

Jocelyn Vincent, Chair
Jay Beasley
Paul Bunch
PJ Laxmidas



Michael Pokorski, Vice Chair
Barbara Sterbanz
Mark Uffhausen

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, September 15, 2026, 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/83772834478>

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: 837 7283 4478 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. COMMUNITY COMMENTS

Limited to three (3) minutes per person; in accordance with state law, the time may be reduced if there is a high number of speakers or other considerations.

3. OLD BUSINESS

3.1 DISCUSSION CONCERNING: Fall Event Series, including Board member attendance, participation, and assignments.

3.2 DISCUSSION CONCERNING: The 2nd Annual Holiday Tree Lighting, including event planning, sponsorships and Board member sponsor outreach, Board member attendance and participation expectations, individual roles and assignments, event operations, setup, and cleanup.

4. NEW BUSINESS

4.1 DISCUSSION CONCERNING: Parks & Greenspace Board rules and procedures, including Board member roles, responsibilities, meeting procedures, and expectations.

4.2 **DISCUSSION CONCERNING:** Texas Open Meetings Act and requirements applicable to the Parks & Greenspace Board members, presented by the City Secretary.

4.3 **DISCUSSION CONCERNING:** Planning for the 2027 Snow Day event.

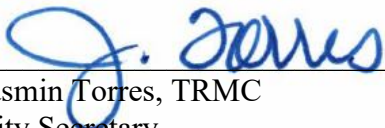
4.4 **DISCUSSION CONCERNING:** The 2027 Spring Event Series schedule, including potential event dates and scheduling conflicts with school and community events.

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, TRMC
City Secretary



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, Fax 713-461-7969, or [Email Jasmin Torres](#) for further information.



Spring Valley Village Parks and Greenspace Board Agenda Item Data Sheet

MEETING DATE: September 15, 2026
SUBMITTING STAFF: Abbey Anderson, Assistant to the City Administrator

SUBJECT:

DISCUSSION CONCERNING: Fall Event Series, including Board member attendance, participation, and assignments.

BACKGROUND:

The Fall Event Series dates and event details have been finalized. Staff will hand out a sign-up sheet for Board members to indicate which events they will attend and assist with. The Board will also review responsibilities for the day of the event.

The purpose of this discussion is to coordinate Board participation for scheduled events. Event dates, entertainment, and other previously finalized event details are not being reconsidered.

Remaining events:

October 2: Matt Powers Band (Music)

October 16: Hotel Transylvania (Movie)

November 6: The Reverb Cartel (Music)

November 20: The Grinch (Movie)

ATTACHMENTS:

Fall 2026 Event Series Flyer

FUNDING:

Amount Available	Account No.	Additional Appropriation Required	Project No.	Amount Budgeted	Account Description
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RECOMMENDATION:

None.



FALL Event Series

MUSIC. MOVIES. COMMUNITY

SEPT
11



MUSIC IN THE PARK | 7:00 PM

COURTNEY PATTON

Folk/Country Artist

OCT
2



MUSIC IN THE PARK | 7:00 PM

THE MATT POWERS BAND

Variety Cover Band

OCT
16



MOVIE NIGHT | @ DARK

HOTEL TRANSYLVANIA

NOV
6



MUSIC IN THE PARK | 7:00 PM

THE REVERB CARTEL

Classic Rock Favorites

NOV
20



MOVIE NIGHT | @ DARK

THE GRINCH



Spring Valley Village Parks and Greenspace Board Agenda Item Data Sheet

MEETING DATE: September 15, 2026
SUBMITTING STAFF: Abbey Anderson, Assistant to the City Administrator

SUBJECT:

DISCUSSION CONCERNING: The 2nd Annual Holiday Tree Lighting, including event planning, sponsorships and Board member sponsor outreach, Board member attendance and participation expectations, individual roles and assignments, event operations, setup, and cleanup.

BACKGROUND:

The Board will continue planning and coordinating the event, including sponsorship efforts, responsibilities as a Board member, and day-of logistics.

