



EST. 1955

**SPRING VALLEY**

V I L L A G E

**Civic Activities Board Meeting**

**September 17, 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, September 17, 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, September 17, 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 on August 20, 2018.
- 3. BRIEFING AND DISCUSSION CONCERNING:** Fall Festival Event in October.
- 4. BRIEFING AND DISCUSSION CONCERNING:** Annual Snow Day Event in December.
- 5. DISCUSSION AND DIRECTION CONCERNING:** Annual Winter Lights Contest.
- 6. ADJOURNMENT**

Posted, this the 13<sup>th</sup> day of September, 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](mailto:secretary@springvalleytx.com) for further information.

# Minutes

**MINUTES OF THE CIVIC ACTIVITIES BOARD MEETING  
CITY OF SPRING VALLEY VILLAGE, TEXAS  
MONDAY, AUGUST 20, 2018 AT 7:00 P.M.  
IN THE COUNCIL CHAMBERS OF CITY HALL  
1025 CAMPBELL ROAD, HOUSTON, TEXAS**

**1. CALL THE ROLL AND CERTIFICATION OF A QUORUM**

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

Members Present:

Rachel Goldsmith

Lori Koehn

Donna Donat

Claudia Justiniano-Uffhausen (at 7:35p.m.)

Members Absent:

James Autenreith

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 May 21, 2018.

Board Member Donat made a motion to approve the minutes, and Board Member Goldsmith seconded the motion. Motion carried 3-0

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

Board Member Koehn updated the Board on the status of preparations for the Fall Festival Event. The final sponsorship letter is ready to send out to businesses who sponsored in the past for their sponsors and any new business within the City and villages. Board Member Koehn will email the sponsorship letter and coordinate vendors such as rental of tables, chairs, moon walk and etc. For purposes of marketing and promotion, the Board will be targeting attendees for Spring Valley residents and other Village residents only and therefore the Festival will not be promoted on social media. The Board also decided not to charge for food for attendees. A postcard will be mailed to all city residents once the sponsorship deadline has passed. Additional details will be discussed during the September Board meeting.

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

Staff Liaison Michelle Yi updated the Board on the status of the preparations for the Snow Day Event. The service agreement with vendor Ice Express for snow has been executed. The Board also discussed having a couple of food trucks to provide food for purchase by attendees. Games and holiday crafts will be available. Additional details concerning the Event will be discussed at future meetings.

**5. BRIEFING AND DISCUSSION CONCERNING:** Status of 2018 Movie Nights.

Board Member Justiniano-Uffhausen updated the Board on the status of the 2018 Movie Nights. The movie season has three nights left, and a fun movie night in August was held at the Dad's Club, and the City provided snow cones for the attendees. Board Member Justiniano-Uffhausen also advised

that Movie Nights could possibly provide an opportunity for residents' children to set up a lemonade stand or any other fund raising activity.

**6. ADJOURNMENT**

Board Member Koen made a motion to adjourn the meeting at 8:24 p.m., and Board Member Donat 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:** September 17, 2018

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

**BACKGROUND:** During the August 20, 2018 meeting, the Board discussed the activities, sponsorships and promotion methods for the Fall Festival Event. Board Member Lori Koehn will update the Board the status of this event during the meeting.

**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:**

*Michelle Yi*

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

**CITY ADMINISTRATOR APPROVAL:**

*William Roberto*

<b>ACTIONS TAKEN</b>		
<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:** September 17, 2018

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

**BACKGROUND:** During the meeting on August 20, 2018, the Board discussed possible activities and food vendors. Staff requests additional direction from the Board to finalize activities and food vendors for the event.

**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:**  
*Jim Kelly*

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

**CITY ADMINISTRATOR APPROVAL:**  
*[Signature]*

**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:** September 17, 2018

**TOPIC:** Discussion and Direction Concerning Annual Winter Lights Contest

**BACKGROUND:** This year will be the 4<sup>th</sup> year of the Winter Lights Contest. Board Member Donna Donat will discuss this Contest with the Board during the meeting.

**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:**  
*Jim Kelly*

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

**CITY ADMINISTRATOR APPROVAL:**  
*William Roberts*

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