

Community Affairs Commission Minutes December 18, 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 18th of December, 2014 with the following members present:

Sal Caruso	Steve Grubbs
Dianne Doughty	Gary Morlock
Mary Frazier	Roy Savage
	Terry Smith

Others present:

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

Michael Boyter – City Council – CAC Liaison	Mark Massey
Dave Gebhart	
Joy Brandon (new member)	

CALL TO ORDER

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

OPENING REMARKS AND WELCOME

Mr. Savage reviewed that a primary goal of this meeting is to confirm a tentative CAC Event Calendar for the year that could be presented to City Council in the near future.

APPROVAL OF MINUTES

1. Review/revise and approve minutes from the November 20, 2014 meeting of the Community Affairs Commission.

In response to a question, Mr. Miller advised that if a CAC member abstains in a vote, the name of that member must be listed in the CAC minutes. Therefore, in the minutes under consideration, there is a vote with one abstention, and the name must be added accordingly. The Secretary's notes indicated that Mr. Massey had abstained, and therefore his name should be added to the minutes.

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

Motion approved: 6-0

Two abstentions: Mr. Caruso and Ms. Doughty were not present at last CAC meeting.

OLD BUSINESS

2. Discussion and possible action in regards to developing a calendar for Fiscal Year 2014/2015.

Mr. Morlock prepared and distributed a three page handout (**Exhibit B**):

- page 1 **CAC 2015 Event Calendar** DRAFT rev 2014-12-17
- page 2 **2-26 Business RT Agenda** DRAFT 2014-12-16
- page 3 **2-26 Business RT Project Schedule** rev 2014-12-18

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CAC 2015 Event Calendar (page 1) It reflects decisions made at the last CAC meeting with updates from CAC Program Directors since the meeting.

The Event Calendar lists possible CAC events for F/Y 2014-2015. It reflects CAC consensus to plan:

- 2** Business Roundtables;
- 2** Residential Roundtables (General or HOA);
- 1** Block Party;
- 1** City Expo (every other year)

CAC Program Directors (Residential, Business, Faith-Based, City Expo) continue to work with the City to identify meaningful topics, agendas, speakers, and dates appropriate for the calendar timeframes.

The first 4 calendar events have specific planning target dates and are listed in bold:

<u>2015</u>	<u>Target Date</u>	<u>Program Director</u>	<u>Event</u>
FEB	26 (Thu) **	Business	Business Roundtable – Breakfast (topics WIP)
MAR	26 (Thu) **	Residential	“Residential” Roundtable (City Recycle Bin Pilot, ...) -or- HOA Roundtable (topics TBD)
APR	11 (Sat)	City Expo + all CAC	City Expo+ (City staff dependencies)
	25 (Sat) ?	Residential & Faith-Based	Block Party (location TBD)
JUN	TBD	Residential	Residential Roundtable (Bedford Commons Update?) -or- HOA Roundtable (topics TBD)
AUG	TBD	Business	Business Roundtable – Breakfast (Topics TBD)
SEP	open		<u>Note - Last month of current 2014-2015 CAC Term</u>
OCT	TBD	Residential	Block Party

** FEB and MAR events are targeted one week after monthly CAC meeting to review final details.

After each event is completed, at least one additional event could be targeted, planned, and listed in bold.

Discussion on the list of Calendar events ensued. For each event, the responsible CAC Program Director provided general information about the agenda ideas and event date considerations. Some additional detail is also reported under CAC meeting Agenda item 3. Subcommittee Director Reports.

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

The proposed **FEBRUARY 26 (Thursday) Business Roundtable Breakfast** date must be changed due to major conflict with City staff, Council, and HEB Chamber being in Austin for a key event. Mr. Miller will investigate alternate dates of February 27 (Friday) and February 19 (Thursday) with City staff and tentative speakers and advise.

Ms. Frazier reported that the HEB Chamber plans to have SaveLocalNow.com (a proposed follow-on to ShopBedfordFirst) in initial operation in January (with some “HEB Construction Card” members as an initial base). So SLN could be discussed/demonstrated at the February 26(?) Business Roundtable Breakfast

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meeting. She distributed a handout (**Exhibit C**) outlining SaveLocalNow benefits and operation. Mr. Miller indicated that the City is still discussing strategies for continuing ShopBedfordFirst and participating in SLN.

In response to member questions about business development activities in Bedford, Mr. Miller agreed to have a presentation on the Bedford Commons at the next CAC meeting.

The proposed **MARCH 26 (Thursday) Residential Roundtable** (e.g. City Recycle Pilot) date is still a good target per Mr. Miller. He again 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?). He indicated that the topic might take about 20 minutes on the tentative agenda, so additional topics should be planned. Mr. Morlock indicated that some Business Roundtable topics and speakers would also be meaningful for the Residential audience (e.g. Bedford Commons update, Economic Development update, Code Compliance update, ...).

