



Economic Development
Corporation of Oxnard

Board of Directors

Dr. Thomas E. Holden, Past Chair
Mayor of Oxnard

Suzanne Chadwick
Senior Vice President
Santa Barbara Bank & Trust

Marc L. Charney
Of Counsel
Nordman, Cormany, Hair & Compton

Dr. Richard Duran
President
Oxnard College

Laurie Eberst
President
St. John's Regional Medical Center

Steve Gill
Partner
Gills Onions

Richard Green
Vice President of Real Estate
Sunbelt Enterprises, LLC

Joseph Kreutz
President
County Commerce Bank

Bryan MacDonald
City of Oxnard Councilman

Michael Montoya
Regional Manager
Southern California Edison

Robin Platt
Vice President
Topa Management Co.

Michael A. Plisky
Emeritus Member

Steven L. Kinney
President
400 E. Esplanade Dr. #301
Oxnard, California 93036
(800) 422-6332
(805) 385-7444
FAX (805) 385-7452
www.edco.us

AGENDA

EDCO Board of Directors
Special Meeting
River Ridge Golf Clubhouse
2401 Vineyard Ave.
Oxnard, CA
April 26, 2011
8:00 a.m.

1. Call to Order
2. Election of Interim Chair
Recommendation: Elect Interim Chair for the period until the Annual Meeting in June 2011.
3. Public Comment
4. Consent Agenda
 - A. Minutes of February 22, 2011 Board Meeting
Recommendation: Approve Board Minutes
 - B. Financial Statements for February and March 2011
Recommendation: Approve Financial Statements
 - C. Permit Fee Rescission
Recommendation: Rescind EDCO processing fees for minor permits, as detailed in staff report.
5. Presentation by City of Oxnard on Proposed General Plan Changes in Central Industrial Area
6. President's Report
7. Discussion of Recent Newspaper Coverage and Related Issues
Recommendation: Appoint Board Ad Hoc Committee to consider amending financial policies and procedures for heightened standards of transparency and accountability.
8. Closed Session: The Board will convene in closed Session, pursuant to Govt. Code Section 54957(b)(1) – Personnel Matters – to consider a performance evaluation of the President.
9. Adjournment



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April 20, 2011

TO: EDCO Directors

FR: Steven L. Kinney, President

RE: Election of Interim Chairman

Recommendation: Elect Interim Chair, with a term to extend to the 2011 Annual Meeting in June.

We have lost the following Board members over the past month:

- Pat McCarthy
- David Wilson
- Bob Murray
- Jim Price
- Mike Plisky (because of relocating to Wisconsin)

With Pat McCarthy and David Wilson both gone from the Board, we are temporarily without officers. Because our Annual Meeting is just two months away, in June, at which time we normally elect officers, and new Directors if any, I recommend that you elect an Interim Chair for this short intervening period.

In the absence of any formal mechanism to deal with this situation, based on seniority, Marc Charney was asked if he would volunteer for the office, and he is willing to do so for the time leading to our next election. Therefore, I would ask that you confirm his interim appointment by vote at this Board meeting.



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MINUTES

Board of Directors
Economic Development Corporation of Oxnard
River Ridge Golf Clubhouse
2401 W. Vineyard Ave., Oxnard
February 22, 2011

1. Call to Order

Chairman McCarthy called the meeting to order at 8:04 a.m. Directors Wilson, Chadwick, Charney, Green, MacDonald, Platt, Plisky and Price were present. Directors Holden, Duran, Eberst, Gill, Kreutz, Montoya, and Murray were absent. EDCO staff in attendance were Steve Kinney and Mary Hernandez.

2. Public Comment - None

3. Consent Agenda –

A. Minutes of November 16, 2010 meeting.

B. Financial Statements for December 2010 and January 2011

MSC (Plisky/Wilson): to approve the Minutes and Financials as presented.

