

Community Affairs Commission Minutes October 16, 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 16th of October, 2014 with the following members present:

Sal Caruso	Steve Grubbs
Dianne Doughty	Gary Morlock
Dave Gebhart	Roy Savage

Others present:

Meg Jakubik – City Staff
David Miller – City Staff – CAC Liaison

Absent:

Michael Boyter – City Council – CAC Liaison
Mary Frazier Terry Smith
Mark Massey

CALL TO ORDER

Meeting was called to order at 5:33 p.m. by Chairman Roy Savage.

OPENING REMARKS AND WELCOME

Under the revised City Commission process, Mr. Savage advised that he had been selected by City Council as new CAC Chair. He stated that he wanted this to be “our Commission”, not “his Commission”, and looked forward to working with the new Commission member roster effective October 1, 2014.

APPROVAL OF MINUTES

1. Review/revise and approve minutes from the September 18, 2014 meeting of the Community Affairs Commission.

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

Motion approved: 5-0

1 abstention: Mr. Grubbs was not a member so was not present at last CAC meeting

ELECTION OF OFFICERS

2. Open floor for nominations and election of officers for the Vice Chairperson and Commission Secretary.

The Chair advised that “blank” paper ballots would be used for voting, and counted by Mr. Miller/Ms. Jakubik.

Nominations for CAC Vice-Chair were: Mark Massey and Steve Grubbs.

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Mr. Miller announced that the ballot vote was a tie. Discussion ensued. Mr. Caruso suggested the Commission table the item until the November 20, 2014 CAC meeting when more members might be present for a final vote.

Motioned by Mr. Grubbs and seconded by Mr. Caruso to vote again at the next CAC meeting.

Motion approved: 6-0

Nominations for CAC Secretary were: Gary Morlock.

Mr. Morlock was elected by acclamation.

He indicated his goal of distributing Draft minutes within two weeks after each meeting for CAC use.

3. Accept nominations and election of program directors for the following sub-committees:

The Chair reviewed some previous Commission (and maybe City legal?) confusion with CAC electing permanent Chairs of CAC sub-committees, and then further designating a "Committee Chair" under a sub-committee for each project. So the new Chair requested that CAC elect a Program Director (vs. Subcommittee Chair) for each City Council designated CAC function (Residential, Business, Faith Based, City Expo), and then later designate a Project Manager (under a Program Director) as needed to lead a project team for a CAC project (e.g. activity).

a. Residential Outreach

Nominations for Residential Program Director were: Gary Morlock and Dianne Doughty. Mr. Morlock declined the nomination to run for Business Program Director.

Ms. Doughty was elected by acclamation.

b. Business Outreach

Nominations for Business Program Director were: David Gebhart and Gary Morlock.

Mr. Miller announced that Mr. Morlock was elected by ballot vote.

c. Faith based Outreach

Nominations for Faith-Based Program Director were: Mark Massey.

Mr. Massey was elected by acclamation.

d. City Expo

Nominations for City Expo Program Director were: Roy Savage.

Mr. Savage was elected by acclamation.

NEW BUSINESS

4. Discussion and possible action regarding the frequency of Commission meetings.

Due to the number and schedules of possible CAC projects, the Chair suggested that regular CAC meetings continue to be scheduled monthly on the third Thursday of each month. Discussion included that members

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should not assume that a meeting on the third Thursday of December (December 18) would be cancelled due to holiday season given the need to build and plan a CAC event calendar.

Motioned by Mr. Gebhart and seconded by Mr. Caruso to continue to schedule regular CAC meetings on the third Thursday of each month.

Motion approved: 6-0

5. Discussion and possible action regarding a calendar of projects for Fiscal Year 2014-2015.

CAC Chair Savage submitted a sample calendar of possible CAC events and asked the new Program Directors to provide feedback and some proposed plans at the next meeting. The Chair's goal is to present a tentative calendar to City Council to inform them of CAC plans/activities.

