



**BOARD OF COUNTY COMMISSIONERS
WARREN COUNTY, OHIO**

406 Justice Drive, Lebanon, Ohio 45036

www.co.warren.oh.us

commissioners@co.warren.oh.us

Telephone (513) 695-1250

Facsimile (513) 695-2054

**TOM GROSSMANN
SHANNON JONES
DAVID G. YOUNG**

GENERAL SESSION AGENDA

October 22, 2024

- #1** *Clerk—General*
- #2** **9:00** *Work Session—2025 Budget*

The Board of Commissioners' public meetings can now be streamed live at [Warren County Board of Commissioners - YouTube](#)

APPROVING REQUISITIONS AND AUTHORIZING THE COUNTY ADMINISTRATOR
TO SIGN DOCUMENTS RELATIVE THERETO

BE IT RESOLVED, to approve requisitions as listed in the attached document and authorize Martin Russell, County Administrator, to sign on behalf of this Board of County Commissioners.

M. moved for adoption of the foregoing resolution being seconded by M. Upon call of the roll, the following vote resulted:

M
M
M

Resolution adopted this day of 2024.

BOARD OF COUNTY COMMISSIONERS

Krystal Powell, Clerk

/kp

cc: Commissioners' file

REQUISITIONS

Department	Vendor Name	Description	Amount
WAT	YATES ENGINEERING SERVICES LLC	DESIGN FOR FIBER OPTIC	\$ 7,078.00 *capital purchase/ RFQ
TEL	CDW LLC	CDW BLACK BOX VIDEO TRANSM	\$ 11,497.45 *capital purchase/ state contract

PO CHANGE ORDERS

Department	Vendor Name	Description	Amount
WAT	BUILDING CRAFTS INC.	SYCAMORE TRAILS WWTP UPGRADES	\$ 94,875.00 *increase
GRA	BARRETT PAVING MATERIALS	FY24 FRANKLIN CDBG PROJECT	\$ 18,266.14 *increase

10/22/24 APPROVED BY:

Martin Russell, County Administrator

CONSENT AGENDA*

October 22, 2024

Approve the minutes of the October 15, 2024 Commissioners' Meeting.

PERSONNEL

1. *Hire Lillian Kuhn as Protective Services Caseworker I within Children Services and Nicole Downing as Administrative Support within OMB*
2. *Naming Michael Gladwell as Building Official and Steve Scott as Backup Building Official with the Ohio Board of Building Standards*
3. *Accept the resignation of Alden Payzant within Building and Zoning*
4. *Terminate employee within Children Services*

GENERAL

5. *Establish monthly department healthcare chargeback rates effective January 1, 2025*
6. *Approve personal day off with pay "Dave's Day for Life" policy for the 2025 Annual Blood Draw Screening Program for County Employees*
7. *Approve personal day of with pay policy for the 2025 "day for Wellness" Points Program*
8. *Approve Wellness Incentive HAS Program for program year 2025*
9. *Approve reappointments to the Board of Trustees of the Community Authority of Union Village*
10. *Cancel regularly scheduled Commissioners' Meeting of Thursday, October 24, 2024*
11. *Approve emergency replacement of the effluent flow meter located at the LLM WWTP*
12. *Authorize Warren County Grants Administration Director to apply with ODOT for SFY 2024 Urban Transit Program*
13. *Approve Change Order No. 1 to the agreement with Barrett Paving Materials Inc. for the FY24 City of Franklin- Bryant Avenue and Judy Drive Paving and Stormwater CDBG Project*
14. *Enter into agreement with Warren County Children Services on behalf of OhioMeansJobs Warren County*
15. *Approve Change Order No. 2 to the contract with Building Crafts, Inc. for the Sycamore Trails WWTP Upgrades Project*
16. *Acknowledge approval of financial transactions*
17. *Acknowledge payment of bills*
18. *Approve various performance bond agreements*
19. *Approve various final plats*

