



City of Colleyville

Senior Center Advisory Committee Agenda

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

Thursday, October 30, 2014
1:30 p.m.

Senior Center
2512 Glade Road

- 1. CALL TO ORDER**
- 2. APPROVAL OF MINUTES**
July 17, 2014
- 3. REGULAR AGENDA ITEMS**
 - 3a** Introduction of new Senior Center Advisory Committee Members
 - 3b** Election of Senior Center Advisory Committee Chair and Vice-Chair
 - 3c** Overview of Senior Center Memberships
 - 3d** Overview of City Facility Rental Usage Policy
- 4. REPORTS**
- 5. CITIZEN COMMENTS/PRESENTATIONS REGARDING ITEMS NOT ON THE AGENDA**
- 6. ADJOURNMENT**

I hereby certify this agenda was posted on City Hall bulletin boards Friday, October 24, 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 Administrative Assistant at least 48 hours in

advance at 817.503.1180, and reasonable accommodations will be made to assist you.



City of Colleyville

Senior Center Advisory Committee Minutes

City Hall
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Thursday, July 17, 2014
1:30 p.m.

Senior Center
2512 Glade Road

1. CALL TO ORDER

Chairperson Debra Minea called the regular meeting of the Colleyville Senior Advisory Committee to order on July 17, 2014, at 1:34 p.m.

Roll Call: Present Chairperson Debra Minea, Committee members Denise LaPosta, Charna Gray, Molly Skinner; Library and Recreation Director Mary Rodne, Recreation and City Events Manager Lisa Escobedo, Recreation Specialist Cody Ashton, Assistant City Manager/Chief Financial Officer Terry Leake, and Administrative Assistant Kathy Moore

Absent Committee members Heath Dowell, Anna King, and Donna Bertram

2. APPROVAL OF MINUTES

October 17, 2013

January 6, 2014 - Joint Worksession

Committee Member Molly Skinner moved to approve the October 17, 2013 meeting minutes and the January 6, 2014 Joint Worksession minutes as written. Denise LaPosta seconded the motion. The motion carried with a unanimous vote.

3. REGULAR AGENDA ITEMS

3a Update on the Colleyville Senior Center Project Study

Library and Recreation Director Mary Rodne provided an overview of the Senior Center Project Study, stating that Aaron Babcock with Hidell Associates Architects presented the project proposal at Pre Council on February 4, 2014. City Council directed staff to work with Babcock on phasing options for the project; phasing options were presented for consideration at the City Council Worksession held on May 28, 2014. Rodne stated that Council wanted to review all the proposed projects to be funded through CEDC funds before making any decisions.

Assistant City Manager/Chief Financial Officer Terry Leake stated that the majority of the funding for the project comes from the Colleyville Economic Development Corporation (CEDC), and that there are other projects being considered for this

funding. Debra Minea questioned what projects were being considered. Leake replied that there were several trail projects, along with improvements to the Colleyville Center that were under consideration. Additionally, she stated that Council does not feel that there was a large response from the current users of the facility to justify the improvements; adding that the demand was just not there.

A lengthy discussion ensued concerning ways to impress upon Council the need for improvements and to address building concerns that currently exist. Leake stated that there are things that we can do to address the concerns, such as the parking lot, which would be on a much smaller scale than the options that were presented to Council.

Chairperson Minea stated that originally she thought that the purpose of the rebranding study was not to evaluate the building, but to figure out how to position the Senior Center to appeal more to the younger seniors (50+) seniors, with a possible name change, adding programs to accommodate those interests, and extending the hours of operation.

Assistant City Manager Leake stated that the study on the park land area behind the Senior Center was put on hold due to changes in the economy. Additionally, she stated that Council is not saying that improvements will never be made and that the plans could possibly be implemented at a future date.

