



EST. 1955

SPRING VALLEY

V I L L A G E

Civic Activities Board Meeting

May 21, 2018

7:00 p.m.

James Autenreith, Chairman
Claudia Uffhausen, Vice-Chair
Donna Donat, Secretary
Lori Koehn, Treasurer

Rachel Goldsmith
Deanna Mauritzen
Jeff Scheldt



SPRING VALLEY
V I L L A G E

AGENDA

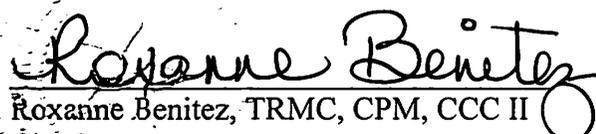
Civic Activities Board Meeting
City of Spring Valley Village City Hall
Council Chambers, 1025 Campbell Road,
Houston, Texas 77055
Monday, May 21, 2018 at 7:00 P.M.

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, May 21, 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 April 16, 2018.
- 3. DISCUSSION AND DIRECTION CONCERNING:** Fall Festival Event in October.
- 4. DISCUSSION AND DIRECTION CONCERNING:** Annual Snow Day Event in December.
- 5. UPDATE, DISCUSSION AND DIRECTION CONCERNING:** Possible Yard of the Month Program. (Board Member Goldsmith)
- 6. ADJOURNMENT**

Posted, this the 17th day of May, 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 at 713-465-8308, Fax 713-461-7969, or Email secretary@springvalleytx.com for further information.

Minutes

**MINUTES OF THE CIVIC ACTIVITIES BOARD MEETING
CITY OF SPRING VALLEY VILLAGE, TEXAS
MONDAY, APRIL 16, 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 7:08p.m.

Members Present:

Rachel Goldsmith

Lori Koehn

Claudia Justiniano-Uffhausen

Members Absent:

Donna Donat

Jeffrey Scheldt

Deanna Mauritzen

Also present were Council Liaison Tom Donaho and City Treasurer/Staff Liaison Michelle Yi.

2. CONSIDERATION AND POSSIBLE ACTION CONCERNING: Minutes for Civic Activities Board Meeting for March 19, 2018.

Board Member Koehn made a motion to accept the minutes, and Board Member Uffhausen seconded the motion. Motion carried 4-0

3. CONSIDERATION AND POSSIBLE ACTION CONCERNING: Dissolution of Greenspace Sub-Committee of the Civic Activities Board.

Board Member Uffhausen made a motion to dissolve the Greenspace Sub-Committee of the Civic Activities Board, and Board Member Koehn seconded the motion. Motion carried 4-0.

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

Staff Liaison Michelle Yi updated the Board concerning the preparations for the Grand Re-Opening Event, including the publicity being distributed via Constant Contact, the City's website and social media platforms. She also advised that Kona Ice and PDQ have been reserved for the event. The City will cover the cost of snow-cones from Kona Ice, and PDQ will offer food for purchase. The Board directed Ms. Yi to order games including: cornhole, bean bag toss, beach balls, jumbling tower, and chalk for

kids to draw on the concrete area in the park. The Board also directed Ms. Yi to contact Painting with a Twist to determine how many artists they can provide and to contact another food vendor for the event. Council Liaison Donaho advised that the Dadbots have been confirmed for the event.

5. CONSIDERATION AND POSSIBLE ACTION CONCERNING: Proposed 2018 Movie Nights Schedule.

Board Member Uffhausen presented the proposed 2018 Movie Night Schedule. . After discussion, Board Member Uffhausen made a motion to approve the proposed 2018 Movie Night Schedule, and Board member Koehn seconded the motion. Motion carried 4-0.

6. DISCUSSION AND DIRECTION CONCERNING: Possible Yard of the Month Program. (Board Member Goldsmith)

Board Member Goldsmith presented a possible Yard of the Month program to the Board. After discussion, the Board agreed this is a great program and directed Board Member Goldsmith to provide more details for this program at the May Board meeting.

7. ADJOURNMENT

Chairman Autenreith made a motion to adjourn the meeting at 8:19 p.m., and Board Member Koehn seconded the motion. Motion carried 4-0

Signed: _____
James Autenreith, Chairman

Attest: _____
Donna Donat, Secretary

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

MEETING DATE: May 21, 2018

TOPIC: Discussion and Direction Concerning Fall Festival Event in October.

