



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

AGENDA
MONDAY, FEBRUARY 13, 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: 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: Clerk's Report of Posting. The agenda for the February 13, 2012, Local Redevelopment Authority meeting was posted on the City Chamber bulletin board on February 9, 2012.

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

Item 3.C: Approval of the January 23, 2012, Local Redevelopment Authority Minutes.

Item 3.D: Travel Request to Portland, OR for Economic Development Administration Conference.

Recommendation: Approval by roll call vote of Consent Calendar.

4. UNFINISHED BUSINESS: None.

5. PUBLIC HEARINGS: None.

6. NEW BUSINESS

Item 6.1: Accept Report on Status of LRA Budget and **Resolution** to Approve a Budget Adjustment for FY 2011/12.

Recommendation: Hear and approve attached report on the status of the Budget and approve reallocation of budget line items noted on attached spreadsheet for the Local Redevelopment Authority.

7. COMMENTS

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

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

8. CLOSED SESSION**Item 8.1: CONFERENCE WITH REAL PROPERTY NEGOTIATORS**

Pursuant to Government Code § 54956.8
 Property: APN # 062-031-007; APN #062-008-009
 Agency Negotiator: Pam Carder, Interim City Manager
 Property Negotiator: U.S. Army - BRAC
 Under Negotiation: Price and Terms of Payment

Recommendation: Council to give direction to Staff.

9. REPORT FROM CLOSED SESSION

Item 9.1: Report on Item 8.1: **CONFERENCE WITH REAL PROPERTY NEGOTIATORS** – Property: APN # 062-031-007; APN #062-008-009
 Price and Terms of Payment

ADJOURNMENT

AFFIDAVIT OF POSTING			
DATE:	02/09/12	TIME:	10:45 a.m.
NAME:	Annabelle Aguilar, CMC	TITLE:	Deputy 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 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.

Questions: Contact the City Clerk at (209) 863-7122.

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

SECTION 3: CONSENT CALENDAR

Meeting Date:	February 13, 2012
Subject/ Title:	Clerk's Report of Posting
Submitted by:	Annabelle Aguilar, CMC, Deputy City Clerk

RECOMMENDATION:

Approval by roll call vote to Consent Calendar.

STAFF SUMMARY:

Clerk's Report of Posting. The agenda for the February 13, 2012, Local Redevelopment Authority meeting was posted on the City Council Chamber bulletin board per the Affidavit of Posting.

FINANCIAL IMPACT:

N/A

ATTACHMENT:

None

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

SECTION 3: CONSENT CALENDAR

Meeting Date:	February 13, 2012
Subject/ Title:	Waive Readings
Submitted by:	Annabelle Aguilar, CMC, Deputy City Clerk

RECOMMENDATION:

Approval by roll call vote to Consent Calendar.

STAFF SUMMARY:

Waive Readings. All readings of Ordinances and Resolutions, except by title, are waived.

FINANCIAL IMPACT:

N/A

ATTACHMENT:

None

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

SECTION 3: CONSENT CALENDAR

Meeting Date:	February 13, 2012
Subject/ Title:	Approval of the January 23, 2012, Local Redevelopment Authority Minutes
Submitted by:	Annabelle Aguilar, Deputy City Clerk
City Manager Approval:	_____

RECOMMENDATION:

Approval by roll call vote of the Minutes on Consent Calendar.

STAFF SUMMARY:

The Minutes of the January 23, 2012, Local Redevelopment Authority Meeting are attached for Local Redevelopment Authority's review and approval.

FINANCIAL IMPACT:

N/A

ATTACHMENT:

1. January 23, 2012, Local Redevelopment Authority Minutes



**CITY OF RIVERBANK
LOCAL REDEVELOPMENT AUTHORITY
MINUTES
MONDAY, JANUARY 23, 2012**

CALL TO ORDER:

The Local Redevelopment Authority (LRA) of the City of Riverbank met this date in a session at 6:35 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

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

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: Clerk's Report of Posting. The agenda for the January 23, 2012, Local Redevelopment Authority meeting was posted on the City Chamber bulletin board on January 19, 2012.

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

Item 3.C: Approval of the November 28, 2011, Local Redevelopment Authority Minutes.

Recommendation: Approval by roll call vote of Consent Calendar.

ACTION: *By motion (Nygard / Tucker / passed 4-0) to approve by roll call vote Consent Calendar Items 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: Association of Defense Communities Conference & Department of Defense Meeting Travel Request to Miami, FL.

Recommendation: Approve out-of-state travel request for the LRA Executive Director to attend the ADC Board meeting and participate as a speaker February 25-28, 2012.

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

ACTION: *By motion (Nygard / Tucker / passed 4-0) to approve the out-of-state travel request at no cost to the General Fund 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) *None.*

CHAIR MADUEÑO ANNOUNCED THE CLOSED SESSION ITEMS AND RECESSED TO CLOSED SESSION AT 6:43 P.M.

