

Community Affairs Commission Minutes March 20, 2014

STATE OF TEXAS

COUNTY OF TARRANT

CITY OF BEDFORD

The Community Affairs Commission of the City of Bedford, Texas, met in regular session at 5:30 p.m. at the City Hall Conference Room, 2000-A Forest Ridge Drive, Bedford, TX on Thursday, the 20th of March, 2014 with the following members present:

Ruth Culver	Amy Sabol
David Franklin	Roy Savage
Mary Frazier	Cynthia Williams
Mark Massey	Aarius Yaites
Gary Morlock	

Others present:

David Miller – Staff Liaison
Bill Syblon – City Staff - Development
Jacquelyn Reyff – City Staff – Planning
Patty Sinclair – Bedford Beautification Commission, Chair

Absent:

Sal Caruso
Dianne Doughty
Dave Gebhart

CALL TO ORDER

Meeting was called to order at 5:33 pm by Chairperson Williams.

APPROVAL OF MINUTES AND BUDGET REVIEW

1. Review/revise and approve minutes from the February 20, 2014 meeting of the Community Affairs Commission. (Exhibit A)

Motioned by Ms. Frazier. and seconded by Mr. Savage, to approve the minutes (Exhibit A). Motion approved: 9–0.

2. Review the Commission budget.

CAC 3/20/14 Budget Report (Exhibit B) listed balance of \$1,962.50, with no expense in the last month. Budget Report was approved (motion details not available).

NEW BUSINESS

3. Introduction of City Development Director William A. Syblon and presentation by him of what his job entails and how the CAC may be able to help him – includes question and answer period.

Mr. Syblon stated his basic job is City business recruitment, expansion, and retention. He introduced Ms. Jacquelyn Reyff, City Planning Manager, who co-ordinates numerous activities with Business Development (e.g. Planning and Zoning process).

Community Affairs Commission Minutes March 20, 2014

Mr. Syblon's PowerPoint presentation provided a Summary of 2013 Business Development Activities and listed many key 2014 activities. Much of the effort has been involved with businesses located in the areas around the Highway 183/121 construction projects. The City issued new certificates of occupancy (COs) for 47 businesses in 2013.

Many of the businesses were restaurants that were new to or relocated within Bedford. Development worked with the highway construction company to track project status and coordinate adjustments to signage ordinances to help support access to businesses. Development helped update the Highway Corridor Overlay District (HCOD) ordinances to ensure that future business development would meet new standards for post-construction areas. In spite of challenges, overall City sales tax revenues were up about 2% over 2012.

Development helped to update plans for the Central Business Development Zone (CBDZ) which seek to develop the City hall area in the next 5-15 years. Some large corporations moved into Bedford (e.g. TXI moved into the Old Bedford Library across from City Hall.)

The list of Development activities for 2014 was quite impressive. Included were major expansions of the Texas Health Resources (THR) HEB hospital and cancer facilities, and the HEB Career and Technical Academy (which will bring 1,200 students per day to the HEB area @ Hwy 183 and Central Drive.).

Shop Bedford First (SBF) is being "re-invented" and "re-populated" under a new web / software platform. CAC is waiting for Development to provide details and schedules so CAC can help develop appropriate plans to build and support SBF.

4. Presentations by City of Bedford Beautification Commission member to request assistance from CAC.

Ms. Patty Sinclair, Chair of the Bedford Beautification Commission (BBC), presented a list of upcoming BBC events (see City website), and asked for CAC support of the events. The next major events are both on Saturday, March 29: CleanUp Bedford (CUB) day (volunteers meet at Meadowbrook Park for team cleanup assignments – with donated food and prizes); Chuck Your Junk day (residents bring non-hazardous** items to Meadowbrook Park); Next event is Saturday, April 26: Crud Cruiser day (residents bring hazardous** materials to Meadowbrook Park for disposal by City supported resources) - ** see City website for list.

OLD BUSINESS

5. Cynthia Williams to present a summary of suggested activities presented by CAC members at the February 20, 2014 meeting and review of same and discussion/clarification as required.

After the February 20 CAC meeting, Chair Williams asked each member to submit (via email) to the City Secretary, Michael Wells, their "Top 4 CAC Activities for 2014". Mr. Wells consolidated the member lists and provided back to members (via email) a "Summary of Suggested Activities – March 20, 2014" (Exhibit C). It listed 20 bulleted items that members were to review before the March 20 CAC meeting so they could vote at the meeting on their "Top 4 CAC Activities" for 2014.

The voting list of 20 items was bulleted (not numbered), so discussion about grouping related items (e.g. residential, business, faith-based, other?, etc.) before voting took some time. Based on the voting by show of hands, the grouping of topics indicated that several committees (see list below) should be organized to support the several groups of related topics. The Committees would then sort out which specific activities to pursue.

a. Vote to be taken by the entire Commission on which activities the CAC will participate in for the balance of 2014.

