

# Meeting of the North Richmond Waste & Recovery Mitigation Fee Joint Expenditure Planning Committee

**Friday, October 16, 2020**

**2:00 pm – 4:00 pm**

To slow the spread of COVID-19, the Health Officer's Order of Shelter through May 31, 2020, prevents public gatherings. In lieu of a public gathering, the Governing Board meeting will be accessible via live-streaming to all members of the public as permitted by the Governor's Executive Order N29-20.

## **Members of the public can listen to the meeting in the following way:**

Via Contra Costa County Streaming Media Service, which can be found at:

<https://contracosta.webex.com/contracosta/onstage/g.php?MTID=e9e4963fc6bfda45dbeaa742ae70ac4eb>

Access code/Meeting number: 146 034 8266

If you will not have access to a computer or mobile device and require telephone access, you may contact Justin Sullivan of the Contra Costa County Department of Conservation and Development at 925-674-7812, [Justin.Sullivan@dcd.cccounty.us](mailto:Justin.Sullivan@dcd.cccounty.us).

## **Members:**

Edwardo Martinez, **Chair** - Richmond City Councilmember  
 Beverly Scott, **Vice Chair** - NRMAC Representative: Unincorporated Area  
 Demnlus Johnson, Member – Richmond City Councilmember  
 Nathaniel Bates, Member - Richmond City Councilmember  
 John Gioia, Member - Contra Costa County Supervisor  
 Dr. Henry Clark, Member - NRMAC Representative: Unincorporated Area  
 Annie King-Meredith, Member – Richmond Incorporated Area Resident

## **Meeting Agenda:**

1. Welcome and Introductions.
2. Public Comment on any item not on the agenda (*not to exceed 3 minutes*).
3. **APPROVE** the May 29, 2020 Meeting Minutes.
4. **RECEIVE** the following reports:
  - a. Actual Tonnage & Revenue Update – Final for 2019/2020
  - b. Summary Close-Out of Expenditures – Final for 2019/2020 EP
  - c. Expenditure Plan Strategy Progress Report Updates (May & June of 2020)
  - d. Camera Update
5. **NOMINATE** and **ELECT** Chairperson and Vice Chairperson pursuant to the Committee Bylaws
6. **RECOMMEND** City and County approval of the Second Amended 2019-2020 Expenditure Plan
7. **RECOMMEND** City and County approval of the Amended 2020-2021 Expenditure Plan
8. **DISCUSS** development of the 2021/22 EP
9. **ADJOURN** to next meeting – May 28, 2021

**Agendas, meeting notes and other information regarding this committee can be found online at:**

[www.cccounty.us/nr](http://www.cccounty.us/nr)

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# Waste & Recovery Mitigation Fee Joint Expenditure Planning Committee

Meeting Minutes  
Friday, May 29, 2020  
2:00 pm – 5:00 pm

## Members or Alternates Present:

Annie King-Meredith, Member – Richmond Incorporated Area Resident  
Beverly Scott, Vice Chair - NRMAC Representative: Unincorporated Area  
Demnlus Johnson, Member – Richmond City Councilmember  
Robert Rogers, Alternate - Contra Costa County Supervisor  
Nathaniel Bates, Member - Richmond City Councilmember  
Dr. Henry Clark, Member - NRMAC Representative: Unincorporated Area  
Edwardo Martinez, Chair - Richmond City Councilmember

## Members Absent:

John Gioia, Member - Contra Costa County Supervisor

## Meeting Agenda:

### 1. Welcome and Introductions.

Vice Chair Scott called the meeting to order at 2:18.

### 2. Public Comment on any item not on the agenda (*not to exceed 3 minutes*).

No public comment

### 3. **APPROVE** the October 30, 2019 Meeting Minutes.

Bates made a motion to approve the October 30, 2019 minutes. Johnson seconded.

Ayes: Bates, King-Meredith, Rogers, Clark, Johnson

Noes:

Abstain: Scott

Absent: Martinez

### 4. **RECEIVE** the following reports:

#### a. Committee Board Advisory Body Annual Report – 2019

Staff provided a copy of the 2019 annual report to the Committee.

#### b. Actual Tonnage & Revenue Update – 2019/2020

Staff indicated actual tonnage through April is under what was projected. Staff estimated an annual shortfall of roughly \$44k by the end of the year if averages stay the same for the remaining fiscal year. Staff thinks this decrease will continue due to impacts from COVID-19.

#### c. Tonnage & Revenue Projection – 2020/2021

Staff provided 2020/2021 revenue projections from Republic. Staff noted uncertainty with projections due to COVID-19. This anticipated impact is reflected in the 2020/2021 budget, which is approximately \$80K less than the 2019/2020 projections.

**d. Right-of-Way Clean-up Tonnage from Hot Spot Crew**

Staff gave background on the Hot Spot Crew and provided updates on the tonnage collected through March of 2020.

**e. Correction to Amended 18-19 Expenditure Close-Out**

Staff updated close-out number for 2018/2019. There were Code Enforcement costs that were accidentally counted as Staffing costs. The corrected close-out shifted these Code Enforcement costs into Strategy 5. Additionally, funds spent by Social Progress were listed under Safe Return. The corrected close-out lists these funds spent under Social Progress.

**f. Expenditure Plan Strategy Progress Report Updates**

Staff provided strategy reports through April 2020. Dr. Clark asked if there has been any delay of strategies due to COVID-19. Staff indicated certain strategies were suspended. Additionally, Republic Services discontinued extra services (bulky item, extra bag pickup, etc.) to residents. Republic facilities were still open for residents to drop off waste. Dr Clark asked about impacts to strategies. Staff informed the Committee that certain programs that required people to work together were suspended until the end of May, once the order is not as restrictive. Staff hopes projects can fully expend their budgets in June for this cycle. Chair Martinez Joined the meeting 2:40pm.

**5. DISCUSS and APPROVE the 2020/2021 Expenditure Plan to be recommended for adoption by the Richmond City Council and County Board of Supervisors, which includes:**

Staff indicated the recommendation made today by the Committee would go to the City Council and Board of Supervisors for final approval. Staff recommended the following changes to the Expenditure Plan:

1. New Strategy 8 - City Code Enforcement
2. Modify Strategy 9 - Community Service Coordinator
3. Modify Strategy 10 - Clean-up projects
4. Modify Strategy 13 -Garden Projects
5. New Strategy 14 - Love North Richmond
6. New Strategy 15 - Mobile Tool Library

Changes were made based on Committee recommendation to address barriers that were previously identified. Barriers included contracting process time length, accessing funds, and administrative costs. Dr. Clark asked would City projects (Strategy 14 & 15) not go through the Committee? Staff said they would. This change would only remove the project specific contracting process and allow the city more flexibility to implement their project without contracting delays.

Staff provided an update about the effectiveness of strategies. Tons collected through the strategies and costs per strategy for 18/19 were provided to the Committee.

As directed by the Committee, staff investigated Court fines to see if additional revenue is available. Staff learned these funds are dictated by State Penal Codes, which leave little to no funding for the County to use as additional NRMF funding. Additionally, staff indicated fines are only available if the DA/courts prosecute. Currently in Contra Costa there is one cases that the DA is filing with the Courts regarding illegal dumping. Dr. Clark raised issues with people breaking the law and the Courts not prosecuting these individuals. King-Meredith identified trash that was dumped at the Railroad tracks. There is also illegal dumping on Chesley that has not been picked up since April. King-Meredith also noted tires are an issue and asked who to contact to address the dumping of tires? Staff indicated the Prevention Service Coordinator and Community Service Coordinator are here to receive reports about illegal dumping and can direct it to the proper authority. Staff told King-Meredith Health Services received a grant pertaining to illegally dumped tires. Staff will follow up with Health Services to identify any updates on this grant.

Staff provided an explanation of the recommended budget. Costs were reduced for the following strategies.

1. Bulky Item
2. Code Enforcement
3. Illegal dumping officer

4. Surveillance cameras
5. Staff costs

Decreases are based on what was spent in the prior cycle and conversations with implementing entities. King-Meredith asked where cameras were placed. Staff indicated they were at the Health Officer's office.

**a. Funding allocations for each Strategy within the Expenditure Plan; including advanced payment requests**

Dr. Clark asked what the justification was for funding the new City Code Enforcement strategy. Staff indicated the strategy was added per Committee recommendation and the amount was the same amount that the City was previously awarded in FY 13/14 before the strategy was discontinued. Dr. Clark had concerns with shifting large sums around to agencies. Bates asked why the sheriff receives so much funding. Bates noted there were zero convictions in the last two years and thinks we are getting minimal effort from the Sheriff. He would like to see the money shifted into clean up strategies. Bates indicated this was a deputy's role regardless if we offer funding. Staff indicated this Deputy is to manage illegal dumping, which other deputies do not prioritize and most likely would not address if we did not supplement funding. Martinez asked staff if they think the money is well spent. Staff said yes and the County is looking at this as a model for other areas in the County. Eleanor from Social Progress said she agrees with Bates about the funding provided to the Deputy. Martinez left the meeting at 3:45.

**b. All remaining elements of the 2020/2021 Expenditure Plan.**

Bates would like to present a proposal at the next meeting that gives community members funds for identifying illegal dumping. Stephanie Ny commented that the City launched the I love Richmond program that awards the public for reporting illegal dumping in action. Bates motioned to approve the 2020/2021 recommended Expenditure Plan. King-Meredith Seconded.

Ayes: Dr. Clark, Bates, Scott, Johnson, Rogers, King- Meredith

Noes:

Abstain:

Absent: Martinez

**6. ADJOURN to next meeting – October 16, 2020**

Scott called the meeting to close at 3:51.

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## North Richmond Waste & Recovery Mitigation Fee Payments

Date Received	Time Period	\$ Amount Received	Processible Tons	Solid Waste Tons
8/20/2019	Jul-19	\$ 64,051.40	7,575.80	13,844.61
9/20/2019	Aug-19	\$ 63,603.20	6,900.37	13,916.08
10/18/2019	Sep-19	\$ 60,112.34	7,062.20	13,006.09
11/18/2019	Oct-19	\$ 63,514.58	7,572.67	13,712.25
12/18/2019	Nov-19	\$ 57,784.77	7,759.91	12,239.82
1/28/2020	Dec-19	\$ 59,683.23	8,018.61	12,640.93
2/28/2020	Jan-20	\$ 61,987.46	7,139.16	12,961.59
3/23/2020	Feb-20	\$ 54,236.85	6,700.86	11,217.52
4/24/2020	Mar-20	\$ 59,019.54	7,211.78	12,228.42
5/22/2020	Apr-20	\$ 55,929.24	8,737.25	11,071.19
6/18/2020	May-20	\$ 59,187.49	8,720.21	11,859.05
7/28/2020	Jun-20	\$ 66,114.39	8,612.39	13,553.46

Total - Actual YTD (FY 2019/20)	\$ 725,224.49	92,011.21	152,251.01
# of Months	12		
<b>Monthly Average - Actual</b>	<b>\$ 60,435.37</b>	<b>7,668</b>	<b>12,688</b>

Total - Projected (FY 2019/20)	\$ 764,591.00	119,791.00	644,800.00
<b>Monthly Average - Projected</b>	<b>\$ 63,715.92</b>	<b>9,983</b>	<b>53,733</b>

	Fee Revenue	Tons	
Actual Annual Total - YTD Surplus/(Shortfall)	\$ (39,366.51)	(27,779.79)	(492,548.99)
Estimated Annual Surplus/ (Shortfall) for FY 2019-20	\$ (39,366.51)	-27,780	-492,549
Actual Monthly Average - YTD Surplus / (Shortfall)	\$ (3,280.54)	(2,315)	(41,046)

## Amended North Richmond Waste and Recovery Mitigation Fee 2019-2020 Expenditure Plan Budget Summary Close-out

(As of October 2020)

#	Strategy	Amounts in Amended Expenditure Plan Budget **	Total Actual Expenditures To Date	Unexpended Budget
1	Bulky Item Pick-ups & Disposal Vouchers	\$ 2,000.00	\$ 824.44	\$ 1,175.56
2	Neighborhood Clean-ups	\$ 30,000.00	\$ 15,745.99	\$ 14,254.01
3	Prevention Services Coordinator	\$ 50,726.75	\$ 50,726.74	\$ 0.01
4	City/County Right-of-Way Pick-up & Tagging Abatement	\$ 30,000.00	\$ 35,201.37	\$ (5,201.37)
5	Code Enforcement - County	\$ 102,056.22	\$ 102,056.22	\$ -
6	Illegal Dumping Law Enforcement	\$ 195,349.22	\$ 146,511.91	\$ 48,837.31
7	Surveillance Cameras	\$ 12,000.00	\$ -	\$ 12,000.00
8	Community Services Coordinator	\$ 90,909.09	\$ 50,589.61	\$ 40,319.48
9	Community-Based Projects *	\$ 142,981.09	\$ 120,102.06	\$ 22,879.03
10	North Richmond Green Community Service Programs	\$ 20,042.00	\$ 2,000.00	\$ 18,042.00
11	North Richmond Green Campaign	\$ 10,500.00	\$ 10,456.08	\$ 43.92
12	Neighborhood Community Garden Projects *	\$ 46,733.25	\$ 22,009.10	\$ 24,724.15
X	Committee Administration/Staffing	\$ 109,246.17	\$ 100,118.45	\$ 9,127.72
10%	Contingency / Revenue Overprojection	\$ 76,459.10	\$ -	\$ 76,459.10
<b>Total Expenditure Plan Budget -vs- Actual Expenditures</b>		<b>\$ 919,002.89</b>	<b>\$ 656,341.97</b>	<b>\$ 262,660.92</b>
<b>Total Projected - Actual Fee Revenue = Remainder</b>		<b>\$ 749,247.60</b>	<b>\$ 725,224.49</b>	<b>\$ (24,023.11)</b>
<b>Actual Fee Revenue + Interest for FY 2019/20 = Total Revenue</b>		<b>\$ 725,224.49</b>	<b>\$ 22,763.11</b>	<b>\$ 747,987.60</b>
<b>Total Revenue in FY 2019/20 (Actual Fees Deposited + City/County Interest)</b>				<b>\$ 747,987.60</b>
<b>Total EP Expenditures for FY 2019/20</b>				<b>\$ 656,341.97</b>
<b>Funding (Fee Revenue + Interest) Received but not Expended in 2019/20</b>				<b>\$ 91,645.63</b>

\* See "Actual Expenditures for Community Based Projects & Community Garden Projects Close-out for 2018/19 EP" table for a breakdown of expenditures for each project awarded funding.

\*\* Modifications included in the recommended Second Amended 2019/20 EP Budget: Reduced the contingency line item by \$5,201.37 to cover the increased allocations recommended for Strategy 4.

**Actual Expenditures for Community Based Projects & Community Garden Projects  
Close-Out for 2019/2020 EP (October 2020)**

Organization	Project Title	CHDC Contracting Allocation	County Contracting Allocation	Non-Profit Allocation	Total Allocation (Amended EP)	CHDC Contracting Cost	Contracting Agency Cost	Amount Paid to Nonprofit/ Agency	Remaining Amount for Contracting Agency & CHDC	Remaining Amount for Nonprofit
<b>Community Based Projects (Strategy 9)</b>										
City of Richmond	Richmond Tool Lending Library	n/a	\$ 3,000.00	\$ 18,050.00	\$ 21,050.00	n/a	\$ 3,000.00	\$ 17,775.54	\$ -	\$ 274.46
City of Richmond	Love Your Block	n/a	\$ 3,000.00	\$ 17,490.00	\$ 20,490.00	n/a	\$ 3,000.00	\$ 3,700.00	\$ -	\$ 13,790.00
Urban Tilth	Water is Life	\$ 5,262.96	\$ 801.95	\$ 21,051.83	\$ 27,116.74	\$ 5,262.96	\$ 801.95	\$ 14,355.00	\$ -	\$ 6,696.83
Social Progress Inc. / Fiscal Sponsor: Greater Richmond Interfaith Program	Brighter Beginnings in North Richmond	\$ 5,262.96	\$ 801.95	\$ 21,051.83	\$ 27,116.74	\$ 5,262.96	\$ 801.95	\$ 20,934.08	\$ -	\$ 117.75
Watershed Project	Curb Appeal	\$ 5,262.96	\$ 801.95	\$ 21,051.83	\$ 27,116.74	\$ 5,262.96	\$ 801.95	\$ 19,301.83	\$ -	\$ 1,750.00
Men & Women of Valor	Community Working Together	\$ 3,899.35	\$ 594.16	\$ 15,597.39	\$ 20,090.90	\$ 3,899.34	\$ 594.15	\$ 15,347.39	\$ 0.02	\$ 250.00
<b>Subtotals</b>		<b>\$ 19,688.23</b>	<b>\$ 9,000.01</b>	<b>\$ 114,292.88</b>	<b>\$ 142,981.12</b>	<b>\$ 19,688.22</b>	<b>\$ 9,000.00</b>	<b>\$ 91,413.84</b>	<b>\$ 0.02</b>	<b>\$22,879.04</b>
<b>Total Amount in 2019/20 EP Attachment 2</b>					<b>142,981.12</b>			<b>120,102.06</b>		<b>22,879.06</b>
<b>Community Garden Projects (Strategy 12)</b>										
Urban Tilth	Cultivating Hope: Maintaining North Richmond Gardens	\$ 4,973.65	\$ 1,705.90	\$ 19,894.60	\$ 26,574.15	\$ 4,973.65	\$ 1,705.90	\$ -	\$ -	\$ 19,894.60
Communities United Restoring Mother Earth (CURME) / Fiscal Sponsor: Greater Richmond Interfaith Program	Lots of Crops	\$ 3,773.00	\$ 1,294.10	\$ 15,092.00	\$ 20,159.10	\$ 3,773.00	\$ 1,294.10	\$ 10,262.45	\$ -	\$ 4,829.55
<b>Subtotals</b>		<b>\$ 8,746.65</b>	<b>\$ 3,000.00</b>	<b>\$ 34,986.60</b>	<b>\$ 46,733.25</b>	<b>\$ 8,746.65</b>	<b>\$ 3,000.00</b>	<b>\$ 10,262.45</b>	<b>\$ -</b>	<b>\$24,724.15</b>
<b>Total Amount in 2018/19 EP Attachment 3</b>					<b>46,733.25</b>			<b>22,009.10</b>		<b>24,724.15</b>
<b>Grand Totals from Above</b>		<b>\$ 28,434.88</b>	<b>\$ 12,000.01</b>	<b>\$ 149,279.48</b>	<b>\$ 189,714.37</b>	<b>\$ 28,434.87</b>	<b>\$ 12,000.00</b>	<b>\$ 101,676.29</b>	<b>\$ 0.02</b>	<b>\$ 47,603.19</b>
<b>Subtotal of Unexpended Amounts Available for Allocation in Future EP Cycles</b>									<b>\$0.02</b>	<b>\$47,603.19</b>
<b>Total Unexpended Amounts Available for Allocation in Future EP Cycles</b>									<b>\$47,603.21</b>	

