



City of Saginaw
Recreation and Parks Advisory Board
Meeting Agenda

Monday, January 27, 2025, 6:00 PM
Council Chamber
333 West McLeroy Boulevard
Saginaw, Texas 76179

City Hall is wheelchair accessible and special parking is available on the east side of the building or in front of the Library located west of City Hall. If special accommodations are required, please contact Maria Hernandez at 817-230-0500 a minimum of 72 hours in advance of the meeting.

1. Call to Order

- 1A. Call to Order -- Chairman St. Clair
- 1B. Audience Participation
- 1C. Approval of Minutes

2. Business

- 2A. Discussion and Action regarding 2025 Special Events -- Pedro Zambarano, Communications Manager
- 2B. Discussion Regarding a Parks Bond Project Video -- Pedro Zambarano, Communications Manager
- 2C. Discussion Regarding a Multi-Year Contract for the Holiday Drone Show -- Maria Hernandez, Planning Tech
- 2D. Discussion Regarding the Parks Master Plan Update -- Laura Presley, PLA, Kimley-Horn

3. Public Hearings

4. Staff Reports

- 4A. Expenditure Fund Report
- 4B. Future Agenda Items

5. Adjournment

- 5A. Adjournment

Date Posted: _____ Time: _____ By: _____

Date Retrieved: _____ Time: _____ By: _____



City of Saginaw

Parks Advisory Board Memorandum

Call to Order -- Chairman St. Clair

Meeting	Agenda Group	
Monday, January 27, 2025, 6:00 PM	Call to Order	Item: 1A.
Reference File		
Community Goals		

Type...

Attachments

[Advisory Recreation and Parks Board Members](#)

ADVISORY RECREATION AND PARKS BOARD

Jane Lyon	Place No. 1	Term Expires July 1, 2025
Charles Tucker	Place No. 2	Term Expires July 1, 2026
Adhel Torres	Place No. 3	Term Expires July 1, 2025
Liz Snow	Place No. 4	Term Expires July 1, 2026
Sylvia Rivera	Place No. 5	Term Expires July1, 2025
Ronda Nyberg	Place No. 6	Term Expires July 1, 2026
Thomas Weaver	Place No. 7	Term Expires July 1, 2025
Ariana Escobar	1 st Alternate	Term Expires July 1, 2025
Lynn Moore	2 nd Alternate	Term Expires July 1, 2026



City of Saginaw

Parks Advisory Board Memorandum

Audience Participation

Meeting	Agenda Group
Monday, January 27, 2025, 6:00 PM	Call to Order Item: 1B.
Reference File	
Community Goals	

Type...

Attachments

[Audience Participation.pdf](#)

Audience Participation

If anyone in the audience wishes to address the Board on any item listed on the agenda, please fill out one of the audience participation forms located by the east door of the council room. After the form is completed, please hand it to the Board Secretary. Your request to speak will be given to the Chairman and you will be called upon to speak when that item is discussed.



Parks Advisory Board Memorandum

C. Approval of Minutes

Meeting	Agenda Group
Monday, January 27, 2025, 6:00 PM	Call to Order Item: 1C.

Reference File

Community Goals

Regular Called Meeting 11/18/2024



Parks Advisory Board Memorandum

A. Discussion and Action regarding 2025 Special Events -- Pedro Zambarano, Communications Manager

Meeting	Agenda Group
Monday, January 27, 2025, 6:00 PM	Business Item: 2A.
Reference File	
Community Goals	

BACKGROUND/DISCUSSION:

I am excited to share the lineup of special events the City of Saginaw will be hosting in 2025. These events are designed to engage our community, celebrate local traditions, and provide fun, family-friendly experiences for our residents. Below is an overview of the scheduled events:

1. **Easter Egg Hunt hosted by the Fire Department**

- **Date:** Saturday the week before Easter
- This annual event brings families together for an exciting egg hunt, activities, and a chance to meet our local firefighters.

2. **Big Volunteer Event**

- **Date:** March 29
- A city-wide volunteer initiative aimed at enhancing community spaces and supporting local projects.

3. **Independence Celebration**

- **Date:** June 28
- Our grand summer celebration with fireworks, live music, and activities for all ages.

4. **Train & Grain Festival**

- **Date:** October.

5. **Trunk or Treat**

- **Date:** October
- A safe, fun Halloween event where families can enjoy decorated vehicles, candy, and community spirit.

6. **Holiday Event**

- **Date:** December 6
- Kick off the holiday season with a festive celebration including lights, music, and activities for all.

Sponsorship Opportunities

I kindly ask you to consider whether you would like to sponsor any of these events. Your support will help make these events truly memorable for our community.

Thank you for your consideration, and I look forward to working with you on another incredible year of Saginaw events!



Parks Advisory Board Memorandum

C. Discussion Regarding a Multi-Year Contract for the Holiday Drone Show -- Maria Hernandez, Planning Tech

Meeting	Agenda Group
Monday, January 27, 2025, 6:00 PM	Business Item: 2C.
Reference File	
Community Goals	

BACKGROUND/DISCUSSION:

Entering into a multi-year contract provides significant advantages in obtaining the most competitive pricing while adhering to the city's purchasing policy. By committing to a long-term agreement, we foster stability and mutual commitment between the City and our vendors, which ultimately benefits both parties.

