



EST. 1955

SPRING VALLEY

V I L L A G E

Civic Activities Board Meeting

August 20, 2018

7:00 p.m.

James Autenreith, Chairman
Claudia Uffhausen, Vice-Chair
Rachel Goldsmith

Lori Koehn, Treasurer
Donna Donat, Secretary



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, August 20, 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, August 20, 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 May 21, 2018.
- 3. DISCUSSION AND DIRECTION CONCERNING:** Fall Festival Event in October.
- 4. DISCUSSION AND DIRECTION CONCERNING:** Annual Snow Day Event in December.
- 5. BRIEFING AND DISCUSSION CONCERNING:** Status of 2018 Movie Nights.
- 6. ADJOURNMENT**

Posted, this the 16th day of August, 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, MAY 21, 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 Vice-Chair Justiniano-Uffhausen at 7:20 p.m.

Members Present:
Rachel Goldsmith
Lori Koehn
Donna Donat
Deanna Mauritzen

Members Absent:
James Autenreith
Jeffrey Scheldt

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 April 16, 2018.

Board Member Koehn made a motion to accept the minutes, and Board Member Goldsmith seconded the motion. Motion carried 5-0

3. DISCUSSION AND DIRECTION CONCERNING: Fall Festival Event in October.

The Board decided to resume the Fall Festival Event for 2018 and set a date of October 13, 2018 for this event. Board Member Koehn will lead the event, and Staff Liaison Michelle Yi will assist her. The Board also discussed possible games including carnival games and Fall Festival balls, and having face painting. It was the consensus of the Board not to have a pumpkin patch this year. Details will be discussed in the next few meetings.

At this time, Board Member Justiniano-Uffhausen made a motion to take Agenda Item #5 out of order, and Board Member Koehn seconded the motion. Motion Carried 5-0.

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

Board Member Goldsmith updated the Board on the results of a poll she conducted

through social media to determine the interest level of the community for this possible new program. Based on the results of the poll, there is no interest in the program at this time. Therefore, Ms. Goldsmith recommended not pursuing a Yard of the Month Program at this time, and it was the consensus of the Board to accept Ms. Goldsmith's recommendation.

4. DISCUSSION AND DIRECTION CONCERNING: Annual Snow Day Event in December.

The Board decided to resume the Annual Snow Day Event in December and set a date of December 8 for the Event. Additional details concerning the Event will be discussed at future meetings.

6. ADJOURNMENT

Board Member Goldsmith made a motion to adjourn the meeting at 8:16 p.m., and Board Member Koehn 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: August 20, 2018

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

BACKGROUND: During the meeting on May 21, 2018, the Board decided to resume the Fall Festival Event this year in the City Park. The date set for the Festival is October 13, 2018 from 10:00 a.m. until 2:00 p.m.

The final sponsor letter has been drafted, and a copy is included with this agenda item. Board Member Lori Koehn will update the Board on this agenda item during the meeting.

RECOMMENDATION: None

ATTACHMENTS: • Copy of 2018 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:

Jim Kelly

SUBMITTING STAFF MEMBER:

Michelle Yi, City Treasurer

CITY ADMINISTRATOR, APPROVAL:

Shawn Koehn

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



City of Spring Valley Village 27th Annual Fall Festival Sponsorship Request

Dear Friend,

Each year, the residents of the City of Spring Valley Village gather together to celebrate the fall season at the annual Spring Valley Village Fall Festival. This year, the Festival will be better than ever as we recognize 27 years of this incredible community event. More than 1,500 local residents along with their children will celebrate the spirit of the season on October 13, 2018 from 10:00 am until 2:00 pm at the City of Spring Valley Village City Park, 1025 Campbell Road. Participants will enjoy carnival games, bounce houses, tasty treats, visiting sponsor booths for giveaways and much more!

The City of Spring Valley Village sponsors this event each year with help from valued friends and local businesses. We would like to extend an opportunity to you and your company to help support this long-standing community event by joining us as a sponsor. As a sponsor, you and your organization will gain immense exposure to the community it serves. Attached is a list of 2018 Sponsorship Opportunities along with a Sponsorship Agreement.

To ensure that all sponsorship requests are accounted for correctly, please return your Sponsorship Agreement and payment no later than September 14, 2018.

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

Sincerely,

City of Spring Valley Village Fall Festival Planning Committee

Lori Koehn

City of Spring Valley Village
Chair, Fall Festival
Member, Civic Activities Board
Email: Koehn981@gmail.com
Phone: 713-851-7832

Michelle Yi

City of Spring Valley Village
City Treasurer
Email: myi@springvalleytx.com
Phone: 713-465-8308

SPRING VALLEY VILLAGE FALL FESTIVAL SPONSORSHIP DETAILS

STANDARD SPONSOR RECOGNITION

All sponsors that contribute a minimum of \$100 will be listed as a Fall Festival 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.

