



City of Colleyville

Colleyville Center Advisory Committee Agenda

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

Monday, May 20, 2019
5:30 p.m.

Colleyville Center
5301 Riverwalk Drive

- 1. CALL TO ORDER**
- 2. APPROVAL OF MINUTES**
February 18, 2019
- 3. REGULAR AGENDA ITEMS**
3a FY2019 year to date update
- 4. ADJOURNMENT**

I hereby certify this agenda was posted on City Hall bulletin boards Friday, May 17, 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 2019 – FIRST QUARTER MEETING
FEBRUARY 18, 2019
MINUTES**

Present: *Chair Mark Johnson, Lakkureddi Alagarsamy, Darla Dennison, Julie George, Judy Goodwin, Jennifer Larsen, Louis Miller, Fred Mills, Amy Redfearn*
Center Manager Leslie Hill & Center Administrative Assistant Ronni Orr

Absent: *Darla Dennison, Earlene Garvey, Adrienne Lothery, Sandi Totherow, Paula Vigiletti*

1. The Meeting was called to order at 5:33 p.m. by Chair Mark Johnson.

2. The minutes were approved as written for Q1 2019.

- a. Lous Miller motioned for approval of the minutes
- b. Motion was seconded by Darla Dennison with no dissension.

3. Regular Agenda Items

3a. Q1 FY19 Performance Update

- a) Introduction of new committee members: Lakkureddi Alagarsamy and Jennifer Larsen
- b) Question (Fred Mills): Why is the State of the City no longer open to the public for free?
 - a. Answer (Leslie Hill): Please notify the City Manager – he is open to feedback.
- c) Leslie Hill recommended a rental fee of \$500 for the upcoming garden courtyard.
 - a. Question (Jennifer Larsen): How much \$ per square foot is the Colleyville Center?
 - i. Answer (Leslie Hill): I would have to break it down by 3 rooms. I will follow-up at the next meeting.
 - b. Julie George recommended that the suggested \$500 garden courtyard rental fee be discounted for non-profit groups and Colleyville residents during the weekdays.
 - c. Question (Fred Mills): Can we rent the garden courtyard as a solo entity and will there be an outdoor restroom?
 - i. Answers varied during committee discussion regarding a solo-rental but Leslie will ask Hidell Associates (*architect*) about the restroom and follow-up at next meeting.

4. Meeting was adjourned at 6:38 p.m. Next scheduled meeting will be Monday, May 20th 2019.

- a. Louis Miller motioned for the adjournment of the meeting.
- b. Motion was seconded by Julie George with no dissension.



City of Colleyville Colleyville Center Advisory Committee Agenda Briefing

City Hall
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Agenda Number 3a	Agenda Date 5/20/2019	Number
Type Regular Agenda Items		
Department Colleyville Center		
Title		
FY2019 year to date update		

Strategic Plan

Explanation

This item provides for a FY2019 Year to Date review.

Attachments

1. FY2019 year to date update

Colleyville Center YTD 2019 UPDATE

Leslie Hill, Center Manager

May 20, 2019

Agenda

2019 YTD Center Update

- **Performance Metrics**
- **Colleyville Center Construction Update / Next Steps**
- **General Discussion-Rental Rates**

CENTER DASHBOARD	2019 Target	2019 YTD
ECONOMIC IMPACT (CLIENTS USING LOCAL MERCHANTS)	70%	70%
UTILIZATION RESIDENT	13%	12%
NON-RESIDENT	30%	41%
NON-PROFIT	49%	38%
CITY EVENTS	8%	9%
COST RECOVERY	≥ 65%	59%
CUSTOMER SATISFACTION	97.5%	98%
REVENUE	\$230,000	\$95,119
TOTAL EVENTS	320	172

