2254.002 (Professional Services Procurement Act)), which must be a sole proprietorship, partnership, corporation, or other legal entity registered to do business in the State of Texas with demonstrated competence and qualifications and with considerable experience in providing **Wayfinding Sign Services**.

This Request for Proposals (RFP) solicits information that will enable CITY to select one or more Consultant(s) that shall provide professional services for **Wayfinding Sign Services**.

## DEFINITIONS

The following definitions shall be used to identify terms throughout this solicitation:

**A. AGREEMENT/CONTRACT**

A mutually binding legal document obligating the Firm to furnish the services specified within this solicitation and obligating CITY to pay for the services as specified.

**B. CITY COUNCIL**

The elected officials of the City of Cibolo, Texas given the authority to exercise such powers and jurisdiction of all CITY business as conferred by the State Constitution and Laws.

**C. FIRM**

The successful Respondent of this request. A person or business enterprise providing services to CITY as fulfillment of obligations arising from an agreement pursuant to this request; the successful respondent of this request.

**D. PROPOSAL**

A complete, properly signed and submitted response to this solicitation.

**E. RESPONDENT**

The Individual or Firm responding to this solicitation that considers themselves qualified to provide the services specified herein, and are interested in making an offer to provide the services to CITY.

**F. REQUEST FOR PROPOSALS (RFP)**

This solicitation document is issued by CITY containing terms, conditions and scope of work for the professional services to be procured.

**G. CITY OF CIBOLO (CITY)**

A home-rule municipal government.

## NOTICE TO RESPONDENTS

### A. NOTICE

All Proposals are due on or before **2:00 p.m. on February 19, 2026**. Solicitations are posted and available to download from: <https://cibolotx.bonfirehub.com>. Information related to this Solicitation will only be provided through the City's Procurement Manager. Information about this Solicitation received through any other means may be inaccurate and result in a Respondent's submittal being incomplete which could ultimately render the Respondent's Proposal non-compliant. CITY accepts no responsibility for information obtained through any other source.

### B. RECEIPT OF PROPOSALS

**\*Bid submissions will be accepted as following: \***

**Electronic Submission**

**Or**

**Hard Copy Submission**

The hard copy submittal shall be enclosed in an opaque sealed envelope, marked with the project title and name, and the address of the Respondent. The Bid shall be accompanied by the Bid Security and other required documents. If the Bid is sent through the mail or other delivery system the sealed envelope shall be enclosed in a separate envelope with the notation "BID ENCLOSED" on the face of it.

Proposer shall submit one (1) copy of the entire proposal, plus one (1) digital copy (on CD, DVD or thumb drive).

**Hard copy sealed Bids shall be addressed to and hand-delivered or shipped to:**

City of Cibolo

Attn: Procurement Manager

Leili Samuelson

200 South Main St.

Cibolo, TX 78108

Bids must be received electronically by Bonfire, or hard copy by the **Procurement Manager, or Bonfire** on or before the time and date specified. The mere fact that the Bid was dispatched will not be considered; the Respondent must ensure that the Bid is actually delivered. The time hard copy Bids are received shall be determined by the time clock stamp in the Procurement Specialist's office. Bids received after the specified time of the opening will be returned unopened.

**C. PUBLIC ACKNOWLEDGEMENT**

CITY shall receive, publicly open, and acknowledge all Proposals received at **2:00 PM on February 19, 2026, at 201 W. Loop 539, Cibolo TX 78108**. Information contained in the Proposals will not be disclosed until after the award of the Contract.

**D. QUESTIONS AND INQUIRIES**

Effective immediately upon release of this solicitation and until contract award, all official communications from proposers regarding the requirement of this RFP shall be directed to the CITY's single point of contact designated below. All questions and inquiries about this solicitation shall be submitted in writing to [lsamuelson@cibolotx.gov](mailto:lsamuelson@cibolotx.gov) or:

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

Questions received after the stated deadline, other than those presented in any pre-proposal conference (if applicable), will not be answered. All questions and answers are considered part of this RFP. Interpretations or clarifications considered necessary by CITY in response to such questions will be issued by Addenda and posted on the CITY's website, <https://cibolotx.bonfirehub.com>

It is the RESPONDENT'S responsibility to check the City of Cibolo website for all Addenda or Amendments.

Proposers shall not attempt to contact City Council members, CITY staff or Management directly during the pre-proposal or post-proposal period unless and until an award has been made, and any resulting contract or agreement has been executed. The CITY intends to respond to all appropriate questions or concerns; however, the CITY reserves the right to decline to respond to any question or concern. All material modifications, clarifications or interpretations will be incorporated into an addendum which will be publicly posted. All addenda issued prior to the due date and time for responses are incorporated into the RFP and must be acknowledged in the Proposal response. Only written information provided shall be binding. Oral or other interpretations shall not be binding and are held without legal effect.

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## **E. ANTICIPATED SCHEDULE OF IMPORTANT DATES**

CITY will generally comply with the following schedule for the selection process, subject to changes necessary to ensure fairness and to accommodate unanticipated events:

Release RFP **January 16, 2026**

Newspaper Advertisement Dates

Pre-Proposal Conference 10:00 A.M. CST **January 29, 2026**

Deadline for Questions and Inquiries 11:00 A.M. CST **February 2, 2026**

Proposals Closing Date and Time 2:00 P.M. CST **February 19, 2026**

CITY's Review of Proposals **February 2026**

Date for Finalist Interviews or Presentations (if any) **March 2-6, 2026**

Earliest Award by CITY **end of March 2026**

## **F. PRE-PROPOSAL CONFERENCE**

This meeting is not mandatory, but attendance is encouraged. Any questions and answers addressed during the conference meeting will be issued in an addendum and all known parties will be notified.

A pre-submittal conference will be held at **201 W. Loop 539, Cibolo, Texas 78108 at 10:00 AM CST on January 29, 2026.**

Bidders are encouraged to prepare and submit their questions in writing in advance of the Pre-Submittal Conference in order to expedite the proceedings. City's responses to questions received by this time may be distributed at the Pre-Submittal Conference and posted as an addendum with this solicitation.

Any oral response given at the Pre-Submittal Conference that is not confirmed in writing and posted with this solicitation shall not be official or binding on the City. Bidders are encouraged to resubmit questions asked during the meeting in writing to the Staff Contact Person identified on the title page, after the conclusion of the Conference.

This meeting is not mandatory, but attendance is encouraged. Any questions and answers addressed during the conference meeting will be issued in an addendum and all known interested parties will be notified. Also, you can join the pre-submittal by using Microsoft Teams Meeting:

- **Join on your computer, mobile app or room device.**
- [Click here to join the meeting](#)
- Meeting ID: 254 988 816 702 95  
Passcode: gW93Tw96
- [Download Teams](#) | [Join on the web](#)

## **G. FINALIST INTERVIEWS and/or PRESENTATIONS**

Proposers reasonably subject to being selected based on the criteria set forth in this RFP may be given an opportunity to make a presentation and/or interview with the Selection Committee. The presentation process may allow Respondents to demonstrate their proposal offering, explaining and/or clarifying any unusual or significant elements related to their proposals. At this stage, Respondents shall not be allowed to alter or amend their proposals.

**Finalists selected for interviews and/or presentations must be available during regular business hours on March 2-6, 2026, as arranged with the CITY, if interviews are conducted.**

Following any presentation and/or interviews, proposals will be ranked pursuant to the criteria listed herein and contract negotiations will begin with the top ranked Firm. Should negotiations with the highest ranked Firm fail to yield a contract, or if the Firm is unable to execute the CITY's contract, negotiations will be formally ended and then commence with the second highest ranked Firm, etc. However, the CITY, may in its sole discretion, negotiate and award a contract without presentations or interviews, based solely on information supplied in the proposal responses.

## **H. PROTEST PROCEDURES**

1. Proposers are advised that protests of specifications, terms, conditions or any other aspect of this solicitation, must be made prior to the proposal due date. Protest of specifications and solicitation terms and conditions made after the due date and time will not be considered by the Procurement Manager's Office.
2. Protest of award must be made immediately, and in no event later than five (5) days after the aggrieved party knows, or should have known, the facts giving rise thereto. All protests must include the following information:
  - The name, address and telephone number of the protestor.
  - The signature of the protestor or protestor's representative.
  - The solicitation or contract number.
  - A detailed statement of the legal and/or factual ground of the protest.
  - The form of relief/result requested.
3. Protests shall be mailed to the Procurement Manager's Office, 200 S. Main Street, Cibolo, TX 78108, Attention: Procurement Manager. Award will be made in the best interest of the CITY.

## **I. WITHDRAWAL of PROPOSALS BY RESPONDENT**

A proposal may be modified or withdrawn by the Proposer any time prior to the time and date set for the receipt of proposals in accordance with the following guidelines.

1. Proposer shall notify the Procurement Manager's Office in writing of its intention to withdraw a previously submitted proposal.

2. If a change in the proposal is requested, the modification must be worded by the Proposer as to not reveal the original amount of the proposal.
3. Proposals withdrawn and modified must be resubmitted to the Procurement Manager's Office no later than the time and date set for the receipt of proposals.
4. No proposal can be withdrawn after the time set for the receipt of proposals and for a minimum of ninety (90) days thereafter.

**J. WITHDRAWAL BY CITY**

CITY makes no guarantees or representations that any award will be made and reserves the right to cancel this solicitation for any reason, and take actions including:

1. Reject any and all Proposals received as a result of this RFP.
2. Waive or decline to waive any informality and any irregularities in any statement of qualifications or responses received.
3. Negotiate changes in the Scope of Work or services to be provided.
4. Withhold the award of contract(s).
5. Select Firm(s) it deems to be most qualified to fulfill the needs of CITY.
6. Terminate the RFP process.

**STANDARD TERMS AND CONDITIONS**

**A. ADDENDA**

If it becomes necessary to revise any part of this solicitation, prior to the due date and time, a written addendum will be provided to all Respondents. CITY is not bound by any oral representations, clarifications, or changes made in the written specification by CITY's employees, unless such clarification or change is provided to Respondents in written addendum form from the CITY.

Addenda will be transmitted by email to all parties that are known to have downloaded a copy of the RFP documents and specifications from CITY's website. However, it shall be the sole responsibility of the Respondent to verify issuance of any addenda and to check all avenues of document availability prior to the opening date and time. Respondent shall acknowledge receipt of all addenda on the Certification and Acknowledgement Form.

**B. ADVERTISING AND PUBLICITY**

Firms shall not advertise or otherwise publicize, without CITY's prior written consent, the fact that CITY has entered into the Agreement, except to the extent required by applicable law.

### **C. BUSINESS PRACTICES**

Minority business enterprises and/or historically underutilized businesses will be afforded full opportunity to submit Proposals in response to this invitation and will not be discriminated against on the basis of race, color, creed, gender, age, religion, national origin, mental or physical disability, veteran's status or political affiliation in consideration for an award.

### **D. CERTIFICATION**

This Solicitation includes a certification page. Respondent must:

1. Furnish complete name, mailing address, telephone number and email of the individual duly authorized to execute contractual documents on behalf of the Respondent.
2. Furnish name of individual(s), along with respective telephone numbers and email addresses, who will be responsible for answering all questions.
3. Certify that they are duly qualified, capable and otherwise bondable business entity not in receivership or contemplating same, and has not filed bankruptcy.

Any attempt to intentionally or unintentionally conceal or obfuscate a conflict of interest may automatically result in the disqualification of the vendor's offer.

### **E. CHANGES IN PERSONNEL**

Should there be a change in key personnel included in the Proposal after the due date and time, but before a contract is awarded, Respondents must notify CITY immediately. This may result in further evaluation. Should a change in key personnel occur after the contract is awarded, the Firm will be required to notify CITY as soon as practicable possible. CITY may terminate the Agreement for convenience should the change in key personnel be unacceptable to CITY.

### **F. RESTRICTIONS ON COMMUNICATION**

To ensure the proper and fair evaluation of all Proposals, CITY prohibits ex parte communication (e.g., unsolicited) initiated by the Respondent to CITY staff or its City's Council, from the date of advertisement of this solicitation to the time an award has been made by the Council, the City Manager, or his/her designee. This prohibition extends to "thank you" letters, phone calls, emails and any contact that results in the direct or indirect discussion of the solicitation or Firm's response. Communication occurring during pre-submittal conference, if applicable, is an exception to the restrictions on communication, as are any timely written requests for clarifications or questions regarding this Solicitation if directed to point of contract listed in this Solicitation. Communication between Respondents and CITY will be initiated by the Procurement Specialist, if necessary, in order to obtain information or clarification needed to develop a proper and accurate evaluation of the Proposal. Ex parte communication may be grounds for disqualifying the offending Respondent from consideration or award of the Proposal then in evaluation, and/or any future Solicitation, based on the CITY's discretion.

Unless otherwise specified, all requests for clarification or questions regarding a solicitation must be directed to the point of contact listed in this Solicitation.

#### **G. DISCLOSURE OF CONTENTS**

At the due date and time there will be no disclosure of contents of any Proposal to competing Respondents, and all Proposals will be kept confidential during the negotiation process. Except for trade secrets and confidential information which the Firm identifies as proprietary, all Proposals will be open for public inspection after the contract award.

#### **H. DISCLOSURE OF CONFLICT OF INTEREST**

Effective January 1, 2006, Chapter 176 of the Texas Local Government Code (House Bill 914) requires that any Respondent or person considering doing business with a local government entity disclose the Respondent or person's affiliation or business relationship that might cause a conflict of interest with a local government entity. The Conflict of Interest Questionnaire form is available from the Texas Ethics Commission (TEC) at [www.ethics.state.tx.us](http://www.ethics.state.tx.us). Any completed Conflict of Interest Questionnaires shall be submitted to CITY. Any attempt to intentionally or unintentionally conceal or obfuscate a conflict of interest may automatically result in the disqualification of the Respondent's offer.

#### **I. DISCLOSURE OF INTERESTED PARTIES**

Contracting hereunder may require compliance with §2252.908 Texas Government Code/Disclosure of Interested Parties for contracts that (1) require an action or vote by City Council before the contract may be signed; or (2) has a value of at least \$1 million. The law provides that a governmental entity may not enter into certain contracts with a business entity unless the business entity submits a Disclosure of Interested Parties certificate to the governmental entity at the time the business entity submits the signed contract to the governmental entity or state agency.

The process as implemented by TEC is as follows:

1. The Disclosure of Interested Parties certificate must be performed using the [Texas Ethics Commission's electronic filing application](http://www.ethics.state.tx.us) listing each interested party of which the business entity is aware on Form 1295, obtaining a certification of filing number for this form from the TEC, and printing a copy of it to submit to CITY.
2. The copy of Form 1295 submitted to CITY must be notarized and contain the unique certification number from the TEC. The form must be filed with CITY pursuant to §2252.908 Texas Government Code, "at the time the business entity submits the signed contract" to CITY.
3. CITY, in turn, will electronically acknowledge the disclosure form to the TEC not later than the 30th day after the date CITY receives the disclosure of interested parties from the business entity.

**J. GIFTS**

CITY may, by written notice to the Respondent, disqualify the Respondent without liability if it is determined by CITY that any gift or thing of value, whether in the form of money, services, credits, loans, travel, entertainment, hospitality, promise, or any other form, were offered or given by the Respondent or any agent or representative of the Respondent to any officer or employee of CITY with the intent of influence such officer or employee as a reward for any decision, opinion, recommendation, securing the Agreement or securing favorable treatment with respect to awarding or amending or the making of any determinations with respect to performance of the Agreement.

**K. INDEPENDENT CONTRACTOR**

Nothing in this solicitation is intended to be construed as creating an employer/employee relationship, a partnership or joint venture. The Firm's services shall be those of an independent contractor. The Firm agrees and understands that the Agreement does not grant any rights or privileges established for employees of CITY. Firms shall not be within protection or coverage of CITY's Worker Compensation Insurance, Health Insurance, Liability Insurance or any other insurance that CITY, from time to time, may have in force.

**L. INSURANCE REQUIREMENTS**

CITY's insurance requirements are provided in the Professional Services Agreement attached hereto as Exhibit "A" to this RFP.

**M. PERSONAL INTEREST**

No officer, employee, independent consultant or elected official of CITY who is involved in the development, evaluation or decision-making process of this Solicitation shall have a financial interest, direct or indirect, in the resulting Agreement. Any willful violation of this Paragraph shall constitute impropriety in office, and any officer or employee guilty thereof shall be subject to disciplinary action up to and including dismissal. In the event a member of the governing body or an appointed board or commission of the CITY belongs to a cooperative association, the CITY may purchase services from the association only if no member of the governing body, board or commission will receive pecuniary benefit from the purchase, other than as reflected as in increase in dividends distributed generally to members of the association. Any violation of this provision with the knowledge, expressed or implied, by the Vendor shall render the Agreement voidable by the CITY. Nevertheless, the CITY may obtain the services under the Agreement if a conflict of interest affidavit is filed and the Council member recuses his/herself.

**N. PRIORITY OF DOCUMENTS**

In the event there are inconsistencies between the RFP terms and conditions, scope of work or Agreement terms and conditions contained herein, the latter will take precedence.

## **O. PROHIBITED FIRMS**

1. CITY will not conduct business with Respondents who have failed to comply with their contracts and have been debarred from doing business with the State of Texas or the federal government.
2. Successful Respondent must affirm, in any resulting contract, that (i) it does not Boycott Israel; and (ii) will not Boycott Israel during the term of any resulting Contract. This section may not apply if the Company is a sole proprietor, a non-profit entity or a governmental entity; and only applies if: (i) the Company has ten (10) or more fulltime employees and (ii) the Contract has a value of \$100,000.00 or more to be paid under the terms of the Contract.
3. Successful Respondent must affirm, in any resulting contract, that it is not engaged in business with Iran, Sudan, or a foreign terrorist organization.
4. Successful Respondent must affirm, in any resulting contract, that it does not boycott energy companies, and will not boycott energy companies during the term of the Agreement.
5. Successful Respondent must affirm, in any resulting contract, that it (i) does not have a practice, policy, guidance or directive that discriminates against a firearm entity or firearm trade association; and (ii) will not discriminate against a firearm entity or firearm trade association during the term of the Agreement.
6. Successful Respondent must affirm, in any resulting contract, that it is not (i) owned or controlled by (a) individuals who are citizens of China, Iran, North Korea, Russia, or a designated country; or (b) a company or other entity, including a governmental entity, that is owned or controlled by citizens of or is directly controlled by the government of China, Iran, North Korea, Russia, or a designated country; or (ii) headquartered in China, Iran, North Korea, Russia or a designated country.

## **P. PUBLIC INFORMATION**

All Responses are subject to release as public information unless the Response or specific parts of the Response can be shown to be exempt from the Texas Public Information Act. Respondents are advised to consult with their legal counsel regarding disclosure issues and take the appropriate precautions to safeguard trade secrets or any other proprietary information. CITY assumes no obligation or responsibility for asserting legal arguments on behalf of potential Respondents. Respondent acknowledges that pursuant to the Texas Public Information Act, Respondent may also be responsible for taking steps to secure the confidentiality of certain documents if requested. Ultimately, the final decision as to what information must be disclosed under the Open Records Act lies with the Texas Attorney General.

If a Respondent believes that a Response or parts of a Response are confidential, then the Respondent shall so specify. The Respondent shall stamp in bold red letters the term "**CONFIDENTIAL**" on that part of the Response, which the Respondent believes to be

confidential. Vague and general claims as to confidentiality shall not be accepted. All Responses and parts of Responses that are not marked as confidential will be automatically considered public information.

**Q. RECEIPT OF PROPOSALS**

Proposals must be received by CITY prior to the time and date specified. The time Proposals are received shall be determined by the system time in the Procurement Manager's office. Please note that CITY is not responsible for delays at or near the time the response packages are due and that firms submitting their response package during peak traffic times risk their submittal not being received by the due date and time.

**R. REIMBURSEMENTS**

There is no express or implied obligation for the City of Cibolo to reimburse Respondents for any expenses incurred in preparing Proposals in response to this request and the City of Cibolo will not reimburse firms for these expenses, nor will CITY pay any subsequent costs associated with the provision of any additional information or presentation, or to procure a Contract for these services.

**S. REPRESENTATIONS AND RESPONSIBILITIES**

By submitting a Proposal in response to this RFP, Respondent represents that it has carefully read and understands all elements of this RFP; has familiarized itself with all federal, state, and local laws, ordinances, and rules and regulations that in any manner may affect the cost, progress, or performance of the work; and has full knowledge of the scope, nature, quality and quantity of services to be performed.

By submitting a Proposal in response to this RFP, the Respondent represents that it has not relied exclusively upon any technical details in place or under consideration for implementation by CITY, but has supplemented this information through due diligence research and that the Respondent sufficiently understands the issues relative to the indicated requirements.

The failure or omission of Respondent to receive or examine any form, instrument, addendum, or other documents or to acquaint itself with conditions existing at the site or other details shall in no way relieve any Respondent from any obligations with respect to its Proposal or to the contract.

**T. RESERVATIONS**

CITY reserves the right to request clarification or additional information specific to any response after all Responses have been received and the Solicitation due date has passed. Additionally, CITY reserves the right to accept or reject all or part of any Response, waive any formalities or technical inconsistencies, delete any requirement or specification from the Solicitation, or terminate the Solicitation when deemed to be in CITY's best interest.

**U. RESPONSES BECOME PROPERTY OF CITY:**

Submissions received in response to this Solicitation become the sole property of CITY.

**V. RIGHT OF ACCEPTANCE AND REJECTION**

The qualifications of a firm shall not deprive CITY of the right to accept a Proposal, which in its judgment offers the best value to CITY. In addition, CITY reserves the right to reject any Proposal where circumstances and developments have, in the opinion of CITY, changed the qualifications or responsibility of the firm.

**W. RIGHT TO ASSURANCES**

In the event CITY, in good faith, has reason to question the intent of the Firm to perform as presented in the Proposal, CITY may demand written assurances of the intent to perform as presented. In the event no written assurance is given within the time specified, CITY may reject the Proposal.

**X. STANDARD FORM OF AGREEMENT**

It is the intent of CITY to award this Contract to the Respondent(s) whose Proposal for completion of the Work provides the best value for CITY after consideration of the relative importance of costs and other evaluation factors described in this Solicitation. The successful Respondent(s) will be required to enter into the CITY's Standard Form of Agreement. This RFP and the successful Respondents' Response, or any part thereof, may be incorporated into and made a part of the final Contract. CITY reserves the right to negotiate final terms and conditions of the Contract. CITY also retains the right to revise the Agreement to comply with legal or regulatory requirements.

CITY's Professional Services Agreement is attached as Exhibit "A". Successful Firm(s) will be required to execute this Agreement. All Respondents shall be required to thoroughly read and understand the terms, conditions and provisions in this Agreement. The Respondent acknowledges that CITY retains the right to revise the Professional Services Agreement in order to comply with legal or regulatory requirements. All required Certificates of Insurance and endorsements will be required before contract award. Any exceptions taken to CITY's Professional Services Agreement must be indicated in your Response. Failure to note any exceptions will be acknowledgement that you accept the terms and conditions without modifications. CITY may consider the proposed changes in the evaluation process.

**Y. GOVERNING LAW AND VENUE**

Any contract awarded as a result of this RFP shall be governed by and construed in accordance with the laws of the State of Texas, and venue for any action related to this contract will be Guadalupe County, Texas.

## SPECIAL PROVISIONS

### **A. EFFECTIVE DATE AND TERM**

The term of the Agreement shall become effective from date listed in the contract approved by the City of Cibolo, and shall continue in effect with firm fixed fees, prices until all obligations are performed in accordance with the terms and conditions herein.

### **B. WARRANTY OF SERVICES**

Vendor warrants and represents that all Services to be provided to the CITY under the Agreement will be fully and timely performed in good and workmanlike manner in accordance with generally accepted industry standards and practices, the terms, conditions and covenants of the Agreement and all applicable Federal, State and local laws, rules or regulations. This warranty may not be limited, excluded or disclaimed and any attempt to do so will be without force or effect. Unless otherwise specified, the warranty period shall be a minimum of one year from acceptance by the CITY for Services. In the event any applicable warranty is breached, the Vendor shall promptly upon receipt of demand of performance, perform the Services again in accordance with the above standard at no additional costs to the CITY. All costs incidental to such additional performance shall be borne solely by the Vendor. The CITY shall endeavor to give the Vendor written notice of the breach of warranty within thirty (30) calendar days of discovery of the breach of warranty, but failure to give timely notice shall not impair the CITY's rights under this section.

In the event the Vendor is unable or unwilling to perform the Services in accordance with the above standards as required by the CITY, then in addition to any other available remedy, the CITY may reduce the amount of Services originally required to purchase from the Vendor under the Agreement and procure conforming Services from other sources. In such event, the Vendor shall pay the CITY upon demand the increased cost, if any, incurred by the CITY to procure such services from an alternative source.

### **C. SUBCONTRACTORS**

If the Vendor utilizes Subcontractors in providing the services under the Agreement, the Vendor shall be fully responsible to the CITY for all acts and omissions of the Subcontractors just as the Vendor is responsible for the Vendor's own acts and omissions. The Vendor shall:

1. Require that all deliverables to be provided by the Subcontractor be provided in strict accordance with the provisions, specifications and terms of the Agreement;
2. Prohibit the Subcontractor from further subcontracting any portion of the Agreement without the prior written consent of the CITY and the Vendor. The CITY may require, as a condition to such further subcontracting, that the Subcontractor post a payment bond in form, substance and amount acceptable to the CITY;
3. Require Subcontractors to submit all invoices and applications for payments, including any claims for additional payments, damages or otherwise, to the Vendor in sufficient

time to enable the Vendor to include same with its invoice or application for payment to the CITY in accordance with the terms of the Agreement;

4. Require that all Subcontractors obtain and maintain, throughout the term of their contract, insurance in the type and amounts specified for the Vendor, with the CITY being a named insured as its interest shall appear;
5. Require that the Subcontractor indemnify and hold the CITY harmless to the same extent as the Contractor is required to indemnify the CITY; and
6. Shall pay each Subcontractor its appropriate share of payments made to the Vendor not later than ten (10) calendar days after receipt of payment from the CITY.

#### **D. INTELLECTUAL PROPERTY**

All services and products resulting from performance of a contract with the selected Consultant shall become sole property of the City of Cibolo. At contract execution, the Consultant will sign an agreement for assignment of all copyright and intellectual property to the City of Cibolo.

### **BACKGROUND AND CURRENT CIRCUMSTANCES**

#### **A. ABOUT CIBOLO, TEXAS**

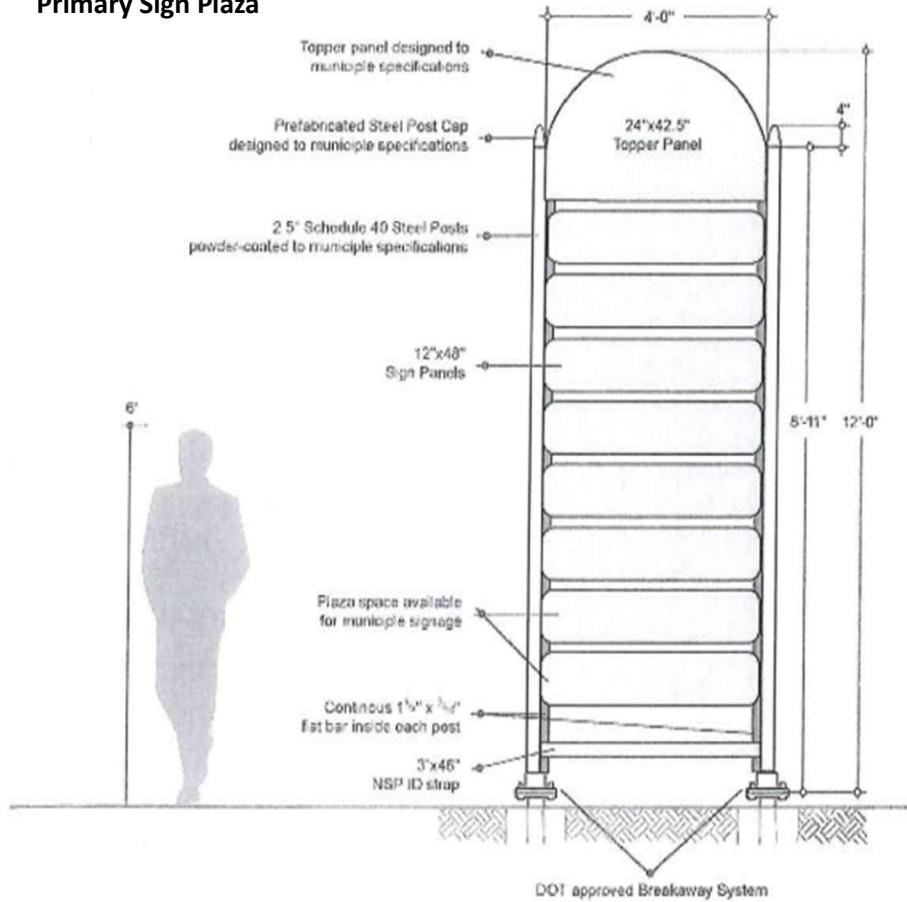
Cibolo is located in the extreme western corner of Guadalupe County in south central Texas. Situated along Farm Market Road 78 and north to south along FM 1103, and paralleled by two major interstate highways, IH 10 to the south and IH 35 to the north. The City of Cibolo is within easy access of Seguin and San Antonio. Cibolo is part of an area known as the Metrocom, the Northeast corner of Bexar County and the Southwest corner of Guadalupe County. The sister cities of the Metrocom include Universal City, Schertz, Selma, Live Oak, Garden Ridge, Converse and Kirby. In this area you will also find Randolph Air Force Base a major pilot training facility for the United States Air Force. Cibolo voted to become an independent township on October 9, 1965. In 2005 the voters adopted a home rule municipal charter with a council-manager type of government.

#### **B. LOCATION AND DESCRIPTION OF PROJECT**

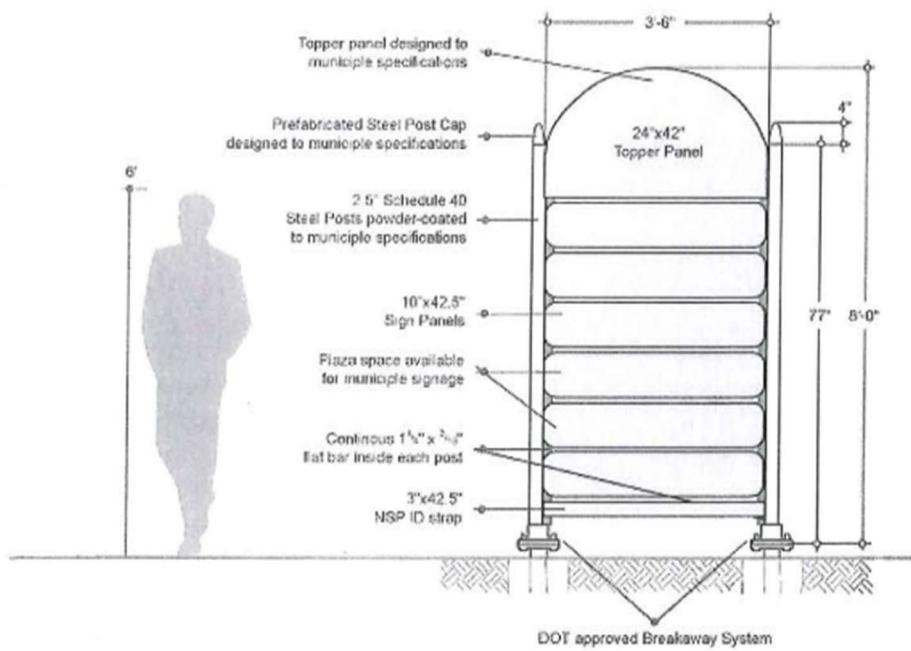
The goal of a wayfinding signage program is to orient the traveling public and visitors to important destinations, including city facilities, businesses, and new residential developments, and public points of interest, such as Cibolo City Hall, Main Street, local parks (e.g., Schlather Park, Niemietz Park), the historic downtown area, and key commercial corridors. It fosters a brand and thereby communicates a sense of being within the city.

A well-designed graphic identity will contribute to creating a cohesive sense of place and improving the use of the various destinations and businesses within the area by both daily users and visitors. The current template for wayfinding signs in the City of Cibolo is shown on the next two pages – Primary, Community, and Neighborhood.

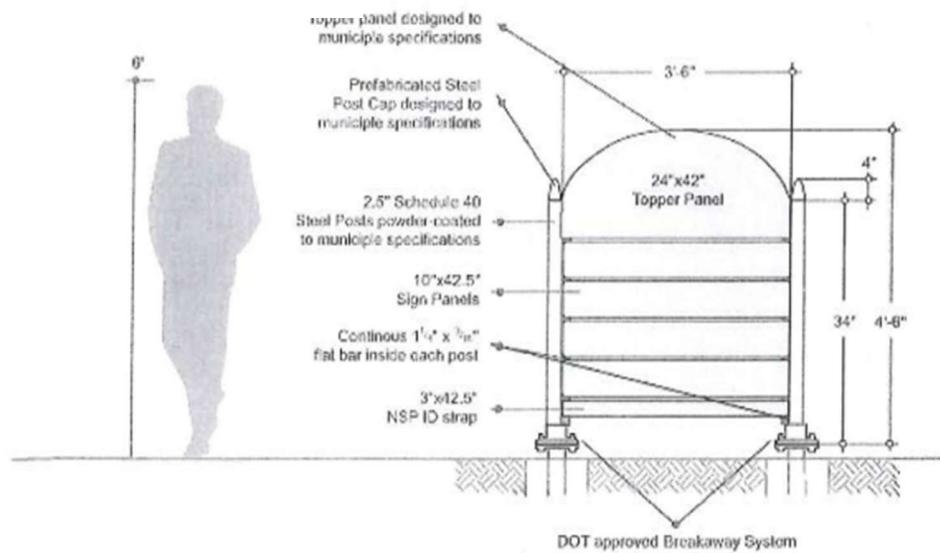
## Primary Sign Plaza



## Community Sign Plaza



## Neighborhood Sign Plaza



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## SCOPE OF WORK

### **Project Scope:**

The City of Cibolo seeks a qualified contractor to manage comprehensive Wayfinding Sign Services inside the City of Cibolo city limits. The contractor will assume full financial responsibility for the program, including operations, solicitation, and revenue generation.

The purpose of the Wayfinding Sign Services is to provide direction for homebuyers, residents, and the general public to the location of developing residential subdivisions, housing developments, homebuilders, businesses, and public facilities within the CITY OF CIBOLO, TX, while discouraging the placement of unsightly and hazardous off-site directional signs (a.k.a. "bandit signs").

The City of Cibolo has had a Sign Plaza Program since 2011. The City has had an agreement for these services with a vendor for the past 15 years. Due to the term of the contract expiring in March 2026, the City is seeking to update and expand the program through a competitive process.

### **Proposals must cover:**

- Approach to design of Sign Plazas, including specifications
- Fabrication and installation of Sign Plazas
- Advertising and promotion strategy to solicit interest from residential developers, homebuilders, and businesses
- Customer service to customers
- Maintenance program to update, repair and replace Sign Plazas
- On-line mapping of existing sign plazas
- Reporting to the City on a quarterly basis, including revenue

### **Scope of Work**

Contractor shall perform the work in managing the Sign Plaza program as follows:

- Construct, install, maintain, and repair approved Sign Plazas and sign panels
- Solicit to and contract with residential developers, homebuilders, and local businesses, all located inside the Cibolo city limits
- Provide customer service during business hours and contact information
- Seek approval by the City in determining appropriate locations for Sign Plazas within public right-of-way controlled by the City of Cibolo
- Maintain an on-line map of real-time Sign Plaza locations, making this accessible to the City staff

- Attend meetings as necessary with City staff and developers and/or businesses to coordinate the Sign Plazas
- Provide the City with up to eight (8) Primary or smaller Sign Plazas to promote the location of City facilities, including parks and open spaces, at no cost to the City
- Provide quarterly reports and an annual report on key performance indicators, such as, but not limited to, number of Sign Plazas installed by type, number of sign panels per Sign Plaza, repairs performed, and revenue to City based on number of sign panels.
- Collect lease payments and remit to City, on a quarterly basis, an administrative fee as specified in the agreement

## **1- Project Phases**

### **Phase I – Transportation Sign Plaza Assets:**

Design, permit, fabricate, and install signage to implement the Sign Plaza Program as described herein.

### **Phase II – Parks and Public Facilities Assets:**

Based on Contractor's interest, potential expansion to include:

- Informational kiosks (static or digital) located at City facilities and parks and open spaces

## **2- Comprehensive Services Required**

### **Physical Assets and Installation:**

- Construct, install, maintain, and repair wayfinding Sign Plazas and Sign Panels
- Identify the locations for eight (8) Sign Plazas to be used by the City to promote City facilities, including parks and open spaces. Construct, install, maintain and repair these Sign Plazas at no cost to the City.
- Coordinate with City staff and secure permits
- Ensure compliance with the Agreement

### **Lease Administration & Promotion:**

- Manage leasing of sign panels to promote residential developments, homebuilders, and businesses, all located within the city limits
- Provide customer service during business hours and contact information

### **Program Coordination:**

- Coordinate with and receive approval from City staff on the locations for Sign Plazas
- Identify and report non-compliant off-premise ("bandit") signage to City staff
- Attend meetings with City staff and Sign Plaza customers as requested

### **3- Design & Sign Specifications**

#### **Design Intent:**

Signs must reflect Cibolo's identity, blending historic charm with modern design. Contractor to develop design and specifications with final design approved by the City staff.

#### **Sign Locations:**

Preliminary sites may be adjusted for permitting, traffic engineering, and right-of-way requirements. Contractor recommendations are welcome.

#### **Sign Plaza Specifications:**

The Contractor shall be required to obtain City approval prior to the installation of each Sign Plaza. The Contractor shall pay applicable right-of-way permit fees, unless otherwise agreed upon in the contract. Sign Plazas shall be designated, permitted, and approved by the City's authorized staff.

The Contractor shall propose Sign Plazas with specifications, which may differ from the existing specifications. The following criteria are from the existing Sign Plaza Agreement:

##### Primary Sign Plazas (existing standards, see attached agreement, Exhibit A)

- Max height: 12'-0" (twelve feet)
- Materials: Steel or aluminum
- Capacity: Up to eight (8) sign panels per side, double-sided if needed
- City Identifier: Prominent City topper panel, double-sided atop all Sign Plazas
- Prohibitions: No tags, streamers, or other attention-getting devices, non-compliant appurtenances

##### Community Sign Plazas (existing standards, see attached agreement, Exhibit A)

- Max height: 8'-0" (eight feet)
- Materials: Steel or aluminum
- Capacity: Up to six (6) sign panels per side, double-sided if needed
- City Identifier: Prominent City topper panel, double-sided atop all Sign Plazas
- Prohibitions: No tags, streamers, or other attention-getting devices, non-compliant appurtenances

##### Neighborhood Sign Plazas (existing standards, see attached agreement, Exhibit A)

- Max height: 4'-6" (four feet and six inches)
- Materials: Steel or aluminum
- Capacity: Up to four (4) sign panels per side, double-sided if needed
- City Identifier: Prominent City topper panel, double-sided atop all Sign Plazas
- Prohibitions: No tags, streamers, or other attention-getting devices, non-compliant appurtenances

### **Sign Panel Content & Technical Specs:**

Sign panels shall contain only the name and logo with color scheme of a residential community, subdivision, homebuilder, public facility, builder or developer, or business. In addition, panels shall include directional information. Directional arrows shall be uniform size; a line of text at the bottom of a sign panel with directional information is permissible if circumstances warrant.

The Contractor shall propose specifications for sign panels, which may differ from the existing specifications. The following criteria are from the existing Sign Plaza Agreement:

- Includes community, subdivision, builder, City logos, and directional info
- Materials: Alpolic 360 with vinyl coating (reflective)
- Color restrictions: No fluorescent or standard motorist sign colors
- Size: Primary/Community 50" x 12", Neighborhood 30" x 30"

### **4- Maintenance & Guarantees**

#### **Maintenance & System Management:**

Contractor is responsible for all maintenance, repairs, advertising, leasing, revenue collection, and customer support.

#### **Emergency Repairs:**

Repairs must be completed within 72 hours of City notice.

#### **City Dedicated Assets:**

- Designated City Sign Plazas
- Removal/relocation upon request within 30 days

### **5- Reporting**

#### **Monthly and Annual Inventory:**

Contractor shall submit detailed inventory reports of all installed sign panels. Content and format of quarterly and annual reports shall be agreed upon by the Contractor and the City.

### **6- Revenue Model & City Compensation:**

- **Contractor Revenue Model:** Outline how costs will be recovered and revenue generated (e.g., advertising leases).
- **City Compensation:** Specify quarterly administrative fees or percentage of gross revenue to be remitted to the City.
  - **Presently, the City receives ten dollars (\$10) per sign panel (single or double sided), per month that are on Sign Plazas**
  - Payment is remitted to the City within 60 days from end of month

## SUBMISSION REQUIREMENTS

The Procurement Office will not accept oral proposals, or proposals received by telephone or FAX machine. Proposals must be prepared simply and economically, providing a straightforward, concise description of Proposer's ability to meet all requirements and specifications of this RFP. Emphasis should be focused on completeness, clarity of content, and responsiveness to all requirements and specifications of this RFP.

**\*Bid submissions will be accepted as follows: \***

**Electronic Submission** (via Bonfire): Submit one bid electronically by the due date provided on the cover page. All times stated herein are Central Time. Any bid or modification received after the time and date stated on the cover page shall be rejected. All forms in this solicitation which require a signature must have a signature affixed thereto, either by manually signing the document, prior to scanning it and uploading it with your submission, or affixing it electronically.

Bids sent to CITY by facsimile or email shall be rejected.

**Hard Copy Submission:** Proposer shall submit one (1) original and One (1) copy of the entire proposal, plus one (1) digital copy (on CD, DVD, or thumb drive).

CITY requires comprehensive responses to every section within this RFP. To facilitate the review of the responses, Respondents shall follow the described format. The intent of the RFP format is to expedite review and evaluation. It is not the intent to constrain Respondents with regard to content, but to assure that the specific requirements set forth in this RFP are addressed in a uniform manner amenable to review.

**Any Proposal that does not meet all the minimum requirements contained herein will be considered non-responsive and will not be evaluated. These minimum requirements are considered pass or fail criteria and include:**

1. Proposals must be received by the due date and time;
2. The page limitations noted below must be strictly adhered to; page limits do not apply to a cover letter, tabs, forms, or comments on the Professional Services Agreement.
3. Certification must be signed and returned with the Proposal; including acknowledgement of any addenda issued.

Proposals that pass the minimum requirements listed above will be evaluated, rated, and ranked, in accordance with the criteria provided below. CITY may request additional information, site visits, interviews, or presentations from the Respondent as part of the evaluation process.

The Proposal format shall be clearly identified in the responses and conform to the criteria as outlined in "A" through "G" as specified in the criteria listed below. There are no specific requirements on font size, spacing, margins, etc.; however, all text and figures must be clearly legible when the PDF is printed. Each page should be letter-sized (8.5 x 11 inches).

**TAB A FIRM & PROJECT TEAM BACKGROUND (3 page maximum)**

1. Briefly introduce the Firm and provide number of years in business. What is the Mission/Vision statement and primary purpose or focus of the work of the Firm?
2. List up to five (5) similar projects and any awards associated with those projects.
3. Who are the principals/leaders of the Firm and what is their background, years of experience and role in relation to this project.
4. Provide the total number of projects your Firm will be managing in addition to this project during the period of performance based upon executed contracts and any vendor negotiations.
5. List members of the proposed project team, list years of experience, list work on similar projects and role in those projects and list proposed role and responsibilities for this project. Include resumes for each person to be assigned. Include any professional designations and affiliations, certifications and licenses, etc.
6. List the home office address of each proposed team member.
7. Include the same for any associate Firm or sub-consultant (make this the last point of this section so that we capture all of this information for all parties).

**TAB B PROJECT EXPERIENCE AND QUALIFICATIONS (3 page maximum)**

1. Describe at least three (3) projects that are complementary in nature to this project using the form attached hereto as Attachment "1". References for each project should be included (preferably other cities, towns or local governments in Texas that the Respondent has provided services to).
2. Describe the experience of the firm in the last thirty-six (36) months in performing services of similar scope and size.
3. Identify the Project Manager and each individual who will work as part of this engagement. Include resumes for each person to be assigned. Include any professional designations and affiliations, certifications and licenses, etc.
4. Provide an organizational chart indicating positions and name of the core management team that will undertake this engagement.

**TAB C WAYFINDING SIGN PLAZA TYPES AND DESIGN (3 page maximum)**

1. Building upon the current Cibolo wayfinding sign design as shown in this proposal, propose the sign types (i.e. neighborhood, secondary, and primary) you think will best achieve the intent of this wayfinding sign program.
2. Provide an example of the technical standards for signs that will be installed in public right-of-way for this wayfinding sign program, including technical specifications that demonstrate compliance with MUTCD.

**TAB D METHODOLOGY AND TECHNICAL APPROACH (3 page maximum)**

1. Provide a narrative description of the firms' plan to accomplish the work and services to be provided to CITY.
2. Clearly acknowledge your understanding of the scope of work, including a detailed approach to completing this project in a phase-by-phase fashion, including the time frame expected to complete each phase and staff assignments for each phase of the project.
3. Provide suggestions and ideas for completing this project in an efficient, effective and innovative manner.
4. Clearly identify materials and knowledge resources that the firm will need from CITY to complete this project.
5. Identify progress reports that will be made available during the process and key decision points.
6. Clearly distinguish the firm's duties and responsibilities and those of CITY. Absence of this distinction shall mean the firm is assuming full responsibility for all tasks.

**TAB E REVENUE SHARING PROPOSAL (3 page maximum)**

1. As mentioned under the Scope of Work in this proposal, the Firm shall be responsible for all costs associated with the program with no reimbursements for any expenses.
2. Describe the revenue sharing model and how the firm will demonstrate the fee paid to the City is accurate based on the inventory of signs in place for the period of revenue sharing.
3. The actual contract amount will be negotiated after the firm has been selected and the scope of work finalized.

**TAB F ABILITY TO COMPLY WITH EXHIBIT A TERMS AND CONDITIONS**

A copy of CITY's Standard Form of Agreement (SFA) is attached to the RFP. CITY retains the right to revise the SFA in order to comply with legal or regulatory requirements. Please provide any comments or change requests to the Agreement with the proposal submittal on the form provided in Attachment "2". Failure to submit requested changes will affirm that the firm willing to execute the Agreement without modification.

**TAB G CERTIFICATION AND ACKNOWLEDGEMENT FORM**

This form can be found after Page 28 in this RFP.

**TAB H LITIGATION DISCLOSURE**

Disclose any known claims for losses, professional negligence, damages, or indemnification, including any settled, threatened, or ongoing litigation or arbitration, in which the Firm, any current employee of the Firm, and/or any proposed sub-consultant of the Firm listed in your Proposal, are listed as a party or potential party, which arose or occurred within the last four (4) years. CITY reserves the right to disqualify any Respondents and/or sub-consultants based on potential or perceived conflicts of interest related to prior and ongoing claims involving CITY.

## EVALUATION AND SELECTION PROCESS

CITY has attempted to provide a comprehensive statement of requirements through this RFP for the work contemplated. Written proposals must present Respondent's qualifications and understanding of the work to be performed. Respondents are asked to address each evaluation criteria and to be specific in presenting their qualifications. Proposals must be as thorough and detailed as possible so that CITY may properly evaluate capabilities to provide the requested services.

By submission of a Proposal, Respondent acknowledges acceptance of the evaluation process, the evaluation criteria, scope of work, approach and methodology, and all other terms and conditions set forth in this RFP. Further, Respondents acknowledge that subjective judgements must be made by CITY during this process.

Selection may be made of one or more Proposers deemed to be fully qualified and best suited among those submitting proposals. Presentations and/or interviews may be conducted by one or more Proposers selected. The CITY reserves the right to award based on the responses received or to negotiate with any or all of the Proposers selected. Price shall be considered, but shall not be the sole determining factor. The CITY shall select the Proposer which, in the CITY's opinion, has made the Proposal most beneficial to the CITY for award. Should the CITY determine in writing and in its sole discretion that only one Proposer is fully qualified or that one Proposer is clearly more highly qualified than the others under consideration, a contract may be negotiated and awarded to that Proposer. The executed Agreement will incorporate all the requirements, terms and conditions of the solicitation and the Proposer's proposal as negotiated.

The evaluation process may include, but is not limited to the following steps. Steps may be omitted or reordered depending on the proposal evaluation requirements. For example, Best and Final Offers may be required prior to Interviews and/or Presentations.

### A. CLARITY AND QUALITY OF PROPOSAL

**Pass/Fail**

Respondents must provide comprehensive responses to every section within this RFP in the described format. It is not the intent of CITY to constrain Respondents with regard to content, but to assure that the specific requirements set forth in this RFP are addressed in a uniform manner amenable to review and evaluation. Failure to do so may result in your proposal being disqualified from further review and consideration.

## **B. PROPOSAL EVALUATIONS**

CITY has established specific, weighted criteria for selection. This section presents the evaluation criteria, description, and relative weight assigned to each (100 points maximum). As shown below, the revenue sharing model is one of the multiple criteria but shall not be the sole determining factor. CITY will evaluate each Respondent's responses to the requirements contained in this RFP.

<b>(10 points)</b>	<b>Firm Background</b>
<b>(20 points)</b>	<b>Project Experience and Qualifications</b>
<b>(20 points)</b>	<b>Wayfinding Sign Plaza Types and Design</b>
<b>(20 points)</b>	<b>Methodology and Technical Approach</b>
<b>(5 points)</b>	<b>Ability to comply with Exhibit A Terms and Conditions</b>
<b>(25 points)</b>	<b>Revenue Sharing Proposal</b>

## **C. REFERENCE CHECKS**

CITY reserves the right to check any reference(s), regardless of the source of the reference information. Information may be requested and evaluated from references. CITY reserves the right to use a third party to conduct reference checks. Only top scoring Respondents may receive reference checks and negative references may eliminate Respondents from further consideration.

## **D. INITIAL EVALUATION AND RANKING**

Following the technical and cost proposal evaluation, CITY will compile the final scores. If the Evaluation Committee determines that clarifying information is not required, the evaluation process is complete. The award recommendation will be made to the Respondent which, in CITY's opinion, has submitted the proposal most beneficial to CITY for award.

## **E. INVITATIONS FOR ORAL INTERVIEWS**

The Evaluation Committee may conclude after completion of the technical and cost proposal evaluation(s) that oral interviews/presentations and/or demonstration are required in order to determine the most qualified Respondent. The selection of firms to make presentations will be based on the Initial Evaluation and Ranking. All Respondents may not necessarily be extended an invitation for oral interviews. CITY reserves the right to select firms to interview that are most susceptible of being selected for an award of a contract.

## **F. ORAL INTERVIEWS, PRESENTATIONS OR DEMONSTRATIONS**

Selected firms may be given an opportunity for oral interviews, presentations and/or demonstrations via an invitation from CITY. The presentation process will allow Respondents to demonstrate their proposal offering, explaining and/or clarifying any unusual or significant

elements related to their proposals. At this stage, Respondents shall not be allowed to alter or amend their proposals. The Evaluation Committee will score each presenting Respondent:

- **(25 points)Oral Interviews**

#### **G. FINAL EVALUATION AND RANKING AFTER ORAL INTERVIEWS**

The Evaluation Committee will make its recommendation for award based on the Respondent with the highest point total. Total score being determined using the following formula:

*(original technical score + original cost score) + (oral interview score) = final total score.*

#### **H. BEST AND FINAL OFFER**

The Evaluation Committee may determine that Best and Final Offers are required. If Best and Final Offers are requested and submitted by Respondents, they will be evaluated using the stated criteria and scored by the Evaluation Committee. ***(Respondents are highly encouraged to provide its best offer in the original proposal. Respondents should not expect that CITY will request a Best and Final Offer).***

#### **I. FINAL SCORING AND RANKING AFTER BEST AND FINAL OFFERS**

The Evaluation Committee will make its recommendation for award based on the Respondent with the highest point total. Total score being determined using the following formula:

*(original technical score + oral interview score) + (best and final offer cost score) = final total score*

#### **J. AWARD OF CONTRACT**

The evaluation committee's determination of the highest ranking proposal will be forwarded onto City Council who will approve the selection prior to executing any agreement or contract for said services.

It is the intent of CITY to award this Contract to the Respondent(s) whose Proposal for completion of the Work provides the best value for CITY after consideration of the relative importance of costs and other evaluation factors described in this Solicitation. The successful Respondent(s) will be required to enter into the CITY's Standard Form of Agreement, similar to **Exhibit 1 – Professional Consulting Services Agreement**, of this Solicitation. This RFP and the successful Respondents' Response, or any part thereof, may be incorporated into and made a part of the final Contract. CITY reserves the right to negotiate final terms and conditions of the Contract. CITY also retains the right to revise the Agreement in order to comply with legal or regulatory requirements.

## CERTIFICATION AND ACKNOWLEDGEMENT

The undersigned, as an authorized agent of the Respondent, hereby certifies:

The Respondent is in receipt of \_\_\_\_\_ 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.
- that it has procedures in place to, and will, comply with the document retention and disclosure requirements of Texas Government Code 552.371.

Signed By: \_\_\_\_\_ Title: \_\_\_\_\_

Typed Name: \_\_\_\_\_ Company Name: \_\_\_\_\_

Phone No.: \_\_\_\_\_ Email: \_\_\_\_\_

Remit Address: \_\_\_\_\_

P.O. Box or Street

City

State

Zip

Federal Tax ID No.: \_\_\_\_\_ DUNS No.: \_\_\_\_\_

Date: \_\_\_\_\_

## ATTACHMENT 1 -- CLIENT REFERENCE FORM

### Project No. 1

Project Owner: \_\_\_\_\_

Project Name: \_\_\_\_\_

General Description of Project:

Project Cost: \_\_\_\_\_ Date Project Started: \_\_\_\_\_

Project Manager: \_\_\_\_\_

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: \_\_\_\_\_

Organization Name: \_\_\_\_\_

Owner Telephone Number: \_\_\_\_\_ Owner Email: \_\_\_\_\_

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

### Project No. 2

Project Owner: \_\_\_\_\_

Project Name: \_\_\_\_\_

General Description of Project:

Project Cost: \_\_\_\_\_ Date Project Started: \_\_\_\_\_

Project Manager: \_\_\_\_\_

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: \_\_\_\_\_

Organization Name: \_\_\_\_\_

Owner Telephone Number: \_\_\_\_\_ Owner Email: \_\_\_\_\_

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

### Project No. 3

Project Owner: \_\_\_\_\_

Project Name: \_\_\_\_\_

General Description of Project:

Project Cost: \_\_\_\_\_ Date Project Started: \_\_\_\_\_

Project Manager: \_\_\_\_\_

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: \_\_\_\_\_

Organization Name: \_\_\_\_\_

Owner Telephone Number: \_\_\_\_\_ Owner Email: \_\_\_\_\_

## ATTACHMENT 2 -- EXCEPTIONS FORM

### REQUEST FOR PROPOSAL: WAYFINDING SIGN SERVICE

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: \_\_\_\_\_

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Page Number: \_\_\_\_\_ Section Title: \_\_\_\_\_

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**EXHIBIT "A"**

**PROFESSIONAL SERVICES AGREEMENT**

(Posted as Separate Document)



## City Council Regular Meeting Staff Report

### C. Approval of the Preliminary Plat of Old Wiederstein Commercial Subdivision. (Mr. Vasquez)

Meeting	Agenda Group
Tuesday, January 13, 2026, 6:30 PM	Discussion/Action Item: 11C.
From	
Rick Vasquez, Director of Economic Development and Planning	
Staff Contact(s)	
Rick Vasquez,	

#### PROPERTY INFORMATION:

**Project Name:** PC-25-26-PP

**Owner:** David Marbach

**Representative:** Mark Ramsower, Matkin Hoover Engineering

**Area:** 13.98 acres

**Location:** Near Intersection of Old Wiederstein Road and FM 1103

**Council Place:** 1

**Zoning (map):** Retail/Office (C-3)

**Future Land Use:** Community Residential

**Proposed Use:** Six (6) Commercial Lots

**Utility Providers:** Sewer – City of Schertz, Water – GVSUD, and Electricity – GVEC

#### FINDINGS/CURRENT ACTIVITY:

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

On February 11, 2025, City Council approved a Conditional Use Permit (Ord. 1486) to allow Convenience Storage on a 3.93-acre portion of the property. The review, approval, and recordation of a subdivision plat is one of the conditions of the approved CUP, along with the requirements of an emergency access easement and onsite detention to be notated on the plat.

