



City of Saginaw
Recreation and Parks Advisory Board
Meeting Agenda

Monday, March 31, 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. A. Call to Order -- Chairman Weaver

1B. Audience Participation

1C. Approval of Minutes

Special Called Meeting - 02.10.25

2. Business

2A. Discussion and Action for the Consideration of a Multi-Year Contract for the Annual Holiday Drone Show

2B. Discussion Regarding the Creation of a non-profit; "Friends of Parks"

3. Public Hearings

4. Staff Reports

4A. Expenditure Fund Report

5. Adjournment

5A. Adjournment

Date Posted: _____ Time: _____ By: _____

Date Retrieved: _____ Time: _____ By: _____

Date Posted: March 27, 2025



City of Saginaw

Parks Advisory Board Memorandum

A. Call to Order -- Chairman Weaver

Meeting	Agenda Group
Monday, March 31, 2025, 6:00 PM	Call to Order Item: 1A.
Reference File	
Community Goals	

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 July 1, 2025

Ronda Nyberg Place No. 6 Term Expires July 1, 2026

Thomas Weaver Place No. 7 Term Expires July 1, 2025

Ariana Escobar 1st Alternate Term Expires July 1, 2025

Lynn Moore 2nd Alternate Term Expires July 1, 202

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, March 31, 2025, 6:00 PM	Call to Order Item: 1B.
Reference File	
Community Goals	

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

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

Special Called Meeting - 02.10.25

Meeting	Agenda Group
Monday, March 31, 2025, 6:00 PM	Call to Order Item: 1C.
Reference File	
Community Goals	

Attachments

[Parks Board Special Called Meeting - 02.10.25.pdf](#)

Special Called Meeting Minutes for the Parks Advisory Board

333 West McLeroy Boulevard, Saginaw, Texas 76179

February 10, 2025, 6:05 PM - February 10, 2025, 6:09 PM

Present at the meeting:

Chairman Place No. 7 Thomas Weaver

Vice-Chairman Place No. 3 Adhel Torres

Member Place No. 4 Liz Snow

Member Place No. 6 Ronda Nyberg

Planning Tech/Recording Secretary Maria Hernandez

Assistant Public Works Director, Jarred Coursey

Absent for the meeting:

Member Place No. 1 Jane Lyon

Member Place No. 2, Charles Tucker

Member First Alt. Ariana Escobar

Member Second Alt. Lynn Moore

Operations Manager Paul Wrzesinski

Public Works Director Randy Newsom

1. Call to Order

1A. Call to Order -- Chairman Weaver-

Chairman Weaver called roll. The quorum will consist of Chairman Weaver, Vice-Chairman Torres, Members Snow and Nyberg. Chairman Weaver called the meeting to order at 6:04 P.M.

1B. Audience Participation-

Chairman Weaver explained the protocol for audience participation.

1C. Approval of Minutes-

A motion was made by Member Torres, with a second by Member Snow, to approve the minutes as presented. Motion carried.

2. Business

2A. Discussion and Action regarding the Fireworks Contract for the Independence Celebration Event -- Vickie Weldon, Recreation Services Manager and Jason England, Assistant Recreation Manager-

Assistant Public Works Director, Jarred Coursey, introduced the item on behalf of the Recreation Services Manager and the Assistant Recreation Manager. Mr. Coursey informed the Board that the Independence Celebration Event is scheduled to take place at Saginaw High School on Saturday, June 28, 2025, the weekend before July fourth. He further elaborated that the event would start at 6:00 PM and the fireworks would begin at 9:30 PM. Mr. Coursey noted that the quote is the same cost as last year's Fireworks show.

A motion was made by Member Nyberg, with a second by Member Snow, to approve the quote for a \$25,000 fireworks show at the Independence Celebration Event. Motion carried.

3. Public Hearings

4. Staff Reports

4A. Expenditure Fund Report-

Recording Secretary, Maria Hernandez, introduced the item and informed the Board that the only pending expenditures are miscellaneous decoration items from the Holiday Event. The remaining balance for the Parks Donation fund, as of February 1, 2025, was \$122,128.91.

5. Adjournment

5A. Adjournment-

A motion was made by Member Nyberg with a second by Member Snow to adjourn the meeting. Motion carried. Chairman Weaver declared the meeting of February 10, 2025, closed at 6:08 p.m.