**Strategy:** Bulky Item Pick-ups & Disposal Vouchers #: 1

**Reporting Period:** 05/01/20 – 06/30/2020

**Implementing Entity:** Community Housing Development Corporation (CHDC)

**Submitted by (name):** Janie Holland \_\_\_\_\_ **Date:** 9/29/20

### Strategy Statistics/Reporting Details

*Bulky Item Pick-up and Disposal Voucher activity reported should include details for all applicable Pick-ups and Vouchers requested within this Reporting Period. Details regarding Vouchers Redeemed/Bulky Item Pick-ups Provided are intended to be reported separately by Republic Services.*

**Bulky Item Pick-up & Disposal Voucher Requests Processed:** *Provide the numbers of households that requested Disposal Vouchers, Disposal Vouchers issued and Bulky Item Pick-ups requested.*

#### ***Disposal Vouchers Requested***

May – June 2020		
Month	Households	Vouchers
May	2	24
June	4	48
<b>Subtotal</b>	<b>6</b>	<b>72</b>

#### ***Bulky Item Pick-ups Requested***

May – June 2020	
Month	Pick-ups
May	0
June	0
<b>Subtotal</b>	<b>0</b>

**Other Funded Activities – Status, Findings, Results and Outcomes:**

*Describe any other NRMF-funded activities (not included above) that occurred during the reporting period, including current status and any related findings/outcomes.*

**N/A**

**Challenges, Obstacles & Barriers Encountered:**

*Identify challenges/obstacles/barriers encountered that may inhibit or compromise completion of planned activities/tasks or the Strategy's overall success addressing the intended illegal dumping problem(s). Specify which, if any, activities did not occur as planned this period and explain why.*

**COVID-19 was/is the largest barriers for community activities, social distancing and face covering caused residents in the community and volunteers to be more aware of close contact.**

**RSS had been closed to the public therefore, residents were not able used their vouchers. Also, we are finding that more household items are being placed on the streets near resident's homes.**

**Due to Shelter-in- Place and County restrictions our NRMF strategies 9 & 12 (Community-Based projects and Community Garden Projects) struggled to complete their task by end of the fiscal year June 30, 2020.**

**Success Stories, Lessons Learned & Feedback Received to Date:**

*Summarize feedback or lessons learned about this NRMF-funded Strategy received from community members, partners and/or staff during this period. Describe beneficial outcomes/success stories resulting from NRMF-funded Strategy activities during this reporting period.*

**Even though, COVID 19 numbers in Contra Costa County was up the Community Cleanup was still very successful. 24 dumpsters (garbage and hazardous waste) were filled and approximately 80 tons hauled out of the community. The community participated and followed the guidelines given to them regarding COVID-19.**

**Residents were aware that RSS was open to the public and they started utilizing the vouchers.**

**NRMF Grantees were able to successfully fulfill their contractual obligation by June 30, 2020.**

**Next Steps - Planned Accomplishments During the Next Reporting Period:**

*Describe planned NRMF-funded actions/activities that you expect to be accomplished during the next reporting period. If not planned until a later date, specify when the next steps are expected to occur.*

**We have another Community clean up scheduled in the new fiscal year for October 24, 2020. The information will go out and will reflect in the next newsletter. We also created a letter to hand out to community residents asking them to report illegal dumping if they see it occurring. Planning and preparing for the new fiscal year. (grantees, virtual meetings and creative presentations).**

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**Strategy:** Neighborhood Clean-Ups
#: 2**Reporting Period:** 04/30/2020 - 06/30/2020**Implementing Entity:** Richmond City Manager's Office**Submitted by (name):** Yader Bermudez/Hugo Mendoza**Date:** 07/16/20


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## Strategy Statistics/Reporting Details

Neighborhood Clean-up activity reported should correspond to the costs for actual dumpsters (drop boxes) used and associated disposal as well as the agency resources (staff/equipment) provided on the day of the Clean-up.

### Neighborhood Clean-ups

Clean-up Activity/Expense	Clean-up Details
Scheduled Clean-up Date	6/27/2020
Scheduled Start/End Times	8:00 AM - 12:30 PM
# of Clean-up Box Locations	6
Size of Clean-up Boxes - Trash	40 cubic yard
# of Clean-up Boxes Filled with Trash (Loads Disposed by RSS)	23
# of Loads Collected/Disposed in City Trucks	11
Tons of Trash Disposed by RSS	68.18
Tons of Trash Disposed by City Trucks	16.06
# of Recycling Boxes Used	2
# of Special Pick-ups for Seniors	28
# of Clean-up Hours Worked/Charged by City Staff	66
Type(s)/Quantity(ies) of City Equipment Used for Clean-up	2 Stake body trucks, 1 Loader, 1 pickup

### **Other Funded Activities – Status, Findings, Results and Outcomes:**

*Describe any other NRMF-funded activities (not included above) that occurred during the reporting period, including current status and any related findings/outcomes.*

n/a

### **Challenges, Obstacles & Barriers Encountered:**

*Identify challenges/obstacles/barriers encountered that may inhibit or compromise completion of planned activities/tasks or this Strategy's overall ability to effectively*

*address the intended illegal dumping problem(s). Specify which, if any, activities did not occur as planned during this period and explain why.*

**Success Stories, Lessons Learned & Feedback Received to Date:**

*Describe beneficial outcomes/success stories resulting from NRMF-funded Strategy activities during this reporting period. Summarize feedback or lessons learned about this NRMF-funded Strategy received from community members, partners and/or staff during this period.*

**Next Steps - Planned Accomplishments During the Next Reporting Period:**

*Describe planned NRMF-funded actions/activities that you expect to be accomplished during the next reporting period. If not planned until a later date, specify when the next steps are expected to occur.*

FILE: Neighborhood Clean-ups\_Template-FINAL.doc

Reporting Template Created: 7/16/2012

**Strategy:** Prevention Services Coordinator

**#:** 3

**Reporting Period:** 05/01/20 – 06/30/20

**Implementing Entity:** Community Housing Development Corporation (CHDC)

**Submitted by (name):** Janie Holland

**Date:** 9/29/20

### Strategy Statistics/Reporting Details

Prevention Services Coordinator's illegal dumping activity reported should include details for all applicable occurrences within this Reporting Period. Details about Voucher/Bulky Item Pick-up Programs are intended to be reported separately.

**Reported Illegal Dumping Occurrences:** *Provide the total number of illegal dumping occurrences reported by the Hot Spot Crew and others each month, based upon details entered into the North Richmond Illegal Dumping Database.*

May – June 2020			
Month	Reported Occurrences	Referred to City	Evidence Collected
May	321	52	5
June	367	51	9
<b>Subtotal</b>	<b>688</b>	<b>103</b>	<b>14</b>

<b>Total Reported Illegal Dumping Occurrences to Date in 2020: 688-(May-June)</b>
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**COMMUNITY MEETINGS ATTENDED / HOSTED**

Meeting Name/Type & Date(s)	Role	Community Awareness of NRMF-funded Activities
North Richmond MAC Date(s): 1st Tuesday of each month (virtual)	<input type="checkbox"/> Host / <input checked="" type="checkbox"/> Audience <input checked="" type="checkbox"/> Speaker/Presenter Topic(s):	25 of NR Resident Attendees that Learned about NRMF Activities Verbally: 20 / Email: 50
North Richmond Green Date(s): 1 <sup>st</sup> Wednesday of each month (virtual)	<input checked="" type="checkbox"/> Host / <input type="checkbox"/> Audience <input checked="" type="checkbox"/> Speaker/Presenter Topic(s):	10 of NR Resident Attendees that Learned about NRMF Activities Verbally: 10 Email: 50
Date(s):	<input type="checkbox"/> Host / <input type="checkbox"/> Audience <input checked="" type="checkbox"/> Speaker/Presenter Topic(s):	# of NR Resident Attendees that Learned about NRMF Activities Verbally: / Flyers:

**COMMUNITY EVENTS ATTENDED/HOSTED**

Community Event(s) & Date(s)	Role	Community Awareness of NRMF-funded Activities
North Richmond Community Clean-up Date: June 27, 2020	<input type="checkbox"/> Host / <input checked="" type="checkbox"/> Attendee <input type="checkbox"/> Booth/Presenter Topic(s):	1500 of NR Resident Attendees that Learned about NRMF Activities Verbally: 500 / Flyers: 1500
Date(s):	<input type="checkbox"/> Host / <input type="checkbox"/> Audience <input type="checkbox"/> Speaker/Presenter Topic(s):	# of NR Resident Attendees that Learned about NRMF Activities Verbally: / Flyers:

*\*Submit zip copy of North Richmond Illegal Dumping Database via e-mail to Demian Hardman.*

**Other Funded Activities – Status, Findings, Results and Outcomes:**

*Describe any other NRMF-funded activities (not included above) that occurred during the reporting period, including current status and any related findings/outcomes.*

NA

**Challenges, Obstacles & Barriers Encountered:**

*Identify challenges/obstacles/barriers encountered that may inhibit or compromise completion of planned activities/tasks or the Strategy's overall success addressing the intended illegal dumping problem(s). Specify which, if any, activities did not occur as planned this period and explain why.*

**COVID-19 was/is the largest barriers for community activities, social distancing and face covering caused residents in the community and volunteers to be more aware of close contact.**

**Community outreach through community events did not occur due to the pandemic. However, through other resources we provided resources and services to the community.**

**Success Stories, Lessons Learned & Feedback Received to Date:**

*Summarize feedback or lessons learned about this NRMF-funded Strategy received from community members, partners and/or staff during this period. Describe beneficial outcomes/success stories resulting from NRMF-funded Strategy activities during this reporting period.*

**Even though, COVID 19 numbers in Contra Costa County were up, the Community Cleanup was still very successful. 24 dumpsters (garbage and hazardous waste) were filled and approximately 80 tons hauled out of the community. The community participated and followed the guidelines given to them regarding COVID-19 and were very happy and welcomed the cleanup.**

**The community called for services and we patrolled the community and provided resources and services.**

**Next Steps - Planned Accomplishments During the Next Reporting Period:**

*Describe planned NRMF-funded actions/activities that you expect to be accomplished during the next reporting period. If not planned until a later date, specify when the next steps are expected to occur.*

**We have another Community clean up scheduled in the new fiscal year for October 24, 2020. The information will go out and will reflect in the next quarterly newsletter.**

**Plan and prepare and find ways to serve the community better during COVID 19.**

**Strategy:** City/County Right-of-Way Pick-up & Tagging Abatement #: 4

**Reporting Period:** 04/30/2020 – 6/30/2020

**Implementing Entity:** Public Works Dept./Abatement Division

**Submitted by (name):** Yader Bermudez/Hugo Mendoza **Date:** 07/16/20

## Strategy Statistics/Reporting Details

Right-of-Way Pick-up and Tagging Abatement activity reported should correspond to the reimbursable costs to be funded with NRMF for illegally dumped material and graffiti removed from public property located within the NRMF funding area during this Reporting Period.

### Right-of-Way Dumping & Tagging Abatement Activity from October 2019 to June 2020

Month	Tons of Illegally Dumped Debris Removed	Illegal Dumping Complaints/ Referrals – CRW**	Illegal Dumping Complaints/ Referrals - Other	Illegal Dumping Locations Abated	# of Right-of-Way Abatement Days	# of Right-of-Way Abatement Hours	# of Graffiti (Tagging) Removal Locations
Oct 2019	5.75	72	2	62	5	42	3
November	38.97	72	2	25	3	32	3
December	8.07	72	0	48	3	28	0
January 2020	5.4	45	2	56	4	38	3
February	9.23	45	0	38	4	32	1
March	1.34	47	1	42	4	32	0
April	6.66	46	0	56	5	38	0
May	4.66	82	4	53	4	30	6
June	4.96	114	2	53	4	28	2
<b>TOTALS</b>	<b>85.04</b>	<b>595</b>	<b>13</b>	<b>433</b>	<b>36</b>	<b>300</b>	<b>18</b>

\* Data not available at the time this Report was prepared/submitted.

\*\* CRW is the internet-based complaint/inquiry tracking & referral system available for use by the public and agencies, the preferred method for reporting incidents to be addressed by City Code Enforcement.

### **Other Funded Activities – Status, Findings, Results and Outcomes:**

*Describe any other NRMF-funded activities (not included above) that occurred during the reporting period, including current status and any related findings/outcomes.*

**Challenges, Obstacles & Barriers Encountered:**

*Identify challenges/obstacles/barriers encountered that may inhibit or compromise completion of planned activities/tasks or this Strategy's overall ability to effectively address the intended illegal dumping problem(s). Specify which, if any, activities did not occur as planned during this period and explain why.*

**Success Stories, Lessons Learned & Feedback Received to Date:**

*Describe beneficial outcomes/success stories resulting from NRMF-funded Strategy activities during this reporting period. Summarize feedback or lessons learned about this NRMF-funded Strategy received from community members, partners and/or staff during this period.*

**Next Steps - Planned Accomplishments During the Next Reporting Period:**

*Describe planned NRMF-funded actions/activities that you expect to be accomplished during the next reporting period. If not planned until a later date, specify when the next steps are expected to occur.*

FILE: Right-of-Way Abatement\_Template-FINAL.doc

Reporting Template Created: 7/16/2012

**Strategy:** Code Enforcement Staff -- County

**#:** 5

**Reporting Period:** May 1, 2020 – June 30, 2020

**Implementing Entity:** County Department of Conservation & Development -- Building Inspection Division

**Submitted by (name):** Andrew Gomer

### Strategy Statistics/Reporting Details

Code Enforcement Case activity reported should correspond to the assigned County Code Enforcement billable time to be reimbursed with NRMF funding.

**May – April 2020**

#### Code Enforcement Case Activity

County Code Enforcement Cases/Actions Taken	May 2020	June 2020
Cases Opened	5	4
Cases Closed	10	12
Active Cases	39	31
Construction without Permits	3	
Vacant Unoccupied Structures		
Cases on Vacant Lots (generally for overgrown vegetation or illegal dumping)		3
Cases involving Graffiti		
Notice to Comply Letters Sent	5	6
Notice of Pending Action Letters Sent		1

#### **Other Funded Activities – Status, Findings, Results and Outcomes:**

*Describe any other NRMF-funded activities (not included above) that occurred during the reporting period, including current status and any related findings/outcomes.*

I also had AVAP cases of abandoned vehicles on properties. During this period we had 3 cases that ended with voluntary removal.

**Challenges, Obstacles & Barriers Encountered:**

*Identify challenges/obstacles/barriers encountered that may inhibit or compromise completion of planned activities/tasks or this Strategy's overall ability to effectively address the intended illegal dumping problem(s). Specify which, if any, activities did not occur as planned during this period and explain why.*

*With our offices being closed and the challenges of the Covid-19 pandemic has caused some delays in cases, and property owners have had some difficulties in getting the needed permits or ability to get to vacant lots to clear violations.*

**Success Stories, Lessons Learned & Feedback Received to Date:**

*Describe beneficial outcomes/success stories resulting from NRMF-funded Strategy activities during this reporting period. Summarize feedback or lessons learned about this NRMF-funded Strategy received from community members, partners and/or staff during this period.*

Despite difficulties due to the pandemic we had great success with most property owners clearing there lots with overgrown weeds to clear the violation and help make the neighborhood safer to fire hazards.

**Next Steps - Planned Accomplishments During the Next Reporting Period:**

*Describe planned NRMF-funded actions/activities that you expect to be accomplished during the next reporting period. If not planned until a later date, specify when the next steps are expected to occur.*

*Hopefully we are able to get passed the shelter in place situation and continue working on street by street walk through and clean up.*

**Strategy:** Community Service Coordinator

**#:** 8

**Reporting Period:** 5/1/2020 - 6/30/2020

**Implementing Entity:** Community Housing Development Corporation (CHDC)

**Submitted by (name):** Felisa Orozco  
10/2/2020

**Date:**

### Strategy Statistics/Reporting Details

Community Service Coordinator’s activity reported should include details for all applicable occurrences within this Reporting Period in order to correspond with applicable actual costs to be reimbursed with NRMF funding.

#### COMMUNITY MEETINGS ATTENDED/HOSTED

Meeting Name/Type & Date(s)	Role	Community Awareness of NRMF-funded Activities
North Richmond Green Date(s): 1 <sup>st</sup> Wednesday of the month	<input type="checkbox"/> Host / <input checked="" type="checkbox"/> Audience <input checked="" type="checkbox"/> Speaker/Presenter Topic(s): Disposal Vouchers, Community Gardens and Projects and other CHDC programs & services	# of NR Resident Attendees that Learned about NRMF Activities Verbally: _____ / Flyers: _____
North Richmond MAC Date(s): 1 <sup>st</sup> Tuesday of every month	<input checked="" type="checkbox"/> Host / <input type="checkbox"/> Audience <input checked="" type="checkbox"/> Speaker/Presenter Topic(s): Disposal Vouchers, Community Gardens and Projects and other CHDC programs & services	# of NR Resident Attendees that Learned about NRMF Activities Verbally: _____ / Flyers: _____
Date(s):	<input type="checkbox"/> Host / <input type="checkbox"/> Audience <input type="checkbox"/> Speaker/Presenter Topic(s):	# of NR Resident Attendees that Learned about NRMF Activities Verbally: _____ / Flyers: _____
Date(s):	<input type="checkbox"/> Host / <input type="checkbox"/> Audience <input type="checkbox"/> Speaker/Presenter Topic(s):	# of NR Resident Attendees that Learned about NRMF Activities Verbally: _____ / Flyers: _____
Date(s):	<input type="checkbox"/> Host / <input type="checkbox"/> Audience <input type="checkbox"/> Speaker/Presenter Topic(s):	# of NR Resident Attendees that Learned about NRMF Activities Verbally: _____ / Flyers: _____
Date(s):	<input type="checkbox"/> Host / <input type="checkbox"/> Audience <input type="checkbox"/> Speaker/Presenter Topic(s):	# of NR Resident Attendees that Learned about NRMF Activities Verbally: _____ / Flyers: _____
Date(s):	<input type="checkbox"/> Host / <input type="checkbox"/> Audience <input type="checkbox"/> Speaker/Presenter Topic(s):	# of NR Resident Attendees that Learned about NRMF Activities Verbally: _____ / Flyers: _____

Date(s):	<input type="checkbox"/> Host / <input type="checkbox"/> Audience <input type="checkbox"/> Speaker/Presenter Topic(s):	# of NR Resident Attendees that Learned about NRMF Activities Verbally:            / Flyers:
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**COMMUNITY EVENTS ATTENDED/HOSTED**

Community Event(s) & Date(s)	Role	Community Awareness of NRMF-funded Activities
Community Clean Up Date(s): June 2020	<input checked="" type="checkbox"/> Host / <input type="checkbox"/> Attendee <input type="checkbox"/> Booth/Presenter Topic(s): Free Disposal of Bulky Items and trash for residents at 6 dumpster sites in NR.	# of NR Resident Attendees that Learned about NRMF Activities Verbally: 1000 / Flyers: 1000
Date(s):	<input type="checkbox"/> Host / <input type="checkbox"/> Audience <input type="checkbox"/> Speaker/Presenter Topic(s):	# of NR Resident Attendees that Learned about NRMF Activities Verbally: / Flyers:

**OUTREACH MATERIALS / WEBSITE UPDATES DEVELOPED**

Outreach Materials Developed/Updated	Type of Outreach	Date(s) Prepared
North Richmond Clean Up [ATTACH SAMPLES]	<input checked="" type="checkbox"/> Handout/Flyer <input type="checkbox"/> Newsletter <input type="checkbox"/> Signage / <input type="checkbox"/> T-shirt <input type="checkbox"/> Website	June 2020
Quarterly Newsletter [ATTACH SAMPLES]	<input type="checkbox"/> Handout/Flyer <input checked="" type="checkbox"/> Newsletter <input type="checkbox"/> Signage / <input type="checkbox"/> T-shirt <input type="checkbox"/> Website	June 2020
Illegal Dumping Community Letter [ATTACH SAMPLES]	<input checked="" type="checkbox"/> Handout/Flyer <input type="checkbox"/> Newsletter <input type="checkbox"/> Signage / <input type="checkbox"/> T-shirt <input type="checkbox"/> Website	May/June 2020
[ATTACH SAMPLES]	<input type="checkbox"/> Handout/Flyer <input type="checkbox"/> Newsletter <input type="checkbox"/> Signage / <input type="checkbox"/> T-shirt <input type="checkbox"/> Website	

**PLANNING/ARRANGING NR GREEN FESTIVAL & COMMUNITY SERVICE PROGRAMS:**

*Summarize work performed to plan/arrange the NR Green Festival and/or each of the NR Green Community Services Programs during the reporting period.*

CSC developed June 2020 newsletter, and highlighted the clean up on the front page.

