



City of Colleyville

Colleyville Center Advisory Committee Agenda

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

Monday, February 19, 2018
5:30 p.m.

Colleyville Center
5301 Riverwalk Drive

1. CALL TO ORDER

2. APPROVAL OF MINUTES

November 20, 2017

3. REGULAR AGENDA ITEMS

3a Q1 FY18 Performance Update

3b Colleyville Center Window Renovation & Courtyard Concept

4. ADJOURNMENT

I hereby certify this agenda was posted on City Hall bulletin boards Friday, February 16, 2018 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 2017 – FOURTH QUARTER MEETING
NOVEMBER 20, 2017
MINUTES**

Present: *Chair Mark Johnson, Darla Dennison, Earlene Garvey, Julie George, Judy Goodwin, Louis Miller, Fred Mills, Amy Redfearn, Sandi Totherow & Paul Vigiletti*

Center Manager Leslie Hill & Center Administrative Assistant Ronni Orr

Absent: *Adrienne Lothery, Adrian Esquivel & Erin Pederson*

- 1. The Meeting was called to order at 5:39 p.m. by Chair Mark Johnson.**
- 2. The minutes were approved as written for Q4 2017.**
 - a. Louis Miller motioned for approval of the minutes
 - b. Motion was seconded by Paul Vigiletti with no dissension.
- 3. Regular Agenda Items**
 - 3a. Fiscal Year 2017 Year End Recap**
 - a) Leslie Hill announced that the Colleyville Center will be removing ten trees from the Garden Plaza area to allow proper space for a canopy to grow. Lighting will also be added to the trees in the back of the building – a conceptual should be available at the next meeting in February 2018.
- 4. Meeting was adjourned at 6:19 p.m. Next scheduled meeting will be Monday, February 19, 2018.**
 - a. Louis Miller motioned for the adjournment of the meeting.
 - b. Motion was seconded by Mark Johnson with no dissension.



City of Colleyville Colleyville Center Advisory Committee Agenda Briefing

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Agenda Number 3a	Agenda Date 02/19/2018	Number
Type Regular Agenda Items		
Department Colleyville Center		
Title		
Q1 FY18 Performance Update		

Strategic Plan

5.3 Provide attractive facilities for leisure and recreation

Explanation

This item provides for an update of Q1 2018 operations and performance.

Attachments

1. Q1 FY18 Presentation

Colleyville Center FY 2018 Update

Colleyville Center Advisory Committee
February 19, 2017

Agenda

- **FY2018 -YTD Update**
- **Center Performance Metrics**
- **Facility Update**

Agenda

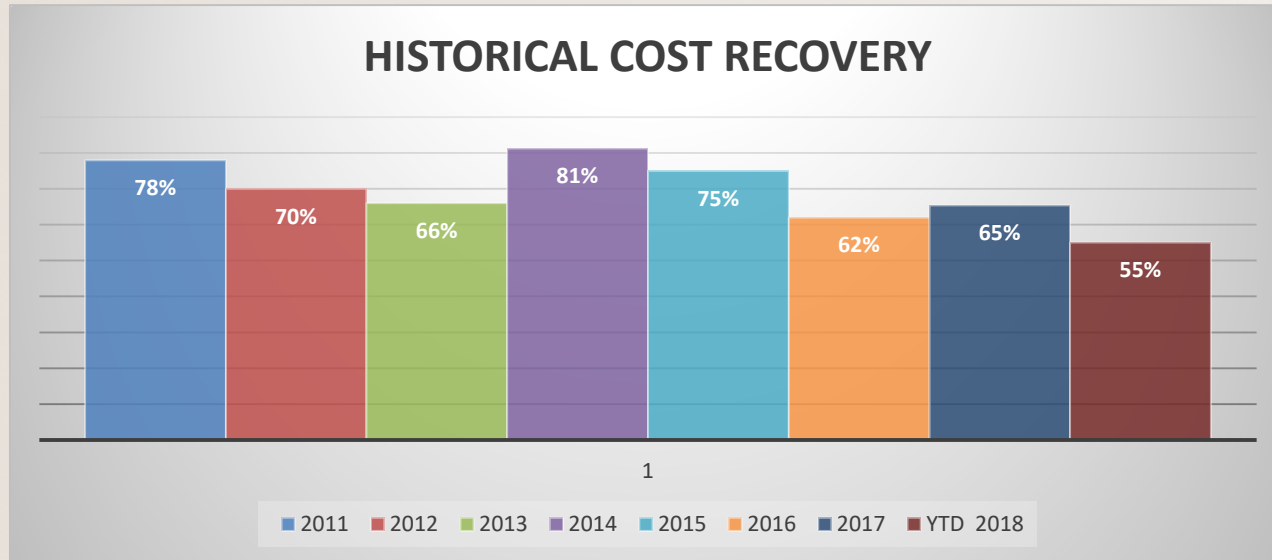
- **FY2018 -YTD Update**
- **Center Performance Metrics**
- **Facility Update**

