



City of Richmond

Report to Committee

To: Community Safety Committee **Date:** February 11, 2016
From: Mark Corrado **File:** 09-5350-01/2016-Vol
 Senior Manager, Community Safety Policy and Programs 01
Re: **Touchstone Family Association Restorative Justice Annual Performance Outcome Evaluation Report**

Staff Recommendation

1. That the 2015 Restorative Justice: Performance Outcome Evaluation Report, as attached to the report, "Touchstone Family Association Restorative Justice Annual Performance Outcome Evaluation Report" dated February 11, 2016 from the Senior Manager, Community Safety Policy and Programs, be received for information.

Mark Corrado
 Senior Manager, Community Safety Policy and Programs
 (604-276-4273)

Att. 1

REPORT CONCURRENCE	
CONCURRENCE OF GENERAL MANAGER 	
REVIEWED BY STAFF REPORT / AGENDA REVIEW SUBCOMMITTEE	INITIALS: DW
APPROVED BY CAO 	

Staff Report

Origin

On January 1, 2014 the City of Richmond renewed its contract with the Touchstone Family Association (Touchstone) to provide Restorative Justice Services. This contract will end December 2016. As part of this contract, Touchstone is responsible for reporting to Council on an annual basis. This report provides Council with Touchstone's Restorative Justice Performance Outcome and Evaluation Report for the 2015 year.

This report supports Council's 2014-2018 Term Goal #1 A Safe Community:

Maintain emphasis on community safety to ensure Richmond continues to be a safe community.

1.1. Policy and service models that reflect Richmond-specific needs.

1.2. Program and service enhancements that improve community safety services in the City.

1.4. Effective interagency relationships and partnerships.

Analysis

While there is no single definition of restorative justice, the Province defined it in its White Paper on Justice Reform as:

“an option for addressing criminal prosecutions by repairing the harm caused to victims of crime. It is typically achieved through a process that addresses victims' needs and holds offenders accountable for their actions. Restorative Justice can provide opportunities for victim participation, community involvement and can hold offenders accountable in a meaningful way.”

According to the same White Paper, restorative justice primarily focuses on “low-risk cases which have been referred by local police departments, schools, First Nations bands and Crown counsel.”

Although the Province has endorsed restorative justice, it was acknowledged in an independent review of BC's justice system that community based restorative justice programs are dependent on other program grants, volunteers, municipal funding and donations. Despite a lack of a consistent funding source, the White Paper found that Restorative Justice was more effective in reducing re-offending and in lowering cost to the justice system. A similar conclusion can be found in the Province's recent Blue Ribbon Panel Report on Crime Reduction which again recommended that the “government develop, in collaboration with the UBCM, province-wide standards to govern the implementation and management of diversion and restorative justice programs.”

Within Richmond, there are two restorative justice programs:

1. The Youth Intervention Program, which is a counselling program offered by City Staff at the Community Police Office in City Centre under the direction of the RCMP Detachment; and
2. The Touchstone Restorative Justice Program, which places an emphasis on accountability and problem solving as a way of addressing harm that takes place when a crime or incident occurs.

Touchstone is required to report to Council annually on the:

- Restorative justice annual budget for the upcoming year;
- Restorative justice revenues and expenditure from the previous year;
- Performance indicators including the number of referrals, forums and completed resolution agreements;
- Milestones and achievements; and
- Participants' satisfaction survey.

As noted in the attached report by Touchstone, funding continues to be a challenge as the Provincial Government provides only a small amount of funding to restorative justice. The City has long advocated for increased funding for restorative justice services, but the Province maintains it will not advance additional funding. The Province's position has resulted in the City funding the Restorative Justice Program.

The City first entered into a three year agreement with Touchstone Family Association in 2008, and has renewed the contract in 2011 and 2014. The current three year contract will expire on December 31, 2016.

Restorative Justice Performance Outcome Evaluation Report

The Richmond Restorative Justice Program is a volunteer driven program staffed by Touchstone with a permanent full time coordinator. There are many highlights of this program which are expressed in the Performance Outcome Evaluation Report, January 1, 2015 – December 31, 2015, from Touchstone Family Services (Attachment 1).

Summary Statistics

	2010	2011	2012	2013	2014	2015
Total Number of Offenders	61	74	41	46	56	57
Total Number Referrals*	48	44	35	35	41	49
Total RJ Processes**	44	56	31	35	43	47
Total Number Resolution Agreements	48	68	34	42	47	50
Total Number of Completed Resolution Agreements	46	56	34	45	46	45

*A referral can have more than one offender

** Restorative Justice Processes can include conferencing between victims and offenders, community justice forums (less serious cases), and healing circles (often used in schools).

