



EST. 1955

**SPRING VALLEY**

V I L L A G E

# **Civic Activities Board Meeting**

**April 16, 2018**

**7:00 p.m.**



EST. 1955  
**SPRING VALLEY**  
VILLAGE

**AGENDA**

**Civic Activities Board Meeting**  
City of Spring Valley Village City Hall  
Council Chambers, 1025 Campbell Road,  
Houston, Texas 77055  
Monday, April 16, 2018 at 7:00 P.M.

**Notice is Hereby Given of a Regular Meeting of the Civic Activities Board of the City of Spring Valley Village, Texas, 1025 Campbell Road, Houston, Texas, in the Council Chambers, Monday, April 16, 2018, beginning at 7:00 p.m., For the Purpose of Considering and Acting upon the Following Items of Business:**

- 1. CALL THE ROLL AND CERTIFICATION OF A QUORUM**
- 2. CONSIDERATION AND POSSIBLE ACTION CONCERNING:** Minutes for Civic Activities Board Meeting for March 19, 2018.
- 3. CONSIDERATION AND POSSIBLE ACTION CONCERNING:** Dissolution of Greenspace Sub-Committee of the Civic Activities Board.
- 4. UPDATE, DISCUSSION AND POSSIBLE DIRECTION CONCERNING:** Re-Opening Event For City Park Upon Completion Of Park Improvements.
- 5. CONSIDERATION AND POSSIBLE ACTION CONCERNING:** Proposed 2018 Movie Nights Schedule.
- 6. DISCUSSION AND DIRECTION CONCERNING:** Possible Yard of the Month Program. (Board Member Goldsmith)
- 7. ADJOURNMENT**

Posted, this the 12<sup>th</sup> day of April, 2018 at 10:00 a.m., pursuant to the Open Meetings Act, Chapter 551, of the Texas Government Code.

Attest:

  
Roxanne Benitez, TRMC, CPM, CCC II  
City Secretary

This facility is wheelchair accessible and accessible parking spaces are available. Requests for accommodations or interpretive services must be made 48 hours prior to this meeting. Please contact the City Secretary's office

# Minutes

**MINUTES OF THE CIVIC ACTIVITIES BOARD MEETING  
CITY OF SPRING VALLEY VILLAGE, TEXAS  
MONDAY, MARCH 19, 2018 AT 7:00 P.M.  
IN THE COUNCIL CHAMBERS OF CITY HALL  
1025 CAMPBELL ROAD, HOUSTON, TEXAS**

**1. CALL THE ROLL**

With a quorum of Board Members present, the Civic Activities Board Meeting was called to order by Chairman Autenreith at 7:06p.m.

Members Present:

Donna Donat

Lori Koehn

Claudia Justiniano-Uffhausen (Arrived at 7:15p.m.)

Deanna Mauritzen

Members Absent:

Rachel Goldsmith

Jeffrey Scheldt

Also present were Council Liaison Tom Donaho, City Administrator Julie Robinson, and City Treasurer/Staff Liaison Michelle Yi.

**2. CONSIDERATION AND POSSIBLE ACTION CONCERNING:** The Appointment of a Vice-Chair, Secretary, and Treasurer.

City Administrator Julie Robinson advised the Board that the enabling ordinance for the Board provides for the appointment of a Vice-Chair, Secretary and Treasurer. After discussion, Chairman Autenreith made a motion to appoint Claudia Justiniano-Uffhausen as Vice-Chair, Donna Donat as Secretary, and Lori Koehn as Treasurer, and Board Member Justiniano-Uffhausen seconded the motion. Motion carried 5-0

**3. UPDATE, DISCUSSION AND POSSIBLE DIRECTION CONCERNING:** Activities of the Greenspace Sub-Committee.

Since there had been no meeting in some time, the Board discussed whether there was still a need to have the Greenspace Sub-Committee. Following discussion, it was the consensus of the Board to have an action item on the next Board agenda to dissolve the Greenspace Sub-Committee.

**4. UPDATE, DISCUSSION AND POSSIBLE DIRECTION CONCERNING:** Re-Opening Event For City Park Upon Completion Of Park Improvements.

City Administrator Julie Robinson advised the Board that the park improvements are scheduled for completion by the end of April. Consequently, she requested direction from the Board concerning a possible date for a re-opening event as well as ideas for

what the re-opening event would include. After discussion, it was the consensus of the Board to hold the re-opening event on Friday, May 4, 2018, from 6:00-8:30pm immediately prior to Movie Night. Additionally, the Board discussed utilizing Dad Bots for live music, food trucks, crafts, and carnival games. Staff will confirm that May 4 is a good date for the re-opening event and begin to set the logistics.

