

Jay Beasley
Paul Bunch
PJ Laxmidas
Michael Pokorski



Elijio Serrano
Mark Uffhausen
Jocelyn Vincent

Notice is Hereby Given of a Regular Meeting of the Parks and Greenspace Board of Spring Valley Village, Texas, 1025 Campbell Road, Spring Valley Village, Texas, in the Council Chambers, June 17, 2025, beginning at 6:00 PM. For the Purpose of Considering and Acting upon the Following Items of Business:

The meeting agenda and agenda packet are posted online at www.springvalleytx.com.

The video link to this meeting is <https://us02web.zoom.us/j/81870200168>

The public toll-free dial-in numbers to participate in the telephonic meeting are 1-346-248-7799 (Houston), 1-253-215-8782 (US), and 1-301-715-8592 (US); enter the Meeting ID: 818 7020 0168 and #.

The public will be permitted to offer public comments telephonically as provided by the agenda and as permitted by the presiding officer during the meeting. A recording of the telephonic meeting will be made and will be available to the public in accordance with the Open Meetings Act upon written request.

- 1. CALL THE ROLL AND ANNOUNCE A QUORUM IS PRESENT**
- 2. APPROVAL OF MEETING MINUTES**
 - 2.1 Minutes for Regular Called Meeting on April 15, 2025.
- 3. OLD BUSINESS**
 - 3.1 **DISCUSSION CONCERNING:** Planning of Future City Events and Activities
- 4. NEW BUSINESS**
 - 4.1 **CONSIDERATION AND POSSIBLE ACTION CONCERNING:** Parks Board Rules and Procedures
 - 4.2 **CONSIDERATION AND POSSIBLE ACTION CONCERNING:** A recommendation of a sponsorship policy to City Council for City events
- 5. ADJOURNMENT**

The Parks and Greenspace Board reserves the right to convene in executive session from time to time as deemed necessary during this meeting to discuss any of the matters listed in the agenda.

In compliance with the Americans with Disabilities Act, this facility is wheelchair-accessible and accessible parking spaces are available. To better serve attendees, requests for accommodations or interpretive services should be made 48 hours prior to this meeting. Please contact the City Secretary's office at 713-465-8308 or [by email](#) for further information.

Attest:

Jasmin Torres
City Secretary

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**MINUTES OF THE PARKS AND GREENSPACE BOARD REGULAR MEETING
CITY OF SPRING VALLEY VILLAGE, TEXAS
TUESDAY, APRIL 15, 2025 AT 6:00 PM
IN THE COUNCIL CHAMBERS OF CITY HALL
1025 CAMPBELL ROAD, HOUSTON, TEXAS**

1. CALL THE ROLL AND ANNOUNCE A QUORUM IS PRESENT

With a quorum of the Parks Board Members present, the Regular Meeting of the Spring Valley Village City Parks and Greenspace Board was called to order by Assistant to the City Administrator, Abbey Anderson at 6:00 p.m.

Members Present:

Elijio Serrano, Chairman
Jay Beasley
Paul Bunch
PJ Laxmidas
Michael Pokorski
Mark Uffhausen
Jocelyn Vincent

Members Absent:

None.

2. APPROVAL OF MEETING MINUTES

2.1 Approval of Minutes for Regular Called Parks and Greenspace Board Meeting on February 18, 2025.

Member Bunch made a motion to approve the minutes for the Regular Called Parks and Greenspace Board Meeting on February 18, 2025, and Member Vincent seconded the motion. Motion carried 7-0.

3. OLD BUSINESS

3.1 **DISCUSSION CONCERNING:** Planning of Future City Events and Activities

Chairman Serrano opened the discussion regarding the planning of future City events and activities. After much discussion between all members present, the ideas presented included a City newsletter, the possibility of sponsorship from local businesses, the different platforms used by the City to promote current and future events, and ideas that can be used at currently planned events to enhance engagement, such as QR codes on event signage that includes surveys, information about future events, and the capability to upload photos from attendees during the event. Members Uffhausen and Beasley also suggested additional signs throughout the City and the potential to add signs to surrounding churches and local businesses, and restaurants for added promotion. The discussion then concluded with Member Vincent's suggestion of a tree-lighting event during the holiday season, and to see if that would be a possibility for this year.

4. NEW BUSINESS

4.1 **CONSIDERATION AND POSSIBLE ACTION CONCERNING:** Approval of the

Spring and Summer Master Parks and Greenspace Board Calendar

Member Uffhausen made a motion to approve the Spring and Summer Master Parks and Greenspace Board Calendar, and Member Pokorski seconded the motion. Motion carried 7-0.

5. ADJOURNMENT

Member Beasley motioned to adjourn the meeting at 6:55 p.m., and Member Laxmidas seconded the motion. Motion carried 7-0.