#### STREETS/MASTER THOROUGHFARE PLAN (MTP):

No additional right-of-way (ROW) dedication is required for this Preliminary Plat. Adequate ROW exists along Old Wiederstein Road, which is classified as a collector with a variable ROW width of approximately 85ft. This is consistent with the ROW requirement for a collector in the City's Master Thoroughfare Plan.

The Preliminary Plat depicts a 26-foot-wide emergency and cross access easement that extends from the front property line on Old Wiederstein Road, traversing south across the subject property, and connecting to the rear property line shared with the adjacent property off of FM 1103. To further satisfy this condition in the approved CUP, the plat includes notes of the secondary emergency access easement.

A Traffic Impact Analysis (TIA) Worksheet was submitted and reviewed by the City Engineer.

#### **UTILITIES:**

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

#### **DRAINAGE:**

A Stormwater Drainage / Detention Study was submitted and reviewed by the City Engineer. No portion of the property is located within the FEMA floodplain. To mitigate any increase in stormwater runoff, "detention ponds will be engineered to control outflows, ensuring that peak stormwater discharge rates are reduced to pre-development conditions."

As a condition of the CUP, the Preliminary Plat includes notes requiring the maintenance and upkeep of the detention pond and all associated onsite drainage improvements will be the sole responsibility of the property owners association.

#### **PARKLAND:**

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

#### **STAFF RECOMMENDATION:**

Staff and the City Engineer reviewed the plat and its associated documents. All comments have been addressed in accordance with the subdivision regulations outlined in Section 212, Municipal Regulation of Subdivisions and Property Development, of the Texas Local Government Code.

#### **Attachments**

[Approval Criteria - Supplemental Report](#)

[Application](#)

[Narrative](#)

[Preliminary Plat](#)

[City Engineer Letter](#)

[City of Schertz LOC](#)

[GVEC LOC](#)

[GVSUD LOC](#)

[Ordinance 1486](#)

## **Supplemental Report – Approval Criteria**

### **Preliminary Plat of Old Wiederstein Commercial Subdivision.**

Section 20.3.3.1 of the Unified Development Code (UDC) provides direction to City Council when considering a preliminary plat by outlining the following criteria for approval.

*In exercising its authority under the preceding subsection; the Planning and Zoning Commission, in reviewing the application and making its recommendation, and the City Council, in considering final action on a preliminary plat application, should consider the following criteria:*

- 1. Includes all information and supporting documentation required under applicable state and local laws;**

**STAFF FINDING:** The Preliminary Plat for Old Wiederstein Commercial Subdivision has been reviewed in accordance with Section 20.3.3 of the City's Unified Development Code (UDC) and Chapter 212 of the Texas Local Government Code. All required supporting documents—including a Traffic Impact Analysis (TIA) Worksheet, Stormwater Drainage/ Detention Study, and utility letters of certification—have been submitted and reviewed by Staff and the City Engineer. These documents are deemed to be consistent with applicable statutory requirements.

- 2. If approved, the plat will comply with all applicable zoning and subdivision regulations promulgated by the City and/or County (where applicable);**

**STAFF FINDING:** The preliminary plat, containing 13.981 acres, conforms to the applicable zoning and subdivision regulations in place per the Official Zoning Map, including Ordinance 1486 that permits a Conditional Use Permit (CUP) for Convenience Storage use on up to 3.93 acres. The plat shows six (6) commercial lots accessing Old Wiederstein Road. The Convenience Storage business will be located on Lot 1, Block 1, containing 3.92 acres. All six lots are consistent with the zoning regulations in place for the Retail/Office (C-3) zoning district.

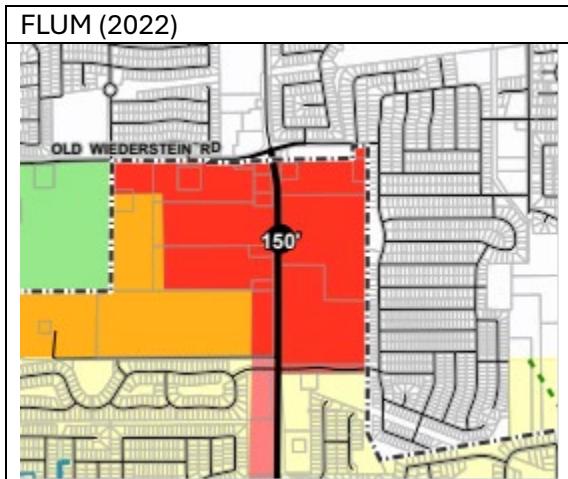
Once a preliminary plat is filed with the City, the property owner vests in the regulations, including zoning and subdivision rules, in effect at the time of application in accordance with vested rights protections to property owners under Chapter 245 of the Texas Local Government Code.

The subject 12.763-acre property is classified as Retail/Office (C-3) zoning district. The property was rezoned to C-3 by Ordinance 954 on September 28, 2010. The UDC states, "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.”

**3. *Conforms with, and is not contrary to, the City's Comprehensive Master Plan;***

**STAFF FINDING:** With a finding that the preliminary plat is in conformance with the regulations in place (see approval criteria #2), the proposed subdivision is consistent with the Future Land Use Map (FLUM) that was in place at the time of the rezoning and will support the development of a Convenience Storage use on Lot 1, Block 1. The applicant is seeking to subdivide the property consistent with the existing zoning in place and the approved CUP as described above.



**4. *Includes template forms for all required easements and dedications including all conveyances relating to public utilities, and documents generally evidencing ability to obtain same from grantor or power of eminent domain along with letter of approval as to form from the utility provider;***

**STAFF FINDING:** Utility providers for this preliminary plat include the City of Schertz (sewer), GVSUD (water), and GVEC (electricity). A Letter of Certification (LOC) has been submitted and approved by each utility provider, confirming the availability of service for the property.

**5. *Provides for the installation and dedication of adequate public improvements, including water and wastewater services as required by Section 19.1(F) of the UDC;***

**STAFF FINDING:** Section 19.1.F, Adequate Service for Areas Proposed for Development, of the UDC states, “land shall not be approved for platting or development unless and until adequate public facilities necessary to serve the development exist or provision has been made for the facilities, whether the facilities are to be located within the property being developed or offsite.” The subject property will be served by adequate public improvements. All required agreements and approvals for water service (GVSUD), wastewater service (City

of Schertz), and electric service (GVEC) are in place, satisfying the requirements for the utility service area and complying with applicable TCEQ regulations.

- 6. *Includes all existing sewers, water mains, gas mains, electric and telephone lines, culverts or other underground structures or utilities within the tract and immediately adjacent thereto with pipe sizes and locations indicated, as well as the direction, distance and size of water or sewer mains not within or adjacent to the tract;***

**STAFF FINDING:** The preliminary plat depicts an existing 14.5-foot-wide private sanitary sewer easement and a shared access easement within the subject property. On the adjacent QuikTrip property, the plat shows an existing 15-foot GVSUD water line easement, a 15-foot GVEC easement, and variable width drainage easement. However, the preliminary plat does not indicate pipe sizes or specific locations, nor does it identify the direction, distance, or size of existing water or sewer mains located adjacent to the tract.

- 7. *Includes the size and location of all proposed roads, streets, public and private drainage facilities; public parks, and public utility infrastructure and easements, including water and wastewater distribution main;***

**STAFF FINDING:** The preliminary plat illustrates internal circulation to all lots via a 26-foot-wide emergency and cross access easement. As a condition of the approved CUP, this easement will extend from the front property line on Old Wiederstein Road, traverse south through the subdivision, and connect to the rear property line shared with the adjacent 19-acre tract off of FM 1103. A proposed 10-foot public utility easement is shown along all lots fronting Old Wiederstein Road. Also, as required by the CUP, variable width drainage easements are depicted on the western portions of Lots 1 and 3 to accommodate the proposed detention pond and onsite drainage improvements, which will be maintained by the property owners association.

- 8. *Includes a Conditional Letter of Map Change (“CLOMC”) issued by the Federal Emergency Management Agency (“FEMA”) if any lots within the proposed subdivision will be located within an existing floodplain, including a Conditional Letter of Map Revision (as designated or based on fill) (“CLOMR” or “CLOMR-F”) or Conditional Letter of Map Amendment (“CLOMA”) as applicable; and***

**STAFF FINDING:** No portion of the subject property lies within the FEMA floodplain. Therefore, no CLOMC, CLOMR, or CLOMA is required for this plat.

- 9. *Complies with all terms and conditions of a Public Improvement Agreement, if applicable, which may be evidenced by a certified letter; issued by an attorney representing the applicant, affirming that the applicant has reviewed the entire Public Improvement Agreement and determined that the proposed development is in compliance.***

**STAFF FINDING:** This criterion is not applicable. This commercial development is not subject to a Public Improvement Agreement.



# City of Cibolo

Planning Department

201 Loop 539 W/P.O. Box 826

Cibolo, TX 78108

Phone: (210) 658 - 9900

## UNIVERSAL APPLICATION - PRELIMINARY PLAT

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

Project Name: Old Wiederstein Commercial Subdivision

Total Acres: 13.98 Survey Name: J.N. Richardson Survey NO. 102

Abstract No.: 277

Project Location (address): 21001 Old Wiederstein Rd, Cibolo, Tx 78108

Current Zoning: C3

Overlay:  None  Old Town  FM 78

Proposed Zoning: C3

# of Lots: 6

# of Units: 0

Please Choose One:  Single-Family

Multi-Family

Commercial

Industrial

Other

Current Use: Residential

Total Proposed Square Footage: 350640

Proposed Use: Retail / Office

(Commercial/Industrial only)

### Applicant Information:

Property Owner Name: David Marbach

Address: 21001 Old Wiederstein Rd

City: Cibolo

State: Tx

Zip Code: 78108

Phone:

Email:

Fax:

\*Applicant (if different than Owner): Jeff Eckols

\* Letter of Authorization required

Address: 16200 Nacodoches Road

City: San Antonio

State: Tx

Zip Code: 78247

Phone: (210) 386-7686

Email: jeckols@gmail.com

Fax:

Representative: MatkinHoover Engineering

Address: 8 Spencer Road Ste. 100

City: Boerne

State: Tx

Zip Code: 78006

Phone: (830) 249-0600

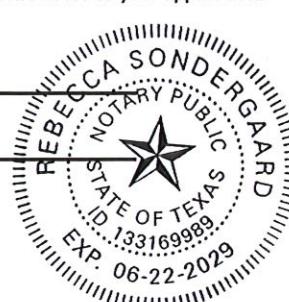
Email: mhubble@matkinhoover.com

Fax:

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

  
Owner or Representative's Signature  
Jeffrey Eckols

Typed / Printed Name



State of

Texas

*City of Cibolo  
Use Only*

County of

Kendall

Total Fees

Before me, Rebecca Sondergaard, on this day personally appeared

Payment Method

Jeffrey Eckols  
Name of signer(s)

Submittal Date

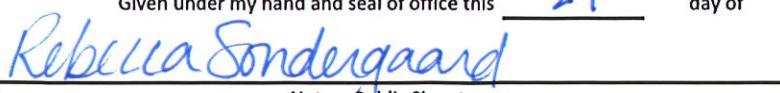
foregoing instrument and acknowledge to me that he/she/they executed the same for the purposes and consideration therein expressed.

Accepted by

Given under my hand and seal of office this 27 day of

July, 2025

Case Number

  
Rebecca Sondergaard  
Notary Public Signature

(Notary Seal)

Yes	No	N/A	Checklist																												
<i>Form and Contents per UDC Article 20, Sections 20.3.3 - Preliminary Plats</i>																															
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	One (1) hard copy and one (1) .pdf copy of the Preliminary Plat encompassing all land owned by the subdivider. The overall concept shall be in compliance with all applicable provisions of UDC Article 20.3.3.																												
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	One (1) hard copy and one (1) .pdf copy of proposed plans or reports for the furnishing of water, the installation of sanitary sewer facilities, and provisions for storm sewers, and general drainage facilities. Topographic contours with intervals of not more than two (2) feet shall be shown.																												
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	One (1) hard copy and one (1) .pdf copy of the proposed Traffic Impact Analysis Report, per the TIA requirements stipulated in Article 18 of this UDC.																												
<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Statement of Intent of the developer to provide parkland dedication in accordance with the requirements of this UDC or to pay fees in lieu of parkland dedication. If parkland will be provided, the plat shall include a General Note that states the amount of parkland required by the UDC and the amount of parkland proposed to be dedicated by the plat. Parkland dedicated for the exclusive use of the neighborhood being platted shall not qualify as fulfilling the parkland dedication requirement.																												
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	One (1) hard copy and one (1) .pdf of a proposed Stormwater Management Report/Plan, per the requirements of Cibolo Design and Construction Manual.																												
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	One (1) hard copy and one (1) .pdf of a tree survey showing all trees on the site, per the requirement of this UDC.																												
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Completed Application Form and Narrative of Application Request																												
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	A certificate or letter from a title guaranty company or from an attorney duly licensed to practice law in the State of Texas certifying the following concerning title to the land. <i>A statement of records examined and date of examination; description of the property in question by metes and bounds; name of the fee owner as of the date of examination and the date, file number, and volume and page of the recording of deed involved; the name of any lien holder together with the date of filing and volume and page of such lien; and a general description of any easements or fee strips granted, along with the file number, date of filing, and volume and page of recording.</i>																												
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<p>A non-refundable check payable to the city in the amount specified within the Fee Schedule of the city, as amended See <a href="#">Fee Schedule</a> for any other applicable fees</p> <table style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 30%; text-align: left; padding-bottom: 5px;">*Fees: (Single Family Residential)</th> <th style="width: 10%; text-align: center; padding-bottom: 5px;">Input # of lots/acres</th> <th style="width: 10%; text-align: center; padding-bottom: 5px;">Input cost per lot/ acre</th> <th style="width: 10%; text-align: center; padding-bottom: 5px;">Input Base Fee</th> </tr> </thead> <tbody> <tr> <td>0 to 5 acres \$1,500 + \$30/single family lot</td> <td style="text-align: center;">(# of acres) *</td> <td style="text-align: center;">Cost per acre) +</td> <td style="text-align: center;">Base fee =</td> </tr> <tr> <td>5+ acres \$1,500+ \$30/single family lot</td> <td></td> <td></td> <td style="text-align: center;">\$ 0.00</td> </tr> <tr> <td> *(Non-Single Family Acreage)</td> <td></td> <td></td> <td style="text-align: center;">\$ 0.00</td> </tr> <tr> <td>0 to 5 acres \$1,500+ 60/non-single family acreage</td> <td></td> <td></td> <td style="text-align: center;">\$ 0.00</td> </tr> <tr> <td>5+ acres \$1,500+ \$30/non-single family acreage</td> <td></td> <td></td> <td style="text-align: center;">\$ 0.00</td> </tr> <tr> <td> *Fees: Planned Unit Development (PUD) \$2,000+ \$100/ acre (Max \$5,000)+</td> <td></td> <td></td> <td style="text-align: center;">\$ 0.00</td> </tr> </tbody> </table> <p><i>*All plats may incur additional fees above the base fees based on review times or 3rd party consultants. These additional charges will be assessed at actual costs. *Applicant may be responsible to pay additional fees of actual costs for any application associated with review or pre-development conference requiring consultation with City Consultants (such as contracted engineers, planners, attorneys, architects, plan reviews, inspectors, etc.)</i></p>	*Fees: (Single Family Residential)	Input # of lots/acres	Input cost per lot/ acre	Input Base Fee	0 to 5 acres \$1,500 + \$30/single family lot	(# of acres) *	Cost per acre) +	Base fee =	5+ acres \$1,500+ \$30/single family lot			\$ 0.00	 *(Non-Single Family Acreage)			\$ 0.00	0 to 5 acres \$1,500+ 60/non-single family acreage			\$ 0.00	5+ acres \$1,500+ \$30/non-single family acreage			\$ 0.00	 *Fees: Planned Unit Development (PUD) \$2,000+ \$100/ acre (Max \$5,000)+			\$ 0.00
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 *Fees: Planned Unit Development (PUD) \$2,000+ \$100/ acre (Max \$5,000)+			\$ 0.00																												
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	In cases where public streets, alleys, or easements are proposed to be platted across private easement or fee strips, a copy of the instrument establishing such private easement or fee strip shall be submitted. Where a private easement has no defined location, agreement on a defined easement must be reached before submission of Final Plat																												
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Provide a certification showing that all taxes have been paid on the subject property and that no delinquent taxes exist against the property. The applicant shall also file proof of ownership documentation																												
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Project applicable LOC approvals per Utilities and outside review entities (i.e. TxDot, Guadalupe County)																												
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Utility and Drainage Reports with adequate information to determine conformity with the utility and drainage requirements of this UDC. Physical features, including the location and size of water courses, 100-year floodplains per FIRM maps, proposed CLOMR boundaries, regulated wetlands and areas where water drains into and out of the subdivision.																												
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	A report indicating any known/studied environmentally sensitive areas relative to wetlands endangered or otherwise listed species, archeological indicators, soils, and slope analysis																												
<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Based on the scope, size and complexity of a project, the city may require the submittal of written and descriptive engineer reports or studies, such as Phase 1 environmental report, slope or soil studies and calculations to determine if the plat complies with this UDC and other Ordinances of the city																												
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	A proposed grading plan, depicting areas into and out of the proposed subdivision shall be shown. The preliminary drainage plan shall depict stormwater detention/retention areas, proposed surface and/or subsurface drainage improvements and locations for proposed drainage discharge from the site shall be shown																												
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	A tree survey indicating all trees to be preserved or removed, their DBH in inches, botanic and common names, and locations clearly represented on a topographic survey. Protected and heritage trees stipulated in this UDC are to be preserved and shall be physically tagged and protected from site construction																												
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Developer must also provide the Standard or Non-Standard Service Agreement Letters and Wastewater Capacity Analysis required in Section 19.1.F.1.f of this UDC																												

*Ordinance 1380 has amended the approval criteria for a Preliminary Plat Application, (UDC Section 20.3.3 Preliminary Plat)*

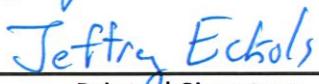
By signing below, I do hereby attest that the information contained in this application is true, accurate and complete.



Signature

6/27/25

Date



Printed Signature

Company

**City of Cibolo Use Only**

Complete Application

Incomplete Application

Accepted By: \_\_\_\_\_

Date: \_\_\_\_\_

## City of Cibolo

### Deposit Agreement for Development Review

This agreement is made this 27<sup>th</sup> day of June, 2025, by the Applicant in favor of the City of Cibolo, Texas ("City").

Applicant: Name and Address

Jeffry Echols  
16200 Nacogdoches  
San Antonio, TX 78247

Applicant is requesting City approval of a rezoning, subdivision, variance, site plan, preliminary plat, final plat, conditional use permit, or any other development-related application. Under authority granted to it by applicable state and local laws, the City requires the Applicant to execute this Agreement and to provide a cash deposit to the City for the payment of all costs incurred by the City in reviewing the application.

Applicant shall deposit in cash with the City the initial amount identified within the approved Fee Schedule, a current copy of which is attached to this Agreement as Exhibit "A." A copy of the application that is subject to this Agreement is attached hereto as Exhibit "B." If the application is longer than ten (10) pages, a summary may be attached hereto in lieu of the full application, so long as the summary contains sufficient information to accurately identify the subject application.

Applicant acknowledges that the application shall not be deemed complete and accepted for processing, and the City shall not commence to review and process an application, until this Agreement is executed by the Applicant and the Agreement and the full deposit are delivered to the City.

The City will deposit the money in its account and draw upon the deposit to pay the costs it incurs in connection with the application. The City shall determine all of its costs, including both administrative and consulting services, in accordance with the Fee Schedule, as annually adopted by the City. To the extent that any interest accrues on any cash deposit held by the City under this Agreement, such interest shall be deemed to be part of the total review costs incurred by the City; as such, Applicant hereby waives any claim to such interest and acknowledges that the City shall not be responsible for paying any interest on money deposited under this Agreement.

If in the discretion of the City, there is deemed to be an inadequate balance in the Deposit Account to pay for all the fees and costs incurred by the City, the City will notify the Applicant of the need for additional funds and the amount required to be further paid. Applicant shall pay such additional funds within ten (10) calendar days of receipt of such notice. For purposes hereof, receipt of notice shall be deemed made upon written, email notification to the Applicant. If an application is placed upon a meeting agenda for public hearing and/or consideration by City Council or another City board or commission, failure by the Applicant to submit payment in full for any additional funds required under this Agreement may be cited as grounds for recommending disapproval or disapproving of an application, as applicable.

If the application process is completed, withdrawn by the Applicant, or disapproved by the City, any remaining balance in the Deposit Account shall be paid to the Applicant within 60 calendar days of the date on which the application process was completed, withdrawn, or disapproved.

Upon request, the City will provide the Applicant an accounting of all expenses charged against the Deposit Account, but in no event more often than monthly. An accounting will be provided when a notice is made by the City for additional funds.

Applicant shall indemnify and hold the City harmless from any liability, claim, action, or suit or any obligation to the Applicant arising from or in connection with the terms and conditions of this Agreement. The applicant shall pay all costs and expenses, including reasonable attorney fees and suit costs, incurred by the City arising from or in connection with the City enforcing any terms and conditions of this Agreement.

APPLICANT:

Jeffrey Echols, agent

Name and Title

  
Signature

June 27, 2025  
Date



June 30, 2025

City of Cibolo  
Planning Department  
200 South Main Street  
Cibolo, TX 78108

**Re: Old Wiederstein Commercial Subdivision  
Project Narrative**

This submittal is for a Preliminary Plat entitled "Old Wiederstein Commercial Subdivision" located at 21001 Old Wiederstein Rd, Cibolo TX 78108. Included are the applicable forms, fees, reports, exhibits, and documents as listed on the Preliminary Plat checklist.

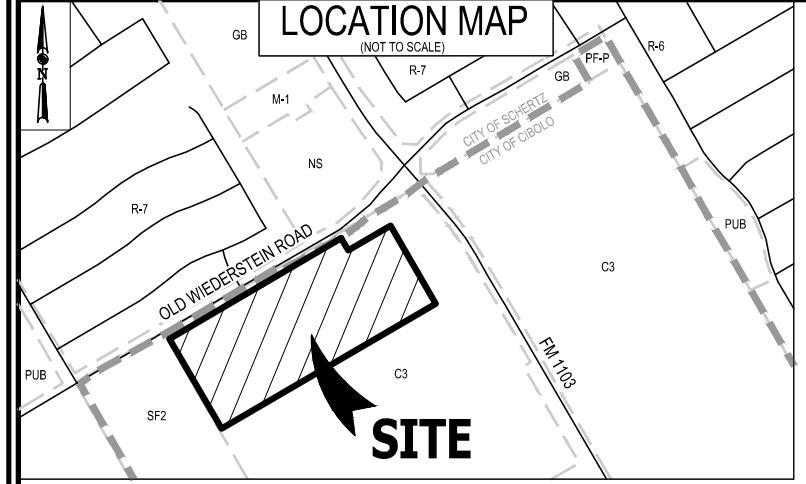
The proposed plat is a subdivision of the parent tract into six individual commercial lots. Assumptions were made for lot use for the drainage analysis and TIA reports. No zoning or property boundary changes are proposed with this plat.

If you have any questions or require additional information please feel free to contact me.

Sincerely,  
MatkinHoover Engineering & Surveying  
TBPE Firm Registration No. F-4512

A handwritten signature in blue ink, appearing to read "Mark Ramsower, P.E." followed by "Project Engineer".

Mark Ramsower, P.E.  
Project Engineer



OWNER'S ACKNOWLEDGEMENT:

STATE OF TEXAS  
COUNTY OF GUADALUPE

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

OWNER/DEVELOPER  
DAVID S. MARBACH

DULY AUTHORIZED AGENT  
JEFF ECKOLS  
INTERGOLD INVESTMENTS LLC  
16200 NACOGDOCHES ROAD  
SAN ANTONIO, TEXAS 78247

STATE OF TEXAS  
COUNTY OF GUADALUPE  
BEFORE ME, THE UNDERSIGNED AUTHORITY ON THIS DAY PERSONALLY APPEARED  
JEFF ECKOLS, KNOWN TO ME TO BE THE PERSON WHOSE NAME IS SUBSCRIBED TO THE FOREGOING INSTRUMENT, AND ACKNOWLEDGED TO ME THAT HE/SHE EXECUTED THE SAME FOR THE PURPOSES AND CONSIDERATIONS THEREIN EXPRESSED AND IN THE CAPACITY THEREIN STATED. GIVEN UNDER MY HAND AND SEAL OF OFFICE THIS \_\_\_\_ DAY OF \_\_\_\_

NOTARY PUBLIC  
STATE OF TEXAS

SURVEYOR'S CERTIFICATE  
STATE OF TEXAS  
COUNTY OF GUADALUPE

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.

THIS DOCUMENT IS RELEASED FOR THE PURPOSE OF INTERIM REVIEW UNDER THE AUTHORITY OF KEN B. KOLACNY, P.E. #6300 ON JUNE 27, 2025. IT IS NOT TO BE USED FOR CONSTRUCTION, BIDDING, OR PERMIT PURPOSES.

KYLE L. PRESSLER  
REGISTERED PROFESSIONAL LAND SURVEYOR #6528  
MATKINHOOVER ENGINEERING & SURVEYING



SWORN TO AND SUBSCRIBED BEFORE ME THIS THE \_\_\_\_ DAY OF \_\_\_\_.

NOTARY PUBLIC IN AND FOR THE  
STATE OF TEXAS

ENGINEER'S CERTIFICATE  
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.

THIS DOCUMENT IS RELEASED FOR THE PURPOSE OF INTERIM REVIEW UNDER THE AUTHORITY OF KEN B. KOLACNY, P.E. #6300 ON JUNE 27, 2025. IT IS NOT TO BE USED FOR CONSTRUCTION, BIDDING, OR PERMIT PURPOSES.

KEN B. KOLACNY  
REGISTERED PROFESSIONAL ENGINEER #86300  
MATKINHOOVER ENGINEERING & SURVEYING



SWORN TO AND SUBSCRIBED BEFORE ME THIS THE \_\_\_\_ DAY OF \_\_\_\_.

NOTARY PUBLIC IN AND FOR THE  
STATE OF TEXAS

OWNER:	AGENT:	SURVEYOR:	AGENT/ENGINEER:	PRELIMINARY PLAT OF OLD WIEDERSTEIN COMMERCIAL SUBDIVISION (6 COMMERCIAL LOTS)
DAVID S. MARBACH 21001 OLD WIEDERSTEIN ROAD CIBOLO, TEXAS 78108	JEFF ECKOLS INTERGOLD INVESTMENTS LLC 16200 NACOGDOCHES ROAD SAN ANTONIO, TEXAS 78247 (210) 386-7686 JECKOLS@GMAIL.COM	MATKINHOOVER ENGINEERING & SURVEYING C/O KYLE PRESSLER, R.P.L.S. 8 SPENCER ROAD BOERNE, TEXAS 78006 (830) 249-0600 KYLE.PRESSLER@MATKINHOOVER.COM	MATKINHOOVER ENGINEERING & SURVEYING C/O KEN B. KOLACNY, P.E. 8 SPENCER ROAD BOERNE, TEXAS 78006 (830) 249-0600 KKOLACNY@MATKINHOOVER.COM	A 13.981 ACRE TRACT OF LAND, LOCATED IN THE J.N. RICHARDSON SURVEY NO. 102, ABSTRACT 277, SITUATED IN THE CITY OF CIBOLO, GUADALUPE COUNTY, TEXAS, AND BEING THE REMAINING PORTION OF A CALLED 15.542 ACRE TRACT OF LAND AS DESCRIBED OF RECORD IN DOCUMENT NO. 202299030358 OF THE OFFICIAL PUBLIC RECORDS OF GUADALUPE COUNTY, TEXAS.

GREEN VALLEY SPECIAL UTILITY DISTRICT EASEMENT CERTIFICATE:

THE OWNER OF THE LAND SHOWN ON THIS PLAT AND WHOSE NAME IS SUBSCRIBED HERETO, IN PERSON OR THROUGH A DULY AUTHORIZED AGENT, DEDICATES TO THE GREEN VALLEY SPECIAL UTILITY DISTRICT OF MARION, TEXAS, ITS SUCCESSORS AND ASSIGNS, A PERPETUAL EASEMENT MARKED AS "WATERLINE EASEMENT" OR "UTILITY EASEMENT" WITH THE RIGHT TO ERECT, CONSTRUCT, INSTALL, AND LAY AND THEREAFTER ACCESS AND USE, OPERATE, INSPECT, REPAIR, MAINTAIN, REPLACE, UPGRADE, PARALLEL AND REMOVE WATER OR WASTE-WATER TRANSMISSION, COLLECTION AND/OR DISTRIBUTION LINES AND APPURTENANCES AND ANY OTHER FACILITIES NECESSARY TO SERVE GRANTOR'S PROPERTY, AS WELL AS THE GRANTEE'S CURRENT AND FUTURE SYSTEM-WIDE CUSTOMERS, TOGETHER WITH THE RIGHT OF INGRESS AND EGRESS UNDER, OVER AND ACROSS GRANTOR'S ADJACENT LANDS AND IN ALL STREETS AND BYWAYS FOR THE PURPOSE FOR WHICH THE ABOVE MENTIONED RIGHTS ARE GRANTED, INCLUDING THE RIGHT TO REMOVE FROM SAID LANDS ALL TREES, SHRUBS, GRASSES, PAVEMENTS, FENCES, STRUCTURES, IMPROVEMENTS, OR OTHER OBSTRUCTIONS WHICH MAY INTERFERE WITH THE FACILITY OR THE ACCESS THERETO. IT IS AGREED AND UNDERSTOOD THAT NO BUILDING, CONCRETE SLAB OR WALLS WILL BE PLACED WITHIN SAID EASEMENT AREAS. NO OTHER UTILITY LINES MAY BE LOCATED WITHIN 36' PARALLEL TO WATER LINES.

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

THE EASEMENT CONVEYED HEREIN WAS OBTAINED OR IMPROVED THROUGH FEDERAL FINANCIAL ASSISTANCE. THIS EASEMENT IS SUBJECT TO THE PROVISION OF TITLE VI OF THE CIVIL RIGHTS ACT OF 1964, AND THE REGULATIONS ISSUED PURSUANT THERETO FOR SO LONG AS THE EASEMENT CONTINUES TO BE USED FOR THE SAME OR SIMILAR PURPOSE FOR WHICH FINANCIAL ASSISTANCE WAS EXTENDED OR FOR SO LONG AS THE GRANTEE OWNS IT, WHICHEVER IS LONGER.

GREEN VALLEY SPECIAL UTILITY DISTRICT CERTIFICATE:

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

AGENT FOR GREEN VALLEY SPECIAL UTILITY DISTRICT

GUADALUPE VALLEY ELECTRIC COOPERATIVE CERTIFICATE:

1. ALL TRACTS ARE SUBJECT TO A 15' ELECTRIC AND COMMUNICATION EASEMENT ALONG ALL SIDE AND FRONT PROPERTY LINES.
2. WHERE UNDERGROUND SERVICES ARE UTILIZED GVEC WILL POSSESS A 5-FOOT WIDE EASEMENT TO THE SERVICE METER LOCATION. EASEMENT TO FOLLOW SERVICE LINE AND WILL VARY DEPENDING ON LOCATION OF BUILDING OR STRUCTURE.
3. EACH LOT IS SUBJECT TO A FLOATING 10' WIDE BY 40' LONG GUY WIRE EASEMENT TO BE LOCATED BY GVEC.
4. ALL EXISTING GVEC OVERHEAD LINES POSSESS A 30' CENTERLINE EASEMENT, 15' EACH SIDE OF LINE. ALL UTILITY EASEMENTS ARE FOR THE CONSTRUCTION, MAINTENANCE (INCLUDING BUT NOT LIMITED TO REMOVAL OF TREES AND OTHER OBSTRUCTIONS WHICH IMPEDE ACCESS, ENDANGER, OR INTERFERE WITH USE OF EASEMENT), INSPECTING, PATROLLING, READING OF METERS, RECONSTRUCTION AND REPAIR OF ALL OVERHEAD AND UNDERGROUND UTILITIES.
5. NO BUILDINGS, WELLS OR OTHER OBSTRUCTIONS SHALL BE PLACED IN ANY UTILITY EASEMENT. GVEC SHALL HAVE THE RIGHT OF INGRESS & EGRESS OVER GRANTOR'S ADJACENT LANDS FOR ACCESS OF FACILITIES WHERE ACCESS WITHIN THE UTILITY EASEMENT IS OBSTRUCTED.
6. THIS SUBDIVISION PLAT OF OLD WIEDERSTEIN COMMERCIAL SUBDIVISION HAS BEEN SUBMITTED TO AND APPROVED BY GUADALUPE VALLEY ELECTRIC COOPERATIVE, INC. FOR EASEMENTS.

AGENT FOR GUADALUPE VALLEY ELECTRIC COOP., INC

CCMA APPROVAL:

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

AGENT FOR CIBOLO CREEK MUNICIPAL AUTHORITY

APPROVAL OF THE CITY COUNCIL:

THIS PLAT OF OLD WIEDERSTEIN COMMERCIAL SUBDIVISION 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 \_\_\_\_.

BY: \_\_\_\_\_  
MAYOR

BY: \_\_\_\_\_  
CITY SECRETARY

APPROVAL OF THE PLANNING AND ZONING COMMISSION:

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

DATED THIS \_\_\_\_ DAY OF \_\_\_\_.

BY: \_\_\_\_\_  
CHAIR

BY: \_\_\_\_\_  
VICE CHAIR

CERTIFICATE OF APPROVAL BY ENGINEER:

APPROVED ON THIS THE \_\_\_\_ DAY OF \_\_\_\_.

BY THE CITY ENGINEER, CITY OF CIBOLO, TEXAS

CITY ENGINEER, CITY OF CIBOLO

GENERAL NOTES:

1. SELLING A PORTION OF THIS ADDITION BY METES AND BOUNDS IS A VIOLATION OF THE UNIFIED DEVELOPMENT CODE OF THE CITY OF CIBOLO AND STATE PLATTING STATUTES AND IS SUBJECT TO FINES AND WITHHOLDING OF UTILITIES AND BUILDING PERMITS.
2. PLAT APPROVAL SHALL NOT BE DEEMED TO OR PRESUMED TO GIVE AUTHORITY TO VIOLATE, NULLIFY, VOID, OR CANCEL ANY PROVISIONS OF LOCAL, STATE, OR FEDERAL LAWS, ORDINANCES, OR CODES.
3. THE APPLICANT IS RESPONSIBLE FOR SECURING ANY FEDERAL PERMITS THAT MAY BE NECESSARY AS THE RESULT OF PROPOSED DEVELOPMENT ACTIVITY. THE CITY OF CIBOLO IS NOT RESPONSIBLE FOR DETERMINING THE NEED FOR, OR ENSURING COMPLIANCE WITH ANY FEDERAL PERMIT.
4. APPROVAL OF THIS PLAT DOES NOT CONSTITUTE A VERIFICATION OF ALL DATA, INFORMATION AND CALCULATIONS SUPPLIED BY THE APPLICANT. THE ENGINEER OF RECORD OR REGISTERED PUBLIC LAND SURVEYOR IS SOLELY RESPONSIBLE FOR THE COMPLETENESS, ACCURACY AND ADEQUACY OF THEIR SUBMITTAL WHETHER OR NOT THE APPLICATION IS REVIEWED FOR CODE COMPLIANCE BY THE CITY ENGINEERS.
5. ALL RESPONSIBILITY FOR THE ADEQUACY OF THIS PLAT REMAINS WITH THE ENGINEER OR SURVEYOR WHO PREPARED THEM. IN APPROVING THESE PLANS, THE CITY OF CIBOLO MUST RELY ON THE ADEQUACY OF THE WORK OF THE ENGINEER AND/OR SURVEYOR OF RECORD.
6. ROUTINE MAINTENANCE OF WEEDS AND GRASS IN ALL EASEMENTS SHALL BE THE RESPONSIBILITY OF THE PROPERTY OWNER, HOA, OR PROPERTY OWNER ASSOCIATION ON WHICH THE EASEMENT IS LOCATED IN ACCORDANCE WITH CITY OF CIBOLO CODE OF ORDINANCES PROVISIONS FOR HIGH WEEDS AND GRASS.
7. INGRESS AND EGRESS SHALL BE PROVIDED BETWEEN ALL ADJACENT LOTS FOR ADEQUATE FIRE DEPARTMENT VEHICLE ACCESS PER THE CITY OF CIBOLO FIRE CODE. THE CROSS ACCESS SHALL NOT BE BLOCKED NOR MAY THIS NOTE BE TAKEN OFF OF THE PLAT WITHOUT WRITTEN PERMISSION FROM THE CITY OF CIBOLO DIRECTOR OF PLANNING AND THE CIBOLO FIRE DEPARTMENT FIRE MARSHAL.

NOTES:

1. THIS SUBDIVISION IS WHOLLY IN THE CITY LIMITS OF THE CITY OF CIBOLO.
2. ALL UTILITY EASEMENTS ARE FOR CONSTRUCTION, MAINTENANCE (INCLUDING BUT NOT LIMITED TO REMOVAL OF TREES AND OTHER OBSTRUCTIONS WHICH IMPEDE ACCESS, ENDANGER, OR INTERFERE WITH USE OF EASEMENTS), INSPECTING, PATROLLING, READING OF METERS, RECONSTRUCTION AND REPAIR OF ALL OVERHEAD AND UNDERGROUND UTILITIES.
3. THIS PROPERTY IS ZONED RETAIL/OFFICE (C-3), PER CIBOLO UNIFIED DEVELOPMENT CODE #1048 AS AMENDED.
4. WHERE UNDERGROUND SERVICES ARE UTILIZED GVEC WILL POSSESS A 5-FOOT WIDE EASEMENT TO THE SERVICE METER LOCATION. EASEMENT TO FOLLOW SERVICE LINE AND WILL VARY DEPENDING ON LOCATION OF BUILDING OR STRUCTURE.
5. NO BUILDINGS, WELLS OR OTHER OBSTRUCTIONS SHALL BE PLACED IN ANY UTILITY EASEMENT. GVEC SHALL HAVE THE RIGHT OF INGRESS & EGRESS OVER GRANTOR'S ADJACENT LANDS FOR ACCESS OF FACILITIES WHERE ACCESS WITHIN THE UTILITY EASEMENT IS OBSTRUCTED.

UTILITY NOTE:

THE PROPERTY SHOWN HEREON WILL HAVE UTILITIES PROVIDED BY THE FOLLOWING:  
WATER -- GREEN VALLEY SPECIAL UTILITY DISTRICT  
SEWER -- CITY OF SCHERTZ  
ELECTRICITY -- GUADALUPE VALLEY ELECTRIC COOPERATIVE

TREE NOTE:

PROTECTED TREES ARE LOCATED ON SITE AND WILL BE ADDRESSED AT TIME OF SITE PLAN SUBMITTAL  
PER UDC ARTICLE 17.

FIRE MARSHAL NOTE:

THE CITY OF CIBOLO RESERVES THE RIGHT TO RENAME STREETS AND/OR CHANGE BUILDING ADDRESS NUMBERS DUE TO INCOMPATIBILITY WITH EXISTING NAME LAYOUT, EMERGENCY VEHICLE RESPONSE, AND MAIL DELIVERY.

ON-SITE DETENTION POND NOTES:

1. THE PLATTED PROPERTY IS SERVED BY AN ON-SITE DETENTION POND.
2. THE MAINTENANCE OF THE PRIVATE ON-SITE DETENTION POND AND OUTLET STRUCTURE SHALL BE THE RESPONSIBILITY OF THE LOT OWNER AND THEIR SUCCESSORS OR ASSIGNEES AND NOT THE RESPONSIBILITY OF THE CITY OF CIBOLO AND/OR GUADALUPE COUNTY.
3. THE MAINTENANCE AND UPKEEP OF THE PROPOSED DETENTION POND AND ALL ON-SITE DRAINAGE IMPROVEMENTS ARE THE SOLE RESPONSIBILITY OF THE PROPERTY OWNERS ASSOCIATION (POA).

SURVEY NOTES:

1. BEARINGS ARE BASED ON THE STATE PLANE COORDINATE SYSTEM ESTABLISHED FOR THE TEXAS SOUTH CENTRAL ZONE 4204, NORTH AMERICAN DATUM (NAD) OF 1983, SCALE FACTOR: 1.00016.
2. REFERENCED PROPERTY IS IN ZONE X, AREAS DETERMINED TO BE OUTSIDE THE 0.2% ANNUAL CHANCE FLOODPLAIN, AS INDICATED ON FEMA PANEL NO. 230 OF 480, MAP NO. 48187C0230F, DATED NOVEMBER 2, 2007.
3. VERTICAL RELIEF WAS MADE FROM AN ON THE GROUND SURVEY, CONTOURS SHOWN HEREON ARE AT 1' INTERVALS USING THE NORTH AMERICAN VERTICAL DATUM OF 1988 (NAVD 88), GEOD 12A. SITE VERTICAL WAS ESTABLISHED BY USING THE TRIMBLE VRS NETWORK.

ACCESS EASEMENT

THE UNDERSIGNED DOES COVENANT AND AGREE THAT THE ACCESS EASEMENT MAY BE UTILIZED BY ANY PERSON OR THE GENERAL PUBLIC FOR INGRESS AND EGRESS TO OTHER REAL PROPERTY, AND FOR THE PURPOSE OF THE GENERAL PUBLIC VEHICULAR AND PEDESTRIAN USE AND ACCESS, AND OR FIRE DEPARTMENT AND EMERGENCY USE, IN ALONG, UPON, AND ACROSS SAID PREMISE, WITH THE RIGHT AND PRIVILEGE AT ALL TIMES OF THE CITY OF CIBOLO, ITS AGENTS, EMPLOYEES, WORKMEN, AND REPRESENTATIVES HAVING INGRESS, EGRESS, AND REGRESS IN, ALONG, UPON, AND ACROSS SAID PREMISES.

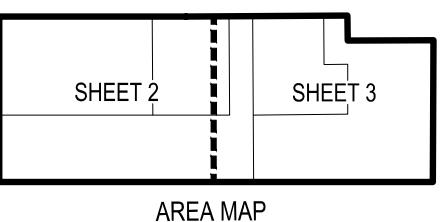
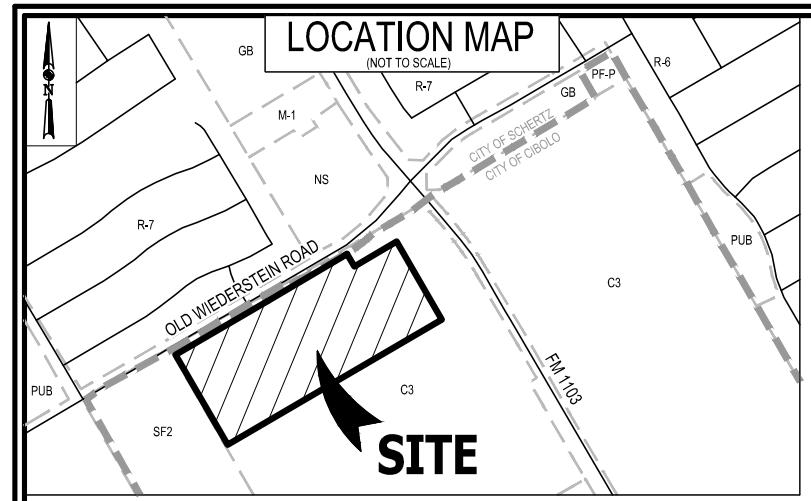
THENCE: S 59° 00' 25" E, WITH THE COMMON LINE BETWEEN SAID QT 4031 ADDITION AND SAID 15.542 ACRE TRACT, A DISTANCE OF 418.27 FEET TO A FOUND 1/2" IRON ROD WITH AN ORANGE PLASTIC CAP STAMPED 'MLS CO. RPLS 5846' FOR CORNER, AND

2. N 59° 34' 52" E, A DISTANCE OF 253.69 FEET TO A FOUND 1/2" IRON ROD WITH AN ORANGE PLASTIC CAP STAMPED 'MLS CO. RPLS 4612' FOR A WESTERLY INTERIOR CORNER OF SAID LOT 1, IN THE EAST LINE OF SAID 15.542 ACRE TRACT AND FOR THE NORTHEAST CORNER OF THE TRACT DESCRIBED HEREIN;

THENCE: S 30° 00' 25" E, WITH THE COMMON LINE BETWEEN SAID QT 4031 ADDITION AND SAID 15.542 ACRE TRACT, A DISTANCE OF 418.27 FEET TO A FOUND 1/2" IRON ROD WITH A GREEN PLASTIC CAP STAMPED 'WAL 10111700' FOR A NORTHERLY CORNER OF A CALLED 19.129 ACRE TRACT OF LAND AS DESCRIBED OF RECORD IN DOCUMENT NO. 202299013784 OF THE OFFICIAL PUBLIC RECORDS OF GUADALUPE COUNTY, TEXAS, FOR THE SOUTHEAST CORNER OF SAID REMAINING PORTION OF THE 15.542 ACRE TRACT AND THE TRACT DESCRIBED HEREIN;

THENCE: S 59° 44' 55" W, WITH THE COMMON LINE BETWEEN SAID REMAINING PORTION OF THE 15.542 ACRE TRACT AND SAID 19.129 ACRE TRACT, A DISTANCE OF 1281.02 FEET TO A FOUND 1/2" IRON ROD WITH A GREEN PLASTIC CAP STAMPED 'WAL 10111700' FOR THE MOST WESTERLY CORNER OF SAID 19.129 ACRE TRACT, IN THE NORTHEAST LINE OF A CALLED 20.00 ACRE TRACT OF LAND AS DESCRIBED OF RECORD IN VOLUME 453, PAGE 411 OF THE DEED RECORDS OF GUADALUPE COUNTY, TEXAS, FOR THE SOUTHWEST CORNER OF SAID 15.542 ACRE TRACT AND THE TRACT DESCRIBED HEREIN;

THENCE: N 30° 13' 49" W, WITH THE COMMON LINE BETWEEN SAID 15.542 ACRE TRACT AND SAID 20.00 ACRE TRACT, A DISTANCE OF 488.80 FEET TO A POINT IN THE UNOCCUPIED SOUTHEASTERLY RIGHT-OF-WAY LINE OF OLD WIEDERSTEIN ROAD, SOUTHEAST LINE OF A CALLED 0.97 ACRE TRACT OF LAND AS DESCRIBED OF RECORD IN VOLUME 167, PAGE 119 OF THE DEED RECORDS OF GUADALUPE COUNTY, TEXAS AND FOR THE NORTHEAST CORNER OF THE TRACT DESCRIBED HEREIN, FROM WHICH A FOUND 1/2" IRON ROD WITH A RED PLASTIC CAP STAMPED 'Koch' IN THE SOUTHEASTERLY RIGHT-OF-WAY LINE OF OLD WIEDERSTEIN ROAD, FOR THE NORTHWEST CORNER OF SAID 15.542 ACRE TRACT



OWNER:  
DAVID S. MARBACH  
21001 OLD WIEDERSTEIN ROAD  
CIBOLO, TEXAS 78108

AGENT:  
JEFF ECKOLS  
INTERGOLD INVESTMENTS LLC  
16200 NACOGDOCHES ROAD  
SAN ANTONIO, TEXAS 78247  
(210) 386-7686  
JECKOLS@GMAIL.COM

SURVEYOR:  
MATKINHOOVER ENGINEERING & SURVEYING  
C/O KYLE PRESSLER, R.P.L.S.  
8 SPENCER ROAD  
BOERNE, TEXAS 78006  
(830) 249-0600  
KYLE.PRESSLER@MATKINHOOVER.COM

AGENT/ENGINEER:  
MATKINHOOVER ENGINEERING & SURVEYING  
C/O KEN B. KOLACNY, P.E.  
8 SPENCER ROAD  
BOERNE, TEXAS 78006  
(830) 249-0600  
KKOLACNY@MATKINHOOVER.COM

## PRELIMINARY PLAT OF OLD WIEDERSTEIN COMMERCIAL SUBDIVISION

(6 COMMERCIAL LOTS)

A 13.981 ACRE TRACT OF LAND, LOCATED IN THE J.N. RICHARDSON SURVEY NO. 102, ABSTRACT 277, SITUATED IN THE CITY OF CIBOLO, GUADALUPE COUNTY, TEXAS, AND BEING THE REMAINING PORTION OF A CALLED 15.542 ACRE TRACT OF LAND AS DESCRIBED OF RECORD IN DOCUMENT NO. 2022990030358 OF THE OFFICIAL PUBLIC RECORDS OF GUADALUPE COUNTY, TEXAS.

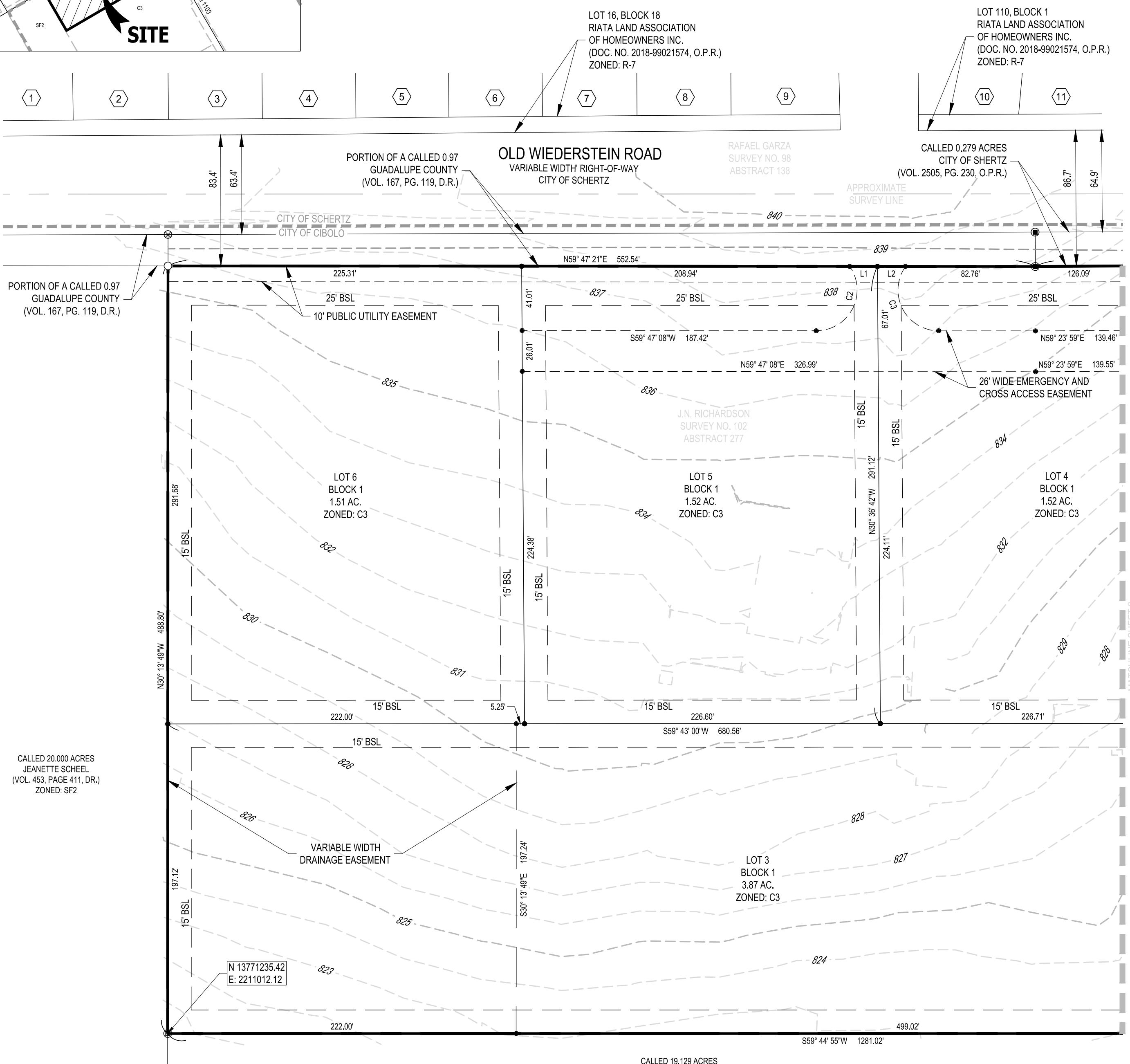
**MATKINHOOVER**  
ENGINEERING & SURVEYING

BOERNE | GEORGETOWN | SPRING  
8 SPENCER ROAD, SUITE 100, BOERNE, TEXAS 78006 | OFFICE: 830.249.0600  
TBPE FIRM REGISTRATION F-004512 | TBPLS FIRM REGISTRATION F-10024000  
CIVIL ENGINEERS | SURVEYORS | LAND PLANNERS | CONSTRUCTION MANAGERS | CONSULTANTS

PREPARED: JULY 2025

### LEGEND

- ▲ FOUND 1/2" IRON ROD POINT
- FOUND 1/2" IRON ROD WITH ORANGE PLASTIC CAP STAMPED "MLS CO. RPLS 5846"
- ◎ FOUND 1/2" IRON ROD WITH GREEN PLASTIC CAP STAMPED "WAL. 10111700"
- ⊗ FOUND 1/2" IRON ROD WITH A RED PLASTIC CAP STAMPED "KOCH"
- FOUND 3" METAL POST
- SET 1/2" IRON ROD WITH A RED "MATKIN-HOOVER ENG & SURVEY" PLASTIC CAP
- GEOMETRIC POINT
- DEED RECORDS OF GUADALUPE COUNTY, TEXAS
- OFFICIAL PUBLIC RECORDS OF GUADALUPE COUNTY, TEXAS
- PROPERTY BOUNDARY
- SURVEY LINE
- UTILITY EASEMENT
- ACCESS EASEMENT
- ADJACENT PROPERTY EASEMENT
- DRAINAGE EASEMENT
- BUILDING SETBACK LINE (BSL)
- CITY LIMIT LINE



CALLED 19.129 ACRES  
CORRECTION AFFIDAVIT TO WARRANTY DEED  
1103 VENTURES LLC  
(DOC. NO. 202299019784, O.P.R.)  
ZONED: C-3

① LOT 7, BLOCK 18  
RIATA UNIT 4C  
CUMMING GREGORY NORMAN & MARGARET ANDREWS  
(DOC. NO. 2016014211, O.P.R.)  
ZONED: R-7

② LOT 8, BLOCK 18  
RIATA UNIT 4C  
ROBINSON CHAD EVERETTE  
(DOC. NO. 201607045, O.P.R.)  
ZONED: R-7

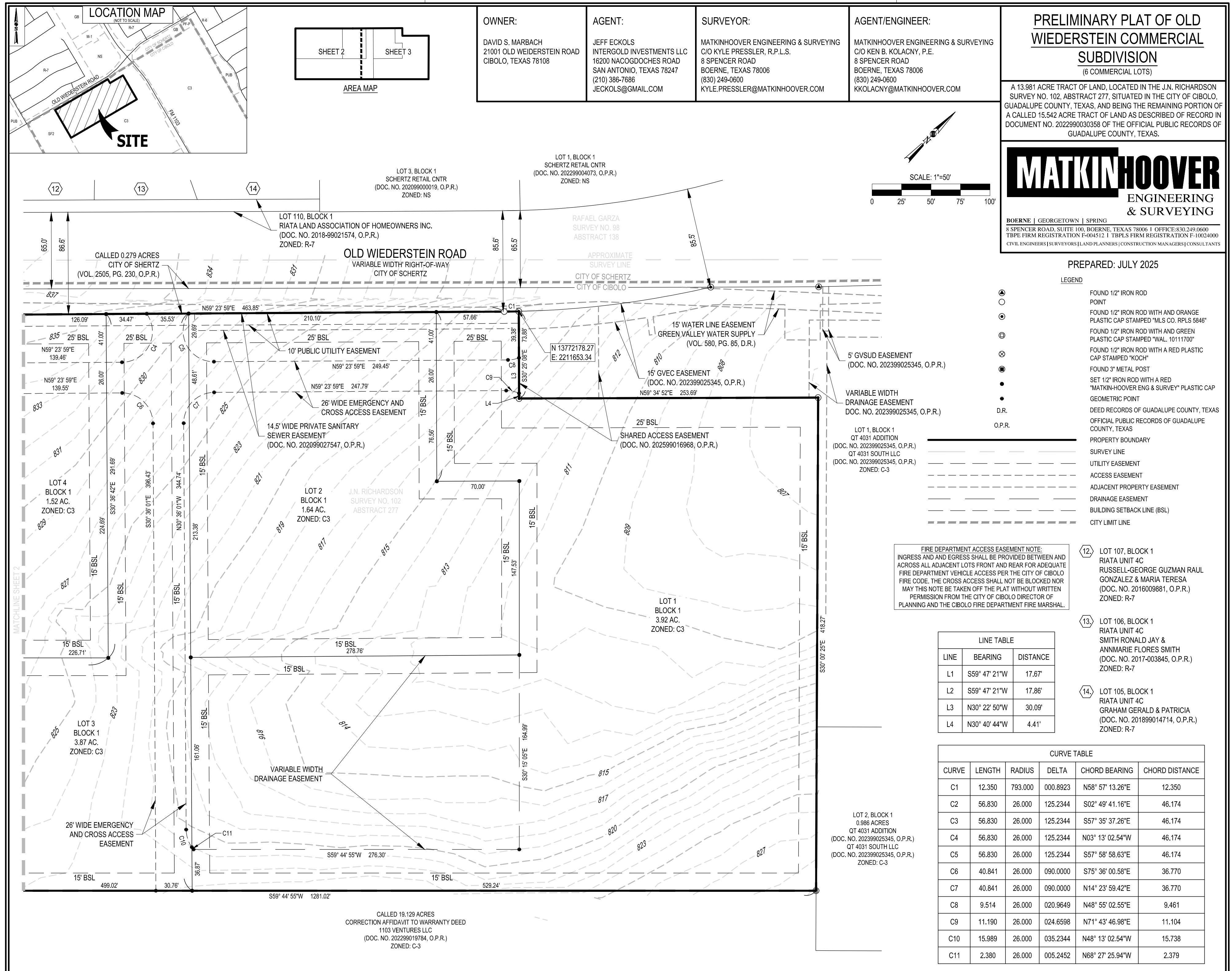
③ LOT 9, BLOCK 18  
RIATA UNIT 4C  
VALLES ENRIQUE & MONICA  
(DOC. NO. 2017-004792, O.P.R.)  
ZONED: R-7

④ LOT 10, BLOCK 18  
RIATA UNIT 4C  
DUNBAR JEREMY J & TARYN N  
(DOC. NO. 2021-99032334, O.P.R.)  
ZONED: R-7

⑤ LOT 11, BLOCK 18  
RIATA UNIT 4C  
PLANAS HECTOR & DORIS ROSA  
(DOC. NO. 2016-011545, O.P.R.)  
ZONED: R-7

⑥ LOT 12, BLOCK 18  
RIATA UNIT 4C  
KING KEVIN RAYMOND & LYNNEA T  
(DOC. NO. 2016-011746, O.P.R.)  
ZONED: R-7

FIRE DEPARTMENT ACCESS EASEMENT NOTE:  
INGRESS AND EGRESS SHALL BE PROVIDED BETWEEN AND ACROSS ALL ADJACENT LOTS FRONT AND REAR FOR ADEQUATE FIRE DEPARTMENT VEHICLE ACCESS PER THE CITY OF CIBOLO FIRE CODE. THE CROSS ACCESS SHALL NOT BE BLOCKED NOR MAY THIS NOTE BE TAKEN OFF THE PLAT WITHOUT WRITTEN PERMISSION FROM THE CITY OF CIBOLO DIRECTOR OF PLANNING AND THE CIBOLO FIRE DEPARTMENT FIRE MARSHAL.



