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

Friday, May 26, 2017
2:30 pm – 5:00 pm

Multicultural Senior & Family Center | 515 Silver Avenue | Richmond, CA 94801

* NOTE SPECIAL MEETING LOCATION *

Members:
Edwardo 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
Annie King-Meredith – 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 February 17, 2017 Meeting Minutes.

4. APPROVE amended Committee Bylaws to be recommended for adoption by the Richmond City Council and County Board of Supervisors.

5. RECEIVE update on Tonnage Revenue data.

6. APPROVE the “North Richmond Waste and Recovery Mitigation Fee 2015-16 Expenditure Plan Budget Summary Close-out” document and recommend the 2015-16 Expenditure Plan be amended as needed to cover additional cost incurred for adoption by the Richmond City Council and County Board of Supervisors.

7. DISCUSS and APPROVE the following elements of the 2017/2018 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;
   b. Funding allocations to select specific non-profit organizations for Strategy 9, including advance payment;
   c. Funding allocations of selected non-profits for Strategy 12, including advance payment; and
   d. All remaining elements of the 2017/2018 Expenditure Plan.

8. Receive Presentation(s) – Verbal update(s) about mitigation funded strategies from program implementers and others.

9. ADJOURN to next regularly scheduled meeting – Friday, February 17th 2017 (2pm – 4pm).

Agendas, meeting notes and other information regarding this committee can be found online at: www.cccounty.us/nr

Meeting materials will be made available for public inspection, during business hours at 450 Civic Center Plaza in Richmond, within 96 hours of meeting date and time.

The North Richmond Waste & Recovery Mitigation Fee Joint Expenditure Planning Committee will provide reasonable accommodations for persons with disabilities planning to attend the Committee’s meeting. Please call or e-mail the following Committee staff person at least 72 hours before the meeting:

Lori Reese-Brown - City of Richmond, (510) 620-6869, lori_reese-brown@ci.richmond.ca.us
Members:
Edwardo 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
Annie King-Meredith – Richmond Incorporated Area Resident

Members present:
Edwardo Martinez, Chair – Richmond City Council
Gayle McLaughlin, Member – Richmond City Councilmember
Annie King-Meredith – Richmond Incorporated Area Resident
Jovanka Beckles, Member – Richmond City Council
Robert Rodgers – Contra Costa County Supervisor (Alternate)

Meeting Agenda:
1. Welcome and Introductions.
   Eduardo Martinez call the meeting to order at 2:05pm.

2. Public Comment on any item not on the agenda. (not to exceed 3 minutes)
   Cordell Hindler spoke on the following two items: (1) Advised that there is a new show playing tonight at the contra costa theater; and (2) Stated that the ECIA application is open and there is a workshop in the Council Chamber to learn about financial management.

3. APPROVE the June 03, 2016 Meeting Minutes.
   McLaughlin moved to approve, Rodgers seconded. Motion approved unanimously (5 ayes).

4. RECEIVE the following reports:
   a. County Auditor-Controller Scheduled Examination of Financial Records and Procedures of North Richmond Mitigation Fee Committee & Mitigation Fund;

   Staff informed the committee that a letter from the County Auditor’s Office was received with a notification that a 5-year audit of the committee would begin in June 2017. Staff stated they are preparing all information for the audit and that an increase in staff time would be needed during the 2017/18 Expenditure Plan cycle to meet the requirements of the audit. Martinez asked how much staff time would be needed and staff responded requesting the committee recommend allocating an additional $20,000 to the Committee Administration/Staffing budget line item into the next fiscal year Expenditure Plan budget for 2017-18. Staff stated that this request will be discussed further on Item 4 in the

Staff provided a summary to the Committee on the 2016 annual report submitted to the County Board of Supervisors in December 2016. Staff also advised the Committee of Dr. Clark’s absence in previous meetings. Martinez informed staff that Nate bates is no longer a council member. McLaughlin requested that Annie King-Meredith’s name replace the Vacant seat placeholder for the Richmond Incorporated Area Resident. Beckles addressed Dr. Clark’s absence and staff informed the committee that Dr. Clark’s absence has been due to health reasons. Staff also informed the committee that due to absences the committee could choose to find someone else to fill Dr. Clark’s seat, but that would need to be a committee recommendation.

c. Tonnage & Revenue Update;

Staff informed the committee of the recent organics issues at the Bulk Materials Processing Center (BMPC). Staff is following the situation and stated that if the BMPC receives a cease and desist to no longer operate, an emergency meeting may be necessary to determine what impacts this would cause to the expected Mitigation Fund revenue. Martinez asked if we will have to pay for the waste if the BMPC receives a cease and desist. Staff stated that we as the committee wouldn’t be required to pay, rather the facility would be at fault. Staff also advised that overall, the organics tonnage increased since last year, while solid waste tonnage stayed relatively static.

d. Expenditure Plan Strategy Implementation Update status reports;

Staff included status reports in the meeting packet.

*By unanimous vote (5 ayes) the Committee waived the Better Government Ordinance 96-hour time limit to accept additional material into the record as part of the item (a document was submitted that highlights changes in strategies compared to the previous year, and is provided attached to these Minutes).*

Staff went over the table and discussed the following statistics:
- Disposal vouchers issued are down, however vouchers were unavailable and couldn’t be distributed to the community for a portion of the year.
- The Deputy position under strategy 6 was vacant for half of 2016

Beckles asked what strategies are used to inform the community about disposal vouchers. Staff informed the committee that the Community Services Coordinator is the position that does the voucher outreach and the Prevention Services Coordinator distributes the vouchers. Beckles also mentioned she would like to try new approaches to combatting illegal dumping and make North Richmond a “NO DUMP” zone. Staff agreed and recommended the Community Service Coordinator could try and implement some new approaches to combat illegal dumping. Staff also mentioned they would talk with the Sheriffs Office and ask to see if there could be stricter enforcement beyond warnings. McLaughlin asked how Law Enforcement handles illegal dumping cases. Staff indicated the Deputy isn’t present, but staff will pass along comments and request the assigned Deputy attend the May meeting to review how cases are currently handled. Staff also informed the Committee that they had paid for a County DA in the past to handle illegal dumping issues, which could be reintroduced if desired by the committee.

Rodgers noted he is happy that the number of Law Enforcement reports logged has increased. He also mentioned that he is upset with the decrease in the number of disposal vouchers issued and would like to make sure we focus on informing the community about

The Committee reviewed a draft of the expenditure close out document. Staff stated that a final version will be available at the May meeting that may include some minor changes for their review. Staff reviewed Expenditure Plan strategies and indicated the City of Richmond went over budget for Strategy two (Neighborhood Clean-ups) and Strategy four (Right-of-Way Pick-ups) and requests reimbursement for their overages. Staff explained the surplus of funding in Strategy 6 (Illegal Dumping Law Enforcement) is due to the deputy position being vacant for half the year. Staff also indicated the cameras under strategy seven (Surveillance Cameras) are no longer functional, but they do provide a presence in the community that deters illegal dumping. Staff also mentioned the surplus of funds in strategy 9 (Community-Based Projects) because some awarded non-profits decided to withdraw their projects. Committee staffs’ budget line item was discussed by staff because it was over budget and staff believes this is because the RFP released that year took more staff time than expected. Staff also indicated there was a large amount of rollover funding in the contingency fund, which leaves a total funding surplus of $283,268.69 as unobligated funds available for 2017/2018 EP cycle. Martinez asked for a map of the cameras. Staff indicated that a current map isn’t available so camera locations are not disclosed. Committee staff also stated that the cameras are often moved to different locations based on the needs of the community.

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.

Staff indicated projected revenue for the next year is very similar to last years projected revenue. Staff suggested the Committee add together the 2017-2018 projected revenue and the 2015-2016 unobligated funds to determine how much funding is available for the 2017-2018 Expenditure Plan. Staff provided two scenarios for 2017-2018 Expenditure funding.