Signed:

Attest:

Elijio Serrano, Chairman

Jasmin Torres, City Secretary



Spring Valley Village Parks and Greenspace Board Agenda Item Data Sheet

MEETING DATE:	June 17, 2025
SUBMITTING STAFF:	Abbey Anderson, Assistant to the City Administrator
SUBJECT:	DISCUSSION CONCERNING: Planning of Future City Events and Activities

BACKGROUND:	<p>Over the past several years, the City has hosted a variety of community events. While some events have been well-received, turnout and engagement could be improved. The Parks and Greenspace Board will play a vital role in shaping these events by providing insight into what residents would like to see and ensuring that the City's efforts align with community interests.</p> <p>To help guide future planning, we would like to discuss the following:</p> <ol style="list-style-type: none"> 1. Music in the Park 2. Holiday Tree Lighting 3. Movie Night 4. Additional Park Events/Ideas 5. Fall Event Calendar
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ATTACHMENTS:	None
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FUNDING:					
Amount Available	Account No.	Additional Appropriation Required	Project No.	Amount Budgeted	Account Description

RECOMMENDATION:	None.
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Spring Valley Village Parks and Greenspace Board Agenda Item Data Sheet

MEETING DATE:	June 17, 2025
SUBMITTING STAFF:	Abbey Anderson, Assistant to the City Administrator
SUBJECT:	CONSIDERATION AND POSSIBLE ACTION CONCERNING: Parks Board Rules and Procedures

BACKGROUND:	To help support productive meetings and consistent decision-making, staff have prepared a draft set of Rules and Procedures for the Parks Board. These guidelines are intended to provide structure, clarify expectations, and ensure all board members operate under the same standards. The draft is being presented for review and feedback, with the goal of adopting a framework that promotes order, fairness, and efficiency in board activities.
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ATTACHMENTS:	Rules & Procedures Parks Board Draft
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FUNDING:					
Amount Available	Account No.	Additional Appropriation Required	Project No.	Amount Budgeted	Account Description

RECOMMENDATION:	Staff recommends that the Parks Board approve the Rules and Procedures as presented.
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EST. 1955

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**CITY OF SPRING VALLEY VILLAGE PARKS & GREENSPACE BOARD
RULES AND PROCEDURES**

City of Spring Valley Village

Adopted:

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2. PURPOSE

These Rules and Procedures serve as a guide for the operations of the Parks & Greenspace Board (the “Board”), as established under Article 14.100 of the City of Spring Valley Village Code of Ordinances. The Board acts in an advisory capacity to the City Council and City Administrator, supporting the development, maintenance, and enhancement of the City’s parks, greenspaces, beautification efforts, and related programs.

3. GOVERNANCE

All meetings of the Board shall be conducted in full compliance with the Texas Open Meetings Act. These procedures are intended to supplement the rules provided in the City Code and ensure consistency, transparency, and accountability in Board operations.

4. MEETINGS

- a. The Board shall meet on the **third Tuesday of each month at 6:00 p.m.**, as needed.
- b. Meetings may be canceled by the City Secretary if there is no business to conduct.
- c. A quorum, defined as four (4) members, is required to conduct business and take formal action.
- d. Agendas will be prepared by City staff in coordination with the Chair and posted in accordance with State law.

5. CHAIRPERSONS

- a. The Board shall elect a **Chair** from among its members to serve a two-year term.
- b. The Chair shall preside at meetings, act as the primary liaison with City staff, and oversee the general conduct of business.
- c. A **Vice-Chair** may also be elected to serve in the Chair’s absence.

6. MEMBER EXPECTATIONS AND CONDUCT

- a. Board members are expected to attend all scheduled meetings and actively participate in the Board's business.
- b. Members who are absent from **three (3) consecutive meetings** without notice may be subject to removal by the City Council, per City ordinance.
- c. Members are expected to conduct themselves in a respectful, professional manner, collaborate constructively, and represent the City’s interests.
- d. Members serve without compensation and may be removed at the discretion of the City Council, with or without cause.

7. PARTICIPATION IN CITY EVENTS

As active members in the planning and support of City events, Parks & Greenspace Board members are strongly encouraged to attend and participate in City-hosted events whenever possible. Visible Board involvement enhances community engagement, demonstrates leadership, and reflects a shared commitment to the success of City programs.

8. ROLES AND RESPONSIBILITIES

In addition to duties outlined in the City Code (§14.103), the Parks & Greenspace Board shall:

- a. Provide input and recommendations on park-related programs, events, and policies.
- b. Support initiatives related to community beautification, city entrances, and the development of greenspaces.
- c. Review and assist in developing policies or procedures related to sponsorships, volunteerism, or fundraising efforts tied to public parks and events.
- d. Promote citizen involvement and help build community awareness and enthusiasm in public spaces.

