

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

Friday, February 26, 2010

3:00 pm – 4:00 pm

Richmond City Hall | 440 Civic Center Plaza | Richmond, CA 94804

Members:

Richmond City Councilmember Nathaniel Bates, **Chair**
Contra Costa County Supervisor John Gioia
Unincorporated Area NRMAC Representative Dr. Henry Clark
Richmond Mayor Gayle McLaughlin
Richmond City Councilmember Maria Viramontes
Unincorporated Area NRMAC Representative Joe Wallace

Meeting Agenda:

1. Welcome and Introductions
2. Public Comment on any item not on the agenda (not to exceed 2 minutes)
3. Discuss and provide direction to staff regarding intended use of funding allocated under the North Richmond Green Outreach strategy
4. Receive report from staff regarding the difference in amount of mitigation funding dedicated to pay for code enforcement staff working in Bay Point and North Richmond.
5. *Adjourn* - Next meeting date TBD (March/April 2010)

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

www.cccounty.us/nr -or- www.ccrecycle.org/committee

Meeting materials will be made available for public inspection, during business hours at 450 Civic Center Plaza in Richmond, within 24 hours of meeting date and time.

The North Richmond Waste & Recovery Mitigation Fee Joint Expenditure Planning Committee will provide reasonable accommodations for persons with disabilities planning to attend the Committee's meeting. Please call or e-mail Committee Staff (LaShonda Wilson, City of Richmond, (510) 620-6828, lashonda_wilson@ci.richmond.ca.us) at least 72 hours before the meeting.

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

MEETING DATE: February 26, 2010

AGENDA ITEM: 3

SUBJECT: North Richmond Green Outreach Strategies

RECOMMENDATION(S):

Discuss and provide direction to staff regarding intended use of funding allocated under the North Richmond Green Outreach strategy

BACKGROUND:

Phased development of the 2010-2011 Expenditure Plan

At the September 24th meeting (Attachment A), staff proposed and the Committee approved utilizing the following phased approach to develop the 2010-2011 Expenditure Plan:

Phase 1: Development of a Preliminary 2010-2011 Expenditure Plan budget based solely on the amount of Mitigation Fee funding expected to be collected in 2010 and 2011 projections (currently estimated to be a total of \$1,177,611) and does not include any funding received in 2008-2009.

Phase 2: Development of recommendations for allocation of any of the funding that may remain from the 2008-2009 Expenditure Plan would occur in Spring 2010, which would be treated as a proposed Amendment to supplement the initial budget established for the Preliminary 2010-2011 Expenditure Plan.

All strategies, with the exception of specific mitigation-funded staff positions, were not fully funded during Phase 1. Included in Attachment A is a proposed plan for allocating additional funding during Phase 2 to the strategies that were either unfunded or underfunded during Phase 1.

North Richmond Green Outreach

Amongst the strategies underfunded in the Preliminary 2010-2011 Expenditure Plan (phase 1) was the North Richmond Green Outreach strategy (Strategy #5). A total of \$8,000 was allocated to this strategy during phase 1 with the possibility of allocating additional funding to it during the development of the Amended 2010-2011 Expenditure Plan in Spring 2010 (phase 2).

Between January and February 2010, City staff received two proposals from the Community Services Coordinator (CSC) to fund banners (Attachment C) and little league (Attachment D) in North Richmond. Funding requests for both proposals totaled \$13,876.25 which is more than the \$8,000 allocated under the North Richmond Green strategy in the 2010-2011 Expenditure Plan. Staff informed the CSC of this issue and asked clarifying questions on both proposals.

Future conversation ensued between City staff, the CSC, and 2 committee members regarding the amount of funding allocated and the types of projects and/or programs that could be funded under the North Richmond Green Outreach Strategy.

Based on these conversations, a request was made to discuss and provide clear direction to staff on the types of activities that should be funded under this strategy to ensure the alignment of activities with the intent of the Expenditure Plan and to expedite the implementation of selected activities. Projects that have been identified under the North Richmond Green Outreach strategy include but may not be limited to:

- NR Little League
- NR Banners
- Lots of Crops Gardening Program
- NR Eco-Academy
- NR Green T-shirts

Staff recommends that any ideas not identified and approved by the Committee at this meeting must be approved by the Committee at subsequent meetings before implementation can begin and funding can be provided.

Additional information will be provided to the Committee during the meeting.

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

MEETING DATE: September 24, 2009

AGENDA ITEM: 6

SUBJECT: Development of the 2010/2011 Expenditure Plan

RECOMMENDATION(S):

1. CONSIDER and PROVIDE feedback about the preliminary budget for the 2010-2011 Expenditure Plan which is based solely on the amount of Mitigation Fee funding expected to be collected in 2010 and 2011 projections (currently estimated to be a total of \$1,177,611).
2. PROVIDE direction regarding any changes related to continuation of funding for the same proportion of staff time for any of the below listed staffing cost based recommended strategies in 2010-2011.