Scenario One is the same as the current 2016-2017 expenditure plan budget. Scenario 2 includes a 5% increase to strategies that pay for a staff person in the community. The 5% increase is to cover increased cost of living. Neighborhood clean-up and right of way Pick-ups also received an increase in funding because these strategies went over budget last year. After these increases there is still $100,000 left on the table. Staff indicated an additional $15,000 would be good for neighborhood clean-ups.

Staff informed the Committee that Urban Tilth is leading a County park dedication project and both City and County staff think providing the additional $85,000 to Urban Tilth would be a good use of the remaining funds. Cordell Hindler echoed the additional $15,000 for neighborhood clean-ups would be a good decision. McLaughlin asked Urban Tilth to provide more information about how the $85,000 would be used if awarded to Urban Tilth. Urban Tilth informed the committee that they are planning on hiring more North Richmond residents, specifically youth, building more garden beds, hosting community events, and plan to get permits to build a café on site. The goal is to turn the site into a working community farm so residents can come and get access to the fresh produce grown in the park. Urban Tilth wants to ensure public access is available and would also offer subsidized food for those in need. The money collected from food sold would go back into the farm to ensure it continues to thrive. King-Meredith asked how food would be managed. Urban Tilth indicated the extra money would allow them to have more staff for the farm stand, which would help ensure the public would have access to food. Urban Tilth is also working on a geotechnical study to determine the feasibility of developing a well on-site.

Staff indicated Davis Chapel has withdrawn their project under strategy 9 for the 2016-2017
fiscal year and that funding could be provided to Urban Tilth too. Rodgers recognized Urban Tilth representative, Princess Robinson, for her accomplishments. Princess thanked Rodgers for his kind words and said she is happy to be a community leader in North Richmond. Rodgers showed support for the farm, increasing neighborhood clean-ups budget and mentioned that he supports giving Davis chapel’s previously allocated funding of $19,500 to Urban Tilth.

Martinez motioned we move forward with scenario 2, provide $15,000 of the remaining $100,000 to Neighborhood Clean-ups and that the remaining $85,000 plus the additional Davis Chapel funding of $19,500 go to Urban Tilth for a total amount of $104,500. Beckles seconded. Motion approved unanimously (5 ayes).

The Committee moved on to discuss the vacant Community Services Coordinator position. Staff recommended Neighborhood House continue to hold this position and work on rehiring new staff, however the hiring process and final candidate selected should involve a committee made up of committee staff, City/County staff, and CHDC. Neighborhood House indicated they would aim to have a new staff person by June. Rodgers echoed staff’s recommendation. McLaughlin noted the NR MAC requested the position be filled by a bilingual individual. McLaughlin indicated this is an important skill and should be a necessary requirement for the position. Beckles echoed McLaughlin’s comments and asked Neighborhood house how they plan to distribute the job opening. Neighborhood house suggested they do door to door outreach, use supervisor Gioia’s networks and other city networks.

Rodgers made a motion that we have Neighborhood House handle the recruitment of the position, but that a screening committee made up of City, County, CHDC and Neighborhood House make the final decision for the position. Beckles seconded the motion. Motion approved unanimously (5 ayes).

6. **RECIEVE Presentation(s)** – Verbal update(s) about mitigation funded strategies from others.

   Guadalupe Morales provided updates about the mobile tool lending library. Morales asked the committee if they would approve increasing the hourly wage for the Mobile tool lending library manager position. The rationale for the hourly rate increase is to ensure applicants have the necessary skills to manage this position. Martinez agrees with increasing the hourly wage to $23 an hour. Rodgers asked if the increase in hourly wage would affect other aspects of the project. Morales indicated this would not. King- Meredith asked if this is a part-time or full-time job. Morales indicated it is a part-time job. McLaughlin moved to approve the higher hourly wage. Rodgers seconded. Motion approved unanimously (5 ayes).

7. **ADJOURN** to next regularly scheduled meeting – Friday, May 26th 2017 (2pm – 5pm).

   Martinez adjourned the meeting at 3:40pm.
## North Richmond Mitigation Fee Strategy Stats

### Calendar Years 2015/2016

<table>
<thead>
<tr>
<th>Strategy</th>
<th>Description</th>
<th>2015</th>
<th>2016</th>
<th>Changes year to year</th>
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</thead>
<tbody>
<tr>
<td>1</td>
<td>Disposal Vouchers requested</td>
<td>408</td>
<td>156</td>
<td>62% decrease in issued vouchers</td>
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<tr>
<td>3</td>
<td>Reported occurrences of illegal dumping</td>
<td>3301</td>
<td>3321</td>
<td>stayed the same</td>
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<tr>
<td>4</td>
<td>Tons of illegally dumped material removed from Right-of-Way</td>
<td>128.56</td>
<td>191.32</td>
<td>30% increase in tonnage</td>
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<tr>
<td>4</td>
<td>Illegal dumping complaints</td>
<td>76</td>
<td>223</td>
<td>65% increase in complaints</td>
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<tr>
<td>5</td>
<td>County Code Enforcement Cases Opened</td>
<td>54</td>
<td>52</td>
<td>stayed the same</td>
</tr>
<tr>
<td>5</td>
<td>County Code Enforcement Cases Closed</td>
<td>70</td>
<td>55</td>
<td>20% decrease in cases closed</td>
</tr>
<tr>
<td>5</td>
<td>County Code Enforcement Active Cases</td>
<td>280</td>
<td>252</td>
<td>10% decrease in active cases</td>
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<tr>
<td>6</td>
<td>Illegal Dumping incidents identified</td>
<td>37</td>
<td>18</td>
<td>50% decrease in identified incidents</td>
</tr>
<tr>
<td>6</td>
<td>Illegal dumping suspects warned</td>
<td>4</td>
<td>13</td>
<td>225% increase in suspects warned</td>
</tr>
<tr>
<td>6</td>
<td>Illegal dumping reports written</td>
<td>37</td>
<td>3</td>
<td>92% decrease in reports written</td>
</tr>
<tr>
<td>6</td>
<td>Littering cases opened</td>
<td>23</td>
<td>5</td>
<td>80% decrease in cases opened</td>
</tr>
<tr>
<td>6</td>
<td>Littering suspects warned</td>
<td>11</td>
<td>3</td>
<td>63% decrease in suspects warned</td>
</tr>
<tr>
<td>6</td>
<td>Cases closed</td>
<td>24</td>
<td>1</td>
<td>96% decrease in cases closed</td>
</tr>
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</table>
AMENDED BYLAWS
NORTH RICHMOND WASTE & RECOVERY MITIGATION FEE
JOINT EXPENDITURE PLANNING COMMITTEE

With consensus of the North Richmond Waste & Recovery Mitigation Fee Joint Expenditure Planning Committee, these Bylaws were submitted and approved by the Contra Costa County Board of Supervisors and Richmond City Council on April 1, 2008. Amendments proposed for consideration and approval in June 2017.

I. Purpose & Objectives of the Committee

The purpose of the Committee is to provide the City and County with recommended two-year spending plans (Expenditure Plans) describing allowable activities (Strategies) and associated budget allocations to be funded with North Richmond Mitigation Fees during each Expenditure Plan cycle. Each Expenditure Plan shall govern use of funding on a fiscal year cycle (beginning on July 1st and ending on June 30th of each year), providing the City and County with the authority to utilize allocated funding amounts for actual expenditures directly resulting from allowable activities that are performed or conducted during the applicable fiscal year. Committee recommended Expenditure Plans are to be presented to the Contra Costa County Board of Supervisors and the Richmond City Council for final approval. This Expenditure Plan process provides the means for the County and City to jointly administer the Mitigation Fee funding for the benefit of both the unincorporated and incorporated areas of North Richmond.