**Other Funded Activities – Status, Findings, Results and Outcomes:**

*Describe any other NRMF-funded activities (not included above) that occurred during the reporting period, including current status and any related findings/outcomes.*

Activities such as the community clean ups, newsletter, illegal dumping patrol and NR Green meetings have continued during shelter in place orders. The North Richmond CRT taskforce continues the monthly street clean ups.

**Challenges, Obstacles & Barriers Encountered:**

*Identify challenges/obstacles/barriers encountered that may inhibit or compromise completion of planned activities/tasks or the Strategy's overall success addressing the intended illegal dumping problem(s). Specify which, if any, activities did not occur as planned this period and explain why.*

Residents have been submitting complaints about increased homeless encampments, illegal dumping, squatting and empty housing authority properties. Most agencies are working under physical restrictions and schedules due to COVID-19.

**Success Stories, Lessons Learned & Feedback Received to Date:**

*Summarize feedback or lessons learned about this NRMF-funded Strategy received from community members, partners and/or staff during this period. Describe beneficial outcomes/success stories resulting from NRMF-funded Strategy activities during this reporting period.*

Keeping many of the normal scheduled activities and newsletters has helped keep the community focused on and engaged on keeping illegal dumping incidents down.

Vernon St was addressed and cleaned up in June thanks to the community coming together to address nearby resident complaints. Resident extremely happy about results.

**Next Steps - Planned Accomplishments During the Next Reporting Period:**

*Describe planned NRMF-funded actions/activities that you expect to be accomplished during the next reporting period. If not planned until a later date, specify when the next steps are expected to occur.*

Focus continues to be on organizing upcoming clean ups, youth and eco-academy programs with pending activities and projects contingent upon Contra Costa County shelter in place orders being lifted. Staying engaged with the community by addressing matters related to illegal dumping and city beautification.

FILE: Community Services Coordinator\_Template-Final.doc

## North Richmond Waste & Recovery Mitigation Fee Community-Based Project Final Progress Report

**Organization:** City of Richmond  
**Contact Person:** Stephanie Ny  
**Contract Period:** October 1, 2019 – July 30, 2020

**Final Project Expenses:** Attach completed Final Progress Report to the Final Invoice being submitted for any reimbursable costs not included on invoice(s) submitted with prior Progress Report(s).

### **Brief Description of the Project:**

*Provide a brief description of the project activities/services your Organization provided with this North Richmond Mitigation Fee (NRMF) funding. Funded activities must be consistent with the terms of your signed Agreement.*

- Contract three (3) Resident Leaders and one (1) Outreach Assistant.
- Install community bulletin board.
- Implement "Love Your Seniors" adoption program.
- Host 2 volunteer beautification projects.

### **Tasks Accomplished:**

*Describe all project tasks/activities that your Organization completed during the entire contract period. Summarize any work completed not previously reported and consolidate with updated information from prior Progress Reports.*

#### ***Tasks Prior to June 1, 2020***

- All tasks prior to June 1 have been itemized accurately in previous progress reports.

#### ***June 1, 2020 – June 30, 2020 Tasks***

- Completed draft program materials for Love Your Seniors (called "Adopt-a-Senior" in its citywide format, so there is differentiation between the NRMF-funded program next fiscal year) and submitted to Legal.

### **Materials Produced:**

*Provide a listing of any materials/documents produced as a part of the program (e.g. pictures, surveys, handouts, work products, etc.). Attach copies of anything not included with prior Progress Reports submitted.*

#### ***Materials Produced Prior to June 1, 2020***

- NRRL flier, social media graphics, job description, and application
- OA flier, social media graphics, job description, and application
- Love Your Seniors questionnaire
- Love Your Seniors flier
- Love Your Seniors social media graphics/posts (multiple)

#### ***June 1, 2020 – June 30, 2020 Materials Produced***

All documents below are in DRAFT form ONLY.

- F.3 Att 1 – DRAFT Adopt-a-Senior Volunteer Application
- F.3 Att 2 – DRAFT Adopt-a-Senior Volunteer Guidelines
- F.3 Att 3 – DRAFT Adopt-a-Senior Report
- F.3 Att 4 – DRAFT Adopt-a-Senior Adoption Request
- F.3 Att 5 – DRAFT Adopt-a-Senior Letter of Permission

### **Number of Persons Served:**

*Provide total number served from the NRMF Funding Area during the entire contract period.*

About 45 were reached via in-person outreach prior to COVID-19. No in-person outreach was conducted when shelter-in-place order was instituted.

*Provide total number served from outside the NR Funding Area during the entire contract period.*

About 1,800 were reached via social media. We are unable to distinguish duplicates and unable to distinguish people reached from within NRMF Funding Area vs. outside of NRMF Funding Area.

## **North Richmond Waste & Recovery Mitigation Fee Community-Based Project Final Progress Report**

*Provide total number of residents paid with NRMF funding during the entire contract period.*

None.

### **North Richmond Green Meeting Attendance:**

*Specify which monthly North Richmond Green meetings (list all meeting dates) your Community Based Project representative(s) attended during the contract period. [Must attend at least once per quarter]*

- November 4, 2019
- February 5, 2020
- March 4, 2020
- June 3, 2020

### **Successes:**

*Identify extent to which your project addressed the intended problems associated with illegal dumping and how (be specific). Describe any other beneficial outcomes/success stories resulting from your project activities.*

We were not able to implement the program and therefore have no outcomes. However, we adjusted to COVID-19 and began working on implementing Love Your Seniors citywide in a volunteers-only capacity. We have received a lot of interest from residents who would like to adopt a senior in Richmond.

### **Challenges:**

*Explain why your Organization was not able to achieve the intended project outcomes and/or address the illegal dumping problems previously identified, if applicable. Include any challenges/obstacles/barriers (e.g. personnel changes, lack of public awareness, previously unknown regulatory restrictions/requirements, etc.) that compromised or inhibited your project's success in addressing problems associated with illegal dumping.*

We have explained these challenges in previous progress reports. Our primary challenges were the contracting processes as well as COVID-19. COVID-19 resulted in us canceling the program. As noted, after outdoor services were allowed to resume, we began working on Love Your Seniors in a volunteers-only capacity, seeing as it would not be launched during the fiscal year 2019-2020.

### **Lessons Learned & Feedback from Participants/Community:**

*Share any lessons learned from participants, staff and/or the community during the contract period.*

N/A

*Summarize all participant and/or community feedback received about this NRMF-funded project/program (attach any findings/summary of final project evaluation and copies of related documents not previously submitted).*

N/A

### **Other Project Information:**

*Provide any additional information about your organization's work that did not fit in any of the other sections, including description(s) of any additional services or enhanced activities provided beyond those specified.*

N/A

## North Richmond Waste & Recovery Mitigation Fee Community-Based Project Final Progress Report

**Organization:** City of Richmond  
**Contact Person:** Stephanie Ny  
**Contract Period:** October 1, 2019 – July 30, 2020

**Final Project Expenses:** Attach completed Final Progress Report to the Final Invoice being submitted for any reimbursable costs not included on invoice(s) submitted with prior Progress Report(s).

### **Brief Description of the Project:**

*Provide a brief description of the project activities/services your Organization provided with this North Richmond Mitigation Fee (NRMF) funding. Funded activities must be consistent with the terms of your signed Agreement.*

- Mobile Tool Library project – contract one (1) Mobile Tool Library Manager and one (1) Mobile Tool Library Assistant.
- Develop user agreement, complete tool library set-up and check-in/out system, and maintain tools.
- Distribute information about Mobile Tool Library.

### **Tasks Accomplished:**

*Describe all project tasks/activities that your Organization completed during the entire contract period. Summarize any work completed not previously reported and consolidate with updated information from prior Progress Reports.*

#### **Tasks Completed Prior to June 1, 2020**

- All tasks prior to June 1 have been itemized accurately in previous progress reports.

#### **June 1 – June 30, 2020 Tasks**

- Hosted individual check-ins and team meetings with MTLM and MTLA.
- Completed pre-payment for trailer (due to manufacturer production backlog from COVID-19).
- Purchased replacement tools, additional tools, and laptop.
- Reviewed MTLM and MTLA work and provided ongoing feedback and task assignments.
- Made final revisions to submitted contractor work.
- Tasks completed by MTLM:
  - Assisted Supervisor with inventory purchase and transportation.
  - Physically labeled (engraved with dremel) all existing and new tools (total of about 94 tools).
  - Created spreadsheet of tool inventory.
  - Created myTurn categories for online tool categorizing.
  - Added 94 tools to myTurn asset management platform (MTL inventory).
  - Developed documentation for MTL processes (Project Reservations, MyTurn Inventory, Tool Maintenance).
  - Developed documentation for MTL policies (Waiver, Rules and Regulations)
  - Physically organized tool inventory to prepare for migration to enclosed cargo trailer.
  - Participated in team and individual check-in meetings.
  - Attended virtual North Green Meeting.
- Tasks completed by MTLA:
  - Completed 3 draft logos for MTL.
  - Conducted online logo survey from June 8, 2020 - June 17, 2020 and received 61 responses.
  - Made adjustments to winning logo based on additional comments received in surveys.
  - Published 4 Facebook posts and 4 Instagram posts (same posts on each platform).
  - Published 1 e-newsletter.
  - Completed MTL brochure template.
  - Completed preliminary MTL Outreach Plan.

## North Richmond Waste & Recovery Mitigation Fee Community-Based Project Final Progress Report

### **Materials Produced:**

*Provide a listing of any materials/documents produced as a part of the program (e.g. pictures, surveys, handouts, work products, etc.). Attach copies of anything not included with prior Progress Reports submitted.*

**Materials Produced Prior to June 1, 2020** – all itemized and copied in previous progress reports.

- MTLM flier/social media graphics, job description, application
- MTLA flier/social media graphics, job description, application
- E-newsletter
- Executed contracts for MTLM and MTLA
- Orientation materials
- Current MTL Tool Inventory
- Missing MTL Tools
- Proposed MTL Tools
- Link to online system
- MTL Instagram
- MTL Facebook

### **June 1, 2020 – June 30, 2020 Materials Produced**

- B.1 User Agreement (Waiver)
- B.1A Rules and Regulations
- B.1B Community Project Reservation Policy
- B.3 Tool Inventory
- B.3A Tool Inventory – myTurn Preview
- B.4 Jun 2020 Loan System
- B.4 Mar 2020 Loan System
- C.1 Outreach Plan
- C.2 Social Media 1, 2, 3 and 4
- C.3 Brochure Template (English) and (Spanish)
- D.1 Sign-in Sheet
- E.3 Att 1 – MyTurn Inventory Manual
- E.3 Att 2 – Tool Maintenance Plan
- E.3 Att 3 – Understanding Type and Category in MyTurn
- E.3 Att 4 – E-newsletter
- E.3 Att 5 – Logo Survey
- E.3 Att 6 – Logo Survey Results

### **Number of Persons Served:**

*Provide total number served from the NRMF Funding Area during the entire contract period.*

We estimate that our outreach reached at least 250 people from the NRMF Funding Area. We only conducted in-person outreach prior to COVID-19. No in-person outreach was conducted when shelter-in-place order was instituted.

*Provide total number served from outside the NR Funding Area during the entire contract period.*

We estimate that our social media reached approximately 3000+ people. We are unable to distinguish duplicates and unable to distinguish people reached from within NRMF Funding Area vs. outside of NRMF Funding Area.

*Provide total number of residents paid with NRMF funding during the entire contract period.*

2.

### **North Richmond Green Meeting Attendance:**

*Specify which monthly North Richmond Green meetings (list all meeting dates) your Community Based Project representative(s) attended during the contract period. [Must attend at least once per quarter]*

- November 4, 2019
- February 5, 2020
- March 4, 2020

## North Richmond Waste & Recovery Mitigation Fee Community-Based Project Final Progress Report

- June 3, 2020

### **Successes:**

*Identify extent to which your project addressed the intended problems associated with illegal dumping and how (be specific). Describe any other beneficial outcomes/success stories resulting from your project activities.*

There is not much we can speak about outcomes when we have not formally launched the Mobile Tool Library (again, unfortunately). But, we did receive great excitement from those we had the opportunity to talk with about the project.

### **Challenges:**

*Explain why your Organization was not able to achieve the intended project outcomes and/or address the illegal dumping problems previously identified, if applicable. Include any challenges/obstacles/barriers (e.g. personnel changes, lack of public awareness, previously unknown regulatory restrictions/requirements, etc.) that compromised or inhibited your project's success in addressing problems associated with illegal dumping.*

Our main challenges included the contracting process between City and County, as well as COVID-19. These were addressed in previous progress reports. We were not able to get our trailer because the manufacturer closed for almost 2 months from COVID-19, which led to a longer than 2-month back-up. We instead had to complete a pre-payment for the trailer, instead of paying for the trailer upon receipt of the trailer.

### **Lessons Learned & Feedback from Participants/Community:**

*Share any lessons learned from participants, staff and/or the community during the contract period.*

N/A.

*Summarize all participant and/or community feedback received about this NRMF-funded project/program (attach any findings/summary of final project evaluation and copies of related documents not previously submitted).*

N/A

### **Other Project Information:**

*Provide any additional information about your organization's work that did not fit in any of the other sections, including description(s) of any additional services or enhanced activities provided beyond those specified.*

N/A

**Organization:** Men & Women of Valor  
**Contact Person:** Pamela Saucer Bilbo & Carl Mason  
**Contract Period:** October 1<sup>st</sup>, 2019 - June 30<sup>th</sup>, 2020

**Final Project Expenses:** *Attach completed Final Progress Report to the Final Invoice being submitted for any reimbursable costs not included on invoice(s) submitted with prior Progress Report(s).*

**Brief Description of the Project:**

Men and Woman of Valor will perform a beautification and clean-up of approved North Richmond sites to create a coloration of agencies within our community to provide Outreach and awareness of illegal dumping in the city our goals are to provide information educating the public on the consequences of illegal dumping.

**Tasks Accomplished:**

The MWV completed various duties at each cleanup site our crew members were required to have rubber gloves and safety eyewear. All crew members were trained to follow all emergency procedures, such as the location of the nearest emergency facility and how to quickly summon the police or ambulance. At some sites the MWV crew removed large items, debris, metals, and concrete from the site and dispose of it properly at our facility where we have the proper disposal containers. The completed tasks are as followed

- Brookside Dr/Giant Rd
- 1840 Truman St
- 7<sup>th</sup> Grove St
- Attended NR Green meeting
- 315 Verde St
- 317 Verde St
- 1643 Giaramita
- Pittsburgh/Fred Jackson Way
- 1583 2<sup>nd</sup> St

**Materials Produced:**

MWV completed and submitted pictures and documentation of each cleanup site completed which included clean up procedures and disposal documentation which had to be submitted each month according to the contract.

**Number of Persons Served:**

*Provide total number served from the NRMF Funding Area during the entire contract period. 10*  
*Provide total number served from outside the NR Funding Area during the entire contract period. 0*  
*Provide total number of residents paid with NRMF funding during the entire contract period. 6*

**North Richmond Green Meeting Attendance:**

*Specify which monthly North Richmond Green meetings (list all meeting dates) your Community Based Project representative(s) attended during the contract period. [Must attend at least once per quarter]*

MEETING DATE(s): 3/4/20	ATTENDEE NAME(s): Pam Bilbo
10/2/19	Carl Mason/Pam Bilbo
6/3/20	Carl Mason
1/08/20	Pam Bilbo/Carl Mason

**Successes:**

The MWV completed a cleanup site that was an ongoing illegal dumping area at Brookside Dr at Giant Rd which was a big project for us when we began to clean this site we had many individuals stopping and giving their support to us for cleaning this area which was very rewarding to receive.

**Challenges:**

The MWV have experience a major challenge due to Covid-19 and the mandated Shelter in Place which has caused a delay with our clean-up project all County offices were closed due to this Pandemic, so we have been monitoring our streets to hopefully stop illegal dumping during this time. Ours workers must now wear face coverings and implement social distance while cleaning up sites.

**Lessons Learned & Feedback from Participants/Community:**

Some lessons learned is that since Covid-19 the North Richmond community is greatly concerned with maintaining the cleanliness of the streets of this community although we are faced with the difficulty of certain county restrictions we must continue to empower and educate the community to be safe stay home when and continue to wear face coverings in public places report all illegal dumping we still must keep our city clean.

**Other Project Information:**

Building a friendly and strong relationship with the community residents of North Richmond especially during this Pandemic to be a helpful resource during this time. Currently the MWV provides food and clothing to all NR Residents on a weekly basis distributing masks and hand sanitizer. The MWV is also a hub for the 2020 Census for individuals that needs to complete the Census form we will continue to offer services to the community we are here is uplift and support anyone that's in need.

**Organization:** Social Progress Inc

**Contact Person:** Eleanor Thompson

**Contract Period:** 2019 - 2020

**Final Project Expenses:** *Attach completed Final Progress Report to the Final Invoice being submitted for any reimbursable costs not included on invoice(s) submitted with prior Progress Report(s).*

**Brief Description of the Project:**

*Provide a brief description of the project activities/services your Organization provided with this North Richmond Mitigation Fee (NRMF) funding. Funded activities must be consistent with the terms of your signed Agreement.*

Brighter Beginnings North Richmond - Clean Up Project. We cleaned areas in North Richmond to beautify and rectify any blight in the neighborhood. The sites we cleaned were assigned to us by the county or city and will be scoped regularly to make sure it is kept clean. Cleaning included cutting of grass and picking up of trash on public property. Our program participants met regularly to discuss neighborhood clean-up ideas and if any blighted areas had been scouted. Participants are doing check up's on sites to ensure blight is still clear.

**Tasks Accomplished:**

*Describe all project tasks/activities that your Organization completed during the entire contract period. Summarize any work completed not previously reported and consolidate with updated information from prior Progress Reports. To date we have recruited (8) neighborhood advocates from the North Richmond neighborhood and surrounding areas.*

To date all hiring and hiring documentation has been completed.

To date four (4) workshops have taken place to discuss goals of project.

