

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

Friday, October 21, 2011
3:00 pm – 5:00 pm

Multi-Purpose Room | 440 Civic Center Plaza | Richmond, CA 94801

* **NOTE SPECIAL MEETING LOCATION** *

Members:

Dr. Henry Clark, **Chair** - NRMAC Representative: Unincorporated Area
Jovanka Beckles, **Vice Chair** - Richmond City Councilmember
Nathaniel Bates, Member - Richmond City Councilmember
John Gioia, Member - Contra Costa County Supervisor
Gayle McLaughlin, Member - Richmond Mayor & Councilmember
Johnny White, Member - Incorporated Area Resident
Joe Wallace, Member - NRMAC Representative: Unincorporated Area

Meeting Agenda:

1. Welcome and Introductions
2. Public Comment on any item not on the agenda (*not to exceed 2 minutes*)
3. **APPROVE** the Meeting Minutes for September 23, 2011
4. **ESTABLISH** a Standing Community Based Project Subcommittee authorized to:
 - a. Review and approve Guidelines & Application used to solicit future Community Based Project funding requests/proposals; and
 - b. Review proposals submitted in the future upon which to base their suggested funding allocations to be provided for consideration by the Committee when establishing future recommended allocation of Community Based Project funding.
5. **APPROVE** the proposed Preliminary 2012-2013 Expenditure Plan (EP) and recommend its adoption to the City Council and County Board of Supervisors; and
AUTHORIZE Staff to work with Standing Subcommittee to release revised "Community Based Projects Proposal Guidelines & Application" prior to establishing the amount of funding available to fund Community Based Projects in 2012-2013.
6. **Receive Presentation(s)** – Verbal update(s) about mitigation funded strategies from the Community Services Coordinator and others.
7. **ADJOURN** to next meeting.

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

www.cccounty.us/nr

Meeting materials will be made available for public inspection, during business hours at 450 Civic Center Plaza in Richmond, within 96 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 the following Committee staff person at least 72 hours before the meeting:
Lori Reese-Brown - City of Richmond, (510) 620-6869, lori_reese-brown@ci.richmond.ca.us*

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

Meeting Minutes

Friday, September 23, 2011
3:00 pm – 5:00 pm
Multicultural Senior & Family Center
515 Silver Street
Richmond, CA 94801

Members/Alternates in Attendance:

Dr. Henry Clark, **Vice Chair** – NRMAC Representative: Unincorporated Area
Gayle McLaughlin, Member – City of Richmond Mayor
Jovanka Beckles, Member – Richmond City Councilmember
Joe Wallace, Member – NRMAC Representative: Unincorporated Area
Johnny White, Member – Incorporated Area Resident

Members Absent:

Nathaniel Bates, **Chair** – Richmond City Councilmember
John Gioia, Member – Contra Costa County Supervisor

1. Welcome and Introductions

Vice Chair Henry Clark, acting as the Chair, called the meeting to order.

2. Public Comment

Four (4) people addressed the Committee to make public comments. Comments pertained to status of one of the existing Community Based Projects being funded as well as allocation/use of future Community Based Project funding to address community blight issues.

3. Approve Meeting Minutes – July 8, 2011

Motion to approve the March meeting minutes was made by Committee Member Joe Wallace and seconded by Committee Member Johnny White. ***Motion was passed unanimously.***

4. Receive Reports

The Committee received the following reports presented by Staff:

a. Summary of Actual Expenditures – 2010/2011 Expenditure Plan

Staff noted that the amount of funding already expended to implement each of the existing strategies is shown in the updated Expenditure Plan Budget Summary contained in the Committee's meeting packet.

Motion to rename the "Graffiti Abatement" strategy to "Tagging Abatement" in the next Expenditure Plan was made by Committee Member Gayle McLaughlin and seconded by Committee Member Henry Clark. ***Motion was passed unanimously.***

b. Tonnage & Revenue Update

Staff presented an updated report regarding the amount of Mitigation Fee funding collected to date.

c. Expenditure Plan Implementation Update – September 2011

Staff noted that details regarding each of the strategies currently being funded were contained in the written report provided in the Committee's meeting packet.

5. Nominate and elect Chairperson pursuant to the Committee Bylaws

Committee Member Gayle McLaughlin stated that Committee Member Nathaniel Bates has been serving as Committee Chair since the Committee was formed in 2006. She suggested that a new Chair be elected, noting that the Committee Bylaws envisioned that the Chair and Vice Chair would serve no more than two consecutive two-year terms. Motion to nominate and elect Committee Member Henry Clark as Chair and Committee Member Jovanka Beckles as Vice Chair was made by Committee Member Gayle McLaughlin and seconded by Committee Member Joe Wallace. ***Motion was passed unanimously.***

6. PROVIDE direction about the proposed development of the 2012/2013 Expenditure Plan (as recommended in the Staff Report)

Committee Member Gayle McLaughlin suggested that it may be appropriate to reduce the amount of funding allocated for County Code Enforcement in 2012, since the amount allocated currently assumed the County would handle cases throughout the NRMF Funding Area and now the City has started to handle the cases within the incorporated area.

