



City of Colleyville

Colleyville Center Advisory Committee Agenda

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

Monday, February 18, 2019
5:30 p.m.

Colleyville Center
5301 Riverwalk Drive

1. CALL TO ORDER

2. APPROVAL OF MINUTES

November 19, 2018

3. REGULAR AGENDA ITEMS

3a Introduction of Committee members

3b Q1 - quarterly performance and operation update

3c Discussion of Colleyville Center Rental Fees

3d Discussion of Garden Courtyard Construction

4. ADJOURNMENT

I hereby certify this agenda was posted on City Hall bulletin boards Friday, February 15, 2019 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 2018 – FOURTH QUARTER MEETING
NOVEMBER 19, 2018
MINUTES**

Present: *Chair Mark Johnson, Darla Dennison, Earlene Garvey, Julie George, Louis Miller, Fred Mills, Paul Vigiletti*

Center Administrative Assistant Ronni Orr

Absent: *Judy Goodwin, Libby Harbin, Leslie Hill, Adrienne Lothery, Amy Redfearn, Sandi Totherow*

- 1. The Meeting was called to order at 5:37 p.m. by Chair Mark Johnson.**
- 2. The minutes were approved as written for Q4 2018.**
 - a. Fred Mills motioned for approval of the minutes.
 - b. Motion was seconded by Paul Vigiletti with no dissension.
- 3. Regular Agenda Items**
 - 3a. Q4 FY18 Performance Update**
 - a) Question (Fred Mills): Was the palladium window estimate included in the FY2019 CEDC Budget?
 - b) Answer (Ronni Orr): Yes but I will verify with Leslie.
- 4. Meeting was adjourned at 6:14 p.m. Next scheduled meeting will be Monday, February 18th 2019.**
 - 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

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

Agenda Number	Agenda Date	Number
3a	02/18/2019	
Type Regular Agenda Items		
Department Colleyville Center		
Title		
Introduction of Committee members		



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 02/18/2019	Number
Type Regular Agenda Items		
Department Colleyville Center		
Title		
Q1 - quarterly performance and operation update		

Attachments

1. Q1 performance update presentation

Colleyville Center FYE 2019 Update

Leslie Hill, Center Manager
February 18, 2019

Agenda

- Fiscal Year 2019 October – December Performance Update
- Discussion
 - Colleyville Center Rental Fees
 - Garden Courtyard Construction

CENTER DASHBOARD	2019 TARGET	2019 YTD
ECONOMIC IMPACT (CLIENTS USING LOCAL MERCHANTS)	70%	70%
UTILIZATION RESIDENT	13%	14%
NON-RESIDENT	30%	31%
NON-PROFIT	49%	46%
CITY EVENTS	8%	9%
COST RECOVERY	≥ 70%	52%
CUSTOMER SATISFACTION	97.5%	98%
REVENUE	\$230,000	\$35,168
TOTAL EVENTS	320	76

FY 2019 METRIC PERFORMANCE

- Revenue – \$35,167
- Operating expenditures - \$ 97,596
- Cost recovery - 52%
- Economic impact - 70% events using local Colleyville businesses
- Customer service rating- 97.0%
- Total events - 76

- Resident overall rental utilization increased to 14% an increase of 1%
- 98% Customer satisfaction metric already exceeding annual goal 1%
- All tiered rate increases have rolled out effective Oct 1st.

CITY OF COLLEYVILLE

Colleyville Center

Colleyville Resident/Business Rates

(20% discount)

Non-Resident and Business—Standard Rates

Room	MAX OCC. THEATER = T BANQUET = B CLASSROOM = C	*Weekday Rate *FOUR-HOUR block of time EXCEPT for ENTIRE BUILDING RENTAL which is EIGHT hours	Prime weekend Fri/Sat/Sun Eight-hour rental
Small Conference Room	T – 60 B – 50 C – 35	\$200	Entire building rental only
North Hall	T – 100 B – 60 C – 60	\$375	Entire building rental only
South Hall	T – 100 B – 60 C – 60	\$375	Entire building rental only
North & South Hall (Combined)	T – 380 B – 200 C – 225	\$700	Entire building rental only
Entire building	T – 380 B – 200 C – 225	\$1,800 weekday	Friday and Sunday \$1,800 Prime Saturday \$2,200
Garden Plaza (Including chairs)	T – 148	\$300	\$300

*includes tables, chairs, and all add-ons listed in the video, audio, and room set sections of the administrative fee schedule.

Colleyville Based Non-Profit & Civic Organizations Rate

Room	MAX OCC. THEATER = T BANQUET = B CLASSROOM = C	*Weekday Rate *FOUR-HOUR block of time EXCEPT for ENTIRE BUILDING RENTAL which is EIGHT hours	Prime weekend Fri/Sat/Sun Eight-hour rental
Small Conference Room	T – 60 B – 50 C – 35	\$160	Entire building rental only
North Hall	T – 100 B – 60 C – 60	\$300	Entire building rental only
South Hall	T – 100 B – 60 C – 60	\$300	Entire building rental only
North & South Hall (Combined)	T – 380 B – 200 C – 225	\$560	Entire building rental only
Entire building	T – 380 B – 200 C – 225	\$1,440 weekday	Friday and Sunday \$1,440 Prime Saturday \$1,760
Garden Plaza (Including chairs)	T – 148	\$300	\$300

*includes tables & chairs only

*DOES NOT INCLUDE add-ons listed in the video, audio, and room set sections of the administrative fee schedule

Room	MAX OCC. THEATER = T BANQUET = B CLASSROOM = C	*Weekday Rate *FOUR-HOUR block of time EXCEPT for ENTIRE BUILDING RENTAL which is EIGHT hours	Prime weekend Fri/Sat/Sun Eight-hour rental
Small Conference Room	T – 60 B – 50 C – 35	\$90	Entire building rental only
North Hall	T – 100 B – 60 C – 60	\$120	Entire building rental only
South Hall	T – 100 B – 60 C – 60	\$120	Entire building rental only
North & South Hall (Combined)	T – 380 B – 200 C – 225	\$210	Entire building rental only
Entire building	T – 380 B – 200 C – 225	\$450 weekday	50% Discount - Friday and Sunday \$900 20% Discount- Prime Saturday \$1,760
Garden Plaza (Including chairs)	T – 148	\$300	\$300

*includes tables & chairs only

*DOES NOT INCLUDE add-ons listed in the video, audio, and room set sections of the administrative fee schedule

2019 PLANS

February - Site surveys begin for engineering and design work

- Advisory Committee discussion rental fees for new courtyard

March - Designs and cost estimates fine tuned for palladium window, courtyard and stage rebuild

April - Construction bids accepted for review

May - City Council presented contract for vendor approval

-Staff presents fee recommendations to Advisory Committee for courtyard

July - Construction begins

September - Courtyard Grand Opening

2019 CENTER ADVISORY MEETINGS

MAY 20

AUGUST 19

NOVEMBER 18



City of Colleyville Colleyville Center Advisory Committee Agenda Briefing

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

Agenda Number	Agenda Date	Number
3c	02/18/2019	
Type	Regular Agenda Items	
Department	Colleyville Center	
Title	Discussion of Colleyville Center Rental Fees	



City of Colleyville Colleyville Center Advisory Committee Agenda Briefing

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

Agenda Number	Agenda Date	Number
3d	02/18/2019	
Type	Regular Agenda Items	
Department	Colleyville Center	
Title	Discussion of Garden Courtyard Construction	