

**Community Affairs Commission Minutes October 20, 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 20<sup>th</sup> of October, 2016 with the following members present:**

Sal Caruso

Emily Chavarriaga

Mary Frazier

Steve Grubbs

Margaret Hall

Gary Morlock

Jenna Waters

Doug White – arrived 5:35 pm

Joe Zavala

**Others present:**

Meg Jakubik - City Staff Liaison - Strategic Svcs Mgr

**Absent:**

Roy Savage

Julie Sawyer

Terry Smith

**CALL TO ORDER**

Meeting was called to order at 5:30 p.m. by new Chairman Sal Caruso.

**OPENING REMARKS AND WELCOME**

Mr. Caruso introduced himself as new CAC chair. He thanked the prior Chairperson, Mr. Roy Savage, for his CAC service and leadership. Mr. Savage previously served on City Council for 12 years.

Ms. Jakubik reviewed the CAC membership changes for new City F/Y effective October 1, 2016. City Council selected Mr. Sal Caruso as new CAC Chairperson. The membership terms had expired for three members: Ms. Joy Brandon, Mr. Mark Massey; Ms. Karla Setser; So three new members were selected: Ms. Emily Chavarriaga; Ms. Julie Sawyer; Ms. Jenna Waters;

Mr. Caruso reviewed recent annual CAC plans (in City F/Y starting Oct. 1) to hold 2 Residential Outreach Meetings, 2 Business Roundtable Meetings, 2 Block Parties, and now CAC Awards for Resident and Business of the Year. He reviewed the important roles of the City Staff Liaison (Ms. Jakubik) and City Council Liaison (Mr. Farco) in making those plans happen...

Mr. Caruso welcomed the new CAC members, and asked all members to be open to new ideas in the new CAC year. He asked each member to present a short bio, noting background, CAC experience, and areas of interest in CAC activities.

Mr. Grubbs noted CAC meeting attendance is important, since a quorum of 7 members (out of 12) is necessary for CAC meeting to discuss business. Ms. Jakubik suggested emails to multiple members – good practice – go through her to avoid a “walking quorum” (e.g. forwarding of member emails to other members).

## **ELECTION OF OFFICERS**

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

The job functions of Vice Chairperson and Secretary were reviewed. The current Vice Chairperson, Mr. Grubbs, has provided support to all the CAC Program Directors and Project Managers, especially those with limited CAC experience. The current Secretary, Mr. Morlock, is not seeking re-election so another CAC member has an opportunity to serve.

Mr. Caruso thanked Mr. Morlock for his years of service as CAC Secretary.

Nominations were opened for Vice Chairperson:

Motion by Ms. Frazier, and second by Mr. Morlock, to nominate Mr. Steve Grubbs.

Nominations were closed.

Mr. Grubbs was elected CAC Vice Chairperson 9-0.

Nominations were opened for Secretary:

Motion by Mr. Grubbs, and second by Ms. Hall, to nominate Ms. Jenna Waters.

Nominations were closed.

Ms. Waters was elected CAC Secretary 9-0.

Mr. Morlock, current CAC Secretary, agreed to complete the minutes for this CAC meeting.

## **APPROVAL OF MINUTES**

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

#### **a) September 15, 2016**

#### **Exhibit A - Minutes (September 15, 2016 meeting of CAC)**

Mr. Caruso requested amendment to Agenda Item 2 – “Discussion ...Nominations ... Business ... Award”. Amend 1<sup>st</sup> paragraph to read “They narrowed it down to 3 nominations for consideration ...”

Motion by Mr. Grubbs, and second by Ms. Hall, to approve the minutes with correction to Agenda Item 2.

Motion approved: 9-0

## **NEW BUSINESS**

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

Mr. Caruso outlined the job functions of Sub-Committee Directors and Program Managers.

Discussion was opened regarding Director of Residential Outreach.

Ms. Brandon, previous Director of Residential Outreach, is no longer a CAC member.

Motion by Mr. Grubbs, and second by Mr. Morlock, to appoint Ms. Hall.

Chairperson Caruso appointed Ms. Margaret Hall as Director of Residential Outreach.

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Mr. Caruso volunteered to continue as Project Manager for Block Parties, which operates under the Director of Residential Outreach.

Discussion was opened regarding Director of Business Outreach.

