



12.27.16

# MANIFEST

Welcome to the Manifest; a weekly summary that cares more about brevity than grammar and/or numerical precision, and what is about to or could happen than what did or didn't. Contributions are welcome at [cmalin@ci.seaside.ca.us](mailto:cmalin@ci.seaside.ca.us) prior to noon on Fridays.

## The Weeks That Were

- ▣ Hail & Farewell – Thank you for your service, Council Member and Mayor Pro-Tem Oglesby. Welcome to the City Council, Council Member Jones.
- ▣ Skaters Show Up – A good number of skateboarders showed up to advocate for the inclusion of a skatepark in the Cutino Park renovation. Their concerns were well-articulated and well-received by the Council, and staff will be moving forward with the overall project, first by recommending a design firm to the City Council. There will be substantial outreach in the months after the design firm is on board, to incorporate citizen input. Two perspectives, for what they are worth ...

As a group, skaters are among the most creative and persistent athletes, in a class with gymnasts, divers, figure skaters, surfers and free-style skiers. Their creativity and persistence, along with their ability to disrupt the status quo while honing their craft within an extraordinarily kinetic space, is everything leading edge employers look for.

For some reason, every place I've worked has built two things – a police station and a skatepark. And (not that there's any cause and effect) the skatepark has come first.

- ▣ Welcome Aboard David – David Little has joined the Seaside team as our Building Official.
- ▣ Main Gate Proposal Public Input Invited – City Clerk Milton worked a bit of web magic to allow the public to provide comments on, and rank, the four proposals we've received for the Main Gate parcel. Just go to the City homepage here: <http://www.ci.seaside.ca.us> (you're welcome), scroll down to the middle, and click into the survey.

In early February, we'll be making a recommendation on an Exclusive Negotiating Agreement for the winning developer to the City Council.

- ▣ Youth Services Merged & Strengthened – Staff collaborated on a plan to merge the Youth Resource Center and Youth Education Center, and presented the plan to the Blue Ribbon Task Force and Steering Committee, which supported the plan. A memo on the transition is attached, and the personnel actions are expected to be on the January 5 City Council agenda.
- ▣ I Took A Test – Something called the “I-OPT” assessment, which I originally mistook for something about pancakes. Instead, it is an assessment that categorizes how you intake and process information with a 24 question test that takes not more than ten minutes. I was categorized as a (technical term ahead) “hot mess” which, again, I thought was a new menu item at IHOP.

Just kidding (sort of), I was classified as a “reactive stimulator” and “relational innovator”. RSRI’s can be described / perceived as passionate, competitive, spirited, daring, bold, forthright, engaging. They can also be described / perceived as combative, insensitive, inexact, unfocused and blunt. Guess which list of words drew the most laughs at the department head meeting?

After the laughing died down (it took quite a while) the general consensus was having a discussion about how we intake and process information, which influences decision-making greatly, is a good idea, and the whole dept head team will take the assessment. We’ll also create the opportunity for City Council members to take the assessment, and discuss how the Council as a team intakes and processes information at the upcoming Strategic Planning session.

### **The Week(s) Ahead**

- ▣ Strategic Planning Set For Jan 11 – The Strategic Planning session moves forward 20 days, north a mile or so (to the Golf Course clubhouse) and down in cost several thousand dollars (because I’m a no extra-charge facilitator).

Staff is developing a draft agenda for the day, which will be released for review with the next Manifest, which promises to be the best one yet of 2017.

- ▣ City Hall Is Open Dec 27 – 30 – Stop by, because there’s candy everywhere !
- ▣ Eastward – I’ll be out of the office Dec 27 – 30, generally available by cellphone and e-mail, but DCM Hodgson is personally available and can act in my absence.

**Have a great week, and a safe and festive start of the New Year !**



MEMORANDUM  
Office of the City Clerk

City of Seaside

Date: December 12, 2016  
To: Craig Malin, City Manager  
From: Lesley Milton-Rerig, City Clerk  
Subject: Transition plan for the Youth Violence Prevention Program

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On Tuesday, December 6th Chief Jackson, Nancy Towne and I met to discuss a transition of the Youth Violence Prevention program out of the City Clerk's office and shifting responsibilities primarily to the Recreation Department but also the Police Department, what the timeline would be and what an appropriate delineation of duties for the existing staff for this project would look like. It was agreed that having the Youth Resource Center and the Youth Education Center merge will allow for better oversight of both programs, avoid duplication of services and leverage grant funding for all programs.

We addressed the make-up of the Steering Committee as well as the oversight of the program daily operations. The plan that we agreed would best optimize resources is merging the Youth Education Center Teen Program with the Seaside Youth Resource Center Youth Violence Prevention Program. With the retirement of Coach Willams and the retirement of Vicki Myers, we have new opportunities that did not exist to leverage other existing programs and make all of them grow.

There are five key areas of consideration:

1. The Youth Resource Center
2. The Youth Education Center
3. The Steering Committee
4. The Task Force
5. The Grant obligations

### **The YRC/SYRC**

This plan proposes to merge both youth programs that are now "co-locating" into one larger, coordinated program as they serve the same age cohort of middle school to high school residents. Currently there are two full-time and one part time staff at the SYRC and there are 4 part-time staff people at the YEC. The YEC and the YRC will merge and the existing part time staff with the exception of Jasmine (formerly Parker) of the YEC will be transitioned into other recreation programs. The grant has one more year of funding and these Coordinator positions are fully funded through the Grant.

