



City of Colleyville

Colleyville Events Steering Committee Agenda

City Hall
100 Main Street
Colleyville, Texas 76034
817.503.1000
www.colleyville.com

Wednesday, May 28, 2014
4:30 p.m.

Colleyville Public Library
110 Main Street

- 1. CALL TO ORDER**
- 2. APPROVAL OF MINUTES**
March 26, 2014
- 3. REGULAR AGENDA ITEMS**
 - 3a** Discussion of the Red, White and Sousa Event
 - 3b** Discussion of Items for Future Agendas
- 4. CITIZEN COMMENTS/PRESENTATIONS REGARDING ITEMS NOT ON THE AGENDA**
- 5. ADJOURNMENT**

I hereby certify this agenda was posted on City Hall bulletin boards Friday, May 23, 2014 by 5:00 p.m.

Kathy E. Moore
Administrative Assistant

A quorum of the Colleyville City Council 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 Special Events Coordinator at least 48 hours in advance at 817.503.1150, and reasonable accommodations will be made to assist you.



City of Colleyville

Colleyville Events Steering Committee Minutes

City Hall
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Wednesday, March 26, 2014
4:30 p.m.

Colleyville Public Library
110 Main Street

1. CALL TO ORDER

Chairperson Amy Redfearn called the meeting of the Colleyville Events Steering Committee to order at 4:35 p.m.

Roll Call

Present: Chair Amy Redfearn, Patti Tanaka, Mary Lou Dove, Sandra McIntosh and Manjiri Joshi. Staff present: Mary Rodne, Terry Leake, Lisa Escobedo, Kristi Isbell, Kathy Moore and Council Member Carol Wollin

Absent: J. Walt Mills and Ryan Milakovich

2. APPROVAL OF MINUTES

February 26, 2014

A motion was made by Patti Tanaka and seconded by Mary Lou Dove to approve the February 26, 2014 meeting minutes as presented. The motion carried with a unanimous vote.

3. REGULAR AGENDA ITEMS

3a Discussion of Upcoming Special Events

Director Mary Rodne reported that the next event was Red, White and Sousa, scheduled for June 27, 2014 at the Colleyville Center. She stated that the food vendor trucks had been confirmed, along with the Vocal Majority Chorus as the entertainment for the event. Additionally, Rodne noted that the Vocal Majority Chorus was still on the Texas Touring Arts Program Presenter Roster and that the City could once again apply for a grant from the Texas Commission on the Arts to partially fund their performance fee. Rodne added that she was going to submit a grant request for the City prior to the May 1, 2014 deadline. Rodne added that the City had received funding from this Grant for the Vocal Majority performance in 2012. Also, it was noted that staff was working on quotes for the tables and decorations.

Director Rodne gave an overview of the Colleyville Special Events Policy, noting that a copy of the policy had been emailed to all Committee members for review. It was noted that the policy states that the City prefers to hold numerous smaller events due to lack of venue. Additionally, Rodne noted that the City has limited staff resources, which limits the number of events that can be held each year.

Library and Recreation Director Mary Rodne reminded the Committee that Red, White and Sousa would be the last special event held in Fiscal Year 2014 (FY 2014). She stated that due to the possible development of the land in the Village at Colleyville that is currently used as a site for City special events, all future larger City events would be held at the Colleyville Center. Rodne proposed that for FY 2014 the Committee consider a smaller holiday event at City Hall with community trees and a City tree lighting ceremony in lieu of the big Holly Colley Holiday event.

Additionally, Rodne noted that it had been proposed that the City move towards a larger fall event to be held in October at the Colleyville Center. This event would expand upon the current City sponsored Haunted Trail event. Rodne added that the Colleyville Center was not available for a Saturday event in October 2014, therefore, the Haunted Trail event would continue in FY 2014, with the bigger fall event to start in October of FY 2015.

Amy Redfearn requested that staff provide the Committee with an updated citywide events calendar. Rodne stated that Lisa Escobedo had an updated calendar of events and that staff would provide a copy to Committee members at the next meeting.

A lengthy discussion ensued on the possibility of having another type event, such as a Run with the Colleyville Public Library Foundation or another sponsor. Rodne noted that she would research the options discussed by the Committee. Patti Tanaka questioned how funding would work if we changed from the Holly Colley event to a large fall event. Assistant City Manager/Chief Financial Officer Terry Leake stated that funding was allocated from the Colleyville Economic Development Corporation (CEDC) and that it would simply be moved from one event to the other. Additionally, she noted that the Haunted Trail event was currently funded out of the general fund with a very limited budget and sponsorships.

