



	Presented
Comment:	Special Meeting 1/23/06
Verified by:	ASmith

**WASILLA CITY COUNCIL INFORMATION MEMORANDUM**

**IM No. 06-03**

**TITLE: HISTORY OF COMMUNITY GRANTS FROM 1998.**

Agenda of: January 23, 2006  
 Originator: Kristie Smithers, City Clerk

Date: January 18, 2006

Route to:	Department	Signature/Date
X	Finance *signature required	<i>[Signature]</i>
X	Clerk	<i>[Signature]</i>

**REVIEWED BY MAYOR DIANNE M. KELLER:** *Dianne M. Keller*

**FISCAL IMPACT:**  yes\$ or  no      Funds Available  yes  no

Account name/number:

Attachments: Memo: History of Community Grants from 1998; dated: January 18, 2006

**SUMMARY STATEMENT:** This attached memo is presented for informational purposes only.




**OFFICE OF THE CITY CLERK**

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**CITY OF WASILLA**  
290 E. HERNING AVE.  
WASILLA, AK 99654-7091  
PHONE: (907) 373-9090  
FAX: (907) 373-9092

TO: Council Members

FROM: Kristie Smithers, City Clerk 

DATE: January 13, 2006

**SUBJECT: HISTORY OF COMMUNITY GRANTS FROM 1998**

The issue of whether the council is in the “grant giving business” has been the subject of much discussion during my tenure at the city of Wasilla.

Per council action in 2004 the city council stated that they were no longer in the “grant giving business.” This action may be repealed or amended by an affirmative vote of the council through an Action Memorandum.

Should the council desire to reinstate the community grant process, I suggest that you use the Policy outlined in AM No. 04-05(AM) as a starting point and then amend the document if necessary. I feel this policy answered many questions that arose throughout the years we had a community grant process in place.

Another question that needs to be answered is how to award the grants. Would the council like to bring individual agencies forward one at a time as proposed in AM No. 04-05(AM) or have a rating sheet that allows the entire council to rate each agency? Also does the council wish to notice the community grant process in the newspaper? By advertising the program, all agencies would be afforded an equal opportunity to apply for the available funds.

The grant issue is solely a council decision; however, after asking for input from the finance director, he suggests that the council establish a clear process for requestors and staff to follow. He also recommends that the council allocate funds through the budget process and distribute the funds after the budget is adopted by whatever means the council decides with the total amount of budget as the constraint on how many grants may be awarded.

I have attached a copy of a Resolution adopted by the City of Kodiak that establishes their community grant program. In our research, we found that the City and Borough of Sitka; Kenai Peninsula Borough; and City of Valdez fund grants in one way or another, however, no formal application process is used. Please see attached e-mail responses.

The following is an account of the Community Grant Process since 1998:

**June 22, 1998, CM No. 98-26(AM)**

The City Council adopted its first written grant policy. The policy established the following guidelines:

- It shall be a policy of the Wasilla City Council that no funding or grant requests shall be considered for any type of *for-profit* organization or for individuals requesting funding for a private purpose.
- In considering funding requests from *non-profit* organizations, the council will give preference to organizations located within the Wasilla City Limits and funds allocated by the council will directly benefit the residents of the city.

**April 13, 1998, IM No. 98-36**

A list of grant requests received for the year was presented to the council. The requests totaled \$61,320.

In addition the council funded the following non-profit organizations in FY-98, but did not consider the funding "grants."

Tourism	\$53,500
Wasilla Area Senior Center (WASI)	\$17,000
Economic & Community Development	<u>\$27,000</u>
	\$97,500

**July 13, 1998, CM No. 98-37**

To further clarify the grant guidelines, the council adopted additional rules as a supplement to those adopted in June 1998 (CM No. 98-26(AM)), as follows:

- The council shall only consider grant requests during the budget process. Grants adopted by the council will not be disbursed until after July 1.
- Grant request applications must be received by the clerk's office, no later than February 1 prior to the fiscal year the requests will be granted.
- Each grant request must be submitted on a grant request application to be provided by the clerk's office. The request must accompany:
  - A five-year plan indicating how the funds requested will be used;
  - A budget for the organization; and
  - A summary outlining the long-term goals of the organization.

- Original funds granted to an organization will be decreased by 25 percent annually. After five years the organization will no longer be qualified to receive a grant from the City of Wasilla.

**April 27, 1998, IM No. 98-39**

In addition to the grant requests presented to the council on April 13, 1998 (IM No. 98-36), the clerk's office reported to the council that an additional \$98,800 in grant requests were received.

**October 26, 1998, IM No. 98-118**

After being inundated with requests from non-profit agencies for funding, the clerk's office drafted an application and cover letter outlining the city's grant policy. The council directed that the clerk not send out the letter, so no grant process was implemented.

**December 8, 2003, CM No. 03-71**

In 2003, new grant guidelines were proposed to the council in CM No. 03-71, however, the CM failed, and the guidelines established in CM Nos. 98-26 and 98-37 continued in effect.

**January 12, 2004, AM No. 04-05**

As directed by the council an amended community grant policy and application were drafted and adopted by the council. See AM No. 04-05.

**February 9, 2004, AM No. 04-12**

The council adopted a motion that they were no longer in the "grant giving business" and repealed CM Nos. 98-26 and 98-37 and AM No. 04-05.

Attachments: CM No. 98-26(AM)  
IM No. 98-36  
CM No. 98-37  
IM No. 98-39  
IM No. 98-118  
CM No. 03-71  
AM No. 04-05  
AM No. 04-12

**CITY OF KODIAK  
RESOLUTION NUMBER 05-20**

**A RESOLUTION OF THE COUNCIL OF THE CITY OF KODIAK ESTABLISHING  
FUNDING CRITERIA FOR NONPROFIT GRANTS**

WHEREAS, the City Council recognizes and supports local nonprofit organizations and has historically made funding available to these organizations on an annual basis; and

WHEREAS, it has been determined that the appropriate total amount of City funds to grant to nonprofit organizations is a maximum of one percent of budgeted general fund revenues, exclusive of any fund balance appropriation; and

WHEREAS, City funds have been provided to nonprofit organizations that supplement and compliment the services provided to residents by the City; and

WHEREAS, the State of Alaska Revenue Sharing program, which provided the historical funding base for nonprofit organizations, has been eliminated.

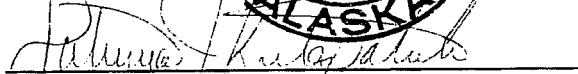
NOW, THEREFORE BE IT RESOLVED that the Council of the City of Kodiak, Alaska hereby establishes the following additional funding criteria for nonprofit grants provided by the City:

1. Organizations receiving funds must be legally recognized by the Internal Revenue Service.
2. Funding will be granted only for the following kinds of programs/activities and up to the maximum identified funding amount per organization and program type:

Youth Recreation Programs	\$2,500
Adult Recreation Programs	\$5,000
Public Safety Support Programs (Shelter/Food)	\$10,000
Emergency Response Support Programs	\$10,000
3. Subject to the total amount of funding available, in order to minimize the impact of potential funding cuts and/or gains to organizations as a result of the implementation of these caps, no organization will receive ten percent (10%) less and/or more than in the previous funding year.
4. Applications will be accepted only from organizations funded in FY'05.



ATTEST:

  
\_\_\_\_\_

DEPUTY CITY CLERK

CITY OF KODIAK

  
\_\_\_\_\_  
MAYOR

Adopted: May 26, 2005

**Jamie Newman**

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**From:** Colleen Pellett [colleen@cityofsitka.com]

**Sent:** Tuesday, January 10, 2006 2:43 PM

**To:** Jamie Newman

**Subject:** RE: Community Grants

Jamie

They do. There is a process every year where non-profits submit proposals and then the assembly reviews and awards within their allocated amount. This year I believe it was \$180,000 total. I'm forwarding your message to our finance director for the finer details.

Talk to you tomorrow. Colleen

-----Original Message-----

**From:** Jamie Newman [mailto:JNewman@ci.wasilla.ak.us]

**Sent:** Tuesday, January 10, 2006 2:18 PM

**To:** Shelli Moore; Nanci Ashford; Colleen Pellett; Christie Jamieson ; Sherry Biggs

**Subject:** Community Grants

Does your municipality provide grants to non-profit organizations within your community? If so, do you have criteria established for the disbursement of the funds? Is there an established process (grant agreement, noticing, etc.) for the public to follow? Any written information you have to share would be great!

Thanks, Jamie

Jamie Newman, Deputy Clerk  
City of Wasilla  
290 E. Herning Ave.  
Wasilla, AK 99654  
907-373-9090  
[jnewman@ci.wasilla.ak.us](mailto:jnewman@ci.wasilla.ak.us)  
[www.cityofwasilla.com](http://www.cityofwasilla.com)

**Jamie Newman**

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**From:** Shelli Moore [smoore@ci.valdez.ak.us]  
**Sent:** Tuesday, January 10, 2006 2:46 PM  
**To:** Jamie Newman  
**Subject:** RE: Community Grants

Jamie:

We do not provide grants to non-profits but we do allocate funding for non-profits who request funding with each budget year. Some of the non-profits do come and request additional funding throughout the year as well. This is a part of our budget process which as always it noticed to the public. If you have any other questions, let me know.

*Shelli Moore*

Deputy City Clerk  
City of Valdez  
Phone: 907-834-3468

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**From:** Jamie Newman [mailto:JNewman@ci.wasilla.ak.us]  
**Sent:** Tuesday, January 10, 2006 2:18 PM  
**To:** Shelli Moore; Nanci Ashford; Colleen Pellett; Christie Jamieson ; Sherry Biggs  
**Subject:** Community Grants

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Thanks, Jamie

Jamie Newman, Deputy Clerk  
City of Wasilla  
290 E. Herring Ave.  
Wasilla, AK 99654  
907-373-9090  
[jnewman@ci.wasilla.ak.us](mailto:jnewman@ci.wasilla.ak.us)  
[www.cityofwasilla.com](http://www.cityofwasilla.com)

**Jamie Newman**

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**From:** Biggs, Sherry [SBiggs@borough.kenai.ak.us]  
**Sent:** Tuesday, January 10, 2006 2:49 PM  
**To:** Jamie Newman  
**Subject:** RE: Community Grants

Yes. Off the top of my head....we have funded tourism promotion, economic development, Cook Inlet RCAC specific projects, regional transportation (mini-van service). The basic process is the agencies come before the assembly during the budget formation process and "pitch their requests." If it is funded in the final budget adoption, then our Grants Manager writes up a contract for services to be performed and a payment schedule. Sometimes a portion of \$\$\$ is paid up front and the remainder after tasks have been met or on a reimbursable/quarterly basis.

Let me know if you need more info.....

See you soon in Fairbanks-  
Sherry

-----Original Message-----

**From:** Jamie Newman [mailto:JNewman@ci.wasilla.ak.us]  
**Sent:** Tuesday, January 10, 2006 2:18 PM  
**To:** Shelli Moore; Nanci Ashford; Colleen Pellett; Christie Jamieson ; Sherry Biggs  
**Subject:** Community Grants

Does your municipality provide grants to non-profit organizations within your community? If so, do you have criteria established for the disbursement of the funds? Is there an established process (grant agreement, noticing, etc.) for the public to follow? Any written information you have to share would be great!

Thanks, Jamie

Jamie Newman, Deputy Clerk  
City of Wasilla  
290 E. Herning Ave.  
Wasilla, AK 99654  
907-373-9090  
[jnewman@ci.wasilla.ak.us](mailto:jnewman@ci.wasilla.ak.us)  
[www.cityofwasilla.com](http://www.cityofwasilla.com)



**SUBJECT: COUNCIL POLICY ESTABLISHING GUIDELINES FOR GRANT REQUESTS.**

REQUESTED BY: Council Member Cottle  
PREPARED BY: Kristie VanGorder, City Clerk

DATE: May 12, 1998

FOR AGENDA OF: May 27, 1998; June 22, 1998

**SUMMARY:**

After several discussions with the council it is apparent that guidelines must be established regarding grant consideration by the city council. Council Member Cottle has requested that the council consider implementing the following policy:

It shall be a policy of the Wasilla City Council that no funding or grant requests shall be considered for any type of *for-profit* organization or for individuals requesting funding for a private purpose.

In considering funding requests from *non-profit* organizations, the council will give preference to organizations located within the Wasilla City Limits and funds allocated by the council will directly benefit the residents of the city.

