



NOTICE AND CALL OF A
CITY OF RIVERBANK
SPECIAL CITY COUNCIL MEETING
City Hall Council Chambers
6707 Third Street, Suite B • Riverbank • CA 95367



AGENDA

THURSDAY, SEPTEMBER 22, 2016, AT 6:00 P.M.

(The agenda packet is posted at the City Clerk's office and at www.riverbank.org)

CALL TO ORDER: Mayor Richard D. O'Brien

FLAG SALUTE: Mayor Richard D. O'Brien

ROLL CALL: Mayor Richard D. O'Brien
Vice Mayor Jeanine Tucker
Councilmember Darlene Barber-Martinez
Councilmember Cal Campbell
Councilmember Leanne Jones Cruz

CONFLICT OF INTEREST

Any Council Member and Staff who would have a direct Conflict of Interest on any scheduled agenda item to be considered are to declare their conflict at this time.

1. PUBLIC BUSINESS FROM THE FLOOR (No Action Can Be Taken)

Pursuant to Government Code in reference to a special meeting, the public has the opportunity to address the City Council only on items appearing on this special meeting notice. Individual comments are limited to a **maximum of 5 minutes** per person and each person may speak once during this time. Time cannot be yielded to another person.

2. CONSENT CALENDAR

All items listed on the Consent Calendar are to be acted upon by a single action of the City Council/LRA Board unless otherwise requested by an individual Council/Authority Member for special consideration. Otherwise, the recommendation of staff will be accepted and acted upon by roll call vote.

Item 2.A: Waive Readings. All Readings of ordinances and resolutions, except by title, are waived.

3. PUBLIC HEARING

The Public Hearing Notice for the following public hearing items 2.1 was published in the local newspaper of general circulation on September 7, 2016.

- Item 3.1:** **Resolution Approving the Submittal of an Application for Funding and the Execution of a Grant Agreement and Any Amendments Thereto from the Economic Development “Over-the-Counter” (OTC) Allocation for Fiscal Year 2016 through the Community Development Block Grant** – It is recommended that the City Council 1) Open the Public Hearing for public comment; and, 2) Authorize the approval of an application for funding and execution of a grant agreement from the 2016 Community Development Block Grant (CDBG) “Over-the-Counter” allocation.

4. BUSINESS

- Item 4.1:** **Five Year Financial Forecast** - It is recommended that the City Council receive a presentation regarding the General Fund Five-Year Financial Forecast.

ADJOURNMENT

AFFIDAVIT OF POSTING

I, Annabelle Aguilar, do hereby certify under penalty of perjury, under the laws of the State of California that the foregoing agenda was posted 24 hours prior to the meeting in accordance to the Brown Act.

Dated this 21st day of September, 2016, at 9:00 a.m.

/s/Annabelle H. Aguilar, CMC, City Clerk

Notice Regarding Americans with Disabilities Act: In compliance with the Americans with Disabilities Act, if you need special assistance to participate in this meeting, please contact the City Clerk's Office at (209) 863-7122. Notification 72-hours before the meeting will enable the City to make reasonable arrangements to ensure accessibility to this meeting [28 CFR 35.102-35.104 ADA Title II].

Notice Regarding Non-English Speakers: Pursuant to California Constitution Article III, Section IV, establishing English as the official language for the State of California, and in accordance with California Code of Civil Procedures Section 185, which requires proceedings before any State Court to be in English, notice is hereby given that all proceedings before the City of Riverbank City Council/LRA Board shall be in English and anyone wishing to address the Council is required to have a translator present who will take an oath to make an accurate translation from any language not English into the English language.

