



CITY OF WASILLA

290 E. HERNING AVE.
WASILLA, ALASKA 99654-7091
PHONE: (907) 373-9050
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COUNCIL MEMORANDUM NO. 96-26

From: Mayor Stein
Date: March 6, 1996
Subject: Youth Court Grant Request

Wasilla has been asked for a \$3,600 cash grant to help fund the first year's operation of the Mat-Su Youth Court. A letter request from the task force is attached.

Administration supports the Youth Court and respectfully asks Council for direction on funding. If Council supports the program it could introduce a special funding ordinance, identify present budget funds or wait to place money in the FY97 budget.

John C. Stein, Mayor

APPROVED

DATE: 3-11-96

BY: H. Harris

*out of Council
contingency*

Mat-Su Youth Court Task Force
250 North Knik Street
Wasilla, Alaska 99654

RECEIVED

MAR 6 - 1996

March 1, 1996

CITY OF WASILLA, ALASKA

The Honorable John C. Stein
and Members of the Council
290 E. Herning Avenue
Wasilla, Alaska 99654

Dear Mayor Stein and Council Members:

As you are aware, a youth court is being organized in the Valley to help regain control of juvenile crime. Youth courts have been successful in many jurisdictions including Anchorage and this effort is strongly supported by Palmer and Wasilla police, Mat-Su court officials, members of the Mat-Su Bar and Borough School officials.

The State of Alaska Department of Education has approved a cash grant of \$32,252 for the court to the City of Wasilla as program administrator. Some \$77,000 is confirmed in in-kind support. \$36,000 in cash support is yet needed for the first year of operation.

The Mat-Su Youth Court Task Force respectfully asks that the Council make a grant to the youth court program in the amount of \$3,600. This represents a pro-rated share based on approximate populations of the Borough and cities as follows:

	Population	Percent	Amount
Total Borough	50,000	100%	\$36,000
Borough Less Cities	40,000	80%	28,800
Palmer	4,000	8%	2,900
Wasilla	5,000	10%	3,600
Houston	1,000	2%	700

Funding the Mat-Su Youth Court will accomplish the following:

- Provide timely and appropriate consequences for youthful misbehavior.
- Deal with minor offenses outside criminal justice system.
- Provide legal career experience for high school students.
- Educate students about consequences of crime.
- Reduce the cost of juvenile justice.

The youth court will be composed of the following elements:

- Accredited high school classes in legal processes.
- Trained student officers of the court.
- Volunteer adult members of the bar providing supervision and instruction.
- New part-time state probation intake officer working evenings and weekends in Palmer.
- Paid adult program coordinator
- Paid part-time secretary.
- No-cost offices at Cottonwood Creek Mall

A detailed budget document is provided for your information. A model high school curriculum has been provided at no cost by Anchorage Youth Court. The first student training classes are scheduled for spring 1996 with court becoming operational in the fall of 1996 or possibly this summer.

Private contributions are needed and being sought to help continue the program. Local government support will be requested for succeeding years.

Creation of the Mat-Su Youth Court is a timely response to the problem collapse of that part of the juvenile justice system which handles minor offenses. We ask for your favorable response to our grant request of \$3,600.

Sincerely,

A handwritten signature in cursive script, appearing to read "Paul Stein", is written over a horizontal line.

Mat-Su Youth Court Task Force

Enclosures: Budget
Task Force Members List

STEERING COMMITTEE MEMBERS
MAT-SU YOUTH COURT PROGRAM
Program Coordinator: Jim Messick, Wasilla Police Department

Mayors

John C. Stein, City of Wasilla - 373-9055
Henry Guinotte, City of Palmer- 745-3271
Barbara Lacher, Mat-Su Borough - 745-4801

