



Capital Improvements Advisory Committee

Thursday, January 22, 2026, 6:30 PM
Council Chambers
200 S. Main St.
Cibolo, Texas 78108

Est. Duration: 25 min

1. Call to Order

2. Roll Call and Excused Absences

3. Invocation

4. Pledge of Allegiance

5. Citizens to be Heard

This is the only time during the Capital Improvements Advisory Committee Meeting that a citizen can address the Committee. It is the opportunity for visitors and guests to address the Committee on any issue to include agenda items. All visitors wishing to speak must fill out the Sign-In Roster prior to the start of the meeting. The Committee may not deliberate any non-agenda issue, nor may any action be taken on any non-agenda issue at this time; however, the Committee 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 Committee as a body. Remarks may also be addressed to any individual member of the Committee 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.

6. Discussion/Action

- 6.A. Discussion on the role of the CIAC and the history of the Cibolo Impact Fee Ordinance.
- 6.B. Discussion on Impact Fee Overview, including recent State changes.
- 6.C. Discussion on Impact Fee Calculations - Roads, Water, and Wastewater.
- 6.D. Discussion on Benchmark, Policy Considerations
- 6.E. Discussion on next steps and meeting schedule for 2026.

7. Adjournment

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 regarding any item listed on this agenda.

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 meeting.

I certify that the attached notice and agenda of items to be considered by the Capital Improvements Advisory Committee was removed by me from the City Hall bulletin board on the ____ day of _____ 2026.

Name and Title

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

Date Posted: January 12, 2026 03:13 pm



Capital Improvements Advisory Committee Staff Report

A. Discussion on the role of the CIAC and the history of the Cibolo Impact Fee Ordinance.

Meeting	Agenda Group
Thursday, January 22, 2026, 6:30 PM	Discussion/Action Item: 6A.
From	
Peggy Cimics, City Secretary	

PRIOR CITY COUNCIL ACTION:

N/A

BACKGROUND:

N/A

STAFF RECOMMENDATION:

N/A

FINANCIAL IMPACT:

N/A

MOTION(S):

N/A

Attachments

[CIP Ordinance.pdf](#)



ORINANCE NO: 1323

AN ORDINANCE OF THE CITY OF CIBOLO, GUADALUPE COUNTY, TEXAS AMENDING THE CITY'S CODE OF ORDINANCES AND AMENDING THE ORDINANCE CREATING A CAPITAL IMPROVEMENTS ADVISORY COMMITTEE FOR THE PURPOSE OF PROVIDING RECOMMENDATIONS TO THE CITY COUNCIL REGARDING A PLAN FOR THE EXPENDITURE OF FUNDS FOR MAJOR CAPITAL IMPROVEMENT AND MAJOR CAPITAL PURCHASES.

WHEREAS, the City of Cibolo, Texas, is a Home Rule Municipality located in Guadalupe County, Texas, created in accordance with provisions of the Texas Local Government Code and operating pursuant to its adopted City Charter and all applicable laws and enabling legislation of the State of Texas; and

WHEREAS, the City of Cibolo, Texas, is governed by a Home Rule Charter that was approved by the Citizens of Cibolo in a duly called election held on September 11, 2004; and

WHEREAS, Section 7.10 Capital Program of the Home Rule Charter specifies that a 5-Year Capital Program be updated and be submitted annually with the City budget; and

WHEREAS, the City Council feels it is important to receive community input and direction from the community in preparing and updating a plan for major capital expenditures of the City; and

WHEREAS, Chapter 395 of the Local Government Code requires the City to appoint a Capital Improvements Advisory Committee to assist the City Council and staff in the development of the City's Capital Improvements Plan.

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

SECTION 1.
Code Amended

Part II, Chapter 2, Article IV BOARDS AND COMMISSIONS of the City's Code of Ordinances is amended to read as follows:

Division 4. CAPITAL IMPROVEMENTS ADVISORY COMMITTEE

Sec. 2-235. CREATION, COMPOSITION, APPOINTMENT OF MEMBERS

The City Council of the City of Cibolo hereby creates a Capital Improvements Advisory Committee to be composed of SEVEN (7) members appointed by the City Council of Cibolo, Guadalupe County, Texas. One member of the Planning and Zoning Commission and one member of the Economic Development Corporation will be appointed by council to serve as two of the seven members; One member shall be a resident of the City's extraterritorial jurisdiction. The remaining four (4) members will be appointed by council. Council will appoint members to serve on this committee making sure that the citizen chosen has the special knowledge, skills or information that Council may deem to be beneficial to this Committee.

Sec. 2-236. QUALIFICATIONS AND TERMS OF MEMBERS

Not less than 40 percent (40%) of the membership of the advisory committee must be representatives of the real estate, development, or building industries who are not employees of officials of the City or any other political subdivision or governmental entity.

Members of the committee shall be appointed to serve for a term of three (3) years. A member shall continue to serve until the City Council appoints his/her successor. All vacancies shall be filled by appointment of a majority of the City Council and such appointments shall be for the remainder of the unexpired term. Members shall be limited to appointment for not more than two (2) complete successive terms and are eligible for re-appointment.

Sec. 2-237. MEMBERS TO SERVE WITHOUT COMPENDATION

Members of the Capital Improvements Advisory Committee shall serve without compensation.

Sec. 2-238. ORGANIZATION AND MEETINGS

The members of the Capital Improvements Advisory Committee shall select officers at their first scheduled meeting. Meetings shall be held at least monthly and the meeting place shall be at City Hall. All officer terms run one (1) year from the date of selection.

The following describes Officers and their duties:

Chairman: Shall preside over the meeting. Chairman may vote on all matters before the Committee.

Vice Chairman: Shall preside over the meeting in the absence of the Chairman.

Secretary: The City Secretary or the Assistant City Secretary will serve as secretary and keep an accurate account and minutes of all meetings. The City Secretary will give the Oath of Office to all members at the first meeting or the first meeting an individual is in attendance for. The City Secretary will work with the Chairman and Planning & Engineering staff to prepare an agenda and will see it posted in accordance with State of Texas Open Meetings requirements.

Sec. 2-239. Quorum

A majority of the Capital Improvements Advisory Committee members shall constitute a Quorum for the transaction of business.

Sec. 2-240. RULES AND PROCEDURES

The Capital Improvements Advisory Committee shall follow the rules and procedures adopted by City Council and the City Secretary shall keep a record of their proceedings.

Sec. 2-241. ATTENDANCE

Members shall not miss more than three (3) consecutive regular and special meetings regardless of cause of absence and regardless of excuse. Failure to comply with these attendance requirements whether excused or not will be considered as resignation by the member. In the event of such termination the Chairperson of the Committee shall immediately notify the City Council who shall then take immediate steps to fill the vacancy.

Sec. 2-242. DUTIES

The Capital Improvements Advisory Committee shall:

- (1) advise and assist the political subdivision in adopting land use assumptions;
- (2) review the capital improvements plan and file written comments;
- (3) monitor and evaluate implementation of the capital improvements plan;
- (4) file semiannual reports with respect to the progress of the capital improvements plan and report to the political subdivision any perceived inequities in implementing the plan or imposing the impact fee; and

(5) advise the political subdivision of the need to update or revise the land use assumptions, capital improvements plan, and impact fee.

(6) Act in an advisory capacity to the City Council in all matters pertaining to the plan for establishing and implementing a 5-Year Capital Improvements Program.

(7) Provide a recommendation in the form of a written report for a 5-Year Capital Improvement Program that provides a prioritized list of projects, cost estimates for each project, recommended funding source(s) for each project, estimated annual operating cost of operating and maintaining each project, and general fiscal guidelines for expenditures on the 5-Year Capital Improvement Program. Fiscal guidelines shall include, but not limited to, recommendations for maximum tax rates to be established to fund the recommended program and recommendations for the timing of future-bond issues.

Sec. 2-243. EXPEDITURES AND OBLIGATIONS

Whenever it is deemed necessary by the Capital Improvements Advisory Committee to incur any expenses in performing the duties assigned to it, an estimate of such proposed expense shall be submitted to the City Council. No debts of any kind or character shall be made or incurred by the Capital Improvements Advisory Committee or anyone acting for, unless such expenditures have been specifically authorized by the City Council prior to the time such obligations are incurred.

Sec. 2-244 to 2-250. RESERVED.

SECTION 2. EFFECTIVE DATE

This ordinance shall be effective immediately upon the passage and approval of the City Council of the City of Cibolo, Texas.

SECTION 3. CUMULATIVE

That this ordinance shall be cumulative of all provisions of the City of Cibolo, Texas, except where the provisions of this Ordinance are in direct conflict with the provisions of such Ordinances, in which event the more restrictive provision shall apply.