The following Committees were named, based on grouping of 2014 CAC activities:

Community Affairs Commission Minutes March 20, 2014

Business Outreach (same as 2013);
Residential Outreach (same as 2013)
Faith-Based Outreach (same as 2013)
City Support (new in 2014);
Other committees – to be determined

b. Ask for volunteers, or assign as needed, to each committee.

The following members volunteered to serve as Chairpersons // Members:
Business Outreach: Ms. Williams and Mr. Franklin // Mr. Savage; Ms. Frazier;
Residential Outreach: Mr. Morlock // Ms. Culver; (Ms. Doughty);
Faith-Based Outreach: Mr. Masse // Mr. Yaites;
City Support: Ms. Sabol // Ms. Culver;
Other committees – to be determined

For absent members - CAC Chair will follow-up on committee interests:
Mr. Caruso; Mr. Gebhart;

c. Short breakout of each committee so that a “chairperson” of each committee can be elected by committee members.

See Committee Chairperson volunteers above, as organized by the Chair.

6. Discussion regarding whether a CAC member should attend City Council meetings.

- a. Discussion of topic
- b. Vote on same
- c. If motion passes, distribute sign-up sheet for remaining meetings for 2014.

Due to length of meeting, only a brief discussion was possible. Chairperson Williams then asked members to attend City Council meetings whenever possible, and deferred question of sign-up sheet to next meeting.

7. Continuing discussion regarding CAC executive committees, who is on the committee, circumstances under which is it used, and required ratification of any action taken by the committee at the next regularly scheduled meeting.

Due to length of meeting, item was deferred until next meeting.

8. Prior Sub-committee Reports:

Note: Agenda items below (a. – h.) were revised from (1. – 8.) to match Agenda format.

Due to length of meeting, time was available for two key Reports (b. and h.).

a. Business Outreach – Cynthia Williams

b. Residential Outreach – Gary Morlock

Two CAC sponsored events are being planned, which should be “referenced” in 2 CAC written articles to appear in the next Bedford Connection magazine to be mailed to all Bedford residents in early April:

A Homeowners Association (HOA) Roundtable is being planned for Wednesday, May 14, 7:00 PM, in the Bedford Library North-South Room. The main topic will be “HOA Insurance Considerations” presented by a Bedford insurance agent. This topic was selected by the 18 Bedford HOAs that were represented at the last

Community Affairs Commission Minutes March 20, 2014

HOA Roundtable on Tuesday, January 21. The current plan is to announce the Roundtable by City emails to HOAs by the end of April, and posting on City website.

A Mayor's Roundtable is being planned by the City for early June. The probable topic will be "City Survey Results". The current plan is for CAC to plan and support the meeting based on the very successful "Mayors Roundtable – Vision Bedford" meeting held last fall attended by about 140 residents.

c. Faith Based Outreach – Mark Massey

d. Energy Efficiency – David Franklin

e. Media and Marketing – Dave Gebhart

f. City Expo – Roy Savage

g. National Night Out – Gary Morlock

h. HEB Chamber of Commerce – Mary Frazier

After considering several business promotion proposals, the HEB Chamber has launched a program to promote businesses affected by the reconstruction of Airport Freeway. The HEB Construction Card promotion will allow businesses in HEB (Chamber members or not) to offer discounts and special pricing. Businesses can fill out a form to register their business and promotion (discount / coupon) on the HEB Chamber website at no charge. Posters and window stickers are available to display in participating businesses.

"HEB Chamber Construction Cards" are available to residents and visitors at no charge. A QR code on the back of the Construction Card will direct cardholders to the current list of participating businesses. The promotion program will continue for several years through the last (Euless) phase of Airport Freeway reconstruction. Ten businesses are registered to date, including two restaurants.

Ms. Frazier encouraged CAC members to promote the program. She handed out copies of the Construction Promotion Registration Form that businesses are to fill out and return to the HEB Chamber. Contact Ms. Frazier if any questions or comments.

(Some of these sub-committees may be discontinued based upon the results of the discussion and vote that may occur as stated in the Old Business section above, committee members of new and continuing sub-committees will be chosen/assigned)

.ADJOURNMENT

At 7:08 pm, motioned by Ms. Frazier, and seconded by Mr. Savage, to adjourn the meeting. Motion approved: 9-0.

Exhibit A – Minutes (2/20/14 Meeting)

Exhibit B – Budget Report (3/20/14)

Exhibit C – Summary of Suggested Activities (3/20/14)

Approved
Cynthia Williams, Chairperson

Submitted by Gary Morlock, CAC Secretary
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