



**CITY OF RIVERBANK
LOCAL REDEVELOPMENT AUTHORITY
MEETING**



City Hall Council Chambers
6707 Third Street • Riverbank • CA 95367

**AGENDA
MONDAY, NOVEMBER 26, 2012 – 6:00 P.M.**

CALL TO ORDER: Chair Virginia Madueño

ROLL CALL: Chair Virginia Madueño
Vice Chair Dotty Nygard
Authority Member Richard O'Brien
Authority Member Jeanine Tucker
Authority Member Jesse James White

CONFLICT OF INTEREST
Declaration by Chair, Authority Members and Staff who would have a direct Conflict of Interest on any scheduled agenda item to be considered.

1. PRESENTATIONS There are no presentations.

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

At this time, members of the public may comment on any item not appearing on the agenda, and within the subject matter jurisdiction of the LRA. Individual comments will be 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. Under State Law, matters presented under this item cannot be discussed or acted upon at this time by the LRA. The public will be invited to make comments on agenda items when the item comes up for Authority consideration. For Closed Session items, the public will be invited to make comments before the meeting is recessed to Closed Session. For record purposes, you must step up to the podium, state your name, and speak into the microphone when addressing the LRA.

3. CONSENT CALENDAR

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

Item 3.A: Waive Readings. All Readings of ordinances and resolutions, except by title, are waived.

Item 3.B: Approval of the October 8, 2012, Local Redevelopment Authority Meeting Minutes.

Item 3.C: Out of State Travel Request to Attend an ADC Board of Director’s Meeting in San Antonio, Texas.

Recommendation: Approve the Consent Calendar by roll call vote.

4. UNFINISHED BUSINESS There are no items to consider.

5. PUBLIC HEARINGS There are no items to consider.

6. NEW BUSINESS

Item 6.1: **Resubmission of Economic Development Administration Grant for Mid-site Renovation at the Riverbank Industrial Complex** – It is recommended that the Board of Directors authorize the re-submit an application to the Economic Development Administration (“EDA”) for a grant for economic adjustment assistance to support redevelopment efforts at the Riverbank Industrial Complex (formerly Riverbank Army Ammunition Plant.)

Item 6.2: **Accept Report on Status of LRA Budget for First Quarter of FY 2012/13** – The LRA Board is asked to receive and approve the attached report on the status of the Budget for the First Quarter Riverbank Local Redevelopment Authority FY 2012/13.

7. COMMENTS

Item 7.1: Staff Comments: (Information Only – No Action)

Item 7.2: Authority Comments: (Information Only – No Action)

ADJOURNMENT

AFFIDAVIT OF POSTING

I hereby certify under penalty of perjury, under the laws of the State of California that the foregoing agenda was posted on the City Hall bulletin board 72 hours prior to the meeting.
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Dated this 21 st day of November, 2012 Annabelle Aguilar, CMC, Acting City Clerk
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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 48-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 Redevelopment Agency 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: The Local Redevelopment Authority meets on a "as needed" basis.

Agency Agendas: The Local Redevelopment Authority agenda is available for public review at the City's website at www.riverbank.org and City Clerk's Office, 6707 Third Street, Riverbank, California generally 72 hours prior to the scheduled meeting. Copies and/or subscriptions 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, 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.

Questions: Contact the City Clerk at (209) 863-7198 or aaguilar@riverbank.org

**RIVERBANK LOCAL REDEVELOPMENT AUTHORITY
AGENDA ITEM NO. 3.A**

SECTION 3: CONSENT CALENDAR

Meeting Date:	November 26, 2012
Subject:	Waiver of Readings
From:	Jill Anderson, City Manager
Submitted by:	Annabelle Aguilar, CMC, LRA Secretary

RECOMMENDATION

It is recommended that the Local Redevelopment Authority approve the waiver of readings of Ordinances and Resolutions, except by title.

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.

ATTACHMENTS

There are no attachments.