August 5, 2025

On behalf of the:

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



Re: Preliminary Plat Review  
Old Wiederstein Commercial - (PC-25-26-PP)

Ms. Hall,

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

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

Sincerely,

A blue ink signature of the name "Andy Carruth, P.E." It is a cursive script with a long, sweeping line extending from the left.

Andy Carruth, P.E.

Plan Reviewer for the City of Cibolo

**City of Cibolo**

Planning and Engineering Department  
200 S. Main Street, Cibolo, TX 78108  
P: 210.658.9900, F: 210.658.8065  
E: planning@cibolotx.gov

**Application for  
Letter of Certification**

A Letter of Certification is used to facilitate the City's plat application, site plan review, or other construction document review processes. Department reviewers may include: Planning, Engineering, Public Works, Parks and Fire Marshal. Utility reviewers may include, Guadalupe Valley Electric Cooperative (GVEC), Cibolo Creek Municipal Authority (CCMA), CPS Energy, and Green Valley Special Utility District (GVSUD). Other reviewers may include: Texas Department of Transportation, Guadalupe County, or a third party consultant.

**APPLICANT INFORMATION**

Applicant: <a href="#">MatkinHoover Engineering</a>	Point of Contact: <a href="#">Mark Ramsower, P.E.</a>
Email: <a href="mailto:mramsower@matkinhoover.com">mramsower@matkinhoover.com</a>	Phone: <a href="tel:830-249-0600">830-249-0600</a>

Project For Review: [Old Wiederstein Commercial Subdivision \(Sewer Service\)](#)

Minor Plat    Preliminary Plat    Final Plat    Preliminary/Final Plat    Replat  
 Site Plan    Other: \_\_\_\_\_

**REVIEWER INFORMATION AND RECOMMENDATION**

Organization / Department: <a href="#">City of Schertz</a>	Person Reviewing: Kathryn Woodlee
Email: <a href="mailto:kwoodlee@schertz.com">kwoodlee@schertz.com</a>	Phone: <a href="tel:210-619-1823">210-619-1823</a>

I recommend approval of the following Project: [Old Wiederstein Commercial Subdivision](#)

I recommend approval with the following conditions: \_\_\_\_\_

\_\_\_\_\_ The City of Schertz can serve the proposed subdivision with sanitary sewer under the following conditions:

- \_\_\_\_\_ -Each lot must be served by a separate, individual, gravity connection (with a sample port) to the public system.
- \_\_\_\_\_ -Appropriate private easements must be provided as needed for each lot to flow to the public main where it will connect.
- \_\_\_\_\_ -Appropriate private easement(s) should be provided to serve any area outside the plat boundary that will also request service connection to the City of Schertz system.
- \_\_\_\_\_ -Letter of intent and preliminary sanitary sewer layout plan attached.

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Signature: 	Date: December 3, 2025
--	------------------------

**RETURN TO APPLICANT DATE**

It is the applicant's responsibility to submit a completed Letter of Certification in person, by fax, or email to the Planning and Engineering Department (contact information provided above). The applicant should assign a return date with the following in mind:

A Letter of Certification for preliminary plats, final plats and replats, or any other type of plat where the Planning and Zoning Commission and/or the City Council is the approving authority, the Letter of Certification must be received in accordance with the Plat Review Checklist. A completed application may be submitted within the plat timeline. The plats review cycle is documented by the "Plats and Land Study Calendar," available online at: <https://cms2.revize.com/revize/cibolo/Document%20Center/Business/Development%20Process/Development%20Tools/Plat%20Application%20Calendar.pdf>.

A Letter of Certification of minor plats, site plans or any construction documents where the City Manager or his/her designee (City Engineer or City Planner) is the approving authority is not subject to any calendar cycle.

Return By (date): \_\_\_\_\_

November 14, 2025

City of Schertz  
1400 Schertz Parkway  
Schertz, Texas 78154

Re: Old Wiederstein Commercial Subdivision  
Letter of Intent for Service Extension Request for Sanitary Sewer

To whom it may concern:

This letter serves as a formal request for a Sanitary Sewer Service Extension from the City of Schertz for the proposed Old Wiederstein Commercial Subdivision. The project site is located at 21001 Old Wiederstein Rd, Cibolo, TX 78108 and consists of subdividing the parent tract into six commercial lots ranging from 1.51 acres to 3.92 acres.

Although the property is located outside the City of Schertz's city limits and ETJ, the City's sanitary sewer system has been identified as the only feasible service provider capable of supporting the proposed development. Alternative providers including Green Valley SUD and the City of Cibolo were evaluated and determined unable to provide sanitary sewer service to this site.

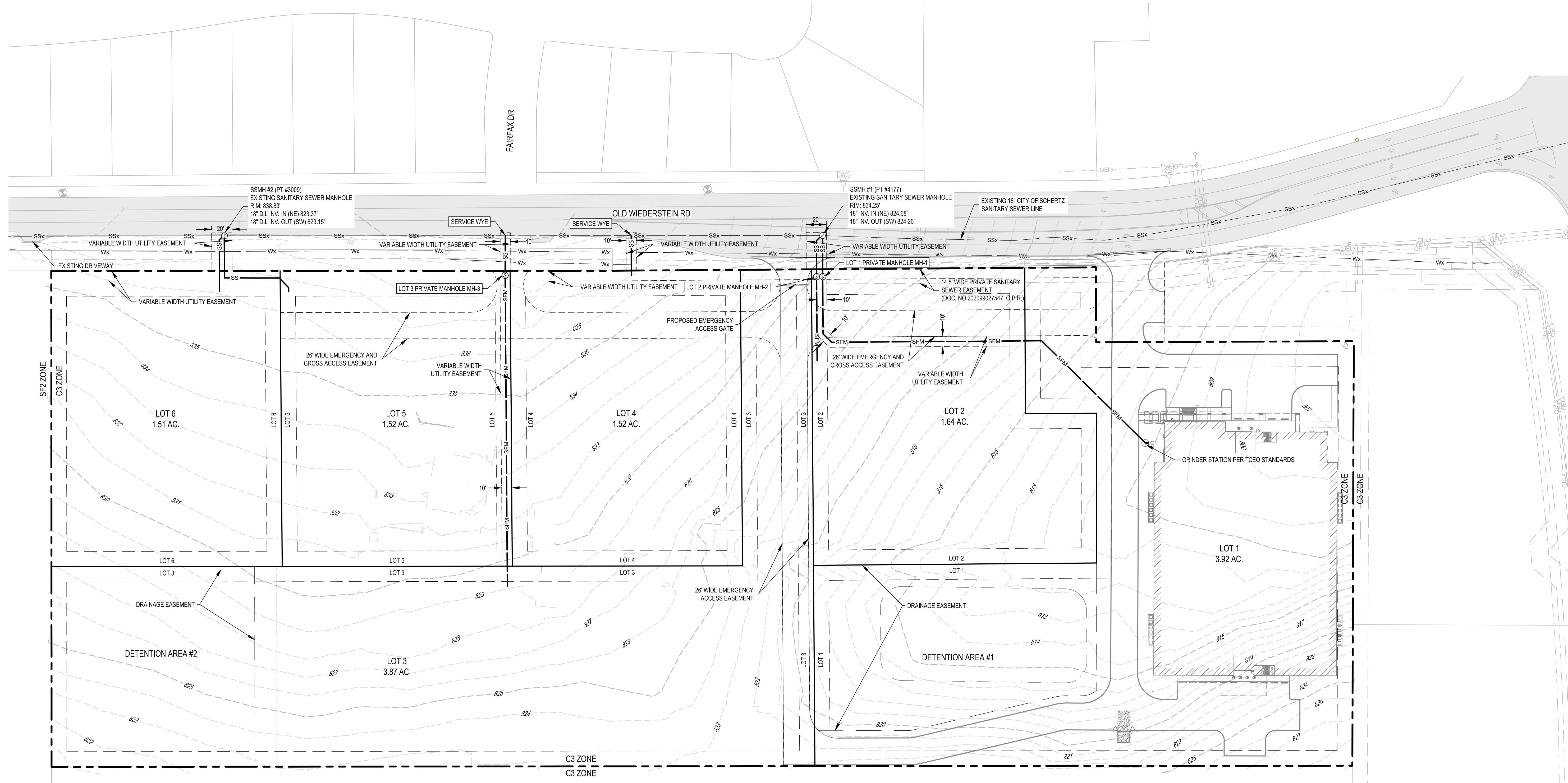
The proposed sanitary sewer connection for the commercial subdivision will be designed and constructed in full accordance with City of Schertz standards, ordinances, and regulations. We anticipate no adverse impacts to the existing utility infrastructure, and all appropriate engineering and construction measures will be implemented to ensure full compliance and system integrity.

Should you or your staff have any questions, comments, or require additional information, please do not hesitate to contact me at your convenience.

Sincerely,  
MatkinHoover Engineering & Surveying  
TBPE Firm Registration No. F-4512

  
Matt Hubble  
Assistant Project Manager

Z:\PROJECTS\3402 - Old Wiederstein Storage, Cibolo TX\Submittals\City of Schertz\Preliminary SS Layout Designs\Exhibit A - Lots 1-6 Sanitary Sewer Layout Exhibit.dwg



# OLD WIEDERSTEIN COMMERCIAL SUBDIVISION

EX A	
JOB NO.	_____
DESIGNED BY:	_____
DRAWN BY:	_____
CHECKED BY:	_____
SHEET #	_____

This document is released for  
REVIEW PURPOSES ONLY,  
NOT FOR CONSTRUCTION  
and was prepared under the  
authorization of  
Kenneth B. Kolacny,  
Registered Professional Engineer,  
State of Texas,  
Registration No. 86300.  
DATE: NOVEMBER 2025

## REVISIONS:

# MATKIN HOOVER

ENGINEERING  
& SURVEYING

- 5 -

LOTS 1-6 SANITARY SEWER LAYOUT EXHIBIT  
FOR  
CIBOLO SELF STORAGE  
CIBOLO, TEXAS

**SCORLINE**  
JERNE | GEORGETOWN | SPRING  
100 SPENCER ROAD, SUITE 100, BOERNE, TEXAS 78006 | OFFICE: 830.249.0600  
FIRM REGISTRATION F-004512 | TBPLS FIRM REGISTRATION F-10024000  
CIVIL ENGINEERS | SURVEYORS | LAND PLANNERS | CONSTRUCTION MANAGERS | CONSULTANTS

**City of Cibolo**

Planning and Engineering Department  
200 S. Main Street, Cibolo, TX 78108  
P: 210.658.9900, F: 210.658.8065  
E: planning@cibolotx.gov

**Application for  
Letter of Certification**

A Letter of Certification is used to facilitate the City's plat application, site plan review, or other construction document review processes. Department reviewers may include: Planning, Engineering, Public Works, Parks and Fire Marshal. Utility reviewers may include, Guadalupe Valley Electric Cooperative (GVEC), Cibolo Creek Municipal Authority (CCMA), CPS Energy, and Green Valley Special Utility District (GVSUD). Other reviewers may include: Texas Department of Transportation, Guadalupe County, or a third party consultant.

**APPLICANT INFORMATION**

Applicant: MatkinHoover Engineering	Point of Contact: Mark Ramsower, P.E.
Email: mramsower@matkinhoover.com	Phone: 830-249-0600

Project For Review: Old Wiederstein Commercial Subdivision

Minor Plat  Preliminary Plat  Final Plat  Preliminary/Final Plat  Replat  
 Site Plan  Other: \_\_\_\_\_

**REVIEWER INFORMATION AND RECOMMENDATION**

Organization / Department: GVEC	Person Reviewing: Travis Engler
Email: tengler@gvec.org	Phone: 830.857.4937

I recommend approval of the following Project: \_\_\_\_\_  
 I recommend approval with the following conditions: \_\_\_\_\_  
Necessary easement for primary line placement and transformer location(s)  
will be needed as plans for service are finalized.  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Signature:

Date:

December 3, 2025

**RETURN TO APPLICANT DATE**

It is the applicant's responsibility to submit a completed Letter of Certification in person, by fax, or email to the Planning and Engineering Department (contact information provided above). The applicant should assign a return date with the following in mind:

A Letter of Certification for preliminary plats, final plats and replats, or any other type of plat where the Planning and Zoning Commission and/or the City Council is the approving authority, the Letter of Certification must be received in accordance with the Plat Review Checklist. A completed application may be submitted within the plat timeline. The plats review cycle is documented by the "Plats and Land Study Calendar," available online at: <https://cms2.revize.com/revize/cibolo/Document%20Center/Business/Development%20Process/Development%20Tools/Plat%20Application%20Calendar.pdf>.

A Letter of Certification of minor plats, site plans or any construction documents where the City Manager or his/her designee (City Engineer or City Planner) is the approving authority is not subject to any calendar cycle.

Return By (date):



## City of Cibolo

Planning and Engineering Department  
200 S. Main Street, Cibolo, TX 78108  
P: 210.658.9900, F: 210.658.8065  
E: planning@cibolotx.gov

## Application for Letter of Certification

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### APPLICANT INFORMATION

Applicant: MatkinHoover Engineering	Point of Contact: Mark Ramsower, P.E.
Email: mramsower@matkinhoover.com	Phone: 830-249-0600

Project For Review: Old Wiederstein Commercial Subdivision

Minor Plat  Preliminary Plat  Final Plat  Preliminary/Final Plat  Replat  
 Site Plan  Other: \_\_\_\_\_

### REVIEWER INFORMATION AND RECOMMENDATION

Organization / Department: GVSUD	Person Reviewing: Travis Basham
Email: tbasham@gvsud.org	Phone: 830.914.2330

I recommend approval of the following Project: Old Wiederstein Commercial Subdivision  
 I recommend approval with the following conditions: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Signature:	Date:
------------	-------

### RETURN TO APPLICANT DATE

It is the applicant's responsibility to submit a completed Letter of Certification in person, by fax, or email to the Planning and Engineering Department (contact information provided above). The applicant should assign a return date with the following in mind:

A Letter of Certification for preliminary plats, final plats and replats, or any other type of plat where the Planning and Zoning Commission and/or the City Council is the approving authority, the Letter of Certification must be received in accordance with the Plat Review Checklist. A completed application may be submitted within the plat timeline. The plats review cycle is documented by the "Plats and Land Study Calendar," available online at: <https://cms2.revize.com/revize/cibolo/Document%20Center/Business/Development%20Process/Development%20Tools/Plat%20Application%20Calendar.pdf>.

A Letter of Certification of minor plats, site plans or any construction documents where the City Manager or his/her designee (City Engineer or City Planner) is the approving authority is not subject to any calendar cycle.

Return By (date):



## ORDINANCE NO. 1486

### AN ORDINANCE OF THE CITY OF CIBOLO, TEXAS GRANTING A CONDITIONAL USE PERMIT FOR 3.93 ACRES OUT OF 12.763 OF REAL PROPERTY DESCRIBED AS ABS: 277 SUR: J N RICHARDSON 12.7630 AC, ADDRESSED AS 21105 OLD WIEDERSTEIN ROAD TO ALLOW FOR CONVENIENCE STORAGE USE; IMPOSING CONDITIONS ON SUCH CONDITIONAL USE; AMENDING THE ZONING MAP OF THE CITY OF CIBOLO, TEXAS; DECLARING COMPLIANCE WITH APPLICABLE STATE AND LOCAL LAWS; PROVIDING FOR SAVINGS; REPEAL: SEVERABILITY: AND PUBLICATION; DECLARING THAT THE MEETING AT WHICH THIS ORDINANCE WAS ADOPTED WAS CONDUCTED IN COMPLIANCE WITH THE TEXAS OPEN MEETINGS ACT; PROVIDING A PENALTY; PROVIDING AN EFFECTIVE DATE.

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

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

**WHEREAS**, the City Council finds that David Marbach ("Owner") owns approximately 12.763 acres of land located 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 City Council finds that Owner has sought a Conditional Use Permit ("CUP") for a 3.93 acre portion of the Property; and

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

**WHEREAS**, the City Council finds that the Owner intends to use the convenience storage use as part of a large-scale commercial development to be developed on the remaining part of the Property.

**WHEREAS**, the City Council finds the Property contains an existing structure, and Owner plans to use a portion of such structure as a part of a development of the large-scale commercial development on the remainder of the Property; and

**WHEREAS**, the City Council finds the Owner is proposing to construct a three-story building to serve the public as a convenience storage business; and

**WHEREAS**, the City Council finds Article 13 of the UDC allows convenience storage uses within agriculturally zoned properties with the approval of CUP; and

**WHEREAS**, the City Council finds that the Owner's representative, Jonathan McNamara, Matkin Hoover Engineering, has submitted to the City an application for a CUP to allow 3.95 acres of the Property to be improved to conduct a convenience storage business use on the Property; and

**WHEREAS**, the City Council finds that, pursuant to Sections 4.3.1.5 of the UDC, said application was submitted to the City with proof of ownership and authorization to file such application; and

**WHEREAS**, the City Council finds that two public hearings were held for the purpose of providing all interested persons the opportunity to be heard concerning the proposed CUP to allow for Convenience Storage use on the Property in accordance with state and local law; and

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

**WHEREAS**, the City Council finds that written notice of the aforementioned public hearings before the Planning and Zoning Commission and the City Council were sent to each owner of real property within 200 feet of the 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 that the Planning and Zoning Commission, after due consideration of the requested CUP, including all matters specified in Section 4.3.1.5. 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 1) the proposed use is in accord with the objectives of the UDC and the purposes of the district in which the Property is located, 2) the proposed use will comply with all of the applicable provisions of the UDC, 3) the proposed use and site development, together with any modifications applicable thereto, will be completely compatible with existing or permitted uses in the vicinity, 4) the conditions applicable to approval are the minimum necessary to minimize potentially unfavorable impacts on nearby uses and ensure compatibility with existing or permitted uses in the same district and the surrounding area, and that the prescribed zoning standards ensure proper mitigation of identified impacts by recommending stricter standards where necessary, 5) the Commission gave due consideration to all technical information supplied by the applicant and 6) the proposed use, together with the conditions applicable thereto, will not be

detrimental to the public health, safety or welfare or materially injurious to properties or improvements in the vicinity, and the City Council adopts these findings as its own; and

**WHEREAS**, the City Council, having duly considered the request, desires to approve the CUP for Convenience Storage use, with conditions.

**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 3.93 acres out of ABS: 277 SUR: J N RICHARDSON 12.7630 AC, both 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:

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 Cibolo and recorded upon completion.
6. Retail/Office (C-3) Regulations - All regulations of the Retail/Office (C-3) Zoning District, other than those amended by the Conditional Use Permit, apply to the Property.
7. Review fees - All fees associated with the review and processing of the application must be paid in full.
8. CUP Applicability – This Conditional Use Permit for Convenience Storage applies only to the 3.93-acre portion of the 12.7630-acre tract, described as part of the J N Richardson Survey, Abstract 277, Guadalupe County, Texas. The conditional use of Convenience Storage must be developed in accordance with the concept plan for the approved CUP.
9. Landscaping - A landscaping plan subject to the requirements of Article 17 of the UDC must be submitted to the City of Cibolo for review and approval as part of the site plan application. All landscaping must be completed pursuant to an approved landscaping plan prior to the issuance of a Certificate of Occupancy.
10. Exterior Lighting – A lighting plan subject to the illumination standards of Article 7 of the UDC must be submitted to the City of Cibolo for review and approval as part of

the site plan application. The plan must ensure that light pollution, glare, and trespass are minimized, with illumination at the property lines limited to one (1.0) foot candle. All lighting must be completed pursuant to an approved lighting plan prior to the issuance of a Certificate of Occupancy.

11. Exterior Architectural Elements – Building plans submitted to the City of Cibolo for review and approval must be consistent with and shall not substantially deviate from the architectural elevations and renderings approved with the CUP for Convenience Storage. Exterior building colors must adhere to the Sherwin Williams Historic Color Palette per Section 8.3.2.B of the UDC and be compatible with the colors of nearby buildings along Old Wiederstein Road.

12. Emergency Access Easement – An egress/ingress easement must be established to provide secondary emergency access for both the subject property and the adjacent property to the rear off FM 1103. This easement must be depicted on the recorded subdivision plat and included as a plat note to ensure the egress/ingress easement extends from the front property line on Old Wiederstein Road, southward across the subject property, to the rear property line shared with the adjacent property off FM 1103.

13. Detention Facility – Onsite detention is required, as shown on the concept plan. A plat note must be included on the recorded subdivision plat stating that the maintenance and upkeep of the proposed detention pond and all onsite drainage improvements are the sole responsibility of the property owner's association (POA).

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

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

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

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

**SECTION 8. Severability.** If any section, subsection, sentence, clause, or phrase of this Ordinance is for any reason held to be unconstitutional or illegal by final judgment of a court of competent authority, such decision shall not affect the validity of the remaining portions of this Ordinance. The City Council hereby declares that it would have passed and ordained all the remaining portions of this Ordinance without the inclusion of such portion or portions found to be unconstitutional or invalid.

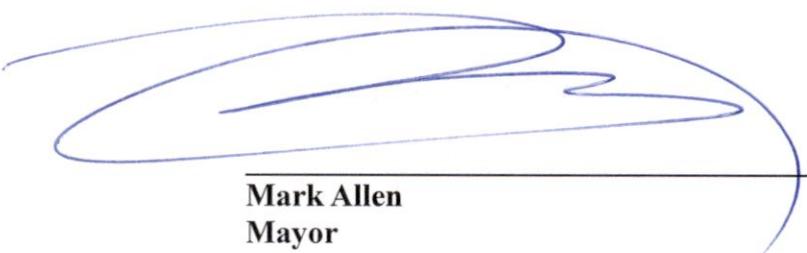
**SECTION 9. Publication.** The City shall publish this Ordinance in the newspaper designated as the official newspaper of the City twice as required by Section 3.13(3) of the City Charter.

**SECTION 10. Open Meeting Compliance.** The City Council finds that the meeting at which this Ordinance passed was conducted in compliance with the Texas Open Meetings Act.

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

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

**PASSED, APPROVED, and ADOPTED** on this 11<sup>th</sup> day of February 2025.



Mark Allen  
Mayor

ATTEST:



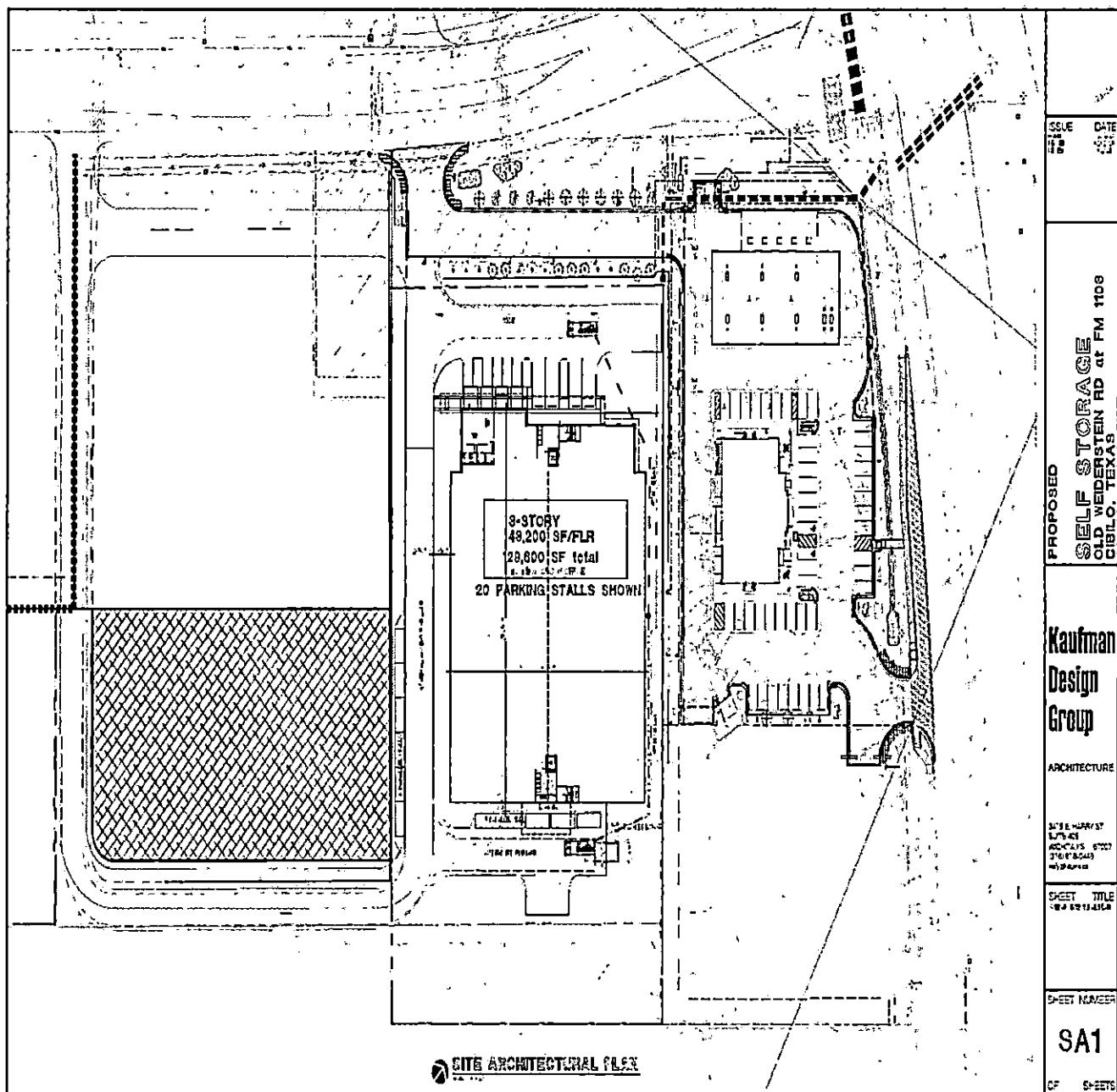
Peggy Cimics, TRMC  
City Secretary

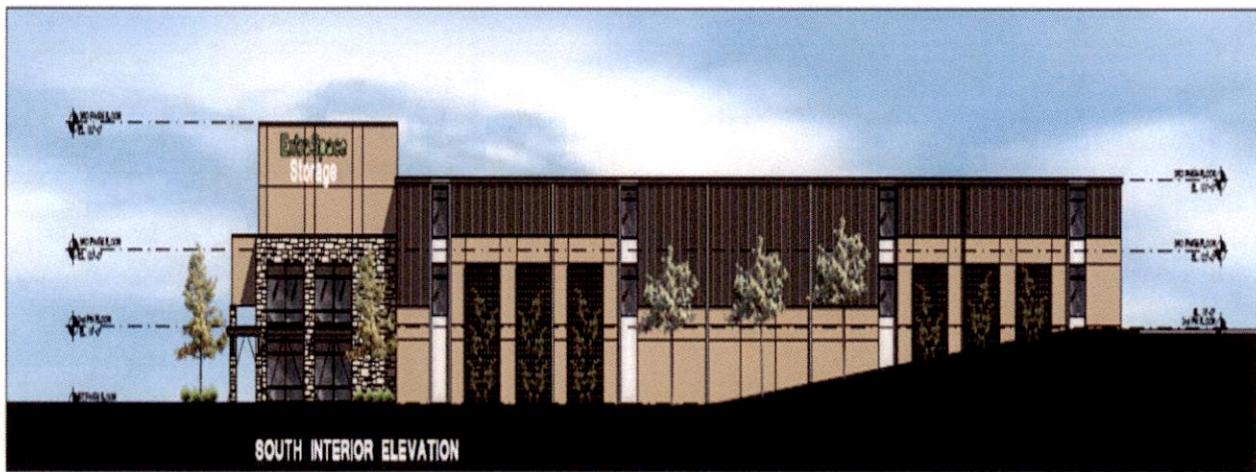
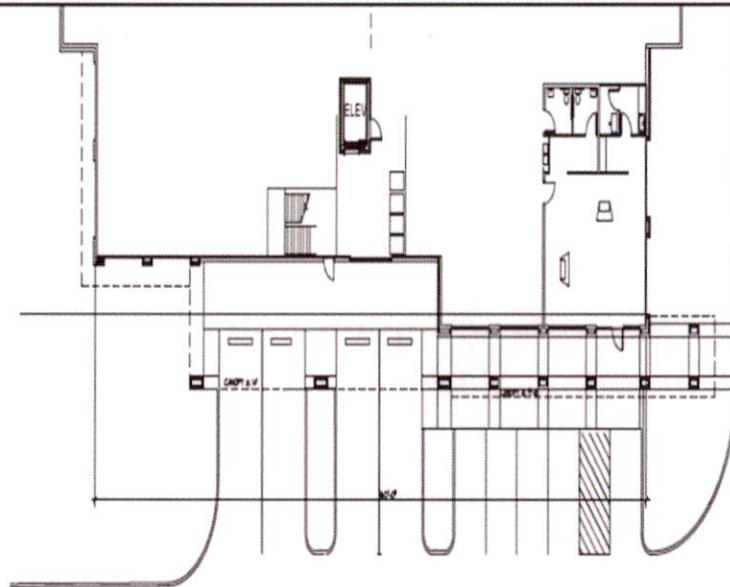
APPROVED AS TO FORM:



Hyde Kelley LLP  
City Attorney

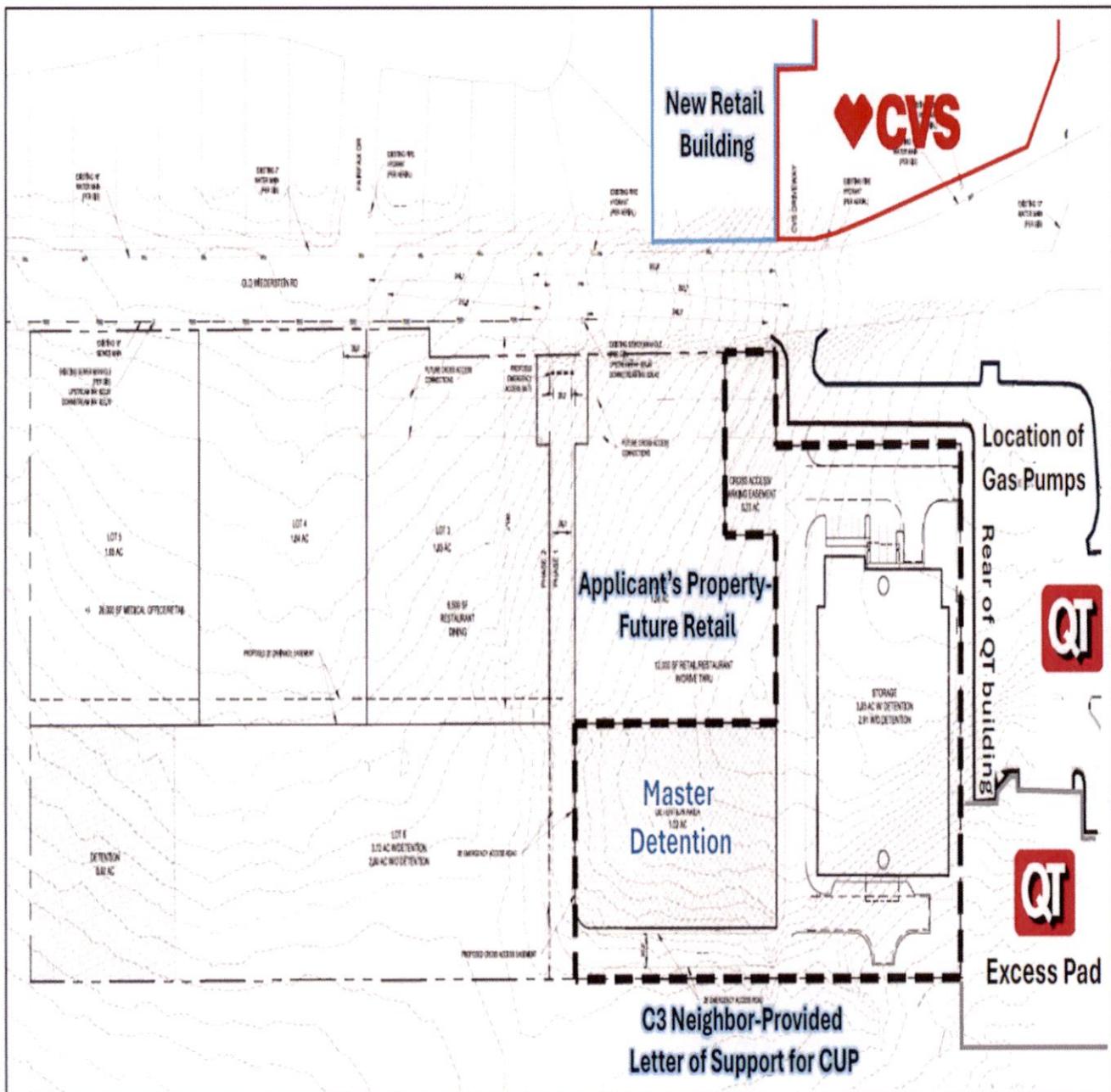
## Exhibit A





EXTRA SPACE STORAGE OLD WEIDERSTEIN ROAD CIBILLO, TEXAS

Kaufman Design Group  
ARCHITECTURE 1993



**City Council Regular Meeting Staff Report**

**D. Discussion/Action on the purchase of the 2025 New Caterpillar Inc. Model: 308 Compact Construction Equipment with a two-year warranty from HOLT CAT with trading the old 2018 John Deere (\$160,800.00) (Mr. Al Haddad)**

Meeting	Agenda Group
Tuesday, January 13, 2026, 6:30 PM	Discussion/Action Item: 11D.
From	
AgendaLink, Support	

**PRIOR CITY COUNCIL ACTION:**

N/A

**BACKGROUND:**

Excavator equipment is essential for effective water and wastewater maintenance because it provides the capability to perform precise and efficient excavation for repairs and installations. An excavator allows crews to safely expose water and sewer lines, repair breaks, replace aging infrastructure, and support routine maintenance with minimal disruption. By enabling timely response to system failures and planned projects, this equipment helps crews complete work more efficiently and accurately. The use of an in-house excavator reduces reliance on rentals and contractors, lowers overall costs, and minimizes service interruptions, ensuring a more reliable and well-maintained water and wastewater system.

**STAFF RECOMMENDATION:**

Staff Recommends the purchase of the New 2025 Caterpillar Inc. Model: 308 Compact Construction Equipment with a two year warranty from HOLT CAT with trading the old 2018 John Deere.

**FINANCIAL IMPACT:**

One hundred sixty thousand eight hundred dollars (\$160,800.00) funded through 2012 Utility Bonds and approved through FY26 budget

**MOTION(S):**

Motion to authorize the purchase of the 2025 New Caterpillar Inc. Model: 308 Compact Construction Equipment with a two year warranty from HOLT CAT with trading the old 2018 John Deere for a total cost of One hundred sixty thousand eight hundred dollars (\$160,800.00)

**Attachments**

[scan\\_chubbard\\_2025-11-03-15-42-59.pdf](#)

[Excavator Memo.pdf](#)

[Old Excavator Photo.pdf](#)

[New Excavator Photo.pdf](#)



DATE: Oct 20 2025  
QUOTE #:362689-01

CITY OF CIBOLO  
SOURCEWELL #38440

Jordan, Robert  
210.414.9252

PO BOX 826  
CIBOLO, TEXAS 78108-0826

One (1) New Caterpillar Inc Model: 308 Compact Construction Equipment with all standard equipment in addition to the additional specifications listed below:

SALE PRICE	\$198,800.00
<b>TOTAL PRICE</b>	<b>\$198,800.00</b>
TRADE ALLOWANCE	(\$38,000.00)
<b>SUB TOTAL</b>	<b>\$160,800.00</b>
<b>TOTAL PURCHASE PRICE</b>	<b>\$160,800.00</b>

#### WARRANTY

Standard Warranty: 24 Month/2000 Hour Total Machine Limited Warranty

#### TRADE DETAILS

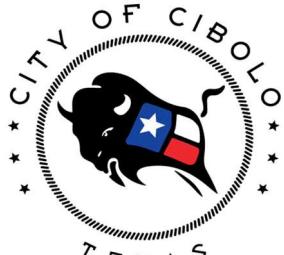
Model	Make	Serial Number	Year	Trade Allowance
50G	JOHN DEERE (JD)	288749	2018	\$38,000.00

#### **CATERPILLAR SOURCE WELL #032119-CAT**

CAT LIST PRICE	\$266,207.00
SOURCE WELL DISCOUNT (25.3%)	-\$67,407.00
TOTAL	\$198,800.00
TRADE IN	-\$38,000.00
GRAND TOTAL	\$160,800.00

#### NOTES

DATE: Jun 10, 2025QUOTE #:Quote 362689-01



“City of Choice”

**CITY OF CIBOLO**  
**DEPARTMENT OF PUBLIC WORKS**  
CHRIS HUBBARD, UTILITIES SUPERINTENDENT  
108 CIBOLO DRIVE – P.O. Box 826  
CIBOLO, TX 78108

**Memo**

**To:** Julio Gomez  
**From:** Chris Hubbard/Utilities Superintendent  
**Date:** December 19, 2025  
**Subject:** Request for Mini Excavator Upgrade

We are requesting an upgrade to our current mini excavator due to limitations it presents on several of our pipeline projects. The primary issue is depth and lifting capacity. At present, our mini excavator can reach a maximum depth of approximately 12 feet and has limited ability to handle heavier loads.

Upgrading to a larger excavator would allow us to reach depths of approximately 16 to 18 feet and safely manage increased weight. These capabilities are necessary for the type of work we are increasingly encountering.

For example, during the Haeckerville project, we were required to rent a larger excavator because our current equipment could not meet the project demands. Similarly, on a recent project involving the repair of a manhole that was washed out by recent floods, a larger excavator was again necessary to complete the work safely and efficiently.

Upgrading our excavator would reduce the need for frequent equipment rentals, improve job efficiency, and better support current and future projects that require greater depth and lifting capacity. We appreciate your consideration of this request.









# City of Cibolo

## City Council Regular Meeting Staff Report

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

Meeting	Agenda Group
Tuesday, January 13, 2026, 6:30 PM	Discussion/Action Item: 11N.
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**

[Jan.Feb 2026.pdf](#)

# January



2026

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
				City Offices Closed 	1 2	3
4	5 Youth Council 6:30pm	6	7 Parks Meeting 6:30pm	8 NEP Luncheon 11:30am Historic Committee 6:30pm	9	10
11	12 Old Town Committee Meeting 6:30pm	13 Council Special Meeting 5pm Council Meeting 6:30pm	14 Municipal Court P&Z Meeting 6:30pm	15 EDC Meeting 6:30pm	16	17
18	19 	20 Chamber Luncheon 11:15am	21	22 CIAC Meeting 6:30pm	23	24
25	26	27 Council Meeting 6:30pm	28 Municipal Court	29	30	31

# February



2026

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
			3 Parks Meeting 6:30pm	4 Youth Council 6:30pm		
1	2				6	7
8	9	10 Council Meeting 6:30pm	11 Municipal Court P&Z Meeting 6:30pm	12 NEP Luncheon 11:30am Historic Meeting 6:30pm		13 14
15 City Offices Closed 	16	17 Chamber Luncheon 11:15am		18 EDC Meeting 6:30pm		20 21
22	23	24 Council Meeting 6:30pm	25 Municipal Court	26		27 28



## City Council Regular Meeting Staff Report

### A. Approval/Disapproval of an Ordinance providing for the first budget amendment for fiscal year 2025-2026. (Ms. Miranda)

Meeting	Agenda Group
Tuesday, January 13, 2026, 6:30 PM	Ordinances Item: 12A.
From	
Anna Miranda, Finance Director	

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

City Council adopted the FY 2026 Budget by Ordinance number 1510 on September 18, 2025.

#### **BACKGROUND:**

The first budget amendment includes the transfer of remaining funds in fiscal year 2025 for projects that were budgeted and/or started in fiscal year 2025 or prior, but not completed by September 30, 2025.

This includes funding for purchase orders created in fiscal year 2025 or prior that were rolled over to fiscal year 2026 and any remaining balances in grant and capital accounts that were unspent. This will increase our expenditure budgets in fiscal year 2026 by funding remaining in fiscal year 2025.

Fourteen funds are impacted by this first budget amendment.

#### **STAFF RECOMMENDATION:**

Staff recommends approval of the Ordinance providing for the first budget amendment of the fiscal year.

#### **FINANCIAL IMPACT:**

Allows for the appropriate funding for items that crossed fiscal years and for additional costs necessary to conduct business.

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

I move to approve (or disapprove) the Ordinance providing for the first budget amendment of fiscal year 2025-2026.

#### **Attachments**

[Budget Amendment Ordinance 2026-1.pdf](#)



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

**AN ORDINANCE BY THE CITY COUNCIL OF THE CITY OF CIBOLO, GUADALUPE COUNTY, TEXAS, PROVIDING FOR THE FIRST AMENDMENT OF THE BUDGET FOR THE FISCAL YEAR 2025-2026, BEGINNING OCTOBER 1, 2025, AND ENDING SEPTEMBER 30, 2026; PROVIDING THAT THIS ORDINANCE IS CUMULATIVE OF ALL OTHER ORDINANCES OF THE CITY OF CIBOLO; PROVIDING FOR SEVERABILITY; PROVIDING SAVINGS; AND PROVIDING AN EFFECTIVE DATE.**

WHEREAS, the City of Cibolo, Guadalupe County, Texas, passed and approved Ordinance Number 1510 on September 18, 2025, and thereby adopted the Fiscal Year 2025-2026 Annual Budget; and

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

WHEREAS, it is necessary, at this time, to make the first amendment to the Fiscal Year 2025-2026 Annual Budget to increase expenditures for the fiscal year.

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

**SECTION 1.  
INCORPORATION**

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

**SECTION 2.  
ADOPTION**

That the approved and adopted budget for Fiscal Year 2025-2026, is hereby amended as specified in Exhibit A attached hereto.

### **SECTION 3. CUMULATIVE CLAUSE**

That this ordinance shall be cumulative of all provisions of the City of Cibolo, Texas, except where the provisions of this Ordinance are in direct conflict with the provisions of such Ordinances, in which event the more restrictive provision shall apply.

### **SECTION 4. SEVERABILITY**

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

### **SECTION 5. SAVINGS**

That all rights and privileges of the City of Cibolo are expressly saved as to any and all violations of the provisions of any Ordinances affecting the annual budget for Fiscal Year 2025-2026, which have accrued at the time of the effective date of this Ordinance; and, as to such accrued violations and all pending litigation, both civil and criminal, whether pending in court or not, under such Ordinances, same shall not be affected by this Ordinance but may be prosecuted until final disposition by the courts.

### **SECTION 6. EFFECTIVE DATE**

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

**PASSED AND APPROVED** by a vote of \_\_ for to \_\_ against this 13<sup>th</sup> day of January, 2026.

APPROVED:

---

Kara Latimer, Mayor

ATTEST:

---

Peggy Cimics, City Secretary

## EXHIBIT A

	FY 26 CURRENT BUDGET	BUDGET AMENDMENT #1	FY 26 BUDGET AFTER AMENDMENT
<b><u>GENERAL FUND</u></b>			
ESTIMATED BEGINNING FUND BALANCE (UNAUDITED)	6,214,873		6,692,247
REVENUES:			
GENERAL TAXES AND FRANCHISE FEES	20,050,000		20,050,000
PERMITS AND FEES	58,000		58,000
ANIMAL CONTROL	42,000		42,000
COURT AND ALARM FEES	197,100		197,100
INTEREST AND MISCELLANEOUS	469,164		469,164
PARKS AND GRANTS	153,182		153,182
INTERGOVERNMENTAL AND TRANSFERS	1,342,806		1,342,806
OTHER REVENUE	2,251,000		2,251,000
<b>SUBTOTAL REVENUES</b>	<b>24,563,252</b>	-	<b>24,563,252</b>
EXPENDITURES:			
CITY COUNCIL	63,495		63,495
CITY SECRETARY	464,812		464,812
MUNICIPAL COURT	195,710		195,710
COMMUNICATIONS	155,367		155,367
CITY MANAGER	666,692		666,692
CODE ENFORCEMENT	196,112	23,600	<i>B</i> 219,712
STREETS	1,427,832	5,000	<i>A</i> 1,432,832
FINANCE	675,278	1,219	<i>A</i> 676,497
INFORMATION SERVICES	1,676,549		1,676,549
PEOPLE AND PERFORMANCE	605,719		605,719
PUBLIC WORKS ADMINISTRATION	1,126,309		1,126,309
NON-DEPARTMENTAL	1,474,760	31,863	<i>A</i> 1,570,911
		64,288	<i>B</i>
POLICE DEPARTMENT	7,832,894	5,000	<i>A</i> 7,837,894
FIRE DEPARTMENT	6,258,603	20,555	<i>A</i> 6,279,158
ANIMAL SERVICES	549,034		549,034
PARKS	1,251,208		1,251,208
ECONOMIC DEVELOPMENT	270,324		270,324
<b>SUBTOTAL EXPENDITURES</b>	<b>24,890,698</b>	<b>151,525</b>	<b>25,042,223</b>
ESTIMATED ENDING FUND BALANCE	5,887,427	(151,525)	6,213,276
<i>A POs rolled forward</i>			
<i>B Roll over unspent project/program funds</i>			
	63,637		
	87,888		
	<b>151,525</b>		

## EXHIBIT A

	FY 26 CURRENT BUDGET	BUDGET AMENDMENT #1	FY 26 BUDGET AFTER AMENDMENT
<b><u>GRANTS</u></b>			
ESTIMATED BEGINNING FUND BALANCE	435		44,568
REVENUES:			
GRANT REVENUE - VCLGC	49,000		49,000
GRANT REVENUE - MVCAP - FY25	-	521,005	<i>B</i> 521,005
GRANT REVENUE - MVCAP - FY26	487,118		487,118
GRANT REVENUE - ARPA		620,169	<i>A</i> 620,169
GRANT REVENUE - CYBERSECURITY FY25		133,676	<i>A</i> 146,930
		13,254	<i>B</i>
GRANT REVENUE - CYBERSECURITY FY26		68,828	<i>C</i> 68,828
GRANT REVENUE - BODY ARMOR FY25		67,747	<i>A</i> 67,747
GRANT REVENUE - BODY ARMOR FY26		40,000	<i>C</i> 40,000
GRANT REVENUE - MENTAL HEALTH		73,254	<i>C</i> 73,254
GRANT REVENUE - NRA		2,295	<i>B</i> 2,295
TRANSFER FROM FORFEITURE FUND		30,000	<i>B</i> 30,000
TRANSFER FROM GENERAL FUND	97,424	63,186	<i>B</i> 161,712
		1,102	<i>C</i>
SUBTOTAL REVENUES	633,542	1,634,516	2,268,058
EXPENDITURES:			
SALARIES AND BENEFITS - VCLGC	49,000	-	49,000
SALARIES AND BENEFITS - MVCAP FY25		310,310	<i>B</i> 310,310
SALARIES AND BENEFITS - MVCAP FY26	316,421		316,421
SALARIES AND BENEFITS - MENTAL HEALTH		5,000	<i>C</i> 5,000
SERVICES, UTILITIES AND TRAINING - MVCAP FY25	-	34,100	<i>A</i> 48,663
		14,563	<i>B</i>
SERVICES, UTILITIES AND TRAINING - MVCAP FY26	34,421		34,421
SERVICES, UTILITIES AND TRAINING - ARPA	-	208,440	<i>A</i> 208,440
SERVICES, UTILITIES AND TRAINING - CYBERSECURITY FY25	-	133,676	<i>A</i> 156,470
		22,794	<i>B</i>
SERVICES, UTILITIES AND TRAINING - CYBERSECURITY FY26	-	68,828	<i>C</i> 68,828
SERVICES, UTILITIES AND TRAINING - MENTAL HEALTH	-	69,356	<i>C</i> 69,356
GENERAL SUPPLIES AND REPAIRS - MVCAP FY25	-	31,600	<i>B</i> 31,600
GENERAL SUPPLIES AND REPAIRS - MVCAP FY26	13,200		13,200
GENERAL SUPPLIES AND REPAIRS - ARPA	-	25,830	<i>A</i> 25,830
GENERAL SUPPLIES AND REPAIRS - CYBERSECURITY FY25		1,586	<i>B</i> 1,586
GENERAL SUPPLIES AND REPAIRS - BODY ARMOR FY25	-	67,747	<i>A</i> 67,747
GENERAL SUPPLIES AND REPAIRS - BODY ARMOR FY26		40,000	<i>C</i> 40,000
GENERAL SUPPLIES AND REPAIRS - NRA		2,295	<i>B</i> 2,295
GENERAL SUPPLIES AND REPAIRS - SR PROGRAM		16,450	<i>B</i> 16,450
CAPITAL OUTLAY - MVCAP FY25		166,550	<i>A</i> 234,642
		68,092	<i>B</i>
CAPITAL OUTLAY - MVCAP FY26	220,500		220,500
CAPITAL OUTLAY - CYBERSECURITY FY25		5,200	<i>B</i> 5,200
CONSTRUCTION - ARPA	-	385,899	<i>A</i> 385,899
SUBTOTAL EXPENDITURES	633,542	1,678,316	2,311,858
ESTIMATED ENDING FUND BALANCE	435	(43,800)	768
A <i>POs rolled forward</i>		1,022,242	
B <i>Roll over unspent project/program funds</i>		472,890	
C <i>Recently awarded FY26 grants</i>		183,184	
		<b>1,678,316</b>	

## EXHIBIT A

	FY 26 CURRENT BUDGET	BUDGET AMENDMENT #1	FY 26 BUDGET AFTER AMENDMENT
<b><u>PEG FUND</u></b>			
ESTIMATED BEGINNING FUND BALANCE	91,926		134,541
REVENUES:			
FRANCHISE FEE - CABLE (PEG)	28,000	-	28,000
INTEREST	4,000	-	4,000
SUBTOTAL REVENUES	32,000	-	32,000
EXPENDITURES:			
CAPITAL OUTLAY	50,000	43,106	<i>B</i> 93,106
SUBTOTAL EXPENDITURES	50,000	43,106	93,106
ESTIMATED ENDING FUND BALANCE	73,926	(43,106)	73,435
<i>B Roll over unspent project/program funds</i>		43,106	

## EXHIBIT A

	FY 26 CURRENT BUDGET	BUDGET AMENDMENT #1	FY 26 BUDGET AFTER AMENDMENT
<b><u>POLICE FORFEITURE FUND</u></b>			
ESTIMATED BEGINNING FUND BALANCE	47,443		93,666
REVENUES:			
FORFEITURE FUNDS	10,000	-	10,000
INTEREST	2,500	-	2,500
SUBTOTAL REVENUES	12,500	-	12,500
EXPENDITURES:			
SERVICES, UTILITIES & TRAINING	-	10,000	<i>B</i> 10,000
GENERAL SUPPLIES & REPAIRS	15,000		15,000
CAPITAL OUTLAY	15,000		15,000
TRANSFER TO GENERAL FUND	-	30,000	<i>B</i> 30,000
SUBTOTAL EXPENDITURES	30,000	40,000	70,000
ESTIMATED ENDING FUND BALANCE	29,943	(40,000)	36,166
<i>B Roll over unspent project/program funds</i>			
		40,000	

## EXHIBIT A

	FY 26 CURRENT BUDGET	BUDGET AMENDMENT #1	FY 26 BUDGET AFTER AMENDMENT
<b><u>STREET MAINTENANCE FUND</u></b>			
ESTIMATED BEGINNING FUND BALANCE	923,720		1,445,874
REVENUES:			
GENERAL TAXES AND FRANCHISE FEES	1,460,000		1,460,000
INTEREST AND MISCELLANEOUS	30,000		30,000
TRANSFERS	-		-
<b>SUBTOTAL REVENUES</b>	<b>1,490,000</b>	<b>-</b>	<b>1,490,000</b>
EXPENDITURES:			
SERVICES, UTILITIES AND TRAINING	650,000	522,730	<i>B</i> 1,172,730
GENERAL SUPPLIES AND REPAIRS	100,000	-	100,000
CONSTRUCTION	-	-	-
TRANSFERS	865,150	-	865,150
<b>SUBTOTAL EXPENDITURES</b>	<b>1,615,150</b>	<b>522,730</b>	<b>2,137,880</b>
ESTIMATED ENDING FUND BALANCE	798,570	(522,730)	797,994
<i>B</i> Roll over unspent project/program funds		522,730	