To date assignments of cleanup sites have been given.

To date the safety manual has been drafted and distributed.

To date (10) field trips have taken place and (8) site check. (Please see before and after pictures from previous months.)

Total of Ten (10) trips to Parr Landfill has taken place

**Materials Produced:**

*Provide a listing of any materials/documents produced as a part of the program (e.g. pictures, surveys, handouts, work products, etc.). Attach copies of anything not included with prior Progress Reports submitted.*

- Job Announcements. Spanish and English. Finished.
- Hiring Documentation. Finished.
- Project Safety Manuals. Finished.
- Sign in Sheets (quarterly submitted)
- Pamphlet for distribution in community regarding trash. Finished.
- Progress Reports (November, December 2019 and January, February, March 2020, April 2020, May 2020 and June's Final Progress Report.)
- Contractors Log November, December 2019 and January 2020, February 2020, March 2020, April 2020, and May 2020.

**Number of Persons Served:**

*Provide total number served from the NRMF Funding Area during the entire contract period.* 8

*Provide total number served from outside the NR Funding Area during the entire contract period.* 0

*Provide total number of residents paid with NRMF funding during the entire contract period.* 6

**North Richmond Green Meeting Attendance:**

*Specify which monthly North Richmond Green meetings (list all meeting dates) your Community Based Project representative(s) attended during the contract period. [Must attend at least once per quarter]*

*MEETING DATE(s):* October 2019

*ATTENDEE NAME(s):* Eleanor Thompson

December 2019- Eleanor Thompson

January 2020- Eleanor Thompson

February 2020- Clarence

March 2020- Clarence

April 2020- Eleanor Thompson

May 2020-Eleanor Thompson

**Successes:**

*Identify extent to which your project addressed the intended problems associated with illegal dumping and how (be specific). Describe any other beneficial outcomes/success stories resulting from your project activities.*

- To date we have cleaned and maintenance over 25 sites in the North Richmond community. We have been able to offer employment to the Richmond community as well.

**Challenges:**

*Explain why your Organization was not able to achieve the intended project outcomes and/or address the illegal dumping problems previously identified, if applicable. Include any challenges/obstacles/barriers (e.g. personnel changes, lack of public awareness, previously unknown regulatory restrictions/requirements, etc.) that compromised or inhibited your project's success in addressing problems associated with illegal dumping.*

- April 2020- Due to Covid-19, we were not assigned any sites for April 2020. Everyone is on standby and ready to resume when deemed okay.
- May 2020- We were happy to resume work after getting 3 more sites assigned May 2020.

**Lessons Learned & Feedback from Participants/Community:**

*Share any lessons learned from participants, staff and/or the community during the contract period.*

- Neighborhood Clean Up is needed in the community, every area we clean make the community look that much better. They fill feel like they are helping the community. They are glad to be a part of the clean up team, not only are they helping the community they live-in, but they are getting paid while they do it.
- Everyone is looking forward to making their community look better, and each field trip is worth their time.
- Everyone believes the project is beneficial and hopes to continue this type of projects in the future.
- Everyone is looking forward to work resuming.
- Work resumed and we were able to clean sites.

**Other Project Information:**

*Provide any additional information about your organization's work that did not fit in any of the other sections, including description(s) of any additional services or enhanced activities provided beyond those specified.*

None.

**Organization:** The Watershed Project

**Contact Person:** Paula White

**Contract Period:** 2019-2020

**Final Project Expenses:** *Attach completed Final Progress Report to the Final Invoice being submitted for any reimbursable costs not included on invoice(s) submitted with prior Progress Report(s).*

**Brief Description of the Project:**

*Provide a brief description of the project activities/services your Organization provided with this North Richmond Mitigation Fee (NRMF) funding. Funded activities must be consistent with the terms of your signed Agreement.*

**Tasks Accomplished:**

*Describe all project tasks/activities that your Organization completed during the entire contract period. Summarize any work completed not previously reported and consolidate with updated information from prior Progress Reports. Outreach to North Richmond residents about the benefits of drought-tolerant gardens in front of their home. Select 5 sites for installing drought-tolerant gardens. Prepare schematics (before and after). Install gardens. Document progress by photo and video. Share garden management strategies and resources for waste disposal and reporting illegal dumping with residents via live internet sessions. Provide printed documentation of management tips to each resident (English and Spanish).*  
*Produce printed virtual garden tour for posting on website.*

**Materials Produced:**

*Provide a listing of any materials/documents produced as a part of the program (e.g. pictures, surveys, handouts, work products, etc.). Attach copies of anything not included with prior Progress Reports submitted. Before and after photos, site schematics, garden care tips and description of plants in each garden, video recordings of online presentations to residents, private Youtube videos of each person's garden, virtual garden tour pictures and write-up*

**Number of Persons Served:**

*Provide total number served from the NRMF Funding Area during the entire contract period. 5*  
*Provide total number served from outside the NR Funding Area during the entire contract period. 0*  
*Provide total number of residents paid with NRMF funding during the entire contract period. 0*

**North Richmond Green Meeting Attendance:**

*Specify which monthly North Richmond Green meetings (list all meeting dates) your Community Based Project representative(s) attended during the contract period. [Must attend at least once per quarter]*

*MEETING DATE(s): Dec.4, March 4, June 3                      ATTENDEE NAME(s): Paula White*

**Successes:**

*Identify extent to which your project addressed the intended problems associated with illegal dumping and how (be specific). Describe any other beneficial outcomes/success stories resulting from your project activities. Illegal dumping is a problem near several of the gardens. The gardens are an attractive alternative to weedy, litter-strewn planting strips. While we were installing the gardens, other residents expressed interest in having gardens installed in front of their homes. All of the residents who participated were pleased with how the gardens looked, and a few commented on problems they've noticed with illegal dumping. All residents were informed about how to dispose of waste and how to report illegal dumping*

**Challenges:**

*Explain why your Organization was not able to achieve the intended project outcomes and/or address the illegal dumping problems previously identified, if applicable. Include any challenges/obstacles/barriers (e.g. personnel changes, lack of public awareness, previously unknown regulatory restrictions/requirements, etc.) that compromised or inhibited your project's success in addressing problems associated with illegal dumping. We had hoped to actively engage community residents in building the gardens, but for safety reasons due to the COVID-19 pandemic, we had to work only with staff. This reduced our visibility in the community, as we could not invite residents to join in the work or form a work crew of residents. Still, we believe that the gardens will improve the quality of life in North Richmond because they are attractive.*

**Lessons Learned & Feedback from Participants/Community:**

*Share any lessons learned from participants, staff and/or the community during the contract period. Summarize all participant and/or community feedback received about this NRMF-funded project/program (attach any findings/summary of final project evaluation and copies of related documents not previously submitted).*

Participants in the project are interested in getting involved in other community projects in North Richmond, when it is safe to do so. They are also interested in networking with other gardeners in North Richmond.

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**Other Project Information:**

*Provide any additional information about your organization's work that did not fit in any of the other sections, including description(s) of any additional services or enhanced activities provided beyond those specified.*

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**Strategy:** Communtiy Services Programs

**#:** 10

**Reporting Period:** 5/1/2020 - 6/30/2020

**Implementing Entity:** Community Housing Development Corporation (CHDC)

**Submitted by (name):** Felisa Orozco  
10/2/2020

**Date:**

## Strategy Statistics/Reporting Details

Program activity reported should include everything that occurred in this Reporting Period and correspond to any actual costs to be reimbursed with NRMF funding.

### LITTLE LEAGUE BASEBALL PROGRAM

# of Teams	# of Boys Teams: / # of Girls Teams:
# of Players living in North Richmond	# of Boys: / # of Girls:
Season & Games	Opening Date: / End Date: Game Dates:
Uniforms with NRG Patches	# of Uniforms:
Stipends for Monitoring/Oversight	# of People: / # of Hours: Dates:
Kick-off Event / Parade	Date: Details:
Food for Games/Events	# of People: / Dates:
Transportation for Games/Events	# of People: / Dates:
Volunteer Activities Completed by Players	# of Volunteers: / Dates: Provide Description of Each Volunteer Activity:
OTHER:	DETAILS/#s:

### ADULT SOFTBALL PROGRAM

Teams	# of Mens Teams: / # of Womens Teams:
Players living in North Richmond	# of Boys: / # of Girls:
Season & Games	Opening Date: / End Date: Game Dates:
Jerseys with NRG Patches	# of Jerseys:
OTHER:	DETAILS/#s:

**YOUTH TWILIGHT BASKETBALL PROGRAM**

# of Teams	# of Boys Teams: / # of Girls Teams:
# of Players living in North Richmond	# of Boys: / # of Girls:
Season & Games	Opening Date: / End Date: Game Dates:
Uniforms with NRG Patches	# of Uniforms:
Stipends for Monitoring/Oversight	# of People: / # of Hours: Dates:
Kick-off Event / Parade	Date: Details:
Food for Games/Events	# of People: / Dates:
Transportation for Games/Events	# of People: / Dates:
Volunteer Activities Completed by Players	# of Volunteers: / Dates: Provide Description of Each Volunteer Activity:
OTHER:	DETAILS/#s:

**YOUTH ECO-ACADEMY:** *Provide details about each Youth Eco-Academy project that occurred during the reporting period.*

<b>Eco-Academy Project(s)</b>	<b>Date(s) &amp; NR Youth Participants</b>
Ordered and received Eco Friendly and Recycling coloring books and crayons for distribution to youth	# of Participants living in NR: 750 Date(s): June 2020
	# of Participants living in NR: Date(s):
	# of Participants living in NR: Date(s):
	# of Participants living in NR: Date(s):
	# of Participants living in NR: Date(s):

**Other Funded Activities – Status, Findings, Results and Outcomes:**

*Describe any other NRMF-funded activities (not included above) that occurred during the reporting period, including current status and any related findings/outcomes.*

Activities such as the community clean ups, newsletter, illegal dumping patrol and NR Green meetings have continued during shelter in place orders. The North Richmond CRT taskforce patrol has been in communications regarding upcoming virtual meeting to discuss next street sweep.

**Challenges, Obstacles & Barriers Encountered:**

*Identify challenges/obstacles/barriers encountered that may inhibit or compromise completion of planned activities/tasks or this Strategy's overall ability to effectively address the intended illegal dumping problem(s). Specify which, if any, activities did not occur as planned during this period and explain why.*

Due to schools, recreational parks, extended care programs and community day care facilities being closed due to COVID-19, engagement with community children and youth has been extremely limited.

**Success Stories, Lessons Learned & Feedback Received to Date:**

*Describe beneficial outcomes/success stories resulting from NRMF-funded Strategy activities during this reporting period. Summarize feedback or lessons learned about this NRMF-funded Strategy received from community members, partners and/or staff during this period.*

Keeping the youth in mind and ordering the books and colors will help keep the community engaged on recycling and being eco friendly to help keep their communities clean during COVID-19. Working with the Shields Recreational Center to partner and provide virtual youth programs.

**Next Steps - Planned Accomplishments During the Next Reporting Period:**

*Describe planned NRMF-funded actions/activities that you expect to be accomplished during the next reporting period. If not planned until a later date, specify when the next steps are expected to occur.*

All CSC activities have remained active and in full effect during COVID-19

Focus continues to be on organizing upcoming community clean ups, youth and eco-academy programs with pending activities and projects contingent upon Contra Costa County shelter in place orders being lifted. These include distributing educational coloring books to our community youth. Staying engaged with the community by addressing matters related to illegal dumping and city beautification.

FILE: NRGreen Community Services Programs\_Template-Final.doc

**Strategy:** North Richmond Green Campaign

**#:** 11

**Reporting Period:** 5/1/2020 - 6/30/2020

**Implementing Entity:** Community Housing Development Corporation (CHDC)

**Submitted by (name):** Felisa Orozco  
10/2/2020

**Date:**

### Strategy Statistics/Reporting Details

Campaign activity reported should include everything that occurred in this Reporting Period and correspond to any actual costs to be reimbursed with NRMF funding.

#### PRINTED OUTREACH MATERIALS PRODUCED/DISTRIBUTED

Outreach Material Description	Distribution Dates/Method(s)	Dates/Quantities Produced
Community Clean Up	Date Distributed: June 2020 # Hand-delivered: # Mailed: 1000 <input checked="" type="checkbox"/> Posted on NRGreen.org	Date Printed: June 2020 # Printed: 1000 # Shared via Email:
NR Green Quarterly NewsLetter	Date Distributed: June 2020 # Hand-delivered: # Mailed: 1000 <input checked="" type="checkbox"/> Posted on NRGreen.org	Date Printed: June 2020 # Printed: 1000 # Shared via Email:
	Date Distributed: # Hand-delivered: # Mailed: <input type="checkbox"/> Posted on NRGreen.org	Date Printed: # Printed: # Shared via Email:
	Date Distributed: # Hand-delivered: # Mailed: <input type="checkbox"/> Posted on NRGreen.org	Date Printed: # Printed: # Shared via Email:

#### STIPENDS FOR DISTRIBUTING PRINTED OUTREACH MATERIALS

Description & Quantity of Materials Distributed	Stipends Paid for Distributing Materials
Community Clean Up Flyers # Distributed: 1500 / Dates: June 2020	# of NR Residents Paid Stipends: 10 # of Stipend Hours: 22 / Dates: June 2020
NR Green Newsletter # Distributed: 1000 / Dates: June 2020	# of NR Residents Paid Stipends: 10 # of Stipend Hours: 22 / Dates: June 2020
# Distributed: / Dates:	# of NR Residents Paid Stipends: # of Stipend Hours:

**T-SHIRTS PROMOTING NRMF-FUNDED ACTIVITIES**

# of T-Shirts Produced: 6	# of T-Shirts Distributed: 6
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**NR GREEN FESTIVAL**

Festival Date	
Festival Location	
Festival Activities	
Volunteer Activities	
# of Festival Volunteers	
# of Festival Booths/Tables	
# of Festival Attendees	

**SIGNAGE**

<b>Description &amp; Quantities of Signage Produced</b>	<b>Dates/Locations Signage Was Posted</b>
Ordered two car magnets promoting North Richmond Green and website.	Location(s): Date(s): June 2020 / Quantity: 2
CSC Polo Shirts Promoting NRG.ORG	Location(s): Date(s): June 2020 / Quantity: 6
	Location(s): Date(s): / Quantity:
	Location(s): Date(s): / Quantity:

**Other Funded Activities – Status, Findings, Results and Outcomes:**

*Describe any other NRMF-funded activities (not included above) that occurred during the reporting period, including current status and any related findings/outcomes.*

Activities such as the community clean ups, newsletter, illegal dumping patrol and NR Green meetings have continued during shelter in place orders. The North Richmond CRT taskforce is beginning to plan for the next street sweep by all participating agencies. No in person meetings have been held since February 2020 due to COVID-19 extended shelter in place orders. All community meetings have taken place virtually.

**Challenges, Obstacles & Barriers Encountered:**

*Identify challenges/obstacles/barriers encountered that may inhibit or compromise completion of planned activities/tasks or the Strategy's overall success addressing the intended illegal dumping problem(s). Specify which, if any, activities did not occur as planned this period and explain why.*

Residents continue submitting complaints about increased homeless encampments, illegal dumping, squatting, empty, trashed housing authority properties.

**Success Stories, Lessons Learned & Feedback Received to Date:**

*Summarize feedback or lessons learned about this NRMF-funded Strategy received from community members, partners and/or staff during this period. Describe beneficial outcomes/success stories resulting from NRMF-funded Strategy activities during this reporting period.*

The community clean ups have been extremely helpful in maintaining the community clean and engaged during COVID-19.

**Next Steps - Planned Accomplishments During the Next Reporting Period:**

*Describe planned NRMF-funded actions/activities that you expect to be accomplished during the next reporting period. If not planned until a later date, specify when the next steps are expected to occur.*

Focus continues to be on organizing upcoming clean ups, youth and eco-academy programs with pending activities and projects contingent upon Contra Costa County shelter in place orders being lifted. Working to start up the Task Force Patrol Street Sweeps in new fiscal year. Staying engaged with the community by addressing matters related to illegal dumping and city beautification.

FILE: NRGreen Community Services Programs\_Template-Final.doc

**Organization:** Communities United Restoring Mother Earth

**Contact Person:** Iyalode Kinney

**Final Project Expenses: Attach completed Final Progress Report to the Final Invoice being any reimbursable costs not included on invoice(s) submitted with your Progress Report(s).**

**Brief Description of the Project:**

*Provide a brief description of the project activities/services your Organization provided with this North Richmond Mitigation Fee (NRMF) funding. Funded activities must be consistent with the terms of your signed Agreement.*

*Lots of Crops is a community- oriented program of CURME, designed to combat the empty lot crisis and blight that is negatively impacting the North Richmond community. We accomplish this by converting vacant lots into healing garden/farm sites over a period of time. We continue to beautify and green the community and the high visibility has allowed us to dramatically increase community education through outreach. In addition, we encourage volunteerism and nutritious food preparation from the garden (including meatless dishes which are less expensive/healthier).*

**Tasks Accomplished:**

*Describe all project tasks/activities that your Organization completed during the entire contract period. Summarize any work not previously reported and consolidate with updated information from prior Progress Reports.*

- TOTAL of 215 pounds of food waste buried to fertilize the soil and encourage worms
- Community members coming for food brought food waste for garden plots
- Attended one (1) Green Meeting
- NO WORKSHOPS CONDUCTED DURING THIS CONTRACT PERIOD
- Finally conquered Mealy bug infestation for good
- Fertilized flowering/fruiting plants monthly for optimal results
- Built additional planters from tree logs donated
- Monthly meetings of community gardeners cancelled due to pandemic
- Outreach spare due to pandemic
- Food planted: persimmons, tomatoes, squash, blackberries, apricots, figs, oranges (dwarf), garlic chives, onion chives, society garlic, garlic, potatoes (red/white), cabbage, purple collards, collards, mustards, beets, carrots (variety of colors), white onions, red onions, green onions, sunflowers, egg plant, peppers (jalapeno, serrano, African, chile, habanero, cayenne, bell peppers, banana, dragon, red cherry, rainbow mix), swiss chard, broccoli, zucchini, corn white/ornamental, brussels sprouts, apples, pomegranate, grapes, buddleia, lemons (eureka/meyer), beets (variety of colors), cauliflower, Shasta daisy, Santa Rosa plums
- Herbs planted: chamomile, feverfew, roses, cilantro (Mexican/Vietnamese), rue, lavender (Spanish/English/white), roses, nasturtiums, amaranth, lemon balm, lemon verbena, rosemary, Mexican marigold, Yukon, yarrow, basil (amethyst/thai/lemon/Italian/blue spice), catnip, mullein, aloe Vera, various rhymes, Calendula, ginkgo biloba, dwarf black walnut, bay leaf tree
- Added potash and potassium to soil for future planting of additional fruit trees
- Able to work on database since not preparing and conducting workshops
- Had to postpone teachers bringing students to garden – decided to wait until everything clears
- Performed companion planting throughout months to minimize pests
- Although all our large trees were pruned, they will need to be pruned again, soon
- White sage pruned and hung up to dry for creating wands
- During this contract year a total of 10 chairs were donated to the garden site
- Worn down tree logs replaced
- Total of 10 rose bushes planted throughout garden
- Xeroxed recipes from magazines, cookbooks, etc., distributed