SECTION 4. SEVERABILITY

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

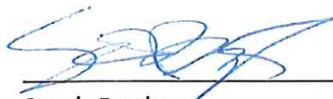
**SECTION 5.
SAVINGS**

That all rights and privileges of the City of Cibolo are expressly saved as to any and all violations of the provisions of any Ordinances affecting City Development and Construction Standards, which have accrued at the time of the effective date of this Ordinance; and, as to such accrued violations and all pending litigation, both civil and criminal, whether pending in court or not, under such Ordinances, same shall not be affected by this Ordinance but may be prosecuted until final disposition by the courts.

**SECTION 6.
REPEALER**

All ordinances, parts or ordinances or provisions of the City's Code in conflict with the provisions of this ordinance, specifically Resolution No 1431 and Ordinance No. 1100 are hereby repealed to the extent of any conflict.

PASSED AND APPROVED THIS 8TH DAY OF DECEMBER 2020.



Stosh Boyle
Mayor

ATTEST:



Peggy Cimics, TRMC
City Secretary





Capital Improvements Advisory Committee Staff Report

C. Discussion on Impact Fee Calculations - Roads, Water, and Wastewater.

Meeting	Agenda Group
Thursday, January 22, 2026, 6:30 PM	Discussion/Action Item: 6C.
From	
Peggy Cimics, City Secretary	

PRIOR CITY COUNCIL ACTION:

N/A

BACKGROUND:

N/A

STAFF RECOMMENDATION:

N/A

FINANCIAL IMPACT:

N/A

MOTION(S):

N/A

Attachments

[CIP Impact Fees.pdf](#)

Capital Improvements Advisory Committee (CIAC)

Impact Fee Basics



Road, Water, Wastewater, and Drainage Impact Fee Program Update

December 11, 2025



Study Team

Roadway



Edmund Haas, AICP
eh@freese.com
(214) 217-2321

Water &
Wastewater



Jessica Vassar, PE
JBV@freese.com
(512) 617-3167

Drainage



Ashley Poe, PE
Ashley.Poe@freese.com
(713) 600-6806

Agenda

1

Impact Fee Basics & Process

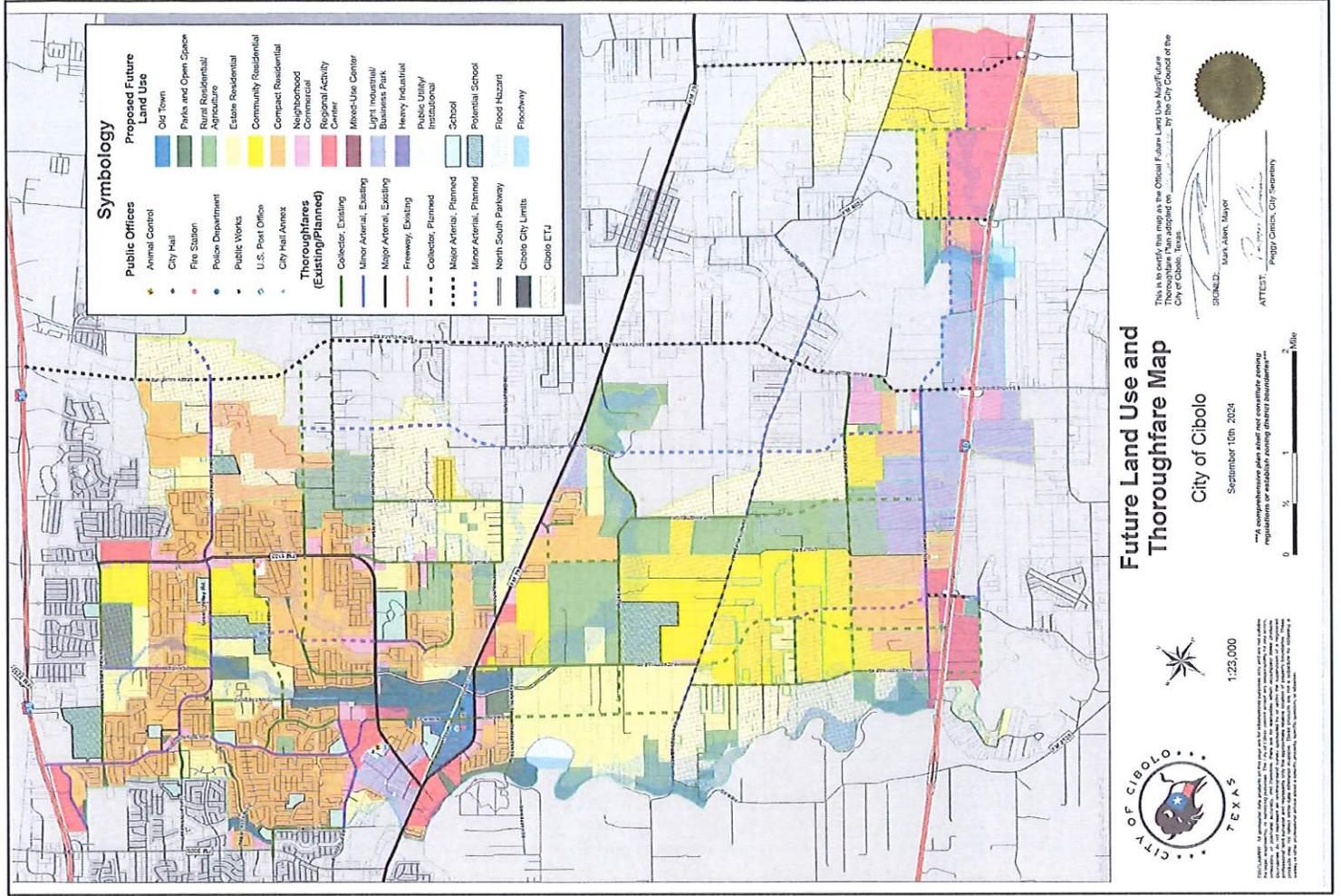
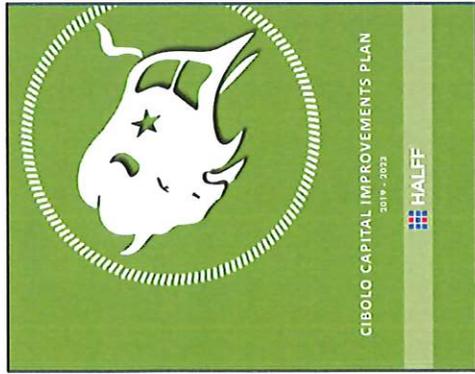
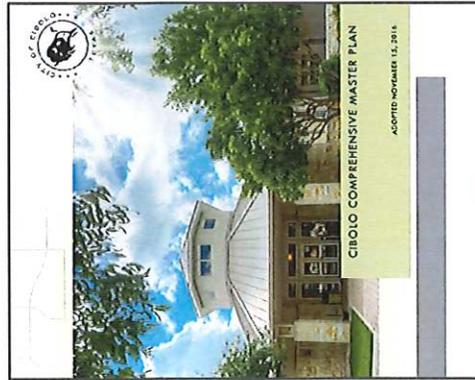
2

Land Use Assumptions
and Growth Rates

3

CIAC Discussion and
Comment on LUA Growth Rates

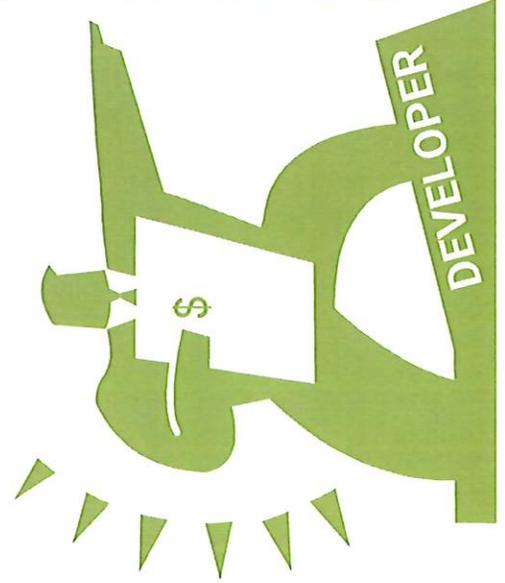
Finance Mechanism for Implementing the Plan...



WHO PAYS FOR GROWTH?

IMPACT FEES

New development shares in part of this responsibility



NO IMPACT FEES

Existing and future tax payers build all capital facilities

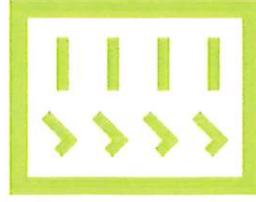


Why Update?