**RIVERBANK LOCAL REDEVELOPMENT AUTHORITY
AGENDA ITEM NO. 3.B**

SECTION 3: CONSENT CALENDAR

Meeting Date:	November 26, 2012
Subject:	Approval of the October 8, 2012, Local Redevelopment Authority Minutes
From:	Jill Anderson, City Manager
Submitted by:	Annabelle Aguilar, CMC, LRA Secretary

RECOMMENDATION

It is recommended that the Local Redevelopment Authority Board approve the LRA meeting minutes.

SUMMARY

The Draft Minutes of the October 8, 2012, Local Redevelopment Authority meeting have been prepared for the Authority's review and approval.

FINANCIAL IMPACT

There is no financial impact.

ATTACHMENT

1. October 8, 2012, LRA Minutes



**CITY OF RIVERBANK
LOCAL REDEVELOPMENT
AUTHORITY**



MINUTES

MONDAY, OCTOBER 8, 2012

CALL TO ORDER:

The Local Redevelopment Authority (LRA) of the City of Riverbank met this date in a session at 12:55 p.m. at the Riverbank Council Chambers, 6707 Third Street, Riverbank, California with Chair Madueño presiding.

ROLL CALL:

Present: Chair Virginia Madueño
Vice Chair Dotty Nygard
Authority Member Richard O'Brien
Authority Member Jeanine Tucker
Authority Member Jesse James White

CONFLICT OF INTEREST

Declaration by Chair, Authority Members, and Staff who would have a direct Conflict of Interest on any scheduled agenda item to be considered.

Chair Madueño stated she would recuse herself from Item 6.1 due to having a financial interest with some of the recommended applicants.

1. PRESENTATIONS *There were no presentations.*

2. PUBLIC BUSINESS FROM THE FLOOR (No action can be taken)

At this time, members of the public may comment on any item not appearing on the agenda, and within the subject matter jurisdiction of the LRA. Individual comments will be 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. Under State Law, matters presented under this item cannot be discussed or acted upon at this time by the LRA. The public will be invited to make comments on agenda items when the item comes up for Authority consideration. For Closed Session items, the public will be invited to make comments before the meeting is recessed to Closed Session. For record purposes, you must step up to the podium, state your name, and speak into the microphone when addressing the LRA.

No one spoke.

3. CONSENT CALENDAR

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

Item 3.A: Waive Readings. All Readings of ordinances and resolutions, except by title, are waived.

Item 3.B: Approval of the September 10, 2012, Local Redevelopment Authority Meeting Minutes.

Recommendation: It is recommended that the Local Redevelopment Authority Board approve Consent Calendar items as presented.

ACTION: *By motion (Tucker / O'Brien / passed 4-0) to approve Consent Calendar Item 3.A and Item 3.B as presented; motion carried by roll call vote.*

ABSTAINED: Authority Member White

4. UNFINISHED BUSINESS *There were no items to consider.*

5. PUBLIC HEARINGS *There were no items to consider.*

6. NEW BUSINESS

Item 6.1: **Community Advisory Committee Membership Approved** – It is recommended that the Local Redevelopment Authority Board (“Board”) accept the Board’s subcommittee’s recommendations regarding the membership of the newly formed Local Redevelopment Authority (“LRA”) Community Advisory Committee (“Committee”) and other recommendations including number of members for a quorum and the participant’s terms of service.

Chair Madueño recused herself from the dais and exited the Chamber at 12:55 p.m.; Vice Chair Nygard presided over the meeting.

Debbie Olson, Executive Director of the LRA, presented the staff report; the Board and Staff discussed the item.

ACTION: *By motion (O'Brien / Tucker / passed 4-0); to accept the Board's subcommittee's recommendations regarding the membership of the newly formed Local Redevelopment Authority Community Advisory Committee and other recommendations including number of members for a quorum*

and the participant's terms of service as presented; motion carried by roll call vote.

Chair Madueño returned to the dais at 1:07 p.m.

7. COMMENTS

Item 7.1: Staff Comments: (Information Only – No Action)

Ms. Olsen announced that the Public Engagement Workshop was scheduled for October 30 at the Teen Center and a Tenant Appreciation Day was scheduled for October 31.

Item 7.2: Authority Comments: (Information Only – No Action)

No comments were made by the Authority Board.

CHAIR MADUEÑO ANNOUNCED THE CLOSED SESSION ITEM AND RECESSED TO CLOSED SESSION AT 1:12 P.M.

