

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

Special Meeting
Friday, July 27, 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 June 1, 2012 Meeting Minutes.
4. **RECEIVE** the following reports:
 - a. Revised Summary of Final Expenditures – 2010/2011 Expenditure Plan;
 - b. Summary of Expenditures to Date – 2012/2013 Expenditure Plan; and
 - c. Tonnage & Revenue Updates – 2012/2013
5. **RECEIVE** presentations from representatives of currently funded organizations that have proposed to implement funded Strategy activities beyond September 30, 2012.
6. **APPROVE** recommendation to the Richmond City Council and County Board of Supervisors for adoption of a Second Amended 2012/2013 Expenditure Plan, including but not limited to, changes to the Budget reflecting suggested allocation of the remaining funding for the period through June 30, 2013.
7. **ADJOURN** to next meeting on February 13, 2013 (2pm – 4pm)

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, June 1, 2012

2:00 pm – 5:00 pm

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

Members/Alternates in Attendance:

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

Members Absent:

John Gioia, Contra Costa County Supervisor – District I

Meeting Agenda:

1. Welcome and Introductions

Chair Dr. Henry Clark welcomed others and called the meeting to order at 2:10pm.

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

Several members representing non-profit organizations presented the Committee an update on progress made in the North Richmond area, the creation of employment opportunities for youth and adults, community gardening, and the elimination of blight through clean up initiatives.

7 – Ayes
0 – Noes

3. **APPROVED** the following Meeting Minutes:

- a. October 21, 2011 Committee Meeting
- b. March 28, 2011 Subcommittee Meeting
- c. May 7, 2011 Subcommittee Meeting

7 – Ayes
0 – Noes

4. **RECEIVED** the following reports into record:

- 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

7 – Ayes
0 – Noes

5. **ACCEPTED and DIRECTED** staff to prepare recommendations responding to the findings/ recommended actions contained in the Auditor's 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; and

RECOMMENDED 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.

7 – Ayes
0 – Noes

6. **APPROVED** reducing regularly scheduled meeting frequency to twice per year; and
ESTABLISHED meeting schedule for FY 2012/2013 consisting of the following two dates: Friday, February 15, 2013 (2pm - 4pm) and Friday, May 31, 2013 (2pm - 5pm). *For the record, Committee Member Gayle McLaughlin stated that special meetings may be called if needed as provided for in the Committee's Bylaws.*

7 – Ayes
0 – Noes

7. **APPROVED and AUTHORIZED** 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.

7 – Ayes
0 – Noes

8. **ACKNOWLEDGED** that current and future recommended Expenditure Plans 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; and

DIRECTED 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 to recommend 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. – **SEE BELOW**

7 – Ayes
0 – Noes

APPROVED recommending City and County approve the Amended 2012/2013 Expenditure Plan with modified budget covering the period through September 2012 and all of staff's recommended text changes; and

CONTINUED approval of budgetary recommendations through June 2013 to a Special Meeting to be scheduled for a date sometime in July 2012. The Committee unanimously voted to continue remainder of funding allocation recommendations under this Agenda Item to July, in order to allow for additional time for Committee Members to more closely review potential funding allocation alternatives prior to voting on recommended Expenditure Plan budget for the remainder of FY 2012/2013. Committee staff was asked to invite City and County personnel and other organizations presently implementing NRMF-funded Strategies to attend the July meeting to provide

each with an opportunity to make brief presentations regarding their currently funded activities as well as the activities proposed for continued funding through June 30, 2013.