**FISCAL IMPACT:**  No  Yes, amount requested: \$ Fund:

**RECOMMENDED ACTION:** Consideration of Council Memorandum 98-26.

**MAYOR REVIEW/COMMENTS:**

  
Reviewed by: SARAH PALIN, Mayor

Attachments: None

*Repealed by Am # 04-05 1/2/04*  
**COUNCIL ACTION** *[Signature]*  
*Dep. Clerk*  
POSTPONED: MAY 27, 1998  
AMENDED AND APPROVED: JUNE 22, 1998  
*K. VanGorder*

**SUBJECT: Grant Requests**REQUESTED BY: Council Member Patrick 

PREPARED BY: Jamie Newman, Deputy Clerk

DATE: April 6, 1998

FOR AGENDA OF: April 13, 1998

**SUMMARY:**

Council Member Patrick has requested that the clerk's office bring forward all grant requests received by the city this year. The requests received are as follows:

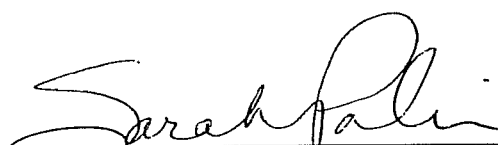
Children's Advocacy Center:	\$26,424
Wasilla Area Seniors (WASI):	\$14,000 (verbal request to administration)
Teen Challenge:	\$10,000
Kids Are People, Inc.:	\$ 6,000
Friends of the Library:	\$ 2,895 (verbal request to administration)
Friends of Wonderland:	\$ 2,000

Historically the city has funded the Museum of Alaskan Transportation and Industry (MATI) in the amount of \$40,000. We have also paid the water bill for the Alano Club. To date, neither organization has contacted the city to request funding for next fiscal year.

The clerk's office has not included any of these requests in our proposed FY-99 budget. Should the council choose to fund these requests, the proposed budget will have to be amended.


**FISCAL IMPACT:**  No  Yes, amount requested:

**RECOMMENDED ACTION:** Direction is respectfully requested from the council.

**MAYOR COMMENTS:**  
Reviewed By: SARAH PALIN, Mayor

Attachments: Memorandum from Dean Baugh, Regarding: Funds provided to other organizations in FY-98. Written requests from: The Children's Advocacy Center, Teen Challenge, Kids Are People, Inc., and Friends of Wonderland.

# Memo

To: Mayor Palin  
 From: Dean W. Baugh, Senior Accountant   
 CC: Erling Nelson, Diane Keller  
 Date: March 23, 1998  
 Re: Funds Provided to other organizations in FY98

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## Tourism

MATI	\$40,000
MATI 1997 Air Show	\$13,000
MATI 1998 Air Show	\$0
Gold Rush Celebration Support	\$500

## Senior's Support

WASI	\$17,000
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## Economic & Community Development

Irondog Classic	\$9,000
Irondog Banners	\$ 225
Iditard	\$10,000
Jr. Iditard	\$5,000
Friends of Wonderland	\$ 475
Wasilla HS (Ad)	\$ 410
Wasilla Christian School (Ad)	\$ 50
AMVETS Post #9 (Ad)	\$ 25
District 49A Midwinter Conference	\$ 200
Chamber of Commerce	\$ 1,300
ALANO Club (Water/Sewer Support)	\$ 396

**DATE: March 31,1998**

**TO: Mayor Sarah Palin and members of the Wasilla City Council**

**FROM: Margaret Volz, Program Director – THE CHILDREN'S PLACE  
(Children's Advocacy Center for the Mat-Su Valley)**

**RE: Funding Request for the Core Program for THE CHILDREN'S PLACE**

First of all, Dr. Baldwin-Johnson and I would like to thank you for the opportunity to present to you our plans to establish a Children's Advocacy Center in the Valley to conduct joint investigations and evaluations for child abuse. As you have already heard, we believe by conducting joint interviews and medical exams for children in a neutral, child-friendly place, we can reduce the trauma for children and families and hopefully increase the rates of prosecution for the offenders.

I'm enclosing a proposed budget to outline our needs to start this kind of facility in our community. We are currently in the process of applying for 2 grants, one state and one federal. These would be directed toward funding one staff position at The Children's Place, and for general operating costs: rent, phone, office supplies (fax, copier, computers, etc.). These grants would fund a maximum of \$50,000 per year and require matching funds within our community. We are hoping to receive in-kind donations for furniture, remodeling expenses, and children's toys and furniture.

We are asking the Wasilla City Council to consider funding the start-up costs for an exam room at the Center, where Dr.'s Baldwin-Johnson and Fusco and myself would do exams on children where there is a concern of possible physical or sexual abuse or neglect. These are specialized exams. In addition to the advanced training required (not usually provided in medical or nurse practitioner programs), photocolposcopy is used to help identify signs of trauma. The use of a colposcope has become the "gold standard" around the country for doing child sexual abuse exams. The colposcope magnifies up to 15X the area you are looking at and has the ability to record the exam on video and/or 35mm camera. This can be extremely effective in court, as well as in training other medical providers. The colposcope is also the reason why it is helpful to have one centralized Children's Advocacy Center for the area. It significantly enhances your ability to see signs of healed genital or anal trauma, but is cost prohibitive for many smaller outlying clinics.

We are funding the purchase of a 35mm camera with ring flash and macro lens to document physical injuries through the Development Grant through the National Network of Children's Advocacy Centers, so those costs are not included. Also, the Power table is an outdated model and the company was willing to reduce the cost by \$2,000. The costs for the equipment included shipping, set-up fees, and warranties.

I would be happy to discuss the purpose of the different types of equipment or additional questions you might have. We are also planning to request funding from the Borough Assembly and the Palmer City Council, as well as local groups such as the Rotarians. Your consideration for funding all, or a portion of the costs for setting up a medical exam room at THE CHILDREN'S PLACE are greatly appreciated.

**THE CHILDREN'S PLACE**  
Medical Exam Room Expenses

Medical Exam Room (\* = one-time expense)

Power Table	\$ 3,440.00*
Microscope	\$ 957.00*
Fiberoptics for Speculum	\$ 109.00*
Charger for Ophthalm/Otoscope	\$ 277.00*
Otoscope 3.5V	\$ 101.00*
Ophthalmoscope	\$ 127.00*
Goose Neck Lamp	\$ 86.00*
Sphyg Wall Mount	\$ 98.00*
Swab Dryer	\$ 250.00*
Colposcope (incl. 35mm camera & video attachment)	\$20,000.00*
Supplies	\$ 500.00
Sm Refrigerator for Lab Supplies & Film	\$ 179.00*
Wood's Lamp	<u>\$ 300.00*</u>
<b>TOTAL:</b>	<b>\$26,424.00</b>

4-23-1998 9:17AM FROM MICA, INC. 3873758725 P. 2

**THE CHILDREN'S PLACE**  
**Proposed Expense Budget for 1<sup>st</sup> Operational Year**

**EXPENSES** (\* = ONE-TIME COST)

<b>Personnel</b>	<b>Salary</b>
1.0 Center Manager/Clinical	\$45,000.00
.12 Medical Director	\$30,000.00
1.0 Case Manager	\$40,000.00
1.0 Receptionist	\$28,000.00
<b>Benefits:</b>	
FICA	\$12,480.50
Workers Comp	\$ 943.00
Unemployment	\$ 990.00
Malpractice Insurance	\$ 550.00
<b>Training/Education</b>	
\$1,000/yr for clinical staff	\$ 3,000.00
<b>TOTAL:</b>	<b>\$160,963.00</b>
<b><u>Office</u></b>	
Rent - approx. 1400 sq. ft @ \$.80/ft	\$13,440.00/yr
Utilities - \$45/mo for electricity	\$ 540.00/yr
Telephone - \$50/mo	\$ 600.00/yr
Fax (1)	\$ 259.00*
Copier (1)	\$ 500.00*
Computers (4) - 1 system donated	\$ 4500.00*
Printers (3) - 1 donated	\$ 340.00*
Supplies (film & developing, postage, misc.)	\$ 4,000.00
Printing	\$ 1,000.00
Locking File Cabinet	\$ 219.00*
Janitorial	
2 <sup>nd</sup> Opinion Software & Slide Scanner	\$ 3,880.00*
Liability Insurance	\$ 500.00
Business Licenses (3)	\$ 100.00
<b>TOTAL:</b>	<b>\$29,878.00</b>

Interview Room

Motion detector camera, wall mounted	\$ 700.00*
2 condenser boundary microphones, ceiling	\$ 240.00*
1 tape recorder	\$ 299.00*
1 noise reduction microphone for tape recorder	\$
1 year supply of audio tapes	\$ 150.00
Furniture – low table, child stools, chairs (in-kind)	\$ 176.00*
Adult chairs – 2 (donated or used)	\$ 150.00*

Remote viewing room – (exam room)

1 VCR	\$ 2,350.00*
1 color monitor	\$ 700.00*
1 microphone mixer	\$ 120.00*

Add viewing & copying capability

1 TV monitor	\$ 250.00*
1 dual deck VCR	\$ 365.00*
1 Cart (?donated)	\$ 80.00*
Video tapes – based on 200 children/year	\$ 364.00

System Set-up & Wiring

Installation of wall jacks, in-wall wiring, video cables, Etc. – depends on location of center	<u>\$2,000-\$3,000</u>
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**TOTAL: \$8,944.00**

Medical Exam Room

Power Table	\$3,440.00*
Microscope	\$ 957.00*
Fiberoptics for Speculum	\$ 109.00*
Charger for Ophthalm/Otoscope	\$ 277.00*
Otoscope 3.5V	\$ 101.00*
Ophthalmoscope	\$ 127.00*
Goose Neck Lamp	\$ 86.00*
Sphyg Wall Mount	\$ 98.00*
Swab Dryer	\$ 250.00*
Colposcope (incl. 35mm camera & video attachment)	\$20,000.00*
Supplies	\$ 500.00
Sm Refrigerator for Lab Supplies & Film	\$ 179.00*
Wood's Lamp	<u>\$ 300.00*</u>

**TOTAL: \$26,424.00**

**Front Lobby / Waiting Area**

Furniture: Couch & Chairs (2)	
Bean Bag Chairs (2)	\$ 54.00*
Coat Rack	
Play Area: Storage Center	\$169.00*
Doll House	\$100.00*
Kitchen Center	<u>\$210.00*</u>
Toys (donated)	
<b>TOTAL:</b>	<b>\$533.00</b>

**Staff & Conference Area**

Conference Table & Chairs	
Sm. Refrigerator	\$ 179.00*
Microwave	<u>\$ 100.00*</u>
<b>TOTAL:</b>	<b>\$ 279.00</b>

**TOTAL EXPENSES: \$227,021.00**

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**PROJECTED INCOME FOR 1<sup>ST</sup> YEAR OF OPERATION**

**1. Grants:**

Alaska Children's Trust - State	\$ 50,000
Healthy Tommorrow's (MCH) - Federal	\$ 50,000

**2. Foundations:**

Ben & Jerry's	\$ 15,000
McDonald's	\$ 10,000
Other	\$ 10,000

**3. Local:**

Wasilla City Council	\$ 27,000
Palmer City Council	\$ 25,000
Mat-Su Borough Assembly	\$ 25,000
Local Service Groups (Rotarians, Lions, etc.)	\$ 5,000

**4. Fundraising / Donations:**

Sports Physicals	\$ 5,000
Event (5K Run? Triathlon in 1999)	\$ 4,000
In-Kind Donations	<u>\$ 2,000</u>

**TOTAL: \$228,000**



Spoke at meeting  
2/23/98

WASILLA CITY COUNCIL MEETING  
PERSONS TO BE HEARD REQUEST

PRINTED NAME OF SPEAKER: Eric Tomasiuo

ORGANIZATION REPRESENTED: Teen Challenge

DAY TIME TELEPHONE NUMBER: 745-4303

FAX NUMBER: 745-4209

MAILING ADDRESS: Box 4281 Palmer, AK

Address and telephone number are requested so that you may be contacted should cancellation or postponement of the meeting become necessary or you need to be contacted in the future.

COUNCIL MEETING DATE: 2/23/98

SUBJECT: \_\_\_\_\_

WHAT ACTION, IF ANY, WOULD YOU LIKE COUNCIL TO CONSIDER?

Consider a grant request.

\$ 10,000 for a new well & sewer system.

Do you require special equipment for your presentation? If yes, please indicate the type of equipment you require:

No.

NOTICE TO SPEAKER

To be placed under persons to be heard on the council agenda, please contact the city clerk's office at 373-9090.

At the meeting when your name is called, please go to the front of the room, clearly state your name and speak into the microphone to ensure an accurate record of your testimony. Please keep your testimony concise. A three-minute time limit is requested.



# Kids Are People, Inc.

Services for Youth In Crisis  
851 E. Westpoint Dr. #104, Wasilla, AK 99654  
(907)376-6016 FAX (907)373-4959  
<http://akcache.com/kids/index.htm>  
e-mail c/o steinmarie@matnet.com

RECEIVED

March 6, 1997

MAR 09 1998

CITY OF WASILLA, ALASKA

✓ Members of the City Council  
Mayor Sarah Palin  
City of Wasilla  
290 E. Herning Ave.  
Wasilla, AK 99654

Dear Mayor and Members of the City Council:

## Request

On behalf of homeless valley children, Kids Are People, Inc. respectfully asks that the City of Wasilla consider a \$6,000 housing grant to the Dorothy Saxton youth emergency shelter.

