



City of Saginaw
Recreation and Parks Advisory Board
Special Called Meeting Agenda

Monday, May 19, 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 - March 31, 2025
 - Special Called Meeting - May 12, 2025

2. Business

- 2A. Discussion and Action Regarding the Multi-Year Drone Show Contract -- Planning Tech, Maria Hernandez Description
- 2B. Discussion and Action Regarding Holiday Displays and Decorations at the Saginaw Switchyard -
- Director of Economic & Community Engagement, Pedro Zambrano
- 2C. Discussion Regarding the Adoption of a 2025 - 2026 Budget for the Parks Donation Fund --
Planning Tech, Maria Hernandez
- 2D. Discussion Regarding the Reallocation of Unspent Bond Funds Previously Allocated for Park Improvements -- Assistant Director of Public Works, Jarred Coursey

3. Staff Reports

- 3A. Expenditure Fund Report
- 3B. Future Agenda Items

4. Adjournment

- 4A. Adjournment

Date Posted: _____ Time: _____ By: _____

Date Retrieved: _____ Time: _____ By: _____

Date Posted: May 15, 2025



City of Saginaw

Parks Advisory Board Memorandum

A. Call to Order -- Chairman Weaver

Meeting	Agenda Group
Monday, May 19, 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
Vacant	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	1 st Alternate	Term Expires July 1, 2025
Lynn Moore	2 nd Alternate	Term Expires July 1, 2026

Attachments

[Advisory Recreation and Parks Board Member List--No Pers Info \(2024\).pdf](#)

ADVISORY RECREATION AND PARKS BOARD

Jane Lyon	Place No. 1	Term Expires July 1, 2025
Vacant	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, May 19, 2025, 6:00 PM	Call to Order Item: 1B.
Reference File	
Community Goals	

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 - March 31, 2025

Special Called Meeting - May 12, 2025

Meeting	Agenda Group
Monday, May 19, 2025, 6:00 PM	Call to Order Item: 1C.
Reference File	
Community Goals	

Approval of the following minutes:

Special Called Meeting - March 31, 2025

Special Called Meeting - May 12, 2025

Attachments

[Parks Board Special Called Meeting - 03.31.25.pdf](#)

[Parks Board Special Called Meeting - 5.12.25.pdf](#)

**** The following document is a draft of the minutes and the not the official approved minutes ****

Special Called Meeting Minutes for the Parks Advisory Board

333 West McLeroy Boulevard, Saginaw, Texas 76179

March 31, 2025, 6:01 PM - March 31, 2025, 6:32 PM

Present at the meeting:

Chairman Place No. 7 Thomas Weaver

Vice-Chairman Place No. 3 Adhel Torres

Member Place No. 1 Jane Lyon

Member Place No. 6 Ronda Nyberg

Member Second Alt. Lynn Moore

Planning Tech/Recording Secretary Maria Hernandez

Assistant Public Works Director, Jarred Coursey

Operations Manager Paul Wrzesinski

Director of Economic & Community Engagement, Pedro Zambrano

Absent for the meeting:

Member Place No. 2 Charles Tucker

Member Place No. 4 Liz Snow

Member Place No. 5 Sylvia Rivera

Member First Alt. Ariana Escobar

1. Call to Order

1A. A. Call to Order -- Chairman Weaver- 6:01 PM

Chairman Weaver called roll. The quorum will consist of Chairman Weaver, Vice-Chairman Torres, Members Lyon, Nyberg, and Alternate Member Moore. Chairman Weaver called the meeting to order at 6:01 P.M.

1B. Audience Participation

Chairman Weaver explained the protocol for audience participation.

1C. Approval of Minutes

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

2. Business

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

Communications Manager, Pedro Zambrano, introduced the item and informed the Board that Staff drafted an RFP for the Annual drone show. The RFP would be used to solicit vendor proposals for a 3-year contract. If approved, the RFP would be posted starting on April 4th until April 25th. The only cost associated with the RFP would be an advertisement cost of a total of \$1,272.62.

A motion was made by Member Nyberg, with a second by Member Lyon, to approve the item as is. Motion carried.