7 – Ayes
0 – Noes

10. **CONTINUED** *due to time constraints* – Verbal presentations about mitigation funded strategies, including an update from the Community Services Coordinator and others, were all continued until the next meeting.
11. **ADJOURNED** at 4:58 pm

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

Agenda Item 4a
July 27, 2012

(as of July 2012)

	#	Strategy	Amount Allocated in 2010-2011 Plan ³	Total Final 2010/11 Plan Expenditures	Remaining Budget Amounts	
Prevention & Educator	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	\$ 292,412.00	\$ 22,988.00	
	14+	North Richmond Community-Based Projects ²	\$ 189,600			
	15	North Richmond Green Community Service Programs	\$ 45,000	\$ 21,335.29	\$ 23,664.71	
	<i>Strategies and allocations being carried over from the 2008/2009 Expenditure Plan (\$138,000)</i>					
	16a	Community Gardening Project - Lots of Crops	\$ 13,410	\$ 13,410.44	\$ -	
	16a+	Community Gardening 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	Administrative Staff Cost	\$ 111,131	\$ 111,131.00	\$ -		
16%	Contingency (Reserve for Revenue Shortfall)	\$ 185,000		\$ -		

Total Expenditure Plan Budget -vs- Actual Expenditures	\$ 2,207,042.00	\$ 1,565,893.11	\$ 223,959.33
Total Projected/Actual & Revenue Shortfall³	\$ 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.

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

(as of July 2012)

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	\$ 100,000.00	\$ -
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	\$ 292,412.00	\$ 23,588.00

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 Audubon 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

Agenda Item 4b
July 27, 2012

(as of July 2012)

#	Strategy	Amounts in Expenditure Plan Budget ²	Total Actual Expenditures To-Date	Estimated Budget Remaining
1	Bulky Item Pick-ups & Disposal Vouchers	\$ 2,375.00	\$ 243.35	\$ 2,131.65
2	Neighborhood Clean-ups	\$ 2,500.00	\$ -	\$ 2,500.00
3	Prevention Services Coordinator	\$ 21,000.00	\$ -	\$ 21,000.00
4	Right-of-Way Pick-up & Tagging Abatement	\$ 26,250.00	\$ 18,924.04	\$ 7,325.96
5	Code Enforcement - County	\$ 89,700.00	\$ 60,107.99	\$ 29,592.01
6	Code Enforcement - City	\$ 38,750.00	\$ -	\$ 38,750.00
7	Illegal Dumping Law Enforcement	\$ 140,625.00	\$ 93,750.00	\$ 46,875.00
8	Surveillance Cameras	\$ 4,500.00	\$ 1,058.08	\$ 3,441.92
9	Illegal Dumping Prosecutor	\$ 20,000.00	\$ 9,362.40	\$ 10,637.60
10	Parks Rehabilitation Initiative	\$ 200,000.00	\$ -	\$ 200,000.00
11	Community Services Coordinator	\$ 48,565.50	\$ 20,929.78	\$ 27,635.72
12	Community-Based Projects ¹	\$ 187,806.36	\$ 119,697.21	\$ 68,109.15
13	North Richmond Green Community Service Programs	\$ 45,200.00	\$ 24,489.74	\$ 20,710.26
14	North Richmond Green Campaign	\$ 15,000.00	\$ -	\$ 15,000.00
15	Neighborhood Gardening Project	\$ 42,589.56	\$ 42,589.37	\$ 0.19
16	Removal & Disposal of Street Cans	\$ 2,000.00		\$ 2,000.00
X	Committee Administration/Staffing	\$ 72,645.22	\$ 72,645.22	\$ -
12%	Contingency (<i>Reserve for Revenue Shortfall</i>)	\$ 21,222.55		\$ 21,222.55
Total Second Amended Expenditure Plan Budget ²		\$ 980,729.19	\$ 463,797.18	\$ 516,932.01
Total Anticipated Revenue (<i>Projected & Carry-Over</i>) ²		\$ 1,390,858.37		\$ 410,129.18

¹ 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 not anticipated to be completed prior to the end of the preliminary 6-month period are shown in the 2010/2011 Community Based Projects Table. The Amended 2012/2013 EP approved by the City & County in June 2012 reflects that a total of \$1,793.64 allocated for previously selected Community Based Projects has become available for reallocation in the Summer/Fall of 2012.

