

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

SPECIAL MEETING

Friday, April 4, 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. **APPROVE** the following Meeting Minutes:
 - a. May 31, 2013 Committee Meeting; and
 - b. February 21, 2014 Committee Meeting.
4. **RECEIVE** an Updated Summary of Expenditures of the 2012/2013 Expenditure Plan.
5. **PROVIDE** direction to Committee Staff about the proposed development of the 2014/2015 Expenditure Plan and Request for Proposal (RFP) Process for Community-Based Projects Strategy Funding.
6. **Receive Presentation(s)** – Verbal update(s) about mitigation funded strategies from the Community Services Coordinator and others.
7. **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

**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.

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

Meeting Minutes

Meeting
Friday, February 21, 2014
2:00pm-4:00pm

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

I. Members/Alternates in Attendance:

Dr. Henry Clark, Chair – MRMAC Representative: Unincorporated area
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:

Jovanka Beckles, Vice Chair – Richmond City Councilmember
Nathaniel Bates, Member – Richmond City Councilmember
Johnny White, Member - Incorporated Area Resident

1. Welcome and Introductions

Dr. Henry Clark called the meeting to order at 2:13pm.

2. Public Comment on any item not on agenda

There were no speaker cards for Public Comment.

3. Receive update regarding New Brown Act requirements

Committee Staff provided an informational update regarding new Brown Act provisions related to providing more transparency that require each Committee Member to clearly identify the position of each vote made by each member at meetings.

4. APPROVE the May 31, 2013 Meeting Minutes

Motion was moved by Gomez to approve the Minutes, with a modification that the meeting minutes show Beverley Scott as a new NRMF Committee Member replacing Joe Wallace and that a new Member Alternate for Beverley Scott be established by the County Board of Supervisor's. *Motion was seconded* by McLaughlin and *passed unanimously (4 Ayes)*.

5. NOMINATE and ELECT Chairperson and Vice chairperson:

County staff indicated that the last Chairperson nomination occurred two years ago on September 23, 2011, and that the Committee Bylaws require the Committee to elect a Chairperson and Vice-Chairperson every two calendar years.

Motion was moved by Gomez to nominate Dr. Clark as Chairperson and Jovanka Beckles as Vice-Chairperson for another term (two additional years – final consecutive term). All was in favor, and *unanimously approved*.

6. Receive the following reports:

a) Update on minor changes to 2012/2013 Expenditure Plan

Committee Staff discussed minor changes made to the 2012-2013 Expenditure Plan that were approved concurrently by the City of Richmond and County Board of Supervisors when the 2013-2014 Expenditure Plan was approved. Committee Staff advised that the minor adjustment to the 2012-2013 Expenditure Plan approved by the City and County reallocated \$1,182.48 from the "Contingency" line item to the "Disposal Vouchers" (Strategy 1) to cover expenses that exceeded what was originally budgeted (\$500.00) in the Disposal Vouchers Strategy.

b) Committee Board Advisory Body Annual Report-2013

Committee Staff discussed the contents of the Advisory Body Report, and discussed the attendance and vacancy of Committee appointments. Mayor McLaughlin stated she will check with Johnny White to see if he's still engaged to attend. Gomez stated for the record that Beverly Scott is taking Joe Wallace's place as representative of NRMAC for the Committee. Gomez also mentioned there is an Alternate vacancy for both the City of Richmond and City council member that needs to be filled.

c) Summary of Expenditures to date – 2012/2013 Expenditure Plan

County staff addressed that there have been revisions to the dollar figures of the expenditure plan. The numbers reflect some remaining balance from the 2012/2013 plan that was not spent, according to information that was received from City of Richmond Accounting Staff. Staff indicated that the revised remaining balance is \$72,093.91, and that the original sheet County staff provided was higher, due to a calculation error on the amount shown in the Contingency line item.

Beverly Scott wanted to confirm the money wasn't spent before being reallocated and Mayor McLaughlin wanted to confirm that there is additional money. Committee staff stated that this is the most updated information that was received but there are several speakers that may likely speak about the dollar amounts and any occurrences that county staff is not aware of. County staff mentioned when we closed the books for 2012/2013, and that the money showing as a remaining amount is approximately \$72,000; money allocated that was not spent in the 2012-2013 budget cycle.

d) Tonnage and Revenue Update

Committee Staff provided an overview analysis of the funding trends since Mitigation Funding began. Staff also presented the expenditure data from July 2013 thru December 2013 (referred to on page 43 of the Agenda packet) and indicated that actual revenue is now surpassing projected revenue. Staff also presented the landfill operator revenue projections for the next fiscal year (2014/2015).

e) Expenditure Plan Strategy Implementation Update Status Reports

Staff provided an update to the Committee on the current Expenditure Plan Strategy Reports stating that all strategies except Strategy 4 (Tagging and Abatement) submitted status reports.