8.1 CLOSED SESSION

Item 8.1: CONFERENCE WITH REAL PROPERTY NEGOTIATORS

Pursuant to Government Code § 54956.8
Property: APN # 062-031-007; APN #062-008-009
Agency Negotiator: Pam Carder, Interim City Manager
Property Negotiator: U.S. Army
Under Negotiation: Price and Terms of Payment

Recommendation: Give direction to staff.

Item 8.2: CONFERENCE WITH REAL PROPERTY NEGOTIATORS

Pursuant to Government Code § 54956.8
Property: APN #062-031-006; APN #062-031-007; APN #062-008-009
Agency Negotiator: Pam Carder, Interim City Manager
Property Negotiator: Agilyx
Under Negotiation: Price and Terms of Payment

Recommendation: Give direction to staff.

CHAIR MADUEÑO RECONVENED THE LRA MEETING AT 7:24:13 P.M.

9. REPORT FROM CLOSED SESSION

Item 9.1: Report on Item 8.1: **CONFERENCE WITH REAL PROPERTY NEGOTIATORS** – Property: APN # 062-031-007; APN #062-008-009
Price and Terms of Payment

ACTION: *Chair Madueño announced direction was given to staff.*

Item 9.2: Report on Item 8.2: **CONFERENCE WITH REAL PROPERTY NEGOTIATORS** – Property: APN #062-031-006; APN #062-031-007; APN #062-008-009, Price and Terms of Payment

ACTION: *Chair Madueño announced no direction was given to staff.*

ADJOURNMENT

There being no further business, Chair Madueño adjourned the meeting at 7:25 p.m.

ATTEST:

APPROVED:

Annabelle Aguilar, Assistant Secretary

Virginia Madueño, Chair

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

SECTION 3: CONSENT CALENDAR

Meeting Date:	February 13, 2012
Subject/ Title:	Travel Request to Portland, OR for Economic Development Administration Conference
Submitted by:	Debbie Olson, Executive Director
City Manager Approval:	_____

RECOMMENDATION:

Approve out-of-state travel request for LRA staff to attend a required conference for all EDA grantees in Portland, OR.

STAFF SUMMARY:

The U.S. Economic Development Administration (EDA) Seattle Regional office will be hosting its 2012 Regional Conference in Portland, Oregon on April 3-5, 2012. EDA grantees are required to attend and those anticipating submitting are strongly encouraged to also be in attendance. This is a peer learning conference, meaning it highlights successful grant recipients and other winning economic development strategies and best practices. EDA also presents their priorities for 2012 grant submissions.

EDA is the second largest funder for redevelopment of BRAC sites. Unlike other applicants, BRAC sites may apply for multiple grants over the life of the project. The LRA has successfully applied for multiple EDA grants and is in the process of developing additional funding requests to support economic development and jobs at the former Riverbank Army Ammunition Plant.

If this travel request is approved, LRA staff will meet with EDA regional office decision makers in Portland at the conference to discuss several potential Riverbank LRA projects in queue and to determine their competitiveness in the next round of funding.

FISCAL IMPACT:

No impact on the General Fund. Travel expenses will be covered 100% through grant funds and lease revenues.

ATTACHMENTS: N/A

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

SECTION 6: NEW BUSINESS

Meeting Date:	February 13, 2012
Subject/ Title:	Accept Report on Status of LRA Budget and Resolution to Approve a Budget Adjustment for FY 2011/12
Submitted by:	Debbie Olson, Executive Director
City Manager Approval:	_____

RECOMMENDATION:

Hear and approve attached report on the status of the Budget and approve reallocation of budget line items noted on attached spreadsheet for the Local Redevelopment Authority.

STAFF SUMMARY:

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.

This report covers the time period from **October 1, 2011 through December 31, 2011.**

Budget Snapshot: Highlights of this quarter's budget include:

Revenues

- OEA Grants. OEA cash request for \$49,209 was not received for expenses in this quarter at the time the quarterly report was closed. The revenue has since been received.
- Tenant Rents. Rents of \$26,159 were prepaid and recorded in the prior quarter for October.
- DOD Revenue. Revenue for October of \$31,209 received and recorded in the prior quarter.

- CDBG PTA Grant. Reimbursement of \$14,920 for expenses from a prior year's grant were received in this quarter.
- Other Revenue. \$12,000 reimbursement received from the Army to perform repairs to electrical line along Claus Road.

Expenditures

- Professional Services. Professional Services expenses were higher than expected due to growth in legal expenses associated with transfer, lease negotiations and contract negotiations between LRA and the San Francisco Public Utilities Commission for continued power use.
- Facility Operations & Maintenance. Increases resulted from new tenant space preparation, preventative maintenance requirements on electrical and fire systems and routine upkeep and irregular repairs to site property and infrastructure.
- Common Area Costs. The spike in this area is due to Hetch Hetchy delaying their billing to the LRA for power usage; doubled up and caught up in this quarter.
- Infrastructure Improvements. Preparation for new tenants and repairs to electrical system and fire suppression system resulted in increases in this expense category.
- Tenant Improvements. Expenditures in this quarter were higher than expected and exceeded our budget for that line item; additional revenues will be reflected in the next quarter from the new tenants occupying those spaces.

