

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

Friday, May 30, 2014  
2:00 pm – 5:00 pm

## *“In Loving Memory of Committee Member Johnny White”*

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  
Beverly Scott, Member - NRMAC Representative: Unincorporated Area  
Vacant Seat - Incorporated Area Resident

### **Meeting Agenda:**

1. Welcome and Introductions.
2. *OBSERVE* “A Moment of Silence in Loving Memory of Johnny White”.
3. Public Comment on any item not on the agenda (*not to exceed 3 minutes*)
4. *APPROVE* the following Meeting Minutes:
  - a. February 21, 2014 Committee Meeting; and
  - b. April 4, 2014 Committee Meeting.
5. *RECEIVE* the following reports:
  - a. Update on Committee Member & Alternate Vacancies; and
  - b. Tonnage & Revenue Update.
6. *DISCUSS* and *APPROVE* the following elements of the 2014/2015 Expenditure Plan (EP) and included as part of the 2014/2015 Expenditure Plan to be recommended for adoption by the Richmond City Council and County Board of Supervisors:
  - a. Funding allocations for each Strategy within the Expenditure Plan (see “North Richmond Mitigation Fee Expenditure Plan Budget” table incorporated into the proposed EP for details);
  - b. Funding allocations for specific non-profit organizations for Community Based Projects;
  - c. Any suggested changes to the Community-Based Project Reporting and Invoicing Requirements (See Attachment 1 in the EP for details); and
  - d. All remaining elements of the 2014/2015 Expenditure Plan, including the description of activities being funded under each Strategy.
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 on February 20, 2015 (2pm – 4pm).

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

[www.cccounty.us/nr](http://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, 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 & Recovery Mitigation Fee Joint Expenditure Planning Committee

### Meeting Minutes

Special Meeting  
Friday, April 4, 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  
Jovanka Beckles, **Vice Chair** – Richmond City Councilmember  
Luz Gomez, Alternate Member – Contra Costa County Supervisor  
Beverly Scott, Alternate Member – NRMAC Representative: Unincorporated Area  
Mayor Gayle McLaughlin, Member – Richmond City Councilmember (arrived 4:07pm)

#### **II. Members Absent:**

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 2:17pm.

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

There was one speaker from Men and Women of Valor; she handed out a pamphlet covering the organization and its services.

#### **3. APPROVE the Meeting Minutes**

- a) *Motion was moved* by Luz Gomez to approve the May 31, 2013 Minutes.  
*Motion was seconded* by Beverly Scott and unanimously approved (Mayor absent at this time).
  
- b) *The Committee will take a vote on the February 21, 2014 Minutes at the May 30, 2014 Meeting as Jovanka Beckles abstained since she did not attend the February 21, 2014 meeting. (1Abstain – 3 Ayes, No Mayor on Vote)*

#### **4. Receive 2012/2013 Expenditure Plan:**

County staff mentioned that Strategy 3 has been revised and that the adjustment is reflected in the report. No vote required, staff requested that the committee receive the change.

#### **5. Provide Direction to Committee staff about proposed development of 2014-2015 expenditure Plan and Request for Proposal (RFP) process for Community- Based Projects Strategy Funding.**

There were five (5) speakers that provided comments and updates regarding North Richmond activities, and requested additional funding to be allocated. Luz applauded the work of the organizations in North Richmond for the upkeep of the gardens.

There was discussion between Committee staff and Committee Members regarding the 2014-2015 Expenditure Plan Budget Allocation Scenarios 1, 2 and 3. Committee staff suggested that the Committee go with Scenario #2. On-going discussion continued between Committee Members regarding the budget. Luz Gomez and Beverley Scott both provided recommendations on how funding should be allocated. After further discussion by Committee Members, a final recommendation was made by the Committee similar to the recommendations made by both Luz and Beverley (see the funding recommendation table attached regarding the funding allocation details).

Luz then made a motion that CHDC manage the operations of community based projects and gardens for Fiscal Year 2014-2015. All Committee members were in favor that CHDC be selected to be the fiscal agent. Luz also stated that 20% of the funding would go to CHDC to manage the contracts.

Discussion regarding the Request for Proposal Funding began, with Luz recommending that the RFP include the following:

- (A) That approximately **\$93,000** in funding will be available to all nonprofits for One-Time Community Based Projects.
- (B) Approximately **\$40,000** will be available under the New Neighborhood Community Garden Projects Strategy to organizations that have been maintaining the gardens over the years and that the idea of this funding is to create on-going funding for existing gardens based on a per square foot, and that the funding is not for new gardens.

Luz then recommended that the following be included in the RFP:

- one time funds that have rolled over (cannot count on it every year);
- Select local residents to do the work;
- Fund for local resident activities, with no maintenance required;
- Fund five (5) projects up to 25K each for the One-Time Community Based Projects; and
- The County and City Staff prepare and release an RFP and recommend the organizations that may be eligible to receive the funding.