Texas Local Government Codes

- Chapter 395
- Update (at least) every 5 years
- Program History
 - 2008: Program Implementation
 - 2013: Program Update
 - 2021: Program Update

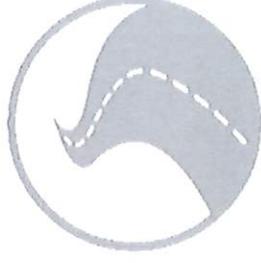
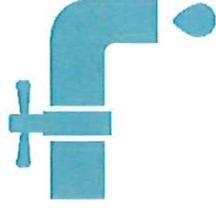


- Capital Improvements Advisory Committee

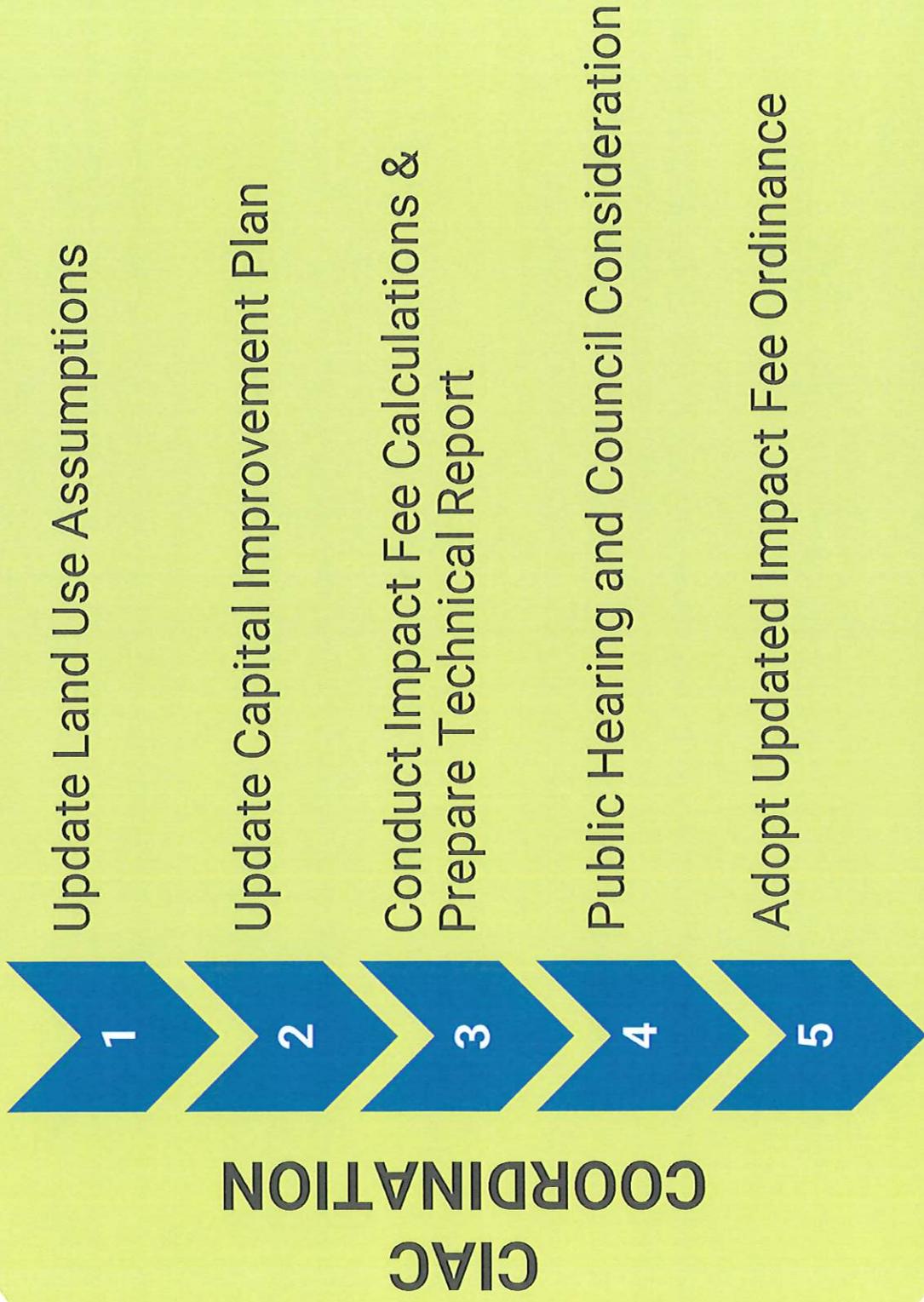
What is an Impact Fee?

Structured approach to assessment of fees

- Mechanism for funding the infrastructure necessary to accommodate new development including:
- One-time charge
 - Funding of specific new facilities *necessitated by growth*
 - Recoupment of certain capital improvements



Program Update Process

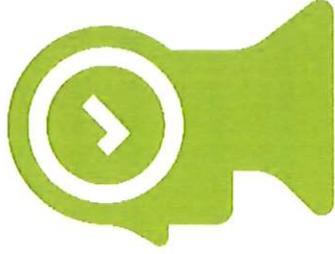


Role as CIAC Member



Provide Comment:

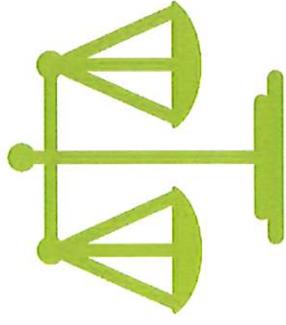
- Land Use Assumptions
- Capital Improvement Plans (CIP)
- Impact Fee



CIAC Meetings:

1. January: LUA and CIP
2. February: Impact Fee Calculations, Collection Rates and Benchmarking
3. March: Impact Fee, Collection Rates and Benchmarking
4. June: Collection Rates and Recommendation to Council

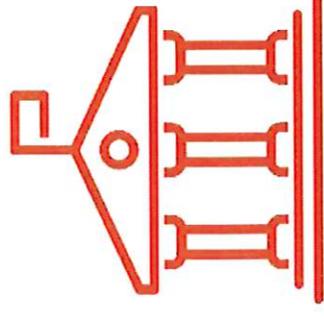
Basis for Impact Fees?



New development should pay a portion of the cost of public infrastructure required to serve it.

“Growth Paying for Growth”

- Authorized by State Law (1989; LGC Chapter 395)
- Specific requirements for program administration and fee calculation
- Update required every five years
- Tool for assisting in determination of proportionality



Impact Determination

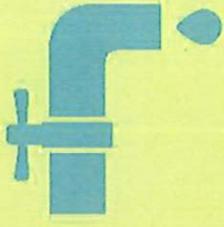
ROADWAY

- Based on service area, size and type of development
- Collected at time of building permit



WATER & WASTEWATER

- Based on meter size
- Collected at time of building permit
- Collected and applied citywide



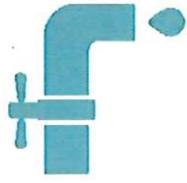
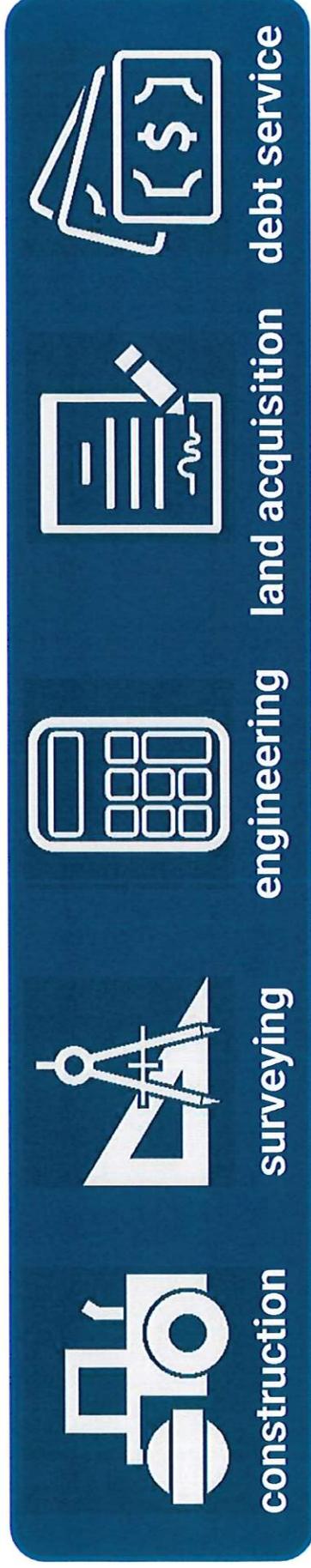
DRAINAGE

- Based on square footage impervious surface
- Application by drainage basin
- Collected at time of permit



**Fees are calculated based on Service Units –
units of development brought online**

What can Impact Fees Pay for?