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

Planning Tech, Maria Hernandez, introduced the item and provided some background regarding City Council's proposal to create a non-profit named "Friends of Parks".

The Board voiced their concerns regarding the non-profit organization and the possibility of an overlap of responsibilities for both entities.

The main concern was regarding the possibility that a non-profit might have the liberty to make alterations to City Parks without the Board and the City's approval/consent.

Staff assured the Board that the organization would still be required to go before the Board and City Council and adhere to formal city procedures if the non-profit was interested in funding a specific park improvement.

Staff informed the Board that guidelines for the organization had not been finalized and that the intention of the discussion was to get an overall consensus and the Board's feedback.

The Board was, overall, in favor of the item, however they requested for Staff to return with clear roles and responsibilities for the non-profit organization. Additionally, they requested that the non-profit bylaws include the requirement for an organization liaison to present monthly updates to the Board.

3. Public Hearings

4. Staff Reports

4A. Expenditure Fund Report-

Recording Secretary, Maria Hernandez, introduced the item and informed the Board that the total donations for February 2025 totaled to \$6,485.70 and the cost incurred this month totaled to \$12,520 which include a vet brick and the deposit for the Independence Day Fireworks show. The remaining balance for the Parks Donation fund, as of March 1, 2025, is \$103,684.11.

5. Adjournment

5A. Adjournment- 6:32 PM

A motion was made by Member Nyberg with a second by Member Moore to adjourn the meeting. Motion carried. Chairman Weaver declared the meeting of March 31, 2025, closed at 6:32 p.m.

**** The following document is a draft of the minutes and the not the official approved minutes ****

Special Called Meeting Minutes for the Parks Advisory Board

333 West McLeroy Boulevard, Saginaw, Texas 76179

May 12, 2025, 6:09 PM - May 12, 2025, 6:18 PM

Present at the meeting:

Vice-Chairman Place No. 3 Adhel Torres

Member Place No. 4 Liz Snow

Member First Alt. Ariana Escobar

Member Second Alt. Lynn Moore

Planning Tech/Recording Secretary Maria Hernandez

Assistant Public Works Director, Jarred Coursey

Operations Manager Paul Wrzesinski

Director of Economic & Community Engagement, Pedro Zambrano

Absent for the meeting:

Chairman Place No. 7 Thomas Weaver

Member Place No. 1 Jane Lyon

Member Place No. 5 Sylvia Rivera

Member Place No. 6 Ronda Nyberg

Operations Manager Paul Wrzesinski

1. Call to Order

1A. A. Call to Order -- Chairman Weaver- 6:09 PM

Vice-Chairman Torres called roll. The quorum will consist of Vice-Chairman Torres, Member Snow, and Alternate Members Escobar and Moore. Chairman Torres called the meeting to order at 6:09 P.M.

1B. Audience Participation

Vice-Chairman Torres bypassed this item as no audience was present at the meeting.

2. Business

2A. Discussion and Action Regarding Funding of the 2025 Independence Celebration Fireworks Event -- Director of Economic & community Engagement, Pedro Zambrano

Director of Economic & Community Engagement, Pedro Zambrano, introduced the item and informed the Board that this year there is an increase in funding requests from \$13,600 to \$17,085. This is due to the decision to include live music on stage. The total cost of the event is projected to be \$27,085. Director Zambrano noted that \$10,000 would be coming from the Hotel Motel Tax Promotion of the Arts. The remaining \$17,085 would be funded by the Parks Donation Fund. Director Zambrano addressed all questions from the Board.

A motion was made by Member Snow, with a second by Member Escobar, to approve the budget of \$17,085 for the 2025 Independence Celebration Event. Motion carried.

Liz Snow made a motion to Approve that was seconded by Ariana Escobar with a result of 4-0-0-0-0

3. Staff Reports

3A. Expenditure Fund Report

Recording Secretary, Maria Hernandez, introduced the item and informed the Board that the March donations totaled \$9,238 and there were no costs incurred in the month of March. There is one pending expenditure of \$12,500, for the second payment of the 2025 Fireworks show. The remaining balance for the Parks Donation fund, as of April 1, 2025, was \$112,922.11.