Committee Member Joe Wallace questioned the need for funding part-time assistant for the Community Services Coordinator. Staff clarified that this was not the role of the Community Services Assistant and acknowledged this position title was somewhat misleading. He then suggested that less money be allocated for both the Community Services Coordinator and Community Services Assistant positions.

The Committee voted to provide Staff with the following direction related to the 2012/2013 Expenditure Plan (this is in addition to the name change for Graffiti strategy voted on during Agenda Item 4):

- ✓ Shift the amount of funding being allocated during the next Expenditure Plan cycle to switch the amount of funding split between the "Community Investment" and "Abatement & Enforcement" categories, such that 41% of strategy funding be allocated to "Abatement & Enforcement" category and 45% to "Community Investment".
- ✓ Provide an update about utilization of funding allocated for Surveillance Cameras (Strategy 10) and solicit suggestions about surveillance camera signage locations from the appropriate staff members represented on the City/County Abatement & Enforcement Working Group.

7. Receive Presentation(s) – Verbal update(s) about mitigation funded strategies from the Community Services Coordinator and others

Presentations were made by the following individuals related to activities being funded under several existing strategies:

- ✓ Carla Orozco, the Community Services Coordinator (Strategy 3), provided highlights about recent efforts being funded under Strategy 5 – North Richmond Green Outreach and Strategy 15 – North Richmond Green Community Services Programs.
- ✓ Doug Harris, Athletes United for Peace provided an update about the progress made with the North Richmond Digital Technology Academy which is one of the Community Based Projects being funded under Strategy 14.

8. ADJOURN to next meeting

Meeting was adjourned at 4:55pm.

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

MEETING DATE: October 21, 2011

AGENDA ITEM: 4

SUBJECT: Standing Subcommittee for Community Based Projects

RECOMMENDATION(S):

1. ESTABLISH a Standing Community Based Projects Subcommittee that is authorized to:
 - a. Review and approve Guidelines & Application used to solicit future Community Based Project funding requests/proposals; and
 - b. Review proposals submitted in the future upon which to base their suggested funding allocations to be provided for consideration by the Committee when establishing future recommended allocation of Community Based Project funding (Strategy 14).
2. SELECT no more than three (3) Committee Members, any of whom may be represented by their Alternates instead, to serve on the Standing Community Based Projects Subcommittee.

BACKGROUND:

To assist with the review and consideration of proposals submitted during the previous rounds of funding for Community Based Projects, the North Richmond Waste & Recovery Mitigation Fee Joint Expenditure Planning Committee (NRMFC) established an Ad Hoc Subcommittee for two purposes. First, the Subcommittee reviewed and approved the initial version of the Guidelines & Application issued to invite funding requests/proposals. Second, the Subcommittee provided initial funding allocation recommendations to the full Committee based on the proposals received from non-profit organizations.

Due to interest by the NRMFC to provide continued funding for Community Based Projects (Strategy 14), staff recommends that the Committee establish an official Standing Community Based Projects Subcommittee rather than having to establish an Ad Hoc Subcommittee each funding cycle. It may be most efficient to have the Standing Subcommittee be comprised of the same three Members (or their Alternates) that served on the Ad Hoc Subcommittee who are listed below.

1. Committee Member John Gioia
2. Committee Member Gayle McLaughlin
3. Committee Member Joe Wallace

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

MEETING DATE: October 21, 2011

AGENDA ITEM: 5

SUBJECT: Recommended Preliminary 2012/2013 Expenditure Plan

RECOMMENDATION(S):

1. APPROVE the proposed Preliminary 2012-2013 Expenditure Plan (EP) and recommend its adoption to the City Council and County Board of Supervisors to provide uninterrupted implementation of most existing strategies based on anticipated needs for up to six (6) months.
2. AUTHORIZE Staff to revise the “Community Based Projects Proposal Guidelines & Application” document, subject to review and approval of the Community Based Projects Subcommittee to allow Staff to proceed with soliciting new Community Based Projects proposals prior to the Committee considering how to allocate the remaining funding (between March-June 2012).

BACKGROUND:

At the Committee meeting on September 23, 2011, the Committee provided Staff with the following direction related to the budget for the Preliminary 2012/2013 Expenditure Plan:

- Change title for Graffiti Abatement Strategy: Change the title of this Strategy from Graffiti Abatement to Tagging Abatement.
- Modify Funding Splits for two Categories: Switch the funding splits between the Abatement & Enforcement and Community Investment Categories for the 2012/2013 Expenditure Plan within the Strategy Budget as follows:
 - **Abatement & Enforcement** – Category comprises 41% of Strategy Budget (currently 45% in 2010-2011 Strategy Budget); and
 - **Community Investment** – Category comprises 45% of Strategy Budget (currently 41% in 2010-2011 Strategy Budget).