#### **6. Receive Presentations about Mitigation Funded Strategies from the Community Services Coordinator and others.**

There were six (6) speakers that provided general comments and updates regarding North Richmond activities.

#### **7. Adjourn to next Meeting**

Meeting was adjourned by Clark at 4:20pm to the next regularly scheduled meeting on Friday, May 30, 2014.





## 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           |
| 2/28/2014     | Jan-14      | \$ 47,174.66    | 5,354            | 12,160           |
| 4/7/2014      | Feb-14      | \$ 42,900.00    | 4,537            | 11,056           |
| 5/6/2014      | Mar-14      | \$ 48,332.78    | 6,061            | 12,304           |
|               | Apr-14      |                 |                  |                  |
|               | May-14      |                 |                  |                  |
|               | Jun-14      |                 |                  |                  |

|                                      |                     |              |               |
|--------------------------------------|---------------------|--------------|---------------|
| Total - Actual YTD (FY 2013/14)      | \$ 418,378.98       | 53,030       | 108,370       |
| Total - July thru Dec 2013 Projected | \$ 277,279.86       |              |               |
| <b>Monthly Average - Actual</b>      | <b>\$ 46,486.55</b> | <b>5,892</b> | <b>12,041</b> |
| Total - Projected (FY 2013/14)       | \$ 554,559.72       | 71,362       | 144,858       |
| <b>Monthly Average - Projected</b>   | <b>\$ 46,213.31</b> | <b>5,947</b> | <b>12,072</b> |

|  |                      |
|--|----------------------|
| <b>Current Actual 2013 Surplus July - Dec (YTD)</b>    | <b>\$ 141,099.12</b> |
| <b>Actual Revenue Shortfall/Surplus (Jan-Jun 2014)</b> | <b>TBD</b>           |
| <b>Actual Monthly Average Surplus (YTD)</b>            | <b>\$ 273.24</b>     |

## Attachment 2 - Community Based Projects Table (Strategy 9)

### 2014/2015 Expenditure Plan Funding Allocations for *New Selected Projects* to be recommended for City/County approval by the North Richmond Mitigation Fee Committee

In April 2014, the NRMF Committee recommended an allocation of **\$93,899.22 for new 2014/15 Community Based Projects**. At the meeting scheduled for May 30, 2014 the NRMF Committee is expected to make selection recommendations for the allocation of this funding based on a Funding Request Proposal realized on April 23, 2014 by Committee Staff and Proposals submitted by eligible non-profit organizations in May 2014. The number of organizations (not necessary 4 shown below) and amount of funding to be recommended for each organization is expected to be determined by the NRMF Committee at its meeting on May 30, 2014.

| <b><i>New Community Based Projects Recommended for Funding in 2014/2015</i></b> |                      |                         |                                     |  |   |  |
|---|----------------------|-------------------------|-------------------------------------|--|---|--|
| <b>Organization / Fiscal Sponsor (if applicable)</b>                            | <b>Project Title</b> | <b>Requested Amount</b> | <b>Non-Profit Award for Project</b> | <b>Agency Contracting Costs <sup>1</sup></b> | <b>Total for Project Award &amp; Contract</b> | <b>Notes</b>   |
| To be recommended by the Committee  |                      | TBD*                    | TBD*                                | Up to 20% of award amount                    | TBD*  | Selected organization(s) may be asked 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. |
| To be recommended by the Committee  |                      | TBD*                    | TBD*                                | Up to 20% of award amount                    | TBD*  |  |
| To be recommended by the Committee  |                      | TBD*                    | TBD*                                | Up to 20% of award amount                    | TBD*  |  |
| To be recommended by the Committee  |                      | TBD*                    | TBD*                                | Up to 20% of award amount                    | TBD*  |  |
| <b>City/County Contract Admin Cost <sup>2</sup></b>                             |                      |                         |                                     | <b>\$3,000</b>                               |   |  |
| <b>Total Funding Requested/Allocated</b>  |                      | <b>\$ -</b>             | <b>\$ -</b>                         | <b>\$ -</b>                                  | <b>\$ 93,899.22</b>                           |  |

*TBD\* To be determined for recommendation by the Committee at the May 31, 2013 NRMF Committee Meeting.*

<sup>1</sup> Costs to have 3rd party organization manage and oversee contracts with Organizations selected for funding.

<sup>2</sup> County/City contracting cost to contract with 3rd Party to oversee Organizations and/or to contract with individual Organizations directly with City or County.

