



County of San Mateo

Inter-Departmental Correspondence

Department: BOARD OF SUPERVISORS
DISTRICT 5
File #: 20-402

Board Meeting Date: 6/23/2020

Special Notice / Hearing: None
Vote Required: Majority

To: Honorable Board of Supervisors
From: Michael P. Callagy, County Manager
Subject: Use of District-Discretionary **Measure K** Funds - Supervisorial District 5

RECOMMENDATION:

Measure K: Approve an Appropriation Transfer Request (ATR) transferring district-discretionary **Measure K** funds in the amount of \$10,000 from Non-Departmental Services to the Probation Department to support the Juvenile Justice and Delinquency Prevention Commission (JJJPC)'s design, illustration, and printing of a Parents' Handbook for parents and guardians of youth involved in the juvenile justice system.

BACKGROUND:

Measure K is the half-cent general sales tax initially approved by San Mateo County voters in November 2012 and extended in November 2016 for a total of thirty years.

On February 12, 2019, the Board of Supervisors (Board) held a study session on **Measure K** expenditures and anticipated revenue for fiscal years (FY) 2019-21. The Board-appointed **Measure K** sub-committee, consisting of Supervisor Pine and Supervisor Canepa, convened the study session to, among other things, work with staff to facilitate the Board's development of **Measure K** priorities and continuing initiatives for FY 2019-21. The Board approved \$3.75 million in one-time loans or grants each fiscal year for FY 2019-21, divided equally among the five supervisorial districts, for district-discretionary needs and projects. District 5 has submitted a request to use its district-discretionary **Measure K** funds as shown below and described in the Project Summary section of this memorandum:

District/Project/Task	Amount
-----------------------	--------

District 5 (Supervisor David Canepa) - Transfer district-discretionary funds to the Probation Department to support the Juvenile Justice and Delinquency Prevention Commission (JJJPC)- Members of the JJJPC have compiled a Parents' Handbook to assist parents and guardians of juvenile justice-involved youth to navigate the juvenile justice system in San Mateo County. The content has been reviewed and approved by the appropriate stakeholders. While the content was generated through the efforts of volunteers, much of the handbook's effectiveness will depend on its accessibility. A large part of that is its appearance. The funds will be used to engage professionals to provide the graphic design/illustration/printing of the handbook.	
Layout and Graphic Design	\$1,000.00
Translation of English text to Spanish	800.00
Print 2500 in English (4-color cover 6# and 20# white inside)	4,000.00
Print 2500 in Spanish (4-color cover 6# and 20# white inside)	4,000.00
Contingency	200.00
Total	\$10,000.00

This item is consistent with the criteria for district-discretionary **Measure K** funds approved by the Board in December 2018.

PROJECT SUMMARY:

The Juvenile Justice and Delinquency Prevention Commission (JJJPC) is a County commission dedicated to delinquency prevention and the promotion of respect for the human dignity of all minors who come under the jurisdiction of the Juvenile Court. This is a transfer of funds to the Probation Department in the amount of \$10,000 to provide for the graphic design, illustration, and printing of the JJJPC's Parents' Handbook for parents and guardians whose children are involved in the County's juvenile justice system. The JJJPC, working with Probation, will select a vendor(s) consistent with the County's procurement policies.

Several JJJPC Commissioners, in going about their volunteer activities, encountered parents of juvenile justice involved youth who were confused about what was happening to their children. Their children's probation officers verbally explain the process to them, but often parents are upset and do not fully understand or remember what they have been told. For parents who are not native-born or who do not speak English with confidence, the system is even more confusing. The Probation Department has information about the County's juvenile justice process on its web site, but nothing comprehensive that can be handed to these parents for reference.

This handbook, in the form of FAQs, explains the processes that a youth will encounter if they are arrested in San Mateo County. Using simple language to describe what they can expect at each juncture, the handbook points out ways parents and their children may be able to minimize a child's involvement, from arrest through possible diversion, getting a lawyer, court hearings, detention in juvenile hall, and probation.

It is anticipated that with a better understanding of the system, both the juvenile and their parents can feel more confident as they navigate the system resulting in more positive outcomes, including successful diversions, and for those who go through the court system, more successful completion of

their terms of probation.

Probation, the Private Defender Program, the County Office of Education, and the Juvenile Court Judges have reviewed and approved the content. Those parties will also have an opportunity to approve the draft design and the final product.

By helping to remove parents' and juveniles' confusion about the steps in the Juvenile Justice system and their significance and potential consequences, the handbook will help juveniles get through the system more quickly, or, at the least, with fewer setbacks. This will help the young person get back on track more quickly and save the County the money that would otherwise be spent on court appearances, legal services, costs of incarceration and probation.

Total Measure K Request: Not to Exceed \$10,000

PERFORMANCE MEASURES:

Description	Target Date
Handbook complete	July 2020
Start distribution	August 2020

FISCAL IMPACT:

There are sufficient **Measure K** funds for this specific FY 2020-2021 **Measure K** request. These funds are budgeted in the Non-Departmental Services FY 2020-21 Recommended Budget.