BACKGROUND:

The Preliminary 2010-2011 Expenditure Plan contains some of the existing approved strategies listed in the 2008/2009 Expenditure Plan, as well as new and combined strategies. Many of the recommended strategies either fund dedicated staff positions or activities which are implemented pursuant to contracts with third-parties. Therefore, time is of the essence and it is critical that adequate time is allotted to ensure that all required City and County approvals for contracts and memorandums of understanding with non-profits and/or public entities can be obtained prior to December 31, 2009, so that any existing strategies could continue uninterrupted.

Consistent with the staff report presented to the Committee at the meeting on August 5, 2009, staff is proceeding with the use a phased approach to developing the 2010/2011 Expenditure Plan involving:

1. Phase 1: Development of a Preliminary 2010-2011 Expenditure Plan budget based solely on the amount of Mitigation Fee funding expected to be collected in 2010 and 2011 projections (currently estimated to be a total of \$1,177,611) and does not include any funding received in 2008-2009.
2. Phase 2: Development of recommendations for allocation of any of the funding that may remain from the 2008-2009 Expenditure Plan would occur in Spring 2010, which would be treated as a proposed Amendment to supplement the initial budget established for the Preliminary 2010-2011 Expenditure Plan.

Potential revenue to be allocated under the 2010/2011 Expenditure Plan

The projected revenue for the next two year period is lower than projected or actual revenue in 2008-2009. We will not know until the end of the year how similar the 2008-2009 actual revenue will compare to the projected revenue shown below.

Projected Revenue for 2008-2009:	\$1,361,456
Actual Revenue to date for 2008 – 2009:	\$ 921,024
Projected Revenue for 2010-2011:	\$1,177,611

2010/2011 Expenditure Plan Funding Split

Consistent with the staff report presented to the Committee at the meeting on August 5, 2009, staff proceeded with preparing preliminary funding allocations without establishment of desired funding splits. The Committee can use the attached Preliminary Budget to **provide further direction regarding whether to establish and use funding splits during the First or Second Phase of 2010/2011 Expenditure Plan development.**

Mitigation-related Staff Positions

Budgets for strategies primarily based on staffing related costs are somewhat fixed and generally can only be decreased by reducing the number of hours funded. The following section reflects which ongoing strategies have budgets that are based primarily upon staff costs, as well as what proportion of time is funded by the amount currently allocated. Staff needs **direction from the Committee if they do not wish to recommend same proportion of staff time** for any of the below listed staffing cost based strategies in 2010-2011.

PREVENTION & EDUCATION

4. Community Services Coordinator (**currently funds Full Time Staff**)
5. Bilingual Outreach Services/Coordinator (**currently funds Half-Time Staff**)

ABATEMENT & ENFORCEMENT

7. City/County Pick-up from Right-of-Way (**currently funds portion of time spent by several Staff**)
9. Code Enforcement Staff (**currently funds Full Time Staff**)
10. Graffiti Abatement (**currently funds portion of time spent by several Staff**)
11. Illegal Dumping Law Enforcement (Officers/Patrols) (**currently almost fully funds Full Time Staff with combination of Investigator & Patrols strategies**)
13. Illegal Dumping Prosecutor (**currently funds Quarter-Time Staff**)

NEXT STEPS

- October 28, 2009 – Consideration and *final adoption of recommended 2010-2011 Expenditure Plan* during the final regularly scheduled meeting in 2009 in order to ensure adequate time for City and County to adopt a Plan prior to 2010.
- November/December 2009 - Schedule the *recommended 2010-2011 Expenditure Plan* for consideration and approval by the Richmond City

Council and the Contra Costa County Board of Supervisors so there will be adequate time to negotiate with any parties necessary to ensure no disruption of existing strategies intended to be continued beyond 2009.

- Spring 2010 – Begin preparation of recommended funding allocations for any *unexpended 2008/2009 mitigation fees collected* that would be used to supplement the initial budget adopted in late 2009.
- April 28 or July 28, 2010 - Consideration and *final adoption of recommended amendments to 2010-2011 Expenditure Plan* with additional funding allocations during one of these regularly scheduled Committee meetings and submit for City/County approval.

Attachment:

1. 2010/2011 Preliminary Expenditure Plan Strategy Listing - Draft
2. 2010/2011 Preliminary Expenditure Plan Budget Summary - Draft

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2010/2011 Expenditure Plan
Listing of Recommended Strategies for Phase 1

PREVENTION & EDUCATION

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 calendar year for bulky items that are not accepted in the current on-call clean-ups through Richmond Sanitary Service (RSS); must have an active account with RSS, or
- request up to twelve \$5 vouchers 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).

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.

3. Community Services Coordinator

Fund full-time Community Services Coordinator position to be staffed on a contract basis through a non-profit or public entity (including salary/benefits/overhead).

