



**CITY OF RIVERBANK  
LOCAL REDEVELOPMENT AUTHORITY  
MEETING**



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

**AGENDA  
MONDAY, JUNE 11, 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

|   |
|---|
| <b>CONFLICT OF INTEREST</b>   |
| 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** None.

**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 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 May 14, 2012, Local Redevelopment Authority Meeting Minutes.

**Item 3.B-1:** Approval of the May 30, 2012, Local Redevelopment Authority Special Study Session Meeting Minutes.

**Item 3.C:** Request for Local Redevelopment Authority Executive Director to Travel to Washington, D.C. for Negotiations with the Army.

**Recommendation:** Approve Consent Calendar by roll call vote.

**4. UNFINISHED BUSINESS** None.

**5. PUBLIC HEARINGS** None.

## **6. NEW BUSINESS**

**Item 6.1:** **Review of the Local Redevelopment Authority Draft Budget for FY 2012-2013** – Recommendation is for the LRA Board to review the draft 2012-2013 Local Redevelopment Authority (“LRA”) budget and provide comments as needed for incorporation into the final draft budget which will be presented for action on June 25, 2012.

**Item 6.2:** **Formation of a Citizen Committee** – Recommendation is to discuss and consider the formation of an Ad-Hoc Citizen Committee(s) with the general purpose of receiving information on the transfer and workings of the Local Redevelopment Authority (“LRA”) and provide input to the LRA Board on concerns or issues to be determined including appropriate commemorative action and activities for the Riverbank Army Ammunition Plant upon transfer.

## **7. COMMENTS**

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

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

## **ADJOURNMENT**

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| <b>AFFIDAVIT OF POSTING</b> |
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| <p>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.</p> |
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| <p>Dated this 7th day of June, 2012<br/>Annabelle Aguilar, CMC, Acting City Clerk</p> |
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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.

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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](http://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](mailto:aaguilar@riverbank.org)

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

**SECTION 3: CONSENT CALENDAR**

|                        |   |
|------------------------|---|
| <b>Meeting Date:</b>   | June 11, 2012                             |
| <b>Subject/ Title:</b> | Waiver of Readings                        |
| <b>From:</b>           | Jill Anderson, City Manager               |
| <b>Submitted by:</b>   | Annabelle Aguilar, CMC, Acting City Clerk |

**RECOMMENDATION**

It is recommended that the LRA 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**

|                        |   |
|------------------------|---|
| <b>Meeting Date:</b>   | June 11, 2012   |
| <b>Subject/ Title:</b> | Approval of the May 14, 2012, Local Redevelopment Authority Meeting Minutes |
| <b>From:</b>           | Jill Anderson, City Manager   |
| <b>Submitted by:</b>   | Annabelle Aguilar, CMC, Acting City Clerk                                   |

**RECOMMENDATION**

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

**SUMMARY**

The Draft Minutes of the May 14, 2012, Local Redevelopment Authority meeting have been prepared for the Authority's review and approval.

**FINANCIAL IMPACT**

There is no financial impact.

**ATTACHMENTS**

1. May 14, 2012 Minutes



**CITY OF RIVERBANK  
LOCAL REDEVELOPMENT AUTHORITY  
MINUTES  
MONDAY, MAY 14, 2012**

**CALL TO ORDER:**

The Local Redevelopment Authority (LRA) of the City of Riverbank met this date in a session at 8:15 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

**Absent:** Authority Member Jesse James White

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

*No one spoke.*

**1. PRESENTATIONS:** None.

**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 April 9, 2012, Local Redevelopment Authority Minutes.

**Recommendation:** Approve Consent Calendar by roll call vote.

**ACTION:** *By motion (Tucker / Nygard / passed 4-0) to approve Consent Calendar Items 3.A through 3.B as presented; motion carried by unanimous roll call vote.*

*ABSENT: Authority Member White*

**4. UNFINISHED BUSINESS:** None

**5. PUBLIC HEARINGS:** None

**6. NEW BUSINESS**

**Item 6.1:** **Resolution No. 2012-004** to Accept Dedication of EDA Funds to Complete the Mid-Site Renovation Project at the Riverbank Industrial Complex.

**Recommendation:** Accept dedication of EDA grant funds, if awarded, for use to complete the Mid-Site Renovation Project at the Riverbank Industrial Complex.