The Committee’s advisory authority and role is based on the Memorandum of Understanding (MOU) between the City and County which was originally approved in 2004. The Committee has been charged with developing suggested allocation of Mitigation Fee funding consistent with the purposes specified in the legally-binding MOU and associated Environmental Impact Report and Use Permits approved by the City and County.

Other than the above-described advisory and coordinating functions designated by the City and County, all actual decision-making authority is retained by the County and the City.

II. Structure and Operations of the Committee

a) The Committee shall consist of seven (7) voting members: three (3) members of the Richmond City Council, one (1) member of the Contra Costa County Board of Supervisors, two (2) members of the North Richmond Municipal Advisory Committee appointed by the Contra Costa County Board of Supervisors (both of whom must reside in the unincorporated North Richmond area), and one (1) resident from the
incorporated portion of North Richmond appointed by the Richmond City Council. The Committee will be governed by regulations in the Ralph M. Brown Act as well as the County’s Better Government Ordinance, to the extent appropriate and applicable. An alternate, authorized by the representative agency, may attend and vote at meetings in lieu of the appointed member as necessary. Designated alternates shall be named upon the approval of these Bylaws and on an as-needed basis thereafter. Residency requirements applicable to City and County appointees for Committee member seats shall also apply to appointments for corresponding alternates.

b) Committee members missing three consecutive regular meetings within any consecutive twelve (12) month period without notifying staff or Committee Chair, after due notice by staff, shall be sufficient to constitute an automatic resignation from the Committee. Replacements shall be authorized by the representative agency.

c) Each appointed Committee member or alternate may be considered for removal from the Committee at any time by his/her respective nominating agency.

d) The Committee shall establish at least two (2) regularly scheduled dates and times for the Committee meetings to occur each year. Meetings may also be called by the Chair, 3 or more members of the Committee or Committee staff as deemed necessary for sufficient cause. Committee staff will advise Committee members no less than two (2)three weeks in advance if a regularly scheduled meeting should be cancelled due to lack of issues requiring their consideration or action.

e) Establishment of standing and ad hoc committees shall be done on an as-needed basis. The establishment of standing and ad hoc committees and selection of members for these committees requires the approval of a majority of the Committee.

f) The Committee shall elect a Chairperson and Vice-Chairperson for terms of two calendar years.

g) Unless otherwise authorized by a majority vote of the Committee, the Chairperson and Vice-Chairperson may serve no more than two consecutive full terms in each position unless otherwise authorized by a majority vote of the Committee.

h) The Vice-Chairperson shall serve in the absence of the Chairperson.
i) The Chairperson shall be responsible for:

i) Conducting all meetings of the Committee.

ii) Representing the Committee (or designating a person to represent the Committee) before the Board of Supervisors and Richmond City Council, if needed.

iii) Notifying Committee Staff and the Vice-Chairperson of his/her planned absence in advance of each applicable scheduled meeting.

j) The Committee shall limit the amount of time each person requesting to address the Committee at a public meeting may speak to the Committee about any specific agenda item, including Public Comment, to no more than three (3) minutes each.

jk) Final approvals and recommendations of the Committee shall require a majority vote of the Committee members or their alternates in attendance. Committee may only vote if there is a quorum of members or their alternates in attendance (four seats members) present. However, When a quorum of the Committee is not present, meetings shall be adjourned without receiving public comment or further considering or discussing of any other may review and discuss items on the agenda without a quorum present. Staff may take recommendations to Board of Supervisors and City Council in the absence of Committee voting to approve recommendations within the time period required to facilitate timely City and County approval, which may occur if a quorum of Committee members were unable to attend and vote at a if due solely to lack of quorum being present at scheduled meeting. Staff recommendations shall be submitted to the City Council and Board of Supervisors and for recommendations require final approval if when necessitated from City and County in order to avoid terminating funding for ongoing Strategies resulting in potential gaps in service or to address other critical matters.

kl) The Committee’s recommendations shall normally shall be prepared and presented by Staff and be in the form of letters, resolutions or reports to the Contra Costa County Board of Supervisors and Richmond City Council which shall be prepared and presented by Staff.

lm) The Committee shall have Staff submit an annual (calendar year) report in December of each year to the Contra Costa County Board of Supervisors
which may include, but is not necessarily limited to, the Committee’s activities, accomplishments, attendance, and a proposed program for the forthcoming year. The most recent annual report submitted by Staff to the County Board of Supervisors shall be provided to the Committee at the next regularly scheduled Committee meeting following annual report submittal.

The Committee will receive primary staff support from the Contra Costa County Community-Department of Conservation & Development. Additional staff support will also be received from the Department and Richmond City Manager’s Office. Staff is responsible for:

i) Preparing and distributing the agenda and agenda materials, distributing the agenda electronically (e-mail), posting agenda materials on the internet (www.cccounty.us/nr) and physically posting agenda in an area visible to the public at the meeting location at least 96 hours prior to scheduled meetings unless otherwise allowed by local and state requirements (e.g. emergency meeting).

iii) Arranging for Committee meetings, including rescheduling meetings when required due to circumstances which include but are not limited to a lack of a quorum or anticipated absence of both the Chair and Vice Chair.

iv) Preparing meeting minutes, reports, recommendations, and resolutions for information and/or approval of the Committee as requested or needed.

v) Representing the Committee with the exception of any instances where the Chair/Vice Chair does so.

vi) Being the agent of the Committee to which requests for Committee action, correspondence, information, inquiries, etc., are directed.

vii) Providing or coordinating staff services to the Committee.

viii) Providing relevant information to the public, the County, the City and the Committee on the North Richmond Mitigation Fee Committee webpage (www.cccounty.us/nr).

ix) Forwarding and taking the necessary actions on the adopted recommendations, findings, and actions of the Committee within designated timetables set by Committee in a timely manner.
o) Committee members and alternates shall certify compliance with requirements applicable to their Committee appointment upon request.

III. Amendments to the Bylaws

An Amendment to these bylaws will be made upon approval of the majority of the Committee and then the County Board of Supervisors and Richmond City Council.
## North Richmond Waste & Recovery Mitigation Fee Payments

<table>
<thead>
<tr>
<th>Date Received</th>
<th>Time Period</th>
<th>Amount Received</th>
<th>Processible Tons</th>
<th>Solid Waste Tons</th>
</tr>
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<tbody>
<tr>
<td>8/26/2016</td>
<td>Jul-16</td>
<td>$55,369.02</td>
<td>12,622</td>
<td>12,622</td>
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<tr>
<td>9/27/2016</td>
<td>Aug-16</td>
<td>$56,606.04</td>
<td>12,330</td>
<td>12,198</td>
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<td>11/1/2016</td>
<td>Sep-16</td>
<td>$54,456.27</td>
<td>11,944</td>
<td>11,713</td>
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<tr>
<td>12/5/2016</td>
<td>Oct-16</td>
<td>$54,260.82</td>
<td>12,108</td>
<td>11,615</td>
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<td>1/4/2017</td>
<td>Nov-16</td>
<td>$59,573.39</td>
<td>14,566</td>
<td>12,411</td>
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<tr>
<td>1/23/2017</td>
<td>Dec-16</td>
<td>$59,350.53</td>
<td>14,496</td>
<td>12,368</td>
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<tr>
<td>3/1/2017</td>
<td>Jan-17</td>
<td>$60,031.23</td>
<td>11,211</td>
<td>12,989</td>
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<td>3/28/2017</td>
<td>Feb-17</td>
<td>$52,993.87</td>
<td>8,081</td>
<td>11,955</td>
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<td>5/1/2017</td>
<td>Mar-17</td>
<td>$61,374.34</td>
<td>10,330</td>
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<td></td>
<td>Apr-17</td>
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<td></td>
<td>May-17</td>
<td></td>
<td></td>
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<tr>
<td></td>
<td>Jun-17</td>
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**Total - Actual YTD (FY 2016/17)**