4. Bilingual Outreach Services Coordinator

Fund a part-time Bilingual Outreach Services Coordinator (including salary/benefits/overhead) or the provision of translation services on a contract basis through a non-profit or public entity.

5. North Richmond Green Campaign

Fund public relations campaign, including the purchase of education and outreach materials intended to:

- inform the community about Mitigation funded programs/efforts,
- increase participation in Mitigation funded programs/efforts,
- reduce illegal dumping and blight in the Mitigation Fee Funding Area, and
- promote beautification in the Mitigation Fee Funding Area.

ABATEMENT & ENFORCEMENT

6. City/County Pick-up from Right-of-Way

Fund consolidated pick-up program (including personnel, mileage, administrative costs and equipment rental as needed) for illegal dumping in the public right-of-way located within the unincorporated & incorporated Mitigation Fee Primary Funding Area to remove items not collected by the designated RSS Hot Spot Route crew.

7. Code Enforcement Staff

Fund full-time 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 incorporated & unincorporated Mitigation Funding Area.

8. Graffiti Abatement

Fund consolidated graffiti abatement program (including personnel, mileage, administrative costs and purchase/rental of equipment and materials) for graffiti on public property and/or visible from the public right-of-way located within the unincorporated & incorporated Mitigation Fee Primary Funding Area.

9. Illegal Dumping Law Enforcement (Investigations & Patrols)

Fund the equivalent of a full-time Sheriff Deputy (including 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.

10. Surveillance Cameras

Fund the purchase of cameras, camera infrastructure, and costs related to maintenance, repair & relocation of surveillance camera program equipment within the Mitigation Fee Primary Funding Area to target specific locations where illegal dumping occurs most regularly.

11. Illegal Dumping Prosecutor

Fund quarter-time of community prosecutor position in order to ensure some time can be dedicated to prosecuting cases for violations that occur within the Mitigation Fee Primary Funding Area with special emphasis on instances of commercial dumping as well as other quality of life issues (e.g. alcohol abatement, environmental crimes).

COMMUNITY INVESTMENT

12. Neighborhood Landscaping & Gardening Projects

Fund landscaping and/or gardening projects (including personnel, administrative oversight, materials, equipment and related maintenance costs) within the Mitigation Fee Primary Funding Area.

13. Stipends and Mentorship Program

Fund stipend programs (including stipends, administrative oversight and related materials/equipment) for youth and/or other community members that assist with illegal dumping abatement and beautification programs within the Mitigation Fee Primary Funding Area, as identified and approved by Committee staff.

14. Parks Rehabilitation Initiative

Fund various park and related projects at Third Street Ballfield, Shields-Reid Park and other areas within the Mitigation Fee Primary Funding Area.

15. North Richmond Community-Based Projects

Fund the development, implementation and oversight of a variety of community projects with specific focuses on anti-littering, environmental stewardship, blight reduction and/or beautification. Proposals for projects not approved by the Committee would be presented to City and County staff for review and approval pending funding availability. Projects could include but are not limited to:

- Tile art
- Safe Routes
- Community mural
- Greening Project

16. Capital Improvement Projects

Fund various capital improvement projects, including infrastructure and creek related improvements, within the Mitigation Fee Primary Funding Area. Projects could include but are not limited to

- Street and sidewalk improvements (as related to railroads and railroad crossings)
- Beautification and/or structural enhancements to the exterior of specific community identified structures
- Lighting
- Street medians
- Creek enhancement and rehabilitation projects

Committee Administration/Staffing: Fund City/County staff costs for the administration, oversight and implementation of Expenditure Plan strategies, and staffing of the Mitigation committee.