## Purpose

The \$6,000 grant to the Dorothy Saxton Shelter will pay for 58 bed-days of emergency shelter equal to 3% of the shelter's overall annual operating cost. The request equals about one tenth of the anticipated FY 1999 local match of \$60,000.

## Objective

The objective of the shelter is to provide 24 hour semi-secure supervised emergency shelter and placement service for up to five homeless youth at a time.

The shelter provides service to kids ages twelve through seventeen without discrimination.

Referrals are accepted from youth themselves, parents, friends, Troopers, Palmer Police, Wasilla Police, schools and community mental health providers.

## Evaluation

In calendar 1997 the shelter:

Served 161 individuals

Provided 1352 youth-days of service

Occupancy rate was 74% (up from 43% in 1996)

Average stay was 8 days

State DFYS client use is 60%

## Evaluation, cont.

Preliminary Evaluation of kids served 7/1/97 to 1/22/98 breaks down as follows:

Total Youth	74
Sex:	Female 54%
	Male 46%
Modal age:	16 years
Race:	Caucasian 82.4%
	Native 9.5%
	Black 8.1%

### Home Postal Addresses:

Wasilla	47%
Palmer	22%
Houston	4%
Other Borough	19%
Outside Boro (DFYS)	8%

### All cases discharge to:

Secure placement	68%
Runaway	32%

### Cases using Family Mediation discharged to:

Secure placement	87%
Runaway	13%

## Program

KAP's Master level case manager Mary McGinnis works with parents, relatives and friends to return the youth to a stable home situation. Shelter Manager Laurie Munroe supervises about ten on-call part-time shelter workers to provide 24 hour supervision.

KAP's focus is to reunite the family. The related Family Mediation program, when agreed to by both parents and youth, has been over 80% effective in returning youth to their homes.

Kids sleep in two separate dorm rooms with two or three beds each. Kids help with house work and cooking. A living area includes pool table, air hockey, television, video games and a phone for supervised use.

Semi-Secure means that the client is continuously monitored. Clients are free to leave but are made aware that they will not necessarily be readmitted.

The shelter has a zero tolerance policy regarding violent behavior, tobacco and drug use.

Youth in the shelter are safe. Youth in the shelter are not committing crimes in order to survive.

### Projected Revenue Budget

The overall FY 1999 shelter budget is projected to be under \$200,000. Three of the five beds are expected to be funded through a \$131,000 state grant. The remaining two beds must be paid from other sources. United Way of Mat-Su, Trinity Lutheran Church, Bishops Attic No. 2, state revenue sharing pass thru, FEMA, donations, fund raisers and in-kind contributions are expected to provide some \$69,000. This request would provide \$6,000 in local support.

KAP's administrative and overhead costs are about 17% of its total agency budget. KAP, Inc. is a 501(c)(3) private, non-profit social service agency.

### History

KAP operates the Dorothy Saxton Shelter, providing emergency housing for youth, Children's In-School Support Groups, helping prevent substance abuse, Family Mediation, helping to preserve the family unit and Electronic Monitoring, allowing youth under the supervision of juvenile probation to remain with their families.

KAP has been serving valley youth and their families since 1986. In twelve years KAP has helped some 2000 children deal with domestic crisis situations. Over 200 volunteers have received KAP program training and gone on to support children in need.

The Dorothy Saxton Shelter, has just completed its third year of 24 hours per day operation and has served a cumulative total of 473 young women and men who have temporarily found themselves in untenable home situations.

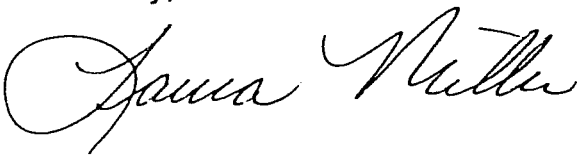
Valley families, youth, police and social service agencies agree that KAP's programs are essential strands of the valley's social safety net.

### Conclusion

Emergency shelter for kids is a serious problem. The majority of shelter clients have Wasilla postal addresses. Providing local tax support for youth shelter is reasonable and responsible. The city budget process is an important opportunity to consider a grant. The City of Wasilla collects sales tax from areawide customers and exercises housing powers and therefore is an appropriate entity to give support.

KAP's volunteer board of directors respectfully asks that the City of Wasilla consider a \$6,000 grant to help meet the needs of Valley youth in FY 1999.

Sincerely,



Laura Miller, President of the Board

jcs



# Kids Are People, Inc.

Services for Youth In Crisis  
851 E. Westpoint Dr. #104, Wasilla, AK 99654  
(907)376-6016 FAX (907)373-4959  
<http://akcache.com/kids/index.htm>  
e-mail c/o steinmarie@matnet.com

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March 6, 1998

Kids Are People, Inc. Grant Request

Supplemental Information Packet

Organization Chart

Staff Listing

IRS Non-Profit Determination Letter

List of Officers and Directors

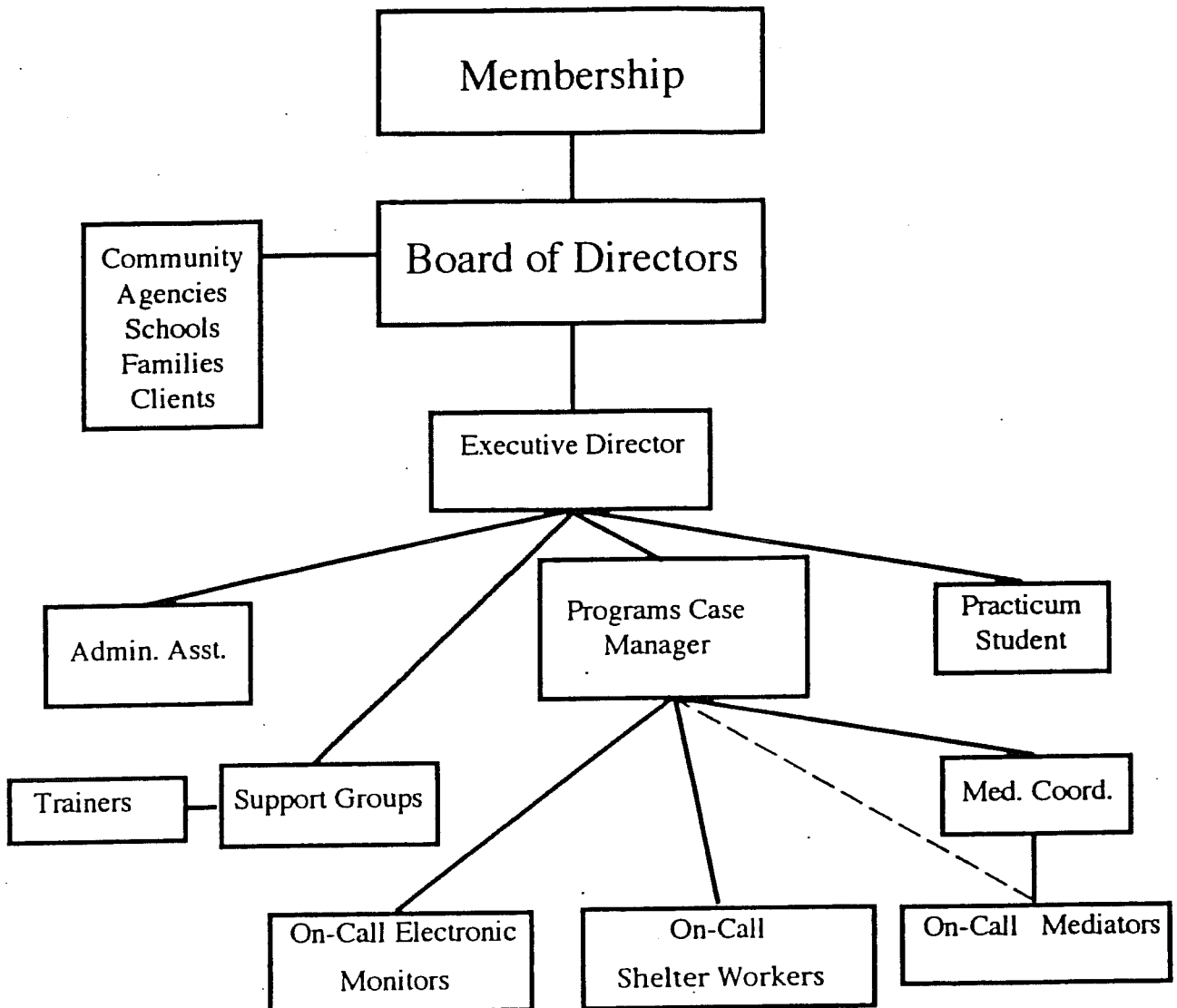
Financial Statement - Jan 1998

Budget - FY 1998

Representative List of Contributors and Grants 1997, 1998

# Kids Are People, Inc.

## Organizational Chart





# Kids Are People, Inc.

Services for Youth In Crisis  
 851 E. Westpoint Dr. #104, Wasilla, AK 99654  
 (907)376-6016 FAX (907)373-4959  
<http://akcache.com/kids/index.htm>  
 e-mail c/o steinmarie@matnet.com

3-6-98

## Agency Paid Staff List FY 1998

<u>Position</u>	<u>Full Time Equivalent</u>	<u>Program Responsibilities</u>			
		KAP	Shelter	Mediation	Elec. Mon.
Executive Director John C. Stein, BS Public Administration	0.75 FTE	X	X	X	X
Administrative Assistant Naomi R. Childers	0.5375 FTE	X	X	X	X
Programs Case Manager Mary I. McGinnis, Master Social Work	1.0 FTE		X	X	X
Shelter Manager Laurie J. Munroe, AAS Human Services	0.8 FTE		X	X	X
Shelter On-Call Part-Time Staff					
Dorothy Boatright			X		
Stella Brownlee			X		
Bernetta Graves			X		
Gregg Green			X		
Karen Kellar			X		
Susan Krueger			X		
Lisa Makar			X		X
David Bean			X		
James Zimmer			X		
On-Call Part-Time Mediators					
Kathleen Blizard				X	
Tina Cloyd				X	
Colleen Larson				X	
Honnen McLeod				X	
Terry Staats				X	
On-Call Part-Time Electronic Monitors					
James Zimmer					X

*Kids Are People, Inc. is a 501(c)(3) non-profit charity and United Way of Mat-Su Member Agency  
 Funded in part by the State of Alaska Department of Health and Social Services*

**Internal Revenue Service**  
District Director

Department of the Treasury

Date: 'JUL 0 1 1988

Employer Identification Number:

94-3065931

Case Number:

958113038

Person to Contact:

VICTOR VANNUKUL

Contact Telephone Number:

(213) 725-6619

Accounting Period Ending:

December 31

Form 990 Required:  Yes  No

Causes Applies:

YES

KIDS ARE PEOPLE INC.  
200E. PAULSON AVE., SUITE 51-c  
WASILLA, AK 99687

Dear Applicant:

Based on information supplied, and assuming your operations will be as stated in your application for recognition of exemption, we have determined you are exempt from Federal income tax under section 501(c)(3) of the Internal Revenue Code.

We have further determined that you are not a private foundation within the meaning of section 509(a) of the Code, because you are an organization described in section 509(a)(1) and 170(b)(1)(A)(vi).

If your sources of support, or your purposes, character, or method of operation change, please let us know so we can consider the effect of the change on your exempt status and foundation status. In the case of an amendment to your organizational document or bylaws, please send us a copy of the amended document or bylaws. Also, you should inform us of all changes in your name or address.

As of January 1, 1984, you are liable for taxes under the Federal Insurance Contributions Act (social security taxes) on remuneration of \$100 or more you pay to each of your employees during a calendar year. You are not liable for the tax imposed under the Federal Unemployment Tax Act (FUTA).

Since you are not a private foundation, you are not subject to the excise taxes under Chapter 42 of the Code. However, you are not automatically exempt from other Federal excise taxes. If you have any questions about excise, employment, or other Federal taxes, please let us know.

Donors may deduct contributions to you as provided in section 170 of the Code. Bequests, legacies, devises, transfers, or gifts to you or for your use are deductible for Federal estate and gift tax purposes if they meet the applicable provisions of Code sections 2055, 2106, and 2522.

(over)



The box checked in the heading of this letter shows whether you must file Form 990, Return of Organization Exempt from Income Tax. If Yes is checked, you are required to file Form 990 only if your gross receipts each year are normally more than \$25,000. If a return is required, it must be filed by the 15th day of the fifth month after the end of your annual accounting period. The law imposes a penalty of \$10 a day, up to a maximum of \$5,000, when a return is filed late, unless there is reasonable cause for the delay.

You are not required to file Federal income tax returns unless you are subject to the tax on unrelated business income under section 511 of the Code. If you are subject to this tax, you must file an income tax return on Form 990-T, Exempt Organization Business Income Tax Return. In this letter, we are not determining whether any of your present or proposed activities are unrelated trade or business as defined in section 513 of the Code.

You need an employer identification number even if you have no employees. If an employer identification number was not entered on your application, a number will be assigned to you and you will be advised of it. Please use that number on all returns you file and in all correspondence with the Internal Revenue Service.