Law Enforcement

Irl Stambaugh, Chief, Wasilla - 373-9062
Mike Lamb, Chief, Palmer - 745-4811

Schools

Dwight Probasco, Principal, Wasilla High School - 376-5341
Coyia Sweet, Safe and Drug-Free Schools Coordinator - 376-0913
Duncan Hunter, Mat-Su Schools - 376-0925
Peter Burchell, Mat-Su Alternative School - 373-7775

DFYS

Suzanne Lassiter, Division of Family & Youth Services - 745-4887
Margaret Krause, Division of Family & Youth Services - 745-4887

Judiciary

Beverly Cutler, Superior Court Judge, Palmer - 746-8103
Dave Zwink, District Court Magistrate, Palmer - 746-8108
Bill Estelle, District Attorney, Palmer - 746-8103

Alaska Bar Association

Scott Sterling, Jensen, Harris & Roth, Anchorage - 277-3533

High School Student Representatives

Tricia Lusk, Wasilla High School - 373-1287 (home), 376-5341 (school)
Michelle Burt, Palmer High School - 745-4199 (home)
Kathryn Reeh, Colony High School - 373-2734 (home)

BUDGET (2-23-96)
 YOUTH COURT PROGRAM

	Cash	In-kind Donations
<u>100 Personnel</u>		
A. Secretary I (Temporary) - 21,000 + 9.6% = \$23,016 1/2 time =	11,466*	
B. Probation Officer I 30,462 + 13,664 benefits = 44,126 (full time, six month, Aug. 96-Jan. 97)	22,063*	
<u>200 Travel & Per Diem</u>		
A. Annual Youth Court Conference Outside - Registration-200 Travel-550 Per Diem - 4 days = 300	1,050	
B. Mileage - Local area incl Anchorage	800	
<u>300 Contractual</u>		
Program Coordinator (33,612 + 9.6%)	18,419*	18,419-Wasilla
Legal Advisor (5 hrs/wk) (\$100/hr x 5 hrs/wk x 36 weeks)		18,000-Bar Assoc
Bookkeeper 5 hrs/mo (\$16/hr x 5 hrs/mo x 9 mos.)		720-Wasilla
Office Space (incl utilities) (1500/mo x 9 mos.)		13,500-Cottonwood Cr. Mall
Courtroom Space - Court System (\$200/session x 36 sessions)		7,200-Ct. System
Interactive Video Lab. as Classroom space at Palmer, Colony, Wasilla & Houston H.S.		1,000-Sch. Dist.
Use of Interactive Video System		2,000-Sch. Dist.
Facilitator of Interactive Video System		700-Sch. Dist.
Advertising & Promotional	500	
Printing	1,000	
Legal Instruction (20 hrs x \$100/hr)		2,000-Bar Assoc.
Meeting Space for Youth Ct Bar Assoc.		0 -Sch. Dist.
Telephone Calls, local & long distance	500	
Postage, P.O. Box	500	
Mat-Su Youth Court Bar Assn. Activities		2,000-Bar Assoc.
Letterhead, Envelopes & Business Cards	200	
Insurance	500	
Judicial Robes		250-Ct. System
Copying		300-Wasilla
Steering Committee-15 mems x \$20/hr/12 mtgs.		3,600-various
Room Dividers		300-Wasilla Lk Ch of the Nazarene

400 Supplies & Equipment

Supplies, equipment, work space, trng-POI		3,000-DFYS
Work tables & chairs	325	
Bookcase	175	
2 Desks & 2 chairs	900	
4 Office Chairs	300	
2 File Cabinets	300	
Alaska Statutes & Admin Regs		1,000-Wasilla
Office Supplies	500	
Telephone (/w recorder)	125	
Fax Machine & paper	300	
Word Processor, monitor, printer, software	2,500	
Student Training Supplies & Copying		3,000-Sch. Dist.
Title 11 & 12 (6 copies each)		240-Michie Co.
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	\$64,423.	\$77,229.