**5. DISCUSSION AND DIRECTION CONCERNING: 2018 Villages Independence Festival.**

City Treasurer Michelle Yi provided the Board with information concerning the planning for this year's Villages Independence Festival, including the City's plan to enter a float for the event.

**6. ADJOURNMENT**

Board Member Deanna Mauritzen made a motion to adjourn the meeting at 8:04 p.m., and Board Member Claudia Justiniano-Uffhausen seconded the motion. Motion carried 5-0

Signed: \_\_\_\_\_  
James Autenreith, Chairman

Attest: \_\_\_\_\_  
Donna Donat, Secretary

**City of Spring Valley Village  
Civic Activities Board  
Agenda Item Data Sheet**

**MEETING DATE:** April 16, 2018

**TOPIC:** Dissolution Of Greenspace Sub-Committee of the Civic Activities Board

**BACKGROUND:** During the March 19, 2018 meeting, the Board discussed whether there was still a need to have the Greenspace Sub-Committee. Following discussion, it was the consensus of the Board to have an action item on this agenda to dissolve the Greenspace Sub-Committee.

**RECOMMENDATION:** None

**ATTACHMENTS:** • None

**FUNDING ISSUES:**

- Not applicable – no dollars are being spent or received.
- Full amount already budgeted in Acct/Project# \_\_\_\_\_
- Not budgeted, if approved, the following will be included in the next Budget Amendment:
  - \$\_\_\_\_\_ from Acct/Project# \_\_\_\_\_ will be transferred to Acct/Project# \_\_\_\_\_
  - \$\_\_\_\_\_ from unassigned fund balance will be used and added to Acct/Project# \_\_\_\_\_
  - \$\_\_\_\_\_ will be added to Revenue Acct# \_\_-\_\_ and \$\_\_\_\_\_ added to Expenditure Acct/Project# \_\_\_\_\_

**FINANCE VERIFICATION OF FUNDING:**  


**SUBMITTING STAFF MEMBER:**  
Michelle Yi, City Treasurer

**CITY ADMINISTRATOR APPROVAL:**  


**ACTIONS TAKEN**

<b>APPROVAL</b> <input type="checkbox"/> YES <input type="checkbox"/> NO	<b>READING PASSED</b>	<b>OTHER</b>
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**City of Spring Valley Village  
Civic Activities Board  
Agenda Item Data Sheet**

**MEETING DATE:** April 16, 2018

**TOPIC:** Re-Opening Event For City Park Upon Completion Of Park Improvements

**BACKGROUND:** During the March 19, 2018 meeting, City Administrator Julie Robinson advised the Board that the park improvements project is scheduled for completion by the end of April. After discussion, the Board established Friday, May 4, 2018, from 6:00p.m. – 8:30 p.m. for the Re-Opening Event and that the Event would then flow into the first Movie Night of the year which will be “Coco.” Additionally, the Board discussed utilizing DadBots for live music, 2-3 food trucks, crafts, and carnival games.

We have reserved Kona Ice to provide snow-cones at no cost to attendees, and contact has been made with different food trucks, including PDQ. We anticipate having additional information on the food trucks for the Board meeting.

We have researched a variety of different carnival games for the event with the idea that these games may be re-used at other events throughout the year. Several options for carnival games have been included with this agenda item, and we would like feedback from the Board with regard to which of the games should be purchased. We will also order small prizes for winners of the various carnival games.

**RECOMMENDATION:** Not applicable

**ATTACHMENTS:** • Photos of Different Carnival Game Options

**FUNDING ISSUES:**

Not applicable – no dollars are being spent or received.

Full amount already budgeted in Acct/Project# \_\_\_\_\_

Not budgeted, if approved, the following will be included in the next Budget Amendment:

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\$\_\_\_\_\_ will be added to Revenue Acct# \_\_-\_\_\_ and \$\_\_\_\_\_ added to Expenditure Acct/Project# \_\_\_\_\_

**FINANCE VERIFICATION OF FUNDING:**

*Julie Robinson*

**SUBMITTING STAFF MEMBER:**  
Michelle Yi, City Treasurer

**CITY ADMINISTRATOR APPROVAL:**

*Julie Robinson*

ACTIONS TAKEN		
<b>APPROVAL</b> <input type="checkbox"/> YES <input type="checkbox"/> NO	<b>READING PASSED</b>	<b>OTHER</b>





**City of Spring Valley Village  
Civic Activities Board  
Agenda Item Data Sheet**

**MEETING DATE:** April 16, 2018

**TOPIC:** Proposed 2018 Movie Night Schedule

**BACKGROUND:** Since 2013, the Board has hosted movie night on the first Friday evening of each month from March to November. Movie Night was not held in March and April of this year due to the construction of Park improvements. However, the first Movie Night of the year is planned for Friday, May 4, 2018 and will immediately follow the Re-Opening Event for the Park.

