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

Friday, June 1, 2012
2:00 pm – 5:00 pm

Richmond City Hall - Council Chambers | 440 Civic Center Plaza | Richmond, CA 94801

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 3 minutes)*

3. *APPROVE* the following Meeting Minutes:
   a. October 21, 2011 Committee Meeting;
   b. March 28, 2011 Subcommittee Meeting; and
   c. May 7, 2011 Subcommittee Meeting.

4. *RECEIVE* the following reports:
   a. Summary of Final Expenditures – 2010/2011 Expenditure Plan;
   b. Summary of Expenditures to date – 2012/2013 Expenditure Plan;
   c. Tonnage & Revenue Updates – 2010/2011 (Final) & 2012/2013;
   d. Final Implementation Update – 2010/2011 Expenditure Plan;
   e. Implementation Update – 2012/2013 Expenditure Plan; and
   f. Annual Advisory Body Reports to the Board of Supervisors for 2010 & 2011.

5. *ACCEPT* and *DIRECT* staff to review and prepare recommendations responding to the findings/recommended actions contained in the Auditors Office Report dated March 6, 2012 and associated non-reportable findings dated April 26, 2012 regarding the results of their review of NRMF funding from its inception in 2006 through early 2011.

   RECOMMEND that the City and County consider approving an amendment to the Memorandum of Understanding between the City of Richmond and Contra Costa County to reflect that Expenditure Plans will be prepared on an annual basis (no longer covering two years) effective July 1, 2012.

6. *APPROVE* reducing regularly scheduled meeting frequency to twice per year and *ESTABLISH* meeting schedule for FY 2012/2013 consisting of the following two Friday meeting dates: February 15, 2013 (2pm – 4pm) & May 31, 2013 (2pm – 5pm).

7. *AUTHORIZE* Staff to revise and release future versions of the "Community Based Project Funding Request Guidelines" and "Proposal & Application" documentation as well as review, evaluate and prepare recommendations about Funding Request Proposals to be received in the future without requiring Subcommittee involvement, as recommended by the Community Based Projects Subcommittee.

8. *ACKNOWLEDGE* that current and future recommended Expenditure Plans will mandate each lead implementing entity to submit information consistent with the schedule and strategy-specific reporting requirements to be developed by staff, effective July 1, 2012, in order to receive each payment on or after July 1, 2012 or to be considered for additional future funding, prohibiting future advance payments.

   DIRECT staff to develop written Invoicing and Reporting Requirements specifying what strategy-specific statistics and status updates must be submitted by implementing entities (and by when) in order to receive each payment effective July 1, 2012 to facilitate more cost-efficient means of ensuring adequate accountability/transparency about the use of the NRMF funding.

9. *REQUEST* the City Council and Board of Supervisors adopt the recommended Amended 2012/2013 Expenditure Plan including changes to the description and requirements for each existing Strategy, elimination of unfunded Strategies and revised Budget containing recommended funding allocations for the period through June 30, 2013.

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

11. *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 Mitigation Fee
Joint Expenditure Planning Committee

Meeting Minutes

Friday, October 21, 2011
3:00 pm – 5:00 pm
Multi-Purpose Room | 440 Civic Center Plaza | Richmond, CA 94801

Members/Alternates in Attendance:
Dr. Henry Clark, **Chair** – NRMAC Representative: Unincorporated Area
Jovanka Beckles, **Vice Chair** – Richmond City Councilmember
Luz Gomez– Alternate Member for Contra Costa County Supervisor John Gioia
Gayle McLaughlin, Member – City of Richmond Mayor
Joe Wallace, Member – NRMAC Representative - Unincorporated Area
Johnny White, Member - Incorporated Area Resident

Members Absent:
Nathaniel Bates, Member – Richmond City Councilmember
John Gioia, Member – Contra Costa County Supervisor

Meeting Agenda:

1. **Welcome and Introductions**

   Chair Dr. Henry Clark welcomed others and called the meeting to order.

2. **Public Comment on any item not on the agenda**

   Individuals representing non-profit organizations, and other interested parties in the incorporated and unincorporated areas of North Richmond discussed their success in keeping the North Richmond area clean and the educational initiatives to employ youth and engage citizens. Organizations shared the current status of their Community Based Projects and community involvement addressing blight, illegal dumping, safety and health, and the resolutions to address these and other issues.

3. **APPROVE the Meeting Minutes – September 23, 2011**

   Motion to approve the September 23, 2011 meeting minutes was made by Committee Member Joe Wallace and seconded by Committee Member Gayle McLaughlin. *Motion was passed unanimously.*

4. **ESTABLISH a Standing Community Based Project Subcommittee**

   A motion was made to approve the guidelines and application designed to solicit future Community-Based project funding requests and proposals, including the assignment of Sub-Committee members to include existing Sub-Committee members Gayle McLaughlin, Joe Wallace and John Gioia / Luz Gomez-alternate. The motion was made by Chair Dr. Clark and seconded by Committee Member Johnny White. *Motion was passed unanimously.*

   A motion was made to review proposals submitted upon which to base suggested funding allocations to be provided for consideration by the Committee when establishing future recommended allocations of Community Based Project funding. The motion was

made by Committee Chair Dr. Clark and seconded by Committee Member Johnny White. *Motion was passed unanimously.*

5. APPROVE the proposed Preliminary 2012-2013 Expenditure Plan (EP) and AUTHORIZE release of revised Community Based Project Proposal Guidelines & Application

Approve the proposed Preliminary 2012-2013 Expenditure Plan and recommend its adoption to the City Council and County Board of Supervisors. A motion was made by Committee Member Joe Wallace, and seconded by Committee Member Gayle McLaughlin. *Motion was passed unanimously.*

Authorize Staff to work with the Standing Subcommittee to release revised Community Based Project Proposal Guidelines & Application, prior to establishing the amount of funding available to fund Community Based Projects in 2012-2013. The motion was moved by Committee member Joe Wallace, and seconded by Committee member Gayle McLaughlin. *Motion was passed unanimously.*

6. Receive Presentation(s) - Verbal updates about mitigation funded strategies from the Community Services Coordinator and others.

The Committee received a verbal report from Carla Orozco, Community Service Coordinator. Ms. Orozco, provided highlights regarding her activities (funded under Strategy 3), including recent efforts funded under Strategy 5 - North Richmond Green Outreach, and Strategy 15 - North Richmond Green Community Services Programs.

7. Adjourn

The meeting adjourned at 4:55 p.m.

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North Richmond Waste & Recovery Mitigation Fee
Joint Expenditure Planning Committee

Subcommittee

Meeting Minutes

Wednesday, March 28, 2012
11:00am – 12:00pm
Conference Room
11780 San Pablo Avenue, Suite D
El Cerrito, CA 94530

Members/Alternates in Attendance:
Gayle McLaughlin, Member – City of Richmond Mayor
Luz Gomez, Alternate – Contra Costa County Supervisor
Joe Wallace, Member – NRMAC Representative: Unincorporated Area

Members Absent:
John Gioia, Member – Contra Costa County Supervisor

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1. **Welcome and Introductions**
   Luz Gomez, Joe Wallace, and Mayor McLaughlin, called the meeting to order.

2. **Public Comment**
   None.

3. **CONSIDER revised Preliminary Draft Community Based Project Funding Request Proposal & Application Guidelines, Preliminary Draft Proposal & Application Form and Preliminary Draft Scoring Sheet and DIRECT staff to prepare and release a finalized version based upon input provided by Subcommittee members on or about April 4, 2012.**

   General discussion between City/County Staff and Subcommittee occurred regarding revised Preliminary Draft Community Based Project Funding Request Proposal and related proposal documents in anticipation of releasing a final version of the document on or about April 4, 2012.

8. **ADJOURN to next meeting**
   Meeting was adjourned at 1:08pm.

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North Richmond Waste & Recovery Mitigation Fee
Joint Expenditure Planning Committee

Subcommittee

Meeting Minutes

Monday, May 7, 2012
11:00am – 1:00pm
Richmond Conference Room – 1st Floor
450 Civic Center Plaza
Richmond, CA 94801

Members/Alternates in Attendance:
Gayle McLaughlin, Member – City of Richmond Mayor
Luz Gomez, Alternate – Contra Costa County Supervisor

Members Absent:
John Gioia, Member – Contra Costa County Supervisor
Joe Wallace, Member – NRMAC Representative: Unincorporated Area

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1. **Welcome and Introductions**
   Mayor McLaughlin, called the meeting to order.

2. **Public Comment**
   Received comments from public regarding items not on the Agenda.

3. **DISCUSS and FORWARD recommendations to the North Richmond Joint Expenditure Planning Committee regarding proposals received in response to the 2012/13 Funding Request Proposal and Application released April 4, 2012.**

   a. Public comments were received by all non-profit Organizations and others in attendance regarding the Funding Request Proposal and Application that was released on April 4, 2012.

   b. Committee Staff provided brief proposal and evaluation summary on all Funding Request Proposal Applications received.

   c. Subcommittee directed City/County Staff to prepare funding allocation recommendations to be considered by the Full Committee at the next meeting, including identifying the total amount requested by each Organization.

   d. For any Future Community Based Project Funding Request(s), the Subcommittee directed that City/County Staff recommend to the full committee that City/County Staff edit, review, evaluate, and recommend funding allocations, including making any necessary edits to any future funding request proposal documents that would be released for that purpose.

8. ADJOURN to next meeting

Meeting was adjourned at 1:05pm.

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North Richmond Waste and Recovery Mitigation Fee
Final 2010/2011 Expenditure Plan Budget Summary

(as of May 2012)

	#	Strategy	Amount Allocated in 2010-2011 Plan[3]	Total Actual Expenditures To-Date	Estimated Amount Remaining
Prevention & Educatior	1	Bulky Item Pick-ups & Disposal Vouchers	$ 10,000	$ 1,794.47	**$ 8,205.53**
	2	Neighborhood Clean-up Events	$ 25,000	$ 19,129.40	**$ 5,870.60**
	3	Community Services Coordinator	$ 144,262	$ 117,542.77	**$ 26,719.23**
	4	Community Services Assistant	$ 56,000	$ 56,000.00	**$ -**
	5	North Richmond Green Outreach	$ 34,500	$ 24,622.86	**$ 9,877.14**
Abatement & Enforcement	6	City/County Pick-up from Right-of-Way	$ 70,000	$ 70,000.00	**$ -**
	7A	Code Enforcement - County	$ 258,000	$ 251,901.02	**$ 6,098.98**
	7B	Code Enforcement - City	$ 35,000	$ 20,098.64	**$ 14,901.36**
	8	Graffiti Abatement	$ -	$ -	**$ -**
	9	Law Enforcement (Investigation & Patrols)	$ 375,000	$ 375,000.00	**$ -**
	10	Surveillance Camera System	$ 60,000	$ 42,575.58	**$ 17,424.42**
	11	Illegal Dumping Prosecutor	$ 65,149	$ 24,066.93	**$ 41,082.07**
Community Investment	12	Parks Rehabilitation Initiative	$ 90,000	$ 90,000.00	**$ -**
	13	Capital Improvement Projects (Infrastructure & Creeks)	$ -	$ -	**$ -**
	14	North Richmond Community-Based Projects [1]	$ 315,400	$ 265,587.86	**$ 49,812.14**
	14+	North Richmond Community-Based Projects [2]	$ 189,600		
	15	North Richmond Green Community Service Programs	$ 45,000	$ 21,335.29	**$ 23,664.71**
	Strategies and allocations being carried over from the 2008/2009 Expenditure Plan ($138,000)				
	16a	Community Gardenining Project - Lots of Crops	$ 13,410	$ 13,410.44	**$ -**
	16a+	Community Gardenining Project - Lots of Crops [2]	$ 42,590		
	16B	Servicing and Moving/Removal of Street Cans	$ -	$ -	**$ -**
	16b	Mentorship Project - YAEC	$ 47,000	$ -	**$ 47,000.00**
	17g	West County Watershedz Program	$ 15,000	$ 14,872.71	**$ 127.29**
	17h	Wildcat and San Pablo Creek	$ 20,000	$ 20,000.00	**$ -**
	X	Administratitive Staff Cost	$ 111,131	$ 111,131.00	**$ -**
	16%	**Contigency** *(Reserve for Revenue Shortfall)*	$ 185,000		**$ -**

Total Expenditure Plan Budget -vs- Actual Expenditures	**$ 2,022,042.00**	**$ 1,539,068.97**	**$ 250,783.47**
Total Projected/Actual & Revenue Shortfall [3]	**$ 2,207,042.00**	**$ 2,108,887.26**	**$ 98,154.74**

[1] *See attached table for breakdown of actual expenditures for each approved Community-Based Project completed in 2011*

[2] *This proportion of Strategy 14 and 16a funding was transferred to the Preliminary 2012/2013 Expenditure Plan to allow completion of the projects within the intended timeframe which extended beyond the 2010/11 EP funding cycle. See 2012/2013 Expenditure Summary for details regarding status of actual expenditures for these allocations.*

[3] *Total 2010/2011 projected revenue ($2,207,042) includes funding projected to be received in 2010/2011 ($1,177,661) and the remaining 2008/2009 Expenditure Plan cycle funding not spent ($1,029,381). Actual Revenue in 2010/11 was 8.33% less than the amount projected, however the amount allocated as Contingency (15.7% of Projected Revenue) was more than adequate to cover the resulting revenue shortfall.*

Actual Expenditures for Community Based Projects Awarded in 2010 & Completed in 2011

Organization	Project Title	Amount Awarded	Amount Paid	**Amount Not Spent** *(all but $600 included in 2010/11 "roll over")* [1]
Athletes United for Peace	North Richmond Digital Technology Academy	$ 30,000	$ 30,000.00	**$ -**
Center for Human Development	Carbon Footprint Tree Planting and Trash Abatement Project	$ 100,000	$ 73,175.86	**$ 26,824.14**
Communities United Restoring Mother Earth/CURME *(Downtown Assoc.)*	Lots of Crops	$ 100,000	$ 98,654.34	**$ 1,345.66**
Golden Gate Audubon Society	ECO - Richmond Environmental Stewardship	$ 8,000	$ 6,941.60	**$ 1,058.40**
Harold Beaulieu *(CHDC)*	Popsicle Project (Phase II) Tile Art & Mural Painting	$ 30,000	$ 17,857.31	**$ 12,142.69**
Social Progress Inc.	Trash Removal/Lawn Mowing/Blight Reduction	$ 8,000	$ 8,000.00	**$ -**
The Watershed Project	North Richmond Clean and Green	$ 40,000	$ 30,958.75	**$ 9,041.25**
Total		**$ 316,000**	**$ 265,587.86**	**$ 50,412.14**

[1] The $600 amount not included in the "roll-over" amount from the 2010/11 EP has been combined with the 2011 award for Golden Gate Audobon Society's Community Based Project that was transferred to the 2012/13 Expenditure Plan.

North Richmond Waste and Recovery Mitigation Fee
2012-2013 Expenditure Plan Budget Summary
(as of May 2012)

#	Strategy	Amounts in Expenditure Plan Budget [2]	Total Actual Expenditures To-Date	Estimated Amount Remaining
1	Bulky Item Pick-ups & Disposal Vouchers	$ 2,500.00	$ 243.35	**$ 2,256.65**
2	Neighborhood Clean-up Events	$ -	$ -	**$ -**
3	Prevention Services Assistant	$ 14,000.00	$ -	**$ 14,000.00**
4	City/County Pick-up from Right-of-Way	$ 17,500.00	$ 11,127.69	**$ 6,372.31**
5	Code Enforcement - County	$ 64,500.00	$ 27,552.62	**$ 36,947.38**
6	Code Enforcement - City	$ 35,000.00	$ -	**$ 35,000.00**
7	Tagging Abatement	$ -	$ -	**$ -**
8	Illegal Dumping Law Enforcement	$ 93,750.00	$ -	**$ 93,750.00**
9	Surveillance Cameras	$ 5,000.00	$ 889.95	**$ 4,110.05**
10	Illegal Dumping Prosecutor	$ 15,000.00	$ 9,362.40	**$ 5,637.60**
11	Parks Rehabilitation Initiative	$ 200,000.00	$ -	**$ 200,000.00**
12	Capital Improvement Projects	$ -	$ -	**$ -**
13	Community Services Coordinator	$ 36,065.50	$ 15,765.96	**$ 20,299.54**
14	North Richmond Community-Based Projects [1]	$ 189,600.00	$ 84,697.21	**$ 104,902.79**
15	North Richmond Green Community Service Programs	$ 42,700.00	$ 24,489.74	**$ 18,210.26**
16	North Richmond Green Campaign	$ 15,000.00	$ -	**$ 15,000.00**
17	Neighborhood Gardening Project [1]	$ 42,589.56	$ 42,589.37	**$ 0.19**
18	Removal & Disposal of Street Cans	$ 2,000.00	$ -	**$ 2,000.00**
X	Administratitive Staff Cost	$ 50,000.00	$ -	**$ 50,000.00**
12%	**Contigency** *(Reserve for Revenue Shortfall)*	$ -		**$ -**

Expenditure Plan Budget [2] -vs- Actual Expenditures	**$ 825,205.06**	**$ 216,718.29**	**$ 608,486.77**
Total Projected/Actual Revenue (including roll-over) [3]	**$ 839,933.74**	**$ 577,748.77**	**$ 1,417,682.51**

[1] *Strategy 14 and 17 funding was transferred from the Third Amended 2010/2011 Expenditure Plan to allow completion of the projects within the intended timeframe which extended beyond the 2010/11 EP funding cycle. See attached table for breakdown of actual expenditures for each approved Community-Based Project.*

[2] *To date, a total of $36,793.64 allocated for 2010/2011 Community Based Projects is known to be available for reallocation and has therefore been shifted from the preliminary 6-month allocation in the recommended Amended 2012/2013 EP (reduces total from $825,205.06 to $788,411.42).*

Actual Expenditures for Community Based Projects Tranfserred from 2010/2011 EP *(Italicized Projects Completed/Expired)*

Organization	Project Title	Amount Awarded[1]	Amount Paid	Amount Remaining	Complete/ Expired / Ongoing
Center for Human Development	*Carbon Footprint Project – Expansion Phase*	*$ 35,000*	*$ -*	***$ 35,000.00***	***E***
Eco-Village	Eco-Stewardship Ambassadors Project	$ 35,000	$ -	**$ 35,000.00**	O
Golden Gate Audubon Society	Eco-Richmond Program - Expansion/Continuation	$ 19,109	$ -	**$ 19,109.15**	O
Healing Circles of Hope dba MASK	*Garden of Angels - Community Healing Garden Project*	*$ 29,985*	*$ 29,432.88*	***$ 552.12***	***C***
Reach Fellowship International	*North Richmond Women's Campus Day Center*	*$ 29,708*	*$ 29,707.67*	***$ 0.66***	***C***
Social Progress Inc. (GRIP)	*Community Blight Reduction*	*$ 25,557*	*$ 25,556.66*	***$ 0.01***	***C***
The Watershed Project	*Verde Elementary*	*$ 1,241*	*$ -*	***$ 1,240.85***	***E***
Verde Partnership Garden (Urban Tilth)	Verde Elementary School Garden	$ 14,000	$ -	**$ 14,000.00**	O
Total CBP Funding from 2010/11		**$ 189,600**	**$ 84,697.21**	**$ 104,902.79**	
Total For Projects Not Yet Complete		**$ 152,806**	**$ 84,697.21**	**$ 68,109.15**	
Available for Reallocation in Amended 2012/13 Expenditure Plan				***$ 36,793.64***	

[1] All but $14,600 of this amount is the Community Based Project funding awarded to projects in late 2011. The Verde Partnership Garden ($14,000) and small amount ($600) of the amount listed for Golden Gate Audobon Society's EcoRichmond Program were part of the funding amounts awarded in 2010.