FINANCIALS

20. *Approve operational transfers from Commissioners' into Human Services and Water and Sewer*
21. *Approve supplemental appropriations into Dog and Kennel, Common Pleas, and Children Services*
22. *Approve appropriation adjustments within Children Services for payouts*
23. *Approve appropriation adjustments within Auditor's, Board of Elections, Coroner's, Sheriff's, Dog and Kennel, Workforce investment Board, OhioMeansJobs, Solid Waste, Child Support, Children Services, and Sewer*

**Please contact the Commissioners' Office at (513) 695-1250 for additional information or questions on any of the items listed on the Consent Agenda*



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BOARD OF COUNTY COMMISSIONERS WARREN COUNTY, OHIO

MINUTES: Regular Session – October 15, 2024

This is a summary of actions and discussions of the meeting. You may view this meeting through our YouTube Channel at <https://www.youtube.com/channel/UC1ELh0jGpXd4VV2DTgsuqPA> or by contacting our office.

The Board met in regular session pursuant to adjournment of the October 8, 2024, meeting.

David G. Young – present

Shannon Jones – present

Tom Grossmann – present

Krystal Powell, Clerk – present

Minutes of the October 8, 2024 meeting were read and approved.

- 24-1358 A resolution was adopted hiring Heidi Sparks as Custodial Worker I within the Warren County Facilities Management Department. Vote: Unanimous
- 24-1359 A resolution was adopted approving the end of a 365-day probationary period and a pay increase for Zachary Zindel within the Facilities Management Department. Vote: Unanimous
- 24-1360 A resolution was adopted approving a wage increase for Seth Whitlock within the Warren County Emergency Services Department. Vote: Unanimous
- 24-1361 A resolution was adopted authorizing the posting of the “Water Distribution Worker I or II” position, within the Water and Sewer Department, in accordance with Warren County Personnel Policy Manual, Section 2.02(A). Vote: Unanimous
- 24-1362 A resolution was adopted accepting the resignation of Christina Banks, Assessment Investigative Caseworker II, within the Warren County Department of Job and Family Services, Children Services Division, effective September 27, 2024. Vote: Unanimous

- 24-1363 A resolution was adopted accepting the resignation of Taylor Munn, Protective Services Caseworker II, within the Warren County Job and Family Services, Children Services Division, effective September 27, 2024. Vote: Unanimous
- 24-1364 A resolution was adopted awarding the bid to Transportation Equipment Sales Corp (DBA Tesco) for the purchase of Two (2) Handicap Upfit 2024 Chrysler Voyager LX Vans and Valley Motor City Inc. for the purchase of Two (2) Standard 2024 Chrysler Voyager LX Vans for Warren County Transit Service. Vote: Unanimous
- 24-1365 A resolution was adopted approving emergency replacement of the Programmable Logic Controllers (PLCs) located at the Lower Little Miami Wastewater Treatment Plant. Vote: Unanimous
- 24-1366 A resolution was adopted setting and advertising for Public Hearing #1 for the Fiscal Year 2025 Community Development Block Grant Program. Vote: Unanimous
- 24-1367 A resolution was adopted amending the Citizen Participation Plan relative to the Community Development Block Grant Program on behalf of the Office of Grants Administration. Vote: Unanimous
- 24-1368 A resolution was adopted entering into an agreement with Beech Acres for Diagnostic Services, Family Counseling, Information & Referral Services, Monitoring Case Progress, and Supervised Visitations for families of Warren County Children Services. Vote: Unanimous
- 24-1369 A resolution was adopted accepting a quote from Business Communication Specialists for renewal of Ingate Support on behalf of Warren County Telecommunications. Vote: Unanimous
- 24-1370 A resolution was adopted entering into a H2Ohio Direct Assistance PWS Standard Grant Agreements with the Ohio Environmental Protection Agency for the reimbursement of eligible project/program costs. Vote: Unanimous
- 24-1371 A resolution was adopted authorizing the amendment No. 1 to the Master Service Agreement with RA Consultants, LLC, a Gonzalez Company for the Great Miami River Waterline Crossing Project. Vote: Unanimous
- 24-1372 A resolution was adopted acknowledging payment of bills. Vote: Unanimous
- 24-1373 A resolution was adopted entering into a subdivision public improvement performance and maintenance security agreement with Red Hawk Land, LLC for installation of certain improvements in the Woodlands at Morrow, Phase 5B situated in the Village of Morrow. Vote: Unanimous