Platinum 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.

Gold 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.

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

Sponsorship Amount: _____

Booth Requested: Yes No

Booths are available for those sponsors contributing \$250 or more (Gold, Platinum and Title Levels).

Payment Details:

1. Sponsorships may be paid by cash, check or credit card.
2. If paying by check, please make the check payable to City of Spring Valley Village.
3. If paying by credit card, please contact Monica Garcia at the City of Spring Valley Village, (713) 465-8308.
4. If you choose to drop off a Sponsorship Agreement at Spring Valley Village City Hall, please see Monica Garcia at the Utilities window.
5. If returning by mail, please send sponsorship agreement and payment to:
Lori Koehn
8705 Lanell Lane
Houston, TX 77055

6. To ensure that all sponsors are included, sponsorship checks must be received by September 14, 2018.

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

MEETING DATE: August 20, 2018

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

BACKGROUND: During the meeting on May 21, 2018, the Board decided to resume the Annual Snow Day Event and set a date of December 8, 2018 for the event. In order to hold December 8, 2018, Staff executed a quote with Ice Express, a copy of which is provided with this agenda item.

As we begin to prepare for this year's Snow Day event, staff requests direction from the Board for any specific activities to be hold during the event.

RECOMMENDATION: None

ATTACHMENTS: • Copy of Executed Quote with Ice Express

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:

Jim Kelly

SUBMITTING STAFF MEMBER:

Michelle Yi, City Treasurer

CITY ADMINISTRATOR APPROVAL:

[Signature]

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

8257 Gulf Freeway
Houston, TX 77017
www.iceexpress.com



713-941-7733
Fax 713-649-3484

SERVICE AGREEMENT

This Service Agreement (“Agreement”) is entered into (date) 06/20/2018, by and between **ICE EXPRESS**, Paul Carpenter, (Authorized Representative), conducting business located at 8257 Gulf Freeway, Houston, Texas 77017 and city of Spring valley, hereinafter referred to as the (“Consumer”) residing or conducting business located at 1025 Campbell Rd, Houston, TX 77055-7407.

FOR AND IN CONSIDERATION OF mutual promises and benefits of the parties, they do hereby agree to the following:

DESCRIPTION OF SERVICES.

ICE EXPRESS agrees to sell bags of ice, finely crushed and blown from a machine to produce what is called, “snow.” The snow defined in the Webster’s Dictionary is “*Snow (sno) n. vapor that forms crystals in cold air and falls to earth in white flakes,*” it is not the same snow created by **ICE EXPRESS**. The snow created by **ICE EXPRESS** is manmade.

ICE EXPRESS offers a free Site Survey; we will meet you at the desired location you plan to hold your event. You are required to provide pertinent details relating to your event at that time and you must also tell our representative(s) in full detail, exactly when, where and how many bags of ice you would like used or how much “snow” you would like blown at your event at that time.

PRODUCT DISCLAIMER. Area, weather and temperature can affect quality.

INFORMATION REGARDING YOUR EVENT:

Date: 12/08/2018 Event start time: 3:00 PM Event End time: 6:00pm

(Enter the time you want the snow blown completed. Typically 15 minutes prior to the start time of your event)

Snow Blown Completion time: 2:30 PM

Name: City of Spring valley

Location address of event: 1025 Campbell Rd

City, State and Zip Code: Houston, TX 77055-7407

Contact Name 1: Michelle Yi Contact Phone Number: 832-910-8578

Contact Name 2: Julie Robinson Contact Phone Number: 713-438-3003

Consumer’s Initials: 

Special Instructions: _____

Please check the box below to indicate the amount of snow you are requesting.

Check One	Bags	Snow Amount	Price Per Pound	Area Size DIMENSIONS	Total Cost	
<input type="checkbox"/>	100	4000 Pounds	19.75 Cents	15' x 15'	\$ 790.00	*Limited Delivery Areas
<input type="checkbox"/>	250	10,000 Pounds	16.0 Cents	24' x 20'	\$ 1,600.00	
<input type="checkbox"/>	375	15,000 Pounds	14.25 Cents	30' x 24'	\$ 2,137.50	
<input type="checkbox"/>	500	20,000 Pounds	13.0 Cents	32' x 30'	\$ 2,600.00	
<input type="checkbox"/>	750	30,000 Pounds	13.0 Cents	45' x 25'	\$ 3,900.00	*\$500.00 Delivery Charge
<input checked="" type="checkbox"/>	1,000	40,000 Pounds	13.0 Cents	60' x 60'	\$ 5,200.00	*\$500.00 Delivery Charge
<input type="checkbox"/>	N/A	40,000 Pounds	Any Snow Amount You want – Speak to an Ice Express Representative for more details			

Thickness of snow is approximately 6 to 12 inches.