GENERAL INFORMATION

Meeting Schedule	<u>Regular City Council Meetings:</u> 6:00 p.m. on the 2nd and 4th Tuesday of every month, unless otherwise noticed. <u>Local Redevelopment Authority Board:</u> Meets on an "as needed" basis. The City Council also serves as the LRA Board.
City Council / LRA Agenda & Reports	The City Council/LRA Board agenda is posted pursuant to the California Brown Act, which only requires these agenda title pages to be posted near the entrance of the location where the meeting is to be held and, when technologically able, on the City's website. Additional documents may be provided by the City in its efforts of transparency to keep the public well informed. The agenda packet (agenda plus supporting documents) are posted for public review at the City Clerk's Office, 6707 Third Street, Riverbank, CA and at www.riverbank.org upon distribution to a majority of the City Council/LRA Board. A subscription to receive the agenda can be purchased for a nominal fee through the City Clerk's Office.
Public Hearings	In general, a public hearing is an open consideration within a regular meeting of the City Council or a meeting of the LRA, for which special notice has been given and may be required. During a specified portion of the hearing, any resident or concerned individual is invited to present protests or offer support for the subject under consideration.
Televised / Video of Meetings	• Charter – Channel 2 • AT&T Uverse – Channel 99 Visit www.riverbank.org to connect to meeting videos. (Note: Technical difficulty occurs on occasion preventing the televising or recording of the meeting.)
City Hall Hours	City Hall is open Monday – Thursday; 7:30 am – 5:30 pm and Fridays: 8:00 am – 5:00 pm; CLOSED alternating Fridays
Questions	Contact the City Clerk at (209) 863-7122 or cityclerk@riverbank.org

Any documents that are not privileged or part of a Closed Session provided to a majority of the City Council after distribution of the agenda packet, regarding any item on this agenda, will be made available for public inspection at North City Hall, 6707 Third Street, Suite A, Riverbank, CA, during normal business hours. 3.

SPECIAL RIVERBANK CITY COUNCIL AGENDA ITEM NO. 2.A

SECTION 2: CONSENT CALENDAR

Meeting Date:	September 22, 2015
Subject:	Waive Readings
From:	Marisela H. Garcia, Interim City Manager/Finance Director
Submitted by:	Annabelle Aguilar, CMC, City Clerk

RECOMMENDATION

It is recommended that the City Council approve the waiver of readings of all Ordinances and Resolutions, except by title only.

SUMMARY

The approval of the waiver of readings will allow Ordinances and Resolutions to be introduced by title only and acted upon without the need to read the entire text of the item into the public record. The documents related to proposed Ordinances and Resolutions are available for review by the public on the City's website and in the City Clerk's office at City Hall (North).

FINANCIAL IMPACT

There is no financial impact to this item.

ATTACHMENT

There are no attachments to this report.

SPECIAL RIVERBANK CITY COUNCIL AGENDA ITEM NO. 3.1

SECTION 3: PUBLIC HEARING

Meeting Date:	September 22, 2016
Subject:	Resolution Approving the Submittal of an Application for Funding and the Execution of a Grant Agreement and Any Amendments Thereto from the Economic Development “Over-the-Counter” (OTC) Allocation for Fiscal Year 2016 through the Community Development Block Grant
From:	Marisela H. Garcia, Interim City Manager
Submitted by:	Debbie Olson, Executive Director Melissa Holdaway, Administrative Analyst II

RECOMMENDATION

It is recommended that the City Council 1) Open the Public Hearing for public comment; and, 2) Authorize the approval of an application for funding and execution of a grant agreement from the 2016 Community Development Block Grant (CDBG) “Over-the-Counter” allocation.

SUMMARY

The Local Redevelopment Authority is preparing a CDBG “Over-the-Counter” application for up to \$1,100,000 in response to the May 2016 Notice of Funding Availability (NOFA). The grant requires the adoption of a Resolution authorizing the City Manager, or her designee, to perform the following:

1. Submit an application on behalf of the City of Riverbank
2. Execute a Standard Agreement if selected for such funding,
3. Execute any documents necessary to participate in the CDBG Program.

BACKGROUND

The State of California Department of Housing and Community Development (HCD) has released the 2016 Notice of Funding Available for the Community Development Block Grant (CDBG) Program. The Notice of Funding Available (NOFA) announced that eligible public agencies could receive up to \$5,000,000 per year for an Economic Development Over-the-Counter (OTC) grant. The grant is targeted for the creation or retention of jobs for low-income employees. The successful applicant will support

business with 51% of all created/retained jobs meeting the low/moderate-income clientele.

