

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

Friday, February 17, 2017
2:00 pm – 4:00 pm

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

Members:

Eduardo Martinez, **Chair** – Richmond City Council
Beverly Scott, **Vice Chair** – North Richmond Municipal Advisory Committee
Jovanka Beckles, Member – Richmond City Council
Dr. Henry Clark, Member – North Richmond Municipal Advisory Committee
John Gioia, Member - Contra Costa County Supervisor
Gayle McLaughlin, Member – Richmond City Councilmember
VACANT SEAT – Richmond Incorporated Area Resident

Meeting Agenda:

1. Welcome and Introductions.
2. Public Comment on any item not on the agenda. (*not to exceed 3 minutes*)
3. *APPROVE* the June 03, 2016 Meeting Minutes.
4. *RECEIVE* the following reports:
 - a. County Auditor-Controller Scheduled Examination of Financial Records and Procedures of North Richmond Mitigation Fee Committee & Mitigation Fund;
 - b. Committee Board Advisory Body Annual Report – 2016
 - c. Tonnage & Revenue Update;
 - d. Expenditure Plan Strategy Implementation Update status reports; and
 - e. Draft Summary Close-Out of Expenditures to date – 2015/2016 Expenditure Plan.
5. *RECEIVE* Tonnage Revenue Projections data and *PROVIDE* direction to Committee Staff about the proposed development of the 2017/2018 Expenditure Plan (EP), including vacancy of Community Services Coordinator position.
7. *RECIEVE Presentation(s)* – Verbal update(s) about mitigation funded strategies from others.
8. *ADJOURN* to next regularly scheduled meeting – Friday, May 26th 2017 (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

*Friday, June 3, 2016
2:00 pm – 4:00 pm*

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

Members:

Eduardo Martinez, **Chair** - Richmond City Councilmember
Beverly Scott, **Vice Chair** - NRMAC Representative: Unincorporated Area
Jovanka Beckles, Member - Richmond City Councilmember
Dr. Henry Clark, Member - NRMAC Representative: Unincorporated Area
John Gioia, Member - Contra Costa County Supervisor
Gayle McLaughlin, Member – Richmond City Councilmember
VACANT SEAT – Richmond Incorporated Area Resident

Members Present:

Beverly Scott, **Vice Chair** - NRMAC Representative: Unincorporated Area
Gayle McLaughlin, Member – Richmond City Councilmember
Robert Rogers, member – Contra Costa County Supervisor (Alternate)
Jovanka Beckles, Member - Richmond City Councilmember

Meeting Agenda:

1. Welcome and Introductions.

Beverly Scott called the meeting to order at 2:34.

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

There were two speaker cards for public comment. The first speaker, Cordell Hindler, invited the committee to the rainbow pride family day on June 5th. The second speaker, Carla Orozco from Neighborhood House of North Richmond, mentioned there was community interest to change the banners located throughout the Richmond area. Carla would like the committee to consider reallocating \$7,500 to redesign and replace the existing banners. McLaughlin asked staff what strategy would the funding come from. Staff indicated this funding could come out of strategy 11 (North Richmond Green Campaign). Carla informed the committee that she expects to use all of the current funds under strategy 11 and that additional funds would be needed to redesign and replace the existing banners. Committee members asked staff to include this topic for discussion in their February 2017 meeting.

3. *APPROVE* the February 19, 2016 Meeting Minutes.

Beverly Scott motioned to approve the minutes. Rogers seconded. Motion approved unanimously (4 Ayes).

4. *RECEIVE* update on Tonnage Revenue data.

Staff indicated there was minimal change to projected tonnage revenue. Projected revenue is up an average of \$50 a month.

