



PLANNING AND ZONING COMMISSION

AGENDA REPORT

May 20, 2020

ITEM 6.II: FY21 Budget Request

BACKGROUND:

The City is currently building the FY21 annual budget which begins October 1, 2020. The Planning and Zoning Commission has submitted a small budget request for the last couple years. Staff is seeking direction on what the Commission would like to request for FY20.

Staff has provided cost breakdown for training opportunities to consider for the FY21 request. The APA Missouri Planning Conference will be October 7-9, 2020 at the Oasis Hotel and Convention Center in Springfield, Missouri. Kansas, Missouri, Oklahoma and Arkansas are holding a quad-state annual conference at the Hyatt Regency in Tulsa, Oklahoma on October 9-12, 2019. At the time, there is no Commissioner-track option.

Attend One-Day Sessions at the APA Missouri Conference with Hotel Accommodations

To attend the APA Missouri Conference for one-day, it would cost \$495 to send one Commissioner. This includes lodging for one night. The Commission can request funding for multiple Commissioners, if desired.

Attend Full APA Missouri Conference with Hotel Accommodations

The cost to send one Commissioner to the full conference is \$735 which includes funds to stay locally in a hotel. The Commission can request funding for multiple Commissioners, if desired.

Webinar Training

Staff recognizes it can be difficult for Commissioners to take a full day, or several days, to attend a Conference for out-of-town training. The American Planning Association and other similar agencies now provide many online training options. Staff has included a list of current webinar offerings for Planning Commissioners as examples of types of topics typically available. The Commission can request funding for group viewings, or individual sessions for one or several members, if desired.

RECOMMENDATION:

Staff recommends requesting funding for online webinar training only. Due to the ongoing pandemic, social distancing, and anticipated reduction in sales tax revenues to the general fund, the City has restricted staff training to online only. I do not find it likely that funding for travel and in-person conferences will be funded by the City in FY21 except for extenuating circumstances.

Attachments: 1. FY21 Budget Options

Planning and Zoning Commission
FY21 Budget Request
 Oct. 1, 2020 to Sept. 30, 2021

OPTION 1: COST FOR 1 COMMISSIONER TO ATTEND TRAINING ONLY SESSION WITH HOTEL

Acct:	Acct. Description	Intended Use	Cost
110-641-5401	Travel Meals	Commissioner to MO APA Conference - Training Only	\$41.25
110-641-5402	Mileage	Commissioner to MO APA Conference - Training Only	\$134.55
110-641-5403	Travel Room	Commissioner to MO APA Conference - Training Only	\$160.00
110-641-5404	Schools & Seminars	Commissioner to MO APA Conference - Training Only	\$159.00
		TOTAL	\$494.80

OPTION 2: COST FOR 1 COMMISSIONER TO ATTEND FULL CONFERENCE WITH HOTEL

Acct:	Acct. Description	Intended Use	Cost
110-641-5401	Travel Meals	Commissioner to MO APA Conference - Full Conference	\$151.25
110-641-5402	Mileage	Commissioner to MO APA Conference - Full Conference	\$134.55
110-641-5403	Travel Room	Commissioner to MO APA Conference - Full Conference	\$250.00
110-641-5404	Schools & Seminars	Commissioner to MO APA Conference - Full Conference	\$199.00
		TOTAL	\$734.80

OPTION 3: WEBINAR TRAINING

Acct:	Acct. Description	Intended Use	Cost
110-641-5401	Travel Meals	-	-
110-641-5402	Mileage	-	-
110-641-5403	Travel Room	-	-
110-641-5404	Schools & Seminars	Commissioner Webinar Registration*	\$225.00
		TOTAL	\$225.00

*For most webinars, it is \$25 per person