The City of Riverbank is applying for a grant in the amount of up to \$1,100,000 to finance public infrastructure at the Riverbank Industrial Complex/Park to meet the needs of Repsco, Inc. (“Repsco”), a recycled plastic slipsheet and pallet manufacturer.

Repsco is currently based in Denver, Colorado but has maintained a small presence at the Riverbank Industrial Complex/Park for receiving and shipping finished goods since 2011. With the support of this grant, Repsco intends to move their entire operation to Riverbank. The company anticipates creating a minimum of 25 manufacturing and office jobs as part of the relocation.

The requested funds will go towards infrastructure improvements and electrical upgrades that are required for Repsco’s manufacturing operation. Engineering, administrative, and other project activity delivery costs will be covered by grant funds.

On May 24, 2016 the City Council held a public hearing to solicit input on additional projects and programs to be considered for inclusion in the 2016 CDBG NOFA application. The City Council provided input on applying for such funds.

It is recommended that the City Council approve an application for funding of up to \$1,100,000 from the Economic Development “Over-the-Counter” CDBG program.

FINANCIAL IMPACT

There is no financial impact during the Public Hearing phase. Should the City’s application be successful we will receive up to \$1,100,000 in grant funds for the public infrastructure at the Riverbank Industrial Complex/Park.

The LRA has agreed to contribute up to \$10,000 in engineering costs to the project and up to \$7,000 toward meeting the National Environmental Policy Act requirements.

ATTACHMENT

1. Resolution

CITY OF RIVERBANK

RESOLUTION

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF RIVERBANK
APPROVING THE SUBMITTAL OF AN APPLICATION FOR FUNDING AND THE
EXECUTION OF A GRANT AGREEMENT AND ANY AMENDMENTS THERETO
FROM THE ECONOMIC DEVELOPMENT “OVER-THE-COUNTER” (OTC)
ALLOCATION FOR FISCAL YEAR 2016 THROUGH THE COMMUNITY
DEVELOPMENT BLOCK GRANT (CDBG)**

BE IT RESOLVED, by the City Council of the City of Riverbank as follows:

WHEREAS, the City Council of the City of Riverbank has reviewed and hereby approves an application for up to \$1,100,000 for an Over-the-Counter grant; and,

WHEREAS, the City Council of the City of Riverbank has determined that state and federal citizen participation requirements were met during the development of this application; and,

WHEREAS, the City Council of the City of Riverbank hereby approves the use of up to \$10,000 for Engineering and up to \$7,000 for a National Environmental Policy Act required by the grant; and,

WHEREAS, the City Council of the City of Riverbank hereby authorizes and directs the City Manager, or designee, to sign this application and act on the City's behalf in all matters pertaining to this application; and,

WHEREAS, the City Council of the City of Riverbank hereby authorizes if the application is approved, the City Manager, or designee, is authorized to enter into and sign the grant agreement and any subsequent amendments with the State of California for the purposes of this grant; and,

WHEREAS, the City Council of the City of Riverbank hereby authorizes the City Manager, or designee, to sign Fund Requests and other required reporting forms.

NOW, THEREFORE, BE IT RESOLVED that the City Council of the City of Riverbank hereby approves the submittal of an application for funding and the execution of a grant agreement and any amendments thereto for the 2016 allocation of the State Community Block Grant Program.

PASSED AND ADOPTED by the City Council of the City of Riverbank at a regular meeting held on the 22nd day of September, 2016; motioned by Councilmember _____, seconded by Councilmember _____, and upon roll call was carried by the following vote of ____:

AYES:
NAYS:
ABSENT:
ABSTAIN:

ATTEST:

Annabelle Aguilar, CMC
City Clerk

APPROVED:

Richard D. O'Brien
Mayor

PROPOSED

SPECIAL RIVERBANK CITY COUNCIL AGENDA ITEM NO. 4.1

SECTION 4: BUSINESS

Meeting Date:	September 22, 2016
Subject:	Five Year Financial Forecast
From:	Marisela H. Garcia, Interim City Manager/Director of Finance

RECOMMENDATION

It is recommended that the City Council receive a presentation regarding the General Fund Five-Year Financial Forecast.