North Richmond Waste and Recovery Mitigation Fee Expenditure Plan

	#	Expenditure Plan (EP) Strategy	2008-2009 EP Amounts	DRAFT Preliminary 2010-2011 Budget (Phase 1)	Potential Additional Funding Allocations (Phase 2)	Estimated Combined 2010- 2011 Allocations
Prevention & Education	1	Bulky Item Pick-ups & Disposal Vouchers	\$ 5,000	\$ 2,000	\$ 5,000	\$ 7,000
	2	Neighborhood Clean-up Events	\$ 25,000	\$ -	\$ 20,000	\$ 20,000
	3	Disposal Voucher System	\$ 7,500	COMBINE (1)	COMBINE (1)	N/A
	4	Community Services Coordinator	\$ 144,262	\$ 144,262	N/A	\$ 144,262
	5	Bilingual Outreach Services Coordinator	\$ 56,000	\$ 56,000	N/A	\$ 56,000
	6	North Richmond Green Outreach	\$ 50,000	\$ 8,000	\$ 42,000	\$ 50,000
Abatement & Enforcement	7	City/County Pick-up from Right-of-Way	\$ 120,000	\$ 80,000	\$ 40,000	\$ 120,000
	8	Vacant and Abandoned Lot Clean-up	\$ 40,000	DROP	DROP	N/A
	9	Vacant and Abandoned Lot Fencing	\$ 57,000	DROP	DROP	N/A
	10	Code Enforcement	\$ 313,504	\$ 258,000	N/A	\$ 258,000
	11	Graffiti Abatement	\$ 58,240	\$ 48,000	\$ 10,240	\$ 58,240
	12	Law Enforcement (<i>Investigation & Patrols</i>)	\$ 274,808	\$ 375,000	N/A	\$ 375,000
	13	Nighttime Patrols & Investigations	\$ 100,000	COMBINE (12)	COMBINE (12)	N/A
	14	Surveillance Camera System	\$ 260,000	\$ 7,500	\$ 52,500	\$ 60,000
	15	Illegal Dumping Prosecutor	\$ 65,149	\$ 65,149	N/A	\$ 65,149
Community Investment	16	Beautification				
	16a	Neighborhood Landscaping & Gardening Projects	\$ 68,000	\$ 5,000	\$ 63,000	\$ 68,000
	16b	Street Cans - Servicing, Maintenance & Moving	\$ 3,962.40	DROP	DROP	N/A
	17	Community Involvement				
	17a	Stipends and Mentorship Program	\$ 118,000	\$ 15,000	\$ 80,000	\$ 95,000
	17b	Parks Rehabilitation Initiative	\$ 175,000	\$ -	\$ 75,000	\$ 75,000
	17c	North Richmond Greening Project	\$ 90,000	COMBINE (NEW)	COMBINE (NEW)	N/A
	17d	New Street Can & Tile Art Project	\$ 8,000	DROP	DROP	N/A
	17e	Senior Center Improvements	\$ 15,000	DROP	DROP	N/A
	17f	Safe Routes Program & Community Mural Project	\$ 15,000	COMBINE (NEW)	COMBINE (NEW)	N/A
	17g	West County Watershedz Program	\$ 15,000	COMBINE (17i)	COMBINE (17i)	N/A
17h	Wildcat and San Pablo Creek	\$ 20,000	COMBINE (17i)	COMBINE (17i)	N/A	
	17i	Capital Improvement Projects (<i>Infrastructure & Creeks</i>)	\$ 103,707	\$ -	\$ 100,000	\$ 100,000
	NEW	North Richmond Community-Based Projects		\$ 13,750	\$ 186,250	\$ 200,000

North Richmond Waste and Recovery Mitigation Fee Expenditure Plan

#	Expenditure Plan (EP) Strategy	2008-2009 EP Amounts	DRAFT Preliminary 2010-2011 Budget (Phase 1)	Potential Additional Funding Allocations (Phase 2)	Estimated Combined 2010- 2011 Allocations
	Committee Administration/Staffing	\$ 100,000	\$ 100,000	N/A	\$ 100,000

Total Projected Revenue	\$ 1,361,456	\$ 1,177,661	UNKNOWN	UNKNOWN
Total Expenditure Plan Budget*	\$ 2,308,132	\$ 1,177,661	\$ 673,990	\$ 1,851,651

* Total 2008/09 budget amount (\$2,308,132) based upon the amount of funding projected to be received in 2008/2009 (\$1,361,456) + actual funding received & not spent under the 2006/2007 Expenditure Plan (\$946,676).

ABOVE AMOUNTS RESULT IN FUNDING SPLITS OF...		2010/2011 Budget (Phase 1)	2010/2011 Budget (Phase 2)	2010/2011 Budget (combined)
Staffing	8.49%	\$ 100,000	N/A	\$ 100,000
Prevention & Education	17.85%	\$ 210,262	\$ 67,000	\$ 277,262
Abatement & Enforcement	70.79%	\$ 833,649	\$ 102,740	\$ 936,389
Community Investment	2.87%	\$ 33,750	\$ 504,250	\$ 538,000
	100.00%	\$ 1,177,661	\$ 673,990	\$ 1,851,651

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

MEETING DATE: October 26, 2009

AGENDA ITEM: 8

SUBJECT: Recommended 2010/2011 Expenditure Plan

RECOMMENDATION(S):

1. CONSIDER and APPROVE recommendation that the City Council and County Board of Supervisors adopt the proposed Preliminary 2010-2011 North Richmond Waste & Recovery Mitigation Fee Expenditure Plan.
2. PROVIDE direction regarding proposed continued use of remaining funding allocated to the following strategies under the 2008/2009 Expenditure Plan to continue implementation of these strategies through June 2010:
 - **Strategy 17A** – Portion of funding for Mentorship Program at the Young Adult Empowerment Center
 - **Strategy 17G** – West County Watershedz Program (\$15,000)
 - **Strategy 17H** – Wildcat and San Pablo Creek Enhancements (\$20,000)

BACKGROUND:

The North Richmond Waste and Recovery Mitigation Fee Joint Expenditure Planning Committee considered preliminary budget and listing of recommended strategies for the 2010/2011 Expenditure Plan at their meeting on September 24, 2009.