Water supply,
treatment, and
distribution facilities



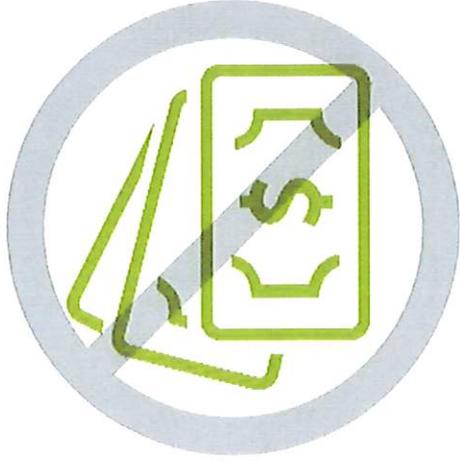
Roadway
facilities



Impact fees can also pay for required program updates

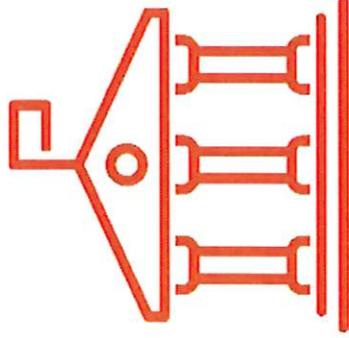
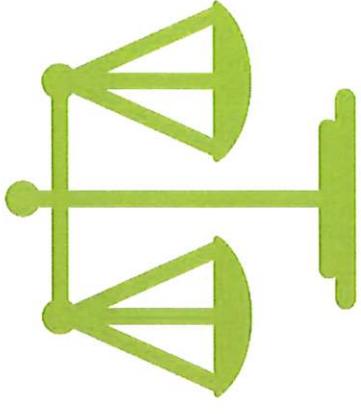
What do Impact Fees NOT Pay for?

- ✗ Projects not included in the Impact Fee CIP
- ✗ Repair, operation, or maintenance of existing or new facilities
- ✗ Upgrades to serve existing development
- ✗ Administrative and operating costs of the impact fee program
- ✗ Debt service for projects that are not included in the Impact Fee CIP



Policy Considerations

- What rate to collect; retain previous rate?
- Application of Fee
 - Residential vs. Non-residential
 - Special Considerations
 - Incremental Increases
 - Special Considerations



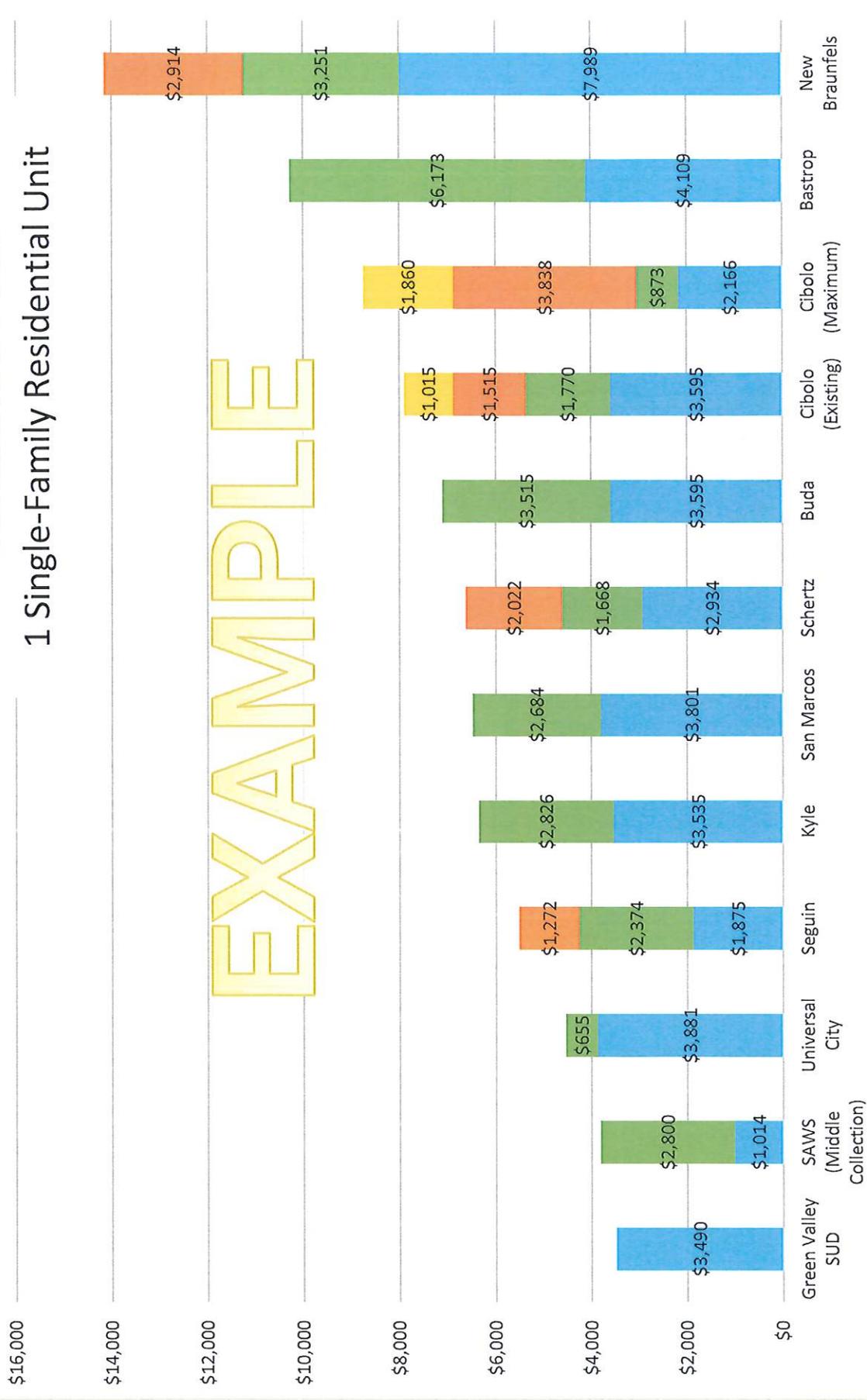
- Exemptions
 - Public Schools, Public Housing
 - As defined by policy

