

TRANSMITTAL MEMORANDUM

TO: The Honorable Mayor & City Council

FROM: Lacey G. Simpson, Acting City Manager

DATE: April 11, 2025

RE: **Ketchikan Youth Court – Grant Report**

Initials: 

File #: MGR25-226

Mtg. #: 04/17/25 FYIb

Attached for the City Council's information is a grant report from Ketchikan Youth Court, a 2025 community agency grant recipient.

City of Ketchikan FY2025 Quarter 3 Grant Narrative Report

Grantee:	Ketchikan Youth Court		
Award Number:	269-239-25004		
Indicate Period of This Report	X		Quarter 1: July 1 - Sept. 30, 2024, due no later than October 30, 2024 Quarter 2: Oct. 1 - Dec. 31, 2024, due no later than January 30, 2024 Quarter 3: Jan. 1 - March 30, 2025, due no later than April 30, 2025 Quarter 4: April 1 - June 30, 2025, due no later than July 30, 2025
<p><u>Program Activities</u> Describe the project's activities during this reporting period including highlights and successes. (For example: community events, training/classes, meetings with JPOs/DJJ, etc.).</p> <p><u>Meetings:</u></p> <p>KYC had our Quarterly board meeting on January 28th, 2025 in which the board discussed various local government grants that were being submitted by the executive director, technology issues that impacted our client database, and prepping for our easter event in April. In January, one of our computer's harddrives failed deleting the pasy 6 years of client data in our database. To retrieve the Isot data, DJJ helped pull client info off of YODA and the director manually put all client data back into our local client database. As of April, the project is complete and all data is now back in KYC's client database. Additionally, our program is prepping for our annual Easter event which will take place on April 19th, which is one of our most attended community events to showcase our program. Lastly, various grants from our local government are due/pending which add up to \$24,000 or about a 1/3rd of our total yearly funding. These grants allow us to not rely on the state grants as they continue to dwindle.</p> <p><u>Training and classes:</u></p> <p>Our program conducts 12 hour prime for life alcohol classes for clients that receive a minor consuming of alcohol or marijuana. This quarter, we have sentenced 4 clients to alcohol classes.</p>			
<p><u>Program Outreach</u> Describe efforts of recruitment, collaboration with DJJ and law enforcement, and attempts to increase referral sources. (For example: youth volunteer recruitment efforts, working with local Juvenile Probation Offices, Memorandum of Agreement or Understandings for new referral sources etc.).</p> <p>None to report this quarter.</p>			
<p><u>Project Updates</u> Describe any project changes or updates this reporting period. (For example: changes in grant or program staff, new policies and procedures, updated Memoranda of Agreement or Understanding, etc).</p> <p>Our program continues to attend Sealevel meetings which is the new youth center being built for the community. We are meeting monthly for the next year as the building is breaking ground this month for a completion date of Spring 2026.</p>			

Project Challenges Describe any challenges encountered by the project this reporting period and how they were addressed.

Do these challenges require assistance from DJJ staff? If so, please specify:

☐ Telephonic assistance

☐ On-site visit

☐ Written resources

☒ Other NONE

Technical Assistance / Training Needs Describe any technical assistance or training needs for this grant project. Please be specific, for example: YODA training, working with a Board of Directors, how other Youth Courts work/organize, etc.

NONE

Additional Information Provide any additional information or comments about this quarter's activities.

NONE

Volunteer & YODA. Information

Youth Volunteers:

Total number of youth volunteers 10 _____

Total number of youth volunteer hours 260 _____

Adult Volunteers:

Total number of adult volunteers 5 _____

Total number of adult volunteer hours 0 _____

Is YODA data up-to-date and complete for this reporting period, ***including names and dates of birth for the youth court volunteers?*** ☒ YES ☐ NO