North Richmond Waste & Recovery Mitigation Fee Payments

Date Received	Time Period	Amount Received	Processible Tons	MSW Tons
2/24/2010	Jan-10	$ 41,898.12	2,262	12,603
3/15/2010	Feb-10	$ 41,406.60	2,531	12,375
4/19/2010	Mar-10	$ 48,627.91	3,686	14,340
5/27/2010	Apr-10	$ 46,050.63	3,725	13,517
6/21/2010	May-10	$ 44,457.39	3,681	13,026
7/19/2010	Jun-10	$ 47,181.98	3,621	13,901
8/24/2010	Jul-10	$ 44,485.38	3,210	13,162
9/20/2010	Aug-10	$ 46,246.34	3,451	13,653
10/28/2010	Sep-10	$ 45,505.57	3,338	13,450
11/22/2010	Oct-10	$ 43,815.26	2,983	13,013
12/29/2010	Nov-10	$ 45,322.89	3,084	13,461
2/1/2011	Dec-10	$ 43,597.38	2,727	13,013
2/22/2011	Jan-11	$ 43,056.37	3,511	12,462
3/22/2011	Feb-11	$ 40,151.46	3,895	11,453
4/26/2011	Mar-11	$ 45,679.40	3,413	13,305
6/1/2011	Apr-11	$ 44,664.09	5,164	12,515
6/27/2011	May-11	$ 47,421.83	6,833	12,921
8/8/2011	Jun-11	$ 48,511.21	5,950	13,500
8/29/2011	Jul-11	$ 44,355.42	5,034	12,453
10/4/2011	Aug-11	$ 47,968.53	5,950	13,331
11/15/2011	Sep-11	$ 45,774.99	5,070	12,886
12/5/2011	Oct-11	$ 46,135.11	5,325	12,929
12/22/2011	Nov-11	$ 44,177.27	5,152	12,366
2/8/2012	Dec-11	$ 43,015.36	4,814	12,096

Total - Actual YTD (2010)		$ 581,651.82	41,810	171,975
Total - Actual YTD (2011)		$ 540,911.04	60,111	152,216
Total - Actual YTD (2010/2011)		**$ 1,079,506.49**	**98,410**	**311,730**
Monthly Average - Actual		***$ 44,979.44***	***4,100***	***12,989***

Total - Projected (2010)		$ 573,429.73	43,730	169,029
Total - Projected (2011)		$ 604,231.41	48,393	177,480
Total - Projected (2010 + 2011)		**$ 1,177,661.14**	**92,123**	**346,509**
Monthly Average - Projected		***$ 49,069.21***	***3,838***	***14,438***

North Richmond Waste & Recovery Mitigation Fee Payments

Date Received	Time Period	Amount Received	Processible Tons	Solid Waste Tons
3/1/2012	Jan-12	$ 44,472.44	4,753	12,232
	Feb-12	$ 41,931.87	4,849	11,433
TBD	Mar-12	$ 46,110.98	6,303	12,310
	Apr-12			
	May-12			
	Jun-12			
	Jul-12			
	Aug-12			
	Sep-12			
	Oct-12			
	Nov-12			
	Dec-12			
	Jan-13			
	Feb-13			
	Mar-13			
	Apr-13			
	May-13			
	Jun-13			
	Jul-13			
	Aug-13			
	Sep-13			
	Oct-13			
	Nov-13			
	Dec-13			

Total - Actual YTD (2012)		$ 132,515.29	15,905	35,976
Total - Actual YTD (2013)		$ -	0	0
Total - Actual YTD (2012/2013)		**$ 132,515.29**	**15,905**	**35,976**
Monthly Average - Actual		***$ 44,171.76***	***5,302***	***11,992***

Total - Projected (2012)		$ 566,611.61	64,966	154,648
Total - Projected (2013)		$ 564,919.48	64,684	154,210
Total - Projected (2012/2013)		**$ 1,131,531.09**	**129,650**	**308,858**
Monthly Average - Projected		***$ 47,147.13***	***5,402***	***12,869***

FINAL 2010/2011
IMPLEMENTATION UPDATE
North Richmond Waste & Recovery Mitigation Fee
2010/2011 Expenditure Plan
- January 1, 2010 thru December 31, 2011-

PREVENTION & EDUCATION

Strategy 1 - Bulky Clean-ups & Disposal Vouchers

Bulky Clean-ups are available to residents with an active residential account with Richmond Sanitary Service (RSS), are limited to one per household per year, and are disbursed on a first come first served basis. Eligible residents can 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). An outreach effort to educate the community regarding illegal dumping and the disposal voucher program is ongoing. Residents are encouraged to use the Disposal Voucher Program and discouraged from illegally dumping on the streets. Requests for bulky pick-ups or disposal vouchers are handled by the Community Services Assistant (CSA) working out of CHDC (a part time position funded under Strategy 4).

No Bulky Clean-ups were requested or provided during the 2010/2011 Expenditure cycle. However, interested participation in the Disposal Voucher program increased during the last half of the 2010/2011 cycle.

The CSA at CHDC distributed 120 disposal vouchers in 2010. The CSA has regular discussions with Sheriff Deputies and City/County Code Enforcement Officers regarding the constant illegal dumping and disposal vouchers During the middle of the 2011 year, there seemed to be an increased interest in the Voucher program generally due to residents learning about the program and/or being encouraged to participate as a result of contact they had with Deputy Monroe.

Below is a list of the disposal vouchers issued in 2011. The number actually redeemed can only be determined based upon invoices submitted by RSS which City staff only receives a few times per year.

2011 Disposal Vouchers Distributed

Month	Number of Households	# of Vouchers
January	1	12
February	1	12
March	3	36
April	0	0
May	3	36

June	2	24
July	8	96
August	4	48
September	5	60
October	2	24
November	2	24
December	2	24
TOTAL	**22**	**396**

Total Vouchers Distributed 2010/2011

Year	# of Vouchers
2010	120
2011	396
TOTAL	**516**

Strategy 2 - Neighborhood Clean-ups

A total of two (2) Neighborhood Clean-ups (one each year) were funded during the 2010/2011 expenditure cycle. All debris collected was taken to the Republic Services' Golden Bear Transfer Station located at the Foot of Parr Boulevard. The table below identifies the clean-up event dates and the amount of debris collected. The Community Services Coordinator (CSC) who is funded under Strategy 3 coordinated outreach for the clean-up events, including use of some funding under Strategy 5 to print and pay stipends for the distribution of flyers.

Neighborhood Clean-ups

Clean-up Events	Debris Collected
December 4, 2010	40.34 Tons (14 Loads)
December 10, 2011	71 Tons (25 Loads)
Total Events: 2	**Total Debris Collected: 111.34 Tons**

Strategy 3 – Community Services Coordinator (CSC)

The Community Services Coordinator (CSC) shall serve as a link between the community of North Richmond, the City of Richmond, and Contra Costa County for North Richmond Green efforts being implemented and funded under strategies 5 and 15.

The CSC is responsible for and has accomplished the following tasks (information is based in part on the CSC's most recent progress report):

- Community Events: The CSC Organized and participated in the North Richmond Green Festival held on October 22, 2011 (funded under Strategy 2); and collaborated with City Staff on arrangements needed for the Community Clean-up event held in December 2011 (funded under

Strategy 2). Community events recently attended included the "2nd Annual North Richmond Music Festival," "1sth Annual North Richmond Block Party," and the "meet and Greet Your Neighbors Event."

- Community Meetings: Organized and led monthly "North Richmond Green Meetings" to discuss related issues affecting North Richmond, to develop ideas of prevention, and to provide updates and get input on current North Richmond Green programs/events.
- Outreach Materials: Developed Community Clean-up flyers and newsletters and coordinated door-to-door distribution by local residents that received stipends (funded under Strategy 5).

Strategy 4 - Community Services Assistant

The part-time Community Services Assistant (CSA) position is housed at the Community Housing Development Corporation (CHDC) in North Richmond. Janie Holland is serving as the CSA. The CSA receives details about dumping locations from Richmond Sanitary Service, the Community Services Coordinator and others, which is then input into the North Richmond Dumping Database (including date, location, type and amount of illegally dumped materials) and referred (e.g. if oversized debris in roadway then it is referred thru the Citiy's on-line referral/reporting system, CRW) to appropriate organization/agency. The CSA also receives information, complaints and concerns about illegal dumping from community residents either as incoming calls or walk-ins.

In 2010, letters were sent to persons who's name/address were noted on items dumped illegally, which were based on information collected by the Richmond Sanitary Service Hot Spot Crew. However, in 2011 rather than sending letters, the Sheriff's Office personnel instead asked that any evidence found by the RSS Hot Spot Crew with identifying names or addresses be provided to Deputies as soon as it is found in illegally dumped waste. The tables below identify all the Illegal Dumping Occurrences during the 2010/2011 Expenditure cycle (majority are locations abated by the RSS Hotspot Crew).

Reported Illegal Dumping Occurrences – 2010

Month	Occurrences added to database	Evidence Letters Mailed
January 2010	260	3
February 2010	262	1
March 2010	303	3
April 2010	275	3
May 2010	297	2
June 2010	296	4
July 2010	332	3
August 2010	300	2
September 2010	321	3
October 2010	264	3
November 2010	290	2

December 2010	336	2
TOTAL	**3,536**	**31**

Reported Illegal Dumping Occurrences – 2011

Month	Occurrences added to database	Evidence Letters Mailed
January 2011	337	N/A
February 2011	315	N/A
March 2011	343	N/A
April 2011	259	N/A
May 2011	344	N/A
June 2011	340	N/A
July 2011	328	N/A
August 2011	379	N/A
September 2011	288	NA
October 2011	291	NA
November 2011	281	NA
December 2011	289	NA
TOTAL	**2,645**	**0**

Total Reported Illegal Dumping Occurrences for 2010-11

Year	Occurrences added to database	Evidence Letters Mailed
2010 Jan thru Dec	3536	31
2011 Jan thru Dec	2645	0 – n/a
Totals 2010/2011	**6181**	**31**

Strategy 5 – North Richmond Green Outreach

City and County Staff assisted the CSC with the implementation of the following activities in 2011:

- Printed and installed banners on City-owned light pole banners along Filbert and 3rd Ave.
- Organized the NR Green parade and two clean-up projects in partnership with Richmond Sanitary Service (Community pick up project & NR volunteers). Organized the East Bay Regional Parks project and Watershed Project to engage volunteers in cleaning up the Wildcat Creek.
- Distribution of Newsletters and coordination of North Richmond Green Festival.
- Providing stipends for community members (youth and adults) for door-to-door outreach to promote mitigation-funded strategies
- Design and printing of additional staff approved outreach materials to raise Community members awareness about where to learn more regarding Mitigation funded programs/efforts

County staff worked with the CSC regarding options to address County's permit requirements and costs to allow installation of banners on County-owned light poles.

ABATEMENT & ENFORCEMENT

Strategy 6 – City/County Pick-up from Right-of-Way

The City of Richmond's Code Enforcement abatement team currently picks-up illegal dumping in the public right-of-way located within the unincorporated & incorporated Mitigation Fee Primary Funding Area. The purpose is to remove items not collected by the designated RSS Hot Spot Route crew. Code Enforcement responds to information/requests submitted into the City's on-line reporting/referral system (CRW) as well as by phone and tracks the materials collected. Code Enforcement is reimbursed for personnel, mileage, administrative costs, and equipment rental as needed. Reimbursement requests submitted and paid include costs for staff providing weed abatement and graffiti abatement (See Strategy 8). Code Enforcement staff does not work a set number of hours per month on illegal dumping abatement in North Richmond. Staff did not compile/gather statistics for 2010. The following tables summarize the illegal dumping occurrences reported/abated within the North Richmond right-of-way for 2011:

January 1, 2011 thru September 15, 2011

City Right-of-Way Trash Abatement Activities	
Illegally Dumped Material Removed (tons)	36.38
Illegal Dumping Complaints/Referrals	125
Illegal Dumping Locations Abated	881
Number (#) of Days Trash Abated in the Right-of-Way	64
Number (#) of Hours Spent Abating in Right-of-Way	288

September 16, 2011 thru December 31, 2011

City Right-of-Way Trash Abatement Activities	
Illegally Dumped Material Removed (tons)	16.56
Illegal Dumping Complaints/Referrals	17
Illegal Dumping Locations Abated	365
Number (#) of Days Trash Abated in the Right-of-Way	25
Number (#) of Hours Spent Abating in Right-of-Way	156

Final 2011 Totals

City Right-of-Way Trash Abatement Activities Reported	
Illegally Dumped Material Removed (tons)	52.94
Illegal Dumping Complaints/Referrals	142
Illegal Dumping Locations Abated	1246
Number (#) of Days Trash Abated in the Right-of-Way	89
Number (#) of Hours Spent Abating in Right-of-Way	444

Strategy 7a – Code Enforcement - County

In the Fall of 2011, Mark Alford was reassigned to replace Louise Reinthaler as the dedicated Code Enforcement Officer for North Richmond. The following tables provide an overview of the Code Enforcement work completed for the 2010/2011 expenditure cycle specific to North Richmond.

Total County Code Enforcement Case Statistics for 2010/2011

Cases Opened	Cases Closed	Currently Active Cases
254	277	44

Specific North Richmond County Code Enforcement Actions/Cases*

County Code Enforcement Cases/Actions Taken in 2010/2011 for North Richmond	# of Specific Cases and/or Actions
Construction without Permits	23
Vacant Unoccupied Structures	31
Cases on Vacant Lots (generally for overgrown vegetation or illegal dumping)	135*
Cases involving Graffiti	21
Notice to Comply Letters Sent	95
Notice of Pending Action Letters Sent	17

* Accounts for 88% of all Vacant Lot Code Enforcement Cases for the entire unincorporated Contra Costa County.

A majority of the County Code Enforcement Cases in the North Richmond area involve overgrown vegetation on private property. The County Code Enforcement Officer continues to work with the Illegal Dumping Officer, City Code Enforcement and Contra Costa County Environmental Health staff to help facilitate effective collaboration within a comprehensive code enforcement framework to address the illegal dumping problem in the North Richmond community.

Strategy 7b – Code Enforcement - City

The City Council and Board of Supervisors approved the recommended Second Amended 2010/2011 Expenditure Plan in May 2011 incorporating changes to Strategy 7 and associated reallocation of funding pursuant to the City and County Working Group recommendations approved by the Committee in March. The Code Enforcement responsibilities began to be handled by both the City and County (for their respective jurisdictional areas) effective August 2011, rather than having one County staff person enforce codes in the City and County portions of the Mitigation Funding Area. The purpose of this was to increase the effectiveness of code enforcement efforts in North Richmond by

providing additional staff needed to address noncompliance and blight, securing vacant/foreclosed properties, issuing residential foreclosure/vacant property notices, conducting weed abatement, investigating illegal dumping on private property and issuing administrative citations for noncompliance.

The City's new temporary code enforcement staff person started on August 25, 2011 and planned to focus on the overwhelming amount of vacant/foreclosed properties and blight that plagues the "city side" of the mitigation area. Following is a summary of City Code Enforcement efforts thru 2011, *including services provided by City-funded code enforcement staff:*

City Code Enforcement Statistics

City Code Enforcement Activities	Aug 25, 2011 thru Sept 15, 2011	Sept 16, 2011 thru Dec 31, 2011	Aug 2011 thru Dec 2011 TOTALS
Administrative Citation Issued	41	10	**51**
Notice of Violations Issued	15	25	**40**
Foreclosure Notifications	1	1	**2**
Vacant Property Notices	1	0	**1**
Abatement Warrants Submitted to Court	1	3	**4**
Vacant Lots/Properties Abated	4	7	**11**
Tons of Debris Removed*	75.34	not reported*	**75.34***

* Data not available for September 16 – December 31, 2011 at time stats were compiled.

Strategy 8 – Graffiti Abatement

The City of Richmond's Code Enforcement Graffiti Abatement team abates graffiti in the public right-of-way located within the unincorporated & incorporated Mitigation Fee Primary Funding Area. The graffiti abatement team responds to requests submitted into the City's CRW system and also via observation. Funding for this strategy was reallocated in July 2011 to support a part time City code enforcement officer (Strategy 7b). For at least the months of September 2011 thru December 2011, City Code Enforcement requested and received reimbursement for personnel, and mileage costs associated with graffiti abatement as a part of the amounts paid out with funding allocated under Strategy 6.

Since Mitigation funds were not utilized to fund this activity in 2010, statistics specific to Graffiti Abatement were not collected for that year. However, the City did provide statistics for 2011, which are identified in the following table.

Summary of 2011
Statistics on Graffiti Abatement

Timeframe	# of Locations Graffiti Removed
Jan 2011 – Sept 15, 2011	35
Sept 2011 – Dec 31, 2011	6
TOTAL for 2011	**41**

Strategy 9 – Law Enforcement (*Investigation & Patrols*)

Monthly Activity Logs are routinely submitted for the 5 – 6 Resident Deputies working exclusively in North Richmond. The Deputy Logs provide various statistics including the number of reports written, citations issued (including littering and illegal dumping violations), persons arrested and various other law enforcement activities conducted by each Deputy.

In May 2011, Deputy Felipe Monroe returned to serve as the lead Deputy for illegal dumping issues in North Richmond. Deputy Monroe is continuing to work on investigating multiple cases related to illegal dumping, including a multi-agency effort dealing with contaminated soil dumped on multiple properties in North Richmond. Deputy Monroe has been instrumental in helping increase utilization of Disposal Voucher funded under Strategy 1.

Law Enforcement activities included in the monthly logs compiled by the assigned North Richmond Deputies for the 2010/2011 Expenditure Cycle include the following:

- Warrant served in July with Contra Costa Hazmat, Con Fire and Environmental Health for an illegal Bio-Diesel processing facility;
- Met with District Attorney's Office regarding an ongoing felony illegal dumping case; and
- Cited several subjects for illegal dumping in the area.

Strategy 10 – Surveillance Camera System

There are currently eight (8) wireless CCTV surveillance cameras located throughout the Mitigation Area. The Richmond Police Department (RPD) dispatch office has staff monitoring the City wide camera system, including these eight (8) cameras in North Richmond. Deputy Monroe (funded under Strategy 9) also has access to video captured by the eight (8) wireless cameras in North Richmond. In May 2009, the Richmond Police Department requested to temporarily swap four (4) of the NRMF funded pan-tilt-zoom (adjustable cameras for four (4) of the City's fixed cameras, due to lack of utilization following Deputy Monroe's transfer. However, *since Deputy Monroe's return as the lead on illegal dumping cases for the North Richmond area, a strong desire has been expressed to have the NRMF funded adjustable cameras returned, as the Richmond Police Department's fixed cameras have proven useless for his unique enforcement needs.*

Six (6) FlashCams and associated equipment/accessories were purchased in November 2011 for the amount of $41,986.14 (below the budgeted amount of $44,000). In December 2011, the six (6) Flash Cams were installed in pilot locations throughout the unincorporated area of North Richmond temporarily to allow for initial testing intended to identify/address any technical issues associated with the new equipment.

Enforcement staff from the City and County have agreed that it would not be desirable to install any camera signage in the North Richmond area, indicating such would be more problematic than helpful.

Strategy 11 – Illegal Dumping Prosecutor

The Illegal Dumping Prosecutor works closely with the City Police Department and the North Richmond Illegal Dumping Officer to discuss various strategies and important information needed to prosecute illegal dumping cases. The allocated funds cover 15% of the full-time salary for 2 years. During the prior Expenditure Plan cycle, the Illegal Dumping Prosecutor filed cases on individuals found guilty of violating codes related to illegal dumping which resulted in fines, jail time, and community service (details regarding some cases are included under Strategy 9). At the March 2011 Committee meeting, District Attorney Mark Peterson introduced Bruce Flynn, the new Illegal Dumping Prosecutor assigned to illegal dumping in North Richmond.

Since Bruce Flynn's assignment, he has been providing training to the Richmond Code Enforcement Group on what is needed to have prosecutable illegal dumping cases. The table below identifies the Illegal Dumping Cases reviewed by the District Attorney's (DA's) Office.

District Attorney
Illegal Dumping Cases for 2010/2011

DA Case Type Filed	# of Cases Filed
Misdemeanor Cases Filed	1
Felony Cases Filed (ongoing)	1
Cases Reviewed and Closed – Due to Insufficient Evidence	3
TOTAL Cases Filed/Closed	**5**

COMMUNITY INVESTMENT

Strategy 12 – Parks Rehabilitation Initiative

Funding was used by the Parks Division to help pay for improvements at Shields Reid Park, which included the following:

- Fixed and installed Light Pole Electrical Equipment;
- Light Pole Foundation improvements/repair; and
- Sidewalk improvements.