² Total Anticipated Revenue shown above reflects the actual amount received to date in 2012 plus the amount projected to be received through June 30, 2013 (\$839,933.74). The Unspent 2010/11 Funding includes the amount of interest earned in 2010/11 (\$7,930.48) plus the amount of unexpended funding received in the prior EP cycle which is treated as "roll-over" (\$542,994.15).

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
4/10/2012	Feb-12	\$ 41,931.87	4,849	11,433
5/4/2012	Mar-12	\$ 46,110.98	6,303	12,310
6/14/2012	Apr-12	\$ 46,276.37	6,528	12,300
7/10/2012	May-12	\$ 48,617.19	7,094	12,858
	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)	\$ 227,408.85	29,527	61,134
Total - Actual YTD (2013)	\$ -	0	0
Total - Actual YTD (2012/2013)	\$ 227,408.85	29,527	61,134
Monthly Average - Actual	\$ 45,481.77	5,905	12,227

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

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

MEETING DATE: July 27, 2012

AGENDA ITEM: 6

SUBJECT: Second Amended 2012/2103 Expenditure Plan

RECOMMENDATION(S):

1. RECOMMEND approval of the Second Amended 2012/2013 Expenditure Plan, by the City Council and Board of Supervisors, including changes to the description of several existing Strategies and revised Budget containing recommended funding allocations totaling up to \$410,587.46 for the period through June 30, 2013.

BACKGROUND:

The most substantive changes incorporated into the recommended Second Amended 2012/2013 Expenditure Plan is the ***addition of listings showing the relative funding priority level applicable to each Strategy***. Identification of relative funding priority within the Expenditure Plan is intended to aid decision-makers and members of the public understand how these Strategies fit within the applicable legal framework governing the use of this funding.

ELIMINATING CITY/COUNTY SUBSIDIES FOR NRMF COMMITTEE STAFFING

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 Staffing costs in the first 9 months of 2012 is not even adequate to cover the County's staff costs for the first 6 months of 2012, which does not include any of the City's staff costs. Therefore, County staff must substantially reduce the level of effort committed to NRMF Staffing activities.

For the remainder of 2012/2013, City and County Staff will only be performing the following routine tasks intended to be funded by the amount allocated for "Committee Administration/Staffing" to eliminate the amount of subsidized staff time spent on NRMF-related activities.

Committee Meeting Tasks

- Arrange and attend semi-annual Committee meetings
- Compile Strategy status reports received from Implementing Entities for inclusion as is in Committee agenda packets
- Prepare agendas, summary of revenue & expenditures to date and record of meetings (minutes)

Non-Meeting Tasks

- Prepare and oversee NRMF-funded contracts
- Review and process invoices/reimbursement requests
- Track revenue/expenses to avoid going over budget
- Provide interpretations/guidance to Implementing Entities, as needed

A significant amount of the County's NRMF Staffing time in the first-half of 2012 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. City staff has agreed to handle the processing and oversight of any additional contracts necessary in 2012/2013, including any Community Based Projects that may be recommended by the Committee (upon approval of such recommendations by the City Council and Board of Supervisors).

SECOND AMENDED 2012/2013 EXPENDITURE PLAN

The legal authority governing the City's and County's imposition, collection and utilization of this Mitigation Fee guided staff's recommendations pertaining to funding to be allocated in the Second Amended 2012/2013 Expenditure Plan. This section highlights most, if not all, of the changes incorporated into the recommended Amended 2012/2013 Expenditure Plan. The only changes being recommended which were not mentioned above, involve below noted modifications proposed to Strategy descriptions/administering agencies as well as the revised contingency funding allocation discussed in the following section. Modified descriptions of existing Strategies, include but are not necessarily limited to:

- additional Administering Agency listed in four Strategies; and
- repair/removal of light pole banners added to NR Green Outreach Strategy.

