



City of Colleyville

Colleyville Center Advisory Committee Agenda

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

Monday, May 16, 2016
5:30 p.m.

Colleyville Center
5301 Riverwalk Drive

1. CALL TO ORDER

2. APPROVAL OF MINUTES

February 15, 2016

3. REGULAR AGENDA ITEMS

3a Q2 Performance & Operations Update

3b Review and discussion of Colleyville Center rental rates for Colleyville-based non-profit organizations

3c Discussion and approval of updated Colleyville Center Advisory Committee bylaws

4. ADJOURNMENT

I hereby certify this agenda was posted on City Hall bulletin boards Friday, May 13, 2016 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.

COLLEYVILLE CENTER ADVISORY COMMITTEE
FY 2016 – FIRST QUARTER MEETING
FEBRUARY 15, 2016
MINUTES

Present: Chair Mark Johnson, Tracy Cutrona, Darla Dennison, Earlene Garvey, Julie George, Judy Goodwin, Louis Miller, Fred Mills, Paul Vigiletti, and Tom Westerman

Strategic Services Manager Adrienne Lothery, Center Manager Leslie Hill and Center Coordinator Marilyn Gilbert

Guests: Ed McKnight & Carol Wollin

Absent: Mike Bolton, Adrian Esquivel, and Amy Redfearn,

1. The Meeting was called to order at 5:30 p.m. by Chair Mark Johnson.
2. The minutes were approved as written for Q4 2015.
- 3a. Center manager reviewed the Colleyville Center's Q1 performance results.
- 3b. Open discussion of increasing non-profit rental rates for FY2017.
4. Meeting was adjourned at 6:50 p.m. Next scheduled meeting will be Monday, May 16, 2016.



City of Colleyville Colleyville Center Advisory Committee Agenda Briefing

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

Agenda Number 3a	Agenda Date 02/15/2016	Number
Type Regular Agenda Items		
Department Colleyville Center		
Title		
Q1 Performance update		

Explanation

Center Manager Leslie Hill will provide a presentation regarding performance during the first quarter.

Attachments

1. CCAC Quarterly Update

COLLEYVILLE
Center



Colleyville Center Quarterly Update

Center Advisory Committee
May 16, 2016

Agenda

- Welcome- Advisory Committee Members
 - Distribute new name badges
 - Reminder- Texas Open Meetings Act training
- FY 2016- Q2 Update & Trends

FY 2016 Q2 Update

- Marketing:
 - Social Media & Print
- Facility:
 - Shade replacement
 - Technology upgrade completed
 - Garden lawn
 - CWC Charitable Grant recipient

Performance Measure Trends

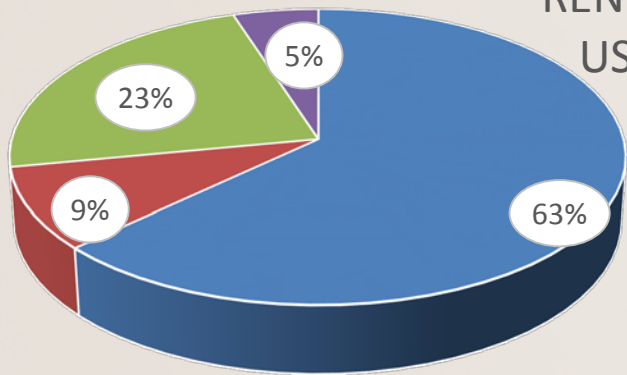
CENTER DASHBOARD	FY 2011	FY 2012	FY 2013	FY 2014	FY 2015		FY 2016 TARGET	FY 2016 YTD
ECONOMIC IMPACT (CLIENTS USING LOCAL MERCHANTS)	57%	55%	57%	59%	59%		60%	60%
COST RECOVERY	78%	70%	66%	81%	75%		≥ 70%	55%
CUSTOMER SATISFACTION	98%	98%	96.3%	96.4%	97.3%		94%	95%
REVENUE	\$245,749	\$240,000	\$246,797	\$230,793	\$226,901		\$256,000	\$97,056
TOTAL EVENTS	410	420	386	412	452		420	184

Utilization Trends

	FY 2013	FY 2014	FY 2015	FY 2016 YTD
Percent of total events held: Colleyville residents	9%	10%	11%	9%
Percent of total events held: Non-residents	41%	36%	30%	23%
Percent of total events held: Non-profits	44%	47%	50%	63%
Percent of total events held: City departments	6%	7%	9%	5%