FY 2018 PERFORMANCE METRICS

CENTER DASHBOARD	2018 TARGET	2018 YTD
ECONOMIC IMPACT (CLIENTS USING LOCAL MERCHANTS)	70%	75%
UTILIZATION RESIDENT	13%	12%
NON-RESIDENT	30%	17%
NON-PROFIT	49%	64%
CITY EVENTS	8%	7%
COST RECOVERY	≥ 70%	55%
CUSTOMER SATISFACTION	97.5%	97%
REVENUE	\$250,000	\$43,795
TOTAL EVENTS	400	111



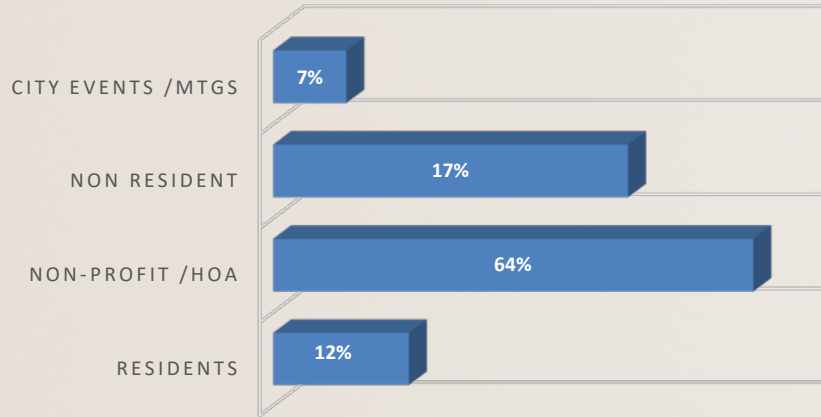
Historical Cost Recovery



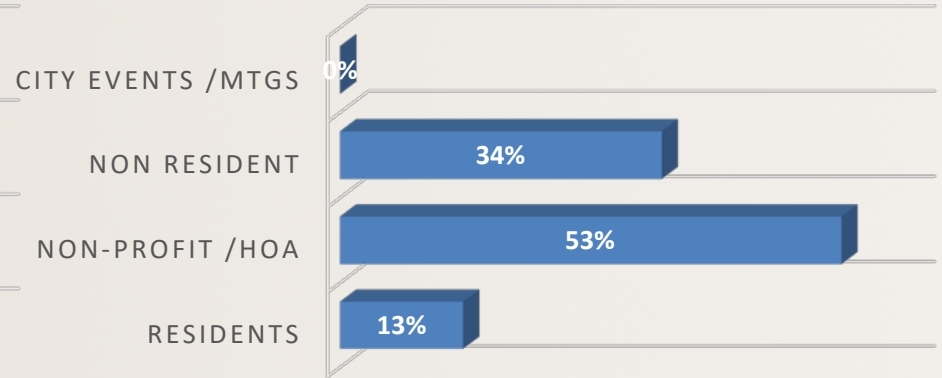
Q1 FY18

111 Events

UTILIZATION



REVENUE



Historical Segment Utilization

	2014	2015	2016	2017	YTD 2018
Percent of total events held: Colleyville residents	10%	11%	23%	13%	12%
Percent of total events held: Non-residents	36%	30%	25%	41%	17%
Percent of total events held: Non-profits	47%	50%	45%	40%	64%
Percent of total events held: City departments	7%	9%	5%	6%	7%

Facility & Operation Update

- ✓ Garden Area
 - ✓ “Moonscape’ lighting on trees, path, and up-lighting on garden structure
 - ✓ Purchased Christmas lights for annual use
 - ✓ Repurposed large pots to front of building with annual flowers
 - ✓ Removed trees to encourage canopy growth
 - ✓ Installed lighting on 3 Oaks east side of building
- ✓ New entry mats and coatracks
- ✓ Six security cameras updated
- ✓ Installed security wall monitor in event office

UPCOMING 2018 CCAC MEETINGS

Monday, May 21

Monday, August 20

Monday, November 20



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Agenda Number 3b	Agenda Date 02/19/2018	Number
Type Regular Agenda Items		
Department Colleyville Center		
Title		
Colleyville Center Window Renovation & Courtyard Concept		

Strategic Plan

5.3 Provide attractive facilities for leisure and recreation

Explanation

Aaron Babcock of Hidell & Assoc. Architects will present the window replacement and courtyard concept for Colleyville Center.