8. CLOSED SESSION

Item 8.1: **CONFERENCE WITH REAL PROPERTY NEGOTIATORS**
Pursuant to Government Code § 54956.8
Property: APN # 062-031-007; APN #062-031-006; APN #062-008-009
Agency Negotiator: Debbie Olson, LRA Executive Director
Property Negotiator: Tom Lederle, U.S. Army-BRACD
Under Negotiation: Price and Terms of Payment

Recommendation: It is recommended that the Authority Board give direction to Staff.

CHAIR MADUEÑO RECONVENED THE LOCAL REDEVELOPMENT AUTHORITY MEETING AT 1:36:15 P.M.

9. REPORT FROM CLOSED SESSION

Item 9.1: Report on Closed Session Item 8.1: **CONFERENCE WITH REAL PROPERTY NEGOTIATORS**

ACTION: *Direction was given to staff.*

ADJOURNMENT

There being no further business, Chair Madueño adjourned the meeting at 7:57 p.m.

ATTEST:

APPROVED:

Annabelle Aguilar, CMC, Secretary

Virginia Madueño, Chair

DRAFT

**RIVERBANK LOCAL REDEVELOPMENT AUTHORITY
AGENDA ITEM NO. 3.C**

SECTION 3: CONSENT CALENDAR

Meeting Date:	November 26, 2012
Subject:	Out of State Travel Request to Attend an ADC Board of Director's Meeting in San Antonio, Texas
From:	Jill Anderson, City Manager
Submitted by:	Debbie Olson, Executive Director

RECOMMENDATION

It is recommended that the Board of Directors approve an out-of-state travel request for the Executive Director of the LRA to attend the Board of Directors Meeting at the Association of Defense Communities Conference in San Antonio, TX in January 2013.

SUMMARY

The Executive Director of the LRA is a member of the Board of Directors for American Defense Communities. This leadership role requires attendance at the Board of Director Meetings, some of which are held in conjunction with the organization's conference events. These conference meetings also provide opportunities for face to face communication with the LRA's attorneys and consultants, as well as agency representatives, who will also be in attendance.

FISCAL IMPACT

Travel expenses are estimated to be \$550.00 and will be covered 100% through grant funds and lease revenues. There is no impact on the City's General Fund.

ATTACHMENTS

There are no attachments to this report.

**RIVERBANK LOCAL REDEVELOPMENT AUTHORITY
AGENDA ITEM NO. 6.1**

SECTION 6: NEW BUSINESS

Meeting Date:	November 26, 2012
Subject:	Resubmission of Economic Development Administration Grant for Mid-site Renovation at the Riverbank Industrial Complex
From:	Jill Anderson, City Manager
Submitted by:	Debbie Olson, Executive Director

RECOMMENDATION

It is recommended that the Board of Directors authorize the re-submit an application to the Economic Development Administration (“EDA”) for a grant for economic adjustment assistance to support redevelopment efforts at the Riverbank Industrial Complex (formerly Riverbank Army Ammunition Plant.)

BACKGROUND

On April 4 and 5, 2012, staff met with a representative from the Economic Development Administration (“EDA”) to present a grant proposal for funding of renovation projects at the Riverbank Industrial Complex. The proposal was reviewed by EDA staff and received a favorable analysis. The project was found to be consistent with EDA funding priorities and the City of Riverbank was invited to complete a full application for submittal to the EDA Regional Board for final consideration and approval.

The Riverbank City Council approved the submission of a \$1,000,000 grant funds request to EDA on May 14, 2012. The LRA submitted a full application to EDA shortly thereafter. Additional information was forwarded upon request of EDA staff in September 2012.

In October the LRA received an email denying the grant submission due to concerns that the project might impede or exacerbate remediation activities on the site and because the City was currently advertising for a master developer.

In assessing this development, it was determined that the first objection could be vanquished very easily by eliciting concurrence and confirmation that the proposed project scope would not pose a problem to regulatory agencies or the Army.