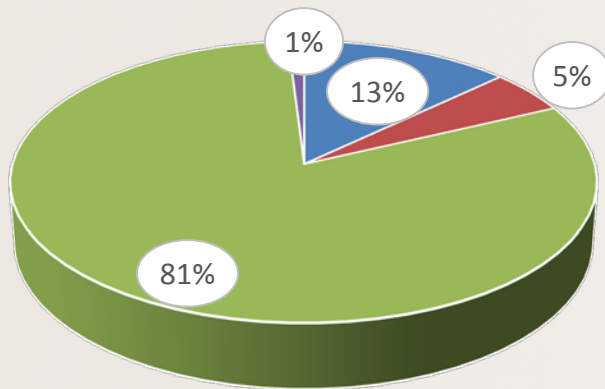
Utilization vs. Revenue

RENTAL
USE



■ NON-PROFIT ■ RESIDENT ■ NON-RESIDENT ■ CITY

REVENUE



■ NON-PROFIT ■ RESIDENT ■ NON-RESIDENT ■ CITY



City of Colleyville Colleyville Center Advisory Committee Agenda Briefing

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

Agenda Number 3b	Agenda Date 05/16/2016	Number
Type Presentation and Discussion		
Department		

Title

Review and discussion of Colleyville Center rental rates for Colleyville-based non-profit organizations

Explanation

This item will allow for review and discussion of Colleyville Center rental rates for Colleyville-based non-profit organizations, and provide for a recommendation to City Council.

Attachments

1. Presentation on Non-profit Rates

COLLEYVILLE
Center



Colleyville Center Non-profit Rate Discussion

Center Advisory Committee
May 16, 2016

CCAC Timeline

- August 2015
 - Advisory Committee request for staff to look at competitive venues
- December 2015
 - Reviewed research on competitive venues
 - Advisory Committee recommendation to staff to focus on non-profit rate and present options at February meeting
- February 2016
 - Discussion and direction from Advisory Committee on options

February Advisory Committee Discussion / Review

- Current non-profit rates have been in effect since 1998
- If change is based on Consumer Price Index (CPI)
 - 45% would normalize rates to CPI, but normalization may be too much for one year
 - Phase-in Options:
 - 25% increase in 2016, 20% increase in 2018
 - 15% increase in 2016, 15% increase in 2017, 12-15% increase in 2018
 - Annual or biennial reviews thereafter to maintain rates

Potential Phase-In Option 1

WEEKDAY ROOM RENTAL	CURRENT NON-PROFIT RATE	2016-25%	2018-20%	COMPARISON-45% (at one time)
SMALL CONFERENCE	\$60	\$75	\$90	\$87
NORTH HALL	\$80	\$100	\$120	\$116
SOUTH HALL	\$80	\$100	\$120	\$116
NORTH & SOUTH COMBINED	\$140	\$175	\$210	\$203
ENTIRE BUILDING	\$300	\$375	\$450	\$435
GARDEN PLAZA	\$300	\$375	\$450	\$435

Potential Phase-In Option 2

WEEKDAY ROOM RENTAL	CURRENT NON-PROFIT RATE	2016- 15% (rounded to nearest \$5)	2017- 15% (rounded to nearest \$5)	2018- ranges between 12-15%	COMPARISON- 45% (at one time)
SMALL CONFERENCE	\$60	\$70	\$80	\$90	\$87
NORTH HALL	\$80	\$90	\$105	\$120	\$116
SOUTH HALL	\$80	\$90	\$105	\$120	\$116
NORTH & SOUTH COMBINED	\$140	\$160	\$185	\$210	\$203
ENTIRE BUILDING	\$300	\$345	\$400	\$450	\$435
GARDEN PLAZA	\$300	\$345	\$400	\$450	\$435

CCAC Direction & Next Steps

- May 16, 2016
 - Formal recommendation and approval by CCAC at quarterly meeting
- July 12, 2016
 - Staff will share CCAC recommendation at Pre Council meeting on July 12th during the annual discussion of City fees and charges
- October 1, 2016
 - Any change recommended by CCAC and approved by City Council would be effective (with contracts signed after) October 1, 2016



City of Colleyville Colleyville Center Advisory Committee Agenda Briefing

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

Agenda Number 3c	Agenda Date 05/16/2016	Number
Type Regular Agenda Items		
Department Colleyville Center		

Title

Discussion and approval of updated Colleyville Center Advisory Committee bylaws

Explanation

On February 1, staff was advised Fonda Martin, representing the Arts Council NE, resigned as she no longer resides in Colleyville. Arts Council President Mrs. Lee Koch has advised there are no Arts Council Board members residing in Colleyville and noted as the Arts Council serves 16 area cities and seven school districts, it may be time to consider affording another local organization the opportunity to participate on the Colleyville Center Advisory Committee (CCAC). This position may also be changed to be designated as an "at-large" position or be eliminated. This agenda item provides for CCAC discussion and approval of changes to the bylaws. Upon CCAC approval, the new bylaws will be placed on a future City Council agenda for final approval.