4. Adjournment

4A. Adjournment

A motion was made by Member Snow, with a second by Member Escobar to adjourn the meeting. Motion carried. Vice-Chairman Torres declared the meeting of May 12, 2025, closed at 6:18 p.m.

Liz Snow made a motion to Approve that was seconded by Ariana Escobar with a result of 4-0-0-0-0



Parks Advisory Board Memorandum

A. Discussion and Action Regarding the Multi-Year Drone Show Contract -- Planning Tech, Maria Hernandez Description

Meeting	Agenda Group
Monday, May 19, 2025, 6:00 PM	Business Item: 2A.
Reference File	
Community Goals	

BACKGROUND/DISCUSSION:

With the Parks Board direction, Staff requested vendor's to submit a proposal for a 3-year contract for the annual Holiday Drone Show.

The request for proposal was posted on April 4th and closed on April 25th at 10:00 AM.

Proposals were opened on Tuesday, April 29th at 2:00 PM. The City received four proposals for review from the following vendors:

1. FlyLight Drone Shows, LLC
2. SkyLight LLC
3. Sky Elements
4. Grizzly Entertainment

A scoring committee, comprised of city staff, evaluated each proposal using the following scoring rubric:

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

The Sky Elements proposal scored the highest. Please see the attachment for further details.

FINANCIAL IMPACT:

Sky Elements Proposal:

Annual Cost: \$24,300

3-Year Contract: \$72,900

RECOMMENDATION:

Staff recommends the approval of the highest scoring proposal.

Attachments

[Drone Show - RFP Scoring Guide \(AVG\).pdf](#)

			Average Scores from the Scoring Committee			
Evaluation Criteria	Max Points	% of Total	FlyLight Drone Shows, LLC	SkyLight LLC	Sky Elements	Grizzly Entertainment
Introduction						
Provided a signed Vendor Statement with Contact Info	40		5	13	20	20
Background Info includes year of experience and staff qualifications	20		15	17	18	14
Total Points	60	15%	20	30	38	34
Experience						
Answered all five (5) General Questions located in Exhibit A	36		4	33	30	33
Vendor has recent experience with similarly scaled shows.	36		14	27	36	36
Vendor specified the conditions needed on site to safely perform the event.	36		27	27	30	13
Vendor has provided the safety procedures set in place to ensure public safety.	36		22	33	36	30
Total Points	144	35%	45	87	96	82
Project Schedule						
Included a Project Schedule that outlines key events needed for an annual event.	60		60	50	60	46
Vendor stated the number of revisions allowed per event.	60		36	31	50	31
Total Points	120	29%	96	81	110	77
References						
Vendor provided referrals	52		39	39	39	39
Total Points	52	13%	39	39	39	39
Price						
Overall Cost	32		32	8	22	14
Total Points	32	8%	32	8	22	14
Grand Total Points Awarded	408	100%	232	245	305	246



Parks Advisory Board Memorandum

C. Discussion Regarding the Adoption of a 2025 - 2026 Budget for the Parks Donation Fund -- Planning Tech, Maria Hernandez

Meeting	Agenda Group
Monday, May 19, 2025, 6:00 PM	Business Item: 2C.
Reference File	
Community Goals	

BACKGROUND/DISCUSSION:

Staff recommends the adoption of an itemized yearly budget for the Parks Donation Fund. The donations for FY25/26 is estimated to total to \$84,000.

Creating an itemized budget would allow staff to make purchases, within the allocated budget, without the need to go before the Board and Council for the approval every purchase.

The current Parks Donation Budget include the following categories:

- Supplies
 - **Description:** Misc. Supplies for Park Events
- Maintenance & Repairs
 - **Description:** Ongoing cost of the early weather warning system approved in 23/24
- Special Programs
 - **Description:** Estimated expenses for Independence Celebration Event
- Capital Outlay/Special Request
 - **Description:** Parks tree planting

Please see the attached *2024 -2025 Parks Donation Budget* for more details.

Staff is proposing creating a detailed budget that specifies the items within the current four categories.