1. Cost Savings Through Long-Term Pricing Commitments

A multi-year contract allows vendors to better forecast their operational costs and secure bulk discounts on supplies, labor, and other resources. In turn, these savings are passed on to the city, resulting in lower overall costs compared to annual or short-term agreements. Vendors are more likely to offer aggressive pricing in a multi-year bid, knowing they have the opportunity to build a consistent working relationship with the city.

2. Price Stability and Predictability

With a long-term contract, the city gains protection against unpredictable price increases that could arise due to market fluctuations or inflation. Vendors typically offer fixed or capped pricing structures for the duration of a multi-year agreement, providing the city with financial predictability and enabling more accurate budget planning.

3. Administrative Efficiency and Reduced Procurement Costs

Pursuing and evaluating bids on an annual basis requires significant administrative resources and time. A multi-year contract reduces the need for frequent bidding cycles, allowing staff to focus on other strategic priorities while making sure we are in compliance with the city's purchasing policy.

4. Encouraging Vendor Investment and High-Quality Service

A long-term commitment signals stability to vendors, encouraging them to invest in resources. This commitment fosters a collaborative relationship where vendors prioritize high-quality service and innovation to maintain the partnership.

Adherence to the City's Purchasing Policy

In compliance with the City of Saginaw's purchasing policy, this Request for Proposal (RFP) process will ensure that the multi-year contract is awarded to the most qualified vendor offering the best value. The RFP process promotes open competition and transparency while allowing the City to negotiate the most favorable terms for a long-term partnership.

By leveraging the advantages of a multi-year agreement, the City of Saginaw will secure the best pricing, reduce administrative burdens, and enhance the quality of services provided to our residents. We encourage all qualified vendors to submit their proposals as outlined in the RFP to take advantage of this mutually beneficial opportunity.

FINANCIAL IMPACT:

The financial impact will be determined by the board's established budget and the vendor bids received.



Parks Advisory Board Memorandum

D. Discussion Regarding the Parks Master Plan Update -- Laura Presley, PLA, Kimley-Horn

Meeting	Agenda Group
Monday, January 27, 2025, 6:00 PM	Business Item: 2D.

Reference File

Community Goals

Laura Presley, with Kimley-Horn, will be presenting the updates made to the Parks Master Plan. Recommendations and feedback from the Board will be incorporated to the Master Plan before City Council considers adopting the plan at the February 4, 2025 City Council meeting.



City of Saginaw
Parks Advisory Board Memorandum

Expenditure Fund Report

Meeting	Agenda Group
Monday, January 27, 2025, 6:00 PM	Staff Reports Item: 4A.
Reference File	
Community Goals	

Staff will present expenditure updates for the Park Donation Fund and the Park Bond.

Attachments

[Park Funds November 2024 - December 2024](#)

Park Donation Fund
November 01, 2024 - December 31, 2024

Beginning Balance:	12/1/2024	\$127,724.47
Donations Added:		
	November 2024	\$6,279.42
	December 2024	\$8,866.08
Total Donations:		\$15,145.50
Balance with Donations:		\$142,869.97
Less Expenditures:		
	Santa Clause	\$300.00
	Drone Show (2nd payment)	\$18,000.00
	Grinch Breakfast	\$462.59
	Marketing	\$1,035.71
	Stage	\$2,790.90
	Restroom Rental	\$785.00
	Decorations/Supplies	\$315.38
	Parks Board Float Decorations (Christmas Lights, Bows, Garlands, Cable Ties, Bells)	\$213.73
	Kiwanis Memorial Park - Vet Brick	\$20.00
	Public Works Holiday Luncheon	\$752.47
Total Expenditures :		\$24,675.78
Ending Balance:	12/31/2024	\$118,194.19
Pending Expenditures:		
	Decorations/Supplies/Logistics	\$438.39
	Light Towers	\$1,431.22
	Generators	\$570.96
	Fencing	\$1,018.00
Total Pending Ependitures:		\$3,458.57
Estimated Available Funds:	1/1/2025	\$114,735.62

Park Fund Donations	
November 2024	December 2024
\$ 167.43	\$ 139.85
\$ 82.67	\$ 971.95
\$ 56.00	\$ 329.05
\$ 190.00	\$ 229.80
\$ 0.50	\$ 216.00
\$ 172.00	\$ 158.50
\$ 105.00	\$ 150.00
\$ 143.98	\$ 48.00
\$ 143.00	\$ 53.00
\$ 62.00	\$ 124.00
\$ 41.00	\$ 115.00
\$ 97.00	\$ 175.02
\$ 43.00	\$ 249.75
\$ 130.00	\$ 288.05
\$ 281.61	\$ 126.00
\$ 276.66	\$ 51.00
\$ 733.50	\$ 146.73
\$ 376.28	\$ 849.00
\$ 121.00	\$ 354.67
\$ 91.49	\$ 196.79
\$ 107.00	\$ 239.34
\$ 324.82	\$ 185.00
\$ 211.52	\$ 188.00
\$ 153.00	\$ 87.00
\$ 182.00	\$ 51.00
\$ 170.93	\$ 174.79
\$ 109.22	\$ 158.00
\$ 48.00	\$ 72.00
\$ 219.40	\$ 209.00
\$ 213.00	\$ 262.00
\$ 219.00	\$ 132.00
\$ 105.05	\$ 71.00
\$ 183.00	\$ 41.00
\$ 45.00	\$ 344.73
\$ 171.00	\$ 1,011.00
\$ 503.36	\$ 209.35
	\$ 458.71
	\$ 8,866.08
\$ 6,279.42	