Mr. Morlock, current Director of Business Outreach, is not seeking re-appointment. He recommended Mr. White, who has been Project Manager for the last two Business Outreach meetings.

Motion by Mr. Morlock, and second by Ms. Hall, to appoint Mr. White.

Chairperson Caruso appointed Mr. Doug White as Director of Business Outreach.

Mr. Caruso thanked Mr. Morlock and Mr. Grubbs for their many contributions in different capacities (e.g. project templates for timelines, reports), and encouraged new members to contact them for guidance as appropriate.

Discussion was opened regarding Director of Faith-Based.

Mr. Massey, previous Director of Faith-Based, is no longer a CAC member. Mr. Caruso volunteered to serve as Director of Faith-Based, as he has worked extensively with 6Stones Mission on CAC Block Parties.

Discussion was opened regarding Director of City Expo.

Mr. Savage, current Director of City Expo, was not present. Chairperson Caruso agreed to follow up to confirm the position with Mr. Savage. Mr. Zavala agreed he would take the position if Mr. Savage declined.

For new members, Ms. Jakubik outlined the concept of the City Expo held every other year. The event is scheduled for Sat., April 1, 2017. Most City departments will have exhibits inside and outside the BRAC (Boys Ranch Activity Center). A Pet Fair will be held outside the BRAC, helping make it a family event. Food (hot dogs) and drinks, etc. will be available.

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

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

**Reference: Residential Outreach Meeting held September 22, 2016, 7:00-8:00 PM (Optional Q/A 8:00-8:30) at the Former Library Building.**

Ms. Brandon, previous Director of Residential Outreach, is no longer a CAC member. Mr. Grubbs presented highlights of the meeting reports he prepared from the sign-in sheets and Feedback Surveys.

**Exhibit B – 20160922 Residential Outreach Technical Summary Report**

**Exhibit C – 20160922 Residential Outreach Survey Results Summary**

Secretary Note: In the Technical Summary Report heading, correct the meeting location to be “Former Library Building”. The Report includes a breakdown of RSVPs and attendance at the last 4 Residential Outreach meetings.

Ms. Jakubik noted compressed CAC event timelines during busy City periods limited her support for 3 CAC events in 3 week period.. Discussion ensued on other possible factors affecting attendance, including necessary last minute change in venue after announcement and confusion from Bedford

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Connection article headlines. However, she was complemented on arranging to order and install the new CAC Residential Banner over Forest Ridge Road a week before the meeting.

Mr. Grubbs noted highlights from the Feedback Surveys. 7 of 15 surveys returned indicated that the Police presentation was the best topic. In planning future meetings, he suggested we go through Feedback Surveys from previous meetings to review topics and feedback..

Ms. Jakubik suggested we might not keep the full ½ hour Q/A session (e.g. 8:00-8:30 PM), or at least not advertise it. Discussion ensued, including keeping the Q/A in some form, and having the meeting host clarify the City resources available in the room (what departments and projects they represent). Mr. Caruso suggested we continue this discussion at the next CAC meeting..

Mr. Grubbs encouraged new CAC members to attend City Council meetings (generally 2<sup>nd</sup> and 4<sup>th</sup> Tuesdays) to be informed about City business. Discussion ensued about various opportunities for residents and businesses to interact (ask questions?) with the City, including guidelines for speaking at Council meetings on agenda or non-agenda items...

### i. Block Parties (Sal Caruso)

**Reference: Bedford Block Party held Thursday, Sept. 29, 5:30-7:30 PM at Bell Manor Elementary School - parking lot,**

Mr. Caruso reported that approximately 500 people attended the Block Party held at the school (behind Pennington Field). He noted typical attendance of 150 for Block Parties held in neighborhoods, often assisted by HOAs. Block Parties are not considered a “City-wide event” so not announced to the public. Normally the CAC distributes flyers to all homes on streets in the Block Party area. But the target area of the school zone was deemed too large to deliver flyers. So the school agreed to send flyers home with students. To make sure all homes in the school zone without students received a flyer, Ms. Jakubik arranged one-time City approval to use the City communications system (Blackboard Connect) to alert all residents in the area of the Block Party. It appeared to be an effective and productive communications strategy.

At the Block Party there were exhibits and displays from many City departments including Library, Animal Shelter, Public safety, Public works, and fire/police/EMT vehicles with support staff. Mr. Caruso thanked CAC members that attended to assist, including Ms. Hall, Mr. Zavala, Mr. White, Mr. Smith, and Mr. Morlock. He especially thanked Ms. Jakubik for co-ordinating all with the City. Mayor Griffin attended to represent the City Council.

