**City of Visalia**

**Citizens Advisory Committee**

**Wednesday, September 7, 2016, 5:30 PM**

**City Administrative Building**

**Minutes, Regular Meeting**

1. **Call to Order and Welcome, by Chair Kristi Bruce, at 5:31 PM**
2. **Members Present:** Mary Beatie, Debbie Bowen, Kristi Bruce, Jim Burr, Norbert Duarte, Joe Elben, Tom Gordon, John Gonzalez, Suzanne Monroe, Perry Montgomery, Joel Rosales, David Winters, Don Wright,.

**Members Absent**: Cynthia Sarkesian, David Lange

**Alternates Present**: Chris Telfer

**Staff Liaison Present:** Eric Frost**,** Deputy City Manager

1. **Public Comment:** There was no public comment; no public members present.
2. **Approval of Minutes:** Chair referred to minutes of August 3, 2016 regular meeting as distributed. Motion to approve was unanimously approved with compliments to the Secretary.
3. **Discussion, Following CAC Past Working Agreements:** Eric Frost referred text of Working Agreements on agenda’s left column and suggested (1) more attention to start and stop times. All agreed. Also (2) he suggested we adhere to parliamentary procedure during discussions i.e.: “Listen to One Person at a Time”. Chair was reminded of the power to control this. Consensus was reached on both issues for improvements in conduct of CAC meetings. Members commented that improvements became apparent during the remainder of the meeting.
4. **Review of adding CAC Subcommittee(s)** as carried over from August meeting. As requested by CAC, Don Wright and Jim Burr presented a revised report as distributed. In essence, it cited (1) the need for one more subcommittee on finance, and (2) a revision and expansion of CDBG Subcommittee to include all housing issues. If approved, their purpose would be to meet with staff and report back as documents requiring CAC recommendations are in development stage.

After discussion, motion approved to table for next meeting and make specific amendments including removing any suggestion that CAC would be involved in policy. Motion passed with one descending vote.

1. **Sub-Committee Reports:**
2. **Non Profit;** Sub-Committee Chair, Suzanne Monroe, reported on the training session for nonprofit administrators with 35 entities attending the required orientation. The committee will meet next to consider grant awards to recommend to City Council. Several members echoed Committee Member Don Wright’s compliments of Suzanne’s good work with non-profits.
3. **Public Opinion Survey;** in absence of Committee Chair, no changes since Eric’s report at last meeting.
4. **CDBG Funding;** Chair Tom Gordon had no report due to nothing received from staff. (See Item 6 above.)

1. **Good of the Order:** Vice Chair Norbert Duarte reported a code enforcement issue concerning dry grass and dead trees on commercial property. Eric agreed to research this and bring back a report at next meeting.
2. **Adjournment:** Chair adjourned meeting at 7:03 PM

**Respectfully submitted**

Jim Burr, CAC Secretary