Discussion continued with Committee members stating that the rebranding study turned into a building project, rather than a study to look at ways to increase programs within the existing structure, and operating hours. Additionally, it was noted that there has been no progress after two years of waiting. Committee members spoke of the need for possible strategies to increase the number of younger seniors (50+) participants; and the need to brainstorm on creative ways to utilize the existing facility, including staff, which would increase numbers and possibly persuade Council to move forward with some of the needed updates.

The conversation returned to the building concerns at the Center, in which Terry Leake informed the Committee that there is approximately \$80,000 left over in FY2014 CEDC funds that are allocated to the Colleyville Senior Center. Leake added that these funds could be used to address some of the needs.

3b Discussion of items for future agendas

The Committee agreed to hold the next regularly scheduled meeting on October 16, 2014 at 1:30 p.m. Additionally, it was agreed that the Committee would brainstorm on ideas for expanding programs and volunteer opportunities. Staff agreed to email information to the Committee on the upcoming CEDC budget meeting.

4. REPORTS

Cody Ashton, Recreation Specialist gave an overview of the Senior Center activities and upcoming special events. Ashton stated that the Senior Prom was held in February with 40 participants; and AARP free tax help concluded on April 15 with 172 returns.

Cody stated that new programming was added this session to include more social events. The events included a Senior Picnic at the Colleyville Nature Center; a Mother's Day Celebration; National Hamburger Day Luncheon and Trivia; an Independence Day Celebration; and the upcoming National Hot Dog Day Luncheon and Trivia. Ashton noted that all these events have had good attendance, with an average of 30 participants.

Ashton concluded stating that the trips remain very popular and are usually full with waiting lists. He noted that we escorted 37 seniors to the Bush Library in June, and have several other trips planned throughout the summer.

Recreation and City Events Manager Lisa Escobedo informed the group that the Senior Center received a grant for \$2,273 from the Colleyville Women's Club for the purchase of a new laptop and projector, which is used in many of the day-to-day operations at the Center.

Chairperson, Debra Minea invited everyone to attend Friday's Meals on Wheels luncheon; she noted that the Colleyville Choralaires have been performing quarterly at the luncheons, which has added to the program.

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

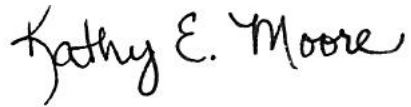
There were no citizen comments/presentations regarding items not on the agenda.

6. ADJOURNMENT

Charna Gray moved to adjourn at 2:42 p.m. Molly Skinner seconded the motion. The motion carried with a unanimous vote.

APPROVED BY A VOTE OF ____ AYES, ____ NAYS, AND ____ ABSTENTIONS ON THIS THE 30th DAY OF October 2014.

Minutes taken and prepared by:

A handwritten signature in black ink that reads "Kathy E. Moore". The script is cursive and fluid.

Kathy E. Moore
Administrative Assistant



City of Colleyville Senior Center Advisory Committee Agenda Briefing

City Hall
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Agenda Number 3a	Agenda Date 10/30/2014	Number
Type Regular Agenda Items		
Department Parks and Recreation		

Title

Introduction of new Senior Center Advisory Committee Members

Explanation

Senior Center Advisory Committee Chair Debra Minea will conduct introductions of new members and returning members for the Committee.

Attachments

1. 2015 Senior Center Advisory Committee Roster

Senior Center Advisory Committee

Donna Bertram

5108 Stonebridge Drive
Colleyville, TX 76034
H: (817) 393-3003
donnaibertram@att.net
TERM: Sep 2013 - Sep 2015

Anna King

4803 Mill View Drive
Colleyville, TX 76034
W: (210) 287-8656
H: (682) 325-4223
aking61@aol.com
TERM: Sep 2014 - Sep 2016

Mike Leathers

6300 Emerald Drive
Colleyville, TX 76034
W: (817) 291-2852
H: (817) 291-2852
mikeleathers@ymail.com
TERM: Sep 2014 - Sep 2016