Strategy 13 – Capital Improvement Projects (*Infrastructure & Creeks*)

No funding is currently allocated to this Strategy. The City Council and Board of Supervisors approved the Second Amended 2010/2011 Expenditure Plan in May 2011 incorporating reallocation of the $105,000 funding previously allocated to this Strategy to Strategy 14 pursuant to the Committee's recommendation approved in March.

Strategy 14 – North Richmond Community-Based Projects

The following tables briefly summarize the status of each of the approved Community-Based Projects funded under the 2010/2011 Expenditure Plan cycle.

First Round of Community Based Projects - Approved in 2010

Entity	Status Updates
Athletes United for Peace	Project Completed. Invoices have been received/paid. *(100% of awarded funding spent)*
Center For Human Development	Last invoice received/paid covered period through September 2011. *(73% of awarded funding spent)*
Communities United Restoring Mother Earth / ETC-Downtown Assoc	Project Completed. Invoices have been received/paid. *(99% of awarded funding spent)*
Golden Gate Audubon Society*	Project Completed. Invoices have been received/paid. *(87% of awarded funding spent)*
Harold Beaulieu / CHDC	Popsicle project completed at the end of the 2011 school year. Progress report submitted and invoices received/paid. *(60% of awarded funding spent)*
Social progress Inc.	Project completed. Invoice has been received/paid. *(100% of awarded funding spent)*
Verde Partnership Garden* / Urban Tilth	No longer being treated as a 2010/11 EP project, since it was rolled into the Preliminary 2012/13 Expenditure Plan. *(See Strategy 14 in 2012/13 Implementation Update for details)*
The Watershed Project	Contract Completed. Project nearing completion. Progress Reports Received. Invoices have been received/paid. *(77% of awarded funding spent)*
TOTAL	**$330,000***

*Strategy 14 in the approved Preliminary 2012/13 Expenditure Plan includes the entire amount allocated to the Verde Partnership Garden and $600.00 of the amount allocated to Golden Gate Audubon Society in 2010 as a part of their project award in 2011.

Second Round of Community Based Projects - Approved in 2011

None of the Community Based Projects originally approved in 2011 are being treated as a 2010/11 EP projects, since they were all transferred to the Preliminary 2012/13 Expenditure Plan. See Strategy 14 in 2012/13 Implementation Update for details.

Strategy 15 – North Richmond Green Community Service Programs

City staff is working with the CSC, in consultation with County staff, to ensure successful implementation of the following North Richmond Green programs which were included in the Expenditure Plan:

- North Richmond Little League Baseball Program - The program was designed to increase the community support and involvement in beautification efforts, and blight reduction. The parents and community members who are apart of the "Guardian Circle" club, which was formed from support for the North Richmond Green Little League Teams, have learned the significance of North Richmond Green, and have set an example for the youth players of maintaining a clean environment, through the picking up of trash, and recyclable items at games and practices. The coaches, whom are also community members, have also encouraged sporadic cleanups at baseball games and practices amongst the

youth players to remind them of the significance of North Richmond Green, and about their responsibility to improve the environment of North Richmond (Information provided by the CSC).

- North Richmond Youth Eco Academy - The goal of the Academy is to serve as a environmental, hands on learning center for community members, especially for the youth in North Richmond. It will include education about recycling, creek restoration, and teach participants how to contribute to a cleaner, and healthier environment in North Richmond. It is planned for the North Richmond Green Little League players, which includes about 50 participants, to be the targeted group to participate in the Academy, although other youth and community members of all ages will be welcome from North Richmond (Information provided by the CSC).
- North Richmond Adult Softball Program – The Male Adult Softball Team consisted of 15 players who played for the "Tara Hills League," which was a Fall/Winter League. Players assisted with mitigation related beautification projects associated with the 2nd Annual North Richmond Green Festival by picking up litter and planting drought resistant flowers at/near the Shields Reid Community Center in North Richmond. Three players of the Male Softball Team were also coaches for the youth players and were part of the Major/Juniors Teams for the 2011 North Richmond Green Little League Baseball/Softball Program.

Strategy 16A - Community Gardening Project – *Lots of Crops*

Lots of Crops is a community-oriented program designed to assist in the production of healthy food and medicine/native plants to residents of North Richmond by converting vacant lots to healing garden sites over a period of time. In addition, the Lots of Crops project is intended to provide potential volunteer/employment opportunities for residents. This project was incorporated into the Preliminary 2012/13 Expenditure Plan as Strategy 17, see the Preliminary 2012/13 Implementation Update for details.

Strategy 17A – Mentorship Project - YAEC

Funding to implement a Mentorship Program at the Young Adult Empowerment Center ($47,000). As reported to the Committee in October 2009, a draft proposal was submitted by the County Housing Authority to establish a Mentorship Program at the Young Adult Empowerment Center (YAEC). At that time, staff reported potential need for an extension through June 2010 the Mentorship Program. Staff from the YAEC and Supervisor Gioia's office may request that the Committee extend the timeframe beyond June 2010 because unfortunately, staffing and workload issues have hindered YAEC staff from finalizing changes to their proposal suggested by County staff. Staff identified changes that were necessary in order to ensure the program design incorporates efforts to address and combat illegal dumping and blight in the community consistent with the language in the Expenditure Plan and overall purpose of the mitigation fee. The YAEC Program Director position is currently in transition. Since the last Committee meeting, there has been no progress made on finalizing a contract for the YAEC Mentorship Program.

Strategy 17G – West County Watershedz Program

Urban Creeks Council (UCC) completed all proposed vegetation clearing efforts on the levees along Wildcat Creek in February 2010. UCC was able to clear all vegetation necessary to all the County Flood Control District to complete its survey work. UCC cleared vegetation from 20 survey transects between Giaramita Street and the Richmond Parkway, as well as the bridges at Giaramita and the Richmond Parkway. UCC utilized local Civicorps youth to help with the vegetation clearing efforts.

Strategy 17H – Wildcat and San Pablo Creek Enhancements

The Contra Costa County Flood Control District (FCD) completed its topographic survey work and hydrological model in March of 2010. The FCD had planned to have its work completed in the Fall of 2009, however, due to the winter rains, that work was delayed. Thanks to the efforts of UCC, County Surveyors were able to conduct a topographic survey of each of the cross sections of the levees and the areas around each of the bridges. FCD was then able to take this information and develop a detailed hydrologic analysis to determine how much vegetation that could be allowed to grow within the overall stream channel and near the brides. This information was also used to convey the 100-year flood areas as required by the US Army Corps of Engineers for levee recertification.

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IMPLEMENTATION UPDATE
North Richmond Waste & Recovery Mitigation Fee
Prelimiary 2012/2013 Expenditure Plan
- January 2012 – April 2012 -

PREVENTION

Strategy 1 - Bulky Clean-ups & Disposal Vouchers

Bulky Clean-ups are available to residents with an active residential account with Richmond Sanitary Service (RSS), are limited to one per household per year, and disbursed on a first come first served basis. Eligible residents can 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). An outreach effort to educate the community regarding illegal dumping and the disposal voucher program is ongoing. Residents are encouraged to use the Disposal Voucher Program and discouraged from illegally dumping on the streets. Requests for bulky pick-ups or disposal vouchers are handled by the Prevention Services Coordinator (PSC) working out of the Community Housing Development Corporation (CHDC), which is a part time position funded under Strategy 3.

Below is the most current list of the disposal vouchers issued in 2012. The number actually redeemed can only be determined based upon invoices submitted by RSS which City staff only receives a few times per year.

Disposal Vouchers Distributed
Jan 2012 – April 2012

Month	Number of Households	# of Vouchers
January	6	72
February	2	24
March	6	72
April	9	108
TOTAL	**23**	**276**

Bulky Clean-ups Requested
Jan 2012 – May 2012

Month	Bulky Clean-ups
January	0
February	0
March	0
April	0
TOTAL	**0**

Strategy 2 - Neighborhood Clean-ups

No Neighborhood Clean-ups were schedule during this period (Jan – May 2012).

Strategy 3 – Prevention Services Coordinator

The part-time Prevention Services Coordinator (PSC) position is housed at the Community Housing Development Corporation (CHDC) in North Richmond. Janie Holland currently serves as the PSC. The PSC receives details about dumping locations from Richmond Sanitary Service, and others, which is then input into the North Richmond Dumping Database (including date, location, type and amount of illegally dumped materials) and referred (e.g. if oversized debris in roadway then it is referred thru the City's on-line referral/reporting system, CRW) to the appropriate organization/agency. The PSC also receives information, complaints and concerns about illegal dumping from community residents either as incoming calls or walk-ins.

The table below identifies all the Illegal Dumping Occurrences for this reporting period. (majority are locations abated by the RSS Hot Spot Crew).

Reported Illegal Dumping Occurrences
Jan 2012 – May 2012

Month	Occurrences added to database
January	331
February	325
March	273
April	300
May	n/a*
TOTAL	**1229**

*Data not available at preparation of report.

ABATEMENT & ENFORCEMENT

Strategy 4 – City/County Pick-up from Right-of-Way

The City of Richmond's Code Enforcement abatement team currently picks-up illegal dumping in the public right-of-way located within the unincorporated & incorporated Mitigation Fee Primary Funding Area. The purpose is to remove items not collected by the designated RSS Hot Spot Route crew. Code Enforcement responds to information/requests submitted into the City's on-line reporting/referral system (CRW) as well as by phone and tracks the materials collected. Code Enforcement is reimbursed for personnel, mileage, administrative costs, and equipment rental as needed. Reimbursement requests submitted and paid include costs for staff providing weed abatement and graffiti abatement (see Strategy 7). Code Enforcement staff does not work a set number of hours per month on illegal dumping abatement in North Richmond.

The following table summarizes the illegal dumping occurrences reported/abated within the North Richmond right-of-way for this reporting period:

Jan 2012 – April 2012

City Right-of-Way Trash Abatement Activities	
Illegally Dumped Material Removed (tons)	39.68
Illegal Dumping Complaints/Referrals	0
Illegal Dumping Locations Abated	450
Number (#) of Days Trash Abated in the Right-of-Way	31
Number (#) of Hours Spent Abating in Right-of-Way	214

Strategy 5 – Code Enforcement Staff - County

Mark Alford is the County's official dedicated Code Enforcement Officer for North Richmond. The following tables summarize the results of County Code Enforcement efforts this reporting period addressing violations/cases on private property in the unincorporated area.

County Code Enforcement Case Statistics for Jan 2012 – April 2012

Cases Opened	Cases Closed	Currently Active Cases
29	**32**	**41**

Specific North Richmond County Code Enforcement Actions/Cases*

Jan 2012 – April 2012: County Code Enforcement Cases/Actions Taken	# of Specific Cases and/or Actions
Construction without Permits	**15**
Vacant Unoccupied Structures	**18**
Cases on Vacant Lots (generally for overgrown vegetation or illegal dumping)	**32***
Cases involving Graffiti	**3**
Notice to Comply Letters Sent	**2**
Notice of Pending Action Letters Sent	**7**

***Accounts for a majority of all Vacant Lot Code Enforcement Cases for entire unincorporated area of Contra Costa County.**

A majority of the County Code Enforcement Cases in the North Richmond area involve overgrown vegetation on private property. The County Code Enforcement Officer continues to work with the Illegal Dumping Officer, City Code Enforcement and Contra Costa County Environmental Health staff to help facilitate effective collaboration within a comprehensive code enforcement framework to address the illegal dumping problem in the North Richmond community.

Strategy 6 – Code Enforcement Staff - City

The Code Enforcement responsibilities began to be handled by both the City and County (for their respective jurisdictional areas) effective August 2011, rather than having one County staff person enforce codes in the City and County portions of the Mitigation Funding Area.

The table below summarizes City Code Enforcement statistics resulting from the City staffs efforts in the North Richmond area. Below statistics include activities handled by NRMF-funded as well as City-funded code enforcement staff for this reporting period.

City Code Enforcement Statistics

City Code Enforcement Activities	Jan 2012 thru April 2012
Administrative Citation Issued	10
Notice of Violations Issued	25
Foreclosure Notifications	1
Vacant Property Notices	1
Abatement Warrants Submitted to Court	3
Vacant Lots/Properties Abated	7
Tons of Debris Removed	n/a

*Data not available at time stats were compiled.

Strategy 7 – Tagging Abatement

Tagging Abatement is handled by the City of Richmond's Code Enforcement team. Graffiti (tagging) is abated within the public right-of-way located throughout the Primary Funding Area of North Richmond. Abatement team staff responds to requests submitted through the City's on-line complaint/referral system (known as CRW) as well as personal observations. Funding for this strategy was reallocated in July 2011 to support a part time City Code Enforcement Officer (Strategy 6). City Code Enforcement requested reimbursement for monthly personnel and mileage costs associated with removal of graffiti (tagging) through April 2012 as a part of the monthly reimbursement requests paid with funding allocated under Strategy 4.

Tagging Abatement Statistics

(funded/reported in conjunction with Strategy 4 – Pick-up from the Right-of-Way)

Timeframe	# of Locations Graffiti Removed
Jan 2012 – April 2012*	**24**

*Stats for the Month of May were not available at time report was prepared.

Strategy 8 – Law Enforcement (*Investigation & Patrols*)

Monthly Activity Logs are routinely submitted for the 5 Resident Deputies now working exclusively in North Richmond. The Deputy Logs provide various statistics including the number of reports written, citations issued (including littering and illegal dumping violations), persons arrested and various other law enforcement activities conducted by each Deputy.

In May 2011, Deputy Felipe Monroe returned to serve as the lead Deputy for illegal dumping issues in North Richmond. Deputy Monroe is continuing to work on investigating multiple cases related to illegal dumping, including a multi-agency effort dealing with contaminated soil dumped on multiple properties in North Richmond. Deputy Monroe has been instrumental in helping increase utilization of Disposal Voucher funded under Strategy 1.

Law Enforcement activities for this reporting period include the following:

- Cited several subjects for illegal dumping in the area; and
- Completed Major Illegal dumping case, which is currently being reviewed by the County District Attorney's Office (see Strategy 10 – Illegal Dumping Prosecutor on reported statistics).

Strategy 9 – Surveillance Camera System

There are currently eight (8) wireless CCTV surveillance cameras located throughout the Mitigation Area. The Richmond Police Department (RPD) dispatch office has staff monitoring the City wide camera system, including these eight (8) cameras in North Richmond. Deputy Monroe (funded under Strategy 8) also has access to video captured by the eight (8) wireless cameras in North Richmond. In May 2009, the Richmond Police Department requested to temporarily swap four (4) of the NRMF funded pan-tilt-zoom adjustable cameras for four (4) of the City's fixed cameras, due to lack of utilization following Deputy Monroe's transfer. However, since Deputy Monroe's return as the lead on illegal dumping cases for the North Richmond area, a strong desire has been expressed to have the NRMF funded adjustable cameras returned, as the Richmond Police Department's fixed cameras have proven useless for his unique enforcement needs.

<u>Flash Cam Update</u>

Six (6) Flash Cams and their associated equipment were purchased in November 2011 for the amount of $41,986.14 (staying within our approved budget – not to exceed $44,000). In December 2011, the six (6) Flash Cams were installed in test locations throughout the unincorporated area of North Richmond to address any technical issues associated with the new equipment. Due to technical issues, one (1) Flash Cam has been returned to the manufacturer to be replaced and/or repaired. Two (2) other Flash Cams have been taken down for the City of Richmond and/or Code Enforcement to be

installed within the incorporated area of North Richmond. Currently, there are three (3) Flash Cams up and operating, which are in the unincorporated North Richmond area.

Strategy 10 – Illegal Dumping Prosecutor

The Illegal Dumping Prosecutor works closely with the City Police Department and the North Richmond Illegal Dumping Sheriff's Deputy to discuss various strategies and important information needed to prosecute illegal dumping cases. The allocated funds cover 15% of the full-time salary for 2 years. The Illegal Dumping Prosecutor, Bruce Flynn, is currently assigned to illegal dumping in North Richmond. The table below identifies the Illegal Dumping Cases reviewed by the District Attorney's (DA's) Office for this reporting period.

Jan 2012 – April 2012
District Attorney Illegal Dumping Cases

DA Case Type Filed	# of Cases Filed
Misdemeanor Cases Filed	4
Felony Cases Filed*	0
Cases Reviewed and Closed – Due to Insufficient Evidence	0
TOTAL Cases Filed/Closed	**4**

*Previously, one (1) ongoing felony case was filed, but reduced to four (4) misdemeanor counts, as indicated in stats.

COMMUNITY INVESTMENT

Strategy 11 – Parks Rehabilitation Initiative

The Parks Division did not use North Richmond Mitigation Funding to perform work this period.

Strategy 12 – Capital Improvement Projects (*Infrastructure & Creeks*)

No funding is currently allocated for this Strategy and therefore no activities have been reported.

Strategy 13 – Community Services Coordinator

The Community Services Coordinator (CSC) Coordinator shall serve as a link between the community of North Richmond, the City of Richmond, and Contra Costa County for North Richmond Green efforts being implemented and funded under Strategies 15 and 16.

The CSC is responsible for and has accomplished the following tasks based in part on the CSC's most recent progress report:

- Community Events: The CSC helped coordinate and participated in the following community events:

- ✓ "North Richmond Green Twilight Basketball League Program Parents Meeting Event" (related to Strategy 15),
- ✓ "Community Pick-up Project Event", and
- ✓ The "Community Earth Day Event". CSC collaborated with multiple organizations, including representatives from some of the non-profits implementing NRMF-funded Community Based Projects (Strategy 14), and agencies to plan this Event held in North Richmond on Saturday, April 21, 2012 from 9:00am-12:30pm. Local adult and children volunteers were invited to participate in a day of community service and family fun to clean-up and enhance the environment of North Richmond. Free food, music, eco activities, T-shirts, and prizes were provided/available at the event. Volunteers had the choice to assist with developing community gardens or picking up litter in target locations within North Richmond.

- Community Meetings: Organized and led monthly "North Richmond Green Meetings" to discuss related issues affecting North Richmond, to develop ideas of prevention, and to provide updates and get input on current North Richmond Green programs/events.
- Outreach Materials: Developed and coordinated distribution of outreach materials as generally described and funded under Strategy 16.

Strategy 14 – North Richmond Community-Based Projects

The following table summarizes the status of each of the previously approved Community-Based Projects transferred from the 2010/2011 Expenditure Plan cycle. Most of the funding ($175,000) and all but one of the below listed projects were approved in 2011 (see footnote for details related to the remaining project funding approved in 2010).

2010/2011 Community Based Projects Transferred to 2012/13 EP

Entity	Status Updates
Center for Human Development	Contract was issued, but has since expired. No invoices/progress reports were ever submitted under this contract. *(0% of awarded funding spent)*
Eco-Village	Contract went into effect on December 12, 2011. No invoices received to date. Project completion anticipated by early to mid-Summer of 2012. *(0% of awarded funding spent to date)*
Golden Gate Audubon Society*	Contract in final stages of approval and expected to be effective on or about April 19, 2012. Project completion anticipated by late Summer of 2012. *(0% of awarded funding spent to date)*
Healing Circles of Hope [dba MASK]	Project Completed. Progress Report attached. *(98% of awarded funding spent)*

Reach Fellowship International	Project Completed. Progress Report attached. *(100% of awarded funding spent)*
Social Progress Inc.	Project Completed. Progress Report attached. *(100% of awarded funding spent)*
Verde Partnership Garden*	Contract prepared and sent to non-profit Organization for signature. Project work planned to begin once contract is signed by all involved entities. *(0% of awarded funding spent to date)*
The Watershed Project	No contract issued, due to perceived lack of interest. Presumably the Organization decided that the low amount awarded ($1,240.85) was not adequate to support the intended activities/effort. *(0% of awarded funding spent to date)*
Communities United Restoring Mother Earth / ETC-Downtown Assoc	Project Completed. Invoices have been received/paid. *(99% of awarded funding spent to date)*
TOTAL	**$189,600**

* Strategy 14 in the Preliminary 2012/13 Expenditure Plan includes $14,600 in project funding allocations originally approved in 2010. This includes $600 allocated to the Golden Gate Audubon Society which is being combined with funding awarded for their project in 2011 and the entire amount ($14,000) allocated to the Verde Partnership Garden which was delayed due to fiscal sponsor/contracting issues.

