



EST. 1955

SPRING VALLEY

V I L L A G E

Civic Activities Board Meeting

October 15, 2018

7:00 p.m.

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

Lori Koehn, Treasurer
Donna Donat, Secretary



AGENDA

Civic Activities Board Meeting
City of Spring Valley Village City Hall
Council Chambers, 1025 Campbell Road,
Houston, Texas 77055
Monday, October 15, 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, October 15, 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 September 17, 2018.
3. **UPDATE, DISCUSSION, AND POSSIBLE DIRECTION CONCERNING:** 2018 Fall Festival.
4. **DISCUSSION AND POSSIBLE DIRECTION CONCERNING:** Annual Snow Day Event in December.
5. **DISCUSSION AND POSSIBLE DIRECTION CONCERNING:** Annual Winter Lights Contest.
6. **CONSIDERATION AND POSSIBLE ACTION CONCERNING:** Meeting Dates for November and December.
7. **ADJOURNMENT**

Posted, this the 11th day of October, 2018 at 9:30 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, SEPTEMBER 17, 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 Chairman Autenreith at 7:04 p.m.

Members Present:

James Autenreith

Rachel Goldsmith

Lori Koehn

Donna Donat

Members Absent:

Claudia Justiniano-Uffhausen

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 on August 20, 2018.

Board Member Donat made a motion to approve the minutes, and Board Member Goldsmith seconded the motion. Motion carried 4-0.

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

Board Member Koehn updated the Board on the status of preparations for the Fall Festival Event 14 businesses have submitted their sponsorships, with three being confirmed as title sponsors. Food trucks, DJ, face painting, tables and chairs have been reserved, and volunteers have been requested from MMOP, Boys Scout & Girls Scout. Grace Community Church will cook the lunch and allow attendees to use their parking lot as in the past. Staff Liaison Michelle Yi will reserve an Ambulance and Fire Truck with Village Fire Department and check with Spring Branch Presbyterian Church for their parking lot. The Board discussed publicity for the Festival and directed that a "Save the Date" be posted on the City's social media sites.

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

The Board indicated that they would like to have a couple of food trucks during the event.

Ms. Yi will check possible food truck vendors.

5. DISCUSSION AND DIRECTION CONCERNING: Annual Winter Lights Contest.

The Board discussed the possibility of having a Fire Truck Parade in addition to the Winter Lights Contest, and requested that Ms. Yi check with Village Fire Department and Police Department to determine the feasibility for this year.

6. ADJOURNMENT

Board Member Koehn made a motion to adjourn the meeting at 8:20 p.m., and Board Member Goldsmith 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: October 15, 2018

TOPIC: Update, Discussion and Possible Direction Concerning 2018 Fall Festival.

BACKGROUND: Board Member Lori Koehn will update the Board on how the 2018 Festival went and obtain feedback from the Board concerning changes for next year's 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:

Michelle Yi

SUBMITTING STAFF MEMBER:
Michelle Yi, City Treasurer

CITY ADMINISTRATOR APPROVAL:

William Robison

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

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

MEETING DATE: October 15, 2018

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

BACKGROUND: During the August 20, 2018 and September 17, 2018 meetings, the Board discussed possible activities and food vendors. Staff Liaison Michelle Yi and Board Member Uffhausen will update the Board on the status of the event.

RECOMMENDATION: None

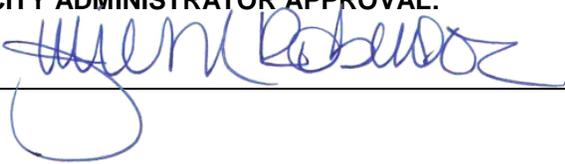
ATTACHMENTS: • None

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# _____
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 - \$_____ 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

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

MEETING DATE: October 15, 2018

TOPIC: Discussion and Direction Concerning Annual Winter Lights Contest

BACKGROUND: This year will be the 4th year of the Winter Lights Contest. Board Member Donna Donat will update the Board concerning the status of this event.

RECOMMENDATION: None

ATTACHMENTS: • None

FUNDING ISSUES:

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 - \$_____ 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

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

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

MEETING DATE: October 15, 2018

TOPIC: Discussion and Possible Action Concerning Changing The Dates of the Civic Activity Board Meetings for November and December

BACKGROUND: Board meetings are normally held on the 3rd Monday of every month. Based on the regular meeting schedule, the dates for the November and December meetings are November 19, 2018 and December 17, 2018. The current date for the November Board meeting is a week of Thanksgiving. The current date for the December Board meeting is a week before Christmas.

Both the City Council and the Planning & Zoning Commission have changed their November and December meeting dates to work around the holidays. Consequently, it would be beneficial for the Board to discuss whether it would like to move its November and December Board meeting dates. The Board may choose not to change the dates, select alternate dates, or cancel either or both meetings.

In order to work around the new dates for the City Council and Planning & Zoning Commission meeting dates, possible alternate dates include:

November 14	December 3
November 15	December 4
November 26	December 12
November 27	December 18

RECOMMENDATION: Staff requests direction from the Board as to how it wishes to handle the November and December Board meetings.

ATTACHMENTS: • None

FUNDING ISSUES:

- Not applicable – no dollars are being spent or received.
- Full amount already budgeted in Acct/Project# _____
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 - \$ _____ 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:

Quikelly

SUBMITTING STAFF MEMBER:
Michelle Yi, City Treasurer

CITY ADMINISTRATOR APPROVAL:
Therese Roberto

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