(If you choose to count the bags in the truck, you may do so prior to snow blowing).

Please check the box below to indicate the size of snow slide you are requesting. If you check either box above, please complete the Snow Slide Agreement. **This does not GUARANTEE the availability of a snow slide.**

Small Slide (5 Ft.) \$1000.00 Large Slide (8 Ft.) \$1500.00 XL Slide \$2000.00

PAYMENT FOR SERVICES. *ICE EXPRESS* is very time conscious and we want your snow to be at your event on time, however we will **not** be responsible for “time and unforeseen occurrences” such as: (i) traffic delays, (ii) construction detours, (iii) weather conditions, (iv) equipment malfunctions, or (v) any “unforeseen occurrence” that may from time to time create or cause late arrivals. In the event that *ICE EXPRESS* arrives to your event late, **you have the right to cancel the entire order and your deposit will be refunded and mailed to you.** However, should *ICE EXPRESS* arrive late to your event and you **still agree to accept the order, you will be responsible for paying the full price for any and all bags of ice used to blow snow at your event.**

Total payment for services (Include 8.25% tax unless exempt): \$ 5700.00
Amount of deposit made: \$ 0.00
Balance due upon arrival to event: \$ 5700.00

Consumer's Initials: ^{DS}
 MU

- **Deposit:** A minimum one hundred dollar (\$100.00) deposit is required upon signing service agreement unless otherwise noted.
- **Full Payment:** Full payment is due upon arrival to your event and prior to any and all snow blowing. (*See the attached **Payment Schedule***). All prices are subject to sales tax. Sales Tax exemption certificate must be provided when placing the order.
- **Cancellations:** An advanced written cancellation notice must be received two weeks prior to your event or you will lose your deposit. In addition, you will be charged for any equipment or construction provided prior to cancellation. In the event of cancellation due to bad weather, Ice Express will refund all payment(s) previously received.
- **Rescheduling:** There are no guarantees when you reschedule your event due to bad weather or previously scheduled events.
- **Completion and Start Time:** The completion time on your order must be correct, since **ICE EXPRESS cannot** delay the start or completion time, since it could possibly make us late to other previously scheduled events for that day. There may be an additional charge of \$10.00 to the balance due if you make changes to your order after the service agreement has been processed and has to be reprocessed.
- **Equipment Failure:** Should equipment failure occur during your event, you will only be charged for the bags of ice used at your event and a refund will be issued to you for any un-used bags of ice as soon as possible.

HOLD HARMLESS AND INDEMNITY. As the “**Consumer**” you are responsible for paying the full amount agreed upon in this Service Agreement. You agree to assume full responsibility for all bags of ice delivered to your event. You hereby agree to release **ICE EXPRESS**, it’s agents, servants, and employees from any liability to anyone who may be injured or damaged in any way as a direct or indirect result of contact with the product delivered by **ICE EXPRESS** during and after your event. Further, you also agree to defend and hold **ICE EXPRESS**, it’s agents, servants and employees harmless from any claim(s) made during or after your event either directly or indirectly as a result of the use of the **ICE EXPRESS** products(s), except claims resulting from the negligence or willful misconduct of **ICE EXPRESS**.

ENTIRE AGREEMENT. This Service Agreement contains the entire agreement of the parties and there are no other promises or conditions in any other agreement whether oral or written. This Agreement supersedes any prior written or oral agreements between the parties.

Consumer’s Initials: 

SEVERABILITY. If any provision of this Service Agreement shall be held to be invalid or unenforceable for any reason, the remaining provisions will continue to be valid and enforceable. If a court finds that any provision of this Agreement is invalid or unenforceable, but that by limiting such provision it would become valid and enforceable, then such provision will be deemed to be written, construed, and enforced as so limited.

AMENDMENT. This Service Agreement may be modified or amended in writing, if the writing is signed by the party obligated under the amendment.

GOVERNING LAW. If any conflict shall arise between the parties, the law shall be interpreted according to the laws of the state of Texas.

In any action between the parties, the prevailing party shall be entitled to attorneys' fees and costs.

You have the right to refuse your order and receive a refund of your deposit if the representative of **ICE EXPRESS** arrives to your event late, however, **if you accept the order even after the representative of ICE EXPRESS arrives late, you will be responsible for the full balance due upon arrival.** You also have the right to count the bags of ice before snow blowing. You have the right to direct the blowing (***within reason and safety***) and you have the right to Alternative Dispute Resolution held by the Better Business Bureau of Greater Houston.