*Pam Carder, Project Management Specialist, presented the staff report.*

**ACTION:** *By motion (O'Brien / Tucker / passed 4-0) to accept Dedication of EDA Economic Development Administration funds in the amount of \$1,340,000, including a match of up to \$401,000.00 from Riverbank Industrial Complex (formerly RAAP) lease/sale revenue sources to Complete the Mid-Site Renovation Project at the Riverbank Industrial Complex; motion carried by unanimous roll call vote.*

*ABSENT: Authority Member White*

**Item 6.2:** Report on Status of LRA Budget.

**Recommendation:**

Accept the attached report on the status of the Budget for the Local Redevelopment Authority for January 1, 2012 through March 31, 2012.

*Pam Carder, Project Management Specialist, presented the staff report.*

**ACTION:** *By motion (O'Brien / Nygard / passed 4-0) to approve acceptance of the LRA Budget as presented; motion carried by unanimous roll call vote.*

**ABSENT:** *Authority Member White*

**7. COMMENTS**

**Item 7.1:** Staff Comments: (Information Only – No Action) *None.*

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

*Authority Member O'Brien recommended Mr. McRitchie's suggestion to have a citizen based oversight committee at the LRA; stating he fully trusted the LRA staff, but a committee would be beneficial, requesting that it begin with the next LRA meeting.*

*Chair Madueño suggested the Economic Development Committee be part of the oversight committee to include local business owners. Jill Anderson, City Manager, provided the status of the ED Committee and stated structure of the recommended new committee would be presented in the future.*

**ADJOURNMENT**

**There being no further business, Chair Madueño adjourned the meeting at 8:27 p.m.**

**ATTEST:**

**APPROVED:**

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**Annabelle Aguilar, Acting Secretary**

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**Virginia Madueño, Chair**

**RIVERBANK LOCAL REDEVELOPMENT AUTHORITY  
AGENDA ITEM NO. 3.B-1**

**SECTION 3: CONSENT CALENDAR**

|                        |   |
|------------------------|---|
| <b>Meeting Date:</b>   | June 11, 2012   |
| <b>Subject/ Title:</b> | Approval of the May 30, 2012, Local Redevelopment Authority Special Study Session Meeting Minutes |
| <b>From:</b>           | Jill Anderson, City Manager   |
| <b>Submitted by:</b>   | Annabelle Aguilar, CMC, Acting City Clerk   |

**RECOMMENDATION**

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

**SUMMARY**

The Draft Minutes of the May 30, 2012, Local Redevelopment Authority Special Study Session meeting have been prepared for the Authority's review and approval.

**FINANCIAL IMPACT**

There is no financial impact.

**ATTACHMENTS**

1. May 30, 2012, Minutes



**CITY OF RIVERBANK  
LOCAL REDEVELOPMENT AUTHORITY  
SPECIAL STUDY SESSION  
MINUTES  
WEDNESDAY, MAY 30, 2012**

**CALL TO ORDER:**

The Local Redevelopment Authority (LRA) of the City of Riverbank met this date in a session at 12:32 p.m. at the Lions Gate Hotel, 3410 Westover Street, North Highlands, California, with Chair Madueño presiding.

**ROLL CALL:**

**Present:** Chair Virginia Madueño  
Vice Chair Dotty Nygard  
Authority Member Richard O'Brien

**Absent:** Authority Member Jeanine Tucker  
Authority Member Jesse James White

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**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.

*No one spoke.*

**1. PRESENTATIONS:** None.

**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.

*No one spoke.*

**2. PRESENTATIONS**

**Item 2.1:** Tour the Former McClellan Air Force Base to Discuss its Development and Transformation into the McClellan Business Park and its Management.

**No Local Redevelopment Authority action will be taken at this time.**

*The Authority Board Members and Staff attended the tour.  
Chair Madueño departed at 1:40 p.m.; the tour continued.*