<table>
<thead>
<tr>
<th>Amount</th>
<th>514,015.51</th>
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**Total - July thru Dec 2015 Projected**

<table>
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<tr>
<th>Amount</th>
<th>324,496.50</th>
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**Monthly Average - Actual**

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<th>Amount</th>
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**Total - Projected (FY 2016/17)**

<table>
<thead>
<tr>
<th>Amount</th>
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**Monthly Average - Projected**

<table>
<thead>
<tr>
<th>Amount</th>
<th>54,082.75</th>
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**Revenue Surplus/(Shortfall)**

| Projections for FY 2016-17 | $36,361.01 |

**Actual Monthly Average Surplus (YTD)**

| $3,030.08 |
## Strategy

<table>
<thead>
<tr>
<th>#</th>
<th>Strategy</th>
<th>Amounts in Expenditure Plan Budget</th>
<th>Total Actual Expenditures To-Date</th>
<th>Budget Remaining - Unobligated Funds</th>
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<tr>
<td>1</td>
<td>Bulky Item Pick-ups &amp; Disposal Vouchers</td>
<td>$1,575.00</td>
<td>-</td>
<td>$1,575.00</td>
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<td>2</td>
<td>Neighborhood Clean-ups</td>
<td>$10,500.00</td>
<td>$13,019.95</td>
<td>$(2,519.95)</td>
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<tr>
<td>3</td>
<td>Prevention Services Coordinator</td>
<td>$30,870.00</td>
<td>$30,870.00</td>
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<td>4</td>
<td>Right-of-Way Pick-up &amp; Tagging Abatement</td>
<td>$17,850.00</td>
<td>$28,713.92</td>
<td>$(10,863.92)</td>
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<td>5</td>
<td>Code Enforcement - County</td>
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<td>6</td>
<td>Illegal Dumping Law Enforcement</td>
<td>$186,046.88</td>
<td>$91,989.20</td>
<td>$94,057.68</td>
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<td>7</td>
<td>Surveillance Cameras</td>
<td>$2,835.00</td>
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<td>$2,835.00</td>
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<td>Community Services Coordinator</td>
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<td>$44,605.88</td>
<td>$18,652.26</td>
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<td>9</td>
<td>Community-Based Projects¹</td>
<td>$119,770.57</td>
<td>$59,593.42</td>
<td>$60,177.15</td>
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<tr>
<td>10</td>
<td>North Richmond Green Community Service Programs</td>
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**Total 2015/16 EP Budget**  
$762,369.21  
$455,011.18  
$307,358.03

**Total Amount of Unobligated Funds Available for 2016/17 EP Cycle**  
$307,358.03

---

¹ Total Amount shown includes $100,000 allocated in the 2015/2016 Budget and roll-over funding of $19,770.57 from the prior 2014/15 Fiscal Year that was unspent by non-profits and included in same contract with CHDC and County to administer total amount of funding ($119,770.57) for the 2015/16 Fiscal Year. See "Draft Summary Close-Out of Community-Based Projects and Neighborhood Projects for the 2015/2016 Expenditure Plan" for more details.

² Total amount shown includes $50,000 allocated in the 2015/2016 Expenditure Plan Budget and roll-over funding of $11,140.22 from the prior 2014/15 Expenditure Plan that was unspent by non-profits and included in the same contract with CHDC and County to administer total amount of funding ($61,140.22) for the 2015/16 Fiscal Year. See "Draft Summary Close-Out of Community-Based Projects and Neighborhood Projects for the 2015/2016 Expenditure Plan" for more details.
<table>
<thead>
<tr>
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<td><strong>Subtotal of Unobligated Amounts Available to be Used in 2017/18 Expenditure Plan</strong></td>
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<td><strong>Total Unobligated Amounts Available to be Allocated in 2017/18 Expenditure Plan</strong></td>
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Subtotal of Obligated Amounts Rolled Over into the 2016/17 Expenditure Plan

Total Obligated Amounts Rolled Over into 2017/18 Expenditure Plan

Subtotal of Unobligated Amounts Available to be Used in 2017/18 Expenditure Plan

Total Unobligated Amounts Available to be Allocated in 2017/18 Expenditure Plan

G:\Conservation\Deidr\Illegal Dumping\BMPC Mitigation Fee Committee\Meetings\2017 Meetings\2_17_17\EP CBP Budget_Expenditure Summaries_2015-16_Final.xls

Printed: 5/22/2017, 1:01 PM
<table>
<thead>
<tr>
<th>#</th>
<th>Strategy</th>
<th>Recommend by Committee Feb 2017</th>
<th>Recommend Option¹</th>
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<td>1</td>
<td>Bulky Item Pick-ups &amp; Disposal Vouchers</td>
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<td>9% Contingency (Reserve for Revenue Shortfall)</td>
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**Total Allocations for 2017-2018**

- Total 2017-18 Projected Revenue: $638,549.25
- Total 2017-18 Projected Revenue: $638,549.25

**Additional Funds Available**

- $23,589.34
- $(0.00)

¹ Recommended Option adds an additional $500 to New Strategy 13, and adds an additional $23,089.34 to Strategy 9. The $23,089.34 is recommended to be allocated for a Special Project to have selected nonprofit(s) within Strategy 9 to assist with cutting the grass and picking up small trash on the Housing Authority Las Deltas property in North Richmond. Staff recommends that one (1) of the nonprofits that are currently being recommended for funding in 2017-18 for Strategy 9 be allocated this funding.
Dear Kristine Solseng,

Please accept this formal request to amend our CCC Park Dedication Fund grant to accommodate the new $105,000 allocation from the Mitigation Fee Committee in support of the North Richmond Farm Project. As we understand it these Mitigation Fee funds should be available in July 2017, so we would like to make sure that our contract is updated in time to accommodate these additional funds.

We would request that funds are allocated as follows:

**Task I: Environmental and Site Analysis / Studies $11,000**
- Please add $11,000 to the Task I: Environmental and Site Analysis / Studies to cover the following to estimated expenses:
  - Building Permit for Cooler (Interim Farm) $1000
  - Geotechnical study $10,000

Please add the following 2 new Task Areas:

**Task VI: Community Outreach & Engagement $35,600**
- Employ 3 farm staff to lead, train and manage Summer Apprentice youth, coordinate farm build activities and lead community volunteer day & other communities engagement activities. (1 lead $18.50/hr @ 320 hours, 1 second $15/hr @ 320 hours & 1 staff apprentice $13/hr @ 240 hours) - $17,3000
- Hire and train 8 youth apprentices assist on the farm during the summer. These youth will help design and build the farm stand, crop rows, chicken coop, produce wash area, other essential farm infrastructure as funds allow and assist with farm general maintenance. $1000 stipend for each of 8 youth for 6 weeks of training and service. - $8000
- Purchase volunteer day and special event supplies and materials such as outreach flyers, graphic design, volunteer refreshments, sound equipment, DJ services, face painters, performers, activity supplies and materials soil, seeds, plants, paints, paper etc) - $6700
Rent portable toilet & sink facilities for staff, youth and community visitors and volunteers 6 months @ $600/ month - $3200

**Task VII: Interim Farm Build $61,400**

- Funds to be used to contract with outside contractor and or, purchase supplies, materials to community build the following farm amenities & program areas:
  - Seating and potting areas $1200
  - Irrigation installation $8000
  - Walk in cooler $30000
  - Farm Stand $10,000
  - Produce Wash House $9000
  - Chicken Coop $1000
  - Orchard $2000

I am attaching the budget for this request as well as the original proposal submitted and accepted by the Mitigation Fee Committee. (see attached)

**Please note:** I am requesting 1 change from the original Mitigation Fee Committee proposal:
- To eliminate the $5000 allocation for the shade house as I believe we can wait and just build the permanent lathe house instead of an interim one. Then to reallocate those funds for portable toilets and additional funds for the community event. With many more people (contractors, staff, youth and community members) on site this summer and fall we will need more restroom facilities and we anticipate needing more resources for the Harvest Festival planned for early fall 2017.

