



STAFF REPORT

HISTORIC PRESERVATION COMMISSION MEETING DATE: 02/24/16

DEPARTMENT: PLANNING

ITEM DESCRIPTION: HPC-63287 - For possible action regarding a request for funding for refreshments for attendees of the Commissioner Assistance and Mentoring Program March 31 and April 1, 2016, All Wards

BACKGROUND

12/10/14 HPC approved (HPC-56943) the HPC Centennial Legacy Budget.

ANALYSIS

The HPC Centennial Legacy Budget currently has \$5,000.00 allocated in the Operating Budget toward costs associated with the Commission Assistance and Mentoring Program (CAMP).

A CAMP training session is being held on March 31 and April 1, 2016. Staff is requesting approval of funding not to exceed \$600.00 for light refreshments for the half-day session on March 31, and lunch and refreshments for the full-day session on April 1.

The following are cost estimates for lunch and refreshments for 30 attendees:

Box lunch @ \$10.00 each	\$300.00
Drinks @\$1.00 each x 4 per day	\$120.00
Fruit and/or veggie tray x 2 per day	\$ 83.00
Cookie tray x 2	\$ 16.00
Plates/cutlery	\$ 20.00
Total	\$539.00

STAFF RECOMMENDATION

APPROVAL

BACKUP DOCUMENTS

None