REVENUE FOR EXPENDITURE PLAN BUDGET THROUGH JUNE 30, 2013

There is substantially less funding available than would be needed to continue allocating a consistent level of funding for all existing Strategies. As Committee staff reported at the June 1st Committee Meeting, a couple of invoices were submitted by the Center for Human Development after the preparation of the Final Summary of Actual Expenditures for the 2010-11 Expenditure Plan which staff expected to impact the overall amount available for allocation. Net decrease in overall funding to be allocated in the 2012/2013 Expenditure Plan, due to **reduced amount of 2010-11 funding available to roll-over into 2012/2013** is **\$26,824.14**.

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 and Amended EP Budgets).

Actual 2010/11 Funding Received & Not Spent (Roll-over) ¹ :	\$ 542,994.15
Interest Received in 2010/2011:	\$ 7,930.48
Actual 2012 Funding Received (1/1/2012 – 5/31/2012) ² :	\$ 227,408.85
Projected Funding (6/1/2012 – 6/30/2013):	\$ 612,983.18
TOTAL FUNDING AVAILABLE FOR 2012/2013 EP:	\$ 1,391,316.66

¹ Amount of roll-over funding available in 2012 is 47.25% less than the roll-over funding available for allocation in the prior EP approved in 2010.

² Actual revenue is 3.5% less than projected for the first five months of 2012.

The City and County approved the Committee recommended Amended 2012/2013 Expenditure Plan in late June 2012. The Amended EP Budget allocated a total of \$980,729.19 to cover the cost of activities expected to occur for the period ending on September 30, 2012.

The Second Amended 2012/2013 Expenditure Plan to be recommended for approval by the City and County, should reflect **Committee's suggested allocations for the remaining \$410,587.46 in funding projected to be received through June 30, 2013**. Staff recalculated the recommended Contingency amount to account for reduced amount of revenue being projected, since a couple of additional monthly payments have been received since the last meeting. After incorporating the proposed Contingency adjustment, Staff's previously **recommended funding allocations shown in the Budget included on Page 3 of the proposed Second Amended 2012/2013 Expenditure Plan (ATTACHMENT A) still need to be reduced by a total of \$19,384.47**.

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 B). 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.

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.

Due to lack of adequate available funding, staff did not recommend that the 2012/2013 Expenditure Plan 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.

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, this should be accounted for when determining award amounts to be recommended.

2. Select minimal number (no more than 3-4) of eligible Community Based Projects to maximize amount of funding going towards actual project costs.
3. Adhere to the Eligibility parameters and Evaluation Criteria specified in the CBP Funding Request Guidelines when selecting CBPs for funding.
4. Determine which existing strategies (Level 2-4 Funding Priority) the funding would be reallocated from to fund the CBP, after ascertaining which new CBPs are expected to better “defray annual costs associated with collection and disposal of illegally dumped waste and associated impacts in North Richmond”.

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.

NORTH RICHMOND MITIGATION 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 to 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) 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.

Attachments:

- A. Proposed Second Amended 2012/2013 Expenditure Plan
- B. Community Based Project Funding Request Eligibility & Scoring Table

North Richmond Waste & Recovery Mitigation Fee Second 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 <i>(unless otherwise specified herein)</i>
---------------------------------	---