Please let me know if you will need something more from me to process this request.

Thank you so much as always,

Doria Robinson
Urban Tilth
31 Maine
Richmond, California 94804
510-778-5886
510-232-0911 (fax)
## North Richmond Farm

**2017 Mitigation Fee Request: Budget Allocation**

*Updated 5/6/17*

<table>
<thead>
<tr>
<th>Tasks</th>
<th>Total Est. Cost</th>
<th>Task I: Environmental and Site Analysis / Studies</th>
<th>Task VI: Community Outreach &amp; Engagement</th>
<th>Task VII: Interim Farm Build</th>
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<td><strong>Farm Management &amp; Community Engagement</strong></td>
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<td>SAP Staff 2nd</td>
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<td>Community Farm Event</td>
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<td>$6,700</td>
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<td>Portapotty &amp; sink rental</td>
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<td>$3,600</td>
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| **Permits & Studies**             |                |                                               |                                      |                             |
| Building Permit for Cooler (Interim Farm) | $1,000       | $1,000                                        |                                      |                             |
| Geotechnical study                | $10,000        | $10,000                                       |                                      |                             |

| **Interim Farm Build (2016 - 2017)** |                |                                               |                                      |                             |
| Seating and potting areas         | $1,200         |                                               | $1,200                               | $1,200                      |
| Irrigation installation           | $8,000         |                                               | $8,000                               | $8,000                      |
| Walk in cooler                    | $30,000        |                                               | $30,000                              | $30,000                     |
| Farm Stand                        | $10,000        |                                               | $10,000                              | $10,000                     |
| Produce Wash House                | $10,000        |                                               | $9,000                               |                             |
| Chicken Coop                      | $1,000         |                                               | $1,000                               | $1,000                      |
| Orchard                           | $6,000         |                                               | $2,200                               |                             |

| Total Phase I Est. Cost:          | $116,100       | $11,000                                       | $35,600                              | $61,400                     |

| Total Mitigation Fee Request:     | $108,000       |                                               |                                      |                             |
| Total Phase I Funds Needed:       | $8,100         |                                               |                                      |                             |
The North Richmond Farm

Urban Tilth is a non-profit organization based in Richmond, California that cultivates agriculture in west Contra Costa County to help our community build a more sustainable, healthy, and just food system. We hire and train residents to work with schools, community-based organizations, government agencies, businesses, and individuals to develop the capacity to produce 5% of our own food supply.

Urban Tilth has partnered with Contra Costa County to develop a farm focused on production, education and community engagement at 323 Brookside Drive in North Richmond. The North Richmond Farm Project will be an Agricultural Park and Riparian Restoration Learning Center with the mission of creating a space in the heart of the most impacted neighborhood in North Richmond where children, youth and adults can deeply engage with nature.

Urban Tilth desires to make the farm a “hub” for the community of North Richmond.

The site will incorporate a fresh fruit and vegetable produce market stand, a café and community kitchen, learning gardens and outdoor classrooms, community amphitheater, a bike workshop, and support facilities such as greenhouses and shade houses.

For more information please contact Princess Robinson, Community Outreach and Engagement Manager, princess@urbantilth.org, (510) 478-7808
## North Richmond Farm
2017 Mitigation Fee Request
Updated 2/16/17

<table>
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<th>Tasks</th>
<th>Total Est. Cost</th>
<th>Other Funders</th>
<th>Mit Fee Request</th>
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<td>Construction Project Management</td>
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<td>Architectural &amp; Engineering Design</td>
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### Soil Management Plan
- Trash and debris removal: $90,000
- Invasive plant removal: $45,000
- Soil amendment and restoration: $37,000
- Grading: $100,000

### Permits & Studies
- Survey: $3,500
- GIS Vegetation Map: $2,015
- Archaeological Study & MLD Monitoring: $59,322
- Biological Studies: $3,750
- Arborist Study: $1,705
- CEQA / Tree: $15,000
- Grading: $540
- Admin Permit (Interim Farm): $420
- Building Permit Trailer (Interim Farm): $1,543
- Building Permit Shed (Interim Farm): $1,395
- Fire Permit (Interim Farm): $645
- PG & E (Interim Farm): $2,500
- Building Permit for Cooler (Interim Farm): $1,000
- PG&E Pole Permit: $1,000
- Geotechnical study: $10,000

### Interim Farm Build (2016 - 2017)
- Trailer: $45,200
- Restrooms: $7,200
- Water catchment systems: $5,500
- Electricity & Security Infrastructure: $40,000
- Irrigation installation: $8,000
- Tool & Storage Sheds: $2,000
- Fence rental: $15,180
- Walk in cooler: $30,000
North Richmond Farm
2017 Mitigation Fee Request
Updated 2/16/17

<table>
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<tr>
<th>Tasks</th>
<th>Total Est. Cost</th>
<th>Other Funders</th>
<th>Mit Fee Request</th>
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<td>Shade House</td>
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<td>Produce Wash House</td>
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<td>Chicken Coop</td>
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<td>$1,000</td>
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<td>Orchard</td>
<td>$6,000</td>
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<td>Community Farm Events (4)</td>
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| Total Phase I Est. Cost     | $1,077,415      | $925,215      | $105,000        |
| Total Phase I Funds Secured | $1,030,215      |               |                 |
| Total Phase I Funds Needed  | $47,200         |               |                 |
## New Community Based Projects Recommended for Funding in 2017/2018

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<tr>
<th>Implementing Entity Organization / Fiscal Sponsor (if applicable)</th>
<th>Project Title</th>
<th>Advance Payment Allowed (Up to 10% of Implementer Award Amount)</th>
<th>Yes/No</th>
<th>Requested Amount</th>
<th>Total Award Amount</th>
<th>County Contracting Cost to Contract with CHDC</th>
<th>CHDC Contracting Cost (20%) to Manage Non-Profits</th>
<th>Non-Profit Implementer Award Amount for Project</th>
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<td>City of Richmond</td>
<td>Love Your Block</td>
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<td>Davis Chapel Christian Methodist Episcopal Church</td>
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<td>Reach Fellowship</td>
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<td>$625.00</td>
<td>$4,875.00</td>
<td>$19,500.00</td>
<td>Project began in 2016-17 EP and is currently in process</td>
</tr>
<tr>
<td>City of Richmond / Urban Tilth</td>
<td>Richmond Tool Lending Library</td>
<td>Yes</td>
<td></td>
<td>$29,943.00</td>
<td>$25,000.00</td>
<td>$625.00</td>
<td>$4,875.00</td>
<td>$19,500.00</td>
<td>Project began in 2016-17 EP and is currently in process</td>
</tr>
<tr>
<td>Verde Eco-Stewards Voyage / West Contra Csota Public Education Fund</td>
<td>Community Working Together</td>
<td>Yes</td>
<td></td>
<td>$30,521.00</td>
<td>$25,000.00</td>
<td>$625.00</td>
<td>$4,875.00</td>
<td>$19,500.00</td>
<td>Project to begin July 2017</td>
</tr>
</tbody>
</table>

## New Special Community Based Project Recommended for funding in 2017/2018

<table>
<thead>
<tr>
<th>County Housing Authority or one or more Committee recommended Non-profit Organization(s) from those listed above, if third-party implementer to be paid directly</th>
<th>Clean Housing Authority Property in North Richmond</th>
<th>Yes</th>
<th>N/A</th>
<th>$23,089.34</th>
<th>$3,000.00</th>
<th>$4,017.87</th>
<th>$16,071.47</th>
<th>New proposed Project for 2017-18</th>
</tr>
</thead>
</table>

Total Funding Requested/Allocated

- $143,089.34
- $6,000.00
- $23,400.00
- $93,600.00

1 Costs to have 3rd party organization (CHDC) manage and oversee contracts with Organizations selected for funding is up to twenty (20) percent (%) of award amount after first taking out City/County Contracting cost for $3,000 for City/County to contract directly with CHDC to have CHDC administer non-profit contracts. Amounts not needed for contracting costs may be made available to pay implementing entities for additional CBP costs.
## Attachment 3 - Community Based Projects Table (Strategy 9)

Obligated funding allocated for Community Based Projects in the 2016/17 Expenditure Plan recommended to be included in the 2017/2018 Expenditure Plan to allow completion of work beyond June 30, 2017.