The second objection to the project seems to be the result of recent policy changes to EDA's granting process in an effort to make scarce resources more readily available for economic development where no other options are available. In follow up conversations with EDA, the agency confirmed that they would unequivocally deny funding this or any future project at the Riverbank Industrial Complex should a master developer be available to provide resources.

In an effort to keep the grant request viable, and after several conversations with EDA staff, the City Manager, consultants familiar with EDA grant requirements and other BRAC facilities who received EDA support, the LRA canceled the Request for Qualifications for a Master Developer.

After additional due diligence with regulatory agencies, the LRA has been invited to re-submit the grant application in December for funding in the next grant cycle.

The initial grant request has not changed. The City of Riverbank, in partnership with the Local Redevelopment Authority, is requesting \$1,000,000 of a total anticipated project cost of \$1,355,000.

The work to be done includes the following components:

- electrical upgrades (including wiring changes, transformer configuration and energy efficient lighting)
- fire suppression system upgrades in select buildings
- seismic retrofitting
- rail improvements
- grading, drainage and paving to a small portion of bare earth between buildings
- roofing repairs
- HVAC system to one building
- paint and carpet offices for new tenant occupancy

If awarded, the EDA funds will be used to begin the needed renovations on Buildings 9, 19, 120 and the surrounding areas. These improvements are needed to bring the buildings up to codes that either hadn't been required while under federal control or where damage has occurred that requires major repairs in order to use the building. All of these proposed elements of this project will be to buildings in the center of the facility, which are **not** contaminated with Galbestos or PCBs.

These improvements are anticipated to allow for the expansion of three existing businesses bring in one new business to lease space. The businesses involved anticipate their expansions will result in an estimated 200 new jobs on the site over the next 1-7 years.

If not funded with EDA grant funds, the improvements and job creation opportunities will be delayed, and will remain dependent on the availability of other funds.

FISCAL IMPACT

There are no General Fund monies being invested in this project. Matching funds will come from lease revenue derived from the business tenants themselves. A 30% match of local funds for the total project is required depending several variables, and will be invested first, with award drawdown requests to follow.

If awarded, \$1,000,000.00 in EDA funds will be used to begin the renovations on Buildings 9, 19, 120 and the surrounding areas. Some improvements will make it possible to lease space not currently available with the potential to create additional lease revenue in the amount of \$30,000 per month.

ATTACHMENTS

The following items are attached to this report:

1. Resolution
2. Economic Development Administration Proposed Project Map

**CITY OF RIVERBANK
LOCAL REDEVELOPMENT AUTHORITY**

RESOLUTION

**A RESOLUTION OF THE LOCAL REDEVELOPMENT AUTHORITY OF THE CITY OF
RIVERBANK TO ACCEPT DEDICATION OF AN ECONOMIC DEVELOPMENT
ADMINISTRATION GRANT FOR THE MID-SITE RENOVATION PROJECT AT THE
RIVERBANK INDUSTRIAL COMPLEX**

WHEREAS, the City Council and the Local Redevelopment Authority is committed to creating policies, opportunities and incentives to protect and support job-generating business activity and also in the retention of existing local jobs; and,

WHEREAS, the goal of the transfer of the Riverbank Industrial Park (formerly Army Ammunition Plant ["RAAP"]) to local control is to promote regional economic development and long-term job generation; and,

WHEREAS, the City has successfully applied for and received grant funding from Economic Development Administration ("EDA"), most recently to fund a Strategic Plan for the RAAP; and,

WHEREAS, the City has been invited to (re)submit an application to the EDA for a new economic development assistance grant in the amount of at least \$1,000,000.00, including a match of up to \$300,000.00 from Riverbank Industrial Complex (formerly RAAP) lease/sale revenue sources; and,

NOW, THEREFORE, BE IT RESOLVED that the Local Redevelopment Authority hereby accepts dedication of the Mid-Site Renovation Project EDA grant, if received, agrees to provide the matching funds required and to handle all aspects of the project except for those normally done by the City Finance Department.

