



STAFF REPORT

HISTORIC PRESERVATION COMMISSION MEETING DATE: 02/24/16

DEPARTMENT: PLANNING

ITEM DESCRIPTION: HPC-63283 - For possible action regarding the revised HPC Centennial Legacy grant budget for Harrison House, Inc., for publications and events celebrating the Pioneer Trail in West Las Vegas, Ward 5 (Barlow)

BACKGROUND

- 02/27/08 HPC approved Centennial project budget and timeline.
- 03/26/08 HPC requested revisions to the draft Centennial grant application.
- 05/28/08 HPC voted to review grant applications bi-annually in March and August, and vote bi-annually on grant awards in March and September.
- 12/11/13 HPC voted to approve (HPC-52051 and HPC-51198) revisions to the HPC Centennial Legacy Grant application regarding publishing requirements, additional required materials, evaluation criteria, eligible applicants, allowable costs and a mandatory disclaimer for grant funded projects.
- 04/23/14 HPC approved Centennial Legacy grant application (HPC-51195) from the Ward 5 Chamber of Commerce in the amount of \$5,000.00 for the Harrison House National Register nomination report and associated outreach.
- 03/25/15 HPC approved (HPC-58298) an application for HPC Centennial Legacy Grant funds submitted by Harrison House, Inc., in the amount of \$4,020.00 for publications and events celebrating the Pioneer Trail in West Las Vegas, Ward 5 (Barlow).

SUMMARY

Harrison House, Inc. was awarded \$4,020 in grant funding from the HPC Centennial Legacy Grant for publications and events celebrating the Pioneer Trail in West Las Vegas.

Harrison House, Inc. has submitted a request to approve a revised project budget.

Staff has reviewed the original budget as submitted in March 2015 and the following categories/activities were approved by the HPC for the event:

1. Printing for Pioneer Trail Map
2. Purchase and printing of 100 T-Shirts for Participants and Harrison House Staff
3. Catering for Refreshments

Not included in the budget, but included in Section II: Grant Description, were advertising and cleanup materials.

Items not included in the original approved scope but included on your revised budget are:

1. DJ and Band
2. Insurance Policy
3. Permits for City of Las Vegas
4. Las Vegas Metro Services
5. Staff Salaries

The application has been reviewed for compliance with the HPC Centennial Legacy Grant and has found that the proposed activities are not specifically unallowable costs.

STAFF RECOMMENDATION

APPROVAL

BACKUP DOCUMENTS

Harrison House, Inc. HPC Centennial Legacy Grant revised budget.

PART III. Budget Worksheet

You must submit a detailed budget for this grant. Provide a brief explanation of each budget item with quantity and cost for all items (Example: two packages of acid free tissue paper @ \$16/package; 10 hours contracted labor for painting @ \$50/hr., etc.).

Round your request to the nearest dollar amount (no decimals).

This grant follows the Maximum Consultant Rates used by the State Historic Preservation Office as a guideline for salary limits.

Professional Qualifications	Maximum Hourly Wage
1. Working for Bachelor's degree	\$ 14.00
2. Bachelor's degree in the related field	\$ 23.00
3. Bachelor's degree in the related field with five years experience in the field	\$ 28.00
4. Bachelor's degree in the related field working for a Master's degree	\$ 30.00
5. Advanced degree in the related field	\$ 89.41

HPC-63283 Budget

1. Supplies

1000 Postcards, 4.5" x 5.5", Double Sided Printed	\$100.00
20 Posters 11" x 17", @ \$2.00 each	\$ 40.00
2 Banners 3' x 10', @ \$40.00 each	\$ 80.00
200 T-Shirts, Double Sided Printed, @ \$1.00 each	\$200.00
200 String Sport Bags, @ \$0.675	<u>\$135.00</u>
Total	<u>\$555.00</u>

2. Services

Band/Entertainment – The Kold Kats for 4 hours	\$500.00
Insurance Policy	\$200.00
Permits for City of Las Vegas	\$200.00
Las Vegas Metro Services	
6 Officers for 3 hours at \$68.00 per hour	\$1224.00
1 Metro Sargent for 3 hours at \$87 per hour	<u>\$261.00</u>
Total	<u>\$2385.00</u>

3. Staff Salaries

Management and Admin, 4 people for 10 hours @ \$15.00 per hour	\$600.00
Event Staff, 4 people for 8 hours @ \$15.00 per hour	<u>\$480.00</u>
Total	<u>\$1080.00</u>

4. **Match/In-Kind Services**

To Date:

Foundation Room - 3 month Membership, Donated for Raffle	\$587.00
The Cyclery – Bike Tour Package, Donated for Raffle	\$300.00
Event Management:	
David Sharp – 120 hours at \$30.00 per hour	\$3600.00
Derek Duncan – 120 hours at \$28.00 per hour	\$3360.00
Greg Martin – 120 hours at \$28.00 per hour	\$3360.00
Event Venue – Springs Preserve	\$1200.00
Water Bottles for Attendees, 200+ LVVWA	<u>\$200.00</u>
Total	<u>\$12,607.00</u>