5. *DISCUSS* and *APPROVE* the following elements of the 2016/2017 Expenditure Plan (EP) and include as part of the 2016/2017 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;

Staff confirmed the funding amounts that were recommended by the committee at the February 2016 meeting. Staff also informed the committee they received a letter from Neighborhood house after the February 2016 meeting requesting an increase of \$5,000 for their garden project under strategy 12. McLaughlin asked if that \$5,000 was already in strategy 12. Staff informed the committee that this funding was not already in strategy 12 and that it would need to be pulled from other strategies or the contingency fund. Staff recommended that the committee could take 2,121.76 from strategy 9 and that they could take 835 dollars from strategy 7, which would provide Neighborhood house an additional \$2,956.76.

- b. Funding allocations to select specific non-profit organizations for Strategy 9, including advance payment;

Committee members reviewed scoring sheet for strategy 9 proposals. Scott asked members if they would like to discuss City of Richmond proposals, Men and Woman of Valor's proposal or the Speaker Cards first. There were five speaker cards for this agenda item. The first speaker, Cordell Hindler, spoke in favor of the City's Love your Block application. The second speakers were Lana and Peter from Verde Eco-Stewards. Lana and Peter expressed that they had all their missing submittal documentation and provided more detail regarding their proposal. Their proposal involves teaching youth about environmental stewardship, while using robots to map out illegal dumping/ blight in the community. Peter expressed that technology is a tool and would like to use it to help kids learn and develop more technologically advanced skills. The third speaker, Eleanor from Social Progress Inc., spoke in favor of Men and Woman of Valor and believes they should be funded this year. The fourth speaker, Pam Bilbo from Men and Woman of Valor, spoke on behalf of her proposal and how it focuses on providing jobs to the community. Scott commented that she is glad that Pam applied and that she also encourages Eleanor to apply for funding in the future. The fifth speaker, Janie Holland from CHDC, expressed concern with the amount of funding that CHDC has been awarded for administering contracts under strategy 9 and strategy 12. Janie expressed that she spends more time than is within her budget to manage contracts under strategies 9 and 12. CHDC would like the committee to consider increasing funds for administering nonprofits under these strategies. Scott asked what are the challenges associated with managing contracts. Staff echoed Janie's concerns and indicated invoice documentation is not complete and invoices are not submitted consistently, which may be contributing factors. Staff recommended the committee ask nonprofits to submit invoices on a monthly basis and keep invoices simple to expedite the review process. Rogers asked if staff could add language to the Expenditure Plan to help solidify these changes. Staff indicated they could and may make some minor changes as directed by the committee. Staff added that a checklist could also be helpful when reviewing invoices and could provide an example to CHDC. McLaughlin asked if the 20% for CHDC is already taken from the total \$120,000. Staff indicated that it was not already removed.

Committee members moved on to review and allocate funding to the strategy 9 proposals. Staff indicated that upon RFP submittals, Men and Woman of Valor did not have an active business portal print out, which was required documentation for the RFP. Staff consulted their Auditors and were instructed by the Auditor to inform the committee that Men and Woman of Valor should not be funded at this time, otherwise potential negative impacts to the committee may occur. Scott asked if we could allocate funding to a different organization to work with Men and Woman of Valor. Beckles stated that she believes we should not fund Men and Woman of Valor. Scott asked if Men and Woman of Valor understood why the committee decided to make this decision. Pam Bilbo indicated she understood. McLaughlin indicated that she has interest in the City's proposal

for a shields Reid Bathroom, but that the funding request for \$100,000 was infeasible. McLaughlin recommended the committee fund all of the proposals except the Shields Reid Bathroom and the Men and Woman of Valor proposals. McLaughlin asked Rochelle Monk, City of Richmond Staff, to provide more details about the partnerships included in the Love Your Block proposal. Rochelle indicated they are working with CHDC, Contra Costa County, City of Richmond & Contra Costa County Public Works Departments, City of Richmond & Contra Costa County Code Enforcement and the Shields Reid Community Center. Rogers asked Rochelle what impact would occur if they didn't receive funding from the North Richmond Mitigation Fee Committee. Rochelle explained that this funding would allow them to expand and enhance the love your block program by partnering with more community based organizations and involving more residents in the program. Rogers asked if funding has been provided to the city before. Staff indicated that they have funded the city under other strategies throughout the expenditure plan, but not under strategy 9. McLaughlin indicated this committee has encouraged governmental entities to apply in the past.

