

Community Affairs Commission Minutes November 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 November, 2014 with the following members present:

Mary Frazier
Dave Gebhart
Steve Grubbs
Mark Massey

Gary Morlock
Roy Savage
Terry Smith

Others present:

Michael Boyter – City Council – CAC Liaison
Meg Jakubik – City Staff

David Miller – City Staff – CAC Liaison

Absent:

Sal Caruso

Dianne Doughty

CALL TO ORDER

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

OPENING REMARKS AND WELCOME

Chairman Savage welcomed Mr. Terry Smith to his first CAC meeting. Mr. Smith provided a brief bio indicating he has over 40 years experience in the retail business (now VP of womens clothing for a large retailer).

APPROVAL OF MINUTES

1. Review/revise and approve minutes from the October 16, 2014 meeting of the Community Affairs Commission.

CAC Chair Savage submitted a written proposed amendment to the minutes. Reference agenda item **2. (Open floor for nominations and election ...)**, under “Nominations for CAC Vice Chair ...”. Replace sentence beginning: “Discussion ensued about ... “ with two sentences: “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.”

Motion by Mr. Grubbs and second by Mr. Caruso to approve the minutes (Exhibit A) as amended above.

Motion approved: 4-0

3 abstentions: Ms. Frazier, Mr. Massey, and Mr. Smith were not present at last CAC meeting.

ELECTION OF OFFICERS

2. Election of Vice Chairperson (item tabled from October 16, 2014 meeting).

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

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

Mr. Miller announced that Mr. Grubbs was elected CAC Vice-Chair’ by ballot vote of 4-3.

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NEW BUSINESS

3. Discussion and possible action establishing a calendar for Fiscal Year 2014/2015.

Mr. Morlock handed out a CAC 2015 Event Calendar DRAFT rev. 2014-11-19 intended to provide a summary outline for CAC review and discussion during meeting agenda item 4. Subcommittee Director Reports.

Mr. Morlock noted a terminology error on the Calendar pointed out by CAC Chair Savage just before the meeting. The term "CAC Program Chairs" is no longer correct, and should be replaced by "CAC Program Directors". The CAC Chair also noted that Program Directors may designate Project Team Leaders (or Project Managers) for specific events (e.g. Project Leader Caruso for Block Parties).

Mr. Morlock developed the Calendar DRAFT as follows:

- At the last CAC meeting (see Minutes attached), CAC Chair Savage handed out a set of CAC event ideas/goals/guidelines indicating a challenge to plan TEN CAC events in the current CAC Fiscal Year 2014-2015 with some possible dates. He asked the four CAC Program Directors to submit proposed event plans at the next CAC meeting.
- Based on that information, Mr. Morlock developed the Calendar DRAFT in month order indicating a possible schedule of events based on previous CAC discussions about events and dates, other timely topic ideas and dates, and CAC member resources. He requested feedback via email from all CAC Program Directors, and revised the Calendar accordingly. The Calendar DRAFT listed NINE CAC events during the 9 month period January - September 2015.

Discussion on the Calendar events ensued. As events came up, Program Directors provided general information about the agenda ideas and event date considerations normally provided during meeting agenda item 4. Subcommittee Director Reports. (Ms. Doughty, Residential Program Director, was out of town, but submitted her report via email to Mr. Morlock for presentation).

Key Calendar item reports, comments, suggestions, and changes included:

- The proposed months (**JANUARY** and SEPTEMBER) for TWO **HOA Roundtables** (HOA RT) could provide for an early CAC start in 2015 with a tentative activity schedule (specific dates added to clarify discussions):

Thu, December 18 (3rd Thursday) – CAC Meeting – Review HOA RT agenda ideas / plans
Tue, January 6 (1st Tuesday) – CAC provides HOA RT announcement text to City for review
Tue, January 13 (2nd Tuesday) – City announcement email to HOAs / post on City website
Tue, January 13 (2nd Tuesday) – City Council Meeting – CAC "Announces" HOA RT
Thu, January 15 (3rd Thursday.) – CAC Meeting – Review final HOA RT plans / CAC resources
Tue, January 27 (4th Tuesday) – City Council Meeting – CAC "Re-announces" HOA RT

Thursday, JANUARY 29 (5th Thursday) – HOA Roundtable (Library – Main meeting Room)

HOA Roundtables are typically announced by City email using a City internal HOA email list, so a City announcement email planned for Tuesday, January 13, would provide 16 days advance notice to HOAs. Residential Program Director Doughty has sent a CAC email to HOAs asking them for their Roundtable topic ideas, and has already received several replies. She plans to have a summary of topic ideas at the December 18 CAC meeting. Meeting plans can be confirmed at that time. A number of HOAs elect new officers in January so this is an opportunity to get new officers engaged in the local

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HOA community, and get updated HOA contact information for City HOA web list and internal HOA email list.