BACKGROUND: This year will be the 28th year of the Spring Valley Fall Festival event in the park. In the past, the Board hosted carnival games, bounce houses, pumpkin patch, food, and sponsor booths for prizes. Board Member Koehn was in charge in past years.

As we begin to prepare for this year's Fall Festival, staff requests direction from the Board concerning the date for this year's event, any changes that may be desired to the Sponsor letter, and any specific activities that the Board would like changed, added, or removed.

RECOMMENDATION: None

ATTACHMENTS: • Copy of 2014 Sponsor Letter

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:

Michelle Yi

SUBMITTING STAFF MEMBER:
Michelle Yi, City Treasurer

CITY ADMINISTRATOR APPROVAL:

William Roberto

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



City of Spring Valley Village

Civic Activities Board

1025 Campbell Road

Houston, TX 77055

Spring Valley Village 25th Annual Fall Festival Sponsorship Request

Dear Friend,

Each year the residents of Spring Valley Village gather together to celebrate the fall season at the annual "Spring Valley Village Fall Fest." This year, the festival will be better than ever as we recognize 25 years of this incredible community event. More than 1500 local residents along with their children will celebrate the spirit of the season on October 18, 2014 from 10:00AM to 2:00PM at the Spring Valley Village City Park. Participants will enjoy carnival games, bounce houses, tasty treats, a pumpkin patch, visiting sponsor booths for giveaways and much more!

The City of Spring Valley Village sponsors this event each year with help from valued friends of local businesses. We would like to extend an opportunity to your company to help support this long standing community event by joining us as sponsors. Your organization will gain immense exposure to the community it serves. Attached is a list of 2014 Sponsorship Opportunities along with a Sponsorship Agreement. Additionally, an opportunity to donate items for raffle has been added this year.

To ensure that all sponsorship requests are accounted for correctly, please return your form and payment no later than September 1st, 2014.

We are so excited to see you at this year's festival!

Sincerely,

Spring Valley Village Fall Festival Planning Committee

Lori Koehn

Spring Valley Village
Chair, Fall Festival
Member, Civic Activities Board

Email: Koehn981@gmail.com
Phone: 713-851-7832

Shana O'Grady

Spring Valley Village
Co-Chair, Fall Festival
Member, Civic Activities Board

Email: shana@csogrady.com
Phone: 281-840-0336

SPRING VALLEY VILLAGE FALL FESTIVAL SPONSORSHIP DETAILS

STANDARD SPONSOR RECOGNITION

All sponsors that contribute a minimum of \$100 will be listed as a Fall Fest Sponsor. The name of the company will be listed on the invitation mailer and festival t-shirt.

Additional recognition will be provided by level.

Title Sponsor	\$1,000 Plus
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1. Recognized as a festival sponsor. Company name listed on t-shirt and invitation.
2. Logo printed on festival mailer. (Maximum of seven logos will be listed.)
3. Fall Festival Booth space with Table and Chairs
 - Booth is for the distribution of promotional materials only.
 - Booth will include two tables and four chairs and will be covered to match festival décor.
 - Booth located along entrance of Fall Festival.
3. Business cards and/or material included in hand out bags.

Gold Sponsor	\$500 - \$999
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1. Recognized as a festival sponsor. Company name listed on t-shirt and invitation.
2. Fall Festival Booth space with Table and Chairs
 - Booth is for the distribution of promotional materials only.
 - Booth will include one table and two chairs and will be covered to match festival décor.
3. Business cards and/or material included in hand out bags.

Silver Sponsor	\$250 - \$499
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1. Recognized as a festival sponsor. Company name listed on t-shirt and invitation.
2. Fall Festival Booth space with Table and Chairs
 - Booth is for the distribution of promotional materials only.
 - Booth will include one table and two chairs and will be covered to match festival décor.

Bronze Sponsor	\$100 - \$249
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1. Recognized as a festival sponsor. Company name listed on t-shirt and invitation.