**ADJOURNMENT**

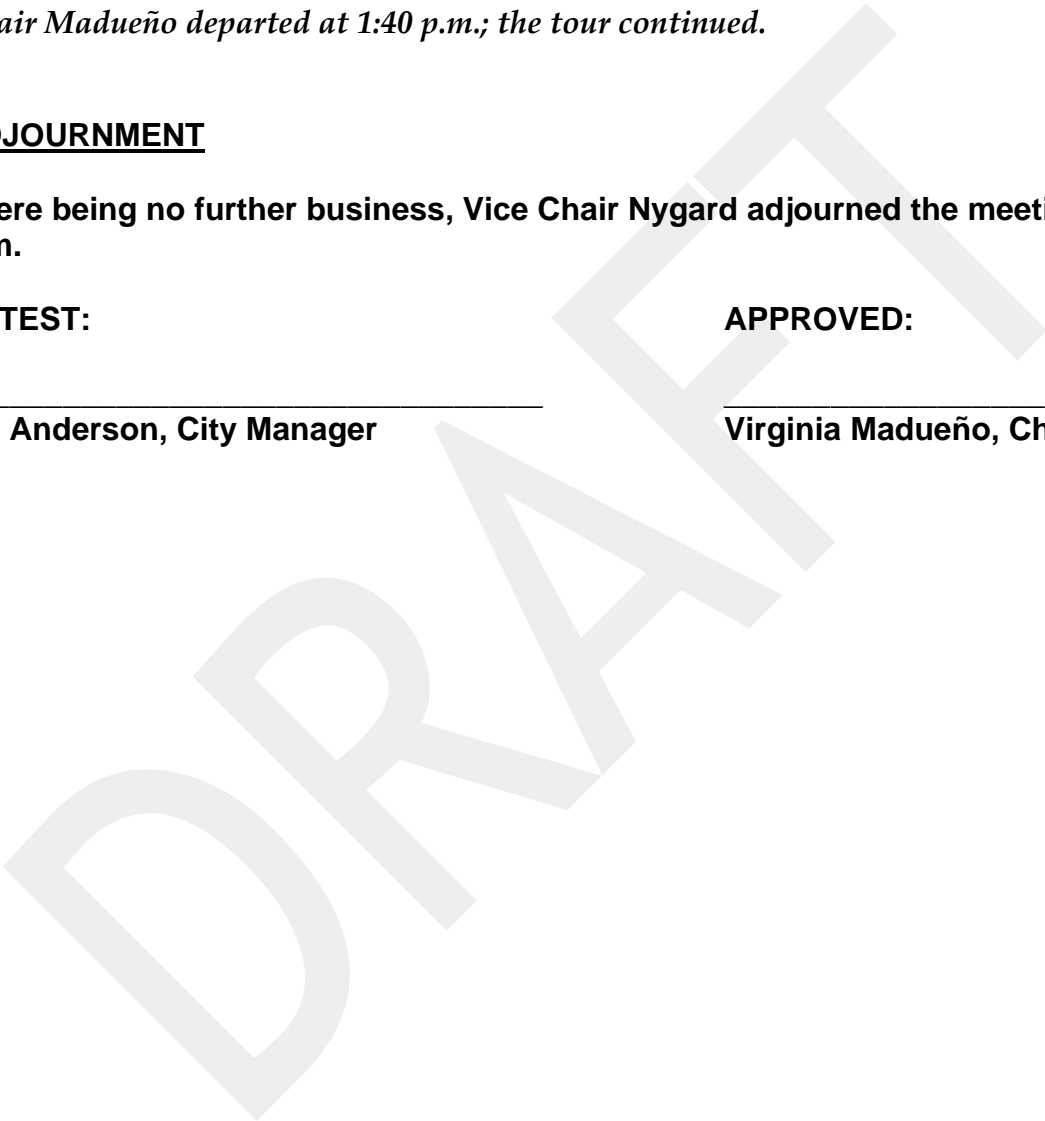
There being no further business, Vice Chair Nygard adjourned the meeting at 2:45 p.m.

**ATTEST:**

**APPROVED:**

\_\_\_\_\_  
Jill Anderson, City Manager

\_\_\_\_\_  
Virginia Madueño, Chair



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

**SECTION 3: CONSENT CALENDAR**

|                        |   |
|------------------------|---|
| <b>Meeting Date:</b>   | June 11, 2012   |
| <b>Subject/ Title:</b> | Request for Local Redevelopment Authority Executive Director to Travel to Washington, D.C. for Negotiations with the Army |
| <b>From:</b>           | Jill Anderson, City Manager   |
| <b>Submitted by:</b>   | Debbie Olson, Executive Director Local Redevelopment Authority  |

**RECOMMENDATION**

Approve an out-of-state travel request for the Local Redevelopment Authority (“LRA”) Executive Director to participate in ongoing negotiations with the Army in Washington, D.C. in determining cost to clean contaminated personal and real property at RAAP.

**SUMMARY**

When the Army’s mission ended at the Riverbank Army Ammunition Plant (“RAAP”), about 8,000 pieces of equipment or surplus personal property was left at the facility. All the surplus property is expected to be conveyed to the LRA at about the same time as when the real property transfers.