4. Bylaws Amendment

Recommendation: 1) Approve the Article 4 of Proposed Bylaws Amendment, creating Emeritus Category of Board Membership and establishing the Executive Committee as the Nominating Committee; 2) Approve Article 6 of Proposed Bylaws Amendment, raising minimum size of Executive Committee from two to three; 3) Disapprove Article 7 of Proposed Bylaws Amendment – “Business Council.”

MSC (Plisky/Charney): to approve the Bylaws Amendment.

5. Board Director Appointment

Recommendation: Appoint eligible Director to Emeritus Category

MSC (Charney/Chadwick): to approve Director Plisky to Emeritus Category.

6. President's Report

7. Meeting adjourned at 8:26 a.m. until the next Board Meeting on April 19, 2011.

Respectfully

Steven L. Kinney, Secretary

GREATER OXNARD ECONOMIC DEVELOPMENT CORPORATION

BALANCE SHEET

February 28, 2011

ASSETS

28-Feb-11

Assets - Cash/In-kind

Checking/Savings

Checking - General	\$82,489.24
Earned Income Checking Acct.	\$31,657.99
1-Year T-Note	\$112,347.63
Money Market Account	\$4,089.55
VCCF Account	\$12,184.20
Petty Cash	<u>\$188.35</u>

Total - Checking & Savings

\$242,956.96

In-Kind Contributions

\$46,666.64

TOTAL Checking/Savings/In-kind

\$289,623.60

Other Assets

Accounts Receivable

\$91,185.78

TOTAL Other Assets

\$91,185.78

Fixed Assets

Capital Equipment

\$54,492.00

Less Accumulated Depreciation

(\$51,156.00)

Total Fixed Assets

\$3,336.00

TOTAL ASSETS

\$384,145.38

LIABILITIES & EQUITY

Current Liabilities

Payroll Liability

\$1,437.51

TOTAL - Current Liabilities

\$1,437.51

TOTAL LIABILITIES

\$1,437.51

Equity

Retained Earnings

330,674.49

Net Income/Loss

52,033.38

TOTAL EQUITY

\$382,707.87

TOTAL LIABILITIES & EQUITY

\$384,145.38

ECONOMIC DEVELOPMENT CORPORATION OF OXNARD

COST DRIVEN BUDGET ANALYSIS

July 1, 2010 through February 28, 2011

Actual Feb-11	MONTH		Actual 7/10 - 2/11	YTD		FY 10-11 Budget	FY 10-11 Projected
	Budget Feb-11	%		Budget 7/10 - 2/11	%		

Income

	Actual Feb-11	Budget Feb-11	%	Actual 7/10 - 2/11	Budget 7/10 - 2/11	%	FY 10-11 Budget	FY 10-11 Projected	Comments
City Contract	0.00	0.00	0%	255,500.00	255,500.00	100%	330,500.00	330,500.00	
Filing/IDB Fees	0.00	250.00	0%	2,550.00	2,250.00	113%	3,000.00	3,000.00	
Investor Campaign	0.00	5,000.00	0%	51,260.00	70,000.00	73%	100,000.00	100,000.00	
Investor In-kind	0.00	0.00	0%	83,000.00	83,000.00	100%	83,000.00	83,000.00	
Project Management	0.00	0.00	0%	0.00	0.00	0%	5,000.00	5,000.00	
ODMD Management Contract	0.00	0.00	0%	13,138.25	13,138.25	100%	52,553.00	52,553.00	
Permit Assistance Services	0.00	0.00	0%	50.00	500.00	10%	5,000.00	5,000.00	
Interest Earnings	0.00	50.00	0%	186.23	500.00	37%	2,500.00	2,500.00	
TOTAL OPERATING INCOME	0.00	5,300.00	0%	405,684.48	424,888.25	95%	581,553.00	581,553.00	
Reimbursement Income	8,772.64	0.00		142,969.26	0.00		0.00	142,969.26	
TOTAL INCOME	8,772.64	5,300.00		548,653.74	424,888.25		581,553.00	724,522.26	

