



**CITY OF RIVERBANK
LOCAL REDEVELOPMENT AUTHORITY
MEETING**
City Hall Council Chambers
6707 Third Street • Riverbank • CA 95367



**AGENDA
MONDAY, AUGUST 27, 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

Item 1.1: Riverbank Local Redevelopment Authority Presentation from Association of Defense Communities Annual Conference.

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 June 25, 2012, Local Redevelopment Authority Meeting Minutes.

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

4. UNFINISHED BUSINESS None

5. PUBLIC HEARINGS None

6. NEW BUSINESS

Item 6.1: **Year End Budget Report** – It is recommended that the Board receive a status report on the LRA budget.

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 23 rd day of August, 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. 1.1**

SECTION 1: PRESENTATION

Meeting Date:	August 27, 2012
Subject/ Title:	Riverbank Local Redevelopment Authority Presentation from Association of Defense Communities Annual Conference
From:	Jill Anderson, City Manager
Submitted by:	Debbie Olson, Executive Director

RECOMMENDATION

It is recommended that City Council hear the presentation developed by the Executive Director of the Riverbank Local Redevelopment Authority (“LRA”) for use on a panel at the Association of Defense Communities (“ADC”) 2012 Annual Conference.

SUMMARY

The Executive Director of the LRA was asked to share information on the leasing and management activities as part of a panel during ADC’s Annual Conference, August 5-8, 2012, in Monterey, California. The session topic was listed in the program as: “Revenue Opportunities and Redevelopment: Optimizing Your Assets.”

The presentation, with minor edits, is presented to the LRA Board for informational purposes only. This is the fourth ADC Conference that the LRA has been asked to present best practices and the first on this topic.

BACKGROUND

The Association of Defense Communities is a national organization serving America’s defense communities. ADC represents over 200 communities, states and regions with a significant military presence and a variety of partnering organizations, both public and private.

The LRA has been a member of ADC since 2006.

FINANCIAL IMPACT N/A

ATTACHMENT There are no attachments to this report.

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

SECTION 3: CONSENT CALENDAR

Meeting Date:	August 27, 2012
Subject/ Title:	Waiver of Readings
From:	Jill Anderson, City Manager
Submitted by:	Annabelle Aguilar, CMC, Acting City Clerk

RECOMMENDATION

It is recommended that the Local Redevelopment Authority Board 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:	August 27, 2012
Subject/ Title:	Approval of the June 25, 2012, Local Redevelopment Authority Minutes
From:	Jill Anderson, City Manager
Submitted by:	Annabelle Aguilar, CMC, Acting City Clerk

RECOMMENDATION

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

SUMMARY

The Draft Minutes of the June 25, 2012 Local Redevelopment Authority meeting have been prepared for the Authority's review and approval.

FINANCIAL IMPACT

There is no financial impact.

ATTACHMENT

1. June 25, 2012, LRA Minutes

3. CONSENT CALENDAR

All items listed on the Consent Calendar are to be acted upon by a single action of the Redevelopment Agency unless otherwise requested by an individual Agency 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 June 11, 2012, Local Redevelopment Authority Meeting Minutes.

Recommendation: Approve Consent Calendar by roll call vote.

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

ABSTAINED: Authority Member White

4. UNFINISHED BUSINESS

Item 4.1: **Formation of a Local Redevelopment Authority Ad-Hoc Citizen Advisory Committee** - It is recommended that the LRA Board approve the formation of the City of Riverbank Local Redevelopment Authority Ad-Hoc Citizen Advisory Committee ("Committee").

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

Public Comment: *Mr. Scott McRitchie spoke in support of suggestions made; recommending the inclusion of experts and organizations that specialize in certain areas and explained the example of the Agriculture Committee formed for the General Plan.*

ACTION: *By motion (O'Brien / White / passed 4-0) to approve the formation of an LRA Ad-Hoc Citizen Advisory Committee based on the Committee items presented to include not limiting the membership to five, forming a subcommittee to make recommendations to the full LRA Board, and for the transition process to the next phase of the committee begin after conveyance; motion carried by roll call vote.*

ABSTAINED: Authority Member White

5. PUBLIC HEARINGS

Item 5.1: **Public Hearing and Resolution No. 2012-005 Approving the Local Redevelopment Authority Budget for Fiscal Year 2012-2013** – It is recommended that the Local Redevelopment Authority (“LRA”) conduct the public hearing and adopt the Resolution authorizing the budget approval for Fiscal Year 2012-2013.

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

Chair Madueño opened the Public Hearing at 8:18 p.m.

