

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

Friday, February 21, 2014
2:00 pm – 4:00 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. RECEIVE update regarding new Brown Act requirements.
4. *APPROVE* the May 31, 2013 Meeting Minutes.
5. *NOMINATE and ELECT Chairperson and Vice Chairperson pursuant to the Committee Bylaws.*
6. *RECEIVE* the following reports:
 - a. Update on minor changes to 2012/2013 Expenditure Plan – Approved by City Council & County Board of Supervisor's in June 2013;
 - b. Committee Board Advisory Body Annual Report – 2013;
 - c. Summary of Expenditures to date – 2012/2013 Expenditure Plan;
 - d. Tonnage & Revenue Update; and
 - e. Expenditure Plan Strategy Implementation Update status reports.
7. *RECEIVE Tonnage Revenue Projections data and PROVIDE* direction to Committee Staff about the proposed development of the 2014/2015 Expenditure Plan.
8. *Receive Presentation(s)* – Verbal update(s) about mitigation funded strategies from the Community Services Coordinator and others.
9. *ADJOURN* to next regularly scheduled meeting – Friday, May 30th 2014 (2pm – 5pm).

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

Office of the County Counsel

651 Pine Street, 9th Floor
Martinez, CA 94553

Contra Costa County

Phone: (925) 335-1800

Fax: (925) 646-1078

Date: January 15, 2014

To: All County Department Heads and Fire Chief

From: Sharon L. Anderson, County Counsel

By: Mary Ann McNett Mason, Assistant County Counsel

M.A.M.

Re: **Amendment to the Ralph M. Brown Act (Open Meeting Law)
Effective January 1, 2014**

You are asked to provide a copy of the attached informational memorandum about an amendment to the Brown Act effective on January 1, 2014, to all of the various commissions and advisory groups and committees for which your staff provides assistance or liaison.

MAM/am

Attachment

cc: Members of the Board of Supervisors, District Offices

County Administrator

Attn: Terry Speiker, Chief Assistant County Administrator

Julie Enea, Senior Deputy County Administrator

Tiffany Lennear, Chief Clerk of the Board of Supervisors

Steven Moawad, Senior Deputy District Attorney

Office of the County Counsel
651 Pine Street, 9th Floor
Martinez, CA 94553

Contra Costa County
Phone: (925) 335-1800
Fax: (925) 646-1078

Date: January 15, 2014

To: David W. Twa, County Administrator,
Attn: Tiffany Lennear, Chief Clerk of the Board of Supervisors,
County Boards, Commissions, and Committees and their Administrative
Officers and Secretaries

From: Sharon L. Anderson, County Counsel
By: Mary Ann McNett Mason, Assistant County Counsel

M.A.M.

Re: **Ralph M. Brown Act Amendment Requires Detailed Public Report of
Individual Votes**

For your information, we discuss a recent amendment to the Ralph M. Brown Act, the open meeting law, Statutes of 2013, Chapter 257, effective January 1, 2014. Government Code section 54953, subsection (c) (2) now provides:

“The legislative body of a local agency shall publicly report any action taken and the vote or abstention on that action of each member present for the action.”

Previously, the law prohibited public bodies from voting by secret ballot, but did not expressly require that individual votes be reported on open session items, unless the meeting involved a teleconference location.¹ Thus, some agencies would state in their minutes that an item passed, without specifying how the various board members voted. This made it hard for members of the public either not attending the meeting, or watching the meeting of a very large body, to know with certainty how individual members voted on any given item. Government Code section 54953 (c) (2) was added to improve public accountability by requiring agencies to clearly report the vote or abstention of each member present at the meeting.²

A. Specificity in Minutes/Record of Actions Now Required

To comply with this new public reporting requirement, each time a board, committee, or commission votes on an agenda item, the minutes or record of actions must

¹ Gov. Code, § 54953 (b) (2).

² Senate Floor, Bill Analysis, SB 751 (5/28/13); Assembly Committee on Appropriations, Bill Analysis, SB 751 (7/3/13).

David W. Twa, County Administrator
Attn: Tiffany Lennear, Chief Clerk of the Board of Supervisors
January 15, 2014
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state how each individual board or committee member voted. If the member did not vote, the minutes/record of actions must specify whether the member was absent or abstained. To do this, include the following information in the minutes/record of actions for every vote:

AYES: (list names of members voting aye)
NOES: (list names of members voting no)
ABSENT: (list names of members absent)
ABSTAIN: (list names of members who abstained)

A written record of the body's actions must be made available for public review. This is usually done by posting approved minutes or a record of actions.

If bodies pass resolutions or otherwise reflect their actions by annotating individual board orders, these documents must detail the vote in the form shown above. A simple statement of the number of votes pro and con on a resolution or an annotated board order will not suffice. Each board member's name and vote, absence, or abstention also must be listed on the resolutions or board orders.

B. Enhancing Transparency in Open Session

Sometimes when a vote taken in open session is not unanimous, it can be difficult for members of the public attending the meeting to follow. To enhance transparency in this circumstance, it is a good practice to publicly announce the vote immediately after it occurs. After a vote in open session that either is not unanimous or from which a member abstains, the chair may summarize the vote and action taken as follows:

“The motion passes 3-2, with Smith and Jones dissenting. Item x is approved.” or

“The motion passes 4-0, with Smith abstaining. Item x is approved.”

“The motion fails 3-2, with Smith, Jones, and Black voting against. Item x is not approved.”

C. Report of Vote following Closed Session

Not all boards, committees, and commissions are authorized by the Brown Act to meet in closed session. Legal counsel must always be consulted before listing a closed session item on an agenda. When a closed session is authorized, and the body reports an

David W. Twa, County Administrator
Attn: Tiffany Lennear, Chief Clerk of the Board of Supervisors
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action taken in closed session in the minutes/record of actions or other written document, the same format described in Section A above must be used to describe the vote.³

In an oral report of action taken or direction given in a closed session, the vote or abstention of every member present for the closed session must be reported. This applies even if the vote is unanimous.⁴ For example, the chair or counsel may state:

“In closed session, the board voted unanimously to seek appellate review in the case of *Green v. Miller*.” or

“In closed session, the board voted 3-2, to seek appellate review in the case of *Green v. Miller*, with Smith, Jones, and Black voting aye, and White and Rose dissenting.” or

“In closed session, the board voted unanimously to seek appellate review in the case of *Green v. Miller*, with Black abstaining.

MAM/am

cc: Members, Board of Supervisors
County Administrator
Attn: Terry Speiker, Chief Assistant County Administrator
Julie Enea, Senior Deputy County Administrator
Department Heads
Steven Moawad, Senior Deputy District Attorney

³ Gov. Code, §§ 54953, 54957.1.

⁴ Gov. Code, § 54957.1.

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

Meeting Minutes

Meeting
Friday, May 31, 2013
2:00pm-5:00pm

*Richmond City Hall – Council Chambers / 440 Civic Center Plaza / Richmond, CA
94801*

I. Members/Alternates in Attendance:

Jovanka Beckles, **Vice Chair** – Richmond City Councilmember
Mayor Gayle McLaughlin, Member – Richmond City Councilmember
Luz Gomez, Alternate Member – Contra Costa County Supervisor
Beverly Scott, Alternate Member – NRMAC Representative: Unincorporated Area

II. Members Absent:

Dr. Henry Clark, **Chair** – NRMAC Representative: Unincorporated Area
Supervisor John Gioia, Member – Contra Costa County District Supervisor
Johnny White, Member - Incorporated Area Resident
Nathaniel Bates, Member – Richmond City Councilmember

1. Welcome and Introductions

Vice Chair, Jovanka Beckles called the meeting to order at 2:12pm.

2. Public Comment on any item not on agenda

There were ten (10) speakers that provided general comments regarding North Richmond activities.

3. APPROVE the April 12, 2013 Meeting Minutes

Motion was moved by Luz Gomez to approve the Minutes. Motion was seconded by McLaughlin and was passed (4 Ayes).

4. RECEIVE the following Summary Reports:

a) Summary of expenditures to date – 2012/2013 Expenditure Plan

County Staff indicated that all of the money in the expenditure plan has been obligated and is expected to be spent by the end of the fiscal year.

b) Tonnage and revenue Update

Mayor McLaughlin requested staff submit a table/spreadsheet that shows what revenue has been doing since funding began, how much the revenue has come down. County Staff stated that January through April revenue of last year compared with January through April revenue of this year had reduced

approximately one percent (1%). Overall, there has been about a 2-3 percent (2-3%) reduction each year, which has been occurring for a few years now.

c) Progress reports submitted for community Based Projects

Two Progress reports were included in the package. Committee Staff received a revised report from Reach after the meeting packet distribution deadline. Committee Staff (County) also stated that Eco Village is doing good work, but no progress report is available at this time.

There were seven (7) speakers on item #4C that represented various entities, including those funded with NRMF monies.

Beckles indicated that future organizations under contract will be required by the City to have an orientation to ensure organizations are clear on what to expect from contracts.

5. Discuss and approve the following Elements of the 2013/2014 Expenditure Plan:

a) Funding Allocations for each strategy within the expenditure plan

Committee Staff (County) went over the Expenditure Plan budget table on page 23, including the actions that were taken at the April 12th Committee meeting.

b) Funding allocations for specific non-profit organizations for community based Projects

County Staff discussed the list of organizations selected to share in the new recommended allocation of \$51K for CBPs (see page 13). As discussed at the previous committee meeting, the committee will decide if they are going to fund 1-3 organizations with a total of \$51,000.00, based on the non-profit proposals from the last RFPs evaluated by Committee Staff. Beckles stated that she was in favor of the top 3 organizations listed on page 15. City Staff (Lori) suggested considering funding for organizations not previously funded.

c) Any suggested changes to the Community- Based Project Reporting and Invoicing Requirements

County staff mentioned that any suggested changes would have to be made to Attachment 1 (Page 17) of the packet by staff, if the committee recommends allowing advance payments. Luz Gomez recommended that we keep the requirements as is considering the Auditor's office requirements, but allow invoicing. Beverly Scott suggested that payments be made by a voucher if they need to acquire funding to purchase equipment to get project off the ground. Gomez understands the challenges this limitation poses for small organizations, but thinks that organizations are seeking additional funding sources to supplement this public funding which has more stringent rules associated to it.

d) All remaining elements of the 2013/2014 Expenditure Plan, including the description of activities being funded under each Strategy

County staff included that the description of strategies remain unchanged, and that the most substantial change was to remove the strategies not being funded, such as the District Attorney's (DA's) office.

A *Motion was moved* by Beckles to approve the top three non-profits listed on page 15 (of the Agenda Packet) and the elements of this plan. Beckles also included the recommendation by staff that advance payments are not allowed. The *Motion* was seconded by Gomez and passed unanimously.

6. Receive Presentations about Mitigation Funded Strategies from the Community Services Coordinator:

County Staff stated that anyone who is currently funded with NRMF funds has the opportunity to provide updates.