Over the past six years there were a total of 252 referrals and 335 offenders that entered the program. In 2015, there were a total of 49 referrals which was above the previous 5 year average of 41. According to RCMP Detachment statistics 14% of youth who went through the process re-offended within a three year period after completing the restorative justice program. RCMP data further showed that 10% of adults who completed the same program re-offended. While these low recidivism rates appear to be impressive the Blue Ribbon Panel noted that “there is no standardized method of measuring recidivism in the province and it would be important to develop and impose consistent standards.”

Financial Impact

None

Conclusion

The City’s Restorative Justice Program is a cost effective way of providing a much needed service to address some social issues within the community. According to Touchstone staff, the program has the capacity to double the current number of annual referrals/offenders and has outlined raising community awareness of the program as a strategic priority.

The contract with Touchstone Family Association to administer Richmond’s Restorative Justice Program is a service delivery model that strengthens the social health and independence of families and children in our community through effective intervention and support services. This alternative service delivery model to the court system addresses the harm that takes place when a crime or incident occurs, and ensures accountability.

The present contract will expire in December 2016. A report regarding the contract will be presented in the fall for Council’s consideration.



Mark Corrado
Senior Manager, Community Safety Policy and Programs
(604-276-4273)

MC:mc

Att. 1: Restorative Justice: Performance Evaluation Report January 1, 2015 – December 31, 2015 by Touchstone Family Association.



Touchstone Family Association
Strengthening Family • Building Community



RESTORATIVE JUSTICE
PERFORMANCE OUTCOME
EVALUATION REPORT

January 1, 2015 - December 31, 2015



EXECUTIVE SUMMARY

Touchstone Family Association is a non-profit society that has been providing services to children and their families in Richmond since 1983. Our services have primarily focused on preserving and enhancing family relationships and we offer a variety of services designed to meet the needs of children, youth and families to ensure their optimum development. Over 1900 children, youth and families benefit from our services on an annual basis.

In 2004 the Restorative Justice Program was launched in partnership with the Richmond RCMP. In 2008 the City of Richmond provided funding for a full time Restorative Justice Coordinator. This annual report will focus on the successes and challenges of the past year.

It is important to note that the core funding for Restorative Justice comes from the City of Richmond through the Law and Community operating budget and we have now entered into the third year of a 3 year contract. Touchstone Family Association continues to engage other levels of government regarding not only the need but the responsibility in cost sharing this program across the three levels of government. Restorative Justice receives a small amount of money from the Community Actualization Program funded by the province which provides some funds for volunteer training and recruitment. Touchstone continues to raise the profile of this extremely cost effective alternative to court and is continuously seeking out funding partners. In January 2016 a letter was sent to Minister of Justice, Attorney General of Canada, and The Honourable Jody Wilson-Raybould inviting her to have a conversation about Restorative Justice. Although funding continues to be an ongoing challenge we are very appreciative to the City of Richmond for not only believing in the Restorative Philosophy but understanding the role it plays in creating safer and healthier communities.

Restorative Justice

What is restorative justice? Restorative justice is an alternative approach to our court system. Restorative Justice is a philosophy built on the cornerstone of community healing. Like community policing, it's a way of doing business differently. While our court system is adversarial and focused on punishment restorative justice encourages dialogue and responsibility for past behaviour, while focusing on problem-solving and offender accountability. Through this approach, victims and offenders are not marginalized as they are in the court system. Rather, both are invited to come together, so that the offender can be held accountable and the victim can receive reparation.

Through restorative justice, volunteer facilitators help offenders take responsibility for their crimes. Offenders are given the opportunity to recognize the people that they harmed and are able to learn how others have been affected by their behaviour. Furthermore, the offender can work with the victim to find ways to repair the damage that has been done.

Victims benefit greatly from a process, unlike court, where they can sit together with the offender and speak directly to him/her about the pain that they have endured. Through restorative justice, victims can get answers to their questions about the incident, and they can

learn why it happened. Furthermore, they can share with the offender what needs to be addressed for healing to begin to take place.

While restorative justice affords everyone affected by crime the opportunity to gain closure from the incident, it also gives the community the chance to become closer and grow together through understanding, compassion and healing. Communities become healthier and safer as a result.