- The proposed months (**FEBRUARY** and **AUGUST**) for two **Business Roundtable Breakfasts** are good targets. Business Program Director Morlock indicated that the **Thursday, February 26 date has been approved** by Mr. Miller. Bill Syblon (City Development) has booked his calendar as a key speaker, and agenda items are under discussion. Ms. Frazier indicated that the HEB Chamber plans to have SaveLocalNow.com (a proposed follow-on to ShopBedfordFirst) in initial operation in January and so could be discussed/demonstrated at the February 26 Business Roundtable Breakfast meeting. Mr. Morlock will contact the Bedford Library ASAP to book the Main Meeting room and advise Mr. Miller;
- The proposed month (**MARCH**) for a **Residential Roundtable** (e.g. City Recycle Pilot?) with the target date of **Thursday, March 26**, seemed logical to Mr. Miller. He reviewed the current City Recycle Bin Pilot (10/1-12/31/14) with 2,200 residents invited to participate. Then it may take several months for Republic Waste to conduct the pilot survey, report results to the City, have the City decide whether/how to proceed with Citywide residential rollout, and if/when/what to communicate to residents (in a Roundtable format?).
- The tentative date listed (**Friday, APRIL, 17**) for the first **Block Party** must be changed due to a major conflict with a 6Stones event they just announced (CPR – Spring Blitz). Mr. Miller will work with Mr. Caruso and Mr. Massey to select an alternative date that is good for 6Stones and City departments involved in a Block Party. Project Leader Caruso is responsible for organizing the Block Party location and getting sponsors.
- A tentative date (**APRIL ??**) for the **City Expo** must be changed again to coordinate with the schedules of all City departments involved. Mr. Miller will work on this with City Expo Program Director Savage. One current strategy is to conduct the City Expo in conjunction with the City Pet Fair.
- Some CAC members expressed concern that planning even nine CAC events in nine months (January - September) might be overcommitting, noting that only 9 of 12 CAC member slots are currently filled. Furthermore, Mr. Miller indicated that City Council just completed another round of candidate interviews for vacant Boards and Commission slots, and he did not recall any candidates that might fill vacant CAC slots.
- The number of Residential Outreach Program events on the Calendar DRAFT was SIX (two Residential or Mayor Roundtables, two HOA Roundtables, and two Block Parties). It was suggested that the CAC reduce that number by postponing the JANUARY 29 HOA Roundtable (now under tight planning schedule), and re-scheduling it (to MARCH, JUNE or SEPTEMBER) based on the topic status/needs/dates of the two proposed Residential/Mayor's Roundtables on the Calendar DRAFT. Some members did not see the need for an HOA specific meeting agenda vs. a general Residential meeting agenda.
- Motion by Mr. Gebhart and second by Ms. Frazier to "fix the CAC Calendar" to the following number of events:
 - o Two Business Events
 - o Two Residential Events (Roundtables, HOA Roundtables)
 - o One Block Party Event
 - o One City Expo Event – every other year

Motion passed 5-1, Mark Massey abstained.

Mr. Morlock will revise the Calendar DRAFT to reflect this motion and other changes/ideas discussed, with date revisions under review by Mr. Miller, and present at the next meeting.

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- It was mentioned that CAC should eventually (mid-year?) consider scheduling/planning one or two CAC events in 4Q 2015 to “hand off” to the new CAC effective October 1, 2015 to provide early momentum for the new CAC. This is often done in many organizations.
- It was mentioned that planning ahead for a CAC event announcement article in the “next” Bedford Connection Magazine is an ideal way to reach all Bedford residents. The “next” BC Magazine is targeted to be delivered “in home” to residents before Christmas, a few weeks earlier than last year. CAC needs to monitor deadlines for City (e.g. CAC) articles for the following BC Magazines and target dates for “in-home” deliveries.
- Given the need to confirm and plan the CAC event calendar, it was mentioned that CAC members should not assume that the regular monthly CAC meeting on the third Thursday of December (December 18) would be cancelled due to holiday season.

4. Subcommittee Director Reports:

See agenda item 3. regarding correction to CAC organization terminology. The above agenda item 4. heading should be changed to “Program Director Reports”.

Reports / comments below were provided under Agenda item 3. – Calendar DRAFT discussions.

a. Residential Outreach (Dianne Doughty) – by Gary Morlock from email report

b. Business Outreach (Gary Morlock)

c. Faith based Outreach (Mark Massey)

Mr. Massey also mentioned upcoming 6Stones events and again encouraged CAC members to attend, volunteer, support, and learn more about different parts of your community. He also reminded CAC to continue to support ShopBedfordFirst and also to invite Church Pastors to Business Roundtable events, as they run active local businesses.

d. City Expo (Roy Savage)

5. Council Liaison Report (Michael Boyter)

Reports / comments were provided under Agenda item 3. – Calendar DRAFT discussions.

6. Staff Liaison Report (David Miller)

Reports / comments were provided under Agenda item 3. – Calendar DRAFT discussions.

Mr. Miller also mentioned the City Bus Pull Challenge on Friday, December 5, 10:00 a.m. at Pennington Field. HEB Cities will compete to raise money to benefit the 6Stones “Night of Wonder”. He encouraged CAC members to attend and cheer on the Bedford City team!

ADJOURNMENT

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

Motion approved: 6-0

(Ms. Frazier left early)

Meeting adjourned at 6:55 pm.

Exhibit A – Minutes (10/16/14 CAC Meeting)

Exhibit B - CAC 2015 Event Calendar DRAFT rev. 2014-11-19

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Approved by Roy Savage, CAC Chair

Submitted by Gary Morlock, CAC Secretary

GM doc: CAC Minutes 2014-11-20 Draft 2
