



AGENDA REPORT

CITY MANAGER'S OFFICE

DATE: June 4, 2019

TO: Mayor Butt and Members of the City Council

FROM: Carlos Martinez, City Manager
LaShonda White, Director, Department of Children and Youth
David Padilla, Management Analyst, Department of Children and Youth
Letitia Carpenter, UC Berkeley Fellow, Department of Children and Youth

SUBJECT: RICHMOND DEPARTMENT OF CHILDREN AND YOUTH UPDATE AND APPROVAL OF OVERSIGHT BOARD APPLICATION

STATEMENT OF THE ISSUE:

On June 5, 2018, Richmond voters approved Measures E and K, known as the Richmond Kids First Initiative, which approved a City of Richmond charter amendment to require that a portion of the General Fund be set aside to fund youth programs and services and create a Department of Children and Youth (Department). Staff will provide a status update on the development of the Department and is requesting City Council approval of the Oversight Board application.

RECOMMENDED ACTION:

RECEIVE a status update on the development of the Richmond Department of Children and Youth (Department), and AUTHORIZE the Department to release the proposed Oversight Board application – City Manager's Office (Carlos Martinez/LaShonda White 620-6512).

FINANCIAL IMPACT OF RECOMMENDATION:

As stated in Measure K, the City is required to allocate \$250,000 from the City's annual General Fund budget in FY 2018-2019 and \$700,000 in FY 2019-2020 for the purpose of supporting the establishment of the Department and the Richmond Fund for Children and Youth (Fund). There is an intentional gap year in FY 2020-2021; therefore, Department staff will budget unexpended funds from FY 2018-19 and FY 2019-2020 to cover costs in FY 2020-21. The Measure also requires the City to allocate 1 percent of the City's General Fund in FY 2021-2022, 2 percent of the City's General Fund in FY 2022-2023, and 3 percent of the City's General Fund for FY 2023-2024 and each fiscal year thereafter through FY 2027-2028. For FY 2021-2022 through FY 2027-2028, these percentages of the City's General Fund will be in addition to any interest

earned on the Fund and any amounts unspent or uncommitted by the Fund at the end of any fiscal year.

Estimated Amount of Funding for RFCY Separated by Fiscal Year

1% of the GF ~ \$1,544,252*, 2% of the GF ~ \$3,088,503*, 3% of the GF ~ \$4,632,755*, * Based on Adopted FY 2018-19 Budget



A high-level summary of the Department's FY 2018-19 and proposed FY 2019-20 budgets is below.

FY 2018-19 and 2019-20 DRAFT BUDGET			
		FY2018-19 Budget	FY2019-20 Proposed
Revenue	Operating Transfer In	250,000	700,000
	Total Revenue	250,000	700,000
Expenditures	Salaries and Wages	50,000	236,944
	Benefits	20,000	87,428
	Professional and Admin	177,000	191,100
	Other Operating	3,000	16,000
	Utilities		1,200
	Equipment and Contract Services		1,000
	Total Expenditures	250,000	533,672
Net Impact		0	166,328

Any unexpended funds from FY 2018-19 and FY 2019-20 will be used to support staff, the Oversight Board and the development and implementation of the Strategic Investment Plan and other key Department projects.

DISCUSSION:

OVERVIEW AND UPDATE

On June 5, 2018, Richmond voters approved Measures E and K, collectively referred to as the Richmond Kids First Initiative (Initiative), to create an increase in funding for children, youth, and young adult services in the City of Richmond. Measure E acts as the foundation of the Initiative and established the creation of the Department of Children and Youth (Department) within the City Manager's Office and the development of the Richmond Fund for Children and Youth (Fund). Measure K acts as the revision ordinance for Measure E. Major changes of Measure K include, but are not limited to, adjusting the implementation dates listed in Measure E, removing the requirement that public agencies must work with a community-based organization or non-profit organization (pertains to eligible public agencies as referenced in Measure E), removing the 20 percent cap on eligible funds for public agencies, and requiring that the dedicated set aside funding only occurs after the passage of a general tax measure (Measure H was approved by Richmond voters in November 2018).