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	Approved Funding Allocations for 1/2012-6/2012 (Preliminary EP)	Approved Funding Allocations for 7/2012-9/2012 (Amended EP)	Remaining Funding to be Allocated through 6/2013 (2nd Amended EP)	Total Amount Budgeted for Jan 2012 - Jun 2013	% of Total Budget	
Core Services	1	Bulky Item Pick-ups & Disposal Vouchers	\$ 2,500.00	\$ (125.00)	\$ (375.00)	\$ 2,000.00	0.1%
	2	Neighborhood Clean-ups		\$ 2,500.00	\$ 7,500.00	\$ 10,000.00	0.7%
	3	Prevention Services Coordinator	\$ 14,000.00	\$ 7,000.00	\$ 21,000.00	\$ 42,000.00	3.0%
	4	City/County Right-of-Way Pick-up & Tagging Abatement	\$ 17,500.00	\$ 8,750.00	\$ 26,250.00	\$ 52,500.00	3.8%
	5	Code Enforcement - County	\$ 64,500.00	\$ 25,200.00	\$ 75,600.00	\$ 165,300.00	11.9%
	6	Code Enforcement - City	\$ 35,000.00	\$ 3,750.00	\$ 11,250.00	\$ 50,000.00	3.6%
	7	Illegal Dumping Law Enforcement	\$ 93,750.00	\$ 46,875.00	\$ 140,625.00	\$ 281,250.00	20.2%
	8	Surveillance Cameras	\$ 5,000.00	\$ (500.00)	\$ (1,500.00)	\$ 3,000.00	0.2%
	9	Illegal Dumping Prosecutor	\$ 15,000.00	\$ 5,000.00	\$ 15,000.00	\$ 35,000.00	2.5%
Supplemental Enhancements	10	Parks Rehabilitation Initiative	\$ 200,000.00	\$ -	\$ -	\$ 200,000.00	14.4%
	11	Community Services Coordinator	\$ 36,065.50	\$ 12,500.00	\$ 37,500.00	\$ 86,065.50	6.2%
	12	Community-Based Projects ¹	\$ 189,600.00	\$ (1,793.64)		\$ 187,806.36	13.5%
	13	North Richmond Green Community Service Programs	\$ 42,700.00	\$ 2,500.00	\$ 7,500.00	\$ 52,700.00	3.8%
	14	North Richmond Green Campaign	\$ 15,000.00	\$ -	\$ -	\$ 15,000.00	1.1%
	15	Neighborhood Gardening Project	\$ 42,589.56	\$ -	\$ -	\$ 42,589.56	3.1%
	16	Removal & Disposal of Street Cans	\$ 2,000.00	\$ -	\$ -	\$ 2,000.00	0.1%
X	Committee Administration/Staffing	\$ 50,000.00	\$ 22,645.22	\$ 67,935.66	\$ 140,580.88	10.1%	
	Contingency (7% of Projected Revenue thru 6/2013)		\$ 21,222.55	\$ 21,686.27	\$ 42,908.82	3.1%	
Total Second Amended Expenditure Plan Budget²		\$ 825,205.06	\$ 155,524.13	\$ 429,971.93	\$ 1,410,701.12		
Total Revenue (Carry-Over, Actual & Projected)²		\$ 825,551.11	\$ 141,652.90	\$ 424,112.64	\$ 1,391,316.66	101.4%	

52%

48%

ABOVE "REMAINING FUNDING TO BE ALLOCATED" MUST BE REDUCED BY \$ (19,384.47)

¹ 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. Active projects still being implemented in 2012 are shown in the attached 2010/2011 Community Based Projects Table. The Amended 2012/2013 EP approved by the City & County in June 2012 reflects that a total of \$1,793.64 allocated for previously selected Community Based Projects became available and is being reallocated to other Strategies.

² Total Anticipated Revenue shown above reflects the actual amount received to date in 2012 plus the amount projected to be received through June 30, 2013 (\$839,933.74). The Unspent 2010/11 Funding includes the amount of interest earned in 2010/11 (\$7,930.48) plus the amount of unexpended funding received in the prior EP cycle which is treated as "roll-over" (\$542,994.15).

SUBTOTALS BY STRATEGY CATEGORIES	TOTAL EP BUDGET	AMOUNT BUDGETED	BUDGET FOR STRATEGIES
CORE SERVICES	46%	\$ 641,050.00	52%
SUPPLEMENTAL ENHANCEMENTS	42%	\$ 586,161.42	48%
TOTAL BUDGET FOR STRATEGIES	88%	\$ 1,227,211.42	100%