## EXHIBIT A

	FY 26 CURRENT BUDGET	BUDGET AMENDMENT #1	FY 26 BUDGET AFTER AMENDMENT
<b><u>TRANSPORTATION IMPACT FEES</u></b>			
ESTIMATED BEGINNING FUND BALANCE	5,549,023		5,567,751
REVENUES:			
PERMITS AND FEES	620,000		620,000
INTEREST AND MISCELLANEOUS	120,000	-	120,000
SUBTOTAL REVENUES	740,000	-	740,000
EXPENDITURES:			
SERVICES, UTILITIES AND TRAINING	15,000	115,484 <i>A</i>	130,484
CAPITAL OUTLAY	-		-
LAND ACQUISITION	105,000	7,000 <i>A</i>	112,000
ENGINEERING SERVICES	-	1,826 <i>A</i>	1,826
CONSTRUCTION COSTS	4,720,225	-	4,720,225
SUBTOTAL EXPENDITURES	4,840,225	124,310	4,964,535
ESTIMATED ENDING FUND BALANCE	1,448,798	(124,310)	1,343,216

*A* *POs rolled forward* 124,310

## EXHIBIT A

	FY 26			FY 26
	CURRENT	BUDGET	BUDGET AFTER	
	BUDGET	AMENDMENT #1	AMENDMENT	
<b><u>PARKLAND FEES</u></b>				
ESTIMATED BEGINNING FUND BALANCE		1,106,350		1,093,948
REVENUES:				
PERMITS AND FEES	100,000			100,000
INTEREST AND MISCELLANEOUS	40,000	-		40,000
<b>SUBTOTAL REVENUES</b>	<b>140,000</b>	<b>-</b>		<b>140,000</b>
EXPENDITURES:				
SERVICES, UTILITIES AND TRAINING	-	-		-
CAPITAL OUTLAY	-			-
LAND ACQUISITION	-	-		-
PROJECT ENGINEERING	-	19,293	A	19,293
CONSTRUCTION COSTS	650,000	-		650,000
<b>SUBTOTAL EXPENDITURES</b>	<b>650,000</b>	<b>19,293</b>		<b>669,293</b>
ESTIMATED ENDING FUND BALANCE	596,350	(19,293)		564,655

**A** *POs rolled forward* 19,293

## EXHIBIT A

	FY 26 CURRENT BUDGET	BUDGET AMENDMENT #1	FY 26 BUDGET AFTER AMENDMENT
<b><u>DRAINAGE UTILITY FUND</u></b>			
ESTIMATED BEGINNING FUND BALANCE	905,977		933,330
REVENUES:			
UTILITY SERVICES	1,638,000	-	1,638,000
INTEREST, TRANSFERS AND MISC	35,000	-	35,000
SUBTOTAL REVENUES	1,673,000	-	1,673,000
EXPENDITURES:			
DRAINAGE UTILITY DISTRICT	1,840,851	14,587 <i>A</i>	1,855,438
SUBTOTAL EXPENDITURES	1,840,851	14,587	1,855,438
ESTIMATED ENDING FUND BALANCE	738,126	(14,587)	750,892

A *POs rolled forward*

14,587

## EXHIBIT A

	FY 26 CURRENT BUDGET	BUDGET AMENDMENT #1	FY 26 BUDGET AFTER AMENDMENT
<b><u>UTILITY FUND</u></b>			
ESTIMATED BEGINNING FUND BALANCE	10,003,583		10,260,970
REVENUES:			
CHARGES FOR SERVICES	18,504,850	-	18,504,850
PERMITS, LICENSES AND FEES	213,000		213,000
INTEREST AND MISCELLANEOUS	415,000	-	415,000
OTHER FINANCING SOURCES	-	-	-
<b>SUBTOTAL REVENUES</b>	<b>19,132,850</b>	<b>-</b>	<b>19,132,850</b>
EXPENDITURES:			
UTILITY BILLING OFFICE	4,780,812	399	4,781,211
NON-DEPARTMENTAL	984,691		984,691
GENERAL UTILITY OPERATIONS	2,404,524	285,356	2,689,880
WATER OPERATIONS	6,947,237		6,947,237
WASTEWATER OPERATIONS	4,793,417	73,446	4,866,863
<b>TOTAL EXPENDITURES</b>	<b>19,910,681</b>	<b>359,201</b>	<b>20,269,882</b>
ESTIMATED ENDING FUND BALANCE	9,225,752	(359,201)	9,123,938

A *POs rolled forward* 359,201

## EXHIBIT A

	FY 26		FY 26
	CURRENT	BUDGET	BUDGET AFTER
	BUDGET	AMENDMENT #1	AMENDMENT
<b><u>DRAINAGE IMPACT FUND</u></b>			
ESTIMATED BEGINNING FUND BALANCE		3,819,246	4,015,682
REVENUES:			
PERMITS AND FEES	350,000		350,000
INTEREST AND MISCELLANEOUS	120,000	-	120,000
SUBTOTAL REVENUES	470,000	-	470,000
EXPENDITURES:			
PROFESSIONAL SERVICES	15,000	42,461	A 57,461
LAND ACQUISITION, EASEMENTS	245,000	25,500	A 270,500
ENGINEERING	-	45,603	A 45,603
CONSTRUCTION COSTS	1,785,640	-	1,785,640
SUBTOTAL EXPENDITURES	2,045,640	113,564	2,159,204
ESTIMATED ENDING FUND BALANCE	2,243,606	(113,564)	2,326,478
<i>POs rolled forward</i>		113,564	

**A** *POs rolled forward* 113,564

## EXHIBIT A

	FY 26		FY 26	
	CURRENT	BUDGET	BUDGET AFTER	
	BUDGET	AMENDMENT #1	AMENDMENT	
<b><u>WATER IMPACT FUND</u></b>				
ESTIMATED BEGINNING FUND BALANCE		5,529,075		5,642,247
REVENUES:				
PERMITS AND FEES	200,000			200,000
INTEREST AND MISCELLANEOUS	200,000	-		200,000
SUBTOTAL REVENUES	400,000	-		400,000
EXPENDITURES:				
PROFESSIONAL SERVICES	15,000	60,756	A	75,756
WATERLINE PROJECTS	-	4,049	A	4,049
ENGINEERING	-	70,060	A	70,060
CONSTRUCTION COSTS	-	-		-
SUBTOTAL EXPENDITURES	15,000	134,865		149,865
ESTIMATED ENDING FUND BALANCE	5,914,075	(134,865)		5,892,382

**A** *POs rolled forward* 134,865

## EXHIBIT A

	FY 26	BUDGET	FY 26
	CURRENT	BUDGET	BUDGET AFTER
	BUDGET	AMENDMENT #1	AMENDMENT
<b><u>WASTEWATER IMPACT FUND</u></b>			
ESTIMATED BEGINNING FUND BALANCE		3,941,034	4,027,178
REVENUES:			
PERMITS AND FEES	250,000		250,000
INTEREST AND MISCELLANEOUS	120,000	-	120,000
SUBTOTAL REVENUES	370,000	-	370,000
EXPENDITURES:			
PROFESSIONAL SERVICES	15,000	67,286	A 82,286
LAND ACQUISITION, EASEMENTS	-		-
ENGINEERING	-	102,847	A 102,847
CONSTRUCTION COSTS	3,183,500		3,183,500
SUBTOTAL EXPENDITURES	3,198,500	170,133	3,368,633
ESTIMATED ENDING FUND BALANCE	1,112,534	(170,133)	1,028,545
<i>POs rolled forward</i>		170,133	

*A* *POs rolled forward* 170,133

## EXHIBIT A

	FY 26 CURRENT BUDGET	BUDGET AMENDMENT #1	FY 26 BUDGET AFTER AMENDMENT
<b><u>ECONOMIC DEVELOPMENT FUND</u></b>			
ESTIMATED BEGINNING FUND BALANCE	2,736,413		3,021,528
REVENUES:			
GENERAL TAXES AND FRANCHISE FEES	1,460,000	-	1,460,000
INTEREST AND MISCELLANEOUS	85,000	-	85,000
TRANSFERS	-	-	-
<b>SUBTOTAL REVENUES</b>	<b>1,545,000</b>	<b>-</b>	<b>1,545,000</b>
EXPENDITURES:			
SALARIES AND BENEFITS	-	-	-
SERVICES, UTILITIES & TRAINING	567,255	67,574	A 634,829
GENERAL SUPPLIES & REPAIRS	20,300	-	20,300
CAPITAL, NON-CAPITAL, LAND	7,000	-	7,000
OTHER EXPENSES	107,000	10,000	A 117,000
TRANSFERS	171,275	-	171,275
DEBT SERVICE	319,455	-	319,455
<b>SUBTOTAL EXPENDITURES</b>	<b>1,192,285</b>	<b>77,574</b>	<b>1,269,859</b>
ESTIMATED ENDING FUND BALANCE	3,089,128	(77,574)	3,296,669
A <i>POs rolled forward</i>		77,574	

## EXHIBIT A

	FY 26 CURRENT BUDGET	BUDGET AMENDMENT #1	FY 26 BUDGET AFTER AMENDMENT
<b><u>PUBLIC FACILITY CORPORATION</u></b>			
ESTIMATED BEGINNING FUND BALANCE		2,426,227	2,536,057
REVENUES:			
PERMITS AND FEES	14,000		14,000
INTEREST AND MISCELLANEOUS	100,000	-	100,000
SUBTOTAL REVENUES	114,000	-	114,000
EXPENDITURES:			
SERVICES	53,000		53,000
CAPITAL OUTLAY	-	101,590	<i>B</i> 101,590
ACQUISITION		163	<i>A</i> 163
CONSTRUCTION COSTS	250,000	7,500	<i>A</i> 257,500
TRANSFER TO GENERAL FUND	14,000	-	14,000
SUBTOTAL EXPENDITURES	317,000	109,253	426,253
ESTIMATED ENDING FUND BALANCE	2,223,227	(109,253)	2,223,804
<i>A</i> <i>POs rolled forward</i>		7,663	
<i>B</i> <i>Roll over unspent project/program funds</i>		101,590	
		<b>109,253</b>	



## City Council Regular Meeting Staff Report

**A. Approval/Disapproval of a Resolution of the City of Cibolo on a Height Increase from 35 feet to 42 feet for parking area light standards in accordance with 2024 Unified Development Code, Article 7, Environmental Performance Standards, Section C. General Standards, on a 126-acre tract, generally located at the intersection of S Santa Clara Road and IH 10, abutting 10420 IH-10. (Mr. Vasquez)**

Meeting	Agenda Group
Tuesday, January 13, 2026, 6:30 PM	Resolutions Item: 13A.
From	
Rick Vasquez, Director of Economic Development and Planning	

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

The City Council authorized staff to develop a comprehensive incentive package to recruit this Fortune 500 company to make a significant capital investment and create several hundred jobs within the Cibolo city-limits. The Planning and Economic Development Department initiated this corporate recruitment in November of 2024.

### **BACKGROUND:**

The Planning and Zoning Commission unanimously recommended approval of the increased height for the light fixtures on 12/17/2025.

The City of Cibolo's Unified Development Code establishes a maximum height for light poles of 35 feet. Typically, regulations would have context sensitive light pole regulations for residential, commercial, and industrial land uses. In this location, there are no surrounding/adjacent residential neighborhoods. Further, the development will meet other requirements for lighting.

### **STAFF RECOMMENDATION:**

Staff recommends approval of the Resolution.

### **FINANCIAL IMPACT:**

It is estimated Project Theo will contribute in excess of \$1 million in tax revenue to the City's General Fund.

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

Approve Resolution

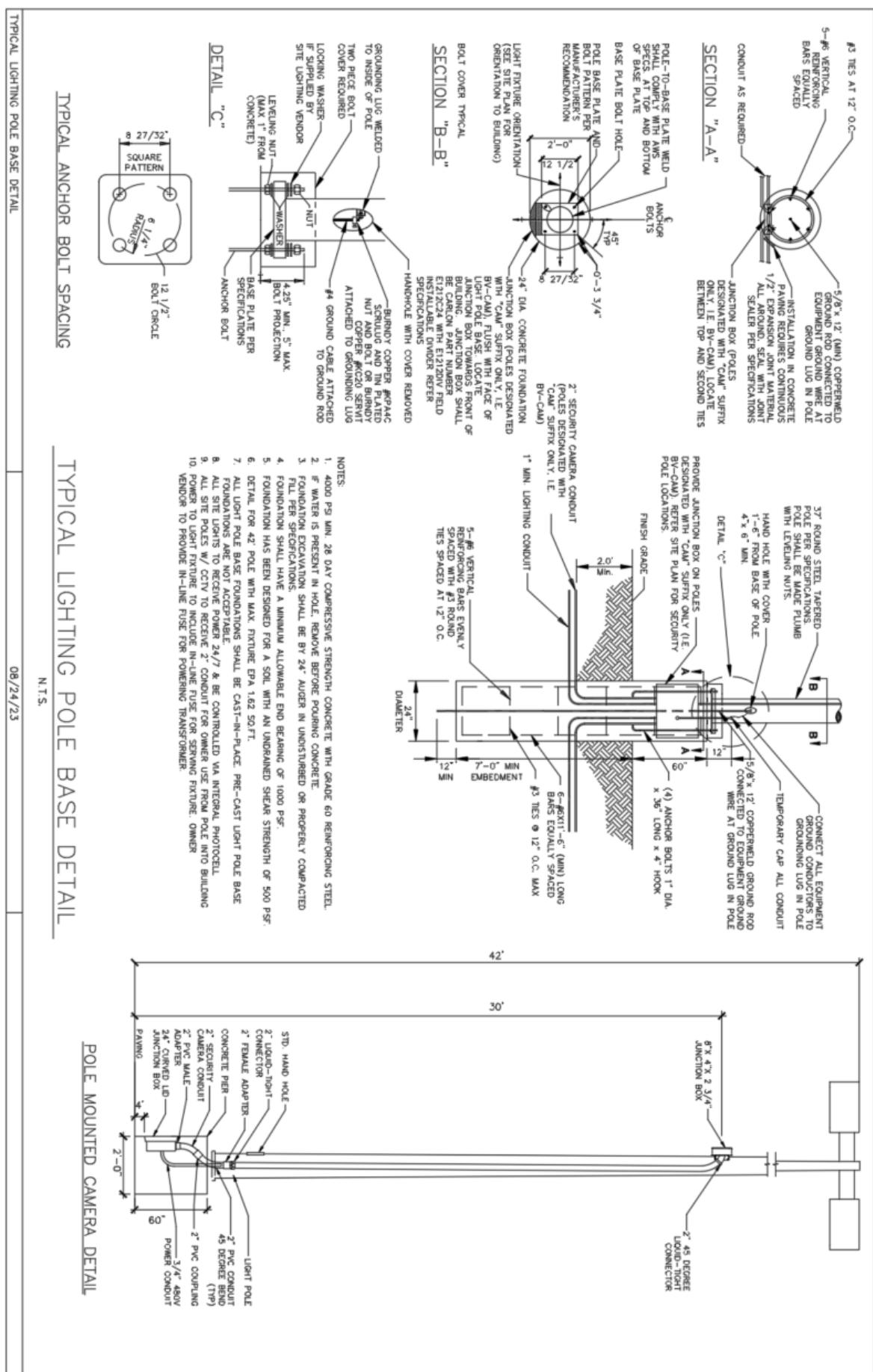
**Attachments**

[Theo Light Pole PDF.pdf](#)

[Environmental Standards Art 7.pdf](#)

[Theo Foot Print.pdf](#)

[Theo Resolution V2.pdf](#)



**N. Recreational Vehicle.**

A vehicular type portable structure without permanent foundation primarily designed as temporary living quarters for recreational, camping, or travel use, with or without motor power. This includes, but is not limited to, travel trailers, truck campers, camping trailers and self-propelled motor homes. The use of a recreational vehicle as a permanent residence is prohibited except in a duly created Recreational Vehicle Park.

**O. Self-Contained Retail Units/Kiosks.**

Refers to an automatic self-contained portable retail structures or kiosk, such as, but not limited to bottled water dispensers and an ice dispensing structure that produces and dispenses ice for retail sale, as a stand-alone primary use. These self-contained machines/buildings may be allowed subject to the machine and/or structure fully complying with all applicable building design requirements, screening requirements for mechanical equipment, be it roof or ground mounted, of this UDC. These units may not be placed over required parking spaces, driveways, fire lanes or landscape areas. Adequate off-street parking and vehicular maneuvering areas and car queuing (stacking) shall be provided. Compliance with all applicable building and fire codes, as amended, shall also be required.

**P. General Contractor Services.**

Contractor yards must comply with all Environmental Performance standards and screening requirements of this UDC. A dust control plan shall be submitted prior to the approval of a site plan to establish this use.

**Q. Big Box Store Requirements.**

1. Big box store uses proposed in the C-3 district on a property that adjoins property zoned Single-Family (SF) shall only be permitted subject to the granting of a Conditional Use Permit (CUP); subject to all CUP criteria, standards and processes defined in Article 4 of this UDC. In consideration of a CUP to allow a big box store use, the City Council may impose reasonable conditions of approval to ensure that the big box store use does not diminish the use or value of the adjoining residential property for residential purposes or may deny the CUP request upon determining that the proposed big box stores would not be compatible with the adjoining residential zoning district.
2. Big boxes stores are permitted by right in the C-4 and MURE zoning districts and in the FM 78 Overlay District. Big boxes stores are permitted by right in the C-3 zoning district if the property on which the big box is proposed does not share a common border with any property zoned Single-Family (SF). For purposes of enforcing this requirement, property zoned Single-Family (SF) on the opposite side of a right-of-way from where a big box is proposed is considered to adjoin the property on which the big box is proposed and has a shared border.

**R. Vehicle Storage – Incident Management Towing**

Certain vehicle storage is permitted by right in the MURE zoning district, subject to the following supplemental use requirements:

1. The owner/operator of a vehicle storage lot in the MURE zoning district must maintain a permit issued by the Texas Department of Licensing and Regulation to perform incident management towing, as defined in Sec. 86.10 of the Texas Administrative Code;
2. The lot must be located no closer than five hundred feet (500 ft.) from any interstate highway; and
3. The portion of the lot used to store vehicles must be screened with a fence that is at least eight feet (8 ft.) in height, so that the stored vehicles are not visible from any public right of way.
4. The lot may not be used to store any vehicle which contains or is reasonably believed to contain hazardous materials.

# ARTICLE 7. ENVIRONMENTAL PERFORMANCE STANDARDS

The use of land, buildings, and other structures, wherever located, shall be established and conducted to conform to the following performance standards.

## Section 7.1 Applicability

The use of land, buildings and other structures for non-residential purposes shall be established and conducted so as to conform to the performance standards hereinafter specified. The performance standards establish certain nuisance factors, which if violated in the use of land, buildings and other structures, will be detrimental to the use, enjoyment and value of other land, buildings and other structures and will be detrimental to the public health, safety and welfare of the citizens of Cibolo.

## Section 7.2 Performance Standards

### 7.2.1 Noise.

Any activity or operation of any use producing noise, other than ordinary vehicle noise, shall be conducted so that no noise from the activity shall be deemed a public nuisance, as defined in Chapter 46, Article II of the City Code, reference Ordinance 1154, as amended.

### 7.2.2 Heat.

Any activity or operation of any use producing heat shall be conducted so that no heat from the activity or operation shall be detectable at any point off the zoning lot on which the use is located.

### 7.2.3 Light and Glare.

#### A. Purpose

The purpose of these standards is to create criteria for outdoor lighting for non-residential uses which will provide for nighttime safety, security and utility while reducing light pollution, light trespass, and conserving energy.

It is the intent of these criteria to establish appropriate lighting levels, efficient lighting sources, full cut-off lighting, and to minimize/discourage lighting glare, lighting pollution and lighting trespass.

#### B. Light and Glare Definitions

For the purposes of applying the regulations of this section, the following definitions shall apply:

##### 1. Cutoff.

The point at which all light rays emitted by a lamp, light source or luminaire is eliminated (cutoff) at a specific angle above the ground.

##### 2. Cutoff Angle.

The maximum angle formed by a line drawn in the direction of emitted light rays at the light source and a line perpendicular to the ground from the light source.

**3. Full Cutoff-Type Luminaire.**

A luminaire constructed or shielded to direct all light at a cutoff angle of less than 90 degrees (also referred to as a Horizon Limited Luminaire).

**4. Foot-candle.**

A unit of illumination produced on a surface, all points of which are one foot from a uniform point source of one-candle.

**5. Glare.**

Direct light emitted from a light source which causes eye discomfort.

**6. Light Pollution.**

The shining of light produced by a luminaire above the height of the luminaire and into the sky.

**7. Light Trespass.**

The shining of light produced by a luminaire beyond the boundaries of the property on which it is located.

**8. Luminaire.**

A complete lighting unit consisting of a light source and all necessary mechanical, electrical and decorative parts.

**C. General Standards**

**1. General Standards for Lighting on Private Property**

- a) No flashing light shall be permitted. Flickering or intense sources of light shall be controlled or shielded so as not to cause a nuisance across lot lines.
- b) Lighting shall be designed to function as a Full Cutoff Luminaire. Lighting which projects light into the sky shall be prohibited.
- c) Light sources or luminaires shall not be located within required buffer yards except along pedestrian walkways.
- d) All luminaires shall be designed so that the light source (bulb or lamp) is completely shielded from direct view of an observer standing a point five feet above grade on the lot line abutting a transitional yard or at any location on residentially zoned property. The height of light standards in parking lots storage areas shall be limited to 35-feet, as measured from existing grade to the height of the luminaire. This requirement shall not be applicable to those exempted uses described in this section below.

Subject to Planning and Zoning Commission review and City Council approval, requests for taller light standards may be requested for uses that have special lighting needs or for a use where taller lights may be necessary for a public health or safety concern. This requirement



**A RESOLUTION OF THE CITY OF CIBOLO, TEXAS, AUTHORIZING LIGHT STANDARDS UP TO FORTY-TWO FEET IN HEIGHT FOR THE PROJECT THEO DEVELOPMENT, IN ACCORDANCE WITH THE 2024 UNIFIED DEVELOPMENT CODE, ARTICLE 7, ENVIRONMENTAL STANDARDS**

WHEREAS, the City of Cibolo 2024 Unified Development Code (UDC), Article 7, *Environmental Standards*, authorizes the Planning and Zoning Commission to review applications requesting approval to install light standards that exceed the maximum height established in the UDC; and

WHEREAS, Article 7 of the UDC further authorizes the City Council to consider and approve such applications to permit the installation of light standards that exceed the maximum allowable height upon a finding that the request meets applicable criteria and serves the public interest; and

WHEREAS, Project Theo, the applicant, submitted a request seeking approval to increase the maximum permitted height for light standards from thirty-five feet (35') to forty-two feet (42') within its proposed development; and

WHEREAS, the Planning and Zoning Commission reviewed the application at a duly posted public meeting, considered staff recommendations and the applicant's justification, and voted to recommend approval of the requested height increase based on site-specific conditions and operational needs; and

WHEREAS, Project Theo represents a significant private investment in the City of Cibolo and is projected to generate more than \$1 million in combined annual ad valorem and sales tax revenue to support the City's general fund; and

WHEREAS, the additional revenue generated may be used to enhance essential public safety services, support roadway repair and reconstruction, expand parks and recreation facilities, and fund other municipal programs and capital improvements that benefit the residents of Cibolo; and

WHEREAS, the City has determined that allowing increased light-standard height within Project Theo will not negatively impact public health, safety, or welfare, and that the request is compatible with surrounding land uses due to the scale and function of the proposed development; and

WHEREAS, all light standards installed within the development shall be designed to comply with applicable UDC requirements for shielding, light trespass prevention, glare reduction, and dark-sky protection to minimize impacts on adjoining properties and the community; and

WHEREAS, the City Council has previously approved financial incentives to support the recruitment of Project Theo and to facilitate the development's long-term economic benefit to the City of Cibolo; and

WHEREAS, the City Council finds that approval of the requested light-standard height increase is consistent with the intent of the UDC, supports the City's economic-development objectives, and promotes orderly development that benefits the community.

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

1. **Approval of Height Increase.** The City Council hereby approves the request submitted by Project Theo to authorize the installation of light standards up to forty-two feet (42') in height within the Project Theo development, in accordance with the 2024 Unified Development Code, Article 7, *Environmental Standards*.
2. **Limitations and Conditions.** This approval is limited exclusively to the Project Theo development and is subject to full compliance with all applicable provisions of the 2024 UDC, all lighting-design requirements regarding shielding and light-pollution mitigation, and any conditions imposed by City staff, the Planning and Zoning Commission, or the City Council.
3. **Implementation.** City staff is hereby directed to take all necessary actions to implement this Resolution, including updating all applicable City records and approvals to reflect the light-standard height authorization granted herein.

PASSED AND APPROVED this \_\_\_\_ day of \_\_\_\_\_, 2025.

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**CITY OF CIBOLO, TEXAS**

By: \_\_\_\_\_  
**Mayor**

ATTEST:

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City Secretary



## City Council Regular Meeting Staff Report

### B. Approval/Disapproval of a Resolution authorizing the City Manager to Execute a Professional Services Agreement with Valley View Consulting LLC for Investment Advisor Services. (Ms. Miranda)

Meeting	Agenda Group
Tuesday, January 13, 2026, 6:30 PM	Resolutions Item: 13B.
From	
Anna Miranda, Finance Director	

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

On November 14, 2023, City Council approved a two-year agreement with Valley View Consulting LLC for Professional Investment Advisory Services effective for the period starting January 1, 2024 and ending December 31, 2025.

### **BACKGROUND:**

Chapter 2256 of the Texas Government Code, commonly known as the "Public Funds Investment Act" (PFIA) governs the investment of government funds in Texas. Under Section 2256.003(b) the governing body may contract with an investment management firm registered under the Investment Advisers Act of 1940 or with the State Securities Board to provide for the investment and management of its public funds or other funds under its control. A contract made under authority of this subsection may not be for a term longer than 2 years. A renewal or extension of the contract must be made by the governing body by order, ordinance, or resolution.

Valley View Consulting, who has worked with the City in its annual review of policy, specializes in serving public fund investors. The firm contributed to the City's application to the GTOT for investment policy certification. Other services, beyond investment policy review, include:

- Analysis of investment options (instruments and institutions)
- Interpretation of market conditions and trends
- Advise on long-term strategy and appropriate asset allocation.
- Identifying potential arbitrage concerns
- Primary depository selection (at least every 5 years)
- Assist in cash-flow forecasting (to include CIP)
- Monitor broker/dealer, custodian, and safekeeping relationships
- Continued education of staff

Valley View Consulting would serve as an extension of staff, actively seeking opportunities for investment of idle funds.

### **STAFF RECOMMENDATION:**

Staff recommends approval of the Resolution

**FINANCIAL IMPACT:**

Annual fee will apply at a 0.04% (4 basis points) of portfolio value. The estimated quarterly fee is \$8,250 payable at the end of each investment quarter.

**MOTION(S):**

I move to approve (or disapprove) the Resolution authorizing the City Manager to execute an agreement for investment advisory services with Valley View Consulting, LLC.

**Attachments**

[IA Agreement 2025 Cibolo Resolution.pdf](#)

[Investment Advisory Services Agreement 2026-27.pdf](#)



"City of Choice"

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

**A RESOLUTION OF THE CITY OF CIBOLO, TEXAS, APPROVING AND AUTHORIZING THE CITY MANAGER TO EXECUTE A PROFESSIONAL SERVICES AGREEMENT WITH VALLEY VIEW CONSULTING, L.L.C. FOR INVESTMENT ADVISOR SERVICES; DETERMINING THAT THE MEETING AT WHICH THIS RESOLUTION WAS PASSED WAS IN ACCORDANCE WITH THE REQUIREMENTS OF THE TEXAS OPEN MEETINGS ACT; MAKING OTHER FINDINGS AND PROVISIONS RELATED TO THE SUBJECT; AND DECLARING AN EFFECTIVE DATE.**

**WHEREAS**, the Public Funds Investment Act (PFIA), Chapter 2256 provides for the investment of public funds; and,

**WHEREAS**, it is in the best interest of the City of Cibolo (City) to invest local funds in investments that provide for the preservation and safety of principal, liquidity, and yield consistent with the PFIA; and,

**WHEREAS**, investment advisors possess knowledge, expertise and specialization, providing investment information and recommendations related to complying with the PFIA, developing appropriate investment policies and strategies, monitoring market conditions, overseeing risk/return analysis, and diversification of the portfolio; and,

**WHEREAS**, Valley View Consulting, L.L.C., an SEC registered investment advisor, has submitted a proposal to provide non-discretionary management of the City's investment portfolio; and,

**WHEREAS**, the City desires to engage Valley View Consulting, L.L.C., for such purposes; and,

**WHEREAS**, investment advisory service is a professional service, and as such, bidding requirements are not applicable; and

**WHEREAS**, in compliance with the PFIA, a contract for investment advisory services must be approved by the governing body by order, ordinance, or resolution for a term not to exceed two years.

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

**SECTION 1.** That the findings set out in the preamble to this resolution are hereby in all things approved and adopted.

**SECTION 2.** That the City Manager, the City Manager's designee or other official of the City as shall be required, are hereby authorized and directed to execute any and all contracts and other documents, incident to the Agreement between the City and Valley View Consulting, L.L.C. for investment advisory services.

**SECTION 3.** That the meeting at which the aforesaid proposal was accepted was in all things conducted in strict compliance with the Texas Open Meetings Act.

**SECTION 4.** That all provisions of the resolutions of the City in conflict with the provisions of this Resolution and the same are hereby, repealed, and all other provisions of the resolutions of the City not in conflict with the provisions of this Resolution shall remain in full force and effect.

**SECTION 5.** That this resolution shall become effective from and after its passage.

**DULY RESOLVED AND ADOPTED** by the City Council, City of Cibolo, Texas, on this 13th day of January, 2026.

CITY OF CIBOLO, TEXAS

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Mayor

ATTEST:

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City Secretary

**AGREEMENT  
BY AND BETWEEN  
THE CITY OF CIBOLO, TEXAS  
AND  
VALLEY VIEW CONSULTING, L.L.C.**

It is understood and agreed that the City of Cibolo (the *Investor*) will have money available for investment (the *Investable Funds*) and Valley View Consulting, L.L.C. (the *Advisor*) has been requested to provide professional services to the Investor with respect to the Investable Funds. This agreement (the *Agreement*) constitutes the understanding of the parties with regard to the subject matter hereof.

1. This Agreement shall apply to any and all Investable Funds of the Investor from time to time during the period in which this Agreement shall be effective.
2. The Advisor agrees to provide its professional services to direct and coordinate all programs of investing as may be considered and authorized by the Investor.
3. The Advisor agrees to perform the following duties, as requested:
  - a. Assist the Investor in developing cash flow projections,
  - b. Suggest appropriate investment strategies to achieve the Investor's objectives,
  - c. Advise the Investor on market conditions, general information and economic data,
  - d. Analyze risk/return relationships between various investment alternatives,
  - e. Attend occasional meetings as requested by the Investor,
  - f. Assist in the selection, purchase, and sale of investments. The Advisor shall not have discretionary investment authority over the Investable Funds and the Investor shall make all decisions regarding purchase and sale of investments. The eligible investments are listed in the Investor's Investment Policy,
  - g. Advise on the investment of bond funds as to provide the best possible rate of return to the Investor in a manner which is consistent with the proceedings of the Investor authorizing the investment of the bond funds or applicable federal rules and regulations,
  - h. Assist the Investor in creating investment reports in compliance with State legislation and the Investor's Investment Policy,
  - i. Assist the Investor in creating monthly portfolio accounting reports, and
  - j. Assist the Investor in selecting a primary depository services financial institution.

4. The Investor agrees to:

- a. Compensate the Advisor for any and all services rendered and expenses incurred as set forth in Appendix A attached hereto,
- b. Provide the Advisor with the schedule of estimated cash flow requirements related to the Investable Funds, and will promptly notify the Advisor as to any changes in such estimated cash flow projections,
- c. Allow the Advisor to rely upon all information regarding schedules, investment policies and strategies, restrictions, or other information regarding the Investable Funds as provided to it by the Investor and that the Advisor shall have no responsibility to verify, through audit or investigation, the accuracy or completeness of such information,
- d. Recognize that there is no assurance that recommended investments will be available or that such will be able to be purchased or sold at the price recommended by the Advisor, and
- e. Not require the Advisor to place any order on behalf of the Investor that is inconsistent with any recommendation given by the Advisor or the policies and regulations pertaining to the Investor.

5. In providing the investment services in this Agreement, it is agreed that the Advisor shall have no liability or responsibility for any loss or penalty resulting from any investment made or not made in accordance with the provisions of this Agreement, except that the Advisor shall be liable for its own gross negligence or willful misconduct; nor shall the Advisor be responsible for any loss incurred by reason of any act or omission of any broker, selected with reasonable care by the Advisor and approved by the Investor, or of the Investor's custodian. Furthermore, the Advisor shall not be liable for any investment made which causes the interest on the Investor's obligations to become included in the gross income of the owners thereof.

6. The fee due to the Advisor in providing services pursuant to this Agreement shall be calculated in accordance with Appendix A attached hereto, and shall become due and payable as specified. Any and all expenses for which the Advisor is entitled to reimbursement in accordance with Appendix A attached hereto shall become due and payable at the end of each calendar quarter in which such expenses are incurred.

7. This Agreement shall expire December 31, 2027, with the option of the Investor to extend the Agreement for additional two-year terms. Provided, however, the Investor or Advisor may terminate this Agreement upon thirty (30) days written notice to the other party. In the event of such termination, it is understood and agreed that only the amounts due to the Advisor for services provided and expenses incurred to and including the date of termination will be due and payable. No penalty will be assessed for termination of this Agreement. In the event this Agreement is terminated, all investments and/or funds held by the Advisor shall be returned to the Investor as soon as practicable. In addition, the parties hereto agree that upon termination of this Agreement the Advisor shall have no continuing obligation to the Investor regarding the investment of funds or performing any other services contemplated herein.

8. The Advisor reserves the right to offer and perform these and other services for various other clients. The Investor agrees that the Advisor may give advice and take action with respect to any of its other clients, which may differ from advice given to the Investor. The Investor agrees to coordinate with and avoid undue demands upon the Advisor to prevent conflicts with the performance of the Advisor towards its other clients.

9. The Advisor shall not assign this Agreement without the express written consent of the Investor.

10. By initialing the appropriate line, Investor acknowledges that:

- 1)  Investor was provided a written copy of Form ADV Part 2 not less than 48 hours prior to entering into this written contract, or
- 2)  Investor received a written copy of Form ADV Part 2 at the time of entering into this contract and has the right to terminate this contract without penalty within five business days after entering into this contract.
- 3)  Investor is renewing an expiring contract and has received in the past, and offered annually, a written copy of Form ADV Part 2.

When accepted by the Investor, it, together with Appendix A attached hereto, will constitute the entire Agreement between the Investor and the Advisor for the purposes and the consideration herein specified.

Respectfully submitted,



Richard G. Long, Jr.  
Manager, Valley View Consulting, L.L.C.

This agreement is hereby agreed to and executed on behalf of the City of Cibolo, Texas.

By \_\_\_\_\_

City of Cibolo

Date: \_\_\_\_\_

## APPENDIX A

### FEE SCHEDULE AND EXPENSE ITEMS

In consideration for the services rendered by the Advisor in connection with the investment of the Investable Funds for the Investor, it is understood and agreed that its annual fee will be 0.04% (4 basis point) of average portfolio Book Value reported in the quarterly investment report.

Said fee shall be prorated and due and payable at the end of each investment quarter.

In the event a flexible repurchase agreement or other similar investment option is utilized, the Advisor shall receive a normal and customary fee within the guidelines of the Internal Revenue Service, in lieu of the Agreement Fee.

Said fee includes all costs of services related to this Agreement, and all travel and business expenses related to attending regularly scheduled occasional meetings. With pre-trip Investor approval, the Advisor may also request reimbursement for special meeting or event travel and business expenses. The obligation of the Advisor to pay expenses shall not include any costs incident to litigation, mandamus action, test case or other similar legal actions.

Any other fees retained by the Advisor shall be disclosed to the Investor.



## City Council Regular Meeting Staff Report

### C. Approval/Disapproval of a Resolution of the City of Cibolo participating in the Guadalupe County Master Drainage Plan under the Texas Water Development Board Flood Infrastructure Fund. (Mr. Al Haddad)

Meeting	Agenda Group
Tuesday, January 13, 2026, 6:30 PM	Resolutions Item: 13C.
From	
AgendaLink, Support	

#### **BACKGROUND:**

Guadalupe County is preparing an application to the Texas Water Development Board (TWDB) under the Flood Infrastructure Fund (FIF), Flood Management Evaluation (FME) category, for the Development of a Countywide Master Drainage Plan. This resolution is to authorize the City of Cibolo to participate in the Guadalupe County Master Drainage Plan under the Texas Water Development Board Flood Infrastructure Fund.

#### **STAFF RECOMMENDATION:**

Staff Recommends the participation in the Guadalupe County Master Drainage Plan and recognizes that a coordinated, Countywide drainage and flood mitigation plan is essential for protecting public safety, reducing flood risk, improving infrastructure resilience, and supporting long-term community planning.

#### **FINANCIAL IMPACT:**

Participation in this planning effort does not obligate the City of Cibolo to provide funding.

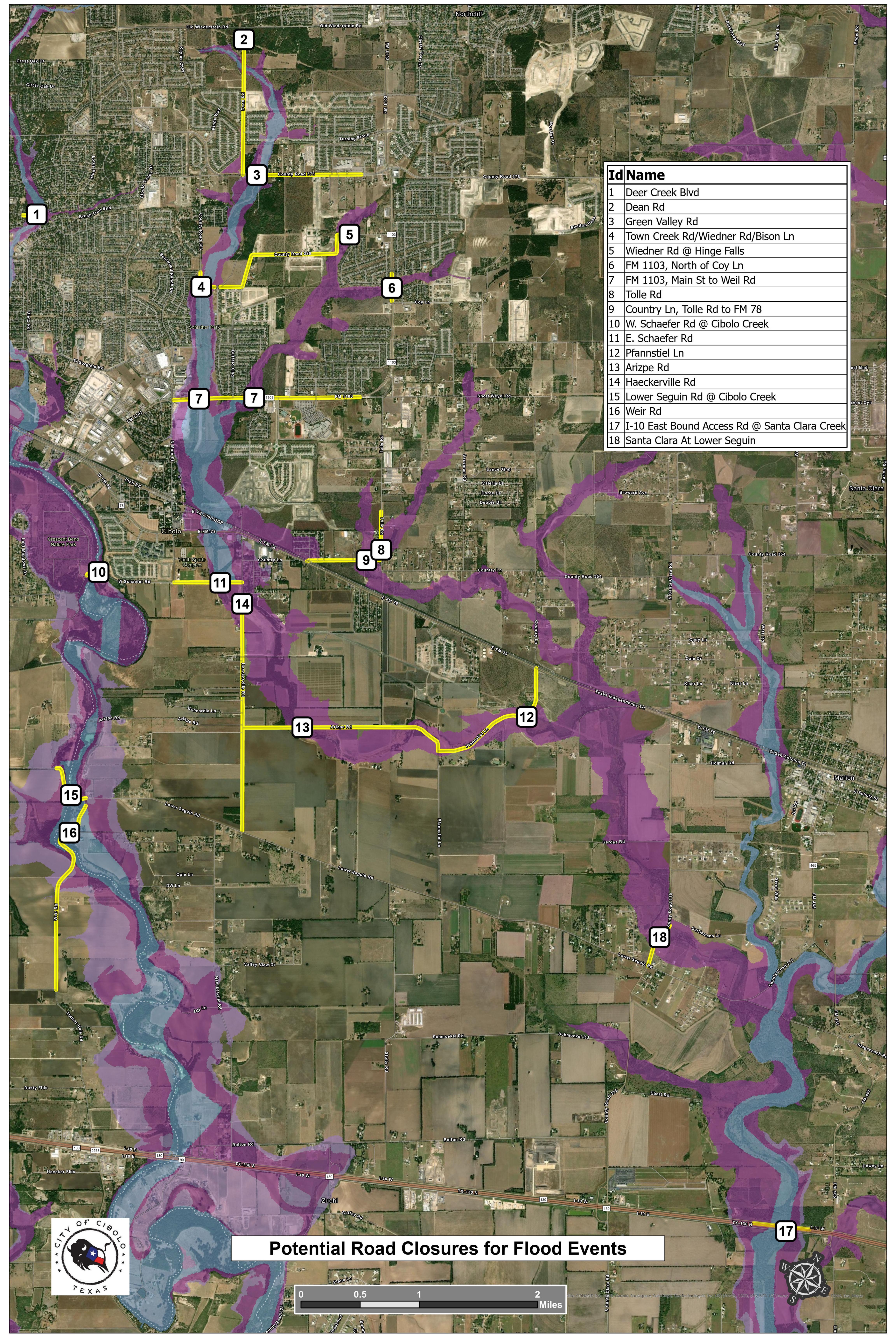
#### **MOTION(S):**

N/A

#### **Attachments**

[Potential Road Closures for Flood Events.pdf](#)

[Guadalupe\\_Entity\\_Resolution 4913-4583-6933 v.1\\_Edit.pdf](#)





Resolution No. \_\_\_\_\_

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF CIBOLO TEXAS PARTICIPATING IN THE GUADALUPE COUNTY MASTER DRAINAGE PLAN UNDER THE TEXAS WATER DEVELOPMENT BOARD FLOOD INFRASTRUCTURE FUND (FIF), FLOOD MANAGEMENT EVALUATION (FME) PROGRAM**

**WHEREAS**, Guadalupe County is preparing an application to the Texas Water Development Board (TWDB) under the Flood Infrastructure Fund (FIF), Flood Management Evaluation (FME) category, for the development of a Countywide Master Drainage Plan; and

**WHEREAS**, TWDB rules (31 TAC §361.10) and the State Fiscal Year 2024–2025 FIF Intended Use Plan require applicants to coordinate with all eligible political subdivisions within the watershed area and allow those entities the opportunity to participate in the planning process; and

**WHEREAS**, the City of Cibolo recognizes that a coordinated, countywide drainage and flood mitigation plan is essential for protecting public safety, reducing flood risk, improving infrastructure resilience, and supporting long-term community planning; and

**WHEREAS**, the City of Cibolo has 18 low water crossing that frequently are inundated from heavy rainstorms; and

**WHEREAS**, participation in this planning effort does not obligate the City to provide funding, but ensures that its drainage concerns, data, and priorities are incorporated into the County-led evaluation.

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

**Section 1.** The recitals contained in the preamble hereof are hereby found to be true, and such recitals are hereby made a part of this Resolution for all purposes and are adopted as part of the judgment and finding of the City Council.

**Section 2.** The City of Cibolo hereby expresses its support for, and formal participation in, the Guadalupe County Master Drainage Plan to be funded through the TWDB FIF-FME program.

**Section 3.** The City Manager or designee is authorized to coordinate with Guadalupe County and its consultants, provide relevant drainage data, and participate in meetings associated with the development of the Master Drainage Plan.

**Section 4.** A copy of this resolution shall be provided to Guadalupe County for inclusion in its official project file and TWDB-required documentation.

**Section 5.** All resolutions, or parts thereof, which are in conflict or inconsistent with any provision of this Resolution are hereby repealed to the extent of such conflict, and the provisions of this Resolution shall be and remain controlling as to the matters resolved herein.

**Section 6.** This Resolution shall be construed and enforced in accordance with the laws of the State of Texas and the United States of America.

**Section 7.** If any provision of this Resolution or the application thereof to any person or circumstance shall be held to be invalid, the remainder of this Resolution and the application of such provision to other persons and circumstances shall nevertheless be valid, and the City Council hereby declares that this Resolution would have been enacted without such invalid provision.

**Section 8.** It is officially found, determined, and declared that the meeting at which this Resolution is adopted was open to the public and public notice of the time, place, and subject matter of the public business to be considered at such meeting, including this Resolution, was given, all as required by Chapter 551, Texas Government Code, as amended.

**Section 9.** This resolution shall be in force and effect from and after its final passage, and it is so resolved.

**PASSED AND APPROVED** this \_\_\_\_\_ day of \_\_\_\_\_, 202\_.

**CITY OF CIBOLO, TX**

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\_\_\_\_\_  
Mayor

ATTEST:

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\_\_\_\_\_  
City Secretary



## City Council Regular Meeting Staff Report

### D. Approval/Disapproval of a Resolution for adoption of the South Cibolo Wastewater Master Plan (Mr. Al Haddad)

Meeting	Agenda Group
Tuesday, January 13, 2026, 6:30 PM	Resolutions Item: 13D.
From	
AgendaLink, Support	

#### PRIOR CITY COUNCIL ACTION:

- August 26, 2014 - CCMA, the City of Schertz, and the City of Cibolo entered into an interlocal partnership to design and construct a new wastewater treatment plant that was to be located within the southern portion of CCMA's regional wastewater system (the "Southern Plant"), to meet the current and future wastewater treatment needs of Cibolo and Schertz, and potentially other customers;
- October 23, 2018 - **First Amendment to the Southern Plant Wastewater Services Funding Agreement** was effective on October 23, 2018, which amended the Agreement to recognize the issuance of the 2018 Bonds and to amend Section 4(b) to reflect the payment obligations of the Schertz and Cibolo concerning the 2018 Bonds, amends Exhibit B concerning increased costs of the Southern Plant, and adds a new Exhibit D to document the increase in debt service requirements on the 2018 Bonds by the Cities of Schertz and Cibolo;
- August 1, 2023 - City of Schertz approved a resolution for the **2<sup>nd</sup> amendment** and provided the Schertz City Manager authority to execute the amendment;
- August 10, 2023 - CCMA board approved the **2<sup>nd</sup> Amendment** to the Agreement and authorized its General Manager to execute the amendment;
- August 22, 2023 - Cibolo City Council approved the **2<sup>nd</sup> Amendment** to the Agreement, authorizing the City Manager to execute the Amendment.
- November 14, 2023 - City Council approves the **3rd Amendment** to the Agreement, authorizing the City Manager to execute the Amendment. Both Schertz and CCMA approve this amendment.
- January 23, 2024 - Cibolo City Council approves the **Mediated Settlement Agreement between Green Valley Special Utility District (GVSUD) and the City of Cibolo** Concerning the Certificate of Convenience and Necessity (CCN) Area between GVSUD and City of Cibolo. *This MSA has been fully executed.*
- February 13, 2024 - City Council approved a **Resolution and a MOU that together represent the City of Cibolo's commitment to proceed with its obligation to utilize the CCMA Southern Plant** and to make its financial contribution to the CCMA Southern Plant per the terms of the Southern Plant Wastewater Services and Funding Agreement ("Agreement"), while it continues complete the mediated settlement with GVSUD concerning the Certificate of Convenience and Necessity (CCN) area for wastewater service. *The MOU was fully executed by CCMA, the City of Schertz, and the City of Cibolo.*
- April 23, 2024 - City Council approves the Comprehensive Settlement Agreement between Green Valley Special Utility District (GVSUD) and the City of Cibolo concerning the Certificate of Convenience and Necessity (CCN) Area between GVSUD and City of Cibolo. *This CSA was fully executed on April 26, 2024.*
- August 28, 2024 - City Council incorporated debt payments in the FY25 budget in the Utility Fund. The City of Cibolo's payment in FY25 is \$206,225 (see Attachment 1).

- September 9, 2024 - The City Council approved the Regional Wastewater Treatment Contract between the Cibolo Creek Municipal Authority (CCMA) and the City of Cibolo, regarding the Expansion Project to the South Wastewater Treatment Plant and authorized the City Manager to execute the Contract.
- November 18, 2024 - The City Council approved a resolution authorizing the issuance of the Cibolo Creek Municipal Authority Contract Revenue Bonds, Series 2025, approximately \$8.5 million
- January 14, 2025 - City Council approved a contract under the Master Professional Services Agreement with Freese and Nichols, Inc., for the Cibolo South Sanitary Sewer Master Plan in the amount \$153,188.
- January 14, 2025 - City Council approved a contract under the Master Professional Services Agreement with Freese and Nichols, Inc., for an update to the City's Water, Wastewater, Roadway, and Drainage Impact Fees in the amount of \$318,245.
- March 2025 - The Finance Department processed the first payment to CCMA for in the amount of \$58,112.50 (interest only) in March 2025.
- May 13, 2025 -City Council considered options regarding the City's participation in the expansion to the CCMA South Plant. It directs staff to negotiate with CCMA to contract an additional 1.125 MGD to accommodate its own flow requirements plus the city's obligations to GVSUD under the comprehensive settlement agreement.
- June 5, 2025 - The City of Cibolo City Council and the CCMA Board held a joint meeting at the Cibolo Community Center facility. At this meeting, Clint Ellis provided the same information as was presented to City Council on May 13<sup>th</sup>. The City Council affirmed its decision to proceed with the expansion project.

#### **BACKGROUND:**

N/A

#### **STAFF RECOMMENDATION:**

N/A

#### **FINANCIAL IMPACT:**

CIP projects recommended by the South Cibolo Master Plan will be incorporated into the CIP Plan for future fiscal years

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

N/A

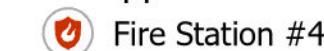
#### **Attachments**

- [Att 1 - Cibolo vs. GVSUD CCN Map 2023-12-19.pdf](#)
- [Att 2 - Cibolo South Wastewater CCN 2024-05.pdf](#)
- [Att 3 - Presentation South Cibolo Wastewater Plan 2025-10-27.pdf](#)
- [South Sanitary Sewer Master Plan Resolution.pdf](#)
- [Final South SS Master Plan\\_2025.pdf](#)

# City of Cibolo/GVSUD Study Area for Proposed CCN Swap

(For mediation purposes only)

Total Approx. Acreage of Study Area = 3326 Acres



Fire Station #4

GIS Acre

1053 ac Proposed  
Cibolo

2187 ac Proposed  
Cibolo

86 ac Proposed  
Cibolo

Cibolo CCN  
#21108 Outside  
Study Area (417  
Acres)

Wastewater  
Service Area

Parcel

5 Mile Radius from  
the Edge of the  
Base Property

0 1,000 2,000 4,000

US Feet

0 0.25 0.5 0.75 1

Miles



Zone A  
Zone B  
Zone C

December 12th, 2023: This map has been produced by the City of Cibolo to be used in mediation with the Green Valley Special Utility District. The map is preliminary and may be revised based on mediation discussions. Case No. 1: 16-CV-0062 7-LY; Green Valley Special Utility District v. City of Cibolo, et al.





# The City Of Cibolo South Sanitary Sewer Master Plan



OCTOBER 21, 2025



# SCOPE OF WORK

- Service Areas
- Land Use Assumptions
- Wastewater Flow Projections
- Wastewater System Improvements
- 5-Year Constructability Evaluation
- Wastewater Capital Improvements Plan
- Wastewater Master Plan Report

# Purpose of Presentation

- Explain the Capital Improvement Program to provide wastewater to the South Cibolo Service Area (Slide 4)
- Ensure City Council understands the Wastewater Service Area, Service Basins (2), and Growth Areas (7).
- Identify Next Steps and Timeline, including presenting the final plan for adoption, impact fee study in mid-2026, and design for Project 1.