- 24-1374 A resolution was adopted approving a street and appurtenances Bond Reduction for Pimlico Pointe, LLC for completion of performance of construction of the right and left turn lanes, traffic signal associated roadway improvements on Tylersville Road and enter into the maintenance security for Pimlico Pointe in Deerfield Township. Vote: Unanimous
- 24-1375 A resolution was adopted approving various record plats. Vote: Unanimous
- 24-1376 A resolution was adopted approving a supplemental appropriation into Common Pleas Community Corrections Mental Health Fund #2228. Vote: Unanimous
- 24-1377 A resolution was adopted approving a supplemental appropriation into Sheriff's Office Fund #2287. Vote: Unanimous
- 24-1378 A resolution was adopted approving appropriation adjustments from Commissioners' Fund #11011110 and #11011115 into #11011110. Vote: Unanimous
- 24-1379 A resolution was adopted approving appropriation adjustments within Common Pleas Court Fund #11011220 and Court Services Fund #11011223. Vote: Unanimous
- 24-1380 A resolution was adopted approving an appropriation adjustment within Common Pleas Court Fund #11011223. Vote: Unanimous
- 24-1381 A resolution was adopted approving appropriation adjustments within County Court Fund #11011280. Vote: Unanimous
- 24-1382 A resolution was adopted approving appropriation adjustments within Facilities Management Fund #11011600. Vote: Unanimous
- 24-1383 A resolution was adopted approving an appropriation adjustment within Sheriff's Office Fund #11012200. Vote: Unanimous
- 24-1384 A resolution was adopted approving appropriation adjustments within Prosecutor's Office Fund #2245. Vote: Unanimous
- 24-1385 A resolution was adopted approving appropriation adjustments within Telecommunications Department Fund #4492. Vote: Unanimous
- 24-1386 A resolution was adopted approving an appropriation adjustment within Water Revenue Fund #5510. Vote: Unanimous
- 24-1387 A resolution was adopted approving requisitions and authorizing the County Administrator to sign documents relative thereto. Vote: Unanimous

- 24-1388 A resolution was adopted approving and authorizing the Board President to execute a contract for sale and purchase of real property with the City of Lebanon, Donation Letter, Quit- Claim Deed, and Temporary Easement required by said agreement relating to property along Broadway Street, and further authorizing the County Administrator to execute any other documents related thereto on behalf of the Board upon approval by the County Prosecutor.
Vote: Unanimous
- 24-1389 A resolution was adopted establishing a policy within the Warren County Water and Sewer Department relative to waiving sanitary sewer connection, water tap, nonparticipant, capacity, and inspection fees normally collected and retained by the County and not distributed as reimbursement to other utility service provider or funds to be deposited into assessment or rotary accounts, for public charities that build specialty adapted houses in Warren County for severely wounded veterans of all military branches and first responders mortgage free.
Vote: Unanimous
- 24-1390 A resolution was adopted entering into a memorandum of understanding with the Warren County Common Pleas Court on behalf of Warren County Transit Service. Vote: Unanimous
- 24-1391 A resolution was adopted authorizing the President of the Board to sign Change Order No. 2 to the contract with Valley Transportation LLC for the operation of Warren County Transit Service. Vote: Unanimous

DISCUSSIONS

On motion, upon unanimous call of the roll, the Board accepted and approved the consent agenda.

Doug Koenig, President of the Warren County Airport Authority Board, was present along with Nick Brown, Lead Engineer at Crawford, Murphy, and Tilly, Inc., Bill Noe, Operations Supervisor at the Warren County Airport, and Josh Curtis, FBO Manager of the Warren County Airport for a work session to discuss the Warren County Airport – John Lane Field Master Plan.

Mr. Curtis stated the airport is currently home base to 130 aircraft, houses 30 businesses, and is at maximum capacity. He stated the critical need for expansion of the airport to include 500 feet of additional runway space to accommodate larger jets and a disaster relief area.

Mr. Brown presented the attached PowerPoint presentation outlining the purpose, needs, projected growth, and preferred development plan for the airport.

