



City of Colleyville

Colleyville Center Advisory Committee Agenda

City Hall
100 Main Street
Colleyville, Texas 76034
817. 503.1000
www.colleyville.com

Monday, February 13, 2023
5:30 p.m.

Colleyville Center
5301 Riverwalk Drive

1. CALL TO ORDER

2. APPROVAL OF MINUTES

November 21, 2022

3. REGULAR AGENDA ITEMS

3a Fiscal Year 2023 Update

3b Update on 25th Anniversary Recognition

3c Discussion of Items for Future Agendas

4. ADJOURNMENT

I hereby certify this agenda was posted on City Hall bulletin boards February 10, 2023 by 5:00 p.m.

Leslie Hill
Colleyville Center Manager

A quorum of the Colleyville City Council and/or any other Colleyville Board, Commission, or Committee may be in attendance at this meeting.

Any matter on this agenda may, at the discretion of the governing body, be opened for public comment and discussion.

If you plan to attend this public meeting and have a disability that requires special accommodations, please advise the Colleyville Center Administrative Assistant at least 48 hours in advance at 817.503.1330, and reasonable accommodations will be made to assist you.



City of Colleyville

Colleyville Center Advisory Committee Minutes

City Hall
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Monday, November 21, 2022
5:30 p.m.

Colleyville Center
5301 Riverwalk Drive

PRESENT: Jeremy Tallo, Chair; Fred Mills, Vice-Chair; Lee Koch; Judith Goodwin, Alex Thomas, Darla Dennison; Louis Miller; Leslie Hill, Colleyville Center Manager; Kristi Isbell, Colleyville Center Sales & Event Specialist; and Scotty Richardson, Place 7 Colleyville Planning & Zoning Commission

ABSENT: Paul Vigiletti, Athena Wiginton, Julie George

1. **CALL TO ORDER**

The meeting was called to order by Chair Jeremy Tallo at 5:32 p.m.

2. **APPROVAL OF MINUTES**

Lee Koch motioned for approval of the August 15, 2022 minutes. Louis Miller seconded the motion. The motion was approved with no dissension.

3. **REGULAR AGENDA ITEMS**

3a Fiscal Year 2022 Update

Staff presented information on the Center's performance for the 4th quarter of FY22, which included almost 2500 guests in attendance at 62 events. Staff provided a summary of FY22, which included over 18,000 guests attending 409 events and a cost recovery of 91%. Jeremy Tallo asked if utilization had returned to pre-pandemic numbers. Staff stated that social and non-profit events have returned (business segment has been slower). Staff stated that event numbers are comparable to pre-pandemic in part because Recreation Department classes have moved to the Center during their building closure.

3b Fiscal Year 2023 Update

Staff explained that Pablo Reyes-Lara, Colleyville Center Operations Staff, was awarded the City of Colleyville's Employee of the Year. Staff stated that, beginning with FY23, Becky Alexander has moved from Labor Pool to Full Time employee and that Kristi Isbell has enrolled in a graduate program that focuses on public administration and hospitality management. Staff updated, further, that the Center has hosted 75 events over the first 6 weeks of new fiscal year.

Regarding fees, Staff reminded Committee that weekend rates officially increased beginning with FY23, including the non-profit discount. Alex Thomas asked if there had been "push back" on the price increase. Staff

stated that negative feedback has not been received, inquiries have been plentiful, and bookings are on pace for the season. Staff stated that the City has offered in-kind donations, for venue rental at the Colleyville Center, to five local non-profits including Colleyville Lions Club, Colleyville Rotary Club, Colleyville Woman's Club, Colleyville Garden Club, and the Colleyville Executive Organization. Staff explained that the in-kind donation amount would affect the Center's revenue.

3c Colleyville Center's 25th Anniversary

Staff explained that the Colleyville Center will celebrate 25 years in 2023 and requested feedback on hosting a small event. Staff suggested the City's A/V team could produce a professional video that could include interviews with community planners, photos of events throughout the years, photos of venue updates. Discussion ensued regarding other elements that could be included such as catering, live music, and local vendors related to event planning.

3d Discussion of Items for Future Agendas

Staff explained that future (Capital Improvement Plan) budget discussions will need to include consideration of full window replacements on the east wall of Grand Hall and replacement HVAC units (as two of the seven are expected to need replacing.)

Staff provided additional dates for Colleyville Center Advisory Committee meetings: February 13, May 15, August 21, and November 13, 2023.

4. ADJOURNMENT

Jeremy Tallo motioned to adjourn the meeting. Lee Koch seconded the motion. The motion was approved with no dissension. The meeting was adjourned at 6:05 p.m.



City of Colleyville Colleyville Center Advisory Committee Agenda Briefing

City Hall
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Agenda Number 3a	Agenda Date 2/13/2023	Number
Type Regular Agenda Items		
Department Colleyville Center		
Title		
Fiscal Year 2023 Update		

Explanation

Staff will provide an operations and performance update on FY2023.

Attachments



City of Colleyville Colleyville Center Advisory Committee Agenda Briefing

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Agenda Number	Agenda Date	Number
3b	2/13/2023	
Type Regular Agenda Items		
Department Colleyville Center		
Title		
Update on 25th Anniversary Recognition		

Explanation

Staff will provide update, and solicit feedback, on recognition of the Colleyville Center's 25th Anniversary.

Attachments



City of Colleyville Colleyville Center Advisory Committee Agenda Briefing

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Agenda Number	Agenda Date	Number
3c	2/13/2023	
Type Regular Agenda Items		
Department Colleyville Center		
Title		
Discussion of Items for Future Agendas		

Explanation

This item allows for discussion of items for future agendas and to advise of upcoming meeting dates: May 8, 2023, August 21, 2023, and November 13, 2023.

Attachments