Attachments

1. Colleyville Center Advisory Committee bylaws - current

COLLEYVILLE CENTER ADVISORY COMMITTEE BYLAWS

ARTICLE I – Identification and Purpose

The Colleyville Community Center Advisory Committee was established by the City Council of Colleyville, Texas, by Resolution R-93-893 on June 15, 1993. The purpose of the Colleyville Community Center Advisory Committee is to maximize the role of citizens in the planning, design, and operation of the Community Center project and was established for a time period not to exceed one year.

The Colleyville Community Center Advisory Committee's charge was revised by the City Council of Colleyville, Texas, by Resolution R-97-1326 on October 21, 1997. The purpose of the Colleyville Community Center Advisory Committee is to recommend policies for rental and use of the Colleyville Center including policies and procedures; fee structure; develop long range plans for the use and marketing of the Center; and provide a written report of the Committee's activities and future plans for City Council on an annual basis.

The Colleyville Community Center name was changed by City Council by Resolution R-02-2058 on November 19, 2002, to Colleyville Center.

ARTICLE II – Membership

- 2.1 The Colleyville Center Advisory Committee shall consist of 14 members who shall be appointed by the City Council for a two-year term. The following civic organizations shall select a single representative from their organization to serve on the Advisory Committee for a two-year term: Colleyville Woman's Club, Colleyville Lions Club, Colleyville Garden Club, Colleyville Chapter of National Charity League, Arts Council NE, and Colleyville Rotary Club. All other members of the Advisory Committee shall serve at-large.
- 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 Colleyville 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 Colleyville 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.

ARTICLE III – Officers

- 3.1 The officers of the Colleyville Center Advisory Committee shall be the Chair and the Vice Chair.
- 3.2 The Colleyville Center Advisory Committee shall elect the Chair and Vice Chair from among the members at the next regularly scheduled meeting following City Council appointments. The Chair, shall have a minimum committee tenure of one-year, and the Vice Chair with no length of term requirement. 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 meeting and serve as custodian of Colleyville Center Advisory Committee records.

ARTICLE IV – Meetings

- 4.1 Regular meetings shall be held quarterly, on the second or third Monday of February, May, August, and November at 5:30 p.m., at Colleyville Center. Meeting dates, times, and location may be changed, as necessary.
- 4.2 Members unable to attend a regular meeting shall notify the Chair or staff liaison by noon of the meeting day.
- 4.3 A majority of the voting Colleyville Center Advisory Committee members shall constitute a quorum to conduct business of the Colleyville Center

Advisory Committee. The act of the Colleyville Center Advisory Committee members present at a meeting, at which a quorum is in attendance, shall constitute the act of the Colleyville Center Advisory Committee.

- 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. Approved meeting minutes will be included in City Council agenda packets under Reports.
- 4.5 Meeting agenda packets will be distributed to each member 72 hours prior to a meeting.
- 4.6 The Chair shall preside at all meetings. In the absence of the Chair, the Vice Chair shall preside.
- 4.7 The Chair may recognize individuals wishing to speak regarding an item on the agenda.
- 4.8 Special meetings may be called at the request of the Chair or three members of the Colleyville Center Advisory Committee for the transaction of business. Posting and notification of meeting requirements shall apply to special meetings.
- 4.9 The Colleyville Center Advisory Committee may establish sub committees as deemed appropriate. Such committees will be dissolved upon completion of the charge or task.

ARTICLE V – Duties and Responsibilities

- 5.1 The Colleyville Center Advisory Committee acts in an advisory capacity to the City Council in all matters pertaining to Colleyville Center.
- 5.2 Committee members recommend policies for rental and use of the Colleyville Center including policies and procedures, and fee structure, develop long range plans for the use and marketing of the Center, and provide a written report of the Committee's activities and future plans to City Council on an annual basis.
- 5.3 Committee members shall cooperate with City boards, commissions, and committees, other governmental agencies, civic groups, and all citizens of the City in the advancement of the Colleyville Center.

- 5.4 The Colleyville Center Advisory Committee members shall sign the Acknowledgement Statement in accordance with the Colleyville City Charter, Section 14.02, Personal Financial Interest, Subsection G, Oath, which acknowledges familiarity with the referenced section and Chapter 171 of the Local Government Code pertaining to conflict of interest.
- 5.5 The Colleyville Center Advisory Committee member shall meet the filing requirements of The Disclosure Act. The City is required to place all Conflict Disclosure Statements submitted to the City on the City's web site.
- 5.6 The Colleyville Center Advisory Committee member will take the Attorney General Texas Open Meetings Act on-line training course or 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.

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.