If the heading of this letter indicates that a caveat applies, the caveat below is an integral part of the letter.

Because this letter could help resolve any questions about your exempt status and foundation status, you should keep it in your permanent records.

If you have any questions, please contact the person whose name and telephone number are shown in the heading of this letter.

Sincerely yours,



-3-

KIDS ARE PEOPLE, INC.

This determination is based on evidence that your funds are dedicated to the purposes listed in section 501(c)(3) of the Code. To assure your continued exemption, you should maintain records to show that funds are expended only for those purposes. If you distribute funds to other organizations, your records should show whether they are exempt under section 501(c)(3). In cases where the recipient organization is not exempt under section 501(c)(3), there should be evidence that the funds remain dedicated to the required purposes and that they will be used for those purposes by the recipient.

If distributions are made to individuals, case histories regarding the recipients should be kept showing names; addresses, purposes of awards, manner of selection, relationship if any to members, officers, trustees or donors of funds to you, so that any and all distributions made to individuals can be substantiated upon request by the Internal Revenue Service. (Revenue Ruling 56-304, CB 1956-2, page 306).

# Kids Are People, Inc.

Office: 851 E. Westpoint Dr., No. 104, Wasilla, AK 99654  
 Phone 907-376-0580 Fax 907-373-4959

Youth Shelter: Trinity Barn Plaza, Mile 2.2 Palmer-Wasilla Highway  
 HC 01 Box 6026-C, Palmer, AK 99645  
 Phone 907-746-7567 Fax 907-746-0286

## Board of Directors FY98 Rev. 12-16-97

NAME & ADDRESS	TITLE	OCCUPATION	DATES <u>Appointed</u> Term End <u>Elected</u>	PHONE / FAX
Contini, Dan 717 Cobb St. Palmer, AK 99645	Director	Fire Chief School Board	<del>4-30-97</del> 1999 5-14-97	745-3535 h 745-3271 w
Drago, Anne POB 871483 Wasilla, AK 99654	Vice. Pres.	Self employed	<del>5-28-97</del> 2000 Pending '98	376-2874 h, wk
Vacant			<del>_____</del> 1999	
May, Margaret 3142 Mother Lode Circle Wasilla, AK 99654	Director	Retired Teacher Grandmother	<del>12-11-96</del> 1998 5-14-97	373-5008 h
Miller, Laura PO Box 878490 Wasilla, AK 99687	President	Grandmother Legal Aide Student	<del>6-25-96</del> 1998 5-14-97	376-1077 h 373-5717 fax
Probasco, Dwight P.O. Box 873941 Wasilla, AK 99654	Director	Principal, Wasilla High School	<del>3-12-97</del> 2000 5-14-97	376-7605 h 376-5341 #249w 376-5348 fax 376-6831
Shibles, Marsha P.O. Box 878207 Wasilla, AK 99687	Director	Self-Employed Business Cons.	<del>2-26-97</del> 2000 5-14-97	357-6789 h,wk
Shirley, Deborah HC32 Box 6695A Wasilla, AK 99654	Director	Child Advocate Mat-Su Schools Dzuuggi Program	<del>3-26-97</del> 1999 5-14-97	373-7257 357-8687 wk 357-8689
Vacant			<del>_____</del> 1998	

John C. Stein, Executive Director, 481 W. Briar Dr. Wasilla, AK 99654  
 376-0580 (h), 376-0581(h), 376-6016 (w)  
 12-16-97 1-29-98

KIDS ARE PEOPLE, INC  
INCOME STATEMENT

Jan-98

ACCT #		JAN. 98	YTD ACTUAL	BUDGET
	<u>INCOME:</u>			
4020-00	LIFEQST GRANT	\$2,132.00	\$14,924.00	\$26,000.00
4035-00	UW GRANT	\$5,625.00	\$11,250.00	\$22,500.00
4040-00	KAP MEMBERSHIP	\$100.00	\$936.00	\$1,500.00
4042-00	KAP WORKSHOPS	\$0.00	\$1,415.00	\$1,000.00
4045-00	FEMA	\$2,299.00	\$2,299.00	\$2,000.00
4050-00	INTEREST/DIV	\$95.74	\$603.38	\$1,000.00
4051-00	DSS DONATIONS	\$0.00	\$1,925.04	\$4,000.00
4041-00	KAP DONATIONS	\$0.00	\$951.49	\$500.00
4054-54	GAMES/CHANCES	\$371.00	\$4,336.00	\$7,500.00
4070-70	D.F.Y.S.- RESIDENTIAL	\$7,300.00	\$52,545.00	\$87,600.00
4071-71	FAM MED GRANT	\$0.00	\$11,048.28	\$29,850.00
4072-72	ELEC MONITORING	\$0.00	\$16,466.00	\$51,792.00
4060-00	BISHOPS ATTIC	\$0.00	\$10,000.00	\$6,000.00
4065-00	CITY OF WASILLA-CANS	\$0.00	\$1,500.00	\$0.00
4068-00	CITY OF PALMER	\$0.00	\$0.00	\$4,000.00
4046-00	STATE REVENUE SHARING	\$0.00	\$2,727.78	\$2,728.00
4063-00	COMB FEDERAL CAMPAIGN	\$0.00	\$0.00	\$100.00
4000-00	MISC INCOME	\$0.00	\$87.20	\$0.00
4075-00	RETAIL SALES	\$0.00	\$615.28	\$0.00
4003-00	KAP BOARD FUNDRAISERS	\$0.00	\$598.64	\$52,999.00
	<u>TOTAL REVENUE:</u>	\$17,922.74	\$134,228.09	\$301,069.00
	<u>EXPENSES:</u>			
	<u>ELEC MONITORING</u>			
5000-72	PAYROLL	\$1,508.45	\$9,756.53	\$27,780.00
5120-72	FRINGE BENEFITS	\$163.15	\$812.63	\$4,167.00
5210-72	TRAVEL/MILEAGE	\$23.81	\$325.36	\$3,018.00
5350-72	FACILITY EXPENSE	\$0.00	\$25.00	\$2,176.00
5410-72	SUPPLIES-EM	\$0.00	\$0.00	\$534.00
5500-72	EQUIPMENT-EM	\$456.30	\$3,062.99	\$14,892.00
5680-72	OTHER DIRECT EXPS-EM	\$106.60	\$176.60	\$1,770.00
	<u>TOTAL EM EXPS BUDGET</u>	\$2,258.31	\$14,159.11	\$54,337.00

Kids Are People, Inc.  
851 E. Westpoint Dr., #104  
Wasilla, AK 99654  
(907)376-6016 • FAX (907)373-4959

PAGE 2

DFYS/DSS

		ACTUAL	BUDGET	
	Jan-98	YTD		
5000-70	PAYROLL	\$8,552.86	\$59,708.40	\$107,739.00
5120-70	FRINGE BENEFITS	\$940.76	\$6,895.73	\$12,179.00
5210-70	TRAVEL/MILEAGE	\$203.06	\$449.16	\$1,488.00
5350-70	FACILITY EXPENSE	\$266.66	\$2,478.47	\$7,000.00
5410-70	SUPPLIES	\$522.06	\$3,340.72	\$10,330.00
5500-70	EQUIPMENT	\$0.00	\$294.80	\$900.00
5680-70	OTHER DIRECT EXPS	\$115.50	\$2,245.97	\$9,500.00
	TOTAL DFYS/DSS EXP	\$10,600.90	\$75,413.25	\$149,136.00

FAMILY MEDIATION:

5000-71	PAYROLL	\$1,957.55	\$9,789.22	\$24,944.00
5120-71	FRINGE BENEFITS	\$197.51	\$811.08	\$3,741.00
5210-71	TRAVEL/MILEAGE	\$0.00	\$5.58	\$700.00
5350-71	FACILITY EXPENSE	\$0.00	\$0.00	\$610.00
5410-71	SUPPLIES-FM	\$0.00	\$0.00	\$600.00
5500-71	EQUIPMENT-FM	\$0.00	\$0.00	\$400.00
5680-71	OTHER DIRECT EXPS-FM	\$106.66	\$154.51	\$3,375.00
	TOTAL FM BUDGET:	\$2,261.72	\$10,760.39	\$34,370.00

KAP

5000-00	PAYROLL	\$2,424.97	\$14,303.04	\$34,640.00
5120-00	FRINGE BENEFITS	\$281.01	\$1,513.17	\$5,196.00
5210-00	TRAVEL/MILEAGE	\$0.00	\$74.40	\$1,010.00
5350-00	FACILITY EXPENSE	\$69.39	\$527.45	\$1,800.00
5410-00	SUPPLIES-KAP	\$234.52	\$712.82	\$3,050.00
5500-00	EQUIPMENT-KAP	\$0.00	\$48.41	\$3,000.00
5680-00	OTHER DIRECT EXPS-KAP	\$279.83	\$8,066.43	\$14,530.00
		\$3,289.72	\$25,245.72	\$63,226.00

GENERAL CKG:

	TOTAL INCOME	\$17,922.74	\$134,228.09	\$301,069.00
	TOTAL EXPENSES	\$18,410.65	\$125,578.47	\$301,069.00

	EXCESS/(LOSS)	(\$487.91)	\$8,649.62	\$0.00
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Kids Are People, Inc.  
 851 E. Westpoint Dr., #104  
 Wasilla, AK 99654  
 (907)376-6016 • FAX (907)373-4959

PAGE 3

Jan-98 YTD

BUDGET

GAMING

6030-54	WINNER PAYOUTS	\$0.00	\$0.00	\$0.00
6100-54	PERMIT COSTS	\$0.00	\$70.00	\$0.00
6120-54	SPACE RENTALS	\$0.00	\$50.00	\$0.00
6140-54	FAIR PARKING EXPS	\$0.00	\$0.00	\$0.00
6160-54	MISC GAMING EXPS-TICKET	\$0.00	\$348.50	\$0.00
6180-54	DONATION GAMING	\$0.00	\$0.00	\$0.00
6200-54	RAFFLE SUPPLIES	\$0.00	\$261.22	\$0.00
6210-54	PULL TAB EXPENSES	\$189.26	\$551.88	\$0.00

		\$189.26	\$1,281.60	\$0.00
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TOTAL INCOME	\$17,922.74	\$134,228.09
TOTAL EXPENSES	\$18,599.91	\$126,860.07

EXCESS/LOSS ALL DEPTS	(\$677.17)	\$7,368.02
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Kids Are People, Inc.  
851 E. Westpoint Dr., #104  
Wasilla, AK 99654  
(907)376-6016 • FAX (907)373-4959











# Kids Are People, Inc.

Services for Youth In Crisis  
 851 E. Westpoint Dr. #104, Wasilla, AK 99654  
 (907)376-6016 FAX (907)373-4959  
<http://akcache.com/kids/index.htm>  
 e-mail c/o steinmarie@matnet.com

## Representative Charitable Contributions and Grants (all programs)

FY 1997 and pledged FY 1998 ending June 30

*Italic = In-kind services*

State	FY 1997	FY 1998 (pledged)	
DFYS (Shelter)	87600	109500	
DADA (KAP)	41213	0	
DFYS (Family Mediation)	44000	29850	
OJJDP (Electronic Monitoring)	50000	51792	
DMHDD/Life Quest (KAP)	26000	26000	
<b>Local</b>			
<i>Mat-Su School District</i>	<i>200</i>	<i>8200</i>	<i>space/copy</i>
United Way of Mat-Su	34500	22500	
<i>Trinity Lutheran Church</i>	<i>21000</i>	<i>19860</i>	<i>space</i>
Bishops Attic No. 2	6000	10000	
American Legion Auxiliary	0	350	
Mat-Su Republican Women	0	500	
<i>Wasilla Rotary Club</i>	<i>0</i>	<i>400</i>	<i>linen</i>
<i>Bushnell and McMahon</i>	<i>2000</i>	<i>2000</i>	<i>audit</i>
City of Wasilla	2000	0	
<b>Corporate</b>			
<i>ATT Wireless Services</i>	<i>100</i>	<i>1000</i>	<i>cell phones</i>
<i>ComTronics</i>	<i>0</i>	<i>200</i>	<i>TV</i>
<i>Food Bank of Alaska</i>	<i>0</i>	<i>6000</i>	<i>food</i>

MAR 18 1998

RECEIVED  
From Kathy  
Krell.

file copy

# Proposal for Sponsorship to The City of Wasilla From Friends of Wonderland February, 1998

## Introduction

Wasilla Wonderland Playground in Wasilla was built in May, 1996 by thousands of volunteers with private donations of money and materials. In an effort to foster the sense of community realized through the planning and construction phases, Friends of Wonderland was organized.

The City of Wasilla owns Wonderland Playground and is responsible for its maintenance. However, Friends of Wonderland has and will continue to work with the City to meet maintenance needs of the Wonderland through volunteer activities.

The mission of Friends of Wonderland is to oversee the playground's well being through the active participation of our community.

Anyone can become a member of Friends of Wonderland. Membership requires only a demonstration of commitment to the Friends mission of overseeing the playground's well being through the active participation of our community.

