

**Community Affairs Commission Minutes September 15, 2016**

**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>th</sup> of September, 2016 with the following members present:**

Joy Brandon  
Sal Caruso  
Margaret Hall  
Gary Morlock  
Roy Savage

Karla Setser  
Terry Smith  
Doug White – arrived 5:34 pm  
Joe Zavala

**Others present:**

Meg Jakubik - City Staff Liaison - Strategic Svcs Mgr Steve Farco - City Council Liaison

**Absent:**

Mary Frazier  
Steve Grubbs

Mark Massey

**CALL TO ORDER**

Meeting was called to order at 5:30 p.m. by Chairman Savage.

**OPENING REMARKS AND WELCOME**

Mr. Savage noted that the presentation of the first “CAC Katie Savage Resident of the Year Award” at the Council Council meeting (Tue, Sep. 13) went very well. He thanked Mr. Caruso for his presentation (with award plaque), and all who had worked with him. The award recipient, Faye Brooks, was kept secret so she was surprised, and very appreciative. Mr. Caruso will also make the presentation again at the Residential Outreach Meeting (Thu, Sep. 22).

**APPROVAL OF MINUTES**

**1. Review/revise and approve minutes of the following Community Affairs Commission meetings:**

**a) August 18, 2016**

**Exhibit A - Minutes (August 18, 2016 meeting of CAC)**

Motion by Ms. Hall, and second by Mr. Caruso, to approve the minutes.

Motion approved: 8-0

**NEW BUSINESS**

**2. Discussion and action on nominations for Business of the Year Award.**

**Exhibit B - Business Award Nomination Forms ( 3 nominations)**

Mr. Caruso reported that the CAC awards project team (Mr. Caruso, Mr. Smith, Mr. Zavala) reviewed the nomination forms received for CAC Business of the Year Award. They narrowed it down to 3 nominations for consideration and selection by the CAC at this meeting. The Award will be announced and presented first at the Tue, Oct. 4, City Council meeting, and then again at the Fri, Oct.14, Business Roundtable meeting. CAC members are to keep the selection quiet until the announcement. The minutes will record the selection but will not be distributed before the City Council meeting. Mr. Caruso thanked Ms. Jakubik for coordinating the City process of Business award announcement and receipt of nominations.

Mr. Caruso commented that his original award concept was to focus on small to medium businesses. But, based on the nominations received, he is now open to considering large businesses too. Discussion ensued about information provided on the nomination forms which reflected why all 4 nominations were deserving of the award. All nominees are members of the HEB Chamber, do a lot in the community, including a lot for the City. Discussion ensued on the difficulty of choosing between a small and large business of the year, and whether the decision is based on their contributions during this past year or over a period of years.

Motion by Mr. White, and seconded by Mr. Morlock, to have a CAC award this year for both a Small Business and Large Business of the Year.

Motion carried 7-2 (No: Ms. Hall, Ms. Brandon)

It was noted that the motion does not obligate the CAC to have both Small and Large Business awards in future years.

Discussion ensued to clarify the award definition of a Small and Large Business. It was suggested that CAC be consistent with HEB Chamber definitions based on number of employees: Small = under 25; Medium = 25-50; Large = 50+. CAC consensus to define the two CAC awards this year is: Small = under 50; Large = 50+.

Discussion ensued to review activities of the nominees for the Large Business Award. Harley Davidson was selected for the Award. Discussion ensued to review activities of the nominees for the Small Business Award. Crazy Cowboys was selected for the Award.

**3. Discussion and action on alternate location for the Business Roundtable.**

Ms. Jakubik reported that the Old Bedford School is not available indefinitely while undergoing major repairs.

>> So Ms. Jakubik has already moved the Residential Outreach meeting (Thu, Sep. 22, 7:00 PM) to the Former Library building across from City Hall. <<

But CAC needs to select an alternate location for the Business Roundtable breakfast meeting (Fri, Oct. 14, 7:30 AM). Ms. Jakubik has identified 2 available locations and tentatively reserved both pending CAC decision tonight.

The Bedford Library is available. However, there is an event there the night before. So the room would have to be set up at 6 AM on day of meeting for our 7:30 breakfast start. Also available is the

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Former Library building across the street from City Hall. This is the same location planned for the Residential Outreach meeting (Thu, Sep. 22). It has adequate capacity, with a kitchenette in the back for ease of serving food and drink. Discussion ensued about the two locations, including concerns about a 6 AM setup time on day of meeting

Motion by Ms. Hall, and second by Mr. White, to hold the Business Roundtable breakfast meeting (Fri, Oct. 14, 7:30 AM) at the Former Library Building.

Motion approved: 9-0

#### 4. Review and possible action regarding Subcommittee Director Reports:

##### a. Residential Outreach (Joy Brandon)

Ms. Jakubik has already moved the Residential Outreach meeting (Thu, Sep. 22, 7:00 PM) to the Former Library building across from City Hall. Ms. Brandon said CAC can show up at 6 PM and the room will already be set up.

Due to late change in meeting location (from Old Bedford School – OBS now under repairs), a sign will be posted at OBS (with possible CAC member there too) to alert attendees. Note that 16 RSVPs were received before the location change had to be made. There are 46 RSVPs to date, with additional Facebook promotion planned.

The speakers have been confirmed. The Mayor will do a City update (including Budget), with updates by the Police Chief and City Parks and Rec. Ms. Brandon thanked Ms. Jakubik for coordinating the agenda, speakers, and presentations. Chairman Savage will welcome attendees, and Ms. Brandon will then host the meeting.

Ms. Jakubik reported that City will have Dept. tables, including Parks & Rec. She has offered table opportunities to other Boards and Commissions.

