

**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 15<sup>st</sup> of October, 2015 with the following members present:**

Joy Brandon  
Sal Caruso  
Steve Grubbs  
Margaret Hall  
Mark Massey

Gary Morlock  
Roy Savage  
Terry Smith  
Doug White

**Others present:**

Steve Farco - City Council Liaison  
Karla Setser - CAC Guest

Meg Jakubik -City Staff Liaison -Strategic Svcs Mgr  
Joe Zavala - CAC Guest

**Absent:**

Mary Frazier

**CALL TO ORDER**

Meeting was called to order at 5:32 p.m. by Chairman Roy Savage.

**OPENING REMARKS AND WELCOME**

Chairman Savage reviewed that CAC works as a group, not as individuals, with ownership responsibility for each event/project and support of members as appropriate.

Mr. Savage welcomed CAC members, including 2 new members (Hall, White), and 2 prospective members present as CAC Guests (Setser, Zavala). The Chair asked each person present to briefly introduce themselves, indicating CAC interests/experience and current positions.

**ELECTION OF OFFICERS**

**1. Election of Vice Chairperson and Secretary of the Community Affairs Commission.**

Chairman Savage reviewed that election of 2 CAC positions is needed: Vice Chair; Secretary. The current Vice-Chair is Steve Grubbs, and Secretary is Gary Morlock.

Mr. Caruso nominated Steve Grubbs for Vice Chair. Ms. Brandon nominated Gary Morlock for Secretary. No other nominations were received, so nominees were elected by acclamation.

**APPROVAL OF MINUTES**

**2. Review/revise and approve minutes from the August 20, 2015 meeting of the Community Affairs Commission.**

Mr. Morlock, CAC Secretary, thanked Ms. Frazier for doing a good job on the minutes in his absence since her name is not mentioned in the minutes. Mr. Grubbs moved to amend the minutes to list Mr. Massey as absent.

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

Motion approved: 9-0.

## **NEW BUSINESS**

### **3. Discussion and possible action regarding the appointment of Sub-Committee Directors and Program Managers.**

Mr. Savage commented on current CAC organization and operations strategy. The current appointed CAC Directors are: Residential Programs (Joy Brandon); Business Programs (Gary Morlock); and Faith-based Programs (Mark Massey). Block Parties is a project under Residential Programs (Project Manager - Sal Caruso). The current appointees have agreed to continue serving in those capacities.

Note: Ms. Brandon has been unavailable due to family situation, so Mr. Grubbs has been "Acting Director of Residential Programs". Ms. Brandon is now ready to resume her Director position with transition and on-going support from Mr. Grubbs.

Chairman Savage has asked Mr. Grubbs, as Vice Chair, to be a "floating assistant" for all events/projects to assist all members, especially new members, with managing events/projects. The Program Directors have developed detailed Event/Project Checklists (timelines) to assist members with planning and organizing an event/project. This year the Chair would like each event/project to have a project co-ordinator working under the appropriate Program Director to help more members get involved and develop CAC leadership experience. The Checklists reveal the many tasks involved by CAC and City Staff in planning an event/project.

Additional CAC projects, including updating the HOA contact list on City website, and updating City email list for HOAs, will be discussed at a future CAC meeting.

### **4. Discussion and possible action for the 2015 - 2016 Calendar of Events**

Mr. Morlock, as CAC Secretary, distributed **Exhibit B** to review last year's calendar as a reference for creating this year's event calendar.

#### **Exhibit B - CAC 2014-2015 Event Calendar** rev 2015-10-10

**He noted CAC consensus to plan:** 2 Business Roundtables; 2 Residential Outreach/Roundtables (General or HOA); 2 Block Parties; 1 City Expo (every other year).

#### **The CAC met its' consensus plan with the following notes:**

- Due to City Council reset of Bedford Boards and Commission membership year to Oct. 1, 2014, the new CAC started late and had a compressed 4 event schedule in March-May of 2015 with a heavy CAC/City workload.
- The CAC planned Fall 2015 events in October and November to meet annual goals, and to provide continuity of events during the first 2 months of the new Commission year starting October 1<sup>st</sup>.