Activities of Friends of Wonderland are overseen by a seven member board which is elected by members or appointed by the previous board. According to FOW bylaws, meetings are held at least once per quarter. However, since the organizations existence, meetings have occurred monthly. All meetings are open to the public.

The present board members are listed below.

President: Kathy Krell  
Secretary: Penny MCrae  
Members:  
Ken Langlois  
Karl Schleich

Vice-President: Lori Gorsch  
Treasurer: Kim Sonnebend  
Barbara Maroney

## Events and Activities

In an effort to meet the Friends of Wonderland mission, at least two events per year are organized by the board and it's members. The first is an **annual birthday party** the first Saturday in June. The second is a **winter tree lighting ceremony** held the first Saturday in December each year. Other activities may include **work parties** organized to assist the City of Wasilla in its maintenance of Wonderland, **community fun runs**, and a **bonfire and marshmallow roast** in conjunction with the Iditarod re-start. This budget request proposal in effect seeks support to continue these activities.

In addition, the Friends of Wonderland advocates for the wellbeing of the playground for the present and future use of our community.

## Budget Request

Friends of Wonderland has operated in large part on revenue from in-kind donations and cash donations. Significant time and effort has been spent by volunteer board members in seeking out these donations. This budget request would significantly shift the burden from these sources to two major sponsors. One would be the City of Wasilla. A second proposal request for \$2,500 is being made to Valley Hospital's Healthy Communities Project.

In return, The City of Wasilla would be identified as one of Friends of Wonderland major sponsor . This relationship would be acknowledged in all flyers, notices, press releases and announcements regarding Friends of Wonderland events and activities.

**This proposal asks the City of Wasilla for \$2,000 per year for a three year commitment (1998, 1999 and 2000) for a total of \$6,000.**

The attached budget document reflects FOW's activities since 1996 as well as a plan for 1998.

Attachments:      FOW Budget Document  
                            FOW By-Laws

# Friends of Wonderland Operating Budget

<u>Income</u>	FY96	FY97	FY98	FY99
Membership	\$0.00	\$0.00	\$1000.00	
In-Kind	\$2200.00	\$4120.00	\$1000.00	
City Contribution	\$50.00	\$375.00	\$2000.00	
Cash Contributions	\$125.00	\$650.00	\$2500.00	
Golf Fundraiser	\$0.00	\$0.00	\$2500.00	
T-shirt Sales	\$450.00	\$450.00	\$450.00	
<b><u>Total Income</u></b>	<b>\$2825.00</b>	<b>\$5595.00</b>	<b>\$9450.00</b>	
<b><u>Expenses</u></b>				
<b>Maintenance Projects</b>				
Paint/Sealer	\$0.00	\$0.00	\$0.00	
Materials	\$0.00	\$300.00	\$300.00	
Rubber Gloves	\$0.00	\$200.00	\$50.00	
Safety Glasses	\$0.00	\$100.00	\$50.00	
Equipment Rental	\$0.00	\$100.00	\$100.00	
<b>Maintenance Total</b>	<b>\$0.00</b>	<b>\$700.00</b>	<b>\$500.00</b>	
<b>Birthday Party</b>				
Refreshments/Food	\$200.00	\$300.00	\$300.00	
Sound System	\$400.00	\$400.00	\$400.00	
Port-a-potty	\$75.00	\$75.00	\$0.00	
Paper Products	\$50.00	\$50.00	\$100.00	
Flowers	\$0.00	\$100.00	\$300.00	
Entertainment	\$0.00	\$0.00	\$250.00	
<b>Birthday Party Total</b>	<b>\$725.00</b>	<b>\$925.00</b>	<b>\$1350.00</b>	
<b>Tree Lighting Ceremony</b>				
Fireworks	\$0.00	\$1500.00	\$1500.00	
Sound System	\$400.00	\$400.00	\$400.00	
Refreshments	\$500.00	\$800.00	\$800.00	
Port-a-potty	\$75.00	\$150.00	\$150.00	
Candy Canes	\$75.00	\$120.00	\$240.00	
Lights	\$400.00	\$250.00	\$250.00	
Paper Products	\$100.00	\$100.00	\$200.00	
Reindeer	\$200.00	\$200.00	\$200.00	
Dog Sled	\$100.00	\$100.00	\$300.00	
<b>Tree Lighting Total</b>	<b>\$1850.00</b>	<b>\$3620.00</b>	<b>\$4040.00</b>	
<b>Misc. Expenses</b>				
Postage/PO Box Rental	\$0.00	\$0.00	\$400.00	
Printing	\$0.00	\$0.00	\$300.00	
Golf Fundraiser	\$0.00	\$0.00	\$2000.00	
T-shirts	\$250.00	\$250.00	\$250.00	
Misc. Materials	\$0.00	\$0.00	\$200.00	
Publicity	\$0.00	\$100.00	\$400.00	
<b>Misc. Total</b>	<b>\$250.00</b>	<b>\$350.00</b>	<b>\$3550.00</b>	
<b><u>Total Expenses</u></b>	<b>\$2825.00</b>	<b>\$5595.00</b>	<b>\$9440.00</b>	
<b><u>Total Income</u></b>	<b>\$2825.00</b>	<b>\$5595.00</b>	<b>\$9450.00</b>	
<b>Income-Expenses</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$10.00</b>	

Approved by FOW Board On Monday, Feb. 2, 1998

# **Friends of Wonderland Bylaws**

(DRAFT)

## **History**

Wasilla Wonderland Playground in Wasilla was built in May, 1996 by thousands of volunteers with private donations of money and materials. In an effort to foster the sense of community realized through the planning and construction phases, Friends of Wonderland was organized.

The City of Wasilla owns Wonderland Playground and is responsible for its maintenance. However, Friends of Wonderland has and will continue to work with the City to meet maintenance needs of the Wonderland through volunteer activities.

## **Mission**

Oversee the playground's well being through the active participation of our community.

## **Membership**

Anyone can become a member of Friends of Wonderland. Membership requires only a demonstration of commitment to the Friends mission of overseeing the playground's well being through the active participation of our community.

## **Dues**

Dues for members are \$5.00 per year per individual or family. Dues will provide a source of fund raising needed to sponsor two events per year celebrating Wonderland and the greater Wasilla community.

## Board Members/Officers/Elections/Appointments

A seven member board will be elected by members or appointed by the previous board. Elections or appointments shall be made in the spring of each year (March-May). Each of six seats will be two year seats. Seats A, B, and C will be elected/appointed in even number years. Seats D, E, and F will be elected/appointed in odd number years. The chairperson of Friends will be a three year term. All board members including the chairperson may be elected/appointed for two consecutive terms only. The board will elect/appoint board members to the offices of Treasurer, Vice Chair and Secretary. Other board members may be assigned roles including community relations chair, events chair, membership chair and fund raising chair. Job description for each officer and chair is listed below:

**Chairperson:** Develops the meeting agenda and conducts meetings.

**Vice Chairperson:** Fulfills the role of the Chairperson when he/she cannot perform his/her duties.

**Secretary:** Records and reports meeting minutes.

**Treasurer:** Keeps records of all financial activities of the Friends of Wonderland. Directs payment at the direction of the Friends Board.

**Community Relations Chair:** Coordinates publicity with the local media regarding Friends events.

**Events Chair :** Coordinates Friends events such as the June Birthday Party and the December Tree Lighting Ceremony.

**Membership Chair :** Organizes, conducts and promotes community participation through membership drives.

**Fund Raising Chair:** Plans, organizes and implements fund raising efforts directed by the Friends Board.

## **Meetings:**

Meetings will be held at least one time per quarter. The board will establish meeting times and places. Agendas and minutes will be recorded and kept as a record of the Friends of Wonderland's business. All meetings are open to the public.

## **Establishing a Quorum/Decision Making Process**

Four members or more will constitute a quorum for voting purposes. While a consensus approach\* to decision making will be utilized as much as possible, there may be times when a majority vote of the board necessary to make decisions affecting the Friends of Wonderland organization. In this event, any decision requires four "yes" votes for passage.

## **Budget Process**

Each year, the board will develop and approve an annual budget reflecting the Friends of Wonderland's income and expenses. This budget shall be approved by January 1 each year.

## **Events**

In an effort to meet the Friends of Wonderland mission, two events per year will be organized by the board and it's members. The first is an annual birthday party the first Saturday in June. The second is a winter tree lighting ceremony held the first Saturday in December each year.

## **Other Activities**

**Work parties** may be organized to assist the City of Wasilla in its maintenance of Wonderland.

There may be times when political decisions may impact Wonderland. In these cases it is expected that the Friends of Wonderland may take a position in regards to the decision being considered. The spokesperson for Friends will speak on behalf of "Friends of Wonderland" only when it is the

consensus of the board or the majority opinion of it's board members.

\*See attached information regarding consensus decision-making process.  
These by-laws ratified by the Friends of Wonderland board on

January 12, 1998.

Board members include:

Patricia Kell

Kim Smead

Karl Schleid

Ken Langlois

Eric L. Gorsch

Deby Harper



SUBJECT: ESTABLISHMENT OF GRANT REQUEST PROCEDURE.

REQUESTED BY: Council Member Keller

PREPARED BY: K. VanGorder, Clerk and J. Newman, Deputy Clerk DATE: July 1, 1998

FOR AGENDA OF: July 13, 1998

**SUMMARY:**

To further clarify the guidelines established for the consideration of grant requests, Council Member Keller proposes the following additional grant guidelines for council consideration:

1. The council shall only consider grant requests during the budget process. Grants adopted by the council will not be disbursed until after July 1.
2. Grant request applications must be received by the clerk's office, no later than February 1 prior to the fiscal year the requests will be granted.
3. Each grant request must be submitted on a grant request application to be provided by the clerk's office. The request must accompany:
  - A five-year plan indicating how the funds requested will be used;
  - A budget for the organization; and
  - A summary outlining the long-term goals of the organization.
4. Original funds granted to an organization will be decreased by 25 percent annually. After five years the organization will no longer be qualified to receive a grant from the City of Wasilla.

FISCAL IMPACT:  No  Yes, amount requested: \$ Fund:

RECOMMENDED ACTION: Consideration of CM No. 98-37.

*Repealed by Am # 04-05  
12/04 J. Newman, Dep. Clerk*

**APPROVED**

DATE: 7/13/98

BY: K. VanGorder

  
Reviewed by: SARAH PALIN, Mayor

**SUBJECT: Grant Requests**

PREPARED BY: Jamie Newman, Deputy Clerk

DATE: April 20, 1998

FOR AGENDA OF: April 27, 1998

**SUMMARY:**

In addition to the grant requests outlined in IM No. 98-36, presented at the April 13, 1998, council meeting, the following funding requests have been received:

Skateboard Park Committee	\$53,800
Mr. Kelsey S. Gray	\$25,000
Alaska State Fair	\$15,000 - \$20,000

Sharee Davis and Kasper Keene, Wasilla High School Cheerleaders, have also requested financial support from the city to attend the Down Under Bowl X in Australia. They have not requested a specific dollar amount from the city at this time.

**FISCAL IMPACT:** X No \_\_\_ Yes, amount requested: \$ Fund:

**RECOMMENDED ACTION:** This IM is presented for informational purposes only.

*Council - Virtually everyday I run across requests for funding residents' and/or non-residents' projects, trips, events, etc. Most of these requests are for legitimate purposes. I usually ask the requestor to present their proposal to the City Council to be considered by you. Occasionally we see the request actually proposed at your meetings. If we were to fund all of these requests... we would be broke.*

*S. Palin*  
Reviewed by: SARAH PALIN, Mayor

Attachments: Wasilla Skateboard Proposal and Requests from Sharee Davis and Kasper Keene

# WASILLA MULTI-USE SKATE PARK PROPOSAL

## **Our Mission:**

The mission of the Wasilla Skate Park Task Force is to create for our youth a local, recreational facility for safe, multi-use skating sports.

## **Brief Overview:**

In April 1996, a group of citizens became concerned about the youth in the Wasilla community not having a safe place to skate. Youth were being cited by local police for skateboarding in parking lots, on driveways and sidewalks, even in their own school lots! Because of the sport's growing popularity, the need for a skate park quickly became apparent. A volunteer group formed and approached the Wasilla City Council for help. The Department of Museum & Recreation Services contracted a well-known skatepark designer, Ken Wormhoudt, to design a park for Wasilla skaters. This skatepark was included in the master plan for the old airport site (later named Iditapark), and was approved by the City Council and Planning Commission.

## **Goals of the Skate Park Committee:**

- Get the youth that skate off the streets, parking lots and driveways and into a safe area, thus reducing friction between pedestrians, business owners, the Wasilla Police and the youth who want to skate.
- Build a 105' x 150' oval cement skating structure on land provided by the City of Wasilla on the east end of Iditapark.
- Construct this facility from drawings purchased by the City of Wasilla from Ken Wormhoudt, a reputable skatepark designer.
- Include interested youth in the building, fundraising and long term maintenance of this facility (creates pride of ownership and leadership skills).
- Involve the community in the labor, donating of materials, and fundraising activities

Construction drawings were purchased by the city from Mr. Ken Wormhoudt and given to local contractors, engineers and union representatives by the fundraising committee asking for help in building the facility. Letters of intent have been requested of all representing donations to this project and are attached, along with letters of support.