Resolution Agreements can include:

- Financial Restitution
- Apology to Victim(s)
- Community Service Work
- Essay
- Counselling
- Donation
- Resume Preparation
- Job Search



Restorative Justice is a volunteer driven program that has a permanent full time coordinator. Recruitment, retention and training of volunteers are crucial to the success of the Restorative Justice Program. The RJ coordinator engages all volunteer applicants in a formal interview process which includes a criminal record check and two reference checks and also takes into account several key criteria that may include but is not limited to:

- Life experience
- Professional employment history
- Education
- Commitment to the program
- Amount of time available
- Experience/Confidence in leading a group discussion
- Flexibility
- Knowledge of Restorative Justice
- Reasons behind wanting to become involved
- Experience/comfort level with conflict
- Oral and written skills

Restorative Justice Embodies Different Processes

Given the intensity of the training and the role of the facilitator it is important to recruit solid, committed individuals. Once the intensive interview process and reference check are complete, volunteer applicants are eligible for, and must successfully complete over time, training in various restorative justice processes or applications, including community justice forums, where the volunteer applicants attend an intense 3 day training program. Once the volunteer applicant has achieved a certificate of training, he or she must earn accreditation by co-facilitating a minimum of five forums alongside and under the supervision of a certified mentor/facilitator; this is an approach that increases the volunteer's level of confidence and competency, and enhances quality assurance. Of course, community justice forums are only one example of the kind of processes inspired by a restorative justice philosophy. There are other processes that are also utilized by the Restorative Justice Program.

At the heart of restorative justice are its underlying values and principles, which give birth to a variety of processes designed to meet the unique needs and circumstances of victims, first and foremost, followed by the rest of the community and, of course, the offender. This recognition requires that we carefully consider the process that will have the most benefit and greatest chance of success. Volunteers will continue to expand their knowledge and skills by applying different applications of restorative justice dictated by the specified needs of the affected parties and/or community. A few examples include a non-scripted, comprehensive victim-offender conferencing (VOC) process in complicated cases; a scripted community justice forum (CJF) process in less serious cases; a separate conference (Conference) process in cases where a direct victim and offender encounter proves less beneficial; as well as numerous types of Circles in community and school settings.

In each case assigned to restorative justice facilitators, the most suitable type of process can only be determined after exploring the needs of the participants and investigating the circumstances surrounding each case. It is important to understand that restorative justice *is a process*, where each case evolves from the first point of examination, takes shape through exploratory discussions with the affected parties, and involves everyone's consideration of an appropriate process to address what happened.

One example involves a Victim Offender Conference that was initiated to address a case of assault. Two inebriated young men mistakenly identified another young man as someone they thought had either insulted or threatened a friend of theirs. After consuming a fair amount of alcohol at a party, one of the assailants received a phone call about a friend being threatened and there being a potential for violence. He joined a group of young people, including a second assailant, also a friend, and they were driven to where they believed the incident was taking place. Meanwhile, the victim, who had nothing to do with the utterance or alleged intimidation, just happened to be in the same vicinity and was walking home with two friends. They saw a large group yelling and proceeding towards them and became scared and began running. The victim and his friends became separated when the group caught up with them. While the victim's friends escaped injury, the victim was not as fortunate and was seriously assaulted by the two assailants. The police arrived after a witness reported the assault.

Both the assailants and the victim agreed to participate in restorative justice. The victim agreed to this process because mutual friends of the assailants and the victim explained to the victim how uncharacteristic this was of the two assailants and how remorseful they both were for what they had done to him. For this reason, the victim decided to give restorative justice a chance.

Through a Victim Offender Conference, the assailants were able to explain to the victim how alcohol had led to confusion, misunderstanding and stupidity; they apologized and were prepared to meet all of the victim's needs. The victim explained to the assailants how their actions could have potentially cost them their own lives if it had been someone else, and had that person been carrying a weapon. He spoke to them about the loss of work due to hospital and doctor visits to treat his injuries, resulting in doctor bills and lost paycheques. The assailants were remorseful for what they had done to him and were sympathetic to the victim's suffering. They agreed to compensate the victim financially for all his damages. All of them also agreed to speak to their respective peers and let them know that the matter was resolved and to ensure that no further harm would come to anyone. They shook hands and wished each other well in the future, knowing an important lesson had been learned for the assailants and satisfaction had been delivered to the victim.