- Shift North Richmond Green Strategies into the same Category: Move the Community Services Coordinator and North Richmond Green Outreach Strategies into the Community Investment Category.

At the September meeting, individual Committee Members provided the following input related to funding to be allocated to certain Strategies in 2012-2013:

- Code Enforcement: Since the City recently started handling cases in the incorporated area, less funding should be needed for the County Code Enforcement Strategy considering the amount allocated in 2010-2011 was adequate for the County to handle cases throughout the Mitigation Fee Funding Area.
- Illegal Dumping Law Enforcement: Concern was raised related to any increase in suggested funding for the Illegal Dumping Officer (Sheriff Deputy), considering the intended reduction in proportional spending for the entire Abatement & Enforcement Category.
- Community Services Coordinator: Concern was raised about continuing to fund the Community Services Coordinator at the same level for the next two-year EP cycle.
- Community Services Assistant: Need for clarification about the purpose of this position was identified as a concern about continuing to fund the Community Services Assistant position at the existing level.

Recommended Preliminary 2012/2013 Expenditure Plan

In the past, when preliminary versions of an EP were approved prior to the start of a new EP cycle, Staff generally recommended allocation of the entire amount of funding expected to be received in the upcoming two-year period. Emphasis has consistently been to adequately ensure that funding allocations are approved by the City & County for strategies that are planned to have continued funding into the next EP cycle. However, this year Staff is recommending a different approach that would:

1. Provide staff the necessary time to explore/develop suggested means of addressing the nature/magnitude of feedback received at the recent September Committee meeting; and
2. Maximize Committee flexibility related to funding for the next EP.

In order to maximize flexibility for the Committee, Staff is not recommending allocation of any more funding than may be needed to implement the Strategy activities expected to potentially occur prior to the approval of the full 2012/2013 EP budget between March-June 2012. Staff recommends that the Committee approve a Preliminary 2012/2013 Expenditure Plan in October that would only allocate funding adequate to cover the cost of Strategy activities, which are expected to occur within the initial six (6) month period (January - June 2012). The Preliminary EP Budget allocates \$825,205 of the \$1,177,661 projected to be

collected in 2012/2013, leaving \$352,456 in projected funding that would not be allocated until the Committee considers the full 2012/2013 EP budget in the Spring of 2012. At that time the Committee would also consider allocation of any unexpended funding collected through 2011.

See Attachment B for details regarding the approach used to determine the amounts being recommended for this initial period. Although funding proposed for most of these Strategies provide for one quarter of the amounts allocated in the 2010/2011 EP, there are some exceptions. Recommending approval of this Preliminary Budget for the initial six (6) month period does not necessarily mean that a similar proportion of funding would be recommended for these Strategies beyond the initial 6 month period.

Summary of Changes in the Preliminary 2012/2013 Expenditure Plan

As requested by the Committee at the previous Committee meeting, the recommended Preliminary 2012/2013 Expenditure Plan includes the following requested changes:

1. Changed Strategy title from “Graffiti Abatement” to “Tagging Abatement”; and
2. Moved Community Services Coordinator and North Richmond Green Outreach Strategies into the Community Investment Category (as a result of this change, Staff renamed the first Category to “Prevention” and renumbered the Strategies accordingly).

The proposed Preliminary 2012/2013 EP also includes the following additional changes recommended by Staff:

1. Renamed Strategy from Community Services Assistant to Prevention Services Coordinator (3);
2. Revised language to reflect the specific park improvements to be funded under the Parks Rehabilitation Initiative Strategy (11);
3. Added alleyway improvements to the list of potential activities to be funded under the Capital Improvement Projects Strategy (12);
4. Added language to Strategy calling for the Community Services Coordinator to be bilingual (13);
5. Included additional language to the Community Based Projects Strategy to acknowledge the timeline for implementation of eight Community Based Projects which are expected to be completed between February – April 2012 (14);
6. Revised the Community Based Projects Table so it only includes the amounts for previously approved projects which are not expected to be completed by the end of 2011. The total amount shown (\$189,600) includes \$14,600 allocated in 2010 (\$14,000 for Verde Partnership Garden & \$600 for Golden Gate Audubon Society) and \$175,000

allocated in 2011; the corresponding contracts will remain in effect until February/April 2012.

7. Added Youth Twilight Basketball Program and updated details about existing programs in the North Richmond Green Community Services Programs Strategy (15);
8. Clarified language in the North Richmond Green Outreach Strategy (16);
9. Added a new Strategy to fund the removal and disposal of damaged NRMF-funded Street Cans no longer in service (18); and
10. Revised language related to Staff Costs to clarify that the funding allocated is intended to cover actual costs for time spent by applicable Committee Staff at the City and County.