Some of the surplus personal property has been stored in buildings where the siding is deteriorating, potentially contaminating both the real and personal property. While it is the LRA’s understanding that the real property (i.e., land, buildings and fixed equipment) can be conveyed to the LRA prior to completing cleanup, the distribution in commerce of any contaminated equipment is not permitted under Toxic Substances Control Act (“TSCA”) – a division within the U.S. Environmental Protection Agency (“EPA”) unless it is first decontaminated. The cost of cleanup and disposal is the responsibility of the Army, but the Army will contract with the LRA to clean and/or dispose of equipment that can’t be safely or cost effectively remediated.

The LRA, with the support of the Army, has been meeting with the EPA/TSCA to determine clean up requirements and disposal guidelines for any property found to be contaminated. An approval letter from EPA is necessary to move forward, and is expected on June 14, 2012. The approval letter will contain specific requirements and provide details for determining the cost of the work.

A meeting is being planned the week of June 18<sup>th</sup> in Washington, D.C. to continue negotiations with the Army on the terms and cost of cleaning the personal property, cleaning the real property and fixtures and removing the siding, which is the source of the contamination.

Environmental consultants, environmental attorneys and the Corps of Engineers are also expected to be in attendance and support the discussion.

The LRA's primary mission is to encourage and expand opportunities for economic development and job creation at the facility. It is expected that as soon as the buildings are cleaned and cleared, they will be leased to expanding existing businesses and new businesses, creating more employment opportunities.

Also, upon recommendation of counsel, it is in the best interest of the LRA to have the Army obligate the funds for cleanup of RAAP as soon as possible. Concerns over availability of federal funds to begin the remediation in this fiscal year loom large the longer we wait. The Army has suggested it would be best to conclude negotiations before July 1, 2012, if we are to guarantee funding this (federal) fiscal year.

### **FISCAL IMPACT**

No general fund dollars will spent. Travel expenses will be covered 100% through grant funds and lease revenues.

### **ATTACHMENTS**

There are no attachments to this report.

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

**SECTION 6: NEW BUSINESS**

|                        |   |
|------------------------|---|
| <b>Meeting Date:</b>   | June 11, 2012   |
| <b>Subject/ Title:</b> | Review of the Local Redevelopment Authority Draft Budget for FY 2012-2013 |
| <b>From:</b>           | Jill Anderson, City Manager   |
| <b>Submitted by:</b>   | Debbie Olson, Executive Director  |

**RECOMMENDATION**

Review the Draft 2012-2013 Local Redevelopment Authority (“LRA”) budget and provide comments as needed for incorporation into the Final Draft Budget which will be presented for action on June 25.

**SUMMARY**

Attached you will find the proposed budget for Fiscal Year 2012-2013.

It reflects an estimated \$2,778,555 in revenues, coming from anticipated real property leases, and miscellaneous revenue in addition to the balances of federal and state grants. The annual Army payment to the LRA for its share of security, fire protection, and common area maintenance is also shown.

The budget proposes \$2,543,840, in expenditures, leaving an excess reserve of \$234,715. The expenditures include salaries, professional services, insurance premiums, facility operations and maintenance, and grant funded projects underway. As a condition of the lease with the Army, all revenues must be spent on the protection and maintenance of the facilities, and are shown accordingly.

A more detailed summary of the proposed budget is attached, and will be discussed at meeting.

**FISCAL IMPACT**

The proposed budget is balanced and covers a twelve month period.