The Community Services Coordinator (Carla) provided updates regarding Basketball ceremony acknowledging their commitment. Carla stated that NR Green Meetings are conducted on a monthly basis, which allows for sharing of information among representatives from various funded non-profit and enforcement agencies regarding their NRMF funded efforts and activities. Carla also stated that the NR Green newsletter included an additional insert beyond NRMF, which was funded by the Richmond Police Department (RPD). Updates were provided about the adult softball. Edwin Perez Santiago with REACH is partnering with the Walking School Bus and working on the landscaping along the Verde school route in conjunction with Carla and others. They are also going out and cutting weeds for our seniors who don't have money to do so. We were also going to work with Carla as we see over 120-some tires on both sides of the County, and consider if maybe they can be used as items for art projects or plantings. Gomez thanked REACH for the great partnership.

7. ADJOURN to next meeting.

Meeting adjourned by Beckles at 3:35pm. The next Meeting is scheduled for February 21, 2014 at 2:00pm.



Contra
Costa
County

To: Board of Supervisors
From: Catherine Kutsuris, Conservation and Development Director
Date: June 25, 2013

Subject: North Richmond Waste & Recovery Mitigation Fee Expenditure Plans - 2012/2013 & 2013/2014

RECOMMENDATION(S):

1. APPROVE the Third Amended 2012/2013 North Richmond Waste and Recovery Mitigation Fee Expenditure Plan (Exhibit A), which specifies intended activities and respective allocations of Mitigation Fee revenue from January 1, 2012 through June 30, 2013; and
2. APPROVE the 2013/2014 North Richmond Waste and Recovery Mitigation Fee Expenditure Plan (Exhibit B), which specifies intended activities and respective allocations of Mitigation Fee revenue from July 1, 2013 through June 30, 2014, as recommended by the North Richmond Waste and Recovery Mitigation Fee Joint Expenditure Planning Committee.

FISCAL IMPACT:

The proposed action will not have an impact to the County's General fund. North Richmond Waste and Recovery Mitigation Fee Expenditure Plans include a Contingency fund to address budget shortfalls, and staff anticipates that there will be sufficient funding in the Contingency fund for this purpose.

- | | |
|--|--|
| <input checked="" type="checkbox"/> APPROVE | <input type="checkbox"/> OTHER |
| <input checked="" type="checkbox"/> RECOMMENDATION OF CNTY ADMINISTRATOR | <input type="checkbox"/> RECOMMENDATION OF BOARD COMMITTEE |

Action of Board On: **06/25/2013** APPROVED AS RECOMMENDED OTHER

Clerks Notes:

VOTE OF SUPERVISORS

AYES	_____	NOES	_____
ABSENT	_____	ABSTAIN	_____
RECUSE	_____		

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: June 25, 2013

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

Contact: Demian Hardman, (925) 674-7826

By: , Deputy

cc:

BACKGROUND:

Approval of an Expenditure Plan and/or modification to an existing Expenditure Plan is required by both the County Board of Supervisors and City Council of Richmond in order to authorize the use of Waste & Recovery Mitigation Fee funding. The purpose of the Waste & Recovery Mitigation Fee is to mitigate designated impacts resulting from a land use permit approved for the expansion of the Bulk Material Processing Center (BPMC) located in North Richmond.

Summary of Changes to the 2012/2013 NRMF Expenditure Plan

The existing North Richmond Mitigation Fee (NRMF) Expenditure Plan (Second Amended for 2012/2013) was approved by both the County Board of Supervisors and Richmond City Council in September 2012.

A Third Amended 2012/2013 NRMF Expenditure Plan is needed to cover expenses incurred by the City of Richmond, which unexpectedly exceeded the amount budgeted, solely for Disposal Vouchers (Strategy 1). The amount currently budgeted is \$500.00, however the total amount expended is \$1,682.48.

This amendment to the Expenditure Plan is a minor modification to the previous 2012/2013 Expenditure Plan that would reallocate less than 0.1% of budgeted funding, in the amount of \$1,182.48, from the "Contingency" line item to the "Disposal Vouchers (Strategy 1)". The proposed change is shown in the Expenditure Plan Budget Table (page 3) of the Third Amended 2012/2013 Expenditure Plan (Exhibit A).

The NRMF Committee will be advised of this minor budget modification at their next meeting.

Summary of Recommended 2013/2014 Expenditure Plan

At the NRMF Committee meeting on May 31, 2013, the Committee voted to recommend that the County Board of Supervisors and Richmond City Council approve a 2013/2014 Expenditure Plan that allocates funding for the period between July 1, 2013 through June 30, 2014.

The 2013/2014 Expenditure Plan allocates funding that is only 64% of the amount allocated in the prior budget cycle. This is largely due to the Expenditure Plan budget cycle being reduced from an 18 month period to a one (1) year cycle. Other factors that contributed to reduced levels of funding are reductions in actual revenue received (approximately 3-4%), and projected revenue shortfalls (approximately 3-4%), which have occurred over the last several years.

The recommended 2013/2014 Expenditure Plan is attached (Exhibit B), which allocates a total of \$887,973.11 for the 2013/2014 fiscal year.

Funding Allocation Changes Recommended by Committee

The following are allocated funding reductions pro-rated from the previous 18 month funding cycle to the new annual (12 month) fiscal year Expenditure Plan cycle:

- 20% reduction to County (Strategy 5) and City (Strategy 6) Code Enforcement funding.
- 10% reduction to the Illegal Dumping Law Enforcement (Strategy 7) and Surveillance Cameras (Strategy 8) categories.
- Elimination of all funding (\$13,333.33) within the District Attorney Strategy (Strategy now eliminated in current proposed EP).
- 14.5% reduction to the Committee Administration/Staffing budget.
- Eliminates all funding for disposal vouchers (Strategy 1), due to an agreement made between Supervisor John Gioia's Office (District I) and Republic Services, that Republic Services would cover up to \$2,000 per year in disposal voucher expenses to continue the program.
- 28% reduction to the Contingency Fund.

After funding reductions were made, \$51,816.74 was available, and allocated to the Community Based Projects

Strategy (Strategy 11). Three (3) of the twelve (12) project proposals submitted by non-profit organizations in 2012 were recommended for equal levels of funding. The \$17,272.24 allocated to each selected project, includes \$14,272.24 for the non-profit organization's actual project costs and \$3,000 to cover associated contracting agency expenses.

The proposed 2013/2014 Expenditure Plan also includes \$333,413.39 of carryover funding that is obligated funding from the prior Expenditure Plan cycle. This includes \$200,000 for a Parks Rehabilitation Initiative (Strategy 9), and \$133,413.39 for Community Based Projects awarded from prior Expenditure Plans. These projects are ongoing and are expected to continue into the 2013/2014 fiscal year. (See Attachment 3 of Exhibit B for details)

The next NRMF Committee meeting scheduled for February 21, 2014, is expected to discuss the projected revenue and planned use of funds for the 2014/2015 fiscal year.

CONSEQUENCE OF NEGATIVE ACTION:

Each new or amended Expenditure Plan must receive final approval from the County Board of Supervisors and Richmond City Council. Expenditure Plans and any associated amendments recommended by the NRMFC would not take effect, even if/when approved by the Richmond City Council, unless and until also approved by the Board of Supervisors. Therefore, if the 2013/2014 Expenditure Plan is not approved by the Board prior to July 1, 2013 a vast majority of the previously approved strategies (activities) could not continue to be funded and implemented without interruption. Furthermore, if the Third Amended 2012/2013 Expenditure Plan is not approved by the Board, the City could not receive reimbursement for the costs of Disposal Vouchers redeemed through September 2012.

CHILDREN'S IMPACT STATEMENT:

Not applicable.

EXHIBIT A

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

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)	\$ (1,875.00)	\$ 500.00	0.0%
	2	Neighborhood Clean-ups		\$ 2,500.00	\$ (1,000.00)	\$ 1,500.00	0.1%
	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	\$ 2,250.00	\$ 28,500.00	2.0%
	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)	\$ -	\$ 4,500.00	0.3%
	9	Illegal Dumping Prosecutor	\$ 15,000.00	\$ 5,000.00	\$ -	\$ 20,000.00	1.4%
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)	\$ 65,304.25	\$ 253,110.61	18.2%
	13	North Richmond Green Community Service Programs	\$ 42,700.00	\$ 2,500.00	\$ 13,500.00	\$ 58,700.00	4.2%
	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	\$ 24,746.95	\$ 97,392.17	7.0%	
	Contingency (7% of Projected Revenue for 6/2012 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	\$ 410,587.46	\$ 1,391,316.66	100.0%	
Total Revenue (Carry-Over, Actual & Projected)²		\$ 825,551.11	\$ 141,652.90	\$ 424,112.64	\$ 1,391,316.66		

47%

53%

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	43%	\$ 593,550.00	47%
SUPPLEMENTAL ENHANCEMENTS	47%	\$ 657,465.67	53%
TOTAL BUDGET FOR STRATEGIES	90%	\$ 1,251,015.67	100%
TOTAL EXPENDITURE PLAN BUDGET (W/CONTINGENCY)	100%	\$ 1,391,316.66	

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

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

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- 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 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 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.

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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 developed/maintained by Committee Staff in order to receive NRMF-funded payments.

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

Fund consolidated pick-up program (including personnel, mileage, equipment rental and administrative costs) for removal of illegal dumping* and tagging abatement in the public right-of-way located within the unincorporated & incorporated Mitigation Fee Primary Funding Area. Removal of illegal dumping is intended to occur based upon referrals from the PSC for items/debris not collected by the designated Republic Services Hot Spot Route crew.

* Allocation of funding under this Strategy for the period of October 2012 through June 2013 is solely intended to cover the cost incurred for providing tagging abatement throughout the Primary Funding Area. Republic Services will handle removal of illegal dumping in the right-of-way during this period, which will not be NRMF-funded.

[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 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

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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 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 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 developed/maintained by Committee Staff in order to receive NRMF-funded payments (funding transfers).

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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 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 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 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 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.

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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 Community Based Projects Table included as Attachment 2. 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 in Attachment 2)

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.

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

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- *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.

[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 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*)

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

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- 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. 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 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 EP cycle and have not been in service since 2009.

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

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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 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).

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.

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

Organization: _____

Contact Person: _____

Progress Report Period: _____ - _____

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

Brief Description of the Project:

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

Tasks Accomplished to Date:

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

Materials Produced to Date:

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

Number of Persons Served to Date:

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

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

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

North Richmond Green Meeting Attendance to Date:

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

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

Successes to Date:

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

Challenges to Date:

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

Lessons Learned to Date & Feedback from Participants/Community:

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

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

Other Project Information:

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

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

Organization: _____

Contact Person: _____

Contract Period: _____ - _____

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

Brief Description of the Project:

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

Tasks Accomplished:

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

Materials Produced:

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

Number of Persons Served:

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

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

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

North Richmond Green Meeting Attendance:

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

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

Successes:

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

Challenges:

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

Lessons Learned & Feedback from Participants/Community:

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

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

Other Project Information:

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

Attachment 2 - Community Based Projects Table (Strategy 12)

Second Amended 2012/2013 Expenditure Plan Funding Allocations for Selected Projects through June 30, 2013 as recommended for City/County approval by the North Richmond Mitigation Fee Committee in July 2012

The following are the three selected Community Based Projects recommended to receive allocations from the limited amount of new funding available for Community Based Projects in 2012/2013. The total amount shown below is a fraction of the total Strategy 12 allocation amount reflected in the Budget. The remaining amount reflects the portion of allocated 2010/2011 Community Based Project funding that was carried over to allow completion of the projects listed on page 2 in 2012.