Referrals to the Richmond Restorative Justice Program

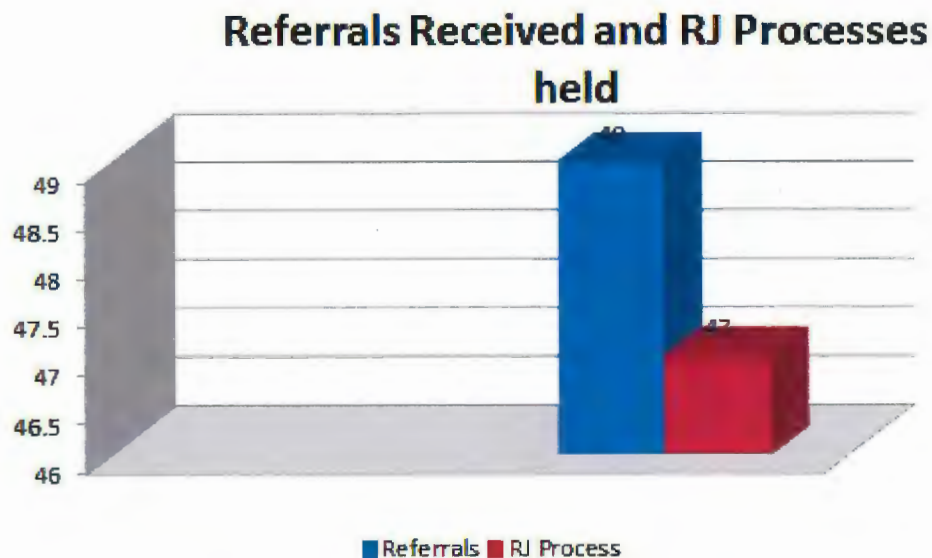
The predominant referral base for the Richmond Restorative Justice Program remains to be the Royal Canadian Mounted Police (RCMP). The Program continues to advocate and reach out to the broader community, including Schools and Crown.

School referrals remain a priority for the program. While school-based incidents are sometimes referred by the RCMP to the Program, there is potential for greater involvement and more comprehensive coordination amongst RCMP, Schools and the Richmond Restorative Justice Program in utilizing a restorative justice approach in many more cases involving a criminal investigation. In other cases, where criminal investigations are not necessarily warranted, schools can make direct use of the Richmond Restorative Justice Program.

Richmond Crown also makes use of the Richmond Restorative Justice Program and sees the real benefit the Program offers. Both the Program and Crown continue to partner in cases deemed suitable for restorative justice. In this case, too, there is potential for a more collaborative and coordinated approach to criminal cases amongst Crown, RCMP and the Richmond Restorative Justice Program.

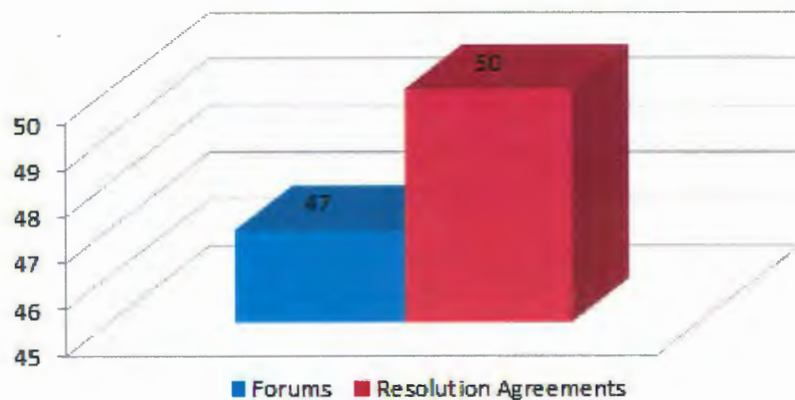
STATISTICS

In 2015 there were 49 referrals to the Restorative Justice Program which is greater than the previous year. Each year brings a slight fluctuation based often on youth crime and new members to the RCMP. There were 47 restorative processes held.



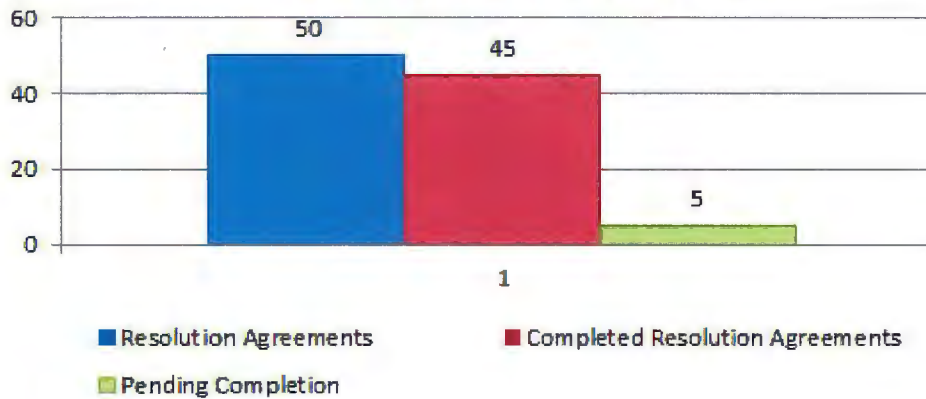
There were 50 resolution agreements resulting from the 47 community justice proceedings.