2012/2013 Community Based Project Funding Proposal Requests: At the direction of the Subcommittee, as recommended by the Full Committee, and authorized by the Richmond City Council, and County Board of Supervisors, Committee staff released new revised Funding Request Guidelines and Proposal & Application on April 4, 2012, allowing non-profit entities to request funding for Community Based Projects in 2012/2013. Committee Staff received twelve (12) proposal applications, which were reviewed and scored by Committee Staff and presented to the Subcommittee on May 7, 2012. On May 7, 2012, the Subcommittee directed staff to provide a recommendation to the Full Committee at the next Committee Meeting on June 1, 2012.

Strategy 15 – North Richmond Green Community Service Programs

The CSC (Strategy 13) is responsible for implementing approved NR Green Community Service Programs, in coordination with Committee Staff. Applicable NR Green Community Service Program activities occurring or completed during this reporting period have been summarized below.

- North Richmond Youth Twilight Basketball Program
    - Season began in January 2012 and is now over.
    - Funding used to cover registration for five teams, stipends for five coaches, new jerseys and associated wear for registered players.
    - On February 8th Basketball Team players, coaches and other local volunteers participated in a “Community Pick-up Project” to help clean-up three streets in North Richmond. Prior to the days pick-up

activities, players were invited to a discussion at the Project Pride Community Center to learn which items were recyclable locally.
    - Banquet/awards event held on May 15th.
- North Richmond Little League Baseball Program
    - Season began in March 2012 and is still underway.
    - Funding used to cover registration for six teams and the purchase of new jerseys and associated wear for 55 players.
- North Richmond Youth Eco Academy
    - No activities associated with this NR Green program occurred this period.
- North Richmond Adult Softball Program
    - The Male Adult Softball Team (15 players this season) are playing softball for the "Pinole League," which is a Spring/Summer League. Players of this league are planned to assist with mitigation related beautification projects to help clean-up their North Richmond Community. Currently, two (2) players on the team are also coaches for the youth players that are part of the Minor Teams for the 2012 North Richmond Green Little League Baseball/Softball Program.

Strategy 16 – North Richmond Green Campaign

Outreach campaign activities that occurred during this reporting period have been grouped and summarized below based on the outreach activity types listed in the approved Expenditure Plan.

- Printing, Posting and/or Mailing Outreach Materials
    - Printed March 2012 edition of the quarterly NRGreen Newsletter.
    - Printed Flyers for the April 21st Earth Day Event.
    - Updated NRGreen.org website to include some new pictures and information provided by the Community Services Coordinator highlighting the 2nd Annual NR Green Festival and the Little League Program.
- Stipends for Distributing Outreach Materials
    - Door-to-door distribution of the above mentioned NRGreen Newsletter.
    - Door-to-door distribution of the above mentioned Earth Day Event Flyer.
- T-Shirts Promoting NRMF-funded Activities
    - No NRMF-funded T-Shirts produced during this period.
- NR Green Festival
    - Annual event did not occur during this period.
- Light Pole Banners
    - City staff contracted with a local sign company for the production and installation of eighteen (18) large light-pole banners with various different designs on the City side of Fred Jackson Way between Vernon and Chesley Ave. in March 2011. These banners were designed by the Community Services Coordinator and she provided the artwork directly to the sign company. In April/May 2012, the CSC

advised City/County Staff that one of the banners has disappeared and the remaining seventeen (17) are faded in color and blurry. A couple of these remaining faded banners are also missing one of their two mounting brackets leaving them partially disconnected from the poles, therefore often flipped over on the poles by the wind. The CSC and others in the community feel these banners have become eyesores contributing to neighborhood blight.

- o County staff was contacted by the CSC in late 2011 regarding assistance needed to help arrange for the installation of light-pole banners on the County side. Significant staff time was involved in providing the requested implementation assistance, culminating with the successful negotiation of an alternative financial assurance mechanism for the County owned and maintained light-poles (in-lieu of the required $15,000 performance bond) and written specifications completed in March 2012 for NHNR's use in acquiring (contracting) the needed banner production/installation services. The light-pole banner project has not progressed since that time due in part to NHNR's concerns about acquiring the needed banner project services.
- o County and City staff agree that these light-pole banner projects ended up being quite costly in both staff time and vendor expenses. Staff is therefore recommending elimination of light-pole banners from types of outreach activities to be funded under Strategy 16 to avoid using NRMF funding to pursue costly outreach effort, considering how short the light-pole banners useful life proved to be thereby "causing a major blight" which even more funding will be needed to address/remove. This change is being recommended as a part of the Amended 2012/2013 Expenditure Plan to be considered in June 2012.

- <u>Signage</u>
  - o No NRMF-funded Signage produced during this period.

Strategy 17 – Neighborhood Gardening Project – *Lots of Crops*

Lots of Crops is a community-oriented program designed to assist in the production of healthy food and medicine/native plants to residents of North Richmond by converting vacant lots to healing garden sites over a period of time. In addition, to the Lots of Crops project is intended to provide potential volunteer/employment opportunities for residents. This project was carried over from the Third Amended 2010/2011 Expenditure Plan.

Funding ($42,598.56) was expended for work completed in January 2012. Below is an example of the tasks that occurred during that time frame:

- o Met with different community-based organizations, residents, and other entities regarding involvement with the Lots of Crops program;
- o Discussions with private property owners regarding additional potential garden sites;
- o Received mulch for all gardens as needed;

- Met with stipend applicants for orientation meeting;
- Trained/ worked with stipend participants;
- Conducted community outreach and education (continuous);
- Harvested fall/winter vegetables;
- Community members harvested when necessary to keep the plants producing;
- Continued to work with interested community members to reserve garden beds for planting at all gardens;
- Supervised volunteers and work – reference past progress reports;
- Took Field trips to check out all the various gardens representing all parts of the world;
- Tabled events at local community events;
- Organized weekly soil science/composting workshops to remind participants NOT to throw away "green" waste;
- Conducted vermi-composting (composting with worms) classes and basic (yard waste) composting techniques so participants can teach to community;
- Prepared medicine from plants growing in our gardens – medicine bags, oils, tinctures, lotions, healing salve, lip balm, plant hydrosol;
- Planted plants to attract wildlife (butterflies, dragonflies, ladybugs, hummingbirds, etc); and
- Planted fruits, vegetables, herbs and edible flowers for vitamin C and for making herbal household products, animal care products, and medicines.

Strategy 18 – Removal & Disposal of Street Cans

City staff contacted a couple of City Departments relatively recently to explore the feasibility of having their staff provide the assistance needed to arrange for the removal and disposal of the damaged Street Cans which are no longer suitable for use. City Parks has indicated a willingness to assist and therefore County staff will confirm the current location of each damaged Street Can to be removed in order to identify each location on a map as requested by Parks.

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To: **Board of Supervisors**

From: **Catherine Kutsuris, Conservation & Development Director**

Contra Costa County

Date: **December 13, 2011**

Subject: BOARD ADVISORY BODY ANNUAL REPORTS FOR 2010 & 2011 - NORTH RICHMOND MITIGATION FEE JOINT EXPENDITURE PLANNING COMMITTEE

RECOMMENDATION(S):

RECEIVE the North Richmond Waste & Recovery Mitigation Fee Joint Expenditure Planning Committee Annual Reports for 2010 and 2011.

FISCAL IMPACT:

No impact to the County General Fund.

BACKGROUND:

On June 18, 2002, the Board of Supervisors adopted Resolution No. 2002/377, which requires that each regular and ongoing board, commission, or committee shall annually report to the Board of Supervisors on its activities, accomplishments, membership attendance, required training/certification (if any), and proposed work plan or objectives for the following year, on the second Tuesday in December.

☑ APPROVE ☐ OTHER

☑ RECOMMENDATION OF CNTY ADMINISTRATOR ☐ RECOMMENDATION OF BOARD COMMITTEE

Action of Board On: **12/13/2011** ☐ APPROVED AS RECOMMENDED ☐ OTHER

Clerks Notes:

VOTE OF SUPERVISORS

AYES _____ NOES _____

ABSENT _____ ABSTAIN _____

RECUSE _____

Contact: Demian Hardman, (925) 335-1318

cc:

I hereby certify that this is a true and correct copy of an action taken and entered on the minutes of the Board of Supervisors on the date shown.

ATTESTED: December 13, 2011

David J. Twa, County Administrator and Clerk of the Board of Supervisors

By: , Deputy

BACKGROUND: (CONT'D)

The 2010 and 2011 Annual Reports for the North Richmond Waste & Recovery Mitigation Fee Joint Expenditure Planning Committee (Committee) are attached as Exhibits A and B, respectively. This Committee was formed in 2006, pursuant to the terms of a Memorandum of Understanding between the County and the City of Richmond. This Committee was formed to develop recommendations for the use of funding derived from the collection of the North Richmond Waste & Recovery Mitigation Fee, which is subject to the joint-control of the City and County.

The Waste & Recovery Mitigation Fee was established by the City and County as permitting conditions of approval to mitigate potential impacts on North Richmond from the proposed expansion of waste processing and resource recovery operations located at the foot of Parr Boulevard in North Richmond ("Project"). One of the mitigation measures in the 2003 Environmental Impact Report (EIR) for this Project called for the establishment of a Mitigation Fee to defray annual costs associated with collection and disposal of illegally dumped waste and associated impacts in North Richmond and adjacent areas.

This Committee is charged with preparing recommended two year Expenditure Plans to facilitate joint administration of this funding for the benefit of unincorporated and incorporated North Richmond. Each Expenditure Plan recommended by the Committee is subject to the final approval of the Richmond City Council and the Contra Costa County Board of Supervisors. A copy of the current two-year Expenditure Plan for 2010/2011, as amended, is attached as Exhibit C.

CONSEQUENCE OF NEGATIVE ACTION:

The Board would not receive an annual report on the status of the North Richmond Waste & Recovery Mitigation Fee Joint Expenditure Planning Committee.

CHILDREN'S IMPACT STATEMENT:

Not applicable.

EXHIBIT A

2010 Advisory Body Annual Report

Advisory Body Name:

North Richmond Waste & Recovery Mitigation Fee Joint Expenditure Planning Committee (NRMFC)

Advisory Body Meeting Time/Location:

Meetings are generally scheduled on a quarterly basis and sometimes held more or less often based on need. The meeting dates and times for the 2010 calendar year are identified in Section 3 of this document (page 2). Most meetings are held at the Richmond City Hall located at 440 Civic Center Drive in Richmond. However, some meetings (generally once or twice a year) are held in the North Richmond Multicultural Senior & Family Center at 515 Silver Avenue in North Richmond.

Chair (during the reporting period): Nathaniel Bates, Richmond City Council Member

Staff persons (during the reporting period):

Contra Costa County Department of Conservation & Development:

- Deidra Dingman & Matthew Kelley

Richmond City Manager's Office:

- LaShonda Wilson & Lori Reese-Brown

Reporting Period: January 1, 2010 – December 31, 2010

1. <u>Activities</u>

The NRMFC made recommendations to the County Board of Supervisors and Richmond City Council on the use of money collected through a Waste & Recovery Mitigation Fee established as result of an Environmental Impact Report to mitigate impacts from the expansion of the West Contra Costa Sanitary Landfill (WCCSL) Bulk Materials Processing Center (BMPC) located in the North Richmond area. The Committee provided feedback to City/County Committee staff as to the use of the mitigation fee for the purpose of defraying the annual costs associated with the collection and disposal of illegally dumped waste in the North Richmond area as a result of the BMPC expansion.

2. <u>Accomplishments</u>

In 2010, the NRMFC provided direction and feedback to County/City staff, and made recommendations to the County Board of Supervisors and Richmond City Council for approval of a 2010/2011 Expenditure Plan. The Expenditure Plan specified allocation of funding in the following three (3) categories:

1. Prevention & Education;
2. Abatement & Enforcement; and
3. Community Investment.

The NRMFC made recommendations to the City and County to either add or modify existing strategies within each category to address Community needs related to the prevention of illegally dumped waste. The Committee also recommended that eight (8) non-profits under the Community Investment category be funded to complete various projects on the prevention and clean-up of illegal waste.

3. <u>Attendance/Representation</u>

All but one Committee Alternate seat (appointed by the City of Richmond) was filled for the duration of 2010, as shown in the below table. The seven member Committee is comprised of three Richmond City

Council members, one member of the Board of Supervisors, two North Richmond Municipal Advisory Council (MAC) members that are residents of unincorporated North Richmond, and one incorporated North Richmond (NR) resident. To minimize problems obtaining quorums, Bylaws were approved for this Committee in 2008, which included designation of alternates and procedures for removal of members based upon number of absences without prior notification. The level of participation for each Committee member is outlined in the table below as well as the status of a quorum being achieved for each meeting date.

2010 Meeting Dates & Attendance

Committee Members & Alternates	2/26 3-4pm	5/3 2-5pm	7/26[2] 3-5pm	10/25 3-5pm
Nathaniel Bates, Richmond City Council	Yes	Yes	Yes	No
Dr. Henry Clark, North Richmond MAC Member[1]	Yes	Yes	Yes	Yes
John Gioia, Board of Supervisors[1]	No	Yes	No	No
Gayle McLaughlin, Richmond City Council	No	Yes	Yes	Yes
Maria Viramontes, Richmond City Council	No	No	No	No
Joe Wallace, North Richmond MAC Member[1]	No	Yes	No	Yes
Johnny White, Alternate - Incorporated NR resident	No	Yes	Yes	No
Tom Butt, Alternate - Richmond City Council	Yes	Yes	No	No
Luz Gomez, Alternate - Board of Supervisors[1]	No	No	Yes	Yes
Maricella Navarro, Alternate - NR MAC Member[1]	Yes	Yes	Yes	Yes
Alternate - Incorporated NR resident	VACANT	VACANT	VACANT	VACANT
Quorum achieved	***Yes***	***Yes***	***Yes***	***Yes***

[1] Committee members or alternates that are appointed by the County Board of Supervisors, remainder appointed by Richmond City Council.

[2] Committee meeting took place in North Richmond at the North Richmond Multicultural Senior & Family Center

4. Training/Certification

No trainings were provided or certifications received during the 2010 reporting year.

5. Proposed Work Plan/Objectives for Next Year

In 2011, the Committee will receive updates from staff and potentially provide direction regarding the implementation of strategies contained in the 2010/2011 Expenditure Plan as amended.

EXHIBIT B

2011 Advisory Body Annual Report

Advisory Body Name:

North Richmond Waste & Recovery Mitigation Fee Joint Expenditure Planning Committee (NRMFC)

Advisory Body Meeting Time/Location:

Meetings are generally scheduled on a quarterly basis and sometimes held more or less often based on need. The meeting dates and times for the 2011 calendar year are identified in Section 3 of this document (page 2). Most meetings are held at the Richmond City Hall located at 440 Civic Center Drive in Richmond. However, some meetings (generally once or twice a year) are held in the North Richmond Multicultural Senior & Family Center at 515 Silver Avenue in North Richmond.

Chair (during the reporting period):
Nathaniel Bates, Richmond City Council Member (until 9/23/2011)
Dr. Henry Clark, North Richmond Municipal Advisory Council (since 9/23/2011)

Staff persons (during the reporting period):

Contra Costa County Department of Conservation & Development:

- Deidra Dingman, Demian Hardman & Matthew Kelley

Richmond City Manager's Office:

- LaShonda Wilson & Lori Reese-Brown

Reporting Period: January 1, 2011 – December 31, 2011

1. <u>Activities</u>

The NRMFC made recommendations to the County Board of Supervisors and Richmond City Council on the use of money collected through a Waste & Recovery Mitigation Fee established as result of an Environmental Impact Report to mitigate impacts from the expansion of the West Contra Costa Sanitary Landfill (WCCSL) Bulk Materials Processing Center (BMPC) located in the North Richmond area. The Committee provided feedback to City/County Committee staff as to the use of the mitigation fee for the purpose of defraying the annual costs associated with the collection and disposal of illegally dumped waste in the North Richmond area as a result of the BMPC expansion.

2. <u>Accomplishments</u>

In 2011, the NRMFC provided direction and feedback to County/City staff, and made recommendations to the County Board of Supervisors and Richmond City Council for modification to the existing 2010/2011 Expenditure Plan. In late 2011, the Committee recommended that the Richmond City Council and Board of Supervisors approve a Preliminary 2012/2013 Expenditure Plan for the next two year expenditure plan cycle. The Expenditure Plan specified allocation of funding in the following three (3) categories:

1. Prevention;
2. Abatement & Enforcement; and
3. Community Investment.

The NRMFC made recommendations to the City and County to either add or modify existing strategies within each Expenditure Plan category to address Community needs related to the prevention of illegally dumped waste.

A Standing Community Based Projects Subcommittee was also established by the NRMFC for the purpose of making recommendations to the full NRMFC on the allocation of funding to non-profits. In 2011, the Committee also recommended that seven (7) non-profits under the Community Investment category be funded to complete various projects on the prevention and clean-up of illegal waste.

3. Attendance/Representation

All but one Committee Alternate seat (appointed by the City of Richmond) was filled for the duration of 2011, as shown in the below table. The seven member Committee is comprised of three Richmond City Council members, one member of the Board of Supervisors, two North Richmond Municipal Advisory Council (MAC) members that are residents of unincorporated North Richmond, and one incorporated North Richmond (NR) resident. To minimize problems obtaining quorums, Bylaws were approved for this Committee in 2008, which included designation of alternates and procedures for removal of members based upon number of absences without prior notification. The level of participation for each Committee member is outlined in the table below as well as the status of a quorum being achieved for each meeting date.

2011 Meeting Dates & Attendance

Committee Members & Alternates	3/28 2-5 pm	7/8 2-4 pm	9/23 [2] 3-5 pm	10/21 3-5 pm
Nathaniel Bates - Chair, Richmond City Council	Yes	Yes	No	No
*Jovanka Beckles, Richmond City Council	No	Yes	Yes	Yes
**Dr. Henry Clark – Vice Chair, North Richmond MAC[1]	Yes	Yes	Yes	Yes
John Gioia, Board of Supervisors[1]	Yes	No	No	No
Gayle McLaughlin, Richmond City Council	Yes	Yes	Yes	Yes
Joe Wallace, North Richmond MAC[1]	Yes	Yes	Yes	Yes
Johnny White, Incorporated NR resident	Yes	Yes	Yes	Yes
Tom Butt, Alternate - Richmond City Council	No	No	No	No
Luz Gomez, Alternate - Board of Supervisors[1]	No	Yes	No	Yes
Maricella Navarro, Alternate - NR MAC Member[1]	No	No	No	No
Alternate – Incorporated NR Resident	VACANT	VACANT	VACANT	VACANT
Quorum achieved	***Yes***	***Yes***	***Yes***	***Yes***

[1] Committee members or alternates that are appointed by the County Board of Supervisors, remainder appointed by Richmond City Council.

[2] Committee meeting took place in North Richmond at the North Richmond Multicultural Senior & Family Center

* Nominated on September 23, 2011, by NRMFC as new Vice Chairperson.

** Nominated on September 23, 2011, by NRMFC as new Chairperson.

4. Training/Certification

No trainings were provided or certifications received during the 2010 reporting year.

5. Proposed Work Plan/Objectives for Next Year

In October 2011, the Committee approved a recommended Preliminary 2012/2013 Expenditure Plan. In the Spring of 2012, the Committee will consider the first Amended 2012/2013 Expenditure Plan and associated budget to allocate the remainder of the funding expected for the entire 2-year funding cycle. The Committee will otherwise receive periodic updates from staff and potentially provide direction regarding the implementation of strategies contained in the 2012/2013 Expenditure Plan as amended.

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

MEETING DATE: June 1, 2012

AGENDA ITEM: 5

SUBJECT: Contra Costa County Auditor's Office Report & Non-Reportable Findings about NRMF Funding

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RECOMMENDATION(S):

1. ACCEPT Contra Costa County Auditor's Office "Examination of North Richmond Mitigation Fund" Report dated March 6, 2012 and associated "Summary of Non-Reportable Findings" released on April 26, 2012.
2. DIRECT staff to prepare recommendations responding to the County Auditor's Office recommendations/findings contained in both of these two documents for presentation for consideration by the Committee at the next meeting.
3. RECOMMEND that the City and County consider approving an amendment to the Memorandum of Understanding between the City of Richmond and Contra Costa County to reflect that Expenditure Plans will be prepared on an annual basis (no longer covering two years) effective July 1, 2012.