<i>New Community Based Projects Recommended for Funding in 2012/2013</i>						
Organization / Fiscal Sponsor (if applicable)	Project Title	Requested Amount	Non-Profit Award for Project	Agency Contracting Costs	Total for Project Award & Contract	Notes
Center for Human Development	Neighborhood Enhancement Team (NET)	\$ 246,519.75	\$ 18,768.08	\$ 3,000.00	\$ 21,768.08	Selected organizations to submit scaled-back versions of their Scope of Work describing what element(s) of their selected project they are proposing to complete with the amount available.
Men & Women of Valor / Reach Fellowship International	Reach for Jobs Block Clean-up Crew	\$ 150,000.00	\$ 18,768.08	\$ 3,000.00	\$ 21,768.08	
Communities United Resorting Mother Earth (CURME) / Greater Richmond Interfaith Program (GRIP)	Lots of Crops	\$ 242,681.80	\$ 18,768.08	\$ 3,000.00	\$ 21,768.08	
Total Funding Requested/Allocated		\$ 639,201.55	\$ 56,304.24	\$ 9,000.00	\$ 65,304.24	

Attachment 2 - 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

This Table only includes those previously approved Community Based Projects and associated funding amounts that have been carried over (transferred) from the 2010/11 Expenditure Plan in order to accommodate expected completion of said projects in 2012. The remaining \$315,400 allocated in 2010/2011 for Community-Based Projects was expended during the 2010/11 Expenditure Plan cycle to help cover costs of the selected projects completed in 2011.

Previously Approved Community Based Projects Transferred from 2010/2011*				
Organization	Project Title	Requested Amount	Approved Project Budget	Status / Notes
Verde Partnership Garden	Verde Elementary School Garden	\$ 14,000	\$ 14,000.00	Contract not finalized
Center for Human Development	Carbon Footprint Project – Expansion Phase	\$ 75,000	\$ 35,000.00	Completed
Eco-Village	Eco-Stewardship Ambassadors Project	\$ 83,860	\$ 35,000.00	In progress
Golden Gate Audubon Society	Eco-Richmond Program - Expansion/Continuation	\$ 23,644	\$ 19,109.15	In progress
Healing Circles of Hope (dba MASK)	Community Healing "Garden of Angels" Project	\$ 40,000	\$ 29,985.00	Completed Under Budget (remaining \$552.12 reallocated**)
Reach Fellowship International	North Richmond Women's Campus Day Center	\$ 70,400	\$ 29,708.33	Completed Under Budget (remaining \$0.66 reallocated**)
Social Progress	Community Blight Reduction	\$ 58,800	\$ 25,556.67	Completed Under Budget (remaining \$0.01 reallocated**)
The Watershed Project	Verde Elementary	\$ 10,029	\$ 1,240.85	Not implemented (amount reallocated**)
Total Amount Requested/Original Approved		\$ 375,733	\$ 189,600.00	
Total Revised Allocation - Amended 2012/2013 EP			\$ 187,806.36	

* The \$189,600 of CBP funding transferred from 2010/11 includes some funding awarded in both 2010 and 2011, all associated project contracts allow five month periods in which to complete project activities. Total includes \$14,600 allocated for Community Based Projects in 2010 (\$14,000 for Verde Partnership Garden & \$600 for Golden Gate Audubon Society) and \$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 of \$1,793.64 in Community Based Project funding was reallocated in the Amended 2012/2013 Expenditure Plan because three associated projects were completed under-budget and one project expired.



Contra
Costa
County

To: Board of Supervisors
From: Catherine Kutsuris
Date: December 10, 2013

Subject: BOARD ADVISORY BODY ANNUAL REPORT FOR 2013 - NORTH RICHMOND MITIGATION FEE JOINT EXPENDITURE PLANNING COMMITTEE

RECOMMENDATION(S):

ACCEPT the North Richmond Waste & Recovery Mitigation Fee Joint Expenditure Planning Committee Annual Report for 2013, as recommended by the Conservation and Development Director.

FISCAL IMPACT:

No impact to the County General Fund.

APPROVE

OTHER

RECOMMENDATION OF CNTY ADMINISTRATOR

RECOMMENDATION OF BOARD COMMITTEE

Action of Board On: 12/10/2013 APPROVED AS RECOMMENDED OTHER

Clerks Notes:

VOTE OF SUPERVISORS

AYES 5 NOES _____

ABSENT _____ ABSTAIN _____

RECUSE _____

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 10, 2013

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

Contact: Demian Hardma, (925) 674-7826

By: Stacey M. Boyd, Deputy

cc:

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.

The 2013 Annual Report for the North Richmond Waste & Recovery Mitigation Fee Joint Expenditure Planning Committee (Committee) is attached as Exhibit A, respectively. The Committee was formed in 2006, pursuant to the terms of a Memorandum of Understanding between the County and the City of Richmond. The 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. The Committee is charged with preparing an Expenditure Plan to facilitate joint administration of this funding for the benefit of unincorporated North Richmond and adjacent areas of the City of 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 Expenditure Plan for 2013/2014 (covering July 2013 thru June 2014), is attached as Exhibit B. A recommendation by the Committee to the Board and City Council on a new Expenditure Plan for the 2014/2015 fiscal year is expected to be made in May 2014.

CONSEQUENCE OF NEGATIVE ACTION:

The Board of Supervisors would not be informed of the North Richmond Waste & Recovery Mitigation Expenditure Planning Committee activities for the 2013 calendar year.

CHILDREN'S IMPACT STATEMENT:

Not applicable.

EXHIBIT A

2013 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 regularly scheduled for twice a year, with special meetings scheduled from time to time at the discretion of the Committee. The meeting dates and times for the 2013 calendar year are identified in Section 3 of this document (page 1 and 2). This year, all meetings were held at the Richmond City Hall located at 440 Civic Center Drive in Richmond. Sometimes meetings are also held in the North Richmond Multicultural Senior & Family Center at 515 Silver Avenue in North Richmond.

Chair (during the reporting period):

Dr. Henry Clark, North Richmond Municipal Advisory Council

Staff persons (during the reporting period):

Contra Costa County Department of Conservation & Development:

- Deidra Dingman & Demian Hardman

Richmond City Manager's Office:

- Lori Reese-Brown & LaShonda Wilson

Reporting Period: January 1, 2013 – December 31, 2013

1. Activities

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 about recommended uses 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. Accomplishments

In 2013, the NRMFC received informational reports and provided feedback to County/City staff about funding recommendations to the County Board of Supervisors and Richmond City Council reflected in the 2013/2014 Expenditure Plan.

NRMFC recommended Expenditure Plan involved modifications to existing strategies within each Expenditure Plan category to address local needs associated with the prevention and abatement of illegally dumped waste and neighborhood blight. The Committee also selected three (3) Community Based Projects based on proposals submitted in 2012 for recommended funding to help reduce illegal dumping and/or blight.

3. Attendance/Representation

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. 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

EXHIBIT A

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.

Two Committee Alternate seats (appointed by the City of Richmond) were vacant for the duration of 2013, as shown in the below table.

2013 Meeting Dates & Attendance

Committee Members & Alternates	Feb 15 2-4 pm	April 12* 2-4 pm	May 31 2-5 pm	Appointed By
Dr. Henry Clark – Chair, North Richmond MAC	Yes	Yes	No	County
Jovanka Beckles – Vice Chair, Richmond City Council	Yes	Yes	Yes	City
Nathaniel Bates – Richmond City Council	Yes	Yes	No	City
John Gioia, Supervisor – Board of Supervisors	No	No	No	County
Gayle McLaughlin, Mayor – Richmond City Council	Yes	Yes	Yes	City
Joe Wallace – North Richmond MAC	No	No	No	County
Johnny White – Incorporated North Richmond Resident	Yes	No	No	City
Alternate – Richmond City Council	VACANT	VACANT	VACANT	City
Luz Gomez, Alternate – Board of Supervisors	Yes	Yes	Yes	County
Beverly Scott, Alternate – North Richmond MAC Member	Yes	Yes	Yes	County
Alternate – Incorporated North Richmond Resident	VACANT	VACANT	VACANT	City
Quorum achieved	Yes	Yes	Yes	

* Special Meeting

4. Training/Certification

All Committee Members/Alternates and Committee Staff are current on all required trainings.

5. Proposed Work Plan/Objectives for Next Year

The approved 2013/2014 Expenditure Plan recommended by the Committee specifies program strategies and associated funding allocations for the fiscal year. The Committee will have its next meeting on February 21, 2014. Anticipated topics to be discussed at this meeting are likely to include budget planning for the next Expenditure Plan cycle (FY 2014/2015), including future revenue projections as well as preliminary proposed funding allocations for existing and possibly new strategies. On May 30, 2014, the Committee is expected to consider recommending approval of a new 2014/2015 Expenditure Plan to the County Board of Supervisors and Richmond City Council.

North Richmond Waste and Recovery Mitigation Fee 2012-2013 Expenditure Plan Budget Summary Close-out

REVISED

#	Strategy	Amounts in Expenditure Plan Budget ²	Total Actual Expenditures To-Date	Budget Remaining
1	Bulky Item Pick-ups & Disposal Vouchers	\$ 1,682.48	\$ 1,682.48	\$ -
2	Neighborhood Clean-ups	\$ 1,500.00	\$ 1,500.00	\$ -
3	Prevention Services Coordinator	\$ 42,000.00	\$ 34,732.57	\$ 7,267.43
4	Right-of-Way Pick-up & Tagging Abatement	\$ 28,500.00	\$ 28,500.00	\$ -
5	Code Enforcement - County	\$ 165,300.00	\$ 165,300.00	\$ -
6	Code Enforcement - City	\$ 50,000.00	\$ 50,000.00	\$ -
7	Illegal Dumping Law Enforcement	\$ 281,250.00	\$ 281,250.00	\$ -
8	Surveillance Cameras	\$ 4,500.00	\$ 3,312.67	\$ 1,187.33
9	Illegal Dumping Prosecutor	\$ 20,000.00	\$ 13,270.16	\$ 6,729.84
10	Parks Rehabilitation Initiative	See 2013/14 EP	\$ -	See 2013/14 EP
11	Community Services Coordinator	\$ 86,065.50	\$ 86,065.50	\$ -
12	Community-Based Projects ¹	\$ 182,342.52	\$ 178,006.23	\$ 4,336.29
13	North Richmond Green Community Service Programs	\$ 58,700.00	\$ 29,487.37	\$ 29,212.63
14	North Richmond Green Campaign	\$ 15,000.00	\$ 5,956.63	\$ 9,043.37
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	\$ 97,392.17	\$ 97,392.17	\$ -
12%	Contingency (Reserve for Revenue Shortfall)	\$ 41,726.34	\$ 29,409.52	\$ 12,316.83
Total 2012/13 EP Budget ²		\$ 1,120,548.57	\$ 1,048,454.66	\$ 72,093.91
Total Amount of Funds Available for 2014/15 EP Cycle				\$ 72,093.91

¹ Funding is allocated among multiple Community-Based Projects, the amounts expended per project in this EP cycle are reflected in the Community Based Project Summary Table. The CBP budget was reduced by \$1,793.64 in the Second Amended 2012/13 EP which was the remaining balance for the Healing Circles, Reach Fellowship, Social Progress and Watershed Project CBPs. A total of \$70,708.08 was moved to the 2013/14 Expenditure Plan for previously awarded CBPs (\$49,000 for Eco-Village and Verde Partnership Garden & \$21,768.08 for CURME, including contracting agency costs)

² Amounts provided do not include role-over funding that was approved in 2013/2014 (current) Expenditure Plan.