## Attachment 4 - Neighborhood Community Garden Projects Table (Strategy 12)

### 2014/2015 Expenditure Plan Funding Allocations for *New Selected Projects* to be recommended for City/County approval by the North Richmond Mitigation Fee Committee

In April 2014, the NRMF Committee recommended an allocation of **\$40,000 for new Neighborhood Community Garden Projects for 2014/2015**. At the meeting scheduled for May 30, 2014 the NRMF Committee is expected to make selection recommendations for the allocation of this funding based on a Funding Request Propal realised on April 23, 2014 by Committee Staff and Proposals submitted by eligible non-profit organizations in May 2014. The number of organizations (not necessary 4 shown below) and amount of funding to be recommended for each organization is expected to be determined by the NRMF Committee at its meeting on May 30, 2014.

| <b><i>New Neighborhood Community Garden Projects Recommended for Funding in 2014/2015</i></b> |                      |                         |                                     |  |   |  |
|---|----------------------|-------------------------|-------------------------------------|--|---|--|
| <b>Organization / Fiscal Sponsor (if applicable)</b>  | <b>Project Title</b> | <b>Requested Amount</b> | <b>Non-Profit Award for Project</b> | <b>Agency Contracting Costs <sup>1</sup></b> | <b>Total for Project Award &amp; Contract</b> | <b>Notes</b>   |
| <b>To be recommended by the Committee</b>   |                      | <b>TBD*</b>             | <b>TBD*</b>                         | <b>Up to 20% of award amount</b>             | <b>TBD*</b>                                   | Selected organization(s) may be asked 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. |
| <b>To be recommended by the Committee</b>   |                      | <b>TBD*</b>             | <b>TBD*</b>                         | <b>Up to 20% of award amount</b>             | <b>TBD*</b>                                   |  |
| <b>To be recommended by the Committee</b>   |                      | <b>TBD*</b>             | <b>TBD*</b>                         | <b>Up to 20% of award amount</b>             | <b>TBD*</b>                                   |  |
| <b>To be recommended by the Committee</b>   |                      | <b>TBD*</b>             | <b>TBD*</b>                         | <b>Up to 20% of award amount</b>             | <b>TBD*</b>                                   |  |
| <b>City/County Contract Admin Cost <sup>2</sup></b>   |                      |                         |                                     | <b>\$3,000</b>                               |   |  |
| <b>Total Funding Requested/Allocated</b>  |                      | <b>\$ -</b>             | <b>\$ -</b>                         | <b>\$ -</b>                                  | <b>\$ 40,000.00</b>                           |  |

*TBD\* To be determined for recommendation by the Committee at the May 31, 2013 NRMF Committee Meeting.*

<sup>1</sup> Costs to have 3rd party organization manage and oversee contracts with Organizations selected for funding.

<sup>2</sup> County/City contracting cost to contract with 3rd Party to oversee Organizations and/or to contract with individual Organizations directly with City or County.

# NORTH RICHMOND MITIGATION FEE - 2014/2015 Community Based Project Funding Requests for One-Time Community Based Projects Requesting Funding

The following table summarizes staff evaluations of 2014/15 Community Based Project (CBP) Funding Requests submitted for the One-Time Community Based Projects Requesting Funding in response to the Funding Request Proposal & Application Guidelines for CBP released by the North Richmond Mitigation Fee Committee staff on April 23, 2014.