BACKGROUND:

Due to the amount of information requiring discussion and official action by the Committee at this meeting related to amending the 2012/13 Expenditure Plan, staff is generally suggesting to differ consideration of the majority of issues raised in the Auditor's Office Report and Summary of Non-Reportable Findings until the next Committee meeting (proposed for February 2013).

However, staff is recommending a change to the Expenditure Plan funding cycle at this time which is one of the more time-sensitive recommendations listed in the Auditor's Office Summary of Non-Reportable Findings. Changing the Expenditure Plan cycle to start/end on a fiscal year cycle is one of the proposed means of helping reduce existing staffing costs. City and County budgets are approved annually and cover Fiscal Year cycles. Staffing inefficiencies are inherently involved when operating within two different budgetary cycles as it necessitates duplication of financial accounting efforts (budget planning and reconciling/reporting actual transaction activity).

Implementing this suggested change from Calendar Year to Fiscal Year cycles is most appropriate at this time since the Amended Expenditure Plan that is now being considered would cover costs incurred for a time period beginning on the first day of the 2012/2013 Fiscal Year (July 1, 2012 – June 30, 2013).

The existing Memorandum of Understanding (MOU) between the City of Richmond and Contra Costa County specifies that Expenditure Plans are prepared every two years. Therefore, transitioning to Expenditure Plans covering a one year funding cycle requires official approval by both the City and County. Staff has prepared a draft MOU

Amendment # 2 to address the recommended change to annual Expenditure Plan cycle effective July 1, 2012 which is included as Attachment C.

Attachments:

A. County Auditor's Office "Examination of North Richmond Mitigation Fund" Report dated March 6, 2012
B. County Auditor's Office "Summary of Non-Reportable Findings" released on April 26, 2012
C. Draft City-County MOU Amendment # 2 proposed to take effect July 1, 2012

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AMENDMENT NO. 2 TO THE
MEMORANDUM OF UNDERSTANDING BY AND BETWEEN THE CITY OF RICHMOND AND THE COUNTY OF CONTRA COSTA REGARDING SOLID WASTE TRANSFER FACILITY HOST COMMUNITY MITIGATION FEES

1. **EFFECTIVE DATE AND PARTIES**: Amendment No. 2 to the Memorandum of Understanding by and between the City of Richmond and the County of Contra Costa Regarding Solid Waste Transfer Facility Host Community Mitigation Fees is effective July 1, 2012 and is made by and between the City of Richmond, a municipal corporation (City), and the County of Contra Costa, a political subdivision of the State of California (County). City and County are collectively referred to as the "Parties," and each is a "Party."

2. **PURPOSE**: The parties now desire to amend that Memorandum of Understanding as follows:

3. **AMENDMENT**: **Section 5 – Joint Administration** shall be deleted in its entirety and replaced with the following:

   "City and County agree that the Mitigation Fee monies collected from the Applicant will be paid to the County, held in a dedicated separate account and jointly administered for the benefit of the incorporated and unincorporated North Richmond area. Recommendation for expenditures of the Mitigation Fee shall be made by a committee composed of three members of the Richmond City Council or their designee(s), one member of the Contra Costa County Board of Supervisors or his/her designee, two members of the North Richmond Municipal Advisory Committee appointed by the Contra Costa County Board of Supervisors (both of whom must be residents from the unincorporated North Richmond area), and one resident from the incorporated portion of North Richmond appointed by the Richmond City Council. The Richmond City Council and the Contra Costa County Board of Supervisors have the right to designate one or more alternates for the committee member seats for which they have appointment authority. Final approval of a one year expenditure plan shall be made by the Richmond City Council and the Contra Costa County Board of Supervisors. In the event that a one year expenditure plan is not adopted by the Richmond City Council and the Contra Costa County Board of Supervisors, the Mitigation Fee monies shall be divided equally between the City of Richmond and Contra Costa County and shall be spent to mitigate the impacts of the Project on the host community."

4. **EFFECT**: Except for the amendments agreed to herein, the above referenced Memorandum of Understanding remains in full force and effect.

5. **SIGNATURES**: The following signatures attest the Parties' agreement hereto.

CITY OF RICHMOND, CALIFORNIA, a municipal corporation

By:_____

Attest: CITY CLERK

By:_____
Date:_____

Date of Council Approval:_____

APPROVED AS TO FORM
City Attorney

By: _____

COUNTY OF CONTRA COSTA, a political subdivision of the State of California

By:_____

Attest: David Twa, CLERK OF THE BOARD

By:_____
Date:_____

Date of Board Approval:_____

APPROVED AS TO FORM
Sharon Anderson, County Counsel

By: _____
Deputy

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

MEETING DATE: June 1, 2012

AGENDA ITEM: 7

SUBJECT: Future Review/Preparation of Community Based Project Proposals Documents and Materials

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RECOMMENDATION(S):

1. AUTHORIZE Staff to revise and release future versions of the "Community Based Project Funding Request Guidelines" and "Proposal & Application" documentation as well as review, evaluate and prepare recommendations about Funding Request Proposals to be received in the future without requiring Subcommittee involvement, as recommended by the Community Based Projects Subcommittee.

BACKGROUND:

On October 21, 2011, the Committee established a Standing Community Based Project Subcommittee authorized to:

- Review and approve Guidelines & Application used to solicit future Community Based Project funding requests/proposals; and
- Review proposals submitted in the future upon which to base their suggested funding allocation to be provided for consideration by the Committee when establishing future recommended allocation of Community Based Project funding.

Since October 21, 2011, the Subcommittee has had two (2) meetings (March 28th and May 7th of 2012). At the most recent Subcommittee Meeting, Subcommittee members directed staff to provide a recommendation to the Full Committee that would authorize staff to revise and release future versions of the "Community Based Project Funding Request Guidelines" and "Proposal & Application" documentation in the future without Subcommittee involvement, including the reviewing, evaluating, and preparing recommendation about future Funding Request Proposal received in the future.

Staff expects that this recommendation would increase efficiency related to the release of future funding proposals for Community Based Projects, including the staff evaluation necessary of funding proposals for future consideration by the Full Committee.

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

MEETING DATE: June 1, 2012

AGENDA ITEM: 8

SUBJECT: MANDATE COMPLIANCE WITH STRATEGY-SPECIFIC REPORTING/PAYMENT REQUIREMENTS

RECOMMENDATION(S):

1. ACKNOWLEDGE that current and future recommended Expenditure Plans will mandate each lead implementing entity to submit information consistent with the schedule and strategy-specific reporting requirements to be developed by staff, effective July 1, 2012, in order to receive each payment on or after July 1, 2012 or to be considered for additional future funding, prohibiting future advance payments.
2. DIRECT staff to develop written Reporting/Payment Requirements specifying what strategy-specific statistics and status updates must be submitted by implementing entities (and by when) in order to receive each payment effective July 1, 2012 to facilitate more cost-efficient means of ensuring adequate accountability/transparency about the use of the NRMF funding.

BACKGROUND:

Extensive NRMF staffing resources (Committee staff time/costs) are utilized solely to gather all appropriate information necessary to provide accurate updates/details regarding the status of funded strategies Committee meeting packets and comply with required practices necessary to ensure public funds are being utilized in the manner intended.

To reduce staffing costs and alleviate the NRMF funded staffing demand involved in obtaining details from all strategy specific entities/contacts in order to compile and disclose applicable reporting information, staff as recommended incorporation of "Reporting/Payment Requirements" within each Strategy intended to serve as enforceable condition for receiving payments and continued/future funding beginning on July 1, 2012. Each entity responsible for complying with reporting requirements are specified within the applicable Strategy. Committee Staff is developing strategy-specific payment/reporting parameters and associated schedules intended to increase the cost effectiveness of the reporting process, including streamlined reporting framework/templates where appropriate. The nature of the reporting/payment data to be required is intended to help demonstrate relative success/benefit of NRMF-funded efforts/activities while helping ensure accountability/transparency regarding the utilization of these public funds.

Staff will provide each entity with the applicable strategy-specific payment/reporting parameters and associated reporting schedule, to ensure each is aware of their responsibilities for providing the required reporting information. In the event that a lead implementing entity does not provide the required reporting data, such will be cause for

withholding payment/reimbursement unless and until the data is provided in the manner required. Staff believes that these new requirements will reduce staff costs, provide more efficient services, assign responsibilities more equitably and provide for improved accountability about the utilization of public funds.

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

MEETING DATE: June 1, 2012

AGENDA ITEM: 9

SUBJECT: Amended 2012/2103 Expenditure Plan

RECOMMENDATION(S):

1. REQUEST the City Council and Board of Supervisors adopt the recommended Amended 2012/2013 Expenditure Plan including changes to the description and requirements for each existing Strategy, elimination of unfunded Strategies and revised Budget containing recommended funding allocations for the period through June 30, 2013.
2. DIRECT Staff to treat the 2012/2013 Community Based Project (CBP) Funding Request Proposals & Applications submitted by non-profit organizations in April and considered substantially complete (no more than two submittal requirements missing) as the entire pool of proposed projects automatically eligible for possible awards next time, rather than conducting another open solicitation process involving submission/evaluation of a new round of Funding Request Proposals in the interest of fairness taking into consideration the lack of available CBP funding this fiscal year.

BACKGROUND:

A variety of substantive changes are incorporated into the recommended Amended 2012/2013 Expenditure Plan intended to address critical issues related to prioritizing allocation of decreased Mitigation Fee funding available and modifying the process/approach used to jointly administer this funding to increase efficiency, fiscal sustainability and defensibility.

LEGAL FRAMEWORK FOR PRIORITIZING ALLOCATION OF NRMF FUNDING

SUMMARY: *This Committee was formed solely to provide the City and County with recommended funding allocation plans. The Committee has been charged with developing funding plans consistent with the mandate that funding be used to help "defray annual costs associated with the collection and disposal of illegally dumped waste and associated impacts in North Richmond" pursuant to the applicable legal/regulatory framework (Environmental Impact Report/EIR, City & County Use Permits and 2004 City & County Memorandum of Understanding/MOU).*

COMMITTEE'S ROLE/RESPONSIBILITY: The Richmond City Council and County Board of Supervisors solely granted this Committee the authority to develop recommended funding plans. The Committee has not been charged with directing or overseeing the manner in which the funding plan or funded activities are administered. The primary basis of this authority can be found in the 2004 Memorandum of Understanding (MOU) between the City and County (included in the "Resource Binder" a copy of which is available online at www.cccounty.us/nr). The Committee is

responsible for identifying recommended allocation of funding consistent with the purposes specified in the legally-binding MOU and associated regulatory documents approved by both the City and County. The importance of ensuring that this funding is administered and used in the manner authorized is reflected in the official actions taken by the City Council and Board of Supervisors. The Auditor's Office Report dated March 26, 2012 highlights the importance of Committee Members and Staff remaining committed to the stated objective in the first internal control practice listed under "Governance and Oversight in the Auditor's Office Control Framework contained in their "Examination of North Richmond Mitigation Fund" report released in March 2012. The Control Framework is based in part on Internal Audit staff's experience and the Grand Jury's report on Ethics.

NORTH RICHMOND MITGATION FEE PURPOSE & LEGAL AUTHORITY: The legal authority for the City and County to impose and collect this Mitigation Fee is based on an Environmental Impact Report (Mitigation Measure 4.5) and the Use Permits (County LUP 2054-92 and City CUP 1101132, as amended) originally approved by the City and County in 2004. The City and County entered into a Memorandum of Understanding (MOU) establishing this Committee help jointly administer the use of this NRMF funding for the purposes described in the 2004 EIR.

> ***IMPACT 4.5 -*** Implementation of the expanded operations at the BMPC and Central IRRF, and continued landfill operations at the WCCSL through January 2006 present the potential for continued or increased illegal dumping activity in the North Richmond area.
>
> ***MITIGATION MEASURE 4.5 -*** **Mitigation Fee.** The facility operator shall pay a mitigation fee of an amount to be determined by the applicable permitting authority(ies) <u>to defray annual costs associated with collection and disposal of illegally dumped waste and associated impacts in North Richmond and adjacent areas</u>. 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.

<u>PRIORITIZING ALLOCATION OF NRMF FUNDING</u>

The legal authority governing the City's and County's imposition, collection and utilization of this Mitigation Fee has guided staff's recommendations pertaining to funding to be allocated in an Amended 2012/2013 Expenditure Plan. It is critical that the Committee understand this context and adhere to applicable parameters when making decisions about the funding recommendations to be submitted for approval by the City and County.

NEW STRATEGY CATEGORIES: Staff has identified more appropriate means of categorizing Strategies within the Expenditure Plan to better reflect the degree to which the Strategies align with the intent and purpose[1] of this Mitigation Fee. The two categories listed in the Amended 2012/2013 EP are "Core Services" (activities that best address the Fee's intended purpose) and "Supplemental Enhancements". Staff no longer recommends utilizing the three previously used categories (Prevention, Abatement & Enforcement and Community Investment) as they did not adequately associate the types of activities with their relationship to the Fee's purpose.

Level 1 Funding Priority

PRIMARY CORE SERVICES STRATEGIES: Existing Strategies determined to be critical because they most directly address the City/County approved purpose of this Fee, "to defray annual costs associated with collection and disposal of illegally dumped waste and associated impacts in North Richmond". Level 1 Funding Priority Strategies:

- 1 - Bulky Item Pick-ups & Disposal Vouchers
- 2 - Neighborhood Clean-up Events
- 4 - City/County Right-of-Way Trash & Tagging Removal
- 5 - Code Enforcement - County
- 6 - Code Enforcement - City
- 7 - Illegal Dumping Law Enforcement *(Investigation & Patrols)*
- 9 - Illegal Dumping Prosecutor

Level 2 Funding Priority

SECONDARY CORE SERVICES STRATEGIES: Existing Strategies that have been identified as being inter-connected with or improve the effectiveness of Primary Core Strategies. Level 2 Funding Priority Strategies:

- 3 - Prevention Services Assistant
- 8 - Surveillance Cameras

Level 3 Funding Priority

PRIMARY SUPPLEMENTAL ENHANCEMENTS STRATEGIES: Existing Strategies which the Community has come to expect and/or most value. Certain Community Based Projects would be considered Primary Supplemental Enhancement Strategies due to the nature of the project activities being proposed. Level 3 Funding Priority Strategies:

- 10 - Parks Rehabilitation Initiative
- 11 - Community Services Coordinator
- 12 - North Richmond Community-Based Projects (SOME)
- 14 - North Richmond Green Campaign
- 15 - Neighborhood Gardening Project
- 16 - Removal & Disposal of Street Cans

Level 4 Funding Priority

SECONDARY SUPPLEMENTAL ENHANCEMENTS STRATEGIES: New Supplemental Enhancement Strategies (or Projects) or activities most indirectly related to the fees intended purpose[1] would be the lowest funding priorities and should only be funded if/when additional amounts available after funding Strategies treated as Level 1-3 Funding Priorities. Some Community Based Projects would be considered Secondary Supplemental Enhancement Strategies based upon the proposed activities involved. Level 4 Funding Priority Strategies:

- 12 - North Richmond Community-Based Projects (SOME)
- 13 - North Richmond Green Community Service Programs

[1] Intended NRMF Purpose: "to defray annual costs associated with collection and disposal of illegally dumped waste and associated impacts in North Richmond"

NRMF STAFFING APPROACH IS FINANCIALLY UNSUSTAINABLE

Address Demand/Budget Imbalance through Cost Savings, Increased Efficiencies and Budgetary Framework

Although the amount allocated for staffing has increased each EP cycle, it has not increased at the same rate as the demand on staffing resources. The funding allocated for the 2010/11 EP Cycle was only adequate to cover a fraction of applicable City/County staff costs, as a result the County was not reimbursed for 66.9% of their share NRMF staffing costs and the City was not reimbursed for 29.3% of their share of NRMF staffing costs.

The amount allocated for staff in the preliminary 6-month period is not adequate to cover County staff costs for the first 5 months of 2012, without even accounting for City staff costs. County staff has already worked over 560 hours on NRMF Committee and Expenditure Plan tasks during the first 5 months of 2012, which is 35% of NRMF hours worked by County staff in the prior 2-year EP cycle. A significant amount of this staff time was spent on the Community Based Project Funding Request process, including preparation of revised Guidelines & Application, Subcommittee Meeting tasks and review/evaluation of the twelve Funding Request Proposals/Applications submitted.

Staff has identified a number of measures below which should help reduce demand on staffing resources and increase staffing cost-effectiveness. Some of these items are included among the recommendations being considered at the Committee's June 1st meeting. Any items requiring Committee action which have not been addressed in the materials being presented at this time would most likely be included among the materials/recommendations to be considered at the next Committee meeting. Staffing efficiency and cost effectiveness measures include:

- establishing clearly defined role for Committee staff;
- reducing level of effort required for Committee meetings by decreasing number of meetings, establishing regular meeting schedule (annually), eliminating Subcommittee meetings, and reassigning majority of implementation reporting responsibility;
- reducing staffing expectations related to Expenditure Plan implementation/oversight by avoiding preparation of recommended EP amendments and maximizing allocation of funding to strategies implemented directly by City or County departments rather than third-party entities which are much more time-intensive and therefore costly to administer;
- prioritizing staff implementation assistance based upon the relative impact expected to result from staffs involvement, such as targeting issues/areas leading to potentially substantial duplication of effort, use of NRMF-funding for services available through other channels and/or lack of adequate collaboration/integration leading to reduced effectiveness and increased costs, and
- reducing overlap associated with joint staffing roles/responsibilities where feasible, while ensuring consistent and equitable oversight by consolidating staffing responsibilities/functions when possible, especially those most likely to involve agency-specific practices/processes that differ between the City/County (e.g. interpretation and handling of contracts).

RECOMMENDED AMENDED 2012/2013 EXPENDITURE PLAN

This section highlights most, if not all, of the changes incorporated into the recommended Amended 2012/2013 Expenditure Plan. In addition to the modifications proposed to Strategy descriptions and supplemental funding allocations proposed in the Budget, the Amended Plan also contains the following changes:

- Replaces funding split categories as discussed above.
- Reflects switch from 24-month to 18-month funding period which will end on June 30, 2013 to assist with transitioning from a calendar year to fiscal year cycle, as recommended by the Auditor's Office (see Agenda Item 5).
- Mandates compliance with reporting requirements to receive payment using funding allocated for each applicable Strategy (see Agenda Item 8).

PROPOSED CHANGES TO STRATEGIES

- Modifies descriptions of existing Strategies, including but not necessarily limited to:
    - altering the types of activities to be funded (e.g. strategy allocations would help cover agency staff costs directly associated with strategy specific implementation assistance provided by contracting/oversight agency);
    - providing for payment of $3,000 per contract to the administering agency using funding allocated under each applicable strategy to help offset costs associated with processing/managing each contract;
    - listing the name of implementing entities responsible for reporting details about activities funded with budgetary allocation, generally these entities are expected to receive the majority if not all of the awarded funding, to provide greater accountability and transparency for the public and City/County governing boards as recommended by the Auditor's Office; and
    - including the names of additional implementing entities identified to date as potentially expected to receive at least $5,000 of the allocated strategy funding pursuant to California Government Code Section 7550 requiring the formal naming of subcontractors if amount exceeds $5,000), as suggested by the Auditor's Office.
- Eliminates two existing Strategies not being funded in the Amended 2012/2013 EP.
- Revises Staffing section to clarify the nature of the activities for which staff costs are intended to be covered by the "Staff Costs" allocation in the EP Budget.
- Changes funding allocations for 12 of the 16 remaining Strategies, reducing allocation amounts previously approved for two (3) Strategies and increasing allocation amounts for nine (9) Strategies.

RECOMMENDED BUDGET & FUNDING ALLOCATIONS

The City and County approved the Committee recommended Preliminary 2012/2013 Expenditure that primarily only allocated funding adequate to cover the cost of activities expected to occur within the initial six (6) month period (January - June 2012). The Preliminary EP Budget approved by the City and County included funding allocations totaling $825,205. A small portion of this amount ($36,793.64) included in the Community Based Projects Strategy is now available for reallocation, therefore this amount has been moved from the preliminary 6-Month column (now totals $788,411.42) to the "FY 2012/2013" column in the Amended 2012/13 EP Budget.

The amount of anticipated funding available for allocation to fund activities beyond June 30, 2012 is less than expected due to the reduced roll-over balance, compounded by the decrease in projected revenue and actual revenue shortfall to date in 2012. In total, there is substantially less funding available than would be needed to continue funding all existing Strategies at the same levels.