Benchmarking

Impact Fee Comparison Combined Fees

1 Single-Family Residential Unit

EXAMPLE



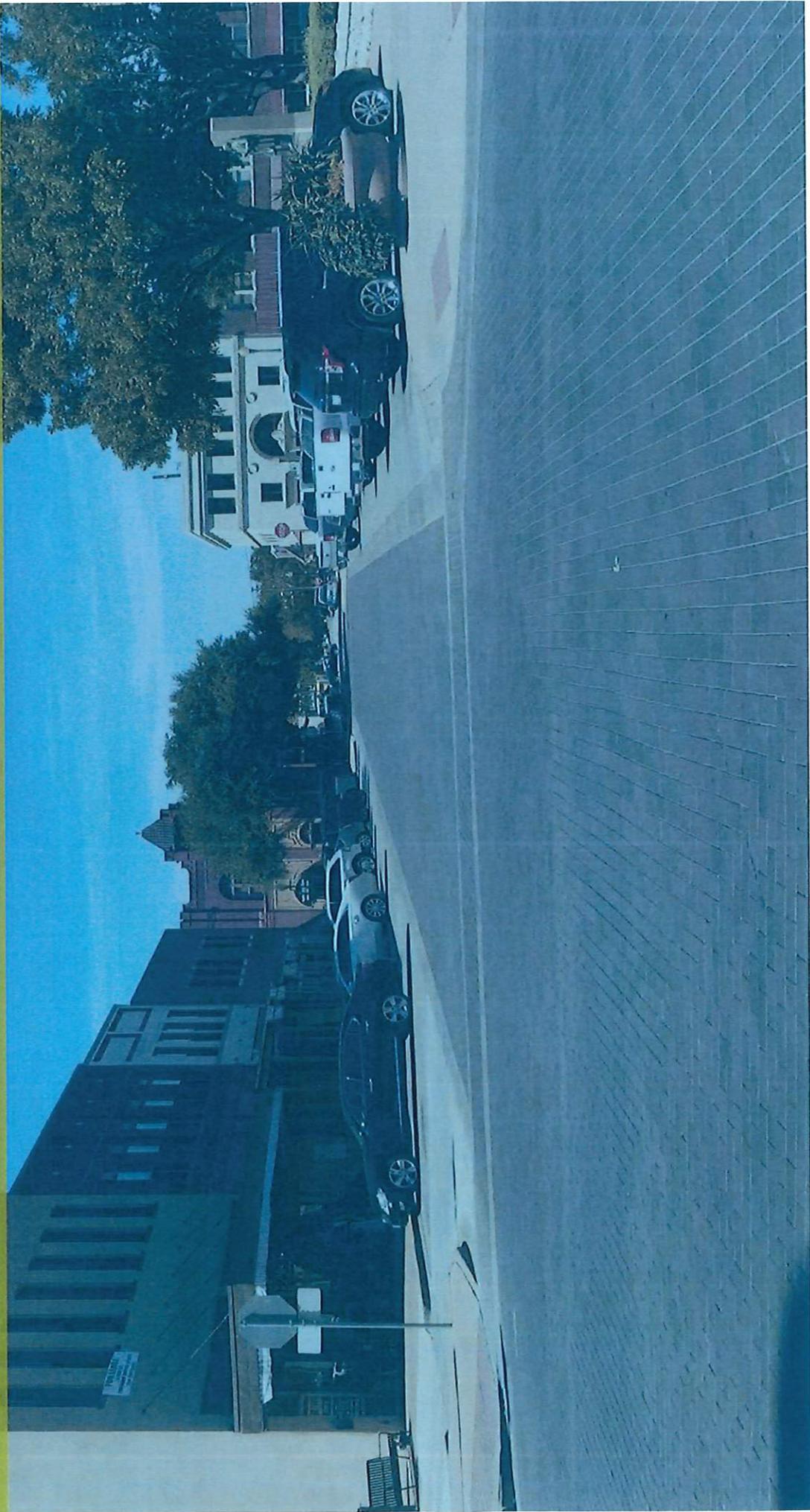
Source: 2020 Cibolo Impact Fee Study

Schedule

<u>DATE</u>	<u>DESCRIPTION</u>	<u>ACTION BY</u>
	Project Kick-off Meeting	City Staff FNI
	Resolution by City Council to appoint Capital Improvements Advisory Committee (CIAC); conduct study for potential implementation of roadway impact fees	City Council
Week of Nov 17 th	Collection of Roadway Traffic Counts	FNI
December	City Staff Meeting #1: Draft LUA (growth rates)	City Staff FNI
December 5 th	Send presentation materials for CIAC Meeting #1	City Staff FNI
December 11 th	<u>CIAC Meeting #1: Impact Fee 101</u>	CIAC
January	City Staff Meeting #2: LUA and CIP	City Staff FNI
Jan 22 nd	<u>CIAC Meeting #2: LUA and CIP</u>	CIAC
February	City Staff Meeting #3: Impact Fee calculations, collection rates and benchmarking	City Staff FNI
Feb 26 th	<u>CIAC Meeting #3: Impact Fee calculations, collection rates and benchmarking</u>	CIAC
March 3 rd	Draft Impact Fee Report to City Staff for Review	FNI
March 6 th	Comments on Draft Impact Fee Report due to FNI	City Staff
March 10 th	Impact Fee Report to City Staff (for use with Resolution calling for Public Hearing)	FNI
March 10 th	Resolution by City Council establishing Public Hearing date to consider possible adoption of roadway impact fee (<i>Report made available to public</i>)	City Council
May 8 th (at latest)	Publish Notice of Public Hearing on impact fee (at least 60 days before PH)	City Staff
	Impact Fee written recommendation by CIAC to City Staff	CIAC
June 2 nd	CIAC recommendation due to City Secretary/City Council (at least 5 business days prior to PH)	City Staff
June 9 th	Public Hearing to adopt Impact Fee rates; 1 st reading of Ordinance	City Council
	2 nd reading of Ordinance (<i>adoption within 30 days of PH</i>)	City Council



Technical Elements



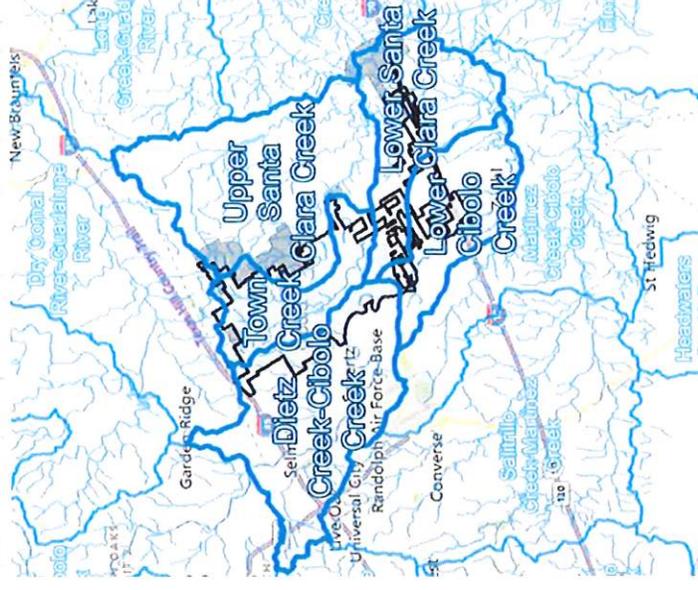
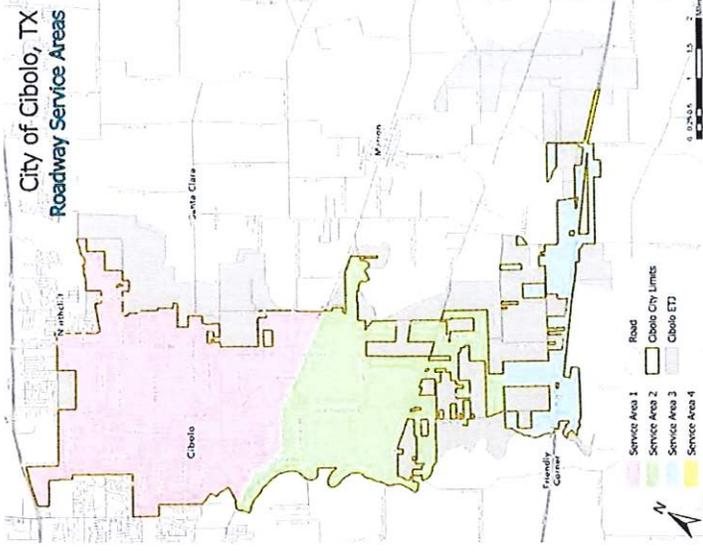
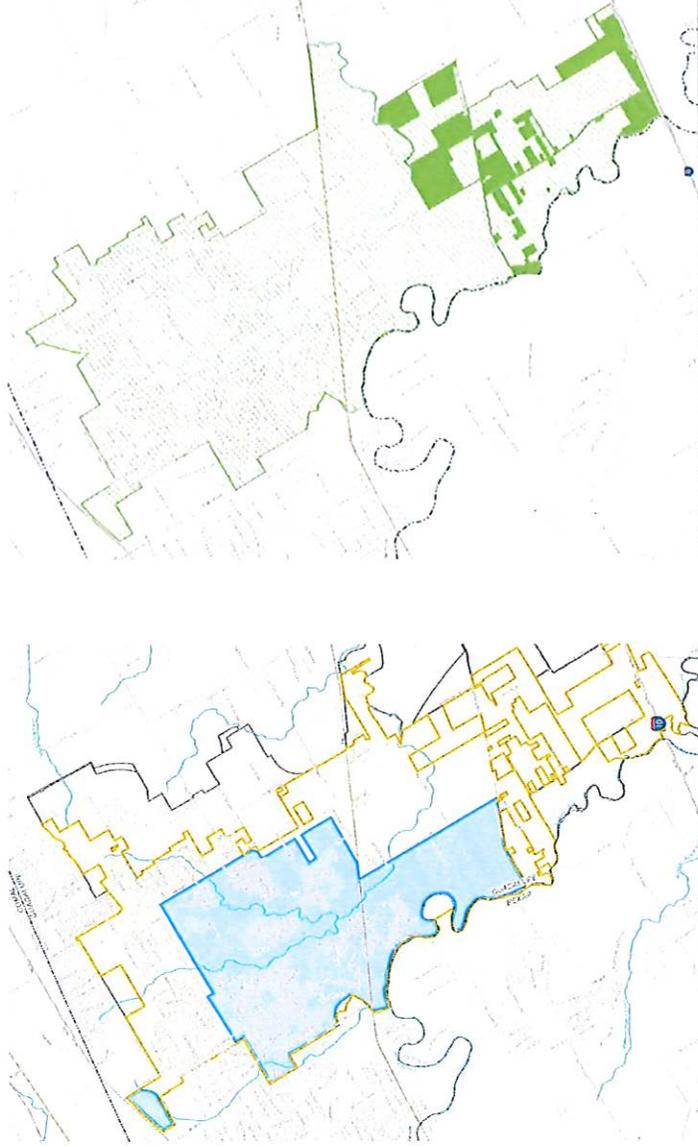
Service Areas

- Ensure improvements are in the vicinity where development is served
- Fees must be spent in the service area in which they are collected
- Roads confined to city limits; 6-mile maximum
- Water/Wastewater aligns with ETJ and CCN
- Drainage areas aligned with drainage basins



Service Areas

- Roadway (city limits; split into 3 Service Areas at FM 78 and Schmoekel Rd)
- Water (CCN boundary)
- Wastewater (City Limits + GVSUD Swap)
- Drainage (Basins within ETJ)



Service Units



Service Units are standardized measurements of the demands placed on water and roadway facilities by a new development



Roadway service units = vehicle-miles traveled (VMT) that the development will generate during evening peak hour travel



Water/Wastewater service units = capacity of the water meter installed at the development