PASSED AND ADOPTED by the Local Redevelopment Authority of the City of Riverbank at a meeting held on the 26th day of November, 2012; motioned by Authority Member _____, seconded by Authority Member _____, and upon roll call was carried by the following vote of ____

AYES:

NAYS:

ABSENT:

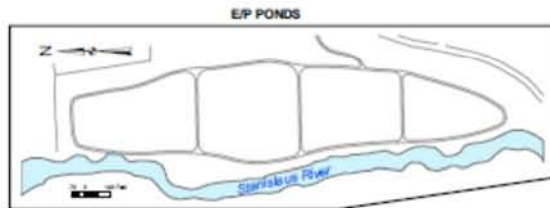
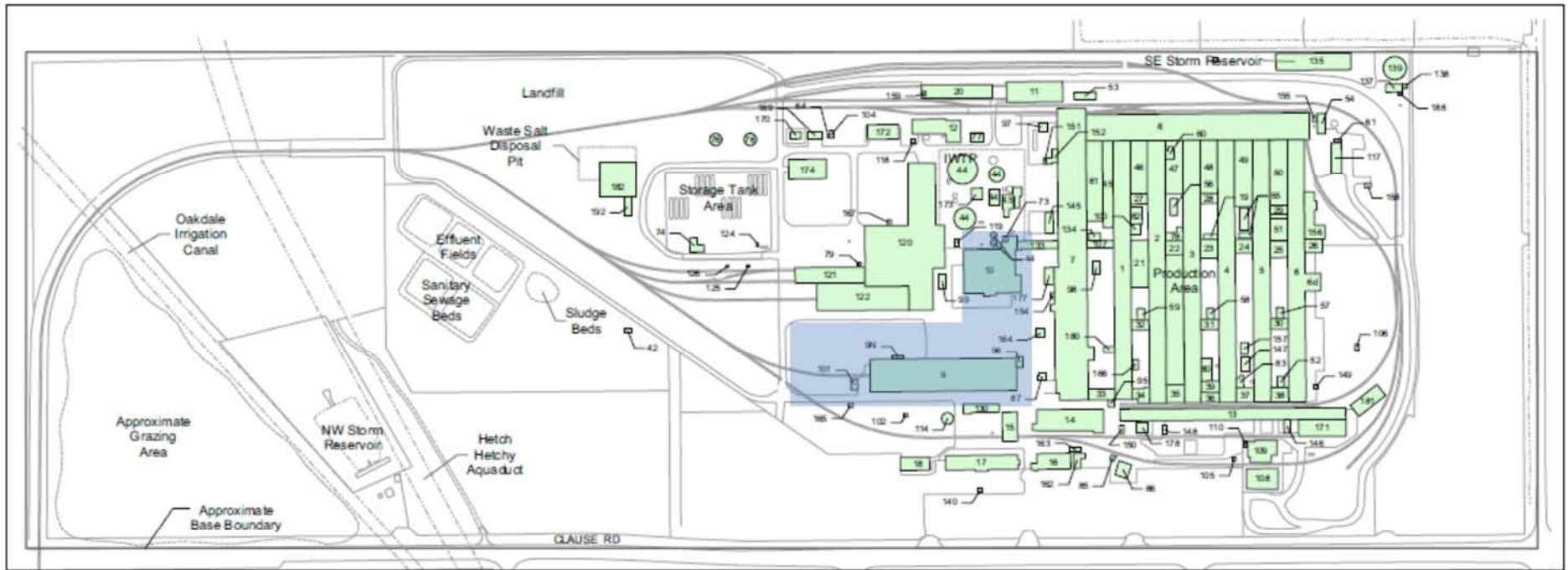
ABSTAIN:

ATTEST:

APPROVED:

Annabelle Aguilar, CMC
Secretary

Virginia Madueño
Chair



LEGEND

- BUILDINGS
- PROJECT AREA



FIGURE 1-2a
SITE LAYOUT
 Riverbank Army Ammunition Plant
 Riverbank, California

**RIVERBANK LOCAL REDEVELOPMENT AUTHORITY
AGENDA ITEM NO. 6.2**

SECTION 6: NEW BUSINESS

Meeting Date:	November 26, 2012
Subject:	Accept Report on Status of LRA Budget for First Quarter of FY 2012/13
From:	Jill Anderson, City Manager
Submitted by:	Debbie Olson, Executive Director

RECOMMENDATION:

The LRA Board is asked to receive and approve the attached report on the status of the Budget for the First Quarter Riverbank Local Redevelopment Authority FY 2012/13.