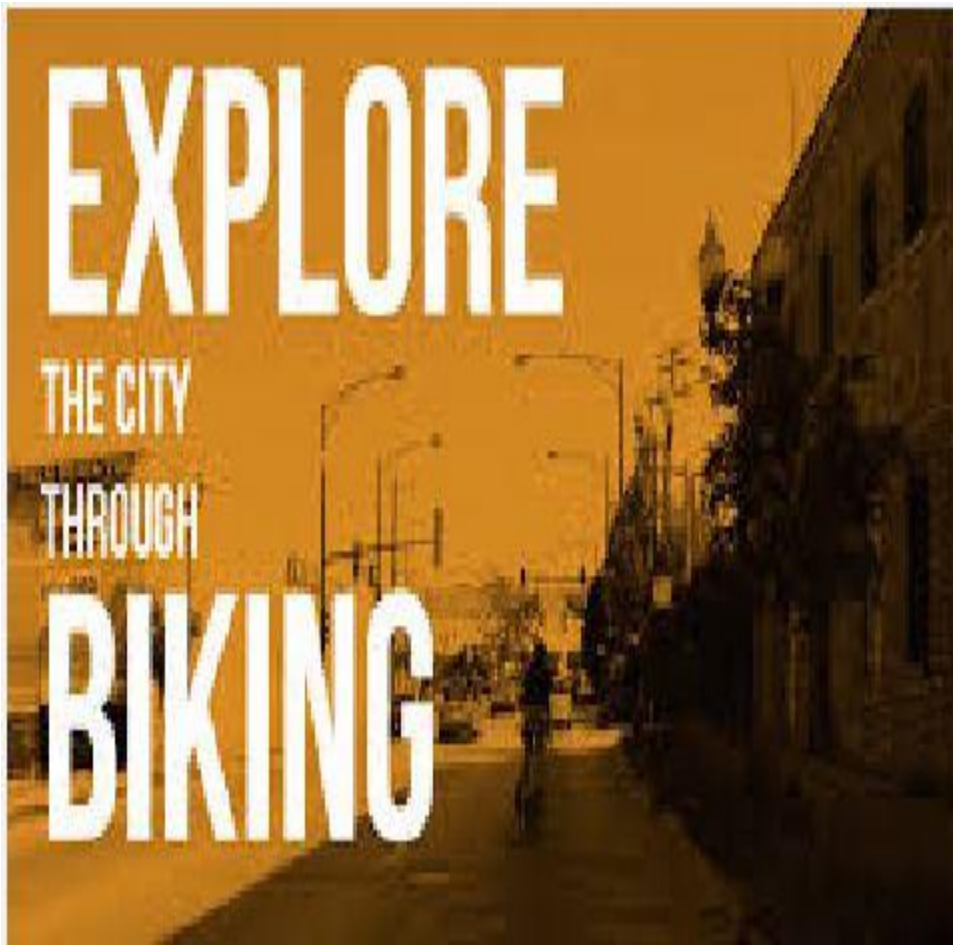
5. **Other Funding Sources**

Private Donations/Sponsors (to date):

Paul Stowell – Cash Donation	<u>\$1000.00</u>
Total	<u>\$1,000.00</u>

<u>Total Project Cost</u>	<u>\$17,627.00</u>
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Harrison House Promotion					
Service / Costs		Event Revenue			
Arch. Historian	\$-	Type	Units	Amount	Projection
App Deveopment	\$-				
Marketing Mgmt	\$-				
On-Line Registration	\$-	Advance Tix	200	\$10	\$2,000
Web Site	\$-	Walk-In Tix	0	\$15	\$-
TV AD	\$-	17 and Under	0	\$5	\$-
Radio Ad	\$-				
Postcards w map	\$100	Vendors	0	\$200	\$0
Posters	\$40	Location Vendors	0	\$50	\$0
Brochures	\$-	Concession Sales	0	\$5	\$0
Banners	\$80				
Videographer	\$-	Name Sponsors	3	\$1,000	\$3,000
Photographer	\$-				
Stage	\$-				
Bike Escorts	\$-				
Sound/PA	\$-				
Event Host	\$-				
DJ and Band	\$500				
T-Shirts and Totes	\$335				
Social Media	\$-				
Permits	\$200				
Mgmt/Admin	\$600				
Metro	\$1,485				
Insurance	\$200				
Event Staff	\$480				
Total Cost	\$4,020				
				Projected Revenue	\$5,000
Labor Projections					
No. of Positions	Staff	Hourly Wage	# Hours	Labor Projection	
6	Metro Officers	\$68	3	\$1,224	
4	Management/Administration	\$15	10	\$600	
1	Metro Sargent	\$87	3	\$261	
4	Event Staff	\$15	8	\$480	
15					
			Total Labor:	\$2,565	



**Music provided by
the Kold Kats**

**Food, Fun, and
Adventure!**

Raffle and Prizes

**Smartphone Event
Tour Guide App
Available**

**Metro Assisted
Road Crossings
Springs Preserve
to the Old Mormon
Fort**

**SPRINGS PRESERVE
333 S. VALLEY VIEW
BLVD LAS VEGAS 89107**
www.bikethepioneertrail.com

Sunday March 13

11:00 am

SUNDAY MARCH 13, 2016

BIKE THE PIONEER TRAIL

City of Las Vegas and Harrison House Las Vegas

Invite you to Bike the Historic Las Vegas Pioneer Trail. We will begin our event at the Springs Preserve and ride the trail to the Old Mormon Fort. Along the way there will be historic points of interest that will let you experience Las Vegas like never before. Entry to the event is \$10 per rider. Register Today!