APPROVED: _____

Thomas Weaver, Chairman

ATTEST: _____

Maria Hernandez, Planning Tech/Recording Secretary



Parks Advisory Board Memorandum

A. Discussion and Action for the Consideration of a Multi-Year Contract for the Annual Holiday Drone Show

Meeting	Agenda Group
Monday, March 31, 2025, 6:00 PM	Business Item: 2A.
Reference File	
Community Goals	

BACKGROUND/DISCUSSION:

At the Board's request, staff requested a multi-year quote from the vendor who produced the drone show for the last two years. The generated quote was above \$60,000 which would trigger the city's formal bidding process.

The Board set the contract terms to be for a three-year agreement for a 12-minute drone show with 300 drones and 25 elements. Additionally, the proposal will clearly state that the City has the ability to alter the storyboard (25 elements), music selection, and the location of the event, on a yearly basis. The proposal must also include customer references from the vendor.

Staff has created a Request for Proposal (RFP) to solicit proposals for the Board to consider. If approved, the RFP would be advertised on our website and published in the newspaper on April 4, 2025 and closed on April 25, 2025.

A committee, made up of key staff members, would review and score the RFP based on 4 categories;

- Company Background 15 points
- Related Experience & Qualifications 36 points
- Project Schedule 30 points
- Pricing 8 points
- References 13 points

Staff will return with a recommendation to the Board on May 5th.

FINANCIAL IMPACT:

The newspaper advertisement would cost \$1,272.62, for two dates; April 4, 2025 and April 11, 2025.

RECOMMENDATION:

Staff recommends the approval of the RFP and the advertisement cost of no more than \$1,272.62 to advertise the RFP.

Attachments

[Request For Proposal \(Drone Show\).pdf](#)



**CITY OF
SAGINAW**

Request for Proposal for a
Multi-Year Contract for the
Annual Holiday Drone Show

A) Request for Proposal

The City of Saginaw (herein noted as “the City”) is accepting sealed bids from qualified drone show production companies (herein noted as “the Vendor”) to design and execute a captivating aerial display during the annual Holiday Celebration (herein noted as “the Event”). A Vendor submitting a bid for the Event will certify by signing the attached Proposal Form that the bidder has read the provisions contained herein and that the bidder agrees that the provisions will be strictly enforced in all respects.

**Issued:
Friday, April 4, 2025
at 12:01 A.M.**

Five (5) copies of the proposal, sealed, and clearly marked on the outside of the envelope “City of Saginaw Holiday Drone Show”, must be mailed to the following address:

City of Saginaw
Attn: Maria Hernandez
333 W. McLeroy Blvd
Saginaw, TX 76179

**Due By:

Friday, April 25, 2025
Must be delivered no later than 10:00 AM (CST)
Proposals received after the due date will not be considered.**

Staff will be available to answer all questions/concerns received up to Monday, April 21, 2025 at 5:00 PM. Any inquiries concerning the proposal should be directed to:

Public Works Department
Maria Hernandez, Planning Tech
mhernandez@saginawtx.org

Contact with other City officials or members of the City Council and the Advisory Recreation & Parks Board are prohibited.

The City reserves the right to reject any or all proposals submitted. The City may award the bid that is determined to be the best value to the City.

B) General Conditions**i) Amendment**

The City reserves the right to waive, delete or amend any of the requirements connected with this bidding process.

ii) Rejection of Bids

The City Council reserves the right to reject any or all bids at any time. The City reserves the right to adopt the most advantageous interpretation of the Bids submitted in the case of ambiguity or lack of clearness in stating bid prices, to reject any or all Bids, and/or waive formalities.

iii) WAIVER OF CLAIMS

BY SUBMITTING A BID, EACH BIDDER AGREES TO WAIVE AND DOES HEREBY WAIVE ANY CLAIM THE BIDDER HAS OR MAY HAVE AGAINST THE CITY OF SAGINAW, TEXAS, AND THE CITY'S RESPECTIVE OFFICERS, OFFICIALS, EMPLOYEES, AND REPRESENTATIVES, IN BOTH THEIR OFFICIAL AND PRIVATE CAPACITIES, FOR THE AWARD OF DAMAGES OR ATTORNEY FEES, ARISING OUT OF OR IN CONNECTION WITH THE ADMINISTRATION, EVALUATION, OR RECOMMENDATION OF ANY BID, WAIVER, DELETION OR AMENDMENT OF ANY REQUIREMENTS UNDER THESE BID SPECIFICATIONS, ACCEPTANCE OR REJECTION OF ANY BIDS, AND AWARD OF THE BID. BY SUBMITTING A BID, THE BIDDER SPECIFICALLY WAIVES ANY RIGHT TO RECOVER OR BE PAID ATTORNEY FEES FROM THE CITY OF SAGINAW, TEXAS, OR ANY OF THE CITY'S EMPLOYEES AND REPRESENTATIVES UNDER ANY OF THE PROVISIONS OF THE TEXAS UNIFORM DECLARATORY JUDGMENTS ACT (TEXAS CIVIL PRACTICE AND REMEDIES CODE, SECTION 37.001, ET. SEQ., AS AMENDED). THE BIDDER ACKNOWLEDGES AND AGREES THAT THIS IS THE INTENTIONAL RELINQUISHMENT OF A PRESENTLY EXISTING KNOWN RIGHT AND THAT THERE IS NO DISPARITY OF BARGAINING POWER BETWEEN THE BIDDER AND THE CITY OF SAGINAW, TEXAS.

