



Memo

City Manager's Office

TO: Mayor & Members of the City Council

FROM: Sheila Lundt, Assistant City Manager *Sheila*

DATE: November 16, 2007

SUBJECT: Amendment to the City's 2007/08 Contract for Services with the Center for Creative Justice

In August of this year, the Center for Creative Justice (CCJ) Board of Directors voted to discontinue its Mediation Service. The program had been losing money, nearly \$15,000 in one year alone, for several years. The agency could not continue to make up the difference between the program's revenues and expenses.

On October 11, ASSET members recommended that the individual funders to the process approve an amendment to each of their contracts which will delete the balance of funding made available for CCJ's Mediation Services. The funders are then asked to transfer a portion of the Mediation funds to the Probation program to cover overhead expenses which will be moved to that service.

Attached is a letter from CCJ Executive Director, Mark Kubik, asking that the funders approve a total of \$7,470 to be moved the Probation service. The City's portion of that would be \$3,308.

The amendment which is being asked of the City Council, breaks out as follows:

2007/08 Current		Amended 2007/08	
Probation Services:	\$36,327		\$39,635
Mediation Services:	\$16,538		\$0
	TOTAL: \$52,865		\$39,635

The City's total contract amount with CCJ would be decreased by \$13,230 for 2007/08.

Staff has talked with CCJ representatives, and recommends that the City Council adopt ASSET's recommendation and amend the City's 2007/08 contract with the Center for Creative Justice as outlined above.

Please contact us with any questions.

CCJ / center for creative justice

515-292-3820 / 210 LYNN AVENUE AMES, IOWA / 50014

October 4, 2007

ASSET Administrative Team
PO Box 1881
Ames, Iowa 50010

Dear ASSET Administrative Team Members,

After attending the ASSET Administrative Team Meeting on October 3, 2007, it was decided that providing this letter of explanation would help clarify our agency's request for funding.

On August 8, 2007, our Board of Directors voted to immediately discontinue Mediation Services offered by our agency. ASSET had approved \$37,353 to fund Mediation Services for FY 07-08. CCJ will not bill ASSET for any Mediation Services in FY 07-08.

Historically, when preparing the budget and when preparing the ASSET forms for submission, CCJ has charged 20% of its overhead expenses to the Mediation program. Twenty percent of the approved Mediation funding is \$7,470. Despite the Mediation Program being discontinued, those overhead expenses remain for our agency.

The Center for Creative Justice is respectfully asking ASSET for its consideration for \$7,470 in additional funding for FY 07-08. This funding is critical to our agency as we continue to provide Adult Probation Services.

Thank you in advance for your consideration in this matter. Please feel free to contact me with any questions.

Sincerely,

Mark Kubik
Executive Director

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