The proposed **MARCH 26 (Thursday) HOA Roundtable (as alternate MARCH 26 calendar option)** has some agenda merit, but discussion above indicated that this March option should be deleted from the CAC event calendar but continue to stay on the calendar as an alternate June option. Residential Program Director Doughty has sent a CAC email to HOAs asking them for their Roundtable topic ideas, and has already received several replies. Discussion ensued on what topics would be of specific meaning and benefit to HOAs that were not already covered in Residential Roundtables under consideration.

The proposed **APRIL 11 (Saturday) City Expo date is confirmed** by Mr. Miller regarding schedules of all City departments involved. City Expo Program Director Savage will continue to work with Mr. Miller on event details. Mr. Savage indicated again that an "Energy Fair" component would not be included this year.

The proposed **APRIL 25 (Saturday) Block Party date must be changed again** due to a planning conflict with a 6Stones event they just announced (CPR – Spring Blitz – April 17-18). Mr. Miller will work with Mr. Caruso and Mr. Massey to select an alternative date that is good for both 6Stones and City departments involved in a Block Party. A May date was suggested since it would help spread out the CAC calendar, but not on weekends of Mother's Day or Memorial Day. 6Stones has a conflict with a Run event planned for May 16 (Saturday). Mr. Caruso suggested a Friday night might be better for kids (not a school night.). Mr. Miller and Ms. Jakubik quickly checked City calendars and suggested May 29 (Friday after Memorial Day weekend) as a potential date. They will investigate and advise ASAP. Project Leader Caruso distributed a street map (**Exhibit D**) indicating a proposed location for the next Block Party (Mill Ridge area – 300 homes).

It was mentioned that this CAC should eventually consider scheduling/planning one CAC event early in 4Q 2015 to "hand off" to the new CAC (starts October 1, 2015) to provide initial event momentum for the new CAC. This is often done in many organizations. Mr. Grubbs suggested we consider that item in mid-year (June), and consider a November event. The current calendar DRAFT lists a "2nd" Block Party in October, but Block Party Project Leader Caruso would like the CAC to move that ahead into September (sunset and weather) during their mid-year discussions. This would mean CAC approval of two Block Parties this member year.

Motion by Ms. Frazier, seconded by Mr. Grubbs to approve the EVENT calendar as discussed (including changes and alternate dates being investigated).

Motion approved 8-0.

Mr. Morlock will revise the Calendar DRAFT to reflect the changes/ideas discussed, including further date revisions under consideration, and present at the next meeting.

An event announcement article in the 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

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weeks earlier than last year. Block Party Team Leader Caruso indicated he has arranged an article in the "next" BC magazine with pictures to review the recent CAC block party.

CAC needs to monitor future BC Magazine editor deadlines and "USPS in-home" delivery dates through Mr. Miller to help the CAC plan their event calendar and develop BC articles to meet the deadlines.

Mr. Morlock reviewed pages two to three of his three page handout which provide plan details for the first calendar event (MARCH 26? (Thursday) Business Roundtable - Breakfast). Review and discussion is provided below in Agenda item 3. b. (Business Outreach).

NEW BUSINESS

3. Review and possible action regarding Subcommittee Director Reports:

a. Residential Outreach (Dianne Doughty)

Reports / comments are provided under Agenda item 2. – Event Calendar discussions.

b. Business Outreach (Gary Morlock)

Reports / comments are provided under Agenda item 2. – Event Calendar discussions.

Mr. Morlock briefly reviewed page two of his handout, which provided the tentative agenda, topic timings, and speakers for the Business Roundtable Breakfast. There may be more meaningful topics than agenda time available (one hour), so he looks to the City to allocate the topic and sub-topic times to meet current City needs.

Mr. Morlock briefly reviewed page three of his handout, which reviewed the proposed project schedule for the Business Roundtable Breakfast. It detailed key CAC and City activity dates prior to and after the meeting announcement. After the event date change is confirmed, he will update the proposed project schedule and present at the next meeting.

c. Faith based Outreach (Mark Massey)

No report – Mr. Massey absent.

But Mr. Caruso reported ongoing work with 6stones to confirm possible Block Party dates.

d. City Expo (Roy Savage)

Reports / comments are provided under Agenda item 2. – Event Calendar discussions.

4. Council Liaison Report (Michael Boyter)

No report – Mr. Boyter absent.

5. Staff Liaison Report (David Miller)

Reports / comments are provided under Agenda item 2. – Event Calendar discussions.

ADJOURNMENT

Motion to adjourn by Ms. Frazier and second by Mr. Grubbs.

Motion approved: 8-0

Meeting adjourned at 6:50 pm.

Exhibit A – Minutes (11/20/14 CAC Meeting)

Exhibit B – Handout -

- page 1 CAC 2015 Event Calendar DRAFT rev 2014-12-17
- page 2 2-26 Business RT Agenda DRAFT 2014-12-16
- page 3 2-26 Business RT Project Schedule rev 2014-12-18

Exhibit C - Handout - Overview of SaveLocalNow.com (proposed new business promotion strategy)

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Exhibit D - Handout - Street map of proposed location for next Block Party

Approved by Roy Savage, CAC Chair

Submitted by Gary Morlock, CAC Secretary

GM doc: CAC Minutes 2014-12-18 Draft 2