Delineation of duties would be as follows:

#### SYRC Staff:

- Ashley Collick (full time)- Operational logistics, information session/event coordination, collaboration between organizations and citywide volunteer program
- Ted Black (full time)- Client and parent interaction, school liaison, mentorship program, teen supervision, special events
- Alex Miller (part time)- Development of new collaborative partnerships, job skills and job placement program, VIP program and Police Activities League (PAL)
- Jasmine (part time) - Teen program coordination, special events

Recreation Supervisor Dan Meewis currently supervises and oversees the YEC. He is in the management group and will take over management of the YEC/YRC. Ashley Collick will serve as the site supervisor for the Youth Center and staff liaison to the Blue Ribbon Task Force.

#### **Advisory Boards**

There are two Advisory Boards for this program, the Blue Ribbon Task Force and the Steering Committee. The BRP serves as the Coordinating and Advisory Council for the CalGRIP project, as required by the grant. The Steering Committee is a subcommittee of the BRPTF and it was originally created to “provide assistance with specific efforts”. However, it has been operating as the Advisory Council directing policy and operations for the program.

Moving forward, the combined staff recommendation is to realign the Task Force and Steering Committee to the original intent of the OJJDP Gang Prevention Model. This will support the transition as well as reduce potential city liability.

The Task Force would serve as the Coordinating and Advisory Council as intended, and would be chaired by Police Chief Jackson. The Task Force Staff Liaison will be Ashley Collick. She will provide administrative support.

The Steering Committee would be realigned to serve when there is a need for assistance with specific efforts. This Committee would serve as an ad-hock committee to facilitate tasks that are assigned directly by the Task Force. They would not have a staff liaison and they would report their findings and recommendations directly to the Task Force Chair.

## **Grant Obligations**

There are a few specific duties that are necessary to be in alignment of the grant.

- Financial responsibilities; to include payment of invoices, budget adherence to grant requirements and submission of quarterly grant reimbursement reports. Every year is a different contract and the funds are not carried over year by year. This proposal plans to transition the program at the Beginning of 2017 so there is no transition necessary as it relates to reports or related expenditures for 2016.
- Annual renewal of the MOUS with the Community Based Partners. This can be done at the January 5, 2017 City Council Meeting.
- Quarterly progress reports, which are to be written by SYRC staff going forward.
- Preparation of the grant solicitation for the next round of funding - Vicki Myers would be asked/requested to complete the next grant cycle application.

## **Implementation:**

- To move forward, at the January 5, 2017 meeting the following staff actions will need to be approved:
  1. That the Recreation Supervisor position is reclassified to Recreation Superintendent to include the additional duties of supervision of the SYRC staff/program with commensurate pay.
  2. Change the position allocation list to eliminate the Youth Violence Prevention Manager Position.
  3. Formalizing two Youth Violence Prevention Activities Coordinator positions. Currently there are no part time YVP Coordinators in the budget. This would include reclassifying Jasmine to a Coordinator from a Recreation Specialist, and formalizing Alex's current part time position, which is currently budgeted as an under fill for the YVP Manager.
  4. Add a Full Time Recreation Coordinator Aquatics
  5. Assign Ashley C. special incentive pay for taking on additional duties including grant facilitation reporting and site supervision of the Youth Center staff.

**Costs for the Transition – January to December 2017**

<b>Item Description</b>	<b>16-17 FY As Budgeted</b>	<b>Additional Cost Impacts for Remaining 16-17 FY</b>	<b>Required Grant Match Remaining 16-17 FY</b>	<b>Annual Cost to General Fund 2017-18 FY</b>	<b>17-18 FY Annual Required Grant Match</b>
Youth Violence Prevention Manager (Salary +Benefits)	\$107,000	(\$107,000)	\$0	\$0	\$0
Part-time Coordinator (30 hrs, ltd benefits) * This was under filling the YVPM	\$0	\$24,000	\$24,000	\$42,000	\$42,000
Recreation Superintendent_ (Salary + Benefits)	\$106,000	\$2,500	\$13,600	\$108,500	\$27,000 (25% Time)
City Building Expenses (utilities, maint. ,etc)	\$21,000	\$0	\$10,500	\$21,000	\$21,000
Reclassify Rec Leader to Part Time SYRC Coordinator	\$30,500	\$11,500	\$24,000	\$42,000	\$42,000
5% increase for Ms. Collick	\$0	\$2,600	\$0	\$2,600	N/A*
*Recreation Coordinator (Aquatics) –	\$0	\$42,000	\$0	\$84,000	N/A*
<b>Total</b>	\$264,500	(\$66,300)	\$72,000	\$300,100	\$132,125

\* N/A = Not Charged to Grant Program

\* Note the Part Time Coordinator was under filling the YVPM Position

This reorganization has leveraged existing programs and staff duties and thus created efficiencies resulting in the ability of adding a full time Recreation Coordinator position with savings of \$66,300 in the first year and ongoing incremental cost of \$36,000 annually.