Molly Skinner

309 Chestnut Bend
Colleyville, TX 76034
W: (214) 536-7219
H: (817) 485-7354
mollyskinn@aol.com
TERM: Sep 2014 - Sep 2016

Charna Gray

3300 Pembroke Parkway South
Colleyville, TX 76034
H: (817) 996-9217
charnagray@live.com
TERM: Sep 2014 - Sep 2016

Denise LaPosta

2203 Hawthorne Avenue
Colleyville, TX 76034
W: (817) 291-2745
H: (817) 571-5657
dlaposta@sbcglobal.net
TERM: Sep 2013 - Sep 2015

Debra Minea

1007 Dogwood Court
Colleyville, TX 76034
H: (817) 428-8335
dgminea@gmail.com
TERM: Sep 2014 - Sep 2016



City of Colleyville Senior Center Advisory Committee Agenda Briefing

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Agenda Number 3b	Agenda Date 10/30/2014	Number
Type Regular Agenda Items		
Department Parks and Recreation		

Title

Election of Senior Center Advisory Committee Chair and Vice-Chair

Explanation

The Senior Center Advisory Committee bylaws states that the Committee shall elect a Chair and Vice-Chairperson from among the members annually; Officers shall serve one -year terms or until a successor is elected. The Colleyville City Council appointed new members on September 16, 2014; thereby, the election of new officers shall be held this meeting, October 30, 2014.

Attachments



City of Colleyville Senior Center Advisory Committee Agenda Briefing

City Hall
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Agenda Number 3c	Agenda Date 10/30/2014	Number
Type Regular Agenda Items		
Department Parks and Recreation		

Title

Overview of Senior Center Memberships

Explanation

Article 2, Section 2.7 of the Senior Center Advisory Committee bylaws addresses annual membership requirements for the Colleyville Senior Center. City staff will be reviewing the policy regarding memberships to ensure better tracking of all senior participants, in order to quantify the actual number of patrons using the facility.

Attachments

1. Senior Center Advisory Committee Bylaws

SENIOR CENTER ADVISORY COMMITTEE BYLAWS

ARTICLE I – Identification and Purpose

The Senior Center Advisory Committee was established by the City Council of Colleyville, Texas, by Resolution R-07-2719 on February 6, 2007. The purpose of the Senior Center Advisory Committee is to act in an advisory capacity to the Senior Center staff in matters pertaining to its participants, to help identify the needs of the senior citizens and enhance their quality of life and use all the available resources to inform senior citizens of community activities and services.

ARTICLE II – Membership

- 2.1 The Senior Center Advisory Committee shall consist of seven (7) members who shall be appointed by the City Council for a (2) year term.
- 2.2 Members shall serve without compensation and until their successors are appointed.
- 2.3 Members must be residents of Colleyville, Texas unless City Council waives the residency requirement.
- 2.4 Vacancies on the Senior Center Advisory Committee shall be reported to the City Secretary and filled by appointment of the City Council for the length of the unexpired term.
- 2.5 If a member of the Senior Center Advisory Committee fails to maintain a seventy-five percent (75%) attendance record for all regularly scheduled meetings, the Chair or staff liaison will notify the City Secretary. City Council may, at its discretion, declare a vacancy, advertise the open position or appoint a replacement without advertising.
- 2.6 The Colleyville Parks and Recreation staff is responsible for the formulation of the policies for the management of the Senior Center. The Senior Center staff is responsible for managing the day-to-day operations of the Senior Center.
- 2.7 Annual memberships are required for participation at the Senior Center, unless people are participating in classes, programs, or activities that require a monthly or one-time fee. There is no membership fee for Colleyville residents; however, there is a \$10.00 annual membership fee for non- residents.

ARTICLE III – Officers

- 3.1 The officers of the Senior Center Advisory Committee shall be the Chair and the Vice-Chair.
- 3.2 The Senior Center Advisory Committee shall elect the Chair and Vice-Chair from among the members annually. The officers shall serve one-year terms or until a successor is elected.
- 3.3 In the event of resignation or incapacity of the Chair, the Vice-Chair shall serve as the Chair for the unexpired portion of the term.
- 3.4 City staff shall take minutes of the meetings and serve as custodian of Senior Center Advisory Committee records.