Drainage service units = square footage of impervious surface



Service Units: Roads

- Establishes a relationship between supply (roadway projects) and demand
- Service Unit: Vehicle-Mile during PM peak hour

Supply = Vehicle Capacity x Length

$$\text{Roadway Projects} \xrightarrow{\text{Capacity}} \text{Length}$$

Supply = 530 vehicles/hour/lane x 4 lanes x 2 miles
 Supply = 4,240 vehicle-miles supplied in peak hour

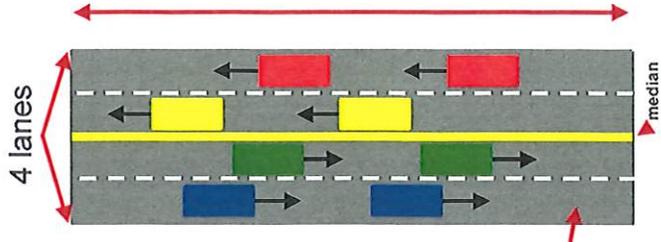
Demand = Trips Activity x Trip Length

Roadway Projects: Existing Utilization

Demand = 793 vehicles x 1.12 miles
 Demand = 888 vehicle-miles in peak hour

New Development

Example: 100 unit residential development
 Demand = 100 vehicles x 3 miles
 Demand = 300 vehicle-miles in the PM peak hour



530 vehicles per lane

10 vehicles

10 vehicles

50 vehicles

30 vehicles

Residential Development

Based on published travel characteristics of trip lengths and rates (MPO model and ITE trip generation)

- Traffic counts used to determine current utilization

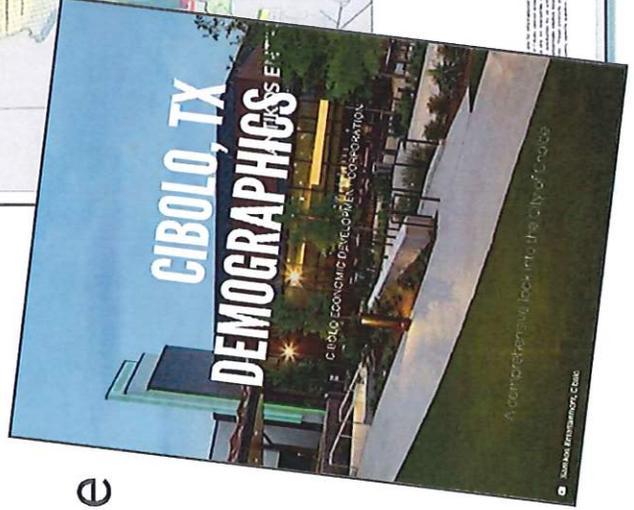
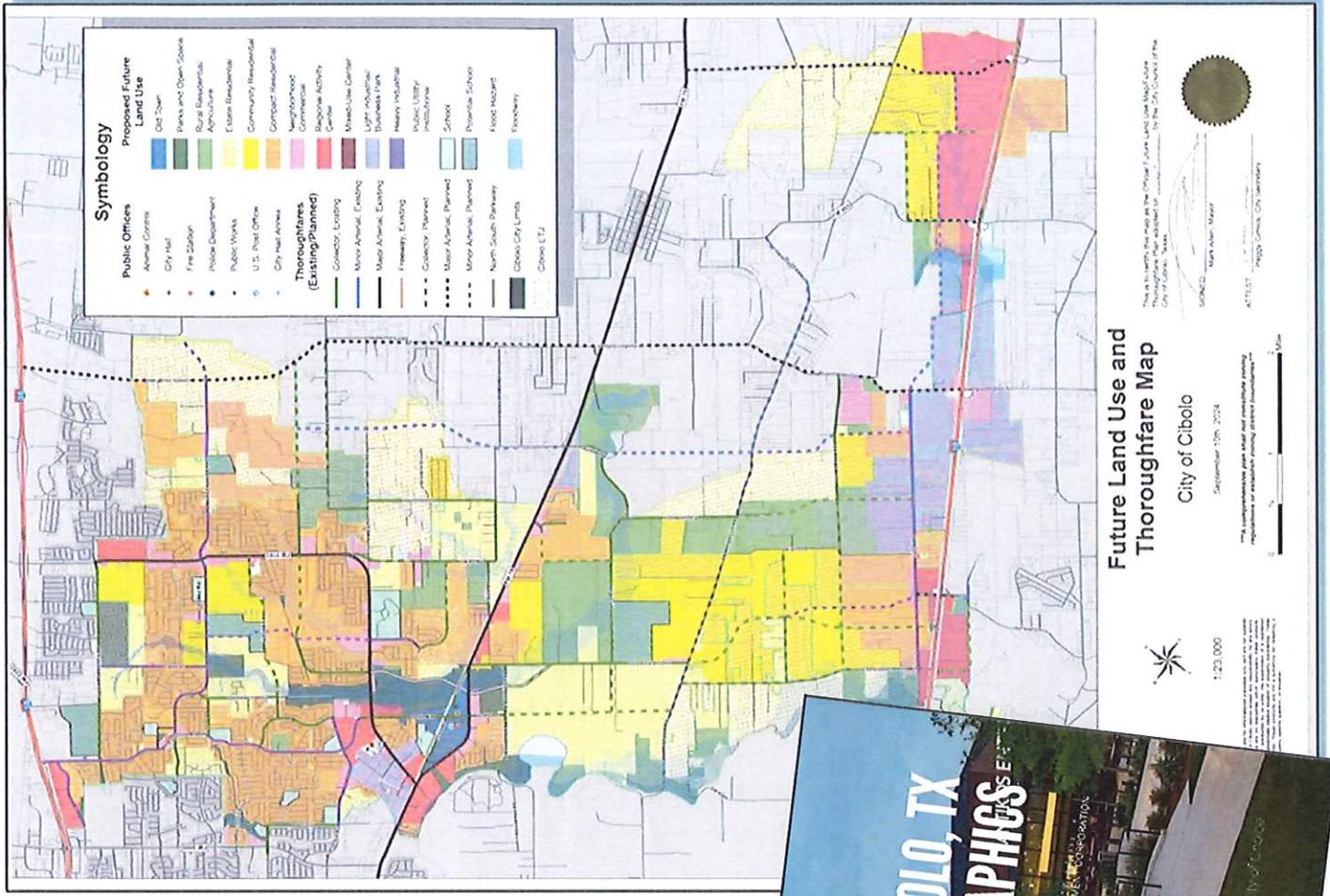
Service Units: W/WW

Meter Size	Maximum Flow Rate (gpm)	Service Unit Equivalent
5/8"	20	1.0
3/4"	30	1.5
1"	50	2.5
1 1/2"	140	7.0
2"	200	10.0
3"	400	20.0
4"	800	40.0
6"	1,280	64.0
8"	2,240	112.0
10"	4,400	220.0
12"	4,400	220.0

(1) Based on AWWA Standards

Land Use Assumptions

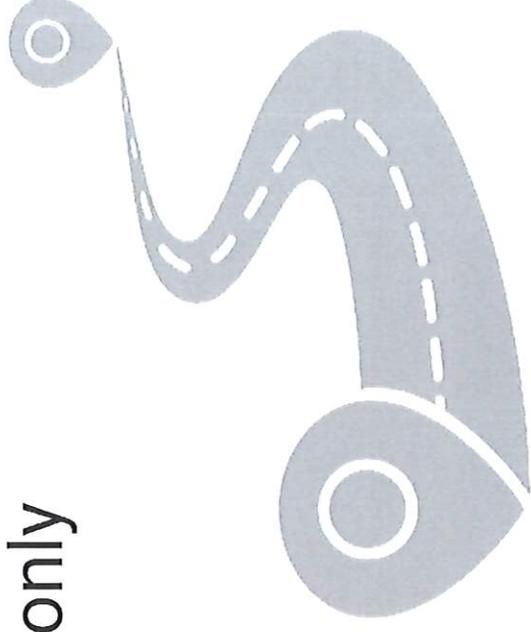
- 10-year growth projections
- Based on community growth
 - Residential Growth:
 - Added Dwelling Units
 - Basic, Service, Retail Employment
 - Prepared by Service Area
 - Basis for CIP development