There was discussion relative to the funding and the specifications of the master plan, specifically the expansion of the runway to the South in lieu of expansion to the North.

Jonathan Sams, Turtlecreek Township Trustee, stated he has met with the Airport Authority Board to discuss aspects of the Master Plan. He stated he was hesitant to the idea of expanding the airport in fear of disrupting local landowners and disrupting the high-end housing tax base.

Upon further discussion, it was determined more information would need to be obtained from the airport prior to recommendations or approval of the Master Plan.

Upon motion the meeting was adjourned.

David G. Young, President

Tom Grossmann

Shannon Jones



I hereby certify that the foregoing is a true and correct copy of the minutes of the meeting of the Board of County Commissioners held on October 15, 2024, in compliance with Section 121.22 O.R.C.

Krystal Powell, Clerk
Board of County Commissioners
Warren County, Ohio



Airport Master Plan Update
Presentation to
**County
Commissioners**

Warren County Airport Authority
Warren County Airport-John Lane Field (168)

October 15, 2024



Purpose of the Master Plan

What does it do?

- Establishes a 20-year development plan for the airport
- Prioritizes development(s) and modifications based on **need** (data-driven)

What does it look at?

- Airport facilities
 - Airfield, landside, support facilities, etc.
- Operational factors
 - Demand projections, funding strategies, benchmarking, etc.

Why is it needed?

- Master Plan (mini) was completed in 2005
- Airfield design criteria have changed
- Safety standards have improved

What it isn't...

- A design study or document
- Recommendations that are set in stone

Summary of Forecast Projections

- Warren County Airport-John Lane Field (I68) is the **seventh busiest airport in Ohio** by based aircraft
- Total operations are projected to grow from **37,950** to **54,120 (+45.5%)**
- Based aircraft are projected to grow from **100** to **145**