Expense

	Actual Feb-11	Budget Feb-11	%	Actual 7/10 - 2/11	Budget 7/10 - 2/11	%	FY 10-11 Budget	FY 10-11 Projected	Comments
Rent, Utilities, Janitorial	4,541.67	4,541.67	100%	36,333.36	36,333.36	100%	54,500.00	54,500.00	
Telephone	653.09	700.00	93%	3,057.44	4,000.00	76%	7,000.00	7,000.00	
Insurance, Taxes	0.00	0.00	0%	1,612.00	1,750.00	92%	6,500.00	6,500.00	
Supplies & Equipment	929.07	1,000.00	93%	4,661.00	6,000.00	78%	12,000.00	12,000.00	
General Admin. Support-Wages	4,663.92	4,500.00	104%	30,693.28	30,000.00	102%	36,500.00	36,500.00	
Accounting	0.00	0.00	0%	0.00	0.00	0%	4,500.00	4,500.00	
Legal	0.00	0.00	0%	0.00	0.00	0%	1,000.00	1,000.00	
TOTAL OVERHEAD	10,787.75	10,741.67	100%	76,357.08	78,083.36	98%	122,000.00	122,000.00	

PROGRAMS

- Business Services	16,536.70	17,500.00	94%	144,426.78	160,000.00	90%	236,053.00	236,053.00	
- Investor Services	6,251.30	6,000.00	104%	26,057.40	27,500.00	95%	39,000.00	39,000.00	
- Marketing/Communications	3,062.60	4,000.00	77%	38,290.42	40,000.00	96%	60,500.00	60,500.00	
- Resource Development	1,807.04	1,750.00	103%	26,214.75	25,000.00	105%	31,000.00	31,000.00	
- DOWNTOWN BUSINESS DEVELOPMENT	4,600.58	4,750.00	97%	41,151.07	45,000.00	91%	93,000.00	93,000.00	
TOTAL PROGRAMS	32,258.22	34,000.00	95%	276,140.42	297,500.00	93%	459,553.00	459,553.00	
TOTAL OPERATING EXPENSE	43,045.97	44,741.67	96%	352,497.50	375,583.36	94%	581,553.00	581,553.00	
REIMBURSABLE EXPENSE	13,239.00	0.00		144,122.86	0.00		0.00	144,122.86	
TOTAL EXPENSE	56,284.97	44,741.67		496,620.36	375,583.36		581,553.00	725,675.86	

Net Income

-47,512.33	-39,441.67	52,033.38	49,304.89	0.00	-1,153.60
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Greater Oxnard Economic Development Corporation
Transaction List by Date
February 2011