The total amount of funding considered available for all NRMF expenditures between January 1, 2012 – June 30, 2013 is identified below (includes amount previously allocated in the Preliminary EP Budget).

Actual 2010/11 Funding Received & Not Spent (Roll-over)[1]:	$	569,818.29
Interest Received in 2010/2011:	$	7,930.48
Actual 2012 Funding Received (1/1/2012 – 3/31/2012)[2]:	$	132,515.29
Projected Funding (4/1/2012 – 6/30/2013):	$	707,418.45
TOTAL FUNDING AVAILABLE FOR 2012/2013 EP:	**$**	**1,417,682.51**

[1] Amount of roll-over funding available in 2012 is 44.6% less than the roll-over funding available for allocation in the prior EP approved in 2010.
[2] Actual revenue is 6.45% less than projected for the first quarter of 2012.

The Amended 2012/2013 EP budget includes the amount previously allocated for the first 6-months of 2012 as well as additional allocations totaling $592,477.51, which together total the amount of funding estimated to be available through June 30, 2013.

- **Core Services –** Comprises 54% of the recommended amount allocated to fund Strategies; and

- **Supplemental Enhancements –** Comprises 46% of the amount allocated to fund Strategies.

COMMUNITY BASED PROJECTS

Staff reviewed all twelve of the CBP Funding Request Proposals & Applications submitted in April 2012 (available on-line at www.cccounty.us/cbp) and determined potential eligibility/completeness based upon the official submittal requirements specified in the Funding Request Guidelines (Attachment C). Following is a brief summary of staff's eligibility determinations for the twelve CBP Funding Requests submitted:

- three (3) included all of the required information/documentation (complete) and therefore eligible;
- five (5) were missing only 1 or 2 of the submittal requirements, which can be considered substantially complete and treated as eligible; and

- remaining four (4) were missing between 3-5 of the submittal requirements and therefore considered incomplete and should be treated as ineligible.

Details regarding eligibility/completeness determinations by County staff are included in Attachment B. Each proposal was also reviewed and scored by staff based on the official Evaluation Criteria specified in the Guidelines, City and County staff scoring for each proposed CBP can also be found in Attachment B.

FUNDING ALLOCATION FOR COMMUNITY BASED PROJECTS IN 2012/2013: Due to lack of adequate available funding, County staff is recommending that the Amended 2012/2013 Expenditure Plan not include any allocation of funding for new Community Based Projects (CBPs). Although Community Based Projects (CBPs) can be beneficial, none of the proposed CBPs demonstrated more effective, beneficial or successful means of addressing the intended purpose than the existing "Core Services" strategies that would be funded with funding allocations currently recommended by County staff. Recommended EP Budget, reflects proposed transfer of $36,793.64 from the CBP Strategy which is no longer needed for the applicable approved projects to Strategy 11 to help fund a portion of the Community Services Coordinator position. Allocating adequate funding for eligible CBPs is not feasible as it would require significant reductions in existing "Core Services" strategies that reduce illegal dumping impacts as intended to be addressed with this Mitigation Fee.

Staff recommends that the CBP proposals submitted in April 2012 be considered for funding in the future, at such time as adequate funding would be available to cover eligible CBPs as well as maintain the higher funding priority "Core Services" strategies. By awarding future funding to CBPs proposed in 2012 without requiring new submittals, non-profit organizations will receive automatic funding consideration without further effort/burden while also ensuring the full benefit of the staffing resources used to conduct the 2012/2013 CBP Funding Request solicitation/evaluation process.

Staff recommends against reducing/eliminating funding needed to maintain existing Strategies, which have demonstrated success addressing the intended purpose of reducing illegal dumping impacts for the benefit of the NR community and defraying associated City/County costs, in order to fund Community Based Projects. However, if the Committee does not approve the staff recommended EP Budget and instead elects to reallocate funding for CBPs, staff urges the Committee to consider the following suggestions/parameters:

1. Allocation for each CBP will include $3,000 payment to the contracting agency for processing/managing contract, so include this amount when determining award amounts and select minimal number (no more than 3-4) of eligible Community Based Projects to maximize amount of funding going towards actual project costs.
2. Adhere to the Eligibility parameters and Evaluation Criteria specified in the CBP Funding Request Guidelines (see Attachment C) when selecting CBPs for funding.
3. Determine which existing strategies (Level 2-4 Funding Priority) the funding would be reallocated from to fund the CBP and ascertain if the existing strategy or new CBP is expected to better "defray annual costs associated with collection

and disposal of illegally dumped waste and associated impacts in North Richmond".

Attachments:

A. Recommended Amended 2012/2013 Expenditure Plan
B. Community Based Project Funding Request Eligibility & Scoring Table
C. Community Based Project Funding Request Guidelines – 2012/2013
D. Community Based Project Funding Request Proposals & Applications Submitted in April 2012 (available on-line at http://www.cccounty.us/cbp)

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North Richmond Waste & Recovery Mitigation Fee
Amended 2012/2013 Expenditure Plan

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

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

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

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

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

Expenditure Plan Period:	January 1, 2012 - June 30, 2013 *(unless otherwise specified herein)*

BUDGET

The funding allocation amounts included in this document apply to the Expenditure Plan Period specified on the first page unless otherwise specified herein. The total amount of funding allocated in the Expenditure Plan Budget is based on revenue projections provided by the BMPC operator, Republic Service, which are 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). Actual Mitigation Fee revenue may deviate from revenue projections provided by Republic and used to prepare this Budget. A "Contingency" line item is included in the Budget to help accommodate variations between projected and actual revenue. Excess funding allocated to strategies and not expended by the end of each Expenditure Plan period is treated as "roll-over" funding for reallocation in a subsequent Expenditure Plan period.

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

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

NORTH RICHMOND MITIGATION FEE EXPENDITURE PLAN BUDGET

	#	Expenditure Plan (EP) Strategy	Preliminary Funding Allocations (1/2012-6/2012)[1]	Additional Funding Allocations (thru 6/2013)	Total Funding Allocations in Budget (1/2012 - 6/2013)	% of Total Budget		% of Amount Needed to Maintain Existing Funded Services
Core Services	1	Bulky Item Pick-ups & Disposal Vouchers	$ 2,500.00	$ (500.00)	**$ 2,000.00**	**0.1%**	45%	*100.0%*
	2	Neighborhood Clean-ups		$ 10,000.00	**$ 10,000.00**	**0.7%**		*100.0%*
	3	Prevention Services Coordinator	$ 14,000.00	$ 28,000.00	**$ 42,000.00**	**3.0%**		*75.0%*
	4	City/County Right-of-Way Pick-up & Tagging Abatement	$ 17,500.00	$ 35,000.00	**$ 52,500.00**	**3.7%**		*100.0%*
	5	Code Enforcement - County	$ 64,500.00	$ 100,800.00	**$ 165,300.00**	**11.7%**		*80.0%*
	6	Code Enforcement - City	$ 35,000.00	$ 15,000.00	**$ 50,000.00**	**3.5%**		*21.4%*
	7	Illegal Dumping Law Enforcement	$ 93,750.00	$ 187,500.00	**$ 281,250.00**	**19.8%**		*100.0%*
	8	Surveillance Cameras	$ 5,000.00	$ (2,000.00)	**$ 3,000.00**	**0.2%**		*n/a*
	9	Illegal Dumping Prosecutor	$ 15,000.00	$ 20,000.00	**$ 35,000.00**	**2.5%**		*80.0%*
Supplemental Enhancements	10	Parks Rehabilitation Initiative	$ 200,000.00	$ -	**$ 200,000.00**	**14.1%**	39%	*n/a*
	11	Community Services Coordinator	$ 36,065.50	$ 50,000.00	**$ 86,065.50**	**6.1%**		*80.0%*
	12	Community-Based Projects[1]	$ 152,806.36	$ -	**$ 152,806.36**	**10.8%**		*n/a*
	13	North Richmond Green Community Service Programs	$ 42,700.00	$ 10,000.00	**$ 52,700.00**	**3.7%**		*n/a*
	14	North Richmond Green Campaign	$ 15,000.00	$ -	**$ 15,000.00**	**1.1%**		*n/a*
	15	Neighborhood Gardening Project	$ 42,589.56	$ -	**$ 42,589.56**	**3.0%**		*n/a*
	16	Removal & Disposal of Street Cans	$ 2,000.00	$ -	**$ 2,000.00**	**0.1%**		*n/a*
	X	Committee Administration/Staffing	$ 50,000.00	$ 90,580.88	**$ 140,580.88**	**9.9%**		*n/a*
		Contingency *(12% of Projected Revenue in 4/2012 - 6/2013)*		$ 84,890.21	**$ 84,890.21**	**6.0%**		*n/a*
Total 2012/13 Projected Revenue & Unspent 2010/11			**$ 839,933.74**	**$ 577,748.77**	**$ 1,417,682.51**			
Total Expenditure Plan Budget [2]			**$ 788,411.42**	**$ 629,271.09**	**$ 1,417,682.51**	**100.0%**		

[1] Strategy 14 funding is allocated among multiple Community-Based Projects, the amount recommended in the Preliminary Budget only covers previously approved 2010/2011 Projects transferred into this Plan because they would not be completed until 2012. Only those existing Projects anticipated to be completed during the prelimniary 6-month period are shown in the 2010/2011 Community Based Projects Table. To date, a total of $36,793.64 allocated for 2010/2011 Community Based Projects is known to be available for reallocation and has therefore been removed from the preliminary 6-month column.

[2] Total 2012/2013 Projected Revenue shown in the Preliminary Budget was for a full two-year period (included an error, should have been $1,131,531.09). Projected Revenue shown above reflects the actual amount received through March 2012 ($132,515.29) plus the amount projected to be received between April 1, 2012 and June 30, 2013 ($707,418.45). The full Budget also includes an additional amount of interest collected in 2010/11 ($7,930.48) as well as unexpended funding received in the prior EP cycle which is treated as "roll-over" ($569,818.29).

TOTAL RECOMMENDED BUDGET ***(W/CONTINGENCY)***	**BUDGET FOR STRATEGIES**	**$ 1,417,682.51**	**TOTAL EP BUDGET**
CORE SERVCES	54%	$ 641,050.00	45%
SUPPLEMENTAL ENHANCEMENTS	46%	$ 551,161.42	39%
TOTAL RECOMMENDED BUDGET FOR STRATEGIES	**100%**	**$ 1,192,211.42**	**84%**

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DESCRIPTION OF STRATEGIES RECOMMENDED FOR FUNDING

Funding allocation amounts for each strategy are specified in the Budget table on page 3. The following Strategies describe the activities allowed to be funded with the amounts allocated to each in the Budget (not including associated agency staff costs described in the Staff Costs section). Strategies are grouped based on relative funding priority levels and the "Core Services" category contains higher priority Strategies than the "Supplemental Enhancements" category.

CORE SERVICES

1. Bulky Item Pick-ups & Disposal Vouchers

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

- Request up to one on-call pick-up service per 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).

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

Administering Agency: City of Richmond

Implementing Entity(ies):

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

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

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

2. Neighborhood Clean-ups

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

Administering Agency: City of Richmond

Implementing Entity(ies):

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

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

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

3. Prevention Services Coordinator

Fund a part-time, or equivalent proportion of a full-time, Prevention Services Coordinator (PSC) position (including salary/benefits/overhead and administering agency contracting charge[1]) on a contract basis to assist the City and County in implementing Strategy 1 as the point of contact for community members interested in claiming Disposal Vouchers or Bulky-Item Pick ups. Assist community members interested in reporting illegal dumping and seeking referral/resources. Track and report data related to illegally dumped waste collected by Republic Services Hot Spot Crew and handle associated referrals to applicable public agencies, including right-of-way referrals for Strategy 4.
[See "Staff Costs" section for agency activities that may also be funded under this Strategy.]

Administering Agency: Contra Costa County

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

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

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

Fund consolidated pick-up program (including personnel, mileage, equipment rental and administrative costs) for illegal dumping and tagging removal in the public right-of-way located within the unincorporated & incorporated Mitigation Fee Primary Funding Area based upon referrals from the PSC for items/debris not collected by the designated RSS Hot Spot Route crew.
[See "Staff Costs" section for agency activities that may also be funded under this Strategy.]

[1] Administering agency contracting charge is $3,000 per contract.

Administering Agency: City of Richmond

Implementing Entity: Richmond Police Department's Code Enforcement Division

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

5. Code Enforcement Staff - County

Fund at least a portion of County code enforcement position (including salary/benefits and related vehicle and equipment costs), to assist with vacant/abandoned lot abatements and fencing as well as other health/building/zoning violations related to illegal dumping and blight throughout the unincorporated Mitigation Funding Area.
[See "Staff Costs" section for agency activities that may also be funded under this Strategy.]

Administering Agency: Contra Costa County

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

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

6. Code Enforcement Staff - City

Fund at least a portion of a (non-benefited) code enforcement position, 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.
[See "Staff Costs" section for agency activities that may also be funded under this Strategy.]

Administering Agency: City of Richmond

Implementing Entity: Richmond Police Department's Code Enforcement Team

Reporting/Payment Requirements: Effective July 1, 2012, the Richmond Police Department's Code Enforcement Division shall provide required data pertinent to Strategy 6 based upon the strategy-specific invoicing/reporting parameters and schedule being developed/maintained by Committee Staff in order to receive NRMF-funded payments (funding transfers).

7. Illegal Dumping Law Enforcement

Fund majority of a full-time Sheriff Deputy (between 90-100% of salary/benefits, overtime, uniform and related cell phone, equipment, and vehicle costs) to assist with law enforcement investigations and patrols to combat illegal dumping within the Mitigation Fee Primary Funding Area.
[See "Staff Costs" section for agency activities that may also be funded under this Strategy.]

Administering Agency: Contra Costa County

Implementing Entity: County Sheriff's Office

Reporting/Payment Requirements: Effective July 1, 2012, the County Sheriff's Office shall provide required data pertinent to Strategy 7 based upon the strategy-specific invoicing/reporting parameters and schedule being developed/maintained by Committee Staff in order to receive NRMF-funded payments (funding transfers).

8. Surveillance Cameras

Fund the purchase of cameras, camera infrastructure, camera signage and costs related to maintenance, warranty, repair & relocation of surveillance camera system equipment within the Mitigation Fee Primary Funding Area to assist the dedicated Illegal Dumping Law Enforcement officer in targeting specific locations where illegal dumping occurs most regularly.
[See "Staff Costs" section for agency activities that may also be funded under this Strategy.]

Administering Agency: Contra Costa County

Implementing Entity(ies):

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

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

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

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

9. Illegal Dumping Prosecutor

Fund a fraction of a full-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. abatement and environmental crimes).
[See "Staff Costs" section for agency activities that may also be funded under this Strategy.]

Administering Agency: Contra Costa County

Implementing Entity: County District Attorney's Office

Reporting/Payment Requirements: Effective July 1, 2012, the County District Attorney's Office shall provide required data pertinent to Strategy 9 based upon the strategy-specific invoicing/reporting parameters and schedule being developed/maintained by Committee Staff in order to receive NRMF-funded payments (funding transfers).

SUPPLEMENTAL ENHANCEMENTS

10. 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.
[See "Staff Costs" section for agency activities that may also be funded under this Strategy.]

Administering Agency: City of Richmond

Implementing Entity: Richmond Parks Department.

Reporting/Payment Requirements: Effective July 1, 2012, the Richmond Parks Department shall provide required data pertinent to Strategy 10 based upon the strategy-specific invoicing/reporting parameters and schedule being developed/maintained by Committee Staff in order to receive NRMF-funded payments (funding transfers).

11. Community Services Coordinator

Fund a least a portion of a Community Services Coordinator (CSC) position to be staffed on a contract basis (including salary/benefits/overhead and administering agency contracting charge[2]). 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;
- be responsible for coordination of activities related to illegal dumping and beautification within the Primary Mitigation Funding area, as specified by the City/County, including North Richmond Green community service programs and outreach activities described under Strategies 13 & 14; and
- be bilingual in order to assist with Spanish translation as needed.

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

[2] Administering agency contracting charge is $3,000 per contract.

Administering Agency: Contra Costa County

Implementing Entity: Neighborhood House of North Richmond (NHNR).

Reporting/Payment Requirements: Effective July 1, 2012, NHNR shall provide required data pertinent to Strategies 11, 13 & 14 based upon the strategy-specific invoicing/reporting parameters and schedule being developed/maintained by Committee Staff in order to receive NRMF-funded payments.

12. Community Based Projects

Fund the development, implementation and oversight of a variety of community-based projects with specific focuses on anti-littering, environmental stewardship, blight reduction and/or beautification (including personnel/labor, administrative oversight, materials, equipment and related maintenance costs plus administering agency contracting charges[3]). 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 Funding Request Proposal & Application process. Examples of potential project types that may be funded include but are not limited to:

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

Details, including recommended allocation amounts, for each of the Community Based Projects selected to date and being funded under this Expenditure Plan are 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 that extend into 2012 to the extent necessary based upon each contract's effective date.

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

Administering Agencies: Contra Costa County & City of Richmond

Implementing Entity: Various Non-Profit Organizations (see Community Based Project s Table)

[3] Administering agency contracting charge is $3,000 per contract.

Reporting/Payment Requirements: Any Community Based Project contracts issued or amended by the City/County effective August 2011 or later shall incorporate Reporting & Invoicing Requirements generally consistent with those shown in Attachment 1.

13. North Richmond Green Community Services Programs

Fund the following North Richmond Green programs on a contract basis[3] 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.

Administering Agency: Contra Costa County

Implementing Entity: Neighborhood House of North Richmond (NHNR).

Reporting/Payment Requirements: Effective July 1, 2012, NHNR shall provide required data pertinent to Strategies 11, 13 & 14 based upon the strategy-specific invoicing/reporting parameters and schedule being developed/maintained by Committee Staff in order to receive NRMF-funded payments.

14. North Richmond Green Campaign

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

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

[4] Administering agency contracting charge applies ($3,000 per contract).

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

- STIPENDS – Pay local community members (youth and adults) to distribute printed outreach materials door-to-door to promote mitigation-funded strategies *(Jointly Funded text not applicable to stipend expenses, only materials)*
- HANDOUTS/MAILERS – Newsletters, flyers, brochures or other documents intended to be handed out or mailed to local residents/organizations.
- T-SHIRTS - Shirts shall include the NRGreen.org website to encourage people to learn more about Mitigation funded programs/efforts *(local phone number should also be included when possible, however inclusion of Jointly Funded text may not be required)*
- NR GREEN FESTIVAL – Event held once per year and generally include information booths to raise awareness about mitigation-funded efforts and other local beautification efforts as well as fun activities for kids and food. Materials promoting the event shall include the NRGreen.org website as well as a local phone number..
- SIGNAGE – Printed or manufactured signage, which includes promotional banners for local events/parades, which should include the NRGreen.org website for Community members to learn more about Mitigation funded programs/efforts.

Administering Agency: Contra Costa County

Implementing Entity: Neighborhood House of North Richmond (NHNR).

Reporting/Payment Requirements: Effective July 1, 2012, NHNR shall provide required data pertinent to Strategies 11, 13 & 14 based upon the strategy-specific invoicing/reporting parameters and schedule being developed/maintained by Committee Staff in order to receive NRMF-funded payments.

15. Neighborhood Gardening Project

(Strategy and remaining allocation 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

Administering Agency: City of Richmond

Implementing Entity: Communities United Resorting Mother Earth (CURME)

Reporting/Payment Requirements: This project was already completed and all invoices had been paid as of July 1, 2012, therefore no applicable requirements will be developed.

16. 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.

Administering Agency: City of Richmond

Implementing Entity: Richmond Parks Department

Reporting/Payment Requirements: Effective July 1, 2012, the Richmond Parks Department shall provide required data pertinent to Strategy 16 based upon the strategy-specific invoicing/reporting parameters and schedule being developed/maintained by Committee Staff in order to receive NRMF-funded payments (funding transfers).

STAFF COSTS

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

Strategy-Specific Funding: The cost of City/County staff time spent providing direct implementation assistance and/or coordination for specific Strategies may be covered with a portion of the NRMF funding budgeted for each applicable Strategy. Additionally, a portion of the NRMF funding budgeted for Strategies will be used to pay fixed administering agency contracting charge for each applicable contract ($3,000 per contract).