ARTICLE IV – Meetings

- 4.1 Regular meetings shall be held quarterly on the third Thursday of the month at the Colleyville Senior Center, located at 2512 Glade Road. Meeting dates, times and location may be changed as necessary.
- 4.2 A majority of the voting Senior Center Advisory Committee shall constitute a quorum to conduct business of the Senior Center Advisory Committee. The act of the Senior Center Advisory Committee members, present at a meeting, at which a quorum is in attendance, shall constitute the act of the Senior Center Advisory Committee. Members unable to attend a regular meeting shall notify the Chair or staff liaison by noon of the meeting day.
- 4.3 An agenda shall be prepared by the City staff for each meeting of the Senior Center Advisory Committee. The request for items to be placed on the agenda shall be in written form and presented to the Chair or staff liaison at least seven days prior to the scheduled meeting date. An agenda will be posted in accordance with the Open Meetings Act. Meeting agenda packets will be distributed to each member 72 hours prior to a meeting.
- 4.4 Meeting agendas will be posted on the City Hall bulletin boards and the City's web site 72 hours prior to a meeting. Meeting agenda packets will be available to the public on the City's website 72 hours prior to a meeting. Approved meeting minutes will be included in City Council agenda packets under Reports.
- 4.5 The Chair shall preside at all meetings. In the absence of the Chair, the Vice-Chair shall preside.
- 4.6 The Chair may recognize individuals wishing to speak regarding an item on the agenda.

- 4.7 Special meetings may be called at the request of the Chair; at the request of two or more members; or may be scheduled at any previous meeting. Posting and notification of meeting requirements shall apply to special meetings.
- 4.8 Staff representatives shall be in attendance at Senior Center Advisory Committee meetings. They should participate in meetings to provide staff assistance, reports and recommendations. The approved minutes from each meeting will be filed with the Parks and Recreation Director with a copy retained by the City.

ARTICLE V – Duties and Responsibilities

- 5.1 The Senior Center Advisory Committee acts in an advisory capacity to the City Council in all matters pertaining to the delivery of senior services to the citizens of Colleyville.
- 5.2 The Chair, or in his/her absence the Vice-Chair, shall preside at all meetings and shall decide all points of order or procedure. Staff representatives shall record, or cause to be recorded, accurate and complete minutes of all business procedures.
- 5.3 The Senior Center Advisory Committee members will take the Attorney General Texas Open Meetings Act on-line training course, available on this link. http://www.oag.state.tx.us/open/og_training.shtml#22, or you may obtain a DVD of the training course from the City Secretary, and provide a copy of the Certificate of Course Completion to the City Secretary. The training must be completed not later than the 90th day after the date the member takes the oath of office or otherwise assumes responsibilities as a member of the governmental body.
- 5.4 The Senior Center Advisory Committee shall establish standing committees and other such committees from time to time as may be deemed necessary.

ARTICLE VI – Amendments

- 6.1 These bylaws may be amended by a majority vote at any regular meeting, if all members have been notified of the proposed amendment 72 hours prior to such meeting. Amendments must be in compliance with applicable City ordinances.



City of Colleyville Senior Center Advisory Committee Agenda Briefing

City Hall
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Agenda Number 3d	Agenda Date 10/30/2014	Number
Type Regular Agenda Items		
Department Parks and Recreation Advisory Board		
Title		
Overview of City Facility Rental Usage Policy		

Explanation

On September 2, 2014, City Council requested that staff review the availability of possible alternatives for facility rentals when the Colleyville Center is booked. These sites would serve as overflow possibilities only when the Colleyville Center is not available. The Senior Center is a facility that could possibly be used as an overflow facility rental location.

Attachments