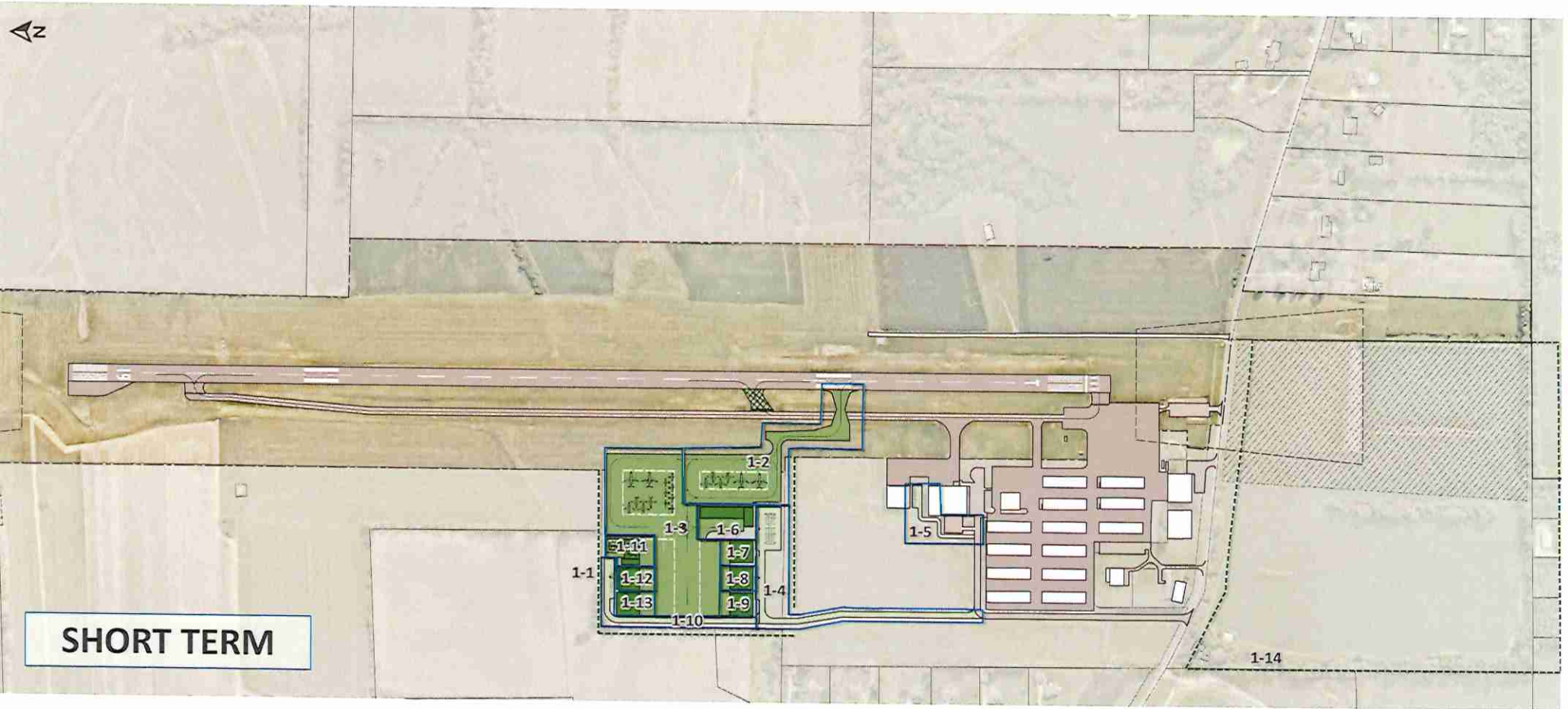
Major Master Plan Recommendations

- 1 Additional apron space for itinerant aircraft
- 2 Additional hangar development
- 3 Wider full-length parallel taxiway for increased safety
- 4 Runway to 100 feet wide and 5,006 feet long

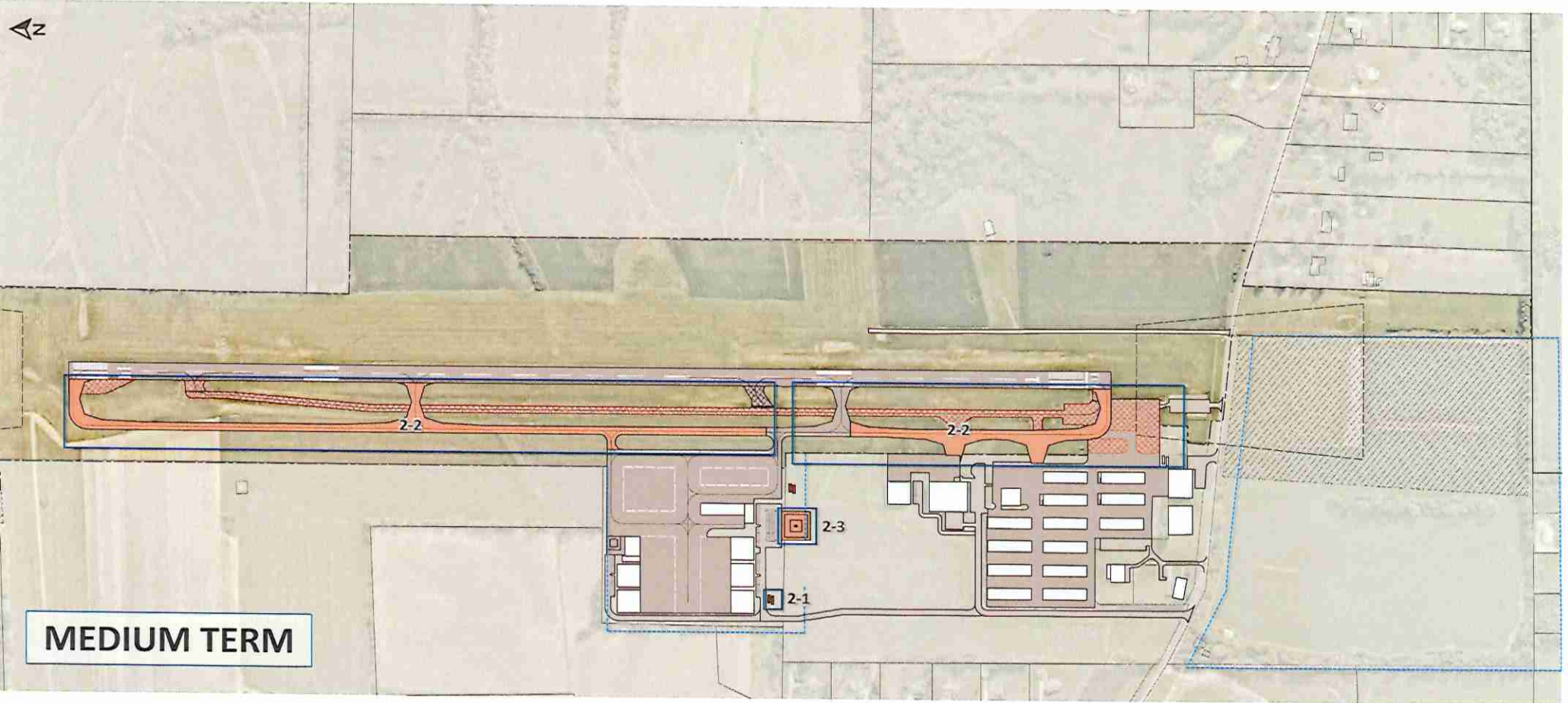
Preferred Development Plan – Short and Medium Term