SUMMARY

The Finance Department has prepared the annual Five-Year Financial Forecast for the General Fund. The forecast provides the City Council with an opportunity to review the financial stability of the City which will assist in making decisions that will have an impact on the City's financial condition. A final document, which will include detailed information on the opportunities and threats impacting the City's finances will be released to the public after tonight's meeting.

STRATEGIC PLAN

- On April 5, 2016 the City Council established a goal to Achieve and Maintain Financial Stability and Sustainability. This report addresses this matter.

FINANCIAL IMPACT

There is no financial impact associated with this report. However, the report does provide the City Council with information that may be used to make decisions that will have an impact on future City finances.

ATTACHMENTS

1. Five-Year Financial Forecast Summary

GENERAL FUND FIVE YEAR FISCAL FORECAST: 2016-2021										
	2011-12	2012-13	2013-14	2014-15	2015-16	SUPPLEMENTAL FORECAST				
	Actual	Actual	Actual	Actual	Unaudited	2016-17	2017-18	2018-19	2019-20	2020-21
AVAILABLE FUND BALANCE, BEGINNING OF YEAR	969,760	1,045,299	980,271	879,645	901,617	1,127,134	986,434	521,579	188,932	(141,433)
Set-Aside for Legal Settlement				275,000						
REVENUES & OTHER SOURCES										
Taxes	5,065,050	5,265,037	5,349,870	5,728,736	6,145,288	6,026,700	6,223,618	6,389,258	6,560,297	6,736,946
Sales Tax + In-lieu (Based on "effective" 1% tax rate)	2,537,835	2,793,989	2,712,383	2,756,970	3,061,905	2,803,600	2,915,744	2,974,059	3,033,540	3,094,211
Homeowners Property Tax Relief	18,598	17,859	17,229	12,039	15,850	14,900	15,347	15,807	16,282	16,770
SB 813 Supplemental Taxes	3,664	9,804	26,272	16,069	23,162	17,400	17,748	18,103	18,465	18,834
Property Tax	1,096,364	1,062,688	1,153,242	1,274,990	1,243,384	1,321,100	1,387,155	1,456,513	1,529,338	1,605,805
Property Tax in lieu of VLF	1,349,204	1,293,156	1,373,333	1,547,436	1,659,479	1,759,000	1,794,180	1,830,064	1,866,665	1,903,998
PILOT	30,230	29,511	29,503	30,795	31,976	30,000	30,000	30,000	30,000	30,000
Unitary Tax	-	21,651	3,714	22,862	25,722	18,500	-	-	-	-
Real Property Transfer Tax	29,156	36,379	34,194	67,575	83,811	62,200	63,444	64,713	66,007	67,327
Franchise Fees	506,993	518,416	528,074	574,548	623,171	589,300	601,086	613,108	625,370	637,877
Subventions, Grants & Transfers In	1,391,259	1,609,476	1,562,999	1,892,295	1,457,153	1,559,400	1,559,354	1,622,694	1,669,343	1,744,054
Vehicle License Fees	11,300	11,751	9,821	9,525	9,476	-	-	-	-	-
Operating Transfers In	1,279,932	1,384,666	1,356,019	1,505,334	1,313,532	1,459,400	1,459,354	1,522,694	1,569,343	1,644,054
Other Subventions & Grants	100,027	213,059	197,159	377,436	134,145	100,000	100,000	100,000	100,000	100,000
Service Charges	348,573	285,232	399,391	501,638	621,748	389,800	406,790	413,429	420,195	427,090
Police Service Fees	166,678	120,091	150,928	127,051	113,115	82,900	87,045	88,786	90,562	92,373
Building & Planning Fees	105,507	91,987	165,816	219,217	397,766	203,200	213,360	217,627	221,980	226,419