By signing below, you acknowledge that you have read and understand the provisions made in this Service Agreement.

DocuSigned by:
Michelle Yi
80102C913E55447

**SIGNATURE OF PERSON RESPONSIBLE
FOR PAYMENT "CONSUMER"**

07/24/2018

DATE

Michelle Yi

**PRINTED NAME OF PERSON RESPONSIBLE
FOR PAYMENT "CONSUMER"**

07/24/2018

DATE

DocuSigned by:
Paul Carpenter
06669CE930F446B

**SIGNATURE OF AUTHORIZED REPRESENTATIVE
"ICE EXPRESS"**

07/25/2018

DATE

PAYMENT SCHEDULE

Name: City of Spring valley Date of Event: 12/08/2018

The balance of \$ 5700 is due upon **ICE EXPRESS'** arrival to your event.
The acceptable methods of payment are as follows: **(Cash, Check or Credit Card).**

Cash/Check – Payment Received:

Amount received:\$ _____ Date received: ____/____/____

Check Number _____ Texas Driver's License: _____

Print Name: _____ Signature: _____

Address: _____ City: _____ State: _____ Zip: _____

Credit Card Payment Received:

Please Note: There will be a 2% convenience fee per credit card transaction.

Amount received: \$ _____ Date of Transaction: ____/____/____

Credit Card Type Master Card Visa American Express Discover

Credit Card Holder Name: _____

Credit Card Number: _____ Expiration Date: _____

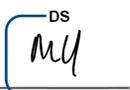
Address where Credit Card bill is sent: _____

City / State / Zip Code: _____

Telephone Number: _____ CVV _____

Card Members Signature:  _____ Date: _____
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Would you like to use this card to pay the balance? _____ Yes _____ No

Consumer's Initials: 

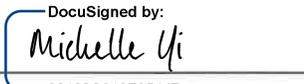
SNOW SLIDE AGREEMENT

- 1) DO NOT face the slide toward a hazardous situation such as drop offs, trees, streets or oncoming traffic without adequate safety barriers in place (fencing, hay bales, etc.)
- 2) CUSTOMER MUST PROVIDE a minimum of 4 competent people to operate snow slide:
 - a) ONE PERSON ALWAYS at the top of the slide to assist slider with a disc or tube and to guide slider down the slide.
 - b) TWO PEOPLE at the bottom of slide to catch slider.
 - c) ONCE PERSON to return discs or tubes to top of slide.
 - (a) (ROTATE JOBS THRU EVENT)
- 3) CUSTOMER MUST determine age and size of slider to be safe to slide. Smaller children can slide with a safety conscious adult.
- 4) SLIDER MUST WEAR SHOES.
- 5) SLIDER MUST slide down straight and with both hands on sliding device.
- 6) SAFETY is Ice Express' main goal. If a problem is noticed that we have not foreseen, PLEASE adjust to the circumstances or discontinue use of slide.
- 7) AT THE END OF EVENT SLIDE MUST BE LOCKED UP WITH A CHAIN GUARD. (Ice Express will provide chain guard.)

YOU AGREE to hold Ice Express, it's agents, servants and employees harmless from any claim(s) made during your event either directly or indirectly as a result of the use of Ice Express product(s), except claims resulting in the negligence or willful misconduct of Ice Express.

Customer or Representative

Date 07/24/2018

Signature 

Printed Name Michelle Yi

Organization City of Spring Valley

Ice Express slide rental is priced at \$1,000.00 and up.

Our slides are constructed from quality metal and vary in height from 5 feet to 8 feet. Ice Express is ALWAYS CONCERNED with SAFETY, if you notice a problem tell us. The 'Snow Slide Agreement' and 'Hold Harmless' agreement must be signed before slide use.

Consumer's Initials: 

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

MEETING DATE: August 20, 2018

TOPIC: Briefing and Discussion Concerning Status of 2018 Movie Nights

BACKGROUND: Board Member Claudia Justiniano Uffhausen will provide an update for the Board on how the 2018 Movie Nights are going.

RECOMMENDATION: Not Applicable.

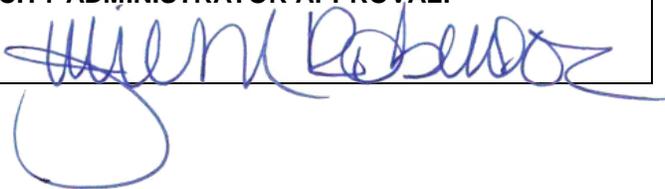
ATTACHMENTS: • 2018 Movie Night Schedule

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

Spring Valley Village
2018 Movie Night Schedule

Date	Movie Title
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