| One-Time Community Based Projects Requesting Funding             |                                      |   |  |  |                        |   |  |  |            |                           |                         |
|--|--------------------------------------|---|--|--|------------------------|---|--|--|------------|---------------------------|-------------------------|
| Applicant Organization   | Fiscal Sponsor                       | Project Title                                       | Dollar Amount Requested<br>(approximate) | Advance Payment Requested - Up to 10% of Implementer Award | % of Funding Requested | Number of Submittal Requirements Missing<br>(0=Complete/Eligible) | ELIGIBILITY DETERMINATIONS<br>(based on Submittal Requirements in the Funding Request Guidelines)  | SCORES<br>(based on Evaluation Criteria in the Funding Request Guidelines) |            |                           | Combined Scores Ranking |
|  |                                      |   |  |  |                        |   |  | County Staff   | City Staff | Total City & County Staff |                         |
| Neighborhood House of North Richmond                             | Neighborhood House of North Richmond | North Richmond Green Team                           | \$ 25,000.00                             | Yes  | 15.8%                  | 1   | <b>MISSING SUBMITTAL REQUIREMENTS</b> - Authorization Letter (s) from Property Owners  | 95   | 100        | <b>195</b>                | <b>1</b>                |
| Davis Chapel Neighborhood Enhancement Team (DCNET)               | Davis Chapel CME Church              | Davis Chapel A. Moore NR Community Garden           | \$ 25,000.00                             | No   | 15.8%                  | 3   | <b>MISSING SUBMITTAL REQUIREMENTS</b> - (1) Written agreement with Fiscal Sponsor, (2) Fiscal Sponsor's Proof of 501 (c)(3), (3) Copy(ies) of letter(s) from Applicant or Fiscal Sponsor past Funder(s)  | 83   | 98         | <b>181</b>                | <b>2</b>                |
| Men & Women of Valor   | Men & Women of Valor                 | Environmental Impact Project                        | \$ 20,000.00                             | Unknown  | 12.6%                  | 3   | <b>MISSING SUBMITTAL REQUIREMENTS</b> - (1) Electronic Copy of Application/Proposal in Word (editable), (2) Proposal questions incomplete--did not use/answer funding request application template questions, (3) Authorization Letter(s) from Property Owner(s)--unclear on if project will occur on one or more specific locations | 81   | 93         | <b>174</b>                | <b>3</b>                |
| The Remember Us People Project (TRUPP)                           | Self-Sustaining Communities          | Beautification, food and community building project | \$ 25,000.00                             | Yes  | 15.8%                  | 3   | <b>MISSING SUBMITTAL REQUIREMENTS</b> - (1) Electronic Copy of Application/Proposal in Word (editable), (2) Authorization Letter(s) from Property Owners, (3) Copy(ies) of Letter(s) from Applicant or Fiscal Sponsor past Funder(s)   | 73   | 96         | <b>169</b>                | <b>4</b>                |
| Reach Fellowship International                                   | Reach Fellowship International       | Reach Clean Up Initiative                           | \$ 25,000.00                             | Yes  | 15.8%                  | 1   | <b>MISSING SUBMITTAL REQUIREMENTS</b> -Electronic Copy of Application/Proposal in Word (editable)  | 98   | 64         | <b>162</b>                | <b>5</b>                |
| Golden Gate Audubon Society                                      | Same as Applicant Organization       | Eco-Richmond Project                                | \$ 13,202.50                             | No   | 8.3%                   | 0   | <b>ELIGIBLE TO BE CONSIDERED FOR FUNDING</b> - Completed/submitted all required documentation on time and in the manner required   | 88   | 70         | <b>158</b>                | <b>6</b>                |
| Chesley Avenue Mutual Housing                                    | Chesley Avenue Mutual Housing        | Youth Mentoring through Chess & Computer Science    | \$ 25,000.00                             | Yes  | 15.8%                  | 3   | <b>MISSING SUBMITTAL REQUIREMENTS</b> - (1) Proof of 501(c)(3), (2) Proposal questions incomplete (3) Authorization Letter(s) from Property Owner(s)   | 59   | 62         | <b>121</b>                | <b>7</b>                |
| <b>Contract Administration (Up to 20% of Total Award Amount)</b> |                                      |   |  |  |                        |   |  |  |            |                           |                         |
| <b>Total Funding Requested</b>                                   |                                      |   | <b>\$ 158,202.50</b>                     |  |                        | <b>100%</b>   |  |  |            |                           |                         |

# NORTH RICHMOND MITIGATION FEE - 2014/2015 Community Based Project Funding Requests for Neighborhood Community Garden Projects Requesting Funding

The following table summarizes staff evaluations of 2014/15 Community Based Project (CBP) Funding Requests submitted for Neighborhood Community Garden Projects in response to the Funding Request Proposal & Application Guidelines for CBP released by the North Richmond Mitigation Fee Committee staff on April 23, 2014.

| Neighborhood Community Garden Projects Requesting Funding        |                                      |   |  |  |                        |   |  |  |            |                           |                                  |
|--|--------------------------------------|---|--|--|------------------------|---|--|--|------------|---------------------------|----------------------------------|
| Applicant Organization   | Fiscal Sponsor                       | Project Title   | Dollar Amount Requested<br>(approximate) | Advance Payment Requested - Up to 10% of Implementer Award | % of Funding Requested | Number of Submittal Requirements Missing<br>(0=Complete/Eligible) | ELIGIBILITY DETERMINATIONS<br>(based on Submittal Requirements in the Funding Request Guidelines)  | SCORES<br>(based on Evaluation Criteria in the Funding Request Guidelines) |            |                           | Ranking Based on Combined Scores |
|  |                                      |   |  |  |                        |   |  | County Staff   | City Staff | Total City & County Staff |                                  |
| Communities United Restoring Mother Earth (CURME)                | Greater Richmond Interfaith Program  | Lots of Crops   | \$ 15,000.00                             | No   | 33.5%                  | 2   | <b>MISSING SUBMITTAL REQUIREMENTS</b> - (1) Application/Proposal was not Received by 5PM deadline on 5/13/2014, (2) Written Agreement with Fiscal Sponsor not provided.                                    | 100  | 99         | <b>199</b>                | <b>1</b>                         |
| Urban Tilth  | Urban Tilth                          | Cultivating Hope: Maintaining North Richmond Gardens                                | \$ 10,000.00                             | No   | 22.4%                  | 1   | <b>MISSING SUBMITTAL REQUIREMENTS</b> - Authorization Letter(s) from Property Owner(s)   | 92   | 99         | <b>191</b>                | <b>2</b>                         |
| Contra Costa County Service Integration Team (SIT)               | Community Housing Development (CHDC) | Contra Costa County Service Integration, Family Service Center, Build Men and Women | \$ 9,714.00                              | No   | 21.7%                  | 2   | <b>MISSING SUBMITTAL REQUIREMENTS</b> - (1) Electronic Copy of Application/Proposal in Word (editable), (2) Copy(ies) of Letter(s) from Applicant or Fiscal Sponsor past Funder(s)                         | 83   | 95         | <b>178</b>                | <b>3</b>                         |
| McGlothen Temple Educational Community Center                    | Mr. John A. Jennings                 | McGlothen Temple Educational Community Center                                       | \$ 10,000.00                             | No   | 22.4%                  | 3   | <b>MISSING SUBMITTAL REQUIREMENTS</b> - (1) Electronic Copy of Application/Proposal in Word (editable), (2) Proof of 501(c)(3), (3) Copy(ies) of Letter(s) from Applicant or Fiscal Sponsor past Funder(s) | 63   | 88         | <b>151</b>                | <b>4</b>                         |
| <b>Subtotal for CB Projects</b>                                  |                                      |   |  |  |                        |   |  |  |            |                           |                                  |
| <b>Contract Administration (Up to 20% of Total Award Amount)</b> |                                      |   |  |  |                        |   |  |  |            |                           |                                  |
| <b>Total Funding Requested</b>                                   |                                      |   | <b>\$ 44,714.00</b>                      |  |                        | <b>100%</b>   |  |  |            |                           |                                  |