Gomez asked if illegal dumping has improved since four years ago and also if Deputy Monroe followed up with the evidence collected on the reported occurrences. Deputy Monroe provided a response mentioning that reported occurrences are given to County staff to verify. Janie Holland (Prevention Services Coordinator) also provided a response stating that photos are taken of all hazardous waste, tires, etc., as evidence and other occurrences are picked up.

Gomez recommended that Carla Orozco of Neighborhood House be included in this effort due to the last code enforcement case had been opened back in October 2013. Conrad from County Code Enforcement mentioned the transition has been slow due to having low personnel and that current open cases were still being handled in the area and therefore a lot of new cases did not get open. Gomez requested that we keep the same code enforcement officer for a longer period who can get familiar with the city and community as that is a concern for the community. She (Gomez) also thanked Deputy Monroe for all his efforts in the city and keeping people involved. Deputy Monroe discussed that it is difficult to put citations for smaller items, and that the focus needs to be on bigger items. He (Deputy Monroe) also mentioned that transfer station issues are improving.

Various other clarifying questions were raised by the Committee and answered by Committee Staff related to some of the details in the Status Reports.

7. Receive Tonnage Revenue Projections data and Provide direction to Committee Staff about the proposed development of the 2014/2015 Expenditure Plan:

County staff requested that the Committee accept revised documents (pages 65-67 of the packet) to ensure compliance with the better government ordinance.

Motion was moved by Gomez to accept the revised documents pages 65-67 as provided by County Staff. Motion was approved unanimously (4 Ayes).

County staff discussed available balances that may be used in the 2014-2015 cycle stating that a higher than expected revenue is projected and that remaining revenue and role-over funding from the 2012-2013 fiscal year needs to be allocated for a total of \$139,115.13.

Staff requested guidance on where funds should be allocated within the existing Expenditure Plan Strategies. There was ongoing discussion between the Committee members, County and City Staff about the non-profit contracting process. During the dialog, Gomez suggested if the Committee would set aside Community-Based Project funding to be given as a lump sum to a non-profit to manage that might have the capacity to assist the smaller non-profits and allow payments to occur more efficiently. Gomez then suggested if CHDC (who currently has a contract with the City) might be willing to administer Community-Based Project(s) funding. Committee Staff stated that they would have look into the idea to see what the procurement procedure(s) would be for such a request. Various ideas by Committee Members and Committee staff were discussed related to the matter. Staff suggested that a Special Meeting be scheduled to have further discussion on the issue.

The Following four (4) speakers provided comments regarding North Richmond activities and/or requested additional funding be allocated:

- CURME (organization that manages Community Gardens in North Richmond);
- Prevention Services Coordinator (currently Strategy 3) requested additional funding ranging from \$10,000.00 to \$60,000.00;
- The Community Services Coordinator (currently Strategy 10) requested additional funding, including additional funding requests for existing Expenditure Plan Strategies also managed by the Community Services Coordinator; and
- A representative from Reach Fellowship also commented, stating that they would be interested in applying for Community-Based Project funding.

For preparation of a Special Meeting, Gomez made the following recommendations/requests for Committee Staff to look into:

- Have Committee Staff look into and talk with CHDC about management of Community-Based Project(s) contracts;
- Set aside at least \$10,000.00 for Community Garden Project(s) as possibly a new ongoing strategy;
- Restore Sheriff funding (Illegal Dumping Law Enforcement Strategy) back up to the 10% that was reduced in the current 2013-2014 cycle;
- Set aside \$17,000 to the Right-of-Way Pick-up Strategy for the City of Richmond Staff (Strategy 4) specifically to address Illegal Dumping in the Public Right-of-Way;
- Propose a modest increase to the Prevention Services Coordinator and salaries to be determined; and
- Have Committee Staff come back with a funding proposal for the Committee to consider.

Mayor McLaughlin agreed that \$10,000.00 seemed to be a good starting point to allocate to ongoing Community Gardens projects each year, however had some concern about restoring the Sheriff position funding (Illegal Dumping Law Enforcement Strategy).

8. Receive presentations - Verbal updates about mitigation funded strategies from the community services coordinator and others.

A special meeting was scheduled for Friday, April 4, 2014 as there was no time left for discussion on Item #8.

9. ADJOURN to next Special meeting.

Meeting adjourned by Clark at 4:25pm. A Special Meeting is scheduled for Friday, April 4, 2014 from 2:00pm to 4:00pm.