- Calendar updated to add more families coming to the garden and deliveries
- 250 purple tree collards planted
- Olive trees pruned again to promote vigorous new growth
- Pathway finally cleared for wheelchairs
- Waste management workshop cancelled
- 8 log planters built throughout contract season
- 200 mustard greens planted
- Created natural pest control for mealy bug and powdery mildew
- Planning more workshops for when the pandemic
- Created space to grow more flowers for special occasions
- Finally cut down Tarragon to dry and bottle up for distribution
- Fig trees slow in producing this year
- Distributed 50 pounds of tomatoes weekly since May
- Harvested Spaghetti squash early due to mealy bug infestation
- Planted Ginger and Turmeric
- Avocado tree pruned once again
- Another green bin delivered to us for extra food waste/yard waste
- Strawberry patch extended
- Food waste added to all beds (enormous amounts)
- Potatoes growing all over gardens dug up and planted together (red/white/purple)
- Before and after pictures
- View of entire garden
- Various species of Passiflora planted to force Ivy out
- All Passifloras producing fruit
- Corn taking longer to mature than last year
- Extra natural fertilizer and compost given to Avocado tree to encourage flowering/fruitletting
- 450 pounds of fruits/veggies/flowers/roots given out to community
- 100 bags of seeds distributed
- Another pathway created for wheelchair accessibility
- Readyng greenhouse for mass planting of seeds for Fall/Winter planting
- Still have to distribute mulch and compost around entire garden
- Creating CURME sign for the front of the garden site
- Service will commence building six (6) foot fence in August
- More natives planted (Santolina and Ceanothus)

#### **Materials Produced:**

*Provide a listing of any materials/documents produced as a part of the program (e.g. pictures, surveys, handouts, work products, etc.). Attach copies of anything not included with prior Progress Reports submitted.*

*Attached are pictures of community members/volunteers not only picking up food for themselves but offering to assist in harvesting food for all interested. Social distancing was practiced, that's why those harvesting were alone doing the work. Families of up to three were allowed in the garden at a time. Masks were mandatory.*

*Pictures will be attached after before/after pictures.*

#### **Number of Persons Served:**

<i>Provide total number served from the NRMF Funding Area during the entire contract period.</i>	650
<i>Provide total number served from outside the NR Funding Area during the entire contract period.</i>	695
<i>Provide total number of residents paid with NRMF funding during the entire contract period.</i>	24

#### **North Richmond Green Meeting Attendance:**

*Specify which monthly North Richmond Green meetings (list all meeting dates) your Community Based Project representative(s) attended during the contract period. [Must attend at least one per quarter].*

MEETING DATE(s): March 4

ATTENDEE NAME(s): Iyalode Kinney

**Successes:**

*Identify extent to which your project addressed the intended problems associated with illegal dumping and how (be specific). Describe any other beneficial outcomes/success stories resulting from your project activities.*

We have not had problems with illegal dumping on-site, in front of garden, or surrounding areas in months. We constantly talk with community coming into garden and working in their yards about the impact of illegal dumping in the community. We have given the community options of options so illegal dumping is out of the question: placing certain items on the curb for pickup, donating clothes, furniture, etc. to Salvation Army, Goodwill (they will pick-up) or CURME will assist in transporting certain items to the appropriate agencies. Net year we, hopefully, will be able to finally conduct a Waste Diversion workshop where we will really get into the issues of illegal dumping and the 4R's.

**Challenges:**

*Explain why your Organization was not able to achieve the intended project outcomes and/or address the illegal dumping problems previously identified, if applicable. Include any challenges/obstacles/barriers (e.g. personnel changes, lack of public awareness, previously unknown regulatory restrictions/requirements, etc.) that compromised or inhibited your project's success in addressing problems associated with illegal dumping.*

*Briefly we got off track when Iyalode became ill. But, after that shock wore off, we just followed instructions left by her and got it together. We immediately started harvesting crops that were ready so we could start new crops for distribution. We commenced to planting 2 to 3 times the amount of food we had been planting to provide community with much-needed food and medicine.*

**Lessons Learned & Feedback from Participants/Community:**

*Share any lessons learned from participants, staff and/or the community during the contract period.*

During this pandemic community members, volunteers, and staff have stepped up to the plate. Fully masked, they have filled beds with much-needed compost for new plantings, harvested food for themselves and others, planted seeds in the greenhouse for planting in the next couple months and for Fall/Winter months. A group formed to mulch the entire garden site. We all worked together to assure those who were

*Summarize all participant and/or community feedback received about this NRMF-funded project/program (attach any findings/summary of final project evaluation and copie an safes of related documents not previously submitted.*

*"My wife and I are growing food and medicine up North, but we do not have such variety as this. Wonderful things you guys are doing for the community."*

Charles Ector  
Volunteer  
Red Bluff

*"When will CURME come assist me in getting my spot together? Time is running out. Not getting any younger."*

Steve Hall  
Volunteer  
San Francisco

*"Thank you all for making us feel so comfortable and safe during these uncertain times. We look forward to coming here to pick our own food, herbs, and medicine. And, thank you for creating a space for our family to grow our own food."*

Winona Edwards  
Volunteer

Oakland

**"Bravo, Bravo, Bravo!!! Thanks for caring about our community. Anytime you need us now and the future when this pandemic is over, we will be onboard to assist in any capacity necessary!"**

**Constance Rademaker  
Staff  
Richmond**

**Other Project Information:**

*Provide any additional information about your organization's work that did not fit in any of the other sections, including description(s) of any additional services or enhanced activities provided beyond those specified.*

N/A

**STAFF REPORT**  
**North Richmond Waste & Recovery Mitigation Fee**  
**Joint Expenditure Planning Committee**

**MEETING DATE:**     **October 16, 2020**

**AGENDA ITEM:**     **4.d.**

**SUBJECT:**           **Camera Update**

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**RECOMMENDATION(S):**

*RECEIVE* written report regarding NRMF camera updates and illegally dumped tires grant.

**BACKGROUND:**

CCTV Surveillance Camera Network

*Implementing Entity: City of Richmond Police Department*

The City of Richmond installed an integrated camera, analytics, and wireless video network in 2009. The City placed cameras throughout the city in hot spots or areas prone to crime, such as parks or schools, as well as areas known for illegal dumping. The RPD's goal was to reduce crime, vandalism and limit illegal dumping and trespassing with a networked surveillance system.

A partnership between the County and City was required to expand the system to include the North Richmond area. In mid-2009, a total of \$159,107.13 in NRMF funding was used to purchase eight (8) of the PTZ types of cameras so that the cameras installed in North Richmond could be controlled remotely from the RPD office to redirect and zoom camera views in real time. The CCTV camera expenditure was quite substantial because it not only included the purchase of cameras, but also various other pieces of wireless networking infrastructure needed to connect the cameras to the system monitored by the RPD.

On May 6, 2009, the attached proposal was presented to the Committee. According to the minutes from that Committee meeting:

Staff presented the staff report to the Committee outlining the City of Richmond Police Department (RPD) proposal to relocate eight (8) of the Pan-Tilt-Zoom (PTZ) surveillance cameras in the North Richmond Mitigation Area. Deputy Chief Ed Medina from RPD addressed the Committee and provided written proposal with details regarding the request to switch out 4 of North Richmond's 8 PTZ cameras for fixed (non-moveable) cameras, viewing the exact same illegal dumping locations. Deputy Medina stated that the RPD believes they have a greater need for the PTZ cameras in the City's existing network and could better utilize the PTZ abilities in high crime areas where RPD is currently limited by a fixed camera view. *The Committee voted to approve RPDs request to allow temporary use*

*of the four specified PTZ cameras which will be switched with fixed cameras currently in use within the City.*

Committee Staff contacted the City of Richmond Police Department regarding the NRMF funded cameras in their possession and requested a status update. RPD indicated almost all the cameras in the original North Richmond area are not functional due to various environmental factors and equipment failure. Three of the eight are non-functioning equipment while the other five are active working cameras. RPD indicated that there may be other issues beyond equipment failure that is preventing these active cameras from functioning. Based on the part numbers provided by RPD, all five active cameras are PTZ cameras, but were unable to provide equipment specifications for the three non-functional cameras. Committee staff plans to provide the current Mitigation Deputy with information about the five active cameras in the hopes they assist in law enforcement activities.

#### CalRecycle's Local Government Waste Tire Enforcement Agency (TEA) Grant

Contra Costa County's Environmental Health Department was awarded funding through CalRecycle's Local Government Waste Tire Enforcement Agency (TEA) Grant. This grant will be used to conduct waste tire inspections and other enforcement actions, train employees on waste tire regulations, enforcement and educate waste tire operators, other enforcement agencies, and the general public on the requirements for handling, disposing and storage of waste tires.

CalRecycle coordinates with the Air Resources Board (ARB) to set up high tech video surveillance equipment to monitor activities that violate waste tire laws at locations specified by CalRecycle. It may be useful for TEAs to use the ARB services in surveillance of an area with repeated waste tire violations that they have not been able to document. ARB will utilize black and white, color, infrared and pinhole cameras, various lenses, VCRs, DVDs, laptop computers, boxes to conceal the cameras, camera mounts, night vision binoculars, fast deployment video surveillance systems, power camera controllers, and other equipment.

To utilize the services of the ARB, TEAs shall contact their primary CalRecycle contact and complete the applicable online request form. Camera locations are limited to identified areas where repeated waste tire violations have occurred.

The Prevention Service Coordinator oversees an illegal dumping database that may be used to help identify areas where repeat dumping of tires occurs.

Waste & Recovery Mitigation Fee  
Joint Expenditure Planning Committee  
Wednesday May 6, 2009

Richmond Police Department  
CCTV Proposal

North Richmond has eight cameras positioned in various locations, as a result of the North Richmond Mitigation investment of \$268,000 into the City of Richmond's CCTV project. The investment purchased eight Pan-Tilt-Zoom (PTZ) cameras, backhaul expense (communication) and the understanding that COR would cover the monitoring responsibilities.

A majority of the eight cameras in North Richmond are placed at locations, mostly dead-end streets, monitoring for illegal dumping and blight related issues. RPD partnered with assigned personnel (Deputy Felipe Monroe) to position each camera and confirm its view. As a result, those camera views ARE NEVER MODIFIED. The views remain static (fixed) and as a result, do not use the full potential of each camera.

Proposal Request

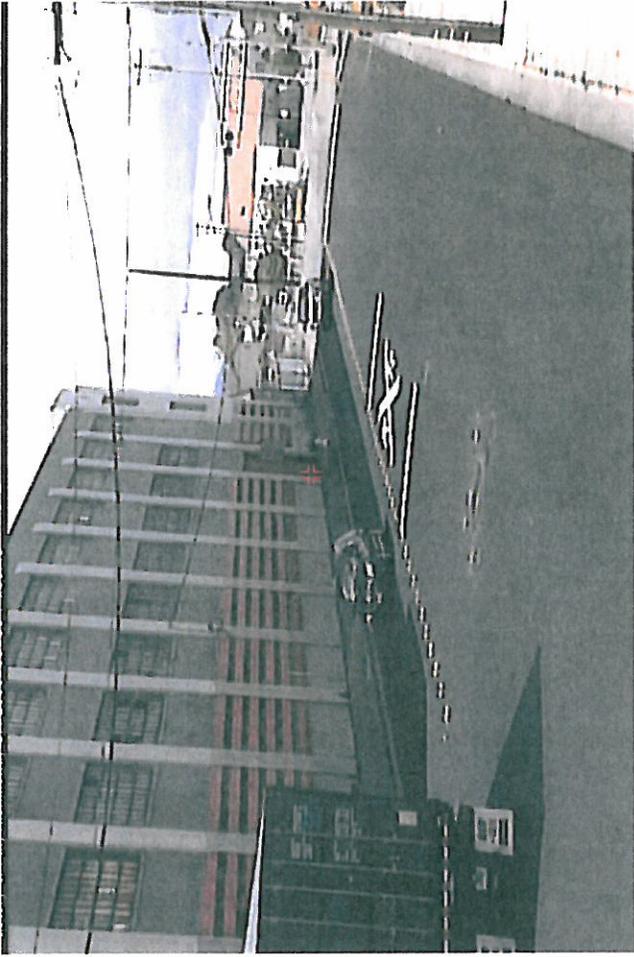
Due to increased firearms related activity in the Historic Triangle District and the Southern District, our need for fully functioning PTZ cameras is paramount. COR currently has 9 of 37 cameras with PTZ ability, four of which are at Nevin Park.

The Police Department will soon be staffing a more robust and comprehensive monitoring component, consisting of six retired officers, trained and dedicated to the sole purpose of monitoring the entire CCTV system. To take full advantage of this new staff and the camera system, the RPD is proposing the following:

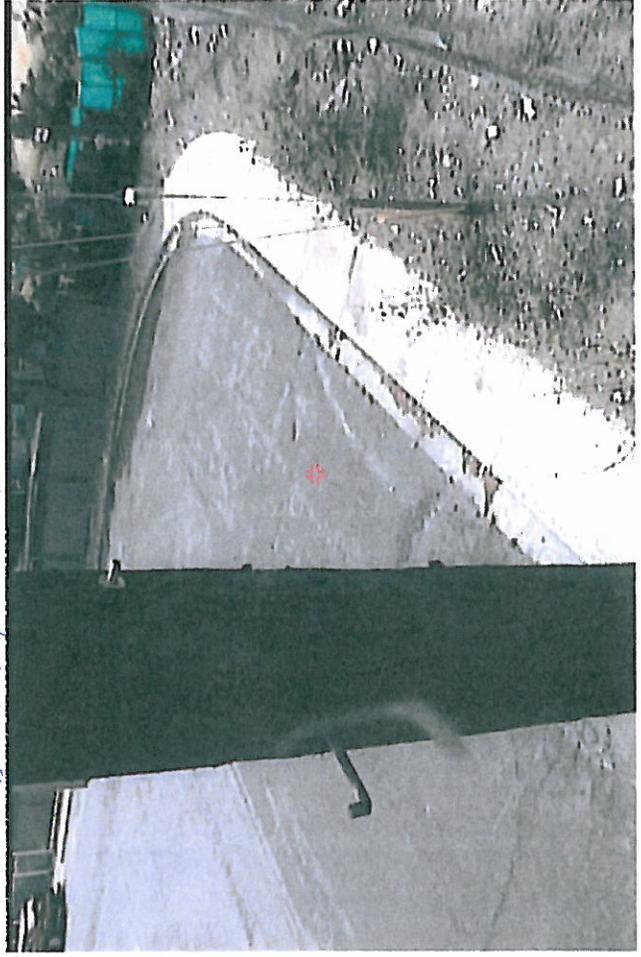
- Switching **four** PTZ cameras from North Richmond, to be replaced by four "fixed" cameras from COR. The specific views would be exactly the same and analytics would be re-established, per view. This transfer of equipment can be agreed to for a six month basis (or more) and would greatly improve our ability to utilize the entire system. If needed, an extension can be requested by COR and / or a replacement of original equipment can be handled expeditiously if requested by County.

- CCSO does not participate in the active monitoring of any of the cameras on the system. RPDs commitment to monitoring the system will increase greatly with the additional staff will indirectly support all crime fighting efforts for both Richmond and the unincorporated area.
- COR is soon to go live with Shot Spotter – Gun Shot Detection System. The ability to use of as many PTZs as possible will greatly enhance our ability and opportunities to apprehend responsible parties, in regards to the illegal firing of weapons within city limits.
- The four cameras suggested to switch out are:
  - Factory @ 7<sup>th</sup>
  - Battery @ Alamo
  - Richmond Pkwy @ Gertrude
  - Richmond Pkwy @ Pittsburgh

7th & FACTORY



BATTERY & ALAMO



DEADEND OF ALAMO



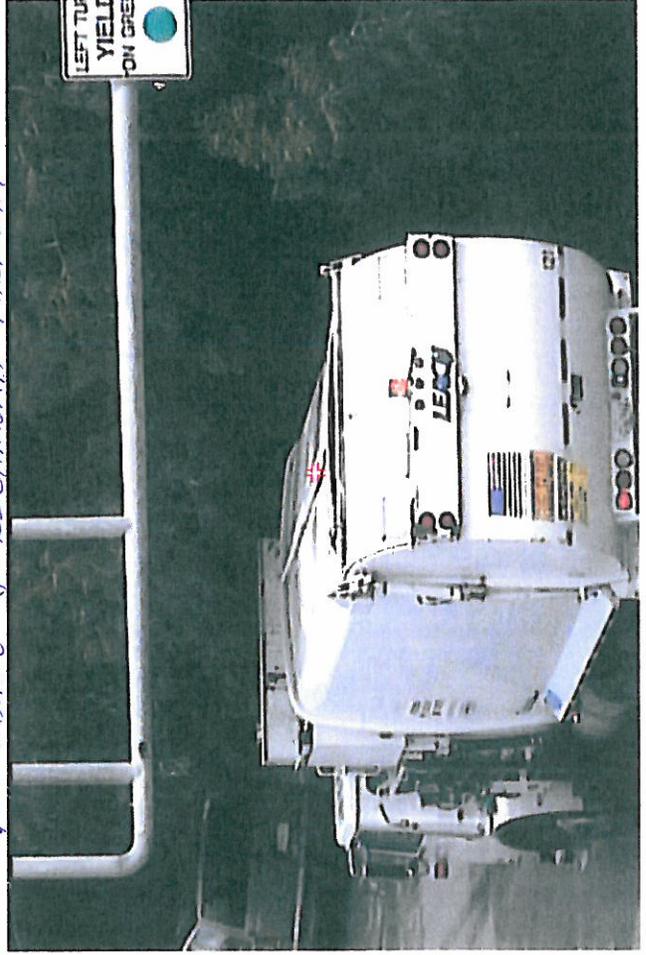
7th & BROWN  
I demand a hearing



TRUMAN & VERDE



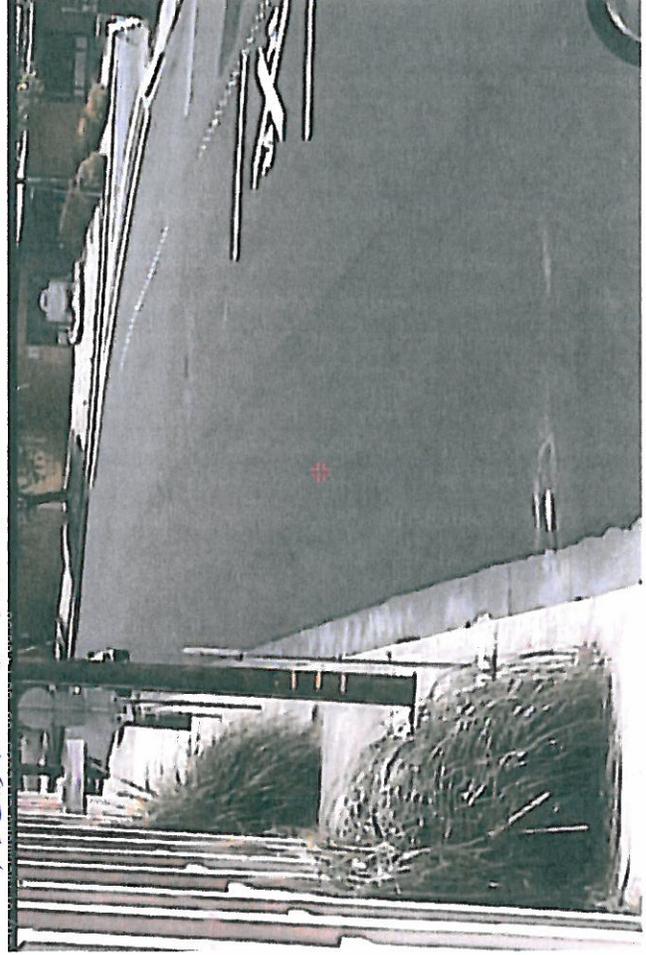
PITTSBURGH & RICHMOND PARKWAY



GERTRUDE & RICHMOND PARKWAY



FISBERT & VERMOR



WILKARD & KRISBY



**STAFF REPORT**  
**North Richmond Waste & Recovery Mitigation Fee**  
**Joint Expenditure Planning Committee**

**MEETING DATE:**   **October 16, 2020**

**AGENDA ITEM:**     **5**

**SUBJECT:**     *NOMINATE and ELECT a new Chairperson and Vice Chairperson*

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**RECOMMENDATION(S):**

*NOMINATE and ELECT a new Chairperson and Vice Chairperson.*

**BACKGROUND:**

Eduardo Martinez and Beverly Scott were elected to be Chairperson and Vice chairperson respectively at the Committee meeting held on March 23, 2018. This was their second term acting as chairperson and vice chairperson.