Consistent with the staff reports presented to the Committee at the meeting on August 5, 2009 and September 24, 2009, staff used a phased approach to developing the 2010/2011 Expenditure Plan involving:

1. Phase 1: Development of a Preliminary 2010-2011 Expenditure Plan budget based solely on the amount of Mitigation Fee funding expected to be collected in 2010 and 2011 projections (currently estimated to be a total of \$1,177,611) and does not include any funding received in 2008-2009.
2. Phase 2: Development of recommendations for allocation of any of the funding that may remain from the 2008-2009 Expenditure Plan would occur in Spring 2010, which would be treated as a proposed Amendment to supplement the initial budget established for the Preliminary 2010-2011 Expenditure Plan.

Potential revenue to be allocated under the 2010/2011 Expenditure Plan

The projected revenue for the next two year period is lower than projected or actual revenue in 2008-2009. We will not know until the end of the year how similar the 2008-2009 actual revenue will compare to the projected revenue shown below.

Projected Revenue for 2008-2009:	\$1,361,456
Actual Revenue to date for 2008 – 2009:	\$ 921,024
Projected Revenue for 2010-2011:	\$1,177,611

Staff has to bring the Preliminary 2010/2011 Expenditure Plan to the Richmond City Council and County Board of Supervisors for approval before the end of 2009. If there is no quorum at the October 26, 2009 Mitigation Fee Committee meeting, staff will have to either schedule a special meeting or bring forward the recommended Expenditure Plan without an official vote of the Committee.

Remaining Timeline for Development of 2010/2011 Expenditure Plan

- **October 26, 2009** – Consideration and *final adoption of recommended 2010-2011 Expenditure Plan* during the final regularly scheduled meeting in 2009 in order to ensure adequate time for City and County to adopt a Plan prior to 2010.
- **November/December 2009** - Schedule the *recommended 2010-2011 Expenditure Plan* for consideration and approval by the Richmond City Council and the Contra Costa County Board of Supervisors so there will be adequate time to negotiate with any parties necessary to ensure no disruption of existing strategies intended to be continued beyond 2009.
- **Spring 2010** – Begin preparation of recommended funding allocations for any *unexpended 2008/2009 mitigation fees collected* that would be used to supplement the initial budget adopted in late 2009.
- **April 28 or July 28, 2010** - Consideration and *final adoption of recommended amendments to 2010-2011 Expenditure Plan* with additional funding allocations during one of these regularly scheduled Committee meetings and submit for City/County approval. The Committee may decide to schedule a meeting earlier in 2010 dependent on when staff receives final 2008-2009 actual revenue projections and final invoices.

Attachment:

1. Recommended 2010/2011 Preliminary Expenditure Plan

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North Richmond Waste & Recovery Mitigation Fee Preliminary 2010/2011 Expenditure Plan

INTRODUCTION

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 two year 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.

BUDGET

The funding allocations shown on the attached Budget Table were developed based on revenue estimates with 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). Revenue projections may deviate from those provided by Republic and used to prepare this Budget. It is likely that some adjustments will be necessary to accommodate variations between estimated and actual revenue as well as disparity between estimated and actual costs for non-fixed cost strategies. Adjustments may be needed due to under-utilization of a particular program if estimated expenditure was based on per unit cost. If the number of units allocated to a particular line item is not exhausted, the remaining funding would need to be redistributed within that expenditure category.

This Expenditure Plan has been designed to maximize administrative efficiency. The Budget includes some line items that are based on fixed costs, however to provide flexibility other line items can be adjusted if needed. This Expenditure Plan authorizes Staff to make adjustments for certain line items if needed to account for budget shortfalls or overages. This flexibility will allow the City and County to avoid the delays and costs associated with amending the Expenditure Plan. Additional amendments would only be proposed by Staff if absolutely necessary which will require Staff to convene this Committee as well as seek the approval of the City Council and Board of Supervisors.

2010/2011 Preliminary Expenditure Plan - North Richmond Waste & Recovery Mitigation Fee