Capital Improvement Plan

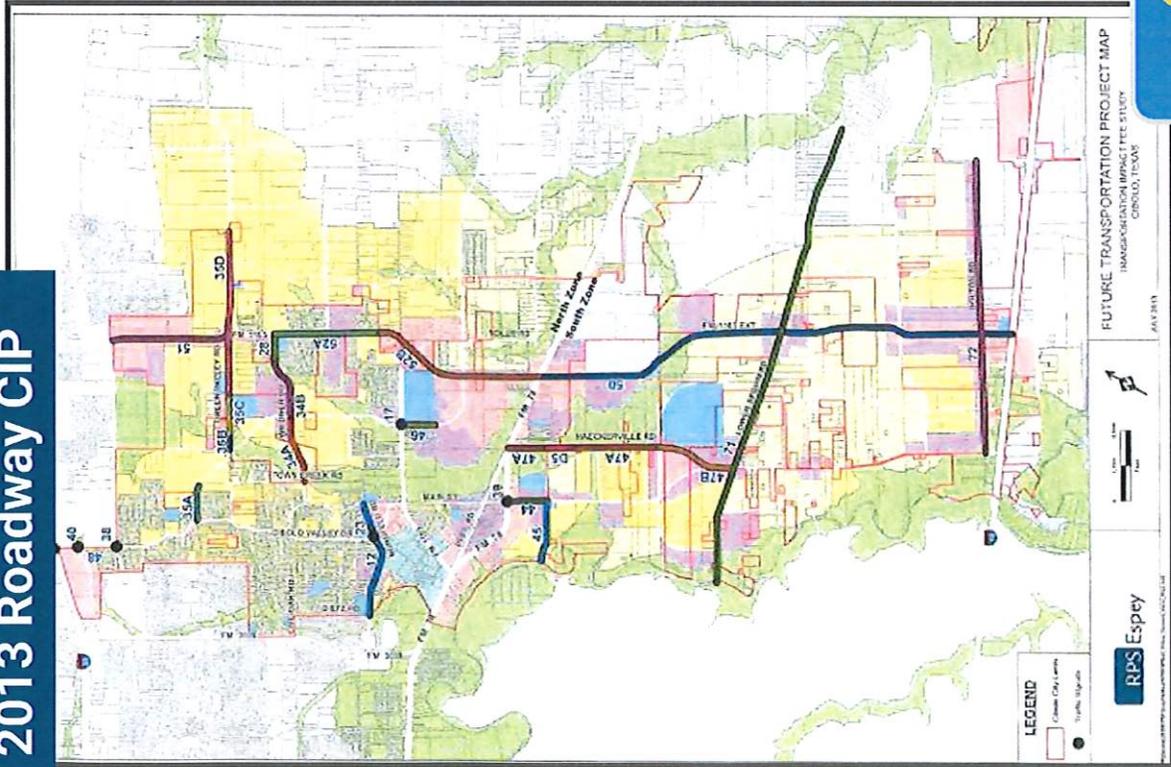
- Projects eligible include arterial and collector roads on Thoroughfare Plan
- May include completed projects with excess capacity, projects under construction, or planned future projects
- State routes eligible; City \$ only
- Starting point: 2021 IFCIP

ROADWAY

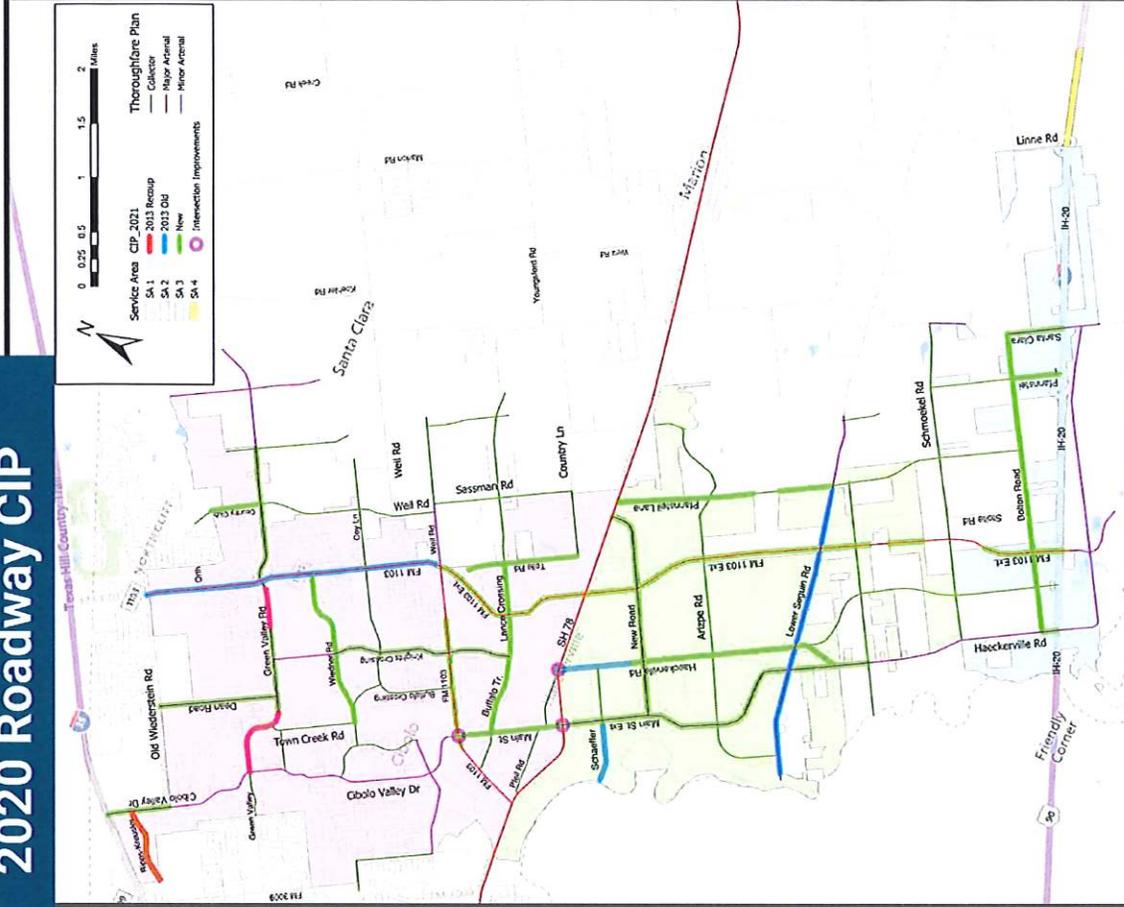


Roadway IFCIP

2013 Roadway CIP



2020 Roadway CIP



2026 Road IFCIP TBD

Capital Improvement Plan

WATER SYSTEM

- Treatment
- Transmission Mains
- Distribution Lines
- Pump Stations
- Storage Tanks

WASTEWATER SYSTEM

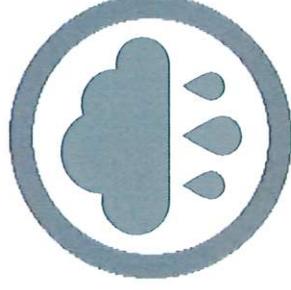
- Gravity Mains
- Interceptors
- Lift Stations
- Treatment

WATER/WASTEWATER

Drainage Impact Fee

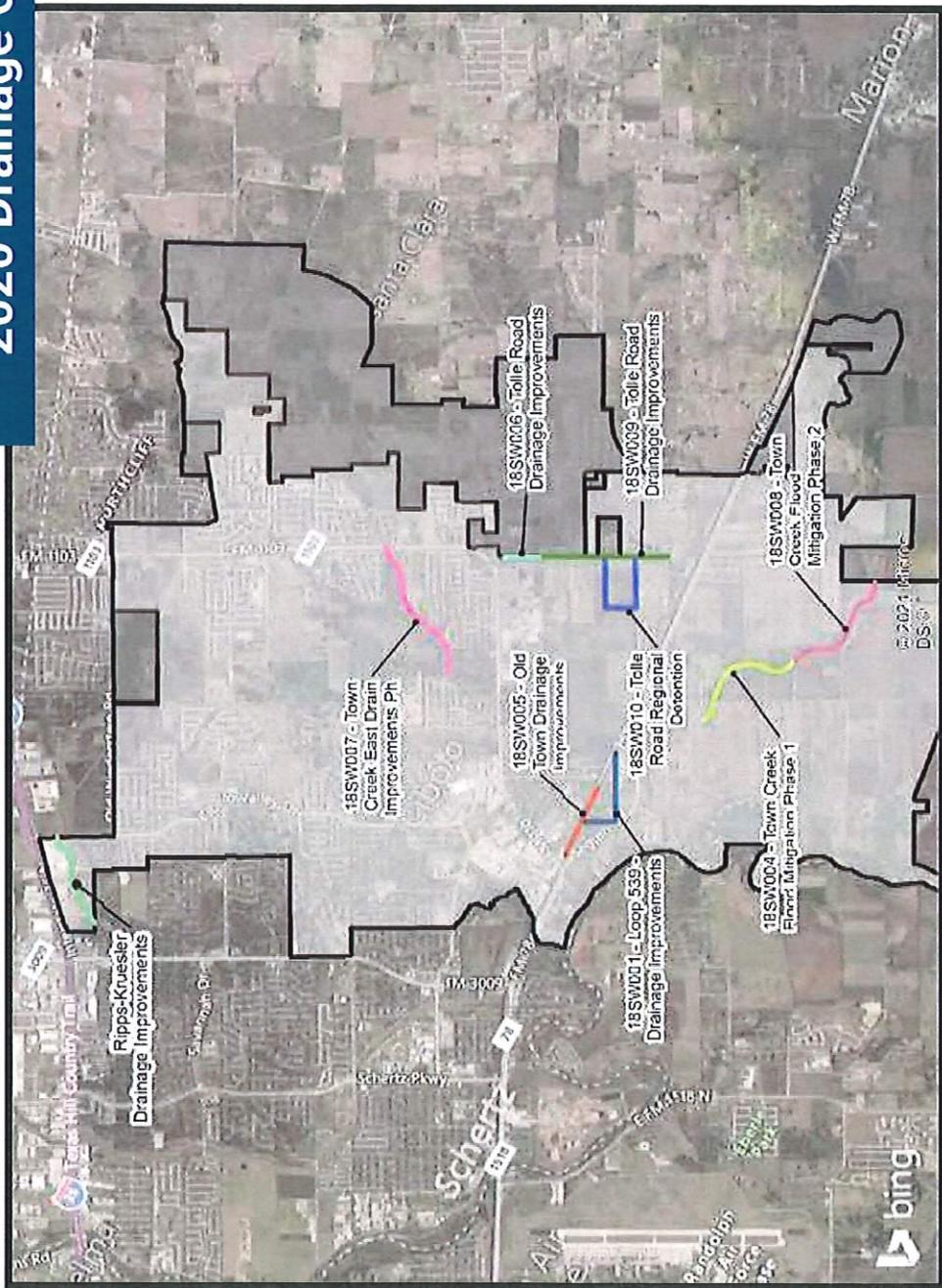
- Impact Fees Calculated by Dividing Eligible CIP/Growth in Service Units (sq. ft. of impervious surface area)
- Stormwater Master Plan/2019-2023 CIP for project identification and costing
- Santa Clara watershed not included in program

