



City of Colleyville

Colleyville Events Steering Committee Agenda

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

Wednesday, July 23, 2014
4:30 p.m.

Colleyville Public Library
110 Main Street

- 1. CALL TO ORDER**
- 2. APPROVAL OF MINUTES**
May 28, 2014
- 3. REGULAR AGENDA ITEMS**
 - 3a** Discussion and Evaluation of the Red, White and Sousa Event
 - 3b** Discussion and Direction of Future Special Events
 - 3c** 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, July 18, 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.



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Wednesday, May 28, 2014
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1. CALL TO ORDER

Chairperson Amy Redfearn called the meeting of the Colleyville Events Steering Committee to order at 4:40 p.m.

Roll Call

Present: Chair Amy Redfearn, J. Walt Mills, Mary Lou Dove and Ryan Milakovich. Staff present: Mary Rodne, Terry Leake, Lisa Escobedo, Kristi Isbell, Brian Riley, and Kathy Moore.

Absent: Sandra McIntosh, Manjiri Joshi and Patti Tanaka

2. APPROVAL OF MINUTES

March 26, 2014

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

3. REGULAR AGENDA ITEMS

3a Discussion of the Red, White and Sousa Event

Library and Recreation Director Mary Rodne gave an overview of the upcoming Red, White and Sousa event stating that staff was in the process of requesting quotes for the stage, tables and chairs. Rodne noted that the cost of the stage would use a substantial portion of the budget due to accommodating the 130+ member Vocal Majority Chorus. Rodne added that the chorus needed a larger stage, possibly with a cover and suspended microphones. Additionally, it was noted that due to a wedding at the Colleyville Center the following day, there were time restraints regarding tear-down and clean-up. It was noted that the stage and sound cost estimates received to date totaled approximately \$30,000; Rodne stated that she hoped to cut the cost to around \$20,000.

Mary Rodne informed the Committee that staff was researching the cost for the tables and chairs for reserved seating; noting that 80 tables would fit in the area designated for this seating. She stated that ticket sales would start on June 9, and that the cost for reserved seating would remain at \$25.00 for a table with four chairs to accommodate four people.

Staff provided Committee members with a map for the Red, White and Sousa event detailing the layout. Mary Lou Dove questioned the placement of the stage. Rodne replied that the current plan, depending upon stage size and anchoring requirements, would be to place the stage on the north side of the front parking lot. She noted that the back-up plan was to move the stage into the grassy area next to the parking lot. Discussion continued concerning traffic control and parking arrangements; Director Rodne stated that the road closures would be set-up the same as the Old Tyme BBQ event, with parking at Market Street and Lifetime Fitness. A lengthy discussion ensued concerning the possibility of offering some type of shuttle and/or valet service. Mary Rodne reminded Committee members that the service providers would charge a fee to patrons and that these parking areas do not belong to the City. Rodne stated that she would contact the City Attorney concerning this issue. Fire Chief Brian Riley agreed to contact Market Street and Lifetime Fitness in regard to parking.

Rodne wrapped up the overview detailing the eight confirmed vendor trucks, which would be serving from 6:00-10:00 p.m., the need for an additional beverage vendor, fencing around the pond and reserved seating area, restroom rentals, and the arrival date for the event posters. She noted that staff would contact Committee members once the posters were ready for distribution.

Amy Redfearn questioned if any roving entrainment had been booked for the event. Mary Rodne replied that staff would look into additional entertainment once the staging was set, at such time she would know what the remaining budget would be. Redfearn also questioned if we were doing the glow stick sales this year. Rodne stated that she would contact Patti Tanaka to see if Xtreme Soccer would provide the glow stick sale items again this year.

3b Discussion of Items for Future Agendas

The Committee agreed that the Colleyville Special Events Policy should be updated to better reflect the current goals and objectives of the City. Additionally, the consensus of the Committee was to re-evaluate current special events and possible future special events at their next scheduled meeting; the next meeting will be held July 23 or August 27. It was noted that staff would confirm with members at a later date.

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

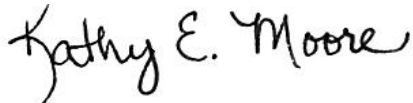
There were no citizen's comments/presentations regarding items not on the agenda.

5. ADJOURNMENT

Chairperson Amy Redfearn moved to adjourn the meeting, and Mary Lou Dove seconded the motion. The meeting of the Colleyville Events Steering Committee was adjourned at 5:21 p.m.

*APPROVED BY A VOTE OF _____ AYES, _____ NAYS, AND _____ ABSTENTIONS ON THIS THE **23** DAY OF **July**, **2014**.*

Minutes taken and prepared by:



Kathy Moore
Administrative Secretary



City of Colleyville Colleyville Events Steering Committee Agenda Briefing

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Agenda Number 3a	Agenda Date 07/23/2014	Number
Type Regular Agenda Items		
Department Library		

Title

Discussion and Evaluation of the Red, White and Sousa Event

Explanation

This item is presented for the discussion and evaluation of the Red, White and Sousa event that was held at the Colleyville Center on June 27, 2014.

Attachments



City of Colleyville Colleyville Events Steering Committee Agenda Briefing

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Agenda Number 3b	Agenda Date 07/23/2014	Number
Type Regular Agenda Items		
Department Library		

Title

Discussion and Direction of Future Special Events

Explanation

This item is provided for the discussion and direction of future special events.

Attachments



City of Colleyville Colleyville Events Steering Committee Agenda Briefing

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Agenda Number 3c	Agenda Date 07/23/2014	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; and to set a date for the next Colleyville Events Steering Committee meeting.

Attachments