	#	Expenditure Plan (EP) Strategy	2008-2009 EP Amounts	Preliminary 2010-2011 Budget (Phase 1)
Prevention & Education	1	Bulky Item Pick-ups & Disposal Vouchers	\$ 12,500	\$ 2,000
	2	Neighborhood Clean-up Events	\$ 25,000	\$ -
	3	Community Services Coordinator	\$ 144,262	\$ 144,262
	4	Bilingual Outreach Services Coordinator	\$ 56,000	\$ 56,000
	5	North Richmond Green Outreach	\$ 50,000	\$ 8,000
Abatement & Enforcement	6	City/County Pick-up from Right-of-Way	\$ 120,000	\$ 70,000
	7	Code Enforcement	\$ 313,504	\$ 258,000
	8	Graffiti Abatement	\$ 58,240	\$ 20,000
	9	Law Enforcement (<i>Investigation & Patrols</i>)	\$ 274,808	\$ 375,000
	10	Surveillance Camera System	\$ 260,000	\$ 10,000
	11	Illegal Dumping Prosecutor	\$ 65,149	\$ 65,149
Community	12	Parks Rehabilitation Initiative	\$ 175,000	\$ 19,250
	13	Capital Improvement Projects	\$ 103,707	\$ -
	14	North Richmond Community-Based Projects		\$ 50,000
		Committee Administration/Staffing	\$ 100,000	\$ 100,000
Total Projected Revenue			\$ 1,361,456	\$ 1,177,661
Total Expenditure Plan Budget for above Strategies*			\$ 1,750,670	\$ 1,177,661

* Total 2008/09 budget amount (\$2,308,132) based upon the amount of funding projected to be received in 2008/2009 (\$1,361,456) + actual funding received & not spent under the 2006/2007 Expenditure Plan (\$946,676).

		2010/2011 Budget (Phase 1)
ABOVE AMOUNTS RESULT IN FUNDING SPLITS OF...		
Staffing	8.49%	\$ 100,000
Prevention & Education	17.85%	\$ 210,262
Abatement & Enforcement	67.77%	\$ 798,149
Community Investment	5.88%	\$ 69,250
	100.00%	\$ 1,177,661

DESCRIPTION OF STRATEGIES RECOMMENDED FOR FUNDING

Funding allocations for each strategy is specified on the attached Budget Table. The funding allocation amounts are for the two-year Expenditure Plan period.

PREVENTION & EDUCATION

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 calendar year for bulky items that are not accepted in the current on-call clean-ups through Richmond Sanitary Service (RSS); must have an active account with RSS, or
- request up to twelve \$5 vouchers 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).

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.

3. Community Services Coordinator

Fund full-time Community Services Coordinator position to be staffed on a contract basis through a non-profit or public entity (including salary/benefits/overhead).

4. Bilingual Outreach Services Coordinator

Fund a part-time Bilingual Outreach Services Coordinator (including salary/benefits/overhead) or the provision of translation services on a contract basis through a non-profit or public entity.

5. North Richmond Green Campaign

Fund public relations campaign, including the purchase of education and outreach materials intended to:

- inform the community about Mitigation funded programs/efforts,
- increase participation in Mitigation funded programs/efforts,
- reduce illegal dumping and blight in the Mitigation Fee Funding Area, and
- promote beautification in the Mitigation Fee Funding Area.

ABATEMENT & ENFORCEMENT

6. City/County Pick-up from Right-of-Way

Fund consolidated pick-up program (including personnel, mileage, administrative costs and equipment rental as needed) for illegal dumping in the public right-of-way located within the unincorporated & incorporated Mitigation Fee Primary Funding Area to remove items not collected by the designated RSS Hot Spot Route crew.

7. Code Enforcement Staff

Fund full-time 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 incorporated & unincorporated Mitigation Funding Area.

8. Graffiti Abatement

Fund consolidated graffiti abatement program (including personnel, mileage, administrative costs and purchase/rental of equipment and materials) for graffiti on public property and/or visible from the public right-of-way located within the unincorporated & incorporated Mitigation Fee Primary Funding Area.

9. Illegal Dumping Law Enforcement (Investigations & Patrols)

Fund approximately 94% of the equivalent of a full-time Sheriff Deputy (including 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.

10. Surveillance Cameras

Fund the purchase of cameras, camera infrastructure, and costs related to maintenance, repair & relocation of surveillance camera program equipment within the Mitigation Fee Primary Funding Area to target specific locations where illegal dumping occurs most regularly.

11. Illegal Dumping Prosecutor

Fund quarter-time of community prosecutor position in order to ensure some time can be dedicated to prosecuting cases for violations that occur within the Mitigation Fee Primary Funding Area with special emphasis on instances of commercial dumping as well as other quality of life issues (e.g. alcohol abatement, environmental crimes).

COMMUNITY INVESTMENT

12. Parks Rehabilitation Initiative

Fund various park and related projects and maintenance at Third Street Ballfield, Shields-Reid Park and other areas within the Mitigation Fee Primary Funding Area.

13. Capital Improvement Projects

Fund various capital improvement projects, including infrastructure and creek related improvements, within the Mitigation Fee Primary Funding Area. Projects could include but are not limited to

- Street & sidewalk improvements at railroads and railroad crossings
- Beautification and/or structural enhancements to the exterior of specific community identified structures
- Lighting
- Street medians
- Creek-related improvement or rehabilitation

14. North Richmond 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). Rather than funding stipend programs separately (including stipends, administrative oversight and related materials/equipment), new community-based projects/programs should include component for stipends, where appropriate, to pay local youth and/or other community members for assisting with illegal dumping prevention/abatement or beautification activities within the Mitigation Fee Primary Funding Area.