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Community Based Projects Table (Strategy 12)

Approved Funding Allocations Transferred from the Third Amended 2010/2011 Expenditure Plan to Allow Implementation, Reimbursement and Project Completion in 2012

Previously Approved Community Based Projects Transferred from 2010/2011*				
Organization	**Project Title**	**Requested Amount**	**Amount Approved**	**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 demonstarting 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 previoiusly funded street can project and lack of funding commitment to service/maintain street cans
Total Amount Requested/Approved		**$ 375,733**	**$ 189,600.00**	***This amount reduced to $152,806.36 in the Amended 2012/2013 EP****

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 ($330,000) most of which was obligated under contracts requiring completion of all project activities by December 31, 2011. Therefore, the contractually obligated amount ($315,400) assoicated with the projects to be completed in 2011 and associated projects were not transferred to the 2012/13 Expenditure Plan or listed this Table.

* This Table only includes Community Based Projects and associated funding amounts transferred from the 2010/11 Expenditure Plan due to the expected 2012 completion dates. The $189,600 of CBP funding transferred from 2010/11 includes a some funding awarded in both 2010 and 2011. A total of $14,600 allocated for Community Based Projects in 2010 ($14,000 for Verde Partnership Garden & $600 for Golden Gate Audubon Society) is included in contracts allowing five month periods in which to complete project activities. Similar five month project completion periods are provided for in the contracts funded by the $175,000 allocated in the last half of 2011. The completion date for each of the transferred projects is dependent upon the effective date of the applicable contract/agreement. Total amount shown in this table is being reduced by $36,793.64 in the recommended Amended 2012/2013 Expenditure Plan because this amount became available for reallocation as the associated projects were either completed or have expired.

Attachment 1

Community-Based Project Reporting and Invoicing Requirements

Language to be included in future City & County Agreements/Amendments

Contractor shall monitor, document, and report all project activities, including work performed by staff and stipend participants and any other direct costs for which reimbursement will be requested. Contractor shall submit completed Progress Reports, substantially equivalent to the attached Progress Report template, in conjunction with each invoice. Invoices and Progress Reports should cover the same time periods; the second and all subsequent Progress Reports should list entire time frame since the period covered by the prior invoice/Progress Report submitted. Upon completion of work, Contractor shall submit a Final Progress Report, substantially equivalent to the attached Final Progress Report template, in conjunction with the final invoice. Progress Reports shall be completed and submitted consistent with the Payment Provisions in Section ___ (*specify which Section of the Agreement or Service Plan – e.g.* Section 1.B of this Service Plan).

Contractor shall submit invoices and required supporting documentation to request reimbursement for costs allowed in the Budget as specified in the "Eligible Costs" Section of this Service Plan. Total invoices submitted by Contractor shall together not exceed the payment limit of $_____ *(enter amount of the Agreement's payment limit)*.

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 completed Progress Report addressing the same time period. Final invoice must be accompanied by a completed Final Progress Report addressing the entire contract period. Both types of Reports must contain all of the information specified in the attached Report templates.
   b. If stipends are included in an invoice, such invoice must be accompanied by copies of workers 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, logs or other timekeeping documentation 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 be attached to the Progress Report accompanying that 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

Progress Report

Organization: _____

Contact Person: _____

Progress Report Period: _____ - _____

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

Brief Description of the Project:

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

_____

Tasks Accomplished to Date:

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

_____

Materials Produced to Date:

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

_____

Number of Persons Served to Date:

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

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

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

North Richmond Green Meeting Attendance to Date:

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

MEETING DATE(s): _____ *ATTENDEE NAME(s):* _____

Successes to Date:

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

_____

Challenges to Date:

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

_____

Lessons Learned to Date & Feedback from Participants/Community:

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

_____

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

_____

Other Project Information:

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

_____

North Richmond Waste & Recovery Mitigation Fee Community-Based Project

Final Progress Report

Organization: _____

Contact Person: _____

Contract Period: _____ - _____

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

Brief Description of the Project:

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

_____

Tasks Accomplished:

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

_____

Materials Produced:

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

_____

Number of Persons Served:

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

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

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

North Richmond Green Meeting Attendance:

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

MEETING DATE(s): _____ *ATTENDEE NAME(s):* _____

Successes:

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

_____

Challenges:

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

_____

Lessons Learned & Feedback from Participants/Community:

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

_____

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

_____

Other Project Information:

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

_____

NORTH RICHMOND MITIGATION FEE - 2012/2013 Community Based Project Funding Requests

STAFF RECOMMENDATION: Staff does not recommend allocation of funding for any Commmunity Based Projects identified in proposals submitted in April 2012, as doing so would require further reducing funding needed for existing higher funding priority Strategies (Primary/Secondary Core Services & Primary Supplemental Enhancements). *If the Committee votes to recommend allocation of funding for new Community Based Projects in 2012, funding should be shifted from other lower funding priority strategies in the "Supplemental Enhancments" category. Keep in mind that $3,000 of the funding allocated for each project will need to cover agency contracting cost.* NOTE: Strategy 14 had an available balance of $36,793.64 which staff has recommended be reallocated to fund most of the Communtiy Services Coordinator Strategy.

Applicant Organization	Fiscal Sponsor	Project Title	Dollar Amount Requested *(approximate)*	Number of Submittal Requirements Missing (0=Complete/ Eligible)	ELIGIBILILTY DETERMINATIONS *(based on Submittal Requirements in the Funding Request Guidelines)*	*SCORES (based on Evaluation Criteria in the Funding Request Guidelines)*		Recommended for Funding?	Proposed Project Elements Recommended for Funding	Staff Funding Recommendations for the Four Selected Projects	
						County Staff	City Staff			Proportion (%) of Total Allocated	Funding Allocation Amounts *(assuming $100K for new projects*)*
Athletes United for Peace		Community Media Outreach Project	$ 35,420.00	**0**	**ELIGIBLE TO BE CONSIDERED FOR FUNDING** - Completed/submitted all required documentation on time and in the manner required.	**71**	**86**	**Y**	**No funding available**	***0 %***	***$0***
Body-coding A-Z Inc.	Community Housing Development Corp (CHDC)	Green TEAMS	$ 265,000.00	**1**	**MISSING SUBMITTAL REQUIREMENTS -** Electronic Copy of Application/Proposal in Word	**44**	**68**	**N**	**No funding available**	***0 %***	***$0***
Center for Human Development (CHD)		Neighborhood Enhancement Team (NET)	$ 246,519.75	**0**	**ELIGIBLE TO BE CONSIDERED FOR FUNDING** - Completed/submitted all required documentation on time and in the manner required.	**64**	**83**	**Y**	**No funding available**	***0 %***	***$0***
Communities United Resorting Mother Earth (CURME)	Greather Richmond Interfaith Program (GRIP)	Lots of Crops	$ 160,355.00	**1**	**MISSING SUBMITTAL REQUIREMENTS -** Missing Fiscal Sponsor's Proof of 501(c)(3)**	**88**	**79**	**Y**	**No funding available**	***0 %***	***$0***
Earth Team		Aqua Team Watershed Stewardship Program	$ 25,088.75	**2**	**MISSING SUBMITTAL REQUIREMENTS -** (1) Letter from Prior Funder and (2) Authorization Letter(s) from Property Owner(s)	**67**	**69**	**N**	**No funding available**	***0 %***	***$0***
Healing Circles of Hope (dba MASK)	GRIP	Community Wellness and Healing	$ 75,723.20	**5**	**MISSING SUBMITTAL REQUIREMENTS -** (1) Applicant Signature on Acknowledgement, (2) Fiscal Sponsor Signature on Acknowledgement, (3) Fiscal Sponsor Proof of 501(c)(3) status**, (4) Fiscal Sponsor Agreement and (5) Authorization Letter(s) from Property Owner(	**55**	**72**	**N**	**No funding available**	***0 %***	***$0***
McGlothen Temple Educational Community Center		McGlothen Temple Educational Community Center	$ 131,555.40	**3**	**MISSING SUBMITTAL REQUIREMENTS -** (1) Electronic Copy of Application/Proposal in Word, (2) Proof of 501(c)(3) status and (3) Letter from Prior Funder	**41**	**83**	**N**	**No funding available**	***0 %***	***$0***
Men & Women of Valor	Reach Fellowship International	Reach for Jobs Block Clean-up Crew	$ 150,000.00	**4**	**MISSING SUBMITTAL REQUIREMENTS -** (1) Electronic Copy of Application/Proposal in Word, (2) Pages identifying proposed project location or service area & amount or proposed Administrative Costs, (3) Incomplete Project Schedule and (4) Authorization Letter(s	**45**	**91**	**N**	**No funding available**	***0 %***	***$0***

NORTH RICHMOND MITIGATION FEE - 2012/2013 Community Based Project Funding Requests

Applicant Organization	Fiscal Sponsor	Project Title	Dollar Amount Requested *(approximate)*	Number of Submittal Requirements Missing (0=Complete/ Eligible)	ELIGIBILILTY DETERMINATIONS *(based on Submittal Requirements in the Funding Request Guidelines)*	*SCORES (based on Evaluation Criteria in the Funding Request Guidelines)*		Recommended for Funding?	Proposed Project Elements Recommended for Funding	Staff Funding Recommendations for the Four Selected Projects	
						County Staff	City Staff			Proportion (%) of Total Allocated	Funding Allocation Amounts *(assuming $100K for new projects*)*
Robinshon-Weeks-Robinson Scholarship Fund, Inc.		Education Mitigation	$ 95,250.00	**1**	**MISSING SUBMITTAL REQUIREMENTS -** Letter from Prior Funder	**60**	**67**	**N**	**No funding available**	***0 %***	***$0***
Social Progress	GRIP	Building Relationships within the Community	$ 129,306.00	**4**	**MISSING SUBMITTAL REQUIREMENTS -** (1) Electronic Copy of Application/Proposal in Word, (2) Fiscal Sponsor Proof of 501(c)(3) status**, (3) Incomplete Project Schedule and (4) Authorization Letter(s) from Property Owner(s)	**53**	**84**	**N**	**No funding available**	***0 %***	***$0***
Ujima Lodge #35 F. & A. M. -- 'Beehive Corps'		BRIGHTIN' IT UP	$ 242,681.80	**0**	**ELIGIBLE TO BE CONSIDERED FOR FUNDING** - Completed/submitted all required documentation on time and in the manner required.	**58**	**76**	**Y**	**No funding available**	***0 %***	***$0***
Unity Within The Communities	GRIP	Communities Health Readiness for Change	$ 150,000.00	**2**	**MISSING SUBMITTAL REQUIREMENTS -** (1) Electronic Copy of Application/Proposal in Word and (2) Authorization Letter(s) from Property Owner(s)	**51**	**59**	**N**	**No funding available**	***0 %***	***$0***
Contract Administration ***($3,000 per contract)***										**#DIV/0!**	**$ -**
Total Funding			**$ 1,706,899.90**							**#DIV/0!**	**$ -**

* An existing amount of $36,793.64 allocated in the Preliminary Budget for Strategy 14 has become available for reallocation, therefore this amount is being recommended for allocation to cover shortfall in the Community Service Coordinator Strategy.

** However, Staff received proof of this same Fiscal Sponsor's 501(c)(3) documentation in other Funding Request Submittals.

NORTH RICHMOND WASTE & RECOVERY MITIGATION FEE

FUNDING REQUEST
PROPOSAL & APPLICATION
GUIDELINES

FOR COMMUNITY BASED PROJECTS

APRIL 4, 2012

THIS FUNDING IS JOINTLY ADMINISTERED BY THE
CITY OF RICHMOND & CONTRA COSTA COUNTY

NORTH RICHMOND MITIGATION FEE

2012-2013 FUNDING REQUEST PROPOSAL & APPLICATION GUIDELINES

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XI. Technical Assistance 10
(including contact information for City/County staff)

The following related documents are both available on-line at www.cccounty.us/nr

Funding Request Proposal & Application
(separate document to be completed and submitted)

Funding Request Appendices – Appendix A through D

2012-2013 FUNDING REQUEST PROPOSAL & APPLICATION GUIDELINES

I. BACKGROUND

North Richmond Waste and Recovery Mitigation Fee and Joint Expenditure Planning Committee

The Waste & Recovery Mitigation Fee (Mitigation Fee) was established as a condition of the use permits issued by the City of Richmond (City) and County of Contra Costa (County) for the West Contra Costa Sanitary Landfill Bulk Materials Processing Center (Transfer Station). The purpose for establishing this Mitigation Fee is

> ***"to defray annual costs associated with collection and disposal of illegally dumped waste and associated impacts in North Richmond and adjacent areas."***

In order to facilitate joint administration of the Mitigation Fee funding, the City and the County formed the North Richmond Waste and Recovery Mitigation Fee Joint Expenditure Planning Committee (Committee)[1] to prepare recommended Expenditure Plans. These Expenditure Plans are prepared every two years and subject to the approval of the Richmond City Council and the County Board of Supervisors. The Expenditure Plans dictate how Mitigation Fees are allocated amongst a variety of strategies intended to address impacts associated with illegally dumped waste in the North Richmond community. Any change to approved Expenditure Plan language or budget that is suggested by the Committee is considered a recommended Amended Expenditure Plan which requires final approval by both the City and County.

More information about the Committee and Mitigation Fee can be found at the following websites: http://www.nrgreen.org and http://www.cccounty.us/nr

2012-2013 Expenditure Plan

The current 2012-2013 Expenditure Plan allocates Mitigation Fees to strategies that include neighborhood clean-ups, free disposal vouchers or bulky item pick-ups for residents, dedicated staff positions responsible for mitigation-related activities, surveillance cameras, and park improvement projects. Funding request proposals for community-based projects submitted for this cycle will be considered for potential funding to be allocated under Strategy #14 in the Amended 2012-2013 Expenditure Plan.

[1] North Richmond Waste and Recovery Mitigation Fee Joint Expenditure Planning Committee consists of the following members: Richmond Mayor Gayle McLaughlin; City Councilmembers Nathaniel Bates and Jovanka Beckles; Contra Costa County Supervisor John Gioia; Richmond incorporated area resident, Johnny White and North Richmond Municipal Advisory Committee Members Dr. Henry Clark - Unincorporated Area and Joseph Wallace - Unincorporated Area.

II. ELIGIBLE APPLICANTS

This funding request program is open to all not-for-profit entities, which includes:

- **Non-Profit Organizations**, and
- **Governmental Agencies.**

Non-governmental entities (e.g. non-profit organizations) intending to request funding must have **501(c)(3) tax status** or enlist a Fiscal Sponsor with 501(c)(3) tax status that will serve as the contracting entity for the proposed project. A written agreement between the Organization and the Fiscal Sponsor must be submitted with the application. The Fiscal Sponsor must enter into the contract with the Administering Agency (City of Richmond or Contra Costa County) and will act as the contractor. The Organization actually implementing the project and performing the services will act as the Fiscal Sponsor's sub-contractor.

Number of Proposals Allowed to be Submitted per Applicant Organization: **No more than one (1) proposal shall be submitted by each Applicant Organization.** Applicants are encouraged to submit proposals that focus on a single project. However, multiple projects can be included within one proposal. Applicants submitting proposals that contain information about more than one proposed project, are obligated to ensure that each project is adequately defined and clearly distinguished from one another within the Proposal submitted.

III. FUNDING AMOUNT AND CYCLE

There is no minimum or maximum funding amount that organizations can request during this 2012- 2013 cycle; however, the total amount of funding available during this funding cycle has not yet been determined[2]. There is no established policy prohibiting consideration of proposals submitted requesting supplemental funding allocation to replicate or enhance Community-Based Projects approved in a prior funding cycle.

The number and amount of awards recommended for funding will be determined by the Committee and will likely depend upon the amount of funding allocated to Strategy 14, number of eligible funding requests received, and the relative merits of submitted proposals.

Previous Funding Allocations: There were two Community Based Project funding request cycles awarded during the 2010-2011 Expenditure Plan period. Amounts allocated per project in 2010-2011 are included as Appendix D in the Funding Request Appendices which can be found on-line at www.cccounty.us/nr.

[2] The total funding amount to be recommended for Strategy 14 will be considered at the same time as recommended allocations for the selected Community Based Project proposals.

IV. ELIGIBLE USES OF FUNDS

Proposed projects should address problems associated with illegally dumped waste, through activities focusing on:

- Illegal dumping prevention;
- Litter prevention or removal;
- Blight prevention,
- Beautification on sites plagued with chronic litter/dumping ; and/or
- Outreach efforts raising awareness about local illegal dumping problems and resources available to those living in the specified Mitigation Fee Funding Area (shown in the Map included as Appendix A in the Funding Request Appendices).

Projects must be aligned with the purpose for establishing the Mitigation Fee (see Page 1). Following is the current description of Strategy #14 as approved in the Preliminary 2012/2013 Expenditure Plan:

"Strategy 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."*

V. INELIGIBLE USES OF FUNDS

Regardless of a proposed project's degree of alignment with the intended uses specified in the previous section, North Richmond Mitigation Fee funding may *not* be used for the following:

- Repayment of existing debt or pre-existing tax liens or obligations;
- Legal fees;
- Loan or bank fees;
- Subsidization of existing contracts;
- Political lobbying;
- Advancement of sectarian, politically partisan, or religious projects, funds should be used for specific projects and not to advance the causes of any of the stated groups); and

- Any labor/material expense not listed in the approved budget, not identified as an eligible cost in a fully-executed contract issued by the City or County or incurred prior to effective date specified in the approved contract.

VI. FUNDING REQUEST SUBMITTAL REQUIREMENTS

The following materials **must be submitted by 5:00PM ON TUESDAY, APRIL 24, 2012,** in order to be considered for funding (this section can be used as a check-list):

A. Completed electronic Funding Request (Application and Proposal document) that provides all information requested including, but not limited to:
   - Description of all proposed tasks;
   - Proposed project costs, including line-item details for each task;
   - and
   - Project schedule.

B. Proof of active 501(c)(3) tax status for the Applicant Organization, unless partnering with a non-profit Fiscal Sponsor (in which case all of the Additional Required Submittals listed below in D will apply);

C. Submittal of one (1) letter from a past funder specific to activities performed by the Organization (not required if your organization has received mitigation fee funding in a prior cycle). Organizations without any past funders must arrange to partner with a Fiscal Sponsor prior to submitting a Funding Request and such submittal must include a letter from one of the Fiscal Sponsor's past funders specific to activities performed by the Fiscal Sponsor as well as all of the Additional Required Submittals identified in D below in order to be potentially considered for funding. The purpose of this letter is to demonstrate to the Committee your organization's reputation and integrity in managing finances and successfully delivering services.

D. Additional Required Submittals **ONLY** for Projects Proposed in Partnership with a Fiscal Sponsor

   1. Contact information for the Fiscal Sponsor must be included in the Application itself.
   2. Signed agreement between the Organization and the non-profit Fiscal Sponsor.
   3. Proof of the Fiscal Sponsor's active 501(c)(3) status.

E. Additional Required Submittal(s) **ONLY** for Projects Proposed to Occur on Property not Owned by the City or County

- ✓ Submit notarized letter signed by the property owner(s) clearly authorizing your Organization to conduct proposed activities associated with your project on their property(ies).

VII. DEADLINE TO SUBMIT COMPLETED FUNDING REQUESTS

Completed Funding Requests (includes Proposals, Applications and ALL required supporting documents) **must be submitted electronically by e-mail no later than 5:00PM on TUESDAY, APRIL 24, 2012** to both of the following e-mail addresses:

- lori_reese-brown@ci.richmond.ca.us

  and;

- demian.hardman@dcd.cccounty.us

Late or incomplete Funding Requests will not be eligible for consideration. Applicants are responsible for ensuring timely submission of completed Proposals, Applications and all required supporting documents. There will be no exceptions, so Applicants are strongly encouraged to confirm receipt of submittals prior to the deadline.

Submittal Format Specifications

All application materials/proposals shall be in the following format:

Required Format – Electronic Submittal

- Submit one (1) electronic copy of the Application and Proposal in Microsoft Word format and scanned copies of all required supporting documents **by e-mail to the following addresses prior to the above-noted deadline**:
  - lori_reese-brown@ci.richmond.ca.us

    and

  - demian.hardman@dcd.cccounty.us

Preparation of Materials: All costs incurred in the preparation of Funding Request materials are the applicant's responsibility.