## Attachment 3 - Community Based Projects Table (Strategy 9)

***Obligated funding allocated for Community Based Projects in the 2013/14 Expenditure Plan recommended to be included in the 2014/2015 Expenditure Plan to allow completion of work beyond June 30, 2014.***

At their meeting held on May 31, 2013, the NRMF Committee voted to approve recommending the following allocations totalling \$51,816.74 to fund 2013/14 Community Based Projects. The following projects were selected based on Proposals submitted by eligible non-profit organizations in 2012. Center for Human Development (CHD) is not included in this table, since the organization no longer exists. The allocated funding (\$17,272.25) for CHD is reallocated for use into the 2014/2015 Expenditure Plan.

| <b><i>Community Based Projects Carried Over From 2013/2014 Expenditure Plan</i></b>                   |   |                         |                                     |                                 |   |              |
|---|---|-------------------------|-------------------------------------|---------------------------------|---|--------------|
| <b>Organization / Fiscal Sponsor (if applicable)</b>  | <b>Project Title</b>                    | <b>Requested Amount</b> | <b>Non-Profit Award for Project</b> | <b>Agency Contracting Costs</b> | <b>Total for Project Award &amp; Contract</b> | <b>Notes</b> |
| <b>Athletes United for Peace</b>  | <b>Community Media Outreach Project</b> | <b>\$ 150,000.00</b>    | <b>\$ 14,272.25</b>                 | <b>\$ 3,000.00</b>              | <b>\$ 17,272.25</b>                           |              |
| <b>Communities United Resorting Mother Earth (CURME) / Greater Richmond Interfaith Program (GRIP)</b> | <b>Lots of Crops</b>                    | <b>\$ 242,681.80</b>    | <b>\$ 14,272.25</b>                 | <b>\$ 3,000.00</b>              | <b>\$ 17,272.25</b>                           |              |
| <b>Total Funding Requested/Allocated</b>  |   | <b>\$ 392,681.80</b>    | <b>\$ 28,544.49</b>                 | <b>\$ 6,000.00</b>              | <b>\$ 34,544.49</b>                           |              |

## Attachment 3 - Community Based Projects Table (Strategy 9)

***Obligated funding allocated for Community Based Projects in the 2013/14 Expenditure Plan recommended to be included in the 2014/2015 Expenditure Plan to allow completion of work beyond June 30, 2014.***

At their meeting held on May 31, 2013, the NRMF Committee voted to approve recommending the following allocations totalling \$51,816.74 to fund 2013/14 Community Based Projects. The following projects were selected based on Proposals submitted by eligible non-profit organizations in 2012. Center for Human Development (CHD) is not included in this table, since the organization no longer exists. The allocated funding (\$17,272.25) for CHD is reallocated for use into the 2014/2015 Expenditure Plan.

| <b>Community Based Projects Carried Over From 2013/2014 Expenditure Plan</b>                          |   |                         |                                     |                                 |   |              |
|---|---|-------------------------|-------------------------------------|---------------------------------|---|--------------|
| <b>Organization / Fiscal Sponsor (if applicable)</b>  | <b>Project Title</b>                    | <b>Requested Amount</b> | <b>Non-Profit Award for Project</b> | <b>Agency Contracting Costs</b> | <b>Total for Project Award &amp; Contract</b> | <b>Notes</b> |
| <b>Athletes United for Peace</b>  | <b>Community Media Outreach Project</b> | <b>\$ 150,000.00</b>    | <b>\$ 14,272.25</b>                 | <b>\$ 3,000.00</b>              | <b>\$ 17,272.25</b>                           |              |
| <b>Communities United Resorting Mother Earth (CURME) / Greater Richmond Interfaith Program (GRIP)</b> | <b>Lots of Crops</b>                    | <b>\$ 242,681.80</b>    | <b>\$ 14,272.25</b>                 | <b>\$ 3,000.00</b>              | <b>\$ 17,272.25</b>                           |              |
| <b>Total Funding Requested/Allocated</b>  |   | <b>\$ 392,681.80</b>    | <b>\$ 28,544.49</b>                 | <b>\$ 6,000.00</b>              | <b>\$ 34,544.49</b>                           |              |



