



City of Colleyville

Colleyville Center Advisory Committee Agenda

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

Monday, May 17, 2021
5:30 p.m.

Colleyville Center
5301 Riverwalk Drive

- 1. CALL TO ORDER**
- 2. APPROVAL OF MINUTES**
November 16, 2020
- 3. REGULAR AGENDA ITEMS**
 - 3a** Introduction of Advisory Committee members
 - 3b** Election of Chair and Vice-Chair
 - 3c** FY21 Performance Update
 - 3d** Discussion of items for future agendas
- 4. ADJOURNMENT**

I hereby certify this agenda was posted on City Hall bulletin boards
May, 14, 2021
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 2021 – 1st QUARTER MEETING
November 16, 2020
MINUTES

Present: Chair Mark Johnson, Co-Chair Louis Miller, Julie George, Amy Redfearn, Anna Nackley, Lakkureddi Alagarsamy, Darla Dennison, Anna Nackley, Fred Mills, Earlene Garvey, Paul Vigiletti, Center Manager Leslie Hill, Center Event Specialist Kristi Isbell;

Absent: Judith Goodwin

1. The meeting was called to order at 5:31 p.m. by Chair Mark Johnson.

2. The minutes were approved as written for Q4 2020 (August 17, 2020).

- a. Paul Vigiletti motioned for approval of August 17, 2020 minutes.
- b. Motion seconded by Fred Mills with no dissension.

3. Regular Agenda Items

- a. Fiscal Year 2020 Update
 - Staff provided presentation on Center's performance for FY20. The overlay of roofing closure and the effect of Covid-19 resulted in revenue down 48% in 2019. The Center hosted a total of 128 events, down from 314, in 2019.
 - Staff reminded of Center improvements during Covid-19 closure including roof replacement, full indoor painting, exterior painting, office floor replacement, and installation of South Arbor Garden.
 - Staff stated that new rate structure, recommended by CCAC, was approved by City Council and in effect October 1, 2020. Staff stated that Council approved funding for improvements to the grounds including additional trees, full banquet chair replacement, and replacement of damaged banquet tables.
 - Fred Mills recommended that two light pole banners, on Colleyville Boulevard near Church Street, promote and provide direction to the Colleyville Center.
 - Staff provided photos of socially distanced floorplans and information on sanitation procedures. Discussion ensued regarding the use of masks.
 - Fred Mills recommended that masks be mandatory for entrance into the Colleyville Center.
 - Lakkureddi Alagarsamy further recommended that *new* masks be given to the guests upon entrance into the Center stating that homemade masks harbor germs because not washed or replaced.
 - Staff provided dates for 2021 Colleyville Center Advisory Committee meetings: Mondays, February 15, May 17, August 16, and November 15. There were no items discussed for future agendas.

4. The meeting was adjourned at 6:10 p.m. The next meeting is tentatively scheduled for Monday, February 15, 2021.

- a. Amy Redfearn motioned for adjournment.
- b. Motion seconded by Julie George with no dissension.



City of Colleyville Colleyville Center Advisory Committee Agenda Briefing

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Agenda Number 3a	Agenda Date 5/17/2021	Number
Type Regular Agenda Items		
Department Colleyville Center		
Title		
Introduction of Advisory Committee members		

Explanation

This item allows for the introduction of Colleyville Center Advisory Committee members.

Attachments

1. Colleyville Center Advisory Committee Roster - Mar 2021
2. Colleyville_Center_Advisor Bylaws

COLLEYVILLE CENTER ADVISORY COMMITTEE

Jerome Davis

1704 Avalon
Colleyville, TX 76034
H: (817) 266-1480
davisjerome@yahoo.com
TERM: March 2020 – March 2022

Judith Goodwin

4001 Allendale Street
Colleyville, TX 76034
H: (817) 267-8702
dongoodwin@verizon.net
TERM: March 2020 – March 2022

Jeremy Tallo

7401 Overland Trl
Colleyville, TX 76034
H: (817) 226-4094
jeremytallo@gmail.com
TERM: March 2021 – March 2023

Fred Mills

5400 Linden Court
Colleyville, TX 76034
H: (817) 545-6862
saxmills@verizon.net
TERM: March 2020 – March 2022

Alex Thomas

3201 Carisbrooke Court
Colleyville, TX 76034
H: (904) 703-9008
atpost@gmail.com
TERM: March 2020– March 2022

Paul Vigiletti

604 Summertree Court
Colleyville, TX 76034
H: (817) 485-7417
paubervig@att.net
TERM: March 2021 – March 2023

Colleyville Garden Club**Julie George**

5908 Quality Hill Road
Colleyville, TX 76034
W: (214) 202-4671
H: (817) 577-2627
juliefgeorge@sbcglobal.net
TERM: March 2021 – March 2023

Colleyville Lions Club**Louis C. Miller**

7802 Tillman Hill Court
Colleyville, TX 76034
W: (817) 994-6180
millerlouis@sbcglobal.net
TERM: March 2021 – March 2023

National Charity League**Anna Nackley**

5408 St. Emillion Court
Colleyville, TX 76034
H: (817) 690-5462
acnackley@gmail.com
TERM: March – March 2022

Colleyville Rotary Club**VACANT****Colleyville Woman's Club****Darla Dennison**

100 Franklin Court
Colleyville, TX 76034
H: (817) 770-8805
TERM: March 2020 – March 2022

Colleyville Chamber of Commerce**Mark Johnson**

4804 Mill Brook Drive
Colleyville, TX 76034
H: (817) 909-0778
markjohnson49@mac.com
TERM: Dec 2020 - March 2022

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 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 to 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 fourteen members (14) 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 Women'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 will be filled with an appointment by 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 annually, 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 subcommittees 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.



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Agenda Number 3b	Agenda Date 5/17/2021	Number
Type Regular Agenda Items		
Department Colleyville Center		
Title		
Election of Chair and Vice-Chair		

Explanation

This item allows for the election of Chair and Vice Chair. The Bylaws state:

3.2 The Colleyville Center Advisory Committee shall elect the Chair and Vice Chair annually, 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.

Attachments



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Agenda Number 3c	Agenda Date 5/17/2021	Number
Type Regular Agenda Items		
Department Colleyville Center		
Title		
FY21 Performance Update		

Explanation

Staff will provide updates on FY21 venue performance and upcoming projects.

Attachments



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Agenda Number	Agenda Date	Number
3d	5/17/2021	
Type Regular Agenda Items		
Department Colleyville Center		
Title		
Discussion of items for future agendas		

Explanation

This item allows for the discussion of items for future agendas and to advise of next meeting date, August 16, 2021.

Attachments