<table>
<thead>
<tr>
<th>Organization / Fiscal Sponsor (if applicable)</th>
<th>Project Title</th>
<th>Advance Payment Allowed (Up to 10% of Award)</th>
<th>Total Requested Amount</th>
<th>Non-Profit Award for Project</th>
<th>CHDC Contracting Allocation (20%) to Manage Non-Profits</th>
<th>CHDC Contracting Cost in 2016/17 (YTD)</th>
<th>Total for Project Award &amp; Contract</th>
<th>Non-Profit Award Amount Spent/Invoices Approved (YTD)</th>
<th>Non-profit Amount Remaining to be Spent</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>City of Richmond</td>
<td>Love Your Block</td>
<td>No</td>
<td>$20,000.00</td>
<td>$15,600.00</td>
<td>$500.00</td>
<td>$3,900.00</td>
<td>$20,000.00</td>
<td>$0.00</td>
<td>$15,600.00</td>
<td>$19,500.00</td>
</tr>
<tr>
<td>Davis Chapel Christian Methodist Episcopal Church</td>
<td>Davis Chapel Community Impact</td>
<td>Yes</td>
<td>$30,000.00</td>
<td>$19,500.00</td>
<td>$625.00</td>
<td>$4,875.00</td>
<td>$25,000.00</td>
<td>$1,950.00</td>
<td>$17,550.00</td>
<td>$22,425.00</td>
</tr>
<tr>
<td>Reach Fellowship</td>
<td>North Richmond Cleanup Project</td>
<td>Yes</td>
<td>$30,000.00</td>
<td>$19,500.00</td>
<td>$625.00</td>
<td>$4,875.00</td>
<td>$25,000.00</td>
<td>$0.00</td>
<td>$19,500.00</td>
<td>$24,375.00</td>
</tr>
<tr>
<td>City of Richmond / Urban Tilth</td>
<td>Richmond Tool Lending Library</td>
<td>Yes</td>
<td>$29,943.00</td>
<td>$19,500.00</td>
<td>$625.00</td>
<td>$4,875.00</td>
<td>$25,000.00</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$4,875.00</td>
</tr>
<tr>
<td>Verde Eco-Stewards Voyage / West Contra Costa Public Education Fund</td>
<td>Community Working Together</td>
<td>Yes</td>
<td>$30,521.00</td>
<td>$19,500.00</td>
<td>$625.00</td>
<td>$4,875.00</td>
<td>$25,000.00</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$4,875.00</td>
</tr>
</tbody>
</table>

2016/17 Community Based Project Subtotal:  
$140,464.00 | $93,600.00 | $3,000.00 | $23,400.00 | $0.00 | $120,000.00 | $1,950.00 | $52,650.00

Total Obligated Community Based Project Funding to be Carried Over Into 2017/2018 EP: $76,050.00

\*Amount shown is the total of Community-Based Projects funding for Strategy 9 to be Carried Over into 2017/18. $19,500 for Davis Chapel Community Impact project and $19,500 for Community Work Together Project are allocated as Unobligated funds (Total of $39,000) into the 2017-18 Expenditure Plan.

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Attachment 4 - Neighborhood Community Garden Projects (Strategy 12)

**Funding Allocations for 2017/18 Neighborhood Community Garden Projects**
recommended for City/County approval by the North Richmond Mitigation Fee Committee

In February 2017, the NRMF Committee recommended an allocation of **$58,482.44 for Neighborhood Community Garden Projects**. The Committee recommended allocation of this funding based on a Funding Request Proposal released on January 12, 2016 by Committee Staff and Proposals submitted by eligible non-profit organizations by February 2, 2016. The project selections and funding recommendations made by the Committee are shown in the below Table.

<table>
<thead>
<tr>
<th>Implementing Entity / Fiscal Sponsor (if applicable)</th>
<th>Project Title</th>
<th>Advance Payment Allowed (Up to 10% of Implementer Award Amount)</th>
<th>Yes/No</th>
<th>Requested Amount</th>
<th>Total Award Amount</th>
<th>County Contracting Cost with CHDC¹</th>
<th>CHDC Contracting Cost (20%) to Manage Non-Profits</th>
<th>Non-Profit Implementer Award Amount for Project</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>Communities United Restoring Mother Earth (CURME) / Greater Richmond Interfaith Program</td>
<td>Lots of Crops</td>
<td>No</td>
<td>$ 20,000.00</td>
<td>$ 15,095.24</td>
<td>$ 774.35</td>
<td>$ 2,864.18</td>
<td>$ 11,456.71</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Urban Tilth</td>
<td>Cultivating Hope: Maintaining North Richmond Gardens</td>
<td>Yes</td>
<td>$ 20,000.00</td>
<td>$ 15,095.24</td>
<td>$ 774.35</td>
<td>$ 2,864.18</td>
<td>$ 11,456.71</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Neighborhood House of North Richmond</td>
<td>North Richmond Native Plant Communities Garden Project: Gardent Care Team</td>
<td>Yes</td>
<td>$ 20,000.00</td>
<td>$ 13,101.48</td>
<td>$ 672.07</td>
<td>$ 2,485.88</td>
<td>$ 9,943.53</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Davis Chapel</td>
<td>DCNET Community Garden</td>
<td>Yes</td>
<td>$ 20,000.00</td>
<td>$ 10,095.24</td>
<td>$ 517.86</td>
<td>$ 1,915.48</td>
<td>$ 7,661.90</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Contra Costa County Service Integration Team (SIT) / Community Housing Development Corporation (CHDC)</td>
<td>Contra Costa County Service Integration, Family Service Center, Build Men and Women</td>
<td>No</td>
<td>$ 10,500.50</td>
<td>$ 5,095.24</td>
<td>$ 261.37</td>
<td>$ 966.77</td>
<td>$ 3,867.09</td>
<td>Selected organization(s) may be asked to submit scaled-back Scope of Work describing what element(s) of their selected project they are proposing to complete with the amount available.</td>
<td></td>
</tr>
</tbody>
</table>

| Total Funding Requested/Allocation Recommended | $ 90,500.50 | $ 58,482.44 | $ 3,000.00 | $ 11,096.49 | $ 44,385.95 |

¹ Costs to have 3rd party organization (CHDC) manage and oversee contracts with Organizations selected for funding is up to twenty (20) percent (%) of award amount after first taking out City/County Contracting cost of $3,000 for City/County to contract directly with CHDC to have CHDC administer non-profit contracts.
Attachment 5 - Neighborhood Community Garden Projects (Strategy 12)

Obligated funding allocated for Community Garden Projects in the 2016/17 Expenditure Plan recommended to be included in the 2017/2018 Expenditure Plan to allow completion of work beyond June 30, 2017.