## Attachment 3 - Community Based Projects Table (Strategy 9)

***Obligated funding allocated for Community Based Projects in the 2012/13 Expenditure Plan recommended to be included in the 2014/2015 Expenditure Plan to allow completion of work beyond June 30, 2014.***

| <b>Community Based Projects Carried Over from 2012/2013 Expenditure Plan</b>                          |  |                         |                                     |                                 |   |              |
|---|--|-------------------------|-------------------------------------|---------------------------------|---|--------------|
| <b>Organization / Fiscal Sponsor (if applicable)</b>  | <b>Project Title</b>                       | <b>Requested Amount</b> | <b>Non-Profit Award for Project</b> | <b>Agency Contracting Costs</b> | <b>Total for Project Award &amp; Contract</b> | <b>Notes</b> |
| <b>Communities United Resorting Mother Earth (CURME) / Greater Richmond Interfaith Program (GRIP)</b> | <b>Lots of Crops</b>                       | <b>\$ 242,681.80</b>    | <b>\$ 18,768.08</b>                 | <b>\$ 3,000.00</b>              | <b>\$ 21,768.08</b>                           |              |
| <b>Verde Partnership Garden</b>   | <b>Verde Elementary School Garden</b>      | <b>\$ 14,000</b>        | <b>\$ 14,000.00</b>                 | <b>\$ -</b>                     | <b>\$ 14,000.00</b>                           |              |
| <b>Eco-Village</b>  | <b>Eco-Stewardship Ambassadors Project</b> | <b>\$ 83,860</b>        | <b>\$ 35,000.00</b>                 | <b>\$ -</b>                     | <b>\$ 35,000.00</b>                           |              |
| <b>Total Funding Requested/Allocated</b>  |  | <b>\$ 340,541.80</b>    | <b>\$ 67,768.08</b>                 | <b>\$ 3,000.00</b>              | <b>\$ 70,768.08</b>                           |              |

## Attachment 1

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

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

**Authorized Advance Payments:** In order to seek potential payment in advance, both the County Board of Supervisors and Richmond City Council shall specify the Contractor(s) that may be authorized to receive advance payment within the applicable Expenditure Plan. No Contractor authorized for advance payment may receive more than ten (10) percent (%) of the Contractors total implementing award. In order to seek potential payment in advance, the Contractor shall also submit a written request detailing reason advance payment is necessary and the amount of funding needed (not to exceed 10% of total implementer award) for any applicable allowable expenses to both the City and County.

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

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

City/County shall review submitted invoices and supporting documentation within a reasonable period of time and remit payment to Contractor promptly upon determining the purpose and amount of payment requested are authorized under this Agreement.

## North Richmond Waste & Recovery Mitigation Fee Community-Based Project 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.

\_\_\_\_\_

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## North Richmond Waste & Recovery Mitigation Fee 2014/15 Expenditure Plan

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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:**

July 1, 2014 - June 30, 2015  
*(unless otherwise specified herein)*

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**2014/2015 Expenditure Plan - North Richmond Waste & Recovery Mitigation Fee**

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## 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<br>(EP Cycle: July 1, 2014 thru June 30, 2015) | Approved by<br>Committee in<br>April 2014            |               |
|--|---|--|---------------|
| <b>Core Services</b>   | 1   | Bulky Item Pick-ups & Disposal Vouchers              | \$ 1,500.00   |
|  | 2   | Neighborhood Clean-ups                               | \$ 10,000.00  |
|  | 3   | Prevention Services Coordinator                      | \$ 29,400.00  |
|  | 4   | City/County Right-of-Way Pick-up & Tagging Abatement | \$ 17,000.00  |
|  | 5   | Code Enforcement - County                            | \$ 92,568.00  |
|  | 6   | Illegal Dumping Law Enforcement                      | \$ 177,187.50 |
|  | 7   | Surveillance Cameras                                 | \$ 2,700.00   |
| <b>Supplemental Enhancements</b>   | 8   | Community Services Coordinator                       | \$ 60,245.85  |
|  | 9   | Community-Based Projects <sup>1</sup>                | \$ 93,899.22  |
|  | 10  | North Richmond Green Community Service Programs      | \$ 39,133.33  |
|  | 11  | North Richmond Green Campaign                        | \$ 10,000.00  |
|  | 12  | Neighborhood Community Garden Project(s)             | \$ 40,000.00  |
|  |   | Contingency (7% of Projected Revenue)                | \$ 20,000.00  |
| <b>Subtotal (without Committee Staffing)</b>   |   | <b>\$ 593,633.90</b>                                 |               |
| x  | Committee Administration/Staffing   | \$ 58,228.78   |               |
| <b>Total Projected Revenue in 2014/15<sup>2</sup></b>  |   | <b>\$ 569,764.20</b>                                 |               |
| <b>Unobligated (Not Spent) Carry-Over Funding from 2012/2013 Expenditure Plan<sup>3</sup></b>                        |   | <b>\$ 82,098.48</b>                                  |               |
| <b>Obligated funding from 2013/14 Expenditure Plan to carry over into the 2014/2015 Expenditure Plan<sup>4</sup></b> |   | <b>\$ 69,734.89</b>                                  |               |
| <b>Total 2014/15 Expenditure Plan Budget</b>   |   | <b>\$ 721,597.57</b>                                 |               |