Staff and the Board will discuss expectations for Board member participation, including attendance, assigned roles, setup, assistance throughout the event, and cleanup. Individual event roles and responsibilities will be reviewed and assigned as planning continues.

The Board will also review sponsorship efforts and expectations for Board members to assist with sponsor outreach. Members should be prepared to provide updates on businesses contacted and discuss additional potential sponsors.

ATTACHMENTS:

2nd Annual Holiday Tree Lighting Flyer, Sponsor Letter

FUNDING:

Amount Available	Account No.	Additional Appropriation Required	Project No.	Amount Budgeted	Account Description
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RECOMMENDATION:

None.

2ND ANNUAL

HOLIDAY TREE LIGHTING

JOIN US AS WE LIGHT UP THE SEASON!



SANTA



MUSIC/DJ



HOT CHOCOLATE



ACTIVITIES FOR KIDS



TREE LIGHTING

DECEMBER 1, 2026

6:00 PM - 8:00 PM

SPRING VALLEY VILLAGE CITY PARK



THE CITY OF SPRING VALLEY VILLAGE
&
THE PARKS & GREENSPACE BOARD

INTERESTED IN SPONSORING OR
HOSTING A BOOTH?

Contact Us!

✉ AANDERSON@SPRINGVALLEYTX.COM

☎ 832-910-8577



EST. 1955

SPRING VALLEY VILLAGE

Dear Community Partner,

We're excited to share that the City of Spring Valley Village and the Parks and Greenspace Board is hosting our **2nd Annual Holiday Tree Lighting** on **Tuesday, December 1st from 6-8 PM** at Spring Valley Village City Park. This festive community event will include special appearances, a coloring contest, family-friendly activities, and, of course, the lighting of the City's holiday tree.

We are reaching out to invite you to be a sponsor of this special event. Sponsorships help support the cost of decorations, lighting, and activities that make the evening memorable for community members of all ages. As a sponsor, your business will be recognized based on your sponsored activity.

We are offering the following sponsorship levels:

\$2,000 – Tree Sponsor

Help us make the City's holiday tree even bigger and brighter with the addition of a new layer to the tree.

\$1,000 – Santa Sponsor

Santa Appearance & Holiday Photo Area

\$300 – Presenting Sponsor

\$200 – Gold Sponsor

\$100 – Community Sponsor

All sponsors will have the opportunity to host a booth at the event at no additional cost. Sponsors who choose to participate will provide a family-friendly activity for attendees and may display business signage and promotional materials within their booth area. Sponsors are responsible for providing their own table, chairs, tent, and activity supplies.

Your support would go a long way in helping us create a memorable evening for families in our community, and we would love to include your name as part of the celebration.

Please see the attached form for more details. If you have any questions or would like to confirm your sponsorship, contact the Assistant to the City Administrator, Abbey Anderson, at **713-465-8308** or **aanderson@springvalleytx.com**.

Thank you for supporting the City of Spring Valley Village and helping bring joy to the community this holiday season.

Best wishes,

Abbey Anderson

Holiday Tree Lighting Sponsorship Commitment Form

Business/Organization Name: _____

Contact Person: _____

Email: _____ **Phone Number:** _____

Mailing Address: _____

Please select your preferred sponsorship level:

SPONSORSHIP BENEFITS	☐ \$2,000 Holiday Tree Sponsor	☐ \$1,000 Santa Sponsor	☐ \$500 Holiday Sponsor	☐ \$300 Gold Sponsor	☐ \$100 Community Sponsor
Recognized as the 2026 Holiday Tree Sponsor on event promotional materials (print, digital & social)	✓				
Prominent logo recognition near the City's holiday tree (exclusive benefit)	✓				
Logo displayed at Santa/photo area & logo included on photo booth photos (exclusive benefit)		✓			
Logo displayed on event sponsor signage	✓	✓	✓	✓	
Logo on City event webpage	✓	✓	✓		
Recognition during event announcements	✓	✓	✓	✓	
Recognition in a post-event social media thank-you	✓	✓	✓	✓	✓
Opportunity to host a booth at the event (no additional cost)	✓	✓	✓	✓	✓

Would you like to host a booth at the event?