# SERVICE AREA

**DRAFT FIGURE 2-1**  
**CITY OF CIBOLO**  
**SOUTH SANITARY SEWER**  
**STUDY AREA**

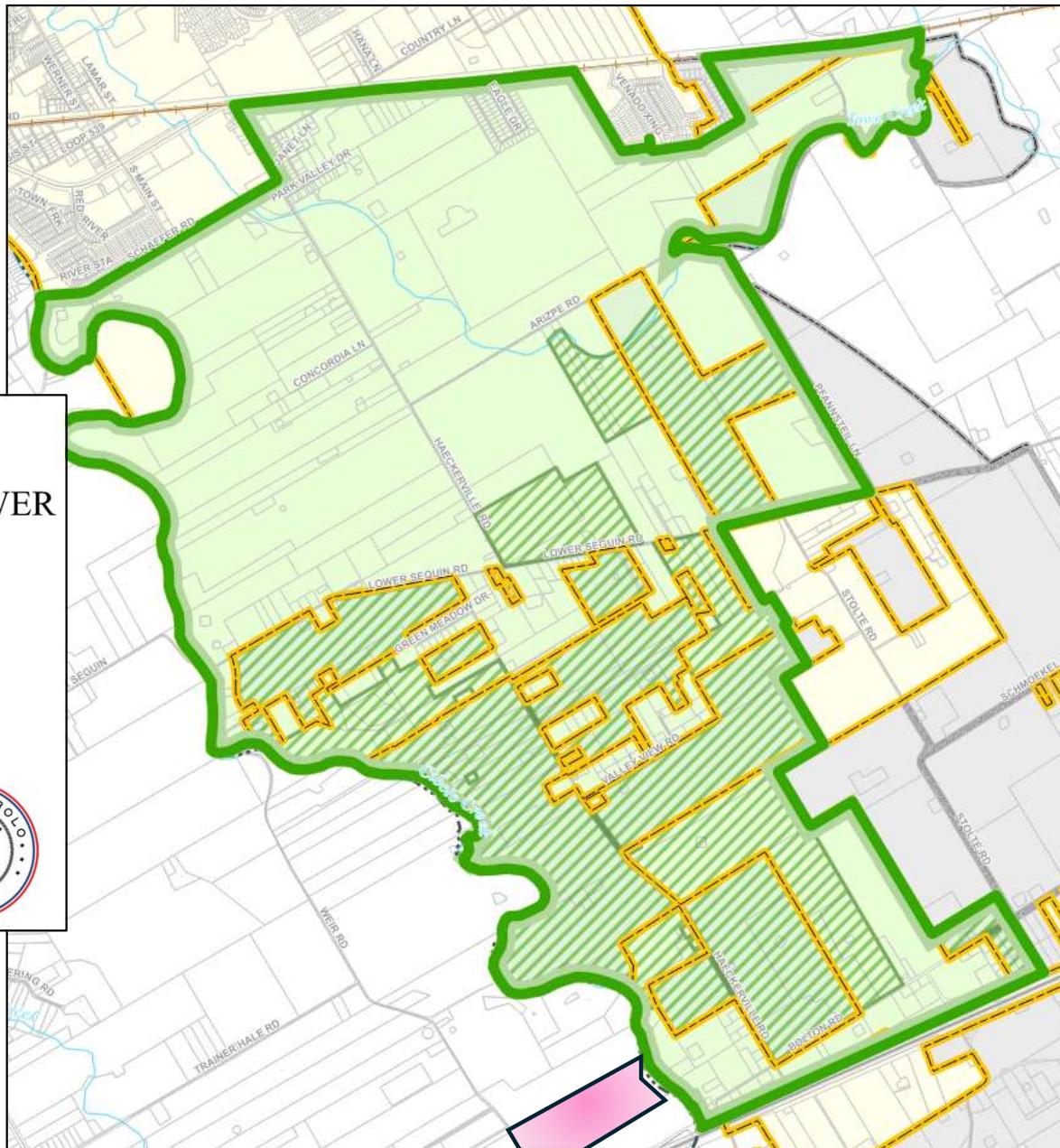
LEGEND

- Road
- Railroad
- Stream
- Water Body
- Parcel
- CCN Transfer Area

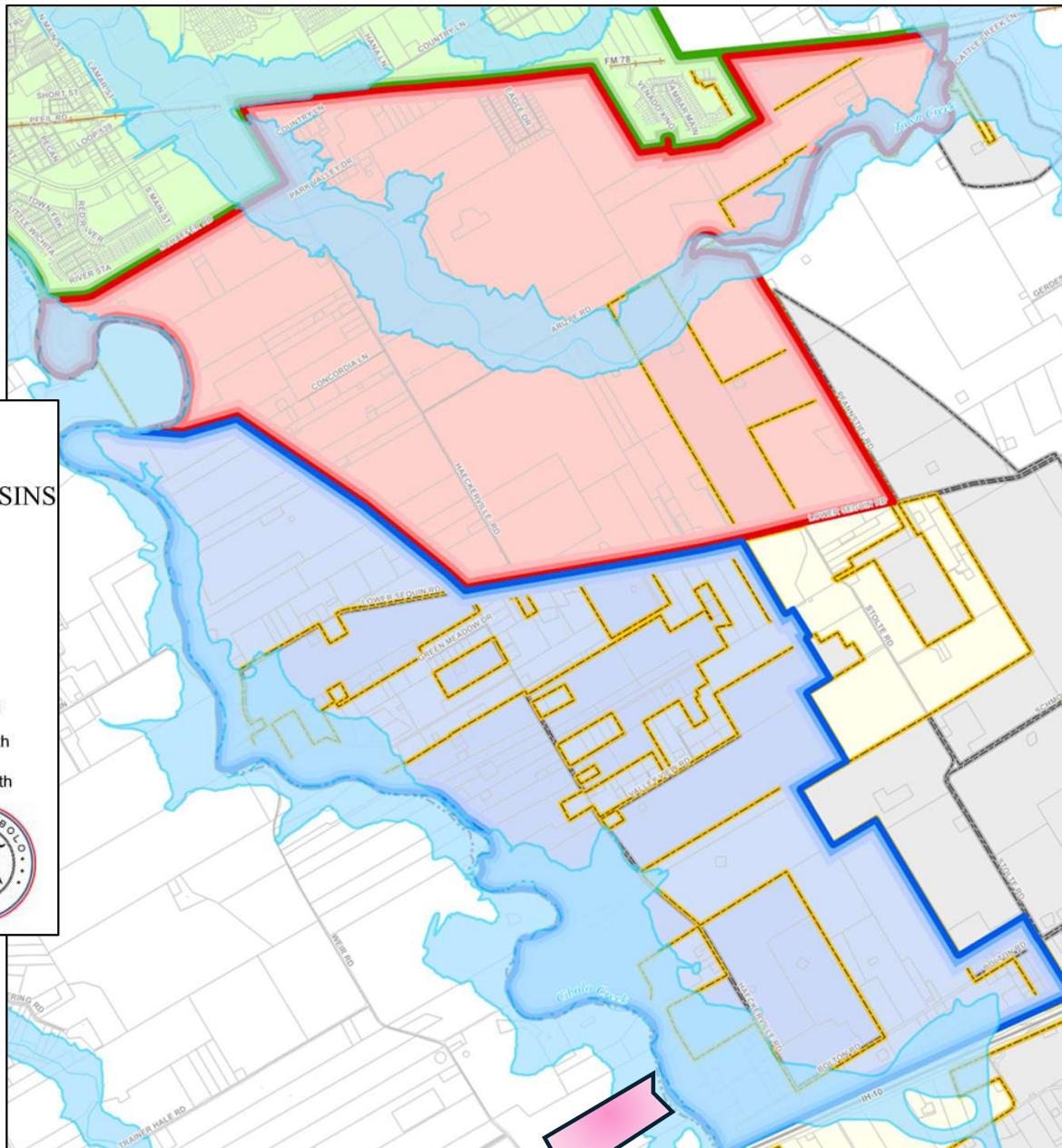


**FREESE  
AND NICHOLS**

**CCMA South WWTP**



# SERVICE AREA - BASINS



**DRAFT FIGURE 2-2**  
**CITY OF CIBOLO**  
**SOUTH SANITARY SEWER BASINS**

LEGEND

Road	ETJ
Railroad	County
Stream	<u>Service Area</u>
Water Body	Existing Service Area
100-Year Flood Zone	CCMA - North
Parcel	CCMA - South
City Limits	



**FRESE  
NICHOLS**

**CCMA South WWTP**

# GROWTH AREAS

## PROJECTED GROWTH

2030: 2,100 LUEs

2035: 5,100 LUEs

2050: 14,100 LUEs

Buildout: 16,759 LUEs

**DRAFT FIGURE 3-2**  
**CITY OF CIBOLO**  
**SOUTH SANITARY SEWER**  
**FUTURE GROWTH AREAS**

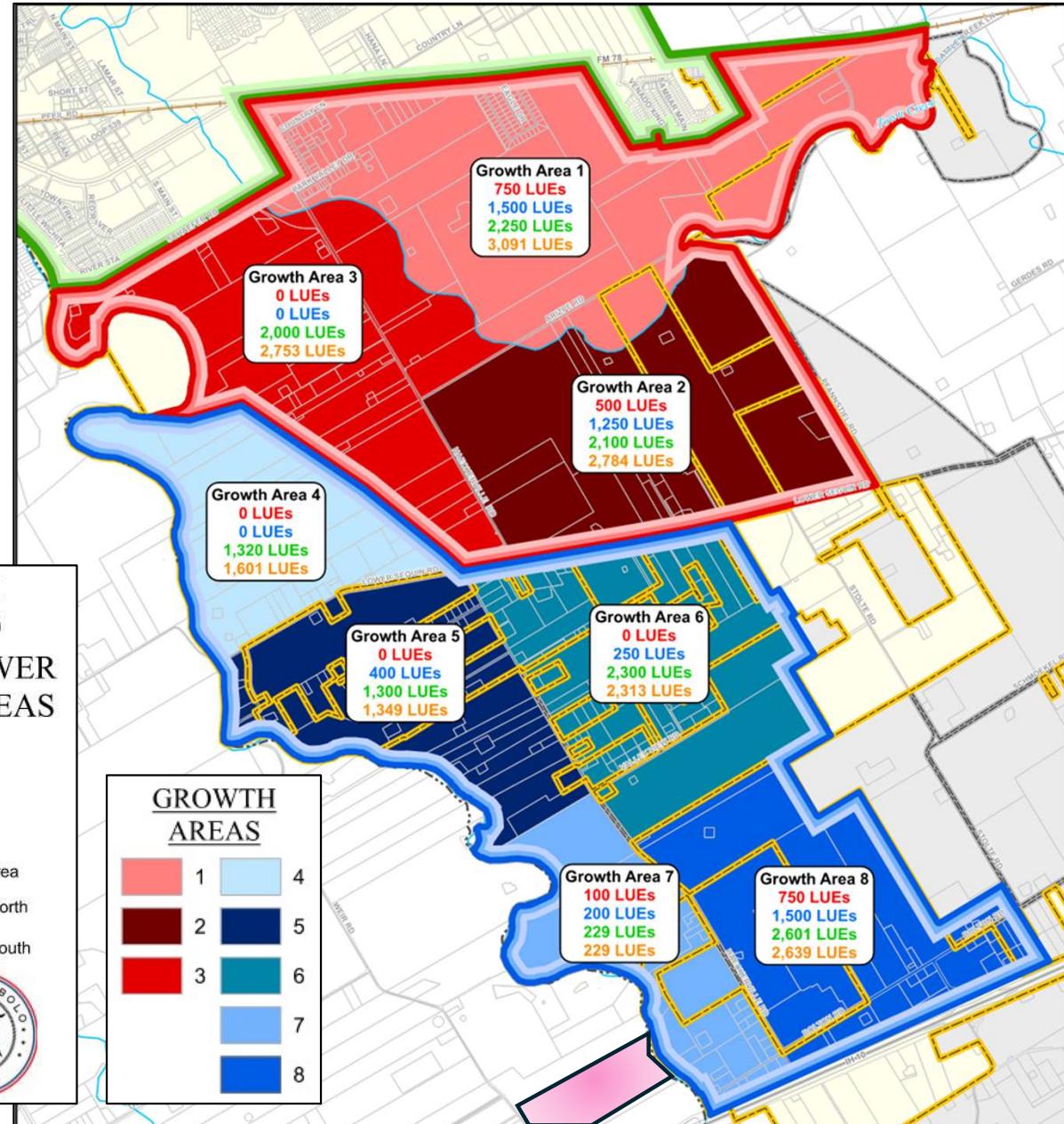
### LEGEND

- Road
- Railroad
- Stream
- Parcel
- City Limits
- ETJ
- County
- Service Area
- Existing Service Area
- CCMA - North
- CCMA - South



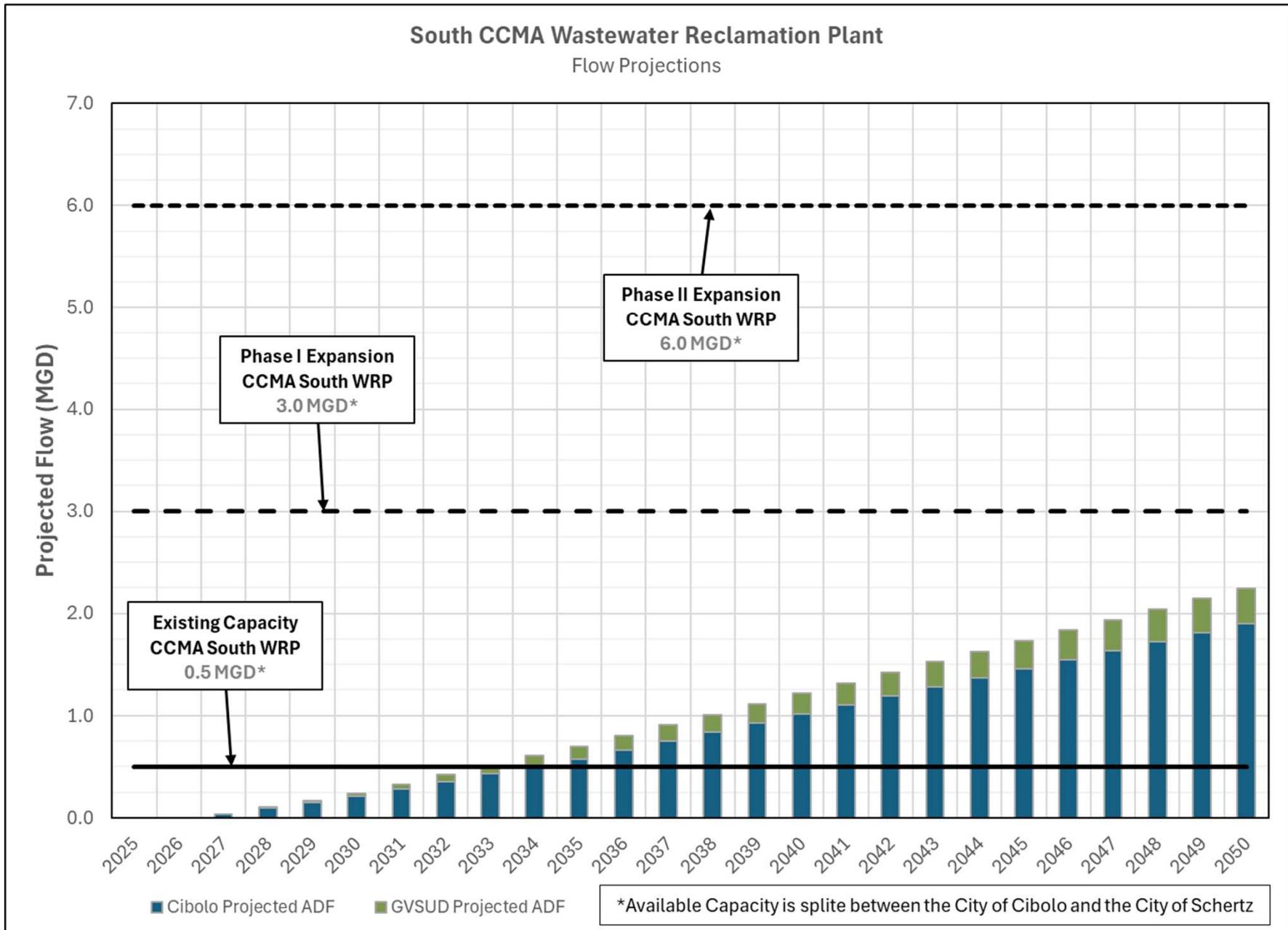
### GROWTH AREAS

1	4
2	5
3	6
	7
	8



CCMA South WWTP

# CCMA South WRP - FLOW PROJECTIONS



# CAPITAL IMPROVEMENT PLAN

**DRAFT FIGURE 5-1**

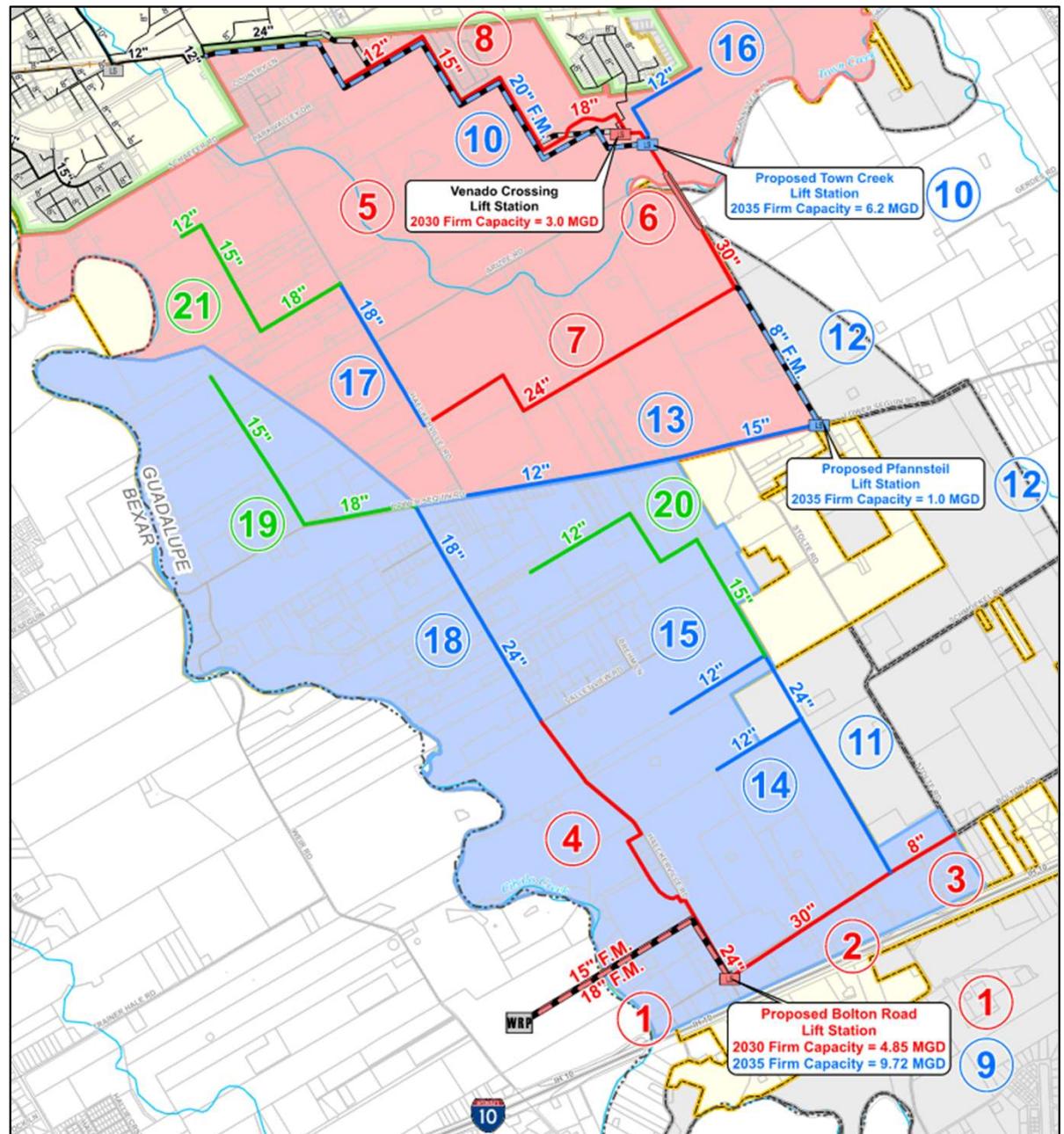
# CITY OF CIBOLO

## SOUTH SANITARY SEWER CAPITAL IMPROVEMENTS PLAN

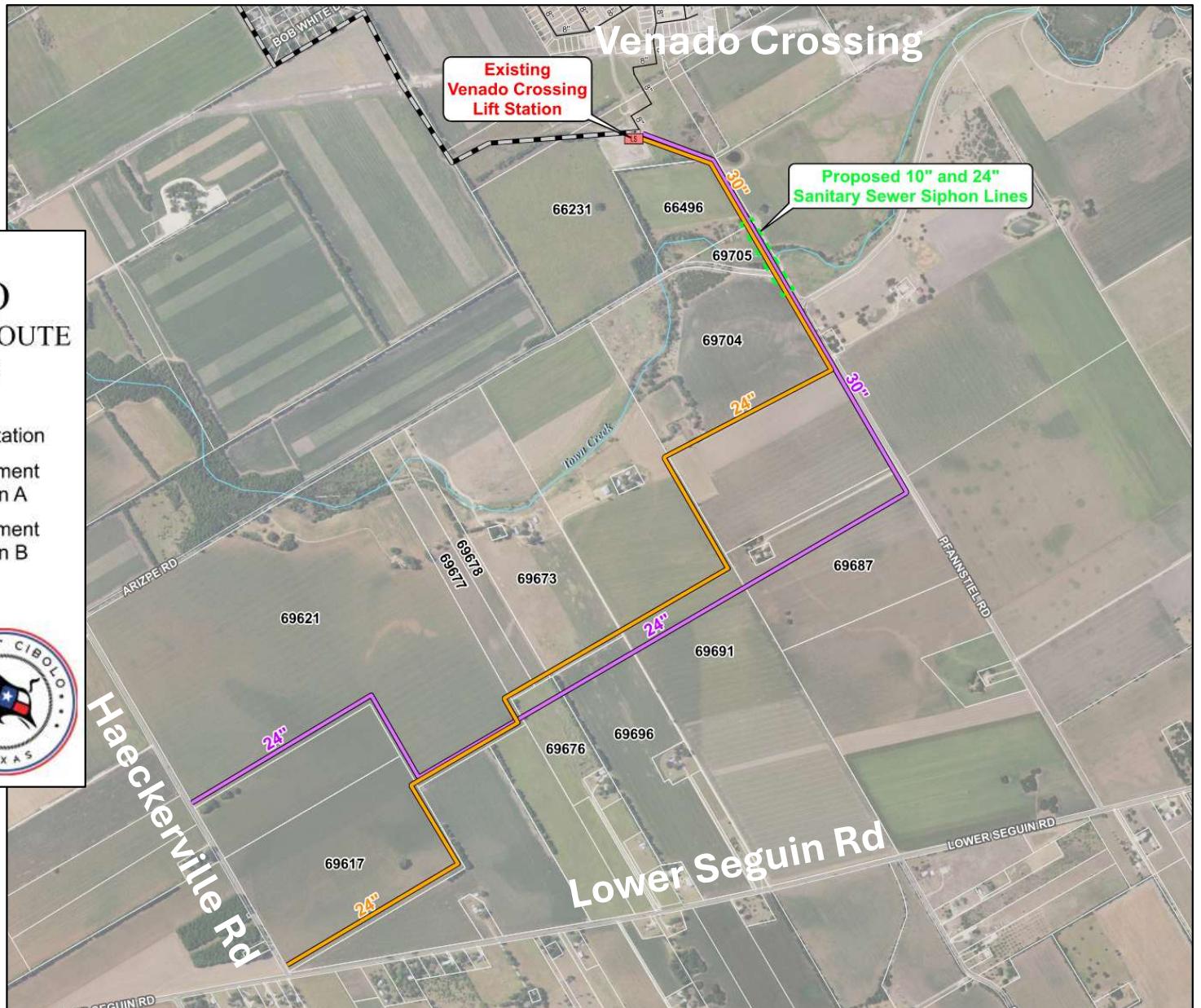
### LEGEND

	Road	<u>CIP Lift Station</u>	 LS	2030
	Railroad	 LS	2035	
	Stream		Wastewater Reclamation Plant	
	Parcel	 Gravity Main		
	City Limits	 Siphon		
	ETJ	 Force Main		
	County			
<u>Existing Facilities</u>		<u>2035 Improvements</u>		
	Lift Station	 Gravity Main		
	10" and Smaller Gravity Main	 Force Main		
	12" and Larger Gravity Main	 Gravity Main		
	Force Main			
		<u>2050 Improvements</u>		

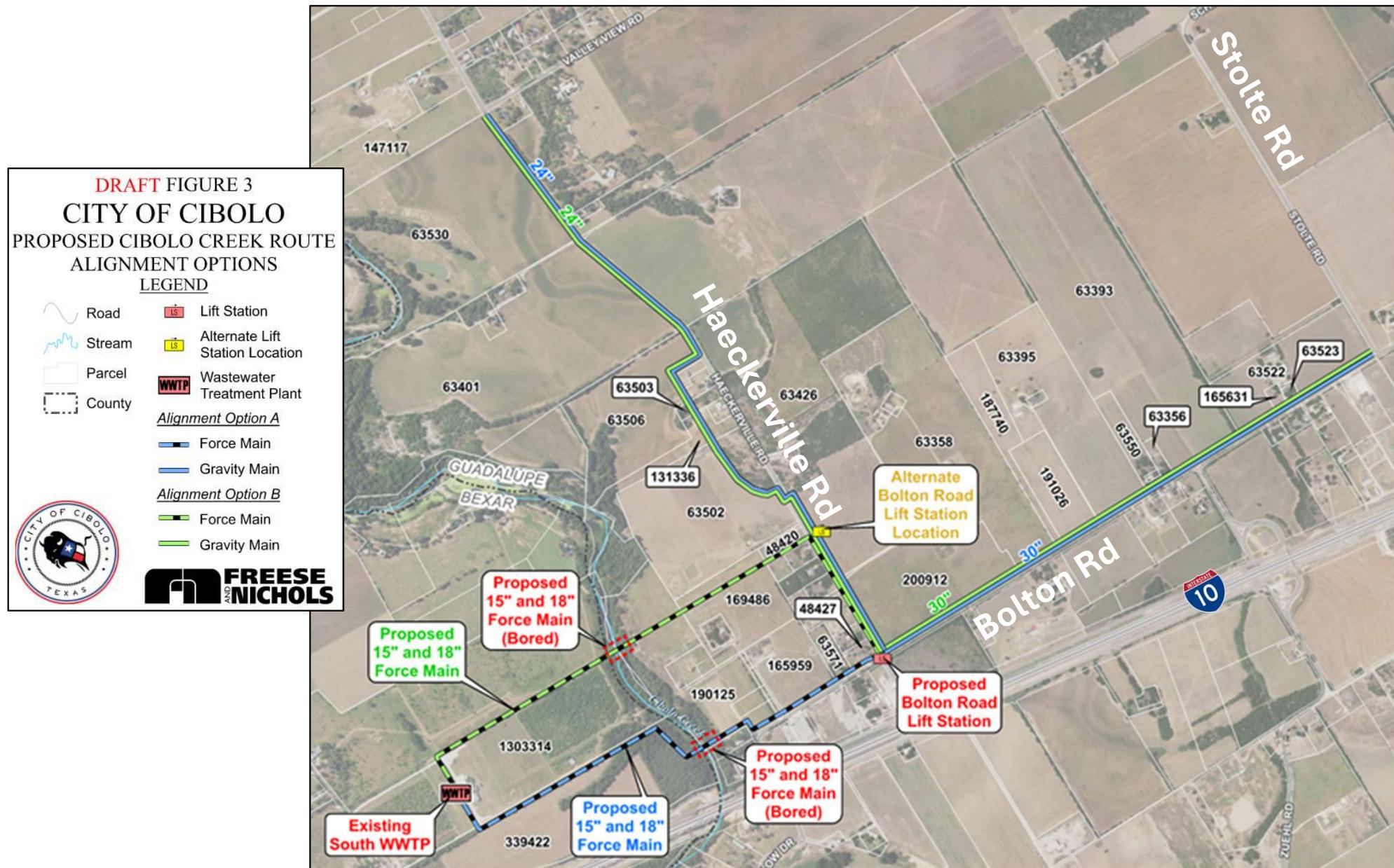




# CONSTRUCTIBILITY – TOWN CREEK



# CONSTRUCTIBILITY - CIBOLO CREEK



# CIP COST ESTIMATES

Project Number	Project Name	Cost
<b>Short Term Projects</b>		
1	New Bolton Road Lift Station with 18-inch/15-inch Force Mains (Alignment Option B)	\$ 37,748,848
2	30-inch Bolton Road Trunkline (Alignment Option B)	\$ 4,371,920
3	8-inch Bolton Road Wastewater Main	\$ 677,300
4	24-inch South Haeckerville Road Trunkline (Alignment Option B)	\$ 4,737,712
5	Venado Lift Station Expansion	\$ 1,150,500
6	30-inch Pfannsteil Lane Trunkline (Alignment Option A)	\$ 3,653,937
7	24-inch Pfannsteil Lane Trunkline Extension (Alignment Option A)	\$ 5,317,049
8	18-inch Northwest Venado Wastewater Mains	\$ 3,816,500
<b>Short Term Total</b>		<b>\$ 61,473,766</b>
<b>Intermediate Projects</b>		
9	Bolton Road Lift Station Expansion	\$ 3,720,000
10	New Town Creek Lift Station and 20-inch Force Main	\$ 23,855,300
11	24-inch Bolton Road Trunkline Extension	\$ 3,845,200
12	New Pfannsteil Lift Station and Force Main	\$ 4,233,900
13	15-inch East Lower Seguin Road Trunkline	\$ 3,858,800
14	12-inch Schmoekel Road Wastewater Main	\$ 1,061,500
15	12-inch East Haeckerville Wastewater Main	\$ 1,180,600
16	12-inch Venado Crossing Wastewater Main	\$ 1,023,900
17	18-inch North Haeckerville Road Wastewater Main	\$ 2,068,600
18	24-inch Haeckerville Trunkline Extension	\$ 3,621,800
<b>Intermediate Total</b>		<b>\$ 48,469,600</b>
<b>Long Term Projects</b>		
19	18-inch Lower Seguin Road West Extension	\$ 2,816,200
20	15-inch Lower Seguin Road South Wastewater Extension	\$ 3,832,600
21	18-inch Concordia Lane Wastewater Mains	\$ 2,208,900
<b>Long Term Total</b>		<b>\$ 8,857,700</b>
<b>CIP Total</b>		<b>\$ 118,801,066</b>

# Next Steps

- Presenting Final Master Plan
- Proceeding with design of Design Project 1
- Impact Fee Study

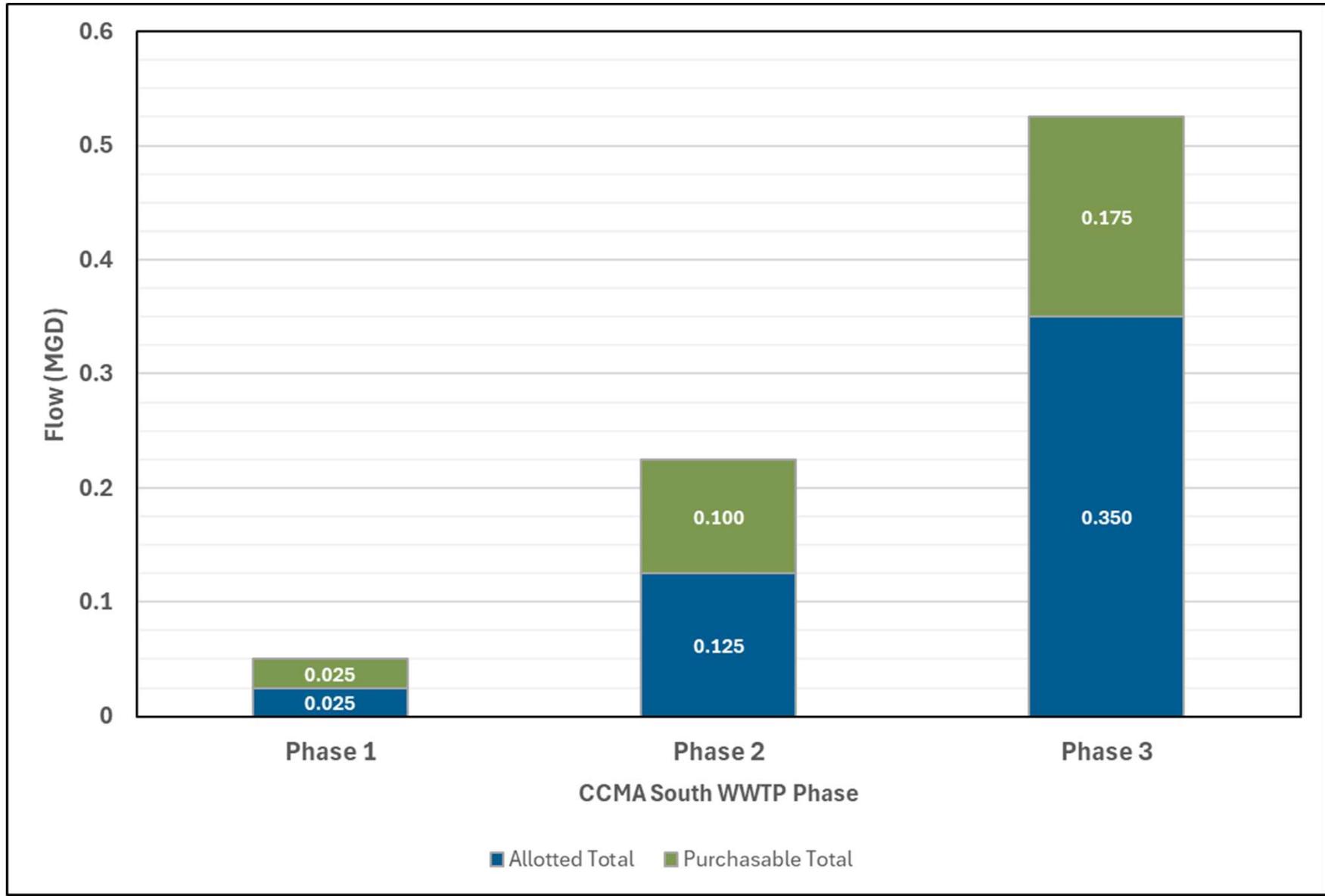
# Purpose of Presentation

- Explain the Capital Improvement Program to provide wastewater to the South Cibolo Service Area (Slide 4)
- Ensure City Council understands the Wastewater Service Area, Service Basins (2), and Growth Areas (7).
- Identify Next Steps and Timeline, including presenting the final plan for adoption, impact fee study in mid-2026, and design for Project 1.

# GROWTH PROJECTIONS

Basin Flow Projections (MGD)				
Growth Area	2030	2035	2050	Buildout
1	0.74	1.47	2.21	3.03
2	0.49	1.23	2.06	2.76
3	-	-	1.96	2.70
Venado Crossing	0.73	0.73	0.73	0.73
<b>North</b>	<b>1.96</b>	<b>3.43</b>	<b>6.96</b>	<b>9.19</b>
4	-	-	1.29	1.57
5	-	0.39	1.27	1.32
6	-	0.25	2.25	2.27
7	0.10	0.20	0.22	0.22
8	0.74	1.47	2.55	2.59
GVSUD	0.125 0.250 <sup>†</sup>	0.625 1.125 <sup>†</sup>	1.750 2.625 <sup>†</sup>	1.750 2.625 <sup>†</sup>
<b>South</b>	<b>0.97 1.09<sup>†</sup></b>	<b>2.94 3.435<sup>†</sup></b>	<b>9.33 10.205<sup>†</sup></b>	<b>9.72 10.595<sup>†</sup></b>
†Assumes all GVSUD flow purchases per CSA are realized				

# SWWTP - FLOW PROJECTIONS





Resolution No. \_\_\_\_\_

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF CIBOLO, TEXAS,  
APPROVING AND ADOPTING THE 2025 SOUTH SANITARY SEWER MASTER  
PLAN; PROVIDING FOR IMPLEMENTATION AND PROVIDING AN EFFECTIVE  
DATE**

**WHEREAS**, in 2024, the City of Cibolo (City) and Green Valley Special Utility District (GVSUD) entered into a Comprehensive Settlement Agreement (CSA) to swap a portion of their respective Certificate of Convenience and Necessity (CCN) areas; and,

**WHEREAS**, in conjunction with this Master Plan, Freese and Nichols submitted a 13.248 petition to the Public Utility Commission of Texas (PUC) for the adoption of the CSA and proposed modifications to the CCNs of each utility; and,

**WHEREAS**, the area assessed as a part of this Master Plan is referred to as the South Sanitary Sewer (SSS) area due to its relative location to the existing sewer service area; the area is entirely within the City's Extra-territorial Jurisdiction (ETJ) and is partially comprised of areas incorporated in Cibolo's city limits; and

**WHEREAS**, The South Sanitary Sewer drainage area is divided into two natural drainage basins: the northern basin that generally flows east, referred to in this Master Plan as Cibolo Creek Municipal Authority (CCMA) – North Basin (North), and the southern basin that generally flows south and west, referred to in this Master Plan as CCMA – South Basin (South); and

**WHEREAS**, the Master Plan identifies the short-, medium- and long-term infrastructure needs in each basin; and

**WHEREAS**, the City Council finds it to be in the best interest of the City and its current and future residents to adopt this Master Plan as set forth in the Attached Exhibit A.

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

**Section 1.** The recitals contained in the preamble hereof are hereby found to be true, and such recitals are hereby made a part of this Resolution for all purposes and are adopted as part of the judgment and finding of the City Council.

**Section 2.** The **2025 SOUTH SANITARY SEWER MASTER PLAN** attached as Exhibit A is hereby adopted.

**Section 3. Implementation.** City staff is hereby directed to take all necessary actions to implement this Resolution and Master Plan through the regular infrastructure project planning, CIP, and land use development processes.

**Section 4.** All resolutions, or parts thereof, which are in conflict or inconsistent with any provision of this Resolution are hereby repealed to the extent of such conflict, and the provisions of this Resolution shall be and remain controlling as to the matters resolved herein.

**Section 5.** This Resolution shall be construed and enforced in accordance with the laws of the State of Texas and the United States of America.

**Section 6.** If any provision of this Resolution or the application thereof to any person or circumstance shall be held to be invalid, the remainder of this Resolution and the application of such provision to other persons and circumstances shall nevertheless be valid, and the City Council hereby declares that this Resolution would have been enacted without such invalid provision.

**Section 7.** It is officially found, determined, and declared that the meeting at which this Resolution is adopted was open to the public and public notice of the time, place, and subject matter of the public business to be considered at such meeting, including this Resolution, was given, all as required by Chapter 551, Texas Government Code, as amended.

**Section 8.** This resolution shall be in force and effect from and after its final passage, and it is so resolved.

**PASSED AND APPROVED** on this \_\_\_\_\_ day of \_\_\_\_\_, 2026.

**CITY OF CIBOLO, TX**

---

Mayor

ATTEST:

---

City Secretary



Innovative approaches  
Practical results  
Outstanding service

# South Sanitary Sewer Master Plan

## November 2025

Prepared for:

**City of Cibolo**



November 2025

Prepared by:

**FREESE AND NICHOLS, INC.**  
9601 McAllister Freeway, Suite 1008  
San Antonio, Texas 78216  
(210) 298-3800

## South Sanitary Sewer Master Plan

Prepared for:

**City of Cibolo**



11/24/2025

*Jessica B. Vassar*

FREESE AND NICHOLS, INC.  
TEXAS REGISTERED  
ENGINEERING FIRM  
F-2144



11/24/25

*Tyler May*  
FREESE AND NICHOLS, INC.  
TEXAS REGISTERED  
ENGINEERING FIRM  
F-2144

### CITY OF CIBOLO

200 South Main Street

Cibolo, TX 78108

**FREESE AND NICHOLS, INC.**

9601 McAllister Freeway, Suite 1008

San Antonio, Texas 78216

FNI Project Number: CIB25124

## TABLE OF CONTENTS

1.0	Background .....	1
2.0	Service Area .....	1
3.0	Land Use and Growth Projections .....	4
4.0	Flow Projections .....	8
5.0	Capital Improvement Plan .....	13

## LIST OF TABLES

Table 3-1: Future Land Use .....	4
Table 3-2: Projected LUE Growth .....	6
Table 4-1: Projected Dry Weather Wastewater Flows .....	11
Table 4-2: Projected Wet Weather Wastewater Flows .....	12

## LIST OF FIGURES

Figure 2-1: Study Area .....	2
Figure 2-2: South Sanitary Sewer Basins .....	3
Figure 3-1: Future Land Use Map .....	5
Figure 3-2: Growth Zones Map .....	7
Figure 4-1: GVSUD Allotted and Purchasable Flows .....	9
Figure 5-1: SSS CIP Map .....	14

## APPENDICES

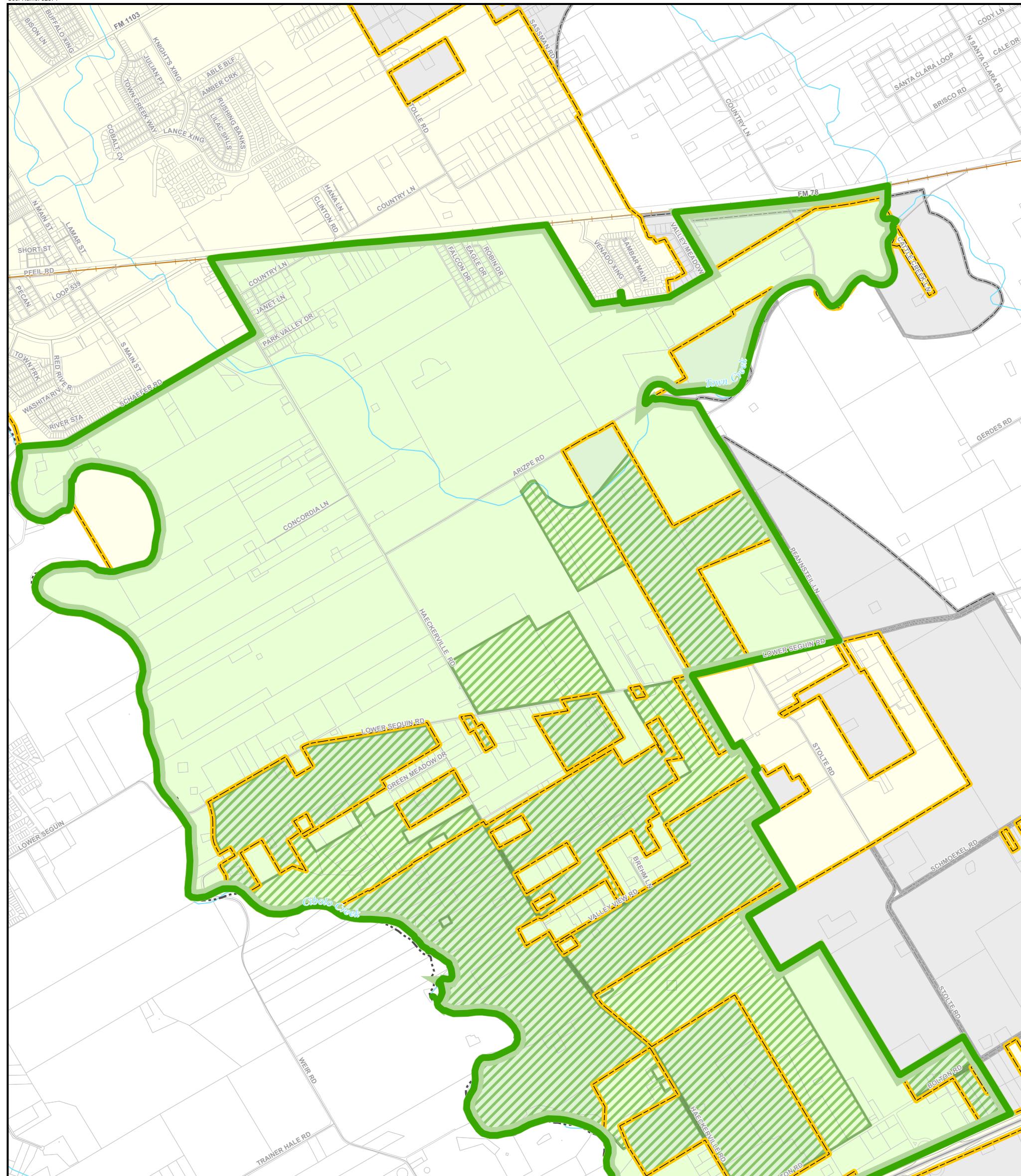
Appendix A – Opinion of Probable Cost  
Appendix B – Constructability Evaluation

## 1.0 BACKGROUND

In 2025, the City of Cibolo (City) contracted with Freese and Nichols Inc. (FNI) to prepare the south Sewer Master Plan. This master plan is an assessment of the sewer service area for the purpose of planning future wastewater service and infrastructure.

## 2.0 SERVICE AREA

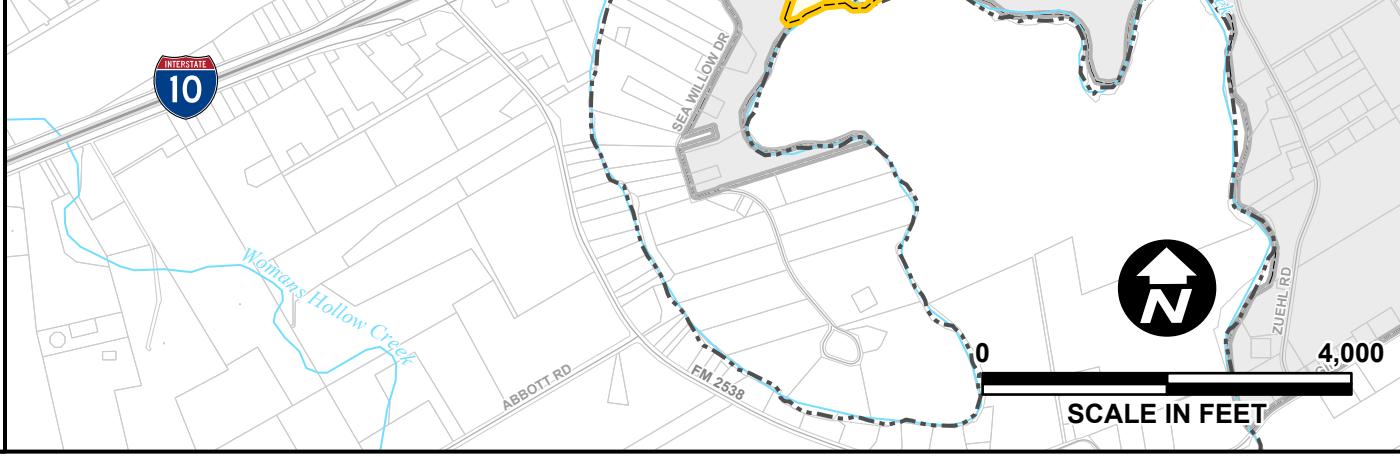
In 2024, the City and Green Valley Special Utility District (GVSUD) entered into a Comprehensive Settlement Agreement (CSA) to swap a portion of their respective sewer Certificate of Convenience and Necessity (CCN) areas. In conjunction with this Master Plan, FNI submitted a 13.248 petition to the Public Utility Commission of Texas (PUC) for the adoption of the CSA and proposed modifications to the CCNs of each utility. The area assessed as a part of this Master Plan is referred to as the South Sanitary Sewer (SSS) area due to its relative location to the existing sewer service area. The area is entirely within the City's Extra-territorial Jurisdiction (ETJ) and is partially comprised of areas incorporated in Cibolo's city limits. In general, the area is bounded by FM 78 to the north, Cibolo Creek to the west, Stolte Road to the east, and Interstate-10 to the south. Pfannsteil Road serves as the eastern boundary north of Lower Seguin Road, and the western edge of properties along Stolte Road serve as the eastern boundary for the area south of Lower Seguin Road. The total area encompasses 5,851 acres and is illustrated in **Figure 2-1**. The South Sanitary Sewer drainage area is divided into two natural drainage basins: the northern basin that generally flows east, referred to in this Master Plan as Cibolo Creek Municipal Authority (CCMA) – North Basin (North), and the southern basin that generally flows south and west, referred to in this Master Plan as CCMA – South Basin (South). Sanitary sewer flows from the CCMA – North Basin will be routed to the CCMA Odo J. Riedel Regional Water Reclamation Plant (WRP). Flows from the CCMA – South Basin will be routed to the CCMA South WRP. The CCMA North and South basins cover approximately 2,885 acres and 2,966 acres, respectively and illustrated in **Figure 2-2**.

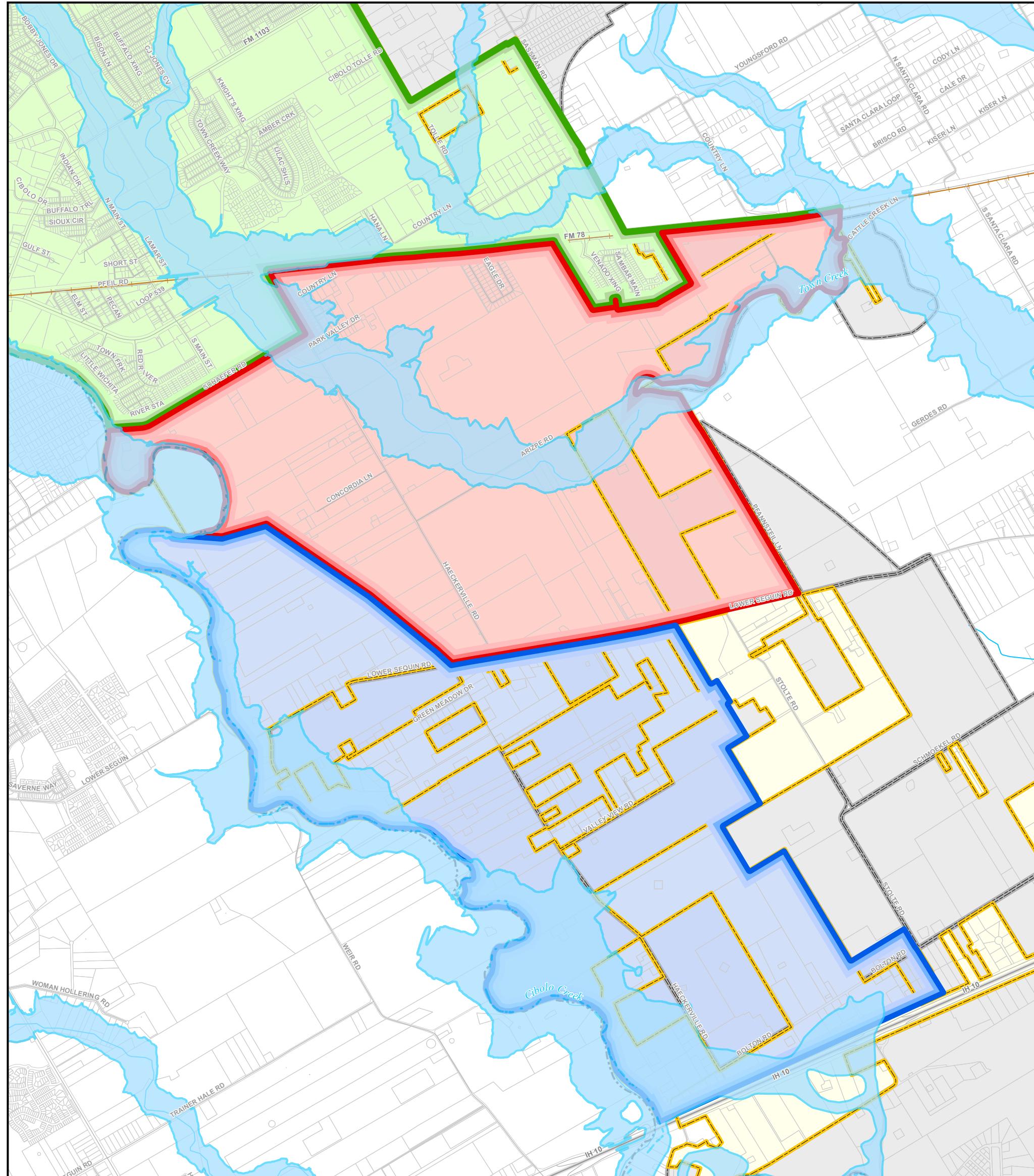


**FIGURE 2-1**  
**CITY OF CIBOLO**  
**SOUTH SANITARY SEWER**  
**STUDY AREA**

LEGEND

- Road
- Railroad
- Stream
- Water Body
- Parcel
- CCN Transfer Area
- Study Area
- City Limits
- ETJ
- County

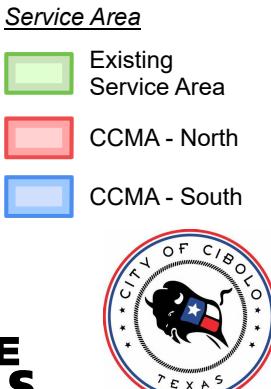




**FIGURE 2-2**  
**CITY OF CIBOLO**  
**SOUTH SANITARY SEWER BASINS**

LEGEND

- Road
- Railroad
- Stream
- Water Body
- 100-Year Flood Zone
- Parcel
- City Limits
- ETJ
- County



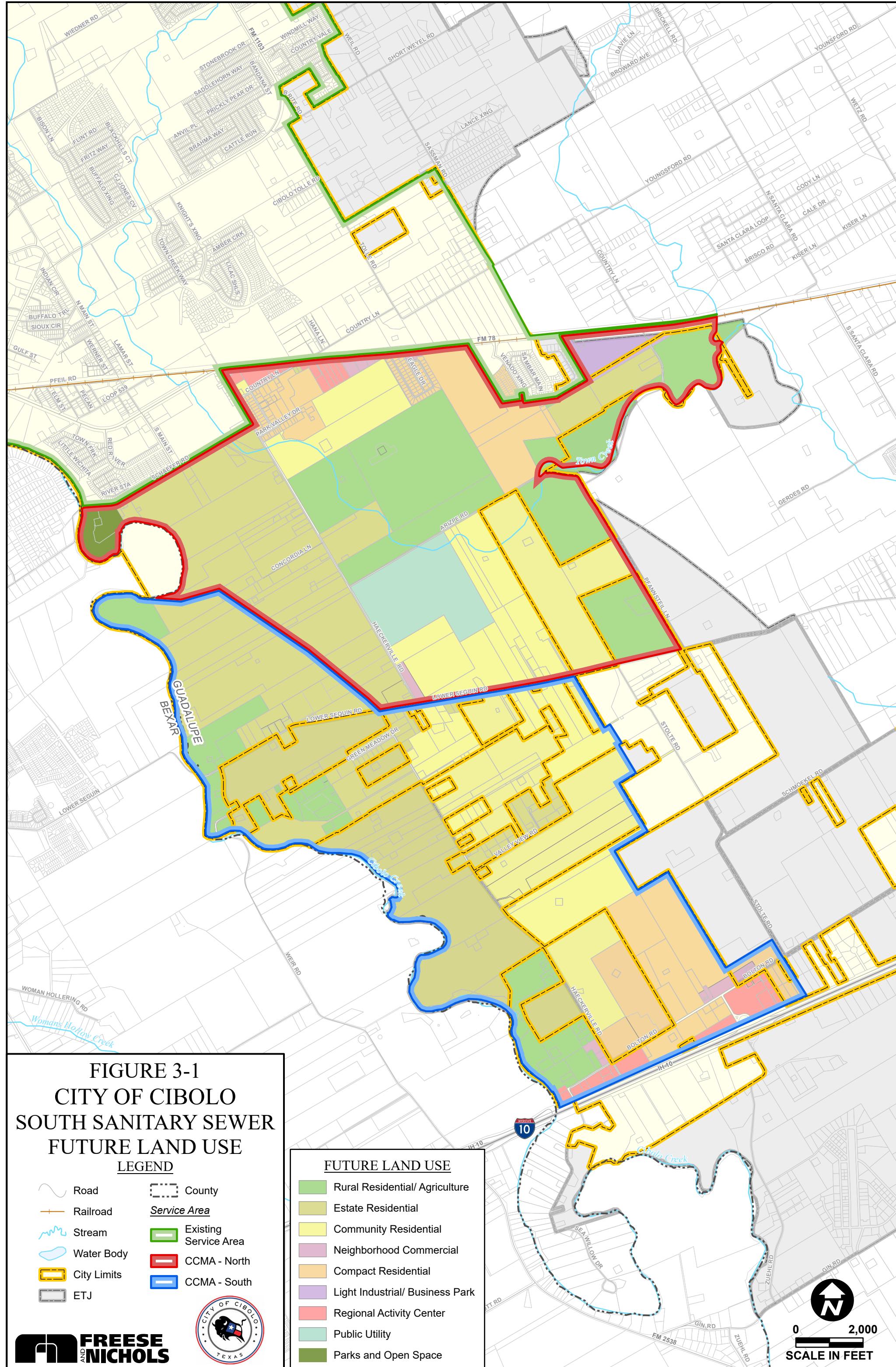
### 3.0 LAND USE AND GROWTH PROJECTIONS

#### Land Use

The existing land use of the SSS drainage areas is largely undeveloped, and large tracts occupied by landowners with arable land. The total area encompasses 5,851 acres. The future land use for the SSS was developed as a part of the 2024 Cibolo Tomorrow Comprehensive Plan and made publicly available on the City's online GIS Data Hub. FNI utilized this land use plan to distribute growth according to the future land use and assumed development density: 4 land use equivalents (LUE) per acre was used for residential development, and 5 LUE/acre was used for commercial development. The future land use is illustrated on **Figure 3-1** and summarized in **Table 3-1**.

**Table 3-1: Future Land Use**

Future Land Use	Area	LUE/Acre
Rural Residential/Agriculture	1,125	4
Estate Residential	1,985	4
Community Residential	1,527	4
Compact Residential	659	4
Neighborhood Commercial	42	5
Light Industrial/Business Park	50	5
Regional Activity Center	118	5
Public Utility	187	5
Parks and Open Space	44	0



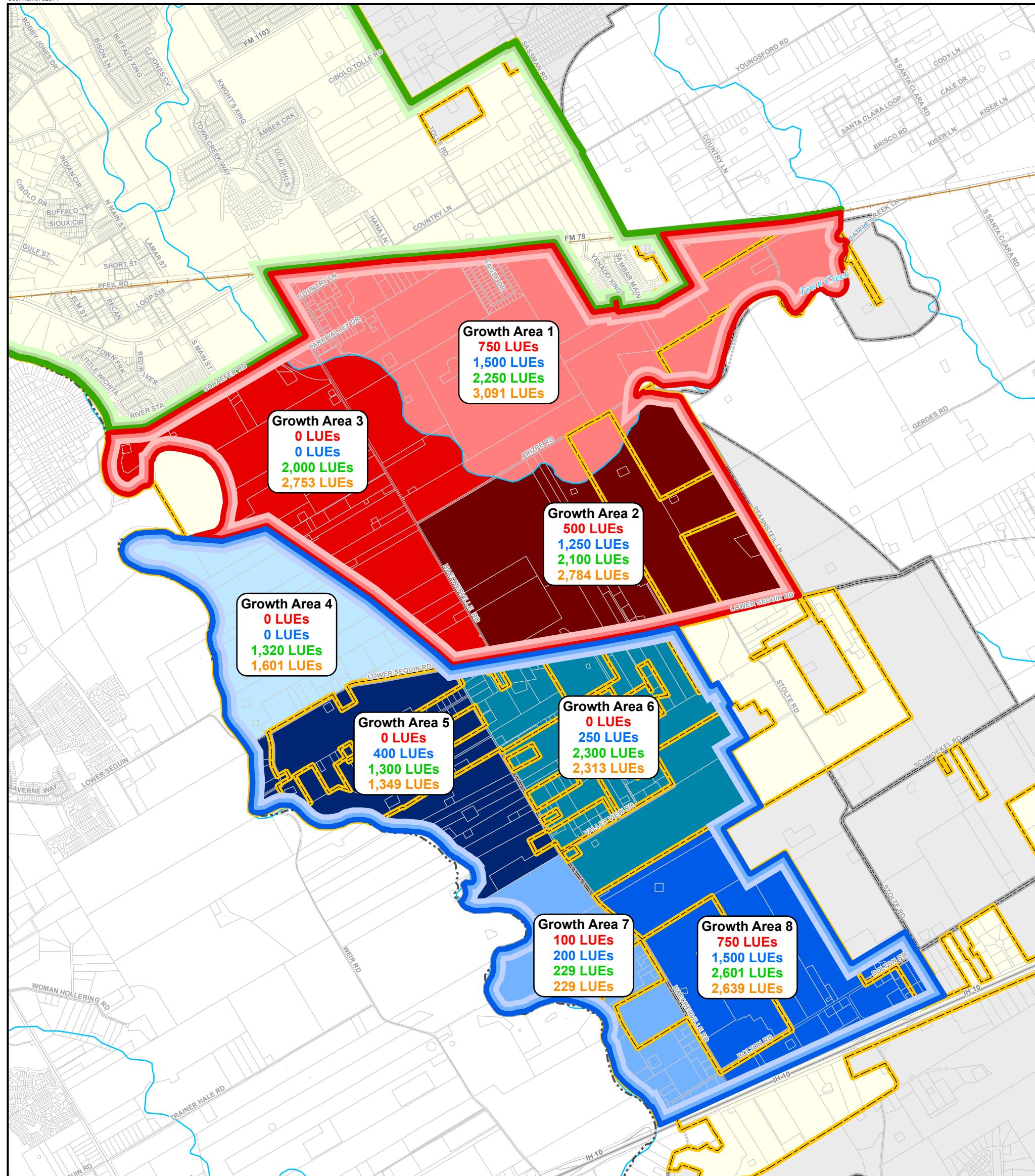
### Growth Areas and Growth Projections

For future projections, the SSS was subdivided into eight growth areas subdivided by major roadways and natural drainage paths. As there are no current plans for drainage improvements in the SSS area, areas that intersected with FEMA 100-year floodplain were removed from consideration of future development. Using the land use type from the Comprehensive Plan and the assumed development density described in **Section 2**, ultimate buildout of each growth area was calculated. Parcels with existing homes and less than 5 acres were removed from the growth projections. Parcels with existing homes and greater than 5 acres were assumed to redevelop and are included in the total buildout calculation.