SUMMARY:

In April 2010, the LRA Board adopted a resolution that requires LRA staff to provide a quarterly report to the LRA Board on the status of the budget. This report is intended to comply with that requirement.

This report covers the time period from **July 1, 2012 through September 30, 2012.**

Highlights of this quarter's budget include:

- Revenues are in line with expectations, even though there is \$89,468 in outstanding OEA reimbursements.
- Hetch Hetchy billing was delayed this quarter making the revenue/expenditures for utilities less than anticipated; next quarter's budget report will reflect and resolve the issue.
- Increased copier charges due to assessed annual copy charge that are billed first quarter, per copier lease agreement.

FINANCIAL IMPACT

Total net revenues exceed expenditures this quarter by \$62,432.

ATTACHMENTS

The LRA Budget Spreadsheet is attached for your reference.

Statement of Revenue and Expenses

Riverbank Local Redevelopment Authority				
2012-13 Quarterly Budget				
Revenue	2012-13 Budget	1st Quarter Jul-Sept Rev/Exp	2012-13 Year to Date	Remaining Balance
Beginning Balance	296,538			
<i>OEA Grants</i>	615,301	1	0	615,301
<i>Rents</i>	1,040,000	241,438	241,438	798,562
<i>Sale of Real Property</i>			0	0
<i>Sale of Personal Property</i>			0	0
<i>DOD Caretaker Revenue</i>	282,240	74,535	74,535	207,705
<i>ED Bank - Specific Plan</i>	68,000		0	68,000
<i>Utility Revenue from Tenants</i>	200,000	2	8,417	191,583
<i>Miscellaneous Revenue</i>	24,000	12,982	12,982	11,018
<i>Other Revenue</i>	75,000		0	75,000
Total Revenue	2,601,079	337,372	337,372	2,263,707
Expenditures				
<i>Salaries/Benefits</i>	521,390	77,243	77,243	444,147
<i>Administrative Expenses</i>				
<i>Travel</i>	15,000	2,274	2,274	12,726
<i>Equipment</i>	11,350		0	11,350
<i>Office Supplies/Legal Ads</i>	13,940	731	731	13,209
<i>Phones</i>	4,800	936	936	3,864
<i>Copier</i>	3,060	3	2,276	784
<i>Postage</i>	3,000	16	16	2,984
<i>Janitorial</i>	1,100		0	1,100
<i>Professional Services</i>				
<i>Legal</i>	130,000	8,289	8,289	121,711
<i>Other Services</i>	155,200		0	155,200
<i>Insurance Premiums</i>	120,000			120,000
<i>Facility Operations & Maintenance</i>				
<i>Well maintenance</i>	1,500		985	515
<i>Permits</i>	4,000	24	24	3,976
<i>Water Testing</i>	5,000	985	985	4,015
<i>Electrical PM</i>	100,000	3,221	3,221	96,779
<i>Fire Supression Maintenance</i>	8,000		0	8,000
<i>Landscaping</i>	7,000	1,840	1,840	5,160
<i>Propane</i>	3,000	479	479	2,521
<i>Repairs</i>	51,500	23,687	23,687	27,813
<i>Common Area Costs</i>	350,000	52,500	52,500	297,500
<i>Infrastructure Improvements</i>	26,000		0	26,000
<i>Future Grant Match</i>	301,000		0	301,000
<i>Tenant Improvements</i>				
<i>Facility Mgmt/Security Services Contracts</i>				
<i>Security</i>	175,000	25,860	25,860	149,140
<i>Facility Management</i>	450,000	74,314	74,314	375,686
<i>Marketing/Branding</i>	5,000	265	265	4,735
<i>DCE Contract</i>	78,000		0	78,000
Total Expenditures	2,543,840	274,940		2,267,915
Net Revenues Less Expenditures	57,239	62,432		

1 OEA grant reimbursement outstanding

\$89,468

2 Hetch Hetchy is behind in billing so it made the revenue/expenditures lower than expected

3 Annual charge for copies billed this quarter