Funding Splits

The following Funding Splits are based on the amounts allocated solely to Strategies in each EP Budget (“Strategy Budget”). These were not calculated based upon the total amounts allocated in each EP Budget, which also include the amounts allocated for Committee/EP Staffing or Contingency (only two non-strategy line items included in each Expenditure Plan Budget). The Preliminary 2012/2013 EP Budget only allocates a portion of the funding to be in the full Budget and therefore the resulting Funding Splits do not adhere to the amounts specified by the Committee at the September meeting.

Expenditure Plan Category	2010/11 3rd Amended EP Strategy Budget (%)*	2012/13 Preliminary EP Strategy Budget (%)*
Prevention*	14%	9%
Abatement & Enforcement	45%	30%
Community Investment*	41%	62%
STRATEGY BUDGET*	100%	100%

* Above 2012/13 Preliminary EP Funding Splits were calculated as if the Community Services Coordinator and North Richmond Green Outreach Strategies were both still within the Prevention Category for ease of comparison with 2010/11 Funding Splits. The Funding Splits based on actual totals per Category are reflected in the Budget Table in the attached Preliminary 2012/2013 Expenditure Plan.

Revise Proposal Guidelines & Application for Community Based Projects

In order to expedite allocation and release of funding for Community Based Projects under the 2012/2013 Expenditure Plan, Staff recommends the Committee authorize Staff to proceed with release of the “Community Based Projects Proposal Guidelines & Application” prior to decision being made about the total amount to be allocated to the Community Based Projects Strategy. Staff proposes to work directly with the Community Based Projects Subcommittee to release a revised Proposal Guidelines & Application for Community Based Projects in early 2012. This approach will allow the Community Based Project

funding allocations to be considered earlier than was the case in the 2010/2011 Expenditure Plan cycle. Staff would work with the Subcommittee to ensure initial funding allocation recommendations are prepared prior to the Committee meeting that the remaining funding allocation recommendations for the 2012/2013 Expenditure Plan would be considered in March-June 2012.

Staff expects to recommend Staff Cost funding allocation in full 2012-2013 EP Budget that assumes only one round of Community Based Project proposals would be solicited/considered during this 2-year period. Additional funding would be needed to cover City and County Staff Costs if additional Community Based Project proposal solicitation is expected.

Attachments:

- A. Preliminary 2012/2013 Expenditure Plan
- B. Basis for Six (6) Month Budget Amounts - Preliminary 2012/2013 Expenditure Plan

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North Richmond Waste & Recovery Mitigation Fee Preliminary 2012/2013 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.

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.

BUDGET

The funding allocations shown on the Expenditure Plan Budget table are based on revenue estimates that are dependant 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). 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 determined to be needed based upon usage, the remaining funding could be redistributed by officially amending the Expenditure Plan.

The Budget includes some line items that are based on fixed costs, however generally there are other line items which are scalable and/or dependant on utilization thereby providing flexibility to adjust amount allocated if and when a significant need is identified. 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.

The two-year Expenditure Plan cycle was established by the City and County to minimize the administrative burden and costs associated with having to go through a joint budget approval process more than once every two years. 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.

Preliminary 2012/2013 Expenditure Plan Budget Table

	#	Expenditure Plan (EP) Strategy	Initial 6-Month Funding Allocations (2012)	
Prevention	1	Bulky Item Pick-ups & Disposal Vouchers	\$ 2,500.00	2%
	2	Neighborhood Clean-up Events	<i>TBD</i>	
	3	Prevention Services Assistant	\$ 14,000.00	
Abatement & Enforcement	4	City/County Pick-up from Right-of-Way	\$ 17,500.00	30%
	5	Code Enforcement - County	\$ 64,500.00	
	6	Code Enforcement - City	\$ 35,000.00	
	7	Tagging Abatement	<i>TBD</i>	
	8	Illegal Dumping Law Enforcement (<i>Investigation & Patrols</i>)	\$ 93,750.00	
	9	Surveillance Cameras	\$ 5,000.00	
	10	Illegal Dumping Prosecutor	\$ 15,000.00	
Community Investment	11	Parks Rehabilitation Initiative	\$ 200,000.00	68%
	12	Capital Improvement Projects	<i>TBD</i>	
	13	Community Services Coordinator	\$ 36,065.50	
	14	North Richmond Community-Based Projects ¹	\$ 189,600.00	
	15	North Richmond Green Community Service Programs	\$ 42,700.00	
	16	North Richmond Green Campaign	\$ 15,000.00	
	17	Neighborhood Gardening Project <i>(Carried over from the 2008/2009 & 2010/2011 Expenditure Plans)</i>	\$ 42,589.56	
	18	Removal & Disposal of Street Cans	\$ 2,000.00	
	x	Committee Administration/Staffing	\$ 50,000.00	
		Contingency	<i>TBD</i>	
Total Projected Revenue in 2012/2013 ²			\$ 1,177,661	
Total Preliminary Expenditure Plan Budget ²			\$ 825,205	

¹ Strategy 14 funding is allocated among multiple Community-Based Projects, the amount recommended in this Preliminary Budget is only intended to cover previously approved Projects which are not expected to be completed until approximately February-April 2012. Only those existing Projects anticipated to be completed during this initial 6-month period are shown in the attached Community Based Projects Table.