Type	Date	Num	Name	Amount
Feb 11				
Check	2/1/2011	10829	Steven L. Kinney - Rei...	-226.21
Check	2/1/2011	10830	Elizabeth Callahan - R...	-83.10
Check	2/1/2011	10831	Safeguard	-133.35
Check	2/1/2011	10832	Oxnard Chamber	-360.00
Check	2/1/2011	10833	Bernzott	-658.00
Check	2/1/2011	10834	Blue Shield of California	-2,068.00
Check	2/1/2011	10835	Duesenberg Investmen...	-212.00
Check	2/1/2011	10836	AT&T Mobilty	-86.96
Check	2/1/2011	10837	High Tide & Green Gra...	-173.20
Check	2/1/2011	10838	Standard Insurance Co.	-130.90
Check	2/1/2011	10839	Verizon	-146.57
Check	2/1/2011	10840	Oxnard Chamber of Co...	-250.00
Check	2/1/2011	10841	Steven L. Kinney	-3,590.03
Check	2/1/2011	10842	Elizabeth Callahan	-2,800.71
Check	2/1/2011	10843	Mary Hernandez	-1,565.74
Check	2/1/2011	10844	Claire D Rubenis-Alber...	-534.74
Check	2/1/2011	10845	Abel R. Magana	-2,189.80
Check	2/1/2011	10846	Fidelity Brokerage Serv...	-545.61
Check	2/1/2011	10847	Fidelity Brokerage Serv...	-774.97
Check	2/1/2011	10848	Fidelity Brokerage Serv...	-142.76
Check	2/1/2011	10849	Fidelity Brokerage Serv...	-41.86
Check	2/1/2011	10850	Fidelity Brokerage Serv...	-167.45
Check	2/1/2011	10851	EDD	-1,084.39
Check	2/1/2011	10852	United Way	-135.00
Check	2/4/2011	Auto	IRS	-3,773.57
Deposit	2/4/2011			4,153.16
Check	2/10/2011	10854	State Fund	-768.32
Check	2/16/2011	10856	Steven L. Kinney - Rei...	-226.21
Check	2/16/2011	10857	ULI	-410.00
Check	2/16/2011	10858	Nielsen, Merksamer, P...	-2,132.21
Check	2/16/2011	10859	NGI	-3,125.00
Check	2/16/2011	10860	Platinum Plus for Busi...	-351.22
Check	2/16/2011	10861	Platinum Plus for Busi...	-441.46
Check	2/16/2011	10862	Staples Credit Plan	-348.50
Check	2/16/2011	10863	Blue Shield of California	-2,068.00
Check	2/16/2011	10864	AT&T	-52.65
Check	2/16/2011	10865	Sparkletts	-19.33
Check	2/16/2011	10866	Verizon Business Fios	-55.99
Check	2/16/2011	10867	AT&T	-69.61
Check	2/16/2011	10868	Topa Tower Club	-80.00
Check	2/16/2011	10869	The Plant Lady	-50.00
Check	2/16/2011	10870	Blue Cross of California	-694.50
Check	2/16/2011	10871	Rich Keer	-345.34
Check	2/16/2011	10872	Steven L. Kinney	-3,590.03
Check	2/16/2011	10873	Elizabeth Callahan	-2,800.71
Check	2/16/2011	10874	Mary Hernandez	-1,565.74
Check	2/16/2011	10875	Claire D Rubenis-Alber...	-559.24
Check	2/16/2011	10876	Abel R. Magana	-2,189.80
Check	2/16/2011	10877	Fidelity Brokerage Serv...	-545.61
Check	2/16/2011	10878	Fidelity Brokerage Serv...	-774.97
Check	2/16/2011	10879	Fidelity Brokerage Serv...	-142.76
Check	2/16/2011	10880	Fidelity Brokerage Serv...	-44.14
Check	2/16/2011	10881	Fidelity Brokerage Serv...	-167.45
Check	2/16/2011	10882	United Way	-135.00
Check	2/16/2011	10883	EDD	-957.54
Deposit	2/18/2011			4,200.48
Check	2/22/2011	Auto	IRS	-3,773.57
Check	2/28/2011	10884	State Fund	-281.46
Check	2/28/2011	10885	AT&T Mobilty	-86.96
Check	2/28/2011	10886	High Tide & Green Gra...	-173.20
Check	2/28/2011	10887	FedEx	-38.64
Check	2/28/2011	10888	Standard Insurance Co.	-130.90
Check	2/28/2011	10889	Verizon	-154.35
Check	2/28/2011	10890	Ventura County Star	-31.14

Feb 11

GREATER OXNARD ECONOMIC DEVELOPMENT CORPORATION
BALANCE SHEET
March 31, 2011

ASSETS

31-Mar-11

Assets - Cash/In-kind

Checking/Savings

Checking - General	\$152,901.95
Earned Income Checking Acct.	\$31,657.99
1-Year T-Note	\$113,662.68
Money Market Account	\$4,077.92
VCCF Account	\$12,184.20
Petty Cash	<u>\$175.06</u>

