

City of Visalia- Citizen Advisory Committee
Meeting Minutes

Wednesday, January 8, 2020

Members Present: Mary Beatie, Frank Ruiz, Joel Rosales, Carla Calhoun, Jon Bueno,
Phil Mirwald, Lois Sheffield

Members Absent: Lucy Hernandez, Steve Garcia

City Staff: Leslie Caviglia, Kari Williams

Members of Public: n/a

Next meeting: Wednesday February 5, 2020

1. **Meeting called to order at 5:30 pm by Chair Beatie**
2. **Public Comment:** n/a
3. **Approval of minutes from December 4, 2019 meetings**
 - a. Member Bueno makes a motion to approve the December minutes with no changes. Member Rosales seconds. All members vote in favor.
4. **Compliance Audit for Measure T and Measure N**
 - a. Measure T annual compliance audit presented to the committee for review.
 - b. Measure T sales tax to be split 40% fire/60% police
 - c. M. Green and Company completed the annual audit to ensure compliance with expenditure plans.
 - d. The results of the independent accountants' report confirmed that Measure T funds are in accordance with the Ballot Measure, Program Guidelines and Expenditure Plan for the fiscal year.
 - e. Measure N became effective on April 1, 2017, half-cent sales tax for essential City services.
 - f. Measure N requires a Sales Tax Oversight Board
 - g. The results of the independent accountants' report confirmed that Measure N funds are in accordance with the Ballot Measure, Program Guidelines and Expenditure Plan for the fiscal year.
 - h. Members discuss the changes in physical storefronts with more and more stores closing not only in Visalia, but nationwide. Online shopping will continue to allow Visalia to receive sales tax.
5. **Select chair for CDBG Subcommittee**

- a. Selection of chair will be placed back on the agenda and addressed at the next hearing.

6. Non-Profit Grant Subcommittee update (Report from Subcommittee Chair Calhoun regarding CAC's grant funding recommendation considered by City Council on December 16, 2019)

- a. Council accepted the proposed recommendations without any questions or concerns.
- b. 17 applications were received and 12 organizations were selected for a total of 65K in grant funding.

7. Finalize dates and location to administer Public Opinion Survey

- a. The POS needs a letter from the City to present to the grocery stores.
- b. Locations set for Food4Less on Dinuba, Savemart in Martha's Vineyard, Savemart off Akers and Goshen, Savemart off Akers and Walnut
- c. Suggestion for city to reach out to Hispanic Chamber of Commerce to help with Spanish translation. Committee suggests to have VIPS contacted to check availability for assistance.
- d. Committee considers Saturday April 4th, 2020. Member Ruiz makes a motion to set the POS as April 4th, 2020. Member Rosales seconds. All vote in favor unanimously.
- e. Rawhide in agreement with allowing the POS to have a table set up to complete more surveys. Rawhide would throw in some free tickets to give to those who complete the survey. Committee considering either 10th or 11th for possible date
- f. Member Calhoun suggests having surveys available for in person takers to present to those who come and stand in line for volunteer tax assistance from CEBA. The program runs on Saturdays from February through April.
- i. Members discuss attending the Rawhide for one more in person table set up at a game on the 16th of April.
- j. Members discuss appearing at the Senior Center to present in person surveys. Member Rosales suggests appearing at COS with in person surveys.
- g. A list will be presented at the next meeting to get signs up started. Member Ruiz will send the proposed questions to city representative
- h. Member Ruiz makes a motion to have the city publish the POS online as soon as Council approves the amended questions. Member Rosales seconds. All vote in favor.
- i. City staff makes suggestion to reach out online for Spanish speakers to assist with the POS.

8. Items for future agenda consideration.

- a. Select chair for CDBG Subcommittee
- b. POS updates
 - Lists for signups for in person survey
 - Actions were taken by council to publish the POS online.
 - Member Calhoun to present which dates are not good days to hold in person surveys with CEBA.
- c. Update on membership applications

9. Meeting adjourned at 7:11pm moved by Chair Beatie

Citizen's Advisory Committee														
Attendance Roster for Prior 12 month period														
	Nov	Dec	Jan	Feb	Mar	Apr	May	June	July	Aug	Sep	Oct	Nov	Dec
	2018	2018	2019	2019	2019	2019	2019	2019	2019	2019	2019	2019	2019	2019
Beatie, Mary	P	P	P	P	P	P	P	P	P	P	P	P	P	P
Bueno, Jon											P	P	P	P
Calhoun, Carla	P	P	P	P	A	P	P	P	P	P	A	A	P	P
Fauvor, Dianna				P	P	P	P	P	P	P	A	P	Resigned	N/A
Garcia, Steve										P	P	P	P	P
Hernandez, Lucy		P	P	P	P	P	P	P	A	A	A	P	P	A
Mirwald, Phil	P	P	P	A	A	P	P	P	P	P	P	P	P	A
Rosales, Joel	P	P	P	A	P	P	P	P	P	A	P	P	P	P
Ruiz, Frank	P	P	P	P	A	P	P	A	P	P	P	P	P	P
Sheffield, Lois	P	P	P	A	P	P	P	A	A	P	P	P	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.														