**Pre-construction:**

Engineer to approve plans	\$1,500*	
Soil Testing of area of site	500*	
Surveyor to stake & flag	<u>1,500</u>	
		<b>3,500</b>

**Construction:**

Leveling, grading & excavation, landscaping	\$40,000*	
Testing of subgrades & fill layers by a testing service	1,000*	
Laying & tying of 48,000' of 1/2" rebar	20,000	
Pump trucks @ \$100/hr	13,000	
Labor to pour and form cement	<u>100,000</u>	
		<b>174,000</b>

**Construction Materials:**

48,000 linear feet of 1/2" rebar	\$ 13,000	
Cement, 320 yds of Type I Portland cement, 4,000 psi (6"thick)	29,000	
Rails & surface formation materials	3,000	
Protective, moistening cover for 13,200 sq. ft. during cement curing process	3,500	
Sprinklers with interval timers to mist for 30 days	300	
Temporary fencing of perimeter, rectangle shape, 15' from oval/shared cost	<u>5,000</u>	
		<b><u>53,800</u></b>
<b>TOTAL</b>		<b>\$ 231,300</b>

**Miscellaneous:**

Maintain landscaping between oval and fence - P&R Dept.  
Development of trails & parking areas - P&R Dept.  
Signage - labor & signs donated by Valley  
Hospital & WHS Woodwork class

\* Indicates donation

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<b>TOTAL PROJECT</b>	<b>\$231,300</b>
<b>Minus \$ raised by group</b>	<b>- <u>39,121</u></b>
<b>Total Needed at 4/3/98</b>	<b>\$192,179</b>
<b>Minus labor donations</b>	<b>- <u>43,000</u></b>
<b>AMOUNT LEFT TO RAISE</b>	<b>\$149,179</b>

**Engineer to approve plans:**

Mr. John A. Buzdor, P. E. Has certified the drawings and specifications for the skatepark. He has reviewed some changes with Mr. Zack Wormhoudt and both have signed a letter of agreement to changes on the original construction drawings. Mr. Buzdor has also written that he will donate his time to provide the designated construction testing services. (See attached letter.)

**Soils Testing:**

Hopefully, Public Works can perform this test. Mr Larry Bridge, Public Works, has informed me that he will be doing soils testing of the area as part of the Weber Drive construction project.

**Survey area to stake and flag:**

This is a very important step. The stakes are important to leave in for the rebar placement and positioning of the outside curbs, as well as position the oval on the airport site. Mrs. Good has talked with New Horizons Telecom, Inc. and they are very eager to be involved in this project.

**Excavation:**

Gerald Andrews, Director of Local #302, has volunteered to handle the excavating in conjunction with the Operating Engineers #302 using as a training exercise. (See attached letter of intent)

**Testing service to inspect and approve subgrades and fill layers:**

Mr. Wormhoudt's instructions specifically ask for "a testing service to inspect and approve subgrades and fill layers before further construction work is performed." This is to monitor the compaction of the soil around and under the facility. Mr. Buzdor, P. E. has agreed to do this.

**Fencing of perimeter:**

*Temporary fencing* is needed to protect the concrete as it cures for 30 days as well as keep vandals out. Six foot chain link is recommended by the designer. The skatepark committee would like to use the 10' tennis court fence temporarily (the newly funded courts at Iditapark) for this, since the courts will not be built until later in the summer. The fence installation will take approximately 2-3 days so should be started as soon as the excavating starts, so that when the area is completely graded and compacted, the temporary fence will be in place to protect it. Mr. Wormhoudt recommends a locked gate be installed at this time. If the skatepark can use this fence from the proposed tennis courts, it will save us approximately \$5,000, allowing \$5,000 for the temporary installation expenses.

**Iron bending to set rebar:**

There is 48,000 linear feet of ½" rebar to be bent and tied at intersections of 12" for 6" thick cement. This will decrease if 4" cement is used. This is a *very important* step and must be approved by Mr. Wormhoudt before any cement can be poured.

**Cement Work:**

Mike Smith of Wasilla Concrete has been working with Mae Good on the concrete needs for this facility. Anchorage Sand & Gravel has offered a 10% discount on the cement needed. Mr. Zach Wormhoudt has approved the use of Type I cement, which is more specific to our climate, and has reduced the cost. The thickness has been kept at 6".

The pump trucks will be needed to pour the cement over the fence, so they cannot erode the sides of the compacted area. Mr. Smith & Anchorage Sand and Gravel are working together to reduce this cost. Burlap was suggested to keep moist for 30 days for the "curing process". Mr. George Strothers, MSB Engineer, suggested using road construction fabric, as it is reusable. We are researching this. This line item could be reduced significantly. Labor cannot be donated for the cement work since it is so technical.

**Sprinklers with interval timers:**

There is a hydrant behind Valley Feed & Seed that can be used to pipe water to the site with a monitoring device. Mr. Leoni can work on the monitoring device and getting water to the site.

**Landscaping between cement oval and fence:**

Topsoil and seeding may occur on the perimeter while the cement is curing since water must be sprinkled consistently. The Operating Engineers have offered to do this also.

**POST CONSTRUCTION:**

**Benches inside fenced area:**

Six galvanized steel benches from the Anchorage prison have been donated for this project and are being stored until we need them.

**Trails from parking areas:**

Parking areas to the west on Nelson and to the south by VPA must be marked/established, then walking trails to the facility. This would mean adjusting the fencing on Nelson Avenue. It will be very important to have boundaries established for the parking lots before the facility opens. We could be working on this while the cement is curing.

**Signage:**

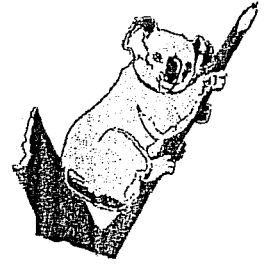
Signage will be very crucial to the success of this facility. Before any signs are placed, the wording must be approved by our insurance company and attorney for liability issues. Valley Hospital will pay for 2 signs at the facility, in addition to their generous contribution of \$1,000! The Skateboarders are developing a code of ethics, and would like this to be posted both inside and out of the facility. They may also want to name the facility, so a name sign would be needed. Mr. Hubbard, Woodshop teacher at WHS, has offered to construct these signs if the material is provided. A Kiosk would be advisable to post notices of times or dates of special events or closings. This might also be a project for the Woodshop class.

CLERKS OFFICE

APR 07 1998  
RECEIVED

4PM

# AUSTRALIA



# CHANCE OF A LIFETIME

Hello, my name is Kasper Keene. I am a sixteen year old Junior at Wasilla High School. I have been cheerleading for seven years or nine consecutive seasons. I was accepted on the varsity level in my Freshman year, and every season since. In April of 1997, my football cheerleading squad won a bid to nationals, "The Disney Spirit Classic", which we attended, and humbly took fourth place in the small varsity division. As part of the football cheerleading squad, I have attended three high school cheerleading state competitions in which my squad took first place. My Sophomore year, I competed in junior division individuals and placed sixth in state. November 1997, at the NCA state cheerleading competition, Ginger Jenks and myself placed second in the senior partner stunt division. As an athlete, I also believe it is important to maintain at least a 3.0 GPA, which I have accomplished since junior high school. Last, but certainly not least, I have been nominated to participate in the Down Under Bowl X, which will be held in Australia, in July of 1998.

Sincerely,

*Kasper F Keene*

Kasper F. Keene



# INTERNATIONAL SPORTS SPECIALISTS INC.

45 NORTH MAIN, SUITE 302  
LOGAN, UTAH 84321 U.S.A.  
PH. (435) 753-4732 FAX (435) 792-3046

P.O. Box 45179  
TE ATATU, AUCKLAND NEW ZEALAND

APT. #3 408 MARINE PARADE  
BIGGERS WATERS, QLD 4216 AUSTRALIA  
PH. 61-7-5528-9751 FAX 61-7-5528-9751

To Whom It May Concern,

The person in possession of this letter has been invited to participate in the 1998 Down Under Bowl.

The Down Under Bowl is an annual event (now in its tenth year) hosted each June and July in Australia and New Zealand. American All Star Football Teams play each other and American All Star Cheerleaders and Dance/Drill Team members perform in various cities throughout Australia and New Zealand.

It is a once in a lifetime opportunity for this individual to participate in the 1998 Down Under Bowl. Those who have gone in the past have had an unforgettable and life changing experience. They have had the chance to play and perform in front of Australian and New Zealand fans, sign autographs, occasionally appear on T.V. and radio, and interact with Australian and New Zealand students. They not only see a part of the world that is truly fascinating, but they also act as Ambassadors for America as they exemplify the great sporting traditions we love.

We would appreciate any support you can give, thus assuring that this person will be able to take advantage of this unique opportunity.

Sincerely,

George O'Scanlon  
President, ISSI



1998 Down Under Bowl X  
All-Stars

Kasper Keene  
2200 Gwene Lane  
Wasilla, Alaska 99654  
373-3734 kasper@southstar.com

A PROMPT REPLY  
IS APPRECIATED

*Deadline April 20<sup>th</sup>*

Dear *Ma'am or Sir* :

I have been invited to cheer in the 1998 Down Under Bowl in Australia and/or New Zealand next June and July. I am very honored to have been chosen to participate in this prestigious All-Star program. We will be playing an American football tournament featuring All-Star teams from all over the United States. I am asking for sponsors to help defray the cost of this trip. A major source of funds comes from the voluntary contributions of family, friends, and interested sponsors. Your sponsorship would be a very important part of my fund raising activity. This donation will help me raise enough money to participate in this once-in-a-lifetime opportunity!

Sincerely,

*Kasper F Keene*

Kasper Keene

**Would You Please Help Sponsor Me?**

Yes, I would like to help by making a donation of :

\$25                       \$50                       \$100  
 \$150                       \$200                       Other \$ \_\_\_\_\_

Thank you for your generosity. Please make your check payable to :  
Down Under Bowl X

Thank you for making my fundraising efforts a success. Your sponsorship is genuinely appreciated.

Please send this form along with your sponsorship to the address above.

Wasilla High School, Wasilla, AK

~Junior Year~

- Business Professionals of America (BPA)
- Captain of Varsity Football Cheerleading
- Varsity Hockey Cheerleading
- Radio Reading for English, Curfew Law
- Maintained a 3.0+ GPA
- Advanced Math with Trig
- French III, Independent Study
- Probability and Statistics

~Sophomore Year~

- Varsity Football Cheerleading
- Varsity Basketball Cheerleading
- Attended the 1997 Disney Land Spirit Classic, Cheerleading Nationals
- Maintained a 3.0+ GPA
- Volunteer work for Wasilla Wonderland Park
- Cheerleading Performance at the Alaska State Fair
- Varsity Soccer, JV Track and Field
- Honors Biology
- Algebra II
- French II

~Freshman Year~

- Junior Varsity Football Cheerleading
- Varsity Hockey Cheerleading
- Business Professionals of America (BPA)  
Placed sixth in the Secretarial Division
- Freshman Class Secretary
- Traveled to Europe with my French class
- Geometry
- Honors Physical Science
- French I
- Varsity Soccer
- Maintained a 3.0+ GPA
- Summer Health Course, Independent Study

Wasilla Middle School, Wasilla, AK

~Eighth Grade~

- Varsity Basketball Cheerleading
- C-team Volleyball
- Varsity Track & Field
- National Junior Honor Society
- Algebra I
- Maintained a 3.5+ GPA
- Received Presidential Academic Award
- Received Presidential Physical Fitness Award

~Seventh Grade~

- Junior Varsity Basketball Cheerleading
- Junior Varsity Track & Field
- Peer Mediators, appeared on Norma Goodman Show
- Pre-Algebra
- Maintained a 3.5+ GPA
- Received Presidential Physical Fitness Award

~Sixth Grade~

- Junior Varsity Track & Field
- Maintained a 3.5+ GPA
- Received Presidential Physical Fitness Award

Iditarod Elementary, Wasilla, AK

~Fifth Grade~

- PE Peer Helper, Helped Special Ed Students
- Track & Field
- Cross Country Running
- Science Fair, First Place

~Fourth Grade~

- Cross Country Running
- Track & Field
- Science Fair, Second Place

~Other Accomplishments~

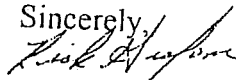
- Jump for Heart
- Walk for Life, Three Years
- Three Years in Young Writers Conference
- Sang at a Retirement Home, Church Group
- Attended several Town Meetings; Teen Recreation
- Attended and Taught Cheerleading Camps
- Wasilla Bible Church Youth Group, Five Years

# Southstar Enterprises

Subject: Letter of Recommendation

Having known Kasper Keene over 3 years, I Have found her to be a very responsible and dedicated teen. Her service to her community and her school have helped her develop into a very civic minded and caring individual. Her abilities and accomplishments in school, sports and community are an excellent example of the capabilities and standards for todays youth to follow. She will do well at any task she undertakes. She is an excellent representative of Alaska's youth for the Down Under Bowl X.