According to Section II of the Committee Bylaws:

F. The Committee shall elect a chairperson and vice-chairperson for terms of two years.

G. Unless otherwise authorized by a majority vote of the Committee, the chairperson and vice chairperson may service no more than two consecutive full terms in each position.

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## North Richmond Waste & Recovery Mitigation Fee Second Amended 2019/20 Expenditure Plan

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The Waste & Recovery Mitigation Fee was established as a result of the Draft Environmental Impact Report (EIR) dated November 2003 for the WCCSL Bulk Materials Processing Center (BMPC) and Related Actions (Project). The Project involved new and expanded processing and resource recovery operations on both the incorporated and unincorporated area of the Project site, which the EIR concluded would impact the host community. To mitigate this impact Mitigation Measure 4-5 called for a Mitigation Fee to benefit the host community, described as follows:

“Mitigation Fee. The facility operator shall pay a Mitigation Fee of an amount to be determined by the applicable permitting authority(ies) **to defray annual costs associated with collection and disposal of illegally dumped waste and associated impacts in North Richmond and adjacent areas.** The mitigation fee should be subject to the joint-control of the City and County and should be collected on all solid waste and processible materials received at the facility consistent with the existing mitigation fee collected at the Central IRRF.”

In July 2004, the City of Richmond and Contra Costa County entered into a Memorandum of Understanding (MOU) agreeing to jointly administer Mitigation Fee monies collected from the BMPC for the benefit of the incorporated and unincorporated North Richmond area. This North Richmond Waste & Recovery Mitigation Fee Joint Expenditure Planning Committee (Committee) was formed pursuant to the terms of the MOU for the specific purpose of preparing a recommended Expenditure Plan. This Expenditure Plan provides a means to jointly administer the Mitigation Fee funding for the benefit of the host community, as described in the EIR. The Expenditure Plan is subject to final approval of the Richmond City Council and the Contra Costa County Board of Supervisors.

By approving this Expenditure Plan, the City Council and Board of Supervisors authorize the use of Mitigation Fee funding for only the purposes and in the amounts specified herein. The City and County have each designated their respective staff persons responsible for administering the development and implementation of the approved Expenditure Plan, which includes responsibility for drafting and interpreting Expenditure Plan language. However, the City and County have not delegated to the Committee or to staff the authority to expend funding for purposes not clearly identified in the Expenditure Plan document officially approved by their respective decision-making bodies.

Activities which can be funded in this Expenditure Plan period with the Mitigation Fee amounts specified within this Expenditure Plan are described herein as “Strategies” or “Staff Costs”. Strategies are categorized as either “Core Services” or “Supplemental Enhancements”. Core Services includes the higher funding priority strategies that most directly address the intended purpose of this City/County approved Mitigation Fee, *“to defray annual costs associated with collection and disposal of illegally dumped waste and associated impacts in North Richmond”*.

All references to the “Mitigation Fee Primary Funding Area” or “Mitigation Fee Funding Area” pertain to the geographic area shown in the attached map (Attachment 4).

<b>Expenditure Plan Period:</b>	July 1, 2019 - June 30, 2020 <i>(unless otherwise specified herein)</i>
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## BUDGET

The funding allocation amounts included in this document apply to the Expenditure Plan Period specified on the first page unless otherwise specified herein. The total amount of funding allocated in the Expenditure Plan Budget is based on revenue projections provided by the BMPC operator, Republic Service, which are dependent upon multiple variables (e.g. number of tons of recovered materials vs. solid waste, per ton gate rate charged and amount of CPI-adjusted per ton Mitigation Fee). Actual Mitigation Fee revenue may deviate from revenue projections provided by Republic and used to prepare this Budget. A “Contingency” line item is included in the Budget to help accommodate variations between projected and actual revenue. Excess funding allocated to strategies and not expended by the end of each Expenditure Plan period is treated as “roll-over” funding for reallocation in a subsequent Expenditure Plan period.

The Budget includes some line items that are based on fixed costs, however there are other line items which are scalable and/or dependent on utilization thereby providing flexibility to reallocate amounts if and when a significant need is identified. Allocated funding may remain unspent due to under-utilization of a particular program. If the amount allocated to a particular line item is determined to exceed needs based upon usage, the remaining funding can only be reallocated by officially amending the Expenditure Plan. This Expenditure Plan may only be adjusted upon official action taken by both the City and County. Although there has been some interest in allowing flexibility for staff to adjust funding allocations under specific circumstances, the authority to approve or modify the Expenditure Plan rests solely with the City Council and Board of Supervisors.

Annual fiscal year Expenditure Plan cycle is expected to reduce margin of error of Mitigation Fee revenue projects, streamline financial reconciliation/budgeting process and minimize need to amend Expenditure Plans mid-cycle. Amending Expenditure Plans involve administrative burden and costs due to the joint approval needed from both the Richmond City Council and County Board of Supervisors. In order to minimize the amount of funding needed to cover staff costs incurred to amend the Expenditure Plan, staff will only recommend changes to the Expenditure Plan when necessary to address a significant and time-sensitive need.

## NORTH RICHMOND MITIGATION FEE EXPENDITURE PLAN BUDGET

	#	Expenditure Plan (EP) Strategy (EP Cycle: July 1, 2019 thru June 30, 2020)	Second Amended Budget Allocations
<b>Core Services</b>	1	Bulky Item Pick-ups & Disposal Vouchers	\$ 2,000.00
	2	Neighborhood Clean-ups	\$ 30,000.00
	3	Prevention Services Coordinator	\$ 50,726.75
	4	City/County Right-of-Way Pick-ups	\$ 35,201.37
	5	Code Enforcement - County	\$ 102,056.22
	6	Illegal Dumping Law Enforcement	\$ 195,349.22
	7	Surveillance Cameras	\$ 12,000.00
<b>Supplemental Enhancements</b>	8	Community Services Coordinator	\$ 90,909.09
	9	Community-Based Projects (See Attachment 2)	\$ 142,981.12
	10	North Richmond Green Community Service Programs	\$ 20,042.00
	11	North Richmond Green Campaign	\$ 10,500.00
	12	Neighborhood Community Garden Projects (See Attachment 3)	\$ 46,733.25
		Contingency (9.3% of Projected Revenue)	\$ 71,257.70
<b>Subtotal (without Committee Staffing)</b>			<b>\$ 809,756.72</b>
	x	Committee Administration/Staffing	\$ 109,246.17
<b>Total Projected Revenue in 2019/20 (July 1, 2019 thru June 30, 2020)</b>			<b>\$ 764,591.00</b>
<b>Roll-over Funding from Prior EP Cycle(s)</b>			<b>\$ 154,411.89</b>
<b>Total 2019/20 Expenditure Plan Budget</b>			<b>\$ 919,002.89</b>

\* Modification included in the recommended Second Amended 2019-20 EP Budget: Shift \$5,201.37 from Contingency to Strategy 4 - City/County Right-of-Way Pick-ups.

## DESCRIPTION OF STRATEGIES RECOMMENDED FOR FUNDING

Funding allocation amounts for each strategy are specified in the Budget table on page 3. The following Strategies describe the activities allowed to be funded with the amounts allocated to each in the Budget (associated allowable agency staff costs are described in the Staff Costs section). Strategies are grouped based on relative funding priority levels and the “Core Services” category contains higher priority Strategies than the “Supplemental Enhancements” category. Higher funding priority Strategies are those which best address the Fee’s intended purpose, **“to defray annual costs associated with collection and disposal of illegally dumped waste and associated impacts in North Richmond”**) and “Supplemental Enhancements”.

### Level 1 Priority - PRIMARY CORE SERVICES STRATEGIES

- 1 - Bulky Item Pick-ups & Disposal Vouchers
- 2 - Neighborhood Clean-up Events
- 4 - City/County Right-of-Way Trash & Tagging Removal
- 5 - Code Enforcement - County
- 6 - Illegal Dumping Law Enforcement

### Level 2 Priority - SECONDARY CORE SERVICES STRATEGIES

- 3 - Prevention Services Coordinator
- 7 - Surveillance Cameras

### Level 3 Priority - PRIMARY SUPPLEMENTAL ENHANCEMENTS STRATEGIES

- 8 - Community Services Coordinator
- 9 - Community Based Projects (SOME)
- 11 - North Richmond Green Campaign
- 12 – Neighborhood Community Garden Projects

### Level 4 Priority - SECONDARY SUPPLEMENTAL ENHANCEMENTS STRATEGIES

- 9 - Community Based Projects (SOME)
- 10 - North Richmond Green Community Service Programs

## **CORE SERVICES**

### **1. Bulky Item Pick-ups & Disposal Vouchers**

Provide residents in the Mitigation Fee Primary Funding Area, who prove eligibility consistent with City/County procedures, with the option of choosing to:

- Request up to one on-call pick-up service per household per calendar year for bulky items that are not accepted in the current on-call clean-ups through Richmond Sanitary Service (RSS), only available to those with an active account with RSS; or
- Request up to twelve \$5 vouchers per household for disposal at Republic’s transfer station on Parr Blvd. per calendar year (vouchers expire after six months, Mitigation Fees only pay for vouchers that are actually redeemed).

*[See “Staff Costs” section for agency activities that may also be funded under this Strategy.]*

Administering Agency: City of Richmond

Implementing Entity(ies):

Community Housing Development Corporation (*processes requests and issues Disposal Vouchers/arranges Bulky Item Pick-ups*)

Republic Services - Golden Bear Transfer Station & Richmond Sanitary Service (*reimbursed for Disposal Vouchers redeemed and Bulky Item Pick-ups provided*)

Reporting/Payment Requirements: Effective July 1, 2012, CHDC and Republic Services shall provide required data pertinent to Strategy 1 based upon the strategy-specific invoicing/reporting requirements and schedule developed/maintained by Committee Staff in order to receive NRMF-funded payments.

## 2. **Neighborhood Clean-ups**

Provide at least one neighborhood and/or creek clean-up event in the Mitigation Fee Funding Area; additional clean-up event may be scheduled as funding allows. [See "Staff Costs" section for agency activities that may also be funded under this Strategy.]

Administering Agency: City of Richmond

Implementing Entity(ies):

City Manager's Office (*coordinates scheduling of clean-up dates and associated arrangements in conjunction with partner entities*)

Republic Services - Richmond Sanitary Service (*reimbursed for providing/servicing clean-up boxes and disposing of debris placed in clean-up boxes*)

Reporting/Payment Requirements: Effective July 1, 2012, the City Manager's Office and Republic Services shall provide required data pertinent to Strategy 2 based upon the strategy-specific invoicing/reporting requirements and schedule developed/maintained by Committee Staff in order to receive NRMF-funded payments (funding transfers).

## 3. **Prevention Services Coordinator**

Fund at least a portion of a Prevention Services Coordinator (PSC) position (including salary/benefits/overhead and administering agency contracting charge<sup>1</sup>) on a contract basis to assist the City and County in implementing Strategy 1 as the point of contact for community members interested in claiming Disposal Vouchers or Bulky-Item Pick ups. Assist community members interested in reporting illegal dumping and seeking referral/resources. Track and report data related to illegally dumped waste collected by Republic Services Hot Spot Crew and handle associated referrals to applicable public agencies, including right-of-way referrals

<sup>1</sup> Administering agency contracting charge applies (\$3,000 per contract)

for Strategy 4. The PSC may also assist City and County with administering funding allocated to selected non-profit organizations under Strategies 9 and 12.

*[See "Staff Costs" section for agency activities that may also be funded under this Strategy.]*

Administering Agency: Contra Costa County

Implementing Entity: Community Housing Development Corporation (CHDC)  
(reimbursed actual cost for part-time position and issues  
Disposal Vouchers/arranges Bulky Item Pick-ups)

Reporting/Payment Requirements: Effective July 1, 2012, CHDC shall provide required data pertinent to Strategy 1 and Strategy 3 based upon the strategy-specific invoicing/reporting requirements and schedule developed/maintained by Committee Staff in order to receive NRMF-funded payments.

#### **4. City/County Right-of-Way Pick-up & Tagging Abatement**

Fund consolidated pick-up program (including personnel, mileage, equipment rental and administrative costs) for removal of illegal dumping and tagging abatement\* in the public right-of-way located within the unincorporated & incorporated Mitigation Fee Primary Funding Area. Additional tasks would include identifying potential sites for Strategy 9 clean-up projects. Funding is intended to pay for removal of illegal dumping that occurs as a result of referrals from the Prevention Services Coordinator for items/debris not collected by the designated Republic Services Hot Spot Route crew.

*[See "Staff Costs" section for agency activities that may also be funded under this Strategy.]*

Administering Agency: City of Richmond

Implementing Entity: Richmond Police Department's Code Enforcement Division

Reporting/Payment Requirements: Effective July 1, 2012, the Richmond Police Department's Code Enforcement Division shall provide required data pertinent to Strategy 4 based upon the strategy-specific invoicing/reporting requirements and schedule developed/maintained by Committee Staff in order to receive NRMF-funded payments (funding transfers).

#### **5. Code Enforcement Staff - County**

Fund at least a portion of County code enforcement position (including salary/benefits and related vehicle and equipment costs), to assist with vacant/abandoned lot abatements and fencing as well as other health/building/zoning violations related to illegal dumping and blight throughout the unincorporated Mitigation Funding Area. Additional tasks would include identifying potential sites for Strategy 9 clean-up projects.

*[See "Staff Costs" section for agency activities that may also be funded under this Strategy.]*

Administering Agency: Contra Costa County

Implementing Entity: County Department of Conservation & Development's Building Inspection Division

Reporting/Payment Requirements: Effective July 1, 2012, the County Department of Conservation & Development's Building Inspection Division shall provide required data pertinent to Strategy 5 based upon the strategy-specific invoicing/reporting requirements and schedule developed/maintained by Committee Staff in order to receive NRMF-funded payments (funding transfers).

## 6. **Illegal Dumping Law Enforcement**

Fund majority of a full-time Sheriff Deputy (between approximately 90-100% of salary/benefits, overtime, uniform and related cell phone, equipment, and vehicle costs) to assist with law enforcement investigations and patrols to combat illegal dumping within the Mitigation Fee Primary Funding Area. Additional tasks would include identifying potential sites for Strategy 9 clean-up projects.

*[See "Staff Costs" section for agency activities that may also be funded under this Strategy.]*

Administering Agency: Contra Costa County

Implementing Entity: County Sheriff's Office

Reporting/Payment Requirements: Effective July 1, 2012, the County Sheriff's Office shall provide required data pertinent to this Strategy based upon the strategy-specific invoicing/reporting requirements and schedule developed/maintained by Committee Staff in order to receive NRMF-funded payments (funding transfers).

## 7. **Surveillance Cameras**

Fund the purchase of cameras, camera infrastructure, camera signage and costs related to maintenance, warranty, repair & relocation of surveillance camera system equipment within the Mitigation Fee Primary Funding Area to assist the dedicated Illegal Dumping Law Enforcement officer in targeting specific locations where illegal dumping occurs most regularly.

*[See "Staff Costs" section for agency activities that may also be funded under this Strategy.]*

Administering Agency: Contra Costa County

Implementing Entity(ies):

Richmond Police Department *(operate, move and maintain eight Pan-Tilt-Zoom wireless video surveillance cameras and associated camera system infrastructure throughout NR -AND- install/clean/move FlashCam cameras located within the incorporated NR area if funding is available)*

County Sheriff's Department *(coordinate monitoring of FlashCams located throughout NR and identify/request relocation of surveillance cameras throughout NR as needed)*

County Public Works Department (*install/clean/move FlashCam cameras located within the unincorporated NR area upon request if funding is available*)

Reporting/Payment Requirements: Effective July 1, 2012, each Implementing Entity shall provide required data pertinent to each entity's applicable Strategy 8 responsibilities based upon the strategy-specific invoicing/reporting requirements and schedule developed/maintained by Committee Staff in order to receive NRMF-funded payments (funding transfers) now or in the future.

## **SUPPLEMENTAL ENHANCEMENTS**

### **8. Community Services Coordinator**

Fund at least a portion of a Community Services Coordinator (CSC) position to be staffed on a contract basis (including salary/benefits/overhead and administering agency contracting charge<sup>2</sup>). The CSC shall:

- serve as a link between the community of North Richmond, the City of Richmond, and Contra Costa County for issues related to beautification, illegal dumping, and blight using referral process identified by the City and County;
- coordinate outreach activities related to illegal dumping and beautification within the Primary Funding area, as specified by the City/County, including North Richmond Green community service programs and outreach activities described under Strategies 10 & 11; and
- be bilingual in order to assist with Spanish translation as needed.

*[See "Staff Costs" section for agency activities that may also be funded under this Strategy.]*

Administering Agency: Contra Costa County

Implementing Entity: Community Housing Development Corporation (CHDC).

Reporting/Payment Requirements: CHDC shall provide required data pertinent to Strategies 8, 10 & 11 based upon the strategy-specific invoicing/reporting requirements and schedule developed/maintained by Committee Staff in order to receive NRMF-funded payments.

### **9. Community Based Projects**

Fund the development, implementation and oversight of a variety of community-based projects with specific focuses on anti-littering, environmental stewardship, blight reduction and/or beautification (including personnel/labor, administrative oversight, materials, equipment and related maintenance costs plus administering agency contracting charges<sup>3</sup>). Up to 15% of the Non-Profit Implementer Award Amount in Attachment 2 may be used for a fiscal sponsor or administrative oversight. Community Based Projects to be funded were solicited through an open Funding Request Proposal & Application process. Examples of potential project types that may be funded include but are not limited to:

<sup>2</sup>Administering agency contracting charge is \$3,000 per contract.

<sup>3</sup>Administering agency contracting charge is \$3,000 per contract entered into by the County and up to 20% of the per project funding allocation as described in Administering Agencies section below).