DESCRIPTION OF STRATEGIES RECOMMENDED FOR FUNDING

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

Level 1 Priority - PRIMARY CORE SERVICES STRATEGIES

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

Level 2 Priority - SECONDARY CORE SERVICES STRATEGIES

- 3 - Prevention Services Coordinator
- 8 - Surveillance Cameras

Level 3 Priority - PRIMARY SUPPLEMENTAL ENHANCEMENTS STRATEGIES

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

Level 4 Priority - SECONDARY SUPPLEMENTAL ENHANCEMENTS STRATEGIES

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

CORE SERVICES

1. Bulky Item Pick-ups & Disposal Vouchers

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

- Request up to one on-call pick-up service per 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 at least a portion of a Prevention Services Coordinator (PSC) position (including salary/benefits/overhead and administering agency contracting charge¹) on a contract basis to assist the City and County in implementing Strategy 1 as the

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

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: City of Richmond & 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.]

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 at least a portion 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 at least a portion of a Community Services Coordinator (CSC) position to be staffed on a contract basis (including salary/benefits/overhead and administering agency contracting charge²). 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.]

Administering Agency: City of Richmond & 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

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

oversight, materials, equipment and related maintenance costs plus administering agency contracting charges³). 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 Projects Table)

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 basis³ 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.

³ Administering agency contracting charge applies (\$3,000 per contract)

- *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.

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

Administering Agency: City of Richmond & 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 basis⁴ which must align with the purpose of the Mitigation Fee and Expenditure Plan and be pre-approved by Committee Staff. Outreach materials must include "Jointly funded by City of Richmond & Contra Costa County" unless otherwise specified herein. Outreach materials may be any of the types specified below, however must clearly intend to directly:

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

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

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

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

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

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

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

Administering Agency: City of Richmond & 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

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

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.

[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 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).

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 demonstrating geographic eligibility. Need a revised budget that specifies hourly rates and hours for all proposed labor/stipend expenses. Advocate maximizing amount of recommended funding to be used to fund youth stipends (minimum of \$10/hour).
Reach Fellowship International	North Richmond Women's Campus Day Center	\$ 70,400	\$ 29,708.33	Budget reduced to \$29,708.33 for consistency with time period identified in the Proposal Guidelines & Application, because budget in proposal covered a 12 month period. Need revised budget to specify hours/hourly rates for personnel. Identify proposed use of funding listed under Administration line item and determine whether the proportion of rent and similar operating expenses proposed to be funded is in line with the proportion of the facility needed to support the activities described in the proposal.
Social Progress	Community Blight Reduction	\$ 58,800	\$ 25,556.67	Maximize amount of reduced allocation to be used to pay for youth stipends (minimum of \$10/hour). Description of measurable goals should be improved upon so the Contract clearly states how to verify anticipated outcomes. Need revised budget to specify hours/hourly rates for personnel. Project budget should be revised to eliminate purchasing Vouchers and Clean-up Boxes since these are already available and funded under Strategies 1 & 2.
The Watershed Project	Verde Elementary	\$ 10,029	\$ 1,240.85	Majority not recommended for funding because of problems with previously funded street can project and lack of funding commitment to service/maintain street cans
Total Amount Requested/Approved		\$ 375,733	\$ 189,600.00	<i>This amount reduced to \$187,806.36 in the Amended 2012/2013 EP*</i>

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) associated 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 \$1,793.64 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.

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.

G:\Conservation\Deidra\Illegal Dumping\BMPC Mitigation Fee Committee\2012-2013 Exp Plan\Budget and Attachments for Prelim 2012-13 EP\Invoicing-Reporting Requirements_FINAL.doc

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 did not recommend allocation of funding for any Community Based Projects proposed 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). The Committee expressed interest in potentially recommending allocation of funding for new Community Based Projects in 2012. Staff suggests any amount recommended for allocation to CBPs be shifted from other lower funding priority strategies in the "Supplemental Enhancements" category. Keep in mind that \$3,000 of the funding allocated for each project will need to cover agency contracting cost. NOTE: Strategy 12 (previously 14) had an available balance of \$1,793.64 which staff previously recommended be reallocated to fund a portion of the Community Services Coordinator Strategy.