Committee discussion continued concerning staff recommendations to move away from the Holly Colley event to a larger fall event. Mary Lou Dove expressed her concerns with dissolving Holly Colley and the Haunted Trail, noting that these events had grown over the years. She stated that people know when these events are and look forward to them. Sandra McIntosh questioned the need to change. Discussion ensued and staff answered questions. Manjiri Joshi suggested that we continue to call the smaller holiday event Holly Colley to eliminate confusion.

After a lengthy discussion, Committee member Patti Tanaka made a motion that staff members move forward with plans for the FY 2015 budget year to provide citizens

with a lighter version of Holly Colley, to be located in front of City Hall and the Library on December 5, 2014. Additionally, to hold the Haunted Trail event in October 2014 with plans to move towards a larger fall event in October 2015. Sandra McIntosh seconded the motion; the motion carried with a unanimous vote. Mary Rodne stated that the Committee would evaluate the Red, White and Sousa event later this year.

3b Discussion of Items for Future Agenda

Future agenda items were discussed and consensus of the Committee was that there was not a need to meet again until May 28, 2014. Director Rodne stated that staff would email any pertinent information to Committee members if needed before the May meeting.

There was discussion and questions on the layout for the Red, White and Sousa event; Rodne stated that she would provide a layout map at the May meeting to eliminate the confusion.

4. CITIZEN COMMENTS/PRESENTATIONS REGARDING ITEMS NOT ON THE AGENDA

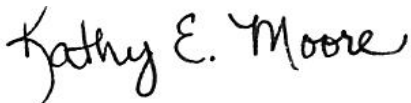
There were no citizen's comments/presentations regarding items not on the agenda.

5. ADJOURNMENT

A motion was made by Patti Tanaka and seconded by Sandra McIntosh to adjourn the meeting. Motion approved. The meeting of the Colleyville Events Steering Committee was adjourned at 6:01 p.m.

APPROVED BY A VOTE OF _____ AYES, _____ NAYS, AND _____ ABSTENTIONS ON THIS THE _____ DAY OF **May, 2014**.

Minutes taken and prepared by:



Kathy Moore
Administrative Secretary



City of Colleyville Colleyville Events Steering Committee Agenda Briefing

City Hall
100 Main Street
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Agenda Number 3a	Agenda Date 05/28/2014	Number
Type Regular Agenda Items		
Department Library		

Title

Discussion of the Red, White and Sousa Event

Explanation

This item is provided for the discussion of the Red, White and Sousa event, scheduled for June 27, 2014.

Attachments



City of Colleyville Colleyville Events Steering Committee Agenda Briefing

City Hall
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Agenda Number 3b	Agenda Date 05/28/2014	Number
Type Regular Agenda Items		
Department Library		

Title

Discussion of Items for Future Agendas

Explanation

This item is for the discussion of potential future agenda items, the review of the events calendar and to set a date for the next Colleyville Events Steering Committee meeting.

Attachments

1. 2014 City Events Calendar



2014 Calendar of Events

<u>Date</u>	<u>Event Name</u>	<u>Location</u>	<u>Time</u>	<u>Departments Involved</u>	<u>Street Closures Required</u>
1/31	Winter Ball	Colleyville Center	7 to 9 p.m.	Recreation	No
2/21	5 th Annual Senior Prom	Compass Christian Church	6 to 8 p.m.	Senior Center	No
4/5	Colleyville Clean Sweep	McPherson Park Colleyville Heritage H.S.	8:30 a.m. to Noon	Parks Police & Public Works	No
4/12	Bunny Brunch	Colleyville Center	10 a.m. to Noon	Library, Parks & Recreation	No
4/25- 4/26	Old Tyme Bar-B-Q	5201 Riverwalk Blvd.	Fri. - 5 to 11:30 p.m. Sat. - 10 a.m. to 5 p.m.	City Event Police Department, Fire & Public Works	Yes
4/26	Texas Junior Anglers	Colleyville Nature Center	9 a.m. to Noon	Parks & Recreation	No
6/5	Summer Reading Kickoff	Colleyville Library	6 to 8 p.m.	Library	No
6/27	Red, White & Sousa	Colleyville Center	6 to 10 p.m.	City Event Library, Parks, Recreation, Police, Fire & Public Works	Yes
8/1	Summer Reading Finale	The Village at Colleyville	5:30 to 8:30 p.m.	Library Parks, Recreation, Police, Fire & Public Works	Yes
9/12	Senior Health Fair	Senior Center	9 a.m. to Noon	Senior Center	No
10/18	Haunted Trail Fest	Colleyville Nature Center	7 to 9 p.m.	Library, Parks & Recreation Police & Fire	No
12/5	Holly Colley Lights	City Hall / Library	5:30 to 7:30 p.m.	Library, Parks & Recreation	Yes
12/11	Senior Holiday Party	Senior Center	6 to 9 p.m.	Senior Center	No