iv) Acknowledgment

By execution and submission of this bid, the bidder hereby represents and warrants to the City of Saginaw that the bidder has read and understands these Bid Specifications and that the bid is made in accordance with the terms stated Page 3 herein. Bidder acknowledges that it understands all terms herein, which include the waiver provisions, and that it had the right to consult with counsel regarding all applicable documents.

v) Agreement

Upon award of bid to Vendor; the terms and conditions of these Bid Specifications will become incorporated into this agreement between the City and Vendor.

C) Purpose

The City hosts an annual Event in December that attracts approximately 3,000 residents to the Willow Creek Park and the Saginaw Switchyard to celebrate the end of year holiday festivities. The Event includes a series of day-long activities with food trucks, performances, Santa Pictures, a Grinch Meet & Greet, a 1.2-mile parade, a Tree lighting ceremony, and a drone show finale.

The City and the Parks Advisory Board is seeking proposals for a multi-year contract for a drone show to be performed at the Event for three consecutive years beginning on December 2025 and ending in December 2027.

D) Scope of Work

The City is looking for a Vendor to design and operate an outdoor 300-drone show choreographed to a music track that last, at minimum, 12 minutes from launch to land. The show will be performed annually for three consecutive years at a predetermined location within the city limits.

The Vendor must create a custom playlist that accompanies the drone show. The playlist will be customized each year to fit each of the annual shows.

City Staff will have final approval of each show storyboard and soundtrack.

The City reserves the right to have one (1) weather-related change per scheduled event, if weather does not allow the drone show on the originally scheduled date. A make-up date will be mutually agreed upon and the date must fall within two (2) months of the original date.

The Vendor will ensure that all permits and the show is in compliance with all FAA rules and restrictions and providing sufficient personnel on site in order to ensure a safe public display.

The Vendor is responsible for security and monitoring of the drones through the entire event.

E) Location

The Event will be hosted at the Willow Creek Park and the Saginaw Switchyard located at 752 S. Knowles Dr, Saginaw, TX 76179. **Location may be subject to change.**

Location will be determined by the City no later than October 31st and any changes will be communicated with the Project Manager assigned to the contract.

Vendor must work with City staff to locate a suitable area for set-up and flight take-off at the determined Event location. 15 days prior to the Event, the Vendor must provide a safety map that will illustrate and clearly mark the launch area, the show footprint, and the safety perimeter. The City will provide a makeshift fence for the safety perimeter and will ensure that the launch area is freshly mowed.

F) Drone Display

The 12-minute, 300 drone show must include, preferably, 25 animations. The total number of animations may vary based on the movement of the element and whether the elements is a “flat” 2-D image or a more detailed 3-D element.

The animations/elements should create a cohesive story appropriate for the holiday festivities. City staff will collaborate with the Project Manager in creating a customized storyboard. The storyboard will be revamped every year to better align with the theme of the Event.

The City requests for the following elements to be repeated every year:

- City Logo; to start the show
- “Thank You Vets”
- “Happy Holidays”; at the end of the show

The Vendor must provide a final rendering of the show 10 days prior to the scheduled event date in order to receive final approval.

G) Proposal Requirements**i) Vendor Form & Statement**

- 1) Company Name
- 2) Contact Info (Main Office Address, Phone #, and Email)
- 3) Assigned Project Manager (Name, Title, Phone #, and Email)

ii) Proposal Statement

Vendor must provide a written letter addressing the following:

1) Company Background

Provide a brief overview of your entity, including its years in operation, the types of services it provides, the number of employees, key individuals assigned to this project and their respective qualifications and any other related information.

2) Related Experience

Provide a brief statement that describes any experience within the last three years that highlight's your company's successful undertaking of similarly scaled shows. Please include any government contracts that your company has acquired. Specify the city, the size of the event, the number of drones, and the length of the performance. Please include all of the qualifications that the vendor has acquired to provide the requested services.

3) General Questions

Please appropriately answer the list of general questions attached in Exhibit A.