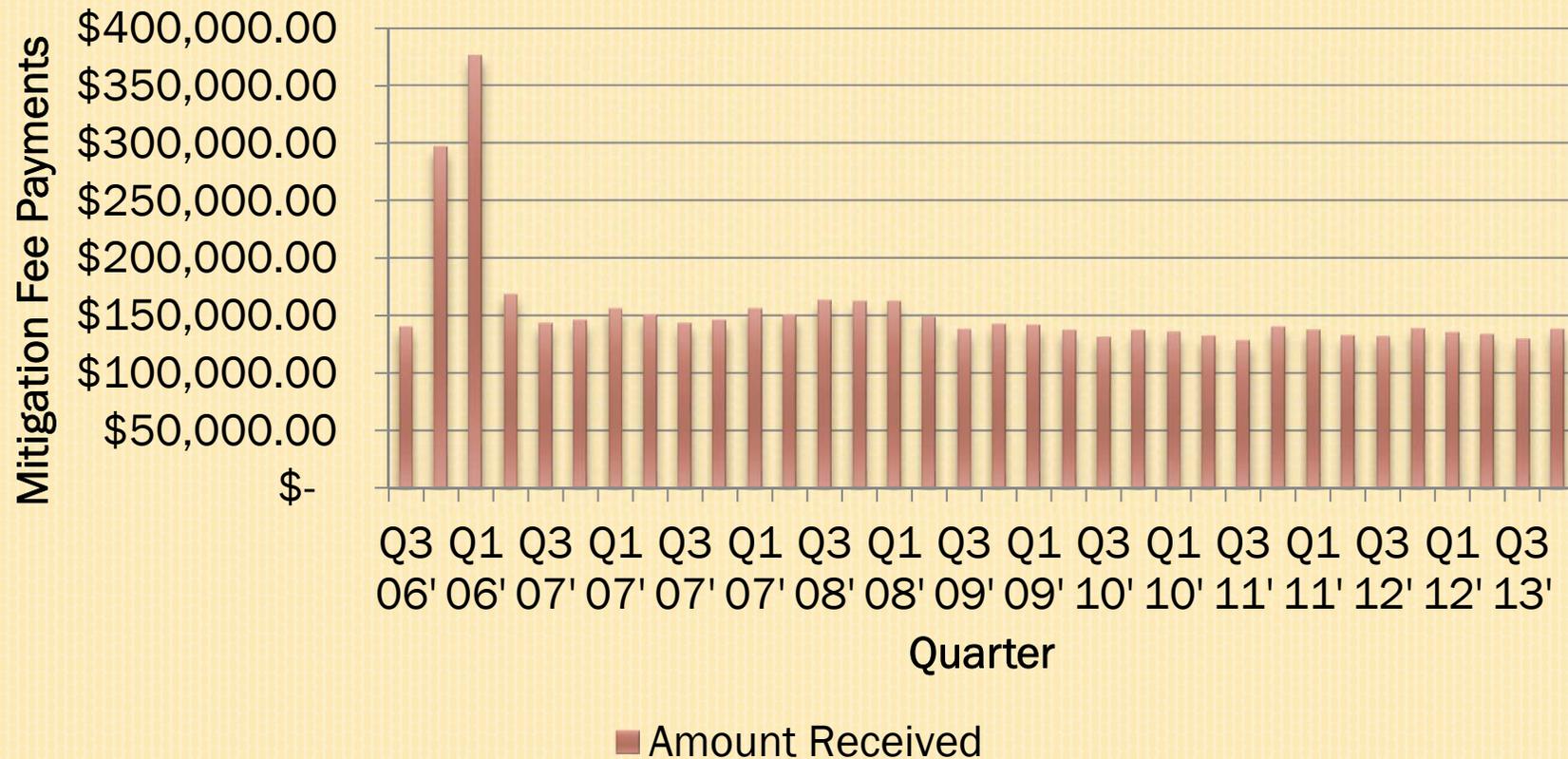
**Actual Expenditures for Community Based Projects
Close-Out for 2012/2013 EP -- REVISED**

Organization	Project Title	Contracting Agency Cost	Amount Awarded ¹	Amount Paid	Amount Remaining	Complete / Expired / Ongoing
Center for Human Development	Carbon Footprint Project – Expansion Phase		\$ 35,000	\$ 31,271.56	\$ 3,728.44	C
Center for Human Development	Neighborhood Enhancement Team (NET)	\$ 3,000.00	\$ 18,768	\$ 18,768.00	\$ 0.08	C
Eco-Village	Eco-Stewardship Ambassadors Project		\$ 35,000	\$ -	See 2013/14 EP	O
Golden Gate Audubon Society	Eco-Richmond Program - Expansion/Continuation		\$ 19,109	\$ 18,501.38	\$ 607.77	C
Healing Circles of Hope dba MASK	Garden of Angels - Community Healing Garden Project		\$ 29,985	\$ 29,432.88	\$ 552.12	C
Men & Women of Valor / Reach Fellowship International	Reach for Jobs Block Clean-up Crew	\$ 3,000.00	\$ 18,768	\$ 18,768.08	\$ -	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	\$ -	See 2013/14 EP	O
Total CBP Funding from 2012/13		\$ 6,000.00	\$ 227,136	\$ 172,006.23	\$ 6,129.93	
Total CBP Awards Completed in 2012/13			\$ 176,343			
Available for Reallocation in the 2014/15 Expenditure Plan					\$ 4,336.29	

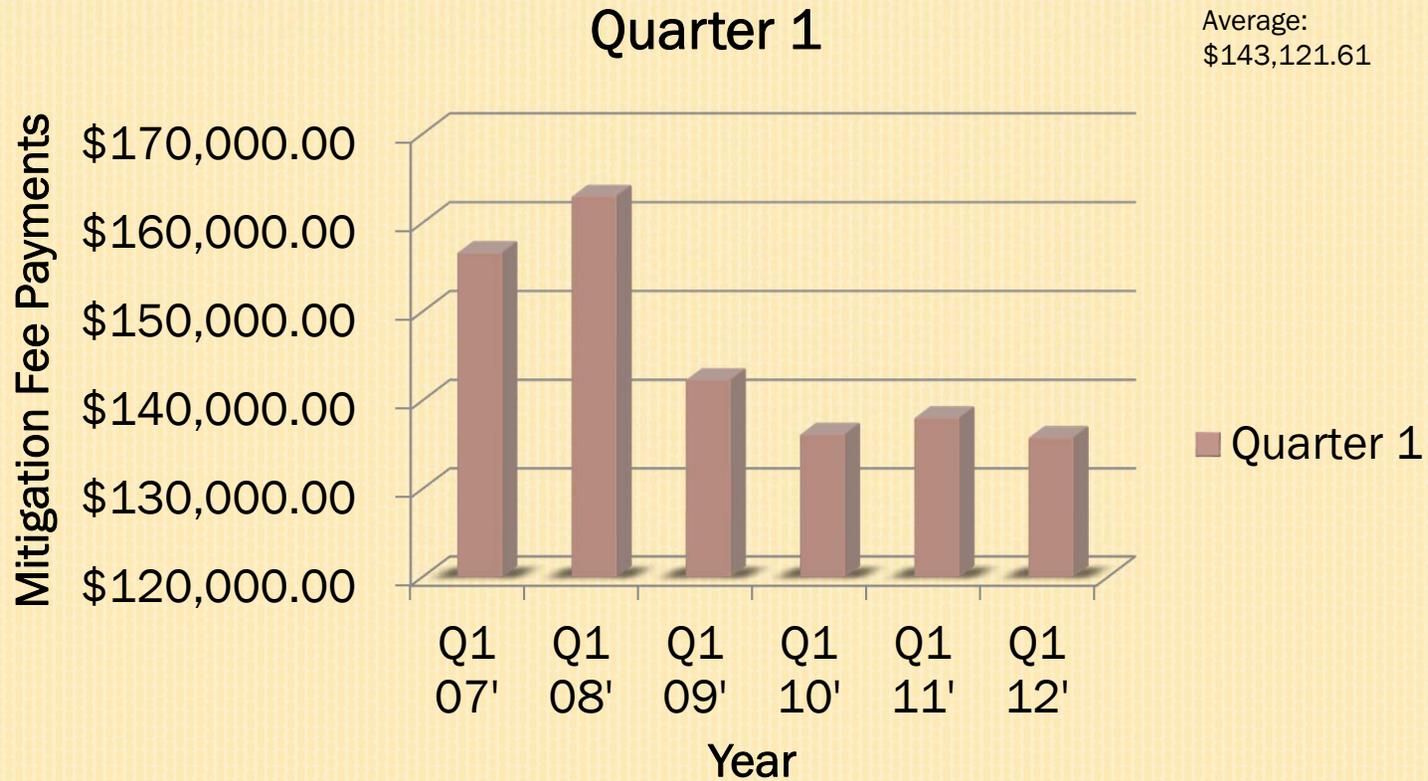
¹ The CBP budget was reduced by \$1,793.64 in the Second Amended 2012/13 EP which was the remaining balance for the Healing Circles, Reach Fellowship, Social Progress and Watershed Project CBPs. A total of \$49,000 was carried over to the 2013/14 Expenditure Plan for the Eco-Village and Verde Partnership Garden CBPs.

MITIGATION FEE PAYMENTS & PROCESSABLE TONS OF SOLID WASTE IN NORTH RICHMOND (2006-2013)