Community-Based Projects could include but are not limited to:

- Neighborhood Landscaping & Gardening Projects
- Greening Project
- Community Art Programs (e.g. Tile Art, Murals or Safe Routes/Popsicle Project)
- Mentorship Programs

Process for soliciting and potentially allocating funding for Community-Based Project proposals is recommended to be undertaken to prepare recommendations for consideration by the Committee in early 2010 during Phase 2 involving recommended allocation of any remaining 2008-2009 Mitigation Fee funding.

STAFF COSTS

Due the staff time necessary for staffing this committee and Expenditure Plan development, administration, oversight and implementation, \$100,000 is allocated to accommodate staff costs for both the City and County for calendar years 2010 and 2011.



113 10th Street
 San Francisco, CA 94103
 Toll Free: (415) 431-2950
 Fax (415) 431-5129

Quote: 11928

Date:	01/12/2010
Quote#:	11928

Project Title:	Street Banners 2010
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Your Sales Rep:	032 JAMIE A CALLEN
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Customer Name:	Community Housing Development Corp (29771)
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Contact:	Carla (29772)
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Phone:	(510) 776-7568
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Shipping Address
1535A Third Street Richmond CA - 94801

Billing Address
1535A Third Street Richmond CA - 94801

Rush Service:	No
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Due Date:	
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Qty	Item Name	Description	Each	Amount
24	STreet Banners	VUTEK 6' H x 3' W VINYL REGULAR -None- 12 oz DF-Same Art 4 C/P FL: Sewing-Pole Pockets FM: Webbing Portrait	\$187.50	\$4500.00
24	INSTALLATION	Installation, Removal and hardware rental of (24) banners	\$52.50	\$1260.00

SubTotal		\$416.25
Tax	9.25 %	\$416.25
Estimated Shipping		\$0.00
Total		\$6176.25

Above you will find your requested quote. If you require any changes or clarification, please contact your Sales Representative. Please be aware that we cannot include actual shipping charges until your items have shipped. You will receive your invoice via e-mail within 1 business day of your items being shipped. Client understands and agrees that if no specific color callouts, match prints or proofs are provided, AAA will print "AS-IS" and client agrees to accept. Artwork delays will delay the final delivery accordingly.

North Richmond Green Little League Outreach Program

Sponsorship of Little League

Mitigation is funding the restoration of the 3rd St. Ball field. An organized program is needed to keep it in excellent condition to serve the community. NR Green has organized 4 little league teams to utilize the field for the upcoming Spring Season.

Community pride will be directly associated with NR Green, which will allow it to gain visibility and popularity within North Richmond. We will use this sponsorship to recruit the children and parents to be our voice in the community. This will give us a direct entry into the homes of community members, which will create positive collaboration between schools and the greater community. Patches on the uniforms and banners at the games will give us the best good will exposure and credibility within the community. NR Green will be able to distribute educational literature at games. The players and parents will also take our clean and green message directly to their family and friends in North Richmond.

This positive and very visible representation in the community will increase the effectiveness of our total outreach efforts exponentially. This will make it easier to implement future beautification projects. The visible connection with the children of the community will instill pride and encourage wider participation from community members that otherwise would not be inclined to volunteer their time for future NR Green projects. As part of their responsibility, all players will be enrolled and required to attend “green” classes in the Youth Eco-Academy. Additionally, they will be responsible to participate in beautification/cleanup activities during and after the season in their jerseys.

North Richmond Green LL Base Ball	
Sponsor Teams Fees	
T-Ball	\$ 450.00
Minor	\$ 450.00
Major	\$ 450.00
Junior	\$ 450.00
Uniforms/Equipment	
48	\$3400.00
Outreach	
3x10 Banners	
Educational Literature	
Green Classes	
Community Service Projects	
Field Trips	
	\$2,500.00
Total	\$7.700.00



"LaShonda Wilson"
<LaShonda_Wilson@ci.richmond.ca.us>

02/25/2010 03:48 PM

To <MNKel@cd.cccounty.us>

cc

bcc

Subject FW: Questions on Banner and Little League Proposals

LaShonda Wilson
Management Analyst
City Manager's Office
City of Richmond

(510) 620-6828 phone

(510) 620-6542 fax

Lashonda_wilson@ci.richmond.ca.us



Please consider the environment before printing this message. 

From: LaShonda Wilson

Sent: Tuesday, February 09, 2010 9:59 AM

To: 'Carla Orozco'

Cc: Deidra Dingman; MNKel@cd.cccounty.us; Barbara Becnel

Subject: Questions on Banner and Little League Proposals

Importance: High

Hi Carla,

FYI - I want to let you know that there is only \$8,000 allocated under the North Richmond Green Outreach strategy for 2010-2011. This amount cannot fund both projects at this time. The Committee may allocate additional funds to that strategy at their next meeting sometime in March/April. Furthermore, the \$8,000 is split between CHDC's contract and Neighborhood House's contract. However, the city can elect to use the funds directly for outreach purposes which may mean that neither entity would be able to request the use of NR Green Outreach strategy funds under their contracts.