Total - Checking & Savings \$314,659.80

In-Kind Contributions \$17,124.97

TOTAL Checking/Savings/In-kind **\$331,784.77**

Other Assets

Accounts Receivable \$5,403.21

TOTAL Other Assets **\$5,403.21**

Fixed Assets

Capital Equipment \$54,492.00

Less Accumulated Depreciation (\$51,156.00)

Total Fixed Assets **\$3,336.00**

TOTAL ASSETS **\$340,523.98**

LIABILITIES & EQUITY

Current Liabilities

Payroll Liability \$542.18

TOTAL - Current Liabilities **\$542.18**

TOTAL LIABILITIES **\$542.18**

Equity

Retained Earnings 331,976.25

Net Income/Loss 8,005.55

TOTAL EQUITY **\$339,981.80**

TOTAL LIABILITIES & EQUITY **\$340,523.98**

ECONOMIC DEVELOPMENT CORPORATION OF OXNARD
COST DRIVEN BUDGET ANALYSIS
 July 1, 2010 through March 31, 2011

Actual Mar-11	MONTH Budget Mar-11	%	Actual 7/10 - 3/11	YTD Budget 7/10 - 3/11	%	FY 10-11 Budget	FY 10-11 Projected

	Actual Mar-11	MONTH Budget Mar-11	%	Actual 7/10 - 3/11	YTD Budget 7/10 - 3/11	%	FY 10-11 Budget	FY 10-11 Projected	Comments
Income									
City Contract	0.00	0.00	0%	255,500.00	255,500.00	100%	330,500.00	330,500.00	
Filming/IDB Fees	2,500.00	500.00	500%	5,050.00	2,750.00	184%	3,000.00	5,050.00	
Investor Campaign	2,000.00	5,000.00	40%	53,260.00	75,000.00	71%	100,000.00	100,000.00	
Investor In-kind	0.00	0.00	0%	83,000.00	83,000.00	100%	83,000.00	83,000.00	
Project Management	0.00	0.00	0%	0.00	0.00	0%	5,000.00	5,000.00	
ODMD Management Contract	13,138.25	13,138.25	100%	26,276.50	26,276.50	100%	52,553.00	52,553.00	
Permit Assistance Services	0.00	0.00	0%	50.00	1,000.00	5%	5,000.00	5,000.00	
Interest Earnings	<u>268.30</u>	<u>250.00</u>	107%	<u>467.90</u>	<u>1,250.00</u>	37%	<u>2,500.00</u>	<u>2,500.00</u>	
TOTAL OPERATING INCOME	17,906.55	18,888.25	95%	423,604.40	444,776.50	95%	581,553.00	583,603.00	
Reimbursement Income	13,470.63	0.00		162,163.75	0.00		0.00	162,163.75	
TOTAL INCOME	31,377.18	18,888.25		585,768.15	444,776.50		581,553.00	745,766.75	