North Richmond Waste Mitigation Fee Payments & Solid Waste Levels

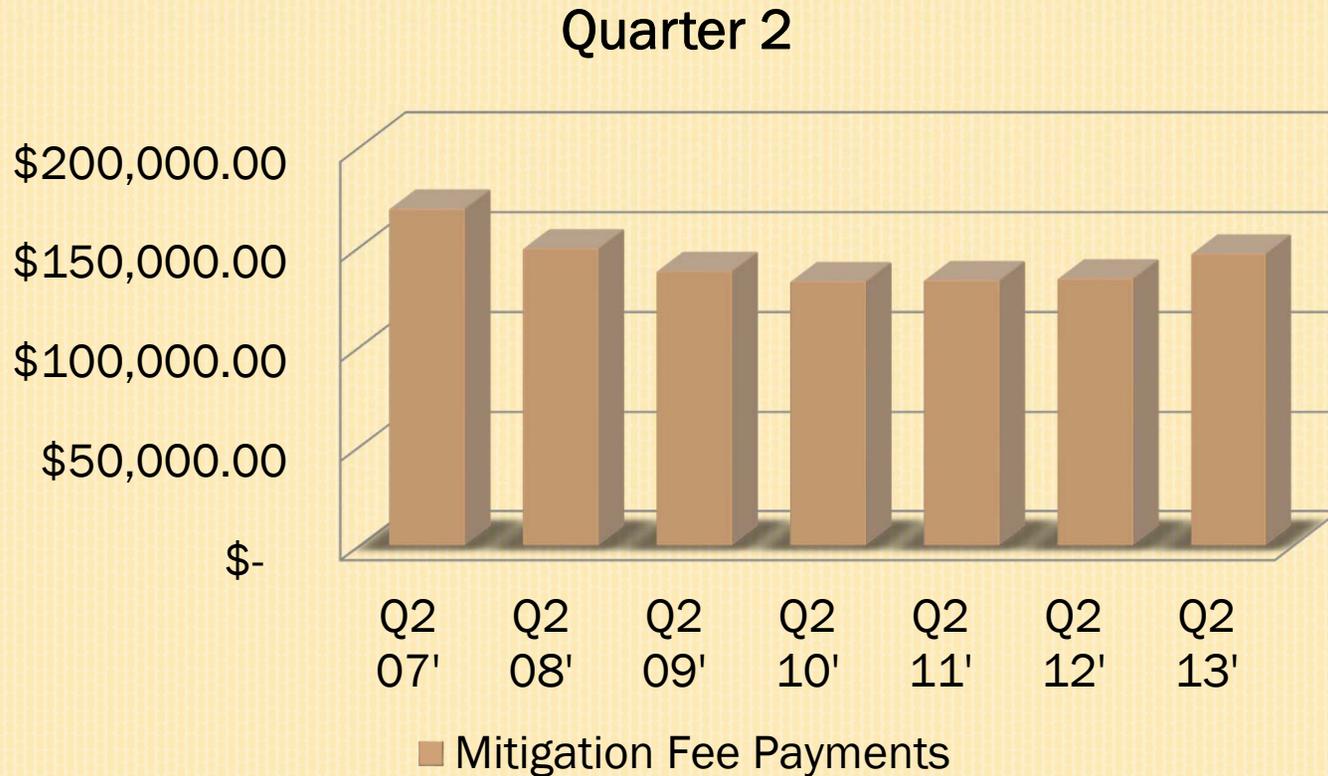


QUARTER 1 TRENDS



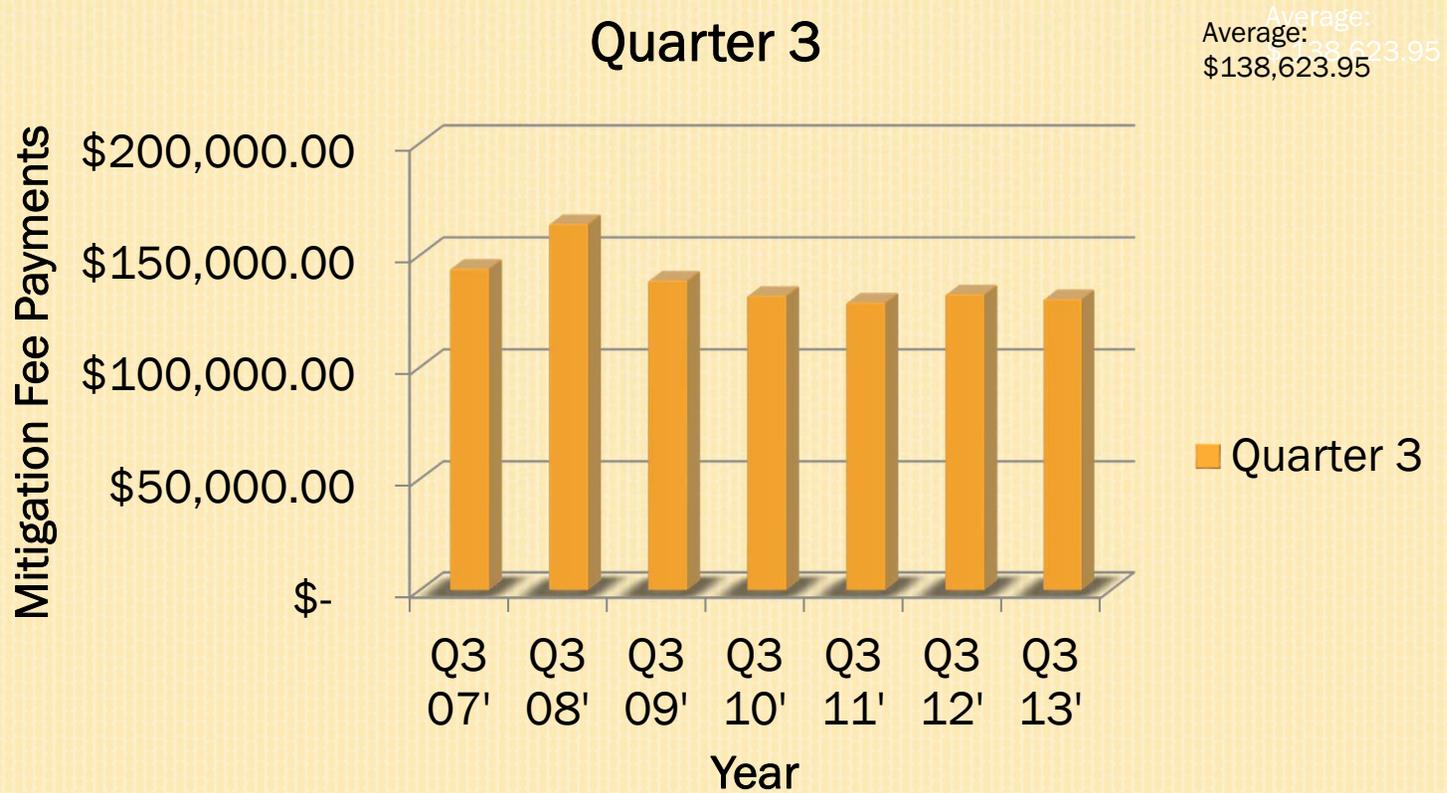
***For the Analysis of Quarter Trends, Data from 06' has been omitted to better represent averages.

QUARTER 2 TRENDS



***For the Analysis of Quarter Trends, Data from 06' has been omitted to better represent averages.

QUARTER 3 TRENDS



***For the Analysis of Quarter Trends, Data from 06' has been omitted to better represent averages.

QUARTER 4 TRENDS



***For the Analysis of Quarter Trends, Data from 06' has been omitted to better represent averages.

North Richmond Waste & Recovery Mitigation Fee Payments

Date Received	Time Period	Amount Received	Processible Tons	Solid Waste Tons
9/4/2013	Jul-13	\$ 48,875.91	6,698	12,657
10/8/2013	Aug-13	\$ 47,811.40	6,254	12,462
10/30/2013	Sep-13	\$ 46,013.31	5,971	12,006
11/26/2013	Oct-13	\$ 48,471.94	6,492	12,593
12/24/2013	Nov-13	\$ 44,667.44	5,999	11,600
1/29/2014	Dec-13	\$ 44,131.54	5,663	11,532
	Jan-14			
	Feb-14			
	Mar-14			
	Apr-14			
	May-14			
	Jun-14			

Total - Actual YTD (FY 2013/14)	\$ 279,971.54	37,078	72,849
Total - July thru Dec 2013 Projected	\$ 277,279.86		
Monthly Average - Actual	\$ 46,661.92	6,180	12,142
Total - Projected (FY 2013/14)	\$ 554,559.72	71,362	144,858
Monthly Average - Projected	\$ 46,213.31	5,947	12,072

Current Actual 2013 Surplus July - Dec (YTD)	\$ 2,691.68
Actual Revenue Shortfall/Surplus (Jan-Jun 2014)	TBD
Actual Monthly Average Surplus (YTD)	\$ 448.61

North Richmond Waste & Recovery Mitigation Fee Projections - Fiscal Year 2014/15

Fees apply to tons accepted at Republic Services' Bulk Material Processing Center & Golden Bear Transfer Station

Solid Waste Mitigation Fee	\$ 3.47 Per Ton	(applies if waste will be transferred to a landfill)
Processibles Mitigation Fee¹	\$ 0.93 Per Ton	(applies if gate rate charged is more than \$12.51/ton)
	7% Gross Revenue	(applies if gate rate charged is \$12.51/ton or less)
Above Per Ton Fees and Gate Rate threshold include annual CPI-adjustments effective January 1, 2014		

Types of Processibles & Waste Accepted	Daily Tonnage ³	Annual Tonnage ²	Processibles Mitigation Fee Revenue ¹	Solid Waste Mitigation Fee Revenue	Projected Annual Mitigation Fee Revenue
Green & Wood Waste <i>(not landfilled)</i>	160	57,700.00	\$ 53,661.00		\$ 53,661.00
Appliances, Tires/Bulk Materials <i>(not landfilled)</i>	1	340.00	\$ 316.20		\$ 316.20
Asphalt & Concrete ⁴ <i>(not landfilled)</i>	29	10,400.00	\$ 9,672.00		\$ 9,672.00
Wet/Dusty Material <i>(not landfilled)</i>	0		\$ -		\$ -
WCWD Biosolids <i>(not landfilled)</i>	0		\$ -		\$ -
Reclaimed Soil or Dredged Materials <i>(not landfilled)</i>	16	5,800.00	\$ 5,394.00		\$ 5,394.00
Solid Waste <i>(all waste to be transferred to landfill)</i>	400	144,300.00		\$ 500,721.00	\$ 500,721.00
TOTALS	605	218,540.00	\$ 69,043.20	\$ 500,721.00	\$ 569,764.20

REFERENCES

1. Amount of projected Processibles Mitigation Revenue assumes all loads of processibles will be subject to the \$0.93 per ton fee, rather than 7% gross revenue, since the facility operator does not expect to charge less than \$12.51 per ton for any Processibles (as of 01/21/2014)
2. Annual Tonnage projections provided by facility operator representatives in January 2014 (Janna Coverston/Peter Nuti - Republic Services)
3. Daily tonnage is the estimated average which was calculated based on an assumed 361 operating days/year.
4. Including recovered building material wastes, packaging rubble resulting from construction, remodeling, repair, demolition.

North Richmond Waste & Recovery Mitigation Fee (NRMF) Expenditure Plan Strategy Specific Reporting/Payment Requirements

Does not supersede existing invoicing, payment or reporting requirements which also remain in effect.

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

Reporting Period: 06/01/13 - 12/31/2013

Implementing Entity: Community Housing Development Corporation (CHDC)

Submitted by (name): Janie Holland _____ **Date:**
02/04/2013

Strategy Statistics/Reporting Details

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

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

Disposal Vouchers Requested

Jan – Jun 2013		
Month	Households	Vouchers
January	7	84
February	7	84
March	3	36
April	8	96
May	4	48
June	2	24
Subtotal	31	372

Bulky Item Pick-ups Requested

Jan – Jun 2013	
Month	Pick-ups
January	0
February	0
March	0
April	0
May	0
June	0
Subtotal	0

Jul – Dec 2013		
Month	Households	Vouchers
July	5	60
August	1	12
September	13	156
October	4	48
November	0	0
December	1	12
Subtotal	24	288

Jul – Dec 2013	
Month	# of Pick-ups
July	0
August	0
September	0
October	0
November	0
December	0
Subtotal	0

North Richmond Waste & Recovery Mitigation Fee (NRMF) Expenditure Plan Strategy Specific Reporting/Payment Requirements

Does not supersede existing invoicing, payment or reporting requirements which also remain in effect.