- Extends runway to 5,006 feet
- Re-routes Greentree Rd. outside of Runway Protection Zone
 - Establishes new entrances to airport and additional entrance to sports park
- Enables greater capacity for corporate jet traffic
- Full-length parallel taxiway
- Additional development of Hangars and Apron



SHORT TERM



MEDIUM TERM



LONG TERM

Long-term (Post Planning Period) Plan



- Develop additional Hangars and Apron on East side when West side fully developed
- Accompanying full-length parallel taxiway on east

Proclamation

*From the Office of the Board of County Commissioners
Warren County, Ohio*

**PROCLAIM NOVEMBER 2024, AS
"NATIONAL AMERICAN INDIAN HERITAGE MONTH"
IN WARREN COUNTY**

WHEREAS, the history and culture of our great nation have been significantly influenced by American Indians and indigenous peoples; and

WHEREAS, the contributions of American Indians have enhanced the freedom, prosperity, and greatness of America today; and

WHEREAS, their customs and traditions are respected and celebrated as part of a rich legacy throughout the United States; and

WHEREAS, Native American Awareness Week began in 1976, and recognition was expanded by Congress and approved by President George H. W. Bush in August 1990, designating the month of November as National American Indian Heritage Month; and

WHEREAS, in honor of National American Indian Heritage Month, community celebrations as well as numerous cultural, artistic, educational, and historical activities have been planned; and

NOW THEREFORE BE IT RESOLVED, by the Board of Warren County Commissioners do hereby proclaim November as:

"NATIONAL AMERICAN INDIAN HERITAGE MONTH"

in Warren County, Ohio, and urge all our citizens to observe this month with appropriate programs, ceremonies and activities.

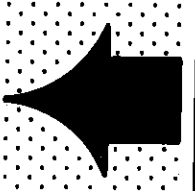
IN WITNESS WHEREOF, we have hereunto subscribed our names and caused the seal of Warren County to be affixed at Lebanon this 22nd day of October, in the year of our Lord, Two Thousand Twenty-Four.

**BOARD OF COUNTY COMMISSIONERS
WARREN COUNTY, OHIO**

David G. Young, President

Tom Grossmann

Shannon Jones





**REQUEST FOR AUTHORIZATION TO ATTEND ASSOCIATION MEETING,
CONVENTION OR TRAINING SEMINAR/SESSION**

This form is to be completed by Department Head/Elected Official requesting authorization to attend an Association Meeting or Convention or Training Seminar/Session sponsored by an Association as required by O.R.C. Section 325.20. Additionally, authorization is required for any training seminar/session held more than 250 miles from county campus;

*NAME OF ATTENDEE: Doug Ingram DEPARTMENT: Water

*POSITION: Distribution Forman DATE: 10/3/24

REQUEST FOR AUTHORIZATION FOR THE ABOVE-NAMED EMPLOYEE/ELECTED OFFICIAL TO ATTEND THE FOLLOWING:

ASSOCIATION MEETING CONVENTION ASSOCIATION SPONSORED TRAINING SEMINAR/SESSION
TRAINING MORE THAN 250 MILES

PURPOSE:

Ohio EPA contact hours

LOCATION:

9440 Montgomery rd

DATE(S): 11/14

TYPE OF TRAVEL: (Check one)

AIRLINE STAFF CAR PRIVATE VEHICLE OTHER

LODGING: No

ESTIMATED COST OF TRIP: 0.00

I CERTIFY THAT DIRECTION HAS BEEN GIVEN TO ALL EMPLOYEES ATTENDING THIS FUNCTION, THAT IT IS EXPECTED OF THEM TO ATTEND APPLICABLE SESSIONS.

DEPARTMENT HEAD/ELECTED OFFICIAL REQUESTING AUTHORIZATION:

Doug Ingram 10/8/24
Signature/Title Date

BOARD OF COMMISSIONERS' APPROVAL:

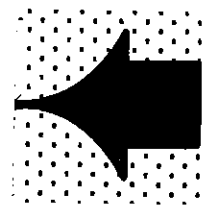
Commissioner Date

Commissioner Date

Commissioner Date

*If additional employees will be attending the Association Meeting, Convention or Training Seminar/Session please list names and positions here:

90:0144 91 100 8707
AM 10:00





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*NAME OF ATTENDEE: William Dane DEPARTMENT: sewer

*POSITION: sewer worker 3 DATE: 10-11-2024

REQUEST FOR AUTHORIZATION FOR THE ABOVE-NAMED EMPLOYEE/ELECTED OFFICIAL TO ATTEND THE FOLLOWING:

ASSOCIATION MEETING CONVENTION **ASSOCIATION SPONSORED TRAINING SEMINAR/SESSION**
TRAINING MORE THAN 250 MILES

PURPOSE:

WWC 1 - CONTACT hours

LOCATION:

225 W. Galbraith Rd, Cincinnati, OH 45215

DATE(S):

TYPE OF TRAVEL: (Check one)

AIRLINE

STAFF CAR

PRIVATE VEHICLE

OTHER

LODGING:

N/A

ESTIMATED COST OF TRIP:

65.00

I CERTIFY THAT DIRECTION HAS BEEN GIVEN TO ALL EMPLOYEES ATTENDING THIS FUNCTION, THAT IT IS EXPECTED OF THEM TO ATTEND APPLICABLE SESSIONS.

DEPARTMENT HEAD/ELECTED OFFICIAL REQUESTING AUTHORIZATION:

[Signature] 10/11/24
Signature/Title Date

BOARD OF COMMISSIONERS' APPROVAL:

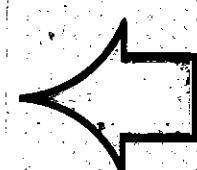
Commissioner Date

Commissioner Date

Commissioner Date

*If additional employees will be attending the Association Meeting, Convention or Training Seminar/Session please list names and positions here:

2025 OCT 15 AM 8:46





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*NAME OF ATTENDEE: RANDALL KUVIN DEPARTMENT: TREASURER

*POSITION: TREASURER-ELECT DATE: 10-14-24

REQUEST FOR AUTHORIZATION FOR THE ABOVE-NAMED EMPLOYEE/ELECTED OFFICIAL TO ATTEND THE FOLLOWING:

ASSOCIATION MEETING CONVENTION ASSOCIATION SPONSORED TRAINING SEMINAR/SESSION
TRAINING MORE THAN 250 MILES

PURPOSE:

2024 CTAO Fall Conference

LOCATION:

Columbus Marriott Northwest
5605 Blazer Pkwy Dublin, OH 43017

DATE(S): 11/13-14/2024

TYPE OF TRAVEL: (Check one)

AIRLINE STAFF CAR PRIVATE VEHICLE OTHER

LODGING: \$177.42 11/13/24

ESTIMATED COST OF TRIP: Registration (\$150.00) / Mileage (\$90.00) / Lodging (\$177.42) = \$417.42

I CERTIFY THAT DIRECTION HAS BEEN GIVEN TO ALL EMPLOYEES ATTENDING THIS FUNCTION, THAT IT IS EXPECTED OF THEM TO ATTEND APPLICABLE SESSIONS.