	Actual Mar-11	MONTH Budget Mar-11	%	Actual 7/10 - 3/11	YTD Budget 7/10 - 3/11	%	FY 10-11 Budget	FY 10-11 Projected	Comments
Expense									
OVERHEAD									
- Rent, Utilities, Janitorial	4,541.67	4,541.67	100%	40,875.03	40,875.03	100%	54,500.00	54,500.00	
- Telephone	168.24	500.00	34%	3,225.68	5,200.00	62%	7,000.00	7,000.00	
- Insurance, Taxes	0.00	0.00	0%	1,612.00	1,750.00	92%	6,500.00	6,500.00	
- Supplies & Equipment	1,622.54	1,750.00	93%	6,495.54	8,000.00	81%	12,000.00	12,000.00	
- General Admin. Support-Wages	1,916.41	2,000.00	96%	31,422.69	31,000.00	101%	36,500.00	36,500.00	
- Accounting	0.00	0.00	0%	0.00	0.00	0%	4,500.00	4,500.00	
- Legal	<u>0.00</u>	<u>0.00</u>	<u>0%</u>	<u>0.00</u>	<u>0.00</u>	<u>0%</u>	<u>1,000.00</u>	<u>1,000.00</u>	
TOTAL OVERHEAD	8,248.86	8,791.67	94%	83,630.94	86,825.03	96%	122,000.00	122,000.00	
PROGRAMS									
- Business Services	22,565.95	22,500.00	100%	170,751.66	175,000.00	98%	236,053.00	236,053.00	
- Investor Services	3,411.07	3,500.00	97%	27,336.26	27,500.00	99%	39,000.00	39,000.00	
- Marketing/Communications	3,088.17	3,500.00	88%	42,974.99	45,000.00	95%	60,500.00	60,500.00	
- Resource Development	1,339.75	1,250.00	107%	25,331.38	25,000.00	101%	31,000.00	31,000.00	
- Downtown Business Development	31,387.49	32,500.00	97%	72,538.56	72,500.00	100%	93,000.00	93,000.00	
TOTAL PROGRAMS	61,792.43	63,250.00	98%	338,932.85	345,000.00	98%	459,553.00	459,553.00	
TOTAL OPERATING EXPENSE	70,041.29	72,041.67	97%	422,563.79	431,825.03	98%	581,553.00	581,553.00	
REIMBURSABLE EXPENSE	11,075.95	0.00		155,198.81	0.00		0.00	155,198.81	
TOTAL EXPENSE	81,117.24	72,041.67		577,762.60	431,825.03		581,553.00	736,751.81	

Net Income	-49,740.06	-53,153.42		8,005.55	12,951.47		0.00	9,014.94	
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Greater Oxnard Economic Development Corporation
Transaction List by Date
March 2011

Type	Date	Num	Name	Amount
Mar 11				
Check	3/1/2011	10891	Steven L. Kinney - Rei...	-226.21
Check	3/1/2011	10892	Elizabeth Callahan - R...	-83.10
Check	3/1/2011	10893	Steven L. Kinney	-5,489.95
Check	3/1/2011	10894	Elizabeth Callahan	-4,436.95
Check	3/1/2011	10895	Mary Hernandez	-1,286.98
Check	3/1/2011	10896	Claire D Rubenis-Alber...	-473.82
Check	3/1/2011	10897	Abel R. Magana	-2,189.80
Check	3/1/2011	10898	Yesenia Morett	-335.76
Check	3/1/2011	10899	Steven L. Kinney	-1,000.00
Check	3/1/2011	10900	United Way	-135.00
Check	3/1/2011	10901	Fidelity Brokerage Serv...	-728.26
Check	3/1/2011	10902	Fidelity Brokerage Serv...	-920.01
Check	3/1/2011	10903	Fidelity Brokerage Serv...	-116.80
Check	3/1/2011	10904	Fidelity Brokerage Serv...	-37.77
Check	3/1/2011	10905	Fidelity Brokerage Serv...	-167.45
Check	3/1/2011	10906	EDD	-1,184.52
Check	3/1/2011	10907	Verizon Business Fios	-61.09
Check	3/1/2011	10908	NGI	-3,125.00
Check	3/1/2011	10909	Rich Keer	-295.82
Check	3/1/2011	10910	Duesenberg Investmen...	-212.00
Check	3/3/2011	Auto	IRS	-4,927.87
Check	3/16/2011	10911	Steven L. Kinney - Rei...	-226.21
Check	3/16/2011	10912	Platinum Plus for Busi...	-212.70
Check	3/16/2011	10913	Platinum Plus for Busi...	-131.82
Check	3/16/2011	10914	McCarthy Companies	-998.73
Check	3/16/2011	10915	Nielsen, Merksamer, P...	-2,473.00
Check	3/16/2011	10916	AT&T	-61.43
Check	3/16/2011	10917	Staples Credit Plan	-1,132.62
Check	3/16/2011	10918	Sparkletts	-26.92
Check	3/16/2011	10919	Genworth Life and Ann...	-1,283.00
Check	3/16/2011	10920	AT&T	-45.72
Check	3/16/2011	10921	CALED	-495.00
Check	3/16/2011	10922	Topa Tower Club	-80.00
Check	3/16/2011	10923	Steven L. Kinney	-3,590.03
Check	3/16/2011	10924	Elizabeth Callahan	0.00
Check	3/16/2011	10925	Mary Hernandez	-1,565.74
Check	3/16/2011	10926	Claire D Rubenis-Alber...	-510.48
Check	3/16/2011	10927	Abel R. Magana	-2,189.80
Check	3/16/2011	10928	Yesenia Morett	-441.44
Check	3/16/2011	10929	United Way	-135.00
Check	3/16/2011	10930	Fidelity Brokerage Serv...	-545.61
Check	3/16/2011	10931	Fidelity Brokerage Serv...	-774.97
Check	3/16/2011	10932	Fidelity Brokerage Serv...	-142.76
Check	3/16/2011	10933	Fidelity Brokerage Serv...	-40.95
Check	3/16/2011	10934	Fidelity Brokerage Serv...	-167.45
Check	3/16/2011	10935	EDD	-928.36
Check	3/16/2011	10936	Elizabeth Callahan	-2,800.72
Check	3/17/2011	10937	Franchise Tax Board	-10.00
Check	3/22/2011	Auto	IRS	-3,876.28
Check	3/24/2011	10941	Attorney Gen. Reg. of ...	-75.00
Check	3/24/2011	10940	Attorney Gen. Reg. of ...	-75.00
Payment	3/31/2011	2964	Ventura Orthopedic	4,485.61
Payment	3/31/2011	1525	Advanced Bellows, Inc.	419.00
Payment	3/31/2011	1360	All American Car Care ...	292.60
Payment	3/31/2011	5526	Habitat for Humanity VC	77.20
Payment	3/31/2011	1722	Oxnard Downtown Ma...	4,160.62
Deposit	3/31/2011			13,138.25
Deposit	3/31/2011			13,470.63
Deposit	3/31/2011			2,500.00
Deposit	3/31/2011			268.30
Deposit	3/31/2011			2,000.00
Payment	3/31/2011	273352	City of Oxnard-CDC	82,041.03