Sincerely,



Rick Graham

President

Southstar Enterprises

Southstar Enterprises

2200 Gwene Lane

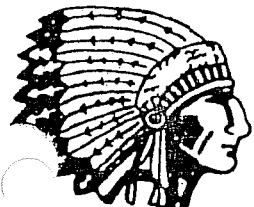
Suite 101

Wasilla, Alaska 99654

Phone: 907-376-5187

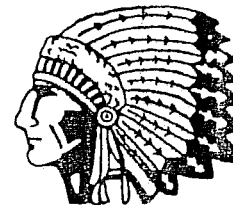
Fax: 907-376-5187

rick@southstar.com



# WASILLA HIGH SCHOOL

MATANUSKA-SUSITNA BOROUGH SCHOOL DISTRICT  
701 E. BOGARD ROAD WASILLA, ALASKA 99654-7129



Main office-(907) 376-5341  
Attendance office 373-1572  
Fax (907) 376-5348

Dwight Probasco- Principal  
Bobbie Taylor- Assistant Principal  
Leonard Lusk- Assistant Principal

January 5, 1998

To Whom it may concern,

Kasper Keene has asked if I would write her a letter of recommendation for The Down Under Bowl X. I felt that in order for this to be an effective letter that I should give some idea of Kaspers background and how I have come to know her.

I have known Kasper since the fall of 1996 as a student in Algebra II, and Advanced Mathematics. I have seen Kasper work as a student and as a competitive cheerleader. As a math student Kasper has always mastered concepts easily and has demonstrated a sincere dedication to her education. Kasper not only excels academically but is definitely a student leader. As a cheerleader, Kasper has been involved with three state cheerleading championships, one team that place fourth at nationals , and has been instrumental in promoting school spirit and student involvement at Wasilla High School.

It is my opinion that Kasper is a focused individual that will be successful in any endeavor she chooses. This is why I recommend Kasper, without reservation, for admittance to this event.

Sincerely,

Andrew C. Murr  
Mathematics Department Chair

January 5, 1998

To whom it may concern,

It is with great pleasure that I have this opportunity to recommend Kasper Keene to you. I have coached Kasper for the past three years and she has been a vital member of her varsity cheerleading squad. Kasper is a well-rounded individual and has many outstanding qualities.

Kasper started cheering at Wasilla High School three years ago. In that time her squad has captured three state and two regional titles. Kasper also competed nationally last spring with her squad placing fourth. Kasper has worked hard to contribute to the squad's success. She has taken gymnastics at a local academy to increase her tumbling skills.

Kasper is focused and hardworking. She attends all practices and cheer functions and is always punctual. She also handles responsibility well, has strong leadership abilities and was co-captain of her squad. I have often assigned additional duties to Kasper and she completes them properly and on time. Kasper learns new material quickly. This has been very helpful to me as a coach because I have relied heavily on her to teach new material to the rest of her squad. Kasper works well with fellow squad members, is very patient with slower learners and is sensitive to their feelings. She is respectful to those in authority.

I am happy that Kasper has this opportunity to travel to Australia. I know she will be an outstanding representative of her school, city and state. I have enjoyed coaching Kasper and look forward to her senior year. If you have any questions please contact me at (907)376-0390. My home address is PO Box 2856, Palmer, AK 99645.

Cordially,



Debra Reiss  
Varsity Cheerleading Coach  
Wasilla High School  
701 E. Bogard Rd.  
Wasilla, AK 99654

APR 07 1998 Ham

RECEIVED

# AUSTRALIA



Hi, my name is Sharee Davis; I am a sophomore at Wasilla High School. I am fortunate enough to have been nominated by my Cheerleading Coach to attend the Down Under Bowl in Australia, July 1 through the 13<sup>th</sup>.

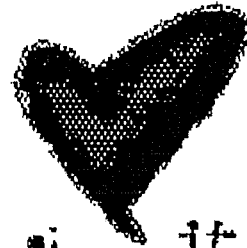
The chance to attend this event is not only a once in a lifetime opportunity but it will provide me with the opportunity to network with cheerleaders from around the world and learn new and valuable ideals to share with the Wasilla High School Cheerleading Program.

Enclosed is information on my nomination. Please review this information and consider supporting me in this chance of a lifetime.

Thank you,

Sharee Davis

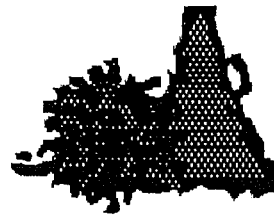
if  
it's  
in



your  
heart

it  
shows  
in

your  
spirit!



## CHANCE OF A LIFETIME

*The Team can make you practice, the crowd can pump you up, the coach can call you a player, but only the LOVE can make you a cheerleader!*



HI, MY NAME IS SHAREE DAVIS  
I AM A SOPHOMORE AT  
WASILLA HIGH SCHOOL

Daughter of Rick Davis  
Grandaughter of Walter Davi



I have been nominated to represent the State of Alaska on this year's Alaska all Star cheerleading Team at the tenth annual Down Under Bowl in Australia. I am very honored to have been chosen to participate in this prestigious all-star program. Cheerleaders from Alaska along with all-star cheerleaders from other states will come together for a cultural exchange activity. We will be cheering at football games and other events, such as rugby league game, a basketball game or at a theme park.

I am asking for sponsors to help defray the cost of this trip. A major source of funds comes from the voluntary contributions of family, friends and interested sponsors. Your sponsorship would be a very important part of my fund raising activity. This donation will help me raise enough money to participate in this once-in-a-lifetime opportunity.

Would you please be a sponsor for me?

Yes, I would like to help by making a donation of;

\$25.00      \$50.00      \$75.00      \$100.00      \$150.00      \$200.00  
Others \_\_\_\_\_

Thank You for making my fund raising effort a success. Your sponsorship is genuinely appreciated.

Please send this form along with your sponsorship check made out to International Sports Specialists Inc. (ISSI) to my address at P.O. Box 870258, Wasilla, Alaska 99687.



# INTERNATIONAL SPORTS SPECIALISTS INC.

45 NORTH MAIN, SUITE 302  
LOGAN, UTAH 84321 U.S.A.  
PH. (435) 753-4732 FAX (435) 792-3046

P.O. Box 45179  
TE ATATU, AUCKLAND NEW ZEALAND

APT. #3 408 MARINE PARADE  
BIGGERA WATERS, QLD 4216 AUSTRALIA  
PH. 61-7-5528-9751 FAX 61-7-5528-9751

Sharee Davis  
P O Box 870258  
Wasilla AK, 99687

11/10/97

## OFFICIAL INVITATION

Dear Sharee,

On behalf of International Sports Specialists, Inc. we are pleased to announce that your school's cheerleading advisor has nominated you to represent your State on next year's Alaska All Star Cheerleading Team at the tenth annual Down Under Bowl in . You have been selected to participate in this once in a lifetime program, along with other cheerleaders throughout your state, because of your outstanding high school cheerleading achievements.

The Down Under Bowl is an annual event hosted in Australia and New Zealand each June and July. All-star cheerleaders from your state, along with all-star cheerleaders from other states will come together for a cultural exchange activity not soon to be forgotten. You will have the opportunity to cheer at two football games and generally at two other events, such as a rugby league game, a basketball game or at a theme park. Your trip will also include other opportunities to experience such things as interacting with the local people, visiting popular attractions, exploring a new culture and tasting native foods. There may even be some radio, TV, or other media attention. A copy of our annual newsletter describing a prior year's Down Under Bowl is enclosed.

Your 13-day trip will include eight days and seven nights in . Then, on your return home to the United States, you will be able to spend three nights and three days in Hawaii for rest and relaxation.

International Sports Specialists, Inc. works hard to keep the cost of the trip as low as possible. We have developed some fund raising ideas to assist you in raising the money for the trip. If you are willing to make the effort, our fund raising ideas, along with others you may have, should give you the opportunity to raise the funds necessary regardless of your circumstances. Your state coach could assist you in conducting the fund raising activities. Working with the coach should assure that your out of pocket costs are kept to a minimum.

In order for you to receive further information and details about the trip you must first fill out the enclosed information postcard and check the "YES" box. After completing the postage paid postcard, drop it off at your local post office, and we will send you your official kit that contains all the information you will need in order to attend next year's Down Under Bowl.

Congratulations once again on your selection to the All Star Team!

Yours sincerely,

*Gary G. Hillyard*

Gary G. Hillyard  
Vice-President

P.S. If you are unable to be a part of this year's team please complete the information required and check the "NO" box on the information postcard and mail it to us so that we can select an alternate to take your place.

**Down Under Bowl**

March 7, 1998

Wasilla High School  
Bogard Road  
Wasilla, Alaska 99654  
Ph. # (907) 376-5341

To Whom It May Concern:

I congratulate Sharee Davis on her selection for Alaska's 1998 Down Under Bowl Cheer/Dance All-Star Team. As a former cheerleader and cheerleading coach, I understand the countless hours of aerobic conditioning, weight training, and routine practice that challenge each athlete on a daily basis. Sharee's dance, cheer, and gymnastic skills show that she takes her sport seriously. What truly makes her one of our state's elites, however, is her character. As a cheerleader, student, and young woman, she acts as a role model to her peers. Sharee is the ideal representative for both Alaska and the United States and is deserving of our financial support.

I currently have Sharee in my sophomore English class. Her work is always on time, complete, and done well. If she is going to be absent due to a game, she attempts to make-up missed work before she leaves. Sharee doesn't settle for mediocrity, but puts in extra time revising or studying to meet her standards, which are high. Strong study habits along with genuine interest in learning continue to earn Sharee A's in English.

I believe travel is one of the best educators in life, and the chance for Sharee to represent her country in Australia would be a memorable moment in her high school career. She possesses the athletic skills, enthusiasm, manners, and heart of an Alaskan ambassador. Your contribution to her trip is an investment in her future and money well spent.

Sincerely yours,



Carla M. Takesita  
English teacher

SUBJECT: Grant Application Procedure

REQUESTED BY: K. VanGorder, City Clerk H.

PREPARED BY: J. Newman, Deputy Clerk JN

DATE: October 21, 1998

FOR AGENDA OF: October 26, 1998

**SUMMARY:**

Attached is a copy of the letter and grant application the clerk's office will be mailing to organizations that have historically requested funds from the city. We plan to have the letters mailed the first week in November.

This information is presented for informational purposes only.

FISCAL IMPACT: X No \_\_\_ Yes, amount requested: \$

Fund:

RECOMMENDED ACTION: None.

**MAYOR REVIEW/COMMENT:**

*This letter absolutely spells out to the public that the City is in the grant-giving business. If this is Council's intent, (contrary to direction given in prior years) then the letter should be considered my opinion is it will be tougher + tougher for the City Council to say "No" to requests if a liberal grant process is approved. Council needs to contemplate government's role in funding particula*

Reviewed by: SARAH PALIN, Mayor *SPalin*

*programs, projects, etc. in light of the City's pending needs for infrastructure improvements & expansions to accommodate the growth our private sector is experiencing.*

November 1, 1998

Dear Organization/Agency:

The Wasilla City Council recently established guidelines for grants requested from the City of Wasilla. According to our records, your agency or organization has inquired about or received funding from the Wasilla City Council in prior years to help fund your organization.

Please review the guidelines below. If your agency meets the guidelines and desires to request funding from the Wasilla City Council, please submit the enclosed grant application to the Wasilla City Clerk's office no later than 5 p.m. on Monday, **February 2, 1999.**

#### **Wasilla City Council Grant Guidelines**

- No funding or grant requests shall be considered for any type of *for-profit* organization or for individuals requesting funding for a private purpose.
- In the consideration of funding requests from *non-profit* organizations, the council shall give preference to organizations located within the Wasilla City Limits and funds allocated by the council will directly benefit the residents of the city.
- The council shall only consider grant requests during the budget process. Grants adopted by the council will not be disbursed until after July 1.
- Grant request applications must be received by the clerk's office no later than February 1 prior to the fiscal year the requests will be granted.
- Each grant request must be submitted on a grant application to be provided by the clerk's office. The request must accompany:
  1. A five year plan indicating how the funds requested will be used;
  2. A summary outlining the long-term goals of the organization; and
  3. A budget for the organization.
- Original funds granted to an organization will be decreased by 25 percent annually. After five years the organization will no longer be qualified to receive a grant from the City of Wasilla.

Your completed grant application will be presented to council for consideration during the budget process. If the council adopts your request, funds will be disbursed after July 1, 1999.

If you questions on this new procedure, please do not hesitate to contact my office at 373-9090. We will be happy to assist you.