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

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

McGlothlin Church (Feed the Needy Program)- Staff **Provided information on affordable housing, workshops, community meetings and mitigation material such as: disposal vouchers/Bucky item pick-up, Illegal dumping, Keep North Richmond Beautiful, Blight and how to keep your community clean. Staff encouraged residents to participate in community clean-ups to help clean up the community.**

Findings/Outcomes- We created a sign-in sheet and explained that residents of North Richmond were invited to come in with the proper eligibility paperwork and get disposal vouchers. North Richmond residents picked up the vouchers.

Challenges, Obstacles & Barriers Encountered:

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

The greatest challenge is to get the residents of this community to follow through and come in to get the vouchers. Regardless of the amount of outreach at meetings, events, churches, walking the streets or newsletters the residents always state they were not aware of the disposal voucher program.

Residents are not interested in the Bulky Item pick-up, residents said they do not want to take a chance on the possibility of an additional charge attached to the their bill for a pick-up over the \$60.00 limit.

Success Stories, Lessons Learned & Feedback Received to Date:

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

More residents are participating in the disposal voucher program and are encouraging their neighbors and other residents to participant. One landlord came in see if his tenants were eligible for the program. Churches and businesses are also inquiring and encouraging residents.

North Richmond Waste & Recovery Mitigation Fee (NRMF) Expenditure Plan Strategy Specific Reporting/Payment Requirements

Does not supersede existing invoicing, payment or reporting requirements which also remain in effect.

Next Steps - Planned Accomplishments During the Next Reporting Period:

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

The Shields- Reid Neighborhood Council have implemented the action plan they presented at the a Community Leadership Institute training (Orlando, Florida) on strengthening leadership skills, learn new techniques for improving the neighborhood and community, share experience- and formulate a plan designed for real, measureable results in the community. The team created an action plan entitled" Building Bridges across lines of race, age, gender and ethnicity". More resident from the different ethnicities participates in the monthly meetings. More residents are becoming more familiar with services provided to the residents and in the community because they are more aware and involved.

FILE: Bulky Item Pick-ups & Disposal Vouchers_Template-FINAL.doc

Reporting Template Created:

North Richmond Waste & Recovery Mitigation Fee (NRMF) Expenditure Plan Strategy Specific Reporting/Payment Requirements

Does not supersede existing invoicing, payment or reporting requirements which also remain in effect.

Strategy: Neighborhood Clean-Ups

#: 2

Reporting Period: 01/01/2013 - 12/31/2013

Implementing Entity: Richmond City Manager's Office

Submitted by (name): Rochelle Monk/Hugo Mendoza

Date: 2/12/2014

Strategy Statistics/Reporting Details

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

Neighborhood Clean-ups

Clean-up Activity/Expense	Clean-up Details
Scheduled Clean-up Date	12/7/2013
Scheduled Start/End Times	8 AM - 12:30 PM
# of Clean-up Box Locations	6
Size of Clean-up Boxes - Trash	40 yard boxes
# of Clean-up Boxes Filled with Trash (Loads Disposed by RSS)	16
# of Loads Collected/Disposed in City Trucks	9
Tons of Trash Disposed by RSS	54.95
Tons of Trash Disposed by City Trucks	14.4
# of Recycling Boxes Used	2
# of Special Pick-ups for Seniors	21
# of Clean-up Hours Worked/Charged by City Staff	30
Type(s)/Quantity(ies) of City Equipment Used for Clean-up	4-Stake body Dump Trucks & 1 Loader

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

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

Challenges, Obstacles & Barriers Encountered:

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

North Richmond Waste & Recovery Mitigation Fee (NRMF) Expenditure Plan Strategy Specific Reporting/Payment Requirements

Does not supersede existing invoicing, payment or reporting requirements which also remain in effect.

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

Due to the large turnout and multiple sites, at the beginning of the clean up event it was a challenge to manage the locations. Additionally, participants expressed concerns with the wait time to off load their debris. However, as the event progressed and volunteers and site leads became familiar with the process, the efforts were more coordinated.

Success Stories, Lessons Learned & Feedback Received to Date:

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

The success of the neighborhood clean up is attributed to the collaborative efforts of the City of Richmond's City Manager and Code Enforcement Division, Contra Costa County Public Works and Sheriff's Departments, Community Housing Development Corporation, Shield's Reid Neighborhood Council, Neighborhood House of North Richmond, and the 28 volunteers. Having our recycling partners, Sims Metal and Hi-Tec Recycling, on site is an added convenience for the North Richmond community.

For 2014, hosting the clean up at a centralized location should be considered. Additionally, adding another driver from RSS (total of three) could help make the clean up more efficient.

Next Steps - Planned Accomplishments During the Next Reporting Period:

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

NA

FILE: Neighborhood Clean-ups_Template-FINAL.doc

Reporting Template Created: 7/16/2012

North Richmond Waste & Recovery Mitigation Fee (NRMF) Expenditure Plan Strategy Specific Reporting/Payment Requirements

Does not supersede existing invoicing, payment or reporting requirements which also remain in effect.

Strategy: Prevention Services Coordinator

#: 3

Reporting Period: 06/01/13 – 12/31/13

Implementing Entity: Community Housing Development Corporation (CHDC)

Submitted by (name): Janie Holland
02/05/14

Date:

Strategy Statistics/Reporting Details

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

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

Jan – Jun 2013			
Month	Reported Occurrences	Referred to City	Evidence Collected
January	297	18	297
February	309	11	309
March	319	31	319
April	330	40	330
May	271	14	271
June	305	28	305
Subtotal	1831	148	1831

Jul – Dec 2013			
Month	Reported Occurrences	Referred to City	Evidence Collected
July	315	24	315
August	212	17	212
September	254	18	254
October	262	20	262
November	205	20	205
December	314	22	314
Subtotal	1562	121	1562

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

Total Reported Illegal Dumping Occurrences to Date in 2013: 3,393
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North Richmond Waste & Recovery Mitigation Fee (NRMF) Expenditure Plan Strategy Specific Reporting/Payment Requirements

Does not supersede existing invoicing, payment or reporting requirements which also remain in effect.

COMMUNITY MEETINGS ATTENDED/HOSTED

Meeting Name/Type & Date(s)	Role	Community Awareness of NRMF-funded Activities
North Richmond MAC Date(s): June, July Aug, Sept, Oct, Nov, and Dec 2013.	<input type="checkbox"/> Host / <input checked="" type="checkbox"/> Audience <input checked="" type="checkbox"/> Speaker/Presenter Topic(s): Disposal Vouchers/Illegal Dumping/Services provided at CHDC	#of NR Resident Attendees that Learned about NRMF Activities Verbally: 100 / Flyers: 75
North Richmond Green Mtg. Date(s): June, July, Aug, Sept, Oct, Nov And Dec 2013.	<input type="checkbox"/> Host / <input type="checkbox"/> Audience <input checked="" type="checkbox"/> Speaker/Presenter Topic(s): Illegal Dumping /Disposal vouchers and Hazardous Waste	# of NR Resident Attendees that Learned about NRMF Activities Verbally: 45 / Flyers: 25
Shields-Reid Neighborhood Council Mtg. Date(s): June, July, Aug, Sept, Oct, Nov and Dec 2013.	<input type="checkbox"/> Host / <input type="checkbox"/> Audience <input checked="" type="checkbox"/> Speaker/Presenter Topic(s): Disposal Vouchers/Illegal Dumping/Services provided at CHDC	# of NR Resident Attendees that Learned about NRMF Activities Verbally: 60 / Flyers: 40

COMMUNITY EVENTS ATTENDED/HOSTED

Community Event(s) & Date(s)	Role	Community Awareness of NRMF-funded Activities
McGlothlin Church(Feed the Needy Program) Date(s): June, Aug, Nov and Dec 2013	<input type="checkbox"/> Host / <input checked="" type="checkbox"/> Attendee <input type="checkbox"/> Booth/Presenter Topic(s): CHDC provided materials on disposal vouchers to the attendees who came to the church feed the needy program. Staff encouraged residents to come into our office (which is just across the street) to get information regarding the vouchers.	# of NR Resident Attendees that Learned about NRMF Activities Verbally: 250 / Flyers: 100
Community Heritage Sr. tenant Mtg. North Richmond Date(s): July, Sept Nov and Dec 2013	<input type="checkbox"/> Host / <input type="checkbox"/> Audience <input type="checkbox"/> Speaker/Presenter Topic(s): Disposal Vouchers/Illegal Dumping/Services provided at CHDC	# of NR Resident Attendees that Learned about NRMF Activities Verbally: 35 / Flyers: 20

North Richmond Waste & Recovery Mitigation Fee (NRMF) Expenditure Plan Strategy Specific Reporting/Payment Requirements

Does not supersede existing invoicing, payment or reporting requirements which also remain in effect.

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

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

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

Partnership Collaboration - The Prevention Services Coordinator, CCC Sheriff, COR Code Enforcement and CCC Environmental Health have call meetings at the CHDC Community Services office to discuss and collaborated ways to improve, educate and reach out to the community to help improve the quality of life. We discuss what we have observed during our daily patrols of the North Richmond Area. The discussions includes: illegal dumping, disposal vouchers, blight, housing, hotspots, personal, private and business properties, vacant lots, crime, cameras etc.

Outcomes - We found that working together gave us more insight on what is going on and what is needed in the community. We are aware of what services each organization offers and make community referrals. We are able to discuss outcomes of incidents or referrals in the community as they relate to the group. The collaborative group know some members of the community, they have been helped and want to help make a difference.

Challenges, Obstacles & Barriers Encountered:

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

The greatest challenge is to get the residents of this community to understand that they need to take responsibility for making this community a community of pride and purpose, because mitigation resouces are not always going to be available.

Success Stories, Lessons Learned & Feedback Received to Date:

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

Most residents feel that there is more awareness, involvement and feel a sense of pride in their community. Some residents speak about the community changing and that they need to build bridges across lines of race, age, gender and ethnicity.

North Richmond Waste & Recovery Mitigation Fee (NRMF) Expenditure Plan Strategy Specific Reporting/Payment Requirements

Does not supersede existing invoicing, payment or reporting requirements which also remain in effect.

Next Steps - Planned Accomplishments During the Next Reporting Period:

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

The Shields- Reid Neighborhood Council have implemented the action plan they presented at the a Community Leadership Institute training (Orlando, Florida) on strengthening leadership skills, learn new techniques for improving the neighborhood and community, share experience- and formulate a plan designed for real, measureable results in the community. The team created an action plan entitled" Building Bridges across lines of race, age, gender and ethnicity". More resident from the different ethnicities participates in the monthly meetings.

FILE: Prevention Services Coordinator_Template-Final.doc

North Richmond Waste & Recovery Mitigation Fee (NRMF) Expenditure Plan Strategy Specific Reporting/Payment Requirements

Does not supersede existing invoicing, payment or reporting requirements which also remain in effect.