Resolution Agreements Drawn Up from both CJF and CAP



Of the 50 Resolution Agreements, 45 were successfully completed. 5 Agreements are pending (or the agreement could have carried over into 2016). This data illustrates that the Restorative Justice process allows for a healthy healing process to occur for all parties involved. The Agreements are mutually agreed upon by all parties (victim, offender and supporters) at the end of each process. Each participant has input into what they need to see happen to make things right. The offenders in all cases (5 pending) have successfully completed these Resolution Agreements demonstrating a commitment to the healing process and an investment in their community.

Successful Completion of Resolution Agreements in both CJF and CAP

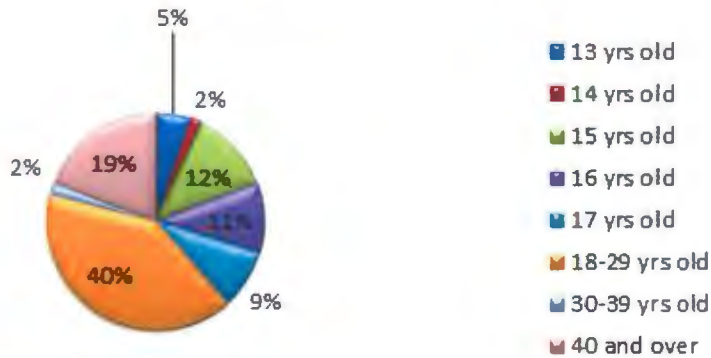


There were 28 females and 29 males referred to the program.

Gender of Offenders Referred

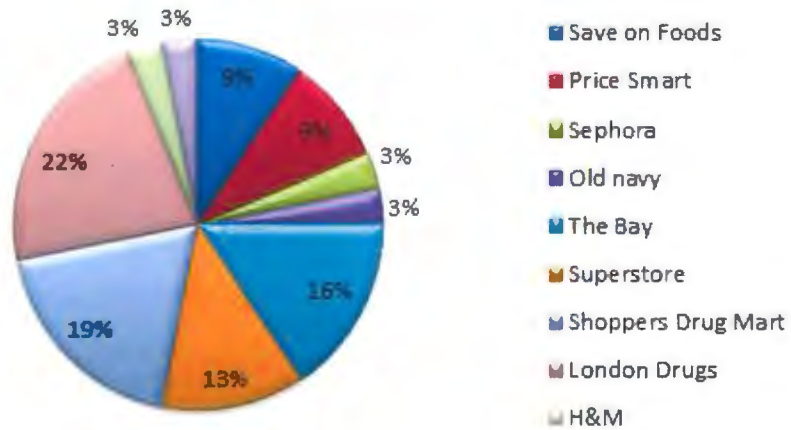


Age of Offenders Referred



The majority of offenses remained to be for theft under \$5000. There were many different stores that reported these thefts.

Big Box Stores



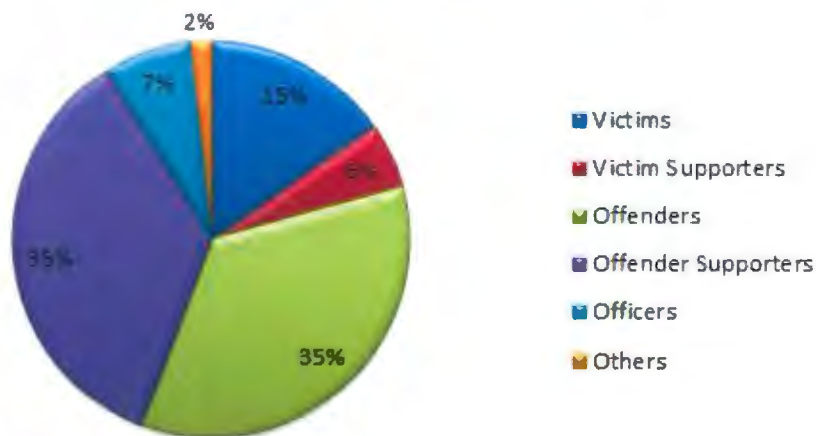
In regards to how long it took to have a matter brought forward for a community process, the time improved greatly from last year. The majority of referrals (51%) were processed between 5-15 working day as compared to 30% last year. It is very important that resolution happens as quickly as possible for the greatest amount of learning and for the participants to remain invested in the process.