Business License Fee	60,569	61,373	67,953	64,344	65,335	62,500	63,125	63,756	64,394	65,038
Other Service Charges	15,820	11,782	14,695	91,026	45,532	41,200	43,260	43,260	43,260	43,260
Other Revenues	278,863	379,173	396,392	112,775	103,028	154,000	113,200	113,200	113,200	113,200
Fines & Forfeitures	32,976	29,942	32,314	38,306	32,030	34,000	32,000	32,000	32,000	32,000
Interest Earnings and Rents	34,045	47,323	54,853	47,327	43,413	49,000	50,000	50,000	50,000	50,000
Loan Proceeds-Specific Plan	136,491	39,777	39,536	-	-	-	-	-	-	-
Legal Fees Reimbursement	35,659	185,000	-	-	-	-	-	-	-	-
PTAF Reimbursement	-	-	147,480	-	-	-	-	-	-	-
Other Revenues	39,692	77,131	122,209	27,141	27,585	71,000	31,200	31,200	31,200	31,200
Total Revenues	7,590,738	8,057,334	8,236,725	8,809,991	8,950,387	8,719,200	8,904,048	9,151,690	9,388,405	9,659,167
EXPENDITURES										
Staffing Costs	2,496,500	2,704,519	2,560,991	2,664,069	2,932,255	3,138,000	3,234,604	3,390,968	3,519,626	3,653,922
Operating - Non-staffing costs	1,580,966	1,611,456	1,612,900	2,046,022	1,652,136	1,652,200	1,640,274	1,720,282	1,696,482	1,710,680
Law Enforcement Contract	2,974,557	3,293,255	3,445,254	3,453,364	3,417,607	3,468,500	3,572,555	3,679,732	3,790,124	3,903,827
Housing Authority Assessment	24,178	71,040	71,697	22,556	22,556	23,000	23,460	23,929	24,408	24,896
Legal Settlement	-	-	-	287,815	-	-	140,000	140,000	140,000	140,000
Downtown Beautification Loan Repayment	-	75,000	101,400	100,000	123,600	-	-	-	-	-
On-Going Capital Outlay	-	-	-	-	11,944	12,000	12,000	12,000	12,000	12,000
Transfers & General Fund Subsidies	401,226	351,124	400,441	399,487	444,700	499,000	496,011	517,425	536,131	550,191
SUBTOTAL EXPENSES	7,477,427	8,106,394	8,192,682	8,973,313	8,604,798	8,792,700	9,118,903	9,484,337	9,718,769	9,995,516
Fund Balance, Beginning of Year	969,760	1,045,299	980,271	1,154,645	901,617	1,127,134	986,434	521,579	188,932	(141,433)
Structural Surplus (Deficit) Expenditures	113,312	(49,059)	44,043	(163,322)	345,589	(73,500)	(214,855)	(332,647)	(330,364)	(336,349)
One Time Fund Balance Adjustment	19,021	34,984	-	-	-	-	-	-	-	-
SUBTOTAL FUND BALANCE END OF YEAR, BEFORE ONE TIME EXPENSES	1,064,051	1,031,223	1,024,314	991,323	1,247,206	1,053,634	771,579	188,932	(141,433)	(477,782)
ONE TIME EXPENSES ADOPTED/RECOMMENDED										
Capital Outlay	18,752	50,952	144,669	89,706	11,216	67,200	-	-	-	-
Finance Software	-	-	-	-	23,252	-	-	-	-	-
Storm Drain Property Purchase	-	-	-	-	10,314	-	-	-	-	-
Telephone System Upgrades	-	-	-	-	43,000	-	250,000	-	-	-
HVAC Upgrades	-	-	-	-	-	-	-	-	-	-
Pool Heater	-	-	-	-	32,290	-	-	-	-	-
Total Adopted or Recommended One Time Expenses	18,752	50,952	144,669	89,706	120,072	67,200	250,000	-	-	-
Ending Fund Balance	1,045,299	980,271	879,645	901,617	1,127,134	986,434	521,579	188,932	(141,433)	(477,782)
Reserve @ 10% of Revenues	759,100	805,700	823,700	881,000	895,000	871,900	890,400	915,200	938,800	965,900
Reserve Above/(Below) Policy Level	286,199	174,571	55,945	20,617	232,134	114,534	(368,821)	(726,268)	(1,080,233)	(1,443,682)
	14%	12%	11%	10%	12.6%	11.3%	5.9%	2.1%	-1.5%	-4.9%

GENERAL FUND FIVE YEAR FISCAL FORECAST: 2015-21