SPONSORSHIP AGREEMENT

Company Name: _____

Address: _____

Contact Name: _____

Phone Number: _____

Email Address: _____

Sponsorship Level:

- | | | |
|--------------------------|--------|---------------|
| <input type="checkbox"/> | Title | \$1000 Plus |
| <input type="checkbox"/> | Gold | \$500 - \$999 |
| <input type="checkbox"/> | Silver | \$250 - \$499 |
| <input type="checkbox"/> | Bronze | \$100 - \$249 |

Amount Donated: _____

Booth Requested: Yes No

Booths are available for those vendors contributing \$250 or more (Silver, Gold and Bronze Levels).

Payment Details:

1. Only cash and/or checks can be submitted. Credit card payments will not be accepted.
2. Make check payable to City of Spring Valley Village.
3. If you choose to drop a contribution off at Spring Valley Village City Hall, please see Susan at the Utilities desk.
4. If returning by mail, please send sponsorship agreement and payment to the address listed below:

Lori Koehn
8705 Lanell Lane
Houston, TX 77055

5. To ensure that all sponsors are included, sponsorship checks must be received by September 1st, 2014.

RAFFLE ITEM DONATION

Company Name: _____

Address: _____

Contact Name: _____

Phone Number: _____

Email Address: _____

Item Donated: _____

Value of Donation: _____

Donation Details:

1. If sending by mail, please send to the address listed below:

Lori Koehn
8705 Lanell Lane
Houston, TX 77055

2. To have a donation item picked up, please send request to:

Lori Koehn
Email: Koehn981@gmail.com
Mobile: 713-851-7832

3. All donations should be received by October 1st, 2014.

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

MEETING DATE: May 21, 2018

TOPIC: Discussion and Direction Concerning Annual Snow Day Event in December.

BACKGROUND: Since 2011, the Board has hosted Snow Day in the Park every year in December. In order to hold December 8, 2018 as a tentative date for this year's Snow Day Event, staff obtained a quote from Ice Express for 40,000 lbs.

As we begin to prepare for this year's Snow Day, staff requests direction from the Board concerning the date for this year's event, information related to sponsorships for past Snow Day events, and any specific activities that the Board would like changed, added, or removed.

RECOMMENDATION: None

ATTACHMENTS: • Quote from Ice Express

FUNDING ISSUES:

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FINANCE VERIFICATION OF FUNDING:

Michelle Yi

SUBMITTING STAFF MEMBER:
Michelle Yi, City Treasurer

CITY ADMINISTRATOR APPROVAL:

William Roberts

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



ICE EXPRESS

8257 Gulf Freeway
Houston, TX 77017
(713) 941-7733

Estimate

Date	Estimate #
5/9/2018	120818SPRNG

Name / Address
City of Spring Valley 1025 Campbell Road Houston, TX 77055-7407

Ship To
City of Spring Valley 1025 Campbell Road Houston, TX 77055-7407

Project

Description	Qty	Rate	Total
40# Bag Cocktail Ice	1,000	5.20	5,200.00
Transportation Fee	1	500.00	500.00
40,000Lbs of Snow, Saturday, December 8, 2018, 2:30pm			
Service Agreement Required			
No Deposit Required			
Map Attached			
Special Instruction: Must complete and gone no later than 2:45pm			
Contacts: Michelle Yi 832-910-8578 or Julie Robinson 713-438-3003			
Total			\$5,700.00

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

MEETING DATE: May 21, 2018

TOPIC: Update, Discussion and Direction Concerning Possible Yard of the Month Program. (Board Member Goldsmith)

BACKGROUND: On April 16, 2018, Board Member Rachel Goldsmith proposed "Yard of the Month" program to CAB. Following the April Board meeting, Board Member Goldsmith conducted a brief poll through social media to determine the interest level of the community for this possible new program. The poll indicated that there was no interest in the program at this time; therefore, it is recommended that the possible new Yard of the Month program not be pursued at this time.

RECOMMENDATION: Not applicable

ATTACHMENTS: • None

FUNDING ISSUES:

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FINANCE VERIFICATION OF FUNDING:


SUBMITTING STAFF MEMBER:
Michelle Yi, City Treasurer

CITY ADMINISTRATOR APPROVAL:


ACTIONS TAKEN

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