- a. Neighborhood Landscaping Improvements
- b. Community Art Projects (e.g. Tile Art, Murals or Safe Routes/Popsicle Project)
- c. Stipend Beautification Programs

Details, including recommended allocation amounts, for each of the selected Community Based Projects to be funded under this Expenditure Plan are contained in the Community Based Projects Table included as Attachment 2.

*[See "Staff Costs" section for agency activities that may also be funded under this Strategy.]*

Administering Agencies: Contra Costa County and Community Housing Development Corporation (CHDC) on behalf of the City or County. CHDC may, under contract with the County as a Administering Agency, administer Community Based Project contracts funded under this Strategy for some or all of the new Community Based Projects selected for funding in this Expenditure Plan. CHDC shall use no more than twenty (20) percent (%) of the total amount awarded to each Community-Based Project (after subtracting City/County contracting cost) listed in Attachment 2 to oversee project implementation, including facilitating review/assessment of reports' and deliverables. Payments to Implementing Entities for Community-Based Projects shall not be issued by CHDC without the written approval of City and County Committee Staff.

Implementing Entity: Various Non-Profit Organizations (see Community Based Projects Tables in Attachment 2 )

Reporting/Payment Requirements: Any Community Based Project contracts issued or amended by the City/County shall incorporate Reporting & Invoicing Requirements equivalent with those shown in Attachment 1. Community-Based Project contracts being administered by CHDC on behalf of either the City or County shall also incorporate Reporting and Invoicing Requirements equivalent with those shown in Attachment 1. Attachment 1 only applies to Community-Based Project contracts with the Implementing Entities. The City and/or County will issue advance payments to CHDC, as needed, to ensure there is adequate funding available to payments requested by Implementing Entities if and when authorized by City and County Staff. Additionally, CHDC would be subject to contractual payment and reporting provisions that differ from those in Attachment 1 due to the nature of the services to be provided.

#### **10. North Richmond Green Community Services Programs**

Fund the following North Richmond Green programs on a contract basis<sup>4</sup> to the extent the specific details submitted are determined to align with the purpose of the Mitigation Fee and Expenditure Plan:

- *NR Little League Baseball Program* - Includes cost of registration and uniforms with customized North Richmond Green patches for up to 5-6

teams, season kick-off event/parade, equipment, stipends for game monitoring and oversight, food and transportation.

- *NR Youth Twilight Basketball Program* - Includes cost of registration and uniforms with North Richmond Green patches for up to 5-6 teams, equipment, stipends for game monitoring and oversight, food and transportation.
- *NR Eco Workshops & Beautification Projects* – Eco Workshops and Beautification Projects include school gardens, recycling efforts, beach/creek/neighborhood clean-ups and ecological field trips. May fund the cost of materials, transportation and fees associated with pre-approved community beautification projects such landscaping and murals.

[See “Staff Costs” section for agency activities that may also be funded under this Strategy.]

Administering Agency: Contra Costa County

Implementing Entity: Community Housing Development Corporation (CHDC).

Reporting/Payment Requirements: CHDC shall provide required data pertinent to Strategies 8, 10 & 11 based upon the strategy-specific invoicing/reporting requirements and schedule developed/maintained by Committee Staff in order to receive NRMF-funded payments.

## 11. North Richmond Green Campaign

Fund the design, printing and/or distribution of education and outreach materials on a contract basis<sup>4</sup> which must align with the purpose of the Mitigation Fee and Expenditure Plan and be pre-approved by Committee Staff. Outreach materials must include “Jointly funded by City of Richmond & Contra Costa County” unless otherwise specified herein. Outreach materials may be any of the types specified below, however must clearly intend to directly:

- Inform the community about Mitigation Fee funded programs/efforts,
- Increase participation in Mitigation funded programs/efforts,
- Reduce illegal dumping and blight in the Mitigation Fee Funding Area, and/or
- Promote beautification in the Mitigation Fee Funding Area.

The following type of outreach material expenditures may be funded if reviewed and pre-approved by Committee Staff:

- **STIPENDS** – Pay local community members (youth and adults) to distribute printed outreach materials door-to-door to promote mitigation-funded strategies (*Jointly Funded text not applicable to stipend expenses, only materials*)
- **HANDOUTS/MAILERS** – Newsletters, flyers, brochures or other documents intended to be handed out or mailed to local residents/organizations.
- **T-SHIRTS** - Shirts shall include the NRGreen.org website to encourage people to learn more about Mitigation funded programs/efforts (*local phone number should also be included when possible, however inclusion of Jointly Funded text may not be required*)
- **NR GREEN FESTIVAL** – Event held once per year and generally include information booths to raise awareness about mitigation-funded efforts and

<sup>4</sup> Administering agency contracting charge applies (\$3,000 per contract)

other local beautification efforts as well as fun activities for kids and food. Materials promoting the event shall include the NRGreen.org website as well as a local phone number.

- **SIGNAGE** – Printed or manufactured signage, which includes promotional banners for local events/parades, which should include the NRGreen.org website for Community members to learn more about Mitigation funded programs/efforts. Repair, replacement and removal of NRMF-funded Light Pole Banners.

*[See “Staff Costs” section for agency activities that may also be funded under this Strategy.]*

Administering Agency: Contra Costa County

Implementing Entity: Community Housing Development Corporation (CHDC).

Reporting/Payment Requirements: CHDC shall provide required data pertinent to Strategies 8, 10 & 11 based upon the strategy-specific invoicing/reporting requirements and schedule developed/maintained by Committee Staff in order to receive NRMF-funded payments.

## **12. Neighborhood Community Garden Projects**

Fund on-going maintenance and up-keep of existing community gardens within the Primary Funding Area, which may include a component for stipends, where appropriate, to pay local youth and/or other community members for assisting with Community Garden upkeep and maintenance. Details, including recommended allocation amounts, for each of the selected Neighborhood Community Garden Projects are included in Attachment 3. Up to 15% of the Non-Profit Implementer Award Amount specified in Attachment 3 may be used for a fiscal sponsor or administrative oversight.

Neighborhood Community Garden Projects to be funded were solicited through an open Funding Request Proposal & Application process. Projects selected under this Strategy could be funded on an on-going basis if separately awarded funding in multiple Expenditure Plan cycles.

*[See “Staff Costs” section for agency activities that may also be funded under this Strategy.]*

Administering Agencies: Contra Costa County<sup>5</sup> and the Community Housing Development Corporation (CHDC) on behalf of the City or County. CHDC may, under contract with either the City or County as the Administering Agency, administer Neighborhood Community Garden Project contracts being funded under this Strategy for some or all of the Neighborhood Community Garden Project non-profit organizations selected for funding in this Expenditure Plan. CHDC shall use no more than twenty (20) percent (%) of the total amount awarded to each Project to oversee project implementation, including facilitating review/assessment of reports and deliverables. Payments to Implementing Entities for Neighborhood Community Garden Projects shall not be issued by CHDC without the written approval of both City and County Committee Staff.

<sup>5</sup> Administering agency contracting charge applies (\$3,000 per contract)

Implementing Entity: Various Non-Profit Organizations (see Neighborhood Community Garden Projects Table in Attachment 3)

Reporting/Payment Requirements: Any Neighborhood Community Garden Project contracts issued or amended by the City/County shall incorporate Reporting & Invoicing Requirements equivalent with those shown in Attachment 1. Neighborhood Community Garden Project contracts being administered by CHDC on behalf of the County shall also incorporate Reporting & Invoicing Requirements equivalent with those shown in Attachment 1. Attachment 1 only applies to the Neighborhood Community Garden Project contracts with the Implementing Entities. CHDC would be subject to contractual payment and reporting provisions that differ from those in Attachment 1 due to the nature of the services to be provided. The County will issue advance payments to CHDC, as needed, to ensure there is adequate funding available to payments requested by Implementing Entities if and when authorized by City and County Staff.

## **STAFF COSTS**

**Committee Administration/Staffing Funding:** The funding allocated for Committee Administration/Staffing may not be adequate to cover the full cost of staff time necessary for jointly staffing the North Richmond Waste & Recovery Mitigation Fee Joint Expenditure Planning Committee as well as developing, administering and overseeing this Expenditure Plan for the specified period. Supplemental funding allocation may be necessary upon determining actual costs exceed the amount budgeted to cover the intended City/County costs for joint staffing.

**Strategy-Specific Funding:** The cost of City/County staff time spent providing direct implementation assistance and/or coordination for specific Strategies may be covered with a portion of the NRMF funding budgeted for each applicable Strategy. Additionally, a portion of the NRMF funding budgeted for Strategies will be used to pay fixed administering agency contracting charge for each applicable contract (Currently \$3,000 per contract. An additional \$3,000 may be added to a contract amendment to add additional funding or nonprofits to a contract during an existing contract cycle) unless otherwise specified herein.

**Attachment 1****Community-Based Project & Neighborhood Community Garden Project Reporting and Invoicing Requirements*****Substantially equivalent language to be included in all NRMF-funded Community Project Agreements/Amendments***

Agreements providing for payments using funding allocated for Community Projects must include provisions that address the requirements contained herein. Contractor shall submit Progress Reports covering each invoice period, using a City/County provided template similar to the attached, in conjunction with each monthly invoice in order to be eligible for payment. Contractor shall monitor, document, and report all Project activities associated with the tasks and deliverables described in the agreement and any eligible Project costs for which reimbursement will be requested. Upon completion of work or the end of the contract's term, Contractor shall submit a Final Report, using a City/County provided template similar to the attached, in conjunction with the final invoice.

**Task Deliverables**

The agreement shall assign a dollar amount for each deliverable within each task. Contractor shall only be paid for completed deliverables submitted with all associated supporting documentation. The agreement may include assignment of one dollar amount to multiple deliverables for a specific task when appropriate to substantiate completion of the required task. The Contracting entity (City of County) may authorize partial payment to Contractor for submittal of incomplete deliverables if solely incomplete due to unusual and unforeseen circumstances beyond the control of the Contractor. Contractor must submit written request asking to receive payment for incomplete deliverable containing an explanation as to what factors beyond the Contractor's control specifically precluded the Contractor from submitting the completed deliverable and why such could not have been foreseen or avoided by Contractor.

**Timely Submittal of Invoices**

A separate Reporting & Invoicing budget line item shall be included in the agreement to facilitate timely submittal of invoices, progress reports and other deliverables. Submittal of monthly invoices shall be included as a deliverable and the exact amount that is payable upon timely submittal of each invoice complete with all required supporting documentation shall be specified. The agreement shall provide that no portion of the Reporting & Invoicing budget line item be paid to Contractor for invoices submitted beyond 30 days of any monthly invoice period, or without the required documentation including completed Progress Reports.

**Pre-approval Required for Supplies and Materials**

Unless the exact supplies and materials are specified as preauthorized in the Agreement, Contractor shall obtain pre-approval from the Contracting entity (City or County) prior to incurring supplies and materials expenses for which reimbursement will be requested. To request pre-approval, contractor shall provide written request identifying all proposed supplies and materials as well as an explanation demonstrating its reasonable cost and how said items will aid in the completion of each applicable required task.

**Attendance of Community Meetings and Events**

Contractor shall attend one North Richmond Green meeting per quarter during the contract period. Documentation substantiating attendance of required meetings shall be included as a deliverable for this task and be included with all applicable monthly invoice(s). Contractor shall

attend first Mitigation Committee meeting following the end of the Expenditure cycle in which their project was funded to present their project outcomes.

### **Acknowledgment Required on Outreach & Promotional Materials**

Any printed outreach materials or promotional items must include “Jointly funded by City of Richmond & Contra Costa County”, with the exception of T-Shirts, which Contractor may request Contracting entity pre-approve to include only the NRGreen.org website address.

### **Authorized Advance Payments**

In order to receive any potential payment in advance, such must be authorized for the specified Project in Attachment 2 or Attachment 3 of the Expenditure Plan approved by both the County Board of Supervisors and Richmond City Council. No Contractor authorized for advance payment may receive more than ten (10) percent (%) of the approved Implementing Entity Award for this Project. In order to receive any advance payment(s) provided for in the City and County approved Expenditure Plan, the Contractor shall submit a written request to both the City and County Committee Staff detailing the reason(s) advance payment is necessary and how such costs will aid in the completion of each applicable required task. Advance payment requests must be submitted prior to any other invoice. If an advance payment is issued, Contractor shall not be eligible for an additional payment until one of the following occurs:

1. For advance payments used to purchase supplies or materials allowed in the projects approved budget, documentation is submitted and approved proving that the amount paid in advance was used to purchase the intended supplies and materials.
2. For projects that do not include supplies and materials in the project’s approved budget, enough required deliverable documentation is submitted and approved to offset the amount paid in advance.

### **Conflict of Interest Provisions**

Contractor shall not employ, subcontract with, or make payment to any person, for the purpose of implementing a specified Project in Attachment 2 or Attachment 3 of the Expenditure Plan that is at the same time employed by Contra Costa County, City of Richmond or any entity that receives Expenditure Plan funding from the County or the City of Richmond, except upon written approval by the Contracting entity (either City or County).

### **Payment Provisions**

Contractor shall submit invoices and required deliverables on a monthly basis consistent with the amounts and frequency contained in the “Eligible Costs” Section, which together may not total more than \$ (enter applicable contract amount). Contractor will only receive payment for eligible costs if such amounts are included on invoices adequately substantiated with required supporting documentation that are all submitted to the Contracting entity on or before July 30<sup>th</sup>. Invoices or portions thereof for which required supporting documentation has not been submitted by July 30<sup>th</sup> (or 30 days after any contract end date prior to June 30<sup>th</sup>) shall not be eligible for payment.

1. **Invoices:** Invoices shall be submitted monthly and contain the following information in sufficient detail and be submitted in a form, which adequately demonstrates consistency with the “Service Plan” specified in the contract. Invoices shall be accompanied by the applicable deliverables.

- a. Itemization of any tasks partially or fully completed during the applicable calendar month for which completed deliverables are submitted and associated deliverable payment amount is being requested.
- b. Itemization of any supplies & materials expenses incurred for which reimbursement is being requested within that invoice period.

2. **Supporting Documentation:** The following required supporting documentation must be submitted with invoices when applicable as described below.

- a. Every invoice must be accompanied by a Progress Report, with the exception of the final invoice, which must be accompanied by a Final Report. Both types of Reports must contain all of the information specified in the City/County provided Report templates, as well as any applicable details specified in the Service Plan as a Contractor's Obligation.
- b. All applicable required deliverables associated with the requested payment amounts itemized on each monthly invoice.
- c. If an invoice is requesting reimbursement of any supplies or materials not pre-authorized in the budget contained in the agreement, such invoice must be accompanied by copies of pre-approval from the Contracting entity, as well as actual itemized invoices or receipts for all applicable supplies and materials. If an invoice is requesting reimbursement for copying or printing, at least one copy of the printed item should accompany the invoice.

City/County shall review submitted invoices and supporting documentation within a reasonable period of time and remit payment to Contractor promptly upon determining the purpose and amount of payment requested are authorized under the Agreement.

# North Richmond Waste & Recovery Mitigation Fee Community-Based Project Progress Report

Organization: \_\_\_\_\_

Contact Person: \_\_\_\_\_

Progress Report Period: \_\_\_\_\_ - \_\_\_\_\_

**Project Expenses to Date:** *Attach completed Progress Report to each Invoice being submitted for any reimbursable costs incurred during this Progress Report Period.*

**Brief Description of the Project:**

*Provide a brief description of the project activities/services your Organization is providing with this North Richmond Mitigation Fee (NRMF) funding. Funded activities must be consistent with the signed Agreement.*

\_\_\_\_\_

**Tasks Accomplished to Date:**

*Describe the various tasks that your Organization has completed in whole or in part during the Progress Report Period (can be bullet points). [Save for use/reference when preparing Final Progress Report.]*

\_\_\_\_\_

**Materials Produced to Date:**

*Provide a listing of any materials/documents produced during this Progress Report period as a part of this project (e.g. pictures, surveys, handouts, work products, etc.) and attach copies of each.*

\_\_\_\_\_

**Number of Persons Served to Date:**

*Provide total number served from the NRMF Funding Area during this Progress Report period.*

\_\_\_\_\_

*Provide total number served from outside the NR Funding Area during this period.*

\_\_\_\_\_

*Provide total number of residents paid with NRMF funding during this period.*

\_\_\_\_\_

**North Richmond Green Meeting Attendance to Date:**

*Specify which monthly North Richmond Green meetings (list meeting dates) your Community Based Project representative(s) attended during this Progress Report period. [Must attend at least once per quarter]*

MEETING DATE(s): \_\_\_\_\_

ATTENDEE NAME(s): \_\_\_\_\_

**Successes to Date:**

*Identify whether and how your project is addressing the intended problems associated with illegal dumping (be specific). Describe any other beneficial outcomes/success stories resulting from your project activities to date.*

\_\_\_\_\_

**Challenges to Date:**

*List any and all issues/problems (e.g. change in personnel, inadequate public awareness, applicability of regulatory restrictions/requirements, etc.) identified during this period which may impact the project's ability to achieve the intended outcome(s) identified by your Organization. Include all challenges/obstacles/barriers that may inhibit or compromise your ability to address the intended illegal dumping problem(s).*

\_\_\_\_\_

**Lessons Learned to Date & Feedback from Participants/Community:**

*Share any lessons learned from participants, staff and/or the community during this Progress Report period.*

\_\_\_\_\_

*Provide any feedback about the NRMF-funded project/program received from participants and/or community members (such as copies of quotes, emails/letters and completed surveys/evaluations).*

\_\_\_\_\_

**Other Project Information:**

*Provide any additional information about your organization's work that did not fit in any of the other sections, including description(s) of any additional services or enhanced activities provided beyond those specified.*

\_\_\_\_\_

## North Richmond Waste & Recovery Mitigation Fee Community-Based Project Final Progress Report

**Organization:** \_\_\_\_\_

**Contact Person:** \_\_\_\_\_

**Contract Period:** \_\_\_\_\_ - \_\_\_\_\_

**Final Project Expenses:** Attach completed Final Progress Report to the Final Invoice being submitted for any reimbursable costs not included on invoice(s) submitted with prior Progress Report(s).

**Brief Description of the Project:**

Provide a brief description of the project activities/services your Organization provided with this North Richmond Mitigation Fee (NRMF) funding. Funded activities must be consistent with the terms of your signed Agreement.

\_\_\_\_\_

**Tasks Accomplished:**

Describe all project tasks/activities that your Organization completed during the entire contract period. Summarize any work completed not previously reported and consolidate with updated information from prior Progress Reports.

\_\_\_\_\_

**Materials Produced:**

Provide a listing of any materials/documents produced as a part of the program (e.g. pictures, surveys, handouts, work products, etc.). Attach copies of anything not included with prior Progress Reports submitted.

\_\_\_\_\_

**Number of Persons Served:**

Provide total number served from the NRMF Funding Area during the entire contract period. \_\_\_\_\_

Provide total number served from outside the NR Funding Area during the entire contract period. \_\_\_\_\_

Provide total number of residents paid with NRMF funding during the entire contract period. \_\_\_\_\_

**North Richmond Green Meeting Attendance:**

Specify which monthly North Richmond Green meetings (list all meeting dates) your Community Based Project representative(s) attended during the contract period. [Must attend at least once per quarter]

MEETING DATE(s): \_\_\_\_\_ ATTENDEE NAME(s): \_\_\_\_\_

**Successes:**

Identify extent to which your project addressed the intended problems associated with illegal dumping and how (be specific). Describe any other beneficial outcomes/success stories resulting from your project activities.