- *Mr. Scott McRitchie spoke in regards to clarification of totals presented.*

Chair Madueño closed the Public Hearing at 8:22 p.m.

ACTION: *By motion (O’Brien / Tucker / passed 4-0) to adopt Resolution No. 2012-005 as presented; motion carried by roll call vote.*

ABSTAINED: Authority Member White

ANNOUNCE AND RECESS TO CLOSED SESSION ITEM 8.1

No recess was taken, the LRA Board continued with New Business.

6. NEW BUSINESS

Item 6.1: **Resolution No. 2012-006 Approving the Submittal of an Extension to the Existing Office of Economic Adjustment Grant and a Supplemental Fund Request in Support of the Local Redevelopment Authority** – It is recommended that the Local Redevelopment Authority (“LRA”) Approve by Resolution an extension to our current grant from the Office of Economic Adjustment (OEA) for additional funds to support the LRA administration and assist in activities associated with conveyance and implementation of the facility Reuse Plan. This extension is for an additional six months.

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

ACTION: *By motion (O’Brien / Nygard / passed 4-0) to adopt Resolution No. 2012-006 as presented; motion carried by roll call vote.*

ABSTAINED: Authority Member White

Item 6.2: **Request to Extend the Tolling Agreement Between Watson Road Holding Corporation (D/B/A Stuart B. Millner & Associates) and the City of Riverbank Local Redevelopment Authority** – It is recommended that the Local Redevelopment Authority (“LRA”) Board execute a 12-month extension to the existing tolling agreement between Watson Road Holding Corporation (D/B/A Stuart B. Millner & Associates) so that it does not lapse before the Memorandum of Agreement for the economic development conveyance application can be finalized.

Debbie Olson, LRA Executive Director, presented the staff report.

ACTION: *By motion (O’Brien / Tucker / passed 4-0) to approve extending the Tolling Agreement as presented; motion carried by roll call vote.*
ABSTAINED: Authority Member White

Item 6.3: **Resolution No. 2012-007 Allowing the Local Redevelopment Authority Executive Director to Negotiate and the City Manager to Execute a Supplemental Lease Agreement for the Remediation and Disposal of Army Surplus Personal Property** – It is recommended that the Local Redevelopment (“LRA”) Board approve a resolution that authorizes the Executive Director as agent for the Agency to conduct negotiations, and submit documents for execution by the City Manager associated with the Supplemental Agreement No. 5 Department of the Army Lease No. DACA05-3-1-525 pertaining to the remediation and disposal of contaminated, Army-owned, surplus personal property at the former Riverbank Army Ammunition Plant (“RAAP”).

Debbie Olson, LRA Executive Director, presented the staff report.

ACTION: *By motion (Nygard / O’Brien / passed 4-0) to adopt Resolution No. 2012-007 as presented; motion carried by roll call vote.*
ABSTAINED: Authority Member White

7. COMMENTS

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

Jill Anderson, City Manager, thanked City Council for their support and approval of the budget.

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

No comments were made.

ADJOURNMENT

There being no further business, Chair Madueño adjourned the meeting at 8:12 p.m.

ATTEST:

APPROVED:

Annabelle Aguilar, Acting Secretary

Virginia Madueño, Chair

DRAFT

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

SECTION 6: NEW BUSINESS

Meeting Date:	August 27, 2012
Subject/ Title:	Year End Budget Report
From:	Jill Anderson, City Manager
Submitted by:	Debbie Olson, Executive Director Pam Carder, Project Management Specialist Melissa Holdaway, Economic Development Specialist

RECOMMENDATION

It is recommended that the Board receive a status report on the LRA budget.

BACKGROUND

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.

As this report is for the last quarter of the fiscal year (**April 1 2012, through June 30, 2012**), it is also a year-end report. Although it is consistent with previous budget presentations, staff is working towards closely realigning its future budget presentations in the manner in which the City presents its budget information.

BUDGET SUMMARY

Snapshot: Here are some highlights of the final year end budget:

- Revenues exceeded expenditures at year end with a balance of \$105,496
- A portion of the OEA grant will be extended to December 2012 so that we can expend the remaining grant funds.
- Utility revenue and expenditures were significantly lower, in part due to the installation of energy efficient lighting.
- Salary expenses were lower due to positions on temporary reassignment or delayed in being filled.
- Insurance premiums did not increase as anticipated.
- Facility Management/Security slightly higher than budgeted as an additional staff person was hired to assist due to tenants leasing additional space.

BUDGET NOTES

The following numbers correspond to the noted numbers on the Revenue and Expense Statement.