² Total 2012/2013 projected revenue shown is solely the amount of fees that may be collected in 2012 & 2013, which is only a portion of the total funding expected to be allocated in the full 2012/2013 Expenditure Plan Budget. This proposed Preliminary Budget leaves \$352,456 of projected 2012/2013 revenue to be allocated in the full Budget. The full Budget will also include an additional amount to be determined between March-June 2012 based upon how much Mitigation Fee revenue collected through 2011 remains unspent after covering the cost of activities completed by December 31st.

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 unless otherwise specified below or in the Budget Table.

PREVENTION

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. Prevention Services Coordinator

Fund a part-time Prevention Services Coordinator to assist community members interested in claiming Vouchers or Bulky-Item Pick ups, reporting illegal dumping, seeking referral/resources as well as track data related to illegally dumped waste collected by Republic Services Hot Spot Crew (including salary/benefits/overhead) on a contract basis through a non-profit or public entity.

ABATEMENT & ENFORCEMENT

4. 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.

5. Code Enforcement Staff - County

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 unincorporated Mitigation Funding Area.

6. Code Enforcement Staff - City

Fund full-time temporary (non-benefited) code enforcement position for six month period, to assist with foreclosed properties, vacant/abandoned lot abatements and fencing as well as other health/building/zoning violations related to illegal dumping and blight throughout the incorporated Mitigation Funding Area.

7. Tagging Abatement

For 2010/2011 the City agreed to provide and not request reimbursement for consolidated tagging abatement program (including personnel, mileage, administrative costs and purchase/rental of equipment and materials) for tagging on public property and/or visible from the public right-of-way located within the unincorporated & incorporated Mitigation Fee Primary Funding Area.

8. Illegal Dumping Law Enforcement (Investigations & Patrols)

Fund approximately 94% 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.

9. Surveillance Cameras

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

10. 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

11. Parks Rehabilitation Initiative

Fund a portion of the Park Improvement Grant project at Shields-Reid, including specifically the Children's Play Area and Landscaping improvements.

12. Capital Improvement Projects

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

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

- Street medians
- Creek-related improvement or rehabilitation

13. Community Services Coordinator

Fund a full-time Community Services Coordinator (CSC) position to be staffed on a contract basis through a non-profit or public entity (including salary/benefits and overhead). 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; assist the City and County in implementing specified strategies from the Expenditure Plan; and coordinate specified activities related to illegal dumping and beautification within the North Richmond Primary Mitigation Funding area. Community Services Coordinator shall be bilingual in order to assist with Spanish translation as needed.

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 to be funded would be solicited through open Request for Proposals (RFP) process(es) and 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

Detail about recommended allocation of Community Based Projects selected to date is contained in the attached Community Based Projects Table.

Contracts issued or amended by the City/County in 2011 for the Community Based Projects listed in the attached Table shall have five month contract terms which are expected to extend into 2012 (February – April depending on each contract's effective date).

Any Community Based Project contracts issued or amended by the City/County shall incorporate Reporting & Invoicing Requirements generally consistent with those shown in Attachment 1.

15. North Richmond Green Community Services Programs

Fund the following North Richmond Green programs 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 Adult Softball program* - Includes cost of registration, jerseys with North Richmond Green patches and hats for the men's and women's team.
- *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 Youth Eco Academy* - Youth projects to include school gardens, recycling efforts, habitat restoration, creek/bay/ocean water quality monitoring, 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.

16. North Richmond Green Campaign

Fund the design, printing and/or distribution of education and outreach materials that align with the purpose of the Mitigation Fee and Expenditure Plan and are pre-approved by staff. Outreach materials must include "Jointly funded by City of Richmond & Contra Costa County" unless otherwise specified. 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 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 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..

- LIGHT POLE BANNERS – Banners may include pictures, NRGreen.org website and/or local phone number (staff may determine space limitations preclude inclusion of the Jointly Funded text)
- 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.

17. Neighborhood Gardening Project

(Strategy and remaining allocation to be carried over from the 2008/2009 & 2010/2011 Expenditure Plans)

- Fund the Lots of Crops project involving the establishment of a new community garden on a previously vacant lot that had been subject to dumping or blight. This community garden project:
 - relies on partnerships with local residents, non-profit and community based organizations, school groups and other community groups to start and maintain projects
 - provides the community with educational/outreach opportunities, healthy foods, and community building

18. Removal & Disposal of Street Cans

Fund the cost of removing and disposing up to four (4) damaged Street Cans located in the community. These Street Cans were purchased with Mitigation Fee funding during the 2006-2007 Expenditure Plan cycle and have not been in service since 2009.