I apologize for not sending the questions sooner but here they are:

Banners:

- Did you seek any other quotes for comparison?
- If deemed appropriate, would NHNR be willing to purchase the banners under their City contract and get reimbursed at a later date?
- Have all 24 locations been identified? If so, has approval been requested/received from the appropriate agencies/entities?
- What content (wording/artwork) will be placed on each banner?
- What time period is assumed in the "rental" amount reflected in the quote? How long will the banners stay up? How much would rental be thereafter?

Little League:

- Is there a list of youth signed up for each league already? If so and if funded, can you provide me with a copy of the roster which includes parent contact information? This information will allow staff to contact parents, if needed, to participate in different activities (as outlined in your proposal).
- Who is providing oversight for all 4 teams? If funded, will you be able to provide his/her/their

contact information.

- Do you have any additional information regarding the uniforms/equipment (design, quotes, etc.)?
- You mentioned that, "As part of their responsibility, all players will be enrolled and required to attend "green" classes in the Youth Eco-Academy." What is the Eco-Academy and who is running it?
- If deemed appropriate, would NHNR be willing to pay for fees, equipment, uniforms, etc. under their City contract and get reimbursed at a later date?

I may have additional questions later. I look forward to hearing from you.

LaShonda Wilson
Management Analyst
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City of Richmond

(510) 620-6828 phone

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Lashonda_wilson@ci.richmond.ca.us



Please consider the environment before printing this message.



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

MEETING DATE: February 26, 2010

AGENDA ITEM: 4

SUBJECT: Code Enforcement Staff funded by Different Mitigation Fees

RECOMMENDATION(S):

RECEIVE report from staff regarding the difference in amount of solid waste facility mitigation fee revenue currently dedicated to funding code enforcement staff working in Bay Point and North Richmond.

BACKGROUND:

The amount of North Richmond Waste & Recovery Mitigation Fee allocated under Strategy 7 of the Preliminary 2010/2011 Expenditure Plan funds the actual cost of a full-time code enforcement position, including salary, benefits and vehicle expenses. This level of mitigation fee funding is adequate for the County to guarantee that there will consistently be at least one staff person dedicated to working exclusively on code enforcement issues in the designated North Richmond area. Specifically, a total of \$258,000 is allocated under Strategy 7 of the Preliminary 2010/2011 Expenditure Plan, which reads as follows:

7. Code Enforcement Staff

Fund full-time 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 incorporated & unincorporated Mitigation Funding Area.

The funding allocated in 2010/2011 equates to an annual funding amount of \$129,000. The following table contains a breakdown of the actual salary, benefit and vehicle costs included in the most recent quarterly billing for the dedicated Code Enforcement Officer (Conrad Fromme).

Month/Year	Benefits	Salary	Vehicle	Total
Oct 2009	\$3,450.87	\$ 5,635.28	\$ 703.42	\$ 9,789.57
Nov 2009	\$3,538.43	\$ 6,324.85	\$ 691.88	\$ 10,555.16
Dec 2009	\$3,589.01	\$ 6,324.85	\$ 697.02	\$ 10,610.88
TOTALS	\$10,578.31	\$ 18,284.98	\$ 2,092.32	\$ 30,955.61

County staff's benefit amount includes actual costs for the following:

- FICA
- Medical / Dental
- Life Insurance
- SUI
- Workers Comp

County staff's vehicle amount is calculated based upon the following regular monthly expenses:

- Fuel / Oil
- Base Usage Fee
- Insurance
- Depreciation

When applicable, other intermittent vehicle expenses are incurred which are then also included in the amount due for vehicle costs (e.g. parts and labor for maintenance or repairs).

Currently, the County is funding the cost of an additional full-time staff member that has been assisting with code enforcement cases in the North Richmond area. Therefore, at the present time only 50% of the cost of handling code enforcement cases for the North Richmond area is mitigation funded. The amount of County funded code enforcement staff time dedicated to cases in North Richmond is subject to change as needed based upon changes in case load and staffing level (countywide).

Mitigation Fee funding received by the County from a separate solid waste facility (Keller Canyon Landfill) is used to cover code enforcement staff time for another unincorporated community. However, the level of Mitigation Fee funding, currently allocated, is not adequate for the County to guarantee that there will consistently be at least one full-time staff person dedicated to working exclusively on Code Enforcement issues in the target community (Bay Point). Specifically, the annual amount allocated for the current fiscal year is \$90,000, which is equivalent to approximately 70% of the salary, benefits and vehicle costs for a code enforcement position.