\_\_\_\_\_

**Challenges:**

Explain why your Organization was not able to achieve the intended project outcomes and/or address the illegal dumping problems previously identified, if applicable. Include any challenges/obstacles/barriers (e.g. personnel changes, lack of public awareness, previously unknown regulatory restrictions/requirements, etc.) that compromised or inhibited your project's success in addressing problems associated with illegal dumping.

\_\_\_\_\_

**Lessons Learned & Feedback from Participants/Community:**

Share any lessons learned from participants, staff and/or the community during the contract period.

\_\_\_\_\_

Summarize all participant and/or community feedback received about this NRMF-funded project/program (attach any findings/summary of final project evaluation and copies of related documents not previously submitted).

\_\_\_\_\_

**Other Project Information:**

Provide any additional information about your organization's work that did not fit in any of the other sections, including description(s) of any additional services or enhanced activities provided beyond those specified.

\_\_\_\_\_

# Attachment 2 - Community Based Projects Table (Strategy 9)

## 2019/20 Expenditure Plan Funding Allocations for Projects - Amended

The NRMF Committee recommended a total of **\$142,981.09** be allocated in the 2019/2020 Fiscal Year for Community Based Projects (Strategy 9). Total dollar amount was off by \$0.03 when adding up the individual amounts awarded for implementation and contracting, therefore the **total should have been \$142,981.12**. The Committee recommended allocation of this funding based on a Funding Request Proposal released on February 9, 2018 by Committee Staff and Proposals submitted by eligible non-profit organizations and Agencies on March 6, 2018.<sup>1</sup> The project selections, funding recommendations and number of implementing entities selected by the Committee are shown below for the Amended 2019/2020 Expenditure Plan.

<b>New Community Based Projects Recommended for Funding in 2019/2020</b>								
Implementing Entity Organization / Fiscal Sponsor (if applicable)	Project Title	Advance Payment Allowed (Up to 10% of Implementer Award Amount)	Requested Amount	Total Award Amount *	County Contracting Costs <sup>2</sup>	CHDC Contracting Cost (20%) to Manage Non-Profits	Non-Profit Implementer Award Amount for Project <sup>1</sup>	Notes
City of Richmond	Richmond Tool Lending Library	No	\$ 18,050.00	\$ 21,050.00	\$ 3,000.00	n/a	\$ 18,050.00	Contracts between County & Implementing Entity (City)
City of Richmond	Love Your Block	No	\$ 17,490.00	\$ 20,490.00	\$ 3,000.00	n/a	\$ 17,490.00	
Urban Tilth	Water is Life	No	\$ 29,290.80	\$ 27,116.74	\$ 801.95	\$ 5,262.96	\$ 21,051.83	County Contract with CHDC Contracts between CHDC & Implementing Entities (Non-Profits) Total dollar amounts were off due to rounding errors
Social Progress Inc. / Greater Richmond Inter-Faith Program	Brighter Beginnings in North Richmond	Yes	\$ 29,999.76	\$ 27,116.74	\$ 801.95	\$ 5,262.96	\$ 21,051.83	
Watershed Project	Curb Appeal	No	\$ 29,986.25	\$ 27,116.74	\$ 801.95	\$ 5,262.96	\$ 21,051.83	
Men & Women of Valor	Community Working Together	Yes	\$ 20,000.00	\$ 20,090.90	\$ 594.16	\$ 3,899.35	\$ 15,597.39	
<b>Total Funding Requested/Allocated</b>			<b>\$ 144,816.81</b>	<b>\$ 142,981.12</b>	<b>\$ 9,000.01</b>	<b>\$ 19,688.23</b>	<b>\$ 114,292.88</b>	

<sup>1</sup> Funding Proposal Application received by Men & Women of Valor was the wrong application. At their meeting on March 23, 2018, the NRMF Committee gave Men & Women of Valor 30 days to re-submit their application to the NRMF Committee using the correct application and submittal requirements. On April 22, 2018, Committee staff received the correct Funding Proposal application. The Men & Women of Valor Proposal application was considered at the NRMF Committee Meeting on June 8th and allocated funding as shown in this Attachment.

<sup>2</sup> For the non-profit entities, costs to have 3rd party organization (CHDC) manage and oversee contracts with Organizations selected for funding is up to twenty (20) percent (%) of award amount after first taking out City/County Contracting cost for \$3,000 for City/County to contract directly with CHDC to have CHDC administer non-profit contracts. Amounts not needed for contracting costs may be made available to pay implementing entities for additional CBP costs.

## Attachment 3 - Neighborhood Community Garden Projects (Strategy 12)

### *Funding Allocations for 2019/20 Neighborhood Community Garden Projects recommended for City/County approval by the North Richmond Mitigation Fee Committee*

The NRMF Committee recommended an allocation of **\$46,733.25 for Neighborhood Community Garden Projects**. The Committee recommended allocation of this funding based on a Funding Request Proposal released on February 9, 2018 by Committee Staff and Proposals submitted by eligible non-profit organizations on March 6, 2018. The project selections, funding recommendations and number of non-profits selected by the Committee are shown below for the 2019/2020 Expenditure Plan.

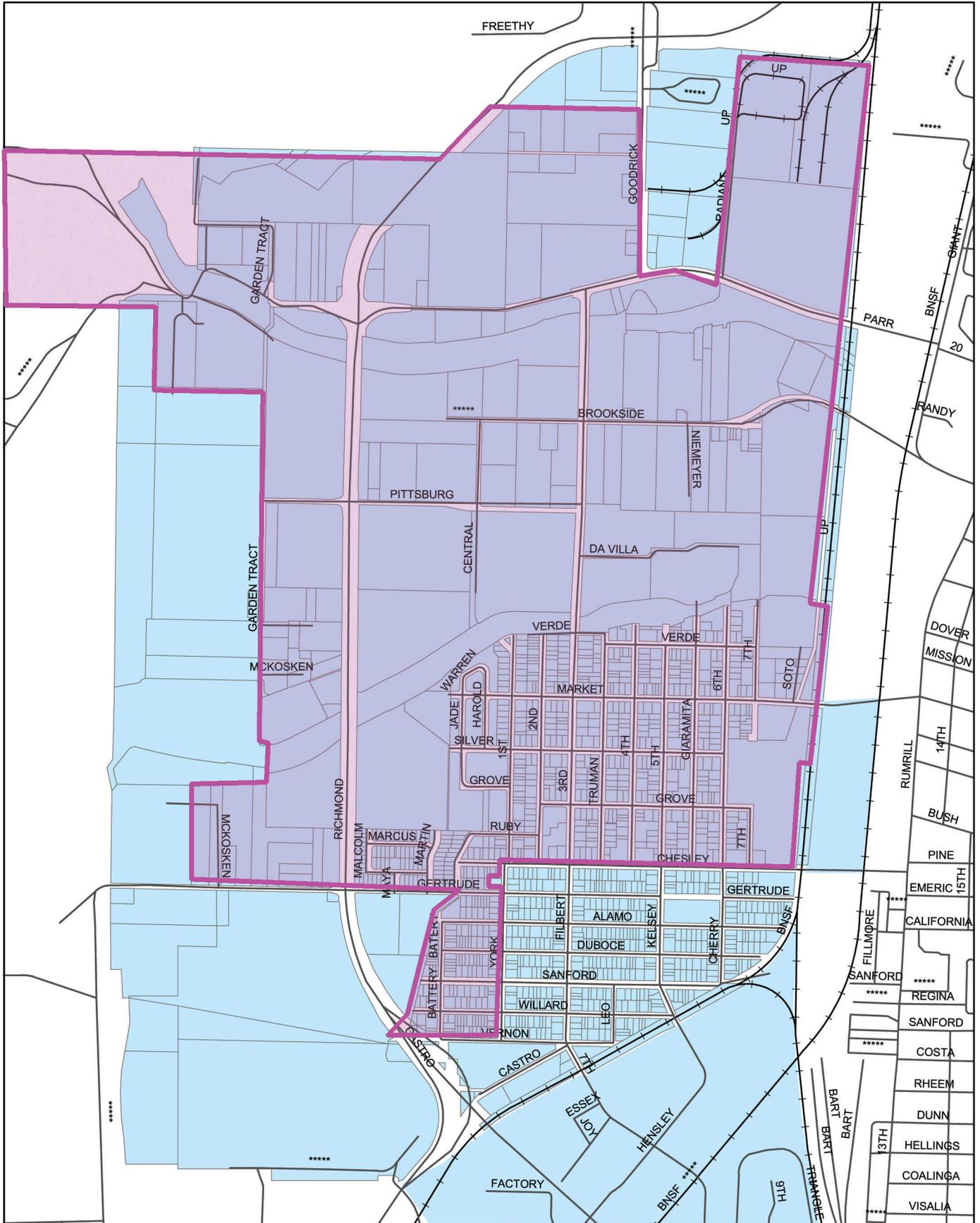
<b><i>New Neighborhood Community Garden Projects Recommended for Funding in 2019/2020</i></b>								
<b>Implementing Entity / Fiscal Sponsor (if applicable)</b>	<b>Project Title</b>	<b>Advance Payment Allowed (Up to 10% of Implementer Award Amount) Yes/No</b>	<b>Requested Amount</b>	<b>Total Award Amount</b>	<b>County Contracting Cost with CHDC<sup>1</sup></b>	<b>CHDC Contracting Cost (20%) to Manage Non-Profits</b>	<b>Non-Profit Implementer Award Amount for Project</b>	<b>Notes</b>
Urban Tilth	Cultivating Hope: Maintaining North Richmond Gardens	No	\$ 19,894.60	\$ 26,574.15	\$ 1,705.90	\$ 4,973.65	\$ 19,894.60	
Communities United Restoring Mother Earth (CURME) / Greater Richmond Interfaith Program	Lots of Crops	No	\$ 15,092.00	\$ 20,159.10	\$ 1,294.10	\$ 3,773.00	\$ 15,092.00	
<b>Total Funding Requested/Allocation Recommended</b>			<b>\$ 34,986.60</b>	<b>\$ 46,733.25</b>	<b>3,000.00</b>	<b>8,746.65</b>	<b>\$ 34,986.60</b>	

<sup>1</sup> Costs to have 3rd party organization (CHDC) manage and oversee contracts with Organizations selected for funding is up to twenty (20) percent (%) of award amount after first taking out City/County Contracting cost of \$3,000 for City/County to contract directly with CHDC to have CHDC administer non-profit contracts.

# North Richmond Waste & Recovery Mitigation Fee Funding Area

 Incorporated (City)

 Unincorporated (County)

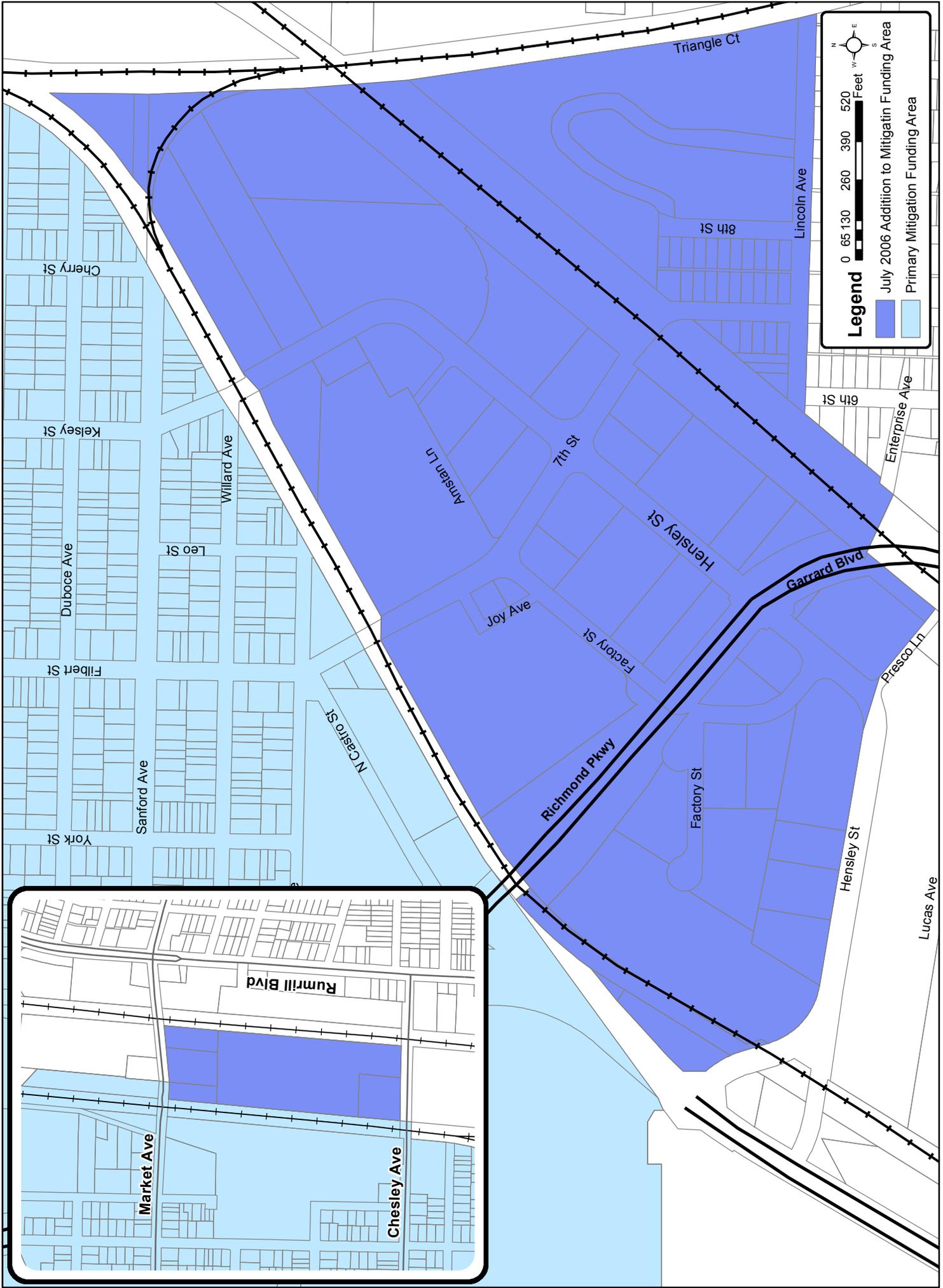


Contra Costa County  
Community Development Department

*Southern boundary*   
*shown on back side*

Map contains copyrighted information  
Revised on 7/28/2006

# Committee Approved Additions to Primary Mitigation Funding Area



**STAFF REPORT**  
**North Richmond Waste & Recovery Mitigation Fee**  
**Joint Expenditure Planning Committee**

**MEETING DATE:**   **October 16, 2020**

**AGENDA ITEM:**     **7**

**SUBJECT:**           **Modify funding for strategies 14 & 15 in the 2020-2021**  
**Expenditure Plan**

**RECOMMENDATION(S):**

RECOMMEND City and County approval of the Amended 2020-2021 Expenditure Plan, which reallocates funding from Strategy 14 – Love North Richmond to Strategy 15 – Mobile Tool Lending Library.

**BACKGROUND:**

Mobile Tool Lending Library

*Implementing Entity: City of Richmond Community Services Department*

Per the 2020-2021 Expenditure Plan, Strategy 15 – Mobile Tool Library would “fund the development, implementation, and on-going maintenance of a mobile tool lending library that is accessible to the public within the Mitigation Fee Primary Funding Area. Funding is intended to pay for the purchase of educational material, tools, costs related to the tool lending system & trailer/tool maintenance, and personnel/labor.”

Status of the Project

The City of Richmond is in possession of the Mobile Tool Lending Library cargo trailer and tools for the library. City staff are in the process of recruiting a part-time staff to operate the Mobile Tool Lending Library. Shelving and storage units within the trailer also need to be installed to safely transport tools.

Purpose of Fund Reallocation

The City of Richmond Community Services Department proposes the reallocation of Strategy 14 funding to Strategy 15 for Fiscal Year 2020-2021 to improve efficacy and accessibility to residents in the NRMF funding area. The reallocation will primarily fund additional part-time staff time for operations and administration of the Mobile Tool Lending Library as well as a part-time staff to conduct outreach in the NRMF Funding Area. The reallocated funds may also fund additional items that are pre-approved under Strategy 15.

The City of Richmond aims to shift the focus of the Mobile Tool Lending Library services towards tool loan delivery to residences and/or to curbside pickup at select locations throughout the NRMF Funding Area. This shift in focus comes from the increased need of delivery and pickup services in the midst of the COVID-19 pandemic. Tool loans, tool loan delivery, and curbside pickup will all be provided at no cost to residents in the NRMF Funding Area.

The reallocation will allow the Mobile Tool Lending Library to operate more frequently and effectively, increasing community accessibility to this free service.

G:\Conservation\Deidra\Illegal Dumping\BMPC Mitigation Fee Committee\Meetings\2020 Meetings\Oct 16 2020\4.d. - StaffReport\_Camera Background.doc

## NORTH RICHMOND MITIGATION FEE EXPENDITURE PLAN BUDGET

	#	Expenditure Plan (EP) Strategy <i>(EP Cycle: July 1, 2020 thru June 30, 2021)</i>	<b>Amended Budget Allocations for 2020/2021*</b>
<b>Core Services</b>	1	Bulky Item Pick-ups & Disposal Vouchers	\$ 1,000.00
	2	Neighborhood Clean-ups	\$ 30,000.00
	3	Prevention Services Coordinator	\$ 50,726.75
	4	City/County Right-of-Way Pick-ups	\$ 30,000.00
	5	Code Enforcement - County	\$ 91,850.60
	6	Illegal Dumping Law Enforcement	\$ 175,814.30
	7	Surveillance Cameras	\$ 1,500.00
	8	Code Enforcement - City	\$ 26,666.67
<b>Supplemental Enhancements</b>	9	Community Services Coordinator	\$ 90,909.09
	10	Community Clean-Up Projects (See Attachment 2)	\$ 48,811.53
	11	North Richmond Green Community Service Programs	\$ 20,042.00
	12	North Richmond Green Campaign	\$ 10,500.00
	13	Garden Projects (See Attachment 4)	\$ 48,179.79
	14	Love North Richmond	\$ -
	15	Mobile Tool Lending Library	\$ 35,540.00
		Contingency <i>(10% of Projected Revenue)</i>	\$ 68,105.45
<b>Subtotal (without Committee Staffing)</b>			<b>\$ 729,646.18</b>
	x	Committee Administration/Staffing	\$ 100,000.00
<b>Total Projected Revenue in 2020/21 (July 1, 2020 thru June 30, 2021)</b>			<b>\$ 681,054.50</b>
<b>Roll-over Funding from Prior EP Cycle(s)</b>			<b>\$ 151,925.01</b>
<b>Total 2020/21 Expenditure Plan Budget</b>			<b>\$ 829,646.18</b>

\*Modifications include shifting \$17,490.00 from Strategy 14 to Strategy 15 for a new total amount of \$35,540.00