DRAINAGE



Drainage CIP Projects

2020 Drainage CIP



Impact Fee Analysis

$$\text{Impact Fee per Service Unit} = \frac{\text{Credited CIP Cost}}{\text{Projected Growth}}$$

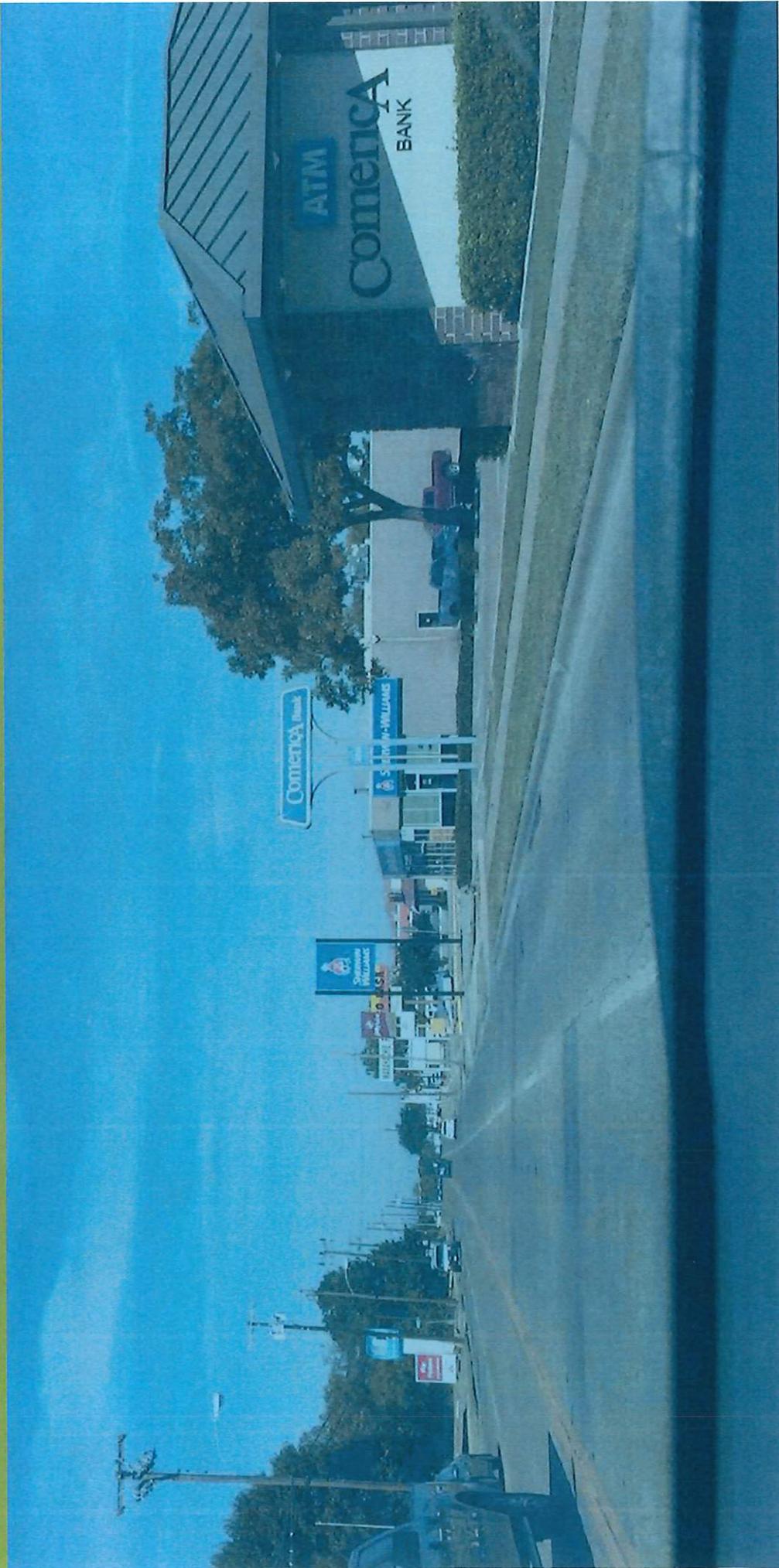



Fee collected can be less than maximum by policy; by service area

Questions, Answers & Discussion



Next Steps



Dec 11

Impact Fee 101



Jan 22

Land Use Assumptions and CIPs



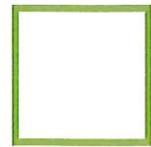
FEB 26

Impact Fee Calculations
and Collection Rate



June 2

Recommendation Letter to Council





Capital Improvements Advisory Committee Staff Report

E. Discussion on next steps and meeting schedule for 2026.

Meeting	Agenda Group
Thursday, January 22, 2026, 6:30 PM	Discussion/Action Item: 6E.
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

[Schedule.pdf](#)

Cibolo Impact Fee Program Update Schedule of Important Dates

December 5, 2025

<u>DATE</u>	<u>DESCRIPTION</u>	<u>ACTION BY</u>
	Project Kick-off Meeting	City Staff FNI
	Resolution by City Council to appoint Capital Improvements Advisory Committee (CIAC); conduct study for potential implementation of roadway impact fees	City Council
Week of Nov 17 th	Collection of Roadway Traffic Counts	FNI
December	City Staff Meeting #1: Draft LUA (growth rates)	City Staff FNI
December 5 th	Send presentation materials for CIAC Meeting #1	City Staff FNI
December 11 th	<u>CIAC Meeting #1: Impact Fee 101</u>	CIAC
January	City Staff Meeting #2: LUA and CIP	City Staff FNI
Jan 22 nd	<u>CIAC Meeting #2: LUA and CIP</u>	CIAC
February	City Staff Meeting #3: Impact Fee calculations, collection rates and benchmarking	City Staff FNI
Feb 26 th	<u>CIAC Meeting #3: Impact Fee calculations, collection rates and benchmarking</u>	CIAC
March 3 rd	Draft Impact Fee Report to City Staff for Review	FNI
March 6 th	Comments on Draft Impact Fee Report due to FNI	City Staff
March 10 th	Impact Fee Report to City Staff (for use with Resolution calling for Public Hearing)	FNI



March 10 th	Resolution by City Council establishing Public Hearing date to consider possible adoption of roadway impact fee (<i>Report made available to public</i>)	City Council
May 8 th (at latest)	Publish Notice of Public Hearing on impact fee (at least 60 days before PH)	City Staff
	Impact Fee written recommendation by CIAC to City Staff	CIAC
June 2 nd	CIAC recommendation due to City Secretary/City Council (at least 5 business days prior to PH)	City Staff
June 9 th	Public Hearing to adopt Impact Fee rates; 1 st reading of Ordinance	City Council
	2 nd reading of Ordinance (<i>adoption within 30 days of PH</i>)	City Council

City Council Meetings are held on the 2nd & 4th Tuesdays of each month.

Public Notice Requirements:

- *By certified mail to anyone with written requests 2 years prior to the plan process*
- *1 or more newspapers in county where the municipality resides*