Submitted Funding Request Materials: All Funding Request materials submitted will not be returned and become the property of the North Richmond Mitigation Fee Committee, the City of Richmond, and Contra Costa County. Funds awarded are public funds and any information submitted by organizations or generated as a result of the organization's use of these funds is subject to public records disclosure (unless evidence is provided in the

submittal demonstrating one or more specific documents are excluded from disclosure according to the Public Records Act).

Optional Submittal of Printed Funding Request Materials **(Electronic Submittal of ALL Materials Still Required)** – Supplemental Requirements Applicable to Submittal of any Printed or Hard Copy Funding Request Materials

- Provide copies of any relevant documents in envelopes delivered to the City and County staff persons/addresses listed on page 10.
- All printed materials should be printed on white 8 ½" x 11" papers with easy to read font size and style.
- Do not staple pages or use spiral or gum bindings.

VIII. FUNDING PRIORITIES & EVALUATION CRITERIA

Funding Priority Considerations

Organizations are encouraged to include project activities that incorporate as many of the following funding priorities as possible. Maximize incorporation of these funding priorities into your proposed project to increase the likeliness of your project being recommended for funding.

- Local Youth/Adults: Programs/Projects that provide jobs and/or professional development/training opportunities for North Richmond residents related to the education and/or clean-up of illegal dumping activities in the North Richmond area.

- Leverage Existing Resources: Proposals that have a clear well defined project that uses existing North Richmond Mitigation Fee funding programs/resources (see Appendix B for listing of existing Mitigation Fee funded programs/resources) and/or builds upon existing programs to enhance efforts to combat illegal dumping in the Community.

- Partnerships with Other Entities: Partnerships with other nonprofit entities proposing Community Based Projects identifying how entities would work together to accomplish multiple goals to reduce blight and illegal dumping.

- Measurable Outcomes Addressing Intended Problem(s): Projects that incorporate method(s) for exhibiting clear measurable outcomes (demonstrate successes) which addresses problem(s) associated with illegal dumping in the North Richmond area.

- Accountability/Past Successes: Project activities are similar to activities successfully implemented by the Organization in the past, both on-time and within budget.

- Unmet Needs: Projects that meet unmet needs related to illegal dumping problems for those living/working in North Richmond.

Evaluation Criteria

All eligible completed Funding Requests (Applications, Proposals and supporting documentation) submitted in accordance with the requirements specified in these Guidelines will be evaluated and rated according to the following criteria:

1. *Project Description and Concept* – Project aligns with the Mitigation Fee purpose; clear, comprehensive and realistic schedule/timeline; project activities are well defined and feasible; involves use of innovative or creative approaches/new practical ideas.
2. *Addresses Problems* – Project activities would help further reduce local problems associated with illegal dumping for those living/working within the North Richmond community.
3. *Outcomes* – Clear and measurable outcomes supported by sound evidence.
4. *Financially Sound* – Project costs are clearly defined and cost effective. Evidence that organization will demonstrate sound fiscal management for this project.
5. *Organizational Capacity* – Evidence that Organization/Fiscal Sponsor(s) is in good standing with prior funder(s) and has a proven track record of successfully implementing activities similar to those proposed.
6. *Additional Funding Priorities* – Additional funding consideration will be given for each of the specific funding priorities incorporated into the project, based upon the details Organizations provide in Section e) of their Proposal (starting on or about page 5).

IX. FUNDING REQUEST REVIEW PROCESS

Proposal Funding Amount: Entities selected for funding may be awarded less than requested. Organizations should ensure tasks and associated dollar amounts are adequately detailed so that reviewers will be able to identify what impact reduced funding levels may have on the proposed project. Organizations with reduced funding awards will likely be contacted about revisions to the proposed project and budget.

Subcommittee Review: A subcommittee will review submitted proposals and applications and consider staff recommendations for funding (organizations to be funded and funding amount) to the full North Richmond Mitigation Fee Committee. Although unlikely, an applicant interview may be requested by the subcommittee.

Approval of Awards for Selected Proposed Projects: After funding allocations are recommended and approved by the City Council and County Board of Supervisors, a contract (agreement) with specific tasks, budget and deliverables regarding the proposed project/program will be prepared using details contained in Funding Request Proposals/Applications. Contract (agreement) will not become effective unless fully executed by authorized

representatives for the Administering Agency and the Organization or Fiscal Sponsor, if identified.

- After the Committee's funding allocation recommendations are approved by the Richmond City Council and County Board of Supervisors, the City or County reserve the right, at their sole discretion, to modify the funding awards or terminate the award/contract if the funds are not being used in the manner described and agreed upon in the contract.

- The Committee, City and County reserves the right, to request modifications of the proposal, to accept or reject any or all proposals received, to grant full or partial funding of any request, and/or to cancel all or part of this solicitation at any time prior to awards.

Estimated Proposal Review & Award Timeline

Proposal & Application Guidelines Available	April 4, 2012
Funding Request Proposal Deadline	April 24, 2012 (5:00PM)
Funding Request Review Process	April – May 2012*
Committee Award Recommendations	Late May 2012*
City/County Award Approval	June 2012*
City/County Contract Approval	August-September 2012*
Funds must be spent by	December 31, 2013*

* These are estimated dates and may be subject to change without notice.

X. POST-AWARD CONTRACTING REQUIREMENTS

Required Documentation if Awarded Funding: Organizations that are awarded funding will be required to complete and submit additional documentation, including but not limited to:

- City/County contract signed by applicable representative(s) from the 501(c)(3) entity (organization or their fiscal sponsor);
- Completed W-9 form;
- Applicable business license (organizations are responsible for all associated fees); and
- Evidence demonstrating compliance with City or County insurance requirements. Fiscal sponsors, serving as the contractor, must have insurance that covers all actions of the entity acting as the sub-contractor. Organizations may propose to use some or all of the amount specified for Administrative costs in submitted Proposals to cover added insurance costs to meet City or County requirements.

Contract Requirement: All organizations shall refrain from initiating any activities prior to receiving an approved contract signed by the Administering Agency (City or County) and the implementing contractor (non-profit organization or fiscal sponsor, where applicable). Reimbursement will not be provided for any expenses incurred or services rendered prior to the effective date specified on the signed contract (likely sometime in September 2012) or after the end of the contract term (expected to be December 31, 2013).

Payment Provisions: Payments are awarded on a reimbursement basis only; no advance payments allowed. Funding recipients shall request reimbursement only for the eligible costs and amounts specified in the approved contract budget and in a manner consistent with the payment provisions contained in the signed contract (generally consistent with terms reflected in Appendix B).

Progress Reports: Award recipients will be required to submit detailed progress reports with each payment request (see Appendix B). In order to receive the funding allotment, the progress reports must provide detailed information about the services provided, and overall progress achieved, as well as accounting data so the total cost of the portion of the project can be readily determined. The recipient should retain original documents such as receipts, progress payments, invoices, time cards, etc. A final report at the conclusion of the project is also required. Progress Report and Final Report templates are included in the Funding Request Appendices (see Appendix B).

North Richmond Green Meetings: All award recipients will be required to attend North Richmond Green Meetings on at least a quarterly basis. Award recipients will be required to document attendance via minutes and copies of sign in sheets of North Richmond Green meetings.

XI. TECHNICAL ASSISTANCE

For inquiries or clarification on this program or application, please contact North Richmond Mitigation Fee Committee Staff listed below.

City of Richmond
City Manager's Office
Lori Reese-Brown

E-Mail: lori_reese-brown@ci.richmond.ca.us
Phone: (510) 620-6869

450 Civic Center Plaza
Richmond, CA 94804

Contra Costa County
Department of Conservation & Development
Demian Hardman

E-Mail: demian.hardman@dcd.cccounty.us
Phone: (925) 674-7826

30 Muir Road
Martinez, CA 94553

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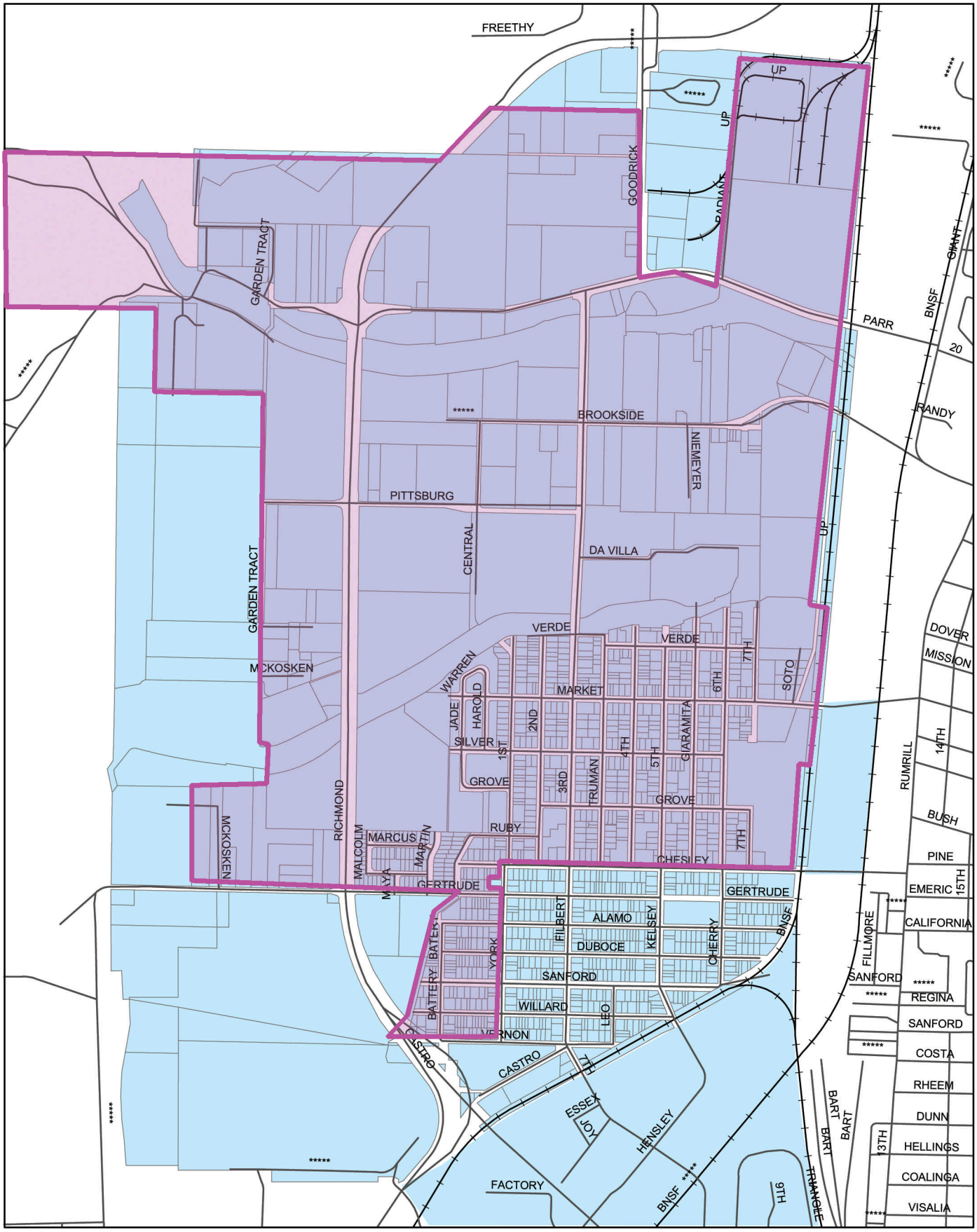
Appendix A (2 pages)

North Richmond Waste & Recovery Mitigation Fee Funding Area

Incorporated (City)

Unincorporated (County)

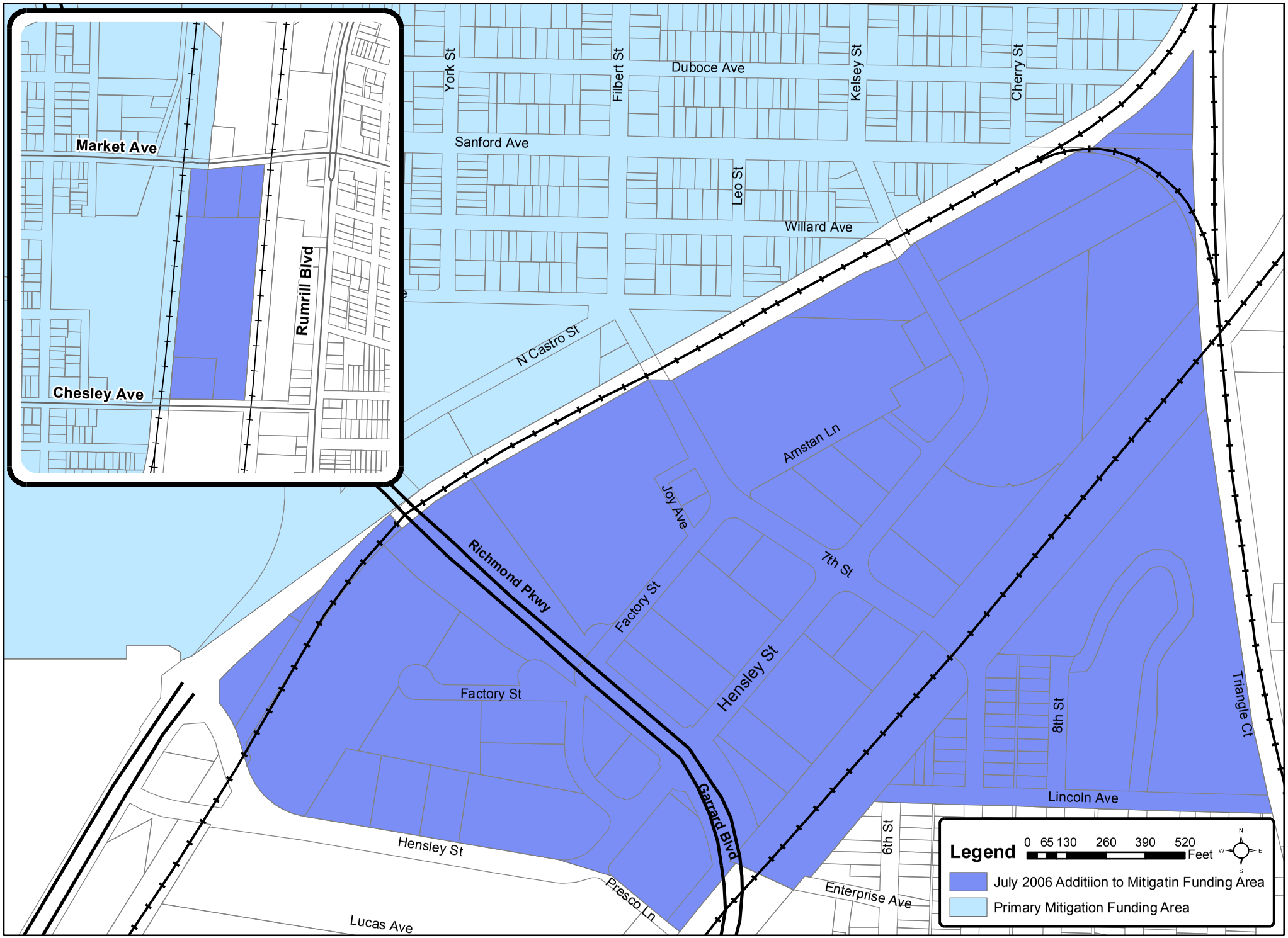


Contra Costa County
Community Development Department

Southern boundary shown on back side

Map contains copyrighted information

Committee Approved Additions to Primary Mitigation Funding Area



Appendix B (3 pages)

Attachment 1

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.

2010/2011 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.

2010/2011 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 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).

Appendix C (6 pages)

PRELIMINARY 2012/2013 EXPENDITURE PLAN

Listing of Approved Strategies within each Category

PREVENTION

1. Bulky Item Pick-ups & Disposal Vouchers
2. Neighborhood Clean-up Events
3. Prevention Services Coordinator

ABATEMENT & ENFORCEMENT

4. City/County Pick-up from Right-of-Way
5. Code Enforcement – County
6. Code Enforcement – City
7. Tagging Abatement
8. Illegal Dumping Law Enforcement
9. Surveillance Cameras
10. Illegal Dumping Prosecutor

COMMUNITY INVESTMENT

11. Parks Rehabilitation Initiative
12. Capital Improvement Projects
13. Community Services Coordinator
14. North Richmond Community-Based Projects
15. North Richmond Green Community Service Programs
16. North Richmond Green Campaign
17. Neighborhood Gardening Project
18. Removal & Disposal of Street Cans

North Richmond Waste & Recovery Mitigation Fee
Preliminary 2012/2013 Expenditure Plan

DESCRIPTION OF STRATEGIES

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 2012/2013 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.

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Appendix D (2 pages)

Community Based Projects Table (Strategy 14 Funding)

Third Amended 2010/2011 Expenditure Plan

2010 Funding Allocations

Organization	Project Title	Requested Amount	Total Score (out of 9 pts)	Subcommittee Ranking (High, Medium or Low)			Amount Recommended	Notes
Athletes United for Peace	**North Richmond Digital Technology Academy**	$47,175	**6**	3	2	1	**$30,000**	Believes project has value; Orgainzation has completed projects in North Richmond in the past; overhead costs are too high
Center for Human Development	**Carbon Footprint Tree Planting and Trash Abatement Project**	$133,400	**8**	2	3	3	**$100,000**	Believes organizations has ability to complete projects. Hourly stipend rate should be $10/hour consistent with prior practice and level recommended in other similar proposals. Proposals needs to be modified to ensure inclusion of incorporated and unincorporated North Richmond. Additional project details need to be worked out.
Communities United Restoring Mother Earth/ Urban Tilth	**Lots of Crops**	$307,023	**6.8**	2	3	1.8	**$100,000**	Proposal/application submitted prior to deadline was incomplete. Revised (completed) application/proposal submitted within a week from the deadline. Supportive of project but initial application was late.
Golden Gate Audubon Society	**ECO - Richmond Environmental Stewardship**	$40,000	**3**	1	1	1	**$8,000**	Want to localize program to Verde Elementary School
Harold Beaulieu / CHDC	**Popsicle Project (Phase II) Tile Art & Mural Painting**	$38,947	**8**	3	3	2	**$30,000**	North Richmond Mitigation Committee is familiar with the proposed projects and applicant; believes that the proposed amount of youth served is good
Social Progress Inc.	**Trash Removal/Lawn Mowing/Blight Reduction**	$143,100	**4**	1	2	1	**$8,000**	Significantly scale back and streamline to reduce contracting agency's cost to negotiate/oversee.
The Watershed Project	**North Richmond Clean and Green**	$42,124	**7**	3	2	2	**$40,000**	Great program and well thought out proposal.
Verde Partnership Garden/ Tides Center	**Verde Elementary School Garden**	$14,000	**9**	3	3	3	**$14,000**	Great program and well established
Total Amount Requested/ Recommended		**$765,769**					**$330,000**	

Two Community-Based Project funding allocation cycles have been conducted in 2010/2011. First round of funding totalling $400,000 was allocated in 2010 ($70,000 of which was allocated for a project that was not implemented). Second round of funding totaling $175,000 is being allocated in 2011 (which includes aforementioned $70,000).

Community Based Projects Table (Strategy 14 Funding)

Third Amended 2010/2011 Expenditure Plan

2011 Funding Allocations					
Organization	**Project Title**	**Requested Amount**	**% of Requested Funding**	**Amount Recommended**	**Notes**
Center for Human Development	**Carbon Footprint Project – Expansion Phase**	$75,000	46.44%	**$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	41.74%	**$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	78.28%	**$18,509.15**	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	74.96%	**$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 demonstarting 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	41.67%	**$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	44.00%	**$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	12.37%	**$1,240.85**	Majority not recommended for funding because of problems with previoiusly funded street can project and lack of funding commitment to service/maintain street cans
Total Amount Requested/ Recommended		**$361,733**		**$175,000**	

Two Community-Based Project funding allocation cycles have been conducted in 2010/2011. First round of funding totalling $400,000 was allocated in 2010 ($70,000 of which was allocated for a project that was not implemented). Second round of funding totaling $175,000 is being allocated in 2011 (which includes aforementioned $70,000).