Budget Adjustment

Approve a transfer from "Grant Match" for \$100,000 to be split evenly between Facility Operations & Maintenance and Tenant Improvements.

FISCAL IMPACT:

Quarterly budget snapshot shows that expenditures exceed net revenue by <\$29,003> on December 31, 2011. Year-to-date shows revenues ahead \$127,962 year to date.

ATTACHMENTS:

1. LRA Budget Spreadsheet
2. Resolution

Statement of Revenue and Expenses

**Riverbank Local Redevelopment Authority
Second Quarter Statement of Revenue and Expenses
For the Period Oct-Dec 2011**

Revenue	2011-12 Budget	1st Quarter Jul-Sept Rev/Exp	2nd Quarter Oct-Dec Rev/Exp		Year to Date	Remaining Balance
OEA Grants	800,000	102,065		1	102,065	697,935
Rents	1,060,000	251,035	225,035	2	476,070	583,930
Sale of Real Property	500,000					500,000
Sale of Personal Property						
DOD Caretaker Revenue	313,604	94,080	62,720	3	156,800	156,804
CDBG PTA	43,152		14,920	4	14,920	28,232
EECBG Grant	119,096					119,096
ED Bank - Specific Plan	150,000			5		150,000
Utility Revenue from Tenants	245,265	21,888	62,655		84,543	160,722
General Fund in Fund 213 (Grant Match)						
Other Revenue	24,000	1,613	19,666	6	21,279	2,721
Total Revenue	3,255,117	470,681	384,996		855,677	2,784,436
Expenditures						
Salaries/Benefits	406,630	72,214	73,302		145,516	261,114
Administrative Expenses	38,950	13,552	4,842		18,394	20,556
Professional Services	289,300	5,789	107,080	7	112,869	176,431
Insurance Premiums	180,000					180,000
Facility Operations & Maintenance	385,000	26,586	49,124	8	75,710	309,290
Common Area Costs	402,000	51,219	93,963	9	145,182	256,818
Infrastructure Improvements	200,000	0	6,622	10	6,622	193,378
Future Grant Match	350,000					350,000
Tenant Improvements	100,000	23,089	117,522	11	140,611	-40,611
Facility Management/Security Services Contracts	501,573	120,103	105,735		225,838	275,735
Marketing/Branding	30,000					30,000
CDBG PTA Expenditures	43,152	1,164	2,521		3,685	39,467
EECBG Grant	119,096					119,096
DCE Contract	150,000		10,253		10,253	139,747
Total Expenditures	3,195,701	313,716	570,964		884,680	2,311,021
Net Revenues Less Expenditures	59,416	156,965	-29,003		127,962	

*Disencumber remaining balance

** Request reallocation of \$100,000 to TI and Facility O&M

*Disencumber remaining balance

- 1 - OEA Cash Request for \$49,209.00 was not received at the time the report was due.
- 2 - Tenant rents of \$26,159 were pre-paid and recorded in the prior quarter
- 3 - DOD revenue for the month of October was pre-paid and recorded in prior quarter
- 4 - Reimbursements from previous FY received
- 5 - ED Bank reimbursement of \$10,252.91 for expenses in this quarter not submitted until January.
- 6 - Additional payment from Army for repairs received for \$12k
- 7 - Professional Services expenses higher due to increased legal fees and consultant work on specific plan
- 8 - Increase due to preventative maintenance, and repairs on electrical utility, water and fire suppression systems
- 9 - Hetch Hetchy delayed their from prior quarter; double billed this quarter
- 10 - Electrical repairs in tenant spaces
- 11 - Improvements to spaces in anticipation of tenant occupancy drove up costs during this quarter

RIVERBANK LOCAL REDEVELOPMENT AUTHORITY

RESOLUTION

**A RESOLUTION OF THE LOCAL REDEVELOPMENT AGENCY OF THE
CITY OF RIVERBANK APPROVING A BUDGET ADJUSTMENT FOR FY
2011-2012**

WHEREAS, as part of the mid-year budget review, staff has projected that a reallocation of budget class categories needs adjusted; and

WHEREAS, experience at operating the Riverbank Army Ammunition Plant has determined that expenditures anticipated for the period FY 2011-2012 will be different than originally forecast; and

WHEREAS, to satisfactorily meet the needs of operating the Riverbank Army Ammunition Plant staff requests that the adjustment presented in the Statement of Revenue and Expenses be approved.

NOW, THEREFORE, BE IT RESOLVED that the Local Redevelopment Authority of the City of Riverbank does hereby authorize the budget adjustments presented in the Statement of Revenue and Expenses.

PASSED AND ADOPTED by the Local Redevelopment Authority of the City of Riverbank at a regular meeting held on the 13th day of February, 2012; motioned by Authority Member _____, seconded by Authority Member _____, and upon roll call was carried by the following vote of 5-0:

AYES:

NAYS:

ABSENT:

ABSTAIN:

ATTEST:

APPROVED:

Katie Lemons
Secretary

Virginia Madueño
Chair

Attachment: Statement of Revenue and Expenses (Oct.-Dec. 2011)