

CITY OF YUBA CITY
ECONOMIC DEVELOPMENT COMMISSION
AGENDA
November 12, 2008

City Hall – Sutter Room
1201 Civic Center Blvd, Yuba City CA 95993
Regular Meeting 4:00 P.M.

Materials related to an item on this Agenda submitted to the City Manager's Office after distribution of the agenda packet are available for public inspection in the City Clerk's Office at 1201 Civic Center Blvd., Yuba City, during normal business hours. Such documents are also available on the City of Yuba City's website at www.yubacity.net subject to staff's availability to post the documents before the meeting.

If you require auxiliary aids or services (e.g., hearing or signing services) to make a presentation to the Economic Development Commission, the City is happy to assist you. Please contact the City Clerk's Office at (530) 822-4609 at least 72 hours in advance so such aides or services can be arranged. City Hall TDD: (530) 822-4732.

- I. Call to Order
- II. Roll Call
 - ___ Chairman David Burrow
 - ___ Vice-Chairman Paul Mendoza
 - ___ Commissioner Karm Bains
 - ___ Commissioner Greg Heckman
 - ___ Commissioner Scott Oakes
- III. Pledge of Allegiance
- IV. Approval of Minutes
 - 1. October 28, 2008 Regular Meeting – Copy submitted
- V. Appearance of Interested Citizens
 - 1. Members of the public may address the Economic Development Commission on items of interest that are within the City's jurisdiction whether or not such items of interest are on the agenda for this meeting.
- VI. Business for the Commission
 - 1. Discussion and possible action regarding the Economic Development Budget
 - a) Presentation by Yuba-Sutter Economic Development Corporation
 - b) Presentation by Yuba Sutter Chamber of Commerce
 - 2. Discussion and possible action regarding the Economic Development Manager job description and timeline for recruitment

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3. Discussion and possible action regarding the Economic Development Workplan implementation and Commission expectations
 - a) Business Resource List

VII. Items for Information and Discussion

1. Date and Agenda Items for the next Commission meeting
2. Center for Economic Development CSU Chico 2008 Profile Workshop Series
Understanding Your Local Economy November 13, 2008 10:00 am - 12:00 pm

VIII. Adjournment

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DRAFT

I. Call to Order

The City of Yuba City Economic Development Commission Regular Meeting was called to order by Chairman David Burrow at 4:05 p.m.

II. Roll Call

Commissioners present:

David Burrow, Paul Mendoza, Karm Bains, Greg Heckman, Scott Oakes

Staff present:

City Manager Steven Jepsen, Assistant City Manager Steve Kroeger, Administrative Analyst Terrel Locke

III. Pledge of Allegiance

The Pledge of Allegiance was led by City Manager Steven Jepsen

IV. Approval of Minutes

1. September 23, 2008 Regular Meeting – Copy submitted

Vice-Chairman Mendoza made a motion to accept the minutes as submitted and Commissioner Bains seconded the motion. The motion was passed unanimously.

V. Appearance of Interested Citizens

1. Members of the public may address the Economic Development Commission on items of interest that are within the City's jurisdiction whether or not such items of interest are on the agenda for this meeting.

None.

VI. Business for the Commission

1. FPPC Form 700

Chairman Burrow, Vice-chairman Mendoza, Commissioner Heckman, Commissioner Oakes turned in completed forms to staff for filing in City Clerk's office. Commissioner Bains stated his accountant will turn in next day.

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2. Discussion and possible action regarding the Economic Development Budget

City Manager Steven Jepsen stated that since the City Budget was adopted, revenue projections are off and there is a projected deficit of \$2.5 million. In July 2009, new employee contracts will kick-in and there can be a possible \$3.5 million structural problem, which is 9% of the City general fund budget. He has asked all the City Departments to propose budget cuts of 7.5% for non-safety and 2.5% for safety for now, with more cuts probable in the future.

Staff discussed the current adopted Economic Development budget and explained that in order for the Economic Development Manager position to be filled other expenses that are currently budgeted would have to be evaluated.

Discussion took place among the Commissioners regarding the current budget situation and the importance of Economic Development to the community. The Commissioners agreed that it is in the best interest of the community to recommend hiring an Economic Development Manager position to implement the Economic Development Strategy and Work Plan.

Commissioner Heckman made a motion to direct Staff to bring recommendations to the Commission at the next meeting regarding what budget adjustments are necessary in order to be able to fill the Economic Development Manager position. Commissioner Paul Mendoza seconded the motion, which passed unanimously.

3. Discussion and possible action regarding the Economic Development Workplan implementation and Commission expectations

Commissioner Heckman stated that he would provide staff with sample documents that banks use when evaluating business loans that would be good for the City to develop to support

The Commissioners discussed options for moving forward. The Commission can host an Economic Development Summit to bring together resources focusing on small business, or how to be an entrepreneur, etc. to help them succeed. Staff will assemble a list of resources that are available to businesses.

A) Retail Market Assessment

Assistant City Manager Steve Kroeger stated that the copy of the Retail Market Assessment in the Agenda packet was developed by Chabin Concepts for the City of Santa Rosa at a cost of \$3,700. Something like this can be developed for Yuba City if the Commission desires. Commissioner Heckman stated that there is a need for an analysis for commercial space. The right information needs to be available on an ongoing basis. Chairman Burrow stated that he is planning on developing this type of list through the Realtor's Association.

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VII. Items for Information and Discussion

1. Date and Agenda Items for the next Commission meeting

The next meeting of the Commission will be held on Wednesday November 12th at 4:00 p.m. at City Hall. Staff will invite representatives from local agencies currently receiving funding through the City's Economic Development budget to present justification for funds to the Commission. Staff will also bring a proposed job description for the Economic Development Manager position for the Commission to review. Commissioners can submit supplemental interview questions to staff for use in the hiring process.

2. Center for Economic Development CSU Chico 2008 Profile Workshop Series
Understanding Your Local Economy November 13, 2008 10:00 am - 12:00 pm

The City has reserved 6 seats at the workshop. Attendees will include Commission members and Assistant City Manager Steve Kroeger. Commissioner Scott Oakes will not be able to attend. The workshop will be held at the Yuba County One Stop in Marysville.

VIII. Adjournment

Chairman Burrow adjourned the meeting at 6:05 p.m.

Respectfully submitted,

Terrel Locke
Administrative Analyst