Mr. Morlock distributed **Exhibit C** to review this year's proposed event calendar.

#### **Exhibit C - CAC 2015-16 Event Calendar** rev 2015-11-18 (Proposed)

**The proposed event calendar has the same consensus goals as the previous year.** (Mr. Savage noted that the City Expo, held last year as a CAC event, is currently planned every other year so does not appear on this year's CAC calendar.) The general goal is to have a set of 3 events in the Fall (1 Res, 1 Bus, 1 Block) and a set of 3 events in the Spring (same set). This will allow each event type to occur about 5-7 months apart, with adjustments made by the City as agenda topics are "presentation ready". No events planned in summer.

**Discussion ensued about 2016 event scheduling considerations (day of week, venues, other City events, etc.), proposed adjustments.** This was a good review, especially for new CAC members, of City considerations in committing to an event date. It was noted that committing to a FEB 2016 event date was most critical now, since initial plans/schedules could be discussed at the Nov. 19 CAC meeting. However, the Chair advised that the regular monthly CAC meeting would be held on Dec. 17.

## **2016 (Spring) - First 3 Events**

### **FEB 25 (Thu) - Residential Roundtable 7-8 PM**

- City to review/confirm dates, Library venue, agenda topics, speakers, etc. and advise by Nov. CAC meeting. If meeting is moved to previous Thu. (3<sup>rd</sup> Thu), then monthly CAC meeting needs to be rescheduled, hopefully to 2<sup>nd</sup> Thu in Feb., to review final plans a week before the event.

### **APR 28 (Thu) – Business Roundtable 8-9 AM (Breakfast 7:30 AM)**

- City proposed moving from April to May to be after City elections (now moved to 1<sup>st</sup> Sat. in May).  
- City also proposed changing day of week to Friday, since Library venue has recurring revenue opportunity on Thu. AMs; Alternate approach is to keep Thu. AM day at alternate venue such as Old Bedford School. Ms. Jakubik will research and hold both dates/venues pending decision at November 19 CAC meeting.

### **MAY 26 (Thu) – Block Party 6-8 PM**

- Mr. Caruso proposed moving from May to April to avoid Mem. Day holiday and end of school activities. He will research alternate dates with proposed neighborhood(s) and report at November CAC meeting.  
- He also proposed changing Thu. to Fri. night for better “Spring” attendance (Fri. not good in Fall with HS football conflict).

## **5. Review and possible action regarding Subcommittee Director Reports:**

### **a. Residential Outreach (Steve Grubbs for Joy Brandon)**

Mr. Grubbs prepared and distributed **Exhibit B** - Summary Report.

#### **Exhibit B -**

Summary Report of: CAC and City Residential Outreach: Thu, Sep. 17, 2015, 7-8 PM  
Residential Outreach Feedback September 17, 2015 - Summary of 33 Forms Completed

The Eventbrite RSVP count was 92. Of those 52 actually checked in at the sign-in desk. Some 33 of those took advantage of the expedited check in. Additionally there were 17 other attendees that signed in but had not RSVP'd. There were 17 attendees from CAC, City Council, and City staff bringing the total to 86. A manual count yielded 90-92 so maybe a few missed the sign in table. It is interesting to note that slightly less than 60% of those that registered actually came to the meeting. The same statistic also held true for the May meeting. However, the final count for May and this meeting did approximate the RSVP number.

From the 33 feedback forms we received, it showed a variety of ways people heard about the meeting with emails slightly above the rest and Bedford Connection close behind. What was nice to see is the word of mouth or mails from “friends or business contacts” increased this time. It is good that people are talking and spreading the word. See 20150917ResidentialOutreachSurveyResultsSummary.docx for more detail.

The meeting started on time at 7:00 PM and was received well by the attendees. According to the feedback forms, the most popular topics were closely divided among Bedford Commons, Development/redevelopment, and Boys Ranch Update. The presentations were over a little earlier than scheduled and we went right into the optional feedback session. Using two handheld microphones this time helped reduce the time between questions. The ducks and turtles were popular among a group of people. Many other questions were asked that included a desire for Bedford to be a destination. The Mayor and staff did a good job of fielding the questions. The meeting ended at approximately 8:25 PM. Many people stayed afterwards interfacing with the Mayor, City Council, City Staff and CAC members.

