



PLANNING AND ZONING COMMISSION

AGENDA REPORT

April 30, 2020

ITEM 6.I: FY22 Budget Request

BACKGROUND:

The City is currently building the FY22 annual budget which begins October 1, 2021. 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 FY22.

Staff has provided cost breakdown for training opportunities to consider for the FY22 request. At this time, Staff does not know when the APA Missouri Planning Conference will be held. Presumably it will be held in October as in previous years.

Attend Full APA Missouri Conference with Hotel Accommodations

The cost to send one Commissioner to the full conference is \$670 which includes funds to stay locally in a hotel. The Commission can request funding for multiple Commissioners, if desired.

Attend Full APA Missouri Conference Virtually

Last year, the APA Missouri Conference was held virtually and in-person. The cost for one Commissioner to attend the full conference virtually is \$80. 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. 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 or attendance to the APA Missouri Conference virtually.

Attachments: 1. FY22 Budget Options

Planning and Zoning Commission
FY21 Budget Request
 Oct. 1, 2021 to Sept. 30, 2022

OPTION 1: 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	\$152.00
110-641-5402	Mileage	Commissioner to MO APA Conference - Full Conference	\$168.00
110-641-5403	Travel Room	Commissioner to MO APA Conference - Full Conference	\$150.00
110-641-5404	Schools & Seminars	Commissioner to MO APA Conference - Full Conference	\$200.00
		TOTAL	\$670.00

OPTION 2: COST FOR 2 COMMISSIONERS TO ATTEND FULL CONFERENCE VIRTUALLY

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 to MO APA Conference - Virtual Conference	\$80.00
		TOTAL	\$80.00

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*