STAFF COSTS

The amount of staff time necessary to staff the North Richmond Waste & Recovery Mitigation Fee Joint Expenditure Planning Committee as well as develop, administer, oversee and implement this Expenditure Plan during this 2-year funding cycle is not yet known. Therefore, the funding allocated is only an estimated amount needed to cover staff costs for both the City and County for calendar years 2012 and 2013.

Community Based Projects Table (Strategy 14)

Allocations Identified Solely Reflect Budgets for Projects Approved in the Third Amended 2010/2011 Expenditure Plan that will not be completed by December 31, 2011

Current Community Based Projects Expected to Continue in Early 2012*				
Organization	Project Title	Requested Amount	Amount Recommended	Notes
Verde Partnership Garden *	Verde Elementary School Garden	\$ 14,000	\$ 14,000.00	Great program and well established
Center for Human Development	Carbon Footprint Project – Expansion Phase	\$ 75,000	\$ 35,000.00	Budget in proposal covered 6 month period (inconsistent with Proposal Guidelines & Application). Supportive of the strong youth stipend component, request that as much of the recommended \$35,000 be used to fund youth stipends as possible. Train, mentor & pay youth to remove litter & reusable items and plant trees.
Eco-Village	Eco-Stewardship Ambassadors Project	\$ 83,860	\$ 35,000.00	Roles and accountability for the three collaborating entities should be more clearly defined. Regulatory requirements/standards for selling food are not addressed adequately in narrative or noted as line item in budget/schedule.
Golden Gate Audubon Society *	Eco-Richmond Program - Expansion/Continuation	\$ 23,644	\$ 19,109.15	Well defined project with specific goals/objectives expected to positively impact local residents/community. Spanish component, educ/outreach and support letters.
Healing Circles of Hope (dba MASK)	Garden of Angels - Community Healing Garden Project	\$ 40,000	\$ 29,985.00	Project activities and goals/objectives should be better defined. Locations not yet certain, only tentative so contract language needs to include specifics mandating means of demonstrating geographic eligibility. Need a revised budget that specifies hourly rates and hours for all proposed labor/stipend expenses. Advocate maximizing amount of recommended funding to be used to fund youth stipends (minimum of \$10/hour).
Reach Fellowship International	North Richmond Women's Campus Day Center	\$ 70,400	\$ 29,708.33	Budget reduced to \$29,708.33 for consistency with time period identified in the Proposal Guidelines & Application, because budget in proposal covered a 12 month period. Need revised budget to specify hours/hourly rates for personnel. Identify proposed use of funding listed under Administration line item and determine whether the proportion of rent and similar operating expenses proposed to be funded is in line with the proportion of the facility needed to support the activities described in the proposal.
Social Progress	Community Blight Reduction	\$ 58,800	\$ 25,556.67	Maximize amount of reduced allocation to be used to pay for youth stipends (minimum of \$10/hour). Description of measurable goals should be improved upon so the Contract clearly states how to verify anticipated outcomes. Need revised budget to specify hours/hourly rates for personnel. Project budget should be revised to eliminate purchasing Vouchers and Clean-up Boxes since these are already available and funded under Strategies 1 & 2.
The Watershed Project	Verde Elementary	\$ 10,029	\$ 1,240.85	Majority not recommended for funding because of problems with previously funded street can project and lack of funding commitment to service/maintain street cans
Total Amount Requested/Recommended		\$ 375,733	\$ 189,600.00	

Two rounds of Community-Based Project funding were allocated in 2010/2011 for a total of \$505,000. The majority of funding was allocated in the first round of funding (\$315,400) covered under contracts that require all project activities to be completed by December 31, 2011, and therefore those project dollar amounts are not reflected in this Table.

* This Table only includes the current ongoing projects and associated funding, which are not expected to be completed by the end of 2011. A total of \$14,600 allocated in the 2010 for Community Based Projects (\$14,000 for Verde Partnership Garden & \$600 for Golden Gate Audubon Society) needs to be included in contracts that allow activities to be completed by February/March 2012. The \$175,000 allocated in the last half of 2011 include contracts that also need to remain in effect until February-April 2012.

Community-Based Project Reporting and Invoicing Requirements
Proposed to be included in future City & County Agreements/Amendments

Contractor shall submit Progress Reports, using attached City/County provided template, in conjunction with each invoice covering the period since last report/invoice submitted, consistent with the Payment Provisions (Specify the Section of the Service Plan of the Agreement). Contractor shall monitor, document, and report all Participants activities and other costs for which reimbursement will be requested. Upon completion of work, Contractor shall submit a Final Report, using attached City/County provided template, in conjunction with the final invoice.

Contractor shall submit invoices and required supporting documentation requesting reimbursement for allowed costs in the Budget contained in the "Eligible Costs" Section, which together may not total more than \$ (enter applicable contract amount).