The growth areas were then phased into 5-year, 10-year, and 25-year planning phases beginning in 2027 with 300 LUEs and then a yearly growth of 600 LUEs per year until buildout. The added LUEs were then distributed across each growth area, with prioritized distribution closest to the proposed sewer infrastructure most critical to serve the SSS. Projected LUE growth is summarized below in **Table 3-2** and illustrated in **Figure 3-2**.

**Table 3-2: Projected LUE Growth**

Basin		2030	2035	2050	Buildout
North	1	750	1,500	2,250	3,091
	2	500	1,250	2,100	2,784
	3	-	-	2,000	2,753
	<b>Total</b>	<b>1,250</b>	<b>2,750</b>	<b>6,350</b>	<b>8,628</b>
South	4	-	-	1,320	1,601
	5	-	400	1,300	1,349
	6	-	250	2,300	2,313
	7	100	200	229	229
	<b>Total</b>	<b>850</b>	<b>2,350</b>	<b>7,750</b>	<b>8,131</b>
<b>Total</b>		<b>2,100</b>	<b>5,100</b>	<b>14,100</b>	<b>16,759</b>



**FIGURE 3-2**  
**CITY OF CIBOLO**  
**SOUTH SANITARY SEWER**  
**FUTURE GROWTH AREAS**

LEGEND

- Road
- Railroad
- Stream
- Parcel
- City Limits
- ETJ
- County
- Service Area
- Existing Service Area
- CCMA - North
- CCMA - South



GROWTH AREAS

1	4
2	5
3	6
4	7
5	8

PROJECTED GROWTH  
2030: 2,100 LUEs  
2035: 5,100 LUEs  
2050: 14,100 LUEs  
Buildout: 16,759 LUEs

0 2,500  
SCALE IN FEET

## 4.0 FLOW PROJECTIONS

Following the review of the drainage area, an analysis was performed to determine the average daily dry weather flow and peak wet weather flow that would be generated from each basin and contracted flows from GVSUD.

### South CCMA WRP Capacity

The flows from the South Basin will be conveyed to the CCMA South WRP which is shared by the City of Schertz and the City of Cibolo. The existing permitted capacity and permitted expansion phases of CCMA South WRP are summarized below:

- Phase 1 (Existing): 0.5 MGD
- Phase 2: 1.0 MGD
- Phase 3: 3.0 MGD

The existing allotted treatment capacity (0.5 MGD) is currently evenly split between the City of Schertz and the City of Cibolo at 0.25 MGD each. CCMA has requested a permit amendment from TCEQ to expand the plant to 6.0 MGD.

### GVSUD Contracted Flows

As a part of the CSA, Cibolo agreed to assign GVSUD 350,000 gallons per day of average flow at no additional cost to GVSUD and the option of purchasing an additional 175,000 gallons per day. GVSUD's allocated flows are phased in accordance to permitted expansions at the CCMA South plant, illustrated in **Figure 4-1**, and summarized below:

- Phase 1 – CCMA South WRP Permitted Capacity: 0.5 MGD
  - Additional GVSUD Allotted Flow: 0.025 MGD
  - Additional Flow Available for Purchase: 0.025 MGD
- Phase 2 – CCMA South WRP Permitted Capacity: 1.0 MGD
  - Additional GVSUD Allotted Flow: 0.10 MGD (0.125 MGD Total)
  - Additional Flow Available for Purchase: 0.075 MGD (0.10 MGD Total)
- Phase 3 – CCMA South WRP Permitted Capacity: 3.0 MGD
  - Additional GVSUD Allotted Flow: 0.225 MGD (0.35 MGD Total)
  - Additional Flow Available for Purchase: 0.075 MGD (0.175 MGD Total)

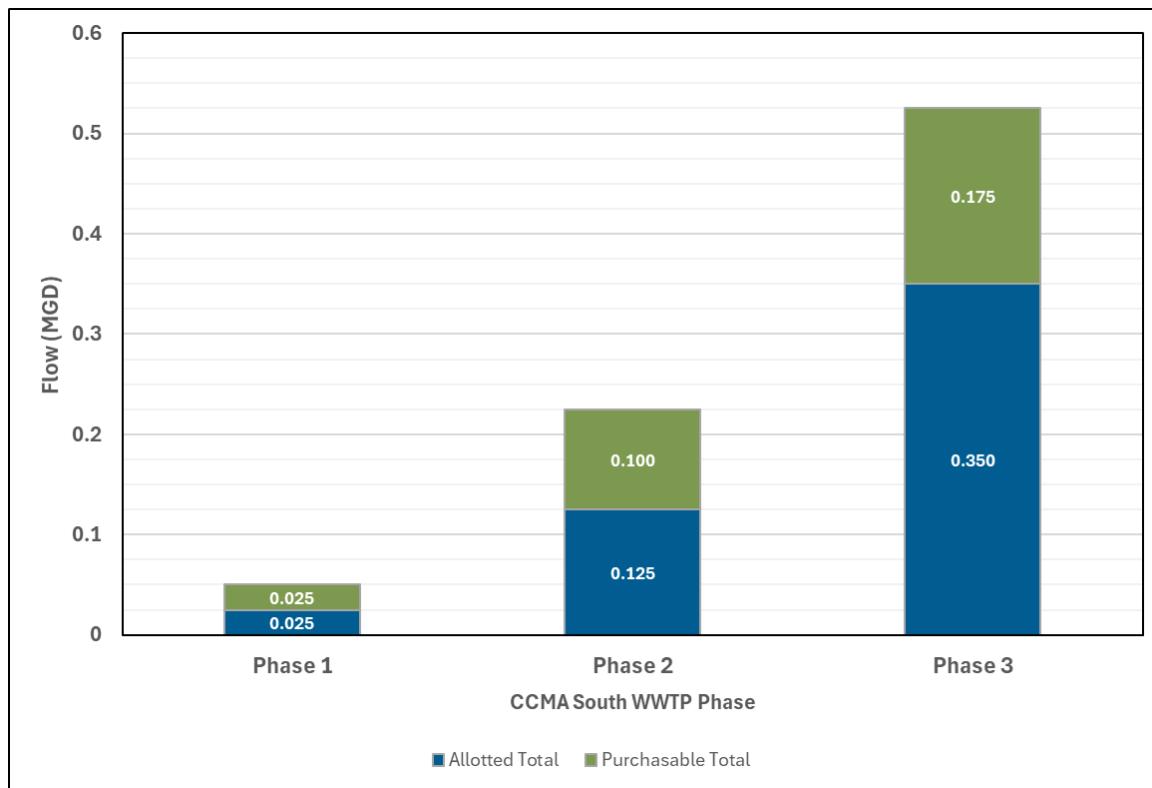


Figure 4-1: GVSUD Allotted and Purchasable Flows

### Flow Projections

Flow projections are the underlying basis for the sizing of conveyance infrastructure. Future flow through a wastewater collection system can be characterized under two categories: waste produced by customers, and rainfall derived inflow and infiltration (RDII). Waste produced by customers is observed to be relatively consistent across the year during dry and wet weather conditions. Consistent with the 2021 Impact Fee Study, an average daily dry weather flow (ADWF) of 245 gallons per day per LUE was assumed for dry weather flow projections. RDII is rainfall that enters into the collection system through spacings or defects during wet weather conditions. RDII response in wastewater systems is variable across geographic locations depending on sub-surface soil conditions, quality of construction installation, asset defects, and many more considerations. Accounting for RDII in greenfield level sewer infrastructure planning can be estimated in terms of gallons of RDII per acre developed, or more simply in terms of a peaking factor from the ADWF to the peak wet weather flow rate (PWWF). For the purposes of this Master Plan, an ADWF to PWWF peaking factor of 4 was used to size infrastructure.

Though the SSS area is largely undeveloped, projected growth in the North are recommended to be served through the Venado Crossing lift station. Documented in the 2021 Impact Fee, the Venado Crossing development is planned to be built out with 748 LUEs. Flows projected from the Venado Crossing development were assessed using the same criteria as projected growth in the SSS.

In utilizing the existing Venado Crossing lift station for additional development in the North SSS, flows were projected for buildup of this development using the same criteria as projected growth in the SSS.

The City is contracted to receive flows from GVSUD. From discussion with the Consultant developing the concurrent GVSUD wastewater master plan, flows from GVSUD are expected to be topographically limited to the area along Stolte Road, east of Growth Areas 6 and 8. For the purposes of this Master Plan, contracted flows from GVSUD are assumed to enter the SSS through Growth Area 8. Projected dry weather flows by growth area and basin are summarized in **Table 4-1**, and projected wet weather flows are summarized in **Table 4-2**.

**Table 4-1: Projected Dry Weather Wastewater Flows**

Basin Flow Projections (MGD)				
Growth Area	2030	2035	2050	Buildout
1	0.18	0.37	0.55	0.76
2	0.12	0.31	0.51	0.68
3	-	-	0.49	0.67
Venado Crossing	0.18	0.18	0.18	0.18
<b>North</b>	<b>0.48</b>	<b>0.86</b>	<b>1.73</b>	<b>2.29</b>
4	-	-	0.32	0.39
5	-	0.10	0.32	0.33
6	-	0.06	0.56	0.57
7	0.02	0.05	0.06	0.06
8	0.18	0.37	0.64	0.65
GVSUD	0.025 0.05 <sup>†</sup>	0.125 0.225 <sup>†</sup>	0.35 0.525 <sup>†</sup>	0.35 0.525 <sup>†</sup>
<b>South</b>	<b>0.225 0.250<sup>†</sup></b>	<b>0.705 0.805<sup>†</sup></b>	<b>2.250 2.425<sup>†</sup></b>	<b>2.350 2.525<sup>†</sup></b>

<sup>†</sup>Assumes all GVSUD flow purchases per CSA are realized

**Table 4-2: Projected Wet Weather Wastewater Flows**

Basin Flow Projections (MGD)				
Growth Area	2030	2035	2050	Buildout
1	0.74	1.47	2.21	3.03
2	0.49	1.23	2.06	2.76
3	-	-	1.96	2.70
Venado Crossing	0.73	0.73	0.73	0.73
<b>North</b>	<b>1.96</b>	<b>3.43</b>	<b>6.96</b>	<b>9.19</b>
4	-	-	1.29	1.57
5	-	0.39	1.27	1.32
6	-	0.25	2.25	2.27
7	0.10	0.20	0.22	0.22
8	0.74	1.47	2.55	2.59
GVSUD	0.125 0.250 <sup>†</sup>	0.625 1.125 <sup>†</sup>	1.750 2.625 <sup>†</sup>	1.750 2.625 <sup>†</sup>
<b>South</b>	<b>0.97 1.09<sup>†</sup></b>	<b>2.94 3.435<sup>†</sup></b>	<b>9.33 10.205<sup>†</sup></b>	<b>9.72 10.595<sup>†</sup></b>

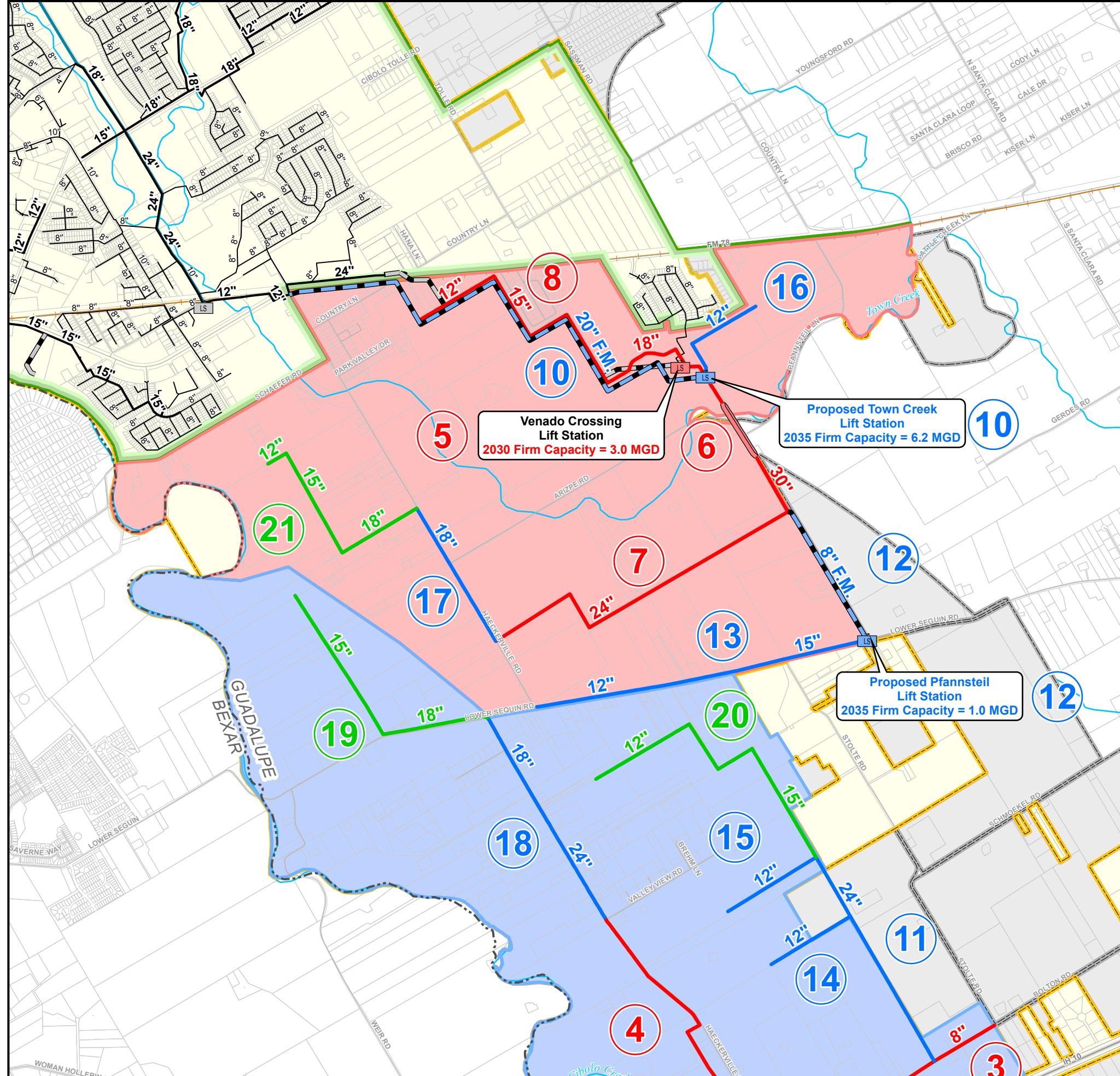
<sup>†</sup>Assumes all GVSUD flow purchases per CSA are realized

## 5.0 CAPITAL IMPROVEMENT PLAN

A capital improvements plan (CIP) was developed to serve as a roadmap to provide sewer service in the SSS with recommended sizing and phasing of improvements. The recommended improvements will provide the required capacity to meet projected wastewater flows through buildout. The recommended projects for the wastewater system are presented on **Figure 5-1**. Locations shown for new mains and other recommended improvements are approximate for hydraulic analyses. Specific alignments and sites should be determined as part of the design process.

Planning-level cost estimates were developed for the recommended improvements and do not include individual service connections or subdivision lines. The costs are in 2025 dollars and include an allowance for engineering, surveying, and contingencies. **Table 5-1** summarizes the costs of the wastewater system CIP. Detailed descriptions of the projects and costs are included in **Appendix A**. Unit prices shown in the cost summaries are assumed to include direct project costs, overhead, and profit for the contractors.

Improvements were phased into the three planning periods in which they become necessary to serve new development. It is recommended that these projects be constructed generally in the order listed; however, development patterns may make it necessary to construct some projects sooner or later than anticipated. The following sections list the projects by phase and provide a description and driver for each project.

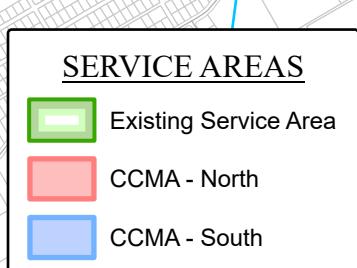


**FIGURE 5-1**  
**CITY OF CIBOLO**  
**SOUTH SANITARY SEWER**  
**CAPITAL IMPROVEMENTS PLAN**

LEGEND

Road	CIP Lift Station
Railroad	2030
Stream	2035
Parcel	WRP
City Limits	Wastewater Reclamation Plant
ETJ	Gravity Main
County	Siphon
Existing Facilities	Force Main
Lift Station	2030
10" and Smaller Gravity Main	2035
12" and Larger Gravity Main	Force Main
Force Main	Gravity Main
<b>2035 Improvements</b>	
Gravity Main	
Force Main	
<b>2050 Improvements</b>	
Gravity Main	

**CITY OF CIBOLO TEXAS**



0 2,500  
 SCALE IN FEET

**Table 5-1: CIP Summary**

Project Number	Project Name	Cost
<b>Short Term Projects</b>		
1	New Bolton Road Lift Station with 18-inch/15-inch Force Mains (Alignment Option B)	\$ 37,748,848
2	30-inch Bolton Road Trunkline	\$ 4,371,920
3	8-inch Bolton Road Wastewater Main	\$ 677,300
4	24-inch South Haeckerville Road Trunkline (Alignment Option B)	\$ 4,737,712
5	Venado Lift Station Expansion	\$ 1,150,500
6	30-inch Pfannsteil Lane Trunkline (Alignment Option A)	\$ 3,653,937
7	24-inch Pfannsteil Lane Trunkline Extension (Alignment Option A)	\$ 5,317,049
8	18-inch Northwest Venado Wastewater Mains	\$ 3,816,500
<b>Short Term Total</b>		<b>\$ 61,473,766</b>
<b>Intermediate Projects</b>		
9	Bolton Road Lift Station Expansion	\$ 3,720,000
10	New Town Creek Lift Station and 20-inch Force Main	\$ 23,855,300
11	24-inch Bolton Road Trunkline Extension	\$ 3,845,200
12	New Pfannsteil Lift Station and Force Main	\$ 4,233,900
13	15-inch East Lower Seguin Road Trunkline	\$ 3,858,800
14	12-inch Schmoekel Road Wastewater Main	\$ 1,061,500
15	12-inch East Haeckerville Wastewater Main	\$ 1,180,600
16	12-inch Venado Crossing Wastewater Main	\$ 1,023,900
17	18-inch North Haeckerville Road Wastewater Main	\$ 2,068,600
18	24-inch Haeckerville Trunkline Extension	\$ 3,621,800
<b>Intermediate Total</b>		<b>\$ 48,469,600</b>
<b>Long Term Projects</b>		
19	18-inch Lower Seguin Road West Extension	\$ 2,816,200
20	15-inch Lower Seguin Road South Wastewater Extension	\$ 3,832,600
21	18-inch Concordia Lane Wastewater Mains	\$ 2,208,900
<b>Long Term Total</b>		<b>\$ 8,857,700</b>
<b>CIP Total</b>		<b>\$ 118,801,066</b>

## **North Basin**

### Short-Term (2030)

The natural topography of the North Basin drains east, away from existing City gravity sewer infrastructure and away from the CCMA Odo J. Riedel Regional WRP. To convey flow to the Reidel WRP, flows will need to be pumped by either existing or new lift stations. South of the Venado Crossing development, and north of Town Creek, is the 1.5 MGD Venado Crossing lift station. The lift station, according to its design plans, has an additional pump slot available for another 1.5 MGD pump to be added. Full buildout of this lift station would have the capacity of 3.0 MGD to convey flows for the Venado Crossing development and any additional adjacent development. Projected peak wet weather flows in the North Basin total 1.96 MGD by 2030, 3.43 MGD by 2035, 6.96 MGD by 2050, and 9.19 MGD in buildout. The existing Venado Crossing lift station wet well and force main are sized for 3.0 MGD and is not deemed viable for further expansion due to site constraints. To accommodate growth in the North Basin, adding an additional 1.5 MGD pump to the Venado Crossing lift station as a part of Project 5 is recommended to serve further buildout of the Venado Crossing development as well as growth in Growth Areas 1 and 2. To service Growth Area 2, the 30-inch Pfannstiel Lane trunkline (Project 6) and the 24-inch Town Creek trunkline (Project 7) are recommended as the major sewer infrastructure to service North Basin south of Town Creek. To convey flows north, across town creek, a 20-inch/10-inch double barrel siphon is recommended as a part of Project 6 so that flows may reach the Venado Crossing Lift Station. To service anticipated growth north of Town Creek in Growth Area 1, an extension of 18-inch to 12-inch wastewater mains are recommended northwest of Venado Crossing (Project 8). This project may be driven by developer growth causing the routing to be modified. All projects identified in this time period are recommended to be completed by 2030 to accommodate projected growth.

### Medium-Term (2035)

By 2035, it is projected that the Venado Crossing lift station, expanded as a part of Project 5, is to be out of capacity. To accommodate projected growth in the North Basin, a 6.2 MGD Town Creek lift station is recommended south of the Venado Crossing development. This lift station is intended to service all flows from Growth Areas 2 and 3 through the Pfannstiel Lane trunkline (Project 6), as well as flows conveyed through the 12-inch East Venado Crossing wastewater main (Project 16). During this planning period, growth is anticipated to increase in Growth Area 2. With the primary infrastructure assumed to be in place as a part of Project 6 and 7, extensions from these trunklines are anticipated. Projects 12 and 13 extend

service north of Lower Seguin Road. Flows are recommended to be collected via gravity along Lower Seguin Road (Project 13) and conveyed to a proposed 1.1 MGD Pfannsteil lift station (Project 12). The proposed lift station will convey flows to the 30-inch Pfannsteil Lane trunkline. In this planning period, an 18-inch Haeckerville Road wastewater main is recommended as an extension from the Town Creek trunkline (Project 7) to service growth along Haeckerville Road. All projects identified in this time period are recommended to be completed by 2035 to accommodate projected growth.

#### Long-Term (2050)

In the long-term planning horizon of 2050, recommended infrastructure is anticipated to near buildout. The sole project in the 2050 planning horizon is the 18-inch Concordia Lane gravity main (Project 21). Due to the number of projects required to service this area, this area is anticipated to develop last.

### **South Basin**

#### Short-Term (2030)

Flows from the South Basin are recommended to be routed to the South CCMA WRP. For flows to reach the South CCMA WRP, flows must be pumped across Cibolo Creek. The natural location for a regional lift station is near the intersection of Bolton Road and Haeckerville Road. The first recommended project in the South Basin is the Bolton Road lift station (Project 1). The wet well is recommended to be sized for ultimate buildout (9.72 MGD) during the lift station construction in the short-term planning period to allow for the pumps to be replaced rather than an entirely new lift station. At the time of construction, it is also recommended to install an 18-inch/15-inch dual force main as to not replace or add a parallel force main at a later date. The 15-inch will service as the sole operable force main through the first phase of the lift station and sized to accommodate 4.85 MGD of pumped flow. A firm capacity of 4.85 MGD satisfies the projected flows through the 2035 planning period. It is not recommended to install pumps for ultimate buildout at the onset of construction due to lift station operations that would result in either long fill-times or short pump cycles. The 18-inch force main is recommended to be used in tandem with the 15-inch force main in future planning scenarios to maintain reasonable velocities during wet weather conditions. The Bolton Road lift station will serve as the junction point for two primary trunklines: the 30-inch Bolton Road trunkline (Project 2) and the 24-inch Haeckerville Road trunkline. The Bolton Road trunkline is sized to convey buildout peak wet weather flows from Growth Areas 6 and 8, as well as contracted flows from GVSUD east of the SSS. The 24-inch Haeckerville Road trunkline extends north along Haeckerville Road to convey projected buildout flows from Growth Areas 4, 5, 7 as well as the western portions of Growth

Areas 6 and 8. Project 3, the 8-inch Bolton Road Wastewater Main, is an extension off of the Bolton Road trunkline to serve customers immediately east of the trunkline's alignment as well as any customers from GVSUD's service area that may connect as a part of the CSA. All projects recommended in the short-term planning period are recommended to be completed by 2030 to service growth.

#### Medium-Term (2035)

Projects identified in the medium-term are largely extensions from the existing trunklines identified for construction by 2030. Development is projected to increase northerly within the South Basin once major conveyance infrastructure is in place. Along Haeckerville Road, the 24-inch trunkline is to be extended to Lower Seguin Road as a part of Project 18. Connecting to the upstream end of the Bolton Road trunkline, west of Stolte Road, the 24-inch Bolton Road extension (Project 11) is recommended to extend sewer service north to receive flows from Growth Area 8 as well as contracted flows from GVSUD. Additional 12-inch gravity sewers along Schmoekel Road (Project 14) and south of Valley View Road (Project 15) is recommended to provide service within Growth Area 6 and 8.

With increased flows anticipated due to growth, the pumps at the Bolton Road lift station will be required. The initial pump sizing for 4.85 MGD of peak wet weather flow is projected to be sufficient through the 2035 planning period. With continued growth in the South Basin, an additional pump is recommended to convey ultimate buildout flows (9.72 MGD) as a part of Project 9. Ultimate sizing of the lift station should be evaluated again in the future to confirm development patterns and densities.

#### Long-Term (2050)

In the long-term planning horizon of 2050, recommended infrastructure is anticipated to near buildout. Two projects identified in this planning period extend service to Growth Areas projected to not grow significantly until the 2050 planning scenario. The 18-inch Lower Seguin Road West extension (Project 19) extends sewer service to Growth Area 4 by connecting to the 24-inch/18-inch Haeckerville trunkline extension (Project 18) identified in the 10-year planning period. To serve projected growth south of Lower Seguin Road, a 15-inch/12-inch gravity sewer is recommended as a part of Project 20 to extend north from the 24-inch Bolton Road trunkline extension (Project 11). This project is intended to serve the remaining development within Growth Area 6.

# Appendix A

## Opinion of Probable Cost

**City of Cibolo**  
**CIP Cost Summary**

Project Number	Project Name	Cost
<b>Short Term Projects</b>		
1	New Bolton Road Lift Station with 18-inch/15-inch Force Mains (Alignment Option B)	\$ 37,748,848
2	30-inch Bolton Road Trunkline (Alignment Option B)	\$ 4,371,920
3	8-inch Bolton Road Wastewater Main	\$ 677,300
4	24-inch South Haeckerville Road Trunkline (Alignment Option B)	\$ 4,737,712
5	Venado Lift Station Expansion	\$ 1,150,500
6	30-inch Pfannsteil Lane Trunkline (Alignment Option A)	\$ 3,653,937
7	24-inch Pfannsteil Lane Trunkline Extension (Alignment Option A)	\$ 5,317,049
8	18-inch Northwest Venado Wastewater Mains	\$ 3,816,500
<b>Short Term Total</b>		<b>\$ 61,473,766</b>
<b>Intermediate Projects</b>		
9	Bolton Road Lift Station Expansion	\$ 3,720,000
10	New Town Creek Lift Station and 20-inch Force Main	\$ 23,855,300
11	24-inch Bolton Road Trunkline Extension	\$ 3,845,200
12	New Pfannsteil Lift Station and Force Main	\$ 4,233,900
13	15-inch East Lower Seguin Road Trunkline	\$ 3,858,800
14	12-inch Schmoekel Road Wastewater Main	\$ 1,061,500
15	12-inch East Haeckerville Wastewater Main	\$ 1,180,600
16	12-inch Venado Crossing Wastewater Main	\$ 1,023,900
17	18-inch North Haeckerville Road Wastewater Main	\$ 2,068,600
18	24-inch Haeckerville Trunkline Extension	\$ 3,621,800
<b>Intermediate Total</b>		<b>\$ 48,469,600</b>
<b>Long Term Projects</b>		
19	18-inch Lower Seguin Road West Extension	\$ 2,816,200
20	15-inch Lower Seguin Road South Wastewater Extension	\$ 3,832,600
21	18-inch Concordia Lane Wastewater Mains	\$ 2,208,900
<b>Long Term Total</b>		<b>\$ 8,857,700</b>
<b>CIP Total \$ 118,801,066</b>		

# City of Cibolo



Capital Improvement Cost Estimate  
Construction Project Number: 1

October 15, 2025  
Phase: Short

Project Name: New Bolton Road Lift Station with 18-inch/15-inch Force Mains (Alignment Option B)  
Project Description:

This project constructs a new lift station with a firm capacity of 4.85 MGD, and ultimate capacity of 9.7 MGD, near the intersection of Haeckerville Road and Bolton Road. Approximately 5,980 LF of new parallel 15-inch and 18-inch diameter force mains will be constructed and routed to the CCMA South Wastewater Treatment Plant, including approximately 250 LF of boring and casing to cross the Cibolo Creek for each new force main.

## Project Drivers:

This project is recommended to convey wastewater flows for the southern part of the South Sanitary Sewer system to the South CCMA Wastewater Treatment Plant. The 12-inch force main is recommended to convey flows for the initial 4.85 MGD sizing of the Haeckerville Lift Station. The 18-inch force main is recommended to be constructed concurrently, sized to convey buildout peak wet weather flows following an expansion of the Haeckerville Lift Station (project 9).

## Opinion of Probable Construction Cost

ITEM	DESCRIPTION	QUANTITY	UNIT	UNIT PRICE	TOTAL
1	New Bolton Road Lift Station	1	EA	\$ 19,440,000	\$ 19,440,000
2	18" Force Main < 8 feet deep	5,980	LF	\$ 270	\$ 1,614,600
3	18" Carrier Pipe	250	LF	\$ 180	\$ 45,000
4	36" Boring and Casing	250	LF	\$ 1,620	\$ 405,000
5	15" Force Main < 8 feet deep	5,980	LF	\$ 225	\$ 1,345,500
6	15" Carrier Pipe	250	LF	\$ 150	\$ 37,500
7	30" Boring and Casing	250	LF	\$ 1,350	\$ 337,500
8	Bolton Lift Station Site Preparation	1	LS	\$ 211,200	\$ 211,200
				<b>SUBTOTAL:</b>	<b>\$ 23,436,300</b>
			CONTINGENCY	30%	\$ 7,030,890
			<b>SUBTOTAL:</b>	<b>\$ 30,467,190</b>	
			MOBILIZATION	5%	\$ 1,523,360
			<b>SUBTOTAL:</b>	<b>\$ 31,990,550</b>	
			ENG/SURVEY	18%	\$ 5,758,299
			<b>SUBTOTAL:</b>	<b>\$ 37,748,849</b>	
			Easements	<b>\$ 2,438,790</b>	
			<b>Estimated Project Total:</b>	<b>\$ 40,187,639</b>	

# City of Cibolo



Capital Improvement Cost Estimate

October 15, 2025

Construction Project Number: 2

Phase: Short

Project Name: 30-inch Bolton Road Trunkline (Alignment Option B)

## Project Description:

This project constructs approximately 5,920 LF of a new 30-inch trunkline along Bolton Road, beginning just east of the Zuehl Road and Bolton Road intersection and flowing by gravity to the proposed Haeckerville Lift Station (Project 1).

## Project Drivers:

This project is recommended and sized for buildout peak wet weather flows produced by Growth Areas 6 and 8, as well as contracted flows from GVSUD.

## Opinion of Probable Construction Cost

ITEM	DESCRIPTION	QUANTITY	UNIT	UNIT PRICE	TOTAL
1	30" Pipe 8- 16 feet deep	5,920	LF	\$ 360	\$ 2,131,200
2	60" Diameter Manhole	12	EA	\$ 35,000	\$ 420,000
3	Bolton Road Trunk Line Site Preparation	1	LS	\$ 182,850	\$ 182,850
				<b>SUBTOTAL:</b>	<b>\$ 2,734,050</b>
				CONTINGENCY	30%
				<b>SUBTOTAL:</b>	<b>\$ 820,215</b>
				MOBILIZATION	5%
				<b>SUBTOTAL:</b>	<b>\$ 177,713</b>
				ENG/SURVEY	18%
				<b>SUBTOTAL:</b>	<b>\$ 671,756</b>
				Easements	<b>\$ 4,403,734</b>
					<b>\$ 1,579,230</b>
				<b>Estimated Project Total:</b>	<b>\$ 5,982,964</b>

# City of Cibolo



Capital Improvement Cost Estimate

October 15, 2025

Construction Project Number: 3

Phase: Short

Project Name: 8-inch Bolton Road Wastewater Main

## Project Description:

This project constructs approximately 1,840 LF of a new 8-inch wastewater main along Bolton Road, beginning at the Stolte Road and Bolton Road intersection and flowing by gravity west to connect into the proposed Bolton Road lift station (Project 1).

## Project Drivers:

This project is recommended to serve growth out towards Stolte Road along Bolton Road. Sizing of this improvement may be reconsidered in coordination with GVSUD, as this line may be used as a connection point to service a portion of GVSUD's contracted flows.

## Opinion of Probable Construction Cost

ITEM	DESCRIPTION	QUANTITY	UNIT	UNIT PRICE	TOTAL
1	8" Pipe 8- 16 feet deep	1,840	LF	\$ 96	\$ 176,640
2	48" Diameter Manhole	5	EA	\$ 25,000	\$ 117,500
3	Asphalt Pavement Repair	1,840	LF	\$ 80	\$ 147,200
				<b>SUBTOTAL:</b>	<b>\$ 441,400</b>
			CONTINGENCY	30%	\$ 132,500
				<b>SUBTOTAL:</b>	<b>\$ 573,900</b>
			ENG/SURVEY	18%	\$ 103,400
				<b>SUBTOTAL:</b>	<b>\$ 677,300</b>
				<b>Estimated Project Total:</b>	<b>\$ 677,300</b>

# City of Cibolo



Capital Improvement Cost Estimate

October 15, 2025

Construction Project Number: 4

Phase: Short

Project Name: 24-inch South Haeckerville Road Trunkline (Alignment Option B)

## Project Description:

This project constructs approximately 8,360 LF of a new 24-inch wastewater trunkline along Haeckerville Road, from Valley View Drive to Bolton Road, flowing by gravity to the proposed Haeckerville Lift Station (Project 1).

## Project Drivers:

This project is recommended and sized for buildout peak wet weather flows produced by Growth Areas 4, 5, 6 and 8.

### Opinion of Probable Construction Cost

ITEM	DESCRIPTION	QUANTITY	UNIT	UNIT PRICE	TOTAL
1	24" Pipe 8- 16 feet deep	7,530	LF	\$ 290	\$ 2,183,700
2	60" Diameter Manhole	15	EA	\$ 35,000	\$ 525,000
3	Haeckerville Road Trunk Line Site Preparation	1	LS	\$ 232,700	\$ 232,700
				<b>SUBTOTAL:</b>	<b>\$ 2,941,400</b>
			CONTINGENCY	30%	\$ 882,420
				<b>SUBTOTAL:</b>	<b>\$ 3,823,820</b>
			MOBILIZATION	5%	\$ 191,191
					<b>\$ 4,015,011</b>
			ENG/SURVEY	18%	\$ 722,702
				<b>SUBTOTAL:</b>	<b>\$ 4,737,713</b>
				<b>Easements</b>	<b>\$ 1,992,600</b>
				<b>Estimated Project Total:</b>	<b>\$ 6,730,313</b>

# City of Cibolo



Capital Improvement Cost Estimate

October 15, 2025

Construction Project Number: 5

Phase: Short

Project Name: Venado Lift Station Expansion

## Project Description:

This project expands the existing Venado Lift Station to a firm capacity of 3.0 MGD. One new additional 1.5 MGD pump will be added to the existing two pumps.

## Project Drivers:

This project is recommended to increase capacity of the Venado Lift Station to service growth in Growth Area 1 in the short-term planning period.

## Opinion of Probable Construction Cost

ITEM	DESCRIPTION	QUANTITY	UNIT	UNIT PRICE	TOTAL
1	Venado Lift Station - 1.5 MGD Pump	1	EA	\$ 750,000	\$ 750,000
				<b>SUBTOTAL:</b>	<b>\$ 750,000</b>
			CONTINGENCY	30%	\$ 225,000
			<b>SUBTOTAL:</b>	<b>\$ 975,000</b>	
			ENG/SURVEY	18%	\$ 175,500
			<b>SUBTOTAL:</b>	<b>\$ 1,150,500</b>	
			<b>Estimated Project Total:</b>	<b>\$ 1,150,500</b>	

# City of Cibolo



Capital Improvement Cost Estimate

October 15, 2025

Construction Project Number: 6

Phase: Short

Project Name: 30-inch Pfannsteil Lane Trunkline (Alignment Option A)

## Project Description:

This project constructs approximately 3,645 LF of a new 30-inch wastewater trunkline along Pfannsteil Lane, flowing by gravity to the expanded Venado Lift Station (Project 5). Approximately 820 LF each of 10-inch and 24-inch siphons will be constructed across the low elevation crossing of Town Creek near Pfannsteil Lane.

## Project Drivers:

This project is recommended to convey wastewater flows north to the expanded Venado Lift Station (Project 5), connecting the lower portion of the CCMA - North basin across the Town Creek allowing for increased capacity to serve future growth. The 24/10-inch siphon is recommended and sized to convey buildout peak wet weather flows.

## Opinion of Probable Construction Cost

ITEM	DESCRIPTION	QUANTITY	UNIT	UNIT PRICE	TOTAL
1	30" Pipe 8- 16 feet deep	3,645	LF	\$ 360	\$ 1,312,200
2	60" Diameter Manhole	7	EA	\$ 35,000	\$ 245,000
3	24" Siphon	820	LF	\$ 360	\$ 295,200
4	10" Siphon	820	LF	\$ 150	\$ 123,000
5	Siphon Inlet Structure	1	LS	\$ 100,000	\$ 100,000
6	Siphon Outfall Structure	1	LS	\$ 50,000	\$ 50,000
7	30-inch Pfannsteil Lane Site Preparation	1	LS	\$ 143,140	\$ 143,140
				<b>SUBTOTAL:</b>	<b>\$ 2,268,540</b>
	CONTINGENCY		30%		\$ 680,562
				<b>SUBTOTAL:</b>	<b>\$ 2,949,102</b>
	MOBILIZATION		5%		\$ 147,455
				<b>SUBTOTAL:</b>	<b>\$ 3,096,557</b>
	ENG/SURVEY		18%		\$ 557,380
				<b>SUBTOTAL:</b>	<b>\$ 3,653,937</b>
	Easements				<b>\$ 1,291,680</b>
				<b>Estimated Project Total:</b>	<b>\$ 4,945,617</b>

# City of Cibolo



Capital Improvement Cost Estimate

October 15, 2025

Construction Project Number: 7

Phase: Short

Project Name: 24-inch Pfannsteil Lane Trunkline Extension (Alignment Option A)

## Project Description:

This project constructs approximately 8,450 LF of a new 24-inch gravity sewer line, flowing by gravity east from Haeckerville Road to Pfannsteil Lane to connect into the proposed 30-inch trunkline along Pfannsteil Lane (Project 6).

## Project Drivers:

This project is recommended and sized for buildout peak wet weather flows produced by Growth Areas 2, and 3.

## Opinion of Probable Construction Cost

ITEM	DESCRIPTION	QUANTITY	UNIT	UNIT PRICE	TOTAL
1	24" Pipe 8- 16 feet deep	8,450	LF	\$ 290	\$ 2,450,500
2	60" Diameter Manhole	17	EA	\$ 35,000	\$ 595,000
3	24-inch Pfannsteil Lane Trunkline Extension Site Preparation	1	LS	\$ 255,580	\$ 255,580
				<b>SUBTOTAL:</b>	<b>\$ 3,301,080</b>
				CONTINGENCY	30%
				<b>SUBTOTAL:</b>	<b>\$ 990,324</b>
				MOBILIZATION	5%
				<b>SUBTOTAL:</b>	<b>\$ 214,570</b>
				ENG/SURVEY	18%
				<b>SUBTOTAL:</b>	<b>\$ 811,076</b>
				<b>Easements</b>	<b>\$ 5,317,050</b>
					<b>\$ 2,282,580</b>
				<b>Estimated Project Total:</b>	<b>\$ 7,599,630</b>

# City of Cibolo



Capital Improvement Cost Estimate

October 15, 2025

Construction Project Number: 8

Phase: Short

Project Name: 18-inch Northwest Venado Wastewater Mains

## Project Description:

This project constructs approximately 9,910 LF of new 18-inch, 15-inch, and 12-inch wastewater mains, beginning east of the Green Valley Park neighborhood, routing around the Falcon Crest Estates, and flowing by gravity southeast into the expanded Venado Lift Station (Project 5).

## Project Drivers:

This project is recommended and sized for buildout peak wet weather flows produced by Growth Area 1.

### Opinion of Probable Construction Cost

ITEM	DESCRIPTION	QUANTITY	UNIT	UNIT PRICE	TOTAL
1	18" Pipe 8- 16 feet deep	5,840	LF	\$ 216	\$ 1,261,440
2	15" Pipe 8- 16 feet deep	1,760	LF	\$ 180	\$ 316,800
3	12" Pipe 8- 16 feet deep	2,310	LF	\$ 144	\$ 332,640
4	Asphalt Pavement Repair	1,675	LF	\$ 80	\$ 134,000
5	60" Diameter Manhole	8	EA	\$ 35,000	\$ 290,500
6	48" Diameter Manhole	6	EA	\$ 25,000	\$ 152,500
				<b>SUBTOTAL:</b>	<b>\$ 2,487,900</b>
			CONTINGENCY	30%	\$ 746,400
				<b>SUBTOTAL:</b>	<b>\$ 3,234,300</b>
			ENG/SURVEY	18%	\$ 582,200
				<b>SUBTOTAL:</b>	<b>\$ 3,816,500</b>
				<b>Estimated Project Total:</b>	<b>\$ 3,816,500</b>

# City of Cibolo



Capital Improvement Cost Estimate

October 15, 2025

Construction Project Number: 9

Phase: Medium

Project Name: Bolton Road Lift Station Expansion

## Project Description:

This project expands the proposed Bolton Road lift station (Project 1) to a firm capacity of 9.72 MGD. One additional 4.85 MGD pump is recommended for the triplex lift station.

## Project Drivers:

This project is recommended to increase capacity of the Bolton Road lift station to meet projected buildout peak wet weather flows.

## Opinion of Probable Construction Cost

ITEM	DESCRIPTION	QUANTITY	UNIT	UNIT PRICE	TOTAL
1	4.85 MGD LS Pump	1	EA	\$ 2,425,000	\$ 2,425,000
				<b>SUBTOTAL:</b>	<b>\$ 2,425,000</b>
			CONTINGENCY	30%	\$ 727,500
				<b>SUBTOTAL:</b>	<b>\$ 3,152,500</b>
			ENG/SURVEY	18%	\$ 567,500
				<b>SUBTOTAL:</b>	<b>\$ 3,720,000</b>
				<b>Estimated Project Total:</b>	<b>\$ 3,720,000</b>

# City of Cibolo



Capital Improvement Cost Estimate

October 15, 2025

Construction Project Number: 10

Phase: Medium

Project Name: New Town Creek Lift Station and 20-inch Force Main

## Project Description:

This project constructs a new lift station with a firm capacity of 6.2 MGD near the intersection of Arizpe Road and Pfannsteil Lane, southeast of the Venado Lift Station. Approximately 9,970 LF of a new 20-inch diameter force main will be constructed and routed to the City's existing sewer collection system.

## Project Drivers:

This project is recommended to increase the conveyance capacity within the North Basin to serve future growth in Growth Areas 1, 2, and 3.

## Opinion of Probable Construction Cost

ITEM	DESCRIPTION	QUANTITY	UNIT	UNIT PRICE	TOTAL
1	New 6.2 MGD Town Creek Lift Station	1	EA	\$ 12,400,000	\$ 12,400,000
2	20" Force Main < 8 feet deep	9,970	LF	\$ 300	\$ 2,991,000
3	Asphalt Pavement Repair	2,000	LF	\$ 80	\$ 160,000
				<b>SUBTOTAL:</b>	<b>\$ 15,551,000</b>
				CONTINGENCY	30%
				<b>SUBTOTAL:</b>	<b>\$ 4,665,300</b>
				ENG/SURVEY	18%
				<b>SUBTOTAL:</b>	<b>\$ 3,639,000</b>
				<b>Estimated Project Total:</b>	<b>\$ 23,855,300</b>

# City of Cibolo



Capital Improvement Cost Estimate

October 15, 2025

Construction Project Number: 11

Phase: Medium

Project Name: 24-inch Bolton Road Trunkline Extension

## Project Description:

This project constructs approximately 6,180 LF of a new 24-inch trunkline, flowing by gravity south into the proposed 30-inch trunkline (Project 2), connecting at Bolton Road.

## Project Drivers:

This project is recommended and sized for buildout peak wet weather flows produced by Growth Areas 6 and 8, as well as contracted flows from GVSUD.

## Opinion of Probable Construction Cost

ITEM	DESCRIPTION	QUANTITY	UNIT	UNIT PRICE	TOTAL
1	24" Pipe 8- 16 feet deep	6,180	LF	\$ 290	\$ 1,792,200
2	48" Diameter Manhole	9	EA	\$ 25,000	\$ 220,000
3	Asphalt Pavement Repair	6,180	LF	\$ 80	\$ 494,400
				<b>SUBTOTAL:</b>	<b>\$ 2,506,600</b>
			CONTINGENCY	30%	\$ 752,000
				<b>SUBTOTAL:</b>	<b>\$ 3,258,600</b>
			ENG/SURVEY	18%	\$ 586,600
				<b>SUBTOTAL:</b>	<b>\$ 3,845,200</b>
				<b>Estimated Project Total:</b>	<b>\$ 3,845,200</b>

# City of Cibolo



Capital Improvement Cost Estimate

October 15, 2025

Construction Project Number: 12

Phase: Medium

Project Name: New Pfannstiel Lift Station and Force Main

## Project Description:

This project constructs a new 1.0 MGD Lift Station and approximately 860 LF of new 15-inch gravity line and 3,780 LF of new 8-inch force main that will flow north from Lower Seguin Road along Pfannstiel Lane to connect into the proposed 30-inch trunkline along Pfannstiel Lane (Project 6).

## Project Drivers:

This project is recommended to serve growth along Lower Seguin Road.

## Opinion of Probable Construction Cost

ITEM	DESCRIPTION	QUANTITY	UNIT	UNIT PRICE	TOTAL
1	New 1.0 MGD Pfannstiel Lift Station	1	EA	\$ 2,000,000	\$ 2,000,000
2	8" Force Main < 8 feet deep	3,800	LF	\$ 120	\$ 456,000
3	Asphalt Pavement Repair	3,800	LF	\$ 80	\$ 304,000
				<b>SUBTOTAL:</b>	<b>\$ 2,760,000</b>
			CONTINGENCY	30%	\$ 828,000
				<b>SUBTOTAL:</b>	<b>\$ 3,588,000</b>
			ENG/SURVEY	18%	\$ 645,900
				<b>SUBTOTAL:</b>	<b>\$ 4,233,900</b>
				<b>Estimated Project Total:</b>	<b>\$ 4,233,900</b>

# City of Cibolo



Capital Improvement Cost Estimate

October 15, 2025

Construction Project Number: 13

Phase: Medium

Project Name: 15-inch East Lower Seguin Road Trunkline

## Project Description:

This project constructs approximately 2,200 LF of new 15-inch and 6,600 LF of new 12-inch lines, flowing by gravity east from Haeckerville Road to Pfannsteil Lane along Lower Seguin Road to connect into the proposed Pfannsteil Lift Station (Project 12)

## Project Drivers:

This project is recommended to serve growth along Lower Seguin Road.

## Opinion of Probable Construction Cost

ITEM	DESCRIPTION	QUANTITY	UNIT	UNIT PRICE	TOTAL
1	15" Pipe 8- 16 feet deep	2,200	LF	\$ 180	\$ 396,000
2	12" Pipe 8- 16 feet deep	6,600	LF	\$ 144	\$ 950,400
3	Asphalt Pavement Repair	8,800	LF	\$ 80	\$ 704,000
4	48" Diameter Manhole	19	EA	\$ 25,000	\$ 465,000
				<b>SUBTOTAL:</b>	<b>\$ 2,515,400</b>
				CONTINGENCY	30%
				<b>SUBTOTAL:</b>	<b>\$ 754,700</b>
				ENG/SURVEY	18%
				<b>SUBTOTAL:</b>	<b>\$ 588,700</b>
					<b>Estimated Project Total: \$ 3,858,800</b>

# City of Cibolo



Capital Improvement Cost Estimate

October 15, 2025

Construction Project Number: 14

Phase: Medium

Project Name: 12-inch Schmoekel Road Wastewater Main

## Project Description:

This project constructs approximately 2,430 LF of new 12-inch wastewater main west of Schmoekel Road, flowing by gravity east to connect into the proposed 24-inch wastewater trunkline flowing south towards Bolton Road (Project 11).

## Project Drivers:

This project is recommended to provide wastewater system and serve future growth in Growth Area 8.

## Opinion of Probable Construction Cost

ITEM	DESCRIPTION	QUANTITY	UNIT	UNIT PRICE	TOTAL
1	12" Pipe 8- 16 feet deep	2,430	LF	\$ 144	\$ 349,920
2	Asphalt Pavement Repair	2,430	LF	\$ 80	\$ 194,400
3	48" Diameter Manhole	6	EA	\$ 25,000	\$ 147,500
				<b>SUBTOTAL:</b>	<b>\$ 691,900</b>
			CONTINGENCY	30%	\$ 207,600
				<b>SUBTOTAL:</b>	<b>\$ 899,500</b>
			ENG/SURVEY	18%	\$ 162,000
				<b>SUBTOTAL:</b>	<b>\$ 1,061,500</b>
				<b>Estimated Project Total:</b>	<b>\$ 1,061,500</b>

# City of Cibolo



Capital Improvement Cost Estimate

October 15, 2025

Construction Project Number: 15

Phase: Medium

Project Name: 12-inch East Haeckerville Wastewater Main

## Project Description:

This project constructs approximately 2,710 LF of new 12-inch wastewater main northwest of the Schmoekel Road and Stolte Road intersection and Project 10, flowing by gravity east to connect to the proposed 24-inch wastewater trunkline flowing south towards Bolton Road (Project 11).

## Project Drivers:

This project is recommended to provide wastewater system and serve future growth in Growth Area 6.

## Opinion of Probable Construction Cost

ITEM	DESCRIPTION	QUANTITY	UNIT	UNIT PRICE	TOTAL
1	12" Pipe 8- 16 feet deep	2,710	LF	\$ 144	\$ 390,240
2	Asphalt Pavement Repair	2,710	LF	\$ 80	\$ 216,800
3	48" Diameter Manhole	7	EA	\$ 25,000	\$ 162,500
				<b>SUBTOTAL:</b>	<b>\$ 769,600</b>
			CONTINGENCY	30%	\$ 230,900
				<b>SUBTOTAL:</b>	<b>\$ 1,000,500</b>
			ENG/SURVEY	18%	\$ 180,100
				<b>SUBTOTAL:</b>	<b>\$ 1,180,600</b>
				<b>Estimated Project Total:</b>	<b>\$ 1,180,600</b>

# City of Cibolo



Capital Improvement Cost Estimate

October 15, 2025

Construction Project Number: 16

Phase: Medium

Project Name: 12-inch Venado Crossing Wastewater Main

Project Description:

This project constructs approximately 2,920 LF of a new 12-inch wastewater main, southeast of the Venado Crossing Development, flowing by gravity west into the proposed Town Creek Lift Station (Project 10).

## Project Drivers:

This project is recommended to provide wastewater system and serve future growth in Growth Area 1, east of the Proposed Town Creek lift station (Project 10).

## Opinion of Probable Construction Cost

ITEM	DESCRIPTION	QUANTITY	UNIT	UNIT PRICE	TOTAL
1	12" Pipe 8- 16 feet deep	2,920	LF	\$ 144	\$ 420,480
2	Asphalt Pavement Repair	930	LF	\$ 80	\$ 74,400
3	48" Diameter Manhole	7	EA	\$ 25,000	\$ 172,500
				<b>SUBTOTAL:</b>	<b>\$ 667,400</b>
			CONTINGENCY	30%	\$ 200,300
				<b>SUBTOTAL:</b>	<b>\$ 867,700</b>
			ENG/SURVEY	18%	\$ 156,200
				<b>SUBTOTAL:</b>	<b>\$ 1,023,900</b>
				<b>Estimated Project Total:</b>	<b>\$ 1,023,900</b>

# City of Cibolo



Capital Improvement Cost Estimate

October 15, 2025

Construction Project Number: 17

Phase: Medium

Project Name: 18-inch North Haeckerville Road Wastewater Main

## Project Description:

This project constructs approximately 4,040 LF of a new 18-inch wastewater main along Haeckerville Road, beginning at Concordia Lane and flowing by gravity south along Haeckerville Road to connect into the proposed 24-inch wastewater trunkline (Project 7).

## Project Drivers:

This project is recommended to extend service to Growth Area 3 from the 24-inch Pfannsteil Lane Trunkline Extension (Project 7).

## Opinion of Probable Construction Cost

ITEM	DESCRIPTION	QUANTITY	UNIT	UNIT PRICE	TOTAL
1	18" Pipe 8- 16 feet deep	4,040	LF	\$ 216	\$ 872,640
2	Asphalt Pavement Repair	4,040	LF	\$ 80	\$ 323,200
3	48" Diameter Manhole	6	EA	\$ 25,000	\$ 152,500
				<b>SUBTOTAL:</b>	<b>\$ 1,348,400</b>
			CONTINGENCY	30%	\$ 404,600
				<b>SUBTOTAL:</b>	<b>\$ 1,753,000</b>
			ENG/SURVEY	18%	\$ 315,600
				<b>SUBTOTAL:</b>	<b>\$ 2,068,600</b>
				<b>Estimated Project Total:</b>	<b>\$ 2,068,600</b>

# City of Cibolo



Capital Improvement Cost Estimate

October 15, 2025

Construction Project Number: 18

Phase: Medium

Project Name: 24-inch Haeckerville Trunkline Extension

## Project Description:

This project constructs approximately 6,090 LF of new 24-inch and 18-inch wastewater mains along Haeckerville Road, beginning from Lower Seguin Road and flowing by gravity south to connect into the proposed 24-inch wastewater trunkline at Valley View Road (Project 4).

## Project Drivers:

This project is recommended to extend service to Growth Area 5 from the 24-inch Haeckerville Road Trunkline Extension (Project 4).