Mar 11



Economic Development
Corporation of Oxnard

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Mayor of Oxnard

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April 12, 2011

TO: EDCO Directors

FR: Steven L. Kinney, President

RE: Permit Fee Rescission

Recommendation: Rescind EDCO processing fees for minor permits, as detailed in staff report.

A recent change in our contractual requirements with the City has rendered it impractical for us to charge processing fees for the most common, minor permits that we frequently handle on behalf of small businesses in Oxnard.

A portion (\$75,000) of our annual allocation from the City derives from the Federal Community Development Block Grant program (CDBG), and this year for the first time the Federal government has required a specific contract between the City and EDCO governing the use and handling of that money. One of the provisions of the contract is that any revenue produced in connection with our activities is to be considered "program income," and must be returned to the City.

If the fee income that we generate has to be given to the City, then there is no longer any benefit to EDCO or the client business to charge those fees. So I recommend that we delete the following fees from our schedule of charges:

- Zone Clearance and Business License
- Certificate of Occupancy
- Plumbing Permit
- Electrical Permit
- Building Permit
- Fire Permit
- CUPA Permit
- Racking Permit
- Sign Permit
- Temporary Use Permit (Downtown)
- Small Business Permit Processing

There will still be fees associated with the more complex permit work that we do. We can retain those fees because they are typically associated with projects not connected with our CDBG funding.

**RESPONSE TO 4/17/11 VENTURA COUNTY STAR ARTICLE
“EDCO CRITICIZED FOR SPENDING HABITS”**

Following is a point-by-point discussion of items in the article which merit further comment or explanation.