From the feedback form everyone felt the start time was good. Of those that commented on the length, they were positive except for a comment about "it ran a little long talking about ducks". Also one person felt that "everyone spoke so fast!". Everyone felt that the Agenda content was interesting and meaningful except for one person that did not agree. This person did have a favorite subject as Bedford Commons. As far as subjects to be covered in future meetings, then there was some mention of the same subjects as this meeting. However there were several smaller topics which might fit within the Mayor's overall topic or Bill Syblon's subject matter. I would suggest that everyone take a look at details in 20150917 Residential Outreach Survey Results Summary.docx to see where we might be able to include the residents' requests in the future.

Overall I felt the meeting was very successful and included good feedback from the public. (Steve Grubbs)

### **Block Parties (Sal Caruso)**

#### **Block Party was held on Thu, Oct. 1, 2015, 6-8 PM at #1 - #30 Lincolnshire Circle, Bedford**

The CAC Block Party strategy includes: move the City to the neighborhood ("Block"), connect CAC, City Council and Staff to residents in an informal setting to interact and inform; have neighbors get re-acquainted; help create community awareness of 6Stones.

Mr. Caruso noted that the Oct. 1 Block Party was successful (estim. 150-175 residents attended) and thanked CAC members, City Council, and the many City Staff that attended and supported their departments. He noted key sponsors including Kroger (food donations), 6Stones (food donations & hot dog cooking crew), and My Credit Union (sound system and generator).

#### Comments:

- The City animal shelter is always popular and creates a family draw for the event.
- The City Manager received an email from a resident that applauded the Block Party in their area.
- Event was 6-8 PM, and cool, but it got dark early, so suggest 5:30-7:30 PM for next early Fall event.
- New sponsors (& booths) are always needed, with Highway 55 a new sponsor.
- Getting CAC and other volunteers for distribution of flyers to homes is often a challenge (but not this time).
- Another delivery option is the Post Office "every door direct" program that could deliver flyers for about \$80.
- Since this is an "invitation only event", no health permit is needed, per Ms. Jakubik.
- There is now a CAC Block Party project checklist (timeline) to help plan and conduct an event.

**Next Block Party is targeted for May (April?) 2016.** Several locations have already been identified.

#### **b. Business Outreach (Gary Morlock)**

Mr. Morlock distributed and reviewed **Exhibit E**.

**Exhibit E** – CAC & City Business Roundtable, Thu. Nov. 5, 2015, 8-9 AM. Breakfast (7:30 AM)

- p. 1 Proposed: Agenda
- p. 2 Proposed: City Announcement Text; City Meeting Announcement Plan.
- p. 3 Proposed: Meeting Project Schedule; CAC Meeting Project Assignments.

Revised Agenda uses agenda from Sept. 17 Residential Outreach meeting as agenda template for City and adds new Police Chief, Jeff Gibson, as speaker to provide Police Update TBD by City.

Revised Announcement Text adds new speaker Jeff Gibson.

Revised City Meeting Announcement plan

- Tue, Oct. 13 - Announce at City Council meeting (City Marketing) - COMPLETED
- Thu, Oct 15 - Review final project details at CAC meeting  
CAC provides final proposed Announcement Text to City
- Mon, Oct 19 - Announce on City Marketing Channels, HEB Chamber channels (Bedford)

Tue, Oct 27 - Re-Announce at City Council meeting (City Marketing) / Get prelim. RSVP count  
Mon, Nov 2 - Deadline for on-line RSVPs via City EVITE link in Announcement

#### Revised Meeting Project Schedule - Key items

- \* Mon. Oct 19 - City Emails Announcement to HEB Chamber (to prepare ½ page FLYER)
- \* Tue. Oct 20 – HEB Chamber emails FLYER document (2 per page) to City for copying/cutting
- \* Wed-Tue Oct. 21-27 - CAC Members receive/distribute FLYERS to City Businesses (by geography)
- Tue. Nov 3 - City provides RSVP count & attendee list to CAC (room setup, sign-in sheets)
- Thu. Nov 5 – Steve Grubbs to manage meeting day activities (setup, sign-in lists, Feedback, etc.)  
City to arrange food, laptop A/V connect, and City PowerPoint presentations.