<sup>1</sup> Funding allocation(s) among multiple Community-Based Projects is yet to be determined for the \$93,899.22 in Strategy 9 (Community-Based Projects) and \$40,000.00 in Strategy 12 (Neighborhood Community Garden Project(s)). Committee recommendations to the City and County for adoption is expected to be considered and decided at the meeting scheduled for May 30, 2014. Selected projects will be incorporated into a 2014/15 Community Based Projects Table ( **Attachment 2** ) and included as part of the 2014/2015 Expenditure Plan to be recommended to the Richmond City Council and County Board of Supervisors. Funding allocations for the \$69,734.89 already obligated to ongoing 2013/14 CBPs is reflected in **Attachment 3**.

<sup>2</sup> Total Projected Revenue shown above reflects the amount projected to be received between July 1, 2014 and June 30, 2015.

<sup>3</sup> Amount shown includes Role-Over funding of \$64,826.48 not spent or obligated to be spent from the prior 2012/13 Expenditure Plan and \$17,272.25 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.

<sup>4</sup> Funding obligated for previously approved Supplemental Enhancement activities within the Community Based Project Strategies are recommended to be carried over into the 2014/15 Expenditure Plan since activities are not expected to be completed by June 30, 2014. See **Attachment 3** regarding Community Based Projects (Now - Strategy 9) that are planned to Carry Over into the 2014/15 Expenditure Plan.



**2014/2015 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 - Illegal Dumping Law Enforcement

Level 2 Priority - SECONDARY CORE SERVICES STRATEGIES

- 3 - Prevention Services Coordinator
- 7 - Surveillance Cameras

Level 3 Priority - PRIMARY SUPPLEMENTAL ENHANCEMENTS STRATEGIES

- 8 - Community Services Coordinator
- 9 - Community Based Projects (SOME)
- 11 - North Richmond Green Campaign
- 12 – Neighborhood Community Garden Project(s)

Level 4 Priority - SECONDARY SUPPLEMENTAL ENHANCEMENTS STRATEGIES

- 9 - Community Based Projects (SOME)
- 10 - North Richmond Green Community Service Programs

**CORE SERVICES**

**1. Bulky Item Pick-ups & Disposal Vouchers**

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

- Request up to one on-call pick-up service per calendar year for bulky items that are not accepted in the current on-call clean-ups through Richmond Sanitary Service (RSS); must have an active account with RSS; or
- Request up to twelve \$5 vouchers for disposal at Republic’s transfer station on Parr Blvd. per calendar year (vouchers expire after six months, Mitigation Fees only pay for vouchers that are actually redeemed).

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

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**2014/2015 Expenditure Plan - North Richmond Waste & Recovery Mitigation Fee**

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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 charge<sup>1</sup>) on a contract basis to assist the City and County in implementing Strategy 1 as the point of contact for community members interested in claiming Disposal Vouchers or Bulky-Item Pick ups. Assist community members interested in reporting illegal dumping and seeking referral/resources. Track and report data related to illegally dumped waste collected by Republic Services Hot Spot Crew and handle associated referrals to applicable public agencies, including right-of-way referrals for Strategy 4.

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

<sup>1</sup> Administering agency contracting charge applies (\$3,000 per contract)

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2014/2015 Expenditure Plan - North Richmond Waste & Recovery Mitigation Fee

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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 Prevention Services Coordinator for items/debris not collected by the designated Republic Services Hot Spot Route crew.

\* Allocation of funding under this Strategy for this Expenditure Plan cycle is primarily intended to cover the cost incurred for City/County Right-of-Way Pick-up activities throughout the Primary Funding Area. Funds for Tagging Abatement were not allocated in this Expenditure Plan cycle.

*[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 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

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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. 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 this Strategy 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. 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 if funding is available*)

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 if funding is available*)

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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.

## **SUPPLEMENTAL ENHANCEMENTS**

### **8. 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 charge<sup>2</sup>). 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 12 & 13; 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 10, 12 & 13 based upon the strategy-specific invoicing/reporting parameters and schedule developed/maintained by Committee Staff in order to receive NRMF-funded payments.