1. Golf at Rancho San Marcos in 2006. It was incorrectly reported, later corrected, that Mayor Holden was in this group – he was not associated with the event in any way. It was an outing purchased with two objectives: first, it was bought at a Boys & Girls Club event as a way of support for that organization; second, it was bought as an occasion to have extended time with the City Manager and the Community Development Director, who managed the EDCO contract, for evaluation and feedback on the relationship between EDCO and the City.
2. “...Hiring of a consultant now facing embezzlement charges...” The consultant was not hired by EDCO, but by the City; EDCO was asked to administer the one-year contract. The criminal charges were not linked in any fashion to anything carried out in this contract, but were from actions alleged to have occurred years before in another work setting.
3. “EDCO had overlooked the [Form 700] disclosure rule for years...” This was incorrectly reported. EDCO became subject to the FPPC financial reporting rules in 2000, and Board members and staff have filed the required reports every year.
4. “Since the implementation of the financial disclosure forms, five of the EDCO’s 15 Board members have resigned...” See #3 above. Also, each of the departing Board members did so only after insuring that all of his required disclosure forms were up to date through the date of resignation.
5. “Since it was created, EDCO was supposed to diversify its income sources so it would not be ‘dependent exclusively on the city for revenue,’ said attorney Fred Rosenmund, who has been working on behalf of [Martin] Jones. ‘Seventeen years later, they have failed in that goal.’” Actually, for the past eight years, EDCO’s income has included at least 40% from private sector sources, both contributions and earned income. Therefore, EDCO has relied on no more than 60% of its funding to come from the City.
6. “The initial budget called for salaries totaling \$59,500 for four employees, including Kinney.” I do not know what budget is being referred to, so I cannot make a definitive correction, but I can guarantee that four of us together were not splitting \$59,500 a year for our annual salaries.
7. Charge of \$847 at Hook, Line, & Sinker. This was, as stated, for shrimp platters distributed to 11 City departments at the Christmas season. These were the key departments on whom we relied throughout the year for their responsiveness in dealing with business-related issues, and we felt it appropriate to signal our appreciation. We carried out this practice for several years, but not last year due to economic conditions.
8. Charge of \$1004 at Fresh & Fabulous. This was a catering charge of net \$502 to EDCO, since we split the cost of the event with Lauterbach & Associates, the host. It was a lunch gathering to facilitate a constructive discussion between City staff and local builders/developers about perceived problems in the City’s permit system, so the City could hear directly and specifically what the most common issues were.

9. Charge of \$600 to a limousine company. The company's name included the word "limousine," but the vehicle in question was a 12-passenger van, which we rented for a day in order to provide a tour of the community for visiting dignitaries, namely the White House Director of Intergovernmental Affairs and his party.
10. Charges at Golfsmith and Babies R Us. On two occasions, we purchased a piece of golf equipment as a gift of appreciation for the then-departing EDCO Board Chairman. At Babies R Us, we purchased two gifts for City employees who we regarded as key service providers in the permit system, again as a show of appreciation for service above and beyond the call.
11. My bonuses have always been approved by the full Board of Directors. The Board discussions of performance and compensation have always been properly noticed in advance on our meeting agendas. Announcement of the results never occurred after the closed sessions because there has never been anyone from the public in attendance at those meetings. However, I also did not include the bonus decisions in the minutes following those closed sessions, and that was an error on my part. With few exceptions, my bonuses were awarded in lieu of a salary increase – in 9 of the 17 years, I received no salary increase.
12. Callahan's tuition reimbursements. The Board several years ago adopted a detailed policy for reimbursement of eligible educational tuition and supplies costs, which is a sliding scale based on grade performance. Ms. Callahan pursued a BA in Business, graduated summa cum laude, and was therefore eligible for the maximum allowable reimbursement.
13. Travel to IEDC Leadership Summit. Each year, I take the current Board Chairman to this event, a national gathering restricted to only CEO's and Board Chairs, i.e., an event that draws the highest level of economic development expertise from around the country. It is similar to many professional associations' national gatherings.

Steven L. Kinney
EDCO President
04/21/2011