MEETING MINUTES
TRANSACTIONS AND USE TAX OVERSIGHT COMMITTEE
POLICE DEPARTMENT BRIEFING ROOM
350 NORTH D STREET
PORTERVILLE, CALIFORNIA
THURSDAY, JULY 21, 2011, 7:00PM

MEMBERS

Adrian Monte Reyes    Charles Webber
Michael MacDonald     Khris Saleh
Michael J. Pavone    Dr. Gary Mekeel
John Dennis          Gail Lemmen
John Simonich        Kent Hopper

Call to Order: 7:05 pm

Roll Call: John Dennis, Gail Lemmen, Dr. Gary Mekeel, Monte Reyes, Khris Saleh, John Simonich, Charles Webber.

Absent: Kent Hopper, Michael MacDonald, and Michael Pavone.

Staff Present: Luisa Herrera (Deputy City Clerk), Vikki Cervantes (City Librarian), Mario Garcia (Fire Chief), Milt Stowe (Parks & Leisure Director).

Visitors: Ellen Nichols (Library & Literacy Commission), Rebecca Ibarra (Library & Literacy Commission), Mary Leavitt (Library & Literacy Commission).

Oral Communications

Oral Communications was opened at 7:06 p.m.

Ms. Cervantes wanted to take the opportunity to introduce the Library & Literacy Commission members that were in attendance: Ellen Nichols, Rebecca Ibarra and Mary Leavitt.

Oral Communications was closed at 7:08 p.m.

Scheduled Matters

1. Minutes of June 16, 2011

   COMMITTEE ACTION: MOVED by John Dennis, SECONDED by John Simonich that the Oversight Committee approves the minutes of the June 16, 2011 meeting.

   AYES: Reyes, Webber, Dennis, Simonich, Mekeel, Lemmen and Saleh.
2. **Review Adopted FY 2011/2012 City Budget**

There was a review of the proposed budget and general discussion. Mr. Saleh asked for more information regarding the Public Safety Station project from Fire Chief Garcia. It was noted by the Chief that the Public Safety Station project was put on hold by the City Council at last year’s budget meeting due to lack of General Funds for construction and staffing. City Staff is bringing it back for Council approval once again this year. Dr. Mekeel wanted to confirm with Chief Garcia that the intent of the Measure H funds were to ultimately build a new Fire Station, to which Chief Garcia agreed. There was a general discussion on the breakdown of the costs associated with the design and construction of the Public Safety Station.

Mr. Reyes inquired about the desired response time in responding to an incident within city limits. Chief Garcia answered that the desired response time is 5 ½ minutes from dispatch to arrival at the scene of the incident. However, the current response time is in excess of the desired response time to incidents in the outlaying parts of city limits such as Riverwalk and North Grand Avenue. Therefore, the need for an additional fire station would allow the response time to decrease in those parts of the city.

Mr. Saleh requested more details regarding the Library Literacy Center development appropriation from City Librarian, Vikki Cervantes. Ms. Cervantes explained that the project would entail the redesign of the entire second floor of the public library. The space that currently encompasses the Community Room would be redesigned into the Literacy Center and would include the offices of the Adult Literacy center as well as additional meeting rooms for the public to utilize. In addition, the public computers would be relocated from downstairs to the second floor and arranged into a computer commons area. There is a plan to add an additional 20 computers to the current 22 computers currently being utilized in the library. There would also be additional computers added for the adult learners and early childhood development. The Local History room would be therefore be downsized to accommodate the additional design changes of the second floor. In the near future, there is a desire to renovate the restrooms on the second floor as well. Ms. Cervantes stated that the entire cost of the renovation would be about $260,000, of which Measure H would finance $100,000 of the total project.

There was a review of the discussion that occurred at the last meeting regarding Chief McMillan’s explanation of the police department’s expenditures from the Measure H fund.

Ms. Cervantes indicated that of the 15% of Measure H expenditures received by the library, 8% actually goes towards salary and the remaining 7% goes towards
other projects within the library. However, it did not create any new positions, but rather restored hours of operation back to what they were before they were decreased due to lack of funding.

COMMITTEE ACTION: MOVED by Khris Saleh, SECONDED by Gail Lemmon that the Oversight Committee approves the Adopted FY 2011/2012 City Budget as consistent within the Measure H ballot measure.

AYES: Reyes, Webber, Dennis, Simonich, Mekeel, Lemmen and Saleh.
NOES: None
ABSTAIN: None
ABSENT: MacDonald, Pavone and Hopper.

Disposition: Approved.

3. **Literacy Discussion**

The purpose of this item is to have a discussion on what entails in the definition of literacy for the sake of determining whether or not a planned expenditure is compliant with Measure H. Chairman Reyes comments that he would like to see any definition of literacy to also include ‘computer literacy.’

John Simonich would like to know if there is certain age segments that the city is targeting its literacy efforts towards. Ms. Cervantes noted that the library is currently serving focusing on Early Childhood literacy and on Adult Literacy. However, there are plans to provide literacy services to all segments of the community in the near future.

Rebecca Ibarra spoke about the outreach efforts that the Library is making in the community.

In an effort to develop a comprehensive definition of literacy, the committee has requested that the Library & Literacy Commission develop its own standard and share it with the committee at the next meeting. Chairman Reyes also suggested incorporating the Library’s Mission Statement into the standard.

Ms. Lemmon suggested new ways to measure the effectiveness of the library’s literacy services. Rather than determining if crime is down, a more tangible measure may be an increase in the number of visits across the different age segments. This would correlate in more community members utilizing the city’s literacy services.

Ms. Cervantes provided the committee with the Library’s Mission Statement that was developed by the Library & Literacy Commission in the Library’s business plan.
Chairman Reyes requested that the Mission Statements of the Library, Police Department and Fire Department be included in the next meeting’s agenda packet for review. In addition, it was requested that the Literacy standard, as defined by the Library & Literacy Committee, be included as well.

It was recommended that the item be continued at the next meeting at which time the committee could review the requested documents.

**COMMITTEE ACTION:** MOVED by Khris Saleh, SECONDED by John Simonich that the Oversight Committee continues the Literacy Discussion item at the next scheduled TUTOC meeting.

**AYES:** Reyes, Webber, Dennis, Simonich, Mekeel, Lemmen and Saleh.

**NOES:** None

**ABSTAIN:** None

**ABSENT:** MacDonald, Pavone and Hopper.

Disposition: Approved.

**Other Matters**

There were none.

**Adjournment**

The Oversight Committee adjourned at 8:48 p.m. to the meeting of August 18, 2011 at 6:00 p.m. in the Police Department Briefing Room.

Respectfully Submitted,

Khris Saleh
Acting Recording Secretary