
Waste & Recovery Mitigation Fee Joint Expenditure Planning Committee

Meeting Minutes

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

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

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:

Eduardo 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.

Edwardo 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

Agenda.

b. Committee Board Advisory Body Annual Report – 2016

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

this opportunity.

- e. Draft Summary Close-Out of Expenditures to date – 2015/2016 Expenditure Plan.

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.

Minutes Attachment

North Richmond Mitigation Fee Strategy Stats
Calendar Years 2015/2016

| Strategy | Description | 2015 | 2016 | Changes year to year |
|----------|---|--------|--------|--------------------------------------|
| 1 | Disposal Vouchers requested | 408 | 156 | 62% decrease in issued vouchers |
| 3 | Reported occurrences of illegal dumping | 3301 | 3321 | stayed the same |
| 4 | Tons of illegally dumped material removed from Right-of-Way | 128.56 | 191.32 | 30% increase in tonnage |
| 4 | Illegal dumping complaints | 76 | 223 | 65% increase in complaints |
| 5 | County Code Enforcement Cases Opened | 54 | 52 | stayed the same |
| 5 | County Code Enforcement Cases Closed | 70 | 55 | 20% decrease in cases closed |
| 5 | County Code Enforcement Active Cases | 280 | 252 | 10% decrease in active cases |
| 6 | Illegal Dumping incidents identified | 37 | 18 | 50% decrease in identified incidents |
| 6 | Illegal dumping suspects warned | 4 | 13 | 225% increase in suspects warned |
| 6 | Illegal dumping reports written | 37 | 3 | 92% decrease in reports written |
| 6 | littering cases opened | 23 | 5 | 80% decrease in cases opened |
| 6 | littering suspects warned | 11 | 3 | 63% decrease in suspects warned |
| 6 | cases closed | 24 | 1 | 96% decrease in cases closed |