



Parks and Recreation Commission

Wednesday, April 1, 2026, 6:30 PM
Council Chambers
200 S. Main St.
Cibolo, Texas 78108

Est. Duration: 50 min

1. Call to Order

2. Roll Call and Excused Absences

3. Moment of Silence/Invocation

4. Pledge of Allegiance

5. Citizens to be Heard

This is the only time during the Parks and Recreation Commission Meeting that a citizen can address the Commission. It is the opportunity for visitors and guests to address the Commission 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 Parks and Recreation Commission may not deliberate any non-agenda issue, nor may any action be taken on any non-agenda issue at this time; however, the Commission 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 Commission as a body. Remarks may also be addressed to any individual member of the Commission 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.

6. Consent Agenda

6.A. Approval of the minutes from the March 4, 2026, meeting.

7. Staff Updates

7.A. Ron Pedde Community Garden Update (Chris Beach)

7.B. Veterans/Niemietz Park Improvements Project Presentation moved to the April 14 City Council Agenda (Ms. Hernandez)

7.C. Schlather Park repair updates (Ms. Hernandez)

8. Discussion/Action

8.A. Define the scope of work for the Parks and Recreation Commission Ordinance Review Workshop (tentatively scheduled for May 7th)

- 8.B. Disc Golf Tournament at Schlather Park
- 8.C. Parks Commission Nametags/New Shirts
- 8.D. Scope of Work for the Parks Master Plan

9. Set a Date and Time for Next Meeting

9.A. May 6, 2026

10. Future Agenda Items

11. 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

Valerie A. Chapman, 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 meeting.

I certify that the attached notice and agenda of items to be considered by the Parks Commission was removed by me from the City Hall bulletin board on the ____day of _____2026.

Name and Title

Date Posted: March 26, 2026 02:48 pm



Parks and Recreation Commission Staff Report

A. Approval of the minutes from the March 4, 2026, meeting.

Meeting	Agenda Group
Wednesday, April 1, 2026, 6:30 PM	Consent Agenda Item: 6A.
From	
Valerie Chapman, City Secretary	

PRIOR CITY COUNCIL ACTION:

N/A

BACKGROUND:

N/A

STAFF RECOMMENDATION:

N/A

FINANCIAL IMPACT:

N/A

MOTION(S):

N/A

Attachments

[030426 Parks Minutes.pdf](#)



Minutes for the Parks and Recreation Commission

200 S. Main St., Cibolo, Texas 78108

March 4, 2026, 6:30 PM - March 4, 2026, 7:30 PM

1. Call to Order

Chairwoman McDaniel called the meeting to order at 6:31p.m.

2. Roll Call and Excused Absences

Members Present: McDaniel, Lambert, Namocatcat, Hubbard, Msengi, Beach, and Knapp.

3. Moment of Silence/Invocation

All in attendance observed a moment of silence.

4. Pledge of Allegiance

All in attendance recited the Pledge of Allegiance.

5. Citizens to be Heard

There were no citizens signed up for Citizens to be Heard.

6. Consent Agenda

Ms. Hubbard made the motion to approve the minutes from the February 4, 2026, meeting. Motion was seconded by Mr. Msengi. For: All; Against: None. Motion carried 7 to 0.

7. Staff Update

7.A. Niemietz/Veterans Renovation Project Slideshow

Ms. Hernandez gave a presentation to the Commission on Niemietz and Veterans Park.

7.B. Schlather Park Repair Progress

Ms. Hernandez notified the Commission on work done at Schlather Park such as: clearing of dead trees, painted restrooms, replenished wood chips, removed old wiring, etc.

8. Discussion/Action

8.A. Discussion/Action on 60-Year Commemoration Tree Dedication Run of Show on March 7.

Ms. Hernandez reminded the Commission of the Tree Dedication

8.B. Discussion/Action on the annual Easter Egg Hunt & Vendor Market on March 28.

Ms. Quick reminded the Commission of the Easter Egg Hunt & Vendor Market on March 28 and confirmed the Commission's participation.

8.C. Discussion/Action on the Schlather Park Disc Golf Tournament on April 18.

The Schlather Park Disc Golf Tournament schedule will consist of Registration 8AM-9AM, Lessons 9AM-11AM, and Play 11AM-1PM. Ms. Lambert will create a flyer for the event. Buffalo Crossing HOA will host and provide chairs and coolers. Public Works will provide water and ice.

9. Set a Date and Time for Next Meeting

9.A. April 1, 2026, 6:30p.m.

10. Future Agenda Items

Ron Pedde updates and Master Park Plan scope of work will be added to the next agenda for discussion.

10.A. Clarence Cowan Intro

10.B. Developing a Parks and Recreation Commission Mission Statement

10.C. Commission's Governance and Operations

10.D. Ordinance Review

11. Adjournment

Ms. Knapp made the motion to adjourn the meeting at 7:44p.m. Motion was seconded by Ms. Hubbard. For: All; Against: None. Motion carried 7 to 0.

PASSED AND APPROVED THIS 1ST DAY OF APRIL 2026.