- 2 HOA Roundtables (January?, September?)
- 2 Residential Outreach events (March?, August?)
- 2 Block Parties (April, September?)
- 2 Business Outreach events (February?, August?) – Breakfasts!
- 1 Mayor's Roundtable (June? or July?)
- 1 City Expo+ (February? or March?)

Discussion ensued that some successful CAC events have been calendar driven – scheduled when the topics are “meeting ready” (e.g. Mayor's Roundtable – Vision Bedford). Therefore, planning a meeting date in advance and building a meaningful agenda can be a challenge. Also, some CAC events have been successful because of articles in the Bedford Connection Magazine. Due to Commission reset on 10/1/14, there is limited time to plan and approve an event article at the November CAC meeting to meet an unknown early December article deadline, and then conduct follow up activities through the holidays.

An example of a potential “meeting ready?” topic is the current City Pilot for 64 gallon recycle carts to end 12/31/14. The City letter to pilot residents indicated an open 1Q schedule for City decisions. Until the Pilot survey is completed and assessed, it will not be clear **whether**, and **when** there is a need for a Residential meeting (or Mayor's Roundtable?) to inform residents of the results and on-going City plans. It was mentioned that there may be a need to amend some City codes if the new recycle carts are planned for City wide use.

6. Report on the September 25 Block Party.

Project Chair Caruso reported a successful Block Party as detailed in the minutes of the previous CAC meeting. Estimated attendance was 200 residents, including numerous families, with about 250 hot dogs consumed. Mr. Caruso thanked the main food sponsor, Albertsons, who donated the hot dogs, buns, etc and helped staff the event. He also thanked 6Stones Mission for providing bottles of water and additional manpower, including their experienced grilling team with all the grilling accessories, tents, etc. He thanked Mark Massey for helping to coordinate 6Stones and extensive City public safety (Police and Fire) official, staff and vehicle participation, and to his My Credit Union for providing a sound system (speakers, mic, music).

Mr. Caruso thanked CAC members (including Mr. Morlock, Mr. Massey, Mr. Gebhart, Ms. Culver, Ms. Sabol, Mr. Savage, and Ms. Williams) who attended and staffed the event duties. Total CAC expenses submitted for City F/Y 2013-2014 were \$221 vs. the CAC approved budget allocation of \$300. Lower expenses at future events were projected.

Mr. Caruso thanked the many City Departments, coordinated by Mirenda McQuagge-Walden that came and set up department tables and exhibits to educate citizens and answer questions about their City services. The Animal Shelter “live exhibit” was particularly popular with many families, with some adoptions projected.

Thanks to Mayor Griffin and numerous Councilpersons (including Mr. Boyter, Mr. Farco, Mr. Champney, and Dr. Turner) for attending and interacting with many residents, a main Block Party goal of “bringing the City to

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the neighborhood". Police and Fire officials also interacted with many residents, and their presence was very visible.

Mr. Miller indicated good feedback from the City departments. He noted that April 2015 might be a good month for a next Block Party to ensure good weather. Mr. Caruso indicated that Friday, April 17, 2015 was the tentative date for next CAC Block Party at a location to be determined. There should be an opportunity for another main food sponsor at the next event. Mr. Miller suggested that the CAC Project Team should determine the next event location vs. "advertising" in the next Bedford Connection Magazine to solicit possible locations.

Mr. Caruso highlighted some CAC "lessons learned" on event announcement. The announcement distribution backup plan of USPS distribution of announcement flyers to residents on Tuesday before the Thursday event was considered too late, and the USPS route flexibility offered to help the CAC might not be available in the future. Also, distribution of announcement flyers through a nearby elementary school was not effective since it was later learned that student folders (with flyers, etc.) are sent home weekly on Thursdays, the event day.

ADJOURNMENT

Motion to adjourn by Mr. Grubbs and second by Mr. Gebhart

Motion approved: 6-0

Meeting adjourned at 6:38 pm.

Exhibit A – Minutes (9/18/14 CAC Meeting)

Approved by Roy Savage, Chair

Submitted by Gary Morlock, Secretary

GM doc: CAC Minutes 2014-10-16 Draft 2