800 Indirect Cost

Six percent - Letter stating Federally approved rate of 6% will be supplied, if needed	\$ 3,865
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OTHER - Technical assistance, training materials, advice, liaison & program coord. invaluable-Anch. Yth
but not quantifiable Court

Total Cash Needed	\$68,288
Total Cash Available	32,252 (22.16%)
Balance to be Obtained	36,036 (24.76%)
Total In-kind Contribution	77,229 (53.07%)

Total Budget 145,517 (100%)

Overview of Budget by Funding Source

	Cash	In-kind
Dept. of Education Grant	32,252	
City of Wasilla		20,439
Court System		7,450
School District		6,700
Bar Association		22,000
Cottonwood Creek Mall		13,500
DFYS		3,000
Michie Co.		240
Steering Committee		3,600
Anch. Youth Crt. Project		unknown
Wasilla Lake Church of the Nazarene		300
Cash Needed	36,036	
	<hr/>	<hr/>
Totals	68,288	77,229

Note: In-kind contributions are sometimes difficult to quantify, such as the cost for student training supplies and the actual value of the Steering Committee. Best estimate calculations have been used.

* Cost of the Sec.I (\$11,466), and a portion of the Intake Officer's salary (\$20,786) will be paid from Dept. of Educ. grant of \$32,252.

BUDGET NARRATIVE

100 - Personnel

The Clerk 1 position is needed to perform typing, handle some phone calls, copy and assemble training materials, schedule appointments and meetings and like tasks associated with a Youth Court program. The position is a half time job and is temporary, thereby requiring minimal benefits (9.6%), in accordance with the personnel rules of the City of Wasilla. The position will be paid entirely by the grant funds from the Governor's Substance Abuse Grant administered by the Alaska Department of Education. (Benefits are 6.2% SBS, 1.0% ESC, .95% WC, and 1.45% FMED.)

The Probation Officer I position with the Division of Family and Youth Services (DFYS) is needed to screen and refer juvenile cases to the Youth Court, contact the youth and his (her) parents to obtain written agreement with the Youth Court Referral and to abide by its judgement, and the other processing tasks as required by DFYS.

The full-time POI will be hired by DFYS effective August 1996. This will permit him(her) to be trained by DFYS and be ready for the first Youth Court trials when school begins in September. The first training session for Youth Court members is scheduled to begin after the spring break on March 11, 1996 and be completed by the end of the spring semester. There is the possibility that there will be enough Youth Court members available during the summer to conduct court sessions. If so, the Intake Officer would be hired earlier. This position will be funded by the grant described above. This position cannot now be funded by DFYS due to budget constraints. The Intake Officer will also work evenings and weekends to handle youth referred by police after the normal work hours, in a schedule to be developed by DFYS.

200 - Travel & Per Diem

Attendance by the Coordinator at the annual national Youth Court Conference will result in finding out how other Youth Courts function nationally, and to discuss strengths and weaknesses of various approaches. The Mat-Su program will be strengthened by exposure to these other programs.

Mileage reimbursement will be made to the Coordinator at the rate of .29/mile for travel by personal car, for program related business, including travel to the Anchorage program as needed.

300 - Contractual

Program Coordinator - Base salary of \$33,612. + 6.2% SBS, + 1.0% ESC, + .95% WC, + 1.45% FMED = \$36,838. This position will be broadly responsible for the Youth Court program under the policy guidance of the Youth Court Steering Committee. The City of Wasilla will pay half (\$18,419) of this position. The \$1,723 left from the Dept. of Education grant will be applied to this position. The balance needed for this position will be obtained from other city/borough/private sources.

Legal Advisor - Provides assistance as needed during all youth court sessions to ensure fairness and adherence to laws and regulations. (A Volunteer has been obtained.)

Bookkeeper - Bookkeeping functions relative to expenditures and associated records-keeping will be performed by the City of Wasilla Finance Department, as an inkind service

Office Space - Commitment has been obtained from the management of the Cottonwood Creek Mall in Wasilla to permit the Youth Court office to be located in a store front there. The 1400 sq. ft. + utilities normally would cost \$13,500 annually.