### Community Garden Projects Carried Over From 2016/2017 Expenditure Plan

<table>
<thead>
<tr>
<th>Implementing Entity / Fiscal Sponsor (if applicable)</th>
<th>Project Title</th>
<th>Total Allocated Amount</th>
<th>Non-Profit Implementer Agency Allocation for Project</th>
<th>County Contracting Agency Cost in 2016/17</th>
<th>CHDC Contracting Cost (20%) to Manage Non-Profits</th>
<th>CHDC Contracting Cost in 2016/17</th>
<th>Non-Profit Award Amount for Project</th>
<th>Non-Profit Award Approved</th>
<th>Non-profit Amount Remaining to be Spent</th>
<th>Amount Remaining to be Spent</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Communities United Restoring Mother Earth (CURME) / Greater Richmond Interfaith Program</strong></td>
<td>Lots of Crops</td>
<td>$15,000.00</td>
<td>$11,379.38</td>
<td>$775.78</td>
<td>$775.78</td>
<td>$2,844.84</td>
<td>$2,530.00</td>
<td>$8,849.38</td>
<td>$11,694.22</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>CCC Service Integration Team</strong></td>
<td>Contra Costa County Service Integration, Family Service Center, Build Men and Women</td>
<td>$5,000.00</td>
<td>$3,793.13</td>
<td>$258.59</td>
<td>$258.59</td>
<td>$948.28</td>
<td>$3,793.13</td>
<td>$4,741.41</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Neighborhood House of North Richmond</strong></td>
<td>North Richmond Native Plant Communities Garden Project: Gardent Care Team</td>
<td>$13,006.26</td>
<td>$9,866.88</td>
<td>$672.66</td>
<td>$672.66</td>
<td>$2,466.72</td>
<td>$6,378.97</td>
<td>$3,487.91</td>
<td>$5,954.63</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Urban Tilth</strong></td>
<td>Cultivating Hope: Maintaining North Richmond Gardens</td>
<td>$15,000.00</td>
<td>$11,379.38</td>
<td>$775.78</td>
<td>$775.78</td>
<td>$2,844.84</td>
<td>$6,346.57</td>
<td>$5,032.81</td>
<td>$7,877.65</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Davis Chapel Neighborhood Enhancement Team (DCNET)</strong></td>
<td>Davis Chapel A. Moore NR Community Garden</td>
<td>$10,000.00</td>
<td>$7,586.25</td>
<td>$517.19</td>
<td>$517.19</td>
<td>$1,896.56</td>
<td>$7,586.25</td>
<td>$9,482.81</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

#### 2016/17 Community Garden Project SUBTOTAL:

| | | $58,006.26 | $44,005.02 | $3,000.00 | $3,000.00 | $11,001.24 | $0.00 | $15,255.54 | $28,749.48 | $39,750.72 |

**Total Obligated Community Garden Project Funding to be Carried Over Into 2017/2018 EP**

| | | | | | | | | | | $39,750.72 |

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1 Costs to have 3rd party organization (CHDC) manage and oversee contracts with Organizations selected for funding is up to twenty (20) percent (%) of award amount after first taking out City/County Contracting cost of $3,000 for City/County to contract directly with CHDC to have CHDC administer non-profit contracts.

North Richmond Waste & Recovery Mitigation Fee  
2017/18 Expenditure Plan

The Waste & Recovery Mitigation Fee was established as a result of the Draft Environmental Impact Report (EIR) dated November 2003 for the WCCSL Bulk Materials Processing Center (BMPC) and Related Actions (Project). The Project involved new and expanded processing and resource recovery operations on both the incorporated and unincorporated area of the Project site, which the EIR concluded would impact the host community. To mitigate this impact Mitigation Measure 4-5 called for a Mitigation Fee to benefit the host community, described as follows:

“Mitigation Fee. The facility operator shall pay a Mitigation Fee of an amount to be determined by the applicable permitting authority(ies) to defray annual costs associated with collection and disposal of illegally dumped waste and associated impacts in North Richmond and adjacent areas. The mitigation fee should be subject to the joint-control of the City and County and should be collected on all solid waste and processible materials received at the facility consistent with the existing mitigation fee collected at the Central IRRF.”

In July 2004, the City of Richmond and Contra Costa County entered into a Memorandum of Understanding (MOU) agreeing to jointly administer Mitigation Fee monies collected from the BMPC for the benefit of the incorporated and unincorporated North Richmond area. This North Richmond Waste & Recovery Mitigation Fee Joint Expenditure Planning Committee (Committee) was formed pursuant to the terms of the MOU for the specific purpose of preparing a recommended Expenditure Plan. This Expenditure Plan provides a means to jointly administer the Mitigation Fee funding for the benefit of the host community, as described in the EIR. The Expenditure Plan is subject to final approval of the Richmond City Council and the Contra Costa County Board of Supervisors.

By approving this Expenditure Plan, the City Council and Board of Supervisors authorize the use of Mitigation Fee funding for only the purposes and in the amounts specified herein. The City and County have each designated their respective staff persons responsible for administering the development and implementation of the approved Expenditure Plan, which includes responsibility for drafting and interpreting Expenditure Plan language. However, the City and County have not delegated to the Committee or to staff the authority to expend funding for purposes not clearly identified in the Expenditure Plan document officially approved by their respective decision-making bodies.

Activities which can be funded in this Expenditure Plan period with the Mitigation Fee amounts specified within this Expenditure Plan are described herein as “Strategies” or “Staff Costs”. Strategies are categorized as either “Core Services” or “Supplemental Enhancements”. Core Services includes the higher funding priority strategies that most directly address the intended purpose of this City/County approved Mitigation Fee, “to defray annual costs associated with collection and disposal of illegally dumped waste and associated impacts in North Richmond”.

All references to the “Mitigation Fee Primary Funding Area” or “Mitigation Fee Funding Area” pertain to the geographic area shown in the attached map (Attachment 6).

<table>
<thead>
<tr>
<th>Expenditure Plan Period:</th>
<th>July 1, 2017 - June 30, 2018</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>(unless otherwise specified herein)</td>
</tr>
</tbody>
</table>
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.
FINAL BUDGET TO BE INSERTED HERE AS RECOMMENDED BY COMMITTEE
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
- 13 – Urban Farm Park Dedication Project

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:
   o Request up to one on-call pick-up service per household per calendar year for bulky items that are not accepted in the current on-call clean-ups through Richmond Sanitary Service (RSS), only available to those with an active account with RSS; or
   o Request up to twelve $5 vouchers per household for disposal at Republic's transfer station on Parr Blvd. per calendar year (vouchers expire after six months, Mitigation Fees only pay for vouchers that are actually redeemed).
[See “Staff Costs” section for agency activities that may also be funded under this Strategy.]

Administering Agency: City of Richmond

Implementing Entity(ies):

Community Housing Development Corporation (processes requests and issues Disposal Vouchers/arranges Bulky Item Pick-ups)

Republic Services - Golden Bear Transfer Station & Richmond Sanitary Service (reimbursed for Disposal Vouchers redeemed and Bulky Item Pick-ups provided)

Reporting/Payment Requirements: Effective July 1, 2012, CHDC and Republic Services shall provide required data pertinent to Strategy 1 based upon the strategy-specific invoicing/reporting parameters and schedule developed/maintained by Committee Staff in order to receive NRMF-funded payments.

2. Neighborhood Clean-ups

Provide at least one neighborhood and/or creek clean-up event in the Mitigation Fee Funding Area; additional clean-up event may be scheduled as funding allows. [See “Staff Costs” section for agency activities that may also be funded under this Strategy.]

Administering Agency: City of Richmond

Implementing Entity(ies):

City Manager’s Office (coordinates scheduling of clean-up dates and associated arrangements in conjunction with partner entities)

Republic Services - Richmond Sanitary Service (reimbursed for providing/servicing clean-up boxes and disposing of debris placed in clean-up boxes)

Reporting/Payment Requirements: Effective July 1, 2012, the City Manager’s Office and Republic Services shall provide required data pertinent to Strategy 2 based upon the strategy-specific invoicing/reporting parameters and schedule developed/maintained by Committee Staff in order to receive NRMF-funded payments (funding transfers).