\* Mr. Morlock provided draft of CAC FLYER distribution plan (by City geography) and verified volunteers. Plan can work since some CAC volunteers can distribute FLYERS only during the week and others only on the weekend.

\* Ms. Jakubik suggested that City copying/cutting of FLYER and CAC distribution plans can be delayed until she returns on Tue, Oct. 27. Mr. Morlock will review alternative plans.

#### **c. Faith Based Outreach (Mark Massey)**

Mr. Massey reviewed his Faith Based Outreach mission. He interfaces with churches, which are part of the CAC mission, as well as apartments (Association). In the past 6Stones sponsored a block party in an apartment complex that some CAC members participated in. But Mr. Massey noted new 6Stones management that may change their activity priorities.

See 6Stones.org to review and participate in current activities. This coming weekend (Oct 16-17) 6Stones is sponsoring one of its major Fall activities - CPR (Community Powered Revitalization). About 1500 volunteers will be assigned to 36 homes in the HEB area to help repair and maintain homes for residents that are not able to do so. If you are not a “handyman” you can still participate (registration, preparing and delivering lunches to the volunteers). There is also a Spring CPR event. One CAC member suggested that the CAC could volunteer as a group at one home at the Spring CPR.

Mr. Massey noted continued work with key sponsor 6Stones on CAC Block Party involvement to support Mr. Caruso.

Note: Mr. Massey’s company, My Credit Union (MCU), is a Block Party sponsor and provides the sound system (e.g. speakers, microphone) and gasoline generator to support.

#### **6. Council Liaison Report (Steve Farco)**

Mr. Farco congratulated the CAC on the success of their 2 recent events (Sep.17 Residential Outreach and Oct. 1 Block Party) and plans for the upcoming Nov. 5 Business Roundtable. He was also impressed with the planning of the proposed 2015-2016 event calendar being prepared by the CAC for presentation to City Council by Chair Savage in the near future.

Mr. Farco advised that all emails between members are subject to the “state open records laws”, so content should be considered accordingly. He echoed similar comments below by Ms. Jakubik.

#### **7. Staff Liaison Report (Meg Jakubik)**

During the meeting, Ms. Jakubik provided reports and comments during discussions as noted under other agenda items.

She commented that the CAC contact list Mr. Savage is preparing to distribute is for CAC internal use only, and will not be published by the City.

She noted that her emails to the CAC membership use bcc: (blind copy) so that member privacy is maintained. Under the Texas State Open Meeting Laws, CAC members must not convene a quorum of members to: meet formally or informally on a project (unless a formal quorum notice is posted by the City), email on a project (unless done by Ms. Jakubik), or meet or email in successive smaller groups which would constitute a “moving or walking quorum”. Please consult formal Open Meeting training materials and/or call Ms. Jakubik and/or Chair Savage if any questions about a quorum situation.

She advised that the deadline for “placeholder articles” for the next Bedford Connection Magazine is early November, with mailing in early January 2016, listing City events January through April. Mr. Grubbs agreed to write a sample article for City consideration summarizing recent CAC events (with pictures) with request to look for future CAC meeting announcements. Discussion ensued about whether a firm date for the proposed Feb. 2016 Residential Outreach event could be decided in time to be placed in the final article.

Ms. Jakubik indicated that she would be out of the office on vacation starting tomorrow (Fri, Oct. 16) until Tue, Oct. 27 (next City Council meeting).

### **ADJOURNMENT**

Motion to adjourn by Ms. Brandon, and second by Ms. Hall.

Motion approved: 9-0

Meeting adjourned at 7:11 pm.

**Exhibit A** – Minutes (August 20, 2015 meeting of CAC)

**Exhibit B** - CAC 2014-2015 Event Calendar rev 2015-10-10

**Exhibit C** - CAC 2015-16 Event Calendar rev 2015-11-18 (Proposed)

**Exhibit D** -

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Approved by Roy Savage, CAC Chair

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Submitted by Gary Morlock, CAC Secretary

GM doc: CAC Minutes 2015-10-15 Draft 2

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