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

Updated

#	Strategy	Amounts in Expenditure Plan Budget ¹	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	\$ 42,000.00	\$ -
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	<i>See 2013/14 EP</i>	\$ -	<i>See 2013/14 EP</i>
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 (<i>Reserve for Revenue Shortfall</i>)	\$ 41,726.34	\$ 29,409.52	\$ 12,316.83
Total 2012/13 EP Budget ²		\$ 1,120,548.57	\$1,055,722.09	\$ 64,826.48
Total Amount of Funds Available for 2014/15 EP Cycle			\$ 64,826.48	

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 **\$70,768.08** 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.

North Richmond Waste and Recovery Mitigation Fee 2014-2015 Expenditure Plan Budget Allocation Scenarios for Discussion

#	Strategy	Scenario 1 ^a	Scenario 2 ^b	Scenario 3 ^c
1	Bulky Item Pick-ups & Disposal Vouchers	\$ -	\$ -	\$ -
2	Neighborhood Clean-ups	\$ 1,500.00	\$ 1,575.00	\$ 1,575.00
3	Prevention Services Coordinator	\$ 28,000.00	\$ 29,400.00	\$ 29,400.00
4	Right-of-Way Pick-up & Tagging Abatement	\$ 17,000.00	\$ 17,000.00	\$ 17,000.00
5	Code Enforcement - County	\$ 88,160.00	\$ 92,568.00	\$ 92,568.00
6	Code Enforcement - City	n/a		
7	Illegal Dumping Law Enforcement	\$ 168,750.00	\$ 177,187.50	\$ 187,500.00
8	Surveillance Cameras	\$ 2,700.00	\$ 2,700.00	\$ 2,700.00
9	Parks Rehabilitation Initiative	n/a		
10	Community Services Coordinator	\$ 57,377.00	\$ 60,245.85	\$ 60,245.85
11	Community-Based Projects	\$ 143,786.37	\$ 121,367.55	\$ 111,055.05
12	North Richmond Green Community Service Programs	\$ 39,133.33	\$ 41,090.00	\$ 41,090.00
13	North Richmond Green Campaign	\$ 10,000.00	\$ 10,500.00	\$ 10,500.00
14	Neighborhood Community Garden Project(s)	\$ 20,000.00	\$ 20,000.00	\$ 20,000.00
X	Committee Administration/Staffing	\$ 55,455.98	\$ 58,228.78	\$ 58,228.78
	Contingency (Reserve for Revenue Shortfall)	\$ 20,000.00	\$ 20,000.00	\$ 20,000.00
Total of 2014/2015 Allocations		\$ 651,862.68	\$ 651,862.68	\$ 651,862.68
Total 2014-15 Projected Revenue		\$ 569,764.20	\$ 569,764.20	\$ 569,764.20
Funds Budgeted in 2012-13 Available for 2014-15 EP ¹		\$ 82,098.48	\$ 82,098.48	\$ 82,098.48
Total to be allocated in 2014-15 EP Budget		\$ 651,862.68	\$ 651,862.68	\$ 651,862.68

^a **Scenario 1** - Adds \$17,000 for the City of Richmond for Right-of-Way Pick-up to address removal of hazardous waste materials and other Illegal dumping in the North Richmond area. The City Code Enforcement Strategy (Strategy 6) is also shown as eliminated, based on corespondence with the City reporting that they no longer require the funding for the next 2014-15 Expenditure Plan cycle. Changes also include adding \$20,000 to a new ongoing strategy to fund Community Garden Projects. All remaining funds for the budget were placed into the Community-Based Projects Strategy (Strategy 11). No other changes were made to the funding from what was approved in the current 2013-14 Expenditure Plan Cycle and all dollar figure modifications for this scenario are shown in **red (bold)**.

^b **Scenario 2** - Includes Scenario 1 changes shown in **red (bold)**. All other Strategies in **red** include a 5% increase from what was budgeted in the most recent Expenditure Plan (EP) approved (current 2013-2014 EP). The dollar figure in **blue (bold)** is the remaining amount in the budget allocated to the Community-Based Project Strategy.

^c **Scenario 3** - Restores the Illegal Dumping Law Enforcement Strategy funding back to the 2012-13 Expenditure Plan (EP) funding amount (10% cut in the current 2012-13 EP) shown in **red (bold)**. All other dollar figures in each strategy shown are the same as Scenario 2, except for the dollar figure in **blue (bold)**, which is the remaining amount in the budget allocated to the Community-Based Project Strategy.

¹ Total Amount also includes \$17,272 of Community Based Project Funding from the current 2013-14 Expenditure Plan allocated to Center for Human Development, which will not be spent due to the organization no longer providing services.