Meetings with Key Stakeholders and Community Events

Department staff provided an update to City Council regarding the implementation of the Richmond Kids First Initiative on January 22, 2019. Since that time, staff has met with various stakeholders to discuss various topics including the development of the Department, the selection process for the Oversight Board, methods to conduct meaningful community outreach, and the development of the community needs assessment and strategic investment plan. A list of the stakeholders is listed below:



Staff will continue meeting with key stakeholders to discuss opportunities to work collaboratively to ensure successful implementation of the Department.

On April 10, 2019, the Department, Richmond Kids First Committee and Invest in Youth Coalition collaboratively hosted a successful Community Meet and Greet event (community event) with over 90 participants in attendance. The purpose of this meeting was two-fold: (1) to provide an overview of the Richmond Kids First Initiative and allow organizations to meet Department staff, and (2) to allow key stakeholders to provide feedback on the development of the Department, Oversight Board, as well as a proposed Service Provider Working Group.

Website Development

Department staff has developed a website that can be found at www.richmondyouth.org and plans to work closely with City departments such as Information Technology, Community Services, Library and others to create a visually appealing and user-friendly website that will serve as a one-stop shop for programs that support Richmond's children and youth.

Draft Work Plan and Organization Matrix

Department staff developed a draft work plan that includes key goals, events, and deadlines from January 1, 2019 to June 30, 2021 (Attachment 1). The work plan will help the Department, the Oversight Board, Councilmembers, and key stakeholders support the implementation of the program's key objectives and will help hold the Department accountable. This work plan is flexible and will continue to be edited with the help of key stakeholders and city staff input.

In collaboration with the Richmond Kids First working group (representatives from RYSE, East Bay Center for the Performing Arts, the West County EdFund, Supervisor John Gioia's Office, West Contra Costa Unified School District, YES Nature to Neighborhoods and City of Richmond Community Services Department), a draft organization matrix was developed to define roles and responsibilities of the Oversight Board, Department staff, City Council, and Service Provider Working Group (Attachment 2). Department staff included research from promising practices and community members provided input in the development of this draft matrix during the community event on April 10, 2019.

PROPOSED OVERSIGHT BOARD APPLICATION AND SELECTION PROCESS

Per Measures E and K, the Mayor and City Councilmembers are responsible for appointing a 15-member Oversight Board (Board). The Mayor can appoint 3 members, at least 1 of which must be between the ages of 15 and 24, and each City Councilmember can appoint 2 members, at least 1 of which must be between the ages of 15 and 24. While the Measures do not dictate a process for appointment by City Council, Department staff, with the support of community partners, strongly recommends that the City Council make Board appointments via a transparent and open process. Department staff recommends that the selection of the Board should include: (1) a specific Board application, (2) staff review of applicants to ensure a diverse group of applicants has been received that meets the stated outcomes of the Measures (based on age and geographic diversity), (3) City Council ranking/selection process of applicants, and (4) appointment at a public meeting.

Initially, the Board will be responsible for developing Board rules, processes and procedures, and assisting the Department in creating a community needs assessment and an initial Strategic Investment Plan that will guide the development of the Department and the allocation of funds for

a 3-year period. The Board will eventually be responsible for reviewing applications for grant funding through an application process, recommending to the City Council a list of grants to be awarded for each funding cycle, facilitating an annual evaluation, and reviewing financial reports and audits to confirm that the funds are being managed responsibly.

Department staff will provide general support to Board members once appointed (e.g. training, meeting support, policy development assistance, and any other necessary supportive tasks). Staff is researching and working with different entities to determine appropriate trainings for the entire Board with specific trainings to support youth, as it is important to ensure that all Board members are equipped to actively participate in the decision-making process. As needed, childcare, interpretation and translation services, and meals will be provided at each Board meeting and training.

Oversight Board Application

Department staff would like to support the City Council in their selection of the Board and as a first step, staff is recommending Council approval of a Board application (Attachment 3). In collaboration with the Richmond Kids First working group and with feedback from City staff and participants at the April 10th community event, a draft Board application was developed. The application includes eligibility requirements and background information on expected roles and responsibilities of the Board. Potential applicants are asked to provide information regarding demographics, education and employment, and interest in serving on the Board application.