1. **Invoices:** Invoices shall contain the following information in sufficient detail and be submitted in a form which adequately demonstrates consistency with this Service Plan. Invoices shall be accompanied by the applicable Required Supporting Documentation described in the following subsection.
 - a. Number of hours per staff member being billed for which stipends have been paid,
 - b. Number of hours Contractor staff performed work per Task described herein at the rates allowed in the Eligible Costs Section, and
 - c. Separately identify number of hours spent attending North Richmond Green Meetings (Attendance Required at least Quarterly).
 - d. Itemization of any other direct costs (e.g. supplies, travel, operating expenses, etc.) incurred for which reimbursement is being requested within that invoice period.
2. **Required 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.
 - b. If stipends are included in an invoice, such invoice must be accompanied by copies of Interns daily logs or timesheets covering all stipend hours for which reimbursement is being requested.
 - c. If staff time is included in an invoice, such invoice must be accompanied by copies of timesheets covering all staff hours for which reimbursement is being requested.
 - d. If an invoice is requesting reimbursement of any other direct costs (any costs other than staff time or stipends), such invoice must be accompanied by copies of actual itemized invoices or receipts for all applicable direct costs (bus transportation or curriculum 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 this Agreement.

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

Organization: _____

Fiscal Sponsor: _____

Contact Person: _____

Progress Report Period: _____

Brief Description of the Program:

Provide a brief description of the services/programs that were provided with the North Richmond Mitigation Fee funding awarded. This information should be consistent with information in the Service Plan attached to your City/County Agreement.

Tasks Accomplished to Date:

Provide narrative information (can be bullet points) about the various tasks that your organization completed during the Contract period (should consolidate/update the information included in prior Progress Reports as well as any additional work completed since last report submitted).

Number of Persons Served from the North Richmond Mitigation Funding Area:

Provide total number served from each area during the Contract period.

North Richmond Green Meeting Attendance:

Provide all date(s)/name(s) of the people from your organization that attended monthly North Richmond Green meetings (quarterly attendance required) during the contract period.

Successes:

Identify extent to which your organization's program achieved the anticipated goals/outcomes identified in your proposal (be specific). Specify any other beneficial outcomes/success stories resulting from your program/activities that were not identified in your original proposal.

Challenges:

Explain why your organization was not able to achieve expected goals/outcomes identified in your proposal, if applicable. What challenges/obstacles/barriers inhibited your ability to reach specified goals (e.g. personnel issues, lack of funding and/or supplies, awareness/outreach)?

Lessons Learned:

Share any lessons learned during the Contract period. These lessons could have come from participants, staff and/or the community.

Feedback from Participants/Community:

Provide any feedback obtained participants and/or community regarding the program - including but not necessarily limited to copies of quotes; emails/letters received; completed surveys/evaluations; summary of survey/evaluation findings.

Other Important Information:

Provide any additional information about your organization's work that you felt could not fit in any of the other sections. This is where to describe additional services or enhanced activities provided that have not been described in prior documents submitted. Provide a listing of any materials/documents produced as a part of the program (e.g. pictures, surveys, handouts, work products, etc.) and attach copies of any that were not included as attachments to any prior Progress Reports submitted.

Expense Summary:

Attach Final Invoice for any reimbursable costs not included on invoice(s) submitted in the prior progress report period(s).

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

Organization: _____

Fiscal Sponsor: _____

Contact Person: _____

Progress Report Period: _____

Brief Description of the Program:

Provide a brief description of the services/programs that are being provided with the North Richmond Mitigation Fee funding awarded. This information should be consistent with information in the Service Plan attached to your City/County Agreement

Tasks Accomplished to Date:

Provide narrative information (can be bullet points) about the various tasks that your organization has completed in whole or in part during the progress report period.

Number of Persons Served:

Provide total number served during the progress report period.

Number of Persons Served from the North Richmond Mitigation Funding Area:

Provide total number served during the progress report period.

Number of North Richmond Residents Paid with Funding Allocated:

Provide total number of residents paid during the progress report period.

North Richmond Green Meeting Attendance:

Provide the date(s)/name(s) of the people from your organization that attended one or more monthly North Richmond Green meetings (quarterly attendance required) during the progress report period.

Challenges:

Specify whether your organization has identified any issue or problem that may impact potential achievement of one or more of the expected goals/outcomes identified in your proposal. What challenges/obstacles/barriers may inhibit your ability to reach specified goals (e.g. personnel issues, lack of funding and/or supplies, awareness/outreach?)

Lessons Learned:

Share any lessons learned during the progress report period. These lessons could have come from participants, staff and/or the community.

Feedback from Participants/Community:

Provide any feedback obtained participants and/or community regarding the program during the progress report period - including but not necessarily limited to copies of quotes; emails/letters received; completed surveys/evaluations; summary of survey/evaluation findings.

