

CITY OF YUBA CITY  
ECONOMIC DEVELOPMENT COMMISSION  
Minutes  
**September 23, 2008**

City Hall – Sutter Room  
1201 Civic Center Blvd, Yuba City CA 95993  
Regular Meeting 6:00 P.M.

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I. Call to Order

The City of Yuba City Economic Development Commission Regular Meeting was called to order by Mayor Rory Ramirez at 6:10 p.m. in the Sutter Room at City Hall.

City Manager Steve Jepsen led the Pledge of Allegiance.

Introductions:

Commissioners: Karm Bains, David Burrow, Greg Heckman and Mendoza. Commissioner Oakes joined the meeting via telephone later in the meeting.

City Staff: Mayor Ramirez, City Manager Steve Jepsen, Assistant City Manager Steve Kroeger, Deputy City Attorney Paulla Hyatt-McIntire, Administrative Analyst Terrel Locke.

Consultant: Audrey Taylor, Chabin Concepts.

II. Oath of Office

Mayor Rory Ramirez administered the Oath of Office to Commissioners: Karm Bains, David Burrow, Greg Heckman and Paul Mendoza.

Mayor Ramirez excused himself from the meeting.

III. Powers and Duties

City Manager Steve Jepsen provided an overview of expectations of the Commission including:

- Hold the City Accountable
- Develop Relationships with the City staff and other Organizations (i.e., YSEDC and Chamber of Commerce)
- Be Business Friendly and Proactive
- Be an Active Commission
- Develop Partnership Programs
- Not limited to Yuba City – Regional Benefit

IV. Guidelines

Paulla Hyatt-McIntire, Deputy City Attorney provided an overview of the “the Ralph M. Brown Act” regarding open meetings and the Political Reform Act of 1974.

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FPPC Form 700 was distributed to each Commissioner with instructions to return to the City Clerk's office within 30 days. An Acknowledgement Statement signed by each Commissioner must also be returned to the City Clerk's office regarding the City's Conflict of Interest Code for City Council, Boards and Commissions.

{Commissioner Oakes joined the meeting via telephone during this overview}

- V. Agenda Item V. Appointment of Officers was addressed by the Commissioners after the discussion of Agenda Item VIII Priority Actions.

VI. Procedures

Assistant City Manager Steve Kroeger asked the Commission what their preference is for future Commission meetings. The Commissioners were all flexible, but preferred early meetings. Tuesdays were acceptable to everyone. Commissioner Heckman stated that 4:00-5:00 p.m. would work best for him. Staff will contact the Commissioners regarding scheduling the next meeting in mid-October.

At their next meeting, Commissioners will consider adoption of procedures and rules of order.

VII. Review of Economic Development Strategy/Work Plan

Audrey Taylor of Chabin Concepts provided an overview of the Economic Development Strategy/Workplan that was adopted by Council on August 5<sup>th</sup>, 2008. Commissioners Bains, Burrow, Heckman and Mendoza were all participants in the Economic Development Advisory Group and were familiar with the Workplan. Commissioner Oakes stated that he reviewed the Workplan and agreed with the findings and proposed actions.

VIII. Priority Actions

Assistant City Manager Steve Kroeger provided an overview of the City timeline available for the development and hiring of an Economic Development position. The job description and application process is estimated to be completed mid-October through the end of November with the position filled in January 2009. Audrey Taylor facilitated discussion among the Commissioners' regarding their qualities for desired scope of the position.

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IX. Appointment of Officers

Commissioner Mendoza moved to appoint David Burrow as Commission Chairman. The motion was seconded by Commissioner Heckman, and passed unanimously.

Commissioner Heckman moved to appoint Paul Mendoza as Commission Vice-Chairman. The motion was seconded by Commissioner Bains, and passed unanimously

X. Next Steps:

Staff will prepare the necessary staff report related to recruitment of the Economic Development position for Council consideration on October 7, 2008.

Staff will bring back to the Commission at their next meeting the job description of the Economic Development position based upon recommendations made in the discussion on September 23<sup>rd</sup>.

At their next meeting, the Commissioners will bring back proposed supplemental questions to be included in the application for the Economic Development position as well as recommended interview questions.

XI. Other Business

The City has reserved six seats at the Center for Economic Development CSU Chico 2008 Profile Workshop Series '*Understanding Your Local Economy*' on November 13, 2008 from 10:00 – 12:00pm to be held in Marysville. Commissioners were requested to let Staff know if they can attend.

Commissioner Mendoza extended an invitation to all the City Council and Commission members as well as interested City staff to attend the National Alternative Fuel Vehicle Day Odyssey on October 3, 2008 at Yuba College.

XII. Adjournment

Chairman Burrow adjourned the meeting at 8:00 p.m.