Once approved, the Board application will be available in English and Spanish in the following ways: (1) paper copies will be available for pick up at the City Manager's Office and other locations, (2) an electronic version will be available on the Department website at www.richmondyouth.org for electronic submission, and (3) an on-line, fillable document for individuals to fill out, print, sign, and then submit in person. The Department will also schedule dates for community members to access the Richmond Civic Center computer lab in order to expand access to the online versions of the application.

On June 4, 2019, the Department, Richmond Kids First Committee and Invest in Youth Coalition will collaboratively host a learning session for community members interested in participating on the Board. Department staff will be present to inform the Richmond community on work to-date and share how they can get involved in Richmond's Board. Representatives from the Oakland Fund for Children and Youth and other organizations will also be present to share best practices. Staff will consider hosting similar events throughout the summer.

Additional outreach methods includes but are not limited to working with West Contra Costa Unified School District to provide outreach to students and parents, posting flyers at Richmond schools prior to the completion of the 2018 – 2019 academic school year, providing access to electronic and hard copies of the application, publicizing through social media outlets, outreaching through the Richmond Neighborhood Coordinating Council, and collaborating with community-based and faith-based organizations and governmental entities to recruit Richmond youth and adults. Staff is recommending an application due date of August 30, 2019, which will allow for sufficient outreach by Department staff and in collaboration with key stakeholders. If necessary, staff is requesting approval to make minor edits to the Board application for clarification purposes.

Proposed Oversight Board Selection Process and Next Steps

Once applications are submitted, the City Council will need to make Board appointments. Staff is recommending City Council consideration of the following Board selection process and timeline.

Dates*	City Council Oversight Board Selection Process Actions
June 4, 2019	Council approval of Board application
June 14, 2019	Board application will open no later than this date
June 2019 – Continuous	Community outreach for Board recruitment in collaboration with key stakeholders
July 2019	Return to Council regarding the Board selection process
August 30, 2019	Deadline to submit Board applications
August 30, 2019 – September 10, 2019	<ul style="list-style-type: none"> • Application review by Department staff for eligibility • Applications will be loaded on to an File Transfer Protocol (FTP) website that each Councilmember can access • A map based on applicant addresses will be created by staff to help display how the applicant pool reflects the geographic diversity of Richmond and North Richmond (a requirement of Measures E & K).
September 10, 2019	Council meeting in which Councilmembers receive (1) matrix of eligible applicants categorized by geography and age (youth and adult), and (2) directions for selecting/ranking individual Board members
September 10, 2019 – September 27, 2019	Council reviews full applications available on the FTP site and conducts applicant interviews with the support of Department staff. Each Council member will be asked to rank their top 8 youth and top 8 adult applicants. Staff will make every effort to provide each Councilmember with their top rankings.
September 27, 2019	Council appointee decisions are due to Department staff
September 27, 2019 – October 3, 2019	Internal staff review of proposed appointees based on rankings and mapping of the geographical areas they represent to ensure that there is geographic diversity. Department staff will discuss proposed appointments with each Councilmember prior to official appointments
October 15, 2019	Request that Councilmembers appoint their respective Board members by this date
October 15, 2019 – November 1, 2019	Department staff notifies appointees and works to schedule 1 st Board meeting
November 2019 - Ongoing	Department staff supports the development of the Board (e.g. training, policy development assistance, and any other necessary supportive tasks)
November 2019 – November 2020	Community needs assessment and Strategic Investment Plan development process, includes community outreach
December 30, 2020	Strategic Investment Plan approval
December 2020 – June 2021	Strategic Investment Plan implementation (e.g. development of grant guidelines and grant application, outreach)

*Specific dates are subject to change

Next Steps

In the case of a Board vacancy, the Mayor or Councilmember whose Board appointment becomes vacant will be responsible for appointing a Board member to fill the vacant position. As stated, upon approval of the application, Department staff will work collaboratively with key stakeholders to conduct outreach for potential Board members and after initial review of applicants, will place eligible applications on a FTP for Council to review. Staff plans to return to Council in July 2019 to receive direction and approval on the Board selection process with the expectation that Council will make Board appointments no later than October 15, 2019.

ATTACHMENTS:

1. Draft Work Plan
2. Draft Organization Matrix
3. Draft Oversight Board Application