There were a number of vendors there providing free food and drink, thus allowing them to promote their businesses. Mr. Caruso continues to solicit new vendors for Block Parties. At the first Party he took pictures and created a Block Party colored poster that he uses to generate interest in new vendors.

Mr. Caruso reviewed that the CAC usually has a Block Party in early Fall (Sep/Oct) and in late Spring (Apr/May) when the weather is good and there is light in early evening. He already has a long list of requests (15) for Parties, and plans to move the locations around the City.

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

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**Reference: Business Roundtable Meeting held October 14, 2016, 8:00-9:00 AM (Breakfast 7:30), Optional Q/A 9:00-9:30) at the Former Library Building.**

Mr. White noted that it was a hectic time before the event, with 3 CAC events in 3 weeks. The flyers were available late (6 days before meeting), with normal lead time of 10-14 days. But 350 flyers were printed and distributed by CAC members to local businesses in 9 CAC assigned delivery sectors. He was disappointed in RSVPs (27), attendance (19), and that only 4 businesses reported (14 surveys returned) that flyer was one source of meeting announcement. Discussion ensued indicating attendance of new businesses was an encouraging sign. CAC assumed that topic of New Sign Ordinance would drive attendance. Ms. Jakubik noted that the City had already listened to business feedback and adjusted the new ordinance effective Sept. 1, 2016 so many businesses may have felt their concerns had been addressed. There was rain on the morning of the event. Ms. Frazier observed that the agenda topics/speakers announced were key and will usually drive the attendance.

The planned agenda times were off, so the main meeting agenda ended 10 minutes early, and there was limited Q/A interest. Ms. Jakubik questioned whether there was a need for the formal ½ hour Q/A planned after the meeting. This will be discussed at future CAC meetings.

Mr. Grubbs presented highlights of the meeting reports he prepared from the sign-in sheets and Feedback Surveys.

### **Exhibit D – 20161014 Business Roundtable Technical Summary Report \*\* (see \*\* Note)**

\*\* Note: Meeting handout copies attached Residential Outreach ... Report. Members should print Business Roundtable ... Report emailed with meeting announcement/Agenda.

### **Exhibit E – 20161014 Business Roundtable Survey Results Summary**

The Technical Summary Report includes a breakdown of RSVPs and attendance at the last 4 Business Roundtable meetings.

Discussion ensued about CAC working on a lot of “litte things” to improve attendance at the next meeting. One suggestion was that CAC provide pre-printed name tags for those that have RSVPed to the meeting. The food provided was good, and serving in the kitchen in the rear of the meeting room worked well.

At the Roundtable, Mr. Caruso presented the CAC Awards for small and large businesses of the year (Crazy Cowboys, Harley-Davidson), The Awards had previously been presented at the prior City Council meeting.

#### **c. Faith Based Outreach (new Director to be appointed)**

No formal report – Mr. Caruso volunteered tonight to be new Director. See discussion under Agenda item 3: ...appointment of Directors.

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

No formal report – Mr. Savage absent. See discussion on City Expo scheduled Sat., April 1, 2017, under Agenda item 3: ...appointment of Directors.

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

No report – Mr. Farco absent.

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

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

She noted again her time challenges as CAC Staff Liaison with arranging 3 CAC events in a 3 week period during an already busy City time for her (City budget). She plans to address this in planning our CAC calendar for F/Y 2016-2017.

She will distribute the CAC Contact List (CAC internal use only) that Mr. Grubbs passed around for review and updates.

**ADJOURNMENT**

Motion to adjourn by Mr. Grubbs, and second by Ms. Hall.

Motion approved: 9-0

Meeting adjourned at 6:49 PM

**Exhibit A - Minutes (September 15, 2016 meeting of CAC)**

**Exhibit B – 20160922 Residential Outreach Technical Summary Report**

**Exhibit C – 20160922 Residential Outreach Survey Results Summary**

**Exhibit D – 20161014 Business Roundtable Technical Summary Report \*\* (See \*\* Note)**

**Exhibit E – 20161014 Business Roundtable Survey Results Summary**

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Approved by Sal Caruso, CAC Chair

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Submitted by Gary Morlock, CAC Secretary (Acting)

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