## Opinion of Probable Construction Cost

ITEM	DESCRIPTION	QUANTITY	UNIT	UNIT PRICE	TOTAL
1	24" Pipe 8- 16 feet deep	3,430	LF	\$ 290	\$ 994,700
2	18" Pipe 8- 16 feet deep	2,660	LF	\$ 216	\$ 574,560
3	Asphalt Pavement Repair	6,090	LF	\$ 80	\$ 487,200
4	60" Diameter Manhole	9	EA	\$ 35,000	\$ 304,500
				<b>SUBTOTAL:</b>	<b>\$ 2,361,000</b>
				CONTINGENCY	30%
				<b>SUBTOTAL:</b>	<b>\$ 708,300</b>
				ENG/SURVEY	18%
				<b>SUBTOTAL:</b>	<b>\$ 552,500</b>
					<b>Estimated Project Total: \$ 3,621,800</b>

# City of Cibolo



Capital Improvement Cost Estimate

October 15, 2025

Construction Project Number: 19

Phase: Long

Project Name: 18-inch Lower Seguin Road West Extension

## Project Description:

This project constructs approximately 7,200 LF of new 18-inch and 15-inch wastewater mains beginning west of Concordia Lane and east of the Cibolo Creek, flowing by gravity southeast and following Lower Seguin Road to connect into the proposed 18-inch wastewater main at Haeckerville Road (Project 18).

## Project Drivers:

This project is recommended to provide sewer service along Lower Seguin Road, west of Haeckerville Road, and into Growth Area 4.

## Opinion of Probable Construction Cost

ITEM	DESCRIPTION	QUANTITY	UNIT	UNIT PRICE	TOTAL
1	18" Pipe 8- 16 feet deep	2,910	LF	\$ 216	\$ 628,560
2	15" Pipe 8- 16 feet deep	4,290	LF	\$ 180	\$ 772,200
3	Asphalt Pavement Repair	625	LF	\$ 80	\$ 50,000
4	48" Diameter Manhole	15	EA	\$ 25,000	\$ 385,000
				<b>SUBTOTAL:</b>	\$ 1,835,800
			CONTINGENCY	30%	\$ 550,800
				<b>SUBTOTAL:</b>	\$ 2,386,600
			ENG/SURVEY	18%	\$ 429,600
				<b>SUBTOTAL:</b>	\$ 2,816,200
				<b>Estimated Project Total:</b>	\$ 2,816,200

# City of Cibolo



Capital Improvement Cost Estimate

October 15, 2025

Construction Project Number: 20

Phase: Long

Project Name: 15-inch Lower Seguin Road South Wastewater Extension

## Project Description:

This project constructs approximately 8,590 LF of 15-inch and 12-inch wastewater mains, beginning just southeast of Carranza Lane and flowing by gravity southeast to connect into the proposed 24-inch wastewater trunkline flowing south to Bolton Road (Project 11).

## Project Drivers:

This project is recommended to provide sewer service within Growth Area 6, south of Lower Seguin Road and east of Haeckerville Road.

## Opinion of Probable Construction Cost

ITEM	DESCRIPTION	QUANTITY	UNIT	UNIT PRICE	TOTAL
1	15" Pipe 8- 16 feet deep	3,310	LF	\$ 180	\$ 595,800
2	12" Pipe 8- 16 feet deep	5,280	LF	\$ 144	\$ 760,320
3	Asphalt Pavement Repair	8,590	LF	\$ 80	\$ 687,200
4	48" Diameter Manhole	18	EA	\$ 25,000	\$ 455,000
				<b>SUBTOTAL:</b>	\$ 2,498,400
			CONTINGENCY	30%	\$ 749,600
				<b>SUBTOTAL:</b>	\$ 3,248,000
			ENG/SURVEY	18%	\$ 584,700
				<b>SUBTOTAL:</b>	\$ 3,832,700
				<b>Estimated Project Total:</b>	\$ 3,832,700

# City of Cibolo



Capital Improvement Cost Estimate

October 15, 2025

Construction Project Number: 21

Phase: Long

Project Name: 18-inch Concordia Lane Wastewater Mains

## Project Description:

This project constructs approximately 5,280 LF of 18-inch, 15-inch, and 12-inch wastewater mains, beginning just southeast of South Main Street and East Schaeffer Road and flowing by gravity south to connect into the proposed 18-inch wastewater trunkline near the intersection of Concordia Lane and Haeckerville Road (Project 17).

## Project Drivers:

This project is recommended to provide sewer service within Growth Area 3 west of Haeckerville Road.

## Opinion of Probable Construction Cost

ITEM	DESCRIPTION	QUANTITY	UNIT	UNIT PRICE	TOTAL
1	18" Pipe 8- 16 feet deep	2,310	LF	\$ 216	\$ 498,960
2	15" Pipe 8- 16 feet deep	2,970	LF	\$ 180	\$ 534,600
3	12" Pipe 8- 16 feet deep	550	LF	\$ 144	\$ 79,200
4	Asphalt Pavement Repair	120	LF	\$ 80	\$ 9,600
5	48" Diameter Manhole	13	EA	\$ 25,000	\$ 317,500
				<b>SUBTOTAL:</b>	<b>\$ 1,439,900</b>
			CONTINGENCY	30%	\$ 432,000
				<b>SUBTOTAL:</b>	<b>\$ 1,871,900</b>
			ENG/SURVEY	18%	\$ 337,000
				<b>SUBTOTAL:</b>	<b>\$ 2,208,900</b>
				<b>Estimated Project Total:</b>	<b>\$ 2,208,900</b>

# Appendix B

## Constructability Evaluation



Innovative approaches  
Practical results  
Outstanding service

# SOUTH SANITARY SEWER MASTER PLAN

## CONSTRUCTABILITY EVALUATION

Prepared for:

**City of Cibolo**

November 2025



Prepared by:

**FREESE AND NICHOLS, INC.**  
9601 McAllister Fwy, Suite 1008  
San Antonio, TX 78216  
210-298-3800

FNI Project No. CIB25124



Innovative approaches  
Practical results  
Outstanding service

# **SOUTH SANITARY SEWER MASTER PLAN**

## **CONSTRUCTABILITY EVALUATION**

Prepared for:

**City of Cibolo**



FREESE AND NICHOLS, INC.  
TEXAS REGISTERED  
ENGINEERING FIRM  
F-2144

Prepared by:

**FREESE AND NICHOLS, INC.**  
9601 McAllister Fwy, Suite 1008  
San Antonio, TX 78216  
210-298-3800

FNI Project No. CIB25124



## TABLE OF CONTENTS

<b>EXECUTIVE SUMMARY .....</b>	<b>1</b>
<b>1.0 INTRODUCTION .....</b>	<b>3</b>
<b>2.0 PROJECT OVERVIEW .....</b>	<b>4</b>
<b>3.0 ALIGNMENT STUDY .....</b>	<b>4</b>
3.1 Alignment Development Overview .....	4
3.2 Town Creek Area .....	5
3.2.1 Town Creek Alignment Option A .....	6
3.2.2 Town Creek Alignment Option B .....	8
3.3 Cibolo Creek Area .....	9
3.3.1 Cibolo Creek Alignment Option A .....	10
3.3.2 Cibolo Creek Alignment Option B .....	12
<b>4.0 EASEMENTS .....</b>	<b>14</b>
4.1 Town Creek Area .....	15
4.1.1 Town Creek Alignment Option A .....	15
4.1.2 Town Creek Alignment Option B .....	15
4.2 Cibolo Creek Area .....	16
4.2.1 Cibolo Creek Alignment Option A .....	16
4.2.2 Cibolo Creek Alignment Option B .....	18
<b>5.0 PERMITS .....</b>	<b>19</b>
<b>6.0 CONSTRUCTABILITY .....</b>	<b>21</b>
6.1 Utility Conflicts .....	21
6.1.1 Town Creek .....	21
6.1.2 Cibolo Creek .....	22
<b>7.0 OPINION OF PROBABLE CONSTRUCTION COST .....</b>	<b>24</b>
7.1 Cost Estimating Methodology .....	24
7.1.1 Level of Project Definition .....	24
7.1.2 Unit Costs .....	25
7.1.3 Risks and Contingency .....	26
7.2 Cost Opinion .....	26
<b>8.0 RECOMMENDATIONS .....</b>	<b>27</b>
<b>9.0 APPENDICES .....</b>	<b>28</b>



## LIST OF FIGURES

Figure 1: Town Creek Area – Alignment Options A and B .....	1
Figure 2: Cibolo Creek Area – Alignment Options A and B .....	2
Figure 2-1: Town Creek and Cibolo Creek Project Areas .....	4
Figure 3-1: Town Creek Alignment Options A and B.....	5
Figure 3-2: Town Creek Crossing – Facing North .....	6
Figure 3-3: Existing Venado Crossing Lift Station.....	6
Figure 3-4: Town Creek Alignment Option A - Elevation Profile.....	7
Figure 3-5: Town Creek Alignment Option B – Elevation Profile .....	8
Figure 3-6: Cibolo Creek Alignment Options A and B .....	9
Figure 3-7: Cibolo Creek Crossing at IH10 Access Road Bridge – Facing North.....	10
Figure 3-8: Cibolo Creek Alignment Option A – Elevation Profile (Stolte Road to South WWTP) .....	11
Figure 3-9: Cibolo Creek Alignment Option A – Elevation Profile (Valley View Drive to Bolton Road LS)..	11
Figure 3-10: Cibolo Creek Alignment Option B – Elevation Profile (Stolte Road to South WWTP) .....	13
Figure 3-11: Cibolo Creek Alignment Option B – Elevation Profile (Valley View Drive to Bolton Road LS)	13
Figure 6-1: Overhead Electric Utilities – Pfannstiel Road .....	22
Figure 6-2: Existing Water Main – Pfannstiel Road.....	22
Figure 6-3: Existing Overhead Electric Lines – Bolton Road.....	23
Figure 6-4: Existing Drainage Structure – Bolton Road/Zuehl Road Intersection.....	23

## LIST OF TABLES

Table 1: Town Creek Alignment Comparison.....	2
Table 2: Cibolo Creek Alignment Comparison .....	2
Table 3-1: Town Creek Alignment Option A Characteristics.....	7
Table 3-2: Town Creek Alignment Option B Characteristics.....	9
Table 3-3: Cibolo Creek Alignment Option A Characteristics .....	12
Table 3-4: Cibolo Creek Alignment Option B Characteristics.....	14
Table 4-1: Easement Acquisition Needs – Town Creek Alignment A.....	15
Table 4-2: Easement Acquisition Needs – Town Creek Alignment B.....	16
Table 4-3: Easement and Land Acquisition Needs – Cibolo Creek Alignment Option A.....	17
Table 4-4: Easement and Land Acquisition Needs – Cibolo Creek Alignment Option B.....	18
Table 7-1: AACE Generic Cost Estimate Classification Matrix.....	25
Table 7-2: Town Creek and Cibolo Creek Alignment Option A and B Summary.....	26
Table 8-1: Town Creek Alignments A and B Comparison .....	27
Table 8-2: Cibolo Creek Alignments A and B Comparison .....	27

**List of Abbreviations**

Abbreviation	Actual
CRWA	Canyon Regional Water Authority
EPA	Environmental Protection Agency
EST	Elevated Storage Tank
FAQ	Frequently Asked Questions
FNI	Freeze and Nichols, Inc.
GIS	Geographic Information System
GST	Ground Storage Tank
SUD	Special Utility District
TAC	Texas Administrative Code
TCEQ	Texas Commission on Environmental Quality
WQ	Water Quality
WTP	Water Treatment Plant



## EXECUTIVE SUMMARY

This memorandum presents the findings of the sewer main alignment study for the City of Cibolo. The study's primary objective was to evaluate potential sewer main routes at the two locations shown in **Appendix A**, Town Creek (Northern Area) and Cibolo Creek (Southern Area), considering factors such as easement acquisition needs, permitting requirements, constructability, and construction cost to determine the most suitable alignment in each of the areas.

**Tables 1 – 2** and **Figures 1 – 2** compare the alignment characteristics and differences between Town Creek Alignment Options A and B, and Cibolo Creek Alignment Options A and B.

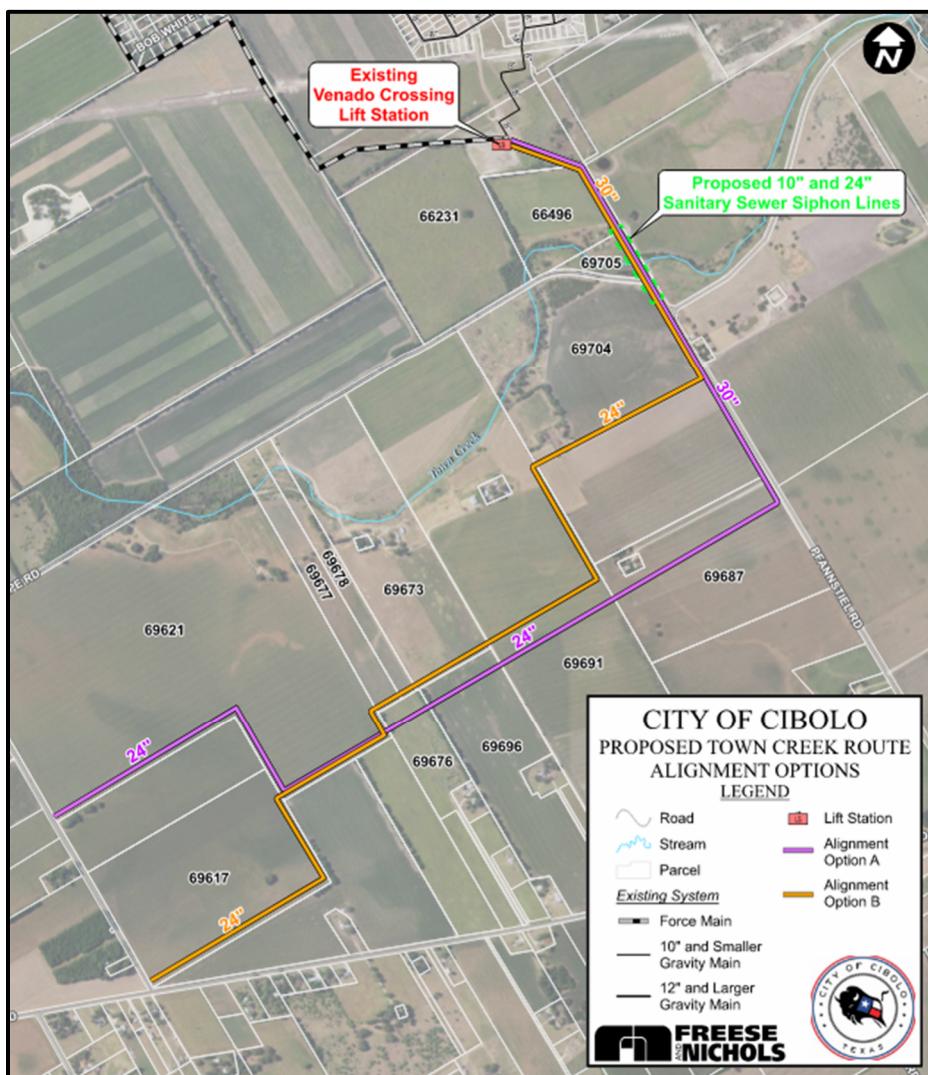


Figure 1: Town Creek Area – Alignment Options A and B



Table 1: Town Creek Alignment Comparison

Alignment Characteristics	Alignment A	Alignment B
Pipe Length (LF)	13,735	13,750
Easement Acquisition (SF)	264,760	264,960
Easement Costs	\$3,574,260	\$3,576,960
Properties Impacted	9	10
Number of Inflection Points	4	8
OPCC (Including Easement Costs)	\$13,047,057	\$12,942,657

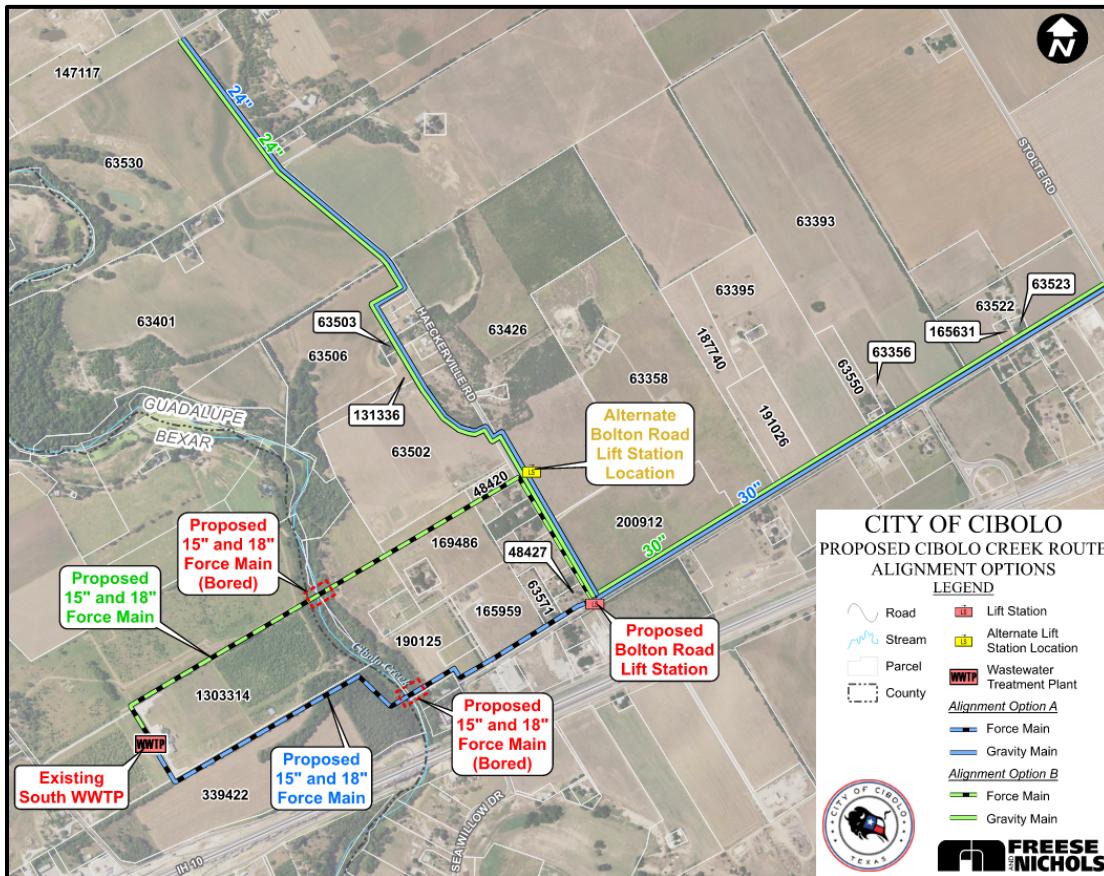


Figure 2: Cibolo Creek Area – Alignment Options A and B

Table 2: Cibolo Creek Alignment Comparison

Alignment Characteristics	Alignment A	Alignment B
Pipe Length (LF)	23,950	25,910
Easement Acquisition (SF)	429,630	444,120
Easement Costs	\$5,815,005	\$6,010,620
Properties Impacted	24	22
Number of Inflection Points	17	14
OPCC (Including Easement Costs)	\$53,912,319	\$54,949,947



For the Town Creek Area, FNI recommends selecting Alignment Option A. This option includes fewer inflection points than Alignment Option B. The straighter alignment will improve hydraulic performance and simplify construction, making it a more practical and sustainable option for the City of Cibolo.

For the Cibolo Creek Area, FNI recommends selecting Alignment Option B. While this option is longer, it includes fewer inflection points and impacts fewer properties. Minimizing the number of impacted properties will help expedite the easement acquisition process and reduce the chance of potential project delays. The alternate Bolton Road Lift Station location shown in **Figure 2** would provide a more direct route for the proposed force mains and would reduce easement acquisition needs along Haeckerville Road.

## 1.0 INTRODUCTION

The purpose of this report is to provide a sewer main alignment analysis for projects proposed in the 5-year planning period of the City of Cibolo South Sanitary Sewer Master Plan. The primary objective of the alignment analysis is to evaluate potential sewer main routes at two locations, Town Creek (Northern Area) and Cibolo Creek (Southern Area), considering factors such as easement acquisition needs, permitting requirements, constructability, and construction costs to determine the most suitable alignment in each of the areas. These two locations were identified due to the existing ground elevations and topography, which naturally divide the service areas and necessitate separate sewer basins. The limits of the northern and southern sewer main service areas are shown in **Appendix A – Figure 1**.

FNI completed a desktop analysis and conducted field visits to perform the route study. The desktop analysis was used to identify feasible routes based on available Geographic Information System (GIS) data. Subsequent field visits were conducted to verify the desktop findings, assess real-world conditions, and gather additional information critical for refining the alignment options.

For the desktop study, GIS technology and appraisal district information was used. GIS provided right of way (ROW) widths, existing utility data and jurisdictional areas. The appraisal district was used to determine private property abutting the alignment for easement acquisition. The site visits augmented the GIS data, verifying existing utility locations and confirming potential construction conflicts. The following sections outline the study's analysis of each proposed route, cost estimates, and the final recommendation.

## 2.0 PROJECT OVERVIEW

The City of Cibolo is exploring options to provide wastewater service to the area south of FM 78, west of Stolte Road, north of IH 10 and east of Cibolo Creek to support future growth / development. FNI has identified two areas, Town Creek and Cibolo Creek, shown in **Figure 2-1**, where sewer service will be provided. The sewer mains proposed within the Town Creek Area will flow by gravity connecting to the existing Venado Crossing Lift Station. The sewer mains proposed within the Cibolo Creek Area will flow by gravity to the proposed Bolton Road Lift Station, to be located near the intersection of Bolton Road and Haeckerville Road, and from there, force mains will take the flows to the existing South Wastewater Treatment Plant.

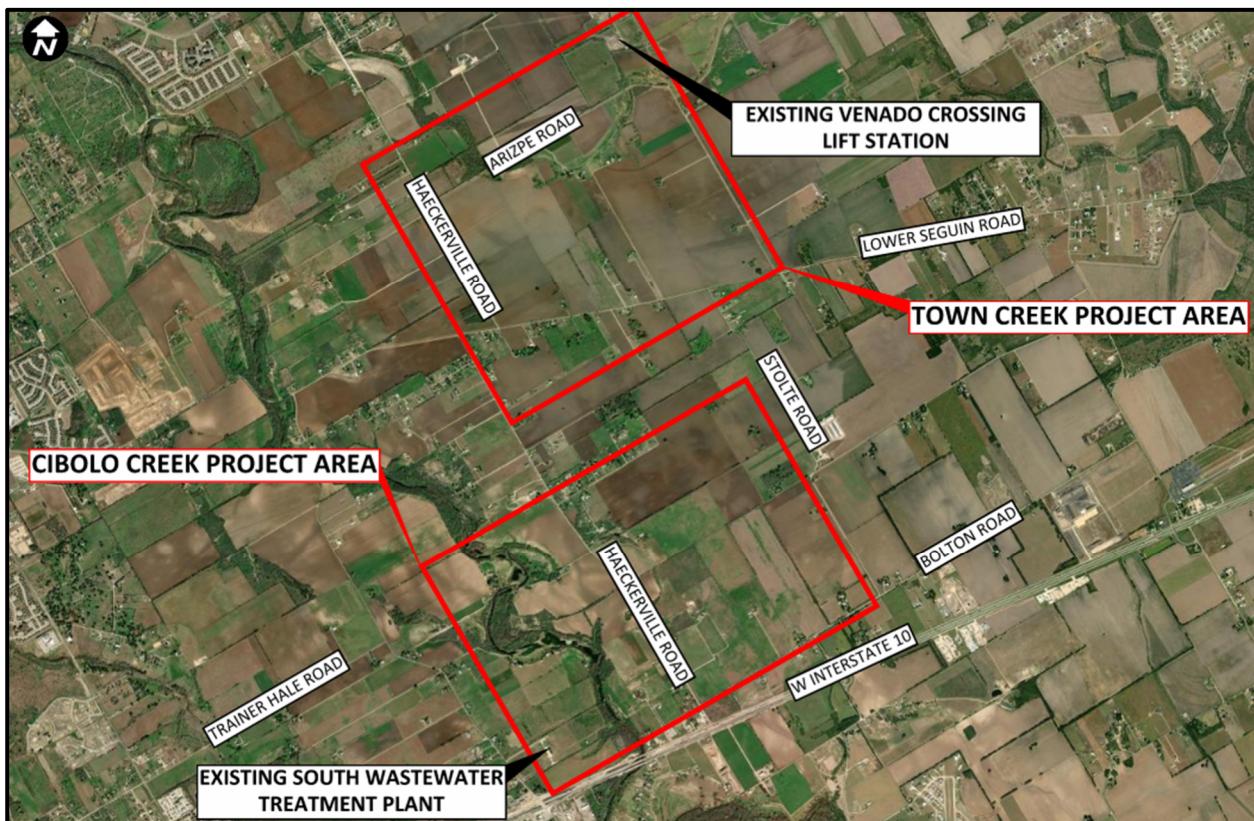


Figure 2-1: Town Creek and Cibolo Creek Project Areas

## 3.0 ALIGNMENT STUDY

### 3.1 ALIGNMENT DEVELOPMENT OVERVIEW

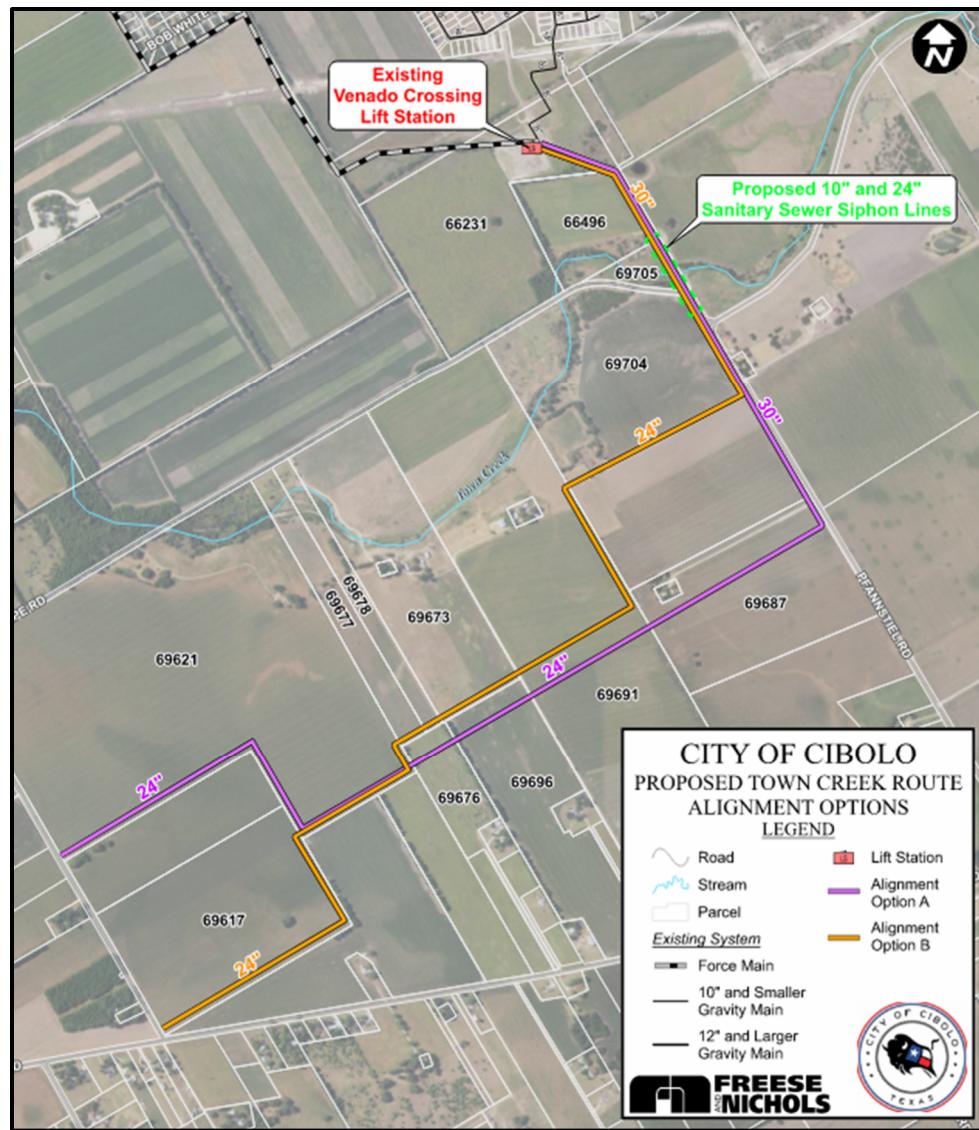
Two (2) alignment options, A and B, were identified for the Town Creek and Cibolo Creek Areas from the GIS/desktop analysis and subsequent site visits. They were analyzed based on the length of pipe, required



easement acquisition/the number of impacted properties, and the number of inflection points. Inflection points are locations where the proposed sewer main changes direction horizontally, which may create potential points of obstruction during sewer main operation.

### 3.2 TOWN CREEK AREA

The alignment options evaluated for the Town Creek Area are shown in **Figure 3-1**. Appendix A contains the overall alignments including relevant county limits, parcel data, and existing infrastructure.



**Figure 3-1: Town Creek Alignment Options A and B**

Regardless of the alignment option that is selected, the proposed sewer main will be required to cross Town Creek to connect to the existing Venado Crossing Lift Station. Town Creek and the existing Venado Crossing Lift Station are shown in **Figures 3-2 and 3-3**. FNI recommends installing siphon lines to transport



sewer flows across Town Creek. Per Texas Administrative Code (TAC) §217.53(n)(1)(A), an inverted siphon must include two (2) or more barrels. As such, FNI recommends installation of parallel siphon lines at the Town Creek crossing. While both Alignment Options A and B are similar at the Town Creek Crossing and connection to the existing Venado Crossing Lift Station, FNI identified two potential routes for the proposed sewer main between Pfannstiel Road and Haeckerville Road. Each of the routes are further described below.



**Figure 3-2: Town Creek Crossing – Facing North**



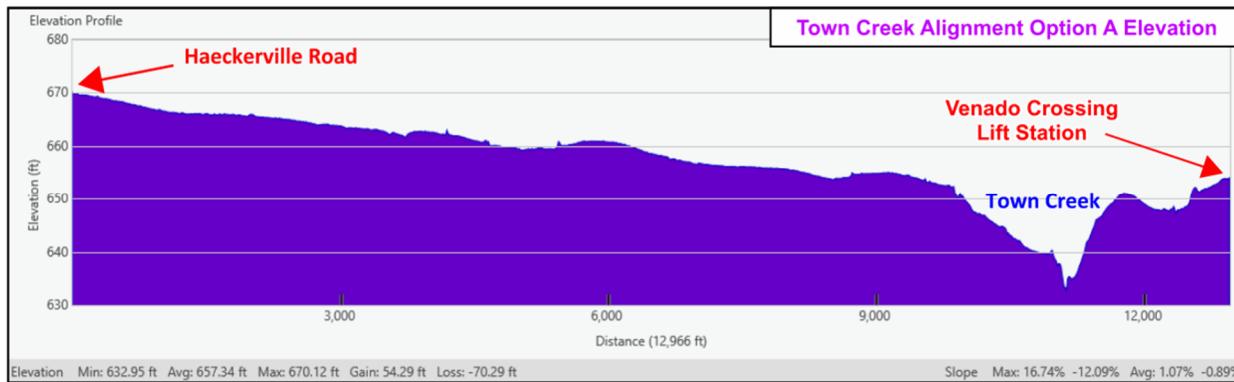
**Figure 3-3: Existing Venado Crossing Lift Station**

### 3.2.1 Town Creek Alignment Option A

Alignment Option A starts at Haeckerville Road approximately 0.40 miles north of the Haeckerville Road and Lower Seguin Road intersection. From Haeckerville Road, the sewer main would then travel east until



it encounters Pfannstiel Lane. The alignment includes bends within Parcel 69621 (Schertz-Cibolo-Universal City ISD) to parallel the existing property line and minimize impacts to potential future development within the property. Once the sewer main encounters Pfannstiel Lane, it would be routed north across Arizpe Road and Town Creek to connect to the existing Venado Crossing Lift Station. The elevation profile for Alignment Option A is shown in **Figure 3-4**.



**Figure 3-4: Town Creek Alignment Option A - Elevation Profile**

As shown in **Figure 3-4**, the existing ground elevation at Haeckerville Road is approximately 670'. The invert of the Venado Crossing Lift Station wet well is 613.50 feet per the design plans developed by Utility Engineering Group dated 8/18/2020. Assuming a minimum of 5 feet of cover over the proposed sewer main, this provides approximately 49.5 feet of elevation drop between the invert of the proposed sewer main at Haeckerville Road and the lowest point of the wet well at the existing Venado Crossing Lift Station. The resulting straight-line slope between the invert of the proposed sewer main at Haeckerville Road and the connection to the Venado Crossing Lift Station wet well is approximately 0.38%. This is well within the allowable slope range dictated by the 30 TAC §217.53(l)(2)(A) for 24-inch to 30-inch sewer mains. The lowest ground elevation for Alignment Option A occurs at the Town Creek crossing. As previously noted, FNI recommends installing parallel siphon lines to maintain flows across the creek. The alignment characteristics for Town Creek Alignment Option A are shown in **Table 3-1**.

**Table 3-1: Town Creek Alignment Option A Characteristics**

Town Creek Alignment Option A	
Total Pipeline Length (LF) <sup>1</sup>	13,735
Easement Acquisition Area (SF) <sup>2</sup>	264,760
Number of Properties Impacted	9
Number of Inflection Points	4

1. Refer to the OPCC in Appendix B for the length associated with each pipe size.

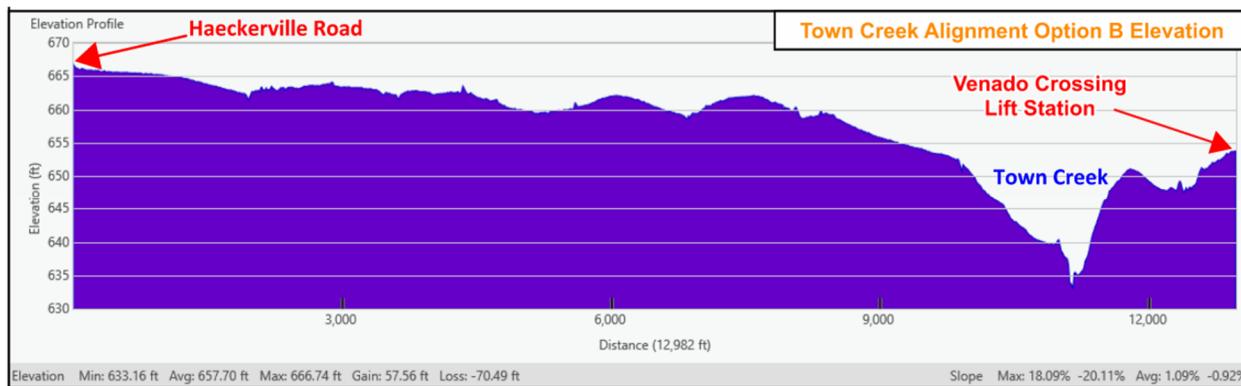
2. See Section 4.0 for Easement Area calculation.



As noted in **Table 3-1**, Town Creek Alignment Option A consists of approximately 13,735 LF of proposed sewer main. The anticipated easement acquisition area is 264,760 SF across 9 properties. Town Creek Alignment Option A includes 4 inflection points.

### 3.2.2 Town Creek Alignment Option B

Alignment Option B starts at the corner of Haeckerville Road and Lower Seguin Road. From Haeckerville Road, the sewer main would then travel east until it encounters Pfannstiel Lane. The alignment includes bends within Parcel 69617 (Real, Ralph Emil), 69621 (Schertz-Cibolo-Universal City ISD), 69691 (Schulze, Ryan Edward), and 69704 (Spillers Farm & Ranch LLC) to parallel existing property lines, where possible, and minimize impacts to properties as much as feasible. Once the sewer main encounters Pfannstiel Lane, it would be routed north across Arizpe Road and Town Creek to connect to the existing Venado Crossing Lift Station. The elevation profile for Alignment Option B is shown in **Figure 3-5**.



**Figure 3-5: Town Creek Alignment Option B – Elevation Profile**

As shown in **Figure 3-5**, the existing ground elevation at Haeckerville Road is approximately 667 feet. The invert of the Venado Crossing Lift Station wet well is 613.50 feet per the design plans developed by Utility Engineering Group dated 8/18/2020. Assuming a minimum of 5 feet of cover over the proposed sewer main, this provides approximately 46.5 feet of elevation drop between the invert of the proposed sewer main at Haeckerville Road and the lowest point of the wet well at the existing Venado Crossing Lift Station. The resulting straight-line slope between the invert of the proposed sewer main at Haeckerville Road and the connection to the Venado Crossing Left Station wet well is approximately 0.36%. This is well within the allowable slope range dictated by the 30 TAC §217.53(l)(2)(A) for 24-inch to 30-inch sewer mains. The lowest ground elevation for Alignment Option A occurs at the Town Creek crossing. As previously noted, FNI recommends installing parallel siphon lines to maintain flows across the creek. The alignment characteristics for Town Creek Alignment Option B are shown in **Table 3-2**.



**Table 3-2: Town Creek Alignment Option B Characteristics**

Town Creek Alignment Option B	
Pipe Length (LF) <sup>1</sup>	13,750
Easement Acquisition Area (SF) <sup>2</sup>	264,960
Number of Properties Impacted	10
Number of Inflection Points	8

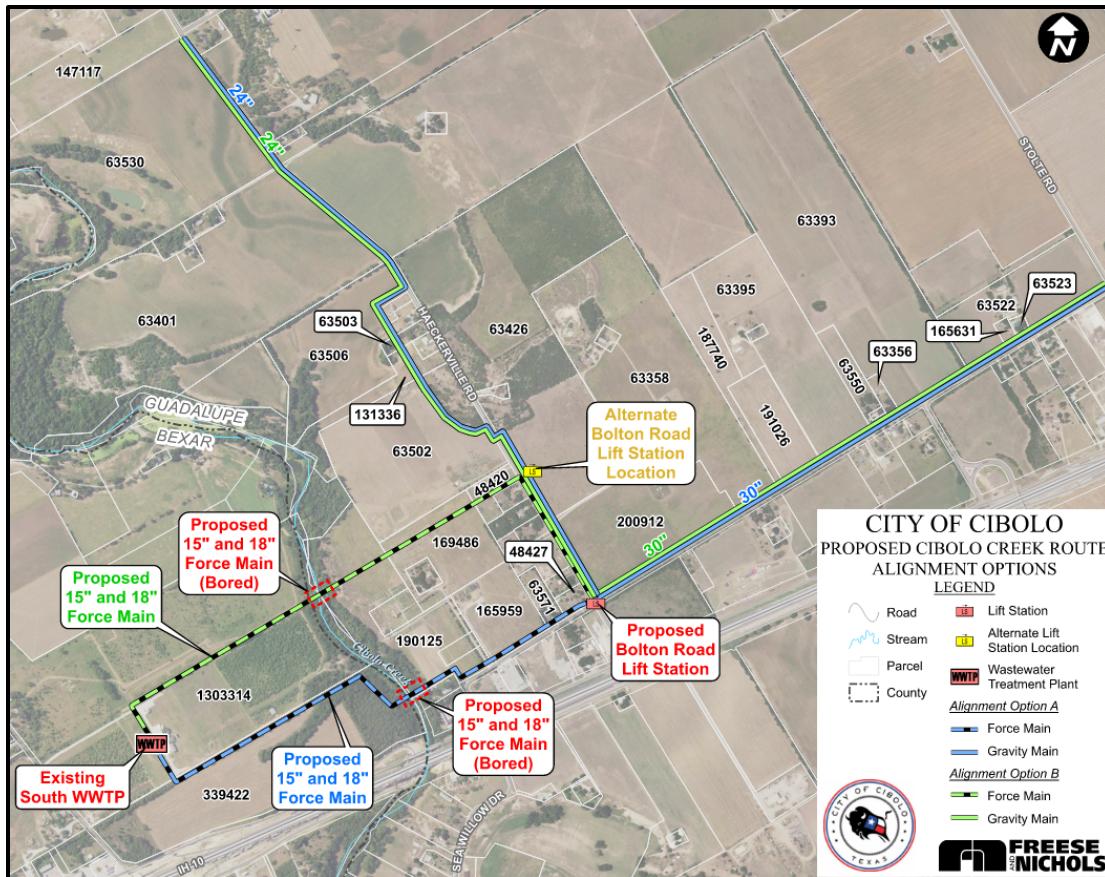
1. Refer to the Appendix B for the length associated with each pipe size.

2. See Section 4.0 for Easement Area calculation.

As noted in **Table 3-2**, Town Creek Alignment Option B consists of approximately 13,750 LF of proposed sewer main. The anticipated easement acquisition area is 264,960 SF across 10 properties. Town Creek Alignment Option A includes 8 inflection points.

### 3.3 CIBOLO CREEK AREA

The alignment options evaluated for the Cibolo Creek Area are shown in **Figure 3-6**. **Appendix A** contains the overall alignments including relevant county limits, parcel data, and existing infrastructure.



**Figure 3-6: Cibolo Creek Alignment Options A and B**

As shown in **Figure 3-6**, gravity sewer mains will transport flows from Bolton Road and Haeckerville Road to the proposed Bolton Road Lift Station at the corner of Bolton and Haeckerville Road. Due to the existing elevation profiles, the gravity sewer mains are limited to the alignment shown along Bolton Road and Haeckerville Road. From the Bolton Road Lift Station, FNI identified two alignment alternatives for the proposed force mains to cross Cibolo Creek (**Figure 3-7**) and connect to the existing South Wastewater Treatment Plant. FNI also identified a potential alternate Bolton Road Lift Station location that would remove the parallel force mains along Haeckerville Road (Alignment Option B).



**Figure 3-7: Cibolo Creek Crossing at IH10 Access Road Bridge – Facing North**

### 3.3.1 Cibolo Creek Alignment Option A

Alignment Option A includes the installation of a gravity sewer mains along Bolton Road between Stolte Road and Haeckerville Road as well as the installation of a gravity sewer main along Haeckerville Road between Valley View Road and Bolton Road. Based on recent discussions with the City, the proposed sewer main along Bolton Road will be installed within an easement and not under the existing roadway. FNI recommends installing the proposed sewer main along Haeckerville Road within an easement due to



existing utilities along the roadway. Easement acquisition needs and existing utility conflicts are discussed further in **Section 4.0: Easements** and **Section 6.1: Utility Conflicts**. The gravity sewer mains along Bolton Road and Haeckerville Road will meet at the Bolton Road Lift Station.

From the proposed Bolton Road Lift Station, the proposed force mains would be installed southwest within an easement along Bolton Road with bends added prior to the Cibolo Creek crossing to align with the edge of Parcel 190125 (Hime Living Trust DTD 7-25-2017) and minimize impacts to the property owner. Once across Cibolo Creek, the proposed force mains would parallel the northern Parcel 339422 (Gekko International LLC.) property line before crossing Parcel 1303314 (Cibolo Creek Municipal Authority) to connect to the existing South Wastewater Treatment Plan. The elevation profiles for Alignment Option A are shown in **Figures 3-8 and 3-9**.

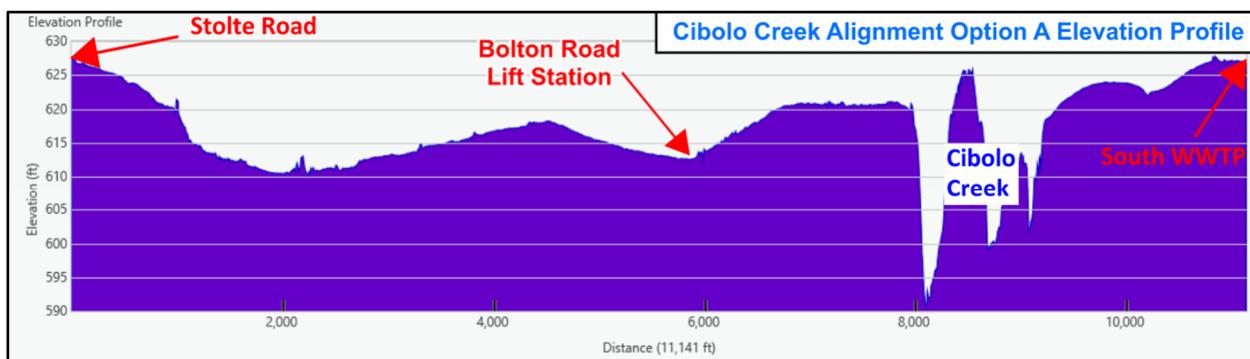


Figure 3-8: Cibolo Creek Alignment Option A – Elevation Profile (Stolte Road to South WWTP)

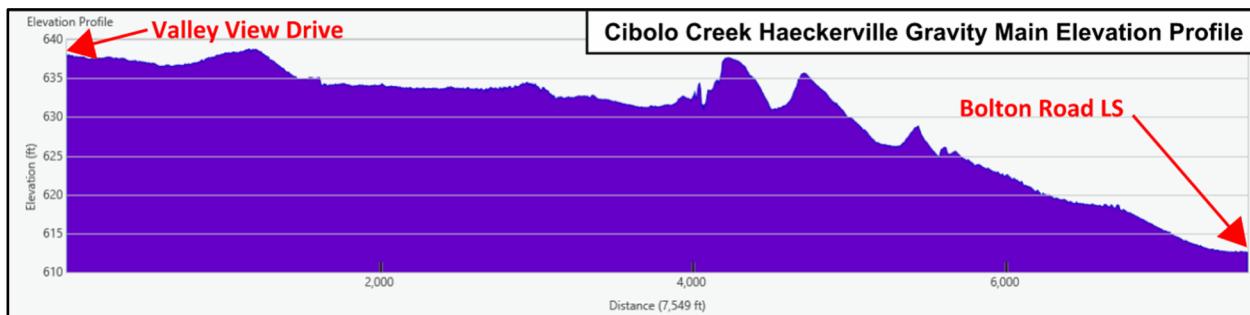


Figure 3-9: Cibolo Creek Alignment Option A – Elevation Profile (Valley View Drive to Bolton Road LS)

As shown in **Figure 3-8**, the existing ground elevation at Stolte Road is approximately 627 feet, and the existing ground elevation at the proposed Bolton Road Lift Station is approximately 612 feet. The negative slope between Stolte Road and the Bolton Road Lift Station will permit the installation of a gravity sewer main. Additionally, the Bolton Road Lift Station Wet Well will be designed so that the proposed gravity sewer main conforms to the wastewater main slope requirements listed in 30 TAC §217.53(l)(2)(A). The



ground elevation at the existing South Wastewater Treatment Plant is approximately 629 feet. As previously noted, the force mains would be installed from the Bolton Road Lift Station across Cibolo Creek to the South Wastewater Treatment Plant.

The proposed gravity sewer main route along Haeckerville Road was determined based on the elevation profile. FNI evaluated the installation of the proposed gravity sewer main along Haeckerville Road between Valley View Drive and Bolton Road. Due to the roadway crest located between Parcels 63506 (Michalek, Mark W) and 63502 (Hillert, Conrad J.), installation of a gravity sewer main in this area would be at depths exceeding 30 feet. Gravity mains over 30 feet deep are expensive to install and to maintain. The proposed route behind the properties along Haeckerville Road provides the most optimal elevation profile for gravity sewer main installation which is less than 18 feet. As shown in **Figure 3-9**, the existing ground elevation at Valley View Drive is approximately 637 feet, which provides a sufficient negative slope to accommodate gravity sewer installation. The alignment characteristics for Cibolo Creek Alignment Option A are shown in **Table 3-3**.

**Table 3-3: Cibolo Creek Alignment Option A Characteristics**

Cibolo Creek Alignment Option A	
Pipe Length (LF) <sup>1</sup>	23,950
Easement Acquisition Area (SF) <sup>2</sup>	429,630
Number of Properties Impacted	24
Number of Inflection Points	17

1. Refer to the Appendix B for the length associated with each pipe size.

2. See Section 4.0 for Easement Area calculations.

As noted in **Table 3-3**, Cibolo Creek Alignment Option A consists of approximately 23,950 LF of proposed sewer main. The anticipated easement acquisition area is 429,630 SF across 24 properties. Cibolo Creek Alignment Option A includes 17 inflection points.

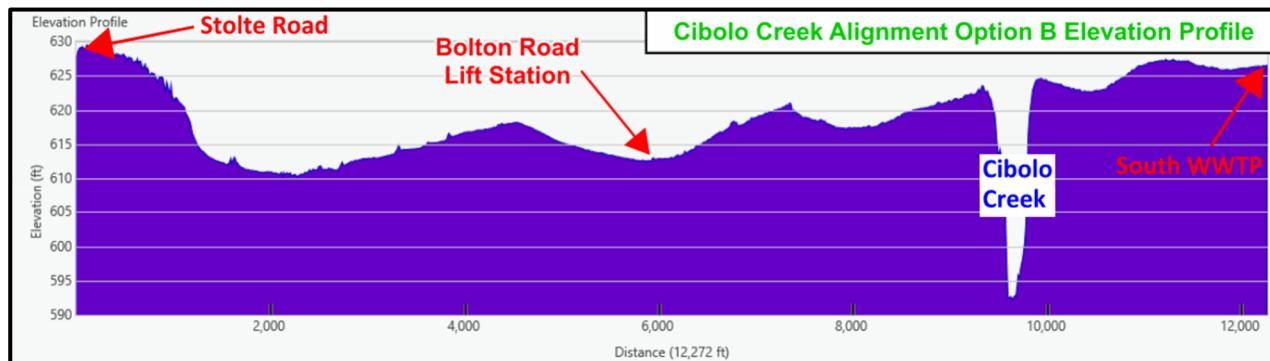
### 3.3.2 Cibolo Creek Alignment Option B

Similar to Alignment Option A, Alignment Option B includes the installation of a gravity sewer main along Bolton Road between Stolte Road and Haeckerville Road as well as the installation of a gravity sewer main along Haeckerville Road between Valley View Road and Bolton Road. The proposed sewer main along Bolton Road will be installed within an easement and not under the roadway per the City's preference. The proposed sewer main along Haeckerville Road will also require installation within an easement due to existing utilities along the roadway. Easement acquisition needs and existing utility conflicts are

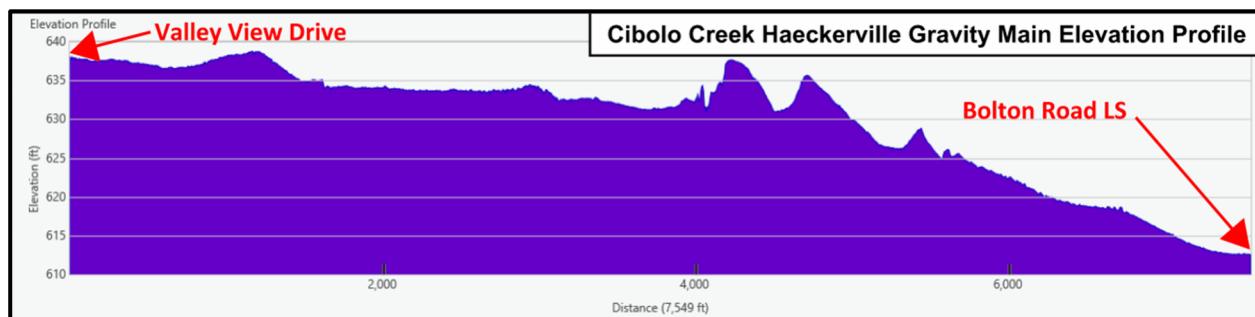


discussed further in **Section 4.0: Easements** and **Section 6.1: Utility Conflicts**. The gravity sewer mains along Bolton Road and Haeckerville Road will meet at the Bolton Road Lift Station.

From the Bolton Road Lift Station, the proposed force mains would be installed northwest before crossing Haeckerville Road at Parcel 48420 (Frias, John David & Angelica). **Appendix A – Figure 3** includes a potential alternate Bolton Road Lift Station location. The alternate lift station location would provide a more direct route for the proposed force mains and would reduce easement acquisition needs along Haeckerville Road. Once across Haeckerville Road, the proposed force mains would continue southwest across Cibolo Creek before turning to connect to the South Wastewater Treatment Plant. While the Alignment Option B force main route minimizes bends, easement acquisition would be required through the center of several properties significantly impacting the nearby property owners. The elevation profiles for Alignment Option B are shown in **Figures 3-10 and 3-11**.



**Figure 3-10: Cibolo Creek Alignment Option B – Elevation Profile (Stolte Road to South WWTP)**



**Figure 3-11: Cibolo Creek Alignment Option B – Elevation Profile (Valley View Drive to Bolton Road LS)**

As shown in **Figure 3-10**, the existing ground elevation at Stolte Road is approximately 629 feet, and the existing ground elevation at the proposed Bolton Road Lift Station is approximately 612 feet. The negative slope between Stolte Road and the Bolton Road Lift Station will permit the installation of a gravity sewer main. Additionally, the Bolton Road Lift Station Wet Well will be designed so that the proposed gravity



sewer main conforms to the wastewater main slope requirements listed in 30 TAC §217.53(I)(2)(A). The ground elevation at the existing South Wastewater Treatment Plant is approximately 629 feet. Parallel force mains will transport sewage flows from the Bolton Road Lift Station across Cibolo Creek to the South Wastewater Treatment Plant.

The proposed route behind the properties along Haeckerville Road provides the most optimal elevation profile for gravity sewer main installation. As shown in **Figure 3-11**, the existing ground elevation at Valley View Drive is approximately 637 feet, which provides a sufficient negative slope to accommodate gravity sewer installation. The alignment characteristics for Cibolo Creek Alignment Option B are shown in **Table 3-4**.

**Table 3-4: Cibolo Creek Alignment Option B Characteristics**

Cibolo Creek Alignment Option B	
Pipe Length (LF) <sup>1</sup>	25,910
Easement Acquisition Area (SF) <sup>2</sup>	444,120
Number of Properties Impacted	22
Number of Inflection Points	14

1. Refer to the Appendix B for the length associated with each pipe size.

2. See Section 4.0 for Easement Area calculations.

As noted in **Table 3-4**, Cibolo Creek Alignment Option B consists of approximately 25,910 LF of proposed sewer main. The anticipated easement acquisition area is 444,120 SF across 22 properties. Cibolo Creek Alignment Option A includes 14 inflection points.

## 4.0 EASEMENTS

FNI reviewed available parcel data to determine the properties impacted by Alignment Options A and B at the Town Creek and Cibolo Creek Areas. The preliminary cost per square foot was determined based on recent land sale prices within the Central Texas Area. The following assumptions were made when calculating the easement costs:

- Land will cost \$15 per square foot.
- Permanent easements will be 90% of the land cost.



## 4.1 TOWN CREEK AREA

### 4.1.1 Town Creek Alignment Option A

**Table 4-1** includes the estimated easement area and preliminary cost for each property anticipated to be impacted by Town Creek Alignment Option A. The easement area for each property was calculated assuming a 20-foot easement width, except for Parcels 69704, 69705, and 66496 where the easement width was estimated to be 30-foot. The wider 30-foot easement was assumed due to the installation of the parallel siphon lines within the property. These estimates are conservative and will likely be updated as design progresses.

**Table 4-1: Easement Acquisition Needs – Town Creek Alignment A**

Property ID	Owner	Affected Length (LF)	Affected Width (FT)	Affected Area (SF)	Cost (\$/SF)	Total Cost (\$)
69621	Schertz-Cibolo-Universal City ISD	4,115	20	82,300	15	1,111,050
69676	Garrett Legacy Ventures LLC	456	20	9,120	15	123,120
69696	Makilan, Fidel A. & Maryjane P. & Patrick Calalang & Ignatius & Terri	796	20	15,920	15	214,920
69691	Schulze, Ryan Edward	1,262	20	25,240	15	340,740
69687	Pfannstiel, Ray Joy	2,113	20	42,260	15	570,510
69704	Spillers Farm & Ranch LLC	1,975	20	39,500	15	533,250
69704	Spillers Farm & Ranch LLC	175	30	5,250	15	70,875
69705	Stotle, Clayton L.	528	30	15,840	15	213,840
66496	Stotle, Clayton L.	45	30	1,350	15	18,225
66496	Stotle, Clayton L.	716	20	14,320	15	301,725
66231	HDC Venado Crossing LLC	683	20	13,660	15	184,410
<b>TOTALS:</b>				<b>264,760</b>	--	<b>\$3,574,260</b>

### 4.1.2 Town Creek Alignment Option B

**Table 4-2** includes the estimated easement area and preliminary cost for each property anticipated to be impacted by Town Creek Alignment Option B. The easement area for each property was calculated assuming a 20-foot easement width, except for Parcels 69704, 69705, and 66496 where the easement width was estimated to be 30-foot. As previously noted, the wider 30-foot easement was assumed due to



the installation of the parallel siphon lines within the property. These estimates are conservative and will likely be updated as design progresses.