How long after the file was referred did the forum take place



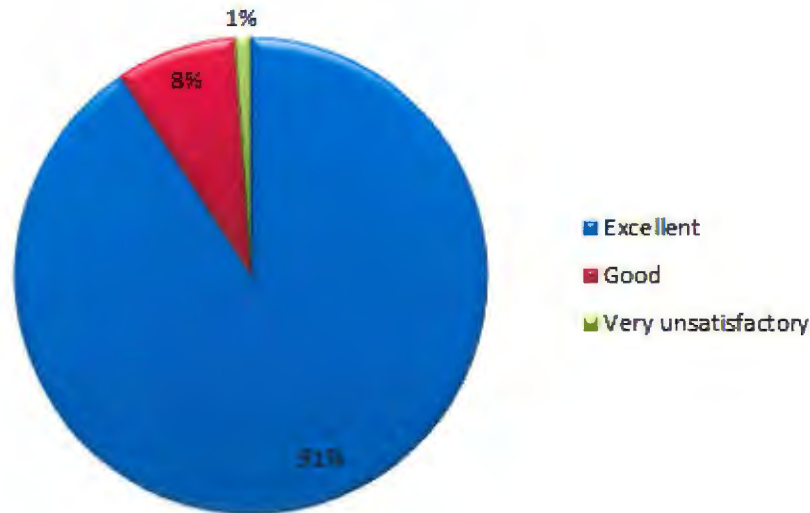
Touchstone Family Association invites all participants involved in the Restorative Justice Process to evaluate their experience. In 2015, 122 people participated in a Restorative Justice process and 98 people completed a survey which is a rate of return of 80%. Below are the results of the surveys, beginning with the role they played in the process.

Roles of Participants in Forums



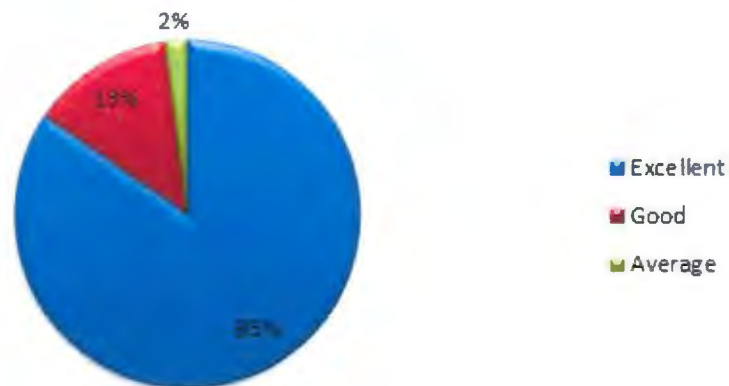
The next question we ask the participants is how fair they felt the Community Justice Agreement to be, ranging from a score of “very unsatisfactory” to “excellent”. As you can see from the graph below, the majority of participants were very satisfied with the mutually agreed upon Agreement.

How Fair was the Community Justice Agreement



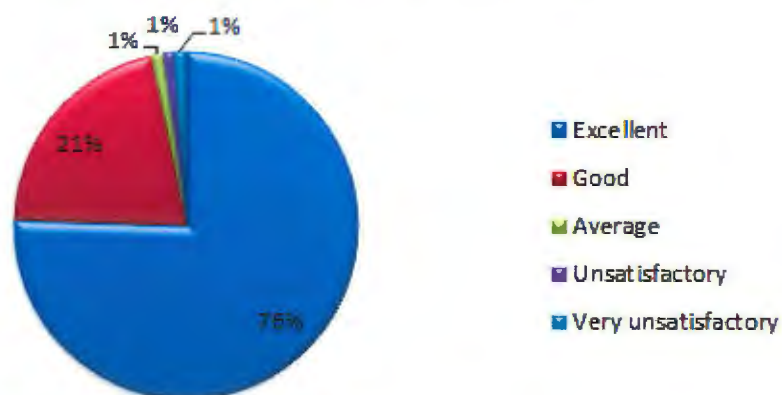
The next question on the survey asked how fair the participants felt the process was. This would indicate if their individual needs were met and that overall, the process was beneficial to the community. The graph below indicates that the majority of participants were satisfied with the Community Justice Process.

How Fair was the Community Justice Process



Next, we ask for feedback around the participants' overall satisfaction with their experience in the Community Justice Forum. As demonstrated by the results below, the majority of the participants were very happy with the process.

How was your overall experience with the Community Justice Forum



The survey asks two open ended questions and below are the answers to those questions and in parenthesis is the role of the person who said the comment.

Question 6: Did you encounter any barriers to service, which affected or interfered with your participation in the program?	
Respondents	
1.	No barriers to the service (officer)
2.	Nothing, everything went very well. (offender)
3.	No I feel like the program went really good and clear. (offender)
4.	No there were no such barriers or restrictions. (offender)
5.	Nothing did it's all good. (victim)
6.	Facilitator was excellent, very sincere and professional in his approach. (victim supporter)
7.	None and I am thankful for a second chance. (offender)
8.	No it is a great program and Haroon was very nice and professional. (offender)
9.	I did not encounter any barriers throughout the process of this program. It was made very easy to attend and complete. (Offender supporter)
10.	No, Mr. Bajwa was a fantastic facilitator and treated everyone with respect. (victim)
11.	None. It felt like an open forum. (victim)
12.	No – just embarrassment. Moderator was very good at providing a supportive environment. (offender)
13.	No it was very helpful. (offender)
14.	Nope not at all. (offender)
15.	No it was very open ended and conversation was encouraged. (victim)
16.	Not yet, very helpful. (victim)