Strategy: Code Enforcement Staff -- County

#: 5

Reporting Period: July 2013 - January 2014

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

Submitted by (name): Todd Samsel (7/2013 - 11/2013) & Larry Tolson (12/2013 thru Present)
Date: 1/23/2014

Strategy Statistics/Reporting Details

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

**July 2013 – June 2014
Code Enforcement Case Activity**

County Code Enforcement Cases/Actions Taken	July 2013	Aug 2013	Sept 2013	Oct 2013	Nov 2013	Dec 2013	Jan 2014	Feb 2014	Mar 2014	April 2014	May 2014	June 2014
Cases Opened	6	1	4	0	0	0	0					
Cases Closed	6	7	1	2	10	3	3					
Active Cases	33	27	30	28	18	19	16					
Construction without Permits												
Vacant Unoccupied Structures												
Cases on Vacant Lots (generally for overgrown vegetation or illegal dumping)												
Cases involving Graffiti												
Notice to Comply Letters Sent												
Notice of Pending Action Letters Sent												

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

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

Challenges, Obstacles & Barriers Encountered:

North Richmond Waste & Recovery Mitigation Fee (NRMF) Expenditure Plan Strategy Specific Reporting/Payment Requirements

Does not supersede existing invoicing, payment or reporting requirements which also remain in effect.

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

Success Stories, Lessons Learned & Feedback Received to Date:

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

Next Steps - Planned Accomplishments During the Next Reporting Period:

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

FILE: County Code Enforcement Staff_Template-Final.doc

North Richmond Waste & Recovery Mitigation Fee (NRMF) Expenditure Plan Strategy Specific Reporting/Payment Requirements

Does not supersede existing invoicing, payment or reporting requirements which also remain in effect.

Strategy: Code Enforcement Staff -- City

#: 6

Reporting Period: 01/01/2013 - 12/31/2013

Implementing Entity: Richmond Police Dept. Code Enforcement Team

Submitted by (name): Denée Evans

Date: 02/13/2014

Strategy Statistics/Reporting Details

Code Enforcement Cases and case activity reported should correspond to the hours to be reimbursed with NRMF funding for work performed by the assigned City Code Enforcement staff person within the Reporting Period. Statistics should only include cases/activity for privately-owned properties within the incorporated NRMF funding area.

City Code Enforcement Cases in 2013

Month	Cases Opened	Cases Closed	Active Cases
Jan – Apr	56	24	71
May	2	3	74
June	3	26	72
July	1	0	71
August	1	0	71
September	6	3	73
October	0	1	66
November	5	5	72
December	5	0	72
TOTALS	69	62	642

City Code Enforcement Case Activity in 2013

Month	Administrative Citations Issued	Notices of Violations Issued	Foreclosure Notifications	Vacant Property Notices	Abatement Warrants Submitted to Court	Vacant Lots/ Properties Abated	Tons of Debris Removed
Jan – Apr	2	55	0	3	0	0	0
May	2	3	0	0	0	0	0
June	1	3	0	0	0	0	0
July	2	1	0	0	0	0	0
August	3	3	0	0	0	0	0
September	1	2	0	1	0	0	0
October	2	1	0	0	0	0	0
November	0	0	0	0	0	0	0
December	0	0	0	0	0	0	0

North Richmond Waste & Recovery Mitigation Fee (NRMF) Expenditure Plan Strategy Specific Reporting/Payment Requirements

Does not supersede existing invoicing, payment or reporting requirements which also remain in effect.

TOTALS	13	68	0	4	0	0	
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Other Funded Activities – Status, Findings, Results and Outcomes:

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

N/A The Mitigation funding allocated for a Code Enforcement position ran out. For a short time, the City was able to offset the lost funding to cover the salary for per diem position. Unfortunately, the monies were limited and we no longer have the per diem position.

Challenges, Obstacles & Barriers Encountered:

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

The City is currently addressing a budget shortfall. Subsequently, the two code enforcement officer vacancies have been frozen. One of the vacancies will affect the mitigation area. Code enforcement is currently realigning work areas to accommodate these changes.

Success Stories, Lessons Learned & Feedback Received to Date:

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

Next Steps - Planned Accomplishments During the Next Reporting Period:

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

NA

FILE: City Code Enforcement_Template-FINAL.doc

Reporting Template Revised: 7/16/2012

Strategy	Law Enforcement Activity Data Fiscal Year 2013/2014									
	Activity Type	Jul-13	Aug-13	Sep-13	Oct-13	Nov-13	Dec-13	Jan-14	Subtotal	
7	Illegal Dumping Incident(s) Identified (Reported/Observed)	5	7	6	7	1	1	4	31	
	Littering Incident(s) Identified (Reported/Observed)	0	10	5	1	1	5	5	27	
	Illegal Dumping/Littering Case(s) Opened	2	4	1	1	1	1	0	10	
	Illegal Dumping Evidence Identified by RSS	n/a	n/a	n/a	n/a	n/a	n/a	n/a	0	
	Illegal Dumping Suspect(s) Contacted/Warned	2	4	1	0	1	0	0	8	
	Littering Suspect(s) Contacted/Warned	1	4	0	1	2	2	6	16	
	Removal of Illegal Dumping by Suspect(s)	0	1	1	0	0	0	0	2	
	Removal of Litter by Suspect(s)	2	0	0	1	1	1	1	6	
	Illegal Dumping Report(s) Written	0	0	0	1	1	0	0	2	
	Litter Report(s) Written	2	4	3	0	0	0	2	11	
	Illegal Dumping Citation(s) Issued	0	0	0	0	0	0	0	0	
	Littering Citation(s) Issued	2	4	0	1	0	1	0	8	
	Illegal Dumping/Littering Case(s) Closed	1	4	1	0	0	1	0	7	
	Uncovered Load Violation(s) Investigated and/or Cited	1	2	0	0	1	1	0	5	
	Illegal Dumping Location(s) Referred to Richmond Sanitary	7	10	6	0	0	4	3	30	
	Illegal Dumping Location(s) Referred to City Abatement	0	0	0	0	0	7	0	7	
	8	Illegal Dumping Location(s) Caught on FlashCams	0	0	0	0	1	0	0	1

North Richmond Waste & Recovery Mitigation Fee (NRMF) Expenditure Plan Strategy Specific Reporting/Payment Requirements

Does not supersede existing invoicing, payment or reporting requirements which also remain in effect.

Strategy: Parks Rehabilitation Initiative

#: 9

Reporting Period: 01/01/2013 - 12/31/2013

Implementing Entity: City of Richmond Parks Department

Submitted by (name): Chris Chamberlain
02/11/2014

Date:

Strategy Statistics/Reporting Details

Provide status of each approved Park Improvement intended to be reimbursed with NRMF funding, including anticipated timeline and completion date.

Approved Improvements	Improvement Project Status	Timeline/Completion Date
Shields-Reid Children's Play Area	Design completed, currently out to bid	9/1/14
Shields-Reid Landscaping Improvements	Design Completed, currently out to bid	9/1/14

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

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

Design work for the rehabilitation project has been completed.

Challenges, Obstacles & Barriers Encountered:

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

challenges where incorporating all design ideas and working within available funding. Total rehab project likely to be constructed in phases. Phase 1 will include the Childrens play area and landscape improvements.

Success Stories, Lessons Learned & Feedback Received to Date:

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

Next Steps - Planned Accomplishments During the Next Reporting Period:

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

North Richmond Waste & Recovery Mitigation Fee (NRMF) Expenditure Plan Strategy Specific Reporting/Payment Requirements

Does not supersede existing invoicing, payment or reporting requirements which also remain in effect.

FILE: Parks Rehabilitation Initiative_Template-Final.doc

July-December 2013 Community Services Coordinator/North Richmond Green Outreach/Programs Report

Community Services Coordinator:

On a weekly basis, the CSC submitted referrals related to illegal dumping and blight to staff at the Community Housing Development Corporation (CHDC) in spread sheet format via email. The referrals were acquired from either resident input, community feedback, or from personal observation by the CSC when driving, riding a bicycle or walking around the Mitigation Funding Area. The CSC censured that the identified mitigation issues inside the Funding Area, were referred to the appropriate mitigation related agency such as County or City Code Enforcement, Richmond Sanitary Service, Environmental Health Department, Public Works etc.

Mitigation Referrals for the Months of July-December

Public Works Department Issues/Referrals: 122 tires, 11 t.v.'s, 7-5 gal buckets of paint, 8 cans of paint, and wood dumped on the public right of way in North Richmond. City Code Enforcement Department Issues/Referrals: 3 private properties with overgrowth of weeds including on vacant lots. County Code Enforcement Department Issues/Referrals: 14 private properties with overgrowth of weeds including on vacant lots. 11 private properties with overgrowth of weeds AND trash accumulation including on vacant lots. 1 private property with graffiti. Swans Signs: 3 banners disconnected from light poles along the main street.

North Richmond Green Outreach:

- **Outreach Material Produced, Translated, and Distributed:** North Richmond Green Newsletter (July) Issue, (October) Issue, 4th Annual North Richmond Green Festival Flyer, Annual Willie Spears Clean-up Event Flyer, and the North Richmond Green Monthly Meeting Minutes.
- **Monthly North Richmond Community Meetings Attended to provide Mitigation Related Updates and to distribute Outreach Material:** North Richmond Municipal Advisory Committee Meetings, and North Richmond Green Meetings.
- **Outreach Locations for Recruitment of Residents for Mitigation Related Programs and Projects in North Richmond:** Shields Reid Community Center, Verde Elementary School, the Neighborhood House of North Richmond Multicultural Senior and Family Center and the Project Pride Community Center.
- **Outreach to Recruit Residents for the following North Richmond Green Programs:** NR Green Youth Twilight Basketball League Program, NR Green Festival, and for the NR Green Adult Softball Program.

North Richmond Green Community Services Programs:

The North Richmond Green Adult Softball Program was organized for the 2013 Summer Season. Jerseys with the “North Richmond Green” logos were purchased for the players to assist with outreach efforts of the “North Richmond Green Campaign” throughout the community. Players were recruited to participate in the planting of flowers at and around the Shields Reid Community Center during the “4th Annual North Richmond Green Festival,” and players were also recruited to assist with the clean-up of the North Richmond Community at the “Annual North Richmond Willie Spears Clean-up” Event. In addition, players assisted with the distribution of the North Richmond Green Newsletters on a door-to-door basis throughout the community.

A North Richmond Green Little League Program Banquet/Awards Ceremony took place on Tuesday, August 6, 2013 for the players and coaches who participated in the program for the 2013 Spring/Summer Season. The players and coaches were acknowledged for their contribution on the field, and for their participation in eco workshops and beautification projects to improve the environment of their North Richmond Community. Throughout the “2013” season the players and coaches in the program were registered in the Youth Eco Academy and were recruited to participate in two beautification projects. The first project consisted of picking up small litter and debris at and around the North Richmond Ball field. The second project consisted of planting flowers in the front of the North Richmond Missionary Baptist Church. Throughout the season the players and coaches also participated in two eco workshops as a part of the academy which included the following; they participated in a “Gardening” workshop where they learned about tips and techniques for gardening and planting. They also participated in an eco workshop about Air Quality, which focused on the relationship humans have to the environment and how the quality of air is affecting our health.

The beginning planning stages of the organization for the North Richmond Green Youth Twilight Basketball League Program took place for the “2014” Winter Season. Jerseys with the “North Richmond Green” logos were purchased for the players to assist with outreach efforts of the “North Richmond Green Campaign” throughout the community. With that, the planning of eco workshops and beautification projects took place for the players and coaches to participate in throughout the upcoming season.

North Richmond Green Campaign:

Local community members (youth and adults) were paid to distribute printed outreach materials created by the Community Services Coordinator on a door to door basis to promote mitigation funded strategies. The outreach material included the following; North Richmond Green Newsletters (July) Edition, and (October) Edition, 4th Annual North Richmond Green Festival flyer and Annual North Richmond Willie Spears Clean-up Event flyer.