Courtroom Space - Required for all Youth Court proceedings. The \$200 figure is the value used by the Anchorage program. A commitment has been obtained from the Court System to use a courtroom in the Palmer Courthouse as well as robes for the three judge panel.

Classroom Space - Required for evening classes taught by attorneys. Regular school rooms would be used. School rooms have been promised by the School District.

Advertising & Promotional - Brochures and related materials, newspaper ads, etc., will be needed.

Printing - Commercial printing will be needed for a variety of purposes, including covers for instructional materials, announcements concerning swearing in of new members into the Mat-Su Youth Court Association, etc.

Legal Instruction - Members of the Mat-Su Bar Association will be instructors for the 20 hour legal training program. Three attorneys have volunteered. The School District has volunteered the use of their Interactive TV Laboratory. A lab in each of the schools that will be participating-Palmer, Colony, Wasilla and Houston-will enable an instructor to conduct his session simultaneously in all four schools. Provision exists for students to ask questions from each school. A system facilitator, whose services are also being provided by the School District, will handle the operation of the ITV system

Meeting Space - Members of the Youth Court association will utilize a school room as a meeting place for their organization. Appropriate space has been promised by the School District.

Telephone - self explanatory

Postage - self explanatory

Youth Court Association Activities - The value of attorney's who make presentations to the youth group, conduct mock trials, etc. An attorney has volunteer to guide the activities of this group.

Tables, Chairs, Bookcase, File Cabinet, etc. - Needed for office of program coordinator

Statutes & Regulations - Needed for instructional purposes, research, etc., by Youth Court members as well as their Association. The City of Wasilla has donated an up to date set of Alaska Statutes and Administrative Regulations, and the Michie Co. has promised six copies each of Titles 11 and 12.

Supplies, Telephone (instrument), Fax, Word Processor - self explanatory.

OTHER

The Anchorage Youth Court project has provided invaluable assistance that is simply not something to which any value can be attached. Anchorage Assemblyman Mark Begich made a presentation to the Wasilla Chamber of Commerce and, thereafter, at the first meeting of the Mat-Su Youth Court Steering Committee. Since then the director of the Anchorage Youth Court has extended substantial assistance on virtually every aspect of their Youth Court program. The most significant assistance has been their agreement for the Mat-Su Youth Court to use the entire training syllabus of the Anchorage program.

Mat Su Youth Court Project

Overview of In-Kind Services by Source (Mar. 1, 1996)

	<u>In-Kind</u>
1) <u>City of Wasilla</u>	
Coordinator	18,419.
Bookkeeper	720.
Copying	300.
Statute	<u>1,000.</u>
	\$20,439.
2) <u>Court System</u>	
Use of Courtrooms	7,200.
Robes	<u>250.</u>
	7,450.
3) <u>Bar Assoc</u>	
Legal Advisor	18,000.
Instructors	2,000.
Youth Court Bar Assoc.	<u>2,000.</u>
	22,000.
4) <u>School District</u>	
a. Interactive Video Lab, Classroom space	1,000.
b. Use of Video System	2,000.
c. Facilitator of video system	700.
d. Classroom Space, YC Bar Assoc	-0-
e. Student Training Supplies, copying	<u>3,000.</u>
	6,700.
5) <u>Cottonwood Creek Mall</u>	
Office Space	13,500.
6) <u>Division of Family & Youth Services</u>	
Training, Ofc space, Supplies for POI	3,000.
7. <u>Steering Committee</u>	
Program Oversight	3,600.
8) <u>Michie Co.</u>	
6 copies Title 11 & 12	240.
9) <u>Nazarene Church</u>	
Office Dividers	300.
10) <u>Anchorage Youth Court Project</u>	
Advice, Information, Liasion	Unknown