4) Safety Procedures

The Vendor must outline a comprehensive set of safety protocols and failsafe procedures to ensure public safety and operational integrity throughout the show.

This includes, but is not limited to:

- Operating Procedures: Detailed operational procedures ensuring safe deployment and execution of the drone show.
- Emergency Response Plan: Contingency plans for unforeseen circumstances, including immediate response to technical failures or safety hazards.
- Public Safety Measures: Precautionary measures to ensure audience safety during the event, and the appropriate distance from guests.
- Weather Contingency: Specific guidelines indicating weather conditions that would warrant cancellation or postponement of the show.

5) Project Schedule

Please provide a proposal for a project schedule that guarantees the Event meets all project benchmarks in a timely manner. The proposed schedule must include the following key dates: Intro/Kickoff Meeting, Event Date/Location Confirmation, Storyboard Brainstorming (include the number of drafts allowed), Storyboard approval, Final Show Rendering, Site/Safety Map Submittal, Event Day Set up and Tear Down times.

6) Site Requirements

Provide the site conditions needed for set-up before the event and how much time the Vendor will need to set-up and tear down at the end of the event. Provide the minimum amount of space needed for drones and the buffer space required between the setup area and the audience.

7) Audio Track

Please specify if the Vendor's services include creating a music track to go along with the drone show. If applicable, specify how the audio track will be synced to the show on the day of the Event. Specify if the Vendor has the ability to broadcast the audio track via a sound system, app, or other service on the day of the Event and specify the fee associated with the service.

8) Pricing (Cost Breakdown, Annual and Contract Total)

Provide a breakdown of the annual cost of a drone show, this must include but is not limited to additional fees for services, the show production, communication, travel fees. Provide a breakdown that details the price per drone and the additional cost past the 300 drones. **Pricing must include the total contract cost for the three years.**

iii) References

Vendor must provide (3) three references of previous clients that requested similar scaled show, use Exhibit B. Municipal customer references are preferred.

iv) Insurance

Vendor must provide a Certificate of Insurance prior to receiving the final contract approval from the City.

H) Withdrawal Response

A Vendor may withdraw its response at any time prior to the closing date and time. The respondent's request to withdraw its response must be made in writing on company letterhead via email to Maria Hernandez at mhernandez@saginawtx.org.

The proposal may not be withdrawn for a period of three months after the scheduled closing time. The proposal will be valid for a period of three months after the scheduled closing time.

I) Bid Award and Evaluation Process

The City has established the award basis for this solicitation as the vendor providing the “Best Value” to the City. Best Value can be defined as the vendor providing the highest level of competency based on a predetermined evaluation criterion.

The City will establish an evaluation committee of stakeholders who are qualified to review and evaluate all responsive submissions. The committee’s evaluation will serve as a guide for the Advisory Recreation & Parks Board Members as they recommend a proposal to the City Council for final approval.

J) Selection Process

The evaluation committee will review and score the submittals based on the following criteria:

Company Background	15 points
Related Experience & Qualifications	36 points
Project Schedule	30 points
Pricing	8 points
References	13 points

K) Payment Terms

Payment will be split into three installments, to be paid by the end of October of each year and before the scheduled Event.

The first payment will be made by October 31, 2025, second payment will be made by October 31, 2026, and the third and last payment will be made by October 31, 2027.

L) Schedule of Events

Issued	April 4, 2024 12:01 AM CT
Public Notification/Advertisement	April 4, 2025 April 11, 2025
Deadline for Submitting Questions	April 21, 2025 5:00 PM CT
Due	April 25, 2025 10:00 AM CT
Parks Advisory Board Meeting	May 5, 2025 6:00 PM CT (Subject to Change)
City Council Meeting	May 20, 2025 6:00 M CT (Subject to Change)

Exhibit A:

Vendor Statement & Proposal Form



Holiday Drone Show Proposal Form

Company Name: _____

Phone Number: _____

Main Office Address: _____

Name of Assigned Project Manager: _____ Title: _____

Phone #: _____ Email: _____

Pricing (Annual and Contract Total)

	ANNUAL COST	# of Drones	Cost per additional drone (\$)	Length of Show (min)
December 2025 Drone Show				
December 2026 Drone Show				
December 2027 Drone Show				
CONTRACT TOTAL:				

Please attach a cost breakdown that details any additional cost not included in the table above.