Other Important Information:

Provide any additional information about your organization's work that you felt could not fit in any of the other sections. This is where to describe additional services or enhanced activities provided that have not been described in prior documents submitted. Provide a listing of any materials/documents produced as a part of the program (e.g. pictures, surveys, handouts, work products, etc.) during the progress report period and attach copies of each.

Expense Summary:

Attach Invoice for any reimbursable costs incurred during the progress report period.

ATTACHMENT B

Basis for Six (6) Month Budget Amounts - Preliminary 2012/2013 Expenditure Plan

STRATEGIES

1. Bulky Item Pick-ups & Disposal Vouchers: Allocated funding is to cover six (6) months of previous 2010/2011 Expenditure amount. *Additional funding allocation to be considered between March-June 2012 for inclusion in the full 2012/2013 EP Budget.*
2. Neighborhood Clean-up Events: No funding allocation currently recommended since no Clean-ups are scheduled to occur during the first six (6) months of 2012. *Preliminary Budget specifies TBD (to be determined) as a placeholder since Staff expects to recommend allocation of funding between March-June 2012.*
3. Prevention Services Coordinator: Allocated funding is to cover six (6) months of previous 2011/2011 Expenditure budget amount. *Additional funding allocation to be considered between March-June 2012.*
4. City/County Pick-up from Right-of-Way: Allocated funding is to cover six (6) months of previous 2010/2011 Expenditure budget amount. *Additional funding allocation to be considered between March-June 2012.*
5. Code Enforcement – County: Allocated funding is to cover six (6) months of previous 2010/2011 Expenditure budget amount. *Additional funding allocation to be considered between March-June 2012.*
6. Code Enforcement – City: Allocated funding is the same amount allocated for City Code Enforcement in 2010/2011 which covered the last six (6) months of 2011. *Additional funding allocation likely to be requested between March-June 2012.*
7. Tagging Abatement: No funding allocated for this activity for the first six (6) months. *Additional funding allocation likely to be requested between March-June 2012.*
8. Illegal Dumping Law Enforcement: Allocated funding is to cover six (6) months of previous 2010/2011 Expenditure budget amount. *Additional funding allocation to be considered between March-June 2012.*
9. Surveillance Cameras: Amount allocated only covers estimated cost for installation of and maintenance of recent purchase of Flash Cam equipment and existing cameras for first six (6) months. *Additional funding allocation to be considered between March-June 2012.*
10. Illegal Dumping Prosecutor: Amount allocated covers District Attorney cost for 4 hours of work per week for the first six (6) months into the 2012/2013 Expenditure Plan. *Additional funding allocation to be considered between March-June 2012.*
11. Parks Rehabilitation Initiative: Amount proposed by the City of Richmond as matching funds towards a Park Rehabilitation Grant the City received.
12. Capital Improvement Projects: No funding allocation recommended for initial 6 month period. Additional information is needed in order to recommend an appropriate funding allocation for this Strategy.

ATTACHMENT B

Basis for Six (6) Month Budget Amounts - Preliminary 2012/2013 Expenditure Plan

13. Community Services Coordinator: Allocated funding is to cover six (6) months of previous 2010/2011 Expenditure budget amount. *Additional funding allocation to be considered between March-June 2012.*
14. North Richmond Community-Based Projects: Funding allocated would only cover the contract amounts for the existing Community Based Projects which are expected to continue into early 2012. *Additional funding allocation to be considered between March-June 2012.*
15. North Richmond Green Community Service Programs: Funding level is based upon the amount of funding the Community Services Coordinator estimates will be needed to implement specified Programs during the first six (6) months of 2012. *Additional funding allocation to be considered between March-June 2012.*
16. North Richmond Green Campaign: Funding level is based upon the amount of funding the Community Services Coordinator estimates will be needed to cover outreach materials expected to be produced during the first six (6) months of 2012. *Additional funding allocation to be considered between March-June 2012.*
17. Neighborhood Gardening Project: Funding allocated is the remaining amount of the original allocation carried from the 2008/2009 Expenditure Plan, because contract amendment needed in 2010 was delayed until late 2011.
18. Removal & Disposal of Street Cans: Strategy not funded in the 2010/2011 Expenditure Plan. Allocated funding is estimated to be adequate to cover the cost of removing and disposing of the 3-4 damaged and out-of-service Street Cans still located in the Community.

NON-STRATEGIES

Committee Administration/Staffing: Funding allocation is one-fourth of the estimated total needed for the full 2-year period. Amount increased because the 2010-2011 allocation is not adequate to cover all applicable City and County staff costs, a significant factor being the time intensive administration of Community-Based Projects. *Additional funding will need to be allocated between March-June 2012.*

Contingency: No funding allocation recommended for initial 6-month period. *Preliminary Budget specifies TBD because funding will need to be allocated for this purpose in the full 2012/2013 EP Budget.*