Question 7: Is there anything else you would like to comment on?	
Respondents	
1.	Haroon asked all the questions I wanted to ask. Thank you! (victim)

2.	Much more desirable than attending court. (officer)
3.	Was well facilitated. (victim)
4.	Great program. (officer)
5.	The Restorative Justice Program is the best alternative for the people who deserve another chance and want to confess for their mistakes. (offender)
6.	Thank you for helping me understand my responsibilities. (offender)
7.	I liked how nice you guys were to me, I was very nervous and worried. (offender)
8.	I hope and believe that the young boy (men) will learn from this and to understand proper conflict resolution and show mutual respect. (victim supporter)
9.	I am pretty much comfortable and confident in giving me an opportunity to resolve my fault with fairness and proper corrective measure. (offender)
10.	I think it would be better to get the story from both sides first. And try to put it together. (Offender)
11.	I sincerely hope the process has the result of showing our daughter the consequences of her actions and that she can learn from it, and restore balance to the situation. (offender supporter)
12.	I am relieved to have a community program like this to allow my daughter a way to take responsibility for her actions, make amends, and go through a process which will hopefully prevent any future harm-doing/theft. (Offender supporter).
13.	Thanks for giving me this chance to be participating at this meeting. (offender)
14.	Haroon did a great job facilitating the discussion and keeping things on track. It also allowed everyone the freedom to discuss options. (offender supporter)
15.	Mr. Bajwa was very approachable and very clear and kind. Thank you for this opportunity. (Offender)
16.	The facilitators are very kind and helpful. They explained and talked everything clearly with respect and understanding. I am really thankful with this people who gave their dedications with their work. Thank you so much. (offender)
17.	I am impressed with the people and the process (involved) in this conference. It has given me a whole new perspective on the process and isn't just about punishment. The people involved have been more caring that I thought it would be. (offender supporter)
18.	Facilitator was very helpful and genuine. All in all it was an excellent experience. (offender supporter)
19.	Thank you for giving me a second chance. (offender)
20.	Thank you for your services. (offender supporter)
21.	I had an excellent experience and I believe the offender was given the opportunity to think about the incident and thoroughly reflect on his choices and I believe it will prevent any similar incidents in the future. Thank you. (offender supporter)
22.	This has been a very productive and satisfactory session. (Victim)
23.	Haroon Bajwa is a 5 star facilitator. (offender supporter)
24.	No a very positive experience. (offender supporter)
25.	The moderator mentioned something I never thought of – the intangible harm to others, (store clerks, other customers) of my actions. That was an insight I never had before. (offender)
26.	Interesting and positive experience. (offender supporter)
27.	None, they run this program very well. (offender supporter)
28.	This program is really good and I am very thankful to all the supporters that helped me. (offender)

29.	None it was an excellent process. (victim)
30.	This was a great option, thank you for your help. (victim supporter)
31.	Very interesting to see process in action and how it is able to allow anger to be indulged but controlled. (offender supporter)
32.	Thank you for this opportunity for my son. (offender supporter)
33.	Keep the funding for the forum. (officer)
34.	Thank you for all your work on this process. I look forward to moving forward and sincerely hope to contribute to a positive outcome. (victim)
35.	Haroon was great – non- threatening, comforting atmosphere that will help me move past this but most of all learn from this mistake. I'm grateful for this 2 nd chance. (offender)
36.	Haroon was extremely neutral, kind, open and created an environment safe for the harm doer to feel comfortable to fix his wrong doing. I am so thankful our community has programs like this and am appreciative of the time he took to listen and resolve the issue. (offender supporter)
37.	I felt very comfortable and the facilitator was easy to talk to. (offender)
38.	Understanding, felt comfortable talking knowing my friend and I weren't being judged. (offender supporter)

Follow-up Evaluation Summary

Restorative Justice is about giving all parties involved in a conflict the opportunity to take an active role in a safe and respectful process that allows open dialogue between the victim, offender and the community. For the offenders, it is about taking responsibility and being held accountable for the harm caused. For the victims, it provides an opportunity to talk about the harm caused and ask questions that may be necessary as a part of the healing process. For communities surrounding the victim and offender, it provides an understanding of the root causes of conflict. Community involvement in restorative justice is one of the core components of the approach thus the feedback is an integral part of understanding the effectiveness of the overall restorative experience.