General Questions

1. Have you ever failed to complete any contract awarded to you? If yes, please provide further details.
2. Have you ever defaulted on a contract? If yes, please provide further details.
3. Has your business/company/organization ever had a contract for the general type of services/product sought by the City terminated for non-compliance or inadequate performance? If yes, please provide further details.
4. Attach (3) three references for shows performed with 300 drones.
5. In the last three (3) years, has your business/company/organization, been or currently involved in any action, audit or investigation brought by any federal government agency or authority or by any state or local governmental agency? If yes, please provide further details.
6. In the past three (3) years, has your business/company/organization had a revocation, suspension or disbarment of any business or professional permit and/or license? If yes, please provide further details.



Vendor Statement

Company Name: _____

Phone Number: _____

Email: _____

Address: _____

- 1) Vendor understands that the City reserves the right to reject any and all proposals and to waive any informality in the bidding.
- 2) Vendor understands that once submitted, the proposal and information become property of the City.
- 3) Failure to submit the appropriate signed forms and the required information will result in refusal of the proposal.
- 4) The Vendor agrees that this proposal shall be good and may not be withdrawn for a period of three months after the scheduled closing time for receiving proposals.
- 5) Upon receipt of written notice of the acceptance of this proposal, Vendor will execute the formal contract attached within ten (10) calendar days and deliver the required Certificate of Insurance.
- 6) I hereby certify that I have read and examined the submitted application and supporting documents and know the information I have provided to be true and correct.

I, _____, hereby certify that I have read through the full
(Printed Name) / (Title)

Request for Proposal and acknowledge that I am aware of the conditions outlined in the RFP and the Vendor Statement.

Vendor's Signature: _____ **Date:** _____

Exhibit B: References

Reference #1			
Entity Name:			
Contact Name:		Title:	
Phone Number:		Email:	
Address:			
City:	State:		Zip-code:
Event:		Date of the Event:	
# of Drones Used:	Length of Show:		# of Animations:
Reference #2			
Entity Name:			
Contact Name:		Title:	
Phone Number:		Email:	
Address:			
City:	State:		Zip-code:
Event:		Date of the Event:	
# of Drones Used:	Length of Show:		# of Animations:
Reference #3			
Entity Name:			
Contact Name:		Title:	
Phone Number:		Email:	
Address:			
City:	State:		Zip-code:
Event:		Date of the Event:	
# of Drones Used:	Length of Show:		# of Animations:



Parks Advisory Board Memorandum

B. Discussion Regarding the Creation of a non-profit; "Friends of Parks"

Meeting	Agenda Group
Monday, March 31, 2025, 6:00 PM	Business Item: 2B.
Reference File	
Community Goals	

BACKGROUND/DISCUSSION:

This year's Work Plan Project included a proposal from City Council for staff to establish a non-profit organization for our parks.

City staff requests feedback from the Board and their desire to potentially collaborate with the organization.

The non-profit would essentially act as the administrator for donations received from residents and local businesses, as well as any awarded grants. The non-profit would open up additional revenue options that are not allowed by the City. The organization would have full control of their funds and would not require the approval of the Parks Board and/or City Council for fund allocations.

FINANCIAL IMPACT:

N/A

RECOMMENDATION:

N/A



City of Saginaw

Parks Advisory Board Memorandum

Expenditure Fund Report

Meeting	Agenda Group
Monday, March 31, 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 March 2025.pdf](#)

Park Donation Fund
February 1, 2025 - February 28, 2025

Beginning Balance:	2/1/2025	\$122,218.41
Donations Added:		
February 2025		\$6,485.70
Total Donations:		\$6,485.70
Balance with Donations:		\$128,704.11
Less Expenditures:		
Vet Brick		\$20.00
Independence Day Fireworks Deposit (Payment 1/2)		\$12,500.00
Total Expenditures :		\$12,520.00
Ending Balance:	2/28/2025	\$116,184.11
Pending Expenditures:		
Independence Day Fireworks (Payment 2/2)		\$12,500.00
Total Pending Ependitures:		\$12,500.00
Estimated Available Funds:	3/1/2025	\$103,684.11

Park Fund Donations**February 2025**

\$	123.89
\$	93.01
\$	211.06
\$	258.15
\$	113.84
\$	142.89
\$	117.00
\$	50.00
\$	35.52
\$	146.00
\$	104.00
\$	61.00
\$	199.78
\$	304.00
\$	380.69
\$	408.00
\$	182.00
\$	82.73
\$	124.93
\$	293.13
\$	440.00
\$	208.50
\$	156.00
\$	194.00
\$	91.00
\$	58.00
\$	208.54
\$	227.49
\$	267.00
\$	349.00
\$	43.00
\$	441.95
\$	369.60

\$ 6,485.70



Parks Advisory Board Memorandum

A. Adjournment

Meeting	Agenda Group
Monday, March 31, 2025, 6:00 PM	Adjournment Item: 5A.
Reference File	
Community Goals	