

County of Santa Cruz

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PROBATION DEPARTMENT

P.O. BOX 1812, SANTA CRUZ, CA 95061-1812

(831) 454-2150 FAX: (831) 454-3035

JOHN P. RHOADS
CHIEF PROBATION OFFICER

March 1, 2001

Agenda: March 13, 2001

Board of Supervisors
County of Santa Cruz
701 Ocean Street
Santa Cruz, California 95060

Approve Request for Authorization of Expenditures for Refreshments for Probation Challenge Grant Program Event

Dear Members of the Board:

The Probation Department is requesting approval for authorization of expenditures for refreshments in excess of the \$250.00 limit specified in Title I, Section 100c.(1)(c) of the County Procedures Manual, which allows the County Administrative Officer to approve such expenditures (excluding alcoholic beverages) when the requests are submitted and approved in advance, and provided a public purpose is served.

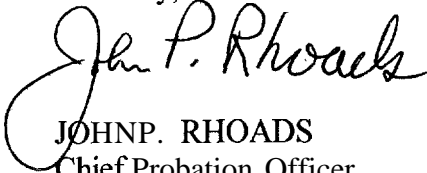
The Probation Department's Challenge Grant II program, known locally as the PARK (Placement Alternatives and Resources for Kids) Program, is a pilot research project funded by a four-year grant from the State Board of Corrections. The Board of Corrections, in its project monitoring role, requires quarterly meetings for all Challenge Grant recipients and rotates the location of these two-day meetings among the Challenge Grant sites. Santa Cruz County was selected to host the March 29 - 30" meeting this year. As there will be agency representatives **from** throughout the State, as well as staff from the State Board of Corrections, the meetings will be held at the Santa Cruz Holiday Inn, as there is not sufficient meeting room space at the Challenge Grant site itself. Additionally, staff from the Board of Corrections require that the host agency provide **refreshments** for meeting participants, to be funded **from** grant funds awarded the host project. The Holiday Inn has proposed a meeting room package for this event to include refreshments and continental breakfast for participants, at an approximate cost of \$10.11 per person, per day. The number of meeting participants is estimated at 50, for a cost of \$505.50 per day. As this amount exceeds the \$250.00 limit, approval **from** your Board is required. Costs associated with this quarterly meeting are fully reimbursable from BOC Challenge Grant funds, and there is no increase in County cost as a result of this action.

IT IS THEREFORE RECOMMENDED that your Board approve and authorize the County Administrative Officer to sign the attached Authorization for Expenditures for Refreshments, in an amount not to exceed \$505.50 per day for the March 29 and March 30, 2001 Challenge Grant

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Challenge Grant Meeting - Host Agency Refreshment Expense
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Demonstration Project quarterly meeting, hosted by the Santa Cruz County Probation Department.

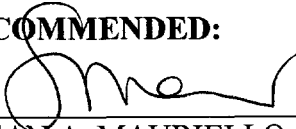
Sincerely,



JOHN P. RHOADS
Chief Probation Officer

JPR:FN

RECOMMENDED:



SUSAN A. MAURIELLO
County Administrative Officer

cc: Auditor Controller
Probation

AUTHORIZATION FOR EXPENDITURES FOR REFRESHMENTS


Background: Pursuant to Title I, Section 100 c.(l)(c) of the County Procedures Manual, the County Administrative Officer may approve expenditures for refreshments excluding alcoholic beverages when they are submitted and approved in advance, provided a public purpose is served and the amount is reasonable and does not exceed \$2.50. Reimbursement, if approved, shall utilize an AUD 7 form.

1. **NAME OF DEPARTMENT** PROBATION Department - Challenge Grant Program
2. **NAME OF DEPARTMENT REPRESENTATIVE** Fred Nohr, Administrative Services Mgr.
3. **EVENT TYPE AND PURPOSE** Quarterly meeting of Challenge 'Grant II project officials and' State Board of Corrections staff, hosted by Santa Cruz County Challenge Grant project (PARK Program). The Challenge Grant program affords the opportunity for our agency and others to provide alternative programs for youth in the criminal justice system.
4. **DATE OF EVENT** March 29 and March 30, 2001
5. **TOTAL NUMBER OF ATTENDEES** 50
 - a. No. Public/Citizen/Volunteer _____
 - b. No. County Representatives 5
 - c. No. Other Agency Reps 45
 - d. No. Other/Specify _____

6. **ITEMIZED LIST OF PROPOSED 'REFRESHMENTS TO BE PURCHASED**

<u>I T E M</u>	<u>NAME OF VENDOR</u>	<u>NOT TO EXCEED COST</u> \$
Continental breakfast and daytime refreshments (excluding alcohol) March 29 and March 30, 2001	Holiday Inn	\$505.50 per day, or total of \$1011.00 for the event.

Note: Funded by Challenge Grant project funds awarded to Santa Cruz County by the State Board of Corrections.

7. **TOTAL COST (Cannot exceed \$250)** \$ 1,011.00
8. **COST PER PUBLIC ATTENDEE (#8 ÷ 5a)** \$ 10.11 per person, per day
(Must be modest and reasonable)
9. **SIGNATURE OF REQUESTING DEPARTMENT HEAD REQUIRED** 
10. **AUTHORIZATION BY CAO** _____
Note: Prior Approval is Required prior to any reimbursement..