Sincerely,

CITY OF WASILLA

KRISTIE L. VANGORDER, CMC/AAE  
Wasilla City Clerk

Enclosures

**GRANT APPLICATION FY-2000**

Date of Application: \_\_\_\_\_

Name of Organization: \_\_\_\_\_

Contact Person and Title: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

\_\_\_\_\_

Type of Organization:  For Profit  Non Profit

Are you located within Wasilla City Limits?  Yes  No

Physical Location: \_\_\_\_\_

Phone No: \_\_\_\_\_ Fax No: \_\_\_\_\_

Amount of Funds Requested for FY-2000: \$ \_\_\_\_\_

Have you requested funds from the City of Wasilla in the past?  Yes  No

If yes, please indicate the amount received and how the funds were spent: \_\_\_\_\_  
(if necessary, please feel free to continue on another sheet)

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

How does your agency/organization benefit the residents of the City of Wasilla?

(if necessary, please feel free to continue on another sheet) \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Summarize your five-year plan describing how the funds you are requesting will be used?  
(if necessary, please feel free to continue on another sheet)

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Summarize the long-term goals of the organization:  
(if necessary, please feel free to continue on another sheet)

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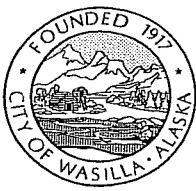
To be considered for funding you must attach a budget for your organization to be submitted with this application.

Is your organization's budget attached?       Yes       NO

**THIS APPLICATION IS DUE TO THE CITY CLERK'S OFFICE BY 5 P.M. MONDAY, FEBRUARY 2, 1999.**

Office Use Only:	
Date received: _____	Date submitted to council: _____
Approved: <input type="checkbox"/> Denied: <input type="checkbox"/>	Date notification sent: _____





	Approved	Denied
Action taken		12/8/03
Other:		
Verified by:	<i>Smithes</i>	

**WASILLA CITY COUNCIL MEMORANDUM**

**CM No. 03-71**

**TITLE: COUNCIL POLICY FOR NON-PROFIT GRANTS**

**COUNCIL MEETING DATE: December 8, 2003**

ADMINISTRATION INITIAL: *DMC*

PREPARED BY: Council Member Sullivan-Leonard Date Prepared: December 2, 2003

**FISCAL IMPACT:**

If yes, amount requested: \$ Account No.:

**SUMMARY STATEMENT:**

I respectfully request that the Wasilla City Council hereby establish the following guidelines with regard to disbursement of funds for grant requests from non-profit organizations.

Since the city believes that non-profit organizations contribute greatly to our community and to our residents, I propose that the City Council consider the following guidelines with regard to disbursement of funds in the Community Grants budget to be as follows:

- Grant requests from non-profit agencies must be submitted to the City Clerk by July 1 of each year.
- The City Clerk will advertise for availability of non-profit grant requests at least twice in the month of June respectfully each year.
- Each member of the City Council will review all non-profit grant requests individually. If a Council Member agrees to sponsor a non-profit grant request, the Council Member shall have the City Clerk prepare a CM (Council Action Memorandum) to be presented to the Council for action. Determination of grant recipients and amount to be allocated will be at the discretion of the City Council as a whole.
- Any excess funds not used from the Community Grants budget will be rolled back into the general fund balance.

I believe upon adoption of this Council Action Memorandum, it will give the guidance and assistance necessary to streamline the process of reviewing and allocating funds based on the needs of the community and at the direction and vision of the Wasilla City Council.

**STAFF RECOMMENDED ACTION:** If this CM is adopted, CM Nos. 98-26(AM) and 98-37 are repealed.



	Approved	Denied
Action taken	✓ 1/12/04	
Other:	Amended policy - see attached	
Verified by:	J. Smith	

Repealed by AM 04-12

### WASILLA CITY COUNCIL ACTION MEMORANDUM

AM No. 04-05

**TITLE: ESTABLISHING A COMMUNITY GRANT POLICY AND REPEALING CM NOS. 98-26(AM) AND 98-37.**

Agenda of: January 12, 2004

Date: January 5, 2004

Originator: Jamie Newman, Deputy Clerk *JN*

Route to:	Department	Signature/Date
	Police	
	Recreational and Cultural Services Library, Museum	
	Public Works Planning	
X	Finance *signature required	<i>[Signature]</i>
X	Clerk	<i>J. Smith</i>

**REVIEWED BY MAYOR DIANNE M. KELLER:** *Dianne M. Keller*

**FISCAL IMPACT:**  yes\$ or  no      Funds Available  yes  no

Account name/number: n/a

Attachments: draft community grant policy; application cover letter; grant application

**SUMMARY STATEMENT:** As directed by council, we have prepared a revised community grant policy and grant application with cover letter for your review.

The policy has been drafted so that non-profit organizations that have complied with the requirements of the application process must find a council member who is willing to sponsor their request before the request is brought before the entire body. If the council wishes to schedule a work session or special meeting to discuss all eligible grant requests at one time an amendment must be made from the floor.

Past practice has been not to advertise that the city is offering community grants and I have not incorporated advertising into this policy. If the council wishes for us to place an ad in the local newspaper announcing that community grants are available, a motion will have to be made from the floor.

**STAFF RECOMMENDED ACTION:** To adopt the community grant policy and application as presented.



## COMMUNITY GRANT POLICY Adopted By AM No. 04-05(AM)

### ELIGIBILITY

- 501(c) 3 non-profit organizations are eligible to receive a community grant. Preference may be given to organizations that are located within city limits and who provide services that directly benefit the residents of the city of Wasilla.
- For profit organizations or individuals seeking funds for a private purpose are ineligible to receive a community grant from the city of Wasilla.
- Applications must be received by the city clerk's office no later than February 1 of each calendar year.
- Incomplete or illegible applications shall not be considered.

### APPLICATION PROCESS

Applications shall be submitted on a community grant application provided by the city clerk. *Note: Applications are due to the city clerk no later than February 1.*

In addition to a completed application, the following information must be submitted along with the application:

- five-year plan outlining how the requested funds will be used;
- copy of the current budget for the organization;
- summary of the long-range goals of the organization;
- copy of your organization's mission statement;
- copy of your organization's current financial statement;
- letter from the IRS signifying your organization's official non-profit tax exemption status; and
- list of your organization's board members or officers.

### GRANT AWARDS AND DISTRIBUTION

Grant awards are subject to fund availability. The issuance of a grant does not in anyway guarantee subsequent grant awards; however if subsequent awards are granted the total amount granted shall decrease each year by a minimum of 25 percent from the original award.

- Organizations may only receive a community grant for five consecutive years;
- Grant awards are subject to fund availability and the city council reserves the right to award grants at their discretion; and
- Grants awarded by the council shall not be disbursed prior to July 1.

### REVIEW PROCESS AND DISTRIBUTION

- The city clerk shall forward to the city council not later than 30 days after receipt, all eligible grant applications. **All grant requests must be sponsored by a council member through the city clerk in order to be drafted in an Action Memorandum and submitted to the city council for consideration.** If a member of the council chooses to sponsor a community grant request the member shall contact the city clerk to have the request placed on the next regular meeting agenda. The city clerk shall contact the applicant to notify them of when the council will consider their application and the applicant may request to appear before the council. Should the council approve the grant request the city clerk shall contact the applicant regarding the award.

### MEETING COSTS

- Any costs associated with special meetings held in association with community grant requests will be taken out of the funds appropriated for community grant.



CITY OF WASILLA  
APPLICATION FOR COMMUNITY GRANT

Organization Name: \_\_\_\_\_

Director or Contact Name: \_\_\_\_\_

Physical Address: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Telephone Number: \_\_\_\_\_ Fax Number: \_\_\_\_\_

Federal Employer Tax ID Number: \_\_\_\_\_

Is your organization a 501(c) 3?  yes (attach IRS letter stating non-profit tax exemption status)  
 no

Provide a brief description of your organization's current program in priority order: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

What is your funding request (dollar amount)? \_\_\_\_\_

Will the funds be used for operating or capital expenses? \_\_\_\_\_

Please specify exactly how the requested funds will be used: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

What fundraisers do you have planned for this fiscal year and what is the net amount you expect to earn?

\_\_\_\_\_  
\_\_\_\_\_

Does your agency have cash reserves?  yes  no

If yes, what is the designated purpose of these reserves? \_\_\_\_\_

List the amount of funds that your organization received from other sources during the last fiscal year:

- Federal: .....\$ \_\_\_\_\_
- State: .....\$ \_\_\_\_\_
- Borough: .....\$ \_\_\_\_\_
- City: .....\$ \_\_\_\_\_
- Parent Organizations: .....\$ \_\_\_\_\_
- Corporate Grants: .....\$ \_\_\_\_\_
- Foundations: .....\$ \_\_\_\_\_
- Client Fees: .....\$ \_\_\_\_\_
- Donations: .....\$ \_\_\_\_\_
- Gaming permit activities: .....\$ \_\_\_\_\_
- Other sources: .....\$ \_\_\_\_\_

Please attach the following documents to this application in chronological order:

- five-year plan outlining how the requested funds will be used;
- copy of the current budget for the organization;
- summary of the long-range goals of the organization;
- copy of your organization's mission statement;
- copy of your organization's current financial statement;
- letter from the IRS signifying your organization's official non-profit tax exemption status; and
- list of your organization's board members or officers.

For office use only:

- five-year plan outlining how the requested funds will be used;
- copy of the current budget for the organization;
- summary of the long-range goals of the organization;
- copy of your organization's mission statement;
- copy of your organization's current financial statement;
- letter from the IRS signifying your organization's official non-profit tax exemption status; and
- list of your organization's board members or officers.
- contact finance to ensure that costs associated with a special meeting held to consider grant requests come from funds appropriated for community grants.

Date received:



OFFICE OF THE  
CITY CLERK AND COUNCIL  
CITY OF WASILLA  
290 E. HERNING AVE.  
WASILLA, AK 99654-7091  
PHONE: (907) 373-9090 / FAX: (907) 373-9092

Insert date

Dear Applicant:

Thank you for applying for a community grant from the City of Wasilla. Please take a moment to familiarize yourself with our Community Grant Policy (attached). In order to be considered to receive a grant from the City, you must complete the attached application and provide all of the information requested. Applications are due to the city clerk's office no later than **February 1**. Late and incomplete applications will be considered ineligible. *Note: Grant awards are subject to fund availability and the city council reserves the right to award grants at their discretion.*

Upon filing your application with the City Clerk, the following documents must be presented:

- completed community grant application;
- five year plan outlining how the requested funds will be used;
- current budget for the organization;
- summary of the long-range goals of the organization;
- copy of your organization's mission statement;
- copy of your organization's current financial statement;
- letter from the IRS signifying your organization's official non-profit tax exemption status; and
- list of your organizations board members and or officers.

We will forward your application City Council. In order for your request to be considered you must find a Council Member who is willing to sponsor your request and bring it forward to the entire body for consideration. I have attached a contact list for your use.

If you have questions about the grant request process, please contact my office at 373-9090.

Sincerely,  
CITY OF WASILLA

KRISTIE L. SMITHERS, CMC  
City Clerk

enc.: grant policy and application  
contact list of council members



Action taken	<i>Amended</i>	Approved	Denied
		<i>2/9/04</i>	
Other:	<i>Selected option # 4</i>		
Verified by:	<i>J. Smith</i>		

**WASILLA CITY COUNCIL ACTION MEMORANDUM**

**AM No. 04-12**

**TITLE: Community Grant Policy**

Agenda of: February 9, 2004  
 Originator: Jamie Newman, Deputy Clerk

Date: February 2, 2004

Route to:	Department	Signature/Date
	Police	
	Recreational and Cultural Services Library, Museum	
	Public Works Planning	
X	Finance *signature required	<i>[Signature]</i>
X	Clerk	<i>J. Smith</i>

**REVIEWED BY MAYOR DIANNE M. KELLER:** *Dianne M. Keller*

**FISCAL IMPACT:**  yes  no      Funds Available  yes  no

Account name/number:

Attachments:

**SUMMARY STATEMENT:** In discussing and reviewing the council meeting tape we discovered that the clerk and deputy clerk were not clear on the newly adopted grant policy. We briefly discussed the matter with Council Members Sande and Straub and they too agreed clarification was needed. Because of the confusion the clerk made a decision to extend the community grant application deadline to March 1, 2004 for this year only.

After discussing the process it made sense to us that funding for grants should be established prior to the applicant applying for funding. This prevents the applicant and staff from spending valuable time and energy on a non-funded item.

We recommend the following options for discussion:

1. to grant funds to eligible applicants (those that applied by March 1, 2004) out of existing FY-04 funds (\$20,000 is currently allocated);
2. to determine funding for community grants during the FY-05 budget and to disburse those funds after July 1, 2004 (those that applied by March 1 would be eligible to receive funding);

3. to revise the grant policy to establish that the council will determine funding for community grants during the budget process with grant applications due August 1<sup>st</sup>. This will prevent the applicant from spending resources to apply for funding that is unavailable.

4. to repeal the existing grant policy and "get out of the grant business"

**STAFF RECOMMENDED ACTION:** select an option above.