DEPARTMENT HEAD/ELECTED OFFICIAL REQUESTING AUTHORIZATION:

[Signature] Treasurer 10/14/24
Signature/Title Date

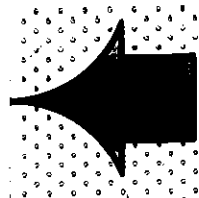
BOARD OF COMMISSIONERS' APPROVAL:

Commissioner Date

Commissioner Date

Commissioner Date

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*NAME OF ATTENDEE: Michael B. Zeiher DEPARTMENT: Water & Sewer Department

*POSITION: Director of Fiscal Operations DATE: 10/11/2024

REQUEST FOR AUTHORIZATION FOR THE ABOVE-NAMED EMPLOYEE/ELECTED OFFICIAL TO ATTEND THE FOLLOWING:

ASSOCIATION MEETING CONVENTION ASSOCIATION SPONSORED TRAINING SEMINAR/SESSION
TRAINING MORE THAN 250 MILES

PURPOSE:

2025 GFOA Accounting Academy: An Intensive Introduction is a comprehensive training of the principles and practices of government accounting & management of public resources.

LOCATION:

Hyatt Regency Columbus, Ohio

DATE(S): 4/28/2025 - 5/1/2025

TYPE OF TRAVEL: (Check one)

AIRLINE STAFF CAR PRIVATE VEHICLE OTHER

LODGING: 3 nights - \$366.00

ESTIMATED COST OF TRIP: \$4,291.00

I CERTIFY THAT DIRECTION HAS BEEN GIVEN TO ALL EMPLOYEES ATTENDING THIS FUNCTION, THAT IT IS EXPECTED OF THEM TO ATTEND APPLICABLE SESSIONS.

DEPARTMENT HEAD/ELECTED OFFICIAL REQUESTING AUTHORIZATION:

Chris Bamyib 10/11/24
Signature/Title Date

BOARD OF COMMISSIONERS' APPROVAL:

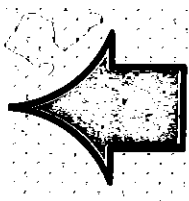
Commissioner Date

Commissioner Date

Commissioner Date

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Jodi Davis - Accounting Supervisor





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*NAME OF ATTENDEE: Michael Zeiher DEPARTMENT: Water & Sewer Department

*POSITION: Director of Fiscal Operations DATE: 10/11/2024

REQUEST FOR AUTHORIZATION FOR THE ABOVE-NAMED EMPLOYEE/ELECTED OFFICIAL TO ATTEND THE FOLLOWING:

ASSOCIATION MEETING CONVENTION ASSOCIATION SPONSORED TRAINING SEMINAR/SESSION
TRAINING MORE THAN 250 MILES

PURPOSE:

Attend the 2025 GFOA Budget Analyst Training Academy that focuses on skills and techniques critical to the public sector Budget Analyst.

LOCATION:

Hyatt Regency Garden Grove, California

DATE(S): 1/6/2025 - 1/9/2025

TYPE OF TRAVEL: (Check one)

AIRLINE STAFF CAR PRIVATE VEHICLE OTHER

LODGING: 4 nights \$700.00

ESTIMATED COST OF TRIP: TOTAL - \$2800.00

I CERTIFY THAT DIRECTION HAS BEEN GIVEN TO ALL EMPLOYEES ATTENDING THIS FUNCTION, THAT IT IS EXPECTED OF THEM TO ATTEND APPLICABLE SESSIONS.

DEPARTMENT HEAD/ELECTED OFFICIAL REQUESTING AUTHORIZATION:

Chy B... 10/11/24
Signature/Title Date

BOARD OF COMMISSIONERS' APPROVAL:

Commissioner Date

Commissioner Date

Commissioner Date

*If additional employees will be attending the Association Meeting, Convention or Training Seminar/Session please list names and positions here:

RECEIVED