In regards to our follow up information eliciting feedback for general satisfaction with the RJ Program, the participant feedback as in past years indicated a high satisfaction rating. The Restorative Justice Program responds to the needs of young people and the community by repairing harm, restoring the moral bond of community and teaching responsibility and accountability to the young person.

A comparison of data from 2010 until 2015 is summarized in the chart below.

	2010	2011	2012	2013	2014	2015
total # of offenders	61	74	41	46	56	57
Total # of referrals	48	44	35	35	41	49
Total # of RJ Process	44	56	31	35	43	47
Total # of Resolution agreements	48	68	34	42	47	50
Total # of completed Resolution agreements	46	56	34	45	46	45

As evident by the chart above, the Restorative Justice Program has had **335** young people go through the program over the past 6 years which on average is **56** young people a year have been served by the program. It is important to note that the above statistics is only talking about offenders; it is not capturing the number of people participating in the program. In 2015, **122** people participated in a restorative justice process either as a victim, an offender, an officer, a victim supporter, or offender supporter. The more participants involved the more ground work that needs to be done by the volunteer before undergoing the RJ process with all involved parties. It is important that everyone participating understands the process and what the expected outcomes may be.

2013-2016
Strategic Plan (Summary)
Restorative Justice

Strategic Priority 1 – To promote and actively seek funding partners in order to sustain and grow the Richmond Restorative Justice Program.

1. To meet with representatives of all levels of government regarding this innovative approach to youth justice.
2. To continue to apply for any relevant civil forfeiture or National Crime Prevention funding that may come available.

Strategic Priority 2 – To bring choice to the community by providing different Restorative Justice Models.

1. Offer a variety of restorative models or applications suitable to the needs of the community.

Strategic Priority 3 – To provide Restorative Justice Services, which are, open, accessible and flexible, and meet the needs of the community as a whole. At Touchstone we will endeavour to ensure that the RJ program and service is guided by community need, cultural diversity and political and social necessity.

1. Continue commitment to accreditation process
2. Conduct ongoing needs assessments (internal/ external)
3. Continue to commit to community work, sector involvement and other mechanisms for stakeholder involvement.

Strategic Priority 4 – To continue to build and foster the relationship with Crown in order to support learning for offenders and closure/healing for victims of crime.

1. The RJ Coordinator will meet with Crown Council annually.

Strategic Priority 5 – To raise community awareness of the Restorative Justice Program and its role in addressing youth crime. The organization will actively seek to educate the community members such as RCMP, Big Box stores, the Richmond School District in the value of Restorative Justice as an alternative to punitive interventions to youth anti-social behaviour.

1. The RJ Coordinator will actively work/advocate to promote the RJ program by attending community events and liaising with school district staff, RCMP Loss Prevention Officers (box stores).
2. To continue to hold a community event during Restorative Justice Week educating the community on Restorative Justice and to continue to present in Richmond Schools regarding creating safe and caring schools through a Restorative approach.

**Restorative Justice 2015
Statement of Income**

	Jan to Mar 2015	Apr to Jun 2015	Jul to Sep 2015	Oct to Dec 2015	Total 2015	YTD Budget 2015	Variance	Annual Budget
Revenue								
Grant from City of Richmond	23,750	23,750	23,750	23,750	95,000	95,000	0	95,000
Expenses								
Wages and benefits	15,075	16,653	15,427	16,273	63,428	63,125	-303	63,125
Rent	6,080	6,080	6,080	6,080	24,320	25,000	680	25,000
Mileage	149	34	26	59	268	300	32	300
Telephone	255	255	255	255	1,020	800	-220	800
Office supplies	380	380	229	275	1,264	1,075	-189	1,075
Supervision	1,175	1,175	1,175	1,175	4,700	4,700	0	4,700
	23,114	24,577	23,192	24,117	95,000	95,000		95,000
Net surplus (deficit)	636	-827	558	-367	0	0		

**Restorative Justice budget for \$95,000 contract to cover
January 1 - December 31, 2016**

	Annual	Monthly	Quarterly
Wages and benefits	\$ 65,000.00	\$ 5,416.67	\$16,250.00
Rent	\$ 23,800.00	\$ 1,983.33	\$ 5,950.00
Mileage	\$ 300.00	\$ 25.00	\$ 75.00
Cell phones	\$ 780.00	\$ 65.00	\$ 195.00
Office expense	\$ 1,520.00	\$ 126.67	\$ 380.00
Supervision	\$ 3,600.00	\$ 300.00	\$ 900.00
	<u>\$ 95,000.00</u>	<u>\$ 7,916.67</u>	<u>\$23,750.00</u>

Funding Request:

Touchstone Family Association respectfully requests that the City of Richmond continue supporting the Richmond Restorative Justice Program at the current contract amount by entering into another 3year agreement beginning in January, 2017.