9. RECOMMENDATIONS AND REPORTING

- a. The Board shall provide an **annual report** to City Council summarizing activities and offering recommendations to improve City parks, greenspaces, and recreational programs.
- b. All formal recommendations shall be submitted through the City Administrator or designee and documented in the official minutes of the Board.

10. AMENDMENTS

A majority vote of the Board may amend these Rules and Procedures, subject to review and approval by the City Administrator or City Council, as applicable.



Spring Valley Village Parks and Greenspace Board Agenda Item Data Sheet

MEETING DATE: June 17, 2025
SUBMITTING STAFF: Abbey Anderson, Assistant to the City Administrator
SUBJECT: **CONSIDERATION AND POSSIBLE ACTION**
CONCERNING: A recommendation of a sponsorship policy to City Council for City events

BACKGROUND: As the City of Spring Valley Village continues to expand its community programming and public events, staff have begun exploring opportunities to formally engage with local businesses and individuals who may be interested in sponsoring these efforts. To support this, a draft Sponsorship Policy has been prepared for review. The goal is to establish a consistent and transparent process for managing sponsorships and donations associated with City-hosted events. Staff is requesting that the Parks Board review the draft policy, provide feedback, and assist in developing a suggested sponsorship tier structure that can be applied to future events.

ATTACHMENTS: DRAFT SPONSORSHIP POLICY PARKS AND GREENSPACES BOARD

FUNDING:

Amount Available	Account No.	Additional Appropriation Required	Project No.	Amount Budgeted	Account Description
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RECOMMENDATION: Staff recommends that the Sponsorship Policy be presented to the City Council for approval.



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**CITY OF SPRING VALLEY VILLAGE PARKS & GREENSPACE BOARD
SPONSORSHIP POLICY**

City of Spring Valley Village

Adopted:

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1. PURPOSE

The purpose of this policy is to establish a consistent and transparent framework for soliciting, accepting, and managing sponsorships or donations in support of City-sponsored events. This policy ensures that all contributions align with the City's values, uphold public trust, and comply with legal and financial standards, while enhancing the quality and accessibility of community programming.

2. POLICY SCOPE AND APPLICABILITY

This policy applies to all sponsorships or donations intended to support City-hosted events, including, but not limited to, park events, holiday celebrations, and public outreach activities. It is intended to guide City staff, the Parks Board, and potential sponsors in understanding the procedures and standards governing sponsorship relationships.

3. DEFINITION OF SPONSORSHIP

A sponsorship is defined as a voluntary contribution of funds, goods, or services provided by an individual, business, or organization in exchange for limited recognition or acknowledgement by the City. Sponsorships are distinct from grants, advertising agreements, or commercial endorsements and must not convey an authority to influence City operations, policies, or decision-making.

4. ELIGIBILITY AND ACCEPTANCE CRITERIA

To be accepted, sponsorships must meet the following criteria:

- a. Align with the City's mission, values, and commitment to integrity and community engagement.
- b. Comply with all applicable local, state, and federal laws and regulations.
- c. Avoid conflicts of interest or the appearance of impropriety.
- d. Be free of political, religious, obscene, or discriminatory messaging.
- e. Be suitable for a general audience, including families and children.
- f. Not imply endorsement of any product, service, or organization by the City.

All proposed sponsorships will be evaluated by designated City staff and may be referred to the City Council for further review, if needed.

5. SPONSORSHIP TIERS AND RECOGNITION

The City may establish tiered sponsorship levels for each event, with associated benefits designed to recognize sponsor contributions appropriately according to the event's scale and audience. Tier levels, naming, and benefits may vary from event to event based on the nature, size, and goals of the program.

6. SUBMISSION AND APPROVAL PROCESS

All sponsorship applications must be submitted using the City's official Sponsorship Form, including a description of the proposed contribution and any requested recognition.

Upon receipt:

- a. City Staff will review submissions for completeness and compliance with this policy.
- b. Monetary contributions will be processed in accordance with City financial policies and deposited into designated accounts.
- c. In-kind donations will be assigned a fair market value for reporting purposes.
- d. Sponsorships may be approved administratively or escalated to the Parks Board or City Manager for review as appropriate.

7. USE OF CONTRIBUTIONS

Sponsorship funds and in-kind donations must be used solely for the event or program for which they are intended. They may not be redirected to other operational or administrative expenses.

8. PUBLIC DISCLOSURE AND ACCOUNTABILITY

To maintain transparency, sponsorship records, including donor names and contribution amounts, may be subject to public disclosure under the Texas Public Information Act.

9. RIGHT TO DECLINE OR TERMINATE SPONSORSHIPS

The City reserves the right to decline any sponsorship offer that does not meet the standards outlined in the policy or that may negatively impact the City's reputation, operations, or community relationships. Additionally, the City may revoke a previously approved sponsorship if new information arises that conflicts with the event's intent or integrity.