Rogers proposes a motion to fund the city of Richmond love your block proposal for \$20,000, to fund Davis Chapel, Reach, Urban Tilth and Verde Eco-Stewards proposals \$25,000 each, for a total of \$120,000. Rogers also included in the motion that the remaining \$2,221 from strategy 9 and \$835 from the Strategy 7 (surveillance cameras) be allocated to Neighborhood House under strategy 12. McLaughlin seconded. Vote approved unanimously (4 Ayes).

- c. Funding allocations of selected non-profits for Strategy 12, including advance payment; and

Staff provided an overview of the funding allocations that were suggested by the committee at the February 2016 meeting.

- d. All remaining elements of the 2016/2017 Expenditure Plan.

Staff indicated desire to change the Expenditure Plan language to allow staff to use an online platform for reporting procedures. Staff also discussed obligated funds for the current community based projects and community garden projects. Staff believes that the current funding should remain obligated to the current nonprofits throughout the next fiscal year.

Staff asked the Committee to pass a motion to approve the language and the obligated funding for the current nonprofits under strategies 9 and 12. McLaughlin moved to approve the motion. Rogers seconded. Motion approved unanimously (4 Ayes).

- 6. *DISCUSS* re-establishing Youth Twilight Basketball League.

Staff indicated last year Dr. Clark wanted to discuss reintroducing the Youth Twilight Basketball League. Rogers believes there is merit to this and that it should be discussed at the next meeting considering Dr. Clark's absence. *McLaughlin motioned to hold this topic until the next committee meeting. Beckles seconded. Motion approved unanimously (4 Ayes).*

- 7. *Receive Presentation(s)* – Verbal update(s) about mitigation funded strategies from the Community Services Coordinator and others, including currently funded non-profits.

Carla from Neighborhood House provided an update about the North Richmond Green Campaign. Carla shared pictures and indicated the campaign is helping kids, the Shields Reid community center and the Project Pride Center. She also indicated they have hired residents from all age groups throughout the community. She believes having elderly, young adults and kids working together really impacts the community. Rogers commented that he would like Carla to communicate with Dr. Clark regarding the Youth Twilight Basketball league and potential partnerships.

- 8. *ADJOURN* to next regularly scheduled meeting – Friday, February 17th, 2017 (2pm – 4pm).
Scott motioned to adjourn at 3:57. Rogers seconded. Motion approved unanimously (4 Ayes).

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January 31, 2017

TO: John Gioia, Supervisor, Board of Supervisors, District I
John Kopchik, Director, Department of Conservation and Development

FROM: Robert R. Campbell, Auditor-Controller
By: Joanne Bohren, CPA, Chief Auditor

A handwritten signature in black ink, appearing to be "JB", written over the name Joanne Bohren.

SUBJECT: Examination of Financial Records and Procedures- North Richmond Mitigation
Fee Committee & North Richmond Mitigation Fund

In accordance with the purposes and objectives stated in Administrative Bulletin #212 (formerly 112.1), we have scheduled a regular examination of the North Richmond Mitigation Fee Committee & North Richmond Mitigation Fund's records and procedures for the period March 1, 2011, to June 30, 2017.

Sandi Bewley, Auditor III, is in charge of the examination, which will commence on **June 5, 2017**. She will contact you to arrange a meeting to discuss the following:

- scope of the examination.
- concerns you may have about the examination.
- type of data and staff support necessary to conduct the examination in an effective and efficient manner.
- recent changes in personnel, systems, legislation, etc. that had or will have a significant impact on the office operations.

Please note we have implemented a follow-up process for determining the status of findings identified in the examination. The follow-up process will occur approximately six months after the release of the examination report.

If you have any questions, you may contact Sandi Bewley, Auditor III, at (925) 335-8636.