Shari McDaniel
Chair, Parks Commission



Parks and Recreation Commission Staff Report

D. Scope of Work for the Parks Master Plan

Meeting	Agenda Group
Wednesday, April 1, 2026, 6:30 PM	Discussion/Action Item: 8D.
From	
Valerie Chapman, City Secretary	

PRIOR CITY COUNCIL ACTION:

N/A

BACKGROUND:

N/A

STAFF RECOMMENDATION:

N/A

FINANCIAL IMPACT:

N/A

MOTION(S):

N/A

Attachments

[Parks Master Plan Scope of Work 3-26-26.pdf](#)



City of Cibolo – Public Works - Parks & Recreation Department 2026 Master Plan Scope of Work

Scope of Work

The City of Cibolo, Texas (“City”) is soliciting proposals from qualified and experienced firms to provide professional planning services for the development of a comprehensive Parks, Trails, and Sports Fields Master Plan (“Master Plan”).

The purpose of the Master Plan is to establish a community-supported vision and actionable implementation strategy that guides the development, enhancement, and maintenance of the City’s parks and recreation system. The plan shall identify short-, medium-, and long-term priorities and recommend levels of service that balance community needs, available resources, and quality user experiences.

The selected consultant will evaluate existing parks, trails, and sports field assets and develop recommendations that support sustainable growth and operational efficiency. The final scope of services may be refined upon selection of the consultant.

All costs associated with proposal preparation and attendance at interviews shall be borne by the proposer.

Scope of Services

1. Project Kick-Off and Management

The consultant shall provide comprehensive project management throughout the duration of the project, including:

- **Project Initiation Meeting**
Conduct one (1) kickoff meeting with Parks, Recreation, and Facilities leadership to confirm project objectives, scope, schedule, and expectations.
- **Project Management Plan**
Develop and maintain a detailed project plan outlining schedule, scope, budget, team roles, communication protocols, and risk management strategies. Updates shall be provided at key milestones or as project conditions change.



- Project Status Meetings
Facilitate regular coordination meetings (approximately two (2) one-hour meetings per month) with City staff.
 - Monthly Progress Reports
Submit written reports summarizing progress, key accomplishments, upcoming tasks, and any issues requiring City input.
 - Site Visits
Conduct site visits as necessary to support data collection, analysis, and stakeholder engagement.
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2. Existing Conditions and Inventory

The consultant shall conduct a comprehensive inventory and assessment of the City's parks and recreation system, including:

- Parks, open spaces, and facilities
- Trails and connectivity networks
- Sports fields and athletic complexes
- Recreation programs and services
- Park amenities and infrastructure conditions
- ADA accessibility and compliance
- Geographic distribution and service areas (GIS-based analysis)

Deliverable: Existing Conditions and Inventory Report.

3. Needs Assessment

The consultant shall evaluate current and future community needs, including:

- Demographic and population growth analysis
- Level of Service (LOS) standards comparison
- Recreation trends and best practices
- Gap analysis identifying underserved areas and deficiencies
- Benchmarking against comparable communities



Deliverable: Needs Assessment Report identifying system gaps and opportunities.

4. Public Engagement

The consultant shall design and implement a robust public involvement process to ensure community input, including:

- Stakeholder interviews (City leadership, boards, community groups) and workshops
- Public meetings/workshops
- Surveys (online and/or in-person, City Sponsored Events)
- Engagement with youth sports organizations and community partners

All outreach efforts shall be inclusive and designed to capture diverse community perspectives.

Deliverable: Public Engagement Summary Report.

5. Vision, Goals, and Objectives

Based on technical analysis and public input, the consultant shall:

- Develop a clear vision statement for the parks system
- Establish guiding principles
- Define measurable goals and objectives aligned with City priorities

Deliverable: Vision and Goals Framework.

6. Conceptual Planning

The consultant shall prepare conceptual plans and recommendations, including:

- Park improvements and redevelopment concepts
- New park and trail opportunities



- Sports field expansion or optimization strategies
- Connectivity enhancements (trails, sidewalks, greenways)
- Illustrative maps and conceptual layouts

The consultant shall include all plans (comprehensive plans, economic development plans, Old Town Cibolo Plan, etc...).

Deliverable: Conceptual Plans and System Recommendations.

7. Funding and Implementation Strategy

The consultant shall identify and evaluate funding strategies, including:

- Capital improvement planning (CIP)
- Grant opportunities (state, federal, regional)
- Public-private partnerships
- Impact fees and alternative funding sources

The consultant shall also develop a phased implementation plan prioritizing projects based on need, cost, and impact.

Deliverable: Funding and Implementation Plan.

8. Operations, Maintenance, and Staffing Analysis

The consultant shall evaluate operational considerations, including:

- Current maintenance practices and resource allocation
- Staffing levels and organizational structure
- Lifecycle cost considerations
- Recommendations for operational efficiencies and service improvements

Deliverable: Operations and Maintenance Report.



9. Partnerships and Collaboration

The consultant shall identify opportunities to enhance partnerships with:

- Local school districts
- Youth and adult sports organizations
- Nonprofits and community groups
- Regional agencies
- Chamber of Commerce
- City Departments
- Local Stakeholders

Deliverable: Partnership Strategy Recommendations.

10. Final Master Plan

The consultant shall compile all findings into a comprehensive Master Plan document, including:

- Executive summary
- Technical analysis
- Maps, graphics, and supporting visuals
- Implementation roadmap with timelines and cost estimates

The consultant shall present the draft and final plan to City staff, advisory boards, and City Council for review and adoption.

Deliverables:

- Draft Master Plan
- Final Master Plan (print-ready and digital formats)
- Presentation materials