1. Due to reassignment of staff, one position left vacant for most of the year, delay in some of the consultant contracts, and delay in the use of the City Engineer and Building Inspector, not all of the funds were spent as anticipated. Grant funds are received on a reimbursement basis so the revenue was not utilized as anticipated and expenditures were correspondingly lower as well.
2. Rent revenues were lower, largely due to the sale of a tenant business and their departure from the site.
3. Sale of real property is dependent upon transfer which has not occurred.
4. Utility revenue is down because utility costs are down. This is partially due to the installation of a large number of energy efficient lights through the State's Energy Efficient CDBG grant.
5. Additional revenue is due to the Army paying for additional maintenance and operations beyond contracted rate.
6. Salaries were considerably lower than anticipated due to the reassignment of one staff member, keeping one position open for most of the year and the lack of use of a building inspector and the City Engineer. These latter two will not be needed until work begins on the buildings subsequent to transfer.
7. Administrative Expenses were higher than expected because of additional expenses for IT services and the need for computer and software upgrades/replacement not anticipated.
8. Insurance Premiums did not increase as expected.
9. Repairs were not as high as anticipated.
10. Improvements were delayed for budgeting purposes.
11. The anticipated future grant (EDA) did not materialize this year. It is anticipated to be approved during the 2012-13 fiscal year.
12. Facility Management exceeded the budget due to increased workload; additional hire was necessary to handle the increased number of tenants and maintenance of property.
13. Most marketing was done in house rather than paying for someone else to handle it.

FISCAL IMPACT

This Year End budget shows revenues exceeding expenditures.

ATTACHMENTS

LRA Statement of Revenue and Expenses

Statement of Revenue and Expenses

Riverbank Local Redevelopment Authority
Fourth Quarter Statement of Revenue and Expenses
Annual Report

	<u>2011-12 Budget</u>		<u>1st Quarter Jul-Sept Rev/Exp</u>	<u>2nd Quarter Oct-Dec Rev/Exp</u>	<u>3rd Quarter Jan-Mar Rev/Exp</u>	<u>4th Quarter Apr-Jun Rev/Exp</u>	<u>Year to Date</u>
Revenue							
<i>OEA Grants</i>	703,865	1	27,372		180,665	266,591	474,628
<i>Rents</i>	1,060,000	2	251,035	225,035	253,978	270,118	1,000,166
<i>Sale of Real Property</i>	500,000	3					
<i>Sale of Personal Property</i>							
<i>DOD Caretaker Revenue</i>	376,325		94,080	62,720	94,080	137,269	388,149
<i>CDBG PTA</i>	14,920			14,920			14,920
<i>EECBG Grant</i>	204,370					204,370	204,370
<i>ED Bank - Specific Plan</i>	166,225					98,050	98,050
<i>Utility Revenue from Tenants</i>	245,265	4	21,888	62,655	54,797	55,107	194,447
<i>General Fund in Fund 213 (Grant Match)</i>							
<i>Other Revenue</i>	24,000	5	1,613	19,666	7,696	4,519	33,494
Total Revenue	3,294,970		395,988	384,996	591,217	1,036,024	2,408,225
Expenditures							
<i>Salaries/Benefits</i>	406,630	6	72,214	73,302	66,309	80,851	292,676
<i>Administrative Expenses</i>	38,950	7	13,552	4,842	15,147	12,637	46,178
<i>Professional Services</i>	319,300		5,789	107,080	12,040	173,246	298,155
<i>Insurance Premiums</i>	180,000	8				116,517	116,517
<i>Facility Operations & Maintenance</i>	385,000	9	26,586	49,124	48,444	24,393	148,547
<i>Common Area Costs</i>	402,000		51,219	93,963	115,555	90,353	351,090
<i>Infrastructure Improvements</i>	200,000	10	0	6,622		12,862	19,484
<i>Future Grant Match</i>	250,000	11			2,141	2,936	5,077
<i>Tenant Improvements</i>	150,000		23,089	117,522		6,555	147,166
<i>Facility Management/Security Services Contract</i>	551,573	12	120,103	105,735	158,320	184,785	568,943
<i>Marketing/Branding</i>	30,000	13				2,790	2,790
<i>CDBG PTA Expenditures</i>	3,685		1,164	2,521			3,685
<i>EECBG Grant</i>	204,370				109,576	94,794	204,370
DCE Contract	166,225			10,253		87,797	98,050
Total Expenditures	3,287,733		313,716	570,964	527,533	890,516	2,302,729
Net Revenues Less Expenditures	7,237		82,272	-185,968	63,684	145,508	105,496