☐ Yes ☐ No

If yes, please describe your planned activity:

Logo Submission:

Please email a high-resolution logo (PNG or JPEG) to aanderson@springvalleytx.com

Payment Instructions:

Sponsorships may be paid by cash, check, or credit card. Please make checks payable to City of Spring Valley Village with "2026 Tree Lighting Sponsor" in the memo.

Mail to: 1025 Campbell Rd. Houston, TX 77055

Attn: Holiday Tree Lighting Sponsor

If paying by credit card, please contact the City of Spring Valley Village at 713-465-8308

Questions? Contact Abbey Anderson at 713-465-8308 or aanderson@springvalleytx.com





Spring Valley Village Parks and Greenspace Board Agenda Item Data Sheet

MEETING DATE: September 15, 2026
SUBMITTING STAFF: Abbey Anderson, Assistant to the City Administrator

SUBJECT:

DISCUSSION CONCERNING: Parks & Greenspace Board rules and procedures, including Board member roles, responsibilities, meeting procedures, and expectations.

BACKGROUND:

Staff and the Board will review the Parks & Greenspace Board Rules and Procedures and discuss expectations for Board service. The discussion will go over the Board's role and responsibilities, meeting procedures, member participation, event involvement, and the distinction between the Board's advisory role and City staff responsibilities.

This discussion also sets clearer expectations for how meetings will be conducted, including keeping the discussion focused on the agenda items.

ATTACHMENTS:

Rules & Procedures Parks Board

FUNDING:

Amount Available	Account No.	Additional Appropriation Required	Project No.	Amount Budgeted	Account Description
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RECOMMENDATION:

None.



EST. 1955

SPRING VALLEY
V I L L A G E

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

City of Spring Valley Village

Adopted: June 2025

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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** during the month of September 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: September 15, 2026
SUBMITTING STAFF: Abbey Anderson, Assistant to the City Administrator

SUBJECT:

DISCUSSION CONCERNING: Texas Open Meetings Act and requirements applicable to the Parks & Greenspace Board members, presented by the City Secretary.

BACKGROUND:

The City Secretary will provide the Board with a brief review of the Texas Open Meetings Act and its application to Parks & Greenspace Board members.

ATTACHMENTS:

None

FUNDING:

Amount Available	Account No.	Additional Appropriation Required	Project No.	Amount Budgeted	Account Description
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RECOMMENDATION:

None.



Spring Valley Village Parks and Greenspace Board Agenda Item Data Sheet

MEETING DATE: September 15, 2026
SUBMITTING STAFF: Abbey Anderson, Assistant to the City Administrator

SUBJECT:

DISCUSSION CONCERNING: Planning for the 2027 Snow Day event.

BACKGROUND:

The Board will begin discussions for the 2027 Snow Day event. Discussion should include proposed event date, general event format, activities, Board participation, and other planning considerations.

ATTACHMENTS:

None

FUNDING:

Amount Available	Account No.	Additional Appropriation Required	Project No.	Amount Budgeted	Account Description
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RECOMMENDATION:

None.



Spring Valley Village Parks and Greenspace Board Agenda Item Data Sheet

MEETING DATE: September 15, 2026
SUBMITTING STAFF: Abbey Anderson, Assistant to the City Administrator

SUBJECT:

DISCUSSION CONCERNING: The 2027 Spring Event Series schedule, including potential event dates and scheduling conflicts with school and community events.

BACKGROUND:

The Board will begin reviewing potential dates for the 2027 Spring Event Series. The goal of this discussion is to identify preferred dates for the spring events so staff can begin the next stages of planning and securing entertainment.

ATTACHMENTS:

None

FUNDING:

Amount Available	Account No.	Additional Appropriation Required	Project No.	Amount Budgeted	Account Description
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RECOMMENDATION:

None.