**Table 4-2: Easement Acquisition Needs – Town Creek Alignment B**

Property ID	Owner	Affected Length (LF)	Affected Width (FT)	Affected Area (SF)	Cost (\$/SF)	Total Cost (\$)
69617	Real, Ralph Emil	2,870	20	57,400	15	774,900
69621	Schertz-Cibolo-Universal City ISD	1,475	20	29,500	15	398,250
69677	Arizpe, Michael J. & Joyce L. Alderete	262	20	5,240	15	70,740
69678	Arizpe, Michael J. & Joyce L. Alderete	171	20	3,420	15	46,170
69673	Arizpe, Michael J. R.	819	20	16,380	15	221,130
69691	Schulze, Ryan Edward	2,496	20	49,920	15	673,920
69704	Spillers Farm & Ranch LLC	2,666	320	53,320	15	719,820
69704	Spillers Farm & Ranch LLC	184	30	5,520	15	74,520
69705	Stotle, Clayton L.	509	30	15,270	15	206,145
66496	Stotle, Clayton L.	45	30	1,350	15	18,225
66496	Stotle, Clayton L.	757	20	15,140	15	204,390
66231	HDC Venado Crossing LLC	625	20	12,500	15	168,750
<b>TOTALS:</b>				<b>264,960</b>	--	<b>\$3,576,960</b>

## 4.2 CIBOLO CREEK AREA

### 4.2.1 Cibolo Creek Alignment Option A

**Table 4-3** includes the estimated easement area and preliminary cost for each property anticipated to be impacted by Cibolo Creek Alignment Option A. The easement area for each property was calculated assuming a 20-foot easement width, except for Parcels 48427, 63571, 165959, 190125, 339422, and 1303314 where the easement width was estimated to be 30-feet. The wider 30-foot easement area was assumed to accommodate the parallel force mains. These estimates are conservative and will likely be updated as design progresses.



Table 4-3: Easement and Land Acquisition Needs – Cibolo Creek Alignment Option A

Property ID	Owner	Affected Length (LF)	Affected Width (FT)	Affected Area (SF)	Cost (\$/SF)	Total Cost (\$)
63530	Penshorn Cattle Co. LLC	1,582	20	31,640	15	427,140
63401	Chadwell, William David	1,437	20	28,740	15	387,990
63506	Michalek, Mark W.	1,016	20	20,320	15	274,320
63503	Michalek, Rodney A.	136	20	2,720	15	36,720
131336	Michalek, Rodney A.	343	20	6,860	15	92,610
63502	Hillert, Conrad J.	1,049	20	20,980	15	283,230
63426	SA Landon Ridge LP	1,060	20	21,200	15	286,200
200912	SA Landon Ridge LP	2,319	20	46,380	15	626,130
63358	Garza, Holly Pfannstiel	462	20	9,240	15	124,740
187740	Sosa, Ashley Lauren & Gabriel Lee Sosa	75	20	1,500	15	20,250
191026	Sosa, Ashley Lauren & Gabriel Lee Sosa	428	20	8,560	15	115,560
63395	Kircher, Danalyn Hood	592	20	11,840	15	159,840
63550	Jeffers, Austin & Margaret	204	20	4,080	15	55,080
63356	Kiolbassa, William Ray	128	20	2,560	15	34,560
63393	Holman Sue Bridges & Sue B Homan Living Trust	792	20	15,840	15	213,840
63522	Smith, Phillip E. & J. M.	1,304	20	26,080	15	352,080
165631	Smith, Phillip E. & J. M.	146	20	2,960	15	39,420
63523	Smith, Joshua A.	152	20	3,040	15	41,040
48427	Miller, Robert D. & Terri	303	30	9,090	15	122,715
63571	Maturey, Christopher L. & Roni J.	202	30	6,060	15	81,810
165959	Hime, Jonathon Kraig & Annie Smith Hime	658	30	19,740	15	266,490
190125	Hime Living Trust DTD 7-25-2017	955	30	28,650	15	386,775
339422	Gekko International LLC.	2,772	30	83,160	15	1,122,660
1303314	Cibolo Creek Municipal Authority	281	30	8,430	15	113,805
200912 <sup>1</sup> (Property Acquisition)	SA Landon Ridge LP	100	100	10,000	15	150,000
<b>TOTALS:</b>				<b>429,630</b>	<b>--</b>	<b>\$5,815,005</b>

1. The existing Venado Crossing Lift Station area is approximately 80' x 85' per the design plans prepared by Utility Engineering Group on 6/18/2020. The estimated size for the proposed Bolton Road Lift Station area is 100' x 100'. This is a conservative estimate that will likely be revised as design progresses.



#### 4.2.2 Cibolo Creek Alignment Option B

**Table 4-4** includes the estimated easement area and preliminary cost for each property anticipated to be impacted by Cibolo Creek Alignment Option B. The easement area for each property was calculated assuming a 20-foot easement width, except for Parcels 48420, 169486, 190125, and 1303314 where the easement width was estimated to be 30-feet and Parcels 63426 and 200912 (southwest parcel boundary) where the easement width was estimated to be 40-feet. The 30-foot easement was assumed to accommodate the parallel force mains. The 40-foot easement was assumed to accommodate the gravity sewer main and the parallel force mains. These estimates are conservative and will likely be updated as design progresses.

**Table 4-4: Easement and Land Acquisition Needs – Cibolo Creek Alignment Option B**

Property ID	Owner	Affected Length (LF)	Affected Width (FT)	Affected Area (SF)	Cost (\$/SF)	Total Cost (\$)
63530	Penshorn Cattle Co. LLC	1,582	20	31,640	15	427,140
63401	Chadwell, William David	1,437	20	28,740	15	387,990
63506	Michalek, Mark W.	1,021	20	20,420	15	275,670
63503	Michalek, Rodney A.	136	20	2,720	15	36,720
131336	Michalek, Rodney A.	341	20	6,820	15	92,070
63502	Hillert, Conrad J.	1,100	20	22,000	15	297,000
63426	SA Landon Ridge LP	459	20	9,180	15	123,930
63426	SA Landon Ridge LP	529	40	21,160	15	285,660
200912	SA Landon Ridge LP	775	40	31,000	15	418,500
200912	SA Landon Ridge LP	1553	20	31,060	15	419,310
63358	Garza, Holly Pfannstiel	463	20	9,260	15	125,010
187740	Sosa, Ashley Lauren & Gabriel Lee Sosa	75	20	1,500	15	20,250
191026	Sosa, Ashley Lauren & Gabriel Lee Sosa	428	20	8,560	15	115,560
63395	Kircher, Danalyn Hood	592	20	11,840	15	159,840
63550	Jeffers, Austin & Margaret	204	20	4,080	15	55,080
63356	Kiolbassa, William Ray	127	20	2,540	15	34,290
63393	Holman Sue Bridges & Sue B Homan Living Trust	793	20	15,860	15	214,110
63522	Smith, Phillip E. & J. M.	1321	20	26,420	15	356,670
165631	Smith, Phillip E. & J. M.	145	20	2,900	15	39,150
63523	Smith, Joshua A.	148	20	2,960	15	39,960
48420	Frias, John David & Angelica	501	30	15,030	15	202,905



Property ID	Owner	Affected Length (LF)	Affected Width (FT)	Affected Area (SF)	Cost (\$/SF)	Total Cost (\$)
169486	Jiminez, Roy P. & Irma M.	1,007	30	30,210	15	407,835
190125	Hime Living Trust DTD 7-25-2017	774	30	23,220	15	313,470
1303314	Cibolo Creek Municipal Authority	2,500	30	75,000	15	1,012,500
200912 <sup>1</sup> (Property Acquisition)	SA Landon Ridge LP	100	100	10,000	15	150,000
<b>TOTALS:</b>				<b>444,120</b>	--	<b>\$6,010,620</b>

1. *The existing Venado Crossing Lift Station area is approximately 80' x 85' per the design plans prepared by Utility Engineering Group on 6/18/2020. The estimated size for the proposed Bolton Road Lift Station area is 100' x 100'. This is a conservative estimate that will likely be revised as design progresses.*

## 5.0 PERMITS

The anticipated agencies that have regulatory or other jurisdiction or approval authority over the project include federal, state, and local agencies. At this time, FNI has determined the need for coordination with the following agencies and departments for each of the alignment alternatives:

### Town Creek Alignment Options A & B

- Guadalupe County – the following Guadalupe County permits are anticipated to be required:
  - Right-of-Way (ROW) Permit: Arizpe Road is a County owned roadway. A ROW permit will be required for siphon installation beneath the roadway.
  - Floodplain Permit: Installation of the proposed siphon lines near Town Creek will be within the floodplain. A floodplain permit will be required prior to siphon line installation.
- TCEQ – for wastewater supply expansion permissions and permitting.
- U.S. Army Corp of Engineers (USACE) – Town Creek is a Water of the U.S. tributary regulated under Section 404 of the Clean Water Act. Installation of the proposed siphon lines across the creek may require authorization under a Nationwide Permit if the selected construction method involves a discharge of dredged or fill material into the creek or adjacent wetlands.
- Texas Historical Commission – Consultation may be required during USACE's Section 404 permit review if there is potential for impacts to cultural or historical resources in the project area.



- U.S. Fish and Wildlife Service (USFWS) – Consultation with the USFWS may be required by the USACE under Section 7 of the Endangered Species Act if federally listed threatened or endangered species, or their critical habitats, may be affected by the project.
- Franchise Utilities – Gas, Electric, Fiber Optic, Communications, etc.

As previously noted, Town Creek Alignment Options A and B diverge between Haeckerville Road and Pfannstiel Road. However, both options must cross Arizpe Road and Town Creek, resulting in identical permitting requirements for each alignment.

### **Cibolo Creek Alignment Options A & B**

- Guadalupe County – the following Guadalupe County Permits are anticipated to be required:
  - Right-of-Way (ROW) Permit: Haeckerville Road is a County owned roadway. A ROW permit will be required for gravity sewer main and force main installation beneath the roadway.
  - Floodplain Permit: Installation of the proposed force mains at the Cibolo Creek crossing will be within the floodplain. A floodplain permit will be required prior to siphon line installation.
- Bexar County – the following Bexar County Permits are anticipated to be required:
  - Floodplain Permit: Installation of the proposed force mains at the Cibolo Creek crossing will be within the floodplain. A floodplain permit will be required prior to siphon line installation.
- TCEQ – for wastewater supply expansion permissions and permitting.
- U.S. Army Corp of Engineers (USACE) – Cibolo Creek is a Water of the U.S. tributary regulated under Section 404 of the Clean Water Act. Installation of the proposed force mains across the creek may require authorization under a Nationwide Permit if the selected construction method involves a discharge of dredged or fill material into the creek or adjacent wetlands.
- Texas Historical Commission – Consultation may be required during USACE's Section 404 permit review if there is potential for impacts to cultural or historical resources in the project area.
- U.S. Fish and Wildlife Service (USFWS) – Consultation with the USFWS may be required by the USACE under Section 7 of the Endangered Species Act if federally listed threatened or endangered species, or their critical habitats, may be affected by the project.
- Franchise Utilities – Gas, Electric, Fiber Optic, Communications, etc.



As previously noted, the force main alignments for Cibolo Creek Alignment Options A and B differ. However, both force main alignments will be required to cross Haeckerville Road and Cibolo Creek, resulting in identical permitting requirements for each of the alignment alternatives. Following selection of the alignment alternative, FNI recommends coordinating with the appropriate agencies early in design to determine specific permitting needs.

## 6.0 CONSTRUCTABILITY

Based on desktop analysis and a preliminary site visit, FNI anticipates that each of the proposed Town Creek and Cibolo Creek alignment alternatives are feasible from a constructability perspective. For the force main installation across Cibolo Creek, FNI recommends a trenchless installation method to improve constructability and avoid impacts to the creek. A 250 LF bore is anticipated to be required to install the force mains across Cibolo Creek. Typical final design steps including geotechnical borings and analysis, subsurface utility exploration, and topographic survey could impact the location of the alignments.

### 6.1 UTILITY CONFLICTS

FNI reviewed as-builts and conducted site visits to determine potential utility conflicts that could impact the proposed alignment alternatives at Town Creek and Cibolo Creek. During design, utility owners will need to confirm utility line locations. The presence of existing utilities may require horizontal or vertical adjustments to the proposed alignment and affect constructability.

#### 6.1.1 Town Creek

Other than the Venado Crossing Lift Station, FNI was unable to locate as-builts or record drawings for the Town Creek Area; therefore, the identification of existing utilities relied on field observations. FNI identified overhead electric lines on the southwest side of Pfannstiel Road, as shown in **Figure 6-1**. Pipeline markers for existing propane and nitrogen lines were observed on both sides of Pfannstiel Road. In addition, the proposed alignment will cross existing CRWA water mains, as well as smaller distribution mains owned by Green Valley SUD, which will need to be considered during design to minimize conflicts and protect existing infrastructure (**Figure 6-2**). As noted in **Section 4.0: Easements**, an easement is recommended along Pfannstiel Road to accommodate the proposed sewer infrastructure and avoid conflicts with existing utilities. Topographic survey and coordination with utility owners will be required during the detailed design phase to confirm the location of existing utilities within the project area.



Figure 6-1: Overhead Electric Utilities – Pfannstiel Road



Figure 6-2: Existing Water Main – Pfannstiel Road

#### 6.1.2 Cibolo Creek

Based on a review of available as-built records and field observations, several potential utility conflicts were identified at the Cibolo Creek Area. Along Bolton Road, overhead electric lines were observed along

the northwest side of the road, as shown in **Figure 6-3**. The right-of-way (ROW) on the southwest side of Bolton Road does not provide adequate space for sewer main installation and includes a drainage structure at the Zuehl Road intersection, as shown in **Figure 6-4**. Additionally, an as-built that was obtained indicates that there's an existing water main along the southwest side of Bolton Road, near Unifirst at the Bolton Road/Stolte Road intersection. Smaller water mains owned by Green Valley SUD are also present within the project area, but as-built data was not available; these utilities will require potholing or subsurface utility engineering investigations during design to confirm their exact locations due to the lack of available record information. Per the City's input and FNI's site visit investigations, the sewer main along the northwest side of Bolton Road is recommended to be installed within an easement.



**Figure 6-3: Existing Overhead Electric Lines – Bolton Road**



**Figure 6-4: Existing Drainage Structure – Bolton Road/Zuehl Road Intersection**



Based on available as-built information, there are existing water mains on both sides of Haeckerville Road. Site visit investigations confirmed overhead electric lines on the north side of Haeckerville Road. As previously noted, the sewer main is proposed to be along the south side of Haeckerville Road before crossing into Parcel 63426 to connect to the proposed Bolton Road Lift Station. The existing water main along the south side of Haeckerville Road is within an easement. An additional easement is anticipated to be required for sewer main installation. As noted previously, topographic survey and coordination with utility owners will be required during the detailed design phase to confirm the location of existing utilities within the project area.

## 7.0 OPINION OF PROBABLE CONSTRUCTION COST

### 7.1 COST ESTIMATING METHODOLOGY

An Opinion of Probable Construction Cost (OPCC) is an attempt to provide a reasonable estimate for construction costs for a project. Not included in OPCCs are fees associated with design, surveying, environmental studies, geotechnical studies, legal fees, etc.

#### 7.1.1 Level of Project Definition

The American Association of Cost Engineers (AACE, now AACE International) defines five levels of cost estimates for a project in their Recommended Practice No. 56R-08. AACE classifications are a widely accepted guideline within the heavy civil construction industry for defining levels of design deliverable maturity and expected range of accuracy for associated project cost opinions. AACE classifications range from Level 5 to Level 1 for the lowest to highest level of project definition. The purpose of the AACE classifications is to improve communication among project stakeholders involved with preparing, evaluating, and using cost opinions. The guidelines are intended to help avoid inappropriate decisions caused by misunderstandings of cost opinions and what they are expected to represent. **Table 7-1** summarizes the AACE cost estimate classifications with the corresponding expected accuracy ranges. Notes and examples have been added for further clarification of the type of Class Estimate being provided.



**Table 7-1: AACE Generic Cost Estimate Classification Matrix**

Estimate Class	Level of Project Definition (as a % of completion) * of design deliverables	End Use	Expected Accuracy Range * not % contingency	Preparation Effort (Degree of effort relative index of 1)
Class 5	0% to 2%	Screening of feasibility	L: -20% to -30%	1
			H: +30% to +50%	
Class 4	1% to 15%	Concept study or feasibility	L: -10% to -20%	2 to 4
			H: +20% to +30%	
Class 3	10% to 40%	Budget authorization or control	L: -5% to -15%	3 to 10
			H: +10% to +20%	
Class 2	30% to 75%	Control or bid/tender	L: -5% to -10%	5 to 20
			H: +5% to +15%	
Class 1	65% to 100%	Check estimate or bid/tender	L: -3% to -5%	10 to 100
			H: +3% to +10%	

This report documents the design of the City of Cibolo Town Creek and Cibolo Creek wastewater mains, including gravity mains, force mains, and siphon lines, and the corresponding AACE Class 4 opinion of probable construction costs (OPCCs) for each of the identified alignment options. Per AACE, a Class 4 estimate corresponds to a maturity level of project design deliverables between 1 and 15 percent. Based on AACE guidelines and experience on similar projects, FNI estimates that the try project construction cost for the proposed design concept can be expected to fall within -20 to + 30 percent of the Class 4 OPCC.

### 7.1.2 Unit Costs

Preparation of an OPCC involves the use of data derived from several sources, with an overall goal of obtaining a reasonable and defensible expectation of costs for a specific level of project maturity. Sources of data used in the preparation of the City of Cibolo Town Creek and Cibolo Creek OPCCs include, but are not limited to, the following:

- Construction data aggregation services (e.g., RSMeans)
- Similar past projects performed by FNI
- Professional experience and engineering judgement

Unit prices shown in the OPCC are assumed to include direct project costs, overhead, and profit for each line item. Except where explicitly noted, indirect project costs (e.g., bonds, safety program, quality control,



surveying, insurance, warranties, taxes, etc.) are assumed to be subsidiary to the major construction work items listed in the OPCC. Unit prices referenced from past projects have been adjusted to 2025 dollars using the Engineering News-Record Construction Cost Index.

### 7.1.3 Risks and Contingency

An OPCC is a prediction based on available information at the present time to represent a forecast of conditions at some point in the future. As such, an OPCC is necessarily an approximation and thus has an inherent level of uncertainty. Unit prices and quantities associated with each line item shown in the OPCC are subject to some variability. In addition, most large-scale construction projects encounter cost requirements during bidding and/or construction that could not have been reasonably identified during the design phase. An overall contingency of 30 percent has been included in the OPCC to account for this uncertainty. This amount was selected based on the quantity and quality of available information for design, the current maturity of the project, experience on similar past projects, and engineering judgement. The contingency is the cost assigned to the unknowns in the definition of the project. It is intended to account for construction costs that have not yet been identified due to the project maturity and should be expected to be fully used for construction. Many project owners or funding agencies include their own contingency to budgetary allocation to establish the amount of funding necessary to construct the project. This additional contingency is intended to provide a ceiling so that costs are more likely to fall below the budget allocation and additional funding requests are avoided. This additional contingency has not been included in the OPCCs.

## 7.2 COST OPINION

**Table 7-2** summarizes the OPCCs for the Town Creek and Cibolo Creek alignment options that were identified. The complete OPCCs are shown in **Appendix B**.

**Table 7-2: Town Creek and Cibolo Creek Alignment Option A and B Summary**

Alignment Alternative	A	B
Town Creek	\$13,047,057	\$12,942,657
Cibolo Creek	\$53,912,319	\$54,949,947
<b>Total Cost (CCA + TCA)<sup>1</sup></b>	<b>\$66,959,376</b>	
<b>Total Cost (CCA + TCB)<sup>1</sup></b>	<b>\$66,854,976</b>	
<b>Total Cost (CCB + TCB)<sup>1</sup></b>	<b>\$67,892,604</b>	
<b>Total Cost (CCB + TCA)<sup>1</sup></b>	<b>\$67,997,004</b>	

<sup>1</sup> – Cibolo Creek Alignment Option A: CCA; Cibolo Creek Alignment Option B: CCB; Town Creek Alignment Option A: TCA; Town Creek Alignment Option B: TCB



## 8.0 RECOMMENDATIONS

The sewer main alignment study indicates that both alternatives under consideration for Town Creek are feasible and capable of fulfilling the project's objectives. **Table 8-1** compares Town Creek Alignments A and B based on the characteristics studied.

**Table 8-1: Town Creek Alignments A and B Comparison**

Alignment Characteristics	Alignment A	Alignment B
Pipe Length (LF)	13,735	13,750
Easement Acquisition (SF)	264,760	264,960
Easement Costs	\$3,574,260	\$3,576,960
Properties Impacted	9	10
Number of Inflection Points	4	8
OPCC (Including Easement Costs)	\$13,047,057	\$12,942,657

After a full review of the proposed alternatives, FNI recommends selecting Alignment Option A for Town Creek. While the cost and number of properties impacted is similar between Alignment Options A and B, Alignment Option A includes half as many points of inflection. The straighter alignment will improve hydraulic performance and simplify construction, making it a more practical and sustainable option for the City of Cibolo.

Similarly, the sewer main alignment study indicates that both alternatives under consideration for Cibolo Creek are feasible and capable of fulfilling the project's objectives as well. **Table 8-2** compares Cibolo Creek Alignment Options A and B based on the characteristics studied.

**Table 8-2: Cibolo Creek Alignments A and B Comparison**

Alignment Characteristics	Alignment A	Alignment B
Pipe Length (LF)	23,950	25,910
Easement Acquisition (SF)	429,630	444,120
Easement Costs	\$5,815,005	\$6,010,620
Properties Impacted	24	22
Number of Inflection Points	17	14
OPCC (Including Easement Costs)	\$53,912,319	\$54,949,947

FNI recommends selecting Alignment Option B at the Cibolo Creek Area. While Alignment Option B is longer, it includes fewer inflection points and impacts fewer properties. Minimizing the number of properties will help expedite the easement acquisition process and reduce the chance for potential project delays. The alternate Bolton Road Lift Station location shown in **Appendix A – Figure 3** would



provide a more direct route for the proposed force mains and would reduce easement acquisition needs along Haeckerville Road.

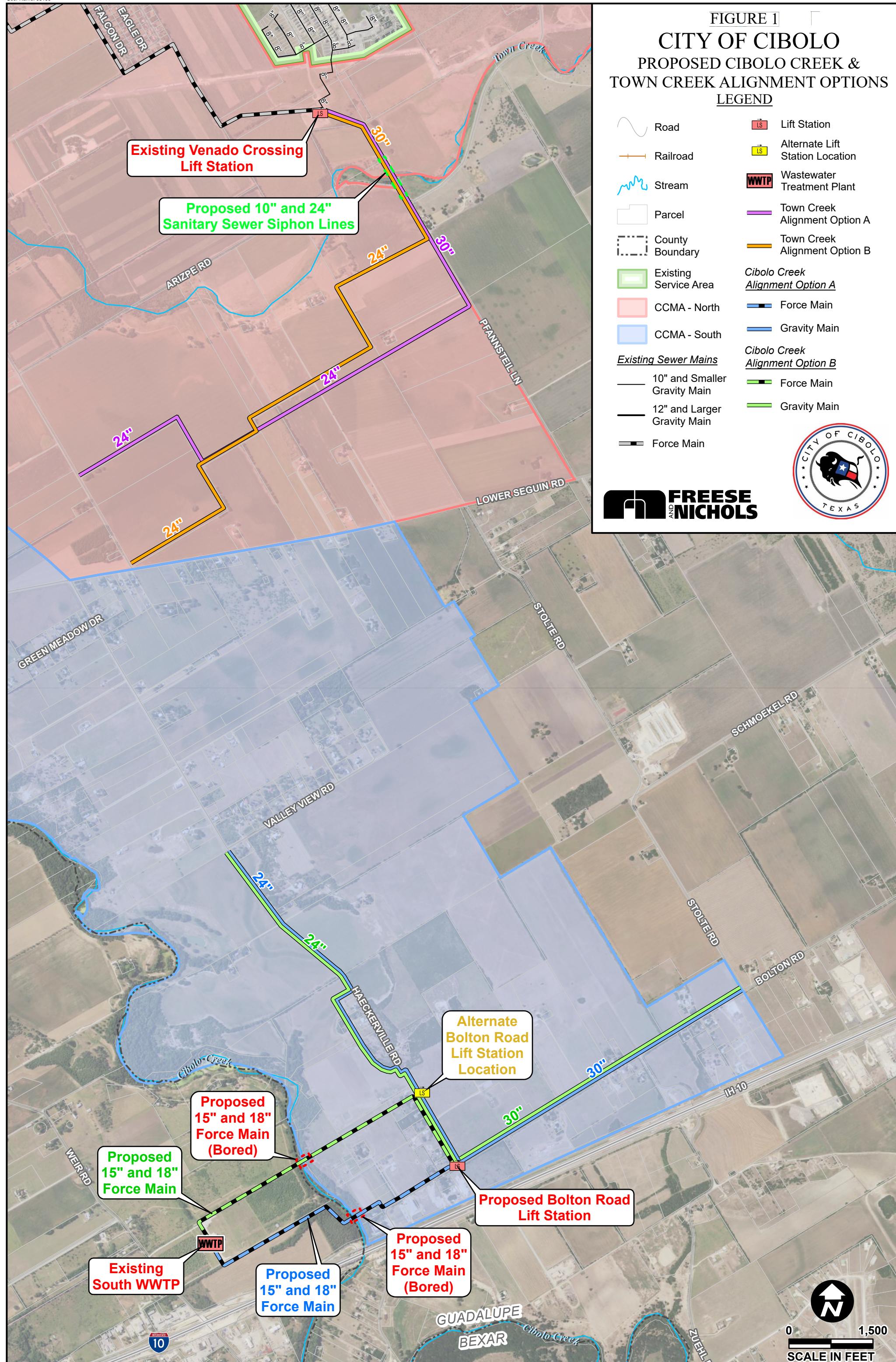
## **9.0 APPENDICES**

1. Appendix A: Town Creek and Cibolo Creek Alignment Exhibits and Elevation Profiles
2. Appendix B: Opinion of Probable Construction Cost – Town Creek and Cibolo Creek Alignment Options A and B



# APPENDIX A

Town Creek and Cibolo Creek Alignment Exhibits and  
Elevation Profiles



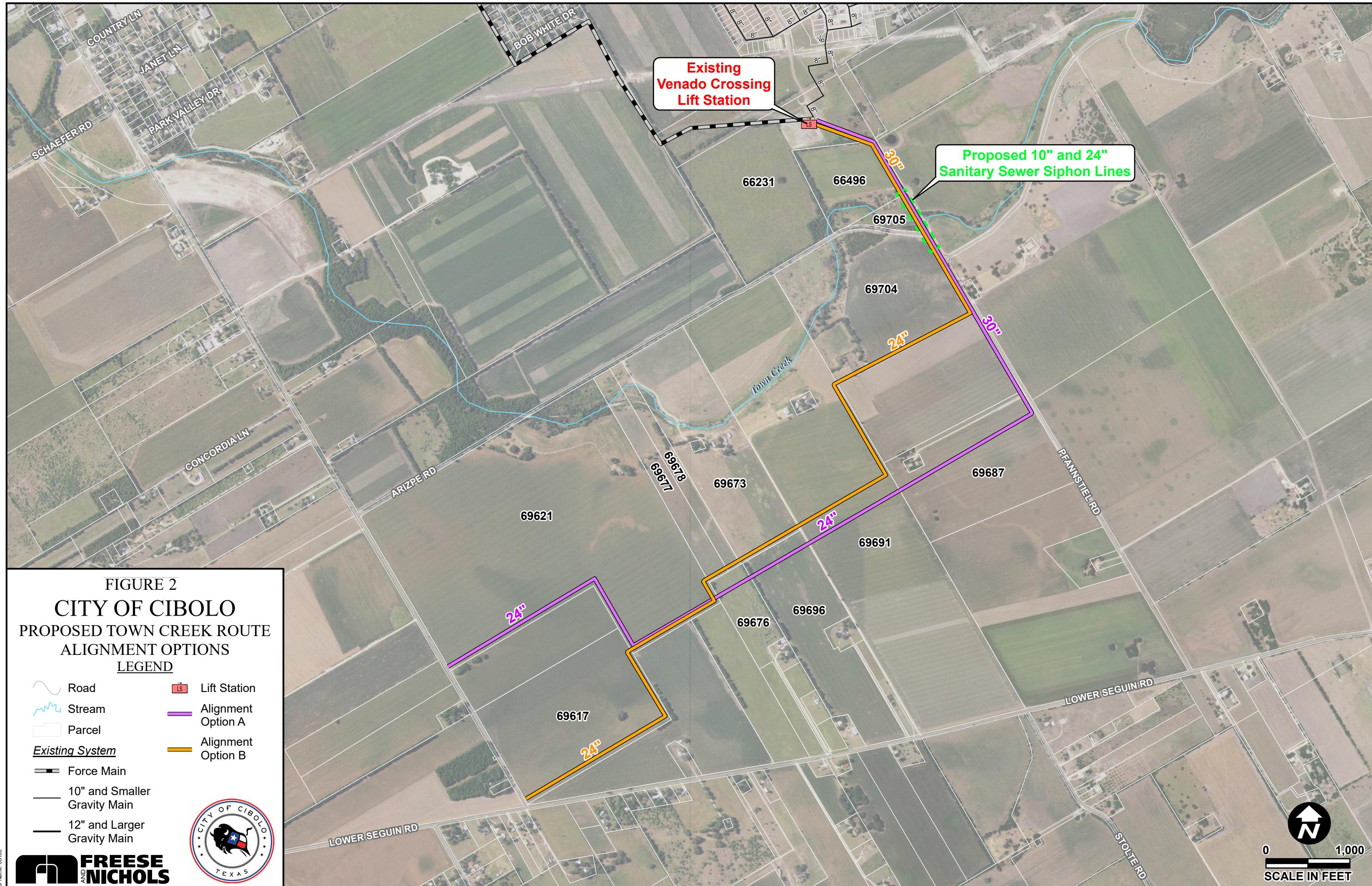


FIGURE 2  
CITY OF CIBOLO  
PROPOSED TOWN CREEK ROUTE  
ALIGNMENT OPTIONS  
LEGEND

## LEGEND

Road

 Stream

Stream Report

Parcel

## Existing System

— Force Main

## 10" and Smaller

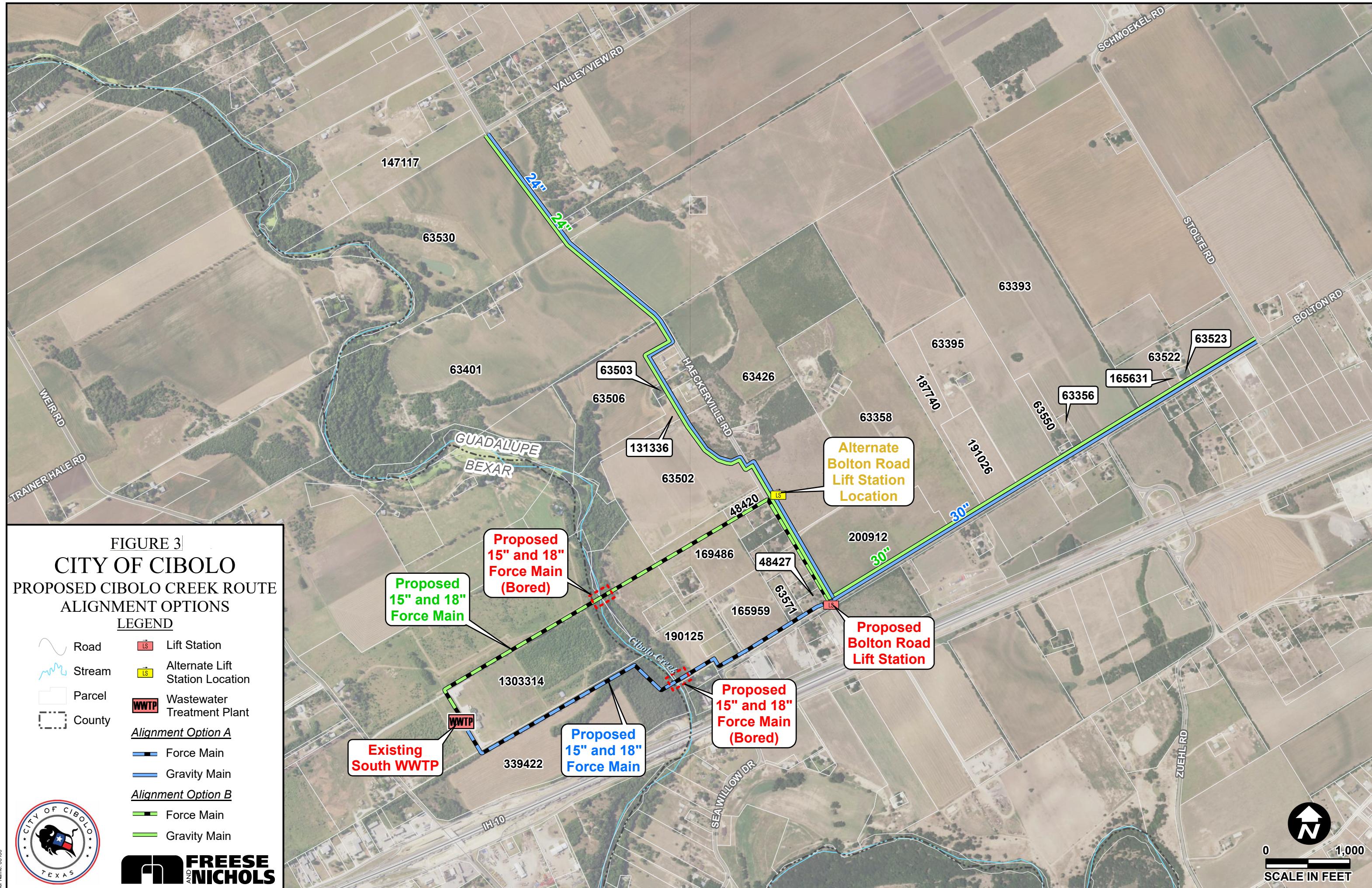
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Gravity Main

12" and Larger

## — 12 and 24 in. Gravity Main





**FIGURE 3**  
**CITY OF CIBOLO**  
**PROPOSED CIBOLO CREEK ROUTE**  
**ALIGNMENT OPTIONS**

# CITY OF CIBOLO PROPOSED CIBOLO CREEK ROUTE ALIGNMENT OPTIONS

## LEGEND

**Road** (Road icon)

**Stream** (Stream icon)

**Parcel** (Parcel icon)

**County** (County boundary icon)

**Lift Station** (Red box with LS)

**Alternate Lift Station Location** (Yellow box with LS)

**WWTP** (WWTP icon)

**Wastewater Treatment Plant**

**Alignment Option A**

- Force Main** (Solid blue line)
- Gravity Main** (Dashed blue line)

**Alignment Option B**

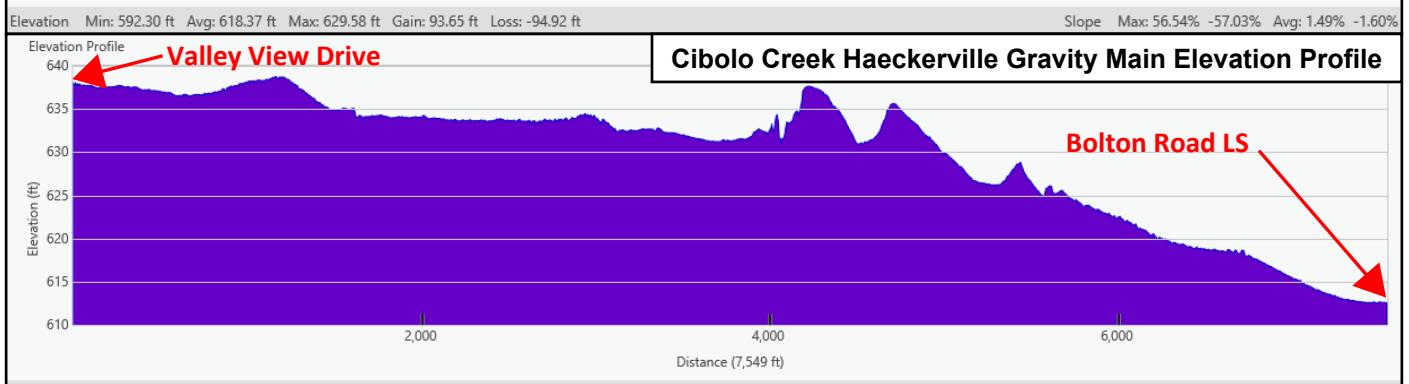
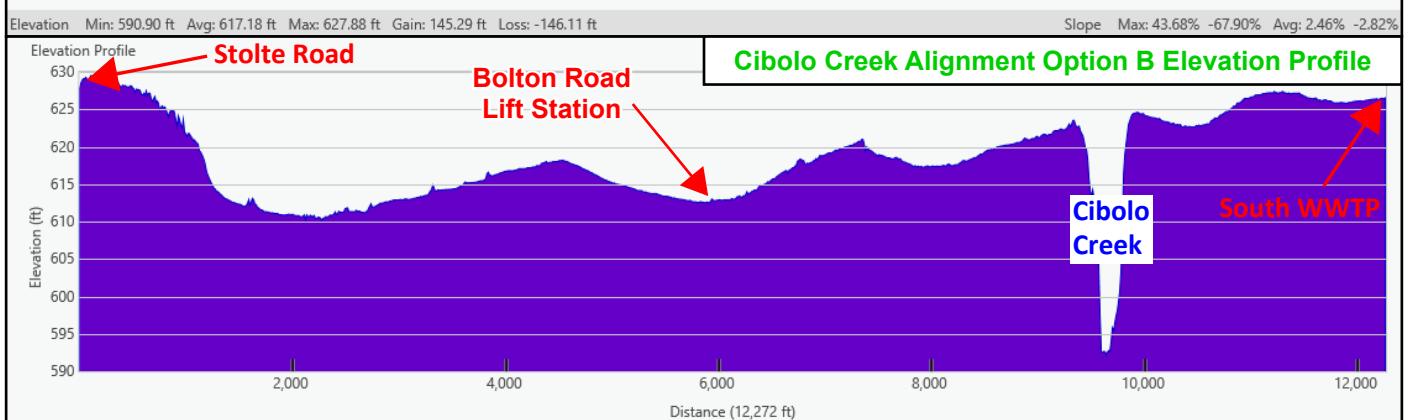
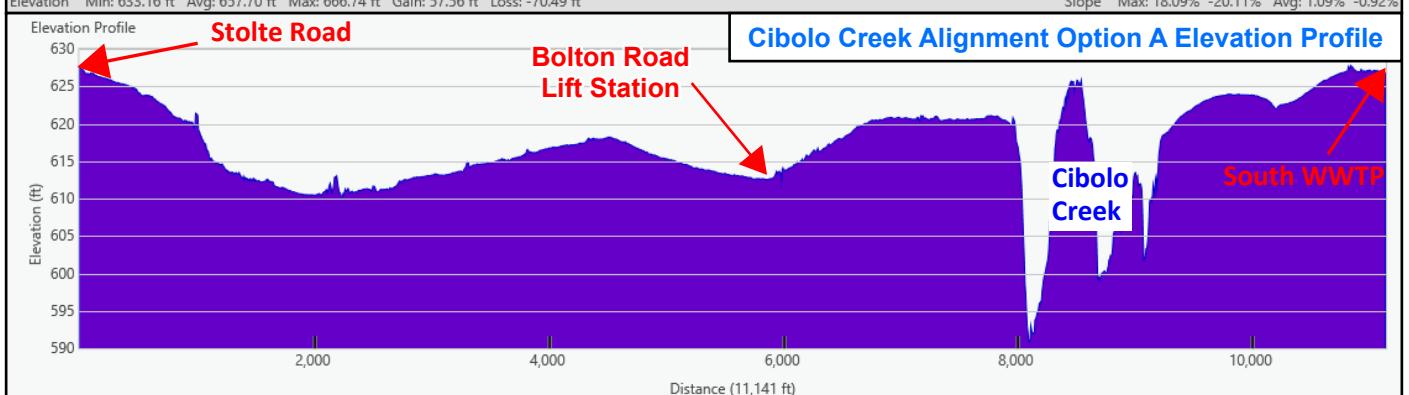
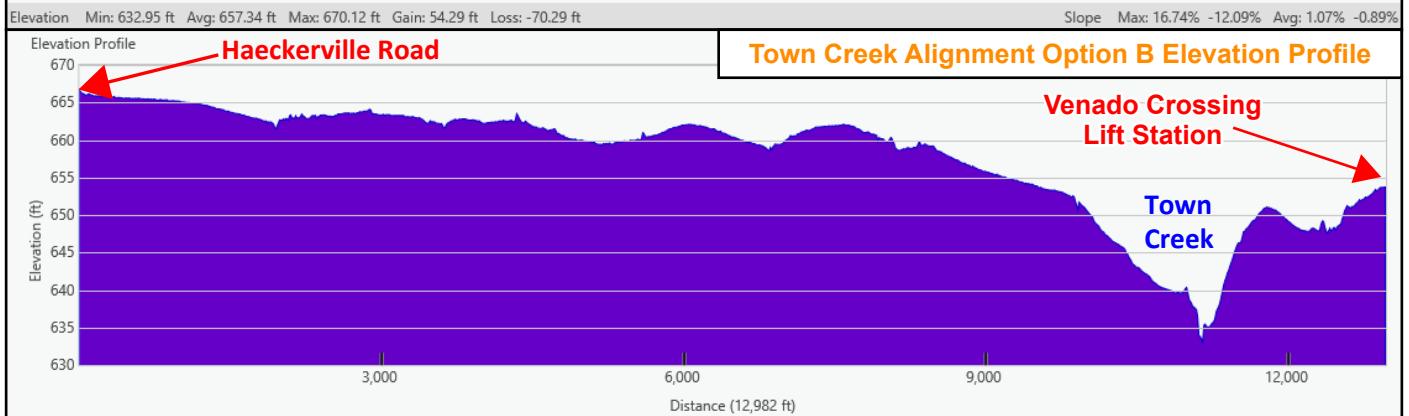
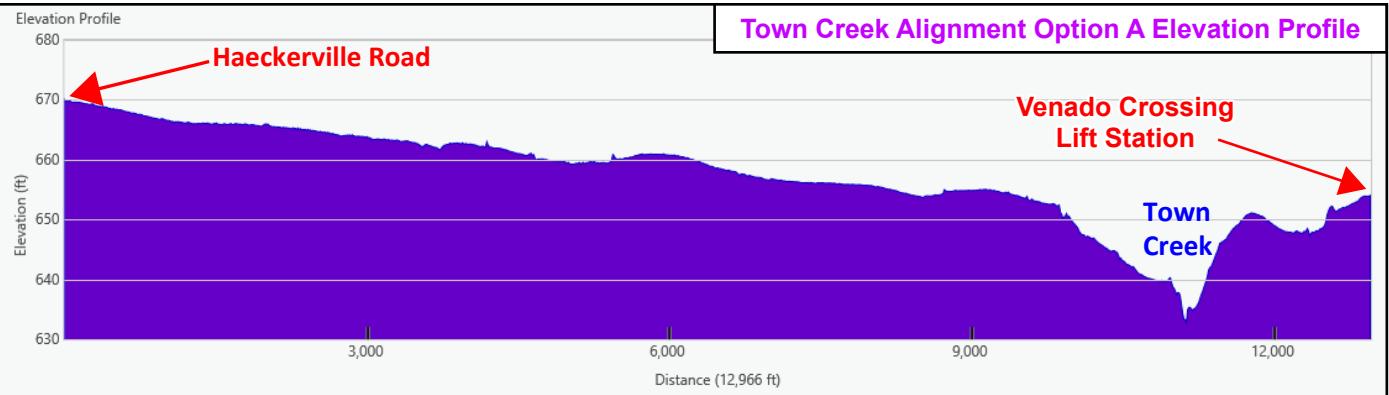
- Force Main** (Solid green line)

ITY OF CIBOLO CREEK





**FREESE  
AND  
NICHOLS**





# APPENDIX B

Opinion of Probable Construction Cost – Town Creek and  
Cibolo Creek Alignment Options A and B



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## OPINION OF PROBABLE CONSTRUCTION COST

PROJECT NAME	Cibolo South Sanitary Sewer Master Plan	DATE	10/10/2025
CLIENT	City of Cibolo	GROUP	1145
% SUBMITTAL	Constructability Evaluation	PM	Vicente Garza, P.E., PMP

ESTIMATED BY	QC CHECKED BY	FNI PROJECT NUMBER
Ty Waltz, P.E.	John Rinacke, CMIT	CIB25124

ITEM	DESCRIPTION	QUANTITY	UNIT	UNIT PRICE	TOTAL
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Town Creek Alignment Option A						
1	SITE PREPARATION AND CLEARING AND GRUBBING	6.1	ACRE	\$ 8,200.00	\$ 50,020	
2	INSTALL AND REMOVE TEMPORARY EROSION AND SEDIMENT CONTROL	1	LS	\$ 58,200.00	\$ 58,200	
3	SITE RESTORATION/SEEDING	29450	SY	\$ 5.00	\$ 147,250	
4	TRENCH SAFETY	12915	LF	\$ 5.00	\$ 64,575	
5	SIPHON INLET STRUCTURE	1	LS	\$ 100,000.00	\$ 100,000	
6	SIPHON OUTFALL STRUCTURE	1	LS	\$ 50,000.00	\$ 50,000	
7	10" SANITARY SEWER SIPHON LINE	820	LF	\$ 150.00	\$ 123,000	
8	24" SANITARY SEWER SIPHON LINE	820	LF	\$ 360.00	\$ 295,200	
9	24" GRAVITY SEWER MAIN	8450	LF	\$ 290.00	\$ 2,450,500	
10	30" GRAVITY SEWER MAIN	3645	LF	\$ 360.00	\$ 1,312,200	
11	5' SANITARY SEWER MANHOLE	24	EA	\$ 35,000.00	\$ 840,000	
12	SANITARY SEWER MAIN TELEVISION INSPECTION	13735	LF	\$ 5.00	\$ 68,675	
13	TREE PROTECTION	1	LS	\$ 10,000.00	\$ 10,000	

SUBTOTAL	\$ 5,569,620
CONTINGENCY	30% \$ 1,670,886
SUBTOTAL	\$ 7,240,506
MOBILIZATION	5% \$ 362,025
SUBTOTAL	\$ 7,602,531
OH&P	18% \$ 1,368,456
EASEMENTS	\$ 3,574,260

PROJECT TOTAL (2025 COSTS)	\$ 12,545,247
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COST ESCALATION FACTOR	4.0%	\$ 501,810
PROJECT TOTAL (2026 COSTS)		\$ 13,047,057

The Engineer has no control over the cost of labor, materials, equipment, or the Contractor's methods of determining prices, nor over competitive bidding or market conditions. Opinions of probable costs provided herein are based on the information known to the Engineer at this time and represent only the Engineer's judgment as a design professional familiar with the construction industry. The Engineer cannot and does not guarantee that proposals, bids, or actual construction costs will not vary from its opinions of probable costs. Additionally, fluctuations in material costs due to tariffs, trade policies, or supply chain disruptions may further impact pricing in ways that are difficult to predict.

### NOTES:

- 1 FNI OPCC classified as an AACE Class 4 Estimate with accuracy range of -20 to + 30.
- 2 FNI OPCC does not include costs associated with engineering fees, permits, surveying, etc.



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## OPINION OF PROBABLE CONSTRUCTION COST

PROJECT NAME	Cibolo South Sanitary Sewer Master Plan	DATE	10/10/2025
CLIENT	City of Cibolo	GROUP	1145
% SUBMITTAL	Constructability Evaluation	PM	Vicente Garza, P.E., PMP

ESTIMATED BY	QC CHECKED BY	FNI PROJECT NUMBER
Ty Waltz, P.E.	John Rinacke, CMIT	CIB25124

ITEM	DESCRIPTION	QUANTITY	UNIT	UNIT PRICE	TOTAL
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Town Creek Alignment Option B						
1	SITE PREPARATION AND CLEARING AND GRUBBING	6.1	ACRE	\$ 8,200.00	\$ 50,020	
2	INSTALL AND REMOVE TEMPORARY EROSION AND SEDIMENT CONTROL	1	LS	\$ 59,000.00	\$ 59,000	
3	SITE RESTORATION/SEEDING	29470	SY	\$ 5.00	\$ 147,350	
4	TRENCH SAFETY	12930	LF	\$ 5.00	\$ 64,650	
5	SIPHON INLET STRUCTURE	1	LS	\$ 100,000.00	\$ 100,000	
6	SIPHON OUTFALL STRUCTURE	1	LS	\$ 50,000.00	\$ 50,000	
7	10" SANITARY SEWER SIPHON LINE	820	LF	\$ 150.00	\$ 123,000	
8	24" SANITARY SEWER SIPHON LINE	820	LF	\$ 360.00	\$ 295,200	
9	24" GRAVITY SEWER MAIN	9885	LF	\$ 290.00	\$ 2,866,650	
10	30" GRAVITY SEWER MAIN	2225	LF	\$ 360.00	\$ 801,000	
11	5' SANITARY SEWER MANHOLE	25	LF	\$ 35,000.00	\$ 875,000	
12	SANITARY SEWER MAIN TELEVISION INSPECTION	13750	LF	\$ 5.00	\$ 68,750	
13	TREE PROTECTION	1	LS	\$ 5,000.00	\$ 5,000	

SUBTOTAL	\$ 5,505,620
CONTINGENCY	30% \$ 1,651,686
SUBTOTAL	\$ 7,157,306
MOBILIZATION	5% \$ 357,865
SUBTOTAL	\$ 7,515,171
OH&P	18% \$ 1,352,731
EASEMENTS	\$ 3,576,960

PROJECT TOTAL (2025 COSTS)	\$ 12,444,862
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COST ESCALATION FACTOR	4.0%	\$ 497,794
PROJECT TOTAL (2026 COSTS)		\$ 12,942,657

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## OPINION OF PROBABLE CONSTRUCTION COST

PROJECT NAME	Cibolo South Sanitary Sewer Master Plan	DATE	10/10/2025
CLIENT	City of Cibolo	GROUP	1145
% SUBMITTAL	Constructability Evaluation	PM	Vicente Garza, P.E., PMP

ESTIMATED BY	QC CHECKED BY	FNI PROJECT NUMBER
Ty Waltz, P.E.	John Rinacke, CMIT	CIB25124

ITEM	DESCRIPTION	QUANTITY	UNIT	UNIT PRICE	TOTAL
<b>Cibolo Creek Alignment Option A</b>					

1	SITE PREPARATION AND CLEARING AND GRUBBING	9.9	ACRE	\$ 10,000.00	\$ 99,000
2	INSTALL AND REMOVE TEMPORARY EROSION AND SEDIMENT CONTROL	1	LS	\$ 84,215.00	\$ 84,215
3	SITE RESTORATION/SEEDING	47750	SY	\$ 5.00	\$ 238,750
4	TRENCH SAFETY	18460	LF	\$ 5.00	\$ 92,300
5	15" SANITARY SEWER FORCE MAIN	4990	LF	\$ 225.00	\$ 1,122,750
6	18" SANITARY SEWER FORCE MAIN	4990	LF	\$ 270.00	\$ 1,347,300
7	15" CARRIER PIPE	250	LF	\$ 150.00	\$ 37,500
8	18" CARRIER PIPE	250	LF	\$ 180.00	\$ 45,000
9	30" STEEL CASING (INCLUDING BORING)	250	LF	\$ 1,350.00	\$ 337,500
10	36" STEEL CASING (INCLUDING BORING)	250	LF	\$ 1,620.00	\$ 405,000
11	24" GRAVITY SEWER MAIN	7530	LF	\$ 290.00	\$ 2,183,700
12	30" GRAVITY SEWER MAIN	5940	LF	\$ 360.00	\$ 2,138,400
13	5' SANITARY SEWER MANHOLE	27	EA	\$ 35,000.00	\$ 945,000
14	SANITARY SEWER MAIN TELEVISION INSPECTION	13470	LF	\$ 5.00	\$ 67,350
15	TREE PROTECTION	1	LS	\$ 30,000.00	\$ 30,000
16	LIFT STATION (9.7 MGD)	1	EA	\$ 19,400,000.00	\$ 19,400,000

SUBTOTAL	\$ 28,573,765
CONTINGENCY	\$ 8,572,130
SUBTOTAL	\$ 37,145,895
MOBILIZATION	\$ 1,857,295
SUBTOTAL	\$ 39,003,189
OH&P	\$ 7,020,574
EASEMENTS	\$ 5,815,005

<b>PROJECT TOTAL (2025 COSTS)</b>	\$ 51,838,768
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COST ESCALATION FACTOR	4.0%	\$ 2,073,551
<b>PROJECT TOTAL (2026 COSTS)</b>	\$	<b>53,912,319</b>

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## OPINION OF PROBABLE CONSTRUCTION COST

PROJECT NAME	Cibolo South Sanitary Sewer Master Plan	DATE	10/10/2025
CLIENT	City of Cibolo	GROUP	1145
% SUBMITTAL	Constructability Evaluation	PM	Vicente Garza, P.E., PMP

ESTIMATED BY	QC CHECKED BY	FNI PROJECT NUMBER
Ty Waltz, P.E.	John Rinacke, CMIT	CIB25124

ITEM	DESCRIPTION	QUANTITY	UNIT	UNIT PRICE	TOTAL
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<b>Cibolo Creek Alignment Option B</b>					
1	SITE PREPARATION AND CLEARING AND GRUBBING	10.2	ACRE	\$ 10,000.00	\$ 102,000
2	INSTALL AND REMOVE TEMPORARY EROSION AND SEDIMENT CONTROL	1	LS	\$ 88,600.00	\$ 88,600
3	SITE RESTORATION/SEEDING	49350	SY	\$ 5.00	\$ 246,750
4	TRENCH SAFETY	19430	LF	\$ 5.00	\$ 97,150
5	15" SANITARY SEWER FORCE MAIN	5980	LF	\$ 225.00	\$ 1,345,500
6	18" SANITARY SEWER FORCE MAIN	5980	LF	\$ 270.00	\$ 1,614,600
7	15" CARRIER PIPE	250	LF	\$ 150.00	\$ 37,500
8	18" CARRIER PIPE	250	LF	\$ 180.00	\$ 45,000
9	30" STEEL CASING (INCLUDING BORING)	250	LF	\$ 1,350.00	\$ 337,500
10	36" STEEL CASING (INCLUDING BORING)	250	LF	\$ 1,620.00	\$ 405,000
11	24" GRAVITY SEWER MAIN	7530	LF	\$ 290.00	\$ 2,183,700
12	30" GRAVITY SEWER MAIN	5920	LF	\$ 360.00	\$ 2,131,200
13	5' SANITARY SEWER MANHOLE	27	EA	\$ 35,000.00	\$ 945,000
14	SANITARY SEWER MAIN TELEVISION INSPECTION	13450	LF	\$ 5.00	\$ 67,250
15	TREE PROTECTION	1	LS	\$ 25,000.00	\$ 25,000
16	LIFT STATION (9.7 MGD)	1	LS	\$ 19,400,000.00	\$ 19,400,000

SUBTOTAL	\$ 29,071,750
CONTINGENCY	30% \$ 8,721,525
SUBTOTAL	\$ 37,793,275
MOBILIZATION	5% \$ 1,889,664
SUBTOTAL	\$ 39,682,939
OH&P	18% \$ 7,142,929
EASEMENTS	\$ 6,010,620

<b>PROJECT TOTAL (2025 COSTS)</b>	\$ 52,836,488
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COST ESCALATION FACTOR	4.0%	\$ 2,113,460
<b>PROJECT TOTAL (2026 COSTS)</b>	\$ 54,949,947	

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### NOTES:

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- 2 FNI OPCC does not include costs associated with engineering fees, permits, surveying, etc.