Attachments

1. Window & Courtyard Presentation

COLLEYVILLE CENTER

IMPROVEMENTS PROJECT

Advisory Board Presentation
February 19, 2018



COLLEYVILLE CENTER

IMPROVEMENTS PROJECT

Project Scope

Existing window repair/replacement



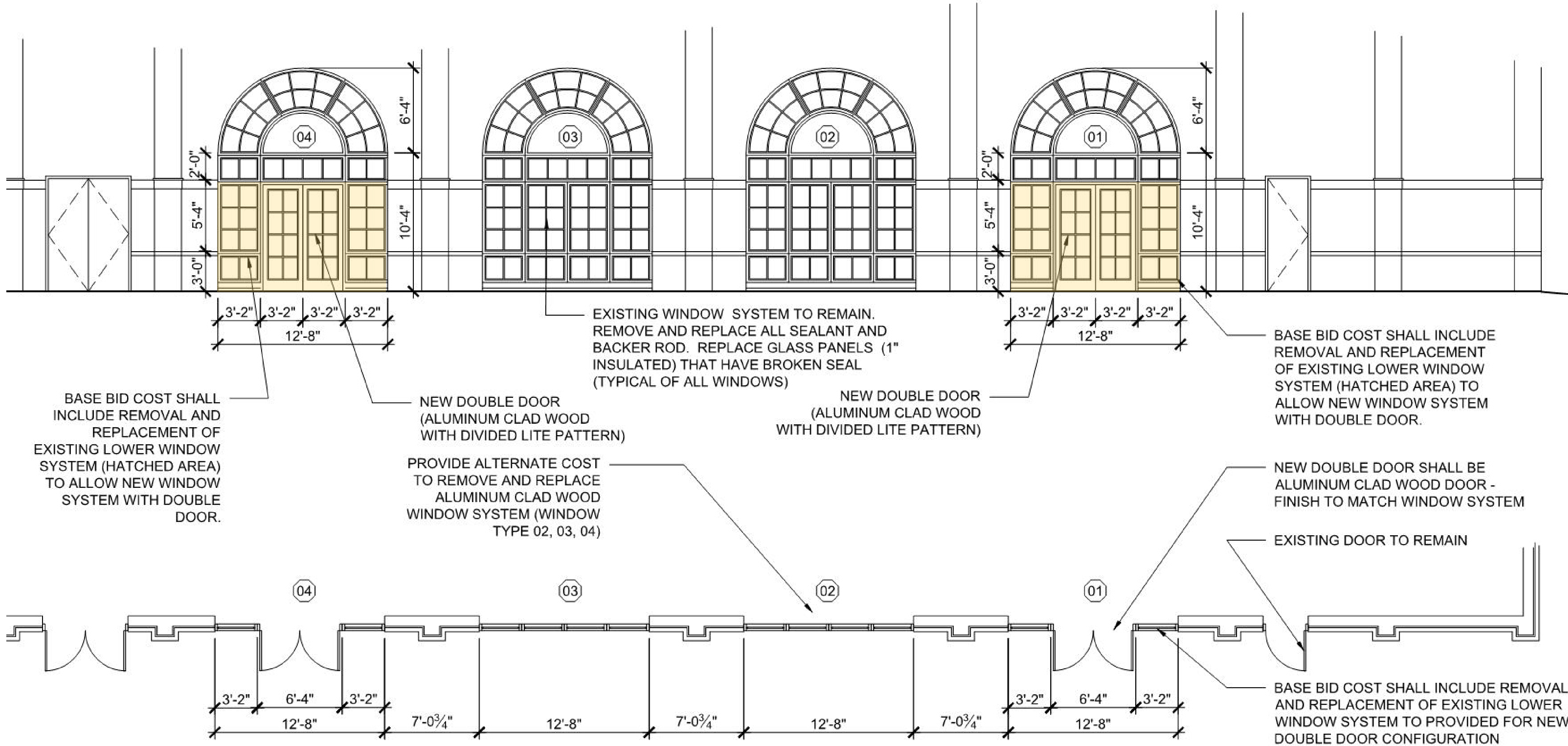
New courtyard plaza



COLLEYVILLE CENTER

IMPROVEMENTS PROJECT

Window Repair and Door Installation



COLLEYVILLE CENTER

IMPROVEMENTS PROJECT

Courtyard Plaza



Courtyard Features

- 2800 sf plaza with stone pavers
- 600 sf covered pavilion
- New masonry screen walls
- Accent water feature
- Landscape bed accents

Estimate of construction cost

	Quantity	Unit	Labor Materials	Unit	SubTotal	Total
Window and Door cost						
<u>Door Installation</u>						
Remove existing window system	192	SF	8.00	SF	\$1,536.00	
New window system with double door	192	SF	58.00	SF	\$11,136.00	
Door Hardware	1	EA	800.00	EA	\$800.00	
Painting	192	SF	2.00	SF	\$384.00	
Concrete paving	50	SF	5.50	SF	\$275.00	
			<i>Sub Total</i>			<i>\$14,131.00</i>
<u>New Window Installation</u>						
Remove existing window system	576	SF	8.00	SF	\$4,608.00	
New window system with double door	576	SF	58.00	SF	\$33,408.00	
Painting	576	SF	2.00	SF	\$1,152.00	
			<i>Sub Total</i>			<i>\$39,168.00</i>
Subtotal						\$53,299.00
Contractor's Fees (Profit, overhead, bond, insurance)						\$10,659.80
Contingency						\$7,994.85

PREPARED BY HIDEELL ARCHITECTS 2017

COLLEYVILLE CENTER

IMPROVEMENTS PROJECT

Advisory Board Presentation
February 19, 2018

