

**City of Visalia – Citizens Advisory Committee**  
Meeting Minutes

*Wednesday, January 10<sup>th</sup>, 2018*

*Present:* Debbie Bowen, Norbert Duarte, Joe Eiben, Mike Lane, Suzanne Monroe, Brian Poochigian, Frank Ruiz, Chris Telfer, Don Wright, Timothy Jackson

*Absent:* Mary Beatie, Jim Burr, Carla Calhoun, Roger Ovalle, Joel Rosales, David Winters, Phil Mirwald

*Next meeting:* February 7<sup>th</sup>, 2018

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**I. Welcome and Public Comment**

- a. Meeting was called to order by Norbert Duarte at 5:31 pm. No public was present for comment.

**II. Approval of November 1, 2017 minutes**

- a. Minutes reviewed and accepted without any corrections. Motion moved by Suzanne Monroe and seconded by Chris Telfer. Motion carried unanimously.

**III. Presentation and discussion on Measure T Audit, Measure N Audit, and City's Comprehensive Financial Audit Report (CAFR)**

- a. Measure T audit was presented by city staff Kari Williams. All attachments, including presentation, are attached. Overall, Measure T sales tax growth stands at approximately 2-3% for FY2017, per Renee Nagel. All findings were acceptable according to outside accounting agency.
- b. Measure N audit was presented by city staff Renee Nagel and according to the outside accounting agency, all findings were acceptable. Only (1) change was enacted last year, in revising the number of officers hired by means of Measure N money.

**IV. Measure N Oversight Committee Update**

- a. Mike Lane and Chris Telfer presented the update. Mike Lane announced that the Builders Association is hosting Dr. Joe Nation of Stanford University, on January 24<sup>th</sup> at the Wyndham Hotel in Visalia, CA to discuss CalPERS and the impending pension issue. The full FY17-18 audit will be available after June, and at that time the Measure N oversight committee meeting will be held.

**V. Public Opinion Survey**

- a. The subcommittee met and discussed the updated questions and set the official survey, pending CAC approval. The subcommittee is planning on proposing the online survey plan to City Council, with the goal of collecting enough data online to gauge demographic need for in-person surveying.
- b. Tentative date set for in-person survey: Saturday, April 21<sup>st</sup>, 2018. This survey date will focus on most-needed demographics as seen from online data. VIPS will be surveying with the CAC.

**VI. Adjourned at 7:12 pm. Joe Eiben moved to adjourn. Don Wright seconded the motion and motion carried unanimously.**

	Feb 2017	Mar 2017	Apr 2017	May 2017	June 2017	July 2017	Aug 2017	Sept 2017	Oct 2017	Nov 2017	Dec 2017	Jan 2018
Beatie, Mary	P	P	P	P	P	P	P	P	P	P	C a n c e l e d	A
Bowen, Debbie	A	P	P	P	P	A	P	P	P	P		P
Burr, Jim	P	P	A	P	P	P	P	A	P	A		A
Calhoun, Carla												P
Duarte, Norbert	P	P	P	A	P	P	P	P	P	P		P
Eiben, Joe	P	P	P	P	P	P	P	P	P	P		P
Lane, Mike	P	P	P	P	P	P	P	P	P	P		P
Monroe, Suzanne	P	A	P	A	P	P	P	P	P	P		P
Ovalle, Roger					P	P	P	A	P	P		A
Poochigian, Brian					P	P	P	P	P	P		P
Rosales, Joel	P	P	P	A	P	P	P	P	P	P		A
Ruiz, Frank												P
Telfer, Chris	P	P	P	P	A	P	P	A	P	A		P
Winters, David	P	P	P	P	A	P	P	P	P	P		A
Wright, Don	P	P	P	P	A	A	P	P	A	P		P

A - Absent

P - Present

**Attendance**

Advisory body members are expected to attend meetings regularly. Conscientious attendance is a fundamental responsibility, as irregular attendance lessens one’s ability to study all aspects of items under consideration. It is important to notify staff of any absences for the purposes of determining a quorum. Members are required to notify the staff liaison no later than 24 hours prior to any regular meeting of his/her intent not to attend said meeting.

Excessive absenteeism, which is defined to mean missing three (3) consecutive regular meetings or four (4) regular meetings in a 12 month period, shall constitute resignation of the member and the member shall be considered removed from the advisory body. In the event a meeting is cancelled because of a lack of quorum, the member(s) whose lack of attendance caused the cancellation will be counted, even though no meeting occurred.

Tardiness and early departure of more than 30 minutes in a meeting is considered an absence.