MEDIA Q2

Wedding Wire- 69 Leads

ccevents.com- 13 Leads

Facebook Followers Continues To Grow— 1003

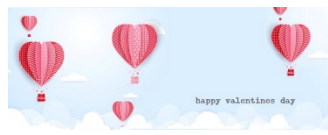
Center Grounds- 12 Baby Geese



Colleyville Center



Facebook



COLLEYVILLE
Center

Summer 2019

CENTER BUILDING ENHANCEMENTS

TOTAL PROJECT EXPENSE: \$401,169

\$347,069 Courtyard / Window Fix
Stage Repair / Ceremony/Trellis

\$ 24,700 Engineering /Architectural

\$ 4,400 Soil Report / Survey

\$ 15,000 Landscaping

\$ 10,000 Construction Contingency



Project Scope

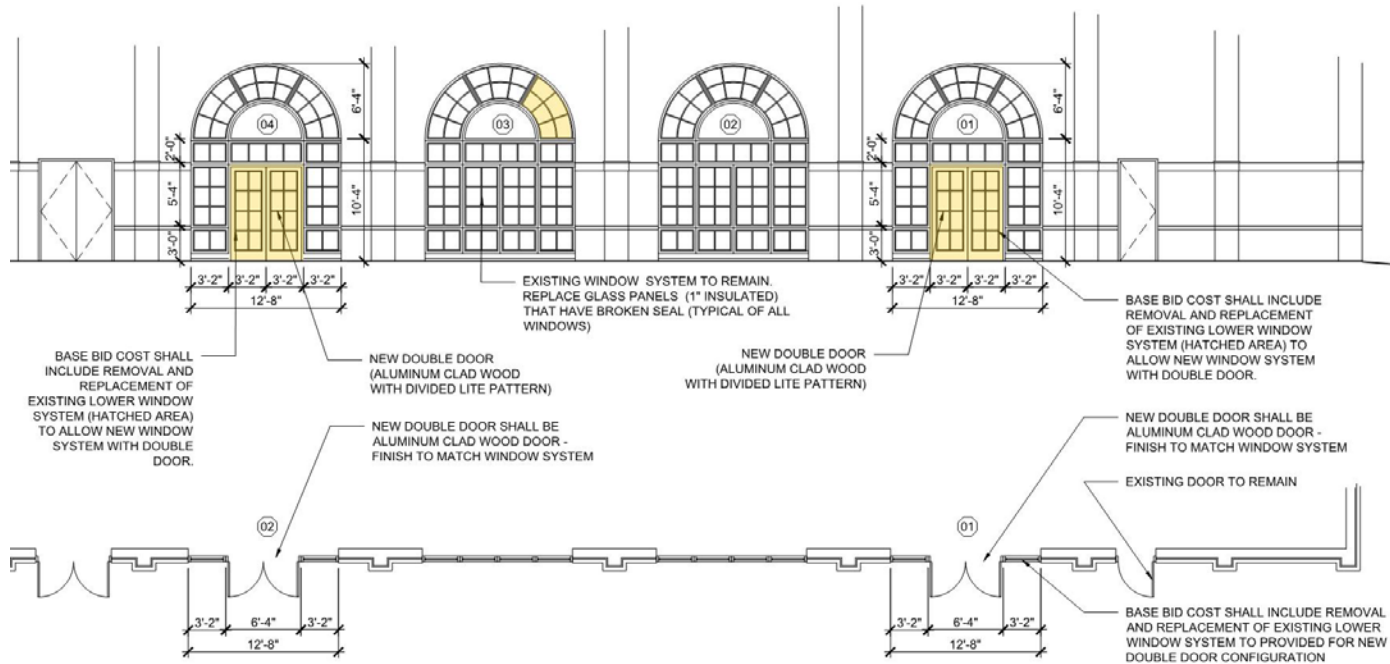
A large, elegant ballroom with high ceilings and large arched windows. The room is set up for a formal event, featuring round tables covered in white cloths, surrounded by dark wooden chairs. The lighting is warm and ambient, with pinkish-red hues. The room is divided by a central aisle.

[illegible]

COLLEYVILLE CENTER

IMPROVEMENTS PROJECT

Window Repair and Door Installation



Meeting Room Improvements

- New double doors for access to new courtyard
- Replacement of damaged existing windows.

COLLEYVILLE CENTER

IMPROVEMENTS PROJECT

New Courtyard Plaza



Courtyard Features

- 3900 sf plaza with stone pavers
- New masonry screen walls
- Accent water feature
- Landscape bed accents

Additional Feature

- Masonry and Steel Trellis
(Alternate No. 2)

Next Steps / Timing

May 21, 2019 –City Council Consent on Contractor Bid

June- Construction Materials Ordered

June 24-Onsite Construction Begins

August 16-Interior Work Completed

August 23-Exterior Work Completed

August 24-Center Wedding Booked

September 29th-Center Open House and Public Garden “Reveal”

General Advisory Committee Discussion & Follow Up

Naming of Garden Area- “Bluebonnet Patio”

Garden Area Rental Pricing Recommendations

Stand Alone Room Rental

Non-Profit Organizations

Weekday-Monday-Friday

Weekends-Social Events

UPCOMING CENTER ADVISORY MEETINGS

AUGUST 19, 2019

NOVEMBER 18, 2019

FEBRUARY 17, 2020

MAY 18, 2020