The “4th Annual North Richmond Green Festival” took place on Saturday, October 19, 2013 at the Shield Reid Community Center/Park in North Richmond. To begin with, the community came together to plant drought resistant flowers in the front of and on the side of the Shields Reid Community Center. Both children and adult residents who are associated with the North Richmond Green Little League Program, with the North Richmond Green Youth Twilight Basketball League Program, and with the North Richmond Green Adult Softball Program came out in their jerseys to improve the environment of their community. Their jerseys included the “North Richmond Green Logo,” which they wore with pride while demonstrating its meaning through contributing to a healthier and greener community. After, the general public came out to the festival at Shields Reid Park in order to show their support and to celebrate the efforts that are being made to improve the environment and the health of the community. At the festival, there were live performances/music, free food and prizes, along with informational booths and activities to raise awareness about mitigation-funded efforts. All materials used to promote the event included the nrgreen.org website to assist with mitigation outreach efforts as well in the community.

2010-2011 North Richmond Waste & Recovery Mitigation Fee Community Based Project Progress Report

Organization: EcoVillage Farm Learning Center

Fiscal Sponsor: Earth Island Institute

Contact Person: Shyaam M. Shabaka

Progress Report Period: February 20, 2013 through April 30, 2013

Brief Description of the Program:

This EcoVillage Farm – Earth Island Institute **“Eco Stewardship Ambassadors Program of North Richmond”** is designated to:

- Hire, employ and train five (5) North Richmond youth and/or young adult residents.
- Develop a Community Garden in North Richmond.
- Develop seven (7) home based gardens at residences in North Richmond.

Tasks Accomplished to Date: (4/30/2013)

- Identified, secured (via lease agreement) a community garden space (100' x 100' ft) at 1845 – 2nd Street in North Richmond.
- Recruited, hired and trained five (5) North Richmond youth/young adults:
 - x. Nelson Hamilton (terminated due to lack of proper documentation effective 3/20/13)
 1. Robert I. Weathersby (was hired in Nelson’s place)
 2. Leniece M. Kriederman
 3. Leran N. Hamilton
 4. Tysheri L. Jones
 5. Michel Jones Jr.(see supporting documents and Training Materials attached Exhibit A)
- Develop detail schematic vision plan for garden site. (see plan attached Exhibit B)
- Cleared garden site of weeds, trash and other debris.
- Secured fencing
- Prepared garden site for planting, build a raised bed, prepared and planted row beds.
- Collected soil sampling and submitted to laboratory for testing.
- Identified seven (7) North Richmond residents, who wish to participate in “showcase home-based garden” program. (See list of residents attached Exhibit C)

- Developed "Showcase Home-based Garden Installation Agreement" (see attached Exhibit D)
- Procured garden tools and supplies, wood chips, soil compost, vegetable seeds and seedlings for planting at community garden site. (see Invoice-Reimbursement Request attached)
- Developed and consummated respective subcontract agreements with:
Lillie Mae Jones, C.Y.C.L.E. and
Cheryl Maier, (previously Executive Director of Opportunity West)
(See agreements attached Exhibit E)
- Held four (4) workshops at community garden site. (see flyer attached Exhibit F)
- Attended meetings of North Richmond Green (See Agenda for the April 4 meeting Exhibit G. Other supporting documents will be sent with our Final Report)

See supporting documents, photos and flyers attached

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

The total number served during this report period is as follows:

- Five (5) hired, trained and employed Eco Stewardship Ambassadors (youth and young adults)
- 35 people visiting garden site
- 27 North Richmond residents
- 600 North Richmond residents invited and notified of workshops via flyer distribution at community centers, home, faith based institutions, corner stores.
- Number of North Richmond Residents paid with funding allocation: six (6)

North Richmond Green Meeting Attendance:

Date of Meeting	Staff Person attending
February 7, 2013	Shyaam M. Shabaka
April 4, 2013	Alfonso Martinez

Challenges:

The primary challenges encountered to date in the implementation of this program have been:

- Delayed program start date time consumed by Contra Costa County in the processing of the contract. The start date cited in the contract is January 12, 2013; however, we did not receive the fully executed contract until February 26, 2013.
- We have also requested, but have not received a response, for a two (2) month contract extension. At present the contract is scheduled to terminate on May 12, 2013, unless an extension is granted.

- The chronic presence of interpersonal violence (i.e., drive by shootings and other criminal acts) in the community, which makes many residents afraid to leave their homes and restricts the movement of our youth and young adult employees.
- Some of the youth and young adults hired need to develop a greater work ethic and improve their overall work relate attitude, behavior and sense of responsibility, most of which have been develop over many years and will take significant time to correct, change and improve.

Lessons Learned:

That the neighbors truly appreciate, support and are interested in our efforts to improve their neighborhood, establish community and home based gardens and put youth and young adults to work.

They are constantly providing us with words of encouragement and appreciation of our positive work, which means a lot to me and my staff since there is so much other antisocial behavior taking place in the surrounding community.

Feedback from Participants/Community:

- A) Neighbor directly across from community garden: "I am really happy that you all are cleaning this vacant lot and installing a garden. Hopefully it will keep people from dumping their trash. I am also glad to see that you are putting (one of the youth) to work.
- B) A neighbor who is participating in the home based program: "I want a garden at my house so that I can grow healthy food, eat healthier and save money"

Other Important Information:

- Photos from workshops
- Many people from the community have expressed their appreciation
- The owner of the community lot is very supportive of our work and is making the property available to use via lease agreement at no cost.
- Other property owners have approach me to see if we would be interested in developing a community garden on their property (vacant lots).

**North Richmond Waste and Recovery Mitigation Fee
2014-2015 Expenditure Plan Budget Scenario - Allocations**
(Allocations Highlighted in Yellow TBD by Committee with Funding Surplus)

#	Strategy	2012-13 Expenditure Plan Budget Amounts	Current 2013-14 Expenditure Plan Budget Amounts	2014/2015 Allocations TBD by Committee ¹	Budget Remaining for Allocation from 2012-13 Budget
1	Bulky Item Pick-ups & Disposal Vouchers	\$ 1,682.48	\$ -	\$ -	\$ -
2	Neighborhood Clean-ups	\$ 1,500.00	\$ 1,500.00	\$ 1,500.00	\$ -
3	Prevention Services Coordinator	\$ 42,000.00	\$ 28,000.00	\$ 28,000.00	\$ 7,267.43
4	Right-of-Way Pick-up & Tagging Abatement	\$ 28,500.00	\$ 5,000.00	\$ 5,000.00	\$ -
5	Code Enforcement - County	\$ 165,300.00	\$ 88,160.00	\$ 88,160.00	\$ -
6	Code Enforcement - City	\$ 50,000.00	\$ 26,666.67	\$ 26,666.67	\$ -
7	Illegal Dumping Law Enforcement	\$ 281,250.00	\$ 168,750.00	\$ 168,750.00	\$ -
8	Surveillance Cameras	\$ 4,500.00	\$ 2,700.00	\$ 2,700.00	\$ 1,187.33
x	Illegal Dumping Prosecutor	\$ 20,000.00	\$ -		\$ 6,729.84
9	Parks Rehabilitation Initiative	<i>In 2013-14 Budget</i>	\$ 200,000.00	n/a	See 2013/14 EP
10	Community Services Coordinator	\$ 86,065.50	\$ 57,377.00	\$ 57,377.00	\$ -
11	Community-Based Projects	\$ 138,806.37	\$ 166,120.98	\$ 51,816.74	\$ 4,336.29
12	North Richmond Green Community Service Programs	\$ 58,700.00	\$ 39,133.33	\$ 39,133.33	\$ 29,212.63
13	North Richmond Green Campaign	\$ 15,000.00	\$ 10,000.00	\$ 10,000.00	\$ 9,043.37
	Neighborhood Gardening Project	\$ 42,589.56	n/a	n/a	\$ 0.19
	Removal & Disposal of Street Cans	\$ 2,000.00	n/a	n/a	\$ 2,000.00
x	Committee Administration/Staffing	\$ 97,392.17	\$ 55,455.98	\$ 55,455.98	\$ -
	Contingency (Reserve for Revenue Shortfall)	\$ 41,726.34	\$ 20,000.00	\$ 20,000.00	\$ 12,316.83
Total of 2014/2015 Allocations TBD by Committee ²				\$ 502,742.98	
Total 2014-15 Projected Revenue				\$ 569,764.20	
Remaining Projected 2014-15 Revenue Available					\$ 67,021.22
Funds Budgeted in 2012-13 Available for 2014-15 EP					\$ 72,093.91
Total Funds Available for 2014/15 EP Not Yet Allocated Above					\$139,115.13
Total to be allocated in 2014-15 EP Budget				\$693,674.85	

¹ Allocation amounts TBD (To Be Determined) by the Committee shown in yellow above match amounts in the current 2013/2014 Expenditure Budget except for the Community-Based Project column. The amount shown in the Community-Based Projects Column only includes the total amount allocated for the three most recently selected projects from the 2013/2014 Fiscal Year, which have not been spent and is unlikely to be fully expended or obligated by the end of the current 2014/2014 Expenditure Plan (EP) Cycle.

² Amount shown does not include the \$51,816.74 in the Community-Based Projects Column, since funding is technically obligated for three selected projects under the current 2013/2014 EP and would be covered with 2013/2014 revenue.

Actual Expenditures for Community Based Projects - 2013/2014 EP

REVISED²

Organization	Project Title	Contracting Agency Cost	Amount Awarded	Amount Paid	Amount Remaining	Complete/Expired / Ongoing
Eco-Village	Eco-Stewardship Ambassadors Project		\$ 35,000	\$ 16,863.15	\$ 18,136.85	O
Verde Partnership Garden (Urban Tilth)	Verde Elementary School Garden		\$ 14,000		\$ 14,000.00	O
Communities United Resorting Mother Earth (CURME)	Lots of Crops	\$ 3,000.00	\$ 18,768	\$ 18,714.54	\$ 53.54	O
Center for Human Development	Neighborhood Enhancement Team (NET)	\$ 3,000.00	\$ 14,272		\$ 14,272.25	
Athletes United for Peace	Community Media Outreach Project	\$ 3,000.00	\$ 14,272		\$ 14,272.25	
Communities United Resorting Mother Earth (CURME)	Lots of Crops	\$ 3,000.00	\$ 14,272		\$ 14,272.25	
Total CBP Funding Allocated in 2013/14 EP		\$ 12,000.00	\$ 110,585	\$ 35,577.69	\$ 75,007.13	
Total Allocated for Awards + Contracting Agency(ies)¹		\$	122,584.82			
Award Amounts to Potentially be Rolled Over into the 2014/15 Expenditure Plan					\$ 42,816.74	

¹ Amount reflected in the 2013/14 Expenditure Plan Budget for Strategy 11 - Community Based Projects included \$19,109.15 not intended to be carried over from 2012/13 Expenditure Plan (Golden Gate Audobon Society's Eco-Richmond CBP completed in 2012/13)

² Two CBPs which were completed and paid in full during the 2012/13 EP cycle have been moved to the Actual CBP Expenditure Summary for 2012/13 Close-out.