Board Member Claudia Justiniano Uffhausen has developed a Proposed 2018 Movie Night Schedule, a copy of which is provided with this agenda item, for the Board's consideration and approval. If approved, the schedule will be uploaded to the City's website and distributed through the City's social media platforms.

**RECOMMENDATION:** Staff recommends approval of the proposed 2018 Movie Night Schedule.

**ATTACHMENTS:** • Proposed 2018 Movie Night Schedule

**FUNDING ISSUES:**

Not applicable – no dollars are being spent or received.

Full amount already budgeted in Acct/Project# 10-35-4511

Not budgeted, if approved, the following will be included in the next Budget Amendment:

\$\_\_\_\_\_ from Acct/Project# \_\_\_\_\_ will be transferred to Acct/Project# \_\_\_\_\_

\$\_\_\_\_\_ from unassigned fund balance will be used and added to Acct/Project# \_\_\_\_\_

\$\_\_\_\_\_ will be added to Revenue Acct# \_\_\_-\_\_\_ and \$\_\_\_\_\_ added to Expenditure Acct/Project# \_\_\_\_\_

**FINANCE VERIFICATION OF FUNDING:**

*Quintessa*

**SUBMITTING STAFF MEMBER:**

Michelle Yi, City Treasurer

**CITY ADMINISTRATOR APPROVAL:**

*William Roberts*

ACTIONS TAKEN		
APPROVAL	READING PASSED	OTHER
<input type="checkbox"/> YES <input type="checkbox"/> NO		

**Spring Valley Village**  
2018 Movie Night Schedule

<b>Date</b>	<b>Movie Title</b>
May 4, 2018	Coco
June 1, 2018	Wonder
July 13, 2018	Star Wars: Episode VIII - The Last Jedi
August 3, 2018	A Wrinkle in Time
September 7, 2018	E.T. The Extraterrestrial
October 5, 2018	Leap!
November 2, 2018	The Incredibles 2

**City of Spring Valley Village  
Civic Activities Board  
Agenda Item Data Sheet**

**MEETING DATE:** April 16, 2018

**TOPIC:** Possible Yard Of The Month Program

**BACKGROUND:** On March 7, 2018, Board Member Rachel Goldsmith advised me that she would like for the Board to consider implementing a "Yard of the Month" Program. Since Ms. Goldsmith was unable to attend the March Board meeting, this possible new program idea was held until this Board meeting. Board Member Goldsmith will present her proposed new program to the Board.

**RECOMMENDATION:** Not applicable

**ATTACHMENTS:**

- Copy of Email from Board Member Rachel Goldsmith

**FUNDING ISSUES:**

Not applicable – no dollars are being spent or received.

Full amount already budgeted in Acct/Project# \_\_\_\_\_

Not budgeted, if approved, the following will be included in the next Budget Amendment:

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**FINANCE VERIFICATION OF FUNDING:**

*Jim Kelly*

**SUBMITTING STAFF MEMBER:**  
Michelle Yi, City Treasurer

**CITY ADMINISTRATOR APPROVAL:**

*William Roberts*

ACTIONS TAKEN		
<b>APPROVAL</b> <input type="checkbox"/> YES <input type="checkbox"/> NO	<b>READING PASSED</b>	<b>OTHER</b>

## Michelle Yi

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**From:** Rachel Goldsmith <rachelrock81@gmail.com>  
**Sent:** Wednesday, March 7, 2018 5:58 PM  
**To:** Michelle Yi  
**Subject:** Re: Need to Confirm Quorum for Next CAB Meeting – Response Needed by Monday, March 12, 2018

I will be flying in and won't be back in time. I would however like to propose that Cab start a "Yard of the Month" with spring around the corner. I would be more than happy to head this effort.

I haven't really seen much progress with CAB since joining last year (this is only the 3rd meeting I have missed one being thanksgiving week). So I hope that your involvement makes a difference.

On Wed, Mar 7, 2018 at 2:53 PM, Michelle Yi <[myi@springvalleytx.com](mailto:myi@springvalleytx.com)> wrote:

Chairman Autenreith and Board Members:

The March CAB meeting is scheduled for Monday, March 19, 2018 at 7:00 pm. In order to ensure that there is a quorum for the meeting, please let me know if you will be attending the meeting no later than Monday, March 12, 2018.

I look forward to hearing from you. Have a great rest of the week!

Please do not respond to all recipients of this email in compliance with the Texas Open Meetings Act.



Michelle Yi, | City Treasurer

[713-465-8308](tel:713-465-8308) | Direct: [832-910-8578](tel:832-910-8578)

[1025 Campbell Road | Houston, Texas 77055](#)