The budget would include, but is not limited to, the following;

- **Supplies;** Vet Bricks
- **Maintenance & Repairs;** PW Holiday Staff Luncheon
- **Maintenance & Repairs;** Perry Weather - Early Warning System (Estimated to total \$3,740)
- **Special Programs;** The Independence Day Celebration Event Budget
- **Special Programs;** The Independence Day Fireworks
- **Special Programs;** Holiday Celebration Event Budget
- **Special Programs;** Holiday Celebration Event Drone Show
- **Capital Outlay/Special Request;** Tree Planting (Estimated to total \$5,000)

Staff will continue to provide expenditure updates at every meeting.

FINANCIAL IMPACT:

N/A

RECOMMENDATION:

N/A

Attachments

[2024 - 2025 Parks Donation Budget.pdf](#)

User: kquin

Wed May-14-2025 12:15:30 pm

Department Inquiry glddpti



Reset	Fund 20	Department 61	Program 0	Period ending 052025
-------	---------	---------------	-----------	----------------------

View summary? No ▾	Object digits for summary 2	Include encumbrances? Yes ▾
--------------------	-----------------------------	-----------------------------

DONATIONS FUND	PARKS	Program Description
----------------	-------	---------------------

Display zero amounts? No ▾	Account Object	Find
----------------------------	----------------	------

Account Number	Description	Total Budget	YTD Actual	Balance
20-4750-61-00	SUPPLIES	0.00	3,778.39	(3,778.39)
20-4900-61-00	MAINTENANCE & REPAIRS	3,500.00	752.47	2,747.53
20-5232-61-00	SPECIAL PROGRAMS	59,000.00	45,772.38	13,227.62
20-7000-61-00	CAPITAL OUTLAY/SPECIAL REQUEST	5,000.00	0.00	5,000.00
Totals		\$67,500.00	\$50,303.24	\$17,196.76

< Previous

1

Next >

[Printable Version](#)



Parks Advisory Board Memorandum

**D. Discussion Regarding the Reallocation of Unspent Bond Funds Previously Allocated for Park Improvements --
Assistant Director of Public Works, Jarred Coursey**

Meeting	Agenda Group
Monday, May 19, 2025, 6:00 PM	Business Item: 2D.
Reference File	
Community Goals	

BACKGROUND/DISCUSSION:

Staff has determined that there are roughly \$824,000 remaining in the previously allocated Park Bond fund. The surplus in funds is due to the bid proposals for the park improvements being lower than anticipated, this is in addition to \$124,000 of unallocated funds. Staff is proposing the allocation of the remaining funds to the following improvements:

- A new playground near the dog park at Willow Creek Park
- Construct a new playground at the Switchyard
- Construct a driveway connecting the newly paved parking lot and the Switchyard
- Expansion of the Switchyard
- Expansion of the parking lot located West of the Switchyard

Staff is requesting direction and further guidance from the Board on how the funds should be allocated.

FINANCIAL IMPACT:

N/A

RECOMMENDATION:

N/A



City of Saginaw

Parks Advisory Board Memorandum

Expenditure Fund Report

Meeting	Agenda Group
Monday, May 19, 2025, 6:00 PM	Staff Reports Item: 3A.
Reference File	
Community Goals	

Staff will present updates on the April 2025 Expenditure Report.

Attachments

[Park Funds April 2025.pdf](#)

Park Donation Fund
April 1, 2025 - April 30, 2025

Beginning Balance:	4/1/2025	\$125,422.11
Donations Added:		
April 2025		\$7,287.90
Total Donations:		\$7,287.90
Balance with Donations:		\$132,710.01
Less Expenditures:		
No Expenditures in the Month of March		\$0.00
Total Expenditures :		\$0.00
Ending Balance:	4/30/2025	\$132,710.01
Pending Expenditures:		
Independence Day Fireworks (Payment 2/2)		\$12,500.00
Independence Day Spronsorsip (Generator, Tables & Chairs, Acitivites, and Stage Production.		\$17,085.00
Total Pending Ependitures:		\$29,585.00
Estimated Available Funds:	5/1/2025	\$103,125.01

Park Donation Fund
April 1, 2025 - April 30, 2025