**ATTACHMENTS**

1. FY 2012-2013 Draft LRA Budget

DRAFT LRA BUDGET

Riverbank Local Redevelopment Authority  
 Budget -- Fiscal Year 2012-2013

Budget Summary

| FY 2012-2013   | FUND 197             |
|--|----------------------|
| <b>Beginning Reserve</b>   |                      |
| Actual Beginning Reserve   | \$ 296,538.00        |
| <b>Adjusted Reserves</b>   | <b>\$ 296,538.00</b> |
| <b>Revenues</b>  |                      |
| Real Property Leases   | \$ 1,040,000         |
| Utility Revenue from Tenants                                       | \$ 200,000           |
| Personal Property Sales  |                      |
| Misc Revenue (scales, printing, etc)                               | \$ 24,000            |
| Office of Economic Adjustment Grant                                | \$ 792,777           |
| Army Protection & Maintenance Payment                              | \$ 282,240           |
| Specific Plan (loan)   | \$ 68,000            |
| Other  | \$ 75,000            |
| Amendment #5 to Lease  |                      |
| <b>Total Revenues</b>  | <b>\$ 2,482,017</b>  |
| <b>Expenditures</b>  |                      |
| Salaries & Benefits  | \$ 521,390           |
| Administration Expenses (Travel, Equip, Supplies, Phones, Postage) | \$ 52,250            |
| Professional Services  | \$ 285,200           |
| Prepaid Insurance Premiums   | \$ 120,000           |
| Facility Operations & Maintenance (Well Maint, Permits, PM's, etc) | \$ 180,000           |
| Common Area Utilities  | \$ 350,000           |
| Security   | \$ 175,000           |
| Infrastructure Improvements  | \$ 26,000            |
| Future grant match   | \$ 301,000           |
| Facilities Management Services Contract                            | \$ 450,000           |
| Tenant improvements  |                      |
| Marketing (Flyers, Postcards, newsletter, brochures)               | \$ 5,000             |
| DCE Contract (Specific Plan)                                       | \$ 78,000            |
| <b>Total Expenditures</b>  | <b>\$ 2,543,840</b>  |
| <b>Balance Excess (Deficiency)</b>                                 | <b>\$ 234,715</b>    |

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

**SECTION 6: NEW BUSINESS**

|                        |  |
|------------------------|--|
| <b>Meeting Date:</b>   | June 11, 2012  |
| <b>Subject/ Title:</b> | Formation of a Citizen Committee                               |
| <b>From:</b>           | Jill Anderson, City Manager                                    |
| <b>Submitted by:</b>   | Debbie Olson, Executive Director Local Redevelopment Authority |

**RECOMMENDATION**

Discuss and consider the formation of an Ad-Hoc Citizen Committee(s) with the general purpose of receiving information on the transfer and workings of the Local Redevelopment Authority (“LRA”) and provide input to the LRA Board on concerns or issues to be determined including appropriate commemorative action and activities for the Riverbank Army Ammunition Plant upon transfer.

**SUMMARY**

This item is a follow up to the recent LRA Board members’ comments regarding the formation of an AD-Hoc Citizen Committee (“Committee”).

Generally speaking, citizens are uniquely situated to assess and act on issues affecting their communities. When provided with even modest support, citizens can help government operate efficiently, solve problems and generally improve their quality of life.

Citizen committees, though, to be effective, must know what role they play and what value they are bringing to the public process if they are to be engaged and effective. They need to know their relationship to the leadership, purpose for meeting and how they relate to the wider public. In short, what is their piece of the puzzle?

A variety of good reasons exist for forming a Citizen Committee to support the LRA. Among them are the following:

- Identifying public issues and areas of citizen concern
- Assisting the Board in considering major issues

- Assisting in establishing proper goals for the project
- Serving as a “sounding board” for the board
- Communicating activities of the organization to the community
- Carrying out information and education activities
- Collecting information and feedback
- Generating new ideas and approaches
- Providing business advice
- Determining a way to commemorate the site’s place in Riverbank’s history
- Provide revenue and expense advice

After further discussion with City staff and two board members, two concepts for citizen committees emerged, each with a distinct but separate purpose and composition and probably forming at different stages in the conveyance process.

**Ad-Hoc Citizen Committee #1: Purpose, Composition, Timing**

The first concept is of a committee that is made up of Riverbank citizens and would work through a series of meeting that result in better understanding of the workings of the LRA, the federal land transfer process and the site itself. A possible outcome would be for the committee to present their concept for “commemorating” or “memorializing” RAAP’s role historically and culturally for the citizens of Riverbank (e.g., library, park, gazebo). This group would meet for a prescribed length of time, and could disband upon transfer.

**Ad-Hoc Citizen Committee #2: Purpose, Composition, Timing**

The second concept is of a committee that functions more like an ongoing advisory board. This group would have regional representation and the membership possess a skill set that is meant to provide guidance to the LRA on program priorities, input on services, identify best business practices, revenue generation and expense reduction. Ideally, it would be composed of citizens, business owners, accountants, bankers, tenant business owners, etc. The committee’s first task would be to develop a set of by-laws for the LRA and would provide recommendations to the LRA Board for approval or adoption.

**POSSIBLE ACTIONS**

This matter is being brought back for possible action by the Board since the idea was brought up under Board Comments and could not be acted upon at that time. The Board could, among other options, decide any of the following:

1. Form both committees now.

2. Form the first committee now and the second committee at some time in the future.
3. Form either committee now and leave the other for some future time
4. Choose not to form either committee.

**FISCAL IMPACT:**

There is no direct fiscal impact associated with this report.

**ATTACHMENTS:**

There are no attachments to this report.