

Community Affairs Commission Minutes June 19, 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 19th of June, 2014 with the following members present:

Sal Caruso	Mark Massey
Ruth Culver	Gary Morlock
Dianne Doughty	Amy Sabol
David Franklin	Roy Savage
Mary Frazier	Cynthia Williams
Dave Gebhart	

Others present:

Bill Syblon – City Staff - Development
Steve Grubbs – Guest (Prior CAC Chair)

Absent:

Aarius Yaites – Former member

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 May 17, 2014 meeting of the Community Affairs Commission. (Exhibit A)

Ms. Culver requested a Point of Information about the process for approving the CAC minutes. Chair Williams and Secretary Morlock indicated that CAC practice for some time has been for the Chair to review/edit the minutes for clarity and accuracy before distributing to members for approval. The Secretary indicated he would have draft meeting minutes to the Chair on the Monday before the Friday each CAC meeting agenda is due.

Motioned by Mr. Massey and seconded by Mr. Caruso, to approve the minutes (Exhibit A).

Motion approved: 11–0

2. Review the Commission budget.

CAC 6/19/14 Budget Report (Exhibit B) listed balance of \$1,950, after expenses of \$12.50 in the last month.

Motioned by Ms. Frazier and seconded by Mr. Franklin, to approve the budget report (Exhibit B).

Motion approved: 11-0

NEW BUSINESS

Community Affairs Commission Minutes June 19, 2014

3. Review draft of Commission brochure prepared by the Community Affairs Committee, discuss changes, discuss cost to print, and vote on approval of brochure and allocation of budget for printing if approved.

Revised CAC Brochure - Proposed (Exhibit C)

Chair Williams reviewed that the CAC Executive Committee (Williams, Savage, Morlock) emailed a number of questions and concerns early a.m. on Tuesday, June 10, to be addressed regarding the Revised CAC Brochure before giving approval to print a limited quantity of a "temporary" CAC brochure for distribution at the CAC Mayor's Roundtable on Thursday, June 12, 7:00 p.m. At that point, Public Relations Subcommittee Chair Sabol emailed that further work to try to meet the June 12 goal was not productive.

Ms. Sabol expressed disappointment in the lack of CAC approval after much work by her Subcommittee. Subcommittee member Franklin asked why he was not advised of the concerns after he had invested much time and effort to write the revised brochure. The last minute review/approval process left little room for adjustments.

After further discussion on final brochure revisions, Chair Williams volunteered to receive them from all CAC members. She will consolidate them and pass on to Mr. Morlock to make arrangements with the City to estimate the cost and print the revised brochure.

4. Vote on continuing practice of not holding a Commission meeting in July.

Mr. Grubbs, Guest (prior CAC chair) clarified that it was not a "continuing practice", but an annual CAC decision based on need and quorum. The Chair polled members, and some were not available for the July 17 CAC meeting.

Motioned by Ms. Culver and seconded by Ms. Sabol, to cancel the July 17 monthly CAC meeting.
Motion approved: 11-0

5. Discuss creation of Committee for Commission and City Council Members "Meet and Greet" with Sal Caruso as Committee Chair.

It was clarified that the new Block Party "Committee" (Chair Caruso) should run their project under the Residential Outreach Subcommittee with assistance from the Faith-Based Outreach Subcommittee.

6. Discuss practice of inviting City employees to provide the Commission with information that can be used for Commission Activities.

Chair Williams asked if members still wanted a City Department to present at each CAC meeting to learn about City operations and needs. The members indicated it was a useful goal. The Chair indicated that City staff may be most receptive to presenting if they do not feel they may be "challenged" by the CAC.

7. Discuss attendance requirements and residence or location of business requirements to be a member of the Commission and the City practice of notice to members of the Commission regarding those issues.

If a commission member misses two meetings, it is City practice to send a letter to that member asking them to contact their commission Chair regarding continuing to serve on the commission. A recent letter that went out created unnecessary confusion and uncertainty. It was suggested that the Chair be advised of the letter before it goes out in case there are known circumstances to consider.

Mr. Savage mentioned a special City Council meeting on July 1, where Boards and Commissions changes will be discussed and attendance rules / process may change.

Community Affairs Commission Minutes June 19, 2014

The Chair advised that CAC member Aarius Yaites has moved out of Bedford, no longer has a business here, and has been formally advised that he is no longer a member of the CAC.

8. Discuss recommendations of activities of the Commission for the balance of 2014.

Due to the length of meeting the Chair suggested this agenda item be deferred to next meeting.

Motioned by Mr. Gebhart, and seconded by Mr. Savage, to table this agenda item to next meeting.

Motion approved: 10-1.

OLD BUSINESS

9. Sub-committee Reports:

a. Business Outreach – Cynthia Williams / David Franklin

Shop Bedford First (SBF) – More progress dependent on replacing City Staff member that has left.

b. Residential Outreach – Gary Morlock

Mayors Roundtable

The CAC hosted another Mayor's Roundtable meeting on Thu, June 12, 7:00 PM at the Library. Over 80 people attended to hear Mayor Griffin present the results of the recent Bedford Citizen Survey and interact with him in a roundtable Q/A discussion format. Attendees were also invited to submit additional questions to the Mayor via email.

Some Frequently Asked Questions (FAQs) will be posted on the City website (BedfordTx.gov) under the "Residents & Visitors" tab – link to Mayors Roundtable. The full 136 page Citizens Survey Results Report is now found under the "Residents & Visitors" tab – link to Citizens Survey.

Chair Morlock thanked all CAC members who attended and supported the event in so many ways. The new CAC Public Relations Subcommittee arranged for so many "City Tables" that the Library lobby was crowded with a great City "buzz".

Block Party

Block Party Chair Caruso reviewed plans for the first CAC Block Party. The target date of Thursday, September 25 was agreed upon with the neighborhood boundary in the southern part of Bedford still under discussion. Since the July CAC meeting was cancelled, the Committee will work out the details and Chair Caruso will present plans at City Council meeting in early August. Donations of food by Albertsons are being arranged, but some CAC expense might be needed.

Motioned by Ms. Frazier and seconded by Mr. Savage, to approve up to \$300 from current CAC budget for Block Party, and to present Block Party plans at August 12 City Council meeting.

Motion approved: 11-0

c. Six Stones/Faith Based Outreach – Mark Massey

Mr. Massey will continue his involvement with 6Stones and City Public Safety to help develop plans for the first CAC Block Party.

Community Affairs Commission Minutes June 19, 2014

d. Community Affairs – Amy Sabol

See report under Agenda item 3., “Review draft of Commission Brochure...”

e. Communications

Due to length of meeting this specific topic was not discussed.

f. Sign Placement Committee

Mr. Caruso reported the use of three portable signs in the south side of Bedford. They promoted the recent Mayor’s Roundtable – (Citizen Survey Results), and are now promoting Bedford 4thFest. Chair Williams noted that money for new sign letters, if needed, had been authorized at a prior CAC meeting.

ADJOURNMENT

Motioned by Mr. Gebhart, and seconded by Ms. Frazier, to adjourn the meeting.

Motion approved: 11–0

Meeting adjourned at 7:09 pm.

Exhibit A – Minutes (5/17/14 Meeting)

Exhibit B – Budget Report (6/19/14)

Exhibit C - Revised CAC Brochure - Proposed

Approved

Cynthia Williams, Chairperson

Submitted by Gary Morlock, CAC Secretary

GM doc: CAC Minutes 2014-06-19 Draft 1