3. Prevention Services Coordinator

Fund at least a portion of a Prevention Services Coordinator (PSC) position (including salary/benefits/overhead and administering agency contracting charge\(^1\)) 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

\(^1\) Administering agency contracting charge applies ($3,000 per contract)
for Strategy 4. **May also assist City and County with administering funding allocated to selected non-profit organizations under Strategies 9 and 12.**

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

**Administering Agency:** City of Richmond

**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. *Funding is intended to pay for removal of illegal dumping that occurs as a result of 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 are not proposed to be 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

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 approximately 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)

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 charge2). The CSC shall:

- serve as a link between the community of North Richmond, the City of Richmond, and Contra Costa County for issues related to beautification, illegal dumping, and blight using referral process identified by the City and County;
- coordinate outreach activities related to illegal dumping and beautification within the Primary Funding area, as specified by the City/County, including North Richmond Green community service programs and outreach activities described under Strategies 10 & 11; 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

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.

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 charges3). Rather than funding stipend programs separately (including stipends, administrative oversight and related materials/equipment), new community-based projects/programs should include component for stipends, where appropriate, to pay local youth and/or other community members for assisting with illegal dumping prevention/abatement or beautification activities within the Mitigation Fee Primary Funding Area. Community Based Projects to be

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

3Administering agency contracting charge is $3,000 per contract if directly contracting with City or County (in addition to the 20% allocation described in Administering Agencies section below).
funded were solicited through an open Funding Request Proposal & Application process. Examples of potential project types that may be funded include but are not limited to:

a. Neighborhood Landscaping Improvements
b. Community Art Projects (e.g. Tile Art, Murals or Safe Routes/Popsicle Project)
c. Stipend Beautification Programs

Details, including recommended allocation amounts, for each of the selected Community Based Projects to be funded under this Expenditure Plan are contained in the Community Based Projects Tables included as Attachments 2 & 3. Funding for carry-over Projects in Attachment 3 is not included in the amount listed under Strategy 9 in the Budget. [See “Staff Costs” section for agency activities that may also be funded under this Strategy.]

Administering Agencies: Contra Costa County and City of Richmond and/or Community Housing Development Corporation (CHDC) on behalf of the City or County. CHDC may, under contract with either the City or County as a Administering Agency, administer Community Based Project contracts funded under this Strategy for some or all of the new Community Based Projects selected for funding in the 2017/2018 Expenditure Plan cycle. CHDC shall use no more than twenty (20) percent (%) of the total amount awarded to each Community-Based Project (after subtracting City/County contracting cost) listed in Attachment 2 to oversee project implementation, including facilitating review/assessment of reports’ and deliverables. Payments to Implementing Entities for Community-Based Projects shall not be issued by CHDC without the written approval of City and County Committee Staff.

Implementing Entity: Various Non-Profit Organizations and/or County Housing Authority (see Community Based Projects Tables in Attachments 2 and 3)

Reporting/Payment Requirements: Any Community Based Project contracts issued or amended by the City/County shall incorporate Reporting & Invoicing Requirements generally consistent with those shown in Attachment 1. Community-Based Project contracts being administered by CHDC on behalf of either the City or County shall also incorporate Reporting and Invoicing Requirements generally consistent with those shown in Attachment 1. Attachment 1 only applies to Community-Based Project contracts with the Implementing Entities. The City and/or County will issue advance payments to CHDC, as needed, to ensure there is adequate funding available to payments requested by Implementing Entities if and when authorized by City and County Staff. Additionally, CHDC would be subject to contractual payment and reporting provisions that differ from those in Attachment 1 due to the nature of the services to be provided.
10. North Richmond Green Community Services Programs

Fund the following North Richmond Green programs on a contract basis to the extent the specific details submitted are determined to align with the purpose of the Mitigation Fee and Expenditure Plan:

- **NR Little League Baseball Program** - Includes cost of registration and uniforms with customized North Richmond Green patches for up to 5-6 teams, season kick-off event/parade, equipment, stipends for game monitoring and oversight, food and transportation.

- **NR Adult Softball program** - Includes cost of registration, jerseys with North Richmond Green patches and hats for the men’s and women’s team.

- **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 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:

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4 Administering agency contracting charge applies ($3,000 per contract)
• STIPENDS – Pay local community members (youth and adults) to distribute printed outreach materials door-to-door to promote mitigation-funded strategies *(Jointly Funded text not applicable to stipend expenses, only materials)*

• HANDOUTS/MAILERS – Newsletters, flyers, brochures or other documents intended to be handed out or mailed to local residents/organizations.

• T-SHIRTS - Shirts shall include the NRGreen.org website to encourage people to learn more about Mitigation funded programs/efforts *(local phone number should also be included when possible, however inclusion of Jointly Funded text may not be required)*

• NR GREEN FESTIVAL – Event held once per year and generally include information booths to raise awareness about mitigation-funded efforts and 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 Primary Funding 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 were solicited through an open Funding Request Proposal & Application process. Projects selected under this Strategy could be funded on an on-going basis if separately awarded funding in multiple Expenditure Plan cycles.

Details, including recommended allocation amounts, for each of the selected Neighborhood Community Garden Projects 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 and/or Community Housing Development Corporation (CHDC)\(^5\) on behalf of the City or County. CHDC may, under contract with either the City or County as the Administering Agency, administer Neighborhood Community Garden Project contracts being funded under this Strategy for some or all of the Neighborhood Community Garden Project non-profit organizations selected for funding in the 2016/2017 Expenditure Plan cycle. CHDC shall use no more than twenty (20) percent (%) of the total amount awarded to each Project to oversee project implementation, including facilitating review/assessment of reports and deliverables. Payments to Implementing Entities for Neighborhood Community Garden Projects shall not be issued by CHDC without the written approval of both City and County Committee Staff.

Implementing Entity: Various Non-Profit Organizations (see Neighborhood Community Garden Projects Table in Attachment 4)

Reporting/Payment Requirements: Any Neighborhood Community Garden Project contracts issued or amended by the City/County shall incorporate Reporting & Invoicing Requirements generally consistent with those shown in Attachment 1. Neighborhood Community Garden Project contracts being administered by CHDC on behalf of either the City or County shall also incorporate Reporting & Invoicing Requirements generally consistent with those shown in Attachment 1. Attachment 1 only applies to the Neighborhood Community Garden Project contracts with the Implementing Entities. CHDC would be subject to contractual payment and reporting provisions that differ from those in Attachment 1 due to the nature of the services to be provided. The City and/or County will issue advance payments to CHDC, as needed, to ensure there is adequate funding available to payments requested by Implementing Entities if and when authorized by City and County Staff.

13. **Urban Farm Park Dedication Project**

Fund a portion of the County Park Dedication funded project, known as the Roots and Restoration Farm (“Farm”), involving development of a 3.1 acre Agricultural Park and Riparian Restoration Learning Center located in North Richmond at 323 Brookside Drive. Funding may be generally be used for Environmental Site Analysis / Studies, Community Outreach and Engagement, and other interim activities directly associated with Farm development which may include the purchase of farm amenities.

Administering Agency: Contra Costa County

Implementing Entity: Urban Tilth (non-profit).

Reporting/Payment Requirements: Prior to any NRMF funded payments being issued for this project, all invoices submitted by Implementing Entity shall be

\(^{5}\) Administering agency contracting charge applies ($3,000 per contract) for contracts with the County or City.
accompanied with applicable substantiating documentation based on the Reporting & Invoicing Requirements 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 (Currently $3,000 per contract. An additional $3,000 may be added to a contract amendment to add additional funding or nonprofits to a contract during an existing contract cycle) unless otherwise specified herein.