Registration (sign-in) will be in the lobby.

Mr. Grubbs is now out of town through the week of the meeting. So Mr. Morlock has agreed to receive the RSVP (Evite .csv) download from the City (on Tuesday?) and prepare the RSVP sign-in list for the meeting. He will also create the Feedback Survey Forms for the City to copy. When Mr. Grubbs returns, he will do the Attendance and Survey Summary Reports.

CAC members are needed for greeting, sign-in, and cleanup. Mr. Zavala, Mr. Smith, (and Mr. Massey?) will be unable to attend the Residential Outreach meeting.

##### i. Block Parties (Sal Caruso)

#### Exhibit C - Yellow Flyer – Bedford Block Party – Thu, Sep. 29, 5:30-7:30 PM

Mr. Caruso reviewed that Fall Block Party is set for Thu, Sept. 29, 5:30-7:30 PM in Bell Manor School parking lot. Thanks to the City (Ryan) that helped create the Yellow Flyer. The Flyer lists a number of vendors that have already agreed to support the Block Party with tables and food. Mr. Caruso continues to look for other small businesses to participate.

Review of plans to have CAC deliver a Flyer to resident homes indicate a problem. The Bell Manor attendance zone (1,660 students) includes 2 apartment complexes, with 10-15 streets to be

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considered. The school is willing to distribute Flyers to students, but that will not get Flyers to the many residents that do not have students in school. CAC members should pencil in Sat, Sep, 24, to meet at the school for Flyer delivery (plans to be arranged – see below).

In lieu of delivering Flyers, Ms. Jakubik indicated the possibility of using the City “BlackBoard Connect” system to make phone calls, texts, or emails to all residents in that specific geographic area. This system is intended for special City notifications (e.g. alerts), but she will discuss with the City Manager using the BBC to announce this Block Party.

On the day of the Block Party, CAC members who can should arrive at 4:00 PM to help setup. School cafeteria tables and chairs will be moved to the parking lot for the Party. City Parks Dept. will bring the PA and generator for this event.

Mr. Caruso noted that 2 residents contacted him about having a Block Party as a result of the CAC articles in the recent Bedford Connection Magazine.

### **b. Business Outreach (Doug White / Gary Morlock)**

#### **Exhibit D - Tentative Timeline - Business Roundtable Breakfast (Oct. 14, 2016)**

Reference Agenda Item 3. CAC voted to move the Business Roundtable breakfast meeting (Fri, Oct. 14, 7:30 AM).to the Former Library Building.

Mr. White reviewed several possible topics for the agenda, including City Update by the Mayor, New Sign Ordinance, Economic development, Police update, and 6stones CPR.

Discussion ensued regarding other possible topics. Ms. Jakubik supported the City Update and sign ordinance, with other topics to be reviewed based on agenda timing and speakers.

Mr. Caruso will be on the Agenda to present the CAC Business of the Year Awards (Large and Small).

Attn: CAC member calendars. CAC distribution of Flyers is scheduled for Thu-Sat, Sep. 29 – Oct. 1, with option of Mon. Oct. 3. This schedule is based on City meeting announcement early that week and then HEB Chamber (Ms. Frazier) creating ½ page Flyer from that announcement. City will copy Flyer document (2 / page) and cut into 350 Flyers (goal: 7 bundles of 50). CAC members will be notified when Flyer bundles are available for pickup at City Hall front desk with City map showing Flyer delivery area. Mr. White, Mr. Morlock, and Mr. Caruso will be available starting Thursday, Mr. Smith on Saturday and Ms. Hall on Monday.

CAC members are requested to arrive at 7:00 AM on Roundtable meeting day to help setup food for 7:30 breakfast, sign-in, etc. and greet attendees.

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

No report – Mr. Massey absent.

### **d. City Expo (Roy Savage)**

Mr. Savage reported that the City has confirmed the date of the City Expo to be Saturday, April 1, 2017 at the BRAC. This is a CAC/City event held every other year.

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Again, the Expo will be held in conjunction with a Pet Fair. Note that the City already has a City Expo banner.

### 5. Council Liaison Report (Steve Farco)

Mr. Farco reported that the City Council just adopted a new \$69,000,000 City budget, given the property value increases and tax rate challenges he outlined at the last CAC meeting.

Key City goals were accomplished, including:

- adopt a pay step plan for police and fire over the next 5 years
- initiated employee contributions to City Health Insurance plans, given insurance budget increase of \$900,000 this year.

### 6. Staff Liaison Report (Meg Jakubik)

Ms. Jakubik provided key reports and comments during discussions noted under other agenda items.

Mr. Morlock noticed the new CAC Residential Outreach Meeting banner hanging over Forest Ridge near the entrance to the Boys Ranch. He thanked Ms. Jakubik for expediting the CAC purchase order and getting it hung to promote the Sep. 22 Residential meeting. He took a picture of the hanging banner and sent it to Mr. Grubbs (on vacation), who has led the banner purchase project.

## **ADJOURNMENT**

Motion to adjourn by Ms. Brandon, and second by Mr. Caruso.

Motion approved: 9-0

Meeting adjourned at 7:12 PM

**Exhibit A - Minutes (August 18, 2016 meeting of CAC)**

**Exhibit B - Business Award Nomination Forms ( 4 finalists)**

**Exhibit C - Yellow Flyer – Bedford Block Party – Thu, Sep. 29, 5:30-7:30 PM**

**Exhibit D - Tentative Timeline - Business Roundtable Breakfast (Oct. 14, 2016)**

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Approved by Sal Caruso, CAC Chair

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Submitted by Gary Morlock, CAC Secretary