Applicant Organization	Fiscal Sponsor	Project Title	Dollar Amount Requested (approximate)	% of Funding Requested	Number of Submittal Requirements Missing (0=Complete/Eligible)	ELIGIBILITY DETERMINATIONS (based on Submittal Requirements in the Funding Request Guidelines)	SCORES (based on Evaluation Criteria in the Funding Request Guidelines)			Ranking Based on Combined Scores
							County Staff	City Staff	Total City & County Staff	
Communities United Resorting Mother Earth (CURME)	Greater Richmond Interfaith Program (GRIP)	Lots of Crops	\$ 160,355.00	9.4%	1	MISSING SUBMITTAL REQUIREMENTS - Missing Fiscal Sponsor's Proof of 501(c)(3)*	88	79	167	1
Athletes United for Peace		Community Media Outreach Project	\$ 35,420.00	2.1%	0	ELIGIBLE TO BE CONSIDERED FOR FUNDING - Completed/submitted all required documentation on time and in the manner required.	71	86	157	2
Center for Human Development (CHD)		Neighborhood Enhancement Team (NET)	\$ 246,519.75	14.4%	0	ELIGIBLE TO BE CONSIDERED FOR FUNDING - Completed/submitted all required documentation on time and in the manner required.	64	83	147	3
Social Progress	GRIP	Building Relationships within the Community	\$ 129,306.00	7.6%	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	137	4
Earth Team		Aqua Team Watershed Stewardship Program	\$ 25,088.75	1.5%	2	MISSING SUBMITTAL REQUIREMENTS - (1) Letter from Prior Funder and (2) Authorization Letter(s) from Property Owner(s)	67	69	136	5
Men & Women of Valor	Reach Fellowship International	Reach for Jobs Block Clean-up Crew	\$ 150,000.00	8.8%	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) from Property Owner(s)	45	91	136	6
Ujima Lodge #35 F. & A. M. -- 'Beehive Corps'		BRIGHTIN' IT UP	\$ 242,681.80	14.2%	0	ELIGIBLE TO BE CONSIDERED FOR FUNDING - Completed/submitted all required documentation on time and in the manner required.	58	76	134	7

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

Applicant Organization	Fiscal Sponsor	Project Title	Dollar Amount Requested (approximate)	% of Funding Requested	Number of Submittal Requirements Missing (0=Complete/Eligible)	ELIGIBILITY DETERMINATIONS (based on Submittal Requirements in the Funding Request Guidelines)	SCORES (based on Evaluation Criteria in the Funding Request Guidelines)			Ranking Based on Combined Scores
							County Staff	City Staff	Total City & County Staff	
Healing Circles of Hope (dba MASK)	GRIP	Community Wellness and Healing	\$ 75,723.20	4.4%	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(s)	55	72	127	8
Robinshon-Weeks-Robinson Scholarship Fund, Inc.		Education Mitigation	\$ 95,250.00	5.6%	1	MISSING SUBMITTAL REQUIREMENTS - Letter from Prior Funder	60	67	127	9
McGlothen Temple Educational Community Center		McGlothen Temple Educational Community Center	\$ 131,555.40	7.7%	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	124	10
Body-coding A-Z Inc.	Community Housing Development Corp (CHDC)	Green TEAMS	\$ 265,000.00	15.5%	1	MISSING SUBMITTAL REQUIREMENTS - Electronic Copy of Application/Proposal in Word	44	68	112	11
Unity Within The Communities	GRIP	Communities Health Readiness for Change	\$ 150,000.00	8.8%	2	MISSING SUBMITTAL REQUIREMENTS - (1) Electronic Copy of Application/Proposal in Word and (2) Authorization Letter(s) from Property Owner(s)	51	59	110	12
Contract Administration (\$3,000 per contract)										
Total Funding Requested			\$ 1,706,899.90	100%						

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