### **9. Community Based Projects**

Fund the development, implementation and oversight of a variety of community-based projects with specific focuses on anti-littering, environmental stewardship, blight reduction and/or beautification (including personnel/labor, administrative oversight, materials, equipment and related maintenance costs plus administering agency contracting charges<sup>3</sup>). 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:

<sup>2</sup>Administering agency contracting charge is \$3,000 per contract.

<sup>3</sup>Administering agency contracting charge is \$3,000 per contract if directly contracting with City or County.

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- a. Neighborhood Landscaping Improvements
- b. Community Gardens
- c. Community Art Projects (e.g. Tile Art, Murals or Safe Routes/Popsicle Project)
- d. 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 Tables included as Attachments 2 & 3. 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 or Community Housing Development (CHDC) on behalf of the City or County. CHDC may contract with either the City or County at the discretion of either Administering Agency (City or County) to administer Community Based Projects funded under this Strategy for all Community Based Projects selected for funding in the 2014/2015 Expenditure Plan cycle. CHDC shall use no more than twenty (20) percent (%) of the total amount awarded to each Community-Based Project to oversee the implementation of project deliverables. Payments to Community-Based Projects being overseen by CHDC shall not be issued by CHDC to the Community-Based Projects without written approval of both City & County Committee Staff.

**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. Community-Base Projects being administered by CHDC on behalf of either the City or County shall also incorporate Reporting & Invoicing Requirements as generally consistent with those shown in Attachment 1.

**10. North Richmond Green Community Services Programs**

Fund the following North Richmond Green programs on a contract basis<sup>4</sup> 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

<sup>4</sup> Administering agency contracting charge applies (\$3,000 per contract)

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uniforms with customized North Richmond Green patches for up to 5-6 teams, season kick-off event/parade, equipment, stipends for game monitoring and oversight, food and transportation.

- *NR Adult Softball program* - Includes cost of registration, jerseys with North Richmond Green patches and hats for the men's and women's team.
- *NR Youth Twilight Basketball Program* - Includes cost of registration and uniforms with North Richmond Green patches for up to 5-6 teams, equipment, stipends for game monitoring and oversight, food and transportation.
- *NR Youth Eco Academy* - Youth projects to include school gardens, recycling efforts, habitat restoration, creek/bay/ocean water quality monitoring, beach/creek/neighborhood clean-ups and ecological field trips. May fund the cost of materials, transportation and fees associated with pre-approved community beautification projects such landscaping and murals.

[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 8, 10 & 11 based upon the strategy-specific invoicing/reporting parameters and schedule developed/maintained by Committee Staff in order to receive NRMF-funded payments.

**11. North Richmond Green Campaign**

Fund the design, printing and/or distribution of education and outreach materials on a contract basis<sup>5</sup> 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*)

<sup>5</sup> Administering agency contracting charge is \$3,000 per contract.

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*number should also be included when possible, however inclusion of Jointly Funded text may not be required)*

- NR GREEN FESTIVAL – Event held once per year and generally include information booths to raise awareness about mitigation-funded efforts and other local beautification efforts as well as fun activities for kids and food. Materials promoting the event shall include the NRGreen.org website as well as a local phone number.
- SIGNAGE – Printed or manufactured signage, which includes promotional banners for local events/parades, which should include the NRGreen.org website for Community members to learn more about Mitigation funded programs/efforts. 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 8, 10 & 11 based upon the strategy-specific invoicing/reporting parameters and schedule developed/maintained by Committee Staff in order to receive NRMF-funded payments.

## **12. Neighborhood Community Garden Project(s)**

Fund on-going maintenance and up-keep of existing community gardens within the North Richmond funded area, which may include a component for stipends, where appropriate, to pay local youth and/or other community members for assisting with Community Garden upkeep and maintenance.

Neighborhood Community Garden Projects to be funded would be solicited through open Funding Request Proposal & Application process. Organizations selected under this Strategy could be funded on an on-going basis for multiple funding cycles.

Details, including recommended allocation amounts, for each of the Neighborhood Community Garden Projects selected are included in Attachment 4.

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

Administering Agencies: Contra Costa County & City of Richmond or Community Housing Development (CHDC)<sup>6</sup> on behalf of the City or County. CHDC may contract with either the City or County at the discretion of either Administering Agency (City or County) to administer Community Based Projects funded under this Strategy for all Community Based Projects selected for funding in the 2014/2015 Expenditure Plan cycle. CHDC shall use no more than twenty (20) percent (%) of the total amount awarded to each Community-Based Project to oversee the implementation of project deliverables. Payments to Community-

<sup>6</sup> Administering agency contracting charge applies (\$3,000 per contract) with the County or City



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Based Projects being overseen by CHDC shall not be issued by CHDC to the Community-Based Projects without written approval of both City & County Committee Staff.

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. Community-Base Projects being administered by CHDC on behalf of either the City or County shall also incorporate Reporting & Invoicing Requirements as generally consistent with those shown in Attachment 1.

## **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).