

# EXECUTIVE DOCUMENT SUMMARY

Department: Planning/Comm. Dev.	<b>Submittal Dates</b>	
Contact Person: <u>Trudy Galla</u>	<input checked="" type="checkbox"/>	Regular Session
Telephone No.: <u>231-256-9812</u>		02/15/2022
<b>Source Selection Method</b>		
<input type="checkbox"/> Select One	<b>VENDOR:</b> _____	
<input type="checkbox"/> Other: _____	Address/	
Account Number (Funds to come from): <u>see below</u>	Phone: _____	

Budgeted Amount: \$ 5,500.00 Contracted Amount: \_\_\_\_\_

<b>Document Description</b>	
<input type="checkbox"/> Select One	<input checked="" type="checkbox"/> Other <u>Out of state travel - REVISED</u>

**Request to Waive Board Policy on Bid Requirements**

Per discussion at the Executive Committee meeting on 2/8/2022, this EDS has been REVISED for consideration of 2 employees to attend the American Planning Association (APA) National Conference in San Diego, CA April 30-May 3. Senior Planner Gail Myer and Planning Director Trudy Galla would attend the conference. The policy for out of state travel requires all requests to come before the County Board for approval.

The Conference covers such things as: housing and zoning, leveraging technology, county planning, small town & rural planning, transportation, etc.

Director Galla is required to maintain continuing education credits as part of her certification as an American Institute of Certified Planners (AICP). These conference sessions will help reach that goal. Galla last attended an APA conference in 2017, as a speaker. This would be the first conference for Senior Planner Myer.

Estimated cost for registration is \$900/person, plus airfare, hotel meals, and miscellaneous (luggage fees, taxi) for approximately \$1,850/person. Total cost of 2 employees - approximately \$5,500. Travel scholarships will be applied for if they become available.

Breakdown:  
 101-645-400 Planning budget: \$2,750  
 101-645-401 Planning Commission budget: \$1,000  
 273 Housing Admin budget: \$1,750

**Suggested**

**Recommendation:**

Motion to recommend that the Board of Commissioners approval travel for the Planning Director and Senior Planner to attend the APA conference in San Diego April 30-May 3, with funds to come from the Planning Department budget, Planning Commission budget, and Housing funds, as noted above, with costs not to exceed \$5,500.

Department Head Approval: \_\_\_\_\_

*Trudy J. Galla*

Date: 02/09/2022